

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

**CLASSIFICATION: CLASSIFIED CLASS TITLE: CAMPUS EMERGENCY
RESPONSE FACILITATOR**

SALARY TABLE: 29 SALARY RANGE: 36

BASIC FUNCTION:

Under the direction of the Manager-Safety and Emergency Response, assist in development and coordination of Emergency Preparedness and Safety trainings for the campus community; assist to monitor the placement and trainings for safety marshals; assist to administer Emergency and Safety presentations to students, faculty and staff; assist to monitor the inventory of emergency supplies and safety equipment for the District; and, assist to facilitate effective coordination of communication to the campus community and outside agencies. Assist to ensure ongoing compliance with emergency preparedness regulations, protocols, procedures, and laws; ensure ongoing readiness for all aspects of emergency/disaster preparedness and response and develop emergency preparedness procedures for the campus. During emergency and non-emergency situations monitor campus parking lots, direct traffic and enforce College parking and traffic rules and regulations; patrol and supervise campus facilities and grounds to assure the well-being and safety of students, staff and visitors.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assist the department management as requested in regards to all below duties:

Develop, coordinate and facilitate Emergency & Safety trainings for college programs, students and staff.

Create informational materials in the areas of Emergency Preparedness, Natural Disasters, general college safety and trainings.

Facilitate coordination of communication with the offices of Safety and Emergency Response, Risk Management, Facilities, EOC and any other pertinent department during emergency and non-emergency situations.

Maintain and update district wide network of Building, Floor and Zone Safety Marshals.

Create and maintain all supplies and kits for Safety Marshals.

Oversee maintenance and monitoring of training and placement of safety marshals for all college locations.

Develop informational tools and activities for faculty to use in classroom discussions on Emergency Preparedness and Safety.

Plan, develop, and coordinate Emergency Preparedness trainings, emergency drills and table top exercises including scheduling equipment demonstrations.

Develop and maintain a computer database of emergency organizations, resources, local agencies, and College-Community Emergency Response Team (C-CERT) members, safety marshals and emergency supply inventory.

Make Emergency Preparedness presentations to campus community groups, organizations or assigned.

Work as a liaison between SBCC and Santa Barbara City Emergency, Santa Barbara County Emergency, other local governing emergency organizations as well as schools and colleges within Santa Barbara County.

Perform emergency, security and traffic duties under general direction.

Patrol and supervise campus facilities and grounds to assure the well-being and safety of students, staff and visitors in non-classroom activities; investigate and assure proper and timely resolution of unusual, suspicious or criminal activities according to established guidelines and procedures.

Monitor incoming and outgoing traffic and direct vehicles to appropriate parking lots; assure vehicles belong to students, faculty, staff or authorized visitors; enforce parking and traffic regulations and issues citations as needed; prepare related paperwork.

Identify and respond to campus disturbances and emergency situations; assure students and visitors comply with campus rules and regulations; notify law enforcement agencies of criminal activity, and Fire Department personnel and paramedics of emergencies as needed.

Protect students, personnel, equipment and property by performing inspections on foot and in patrol vehicles of unsafe conditions, illegal acts and unauthorized persons on and around designated properties.

Provide directions and assistance to students and campus visitors as requested; transport disabled students and others and provide safety escorts as needed.

Lock, unlock, open and check doors, windows, gates and other entrance and exit accesses to buildings, properties and facilities; set, reset and disarm alarms as needed.

Prepare and maintain various records, logs and reports related to crimes, security incidents, citations and assigned activities.

Operate a variety of security equipment including a two-way radio, electric cart and various hand, power and electronic tools and equipment; drive a vehicle to conduct work.

Train and provide work direction and guidance to student workers as directed; provide input concerning student performance as requested.

Investigate and report instances of graffiti and vandalism.

Provide first aid and CPR services as needed.

Performs other related duties as requested or assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Emergency Preparedness and Safety procedures
Program planning, development and coordination
Planning, developing, organizing, and conducting trainings and events
Basic work scheduling methods
Basic record keeping techniques
FEMA government regulations
Basic investigative and law enforcement practices.

