

South Puget Sound
COMMUNITY COLLEGE



EMERGENCY OPERATIONS PLAN

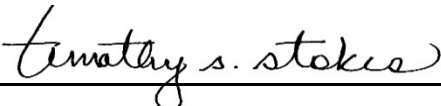
2024

South Puget Sound Community College Emergency Operations Plan

Approval and Implementation

The emergency operations plan, as outlined in the following pages, applies to all employees and board members of SPSCC assigned responsibilities in this plan, and to others as designated by the President of SPSCC and/or his/her proxies in the event of an emergency.

This plan is approved for implementation and supersedes any previous plan.

Approved: 

Date: 12/7/23

Dr. Timothy Stokes

President

South Puget Sound Community College

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Introduction

The Emergency Operations Plan is a guide to provide South Puget Sound Community College faculty, staff and students with an emergency and crisis management system. The EOP is an “all hazards” document that contains concepts and procedures that apply regardless of the nature or origin of an emergency or disaster. All personnel designated to carry out specific responsibilities are expected to know and understand the South Puget Sound Community College emergency procedures outlined in this document. The EOP was created to meet the Washington Industrial Safety and Health Act RCW 49.17 and WAC 296.

The response to any major crisis or disturbance will be conducted within the framework of this plan. Critical to this goal is being knowledgeable about what to do in the event of an emergency. Planning and being prepared is a *shared responsibility*.

South Puget Sound Community College will operate an Incident Command System (ICS) in the event of an emergency. The Incident Commander must approve exceptions or changes to these outlined procedures.

Section 1 - Overview

1:1 Purpose and Objectives

The Emergency Operations Plan is designed to effectively coordinate the use of college and community resources in responding to all levels of campus emergencies and incidents. It is activated by the President of South Puget Sound Community College or any senior administrator present whenever such an emergency or incident reaches proportions beyond the capacity of routine procedures. The College will interact with local law enforcement, fire departments, and other county, state, and federal agencies as necessary.

The EOP is based on the framework of the four phases of emergency management:

Prevention Mitigation	Actions taken to decrease (<i>prevent</i>) the likelihood that an event or crisis will occur, and to eliminate or reduce the loss of life and property damage related to an event or crisis (<i>mitigation</i>).
Preparedness	Development of the strategies, processes, and protocols to <i>prepare</i> for potential emergencies.

Response	Operational effort to effectively <i>respond</i> to and resolve an emergency.
Recovery	Coordination of resources to <i>recover</i> from an emergency and return to normal operations.

The primary objectives of the EOP are to:

- Provide an organizational and procedural framework for the management of emergency situations.
- Establish comprehensive communications and information management.
- Determine the level of response for emergencies through a clear decision process.
- Ensure the continuity of campus operations.
- Practice resilient behaviors through regular exercises and drills to build the institutional skills and capacity to manage real crises.

1:2 Alert/Threat Levels & Types of Incidents

The college may experience a multitude of hazards, some of which have the potential for disrupting the community, cause casualties, and damaging or destroying public or private property. A summary of the major hazards is provided in Figure 1.

FIGURE 1

HAZARD ANALYSIS

	<u>Frequency</u>	<u>Magnitude</u>	<u>Warning time</u>	<u>Severity</u>	<u>Risk Priority</u>
	4 Highly likely 3 Likely 2 Possible 1 Unlikely	4 Catastrophic 3 Critical 2 Limited 1 Negligible	4 Minimal 3 6-12 hours 2 12-24 hours 1 24+ hours	4 Catastrophic 3 Critical 2 Limited 1 Negligible	13-16 High 9-12 Medium 4-8 Low
Natural					
Earthquake	3	4	4	4	15
Wildfire/Smoke	3	3	4	3	13
Volcano Eruption	2	4	3	4	13
Inclement Weather	3	3	1	2	9
Flooding	2	3	2	2	9
Human Made					
Armed Intruder	3	3	4	4	14
Cyber Attack	4	3	4	3	14
Fire	2	2	4	3	11
Power Outage	4	1	4	2	11
Hazmat	1	2	4	4	11

	<u>Frequency</u>	<u>Magnitude</u>	<u>Warning time</u>	<u>Severity</u>	<u>Risk Priority</u>
	4 Highly likely 3 Likely 2 Possible 1 Unlikely	4 Catastrophic 3 Critical 2 Limited 1 Negligible	4 Minimal 3 6-12 hours 2 12-24 hours 1 24+ hours	4 Catastrophic 3 Critical 2 Limited 1 Negligible	13-16 High 9-12 Medium 4-8 Low
Human Made (cont.)					
Water System Failure	2	2	4	3	11
Pandemic	3	3	1	3	10
Bomb Threat	3	1	4	2	10
Civil Disorder	3	2	3	2	10

1:3 Priority Objectives

Priority 1 Objectives relate to preservation and safety of human life. Priority 2 and 3 Objectives relate to preservation of property and restoration of normal operations. Effort and action will focus on Priority 1 Objectives until substantially met. Priority 2 and 3 Objectives will be addressed as resources are available.

Priority 1 Objectives

- Establish emergency communications.
- Assess damage, injuries, and location(s) of major problems.
- Evacuate affected locations.
- Isolate dangerous areas.
- Establish medical triage and first aid areas and transport seriously injured to medical facilities if necessary.
- Repair utilities and lifelines to prevent further life/safety hazards.
- Identify and rescue persons trapped in damaged facilities.
- Control secondary hazards.

Priority 2 Objectives

- Communicate critical information and instructions to campus, the public, families and students.
- Shore up damaged facilities that pose safety hazards.
- Provide emergency food and shelter as needed.
- Conduct rapid structural engineering assessment of campus facilities.
- Track status of any and all injured and missing students and personnel.
- Restore college telecommunications systems as soon as possible.
- Assess local transportation conditions and advise campus regarding viable routes.
- Secure closed facilities.
- Begin documentation of damages.

Priority 3 Objectives

- Initiate Data Recovery Plans.
- Identify and secure valuable college materials.
- Normalize flow of supplies and equipment from off campus.
- Provide psychological and personal assistance to staff, faculty, students and others impacted by the event.
- Re-allocate residential, academic and administrative operating space, if necessary.
- Provide space to external agencies, if necessary and possible.

1:4 Operations

Depending on the situation, the College will be placed into one of the following operating conditions:

Delayed Start	Classes are delayed, but college operations will continue and the College will be open for business.
Suspended Operations	Campus is closed to students and all non-essential personnel.

1:5 Communications & Media Relations

Rapid, accurate and purposeful communication of key information and messages is essential. Precise communication minimizes the potential for any inaccurate, negative, or detrimental information being disseminated to all stakeholders. The College President or designee is responsible for authorizing all information to be released.

The primary sources for communicating:

- SPSCC Emergency Notifications – Emergency alerts by text and email to mobile phones

- SPSCC Emergency Notifications (RAVE) – Emergency alerts by text and email to mobile phones
- SPSCC website ▪ Social media (Facebook & Twitter) ▪ College Email
- Desktop/digital alerts – Announcements are posted to all desktop computers and digital signage throughout all campuses
- Direct connection - An EOC member or designee will be dispatched as needed

Notification Procedures

If conditions develop requiring campus operations to be altered a message will be sent out to the campus community using one of or all of the available communication tools.

All attempts will be made to send out notifications at 5:00 am and 3:00 pm (for evening classes if necessary) when operations are interrupted during normal operations Monday - Friday.

Media

Managing communications with the media during a major emergency is critical. In an emergency, the EOC Manager will oversee all communications and will determine who will be the media spokesperson for the incident. All information released to the media will be authorized by the college President or designee.

Section 2 – Activation of Incident Command / Emergency Operations Center

2:1 Organization

The South Puget Sound Community College Emergency Operations Plan is operated under the Incident Command System (ICS) as designed by the National Incident Management System (NIMS). The ICS is a standardized, on-scene, all-hazards incident management approach that:

- Allows for the integration of facilities, equipment, personnel, procedures and communications operating within a common organizational structure.
- Enables a coordinated response among various jurisdictions and functional agencies, both public and private.
- Establishes common processes for planning and managing resources.

The primary objective of the ICS is the management of assigned resources for effective control of any situation. The ICS organization expands in a modular fashion based upon the type and complexity of the incident. The Incident Commander manages major functions until span of control restrictions require the delegation of emergency functions. Functions are delegated to the command and operational staff, who are equipped to manage the "hands-on" details of the incident. Incident Command Post (ICP) can be located close to the incident while still remaining in a safely away. If the incident has a longer lasting impact an Emergency

Operations Center (EOC) may be established to better operate long term goals while the ICP still runs the day to day operations.

Emergency Operations Center Locations

The Emergency Operations Center is a designated location from which the SPSCC Emergency Operations Team will coordinate and gather the appropriate resources for the situation.

Primary Location

The primary location for the EOC is Building 25 room 203.

Lacey Campus EOC is Building 1 room 191

Secondary Location

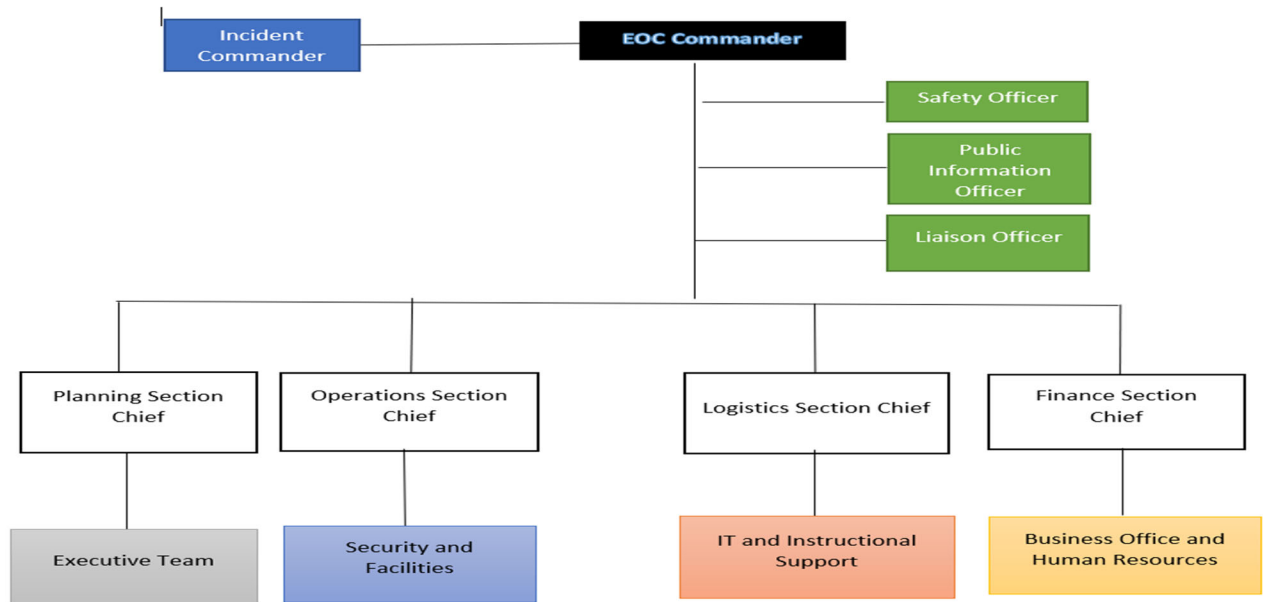
In the event that Building 25 Board Room is part of the emergency or is unsafe, the secondary location will be Building 14 Facilities Department Conference Room. Bowen Buildings' room 103 if more distance is needed from campus.

2:2 Structure of the Emergency Operations Center (EOC)

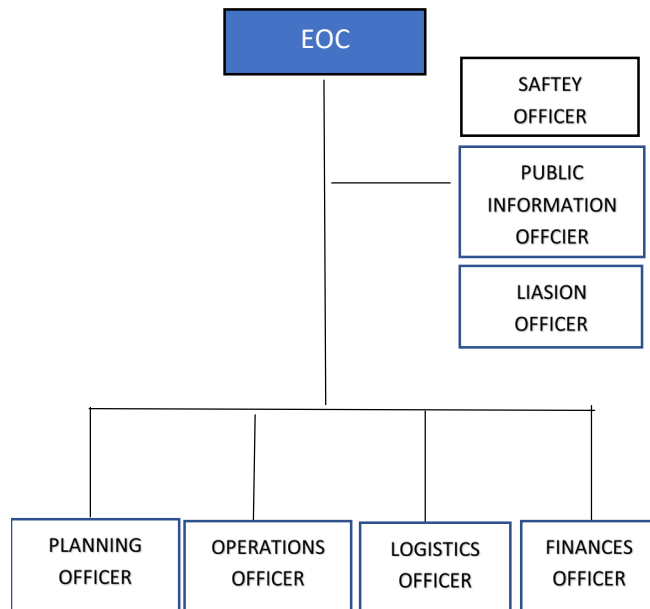
The first person on the scene is considered the Incident Commander (IC) until he or she relinquishes it to appropriate personnel. The IC shall be the “decision maker” for all issues during the emergency. The IC will use established procedures for guidance to protect the health, welfare and safety of the college and its community.

If an EOC needs to be established the EOC Manager will be the person on site with the proper training and/ or experience to affectively operate the EOC with Life Safety and Continuity of Operations as major goals.

The Structure for ICS and EOC are mirrored in most needed positions with the EOC Manager giving guidance to the IC about the overall goals



Emergency Operation Center Manager (EOC)



Emergency call list (after hours)

Security Office (360) 596-5299 and

Director of Campus Safety and Security

Responsibilities

- The Initial **Incident Commander** typically prepares ICS Form 201 Incident Briefing.
- The **Incident Commander** ensures completion of ICS Form 209. Incident Status Summary
- The **Incident Commander** may use ICS Form 21 General Message.
- The **Incident Commander** maintains CS Form 21. Activity Log

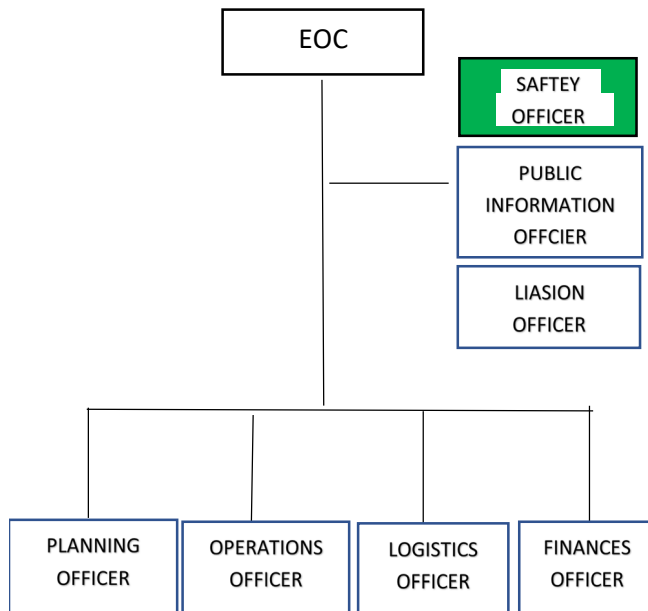
For responses under the National Response System (NRS), the pre-designated On-Scene Coordinator generally assumes the role of Incident Commander.

Duties:

- Assess the situation, determine if IC/EOC needs to be established
 - Get briefing from current IC/EOC commander
- Briefing Command Staff and Section Chiefs and coordinates their activities
- Determine incident objectives and strategy to achieve objectives
- Establish immediate priorities for safety of all responders and others
- Approve requests and allocation of resources
- Keep the President and Board of Trustees updated of status
- Approve and implement the Incident Action Plan (IAP)
- Order demobilization of the incident when appropriate

The Emergency Operation Manager (EOC) and Incident Commander - (IC) directs resource with explicit authority. The IC sets priorities and defines the ICS organization for the response. Even if other positions are not assigned, the IC is always designated. The IC may assign deputies. Deputies may also be used at section and branch level in the ICS organization. Deputies must have the qualifications to take over the position.

Safety Officer (SO)



Emergency call list (after hours)

Security Office (360) 596-5299 and

Director of Campus Safety and Security

Responsibilities

The **Safety Officer (SO)** assures personnel safety and reduces hazardous and unsafe situations.

Only one SO is assigned per incident.

