Emergency Action Plan (EAP)

Seattle Colleges

1500 Harvard Ave.
Seattle, WA 98122

7.31.2018

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Document Control, Review and Updates

The Seattle Colleges' Emergency Action Plan (Plan) is reviewed at least annually by the District-Wide Emergency Preparedness Advisory Committee and updated as needed. The Plan is reapproved each year in the month of May by the Chancellor's Cabinet. Updated copies of the Plan are distributed to each college's Section Chiefs as follows:

- President
- VP of Instruction
- VP of Administration
- VP of Student Services
- HR Director
- PIO Director
- College NIMS team

- Facilities Director
- IT Services Director
- Environmental Health & Safety Manager
- Seattle Fire Department
- Seattle Police Department Communications Director
- Capital Projects Director
- Custodial Services Manager

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PROPOSED DISTRICTWIDE NIMS TEAM – July 2018

*Policy Group:

Chancellor Pan
Warren Brown
Sheila Edwards Lange
Rosie Rimando-chareunsap
Jennifer Howard
Kurt Buttleman

Incident Commander
Jennifer Howard
Kurt Buttleman
Andrea Johnson
Bruce Riveland
Elizabeth Pluhta

Liaison Officer:
Cindy Riche
John Lederer
Diane Coleman

Public Information Officer:
Earnest Phillips
Melissa Mixon
Ty Swenson

Safety Officer:
Jeff Young
Sean Chesterfield
James Lewis
Daniel Cordas

Operations Section

Chief: Dave Ernevad
Jeffrey Caulk
Eric Steen
Greg McBrady
Malcolm Grothe

Planning Section

Chief: Christa Colouzis
Toni Stankovic
Jeff Keever
Mike Lock
Mark Baumann

Logistics Section

Chief: Craig Bush
Dale Nelson
Josh Grant
Lisa Gacer

Finance Section

Chief: Bruce Riveland
Brandon Balandra
Susie Salem
Maureen Shadair

*Policy Team (PT)

The Policy Team, likely consisting of the Chancellor, Presidents, and executive level administrators, makes the high level decisions regarding the status of the organization, taking into account the mission and associated implications as well as the impact on the Colleges, resources and capabilities.

Seattle Central College

Emergency Operations Center:

Primary: BE-4180D
Secondary: BE 1139H, or South Lawn, if building is not habitable

Red indicates primary person

Policy Team

Sheila Edwards-Lange, x**4460**
Bruce Riveland, x4193
Yoshiko Harden, x3851

Bradley Lane, 5481

EOC Manager / INCIDENT COMMANDER (IC)
Primary = Sean Chesterfield
Secondary = Shiro Vance
Tertiary = Joel Workinger
Tertiary EOC Manager = Bruce Riveland

PUBLIC INFORMATION OFFICER (PIO)
Primary =
Secondary = Dylan King
Tertiary = Emily Thurston

SAFETY OFFICER (SO)
Human Resource Rep
Primary = Christina Nelson
Secondary = Melissa Stoner

LIAISON OFFICER (LO)
Primary = Susan Salem
Secondary = Shiro Vance

PLANNING SECTION CHIEF (PSC)	OPERATIONS SECTION CHIEF (OPS)	LOGISTICS SECTION CHIEF (LSC)	FINANCE/ADMIN SECTION CHIEF (FSC)
Primary = Dave Ernevad Secondary = Rudy Vaca	Primary = Sean Chesterfield	Primary = Dave Ernevad	Primary = Bruce Riveland

North Seattle College

Emergency Operations Center:

Primary: Jim Christiansen Conference Room, 2nd Floor, Siegal
Secondary: Employee Services, 1st floor

Red indicates primary person

Policy Team

Warren Brown, x7788
Andrea Johnson x3628
Joe Barrientos x3669

EOC Manager / INCIDENT COMMANDER (IC)
The pre-designated On-Scene Coordinator (OSC) generally assumes the role of Incident Commander.
Jeff Young x3646

PUBLIC INFORMATION OFFICER (PIO)
Melissa Mixon x7791
Rahkee Phelps, x5681

SAFETY OFFICER (SO)
Patrick Prendergast x3636
Alex Maldonado x3636
Darren Zaccaria x3636

LIAISON OFFICER (LO)
John Lederer x4604

PLANNING SECTION CHIEF (PSC)	OPERATIONS SECTION CHIEF (OPS)	LOGISTICS SECTION CHIEF (LSC)	FINANCE/ADMIN SECTION CHIEF (FSC)
Star Conrad x 0184	**Jeffrey Caulk x4596**	**Dale Nelson x3951**	**Brandon Balandra x4403**
Grace Sakuma x 7304	Budimir Nikolic x7651	Chris Wiederhold x3762	
	Michael Saunder x3633	Gregory Tessensohn x3699	

South Seattle College

Emergency Operations Center:

Primary: RSB 30 (Robert Smith Building)
Secondary: JMB 140 (Jerry M Brockey Building)

Red indicates primary person

Policy Team

Rosie Rimando-Chareunsap, x6827

Elizabeth Plutha, **x6417**

VPI

EOC Manager / INCIDENT COMMANDER (IC)

Christa Colouzis, x7966

James Lewis, **x0911**

Odessa Woodlee, **x5320**

Evening Security, **(206) 934-0911**

PUBLIC INFORMATION OFFICER (PIO)

Ty Swenson, x6873

Mac Writt **x6875**

SAFETY OFFICER (SO)

James Lewis, **x0911**

Tony Rael, **x0911**

[Bernard] Henry Heidt, **x0911**

Matt Jackson, **x0911**

LIAISON OFFICER (LO)

Christa Colouzis, x7966

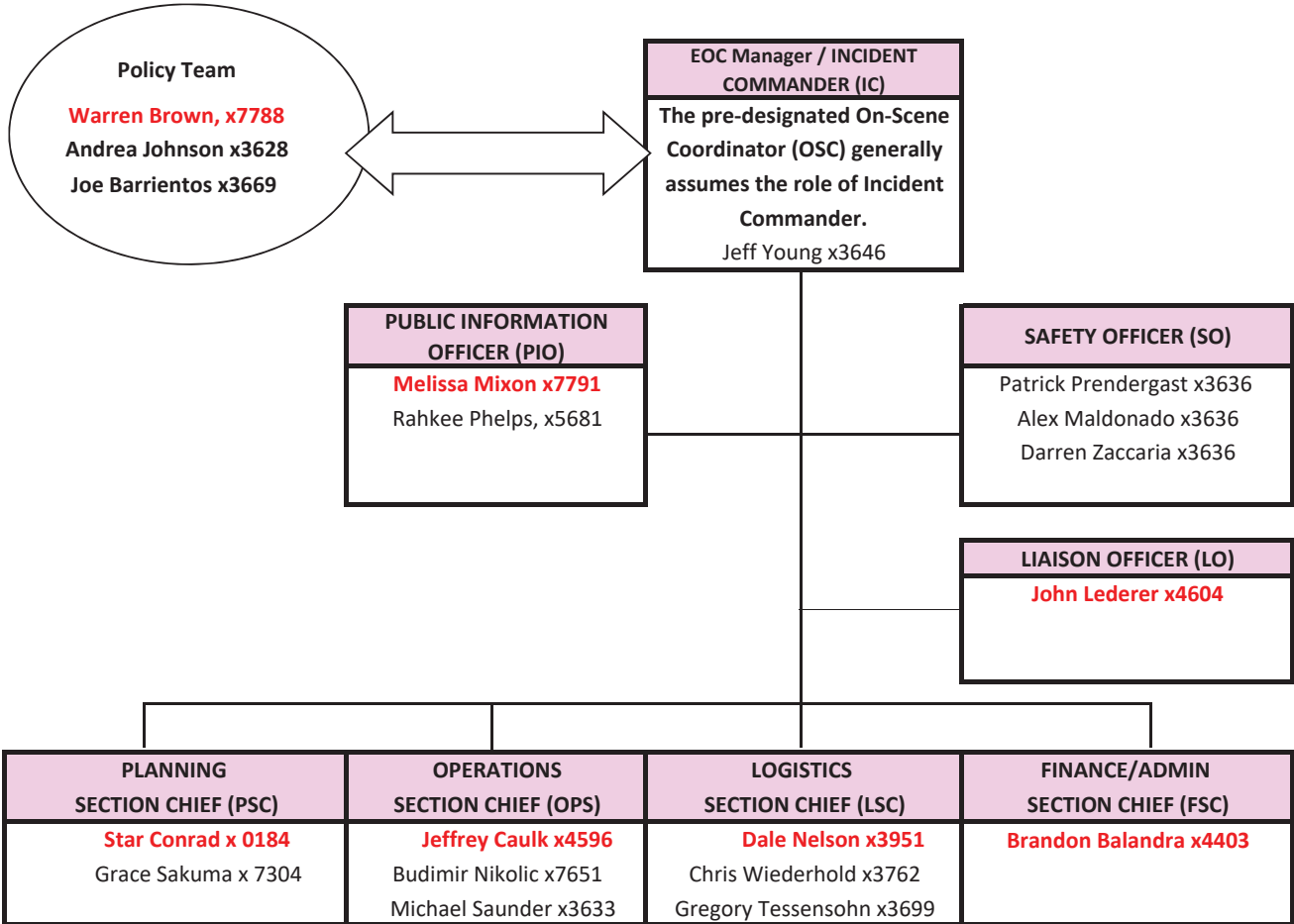| PLANNING SECTION CHIEF (PSC)	OPERATIONS SECTION CHIEF (OPS)	LOGISTICS SECTION CHIEF (LSC)	FINANCE/ADMIN SECTION CHIEF (FSC)
Christa Colouzis, x7966	Eric Steen, x6427	Josh Grant, x5843	Rob'n Lewis, x6432
Kathleen Kent, **x5860**	Odessa Woodlee, **x5320**	Andrew Swansen , **x6876**	Lily Allen, **x6433**
Karen Herndon, **x6426**	Murray Fye, **x6423**		

Siegal Service Center

Emergency Operations Center:

Primary: Jim Christiansen Conference Room, 2nd Floor, Siegal
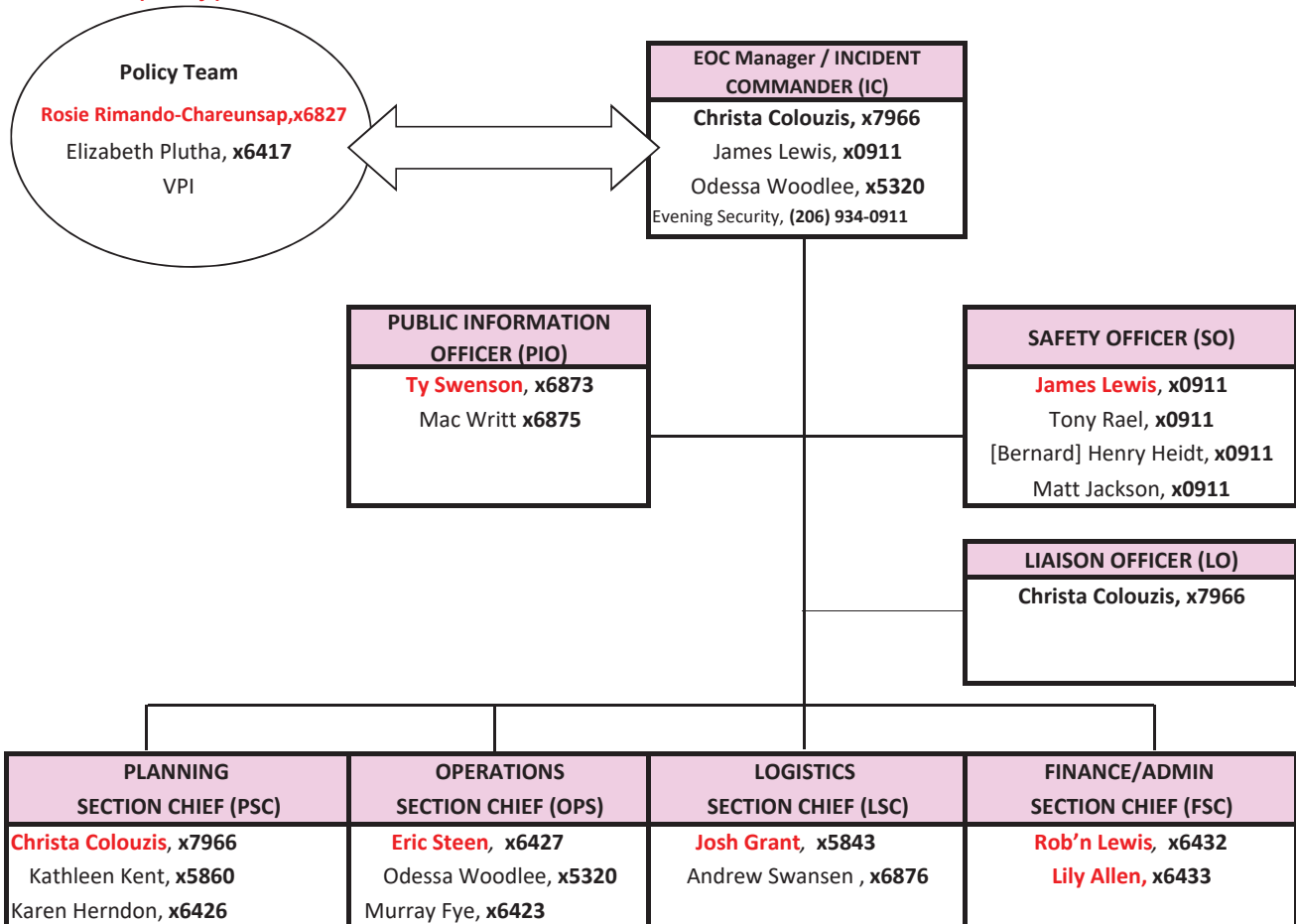**Secondary:** Employee Services, 1st floor

Red indicates primary person

Policy Team
Shouan Pan,
Steve Leahy
Cindy Riche

EOC Manager / INCIDENT COMMANDER (IC)
Jennifer Howard
Mark Baumann
Greg McBrady

PUBLIC INFORMATION OFFICER (PIO)
Earnest Phillips
Barbara Childs

SAFETY OFFICER (SO)
Daniel Cordas
Heather Emlund

LIAISON OFFICER (LO)
Kurt Buttleman

PLANNING SECTION CHIEF (PSC)	OPERATIONS SECTION CHIEF (OPS)	LOGISTICS SECTION CHIEF (LSC)	FINANCE/ADMIN SECTION CHIEF (FSC)
Mark Baumann	Anna Baldwin	Craig Bush	Jennifer Strother
Mike Lock	Malcolm Grothe	Heather Emlund	Lolita Khachaturova
	Greg McBrady	Lisa Gacer	Susan Engel

Review and Approval

Seattle Colleges' Emergency Action Plan is approved and effective as indicated below.

_____

Shouan Pan
Chancellor, Seattle Colleges

8/17/13
Date

_____

Warren Brown
President, North Seattle College
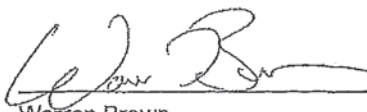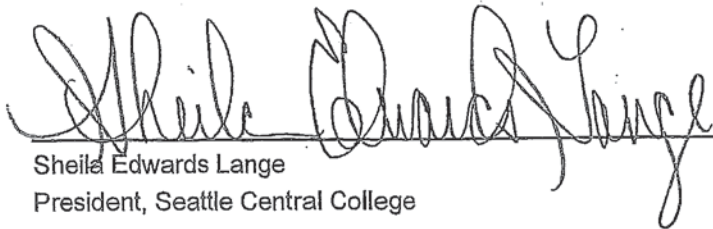
8/14/18
Date

_____

Sheila Edwards Lange
President, Seattle Central College

8/14/18
Date

_____

Rosie Rimando-chareunsap
President, South Seattle College

8/16/2018
Date

Checklist for Annual Reviews

What has changed that affects this Plan?

Annually, each of the Seattle Colleges and offsite campuses reviews and updates this Plan.

Is it…
- Readable, actionable?
- Relevant, accurate?
- In line with college policy and procedure?

Does it address…
- Current emergency preparedness efforts?
- Advancements in technology?
- Changes in infrastructure/personnel?
- Changes in roadway access, parking lots, structures, evacuation areas (current maps)?
- ICS (Incident Command System) roles (current assignments and updated contact information)?

In this plan, resources, persons, contact information, titles, and locations are specified.
- Verify that **appropriate persons** are listed and their extension numbers are current.
- Verify the **outside resource** contact information and locations are still valid.
- Verify that **emergency items/systems/equipment** work and are stored where listed. Check expiration dates and replace as needed.

	Doc Control	Sec 1	Sec 2	Sec 3	Sec 4	Sec 5	Sec 6	Sec 7	Appdix A - B	Appdix C-E
Personnel – verify all…										
First and Last Names										
SCD Titles										
Extension Numbers										
ICS (Incident Command System) Assignments										
Outside agencies contact information										
Contact information, phone numbers										
Campus Structures/Infrastructure										
New Buildings										
Buildings removed										
Building additions										
New/revised parking, driveways, roads										
Emergency phone locations and operation										
Notification systems updates										
Campus Alert System										
Additional first aid equipment (AEDs, Evacuchairs)										
Change to phone numbers (area code, prefix)										
Phone equipment/operation changes										
Emergency supplies										
Change in recommended safety practices										
Inventory of Emergency Preparedness Items										
Test links in document										
Test phone & extension numbers in document										

Nature of Change	Date of Change	Section(s) Affected	Changes Made By

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1.0   EMERGENCIES ON CAMPUS

Be aware.
Report anything suspicious to
Campus Security

Central / Siegal   **(206) 934-5442**
North   **(206) 934-3636**
South   **(206) 934-0911**
SVI   **(206) 934-4933**

Abandoned bags, boxes, luggage, and backpacks are checked

by Campus Security for hazardous materials before being turned over to Lost

and Found.

If hazardous or illegal materials are found, Seattle Police are notified.

1.1   INDIVIDUAL RESPONSIBILITES

IF DIRECTED TO <u>EVACUATE A BUILDING</u>

YOU MUST COMPLY.

IN A CAMPUS EVACUATION AT:

❖ **Seattle Central College**

Head EAST to Cal Anderson Park, Located just east of intersection Broadway & Pine Street.

