



Administrative Regulation
Chapter 3 – General Institution

AR 3505 EMERGENCY RESPONSE PLAN

Bomb Threats

The Board of Trustees places the safety of students and staff above all other considerations. Insofar as is consistent with that aim, the Board's policy is to prevent any disruption of the operations of the college and the educational process in response to bomb and similar threats to the college. Administrative regulations are designed to minimize disruption of the educational process when danger is judged to be minimal; and to provide for implementation of graded safety measures up to and including immediate evacuation of an entire college site when danger is judged to be more than minimal.

Crisis Prevention Team

1. **Establishment.** The Superintendent/President establishes a Crisis Prevention Team (CPT) as set forth in this Administrative Regulation.
2. **Mission.** The mission of CPT is to:
 - a. Promote the health and safety of the campus community.
 - b. Improve campus community safety through a proactive, collaborative, coordinated, objective, and thoughtful approach to the prevention, identification, assessment, intervention, and management of situations that pose, or may reasonably pose, a threat to the safety and well-being of individual students or the campus community.
3. **Purpose.** The purpose of the CPT is to coordinate existing resources with a focus on prevention and early intervention in campus situations involving students experiencing distress or engaging in harmful or disruptive behaviors. The Team will develop intervention and support strategies and offer case coordination. This Team will regularly review and assess these situations and recommend actions in accord with existing College policies.
4. **Responsibilities.** The CPT will have the following responsibilities:
 - a. Receive, review, and catalog information about concerns regarding student behavior.
 - b. Perform initial assessment of risk and refer cases to offices and officials as needed for additional assessment.
 - c. Develop specific strategies to manage potentially harmful or disruptive behavior to protect the safety and rights of both the student and the college community.
 - d. Make recommendations to college officials on appropriate actions consistent with board policies and administrative regulations.

- e. Engage in ongoing refinement of Team procedures and protocols to foster optimal Team functioning and interface with the College community.
- f. Identify College policy and procedural issues warranting further examination and refer such matters to appropriate entities.
- g. Make training available to faculty and staff regarding the identification and referral of students who may pose threats to the campus community.

5. **Team Members.** The following shall be members of the Crisis Prevention Team:

- a. Dean, Counseling and Retention
- b. Dean, Instructional Services
- c. Dean, Student Life/Campus Disciplinarian
- d. Dean, Human Resources
- e. Dean, International Education
- f. Chief of Police or designee
- g. Chair, Counseling Department
- h. Coordinator of Psychological Services
- i. Coordinator of Disabled Student Programs and Services
- j. Coordinator of Health Services
- k. Campus Ombudsperson
- l. Campus Counsel

1. **Chairperson.** The Dean of Counseling and Retention shall be the chair of the CPT and have the following responsibilities:

- a. Set the agenda for and facilitates meetings.
- b. Facilitate meeting discussions and managing meeting time.
- c. Work with Campus Counsel to assure appropriate record keeping and other procedures.
- d. Oversight of case management/support coordination process.
- e. In cooperation with existing relevant systems, coordinate and triage referral of students of concern from the College community.
- f. Coordinate threat assessment as appropriate.
- g. Post-meeting follow-up.
- h. Assure relevant policy issues are brought to the attention of the CPT.

References:

Education Code Sections 32280 et seq. and 71095;
 Government Code Sections 3100 and 8607(a);
 Homeland Security Act of 2002;
 National Fire Protection Association 1600;
 Homeland Security Presidential Directive-5;
 Executive Order S-2-05;
 California Code of Regulations Title 19, Sections 2400-2450;
 34 Code of Federal Regulations Section 668.46(b)(13) and (g)

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