

Glendale
Community
College
Emergency
Preparedness
Plan



MARICOPA
COMMUNITY
COLLEGES

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INTRODUCTION

An emergency can occur at any time. In the case of fire, flood, storm, epidemic, riot, earthquake, intruder, or other disasters, it is important for Glendale Community College personnel to be as fully prepared as possible to ensure the highest rate of survivability. The more prepared Glendale Community College is, the more likely it will be able to prevent an emergency from turning into a major occurrence. In some instances, coordination with outside resources from the local level up to the federal level may be needed. Having a well written plan that is consistent with other emergency agencies will enhance response to an emergency and mitigate subsequent recovery time.

Most emergencies are small and easily managed by college staff. The Emergency Preparedness Plan is designed to help in those cases when an emergency affects large portions of the college or requires the assistance of outside agencies. In the unlikely event of a major catastrophe that involves the entire area, emergency services may be overwhelmed and unable to respond immediately. Members of the college community must be able to help themselves until assistance arrives. To ensure the safety of all involved and promote familiarity with the system, all emergencies should be handled in a consistent manner. Therefore, this plan requires the Federal Emergency Management Agency's (FEMA) Incident Command System (ICS) to be used as a part of the Glendale Community College's comprehensive Emergency Preparedness Plan.

With this in mind, an Emergency Preparedness Plan (EPP) must be developed, and the Crisis Management Team must be organized and trained to meet the needs of the college prior to an emergency. Additionally, all faculty and staff must be trained in the basics of the Emergency Preparedness Plan to ensure maximum safety, efficiency, and communication during a crisis, emergency, or disaster. Faculty, staff and students must be reassured that all preparations and training are necessary for their safety and well-being. All college community members should have access to the Emergency Preparedness Plan.

Ongoing revisions throughout the planning, preparation, and training of the Emergency Preparedness Plan should occur. Input from all college community members should not only be listened to but also encouraged. Also, annual training concerning the plan should be encouraged for faculty and staff.

GCC College Plan

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PART II: College Plan

PLAN AUTHORITY

Responsibility for college (including satellite campus and skill centers) emergency preparedness plans has been delegated by the Chancellor to the President of the college or their designee.

As President of Glendale Community College, I direct that this Emergency Preparedness Plan shall be in full force and effect as of the date of the last signing of this document, as evidenced by the signatures affixed below.

This Emergency Preparedness Plan has been reviewed and approved by:

Name: Ernie Lara Title: Interim College President
Signature:  Date: 4/18/2023

As Commander of College Police, I certify that this Emergency Preparedness Plan is in effect as of the date listed on this document as evidenced by the signatures as affixed below.

Name: Nathan Achtziger Title: Interim Commander, College Police
Signature:  Date: 4/10/2023

RECORD OF CHANGES

Section	Summary of Change	Change Made By	Change Date
	Contact list updated	D. Palok	4-1-20
	Contact List Updated/college plan authority /district contacts/	N. Achtziger	01-26-23

RECORD OF DISTRIBUTION

Plan Copy #	Date	Department/Location	Plan Given to	Signature
	4-1-20	Google docs shared drive	CIMT	

College Plan



Situation Assessment and Overview

Glendale Community College (GCC) is the largest of the colleges in the Maricopa County Community College District (MCCCD). The District is comprised of ten separately accredited colleges and two skill centers in Maricopa County. The county, which includes the City of Phoenix and the surrounding metropolitan area, is the fifth largest in the nation and is home to more than three million residents.

Glendale Community College serves a large portion of an urban/suburban area known as the “West Valley,” with a population of approximately 1,300,000 residents. The college’s primary service area encompasses the city of Glendale, most of the city of Peoria, Surprise, and parts of Phoenix and Anthem. GCC is a comprehensive community college offering transfer education, career and technical programs, developmental education, continuing and community education courses, and business and industry training.