- The **Safety Officer** reviews the Medical Unit ICS Form 206 "**Medical Plan**".
- The **Safety Officer** typically prepares: ICS Form 208 "**Safety Message/Plan**" ICS Form 215A "**Incident Action Plan Safety Analysis**".
- The **Safety Officer** may use: ICS Form 213 "**General Message**".
- The **Safety Officer, its staff** maintain: ICS Form 214 "**Activity Log**".

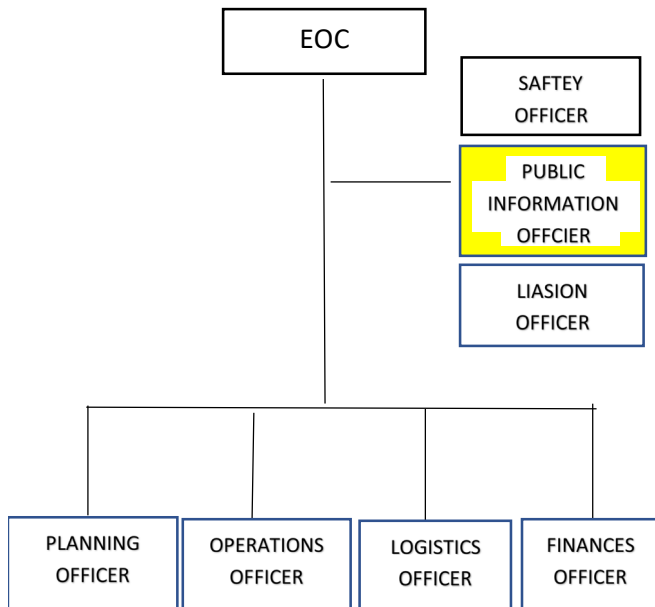
Duties:

- Prepare a site-specific Safety and Health Plan and publish the summary (ICS Form 208)
- Identify and correct safety and health hazards
- Continuously monitor workers for exposures to hazardous situations
- Terminate activities that pose imminent danger to responders
- Provide safety training and health and safety information
- Ensure Personal Protective Equipment (PPE) is being used and is sufficient for situation
- Comply with OSHA Standards
- Review and approve the medical plan
- Document both safe and unsafe acts, corrective actions, accidents and injuries, and implement ways to improve safety
- Investigate accidents that occur within the incident area

The only person that has authority to stop actions they believe are unsafe besides the IC/EOC

The Incident Safety Officer supports the Incident Commander. The SO may have assistants and they may represent assisting agencies or jurisdictions. Safety assistants may have specific responsibilities

Public Information Officer (PIO)



Emergency call list (after hours)

Security Office (360) 596-5299 and

Director of Campus Safety and Security

Executive Community Relations Officer

Responsibilities

The **Public Information Officer (PIO or IO)** develops and releases information about the incident to news media, incident personnel, and others.

The **Public Information Officer** may use:
ICS Form 213 "[General Message](#)".

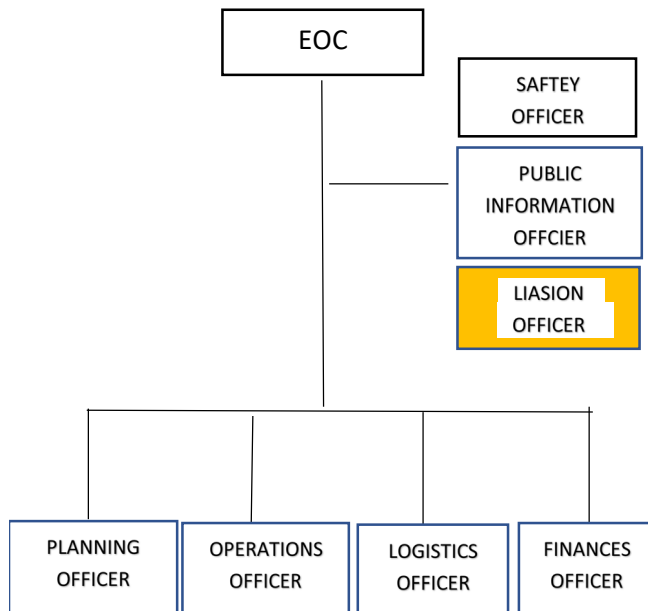
- The **Public Information Officer, its staff** maintain: ICS Form 214 "[Activity Log](#)".

Duties:

- Develop materials for use in media briefings
- Obtain EOC managers approval for media releases
- Arrange for tours and other interviews or briefings that may be requested
- Obtain information that may be useful to the incident planning team
- Maintain current information summaries and/or displays of the incident and provide information on the status of the incident to assigned personnel
- Maintain unit/activity log (ICE Form 214)

Only one PIO will be assigned for each incident. The PIO may have assistants from assisting agencies or jurisdictions

Liaison Officer (LO)



Emergency call list (after hours)

Security Office (360) 596-5299 and
 Director of Campus Safety and Security
 Director of Strategic Communications

Responsibilities

The **Liaison Officer (LO)**:

Incidents that are multi-jurisdictional, or have several agencies involved, may require the LO position.

Only one LO is assigned for an incident.

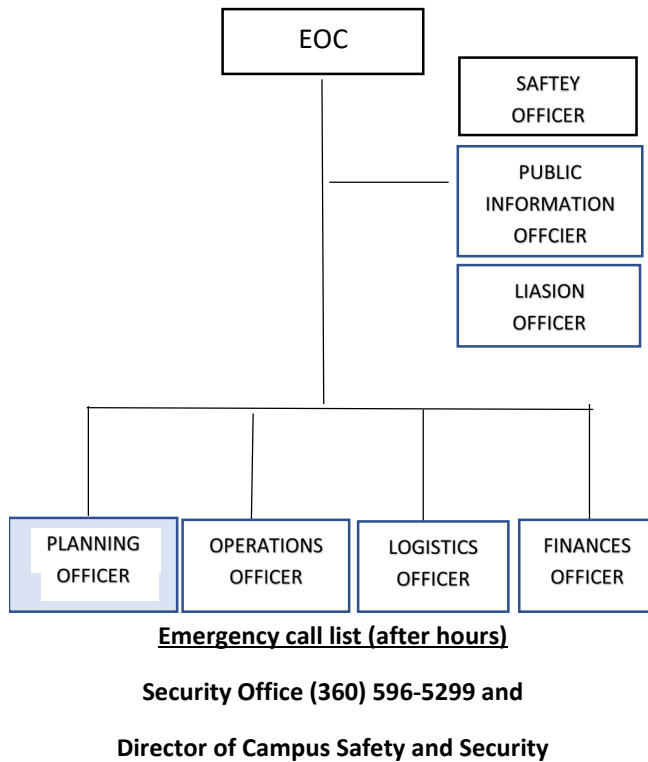
The LO may have assistants and the assistants may represent assisting agencies or jurisdictions.

- The **Liaison Officer** may use:
ICS Form 213 "[General Message](#)".
- The **Liaison Officer, its staff** and the **Agency Representative** maintain:
ICS Form 214 "[Activity Log](#)".

Duties:

- Be the point of contact for Agency Representatives
- Maintain a list of assisting and cooperative agencies and their representatives that can be given to the Incident Commander or EOC Manager
- Monitor who is on site daily (such as with check-in boards) to ensure that all Agency Representatives are identified and accounted for
- Assist in establishing and coordinating interagency contacts
- Keep all outside agencies aware of incident status
- Monitor operation to identify current or potential inter-organizational problems
- Ensure that required agency forms, reports and documents are complete prior to demobilization

Planning Section Chief (PSC)



Responsibilities

The **Planning Section Chief (PSC)** collects, evaluates, disseminates and uses information about the incident and the status of resources to:

- Understand the current situation.
- Predict the probable course of events.
- Prepare response strategies.

The **Planning Section Chief** typically prepares ICS Form 202 "[Incident Objectives](#)".

The **Resource Unit** typically prepares:

ICS Form 203 "[Organization Assignment List](#)"

ICS Form 204 "[Assignment List](#)"

(with Operations Section

Chief) ICS Form 207 "[Incident](#)

[Organization Chart](#)" ICS Form 211

"[Incident Check-In List](#)".

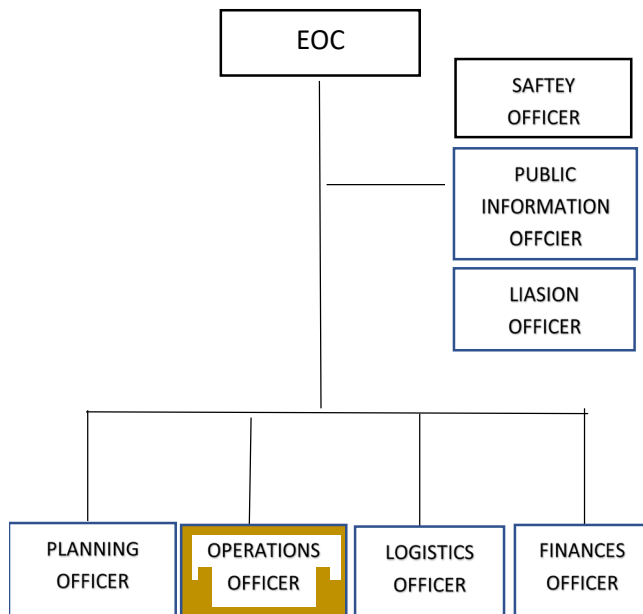
The **Situation Unit** typically prepares:

ICS Form 209 "[Incident Status Summary](#)".

Duties:

- Prepare the Incident Action Plan (IAP)
- Gather information from EOC Manager and Operations Section Chief for the IAP
- Chair planning meetings
- Reassign "out-of-service" personnel already onsite to the Incident Commander and ensure positions are appropriate
- Determine the need for specialized resources in support of the incident
- Establish special information collection activities as necessary (weather, environment, toxins)
- Provide periodic predictions on incident potential
- Report significant changes in incident status
- Compile and display incident status information
- Oversee preparation and implementation of the Incident Demobilization Plan
- Incorporate plans (Traffic, Medical, communications, & Site Safety) into IAP

Operations Section Chief (OSC)



Emergency call list (after hours)

Security Office (360) 596-5299 and

Director of Campus Safety and Security

Responsibilities

The **Operations Section Chief (OPS)** manages all operations directly related to the primary mission.

The Operations Section Chief typically prepares (with the Resources Unit Leader):
ICS Form 204 "[Assignment List](#)".

The Operations Section Chief, its staff, the Staging Area Manager and Branch Personnel may use:

ICS Form 213 "[General Message](#)".

The Operations Section Chief, OPS staff, the Staging Area Manager and Branch Personnel maintain:

ICS Form 214 "[Activity Log](#)".

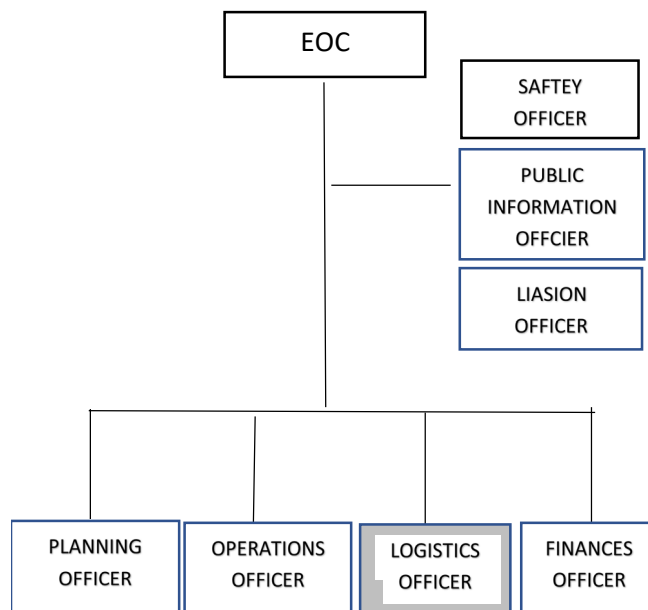
The Operations Section Chief typically prepares:
ICS Form 215 "[Operational Planning Worksheet](#)"

Duties:

- Develop Operations portion of Incident Action Plan (IAP)
- Determine needs and request resources
- Review suggested resources to be released and initiate recommendation for release of resources
- Assemble and disassemble response teams assigned to the Operations Section
- Report information about special events and occurrences to the EOC/IC
- Respond to resource request in support of the Natural Resources Damage Assessment (NRDAR) activities

The OPS activate and supervises response teams who execute the Incident Action Plan (IAP). The OPS also direct the preparation of Unit operational plans, requests or releases resources, makes expedient changes to the IAP as necessary; and reports such to the Incident Commander (IC).

Logistics Section Chief (LSC)



Emergency call list (after hours)

Security Office (360) 596-5299 and
Director of Campus Safety and Security

Responsibilities

The **Logistics Unit** typically prepares:

ICS Form 205 "Incident Radio Communications Plan" ICS Form 205A "Communications List" ICS Form 210 "Resource Status Change".

The **Medical Unit** typically prepares:

ICS Form 206 "Medical Plan". The **Logistics Section Chief, its staff,** and the **Unit Leaders** may use:

ICS Form 213 "General Message".

The **Logistics Section Chief, its staff,** and the **Unit Leaders, their staff** maintain:

ICS Form 214 "Activity Log".

The **Grounds Unit** typically prepares:

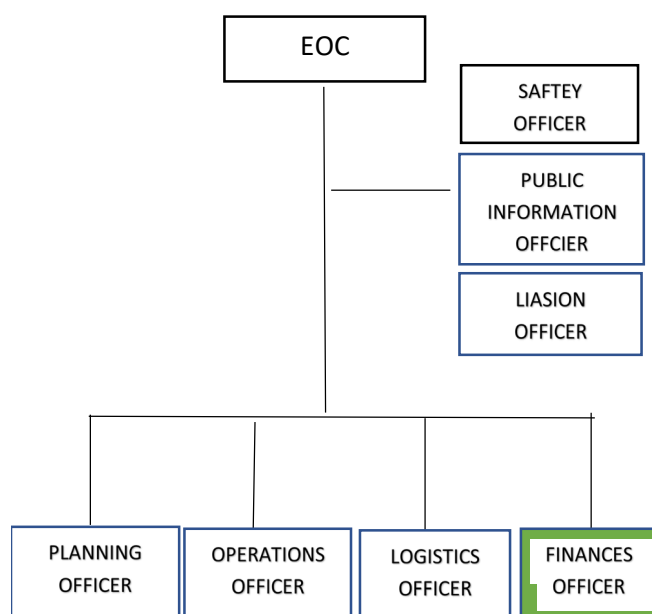
ICS Form 218 "Support Vehicle/Equipment Inventory".

Duties:

- Assign work locations and work tasks to Section personnel
- Assist in preparation of Incident Action Plan (IAP)
- Advise on current service and support capabilities
- Review IAP and estimate Section needs for the next operational period
- Coordinate and process requests for additional resources
- Identify services and support requirements for planned and expected operations

The Logistics Section Chief (LSC) provides facilities services and materials to support incident response. Participates in development and implementation of the Incident Action Plan (IAP) and activates and supervises the Logistics Section

Finance Section Chief (FSC)



Emergency call list (after hours)

Security Office (360) 596-5299 and
Director of Campus Safety and Security

Responsibilities

The **Finance/Administration Section Chief**, **FSC staff**, and the **Unit Leaders** may use: ICS Form 213 "**General Message**".

The **Finance/Administration Section Chief**, **FSC staff**, and the **Unit Leaders and staff** maintain:

ICS Form 214 "**Activity Log**".

Duties:

- Provide financial and cost analysis information as requested
- Develop an operating plan for Finance/Administration Sections; fill supply and support needs
- Gather pertinent information from briefings and responsible agencies
- Determine the need to set up and operate an incident commissary
- Maintain daily contact with agency(s) administrative headquarters on Finance/Administration matters
- Ensure that all obligation documents initiated as the incident are properly prepared and completed
- Ensure that all personnel time recorded are accurately completed and transmitted to home agencies

The Finance/Administration Section Chief (FSC) completes all financial, administrative, and cost analysis aspects of the incident and supervises the Finance/ Administration Section.