❖ **North Seattle College**

PEDESTRIANS head West on 95th or 97th to Licton Spring Park

VEHICLES head North on College Way or West on 92nd

❖ **South Seattle College**

 PEDESTRIANS head to closest evacuation area, such as south field or sidewalk of 16th Avenue.

VEHICLES head NORTH (TURN RIGHT) onto **16th Ave SW.**
****** *NO LEFT TURNS* ONTO 16th AVE SW******

❖ **Siegal Service Center**

Head NORTH-EAST to Cal Anderson Park, Located just east of intersection Broadway and Pine Street.

DO NOT block driveways.
Emergency responders will need the driveways.
<u>At all times, civilian vehicles</u>
<u>**MUST** yield to emergency vehicles</u>

1.2   Personal Preparedness

On Campus	*At Home*

Each person is strongly encouraged to:
 	
Provide for their own needs for 3 days.
water, medications, walking shoes and socks.
 	
Sign up for Seattle Colleges Alerts:
https://www.getrave.com/login/seattlecolleges
 	
Messages are sent when an emergency closes the campus or poses a safety concern.
 	
Participate in emergency drills.
   Drills are generally held on the 11th day of each quarter, and participation is expected.
	When people have prepared at home, they are more apt to come to school focused, knowing their family's needs are met.
	
	Prepare to be "on your own" for seven days:
	   ▪ PLAN -where to go and how to reach family
	   ▪ Be informed; KIRO 97.3 FM in Seattle area
	   ▪ Consider: kids, the elderly, medications, pets
	   ▪ 3-day kits for desk and car
	
	Home: 7-10 day Emergency Kit:
	
	❑ Water - one gallon per person, per day
	❑ Plain bleach for water purification.
	      Use rate and process recommended
	      by CDC at https://www.cdc.gov/
	      (generally, ¼ tsp bleach per 1 gallon water)
	❑ Foods - ready to eat, single meal packaging
	❑ Can opener

On Campus	*At Home*
Call Campus Security **Central / Siegal** **(206) 934-5442** **North** **(206) 934-3636** **South** **(206) 934-0911** **SVI** **(206) 934-4933** **or use the Yellow Call Boxes and/or Blue Emergency Call Towers at your campus.** **Specific locations of these devices are listed in Campus Maps SECTION 3.**	❑ First aid kit and medications ❑ Copies of ID, insurance papers ❑ Cash – include small bills/coins ❑ Radio, flashlights and fresh batteries ❑ Soap, toothpaste, toothbrush, toilet paper, baby wipes, diapers, feminine hygiene ❑ Garbage bags, shovel, plastic bags ❑ Sturdy shoes, socks,extra clothing, gloves ❑ Shelter: tent, tarp,rope, axe, duct tape ❑ Bedding or sleeping bags ❑ Camp stove, BBQ *** DO NOT USE INDOORS *** ❑ Toys, games, deck of cards, books, dominos **Store your supplies** in containers <u>you</u> can evacuate **Keep your gas tank** at least ½ full. (Gas stations can't pump gas when the power is out.)

1.3 General Emergencies on Campus

The GENERAL campus emergency procedure is:

1. When in doubt - call 911 to reach Seattle Police

2. At **North and South**, including satellite campuses:
    Call Campus Security
    Monday – Friday, 5:00 am - 10:00 pm
    Saturday – Sunday, 6:30 am - 10:00 pm

    At **Central and Siegal**,
    Central/DO: M-F 5am – Midnight; Saturday 6am – 7pm.
    SVI : M-F 7:00am-9:00pm; Sat-Sun 7:00am-7:00pm
    WTC: M-F 5:00pm – 9:00pm

	Use your Cell Phone	Use a Campus Phone
Call SCC Campus Security (follow hours listed above, or call 911)	(206) 934-5442	Extension 5442
Call NSC Campus Security (after hours, call 911)	(206) 934-3636	Extension 3636
Call SSC Campus Security (after hours, call 911)	(206) 934-0911	Extension 911
Call SVI Campus Security (after hours, call 911)	(206) 934-4933	Extension 4933

The operator may not answer for 10 seconds – DO NOT hang up.
- Clearly state the type of emergency (i.e. police, fire, medical).
- Clearly state your location, name and phone number.
- Follow the dispatcher's instructions.
- DO NOT HANG UP UNTIL INSTRUCTED BY DISPATCHER.

1.4 First Aid, Automated Defibrillator (AED), Reporting Injuries

For Basic First Aid	For Outside Medical Assistance	For Automated Defibrillator (AED)

▪ Call Security
 	
▪ Stay with the injured until Security arrives.
 	
▪ Individuals may provide first aid up to the level of their training.
 	
▪ Security gives basic first aid and/or seeks additional treatment.
	▪ Do not move the injured unless in a life-threatening situation.
	
	▪ Call 911
	
	▪ Tell the dispatcher you are reporting a medical emergency and give your name, location, and phone number.
	
	▪ Do not hang up until instructed.
	▪ Call Campus Security to expect emergency vehicles.
	▪ Stay with the injured and keep them calm until help arrives.
		An Automated Defibrillator (AED) is used when a heart has stopped. Our AEDs have audio instructions and will not "shock" a person unlessit will help them.
		
		AED locations are indicated on Campus Maps, **Section 3.0**.
		
		Call Campus Security
		  if an AED is needed or used
		    ❖ **(206) 934-5442 Central / Siegal**
		    ❖ **(206) 934-3636 North**
		    ❖ **(206) 934-0911 South**
		    ❖ **(206) 934-4933 SVI**

Reporting On-Campus EMPLOYEE Accidents / Injuries		**Reporting On-Campus STUDENT Accidents / Injuries**

▪ Notify your supervisor as soon as
▪ Complete an Accidental Injury Report
  within two working days and send to
  your supervisor and the Campus
		▪ Notify the VP of Student Services.
		▪ Complete an Accidental Injury Report
		  form as soon as possible and forward
		  to the Campus Security Director.

Employee Health and Safety Form –		
NOTE:		
Please see Section 5 of this document for a copy of Seattle Colleges' Employee Health and Safety Form and instructions for completion		

1.5 Armed Intruder / Weapon Threat

Overview	Every situation is different. Trust your judgment. **Your own safety is your top priority!**	
Guidelines	▪ Stay calm / keep thinking. ▪ Put distance between yourself and the intruder. ▪ Call 911; report what you can about the intruder and his/her location. **NOTE: AS A LAST RESORT, you may need to physically confront an armed intruder. (see video).** **http://www.youtube.com/watch?v=5VcSwejU2D0**	
Imminent Violence	**Dealing with Threatening People**	**You Need Help but Can't Speak Freely**
▪ If you hear gunshots or see an armed person, run away. Those near a shooter are in the most danger. ▪ If you cannot flee, isolate yourself. Close, lock and barricade doors, close blinds, silence cell phones, stay quiet and away from windows. ▪ **Call 911 if you can.** Follow law enforcement instructions. DO NOT come out until notified by law enforcement. ▪ Notify others via email,text, of what you know – **DO NOT SPECULATE.** ▪ Certain campus phones are configured to broadcast messages over other phone speakers. Contact Campus Security if the need to send a broadcast message is indicated.	▪ Remain calm. Be cooperative and patient. Time is on your side. ▪ Offer to listen. DO NOT judge or argue. Treat their concerns as important. A person in crisis responds best to someone who is listening, respectful and non-threatening. ▪ Use relaxed and confident body language; arms at sides, DO NOT cross legs or clench fists. ▪ Allow the hostile person his or her personal space (at least 3 feet). ▪ If standing, stand at an angle to the individual, not face-to-face. ▪ Keep your hands in plain view, preferably at your sides – and OPEN. ▪ Avoid aggressive hand gestures or physical contact. ▪ Maintain polite eye contact. Use a low, soft, **slow** voice. Ask/tell the person before you move. ▪ Be truthful - to lose credibility is dangerous. Assure them you will do all you can to resolve his/her grievances. ▪ Ask them to suggest a solution. A person will be more accepting of a solution that they helped develop. ▪ Look for a "Win-Win" outcome. Retaining dignity is critical. ▪ Be observant. Note the type and number of weapons, state of mind,what was said, and where you are. If you are released or escape, this information will be needed by police.	Use of a code phrase can let Campus Security know that help is needed. **Ask your supervisor for the code phrase.** It is not published. Call Campus Security Use the code phrase. When Campus Security hears it, they will ask you "yes" or "no" questions. ▪ If possible, DO NOT hang up until Campus Security has finished asking questions. **You should note and report** ▪ What the intruder is wearing. ▪ Gender, height and weight. ▪ Anything unique to the individual (tattoos, hair color, facial hair). ▪ Types of weapons. ▪ Direction of travel or building entered.

1.6   Shelter in Place / Lockdown

If you hear gun shots or receive a 'Lockdown' notification:

In a classroom or office	Open Spaces
STAY THERE. Secure the door. If the door doesn't lock and opens in, a door wedge should be driven under the door as hard as you can, or use heavy furniture to barricade the door. If the door has a window, cover it with anything available. Depending on the shooter's location, consider exiting through windows. Have someone watch the door as you get as many students out ground floor windows as calmly and quietly as possible. . If no Law enforcement are on scene, move well away from the incident and find safe cover positions and wait for the police to arrive. If the windows do not open; break them BUT if you are not on a ground floor, get out of sight and stay low and quiet. When officers arrive, move toward police; keeping hands on top of their head. Follow the directions of the police. Do not leave the area entirely; you may have information that responding police officers will need. Once safe, stay put.	Stay alert and look for cover. Brick walls, large trees, retaining walls, parked vehicles may stop bullet penetration and may be used as cover. If no Law enforcement are on scene, move away from the incident, find safe cover positions and wait for the police to arrive. **In large rooms or auditoriums** If in a gym or theater area and the shooter is not present, move to and out external exits and move toward police while keeping your hands on your head. Do what the police tell you! **In hallways or corridors** If in a hallway, get into a room and secure it. Do not run through a long hallway to get to an exit as you may encounter the shooter. Do not hide in restrooms you can't secure.

Trapped with the shooter

If you are trapped, do not provoke the shooter. If he is not shooting, do what the shooter says and do not move suddenly. Only you can choose what you will or will not do to preserve your life and the lives of others.

If the shooter starts shooting people, you need to choose to: (1) stay still and hope they do not shoot you, (2) run for an exit while zigzagging, or (3) attack the shooter. Attacking the shooter is very dangerous, but certainly no more so than doing nothing after shooting begins. A moving target is much harder to hit than a stationary one and the last thing the shooter will expect is to be attacked by an unarmed person. Any option may result in a negative consequences.

Always notify the Seattle police department as soon as it is safe to do so. Call 911

- ❖ (206) 934-0911 **South**
- ❖ (206) 934-3636 **North**
- ❖ (206) 934-5442 **Central / Siegal**
- ❖ (206) 934-4933 **SVI**

District wide, Maintenance or Campus Security can remotely lock some buildings.
Other buildings must be locked manually; some have thumb turn locks in each classroom

1.7   Bombs

Overview	Suspicious Packages

"Bombs can be made to look like almost anything."
 "The probability of finding a bomb that looks like a bomb is low."
 	
 "The only common denominator between bombs is that they are ***designed and intended to explode****."*
 	
 Bureau of Alcohol, Tobacco & Firearms
	IF YOU THINK AN ITEM MAY BE A BOMB… DO NOT MOVE IT!
	
	 ▪ Calmly notify others in the area and evacuate.
	 DO NOT PULL FIRE ALARMS. >
	 DO NOT PULL FIRE ALARMS. > Either could set off a bomb.
	  ▪ Call 911
	  ▪ Call 911
	 DO NOT PULL FIRE ALARMS. >
	 DO NOT USE CELL PHONES. >
	  ▪ Call 911
	 ▪ State the location of the suspicious item, your name, location and phone number.
	 ▪ DO NOT hang up until told to do so.
	 ▪ **Call Campus Security**
	  ❖ **(206) 934-5442 Central / Siegal**
	  ❖ **(206) 934-3636 North**
	  ❖ **(206) 934-0911 South**
	  ❖ **(206) 934-4933 SVI**
	
	 Tell them 911 was called and emergency personnel are en route. Ask Security to assist with the evacuation.
	 ▪ Return ONLY after the "All Clear" notice.

1.8   Bomb Threats

Overview	In-Person Bomb Threat	Telephone Bomb Threat
Take ALL bomb threats seriously Bomb threats can be delivered in-person, by telephone, or in writing Most threats come by phone. **The most dangerous threats are in-person.**	The person may be unstable or delusional. If you receive a bomb threat: ▪ Remain calm. ▪ DO NOT approach the individual. Never get close enough be used as a hostage. ▪ Try to separate the individual from others. ▪ Tell someone specific to call 911 first and then Campus Security ▪ Be calm. ▪ Try to get the individual to talk. ▪ Ask questions about the bomb, its location, and description. ▪ Let law enforcement replace you as negotiator. ▪ When you are replaced, debrief with police. ▪ Immediately write down everything you remember. ▪ Remain available to law enforcement.	▪ Remain calm. ▪ If you can, ask the questions on the next page; keep them talking. ▪ If you can, ask the questions on the next page; keep them talking. ▪ While talking, alert a co-worker to call Campus Security ▪ Campus Security will notify others including 911. ▪ The Incident Commander will evacuate building(s) as necessary, using building monitors and the Seattle Police Department. ▪ Return to the building ONLY after an official "All Clear" notification.

1.09   Bio Terrorism or Biological Danger

Toxic Gas Release	Campus Operations	Personal Action
If toxic chemicals are released, outside air may be hazardous.	▪ College officials will contact local authorities. ▪ Campus Facilities will turn off ventilation systems.	▪ Take shelter. ▪ Close doors and windows. ▪ If unsure whether building ventilation is off, take shelter in a room and block ventilation ducts to the room and seal openings under doorways. ▪ Stay inside until the "All Clear" notification.

1.10   Blood Borne Pathogens

"Blood borne pathogens" are disease-causing microorganisms that may be presentin blood or body fluids. If exposed, report the incident and fill out an Incident Report.

High Risk	Low Risk	Cleanup of Body Fluids
"High-risk" incidents are when human blood or body fluid contacts the mouth, nose, or broken skin. **Assume high-risk exposure is infectious.** ▪ Immediately and thoroughly wash the site with soap and water, or flush eyes and mucus membranes with water or saline for 15 minutes. ▪ Report the incident to your supervisor. ▪ Notify Campus Security ❖ **(206) 934-5442 Central / Siegal** ❖ **(206) 934-3636 North** ❖ **(206) 934-0911 South** ❖ **(206) 934-4933 SVI** ▪ Exposed individuals may be taken to Harborview Medical Center, 325 9th Ave. Seattle, 98104; (206) 744-3000, or the nearest medical facility to receive treatment and/or preventative therapy. ▪ If you are unsure of what to do, call Harborview Medical Center (206) 744-3000.	Contact with these body fluids **is not high risk unless there is <u>visible blood</u>**: ▪ semen ▪ feces ▪ nasal secretions ▪ sweat ▪ spit ▪ tears ▪ urine ▪ vomit	If the contamination is on campus, contact **Environmental Health & Safety** (206) 934-2904 **Central** (206) 934-3636 **North** (206) 934-7966 **South** or custodial staff. (206) 934-2904 **SVI** (206) 934-3823 **Central** (206) 934-3633 **North** (206) 934-6431 **South** (206) 934-4933 **SVI** ▪ To clean up body fluids yourself, use a solution that is 10 percent bleach and 90 percent water. ▪ Double-bag contaminated items and label the bag "biohazard". ▪ Report the incident and location of the bag to **Environmental Health & Safety or Campus Facilities**.

Care for <u>non-life-threatening</u> injuries can be found at these clinics:

Seattle (Denny Way)	**Seattle (Northgate)**	**Tukwila**	**West Seattle Family Medicine**
US Healthworks-Denny	US Healthworks-Northgate 8313 Aurora Ave N	US Healthworks-Tukwila 200 Andover E	Mon–Fri 7:30 am–7:00 pm Sat 9am-5pm, closed Sun
1151 Denny Way	Seattle, WA 98103	Tukwila, WA 98188	4744 41st Ave SW, #101
Seattle, WA 98109	(206) 784-0737	(206) 575-3136	Seattle, WA 98116
(206) 682-7418			(206) 933-1041

1.11 Communications / Data [MAJOR Outages]

Impact	Reporting	Restoring Service
Major communication outages hinder College operations.	Contact the Campus Help Desk for any communication outage, including ▪ Outages that directly affect public safety. ▪ Telephone or Data Outages that impact service to an entire building. ❖ (206) 934-6333 **Central** ❖ (206) 934-3630 **North** ❖ (206) 934-5844 **South** ❖ (206) 934-4450 **SVI** ❖ (206) 934-4128 **Siegal**	During a MAJOR communication outage, the Directors of IT make a plan and inform Campus of restoration timeline.

1.12 Demonstrations, Marches & Protests

College Policy	Peaceful	Disruptive/Destructive
Demonstrations that do not restrict pedestrian traffic or disrupt education are allowed in the following campus locations: South: Clock Tower Plaza. North: Courtyard Plaza Central: Grounds/Outdoor spaces	▪ Notify the President. ▪ Campus Security monitors for vandalism or signs of escalation. ▪ Campus Security contacts Seattle Police if needed. ▪ Preplanned demonstrations may have law enforcement presence.	▪ Notify Campus Security ❖ **(206) 934-5442 Central / Siegal** ❖ **(206) 934-3636 North** ❖ **(206) 934-0911 South** ❖ **(206) 934-4933 SVI** ▪ Note individuals acting out (clothing, physical description, and activity engaged in). ▪ Campus Security will contact police if needed.

1.13 Earthquakes

Earthquakes strike without warning.

A large earthquake in Seattle is likely and could happen at any time.

Know what to do **before** an earthquake strikes.