The college is comprised of two comprehensive campuses; the GCC main campus is located on the corner of Olive Avenue and 59th Avenue, on the western border of Glendale, Arizona, a suburb of Phoenix. The second campus, GCCN, is located 10 miles north of the main campus located at 57th and Happy Valley Road in northwest Phoenix.

GCC College Plan

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The GCC Main Campus encompasses 147 acres at 6000 West Olive Ave, Glendale, AZ 85302. The campus consists of 45-plus buildings. The campus population fluctuates on a daily basis with peaks in mid-morning, decreasing through the mid-afternoon and increases as evening classes begin. Counting staff, the campus population can have approximately ten thousand persons at any one time.

The GCC North Campus at 5727 West Happy Valley Road, Phoenix, AZ 85310 is located on 75 acres of land purchased in 2000 with five buildings. The campus population fluctuates on a daily basis with peaks in mid-morning, decreasing through the mid-afternoon and increases as evening classes begin.

Campus Environment and Characteristics

College Police and Facilities Management personnel handle routine emergencies. Local Fire and Law Enforcement agencies handle major emergencies on site. Additionally, during certain major emergencies or disasters, a unified command with local Emergency Management System (“EMS”) and administration based on the Incident Command System (“ICS”) is the most effective approach to management of emergency operations.

In all major cases, Fire and/or Police officials will be in command of the emergency event, and the designated emergency responder will be the Incident Commander. This does not negate the responsibilities of college officials and College Police. The college will need to respond to the cascading effects of the incident and respond accordingly. This plan is designed to help mitigate, plan, respond, and recover from these effects and include, but are not limited to the following:

1. Vulnerabilities to the adverse effects of natural, man-made, or technological disasters that may result in loss of life, property damage, and social disruption.
2. Acts of violence originating at the college or in immediate proximity that may migrate onto college property.
3. Transportation of hazardous substances and other toxic chemical materials near the college, as well as the storage and use of these substances at the college, provide a potential for a disaster.
4. Localized flooding, due to thunderstorms during the “monsoon” (July through September) and more general flooding from winter storms (December through February), provides a potential natural hazard to the college. Flooded road crossings and localized flooding are possible.

GCC College Plan

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5. Windstorms, with wind speeds up to tornado strength (called micro bursts), frequently occur in conjunction with the monsoon season thunderstorms. Straight-line winds also represent a significant hazard.
6. The proximity of the college campuses to major transportation routes makes them particularly vulnerable to transportation-based accidents, including aircraft, trains, and buses.
7. Varied-use facilities (e.g., science facilities, central plant, etc.) raise the potential for building fires.
8. A Weapons of Mass Destruction (WMD) event or attack could occur through accident, miscalculation, irrational act, unplanned escalation of a conventional war, or as a deliberate act.
9. Workplace violence perpetrated by faculty, staff, students, or visitors.
10. The use of college facilities for high-profile events raises the potential for an emergency due to civil disturbances and or terrorism.
11. National or statewide events that impact the community, such as earthquakes, hurricanes, volcanic eruptions, and tsunamis, may involve the use of college facilities, equipment, and personnel for recovery and sheltering.

Planning Assumptions

1. Glendale Community College may be subject to various natural, man-made, or technological disasters in the future and has the primary responsibility for emergency actions at the college. It will commit all reasonably available resources to save lives, minimize injury to persons and minimize damage to property and the environment.
2. Emergencies may occur at any time with little or no warning. In some instances, increased readiness actions and warnings may allow tasks to be completed in advance.
3. It is possible that federal, state, or local assistance may not be available for up to 72 hours following the occurrence of a major emergency. The college and local emergency response services will initially carry out response and short-term recovery operations on an independent basis until federal, state, and district assistance arrive if required.
4. The college may not be physically capable of handling all requests for assistance immediately due to the nature of the emergency. Faculty, staff, students, and

GCC College Plan

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visitors of the college must be self-sufficient for the first 24 hours of a major emergency.

