On April 18, 2013 college employees noticed a wrapped box on top of a waste container on the ground pathway near Building 400. Sergeant Joe Clark, Santa Cruz Sheriff’s Department, responded to the area and concluded that it would be prudent to treat the item as a “suspicious package” for the County Sheriff’s Bomb Squad to handle. At 10:35am the college instituted its Incident Command procedure in concert with the County Sheriff. Notices were sent via Alert U, the Cabrillo All Employees email and other communications means to evacuate the upper campus. The Sheriff’s Bomb Squad and extra patrol officers responded and took jurisdiction over the incident. At 2:00pm classes resumed and all employees were cleared to return to their work areas. At about 4:00pm on April 18, 2013 the Sheriff’s Office announced that materials contained in the suspicious package had been tested and found to be tightly wrapped paper. There was no danger posed by the contents of the box. On Friday, April 19, 2013 the Sheriff’s Office informed me that a student had contacted their office to report that the suspicious package was actually a completed class project. The student had placed the package on a recycling bin to be discarded. There was no intent to cause alarm.

In my opinion, the April 18, 2013 incident was handled properly. The safety of employees, students and the public is our first concern. The Sheriff’s Department acted prudently by concluding that the item found was treated as a suspicious package, which resulted in evacuation and careful management of the area and the package.

Overall our employees, our students and the Sheriff’s personnel were fantastic. The evacuation was generally calm, orderly and efficient. Some problems in managing the emergency incident including the evacuation did occur. Problems are also opportunities to improve.

In certain areas, procedures and technology were shown to be inadequate. Interagency protocols were confusing. Operational needs were not thoroughly met in all instances.

The following actions are being taken to address all of these matters:
- The Cabrillo College Incident Command Team conducted a debriefing of the incident on April 19, 2013.
- A listing of identified deficiencies has been organized.
- Responses and action plans will be prepared in the following categories:
  - Technology and procedures
  - Interagency cooperation
  - Operations
- A status report on this incident review will be made at the May 29, 2013 College Planning Council meeting. College Planning Council is the highest level of shared governance at Cabrillo College and includes a student representative.