INDOORS	OUTDOORS	If asked to evacuate, **YOU MUST COMPLY.**
▪ Take cover under or next to solid furniture or against an inside wall and hold on. ▪ Avoid areas where glass, pictures, or bookcases could fall. ▪ **DO NOT stand in doorways.** ▪ If inside - stay inside. When the shaking stops, then evacuate.	▪ If outdoors - stay outdoors and move away from buildings, trees, and utility wires. ▪ Once in the clear, **sit down** until the shaking stops.	Follow evacuation procedures: ▪ Walk; DO NOT run, to the nearest exit. ▪ **DO NOT USE ELEVATORS.** ▪ Assist disabled or injured persons. ▪ Go to an Evacuation Area. ▪ Notify Campus Security about disabled or injured people still inside. ▪ DO NOT reenter the buildings until they are declared safe. ▪ If you must leave campus via vehicle, **DO NOT block driveways.** *Emergency responders will need the driveways.* <u>At all times, civilian vehicles</u> <u>MUST yield to emergency vehicles.</u>

1.14 Epidemic / Outbreak

If a person gets the flu and believes it is avian or swine flu,

they should report their illness to the local Health Department. 206 296 4600

For TB information and reporting, call 206 744 4579

For HIV/ AIDS Epidemiology, call 206 296 4645

Other communicable diseases, call 206 296 4774

Campus Operations	Personal Precautions
▪ The College's decision to remain open depends on the timing and severity of the outbreak. South will coordinate with the local Health Department. ▪ The College may cancel events. ▪ If the College closes, it could be closed several months. The Financial/ Administrative Section Chief will determine how to pay staff. ▪ If a regional/national outbreak occurs, non-essential staff may be furloughed. The Incident Commander makes the decision whether to downsize.	▪ Avoid crowds/ large groups of people. ▪ Use hand sanitizer after touching common surfaces such as handrails or door knobs. ▪ Wash hands often. ▪ DO NOT share equipment such as phones or keyboards unless first sanitized with disinfectant spray such as Lysol. ▪ Consider wearing a mask that covers your nose and mouth when out in public. ▪ Prepare all food at home, wash or sanitize hands before eating or smoking.

1.15 Fires – RACE - R escue, A larm, C ontain, E xtinguish

Memorize the location of fire extinguishers, exits, and fire alarm pull stations.
Always evacuate immediately when you hear the fire alarm.
Proceed to the nearest Evacuation Area (see Campus Maps in Section 3).

If you discover fire and/or smoke	If you become trapped
▪ Activate the fire alarm.	▪ If possible, call 911
▪ Start evacuation procedures and call 911	▪ Tell the dispatcher you are in a fire. Give your name, location (building, floor, room number), and your phone number.
▪ Start evacuation procedures and call 911	
▪ DO NOT stop for personal belongings or records.	
▪ DO NOT walk in smoke. Instead, **crawl** to the nearest exit.	▪ DO NOT hang up until told to do so.
▪ Cover your nose with clothing to avoid inhaling smoke	▪ If near a window, open/break it and place some clothing out the window as a signal.
▪ DO NOT use elevators – use the stairs!	
▪ Assist disabled persons out of the building or to a stairwell landing.	
▪ Assist disabled persons out of the building or to a stairwell landing.	▪ Stay near the floor and cover your nose with clothing to breathe the best air.
▪ Isolate the fire by closing doors; but DO NOT LOCK DOORS.	▪ DO NOT open a door if smoke is coming in around it or it feels hot.
▪ Isolate the fire by closing doors; but DO NOT LOCK DOORS.	
▪ Evacuate to a safe area away from the building.	▪ Shout or blow a whistle to give emergency personnel your location.
▪ Give the location of people left inside to emergency responders	
▪ Only try to extinguish a fire if it is small enough to be put out with a portable fire extinguisher and you are trained to use it.	
▪ Remember PASS, Pull pin, Aim nozzle, Spray, Sweep sideways	
▪ The Incident Commander or Campus Security will announce	
▪ an "All Clear" when the building is safe to re-enter.	

Notify an emergency responder if you think someone is still inside.

1.16 Flooding

Before a flood	During or after heavy rains	After a flood
▪ Know if you are in a flood-prone area.	▪ Listen to the news for information and instructions.	▪ Listen to the news for instructions.
▪ Have emergency supplies.	▪ If water comes inside, turn off all utilities. Disconnect electrical appliances, but DO NOT touch electrical equipment if it is wet. Stay away from water on the floor.	▪ Report broken utility lines or other hazards to campus Incident Command, Public Safety, or Facilities
▪ Keep a portable, battery-operated radio and flashlight.		
▪ Learn your flood evacuation routes and the location of high ground.	▪ Be wary of electric wires and falling or fallen objects.	▪ Locate usable entrances if swollen doors, buckled floors or mud prevent some doors from being used.
		▪ Water may be contaminated. **Listen to the radio for instructions about purifying tap water.**
	▪ DO NOT drive in flooded areas.	▪ Avoid walking through floodwaters.
	6 inches of water can float a car	*Moving water, even 6 inches deep, can sweep you off your feet.*

1.17　Hazardous Materials / Spill / Exposure

Solids & Dusts	Chemical Spills & Releases	Chemical Odor
If you encounter an unknown dust or solid material, do not disturb it. ▪ Confine particles by shutting the door(s). ▪ Call Environmental Health & Safety or Facilities. They will organize substance testing and removal. (206) 934-7966 **South** (206) 934-3636 **North** (206) 934-2904 **Central** (206) 934-4933 **SVI** ▪ Alert others in the area of the hazard. ▪ Evacuate the area. ▪ Campus Security and building monitors will evacuate the area and establish a safe perimeter ▪ Return to the evacuated building ONLY after campus security issues an "All Clear" notification.	If the substance is an immediate danger to building occupants, take these steps: ▪ Confine the substance by shutting the door(s) or closing the supply valve(s).(i.e. gas shutoff valve for a gas leak.) ▪ Call Environmental Health & Safety (206) 934-7966 **South** (206) 934-3636 **North** (206) 934-2904 **Central** (206) 934- 4933 **SVI** ▪ Alert others in the area of the hazard ▪ Evacuate the area. ▪ Campus Security and building monitors will evacuate the area and establish a safe perimeter. ▪ Say you are reporting a chemical spill/release and the: □ name of material (if known) □ location of the spill or release □ extent of contamination (i.e. water system, air handling system) □ quantity (if known) □ appearance & characteristics (i.e. solid, liquid, gas, odor, color) □ injuries □ your name, location, phone number ▪ If needed, a Hazardous Materials Emergency Response Team from the Seattle Fire Department will be alerted and, a chemical cleanup company called. ▪ Return to the evacuated building ONLY after campus security issues an "All Clear" notification.	If an employee smells a chemical odor such as solvent or natural gas: ▪ Call Environmental Health & Safety (206) 934-7966 **South** (206) 934-3636 **North** (206) 934-2904 **Central** (206) 934- 4933 **SVI** ▪ EHS will assess the situation and clean-up if the spill is within our capabilities. ▪ If the spill is beyond our capabilities, a phone call to 911 will alert the Hazardous Materials Emergency Response Team from Seattle Fire Department. ▪ If necessary, campus security and building monitors will evacuate the area and establish a safe perimeter. ▪ Return to the building ONLY after campus security issues an "All Clear" notification.

1.18　Inclement Weather / Campus Closures

Policy	College Closure Notifications
Seattle Colleges makes every attempt to operate	When weather is too severe for normal College operation: ▪ The President decides whether the College will be closed or start late. ▪ Announcements are made on local radio and television, campus websites, campus telephones and voicemail. Notification will be sent by email and by text and voicemail to those registered to receive alerts. Sign up at https://www.getrave.com/login/seattlecolleges

1.19　National / Regional Emergency

If an incident requires a large-scale response, the procedures outlined in Section 4 will be used.

1.20   Utility Failures

Electrical Outage	Plumbing Problem	Elevator Failure
▪ Call Campus Facilities (206) 934-3823 **Central** (206) 934-3633 **North** (206) 934-5385 **South** (206) 934-4966 **SVI** ▪ State which building(s) are affected. ▪ State what you saw or heard before the outage. ▪ Turn off computers and other electrical equipment. ▪ **Treat downed power lines as live wires**. ▪ **DO NOT TOUCH** any wires. ▪ Keep other people away from wires.	▪ Call Facilities during the day. (206) 934-3823 **Central** (206) 934-3633 **North** (206) 934-5385 **South** (206) 934-4966 **SVI** ▪ In the evening, call custodians at (206) 934-3823 **Central** (206) 934-3633 **North** (206) 934-5320 **South** (206) 934-4933 **SVI** *REMEMBER:* ***ELECTRICAL EQUIPMENT IS DANGEROUSIN WET AREAS.***	Campus elevators are serviced and inspected regularly. **If you are trapped in an elevator:** ▪ Remain calm and pick up the phone or push the emergency button. ▪ State who you are, how many are trapped, the building, and the floor you are ▪ DO NOT ATTEMPT TO CLIMB OUT. The elevator can resume operation <u>at any time</u>. ▪ Power to the elevator will be shut off if a rescue attempt is necessary. ▪ Facilities will call the repair company.

1.21   Volcanic Eruption

Volcanic Ash	Campus Operations	Personal Action
Our colleges could be affected by ash froma volcano.	▪ Facilities may shut down HVAC systems.	▪ Close all doors and windows. ▪ Avoid going outside. If you must go outside, use a mask or damp towel to ▪ Avoid driving.

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2.0	**EVACUATION PLANS**	

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2.1 Evacuation Plan - Overview

IF DIRECTED TO EVACUATE
YOU MUST COMPLY

- Evacuate immediately to an Evacuation Assembly Area or alternative.

- Take the stairs - **DO NOT USE ELEVATORS.**

- If you are disabled and need assistance, go to the Area of Rescue Assistance (ARA). Building stairwell landings are ARAs.

- Offer to help the disabled. Mobility aids may need to be left behind.

- Notify an emergency responder of the location of anyone still inside.

- Re-enter the building ONLY after an official "All Clear" notification.

IN A CAMPUS EVACUATION AT:

❖ Seattle Central College
Head EAST to Cal Anderson Park, Located just east of intersection Broadway & Pine Street.

❖ North Seattle College
PEDESTRIANS head West on 95th or 97th to Licton Spring Park

VEHICLES head North on College Way or West on 92nd

❖ South Seattle College
PEDESTRIANS head to closest evacuation area, such as south field or sidewalk of 16th Avenue.

VEHICLES head NORTH (TURN RIGHT) onto 16th Ave SW.
****** *NO LEFT TURNS* ONTO 16th AVE SW******

❖ Siegal Service Center
head NORTH-EAST to Cal Anderson Park, Located just east of intersection Broadway and Pine Street.

DO NOT BLOCK DRIVEWAYS.
Emergency responders will need the driveways.
At all times, civilian vehicles
MUST yield to emergency vehicles.

2.2 Building Monitors

Building Monitors are employee volunteers directed by the Safety Officer and communicate with him/her by walkie-talkie. Building monitors lead building evacuations and:

▪ Ensure rooms are empty.

▪ Close windows and doors; DO NOT lock doors.

▪ Check stairwells.

▪ Use the campus map (next page) and their best judgment to select an evacuation area.

▪ They consider the type of event, where it is, and where emergency personnel need to set up or travel. (They receive training to help them plan escape routes and evacuations.)

▪ Report status of building evacuation to Safety Officer when asked.

▪ Assist emergency response personnel.

▪ Keep roads and building entrances clear of people.

South Main Campus - Buildings		Building Monitor Primary	Building Monitor Secondary
AMT	Aviation Maintenance	Mary Lynch	Kim Alexander
AUT	Auto Technology	Doug Clapper	Todd Jones
AVT	Aviation Composite Lab	Mary Lynch	
CAB	Culinary Arts Building	Mary Gaston	Talitha Terry
CAH	Cascade Hall	Rebecca Yedlin	
CCC	Child Care Center	Lisa Sever	Mariela Davila
CEC	Chan Education Center		
HDM	Heavy Diesel Machine	Jeremie Pitts	
JMB	Jerry Brockey Building	Colby Keene	
LHO	Landscape Horticulture	Sara Skamser	
LIB	Library	Randy Nelson	Patricia Naylor
MPB	Multi Purpose Building	Phyllis Gorton	Christa Colouzis
NWA	Northwest Wine Academy	Jane Rockhold	Elizabeth Pluhta
OLY	Olympic Hall	Camille Stempowski	Kathleen Kent
PBA	Pastry & Baking Arts	Chris Harris	
RAH	Rainer Hall	Kate Holub	Pedro Reyes
RSB (NE)	Robert Smith Building (NE)	Rob'n Lewis	Lily Allen
RSB (SW)	Robert Smith Building (SW)	Joyce Allen	Arnie Reed
RSB (W)	Robert Smith Building (W)	Danisha Rawlings	Wendy Nagasawa
TEC	Technology Center	Duncan Burgess	
UNI	University Center	Aimee Goodwin	Sandy Long
WFB	Welding Fabrication Building	Ricky Baker	Doug Rupik

Georgetown Campus	Building Monitor Primary	Building Monitor Secondary
Building A	Rich Babcock	
Building B	Anita Sheer	
Building C	Betsy McConnell-Guiterrez	
Building D	Lee West	Joe Hannan
		Miya Cohen Sieg
Building E	Eric Palmer	

NORTH CAMPUS

North Buildings	Floor # 1	Floor #2	Floor #3
College Center Building 3 story building	Janet Hoppe-Leonard Christy Isaacson Campus Security	Greg Tessensohn Chelsea Ackerman	Fleetwood Wilson Gregory Tessensohn
Library Building 3 story building	Campus Security/ Facilities	Mary Parent Casey Chow	Sharon Simes
Instructional Building 3 story building	Jeffrey Caulk Matthew Davenhall Michael Saunder	Parvaneh Ahmadi Lori Whitish Nancy Leverton	Michael Sean McDonald Coryl Martel Celene
Art & Science 1 story building	Al Burns		
Wellness Center 2 story building	Carianya Nopoli	Jamie Radcliff	
Education Building 3 story building	Dale Nelson	Paul Piecueh	Chris Wiederhold
Health Sciences Student Resources building 2 story building	Dan Tarker	Brian Rucci	
Opportunity Center Employment & Education 2 story building	Eileen Dornbush Carla Thompson Harjeet Kochhar Justin Fellores Olesa Molett	John Clarke Seanna DeLauter Dawn Kinder Greg Alvarado Danae Rouse Adriana Haley	

Central Main Campus - Buildings		Building Monitor Primary	Building Monitor Secondary
		Ashuraliev, Jakhongir	
		Braxton, Cheryl	
		Cain, Taylor	
		Carter, Paul	
		Croon, Paul	
		Ellis, Diane	
		Harrington, Ed	
		Le, The	
		Luong, Thu-cuc	
		Nguyen, Hoat	
		Nguyen, Hoat	
		Othman, Hisham	
		Patterson, Jennifer	
		Solak, Walter	
		Tjok, Lina	
		Tokheim, Susan	
		Williamson, Orson	
		Yao, Yao	
SVI Campus		**Building Monitor Primary** Maureen Shadair	**Building Monitor Secondary** Adrian Burrage
WCC		**Building Monitor Primary** Chris Sullivan	**Building Monitor Secondary** James Purdle
SMA		**Building Monitor Primary** Sara Scherer	**Building Monitor Secondary** Erik Davis
Allied Health		**Building Monitor Primary** David Gourd	**Building Monitor Secondary**

Siegal Center		Building Monitor Primary	Building Monitor Secondary
		David Stephens	Craig Bush
		Daniel Cordas	Malcolm Grothe
		Brian Tou	
		Susan Engel	

2.3   Evacuating People with Mobility Impairment

- **Unless directed by Fire Department personnel or the Director of Public Safety,**
DO NOT USE ELEVATORS

- ASK THE PERSON how you can help them. Assistance should be offered, not assumed.
People are concerned about being dropped while being carried.
Learn how to move a person and the best exit route before lifting them. See:

- **Areas of Rescue Assistance** (ARA) are places to wait for help. Stairwell landings are Areas of Rescue Assistance. Building Monitors should ensure that these areas are checked.

Immediately tell an emergency responder about anyone left in a rescue area.

Ground Floor Evacuations

People using wheelchairs should evacuate along with others.

Options for Staris

If you can't carry a person, or they refuse to be carried, tell them to wait on a stairwell landing (Area of Rescue Assistance). Tell emergency responders where the person is waiting.

1) **EVACUCHAIRS**… help evacuate people from buildings with stairs.

South's evacuchairs are stored in:

RAH (Rainer Hall) room 221B

LIB (Library) NW stairwell 2nd floor landing

CAH (Cascade Hall) 3rd Floor SW

OLY (Olympic Hall) room 304

UNI (University Center) room 101, hallway

Siegal's evacuchair is stored in:

2nd floor mail/copy room, on the south wall

North's evacuchairs are stored in:

IB (Instruction Building) 2323 Lounge

CC (College Center) 3347 Lounge

Central's evacuchairs are stored in:

North stairwell – 5th floor

South stairwell – 4th floor

2) **If a person is in an electric wheelchair,** leave the wheelchair behind.
Do not block exit routes.
To safely carry a person downstairs , two persons must use
specific techniques, **practiced before an emergency**.

See: http://www.wikihow.com/Carry-an-Injured-Person-Using-Two-People

3) **If a person is in a manual wheelchair, EITHER:**
- Leave the manual wheelchair behind; and carry them (see instructions above in 2) or,
- Carry the person while they sit in their manual wheelchair.
At least four strong people are needed to do this.

2.4 Evacuating People with Vision Loss

A service animal could be disoriented by a disaster.
People who are blind may need to be led to safety.

To guide a person with vision loss…

- Ask them to take your arm at the elbow.

- DO NOT grab the arm of a person with low vision.

- Verbal relay of directions is familiar to people with vision loss.
  Give verbal instructions about stairs, distances, rough terrain, doorways, debris, etc.

2.5 Evacuating People who are Deaf or Hearing Impaired

- Hearing impaired people should be made aware of an emergency and how to respond.
- Write directions on paper.
- DO NOT assume that the hearing impaired will know what to do by watching others.

2.6 Evacuating People with Respiratory Illnesses

- Respiratory illnesses can be aggravated by stress.

- In an emergency, oxygen and respiratory equipment may not be available.

- Alert emergency personnel about those with respiratory illnesses.