5. In the event an emergency occurs before or after regular college hours, on a holiday or weekend when most departments are closed, the structure of the plan remains the same; however, its implementation may vary depending upon available resources and staffing. Until the time that authorized officials can be notified, the highest-ranking individuals who are available at the time of the disaster will assume responsibility under the guidelines of NIMS and ICS.
6. College officials recognize their responsibility for providing for the safety and well-being of college personnel and will assume their functions in implementing the EPP. Proper implementation of this plan will reduce or prevent emergency-related losses.

Organizational Structure

Direction and Control

The Emergency Preparedness Plan is under the control of the College President/Designee and is managed by the College Police Department. In the event of a major disaster, the College President/Designee will impose all necessary regulations to limit the loss of life and property and preserve the peace and order of the college, which may include, but is not limited to, events that:

- Suspend regular academic activities
- Close public access to any building, street, or other public areas
- Call for resources from MCCCCD, other college campuses, or outside organizations
- Necessitate the procurement of mitigation funds or grants for designated projects
- Require application for public assistance
- Communication with external organizations

Trained college emergency response personnel, under the direction of College Police, will determine the manner in which college personnel and equipment are used. The College President will be responsible for deactivating the Emergency Operations.

Delegation of Authority

The President has the primary responsibility for developing and implementing Glendale Community College's Emergency Preparedness Plan. The President furthermore has the responsibility of executing the policies developed by MCCCCD. Any delegation of

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responsibility will be done in writing. The office receiving the letter will maintain the original letter of delegation.

College Incident Management Team (CIMT)

The College Incident Management Team (CIMT) is composed of the key personnel responsible who will be called upon (activated) when an incident occurs. In addition to participation in the College Emergency Operations Center (EOC), the CIMT is also involved in preparedness planning, mitigation decisions, and participating in training drills and exercises at the college. Each member of the CIMT will take the required training for their position as identified in Part I Section 4 of the Basic Plan.

All members of the college administrative team have responsibilities related to emergency planning. Additionally, there are some college staff, which by way of their positions, have special duties in regard to critical incidents. As members of the CIMT, responsibilities involve planning before an emergency or critical incident occurs. This may include training staff, identifying potential threats, preventing incidents from occurring, and more. Then, of course, some CIMT responsibilities will take place during a critical incident. All members of the CIMT will work collaboratively and communicate during the course of an emergency to mitigate threats to life, property, or the reputation of the college. Lastly, after a critical incident, there are additional responsibilities that the college administrative team must undertake; considerations of how the college will resume operations, evaluation of responsiveness and performance, and improvements for the future.

The CIMT will be charged with the following duties and responsibilities:

1. Annually review the Emergency Preparedness Plan, and after all drills and exercises, any major incidents, and training to maintain up-to-date procedures.
2. Establish policy and procedures for a training schedule to be developed to provide for special needs College community members.
3. Establish policy and procedures to help assist non-English speaking College community members during an actual emergency.
4. Establish policy and procedures for drills and training to be conducted throughout the year to test the effectiveness of the plan and promote familiarity with the Incident Command System (ICS).

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5. Establish policy and procedures to ensure that after each drill, all participants will be debriefed to assimilate lessons learned. Strengths and weaknesses will be addressed to update the plan.
6. Ensure that each classroom, lobby, and department is supplied with an Emergency Response Guide that provides instructions on how to respond to specific events.
7. A National Oceanic and Atmospheric Administration (NOAA) capable radio with battery power backup will be placed in the Public Safety office, where it can be monitored for emergency weather-related messages.
8. Prepare a post-crisis report after all drills and exercises, any major incidents, and training to identify improvements to procedures.
9. Recommend policy and procedures to help assist non-English speaking College community members during an actual emergency.
10. Primary and Secondary Locations, process for activation, set-up responsibilities, resources, and equipment to be used.
11. CIMT Training and Tracking
12. Update Web EOC with maps, etc.