2:3 Roles and Responsibilities

College Department	Department Lead	Responsibilities
Academic Affairs	Vice President of Instruction Alternate?	<ul style="list-style-type: none"> • Develop procedures to communicate with and account for teaching faculty in an emergency situation. • Develop plans to identify alternate facilities where institution activities can be conducted in the event of the destruction, disablement, denial or lack of access to existing facilities. • Identify and prioritize critical support services and systems. • Identify and ensure recovery of critical assets.
Business Office	Vice President for Finance and Operations Dean of Corporate & Continuing Education Technical Education and Training	<ul style="list-style-type: none"> • Develop the processes and procedures for tracking employees' time and issuing paychecks during disaster operations. • Develop procedures for procuring emergency resources for responding to and recovering from emergencies. • Develop the process for documenting the financial cost of emergency response and recovery operations. • Develop a Business Continuity Plan (BCP).
Campus Security & Community Relations	Director of Campus Security Executive Community Relations Officer	<ul style="list-style-type: none"> • Develop procedures for declaring an emergency. • Identify alternate administrative facilities. • Develop procedures for increasing public information efforts. • Develop a Continuity of Operations Plan (COOP).

Emergency Medical Services	Director of Campus Security Security LT or SGT on duty	<ul style="list-style-type: none"> • Develop and coordinate procedures for mobilizing resources needed for significant, longer-term emergencies. • Identify sources for mutual aid agreements and assistance • Develop procedures to determine if there are adequate supplies and equipment to triage for an emergency and to support community health partners. • Develop pandemic flu and infectious disease plans. • Develop system for disease surveillance and tracking. • Coordinate with local and state public health partners.
Facilities and Operations	Director of Facilities Assistant Director of Facilities	<ul style="list-style-type: none"> • Participate in vulnerability and hazard assessments. • Provide floor plans with room layout, electrical sources, and entrance and exit points for all campus buildings. • Develop procedures for facilities and equipment, including testing systems. • Develop procedures for pre-positioning resources and equipment. • Develop mutual aid agreements for obtaining needed equipment, materials and assistance.

Risk Manager & Legal Advisor	Executive Human Resource Officer Vice President for Finance and Operations	<ul style="list-style-type: none"> • Provide legal counsel on campus liability to key decision makers. • Coordinate investigations completed by community partners. • Review messages drafted by PIO. • Ensure that all campus and community actions are documented with a rationale for the action.
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PIO	Executive Community Relations Officer Director of Strategic Communications	<ul style="list-style-type: none"> • Develop procedures for coordinating with all departments to provide unified and factual messages to students, staff, faculty, families and the media using multiple channels. • Develop pre-agreements with the media concerning debriefings and media holding areas during an emergency. • Designate a campus spokesperson.
Public Safety Operations	Director of Campus Security Security LT or SGT on duty	<ul style="list-style-type: none"> • Develop procedures for reviewing and updating emergency operations plan. • Develop procedures for mobilizing public safety personnel and pre-positioning resources and equipment. • Develop a process for managing incidents at the field level using the Incident Command System. • Develop a process for communicating with and directing the central dispatch center. • Develop procedures to warn threatened elements of the population. • Develop procedures for developing mutual aid agreements.
Housing & Residential Life	Vice President of Student Affairs Dean of Student Engagement & Retention	<ul style="list-style-type: none"> • Develop procedures to coordinate the need for on-campus housing, temporary shelters, and temporary off-campus housing locations. • Develop procedures for mobilizing residential life personnel and prepositioning resources. • Develop an on-call staffing system to ensure staffs are available at all times. • Develop procedures for identifying resident students in need of emergency evacuation assistance.

Student Affairs	Vice President of Student Affairs	<ul style="list-style-type: none"> • Develop procedures for checking student affairs facilities and equipment, including those relating to on-campus recreation, student organizations, on-campus employment, community service and volunteerism. • Develop procedures for pre-positioning resources to maintain functioning of such campus elements as career services and student government. • Develop mutual aid agreements and pre-negotiate services for goods and services in the event of an emergency. • Ensure that all items under the Americans with Disabilities Act are considered throughout the planning and implementation of the emergency operations plan. • Ensure that the plan is accessible to students whose primary language is not English. • Develop parent or family notification procedures.
	Dean of Enrollment Services	
Transportation	Director of Campus Safety	<ul style="list-style-type: none"> • Develop procedures for mobilizing campus wide transportation for an emergency and for maintaining control of traffic from private vehicles. • Develop evacuation procedures from various campus locales.
	Security LT or SGT on duty	

Building Evacuation Coordinators

Selected college employees, designated as *Building Evacuation Coordinators*

The primary responsibility of a *Building Evacuation Coordinators* is to help with building evacuation and security, casualty reporting and communication with EOC on building status. *Building Evacuation Coordinators*, who are volunteers, are offered training in building evacuation and Lockdown as well as First Aid and CPR.

2:4 Documentation

Each section of the EOC will be responsible for keeping documentation during an emergency event including detailed notes, logs, observations and event summary. Keeping accurate documentation during an emergency is critical as it is important to record historic data and assess and review college emergency procedures.

Section 3 – Emergency Procedures

3:1 General Emergency Procedures

No emergency is ever the same therefore no single response can dictate how an emergency will be dealt with. South Puget Sound Community College will do everything within its power and resources to prevent the loss of life and property.

Minimum guidelines:

- Always assess if anyone is injured and the severity of injuries. Immediately call Campus Security at 360-596-5299 or dial 911.
- Provide traffic control assistance to enable emergency vehicles to respond.
- Follow directions given by law enforcement or emergency response personnel.
- Remain calm; keep each other informed as much as possible; reassure others.
- Do not speak to the media; direct them to the Director of Campus Safety and Security or the PIO.
- Closely monitor all communication channels to keep informed of developments, especially before traveling to campus.

Logical Response and Recovery Steps

- Step 1:** Emergency occurs;
- Step 2:** Campus Security calls emergency agencies;
- Step 3:** Facilities calls the appropriate utilities as needed;
- Step 4:** Incident Commander decides to activate the EOC;
- Step 5:** Once the EOC is activated, all Emergency Operations Center members are to meet at designated location in a timely manner;
- Step 6:** Further action is determined by the emergency and the Incident Commander.

3:2 Emergency Communications Resources

SPSCC Emergency Notifications – Emergency alerts by text and email to mobile phones

SPSCC website, Social media (Facebook & Twitter), College Email

Desktop/digital alerts – Announcements are posted to all desktop computers and digital signage throughout all campuses

Direct connection - An EOC member or designee will be dispatched as needed

3:3 Campus Closures/ Evacuations

1. **Small-scale evacuation** refers to evacuation of a single or grouping of buildings or a defined area.
2. **Large-scale evacuation** refers to the closure of the campus.

During a building evacuation, Building Evacuation Coordinators will assist students and staff in evacuating the building to a specific rally point. It is the responsibility of the Building Evacuation Coordinators to ensure that those who need assistance in leaving the building are provided for.

A number of rally points have been identified on SPSCC main campus. These rally points will be used for individual building or all-campus building evacuations.

3:4 Emergency Evacuation for Persons with Physical Disabilities

Buildings with more than one floor have Evacuation Chairs located near stairwells to assist those with mobility needs when elevators are not functionals. These areas are also the areas of rescue, gathering areas for responders to find people in.

Please be aware that people with disabilities and their emotional service animals (ESA) may be entirely self-sufficient under normal circumstances but may need extra assistance in an emergency. Ask the person how you can help them the most, assistance should be offered not assumed.

College personnel are not responsible to provide care for ESA's including, but not limited to, removing the animal during emergency evacuation. Emergency personnel will determine whether to remove the animal in an emergency and may not be held responsible for the care, damage to, or loss of the animal.

Persons with Disabilities are strongly encouraged to contact Disability Support Services (students) or Human Resources (employees) to discuss safety issues and the College's evacuation plan.

3:5 SPSCC Students, Employees, and Community Members

In the event of an emergency, observe the following evacuation procedures to assist people with disabilities:

- Be aware of areas near your classroom or office that have been designated for wheelchair users or others with disabilities.
- Be aware that people with disabilities may need more time to make necessary preparations in an emergency.
- Be aware that rescue, fire and police personnel, and Campus Security will check all elevators, exit corridors, and exit stairwells for trapped persons, including persons with disabilities who are unable to use stairs.
- Offer assistance whenever possible.

3:6 People with Mobility Impairments

- Persons using wheelchairs on ground level floors can evacuate along with other persons.
- On a non-ground level floors, you may need to assist a person who uses a **wheelchair** (electric or manual) and evacuate that person, leaving the wheelchair behind.
- Use the evacuation chairs. These chairs are located throughout campus and instructions are on each one of the chairs.

Evacuation Chair Locations:

Building 20	3 rd floor south	2 nd floor south	
Building 21	Outside room 173	2 nd floor south	House Right
Building 22	2 nd floor North	2 nd floor South	
Building 23	2 nd floor North	2 nd floor South	
Building 25	2 nd floor internal		
Building 27	2 nd floor stairwell		
Building 34	2 nd floor South	2 nd floor near Dental	
Building 35	3 rd floor middle stairs	2 nd floor middle stairs	
Bowen Building	4 th floor North	3 rd floor North	2 nd floor North

Note: In order to safely carry a person while descending stairs, two persons must use specific techniques, which must be learned and practiced prior to an actual emergency. If you do not know these techniques, or if the person does not wish to be carried, tell the person using the wheelchair to remain in the area of rescue assistance and/or stairwell, and then seek help from Campus Security, police, and/or fire personnel immediately.

3:7 People with Vision loss or Impairment

- Help guide a person with vision loss by asking the person if he or she would like to take your arm at the elbow. DO NOT grasp the arm of a person with low vision or blindness. Give the person verbal instructions as you guide the person, and advise about steps, rough terrain, doorways, debris, etc. Verbal compass directions, estimated distances, and directional terms are the most familiar tools for persons with vision loss.
- A service animal could become confused or disoriented in a disaster. People who are blind may have to depend on others to lead them, as well as their service animal to safety during a disaster.

3:8 People who are Deaf or Hearing Impaired

Hearing impaired persons should individually be made aware of an emergency and how to respond to it. Write directions on paper if necessary. It should not be assumed that hearing impaired persons can hear the fire alarm or that they will know what to do by watching others.

3:9 People with Respiratory Illness

Many respiratory illnesses can be aggravated by stress. In an emergency, oxygen and respiratory equipment may not be readily available. People with respiratory illnesses should be referred to emergency personnel.

3:10 People with other Disabilities

Ask the person how you can help them most effectively. If necessary, lead the person to an area of rescue assistance and/or stairwell and tell the person to wait there, and then go seek help from Campus Security, police, and/or fire personnel immediately.

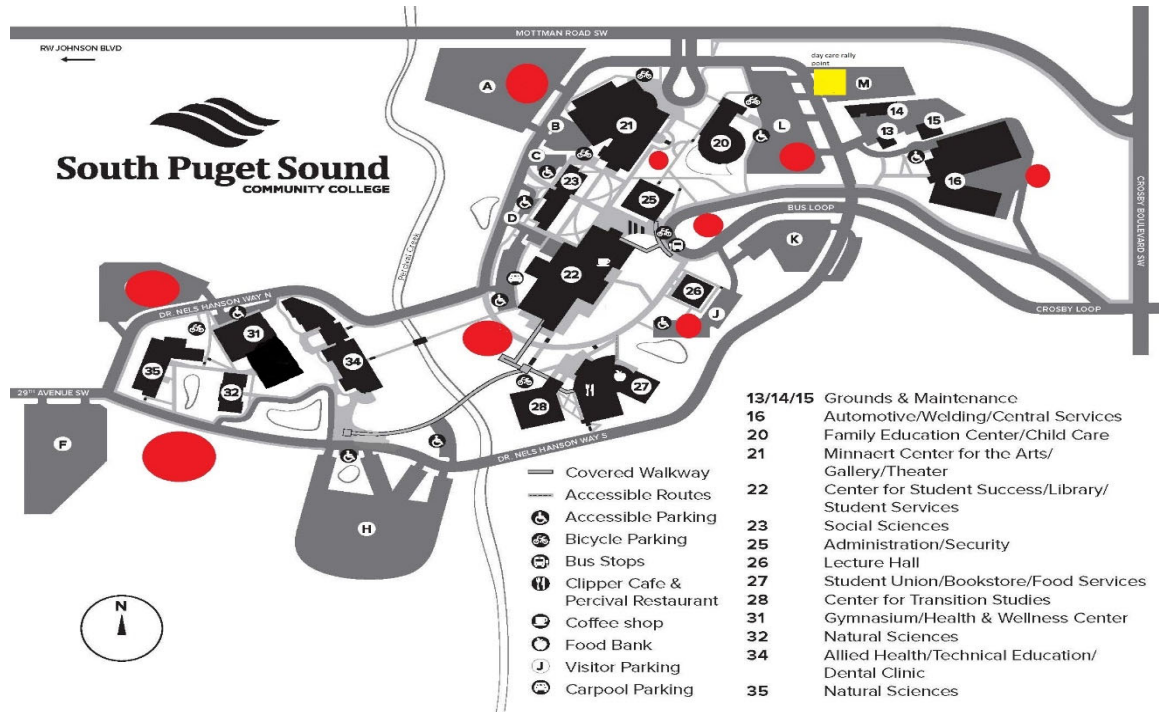
3:11 Areas of Rescue Assistance

Areas of Rescue Assistance are designated places where people with disabilities remain temporarily in safety to await further instructions or assistance during emergency evacuations. At this time, building stairwells and exit corridors are to be used as temporary waiting areas.

3:12 Rally Point Locations

In the event of a building evacuation on the main campus, all occupants should assemble at the nearest designated Rally Point location. Each building is assigned to the nearest Rally Point location below. Make sure to familiarize yourself with the map and Rally Locations. **Building Evacuation Coordinators** and other personnel will help facilitate building evacuations to specified Rally Locations.

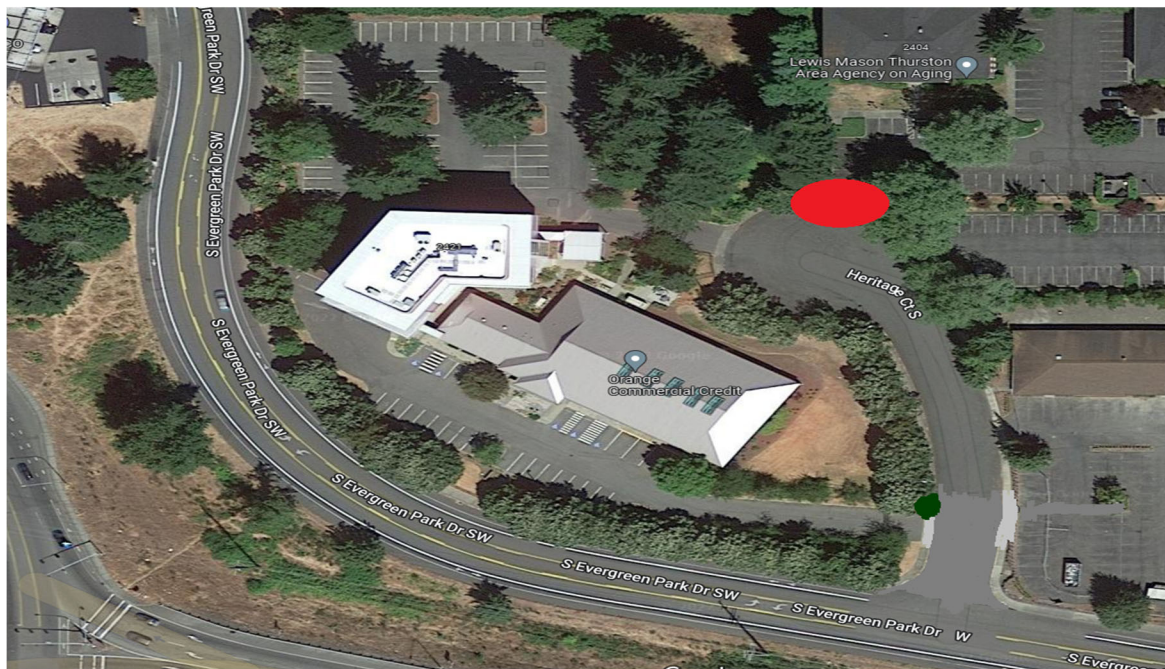
Rally Point Map Main Campus:



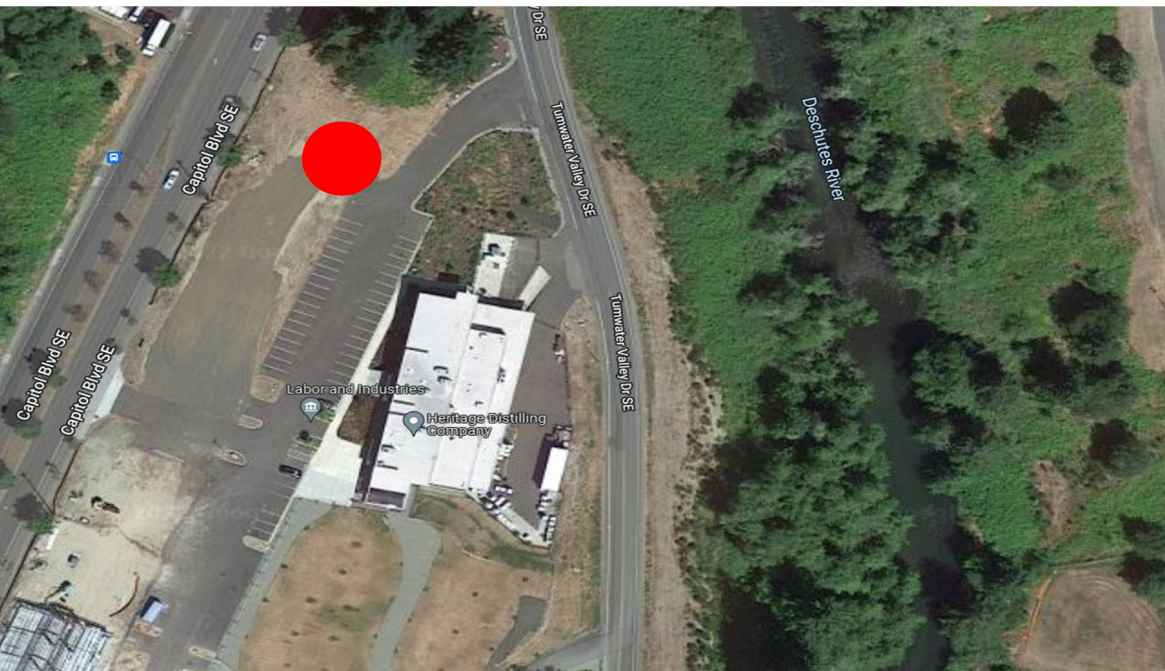
Rally Point Map Lacey:



Rally Point Map Angela Bowen Center for Health Education



Rally Point Map Craft Brewing and Distilling



APPENDIX

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A-1 Earthquake

If an earthquake happens, protect yourself right away:

- If you are in a car, pull over and stop. Set your parking brake.
- If you are in bed, turn face down and cover your head and neck with a pillow.
- If you are outdoors, stay outdoors away from buildings.
- If you are inside, stay and do not run outside and avoid doorways.

There can be serious hazards after an earthquake, such as damage to the building, leaking gas and water lines, downed power lines, or aftershocks.

- Expect aftershocks to follow the main shock of an earthquake. Be ready to Drop, Cover, and Hold On if you feel an aftershock.
- If you are in a damaged building, go outside and quickly move away from the building. Do not enter damaged buildings.
- **If you are trapped, send a text or bang on a pipe or wall.** Cover your mouth with your shirt for protection from dust.
- If you are in an area that may experience tsunamis, go inland or to higher ground immediately after the shaking stops. Avoid contact with floodwaters as they can contain chemicals, sewage, and debris.
- Check yourself to see if you are hurt and help others if you have training.

A-2 Wild Fire and Smoke

Stay Safe During

Pay attention to emergency alerts and notifications for information and instructions.

- Evacuate immediately if authorities tell you to do so!
- Check with local authorities for the latest information about public shelters or check open locations on the FEMA app. You can also download the free Red Cross Emergency app for a list of open Red Cross shelters in your area.
- Consider making plans with friends or family to shelter with them where you may be safer and more comfortable.

If trapped, call 9-1-1 and give your location, but be aware that emergency response could be delayed or impossible. Turn on lights to help rescuers find you.

Use a mask to protect yourself from smoke inhalation or limit your exposure to smoke by doing the following:

- Choose a room to close off from outside air and set up a portable air cleaner or filter to keep the air in this room clean even when it's smoky in the rest of the building and outdoors.
- Use high efficiency filters in your central air conditioning system to capture fine particles from smoke. If your system has fresh air intake, set the system to "recirculate" mode and close the outdoor intake damper.
- If you are not ordered to evacuate but smoky conditions exist, stay inside in a safe location or go to a community building where smoke levels are lower.
- If you are sick and need medical attention, contact your healthcare provider for further care instructions and shelter in place, if possible.

A-3 Volcanic Eruption

- Listen to alerts. The Volcano Notification Service provides up-to-date information about eruptions.
- Follow evacuation orders from local authorities. Evacuate early.
- Avoid areas downwind, and river valleys downstream, of the volcano. Rubble and ash will be carried by wind and gravity.
- Take temporary shelter from volcanic ash in the location where you are, if you have enough supplies. Cover ventilation openings and seal doors and windows.
- If outside, protect yourself from falling ash that can irritate skin and injure breathing passages, eyes and open wounds. Use a well-fitting, certified face mask, such as an N95.
- Avoid driving in heavy ash fall.

After the Volcanic Eruption

- Listen to authorities to find out when it is safe to return after an eruption. Stay indoors until authorities say it is safe to go outside.
- Send text messages or use social media to reach out to family and friends. Phone systems often are busy after a disaster. Only make emergency calls.
- Avoid driving in heavy ash. Driving will stir up volcanic ash that can clog engines and stall vehicles.
- Avoid contact with ash if you have any breathing problems. People with asthma and/or other lung conditions should take precaution in areas with poor air quality, as it can worsen symptoms.
- Do not get on your roof to remove ash unless you have guidance or training. If you have to remove ash, then be very careful as ash makes surfaces slippery. Be careful not to contribute additional weight to an overloaded roof.
- Wear protective clothing and a mask when cleaning up. Children should not help with cleanup efforts.

A-4 Severe/ Inclement Weather

Evacuate the area if possible and safe to do so

- If evacuation is not an option proceed to the nearest severe weather shelter (listed below).
- Remain in the shelter until the Emergency Response Team arrives or announcement is made that it is safe to leave the shelter.

Familiarize yourself with:

- Location of severe weather shelters in the buildings where you frequent.
- Quickest evacuation route from your office to the severe weather shelter.

SHELTER LOCATIONS

BUILDING	LOCATION
14	Custodial
20	Head Start Center
21	Minnaert Theater
31	Gymnasium
1	Lacey Campus interior rooms

A-5 Flooding

If you are under a flood warning:

- Find safe shelter right away.
- Do not walk, swim or drive through flood waters.
- Remember, just six inches of moving water can knock you down, and one foot of moving water can sweep your vehicle away.
- Stay off bridges over fast-moving water.
- Depending on the type of flooding:
 - Evacuate if told to do so.
 - Move to higher ground or a higher floor.
 - Stay where you are.

Staying Safe During a Flood

- Evacuate immediately, if told to evacuate. Never drive around barricades. Local responders use them to safely direct traffic out of flooded areas.
- Contact your healthcare provider if you are sick and need medical attention. Wait for further care instructions and shelter in place, if possible. If you are experiencing a medical emergency, call 9-1-1.
- Listen to EAS, NOAA Weather Radio or local alerting systems for current emergency information and instructions regarding flooding.
- Do not walk, swim or drive through flood waters. **Turn Around. Don't Drown!**
- Stay off bridges over fast-moving water. Fast-moving water can wash bridges away without warning.
- Stay inside your car if it is trapped in rapidly moving water. Get on the roof if water is rising inside the car.
- Get to the highest level if trapped in a building. Only get on the roof if necessary and once their signal for help. Do not climb into a closed attic to avoid getting trapped by rising floodwater.

A-6 Active Shooter

If you hear gunshots, hear the alarm, or are notified an active shooter or armed intruder is on campus, take the following steps if safety permits:

If it safe to do so then evacuate the area, if you are not in the area then you cannot be harmed by it.

Follow the ALICE Principles

Alert - tell everyone what is going on and call 911

Lockdown - if evacuation is not an option then barricade yourself inside the room with anything you have to better secure the area

Inform - continue talking with 911 and others giving any factual updates on the situation

Counter - this is not fighting, distract and swarm the shooter

Evacuate - leave the area either to a designated safe rally point or anywhere away from campus

Your personal safety is paramount in any violent situation follow your instincts and training, try to help others but don't let them stop you from staying safe.

What to expect from emergency responders:

- The first responding law enforcement officer(s) **will not stop** to aid the wounded or injured. Their primary mission is to contain the threat.
- Medical and rescue teams will begin treatment of the injured only after the area is declared safe by law enforcement personnel.
- Law enforcement may relocate building occupants to a safe area, or may instruct occupants to remain where they are.

After the incident:

- After evacuation, you may be taken to a holding area for medical treatment, interviewing, and/or counseling.
- Law enforcement personnel may detain you as a witness to the incident.
- You may be asked to provide statements to law enforcement right away, or at a later time.
- The entire area will be treated as a crime scene.

- Once you have been evacuated, you will not be allowed to re-enter the building

Lockdown Procedures

All students, staff, and visitors must comply with the directions

Emergency Lockdown

- Emergency Lockdown rapidly enhances security in an actual emergency situation. By locking certain exterior and main interior doors, it is more difficult for dangerous individuals near the facility to gain access to students, staff, and visitors. This type of lockdown requires that everyone on campus seek safety from physical assault by creating barriers and staying out of sight.
- An alert will be communicated over Campus Safety Alert System and sent to staff and students notifying them that an Emergency Lockdown is in effect. Details for the lockdown will be given when possible.

Resumption of Normal Activities

- This procedure allows people to return to the building after an evacuation or lockdown once potential danger has passed.
- An alert will be sent to staff and students notifying them that the evacuation or lockdown is over.

Threatening Criminal or Violent Activity

If you witness a criminal act, or notice someone acting suspiciously and you feel threatened, call 911 immediately, then contact security

In the event of a robbery, assault, sexual assaulted, or attempted crime:

- Stay calm and attempt to signal for help
- Do Not challenge the individual. If possible, put objects and distance between yourself and the individual
- Stall for time
- Do not risk harm to yourself or others
- Watch for a safe way to leave the area to a secure place

Observe the person(s) carefully for:

- Physical description (race, height, weight, hair, clothing)
- Weapons (displayed or not)
- Behavior (nervous, calm)

When the person leaves, or when safe to:

- Contact Security (360) 596-5299
- Call 911 Assist the police when they arrive by supplying them with any information and ask others to do the same
- Note the exact time of departure and what direction they went
- Write a description of each person involved
- Write down vehicle description (make, model, color, license plate number)
- If a theft occurred, write down description of property taken

Violence Threat

If you observe a violent or potentially violent situation:

- Do not attempt to control the person.
- Call 911 and then call Security at 360-596-5299.
- Gather staff to the area if this can be done safely. If the individual is threatening violence without a weapon there may be greater safety in numbers.
- Be aware that a weapon may be hidden.

If you receive a threat of violence over the phone:

- If you receive the threat via voicemail or email, save the message.
- If the threat is targeted at an individual you know, help safeguard the individual immediately and inform Security.
- The College will follow-up based on information gathered.
- If appropriate, Law Enforcement will be contacted and emergency response personnel, or campus security, will be sent to the office threatened.

If you receive a threat of violence in person:

- Stay calm.
- Do not attempt to control the person. If possible, call 911.
- If you are unable to call, try to ask someone else to call 911.
- Try to find a safe location either within an office or by leaving the area.
- If the threat occurs during class, a faculty member should remain with the class and send for help

If the situation does not allow the actions described:

- Maintain a calm voice and attempt to put objects like a desk, cabinet, or chair between yourself and the person threatening you.
- If you can, signal a co-worker to call for help. Use your established code word. Do not attempt to make any calls yourself. Have someone else call for help out of sight of the person.
- If the threat turns to action, yell for help

Violence Threat with a Weapon**If you receive a threat of violence in person:**

- If the individual threatening has a weapon, stay calm and quietly attempt to signal for help
- Don't challenge the person threatening you. If possible, put objects and distance between yourself and the threat
- Maintain eye contact, but don't stare
- Stall for time
- Keep talking- quietly asking questions, listening and follow instruction given to you
- Do Not risk harm to yourself or others
- NEVER grab the weapon
- Watch for a time to escape the area to safe place
- Once safe contact security

If you observe a violent or potentially violent situation and safety permits:

- If the individual is threatening violence with a weapon, call 911 immediately.
- Clear all students and staff from hallways.
- If you are in an open area, find a secure office or room to shelter in. If you are unable to find a secure room, run away from the sounds of gunfire. If running puts you in danger, try to hide behind a solid barrier out of sight.
- Close and lock all office and classroom doors.
- If a door cannot be locked, use a doorstop to help buy time.
- Shut off all lights.
- Pull down blinds on windows.
- Hide yourself and others down on the floor and behind solid objects. Use desks,

file cabinets, chairs, tables, or anything available to create barriers between you and doors or windows.

- After securing the room, maintain absolute silence. Turn off radios, computer monitors, and silence all cell phones.
- Faculty or staff in active ITV classrooms should direct students in each remote location to report the lockdown to administration. Set the ITV audio to MUTE, but do not disconnect
- Stay out of sight. Make sure you cannot be seen through windows. Stay out of the line of fire

A-7 Terrorism

There is usually little or no warning for terrorist incidents. An individual must use their own discretion during a terrorist incident as to how to respond. However, best practices for a terrorist incident are:

At all times

- Be aware of your surroundings
- Note and report suspicious items, packages, or vehicles that seem out of place

Types of terrorist attacks

- Explosive devices, these can be left in place and detonated remotely or carried by a vehicle or person.
- Biological agents, such as bacteria, viruses, and toxins typically make people sick
- Chemical agents, are toxic to people, plants, or animals, and are found in the form of solids, liquids, vapors, or aerosols
- Radioactive attacks, include nuclear explosions and “dirty bombs” are designed to spread radioactive material over a region
- Cyber

Protective measures

- Distance yourself from the location of the incident and seek shelter as soon as possible
- Follow instruction from Campus Security and other emergency personnel
- If exposed to a chemical agent or you are having trouble breathing, use a cloth as a filter by covering your face with it
- If exposed to a chemical, biological, or radioactive agent, change out of any contaminated clothing, shower, put on clean clothing and seek medical attention
- Seek medical attention as soon as possible for any injuries, if you have trouble breathing, or believe you were exposed to a contaminating agent.

On Campus shower and eye wash Locations

Building 14	Shop Floor	With eye wash
Building 16	First Floor	With eye wash
Building 21	Dressing rooms	
Building 31	Locker room	
Building 35	Rms 108, 111, 203, 204, 205, 210, 211, 212, 306, 307, 308	With eye wash
Craft Brewing and Distilling	Rms 120, 130, 222, 224	With eye wash
Bowen Building	First Floor	
Bowen Building	Rm 204	With eye wash

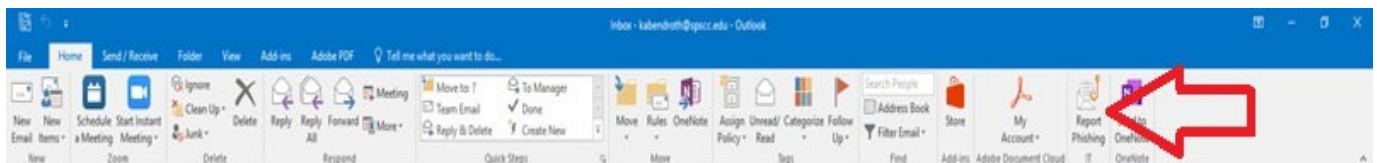
A-8 Cyber-Attack

A cyber-attack is an offensive maneuver against individuals or organizations that targets computer information systems, infrastructure, networks, or personal devices. These attacks attempt to disable operations, steal information, or hold systems ransom. They may be launched by nation states, criminal organizations, or hackers acting with malicious intent. Local government infrastructure such as signal controllers, water systems, and other utilities that are controlled remotely by computers may be at risk.

If a cyber-attack is identified or suspected contact Information Technology (IT):

- Phone: (360) 596-5353
- Email: support@spscc.edu
- Ticket <https://helpdesk.spscc.edu>

If you have received an email that you suspect of Phishing, you can report it to our team in outlook via our PhishER software (if the option is available).