2.7 Disability Guidelines

Individuals with a disability should discuss how they want to be assisted during an emergency by contacting the appropriate campus department, listed below:

- **Students can** contact Disability Support Services
  South: (206) 934-5137
  Rose.kolovrat@seattlecolleges.edu
  North (206) 934-3858
  Grace.Sakuma@seattlecolleges.edu
  Central /SVI (206) 934-4183
  DSS.Central@seattlecolleges.edu

- **Employees can** contact Human Resources
  South: (206) 934-6415
  Linda.manning@seattlecolleges.edu
  North (206) 934-7792
  Jennifer.Dixon@Seattlecolleges.edu
  Central / SVI (206) 934-4017
  Christina.M.Nelson@seattlecolleges.edu

3.0	**Campus Maps and Evacuation Assembly Areas**	

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SEATTLE CENTRAL COLLEGE
One of the Seattle Colleges

seattlecentral.edu
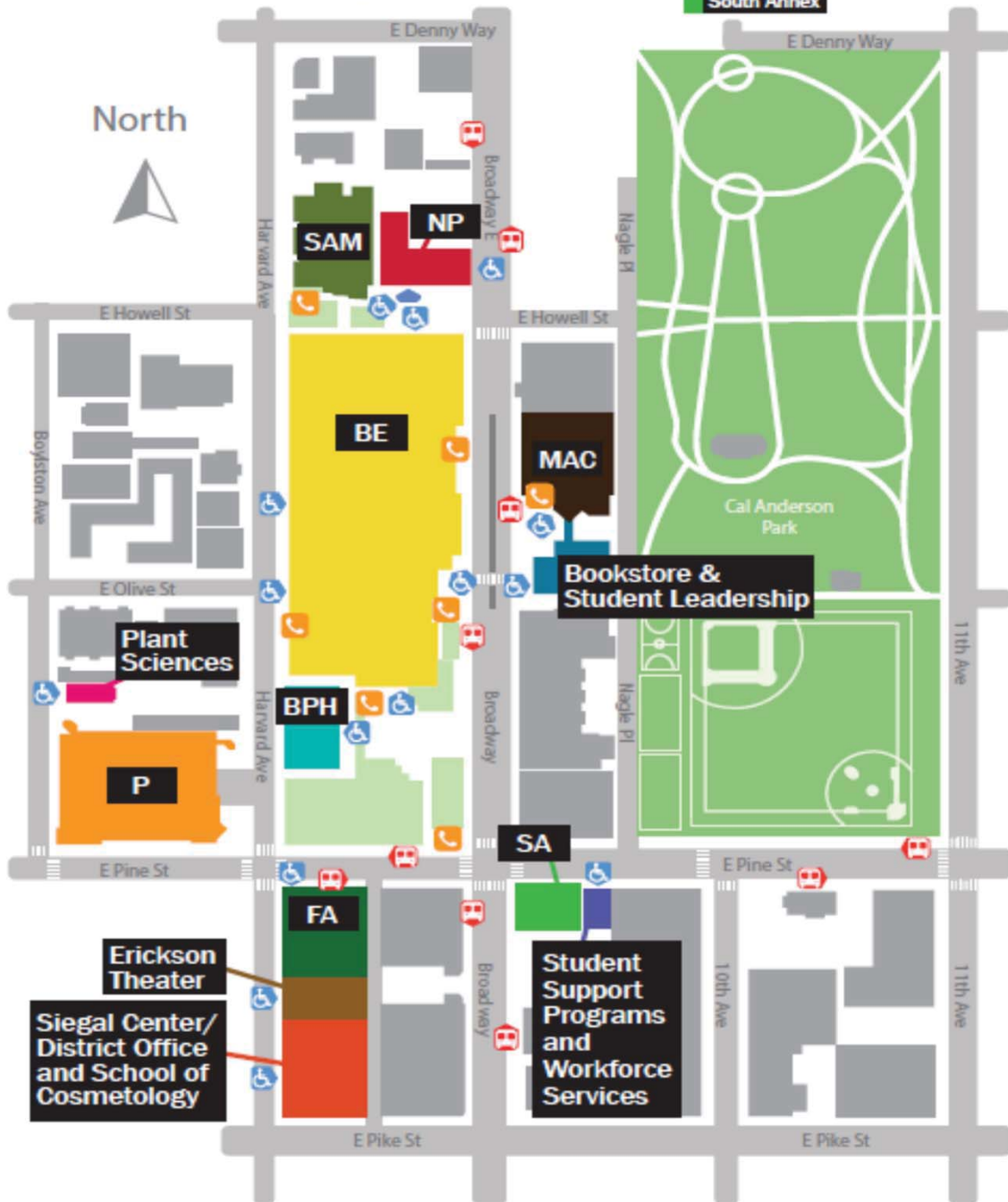1701 Broadway, Seattle, WA 98122

Buildings
- BE — Broadway Edison Building
- BPH — Broadway Performance Hall
- FA — Fine Arts (Masonic Temple)
- SSP — SSP and Workforce Services
- MAC — Mitchell Activity Center
- NP — North Plaza
- SAM — Science & Math

- Bookstore
- Plant Sciences
- District Office and SC
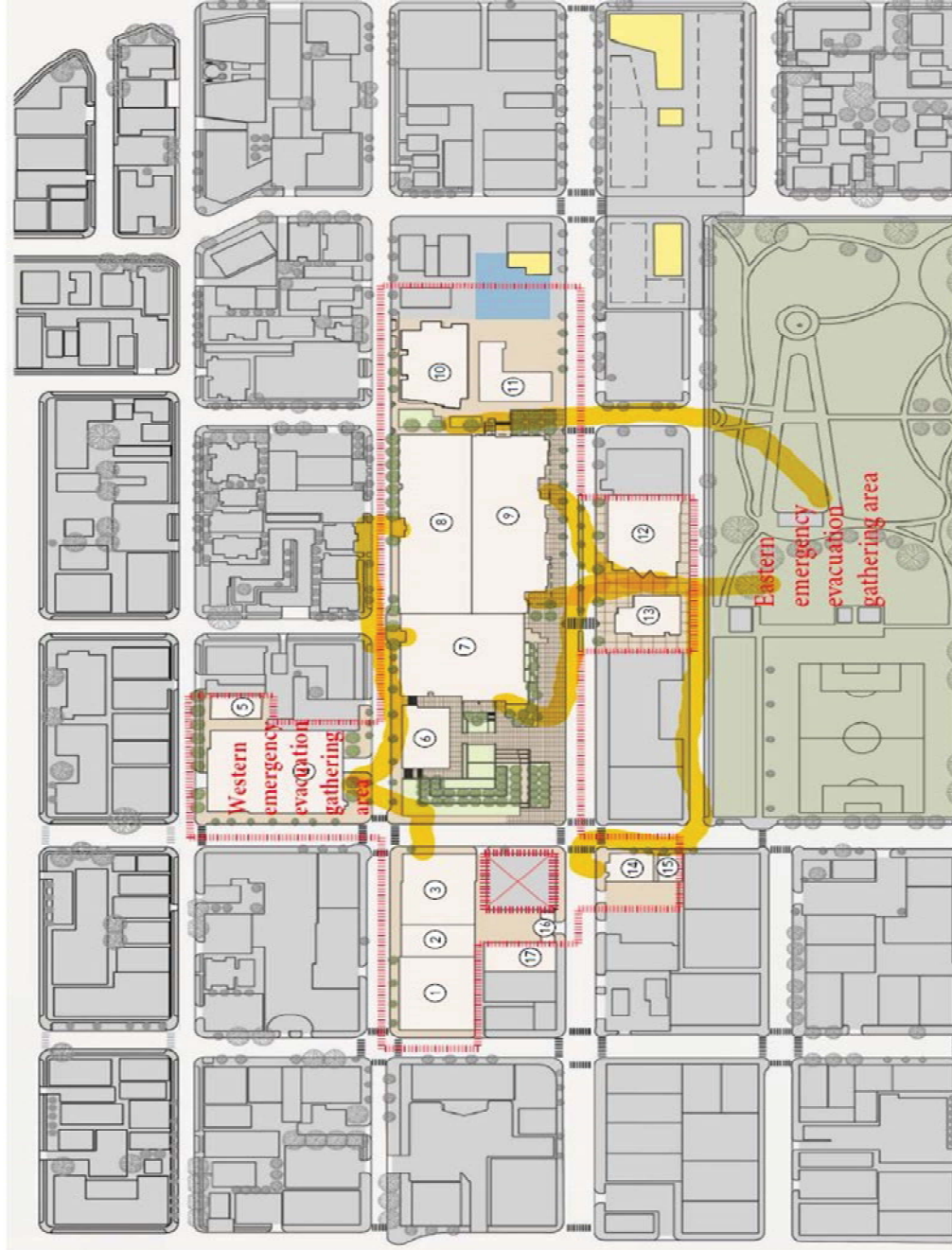- Erickson Theater
- P — Harvard
- South Annex

Legend
- Entrance
- Bus Stop
- Call Station
- Street
- Non-campus
- Park

North

E Denny Way

Broadway E

Harvard Ave

E Howell St

SAM

NP

BE

MAC

Cal Anderson Park

Boylston Ave

E Olive St

Plant Sciences

Bookstore & Student Leadership

Nagle Pl

11th Ave

BPH

P

Broadway

E Pine St

SA

FA

Erickson Theater

Siegal Center/ District Office and School of Cosmetology

Student Support Programs and Workforce Services

10th Ave

11th Ave

E Pike St

45

SEATTLE CENTRAL COLLEGE — SEATTLE CENTRAL COLLEGE FACILITIES MASTER PLAN — JUNE 2016

EXISTING CAMPUS OWNED BUILDINGS

3.2   Campus Maps – North Seattle College

NORTH SEATTLE COLLEGE
EMERGENCY EVACUATION GATHERING AREAS
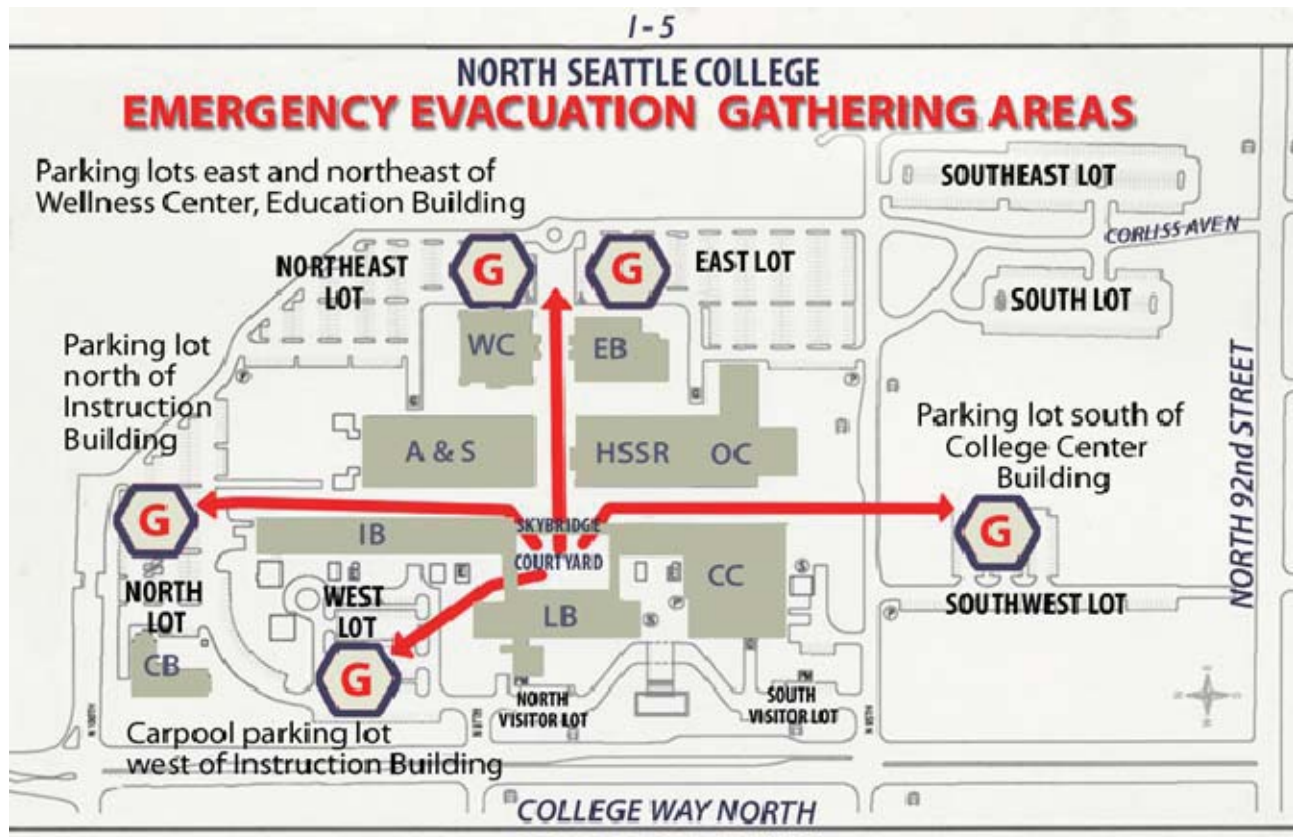
Building	Gathering Area
Instruction Building (IB) & -------- Childcare Building (CH)	Grass lot north of 100th Street, just north of the Childcare Building
OCE&E Building --------------------	East parking Lot
Library Building (LB) ---------------	West (carpool) parking lot, just west of Instruction Bldg
College Center Building (CC) ----	Tennis court grounds south of College Center Building
HSSR Building (TB) ----------------	East Parking lot.
Arts and Science Building (AS) --	North parking lot, just north of the Art and Science Bldg
Education Building (ED) -----------	East parking lot
Wellness Center --------------------	Northeast parking lot, just northeast of the Wellness Center

3.3 Campus Maps – South Seattle College

EMERGENCY Phone, Defibrillator and Evacuation Locations

SOUTH SEATTLE COLLEGE

Buildings

ABR	Autobody Collision Repair	CEC	Judge Warren & Nobie Chan Education Center	PBA	Pastry Lab		
AMT	Aviation Maintenance	HDM	Heavy Duty Diesel	NWWA	Wine Technology Northwest Wine Academy		
AUT	Automotive Technology	JMB	Jerry Brockey Student Center	RSB	Robert Smith Building		
AVT	Classrooms/Composite Lab	LHO	Landscape Horticulture	RAH	Rainier Hall		
CAB	Culinary Arts, FSA T&D Kitchen	LIB	Library	TEC	Technology Center		
CAH	Cascade Hall	MPB	Multi-Purpose Building	UNI	University Center		
CCC	Child Care Center & Preschool	OLY	Olympic Hall	WWB	Welding / Center for International Education		

- ❤️ Automated External Defibrillator (AED)
- ☎️ Emergency Phone
- ((•)) Emergency Phone with Broadcast Capabilities
- ⬚ Emergency Evacuation Area

South Seattle College, main campus, 6000 16th Ave SW

In a campus evacuation, HEAD NORTH on 16th Ave SW.
NO LEFT TURNS ONTO 16th AVE SW. DO NOT BLOCK DRIVEWAYS.
**Emergency responders will need the driveways.**
Civilian vehicles MUST yield to emergency vehicles

|				
ABR	Auto Body Repair, #129		JMB	Jerry M Brockey Building, #147
AMT	Aviation Maintenance Technology, #130		LGH	Landscape Hort. Greenhouse, #142
AUT	Automotive Technology, #127		LHO	Landscape Hort. Classrooms, #151
AVT	Aviation Technology, #141		MPB	Multi-Purpose Building, #144
CAB	Culinary Arts Building, #123		NWA	Northwest Wine Academy, #143
CAH	Cascade Hall, #160		OLY	Olympic Hall, #154
CCC	Child Care Center, #148		PBA	Pastry and Baking Arts, #145
CEC	Chan Education Center, #156		RAH	Rainier Hall, #125
CSS	Campus Service Shop, #133		RSB	Robert Smith Building, #139
EPT	Emergency Preparedness Trailer		TEC	Technology Building, #146
GND	Grounds, #142		UNI	University Center, #155
HDM	Heavy Duty Diesel, #128		WFB	Welding Fabrication Building, #122

AED Locations

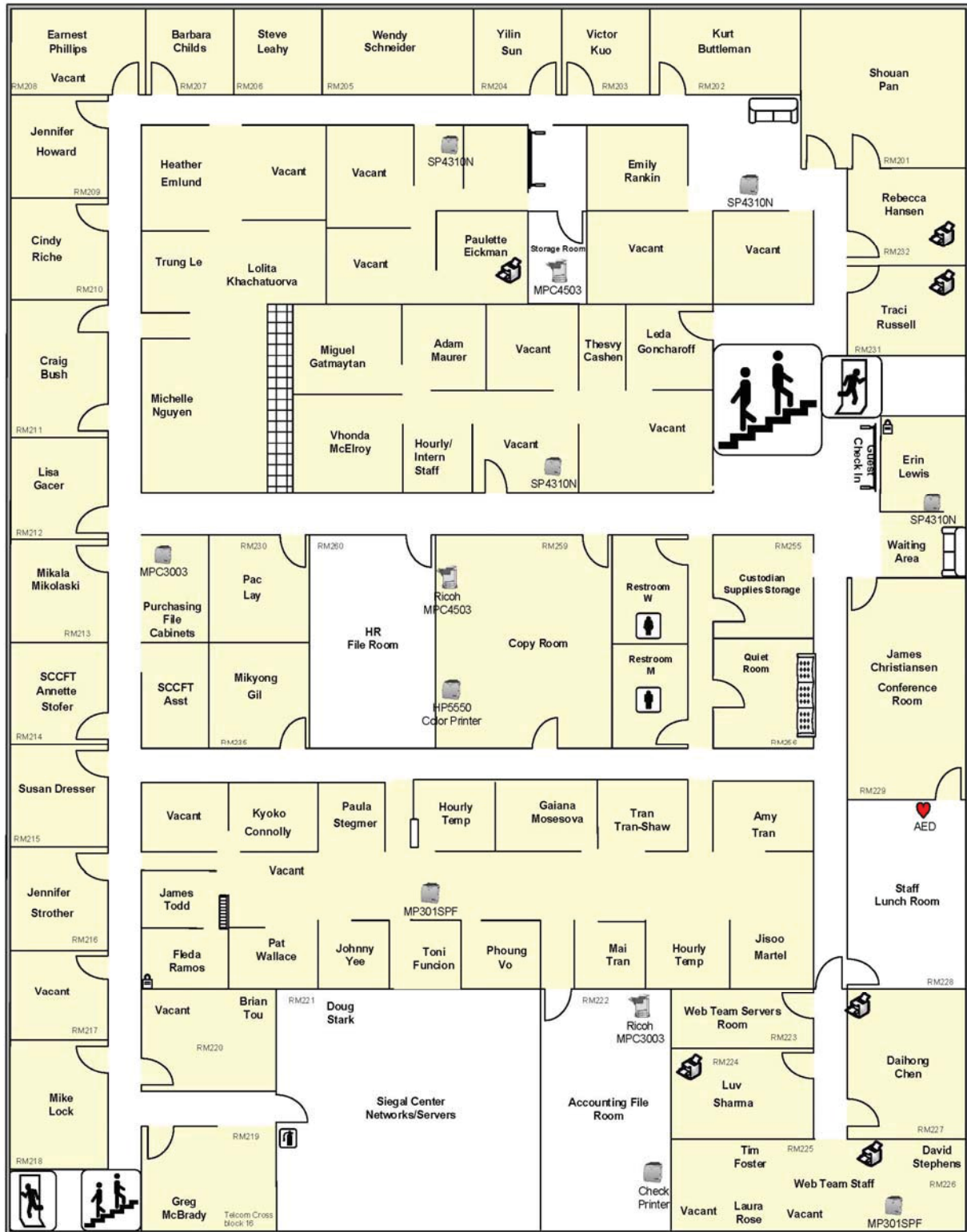|				
CEC102	Chan Education center		OLY	Olympic hall, second floor hallway
MPB	In fitness center		UNI	University center - second floor hallway
TEC	Tech center room 140			
JMB	Jerry Brockey center staff lounge filing cabinet) AND student life copier room			

