



## **421 POLICY - Safety and Security Training**

### **421.1 Statement of Policy**

The purpose of the Redlands Community College safety training program is to provide employees with the knowledge and tools necessary to reduce the risks associated with their work responsibilities to the lowest possible level. Safety training programs are developed in response to federal, state, and local regulations, accreditation agency requirements and institutional needs.

The purpose of the College's National Incident Management System (NIMS) security training program is to provide employees with the standardized knowledge and tools necessary to enable effective and efficient incident management, operating within a common organizational structure called Incident Command System (ICS).

### **421.2 Compliance**

The Office of Safety and Physical Security, in cooperation with the Office of Human Resources, is responsible for monitoring institutional compliance with safety and security training requirements and providing information on institutional and departmental compliance to the administration and departments.

### **421.3 Related Procedure**

The Procedures section of the Policies and Procedures Manual contains a procedure with definitions, general guidelines, training program requirements, and compliance procedures that are related to this Safety and Security Training Policy. The definitions in the related procedure are incorporated by reference into this policy.

Adopted December 2010



## **421 PROCEDURE - Safety and Security Training**

### **421.3:1 Safety Training Program**

The Safety Training Program is implemented through a two-tier plan involving both general and site-specific training. General information regarding occupational hazards is presented in Tier 1 training and focuses on “generic” information about regulatory requirements, institutional policies, and control measures for occupational hazards. This training is then enhanced by site-specific information, Tier 2, which is provided by supervisors and managers and expands on the foundation established in Tier 1.

Safety training requirements for each work unit will be based on job-specific requirements. The supervisor must evaluate each position at the time the position is established to determine the exposure potential by hazard-type for each employee. Supervisors must provide workplace-specific training to employees to include the specific hazards associated with each job.

### **421.3:2 Security Training Program**

The Security Training Program is mandated by FEMA to comply with the National Incident Management System (NIMS) model, which requires employees receive training in Incident Command System (ICS) use that will be remotely involved with any emergency planning duties, will respond to, or give support to, an emergency operation at any College location. Designated employees will be classified into one of the three roles, General, Critical, or Leadership. The amount and level of training will be dependent upon the employee’s role assignment. Role assignments are based upon the job description for which the employee is hired.

### **421.3:3 Safety and Security Training Requirements**

All employees are required to take Tier 1 Safety Training. Tier 1 Safety Training must be taken within the first thirty (30) days of starting employment, and re-taken on an annual basis or within 365 days from the last date taken. This training can be taken on-line or in a live session during the Fall or Spring In-service.

Tier 2 Safety Training is required based on workplace specific hazards. This training is required annually or on an as-needed basis.

NIMS Security Training is broke out in three roles, General, Critical, or Leadership and is required to be taken only once. This training must be taken by going to <http://training.fema.gov/IS/NIMS.aspx> for on-line training modules IS-100.HE Introduction to the Incident Command System for Higher Education, IS-700.a National



Incident Management System (NIMS) An Introduction, IS-800.b National Response Framework, An Introduction, and IS-200.b ICS for Single Resources and Initial Action Incidents. NIMS Security Training must be completed within the first thirty (30) days of starting employment and a copy of the certificate given to the Office of Human Resources.

NIMS Security Training ICS-300 Intermediate ICS for Expanding Incidents and ICS-400 Advanced Incident Command must be completed as soon as it can be scheduled after an employee begins working for Redlands Community College. The Office of Human Resources will assist employees with scheduling this training since these are advanced levels of training and are Instructor Led Courses that are held off-campus.

A. General Role

1. All Full-time Faculty.
2. All Full-time Support Staff not listed under Critical/Leadership
3. All Full-time Professional Staff not listed under Critical/Leadership

B. Critical Role

1. All Division Directors
2. Director of Communications and Marketing (Public Information)
3. Director of Resident Life
4. Grant Directors
5. Safety Training Officer
6. All Full-time Physical Plant Staff
7. All Part-time and Full-time Security Staff, excluding Sheriff's Deputies
8. All Full-time IT Staff

C. Leadership Role

1. President
2. All Vice Presidents
3. Chief Information Officer
4. Director of Athletics/Dean of Student Services
5. Chief Security
6. Director of Physical Plant
7. Director of Human Resources

**421.3:4 Definition**

Employee – An individual who is employed by Redlands Community College in a full-time, part-time, and/or temporary position. This includes full- and part-time employees in the following classifications: Administrative Staff, Faculty, Professional Staff, Support Staff, Temporary Staff, Part-time Staff, Adjunct Faculty, and Student Employees.



### **421.3:5 Documentation**

All safety and security training must be documented to ensure compliance. Data concerning courses include course name, instructor name(s), and class date.

The Office of Human Resources is responsible for documenting Tier 1 training. The supervisor is responsible for documenting Tier 2 training. The employee is responsible for providing the NIMS Security Training certificates of completion to the Office of Human Resources.

Adopted February 2011

Revised October 2014