

Glendale Community College District

3506

Administrative Regulation

PROCLAMATION OF STATE OF EMERGENCY

The authority to proclaim a College/Campus State of Emergency rests with the Superintendent/President or Designee. To avoid any unnecessary delay, due to absence, the authority shall be designated using the succession list below:

- District Superintendent/President
- Executive Vice President of Administrative Services
- Vice President of Instructional Services
- Vice President of Student Services
- Chief of Police, Glendale Community College District Police Department

The proclaiming official must complete and sign a Proclamation of a College/Campus State of Emergency.

The Proclamation of a College/Campus State of Emergency shall include the following information:

- Location of peril to safety of person and/or property within the District
- The cause or nature of the conditions of peril to the safety of persons and/or property
- Approximate date, time and location of the conditions of peril to the safety of persons and/or property
- Signature of the Superintendent/President or, due to absence, the appropriate Designee

The Proclamation of a College/Campus State of Emergency form, found in the District's Emergency Operation Plan, shall be used.

A copy of this proclamation will be forwarded to the Glendale Community College Police Department, the City of Glendale, and the County of Los Angeles, Emergency Operations Bureau. The original proclamation will be filed in the office of the Superintendent/President of the Glendale Community College District.

References:

- Title 19, Div. 2, Chapter 6, Article 1, Section 2970

See Board Policy 3506.

Adopted: 11/8/16

**PROCLAMATION
OF A
COLLEGE/CAMPUS STATE OF EMERGENCY**

WHEREAS, THE GLENDALE COMMUNITY COLLEGE DISTRICT Emergency Operations Plan empowers the Superintendent/President or Designee to proclaim a College and/or Campus State of Emergency, when the college or one of its campuses or off-site locations, has been affected by a significant incident, major emergency or disaster; and

WHEREAS, the Superintendent/President or Designee does hereby find:

That conditions of peril to the safety of persons and property have arisen within the _____ college/campus or off-site location caused by _____, commencing at or about (location) _____, on the date of _____ at approximately (time) _____, warranting the necessity for, and proclamation of, a State of Emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that said State of Emergency shall be deemed to continue to exist until its termination is proclaimed by the Superintendent/President of Glendale Community College District or Designee.

IT IS FURTHER ORDERED that a copy of this proclamation be forwarded to the Glendale Community College Police Department, the City of Glendale, the County of Los Angeles, Emergency Operations Bureau. The original proclamation will be filed in the Office of the Superintendent/President of the Glendale Community College District.

Signature

Date

Name and Title of Superintendent/President or Designee