3.4   Campus Maps – SVI
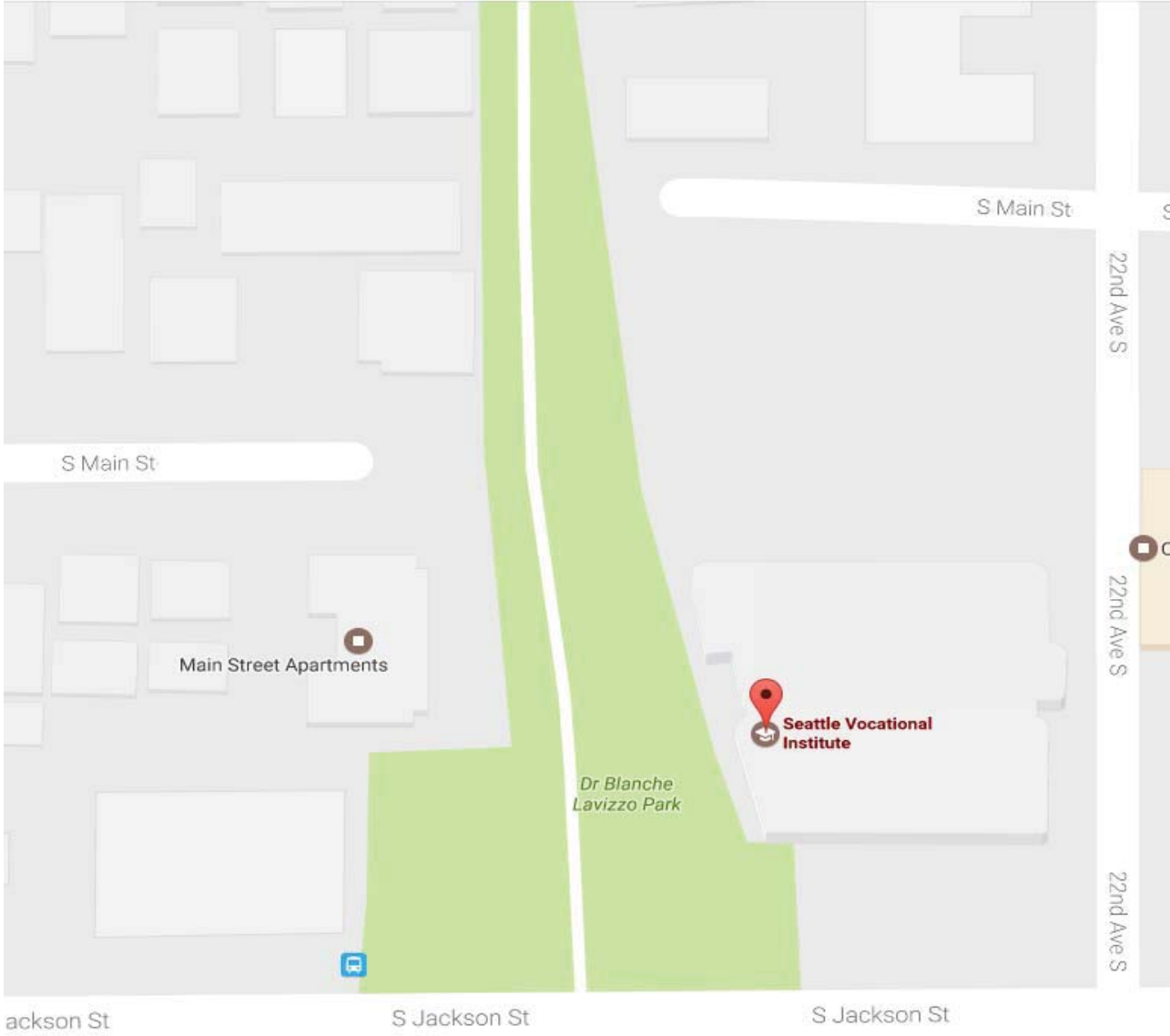
3.5   Campus Maps – Siegal Service Center

Siegal First Floor:
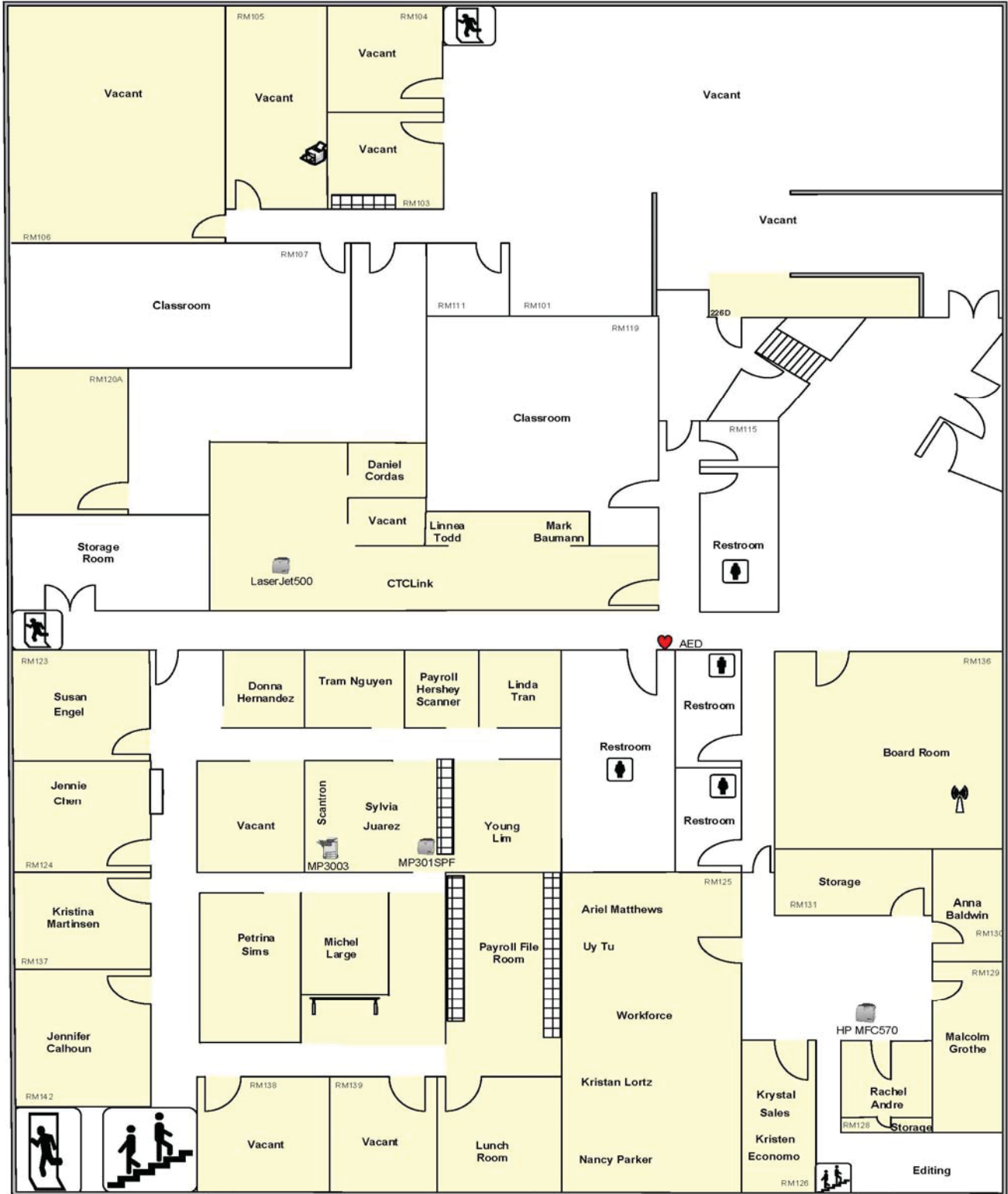
Siegal Second Floor:

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4.0	**EMERGENCY NOTIFICATION PLAN (ENP)**	

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4.1   Emergency Notification Overview

How, What and When Seattle Colleges communicates during emergencies is a critical component of the Colleges' emergency response.

For the purposes of notification, **emergencies are situations that pose an immediate threat AND** and **require action to be taken on campus.** For example, a bomb threat requires campus evacuation so emergency notification would be issued. In addition, any situation that causes a campus to be closed will be reported in an emergency notification (e.g. power outage, severe weather).

Seattle Colleges' Emergency Notification Plan (ENP) describes procedures for issuing emergency notifications and communicating general safety information. Authorized officials must become familiar with the plan to ensure effective emergency communication.

**Upon confirmation of a threat to campus,
Seattle Colleges will immediately initiate emergency notification,
unless doing so compromises efforts to mitigate the emergency.**

Seattle Colleges follows the federal National Incident Management System (NIMS) Incident Command System.

- As a result, **the first person on the scene is the Incident Commander (IC) with authority to initiate emergency notification**. An emergency notification is issued when a threat requires action to be taken on campus. Typically, Campus Security arrives first and determines the need for emergency notification. When necessary, Campus Security directs PIO personnel to send a notification based on the guidelines in this plan.

- **The Public Information Officer (PIO) handles requests for information from the media**. In the event of an emergency, all official statements from the College will be made by the PIO, President or his designee.

Training ensures Seattle Colleges can execute emergency notifications. Work with the Director of Campus Safety & Security or the Environmental Health & Safety Manager to request training.

- Employees responsible for emergency notification receive training.
- All executive administrators receive copies of this Emergency Action Plan.
- Staff and leadership are informed when procedures or systems are updated.
- New employees with responsibilities for emergency notification are trained.

4.2   Media Relations

The media covers major incidents and can help the college provide accurate information to the public. How the College communicates with the media determines how the college's emergency response is perceived. Managing media communications during an emergency is critical. In the absence of information, the media will seek their own sources, which may result in coverage detrimental to Seattle Colleges. Precise and timely communication by the college minimizes publication of inaccurate or detrimental information.

The media and the public want to know:

- what happened
- how it happened
- who was responsible
- what the college is doing for response and recovery

The Public Information Officer (PIO) handles questions from the media. In an emergency, all statements from the College will be made by the PIO or the President or his/her designee.

In an emergency, other employees should not talk to the media.

4.3   Assumptions

- Most emergencies arise without notice.
- Confirming the facts is balanced against providing quick notification.
- Campus Security handles the majority of emergencies.
- There may not be time for consultation before issuing a notification.
- Use multiple notification systems (a single mechanism will not reach everyone fast enough).
- People will seek additional information once notified.
- Speculation occurs. Notifications should provide accurate details.
- Power outages, etc. will limit our communication tools.

Regular testing ensures that systems operate as expected and people remember how to use them.

4.4　Types of Notification

Emergency Notification	Timely Warning Notification	Informational Notification
A situation that is an immediate threat that <u>requires action to be taken on campus</u>.	An incident that already occurred but is still an ongoing threat to the campus. (I.e. a "Clery Act" *timely* warning.)	Non-urgent safety information issued in the best interest of the campus community. Also, follow-up to previous incidents.
An Emergency Notification is issued when a threat <u>requires action to be taken on campus</u>. Seattle Colleges are committed to closing the communication loop. Whenever an emergency notification is sent, once the emergency is over, an "ALL CLEAR-Resume regular activities on campus" message will be sent.	Seattle Colleges notifies the campus community of Clery Act crimes as soon as possible. However, notification is delayed if Campus Security determines that issuing a warning compromises law enforcement efforts. (The Clery Act requires colleges with federal financial aid programs to disclose information about crime on and near their campuses.) Clery Act crimes: ▪ Criminal homicide, including manslaughter ▪ Sex offenses ▪ Robbery ▪ Aggravated assault ▪ Burglary ▪ Motor vehicle theft ▪ Arson ▪ Hate crimes (the above, and incidents of larceny/theft, simple assault, intimidation or property damage <u>motivated by bias</u>) Whenever a Timely Warning is sent, an "ALL CLEAR" message is sent once danger is past.	▪ When Campus Security decides the campus should be notified aboutan incident that isn't an emergency or reportable crime, they compose and send an informational notification. ▪ Informational notices are also sent to educate the campus community.
Main Communication Mode	**Main Communication Mode**	**Main Communication Mode**
Text Alert, Phone Paging, Computer Pop-Ups, Emails, Outdoor PA	Emails Text Alerts	Emails
And, if appropriate	**And, if appropriate**	**And, if appropriate**
Social Media Website Reader boards	Social Media Website	Social Media Website

4.5   Notification Guidelines

Those with the authority to develop and send notifications may use the following templates or write a custom message. Seattle Colleges' **emergency** notifications are formatted to be compatible with a **text alert.** All notification mechanisms send the same message of **no more than 140 characters. Such messages contain the following information, in this order:**

1. **Nature of the incident**
2. **Location**
3. **Action(s) to be taken**

Actions that might be advised in a notification:

Action	Notes
Avoid Area	
Shelter in Place / Lockdown	Lock doors, close blinds, silence cell phones
Evacuate	Do not stand in building entrances or in the street
Drop, cover and hold	Do NOT stand in doorways
Classes cancelled, Campus closed	
All Clear	

Emergency notifications state '**incident'**, '**location**', and '**recommended action**' in plain language. They provide regular updates but protect law enforcement investigations and consider privacy and legal concerns such as patient confidentiality and family notification.

See next page for sample Emergency Message Templates

As soon as possible after an emergency notification, the College provides additional information about the incident on their homepage or by email. This might include instructions about how to report information about the incident to authorities.

The information contained in this plan has been prepared for use by the Seattle Colleges District. (SCD). The information is guidance, recognizing that circumstances not anticipated may occur. The judgment of those handling a campus emergency determines how and when an alert is issued. This plan is a good faith effort; no guarantee is made by SCD of the sufficiency of this information and SCD assumes no responsibility.

This is not a "Be-All, End-All' plan. Different or additional measures may be required.

4.6 Sample Emergency Message Templates – 140 Characters		
Scenario	**Message Content** **Campus- Incident - Location - Recommended Action**	**Used** **/Avail**
Active Shooter	**Campus - Shots fired near** *[BUILDING]*. **Lockdown.**	**40/100**
All Clear	**Campus - This is 'All Clear' notification. The event at** *[BUILDING]* ***is over. ALL CLEAR.***	**89/60**
Armed Intruder Weapon Threat	**Campus - Person with gun near** *[BUILDING]*. **Lockdown.**	**46/94**
Bio Terrorist Biological Disaster	**Campus - Biological danger in/near** *[BUILDING]*. **Evacuate 300 feet. Avoid Area.**	**72/68**
Bomb Threat	**Campus - Bomb threat in** *[BUILDING]*. **Evacuate 300 feet. Avoid Area.**	**61/79**
Custom	**Campus -** *[Nature of incident] [LOCATION]*. *[Action]*	**up to 140**
Demonstration/ March/Protests	**Campus - Demonstration/protest near** *[BUILDING]*. **Avoid Area.**	**49/91**
Earthquake	**Campus - Earthquake. Drop, cover and hold on.**	**40/100**
Epidemic/ Outbreak	**Campus -** *[Nature of illness… swine flu, etc.]* **Classes cancelled. Campus closed.**	**37/103**
Fire	**Campus - Fire in/near** *[BUILDING]*. **Evacuate. Avoid Area.**	**41/99**
Flooding	**Campus - Flooding at** *[LOCATION]*. **Avoid Area.**	**29/111**
Inclement Weather	**Campus -** *[Nature of alert… snow, wind, etc.]* **Classes cancelled. Campus closed.**	**37/103**
Major Outage/ Utility Failure	**Campus - Power out.** **Classes cancelled. Campus closed.**	**49/92**
Physical Violence	**Campus -** *[Fight/assault/attack]* **near** *[BUILDING]*. **Avoid Area.**	**22/118**
Police Activity/ Investigation	**Campus - Police activity near** *[LOCATION]*. **AVOID THE AREA.**	**42/98**
Test	**Campus - Test: This is a test of the SC alert system. Thank you.**	**61/79**
Volcanic Eruption	**Campus - Volcanic eruption.** **Shelter in place.**	**36/104**

INTENTIONALY BLANK

5.0   GENERAL INFORMATION

MEDICAL EMERGENCIES

For minor injuries or illness, report to the Campus Security Office

(206) 934-5442 **SCC/Siegal**
(206) 934-3636 **North**
(206) 934-0911 **South**
(206) 934-4933 **SVI**

If the person is seriously injured:

1. Do not move them unless there is life-threatening danger (e.g., falling debris, fire, explosion)
2. In a life-threatening emergency, immediately dial (9+) 911, and request medical aid.
   - State the problem
   - Give your address and location in the building
   - Calmly provide the information requested by the 911 operator.
   - Do not hang up until instructed.

   Do not hang up until instructed.
3. When you complete the 911 call, notify Campus Security, so they can guide the medical unit to the scene.
   - Tell Campus Security the problem, the location and that you have notified 911.
   - Provide as much information as possible.
4. Let the victim know help is on the way and keep them calm. If you are trained, give first aid.
5. Remain with the victim until Campus /Security or emergency crews arrive.
6. Victim should be asked to complete an accident report.