College Incident Management Team contact list

Name	Title	Email	Phone Number
Ernest Lara	Interim President	ernie.lara@gccaz.edu	623.764.7568
Augustine Erpelding	VP Administrative Services	augustine.erpelding@gccaz.edu	602.568.8892
Monica Castaneda	VP Student Affairs	monica.castaneda@gccaz.edu	602.525.1468
Lorelei Konopka	Interim VP Academic Affairs	loirelei.konopka@gccaz.edu	623.755.0603
Al Gonzales	Facilities Director	alfred.gonzales@gccaz.edu	623.251.9181
Nathan Achtziger	Interim Commander	nathan.achtziger@gccaz.edu	480.257.8492
Isaiah Washington	IT AVP	isaiah.washington@gccaz.edu	623.414.6485
June Fessenden	HR Director	june.fessenden@gccaz.edu	602.740.8113
John Heckenlaible	PR Marketing Director	john.heckenlaible@gccaz.edu	602.840.4353
Kim Golis	Fiscal Director	kimberly.golis@gccaz.edu	480.529.2838
Susan Bedker	IT Manager	susan.bedker@gccaz.edu	480.636.6181
Jennifer Means	HR Supervisor	jennifer.means@gccaz.edu	623.332.9250

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Nanette Espinocilla	Administrative Coordinator for VPAS	nanette.espinocilla@gccaz.edu	206.351.4450
Alex Perry	Risk Management Safety Analyst	alexander.perry@gccaz.edu	607.431.3193

College Operations Center

The COC provides a central location for coordination and decision-making to manage the non-first responder response and recovery. Each college, with a primary, determines the location and alternate site identified in the College Plan contained in Part II of this document. The appropriate designee will serve as the COC Manager and act as the primary advisor to the College Incident Management Team.

COC Locations:

PRIMARY: Glendale Community College Police Building

6000 W. Olive Ave. Glendale, AZ 85302

SECONDARY: MCCCDD Department of College Police Building

1335 Park Lane, Suite E

Tempe, AZ 85281

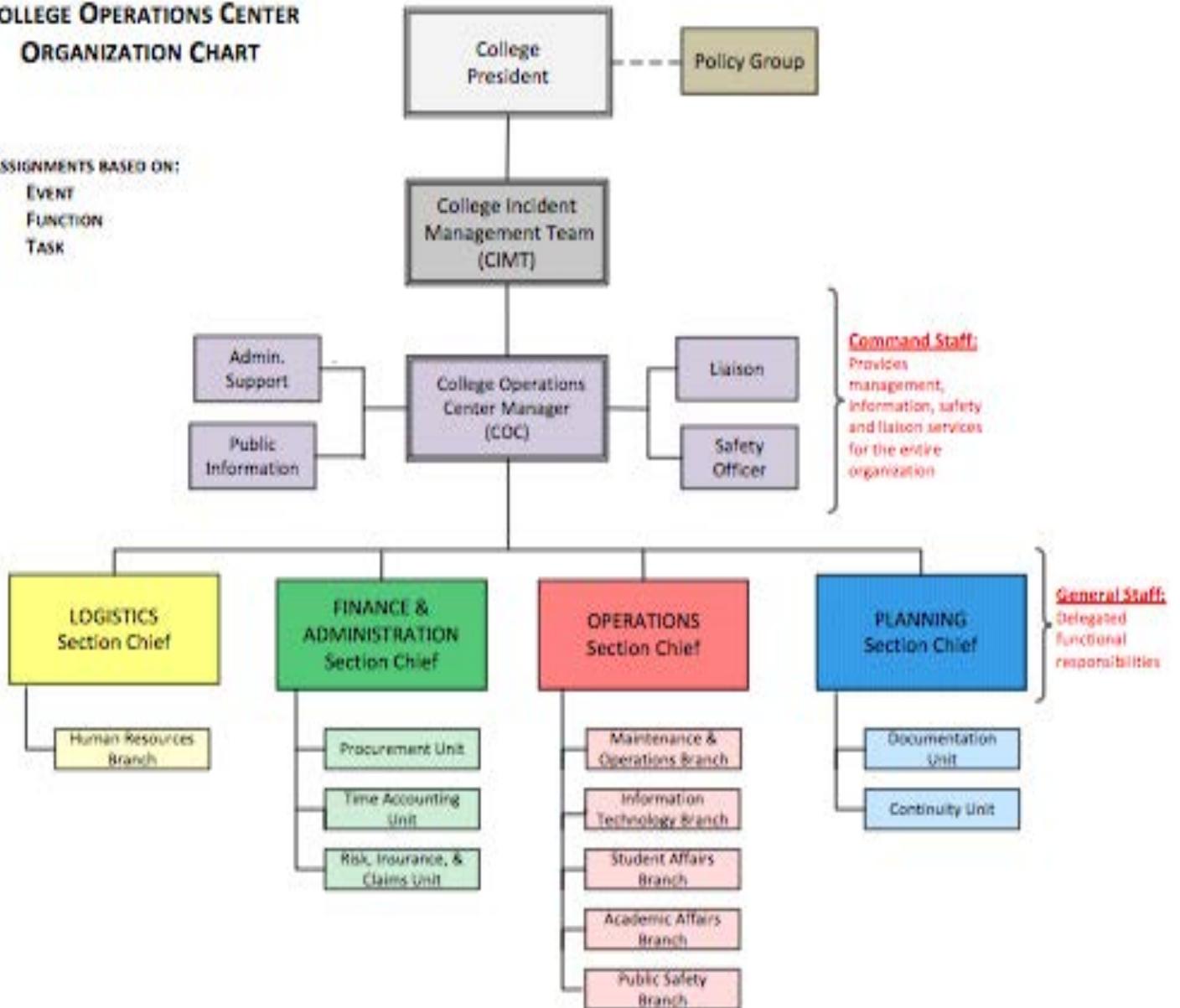
GCC College Plan

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COLLEGE OPERATIONS CENTER ORGANIZATION CHART

ASSIGNMENTS BASED ON:

- EVENT
- FUNCTION
- TASK



GCC College Plan

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Campus Emergency Equipment and Supplies

College Police personnel have cell and office phone communications with CIMT members. College Police, in collaboration with the district communications center, is responsible for sending emergency messaging to the campus, including RAVE email/text messages, ALERTUS notifications, and webpage alerts.

Basic first aid supplies are located in the College Police office and also in various other buildings/departments on campus. Automated Electronic Defibrillators (AED's) are placed in various locations both at GCC and GCCN, and the police vehicles are equipped with units also.

- In the event of a large crisis situation, local Fire Departments are activated to respond.
- In the event of a large-scale public health incident, GCC is a designated Point of Distribution (POD) for the Maricopa County Health Department. As a POD, medical supplies and equipment are stored on the campus to facilitate rapid deployment. The supplies are stored in the Receiving area of the Facilities Management Department. An official of the MCHD will contact the Commander or College Police office if the POD is activated.
- In the event of a large-scale shelter-in-place event, the college has minimal supplies of water and food on hand. These items would be in the Student Union and utilized by campus personnel as needed.

The college has power backup for IT support with limited time duration of approximately 20-40 minutes. There is currently no backup generator for campus power. For an extended outage, mobile generators would need to be obtained via Facilities Management and used in the most critical areas during recovery efforts.

College Recovery

1. Damage assessment protocol for physical assets
 - a. College Police will prepare an Incident Report
 - b. Facilities Management performs an initial assessment and obtains quotations from experts on the cost and timing to make repairs
 - c. Notification to Risk Management
2. Alternate strategies for critical business operations as well as instructional scheduling.
 - a. Instructional Building Disruption:

GCC College Plan

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- i. If a single building is impaired, then the classes can be rescheduled to another building on campus or to another campus. There are certain exceptions, the classrooms are of unique capabilities, whereby classes would be canceled.
 - ii. If an entire campus is impaired then:
 1. Classes will be rescheduled to another campus
 2. Classes will be rescheduled online
 - a. Classes will be rescheduled to a nearby Maricopa Community College
 3. Longer-term the College would lease space in nearby buildings
3. Arrangements for mental health counseling if needed
 - a. College counselors are available
 - b. Professional counselors may be hired to assist
 4. Campus maps and building diagrams and drawings are maintained in the Facilities Management office
 - a. College Administrative Server
 - b. Web EOC (set-up in process)
 - c. Paper version in College Command Center