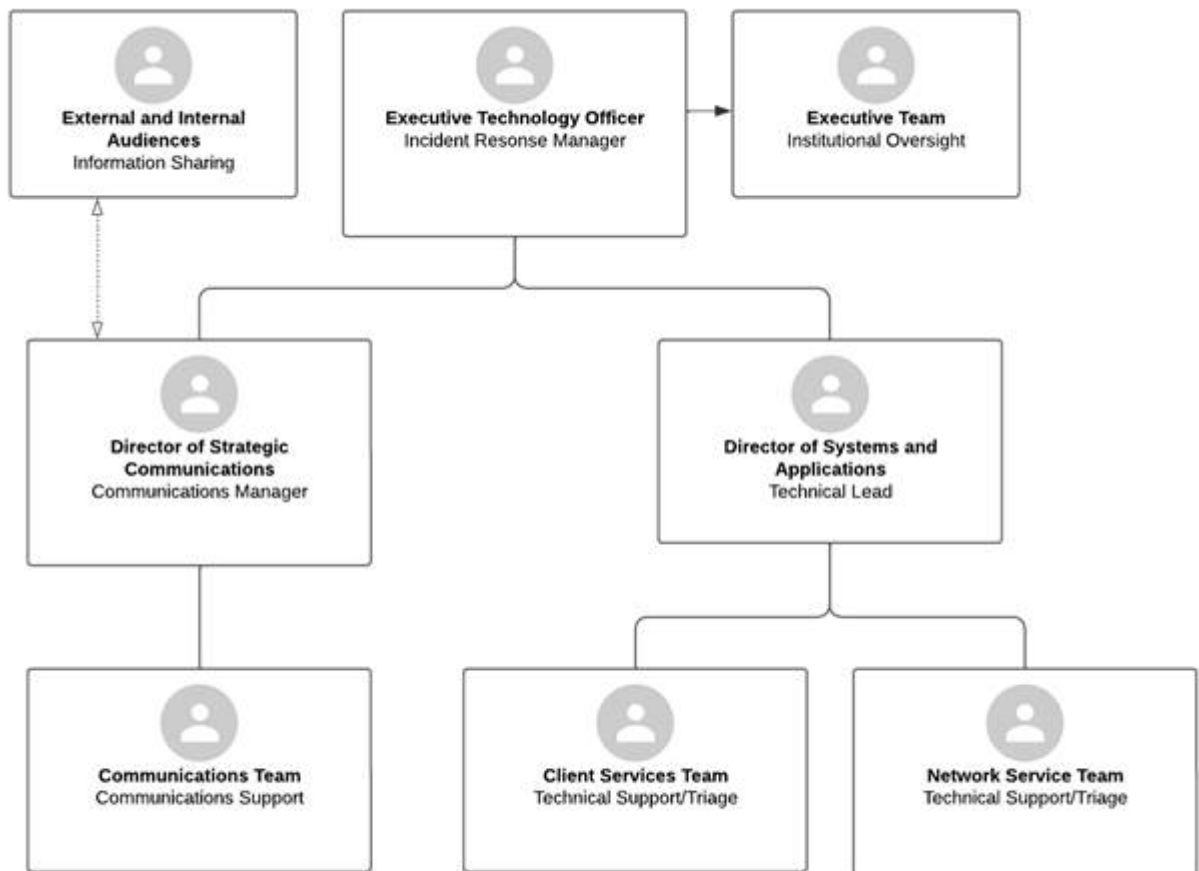
Cyber Security Incident Response Plan (CSIRP)

Purpose:

The Cyber Security Incident Response Plan (CSIRP) Executive Summary is a high-level overview of how SPSCC will detect and respond to infiltration, unauthorized access, or disclosure of private information with systems utilized, housed, maintained, or serviced by SPSCC. The full plan defines the roles and responsibilities of staff with respect to the identification, isolation, and repair of data security breaches, outlines the timing, direction, and communications among affected stakeholders, and defines the protocols required to accurately document an incident.

Incident Response Team

The Cyber Security Incident Response Team is configured to maximize the efficiency of our technical staff to focus on key functions while also providing effective communication and decision making. Each individual on the team has an identified second in the case where the primary is unavailable.



Incident Response Phases

Incidents can be assembled into key phases to assist in organizing roles and responsibilities. All phases will have discrete methods of communication and in the event of an incident, all phases will be documented in the Incident Report.

- Identification – Determine that there is a problem that warrants elevation to an incident
- Assessment – Assess the incident scale, scope, and populations impacted.
- Response – Determine immediate steps to contain the potential damage to systems and data.
- Remediation – Clean-up impacted systems to allow for rapid restoration and recovery.
- Recovery – Restore critical systems and services back to where they were prior incident
- Report and Review – Assemble final report and conduct diagnostic review of incident response and how to improve future planning and implementation.

Communication

Ensuring clear communication channels is vital to the ability to successfully respond to and recover from an incident. The following guidelines will be established to ensure communication responsibilities are clear.

- All communication with college staff, students, community members or the press will be the responsibility of the Incident Communications Lead.
- All communications between the Executive Team and Members and the Board of Trustees, and the Incident Response Team will be made through the Incident Response Manager. This will allow technical staff priority focus on the duties of investigation, triage, isolation and recovery.
- Any employee that receives requests for information should pass those requests directly to the Communications Lead.
- SPSCC staff should be clearly informed what information regarding the incident is public and what is internal/confidential and it must be clear that any material or information communicated to students or employees can and likely will be shared with the public, including the news media.
- Communication with news media will be initiated by the Incident Communications Lead and Incoming news media calls and all requests for information will be forwarded immediately to the Incident Communications Lead.

Throughout an event, the Incident Response Manager will provide regular updates to the President and Executive Team. At the conclusion of the investigative process the President and Executive team will review the final Incident Report and from the relevant details of the incident and the investigation, develop an improvement plan that will be incorporated into the IRP.

A-9 FIRE

If you see a fire:

- Activate the nearest fire alarm pull box.
- Call 911 and describe the location of the fire and the type of fire (vehicle, wastebasket, electrical, chemical, etc.)
- If the fire is threatening, evacuate the building.
- When you are in a safe location, call Security at 360-596-5299.

When the fire alarm sounds:

- Immediately evacuate the building using the shortest route possible.
- Do not stop to consider whether or not you are in danger.
- Do not assume that a lack of visible smoke or flames means you are safe. Most victims of fire die as a result of smoke inhalation. Many poisonous gases are invisible.
- Close all doors as you leave.
- Use the stairs. Do not use the elevators.
- Follow the Fire Evacuation procedure outlined on the next page. (page 16)

Disabled individuals:

- Assist disabled individuals in exiting the building.
- If a disabled individual is unable to manage the stairs, take the individual to the nearest fire exit stairs.
- Immediately notify fire department personnel which stairs and on what floor the individuals are waiting

Fire Evacuation

- Gather in designated evacuation areas as listed on pages 26 and 48.
- Supervisors should conduct a headcount at the evacuation site and notify fire department personnel of any missing people.
- Instructors should conduct a headcount at the evacuation site of students in their class and notify fire department personnel of a missing student.
- Leave roadways open for access by emergency personnel.
- Do not return to the affected building until a representative of the fire department or a member of Security indicates it is safe.

Familiarize yourself with:

- Fire alarm locations.
- Fire extinguisher locations.
- Evacuation route from the room in which you are located to the nearest exit.

Evacuation Chair Locations

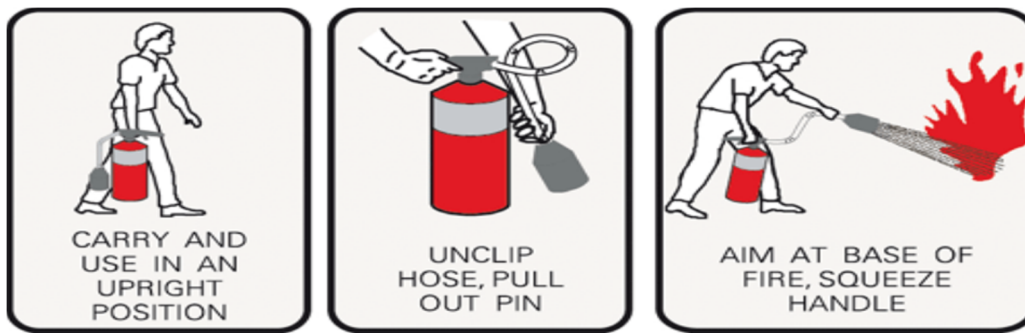
Building 20	3 rd floor south	2 nd floor south	
Building 21	Outside room 173	2 nd floor south	House Right
Building 22	2 nd floor North	2 nd floor South	
Building 23	2 nd floor North	2 nd floor South	
Building 25	2 nd floor internal		
Building 27	2 nd floor stairwell		
Building 34	2 nd floor South	2 nd floor near Dental	
Building 35	3 rd floor middle stairs	2 nd floor middle stairs	
Bowen Building	4 th floor North	3 rd floor North	2 nd floor North

How to Use an Extinguisher (Small Fires Only):

- Check the fire extinguisher to make sure it is appropriate for the type of fire.
- Class A-B-C extinguishers, located throughout CCCS campuses, are suitable for most fires.
- Check the pressure gauge. The needle should be in the **GREEN** section of the gauge.
- Remove extinguisher from its cabinet or bracket.

Use the acronym **PASS** to operate:

- **P Pull** the safety pin, breaking the plastic tab, and discard it.
 - **A Aim** the nozzle at the base of the fire.
 - **S Squeeze** the handle to discharge the dry chemical powder.
 - **S Sweep** the nozzle back and forth across the base of the fire.
- Use the entire contents of the fire extinguisher. If the fire does not go out after emptying the extinguisher, evacuate immediately.
 - When the fire appears to be out, back away, as it may flare up again. Do NOT turn your back to a fire



A-10 Utility Failure (power outage)

Equipment and Data Protection: All sensitive equipment should be connected to a fusible power strip or surge protector. Some equipment may require an uninterruptible power supply (UPS) system to ensure that the equipment does not sustain damage during a power outage, lose valuable data and does maintain power long enough to power down through a routine or emergency shutdown sequence.

- Some buildings have emergency power generators to supply lighting for evacuation. Other buildings have battery-powered emergency lights.
- If it appears that only your building is without power, call the Facilities Department at (360) 596-5493.
- Stand by for instructions through Campus Safety Alert System or verbal communication from supervisors
- Remain calm, gather all personal items and be prepared for evacuation

Elevator Failure

- If you are trapped in an elevator, use the emergency phone to call for help
- The phone is connected to Otis line. Otis will contact Campus Security. Otis will dispatch a technician if necessary.

Natural Gas Leak

- DO NOT switch lights on or off or unplug any electrical equipment. Electrical arcing could trigger an explosion.

- DO NOT use cell phones.
- Evacuate the area. Once you are away from the scene of the potential leak, notify the Facilities Department at (360) 596-5493.
- Contact Puget Sound Energy at 1-888-225-5773
- Contact Campus Security to evacuate building if gas is detected inside structure.
- Campus Safety will then control access to structure to prevent reentry to everyone except repair personnel.
- If the leak is located outside, Campus Security should insure that the leak area is evacuated and entry to the leak area controlled.

A-11 Hazardous Materials

If you encounter a hazardous material spill:

- Evacuate the area using designated evacuation routes to the designated areas listed on pages 29 and 30.
- If it appears to be an emergency, call 911 and then contact Security at (360) 596-5299.
- In some cases, the Emergency Response Team may implement a Shelter in Place Procedure.
- The Shelter in Place Procedure is utilized when there has been a chemical or biological release or radiological incident outside of, but in proximity to, a facility and available information indicates that there is not adequate time to evacuate building occupants to a safer location before the dangerous contaminants reach the facility.
- Stay away from the affected area and keep individuals away from the area if it is safe to do so.
- Contact the Facilities Department at (360) 596-5493.

A-12 Plumbing Failure, Flooding, or Water Leak

- Stop using all electrical equipment and, if it is safe to do so, turn off any electrical equipment near the leak.
- Notify the Facilities Department at (360) 596-5493
- Evacuate the immediate area to prevent injuries.

A-13 Pandemic

If a Pandemic is declared:

- Wash your hands often with soap and water for at least 20 seconds and try not to touch your eyes, nose or mouth.
- Keep a distance of at least six feet between yourself and people who are not part of your household.
- Cover your mouth and nose with a mask when in public.
- Clean and disinfect high-touch objects and surfaces.
- Stay at home as much as possible to prevent the spread of disease.
- Follow the guidance of the Centers for Disease Control and Prevention (CDC).

Staying Safe During a Pandemic

- **Take actions to prevent the spread of disease.** Cover coughs and sneezes. Wear a mask in public. Stay home when sick (except to get medical care). Disinfect surfaces. Wash hands with soap and water for at least 20 seconds. If soap and water are not available, use a hand sanitizer that contains at least 60 percent alcohol. Stay six feet away from people who are not part of your household.
- **If you believe you've been exposed to the disease,** contact your doctor, follow the quarantine instructions from medical providers and monitor your symptoms. If you're experiencing a medical emergency, call 9-1-1 and shelter in place with a mask, if possible, until help arrives.
- **Share accurate information about the disease** with friends, family and people on social media. Sharing bad information about the disease or treatments for the disease may have serious health outcomes. Remember that stigma hurts everyone and can cause discrimination against people, places or nations.
- **Know that it's normal to feel anxious or stressed.** Engage virtually with your community through video and phone calls. Take care of your body and talk to someone if you are feeling upset.

A-16 Bomb Threat

If you receive a Bomb Threat by phone:

- Use the Bomb Data Program (copy on next page) Ask all the questions and record answers.
- Once off the phone call security (360) 596-5299
- If you receive a threat through voicemail or email, save the message. Keep ALL information about the call confidential and contact security
- DO NOT inform anyone until cleared by a member of security
- The College Emergency Response Team will initiate an emergency response based on the data gathered from the threat and will immediately contact Law Enforcement. If evacuation is necessary, facilities and security personnel will be dispatched to the area and begin evacuation.
- If evacuation is required, immediately exit the building. Take all personal belongings in your immediate area, but DO NOT go to any other area of the building. Once outside, gather in designated evacuation areas listed on the next page.
- Leave roadways open for access by emergency personnel.
- Remain away from the affected area until a representative from Law Enforcement or a member of Security tells you it is safe to return.
- If the building in which the bomb is located cannot be determined, the first responders may evacuate the entire campus.
- if the campus is evacuated, go to your vehicle, exit the campus. Drive in a safe and reasonable manner.



BOMB DATA PROGRAM

PLACE THIS CARD UNDER YOUR TELEPHONE

QUESTIONS TO ASK:

1. When is bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

EXACT WORDING OF THE THREAT:

Sex of caller _____ Race _____

Age _____ Length of call _____

Number at which call is received _____

Time _____ Date ____ / ____ / ____

BOMB THREAT

(Over)

CALLER'S VOICE

- | | |
|-----------------|-----------------------|
| _____ Calm | _____ Nasal |
| _____ Angry | _____ Stutter |
| _____ Excited | _____ Lisp |
| _____ Slow | _____ Raspy |
| _____ Rapid | _____ Deep |
| _____ Soft | _____ Ragged |
| _____ Loud | _____ Clearing throat |
| _____ Laughter | _____ Deep breathing |
| _____ Crying | _____ Cracking voice |
| _____ Normal | _____ Disguised |
| _____ Distinct | _____ Accent |
| _____ Slurred | _____ Familiar |
| _____ Whispered | |

If voice is familiar, who did it sound like?