Crowd and traffic control techniques.
Operation and safe use of a variety of standard security equipment.
Traffic laws, defensive driving techniques and rules of the road.
Common building and grounds safety practices.
Oral and written communication skills.
Health and safety regulations.
Interpersonal skills using tact, patience and courtesy.
Record-keeping and report preparation techniques.
First aid and CPR procedures.

ABILITY TO:

Assist the manager and director with the following:
Attend semi-regular emergency meetings/trainings
Organize and schedule work for others
Provide direction to small and large groups
Provide input to campus community regarding emergency situations and trainings
Provide input to curriculum development for faculty and staff training programs
Work and meet deadlines with limited supervision
Conduct organized, professional, and effective presentations
Plan, develop, and organize events and activities
Establish and maintain cooperative working relationships with those contacted in the course of work
Work effectively and collaboratively with students, staff, faculty, community groups, and public agencies
Manage time and prioritize tasks to meet deadlines
Ensure the maintenance of all required files, records, and documentation
Exercise independent judgment and initiative within established guidelines
Communicate orally and in writing clearly, concisely, and accurately, to both internal and external stakeholders
Prepare clear, accurate, grammatically correct, and comprehensive reports, research studies, correspondence, informational materials, and other related documents.
Use relevant technology required by position, including word processing, spreadsheet, presentation, database, and electronic mail application in order to perform all administrative responsibilities associated with the position.
Monitor incoming and outgoing traffic and direct vehicles to appropriate parking lots.
Enforce parking and traffic regulations and issues citations as needed.
Patrol and supervise campus facilities and grounds to assure the well-being and safety of students, staff and visitors in non-classroom activities.
Investigate and assure proper and timely resolution of unusual, suspicious or criminal activities according to established guidelines and procedures.
Provide directions, assistance and transportation to students and campus visitors as requested.
Learn, interpret and apply College campus, parking and traffic rules and regulations.
Operate a variety of standard safety, emergency and security equipment.
Determine appropriate action within clearly defined guidelines.
Observe health and safety regulations.
Administer first aid and CPR as needed.
Establish and maintain cooperative and effective working relationships with others.
Excellent customer service skills

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year of relevant experience in Emergency Preparedness or Safety Services.

LICENSES AND OTHER REQUIREMENTS:

Valid Class C California driver's license.

Completed First Aid and CPR Certification issued by an authorized agency.

Completed FEMA Training NIMS/IS-100.HE, IS 200, and NIMS/IS 700 is preferred.

Completed Penal Code 832 Arrest course through an authorized POST agency within 12 months of hire.

Completed SB1626 Campus Safety Officer Course (Education Code 72330.5 and 38001.5) within 12 months of hire.

Completed Community Emergency Response Team Certification (CERT) within 12 months of hire
Emergency Medical Technician (EMT) certified or trained is preferred
Bilingual skills are beneficial

WORKING CONDITIONS:

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ENVIRONMENT:

Indoor and outdoor environment.
Seasonal heat and cold or adverse weather conditions.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Regular operation of a computer keyboard, calculator, and other normal laboratory and office equipment.
Seeing to view a computer monitor.
Reading a variety of complex materials.
Ability to remain in a stationary position (sitting or standing) for extended periods of time.
Communicating and expressing oneself clearly on a variety of educational topics in conversation with, and presentations to, staff, students, and members of the community.
Monitor student activities.
Hearing and speaking to exchange information.
Bending at the waist, kneeling or crouching.
Mobility to reach various campus locations.
Reaching overhead, above the shoulders and horizontally.
Lifting, carrying, pushing or pulling objects as assigned by the position.
Sensitivity to and understanding of the diverse academic, socio-economic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of Community College Students.

HAZARDS:

Potential physical hazards involved in intervening in anti-social, illegal and violent behavior.
Contact with dissatisfied or abusive individuals.