Departmental Responsibilities

Primary responsibilities in most major incidents will fall on the shoulders of College Police, Facilities and Emergency Services, however, other departments have shared responsibilities during a crisis. These departments will devise, maintain, and review a crisis plan as follows:

Administration

- Delegate and authorize maintenance, annual review, and training for the Emergency Preparedness Plan
- Remain aware of the requirements of the Incident Command System (ICS) and the National Incident management System (NIMS)
- Have records of department crisis plans on file

Admissions and Records

- Advise Critical Incident Management Team on pertinent laws concerning records release
- Release personnel for orientations, training, and drills concerning evacuations and lockdowns

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Facilities Management

- Maintain and review a facilities crisis plan
- Include shutdown procedures, training and list of personnel in the plan
- Repair and maintain required emergency equipment assigned to facilities

College Police

- Review, train, and drill the Emergency Preparedness Plan
- Submit annual plan to district Emergency Manager
- Maintain emergency response equipment and supplies
- Review department crisis plans

Counseling

- Maintain and review counseling crisis plan
- Ensure that a counseling staff member is assigned to the CIMT

Information Technology

- Maintain and review an information technology crisis plan
- Integrate plan with College Police plan for communication purposes
- Develop and maintain disaster recovery system and continuity plan

Institutional Advancement

- Maintain and review a crisis communication plan
- Internal and external constituency responsibility
- Ensure timely and consistent messaging to all

Human Resources

- Coordinate initiation of employee assistance program (EAP)
- Obtain contact numbers for department personnel

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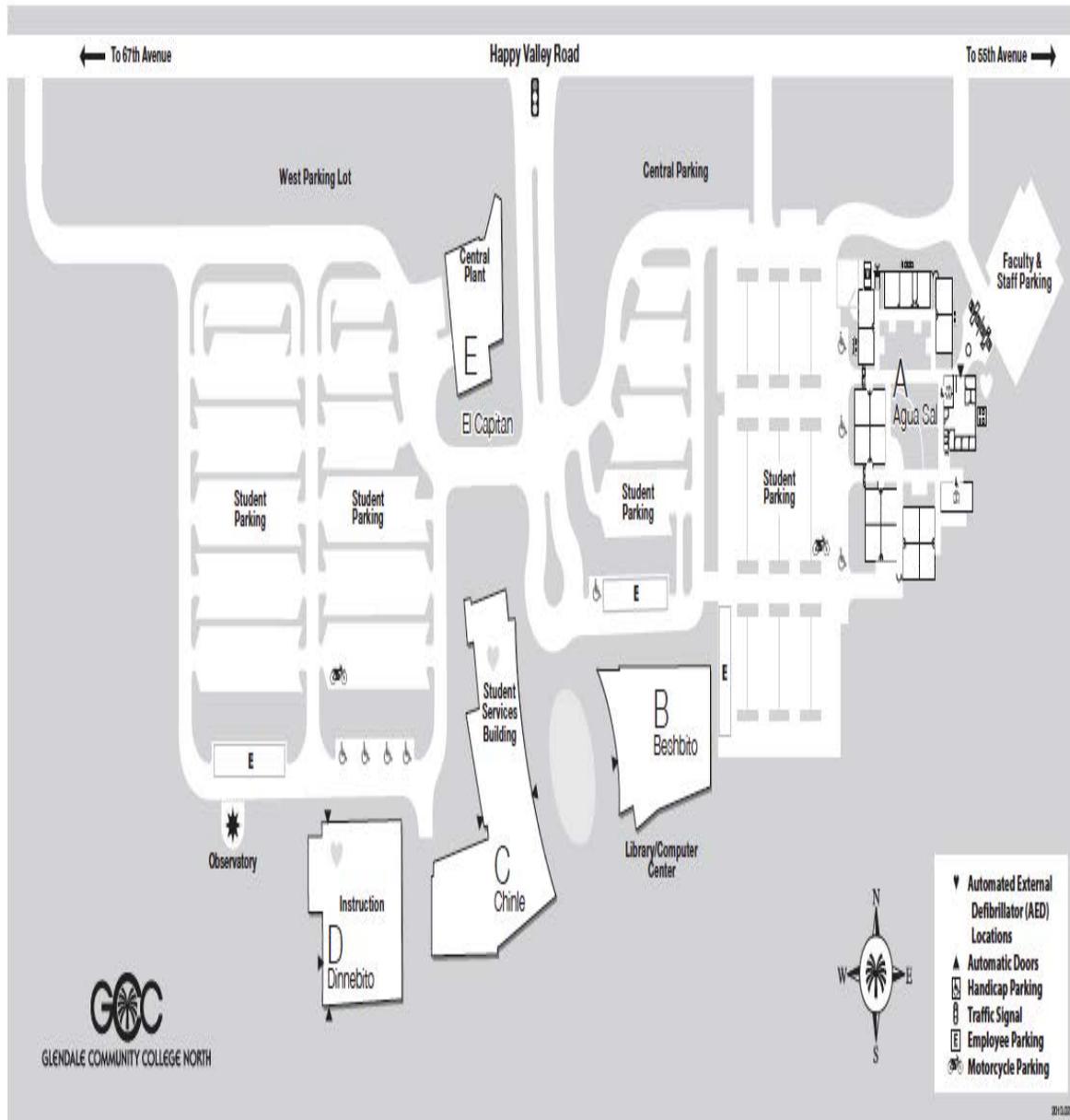
GCC College Plan