BACKGROUND SOUNDS

- | | |
|---------------------|---------------------|
| _____ Street noises | _____ Factory |
| _____ Crockery | _____ machinery |
| _____ Voices | _____ Animal noises |
| _____ PA System | _____ Clear |
| _____ Music | _____ Static |
| _____ House noises | _____ Local |
| _____ Motor | _____ Long distance |
| _____ Office | _____ Booth |
| _____ machinery | _____ Other _____ |

THREAT LANGUAGE

- | | |
|-------------------|-----------------------|
| _____ Well spoken | _____ Incoherent |
| _____ (educated) | _____ Taped |
| _____ Foul | _____ Message read by |
| _____ Irrational | _____ threat maker |

REMARKS

Report call immediately to:

Phone Number _____

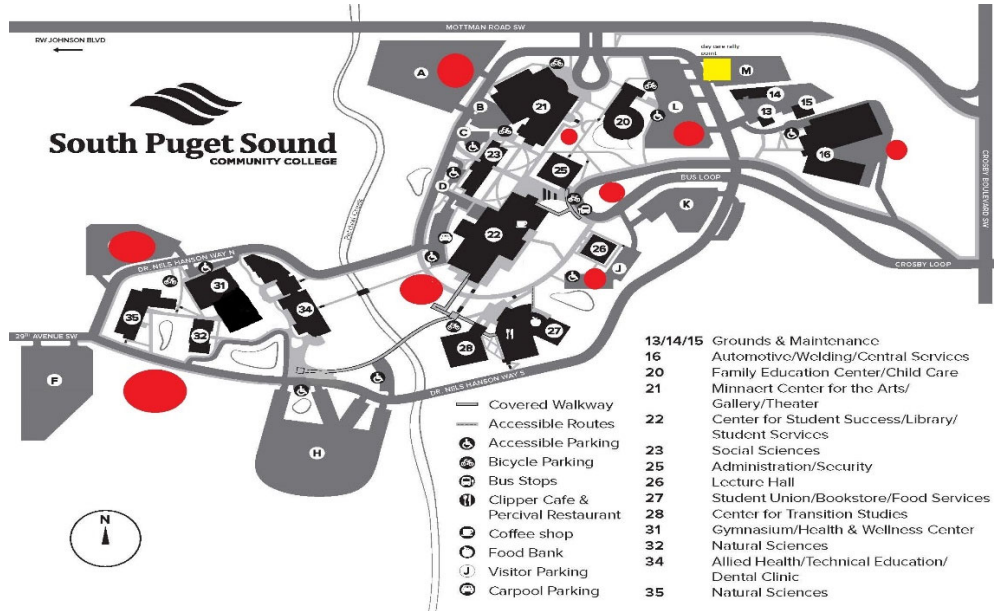
Date ____ / ____ / ____

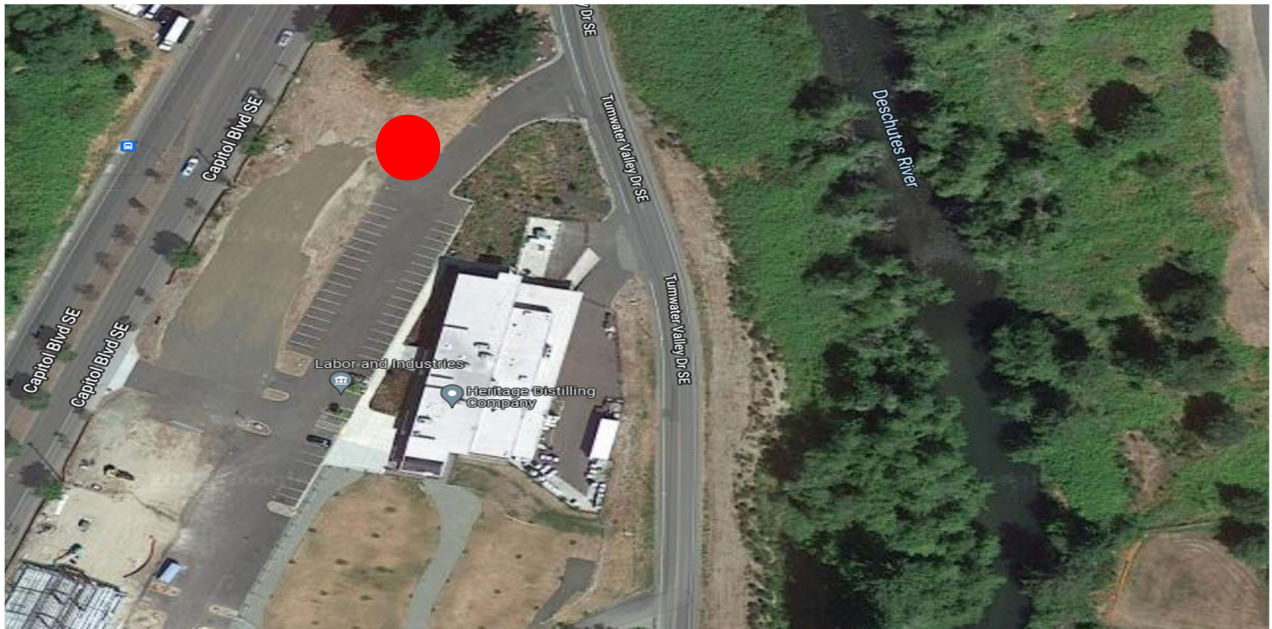
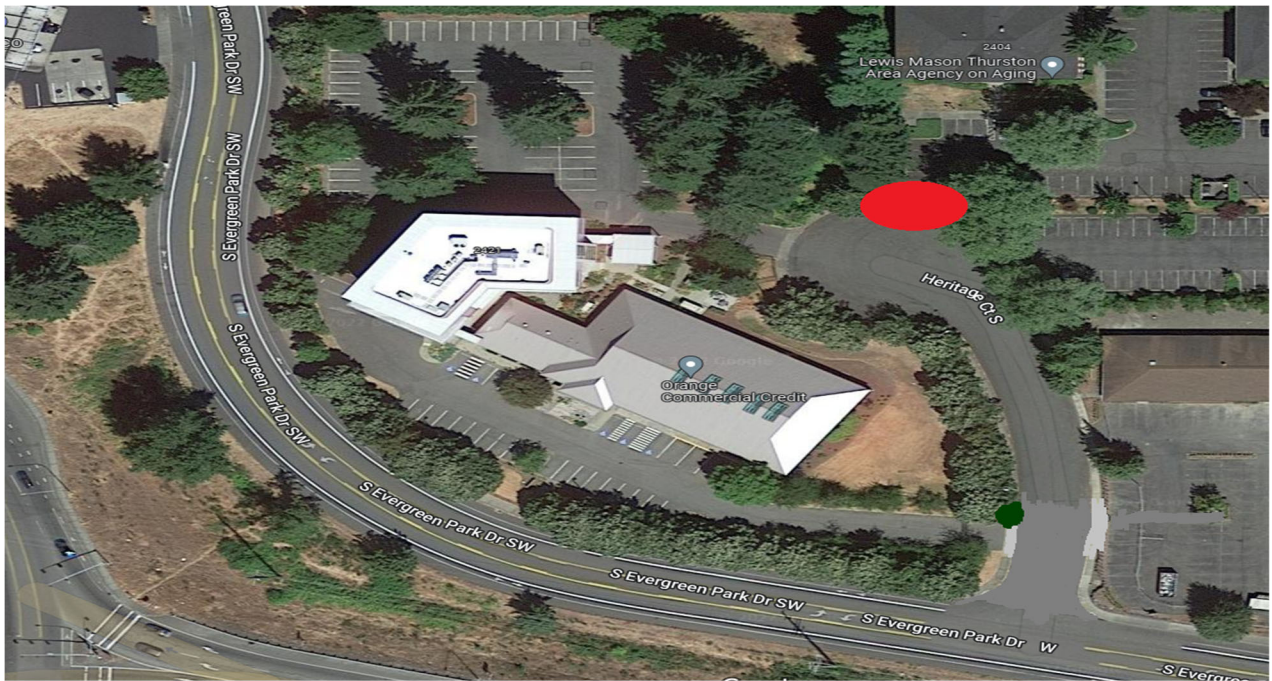
Name _____

Position _____

Phone number _____

3000-180-050 (9/92) ** f





At Evacuation Area

- Supervisors should conduct a headcount at the evacuation site and notify fire department personnel of any missing people.

- Instructors should conduct a headcount at the evacuation site of students in their class and notify fire department personnel of a missing student.

A-15 Civil Disorder

On a dynamic, engaged campus like South Puget Sound Community College, individuals or groups of people will exercise their right to free speech and assembly. Sometimes, however, peaceful demonstrations can turn confrontational or heated and devolve into a riot or violence.

If tensions start to escalate:

- Report any suspicious behavior or unauthorized persons in your building or on campus to the Campus Security (360) 596-5299
- Stay inside and away from doors and windows.
- Secure your area (doors, safes, files, vital records, expensive equipment, etc.).
- Be vigilant and aware of unfolding events.
- Do not engage in verbal confrontations, and do not physically engage protestors. If you are personally confronted, remain calm and try not to raise your voice or escalate the situation.

A-16

**South Puget Sound Community College
Head Start Center**

**Emergency Procedures
2021-2022**

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FORWARD

This is a guide for planning, making decisions and taking actions to protect children, employees, and facilities in emergencies.

Although each emergency may have to be handled differently, sound judgement must always be used. Decisions must be based on concern for the safety of people, as well as probable consequences of actions. Action to save many persons must supersede action to save one.

Employees are to cooperate with those in authority, whether civil or program administrators. Persons acting in good faith within the scope of their employment will be protected from civil liability by the program.

Parts of this plan have been incorporated from the Emergency Procedures from the surrounding school districts.

OVERVIEW
CHAIN OF COMMAND
EMPLOYEE RESPONSIBILITY

In an emergency affecting a single center and/or its occupants, directions will be given by the Center Director/Manager or designee.

All information and requests for aid will feed into/from the Center Director/ Manager or designee.

In an emergency involving two or more centers, directions will be given by the Executive Director or designee. All information and requests for aid will be fed into/from the administration offices.

In the absence of administrative direction, the Center Director/Manager will be authorized to act as needed.

In a continuing emergency a “CRISIS COMMUNICATIONS CENTER” may be established in the administrative services center to collect/release information.

EMERGENCY AND NON-EMERGENCY TELEPHONE NUMBERS

Alarm company	Account number:	(FIRE) / (BURGLARY)
Animal Control	943-3640	
Civil Defense (Emergency Only)	121-296-3311	
Crisis Clinic	586-2800	
Firesafe	943-9616 / 800-522-9969	
Fire Department	9-911	
Police Department	9-911	
Thurston County Sheriff's Office	704-2740	
Lacey Police Dispatch (non-emer)	704-2740	
Poison Control Center	1-800-732-6985	
Lacey Public Works	491-5600 (weekdays)	
	704-2740 (After 5PM/ Holidays)	
Red Cross	360-352-8575	
St. Peter Hospital	360-491-9480	
Capitol Medical Center	360-754-5858	
Utility Department (PSE))	1-888-225-5773	
Tumwater School District	360-709-7000	
Tumwater Transportation	360-709-7700	

For an EMERGENCY 9-911

The nature and degree of the emergency will determine whom to call. Give the following information clearly and distinctly on each emergency call:

REMEMBER TO STAY CALM

1. **NAME:**
 2. **POSITION:**
 3. **Location/Center Address:**
 4. **What is happening:**
 5. **Degree of urgency:**
 6. **Where and to whom to report at the site-be specific**
-

IN CASE OF AN EMERGENCY OR CENTER CLOSURE:

	OFFICE	CELL/PAGER
Dana Anderson, ESD113 Superintendent	360-464-6701	360-790-0848
Tracye Ferguson, ESD113 Assistant Sup.	360-464-6818	253-310-6396
Joyce Tangen, ESD113 Dir. of Early Learning	360-464-6822	360-261-3779
Jason Attaway, ESD113 Maint. & Repair	360-464-6803	360-528-0522
Anne Snyder, ESD113 Transportation Coor.	360-464-6809	360-688-3379
DIRECTORS:		
Angie Kallas	SPSCC	360-596-5662
		360-870-5642

COMMUNICATION GUIDELINES:

- Situation updates will be broadcast over radio stations KGY-1240 AM/ MIXX 96.1 FM
- Any press release must have ADMINISTRATION APPROVAL.
- Items may appear in: The Olympian, Olympia News 52, Nisqually News, Shelton Journal, Centralia Daily Chronicle, and/or the Bremerton Sun

EMERGENCY ASSIGNMENTS OF KEY PERSONNEL

ASSIGNMENT	PERSON ASSIGNED
<ul style="list-style-type: none">• Phone 911	ANYONE KNOWING OF A NEED
<ul style="list-style-type: none">• Check building/equipment/utilities	Emergency Service Personnel
<ul style="list-style-type: none">• Contact Administration Office	Ctr Dir (CD)/Ctr Mgr. (CM) or designee
<ul style="list-style-type: none">• Check outside building perimeters	CD/CM or designee
<ul style="list-style-type: none">• Check all rooms, bathrooms, storage areas	CD/CM or designee

Direct evacuation in the following areas and secure the areas:

- ☐ Classrooms Lead Teachers Direct: **Minnaert Building**
- ☐ Office Area Center Director/Center Manager Directs: **Evacuate to the parking**
- ☐ Playground Lead Teachers Direct: **If unsafe to stay on the playground, all classrooms should move to the Minnaert Building.**
- ☐ Other **If necessary, Campus Security will direct center where to seek shelter should the center remain unsafe for an indefinite period.**

EVACUATION PROCEDURES

It may be necessary to evacuate a center because of an impending/present threat.

If the center must be speedily evacuated:

Dependent upon type of emergency/urgency of the situation,

- Phone: 911 or 9-911 (depending on the phone being used)
- 360-464-6830 (Administrative Professional at ESD Administrative Office)
- or needed utility.

ASSIGN KEY PERSONNEL TO ASSURE:

- ◆ Injured are properly treated and evacuated.
- ◆ Evacuation is complete with all employees/children/volunteers accounted for at assembly site.
- ◆ Center is secured, as specified for different types of emergencies in next section of this guide.
- ◆ Roads/fire lanes are kept clear for emergency vehicles.
- ◆ If any employee/child is injured, it is reported to medical services authority in command so care and transportation to a hospital/emergency relief center may be arranged.
- ◆ Be contact person for emergency services, district, utility and/or news media personnel and provide needed aid.
- ◆ Direct employees in responding to requests for aid from emergency services, civil, utility or other authorities. But, caution them not to enter damaged areas of the building(s), unless specifically asked.
- ◆ Before allowing re-entry to the evacuated center assure the building/equipment/utility systems are thoroughly inspected by Center Director/Manager or the appropriate emergency agency.
- ◆ If damage can't be immediately repaired and/or services restored, obtain authorization from the administrative office (Executive Director or designee) before dismissing students.
- ◆ If the center or parts of it are declared safe, signal employees and children to re-enter, and assure all are accounted for once inside.

EVACUATION PROCEDURES

EMPLOYEES WILL:

- ◆Immediately on being alerted to evacuate, secure work area/room as advised in sections of this guide on specific emergencies and depart or report as pre-assigned/directed.
- ◆If not fulfilling some assignment, remain in the assembly area and calm students until further advised.
- ◆Only enter the center at the request of emergency services authorities.
- ◆When signaled to re-enter the center or undamaged portions, speedily do so. Once in the work area/room thoroughly check it and report anything amiss to the Center Director/Manager or designee.

IN ADDITION, TEACHERS WILL:

- ◆Immediately upon being alerted to evacuate, assemble children for evacuation along designated routes, accounting for all departing.
- ◆Secure room as advised.
- ◆At assembly area, account for children, secure medical treatment for any injured and report any missing or left behind because of severe injuries to the Center Director/Manager or designee.
- ◆If dismissal is ordered without re-entry, teachers will take children to assigned evacuation assembly area, contact families and wait until all children have been taken home.
- ◆When signaled to re-enter center, assure children to do so calmly and quickly and account for all when moving from the assembly area and back in the room.
- ◆Check the room and report anything amiss to the Center Director/Manager or designee.
- ◆“Debrief” children to calm any latent fears about the evacuation.

EVACUATION PROCEDURES

IF EVACUATION OF THE SITE TO ANOTHER FACILITY/EMERGENCY RELIEF CENTER IS ORDERED:

- ◆Contact the Executive Director or designee to arrange bus transportation for children and teachers/employees who will accompany them.
- ◆Cooperate with civil authorities in enlisting children/employees with cars to help with transporting evacuees.
- ◆Direct evacuation assuring all children/employees are accounted for as they depart and arrive.
- ◆Remain in contact with the Administration Offices and civil authority in command.

EMPLOYEES WILL:

- ◆Cooperate with the Center Director/Manager or designee and civil authorities in transporting and accounting for students and employees.
- ◆Help as requested.

IN ADDITION, TEACHERS WILL:

- ◆Remain with children, accounting for and calming them, and securing aid for any who become ill or injured.

CENTER CLOSURES

Hazardous Weather Schedule

IF the Tumwater School District is closed because of unsafe driving conditions, the Center Director will make every attempt to safely keep the center open limited hours on an alternate schedule.

IF the Tumwater School District is operating one or two hours late, the center will open two hours late.

IF in the Center Director's judgement, road conditions are unsafe, they have the authority and responsibility to close the center, even though the district is operating. The safety of the children, families, and staff is the primary concern.