ACCIDENT REPORTS/PREVENTION PLANS

Reports: Anyone injured on campus must submit an Accident Report as soon as possible, regardless of the severity of the injury. Submit report to Campus Security.

Accident: Applies to personal injury. Accident Reports are not required for illnesses unless an injury results (e.g., a seizure causes the person to fall and hit their head).

Student/visitors: If a student or visitor is injured on campus, an Accident Report should be submitted, but *any medical expenses incurred are paid by the individual or their personal health insurance*.

Employee: An accident occurring to an employee or a work study student during their working hours is covered by Washington State Industrial Insurance. An injured employee must advise the doctor of this coverage immediately so they can prepare an Industrial Insurance Form. The health care provider sends this form to the employer. Campus Security receives and completes these reports on behalf of the college and forwards finalized copies to the Department of Labor and Industries. Any verbal or written communications received about an injured employee should be given to Campus Security.

Accident Prevention Policy: Seattle Colleges gives the prevention of injuries top priority at all times.

Per WAC 296-24-040, a college accident prevention program has been developed that emphasizes the integration of safety and health measures into each job task. This requires the cooperative effort of supervisors and employees. Operating safely is a partnership between employer and employee.

5.1 Accidental Injury Report Form	CONFIDENTIAL (after completed)

SEATTLE COLLEGE DISTRICT VI
CAMPUS SECURITY ACCIDENTAL INJURY REPORT
Seattle Colleges | 1500 Harvard Ave Seattle, WA 98122 |

INJURED PERSON

Name: (Last, First, M.I.):	**Address:** (Local)
Student ID #:	
Phone:	

Email Address:

Age:	**Sex:**	**Classification:** (circle one) Student	Employee	Visitor	**Title or Status:** (Machinist, Salesman, etc)

Department:	**Date & Time of Occurrence:**

ACCIDENT

Indicate the location of the incident you are reporting:

❑ North Seattle
❑ Seattle Central
❑ SVI
❑ Wood Technology
❑ Seattle Maritime Academy
❑ South Seattle
❑ Georgetown
❑ Siegal Service

Exact Location of Accident:	**Name of Supervisor:**

Area of Occurrence:

❑ Auditorium	❑ Corridor, hallway	❑ Student Center	❑ Parking Lot
❑ Bathroom, shower	❑ Dressing or locker room	❑ Laboratory	❑ Other:
❑ Cafeteria Kitchen	❑ Grounds	❑ Shop Area	
❑ Classroom, study room	❑ Gymnasium	❑ Stairs, ramps	

Details of Accident

I am reporting a(n):

☐ Injury   ☐ Work-Related Illness   ☐ Near-miss   ☐ Workplace Hazard

Describe events, actions, and conditions fully including environmental, emotional, and physical factors, which contributed to the injury.

Action to Prevent Similar Accidents (Indicate if taken or recommended):

Witness (Name, Contact Information &/or Job title):

School Insurance: YES | NO (circle one)

PART OF BODY INJURED (shade or circle all that apply):
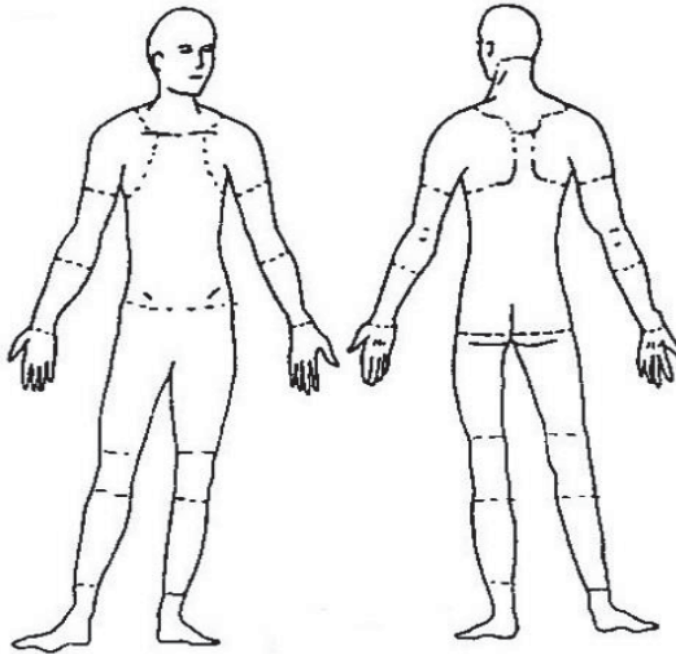
Nature of Injury

❑ Amputation	❑ Dermatitis, infection	❑ Heat exhaustion, Sunstroke	❑ Shock, electrical
❑ Bruise, contusion	❑ Dislocation	❑ Inhalation- dust, fumes, gases	❑ Shock, fainting
❑ Burn, scald	❑ Exposure, Frostbite	❑ Internal injury	❑ Sprains, strains
❑ Concussion	❑ Fracture	❑ Poisoning, internal	❑ Suffocation, drowning, strangulation
❑ Cuts, open wounds	❑ Foreign body	❑ Rupture, hernia	
❑ Other, Specify			

Part of Body Injured

❑ Generalized	❑ Neck	❑ Shoulder	❑ Hip
❑ Skull or scalp	❑ Spine	❑ Upper arm	❑ Thigh
❑ Eye	❑ Chest	❑ Elbow	❑ Knee left
❑ Nose	❑ Abdomen	❑ Forearm	❑ Lower leg
❑ Mouth	❑ Back	❑ Wrist	❑ Ankle right
❑ Jaw	❑ Pelvis	❑ Hand right thumb	❑ Foot
❑ Other Head	❑ Other Trunk	❑ Finger	❑ Toe
❑ Other, specify			

TREATMENT	CONFIDENTIAL (after completed)

Estimate of Severity	Emergency Care
❑ Minor	❑ First Aid
❑ Serious	❑ Private Physician
❑ Critical	❑ Health Center
❑ Fatal	❑ Hospital, specify:

Given by: (Name and address)

Will Injury Cause Absence from Work or Classes?	If so, for how long?

Patient Status

❑ Non Patient

❑ Out Patient

❑ Hospitalized

This report submitted by: (Please print)

Date Submitted:

This report completed by: (Please print)

Campus Security Officer
Date Completed

FOLLOW-UP
The space below is reserved for notes made by the EHS Manager, Public Safety, or a Safety Committee member to include additional information about the described injury or the investigation/correction of reported hazards.

Reviewed By: **Date:**

5.2   Threat Assessment

Overview	You Hear Yelling or Threats	You Witness a Fight or Physical Abuse
Threat assessment saves lives. Evaluation of intent, motive, and ability determines risk level. After threat validation, a strategy is developed to defuse risk.	▪ DO NOT ignore. ▪ Interrupt or get help. ▪ Knock and ask if everything is okay. ▪ If you are uncomfortable, get help. A call to Campus Security gets help quickly. ❖ (206) 934-5442 **SCC/Siegal** ❖ (206) 934-3636 **North** ❖ (206) 934-0911 **South** ❖ (206) 934-4933 **SVI**	▪ If you see a fight or physical abuse, **DO NOT get physically involved.** ▪ Contact Campus Security immediately. ❖ (206) 934-5442 **SCC/Siegal** ❖ (206) 934-3636 **North** ❖ (206) 934-0911 **South** ❖ (206) 934-4933 **SVI** ▪ Try to disperse onlookers and discourage others from getting involved. ▪ If in doubt, call 911

BE SURE TO REPORT ALL INCIDENTS!
Be Aware.
Report anything suspicious to Campus Security

THREATS	"RED FLAGS"	WHERE TO REPORT

REPORT:
 	
▪ <u>All</u> threats, no matter how they are communicated.
 	
▪ Any assault or attempted assault.
 	
▪ Anything you think "might" be a threat.
	▪ Outrage over a college incident.
	▪ Evidence of stalking behavior or research into the personal life of someone else.
	▪ Obsessive desire to contact an employee or student.
	▪ Belief someone owes money or affection.
	▪ Belief an employee or student is someone else.
	▪ References to:
	  o public figures who were attacked
	  o individuals who attacked public figures or committed violent acts
	  o mental illness, psychiatric care anti-psychotic medication, etc.
	  o bodyguards, security, safety, etc.
	  o death, suicide, weapons, violence, assassinations, acts of terrorism.
		IMMEDIATELY
		REPORT
		Threats
		or
		"Red Flags" to
		Campus Security
		❖ 206) 934-5442 **SCC/Siegal**
		❖ (206) 934-3636 **North**
		❖ (206) 934-0911 **South**
		❖ (206) 934-4933 **SVI**
		
		If *students* are involved also contact:
		▪ VP for Student Services
		  (206) 934-**6946 or 5442 for SCC/Siegal**
		  (206) 934-3669 **North**
		  (206) 934-6763 **South**
		  (206) 934-4933 **SVI**
		
		If *campus employees* are involved *contact*:
		▪ Human Resources Director
		  (206) 934-2028 **SCC/Siegal**
		  (206) 934-7792 **North**
		  (206) 934-6415 **South**
		  (206) 934-2028 **SVI**

5.3 NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)
INCIDENT COMMAND SYSTEM (ICS)
EMERGENCY ACTION PLAN (EAP)
FOR SEATTLE COLLEGES

Emergency Action Plan (EAP)

The Incident Commander must approve changes to these procedures.

Introduction

This Emergency Action Plan gives the Seattle Colleges a system to respond to major disturbances. Assigned personnel are expected to know this plan. The Emergency Action Seattle Colleges' response to a major disturbance will follow the framework of this plan. Knowing what to do in the event of an emergency is critical. Planning and **being prepared** Seattle Colleges operates an Incident Command System (ICS) during major emergencies.

Purpose

The Emergency Action Plan coordinates resources to protect life and property during and after major disturbances. It is activated when a situation cannot be controlled using normal No emergency is the same; therefore, no plan provides an exact emergency response. The Seattle College will use this plan and college resources to reduce injuries and property

5.3.1   Incident Command System (ICS)

Seattle Colleges' Emergency Action Plan (EAP) follows the Incident Command System (ICS) mandated by the National Incident Management System (NIMS). The ICS is an all-risk system for use during any disruptive event.

After an unexpected disruption, the objective is to gain control of the situation. The ICS expands in a modular fashion depending on the incident. The Incident Commander (IC) manages all functions until delegation is required. When necessary, functions are delegated to command and operational staff who then manage "hands-on" details. The Seattle Colleges' Emergency Response Teams (ERTs) are staffed by personnel trained in ICS.

Online Certifications from FEMA Emergency Management Institute
(All personnel assigned responsibilities are expected to be FEMA certified).
- **IS-700.a   FEMA Certification**
  National Incident Management System (NIMS) An Introduction
  (prerequisite for IS 100.HE – Introduction to ICS for Higher Education)
- **IS-100.HE FEMA Certification**
  Introduction to the Incident Command System (ICS) for Higher Education

5.3.2   Incident Commander (IC)

The first person on the scene is the Incident Commander (IC) until they are relieved by a college Emergency Response Team (ERT) member or emergency personnel.

The Incident Commander is the "decision maker" during the emergency.
The IC will use this guidance and their best judgment to protect the college.

5.3.3 Emergency Operations Center (EOC)

The Emergency Operations Center (EOC) is where THE Emergency Response Team (ERT) coordinates an emergency response.

CENTRAL

Primary Location: BE 4180D
Secondary Location: BE 1389H
Outdoor Location: South Lawn, if building is not habitable

NORTH

Primary Location: Education Building 0843C
Secondary Location: Roy Flores Wellness Center
Third Location: Any building selected by the Incident Commander
Outside Option: Any parking lot in open area on campus

SOUTH

Primary Location: South's President's Board Room RSB 30 (Robert Smith Building).
Secondary Location: is the JMB 140 (Jerry M Brockey Center) Conference Room.
Third Location: A building and room selected by the Incident Commander (e.g. Chan Center)
Outdoor Option: If campus buildings are unsafe, the IC chooses an outdoor location such as the Emergency Preparedness Trailer (EPT) near the tennis courts or an open area.

SIEGAL

Primary Location: Jim Christiansen Conference Room, 2nd floor, Siegal Center
Secondary Location: Payroll/Benefits area, 1st floor, Siegal Center
Third Location: Web team area, 2nd floor, Siegal Center

5.3.4   Seattle Colleges' Emergency Response Team (ERT)

The first person on the scene is the Incident Commander until replaced by emergency personnel.

5.3.5   Incident Command System (ICS) Chart

Red indicates primary person

Policy Team	EOC Manager / INCIDENT COMMANDER (IC)

SAFETY OFFICER (SO)	PUBLIC INFORMATION OFFICER (PIO)
	LIAISON OFFICER (LO)

PLANNING SECTION CHIEF (PSC)	OPERATIONS SECTION CHIEF (OPS)	LOGISTICS SECTION CHIEF (LSC)	FINANCE/ADMIN SECTION CHIEF (FSC)
Resources Unit	**Suppression/Rescue**	**Communications Unit**	**Time** Unit
Situation Unit	**Staging Area**	**Medical** Unit	**Procurement** Unit
Demobilization Unit	**Strike Team/Task Force**	**Food** Unit	**Compensation** Unit
Documentation Unit		**Supply** Unit	**Cost** Unit
		Facilities Unit	
		Grounds Unit	

5.3.6 Incident Command System (ICS) "At a Glance"

EOC Manager / INCIDENT COMMANDER (IC)

Directs response and controls
resources with explicit authority

[**Boss**]

SAFETY OFFICER (SO)

- Develops and recommends
  measures for personnel safety,
  and monitors and/or
  anticipates unsafe situations.

- Only one SO will be assigned
  for each incident.

[**Security**/**Police**]

PUBLIC INFORMATION OFFICER (PIO)

- Develops & releases information to the
  news media and incident personnel.
- Coordinates with other agencies' and
  Public Information Office (PIO) staff.
- Develops system for internal/ external
  communications.
- Only one IO assigned for each incident.

[**Security**/**Police**]

LIAISON OFFICER (LO)

- Incidents that are multi-jurisdictional, or
  involve several agencies, may require
  a LO.
- Contact point for Agency Representatives.
- Only one LO is assigned for each incident.
- May have assistants and they may represent
  assisting agencies or jurisdictions.

[**Link to other agencies**]

PLANNING SECTION CHIEF (PSC)	OPERATIONS SECTION CHIEF (OPS)	LOGISTICS SECTION CHIEF (LSC)	FINANCE/ADMIN SECTION CHIEF (FSC)
▪ Collects, evaluates, and disseminates information about the incident and required resources. ▪ Forecasts incident potential and creates an Incident Action Plan (IAP) to restore the college's ability to educate students as soon as possible.	▪ Manages all operations directly related to the incident, including rescue and fire-fighting.	▪ Provides facilities, services, and materials to support the incident response. ▪ Helps develop and implement the Incident Action Plan (IAP) supporting the IC.	▪ Conducts financial, administrative, and cost analysis for the incident. ▪ Supervises members of the Finance/Administration Section.
[**Plans Stuff**]	[**Does Stuff**]	[Gets **Stuff**]	[**Plans Stuff**]

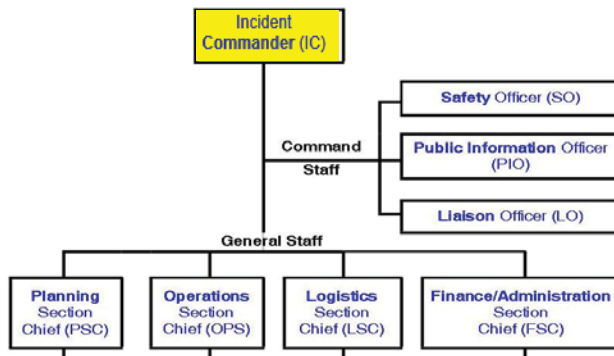|			
Resources Unit	**Suppression/Rescue**	**Communications Unit**	**Time** Unit
Situation Unit	**Staging Area**	**Medical** Unit	**Procurement** Unit
Demobilization Unit	**Strike Team/Task Force**	**Food** Unit	**Compensation** Unit
Documentation Unit		**Supply** Unit	**Cost** Unit
		Facilities Unit	
		Grounds Unit	

5.3.7 Incident Commander (IC) EOC Manager (EOCM)

Incident Command System (ICS)
ICS Organization Chart
Incident Commander (IC):

Emergency Call List (After Hours):

- Campus Duty Administrator **(206) 999-2566**
- President **x5311**
- VP for Instruction **x6827**
- VP for Administration **x6417**
- VP for Student Services **x6763**
- Human Resources Director **x6415**

Responsibilities

The **Incident Commander** - (IC) directs resource

with explicit authority. The IC sets priorities and <u>defines the ICS organization for the response</u>.

Even if other positions are not assigned, theIC is always designated.

The IC may assign deputies. Deputies may also be used at section and branch levels of the ICS

organization. Deputies must have the qualifications to take over the position.

- **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 213 "General Message".

- **The Incident Commander maintains** CS Form 214 "Activity Log".

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

Specifics: Incident Commander (IC) Checklist (link)

The IC has many responsibilities when he/she arrives on scene. Unless specifically assigned to another member of the Team, these responsibilities remain with the IC. Some of the responsibilities include:

- Assess the situation and/or obtain a briefing from the prior IC.
- Determine which ICS positions should be active.
- Determine incident objectives and strategy to achieve the objectives.
  (Incident Action Plan, may get all or part from Planning Section Chief).
- Approve the implementation of the written or oral Incident Action Plan (IAP).
- Establish immediate priority for the safety of responders and others.
- Ensure efficient resource management throughout incident.
- Authorize release of information to the news media. (Will need to be repeated as incident develops.)
- Approve requests for and release of resources.
- Approve the use of volunteers and auxiliary personnel.
- Brief Command Staff and Section Chiefs; coordinate their activity.
- Keep President/Chancellor informed.
- Coordinate with key people.
- Ensure planning meetings are held.
- Review meetings and briefings.
- Review Common Responsibilities.
- Ensure incident Status Summary (ICS Form 209) is completed and forwarded to higher authority.
- Maintain Unit/Activity Log (ICS Form 214).
- Order the demobilization of the incident when appropriate.

Incident Commander Position Checklist

These are the minimum requirements for this position. Note that some tasks are one-time actions; others are ongoing or repeat during the incident.