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<p>A Administration</p> <ul style="list-style-type: none"> • President • VP & Provost of Academic Affairs & Student Services • VP of Administrative Services & Technology & CIO • Dean of Instruction • ACE Plus Program • Client Technology Services • College Advancement Services • Development & Alumni Relations • Dual Enrollment • Human Resources • Multicultural Affairs • Office of Strategy, Planning & Accountability <p>AT Athletics</p> <p>B Business & Information Technology</p> <ul style="list-style-type: none"> • International Education Program <p>CCS Dr. Joe Griego Counseling & Career Services Center</p> <ul style="list-style-type: none"> • Career & Employment Services • Counseling <p>CL Center for Learning</p> <ul style="list-style-type: none"> • Northern Arizona University Offices <p>CS Campus Safety</p> <ul style="list-style-type: none"> • Public Safety Offices <p>EC Enrollment Center</p> <ul style="list-style-type: none"> • Academic Advisement • Cashier • College Business Services • Curriculum • Enrollment Services • Financial Aid • ID Cards • University Transfer Office <p>FA Fine Arts</p> <p>FC Fitness Center</p> <p>FS Fire Station</p> <p>FW Fitness & Wellness</p> <ul style="list-style-type: none"> • Adapted Fitness Center <p>G Gym</p> <p>HTA High Tech Annex</p>	<p>HT1 High Tech Center 1</p> <ul style="list-style-type: none"> • Computer Commons • Helpdesk • Network Operations • Office of Information Technology • Visual Arts <p>HT2 High Tech Center 2</p> <ul style="list-style-type: none"> • Deans of Instruction • Center for Teaching, Learning & Engagement • College Application Services • Computer Commons • The Voice • Writing Center <p>HU Humanities</p> <p>ICB1 Institute Classroom Building 1</p> <ul style="list-style-type: none"> • Chrysler <p>ICB2 Institute Classroom Building 2</p> <ul style="list-style-type: none"> • Online Testing <p>I1 Instruction 1</p> <p>I2 Instruction 2</p> <ul style="list-style-type: none"> • AzPTAC <p>I3 Instruction 3</p> <p>LA Language Arts</p> <ul style="list-style-type: none"> • Philosophy & Religious Studies <p>LMC Dr. John F. Prince Library & Media Center</p> <p>LS Life Sciences</p> <ul style="list-style-type: none"> • Biology • Food Services • Nursing • Psychology <p>LSA Life Science Annex</p> <p>MA Math</p> <ul style="list-style-type: none"> • The Math Solution <p>MU1 Music 1</p> <p>MU2 Music 2</p> <p>NU Nursing</p> <p>O1 Faculty Offices 01</p> <ul style="list-style-type: none"> • Business & Information Technology <p>O2 Faculty Offices 02</p> <ul style="list-style-type: none"> • Communication & World Languages <p>O3 Faculty Offices 03</p> <ul style="list-style-type: none"> • Visual Arts & Humanities 	<p>O5 Faculty Offices 05</p> <ul style="list-style-type: none"> • Bookstore • Copy Center • English & Social Sciences • Mailroom <p>O7 Faculty Offices 07</p> <ul style="list-style-type: none"> • Honors Program <p>P Portable Classrooms</p> <p>PAC Performing Arts Center</p> <p>PS Physical Sciences</p> <ul style="list-style-type: none"> • Astronomy • Chemistry • Geology • Physics <p>PSS Public Safety Sciences</p> <ul style="list-style-type: none"> • Administration of Justice Studies • Emergency Medical Technology • Fire Science Technology • Law Enforcement Operations <p>SA Soleri Amphitheater</p> <p>ST Stadium</p> <ul style="list-style-type: none"> • Dr. Matt O. Hanhilla Field <p>SU Student Union</p> <ul style="list-style-type: none"> • Associated Student Government • Facilities Management • Food Services • Receiving • Student Leadership Center • Student Life <p>T1 Technology 1</p> <p>T2 Technology 2</p> <ul style="list-style-type: none"> • Automotive Technology • INSTITUTE for Business, Industry & Technology <p>T3 Technology 3</p> <ul style="list-style-type: none"> • Automotive Technology • Ford • GM <p>TDS Testing & Disability Services</p> <ul style="list-style-type: none"> • Disability Services & Resources • Placement/Make-up Testing • Scholarships <p>VSC Veteran Services Center</p> <p> Automated External Defibrillator (AED)</p> <p> Automatic Doors</p> <p> Safe Place</p> <p> You Are Here</p>
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A - Agua Sal

