



Procedure 121-10 Emergency Operation Plan (EOP)

Sponsor: Business and Administrative Services

Purpose

Coordinate use of College and community resources to protect life and property immediately following or during an emergency that affects the operation of the College.

Definitions

None

Procedure

The *EOP Operation Manual* covers:

1. Phases of the Emergency Operation Plan
2. Definitions of emergencies
3. Personnel that will comprise the Emergency Response Team
4. Implementation process
5. General response guidelines
6. Attachments

All employees will be required to comply with the *Manual*.

The *Manual* will be activated when an adverse event takes place that may interrupt continuity of College operations.

The *Manual* applies to all personnel, buildings, and grounds owned, operated, or controlled by the College, including peripheral areas adjoining College property.

The EOP sets priorities in the following order:

1. Saving lives
2. Protecting property
3. Restoring operations
4. Assisting the community (when applicable)

The President determines when to actuate the EOP and the Executive Director of Facilities, Chief of College Security, or designees carry out the plan.

References

None

Procedure History

05/06/2003	New
06/20/2006	Revised
05/27/2009	Revised

02/19/2010	Reformatted
07/02/2025	Revised Sponsor from Facilities and Security to Business and Administrative Services

Legal Review

None