Immediately:

Ensure safety. Only IC and SO can stop actions they think are unsafe.
Determine and assign necessary ICS positions.
Safety Officer must be appointed for hazardous materials incidents.

Assess incident situation, and /or obtain briefing from outgoing IC

Review current situation and incident objectives. Direct the LO to notify all local, State and Federal agencies impacted.

Brief staff:

Identify incident objectives and any policy directives
Provide a summary of current organization
Provide a review of current incident activities
Determine the time and location of the first Planning Meeting

Authorize release of information to the media – (repeat as incident develops)

If operating within a Unified Command, ensure all Incident Commanders approve release

Throughout:

Obtain initial briefing from current Incident Commander and agency administrator

Approve resource requests and releases:

Review requests for critical resources
Confirm who has ordering authority within the organization
Confirm those orders that require Command authorization

Establish level of planning to be accomplished

Written or oral Incident Action Plan (IAP)
Contingency planning
Formal Planning Meeting using Sample Agenda

Approve and authorize implementation of the IAP:

Review IAP for completeness and accuracy
Verify that objectives are present and prioritized
Sign **ICS form 202**

Ensure Command and General Staff coordination:

· Periodically check progress on tasks assigned to personnel
· Approve necessary changes to strategic goals and IAP
· Ensure that Liaison Officer makes periodic contact with participating agencies

Work with agency staff to declare state of emergency according to agency protocol
Keep agency administrator informed on incident-related problems and progress

ICS forms can be found at this link:
http://www.osha.gov/SLTC/etools/ics/ics_forms.html

The sample agenda below may be used by the Planning Section Chief for incident briefings. Each person should be prepared to provide information as outlined.

Agenda Item	**Responsible Party**
Briefing on situation/resource status	Planning/Ops Section Chiefs
Discuss safety issues	Safety Officer
Set/confirm incident objectives	Incident Commander
Plot control lines & Division boundaries	Operations Section Chief
Specify tactics for each Division/Group	Operations Section Chief
Specify resources for each Div/Group	Ops/Planning Chiefs
Specify facilities and reporting locations	Ops/Planning/Logistics Chiefs
Develop resource order	Logistics Section Chief
Consider communications/medical/ transportation	Logistics/Planning Section Chiefs
Provide financial update	Finance/Admin Section Chief
Discuss interagency liaison issues	Liaison Officer
Discuss information issues	Public Information Officer
Finalize/approve/implement plan	Incident Commander/All

5.3.8   Safety Officer (SO)

Incident Command System (ICS)
ICS Organization Chart

Safety Officer (SO):

- Building Monitors report to the Safety Officer.

```
                    Incident
                Commander (IC)

                                    Safety Officer (SO)

                Command             Public Information Officer
                  Staff                       (PIO)

                                    Liaison Officer (LO)
                General Staff

  Planning      Operations      Logistics      Finance/Administration
   Section       Section         Section              Section
 Chief (PSC)   Chief (OPS)     Chief (LSC)         Chief (FSC)
```
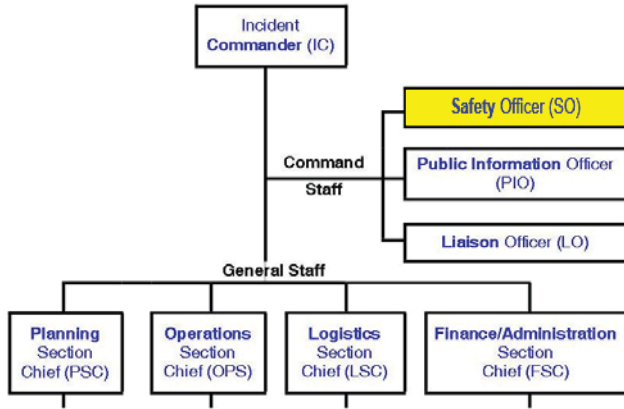
Responsibilities

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".

Specifics: Safety Officer (SO) Checklist (link)

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. The Safety Officer may:

- Prepare a site-specific Safety and Health Plan and publish Site Safety Plan summary (ICS Form 208).

- Identify and correct safety and health hazards.

- Continuously monitor workers for exposure to hazardous conditions.

- Alter or terminate activities that pose imminent danger to responders.

- Provide safety training and safety and health information.

- Perform assessment of engineering controls and PPE.

- Comply with OSHA Standards.

- Document both safe and unsafe acts, corrective actions taken, accidents or injuries, and implement ways to improve safety.

- Participate in planning meetings.

- Only person (besides the IC) with authority to stop any action they believe is unsafe.

- Investigate accidents that occur within the incident area.

- Assign assistants, as needed.

- Review and approve the medical plan.

- Review Common Responsibilities.

- Maintain Unit/Activity Log (ICS Form 214).

Safety Officer Position Checklist

These are the minimum requirements for this position. Note that some tasks are one-time
actions; others are ongoing or repeat during the incident.

**The SO is the only person besides the IC with authority to stop any action he/she
believes is unsafe**

Immediately:

    Get briefed by outgoing SO or the Incident Commander

    Perform a hazard assessment of the incident and for the response activities.

    Make sure appropriate PPE is available and being used.

    If incident covers many areas or involves many response agencies; you may need

    to appoint assisting SOs

Throughout:

Be on 'high alert' for unsafe acts or planned acts. (SO has authority to stop any action
if it is unsafe).

For any unsafe act or proposed act, determine and implement corrective action.

Participate in planning meetings, evaluate options for safety – stop any unsafe plans.

Prepare a risk analysis for the incident action plan using ICS form 215A

Prepare a medical plan for the incident action plan using ICS form 206

Help planning prepare ICS form 204

Watch for exhausted workers and make sure they take breaks or allow a replacement.

Document all activity using ICS form 214

Document all accidents or injuries, suggest corrective or preventative measures.

Ensure sanitation in food preparation and storage, and waste disposal

ICS forms can be found at this link:
http://www.osha.gov/SLTC/etools/ics/ics_forms.html

The sample agenda below may be used by the Planning Section Chief for incident briefings. Each person should be prepared to provide information as outlined.

Agenda Item	Responsible Party
Briefing on situation/resource status	Planning/Ops Section Chiefs
Discuss safety issues	Safety Officer
Set/confirm incident objectives	Incident Commander
Plot control lines & Division boundaries	Operations Section Chief
Specify tactics for each Division/Group	Operations Section Chief
Specify resources for each Div/Group	Ops/Planning Chiefs
Specify facilities and reporting locations	Ops/Planning/Logistics Chiefs
Develop resource order	Logistics Section Chief
Consider communications/medical/ transportation	Logistics/Planning Section Chiefs
Provide financial update	Finance/Admin Section Chief
Discuss interagency liaison issues	Liaison Officer
Discuss information issues	Public Information Officer
Finalize/approve/implement plan	Incident Commander/All

5.3.9 Public Information Officer (PIO)

Incident Command System (ICS)
ICS Organization Chart
Public Information Officer (PIO or IO):
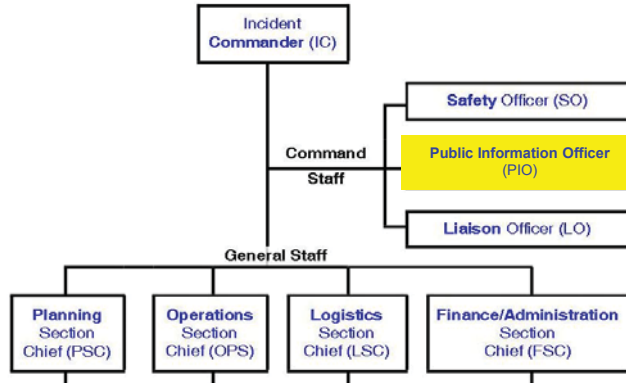
Responsibilities

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

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

The Public Information Officer may use:
ICS Form 213 "General Message".

- **The Public Information Officer, its staff** maintain: ICS Form 214 "Activity Log".

Specifics: Public Information Officer (PIO) Checklist (link)

The major responsibilities of the PIO are:

▪ Develop material for use in media briefings.

▪ Obtain Incident Commander (IC) approval of media releases.

▪ Inform media and conduct media briefings.

▪ Arrange for tours and other interviews or briefings that may be required.

▪ Obtain information that may be useful to incident planning, share with ICS team.

▪ Maintain current information summaries and/or displays on the incident and provide information on the status of the incident to assigned personnel.

▪ Review Common Responsibilities.

▪ Maintain Unit/Activity Log (ICS Form 214).

Public Information Officer Position Checklist

These are the minimum requirements for this position. Note that some tasks are one-time actions; others are ongoing or repeat during the incident.

<u>Immediately:</u>
Get briefed by the Incident Commander:
> Determine current status of incident including campus and location (**ICS 209**)
> Identify current organization (**ICS 201 and 203**)
> Determine point of contact for media (scene or Command Post)
> Determine current media presence
Obtain permission from Incident Commander (IC) for information release

Obtain permission from IC to activate campus communication network

Prepare initial information summary as soon as possible after activation.
If no other information is available, consider use of the following general statement:

> We are aware that an (accident/incident) involving (type of incident) occurred at approximately (time), in the vicinity of (general location). (Agency personnel) are responding, and we will have additional information available as we are able to confirm it. We will hold a briefing at (location), and will notify the press at least ½ hour prior to the briefing. At this time, this briefing is the only place where officials authorized to speak about the incident and confirmed information will be available. Thank you for your understanding.

Establish contact with local and national media representatives, as appropriate

<u>Throughout:</u>

Establish schedule for media briefings

Coordinate, with Logistics, the activation and staffing of message center "rumor control" lines to receive requests and answer questions from public. Provide statement to operators

Coordinate information releases with staff from other impacted agencies and jurisdictions

Ensure that information provided is consistent across jurisdictional boundaries. Attend Planning Meetings – see sample Planning Agenda below:

Respond to special requests for information

Include all news releases, bulletins, and summaries in final incident package.

Confirm process for release of information concerning incident-related injuries or deaths

Document all activity on Unit Activity Log (**ICS 214**)

ICS forms can be found at this link:
http://www.osha.gov/SLTC/etools/ics/ics_forms.html

The sample agenda below may be used by the Planning Section Chief for incident briefings. Each person should be prepared to provide information as outlined.

Agenda Item	**Responsible Party**
Briefing on situation/resource status	Planning/Ops Section Chiefs
Discuss safety issues	Safety Officer
Set/confirm incident objectives	Incident Commander
Plot control lines & Division boundaries	Operations Section Chief
Specify tactics for each Division/Group	Operations Section Chief
Specify resources for each Div/Group	Ops/Planning Chiefs
Specify facilities and reporting locations	Ops/Planning/Logistics Chiefs
Develop resource order	Logistics Section Chief
Consider communications/medical/ transportation	Logistics/Planning Section Chiefs Finance/Admin Section Chief
Provide financial update	
Discuss interagency liaison issues	Liaison Officer
Discuss information issues	Public Information Officer
Finalize/approve/implement plan	Incident Commander

5.3.10   Liaison Officer (LO)

Incident Command System (ICS)
ICS Organization Chart
Liaison Officer (LO):
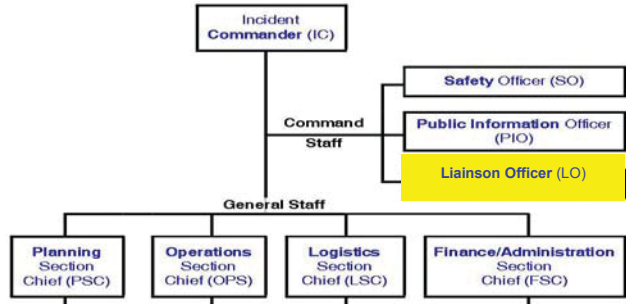
Responsibilities

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".

Specifics: Liaison Officer (LO) Checklist (link)

The major responsibilities of the LO are:
- Be the contact point for Agency Representatives.

- Maintain a list of assisting and cooperating agencies and Agency Representatives that can be given to the Incident Commander on request.

- 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 other agencies aware of incident status.

- Monitor operations to identify current or potential inter-organizational problems.

- Participate in planning meetings; provide the current status of assisting agencies' resources.

- Coordinate response resource needs for Natural Resource Damage Assessment and Restoration (NRDAR) activities with the Operations Section Chief (OPS) during oil and HAZMAT responses. Coordinate response resource needs for incident investigation activities with the OPS.

- Ensure that required agency forms, reports and documents are completed prior to demobilization.

- Debrief the Incident Commander prior to departure.

- Review Common Responsibilities.

- Maintain Unit/Activity Log (ICS Form 214).

- Order the demobilization of the incident when appropriate.

Liaison Officer Position Checklist

These are the minimum requirements for this position. Note that some tasks are one-time actions; others are ongoing or repeat during the incident.

Immediately:
Get briefed by the Incident Commander:

    Obtain summary of incident organization (**ICS Forms 201 and 203**)
    Determine organizations/agencies already involved, and whether they're assisting
    (have tactical equipment and/or personnel assigned), or cooperating (operating
    in support mode "outside" the organization)
Obtain cooperating and assisting agency information, including:

- Contact person(s)
- Phone numbers
- Cooperative agreements
- Resource type
- Number of personnel
- Condition of personnel and equipment
- Agency constraints/limitations

    Establish workspace for Liaison function and notify agency representatives of location
    Contact and brief assisting/cooperating agency reps and mutual aid cooperators

Throughout:
Keep agencies supporting the college aware of incident status

Work with PIO and IC to coordinate media releases associated with inter-governmental cooperation issues

Monitor incident operations to identify potential inter-organizational problems.
Keep IC apprised:

    Bring complaints pertaining to logistical problems, inadequate communications, and strategy to the Incident Management Team

Participate in Planning meetings (see sample agenda below), providing current resource status, limitations and capabilities of assisting agencies' resources

    Debrief IC prior to departure
    Document all activity on **ICS form 214**

ICS forms can be found at this link:
http://www.osha.gov/SLTC/etools/ics/ics_forms.html

The sample agenda below may be used by the Planning Section Chief for incident briefings. Each person should be prepared to provide information as outlined.

Agenda Item	Responsible Party
Briefing on situation/resource status	Planning/Ops Section Chiefs
Discuss safety issues	Safety Officer
Set/confirm incident objectives	Incident Commander
Plot control lines & Division boundaries	Operations Section Chief
Specify tactics for each Division/Group	Operations Section Chief
Specify resources for each Div/Group	Ops/Planning Chiefs
Specify facilities and reporting locations	Ops/Planning/Logistics Chiefs
Develop resource order	Logistics Section Chief
Consider communications/medical/ transportation	Logistics/Planning Section Chiefs
Provide financial update	Finance/Admin Section Chief
Discuss interagency liaison issues	Liaison Officer
Discuss information issues	Public Information Officer
Finalize/approve/implement plan	Incident Commander/All

5.3.11 Planning Section Chief (PSC)

Incident Command System (ICS)
ICS Organization Chart

Planning Section Chief (PSC):
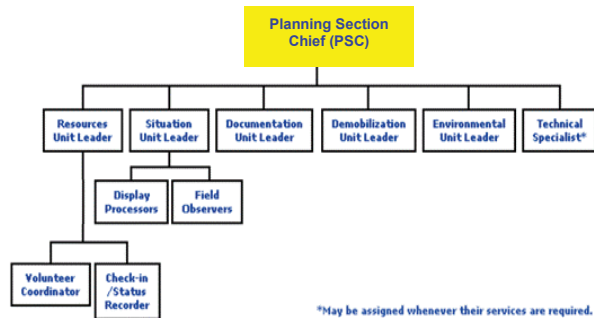
The **Planning Section Chief, its staff,** and the **Unit Leaders** **may use:**
ICS Form 213 "General Message".

The **Planning Section Chief, its staff,** and the **Unit Leaders, their staff** maintain:
ICS Form 214 "Activity Log".

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".

The Demobilization Unit typically prepares:

Specifics: Planning Section Chief (PSC) Checklist (link)

The major responsibilities of the Planning Section Chief are:
- Collect and process situation information.
- Prepare the Incident Action Plan (IAP).
- Seek input from the Incident Commander (IC) & the Operations Section Chief (OPS) for the IAP.
- Chair planning meetings and participate in other meetings as required.
- Reassign out-of-service personnel already onsite to Incident Command System (ICS) positions as appropriate.
- Establish information requirements & reporting schedules for Planning Section Units.
- Determine the need for specialized resources in support of the incident response.
- If requested, assemble and disassemble Task Forces not assigned to Operations.
- Establish special information collection activities as necessary (e.g., weather, environmental, toxins, etc.).
- Prepare alternative strategies.
- 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 (e.g.,Traffic, Medical, Communications, & Site Safety) into the IAP.
- Review Common Responsibilities.
- Maintain Unit/Activity Log (ICS Form 214).
- Order the demobilization of the incident when appropriate.

Planning Section Chief Position Checklist

These are the minimum requirements for this position. Note that some tasks are one-time actions; others are ongoing or repeat during the incident.

Immediately:

Get briefed by outgoing Planning Chief or the Incident Commander

Determine current status of situation, resources (both ICS form 201 complete and distribute).

Develop Incident Action Plan and coordinate with OPS and Logistics before release of IAP

Establish resource tracking system and method to display incident status summary (ICS form 209)

Throughout:

Advise Incident Command of any significant changes in incident status

Update incident status summary (ICS form 209) and give copies to PIO and IC

Compile and display incident status summary information (ICS form 209)

Prepare action plans and contingency plans, include resources required for each alternative

Conduct Planning meetings after meeting with IC and OPS to discuss strategy and resources

Provide periodic predictions of incident potential, weather impacts, resource needs

Ensure section has coverage and relief, and that all staff document actions on ICS form 214

Prepare demobilization plan

Document all activity using ICS form 214

ICS forms can be found at this link:
http://www.osha.gov/SLTC/etools/ics/ics_forms.html

The sample agenda below may be used by the Planning Section Chief for incident briefings. Each person should be prepared to provide information as outlined.