- A-Complex**
- Public Safety
 - Faculty Resources Center
 - Copy Center
 - Classrooms 101-119

B - Beshbito

- Library/Computer Center**
- Library, Media and Computer Services

C - Chinle

- Student Services Building**
- Bookstore
 - Community Room
 - Enrollment Center
 - Fitness Center and Activity Room
 - Food Services

D - Dinnebito

- Instruction**
- Classrooms 120-125
 - Tutoring
 - Administrative Services

E - El Capitan

- Central Plant**
- Facilities Maintenance
 - Receiving

GCC College Plan

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Emergency Contact Numbers

Public Safety Agencies	Number
General Emergency	911
Police/Sheriff/Fire	911
Poison Control	602.253.3334
Glendale Police	623.930.3000
Maricopa Department of Emergency Management	602.273.1411
Maricopa Animal Care and Control	602.506.3011
Maricopa County Department of Health	602.506.3011

District Contacts	Number
Communications Center	480.784.0900
Risk Management (Lisa Laird)	480.731.8947 TBD (cell)
PIO	480.731.8503
Emergency Manager	480.784.0903
Legal Department	480.731.8877
Facilities Director (Gary Eberhard)	480.731.8232 602.909.5042 (cell)
College Police Chief (David Denlinger)	480.784.0901 602.501.1977 (cell)
College Police Deputy Chief (Kyran Brennan)	480.784.0902 602.703.4405 (cell)

Contract Service Contacts	Number
Sodexo (Bill Cupo)	602.245.5553
Follett Bookstore (Sonja Ibarra)	224.806.3713
Pacific Office Automation (Donald Stone)	602.361.7819