Parents/staff should listen to one of the following radio stations regarding closures/schedule delays—KGY 1240 AM or MIXX 96.1 FM.

IF the center closes after the arrival of children, all parents will be called by the Center Director/Manager and/or their designee(s). If a parent cannot be contacted the child will stay at the center until a parent can be located. The administrative office will be notified. The Center Director/Manager or designee(s) will remain at the center until all children have been safely transported to their homes.

CENTER CLOSURES

Operational Failure

Operational failures include breakdown of the heating/air systems, broken water, steam or gas lines or loss of electrical, sewer or water services.

In such a case:

CENTER DIRECTOR/CENTER MANAGER OR DESIGNEE WILL:

◆ On being notified of an operational failure that endangers building occupants or the building(s) phone 911 (fire department) and alert employees/children to evacuate.

◆ If necessary, phone the necessary utility.

◆ If the failure could adversely affect operation of center notify the administrative offices. Fully inform the Executive Director, Director of Program Operations, Education Coordinator and/or the Facilities Coordinator of the problem and follow advice on whether to dismiss students and cancel classes.

◆ Communicate with employees/parents about continuing operational failure and progress toward correcting it.

◆ If a natural gas leak is suspected or confirmed, immediately clear the immediate area or evacuate the building(s) and assure there are no exposed flames.

◆ If electrical wire/equipment damage is suspected, turn off the main power switch.

◆ Cooperate with fire/utility personnel in correcting the problem.

EMPLOYEES WILL:

◆ Immediately report any operational failure to the Center Director/Manager or designee.

◆ Cooperate with supervisor/utility personnel to correct problem.

◆ Heed any closure or evacuation order.

MEDICAL EMERGENCIES

Injury/Illness

DISASTER RELATED INJURIES:

In disasters resulting in injuries to several children/employees:

Immediately phone 911 and note:

- ☐ Number of children and employees injured.
- ☐ Number of those with minor injuries who can be attended to on site by First Aid trained personnel.
- ☐ Number of seriously injured who will need on-site medical treatment beyond the abilities of first aid-trained personnel to administer.
- ☐ Number of seriously injured who will have to be transported to a hospital or emergency relief center.
- ☐ Number of first aid trained employees on site who could assist medical specialists in treating the injured.
- ☐ Phone the Executive Director and report the situation. The Facilities Coordinator should also be informed for his dispatch to the facility.
- ☐ Keep apprised of the situation and inform emergency service personnel as they arrive of those needing treatment.
- ☐ Assign employees trained in first aid as asked by medical emergency specialists.

MEDICAL EMERGENCIES

Injury/Illness

FIRST AID PROCEDURES

FIRST AID FOR RESCUE BREATHING

Gently tilt the head back and lift the chin to open the airway. Pinch the nose closed. Give two slow breaths into the mouth. Breathe into an adult once every five seconds, and for children or infants breathe gently once every three seconds. If you are doing the procedure correctly you should see the chest rise and fall.

TO STOP BLEEDING

Apply direct pressure to the wound. You should always wear latex or rubber gloves. Maintain the pressure until the bleeding stops. If bleeding is from an arm or leg, and if the limb is not broken, elevate it above the level of the heart.

TREATMENT FOR SHOCK

Do whatever is necessary to keep the persons body temperature as close to normal as possible. Attempt to rule out a broken neck or back. If no back or neck injury is present slightly elevate the person's legs.

CHOKING

Stand behind the person. Place the thumb side of one of your fists against the person's abdomen, just above the navel and well below the end of the breastbone. Grasp your fist with your other hand, give an abdominal thrust. Repeat until the object comes out.

WHEN IN DOUBT CALL 9-9-1-1

ALWAYS

WEAR PROTECTIVE GLOVES WHEN TREATING AN ILL/INJURED PERSON.

NEVER

MOVE AN ACCIDENT VICTIM UNTIL YOU ARE ABSOLUTELY SURE THERE IS NOT INJURY TO THE HEAD, NECK OR BACK.

As soon as possible, make sure an A-59a Incident Report form, and/or an H-60 Student Accident Report Form is filled out. For students, there is also the H-05s Ouch Report and the Procedure 910 Head Injury Letter.

MEDICAL EMERGENCIES

Injury/Illness

EMERGENCY DENTAL PLAN

NOTE: Use of protective gloves is required when handling any type of body fluids!

1. If a child has a toothache:
 - a. Rinse the mouth vigorously with warm water to clean out debris.
 - b. If swelling is present, place cold compresses to the outside of the cheek (DO NOT USE HEAT).
 - c. Notify parent to take child to dental provider.
2. If a child has a permanent tooth knocked out:
 - a. Place tooth only in milk or wrap in clean wet cloth.
 - b. DO NOT CLEAN TOOTH.
 - c. Notify parent to take child and tooth to dentist or oral surgeon immediately. If the parent is not available arrange for alternate transportation, it is important that the child be treated within the first hour. If a primary tooth is knocked out, the child should still be seen, but the timing is not as urgent, since the “provider” will not replace the tooth.
3. If a child has a broken tooth:
 - a. Try to clean dirt or debris from injured area with warm water.
 - b. Place cold compresses on face next to injured tooth to minimize swelling.
 - c. Notify parent and recommend child be seen by dental provider.
4. If a child has bitten tongue or lip:
 - a. Apply direct pressure to bleeding area with a sterile or clean cloth.
 - b. If swelling is present, apply cold compress.
 - c. If bleeding does not stop readily, call 9-911.
 - d. If the bite is severe (but bleeding has stopped), notify parent and recommend the child be seen by his/her medical provider.
5. If a child has a possible fractured jaw:
 - a. If suspected, call 9-911. *If abuse is suspected follow Procedure 404 Child Abuse and Neglect Procedure.*
 - b. Keep the jaw still and apply ice.
 - c. Notify parent and inform of situation.

NATURAL DISASTERS
EARTHQUAKES

DURING AN EARTHQUAKE:

DROP-COVER-HOLD

When you feel an earthquake, DROP under a desk or sturdy table. Stay away from windows, bookcases, file cabinets, heavy mirrors, hanging plants, and other objects that could fall. Stay under COVER until the shaking stops. HOLD onto the desk or table. If it moves, move with it. As soon as possible evacuate the building as during our drills.

If you are OUTDOORS, move to a clear area, away from trees, signs, buildings, or downed electrical wires and poles.

If you are in the KITCHEN, move away from the refrigerator, stove, and overhead cupboards. As soon as possible evacuate the building as during our drills.

NATURAL DISASTERS

EARTHQUAKES

AFTER AN EARTHQUAKE:

- ☐ Check yourself and those around you for injuries.
- ☐ Evacuate the building as during our drills.
- ☐ Be prepared for aftershocks.
- ☐ Use the phone only to report a life-threatening emergency.

CENTER DIRECTOR/MANAGER WILL:

- ◆ Make sure everyone has evacuated.
- ◆ Wait for the Damage Assessment Team to give all clear.
- ◆ Notify Administration Office of any injuries, damage, and/or malfunctions.

EMPLOYEES WILL:

- ◆ Comfort children.
- ◆ Treat all wires as “LIVE.” Refrain from walking near or touching downed power lines.
- ◆ Wait for Center Director/Center Manager or designee to communicate with the Assessment Team before reentering building.

TEACHERS WILL:

- ◆ Calm children and instruct them to follow the foregoing precautions.
- ◆ If it has been as area-wide earthquake, prepare for activities to keep children occupied for up to four to eight hours.

NATURAL DISASTERS

VOLCANIC ERUPTION

In case of a volcanic eruption causing ash to fall on the center:

CENTER DIRECTOR/MANAGER WILL:

- ◆Alert employees/children to prepare for dismissal and follow “Closure” guidelines (pg. 12).

OR

- ◆Seek refuge inside center and remain inside until the fallout wanes.
- ◆Advise employees to close windows and shut off ventilation equipment/vents, but NOT electricity. Communicate any other instructions from Administrative Office.

EMPLOYEES WILL:

- ◆Close windows in work areas/rooms and shut off ventilation equipment/vents.
- ◆Follow directives to prepare for dismissal or seek refuge/stay in school.

TEACHERS WILL:

- ◆Keep children away from windows and vents.
- ◆Instruct children to cover mouths and noses with handkerchiefs, ash masks or an article of clothing while outdoors.

NATURAL DISASTERS FIRE/HAZARDOUS MATERIAL

FIRE

If a fire is suspected or detected:

CENTER DIRECTOR/CENTER MANAGER OR DESIGNEE WILL:

- ◆ Activate the fire alarm/alert to evacuate in accordance with “Evacuation” guidelines (pg 8-11) to an assembly area UPWIND of the fire site and if possible, at least 200 feet away.
- ◆ Phone the fire department 9-911 even if it is only a small fire that can be readily extinguished.
- ◆ Phone the Executive Director at 360-464-6830 and keep her informed. The Executive Director will notify Facilities Coordinator for his dispatch to Center.
- ◆ If utility services, line or mains are affected, notify the appropriate utility company in accordance with “Operations failure” guidelines (pg.13).

EMPLOYEES/TEACHERS WILL:

- ◆ Immediately report any suspected or detected fire to the Center Director/Center Manager or designee.
- ◆ Close windows and doors to confine the fire. Follow “Evacuation” guidelines (pg 8-11).
- ◆ Follow “Injury or Illness” guidelines (pg 14-16) to get help for injured.

HAZARDOUS MATERIALS:

Warning of a hazardous materials incident is usually received from the fire or police department or emergency service officials when it occurs near enough to a center to endanger the center and occupants.

An overturned tank truck or train tanker, a broken gas main or fuel line or an incident in a company that uses chemicals all are potential hazards when near a center or when the wind could carry fumes from such incidents to the center.

CENTER DIRECTOR/CENTER MANAGER OR DESIGNEE WILL:

- ◆ Decide whether evacuation is necessary.
- ◆ If it is necessary alarm/alert employees to evacuate in accordance with the Evacuation guidelines (pg 8-11) to an assembly area CROSSWIND from the incident site.
- ◆ Phone the Director 360-464-6818 or designee.

EMPLOYEES/TEACHERS WILL:

◆If alerted to evacuate, follow “Evacuation” guidelines (pg 8-11) to evacuate to an assembly area CROSSWIND from the incident site.

NATURAL DISASTERS

TSUNAMI (TIDAL SURGE/WAVE) PRIMARILY COASTAL AREA CENTERS

Warning of a Tsunami is usually received from a federal/state agency with enough time for evacuation from all areas of potential danger.

Should such a warning be issued, the following procedures will be instituted:

CENTER DIRECTOR/CENTER MANAGER OR DESIGNEE WILL:

◆Phone the Executive Director or designee 360-464-6830 and follow evacuation instructions (pg 8-11).

◆If the center is to be re-located into a school building, follow the procedure of the school district, if those procedures have been inspected and approved previously.

◆Ensure bus drivers know the approved routes (so marked by highway signs) for evacuation.

◆Ensure students living in danger zone will be bused to a previously selected meeting place and all parents are aware of such meeting places.

◆Be sure all personnel are evacuated as well and that classroom personnel continually comfort children and accompany children who can not go home to the selected safe meeting place.

◆Have drivers remain at a safe place with staff and children and then transport children home when “ALL IS CLEAR AND SAFE TO GO” order is given.

◆Continually keep Executive Director or the designee updated on development.

MAN-MADE DISASTERS

BOMB THREAT

If on the receiving end of a “bomb threat” phone call, keep the caller talking. Jot down notes about the alleged bomb and its location; the caller’s sex, age, voice characteristics and background sounds. Ask the caller the following questions:

- ☐ Where is the bomb?
- ☐ When is it going to go off?
- ☐ What kind of bomb is it?
- ☐ What does the bomb look like?
- ☐ What will cause the bomb to explode?
- ☐ Why did you place the bomb?
- ☐ What is your name?
- ☐ Where do you live?

DO NOT UPSET THE CALLER IF AT ALL POSSIBLE.

Immediately on hanging up, alert/phone the Center Director/Center Manager with the details. Quickly fill out the Bomb Data Program Form of this guide and give it to the Center Director/Center Manager.

CENTER DIRECTOR/CENTER MANAGER OR DESIGNEE WILL:

◆ **Phone the Director 360-464-6830**, who will decide whether to evacuate the school and whether to phone the police/fire department.

◆ If it is decided to EVACUATE alert employees/students to evacuate in accordance with “Evacuation” guidelines (pg 8-11) to an assembly area **AT LEAST 200 FEET AWAY** from the building if no “bomb” is found, **AT LEAST 500 FEET AWAY** if a bomb is found.

◆ If there is an explosion and employees/children are injured follow “Injury or Illness” guidelines (pg 14-16).

EMPLOYEES WILL:

◆ If instructed, secure work areas and evacuate in accordance with “Evacuation” guidelines (pg 8-11).

◆ If spotting a “bomb” or other suspicious device, **DO NOT TOUCH IT**. Immediately report its presence to the Center Director/Center Manager or designee. Leave everything in the area/room as is.

◆Calmly and quickly evacuate children from the area/building where it has been indicated that a bomb is present.

BOMB THREAT CHECKLIST

Use this form to check classroom or work area for presence of a “bomb” or other suspicious device. IF YOU DO NOT FEEL SAFE IN DOING THIS, EVACUATE AND WAIT FOR THE POLICE, FIRE DEPT. OR BOMB SQUAD. Immediately report anything suspicious to the Center Director/Center Manager or designee.

As I departed last evening, I:

_____ Locked all windows

_____ Turned off all lights

_____ Locked all doors

As I arrived at work today, I:

_____ Had to use my key to open the door

_____ Noted the lock turned as normal

_____ Noted the light switch seemed normal

_____ Changes I noted in the room from the way I left it.

- _____
- _____
- _____

I checked:

_____ the floor _____ walls _____ ceiling _____ in all the desks

_____ in all closets/cupboards on all shelves

_____ among books and/or packages _____ under any steps _____ behind pipes

On checking the rooms, I found:

_____ package

_____ ticking sound

_____ length of pipe
_____ dynamite cap(s)
_____ exposed matchbook
_____ wire/string attached to object

MAN-MADE DISASTERS

VIOLENCE/VANDALISM

Administrators/employees may have to act when they observe or receive a report of violence against a child or employee, or damage being done to center property. They must be conscious of legal limits on intervention and need to protect themselves and others and cooperate closely with the administrative office and police.

CENTER DIRECTOR/CENTER MANAGER OR DESIGNEE WILL:

- ◆Immediately inform police and the Administrative Office (464-6830) of anyone acting in an unlawful or disruptive manner, or of suspicions that a child/employee is missing.
- ◆Inform anyone trespassing or acting in a disrupting or unlawful manner on center property, or property adjacent to it, that presence/action is violating the law and ask to leave. If he/she doesn't leave, phone police.

EMPLOYEES WILL:

- ◆Immediately inform the Center Director/Center Manager or designee of anyone trespassing or acting in a disrupting or unlawful manner.
- ◆Immediately report observed/reported assaults; extortion; blackmail; coercion or abduction attempts or missing persons to the Center Director/Center Manager or designee.

DO NOT:

- **get physically involved,**
- **ask a person assaulting someone whether they have a weapon,**
- **attempt to disarm anyone.**

**TRY TO BE CALM,
CONSIDER POSSIBLE CONSEQUENCES OF ANY ACTION,
AND CALM OTHERS.**

MAN-MADE DISASTER

DISTURBANCE/DEMONSTRATION

On determining that disturbance/demonstration threatens the safety of children/employees, the Center Director/Center Manager or designee will notify the Executive Director at 360-464-6830. The Executive Director will notify Center Directors in any possibility of the disturbance/demonstration spreading to their centers.

The Center Director/Center Manager's main concern will be to protect children and employees. Also, to maintain communications with children, employees, and community.

CENTER DIRECTOR/CENTER MANAGER OR DESIGNEE WILL:

- ◆Secure the building.
- ◆Alert the Police Department (9-911) to the situation, possible need for any aid and any decision agreed to by the Executive Director to transport children home.
- ◆Keep the Director informed via phone.
- ◆Keep employees, children/parents, news media and community informed, in accordance with "Communications: Guidelines" (pg 6), to dispel rumors, calm fears and keep operations as normal as possible.
- ◆Be cautious in calling police to the scene. Ask that they arrive in **plain clothes in unmarked cars and enter through a door away from the disturbance/demonstration.**

EMPLOYEES WILL:

- ◆Exercise good judgement and reasonable action to guard against escalating the disturbance/demonstration.

◆Record observations of any incidents, including date, time, place, and names and actions of those involved and any intervention attempts. Report to the Center Director/Manager.

TEACHERS WILL:

◆Maintain normal classroom operations.

◆If disturbance/demonstration is outside the building, keep children away from windows and keep shades down.

◆If directed to dismiss children follow “Closure” Guidelines (pg 12-13), and any additional directives from the Center Director/Manager.

MAN-MADE DISASTERS

AIRCRAFT CRASH

In or near building:

CENTER DIRECTOR/CENTER MANAGER OR DESIGNEE WILL:

◆Alert to EVACUATE. When evacuating go uphill and upwind as far as possible from the crash site.

◆Phone 9-9-1-1.

◆Phone Executive Director 360-464-6830.

ALL STAFF WILL:

◆Follow “Evacuation” guidelines (pg 8-11).

◆Follow “Injury or Illness” guidelines to get help for injured (pg 14-16).

On/near center site away from building:

CENTER DIRECTOR/CENTER MANAGER OR DESIGNEE WILL:

◆Phone 9-9-1-1.

◆Phone Administrative Professional 360-464-6830.

◆Notify employees/children of crash, warning them to remain in the center and away from windows facing the crash site.

◆Order evacuation only if there is threat of an explosion or fire endangering the school or parts of it. (pg 8-11)

EMPLOYEES WILL:

◆Remain alert at workstations for further instructions.

◆If in an area with windows facing the crash site, draw shades.

TEACHERS WILL:

◆Remain in classrooms, calm children, and keep them away from windows and remain alert for an order to evacuate. (pg 8-11)

MAN-MADE DISASTERS

NUCLEAR ATTACK

When the Executive Director alerts the Center Director/Center Manager or designee to impending danger from a nuclear explosion, subsequent actions will depend on how much time there is before radioactive fallout is expected to reach the center.

When there is at least an hour, employees will be dismissed, and families will be called to transport their children home. When there is less than an hour, children and employees must seek protection in portions of the building or nearby buildings “temporary shelters”.

With at least one-hour warning:

CENTER DIRECTOR/CENTER MANAGER OR DESIGNEE WILL:

◆Alert employees to closure and arrange for children to be transported home.
Monitor emergency broadcasts and maintain contact with the administrative office via phone.

STAFF WILL:

◆Speedily follow “Closure” guidelines (pg 12-13).

◆With less than an hour warning:

CENTER DIRECTOR/CENTER MANAGER OR DESIGNEE WILL:

◆Alert employees and children to quickly seek shelter, and if enough time, direct employees to draw shades and leave doors ajar in work areas/rooms.

◆If not enough time for employees/children to reach shelters, alert them to **TAKE COVER!**

STAFF WILL:

◆When warned nuclear blast fallout is due, draw shades over windows in work area/room and open doors and seek shelter in one of three ways, as directed:

- _____
- _____
- _____

MAN-MADE DISASTERS

NUCLEAR ATTACK

continued

◆**Take cover:**

- Indoors, get under desk or table, crouch on floor with knees drawn up to head, cover head with arms and close eyes.
- Outdoors, dive for cover or into a ditch, crouch, and cover head with arms and close eyes.
- In car or bus, lie down or crouch below window level, cover head with arms and close eyes.
- If in a shelter, increase protection by surrounding occupants with radiation absorbing materials, such as boxes, dirt, wood, steel, or masonry pieces.
- Monitor emergency broadcasts.
- Remain in shelter until directed to leave.

TEACHERS WILL:

- ◆ As directed, dismiss children, or assemble and guide them to shelter or tell them to take cover.
- ◆ Account for children on leaving the room and arriving at the shelter.

In the event of a disaster where the center would be responsible for the long-term care of students, the following is a staff roster indicating who would be relieved of childcare responsibilities and in which order they could leave the center when it was safe to do so.

All center staff should have their own disaster plan at home if circumstances should dictate, they would not immediately be able to leave the center due to center responsibilities or because the physical conditions of the community would hinder passage home. (Impasse to the road systems due to earthquake, downed power lines, flooding, etc.) When student counts are low enough and classes can be combined, staff will be release based upon safety first and student to staff ratios.

AM Team:

Lead Teachers: Amy Stevens

TAHA: Mercedes Jimenez

CBA: Cindy Senn

PM Team:

Lead Teachers: Darlene Mateo

TAHA: Allysa Klene

CBA: Cindy Senn

Center Director: Angie Kallas

Bus Driver:

A-17



South Puget Sound

COMMUNITY COLLEGE

South Puget Sound Community College Crisis Communication Plan

Approval and Implementation

The crisis communication plan, as outlined in the following pages, applies to all employees and board members of SPSCC assigned responsibilities in this plan, and to others as designated by the President of SPSCC and/or their proxies in the event of an emergency.

This plan is approved for implementation and supersedes any previous plan.

Approved:

Date:

11/25/22

Kelly Green

Executive Community Relations Officer
SPSCC

PURPOSE

1. This crisis communication plan serves as a guide for the college's internal and external communications in the event of a campus crisis.
2. The plan is designed to be activated in conjunction with South Puget Sound Community College's (SPSCC) Emergency Operations Plan (EOP). It describes the roles the Public Relations employees will perform as members of the Crisis Communications Team (CCT) in order to coordinate with the Incident Command System (ICS) and provide critical information to the campus community, the media, and the public.
3. The intent of this plan is to ensure the college provides accurate, consistent, effective and timely information to all stakeholders.

BASIC RULES OF CRISIS COMMUNICATIONS

1. All public communications regarding an emergency incident will be handled by the Crisis Communication Team (CCT).

The CCT will be directed by the Public Information Officer ("PIO"). The CCT is responsible for writing and getting approval for messages, designating a spokesperson, and coordinating release of information to all stakeholders.

2. Information will be released after facts have been verified and the information has been authorized by the Incident Response Commander, a subject area expert, and the PIO.
3. Factual information on injuries or casualties will be provided to the public by law enforcement, not SPSCC.
4. There will be no speculation to the media or other groups regarding cause, liability, estimated incident duration, estimated losses or costs. No statements will be made "off the record."
5. The term "no comment" will not be used. Instead, the PIO will share available facts, a timeframe when more updates will be available, and inform stakeholders how the updates will be shared.

6. The CCT will strive to express empathy and concern.
7. The PIO will speak only on behalf of SPSCC. Other organizations will be allowed to speak for themselves. For example, refer any questions about terrorism to the FBI.
8. Strive to direct the public to take specific actions, as warranted.

DECISION MAKING SCHEDULE FOR INCLEMENT WEATHER

Times are approximate and are based on typical inclement weather conditions. Times may need to be modified if inclement weather hits during typical operational hours: (Key staff: VP of Finance & Operations, Director of Facilities, Director of Security, and PIO)

For morning delay or closures

- 4:00 —4:30 a.m. — Facilities or Security onsite staff gives notification to the Directors of Safety & Security and Facilities about potential school delay or closure issues. • 4:50 — 5:20 a.m. —Safety & Security alerts the PIO to get staff and messages ready and conducts a call with the VP of Finance & Operations. They assess the situation and decide on closure, late start or normal operations.
- 5:20 — 5:30 a.m. — If the decision is to close or have a late start, Safety & Security contacts the PIO.
- 5:30 a.m. — Information posting is initiated to the information channels below.
- By 6:00 a.m. — All closure or delay information has been posted.

For evening closures

- 2:30 p.m. — Facilities, Safety & Security, and onsite staff assess potential school closure issues. Safety & Security alerts the PIO.
- 3:00 p.m. — Safety & Security conducts a call with the VP of Finance & Operations. They assess the situation and decide on closure or normal operations.
- 3:30 p.m. — Safety & Security contacts the PIO. Information posting is initiated to the information channels below.

Information Channels in Priority Order:

1. Campus Safety Alerts System (Lead: Security. PR as backup.) — along with texts and emails, this will automatically post emergency messages to Facebook and Twitter
2. AlertUS (Desktop Alert) (Lead: Security.) — automatically displays messages on SPSCC networked computer screens and monitors
3. Spscc.edu (Lead: PR.) - News article flagged as "alert": automatically populates spscc.edu/alerts. Website has most detailed information and is kept up-to-date as situations evolve.
4. Twitter and Facebook (Lead: PR.) – follow up to Campus Safety Alert System alerts with expanded information and URL for incident information.
5. Email (All Student and All Staff/Faculty) (Lead: PR.)
6. Flash Alert (Lead: Security.) — alerts local news networks, generally used for weather-related emergencies only

PROCEDURES FOR CRISIS COMMUNICATIONS TEAM

*PIO designation order: 1) Kelly Green, 2) Kati Sagawa

1. Assess the situation

- a. Confer with the Incident Commander (usually Director of Safety & Security—they will gather the Emergency Operations Team)
- b. Determine answers to key questions:

KEY QUESTIONS FOR CRISIS COMMUNICATIONS WITH MEDIA
What is your spokesperson's name and title?
What happened?
When and where did it happen?
According to whom?
What response measures were taken?
Who/what is to blame?
Has this ever happened before?
Who was involved?
What do you have to say to the victims?
What are you going to do about it?
Is there any ongoing danger to people on campus or in adjacent areas?
Were there injuries or fatalities? If yes, who? [refer specifics to appropriate law enforcement agency] Have families been notified?
What is the current status of people, facilities, and operations?

What was the extent of any damage? How much will it cost the school?
When will we find out more?
Where do we go for updates/information? (Phone numbers, websites)

- c. Assess any special communication needs or challenges
 - a. Appoint 3 to 4 PIO assistants to send social and web messages, answer phones, carry messages, etc. and provide names to Incident Commander
- d. If applicable, recruit additional PIO support from SBCTC PIO network
- e. If applicable, discuss logistics regarding media's entry to campus, parking, and boundaries
- f. Establish a schedule for continuing consultation/updates
- g. Initiate media log and record all actions

2. Develop fact sheet and key messages: (using answers from "Key Questions" above)

- 1. Date, time, and location of incident
- 2. Scope of crisis
- 3. Number of people involved, affected, or injured
- 4. SPSCC's immediate actions, plans to control or resolve the situation
- 5. Agencies and organizations involved in efforts
- 6. Promise of regular updates

3. Release statement

- a. Determine populations that need to be informed
 - a. Likely populations: students, employees, visitors, parents of students, Board of Trustees, public officials, neighbors, and news outlets
 - b. Draft messages and get approvals from necessary parties (will vary by situation, but will likely include President, Executive Team members, or the College's legal counsel)
 - c. Post on web site home page and emergency page
 - d. Post on Twitter and Facebook
 - e. Make public announcement via campus email
 - f. Make public announcement via student email

- g. Update main phone for both campuses — (emergency phone message; IT staff to execute)
 - h. Post signage on main door entrances on both campuses (To be done by Security)
 - i. Release a statement to the media (FlashAleNNewsWire.net) within first hour, if possible
 - a. Initial release of information SHOULD include brief description of what happened, immediate impact on college operations, and measures being taken to control the situation.
 - i. Release to media list
 - ii. Record on media log
 - j. Prepare written fact sheets to hand out as needed
4. Establish Communications Headquarters
- a. Designate a communications Information Center
 - a. Building 25, 229 (PR Office)
 - b. Facilities Compound
 - b. Retrieve emergency communications kit
 - c. Disseminate CCT assignments
 - i. Wear campus PIO credentials
 - d. Phone: PIO team should transfer their office phones to communication headquarters
 - e. Media: If media coverage is for an extended period on campus, a media room should be provided nearby but separate from the CCT headquarters. The media room should have adequate phones and computers.
 - a. Snacks and water should be provided or available to the media (Event Management team)
 - b. Likely rooms: 22-195, 1st floor lobby of building 25
5. Contact communication partners a.p IOS
- a. City of Olympia, PIO, 360-753-8361
 - b. City of Lacey (if emergency includes Lacey campus), 360-491-3214 (Public Affairs)
 - c. City of Tumwater (if emergency includes Craft Brewing Center), 360-754-4128 (Communications Team)
 - d. Thurston County Emergency Operations Center — Safety & Security will contact

- e. K-12 School Districts
 - i. North Thurston, 360-412-4417
 - ii. Olympia, 360-596-6103
 - iii. Tumwater, 360-709-7003
 - b. SBCTC
 - a. Communications Director, 360-704-4310
 - b. Communication Staff, 360-704-4367
- 6. Monitor all media channels
 - a. Social media
 - b. Internet
 - c. Traditional media
 - d. Phone calls from call center
 - e. Identify trends
- 7. Provide continuous updates to campus and the media
 - a. Maintain and update list of media contacts to be notified
 - b. Update fact sheet
 - c. Update news release
 - d. Provide campus, web and media updates at regular intervals, even if no new info to report
 - e. Update Incident Commander with summaries of media coverage, including story angles, concerns and unanswered questions.
 - f. Plan for press conference, if warranted
 - a. Board Room (preferred)
 - b. 1st floor lobby of bldg. 25
- 8. Additional crisis plans for International, Running Start, Athletics, and Child Care Center

Certain student groups may require unique attention due to: high likelihood of these students being involved in group activities; or regular participation in official school functions at off-campus locations; or unique needs of individuals and families connected to these functions.

 - a. International Students and Study Abroad

- i. Contact: Program Director or Backup (see Emergency Phone List)
 - ii. How do the families get notified?
 - iii. Who handles inquiries from their families?
 - iv. How do we deal with language barriers?
 - v. What other special needs do we need to consider?
 - b. Student Life
 - i. Contact: Dean of Student Engagement or Student Life Director
 - ii. How do the families get notified?
 - iii. Who handles inquiries from their families?
 - iv. What other special needs do we need to consider?
 - c. Student Athletes
 - i. Contact: Athletics Director or Assistant Athletic Director
 - ii. How do the families get notified?
 - iii. Who handles inquiries from their families?
 - iv. What other special needs do we need to consider?
 - d. Child Care Center
 - i. Contact: Serendipity Site Director and ESD 113 Site Director
 - ii. How do the families get notified?
 - iii. Who handles inquiries from their families?
 - iv. How do we support or coordinate evacuation of children and/or reunification with families in the event of a campus closure or emergency incident?
 - v. What other special needs do we need to consider?

9. Contact and respond to non-media audiences

- a. Identify other audiences, which may include: government agencies, environmental groups, employee unions, elected officials, College Trustees, College Foundation Board members, SBCTC, OSPI, other community college PIO's.
- b. Assign liaison(s) to call them (i.e. President will be liaison for Trustees) to provide updates and summarize and share with appropriate personnel their concerns and attitudes

10. End of Crisis

- a. The Incident Commander will determine when an emergency has ended and routine communication processes can resume. The decision to declare the

emergency over will trigger a review of how the crisis was handled and how communications can improve

- b. End crisis communication log. Compile and archive on network.

PREPARATION FOR CRISIS COMMUNICATION TEAM (CCT)

Crisis communication kits will be stored in the Public Relations office and PIOs office.

Each kit will contain:

- a. Flashlight
- b. PIO badge
- c. SPSCC podium sign
- d. Pens, notepads
- e. Bottled water
- f. Snacks**
- g. Copies of the emergency contacts phone list
- h. Copies of this document
- i. Copies of the Emergencies Operations Procedure handbook
- j. Login/access/password info for our Crisis Communications Procedure channels
- k. Business cards**

Each member of the team should have online training in the following (free from FEMA) and have periodic updates:

- a. National Incident Command System Introduction (ICS-100)**
- b. National Incident Command System for Higher Education (IS-100.HE)**
- c. FEMA NIMS Public Information Systems (IS-702)**
- d. Public Information Officer Awareness**

The PIO should lead a quarterly drill and test of the channels identified in the "Crisis Communications Procedure" with the exception of the FlashAlert newswire service.

EDUCATING THE SPSCC COMMUNITY

The PIO will take the lead in educating our campus community about how and when members would get messages from SPSCC in an emergency.

The PIO will also schedule media training sessions for senior administrators and key team members. Every two years, those members will attend a refresher course in media training.

The Crisis Communications Procedures (explaining communication channels used to post information and updates) are posted on the College's web site.

UPDATING

Quarterly the PIO or designee, will update phone lists for members of the Emergency Operations team.

The Crisis Communications Plan will be reviewed and updated as needed twice a year. Snacks and other supplies in the Crisis Communication Kit should be replaced once a year.