<u>Agenda Item</u>	<u>Responsible Party</u>
Briefing on situation/resource status	Planning/Ops Section Chiefs
Discuss safety issues	Safety Officer
Set/confirm incident objectives	Incident Commander
Plot control lines & Division boundaries	Operations Section Chief
Specify tactics for each Division/Group	Operations Section Chief
Specify resources for each Div/Group	Operations/Planning Chiefs
Specify facilities and reporting locations	Operations/Planning/Logistics Chiefs
Develop resource order	Logistics Section Chief
Consider communications/medical/	Logistics/Planning Section Chiefs
Provide financial update	Finance/Administration Section Chief
Discuss interagency liaison issues	Liaison Officer
Discuss information issues	Public Information Officer
Finalize/approve/implement plan	Incident Commander/All

5.3.12   Operations Section Chief (OPS)

Incident Command System (ICS)
ICS Organization Chart
 Operations Section Chief (OPS):
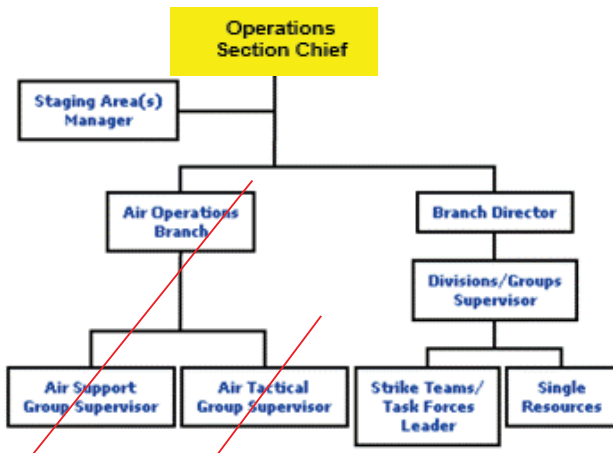
South is more likely to have firefighting, rescue and repair action teams.

Strike teams will be the Seattle Police Department.

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 Manger** and **Branch Personnel** may use:
   ICS Form 213 "General Message".

The Operations Section Chief, OPS staff, the **Staging Area Manger** and **Branch Personnel** maintain:
   ICS Form 214 "Activity Log".

The Operations Section Chief typically prepares:
   ICS Form 215 "Operational Planning Worksheet"

Specifics: Operations Section Chief (OPS) Checklist (link)

The OPS activates and supervises response teams who execute the Incident Action Plan (IAP). The OPS also directs 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). The major responsibilities of the Operations Section Chief are:

- Develop operations portion of IAP.
- Brief and assign Operations Section personnel in accordance with the IAP.
- Supervise Operations Section.
- 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 IC.
- Respond to resource requests in support of Natural Resource Damage Assessment (NRDAR) activities.
- Review Common Responsibilities.
- Maintain Unit/Activity Log (ICS Form 214).

Operations Section Chief Position Checklist

These are the minimum requirements for this position. Note that some tasks are one-time actions; others are ongoing or repeat during the incident.

Immediately:
Get briefed by the Incident Commander:
      Determine incident objectives and recommended strategies
      Determine status of current assignments
      Identify location of resources
      Confirm resource ordering process
      Determine location of current Staging Areas and resources assigned there
Develop and manage operations to meet incident objectives

Working with SO, assess life safety:

      Adjust perimeters, as necessary, to ensure scene security
      Evaluate and enforce use of protective equipment and safety precautions

Evaluate situation and provide update to Planning Section:
      Location, status, and assignment of resources
      Effectiveness of strategy
      Desired contingency plans
Determine need and request additional resources, and keep resources unit up to date

Establish operational period and mobilize Staging Areas

Throughout:
Organize Ops Section to ensure efficiency, personnel safety and good span of control.

Attend Ops Briefing and assign Ops personnel per Incident Action Plan (IAP):
      Brief Staging Area Manager on types and number of resources to keep in Staging.
      Brief personnel on assignments, ordering process, protective equipment.
 Write formal Operations part of IAP with Planning Section Chief, if directed by IC

      Identify assignments by Division or Group
      Identify resources needed to accomplish assignments

Ensure coordination of the Ops Section with other Command and General Staff
      Ensure Operations Section time-keeping, activity logs, and equipment use
        documents are maintained and passed to Planning, Logistics, and Finance
      Ensure resource ordering and logistical support needs are passed to Logistics
        in a timely fashion – enforce ordering process
      Notify Logistics of communications problems
      Keep Planning up-to-date on resource and situation status
      Notify Liaison Officer of issues with cooperating and assisting agency resources
      Keep Safety Officer involved in decision-making

Keep Incident Commander apprised of status of operational efforts

Coordinate media field visits with PIO

Meet with Planning Section Chief, Safety Officer, and Incident Commander prior to Planning Meeting, to review strategy, and outline organization assignments.

Attend Planning Meetings (see sample agenda below)

Hold Section meetings, as necessary, to ensure communication and coordination among Operations Branches, Divisions, and Groups

ICS forms can be found at this link:
http://www.osha.gov/SLTC/etools/ics/ics_forms.html

The sample agenda below may be used by the Planning Section Chief for incident briefings. Each person should be prepared to provide information as outlined. While agendas will change during the incident, this sample is provided so you are prepared.

Agenda Item	Responsible Party
Briefing on situation/resource status	Planning/Ops Section Chiefs
Discuss safety issues	Safety Officer
Set/confirm incident objectives	Incident Commander
Plot control lines & Division boundaries	Operations Section Chief
Specify tactics for each Division/Group	Operations Section Chief
Specify resources for each Div/Group	Ops/Planning Chiefs
Specify facilities and reporting locations	Ops/Planning/Logistics Chiefs
Develop resource order	Logistics Section Chief
Consider communications/medical/ transportation	Logistics/Planning Section Chiefs
Provide financial update	Finance/Admin Section Chief
Discuss interagency liaison issues	Liaison Officer
Discuss information issues	Public Information Officer

5.3.13   Logistics Section Chief (LSC)

Incident Command System (ICS)
ICS Organization Chart

Logistics Section Chief (LSC):
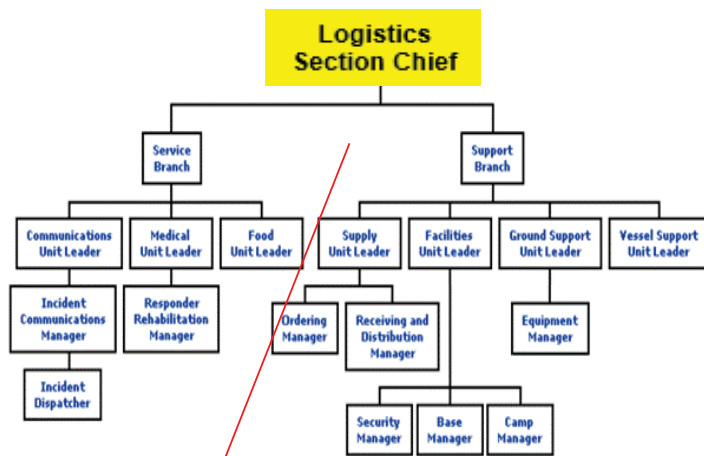
Most likely not applicable to South.

Responsibilities

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

The **Communications 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".

Specifics: Logistics Section Chief (LSC) Checklist (link)

The major responsibilities of the Logistics Section Chief are:
- Plan the organization of the Logistics Section.
- Assign work locations and work tasks to Section personnel.
- Track the Logistics Section personnel activated including names and locations of assigned personnel.
- Assemble and brief Branch Directors and Unit Leaders.
- Participates in the preparation of the Incident Action Plan (IAP).
- Identify service and support requirements for planned and expected operations.
- Prepare service and support elements of the IAP.
- Provide input to and review the Communications Plan, Medical Plan and Traffic Plan.
- Coordinate and process requests for additional resources.
- Review the IAP and estimate Section needs for the next operational period.
- Advise on current service and support capabilities.
- Receive Incident Demobilization Plan from Planning Section.
- Recommend release of Unit resources in conformity with Incident Demobilization Plan.
- Ensure the welfare and safety of Logistics Section personnel.
- Review Common Responsibilities.
- Maintain Unit/Activity Log (ICS Form 214).

Logistics Section Chief Position Checklist

These are the minimum requirements for this position. Note that some tasks are one-time actions; others are ongoing or repeat during the incident.

Immediately:

Get briefed by the Incident Commander:

      Review situation and resources for personnel assigned to incident

      Review current organization

      Determine which facilities have been/should be activated, and physically activate

Work with Operations to provide facilities, services and materials to support Incident response.

Organize and staff Logistics Section, and consider the need for facility Security, and Communication and Supply Units.

Ensure general welfare and safety of Section personnel

Assemble, brief, and assign work locations and work tasks to Section personnel:

      Provide summary of the situation and the kind and extent of Logistics support the Section may be asked to provide

Throughout:

Assess adequacy of current Incident Communications Plan (**ICS form 205**)

Notify Resources Unit of other Units activated, including names and location of assigned personnel

Participate in Planning meetings (see sample agenda below)

Participate in preparation of Incident Action Plan (IAP):

      Provide input on resource availability, needs, identified shortages, and response time-lines for key resources

      Identify future operational needs (both current and contingency), to anticipate logistical requirements

      Ensure Incident Communications Plan (**ICS 205**) is prepared

      Ensure Medical Plan (**ICS 206**) is prepared

      Assist in the preparation of Transportation Plan

Review IAP and estimate section needs for next operational period; order relief personnel as necessary.

      Research availability of additional resources

      Hold Section meetings, to ensure communication and coordination among Logistic Branches and Units

      Provide briefing to relieving LO on current activities and unusual situations

      Ensure all Logistics functions are documented on Unit Loc (**ICS form 214**)

      Submit all Section documentation to Documentation Unit

ICS forms can be found at this link:
http://www.osha.gov/SLTC/etools/ics/ics_forms.html

The sample agenda below may be used by the Planning Section Chief for incident briefings. Each person should be prepared to provide information as outlined.

Agenda Item	Responsible Party
Briefing on situation/resource status	Planning/Ops Section Chiefs
Discuss safety issues	Safety Officer
Set/confirm incident objectives	Incident Commander
Plot control lines & Division boundaries	Operations Section Chief
Specify tactics for each Division/Group	Operations Section Chief
Specify resources for each Div/Group	Ops/Planning Chiefs
Specify facilities and reporting locations	Ops/Planning/Logistics Chiefs
Develop resource order	Logistics Section Chief
Consider communications/medical/ transportation	Logistics/Planning Section Chiefs
Provide financial update	Finance/Admin Section Chief
Discuss interagency liaison issues	Liaison Officer
Discuss information issues	Public Information Officer
Finalize/approve/implement plan	Incident Commander/All

5.3.13   Logistics Section Chief (LSC)

Incident Command System (ICS)
ICS Organization Chart

Finance/Administration Section Chief (FSC)
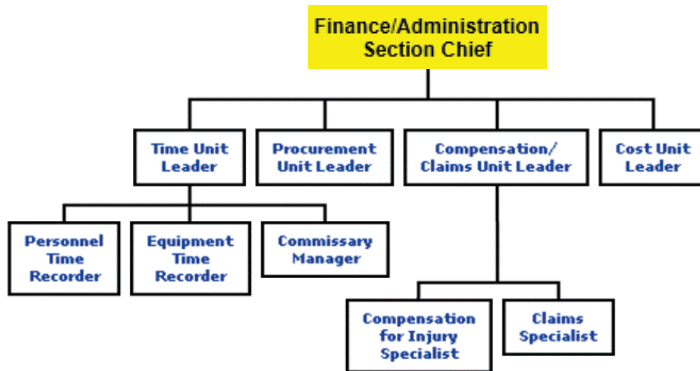
Responsibilities

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

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".

Specifics: Finance/Administration Section Chief (FSC) Checklist (link)

The major responsibilities of the Finance/Administration Section Chief are:

- Plan the organization of the Logistics Section.
- Provide financial and cost analysis information as requested.
- Develop an operating plan for the Finance/Administration Section; fill supply and support needs.
- Gather pertinent information from briefings with responsible agencies.
- Determine the need to set up and operate an incident commissary.
- Attend planning meetings.
- Meet with Assisting and Cooperating Agency Representatives, as needed.
- Maintain daily contact with agency(s) administrative headquarters on Finance/Administration matters.
- Ensure that all personnel time records are accurately completed and transmitted to home agencies per policy.
- Provide financial input to demobilization planning.
- Ensure that all obligation documents initiated at the incident are properly prepared and completed.
- Brief administrative personnel on all incident-related financial issues needing attention prior to leaving incident.
- Review Common Responsibilities.
- Maintain Unit/Activity Log (ICS Form 214).

Finance/Administration Section Chief Position Checklist

These are the minimum requirements for this position. Note that some tasks are
 one-time actions; others are ongoing or repeat during the incident.

Throughout:

Get briefed by the Incident Commander:

Explore possibility of cost sharing
       Initiate, maintain, and ensure completeness of documentation to support claims
         for emergency funds, including labor, equipment, materials, and services:
       Labor – with work locations, hours and rates for all personnel and volunteers
       Equipment – with work locations, hours and rates for owned and rented vehicles
         and equipment
       Materials and supplies purchased and/or rented, including communications,
         office and warehouse space, and expendable supplies
  Ensure all Sections and the Supply Unit are aware of charge code

 Attend Planning Meeting (see sample Planning Meeting Agenda on previous page):
   Provide financial and cost-analysis input
   Provide financial summary on labor, materials, and services
   Prepare forecasts on costs to complete operations
   Obtain information on status of incident; planned operations; changes in objectives,
    use of personnel, equipment; and local agency/political concerns

Gather continuing information:
  Equipment time – Ground Support Unit Leader and Operations Section
  Personnel time – Crew Leaders, Unit Leaders, and Individual personnel
  Accident/Injury reports – Safety Officer, Operations Section
  Potential and existing claims – Operations Section, Safety Officer, equipment
   contractors, agency representative, and Compensation/Claims Unit Leader
  Arrival and demobilization of personnel and equipment – Planning Section
  Daily incident status – Planning Section
  Status of supplies – Supply Unit Leader and Procurement Unit Leader
  Guidelines of responsible agency – Incident Business Advisor, local admin
  Use agreements – Procurement Unit Leader and local administrative personnel
  What has been ordered? - Supply Unit Leader
  Unassigned resources – Resource Unit Leader and Cost Unit Leader
  Meet with assisting agencies, to define cost-share agreements or financial obligation
  Coordinate with all cooperating agencies; especially host agency admin personnel
  Initiate, maintain, and ensure completeness of documentation needed to support
   claims for injury and property damage. (keep Injury info on all personnel).
  Ensure that personnel time records reflect incident activity and that records for
   non-agency personnel are transmitted to their home agency or department.

Notify incident management personnel about emergency timekeeping process.
    Distribute time-keeping forms to all and ensure forms are completed correctly
Ensure that all obligation documents initiated are properly prepared and completed
Assist Logistics in resource procurement:
Identify vendors needing open purchase orders or contracts
Negotiate ad hoc contracts
Coordinate Finance/Administration demobilization
Provide briefing to relief on current activities and unusual events
Ensure all Logistics Units are documenting actions on Unit Loc (**ICS form 214**)
Submit all Section documentation to Documentation Unit

ICS forms can be found at this link:
http://www.osha.gov/SLTC/etools/ics/ics_forms.html

The sample agenda on the next page may be used by the Planning Section Chief for incident briefings. Each person should be prepared to provide information as outlined.

Agenda Item	**Responsible Party**
Briefing on situation/resource status	Planning/Ops Section Chiefs
Discuss safety issues	Safety Officer
Set/confirm incident objectives	Incident Commander
Plot control lines & Division boundaries	Operations Section Chief
Specify tactics for each Division/Group	Operations Section Chief
Specify resources for each Div/Group	Operations/Planning Chiefs
Specify facilities and reporting locations	Operations/Planning/Logistics Chiefs
Develop resource order	Logistics Section Chief
Consider communications/medical/ transportation	Logistics/Planning Section Chiefs
Provide financial update	Finance/Administration Section Chief
Discuss interagency liaison issues	Liaison Officer
Discuss information issues	Public Information Officer
Finalize/approve/implement plan	Incident Commander/All

5.3.15 Responsibilities of Other Individuals / Volunteer Opportunities

Anyone not assigned a role may report to the Emergency Operation Center (EOC) and volunteer to help.

Volunteers are managed / assigned by the Logistics Section Chief or the Incident Commander.

Roles for volunteers may include:
- Messengers
- Triage/ first aid
- Traffic direction/ control: should have training and/or experience

Links – Incident Command System (ICS)

ICS Checklists

Checklist		
Air Operations Branch Director	PDF	Word
Communication Unit Leader	PDF	Word
Compensation/Claims Unit Leader	PDF	Word
Cost Unit Leader	PDF	Word
Demobilization Unit Leader	PDF	Word
Division/Group Supervisor	PDF	Word
Documentation Unit Leader	PDF	Word
Facilities Unit Leader	PDF	Word
Finance/Administration Section	PDF	Word
Food Unit	PDF	Word
Ground Support Unit Leader	PDF	Word
Incident Commander	PDF	Word
Liaison Officer	PDF	Word
Logistics Section Chief	PDF	Word
Medical Unit Leader	PDF	Word
Operations Branch Director	PDF	Word
Operations Section Chief	PDF	Word
Planning Section Chief	PDF	Word
Procurement Unit Leader	PDF	Word
Public Information Officer	PDF	Word
Resources Unit Leader	PDF	Word
Safety Officer	PDF	Word
Service Branch Director	PDF	Word
Situation Unit Leader	PDF	Word
Staging Area Manager	PDF	Word
Strike Team/Task Force Leader	PDF	Word
Supply Unit Leader	PDF	Word
Support Branch Director	PDF	Word
Technical Specialists	PDF	Word
Time Unit Leader	PDF	Word

Online FEMA Certifications
IS-700.a Intro to NIMS
IS-100.HE Intro to ICS for Higher Ed

ICS Forms

Form 201	Incident Briefing
Form 202	Incident Objectives
Form 203	Organization Assignment List
Form 204	Assignment List
Form 205	Incident Radio Communication Plan
Form 205A	Communications List
Form 206	Medical Plan
Form 207	Incident Organization Chart
Form 208	Safety Message/Plan
Form 209	Incident Status Summary
Form 210	Resource Status Change
Form 211	Incident Check-In List
Form 213	General Message
Form 214	Activity Log
Form 215	Operational Planning Worksheet
Form 215A	Incident Action Plan Safety Analysis
Form 218	Support Vehicle/Equipment Inventory
Form 219s	Resource Status "T" Cards
Form 220	Air Operations Summary
Form 221	Demobilization Check Out
Form 225	Incident Personnel Performance Rating

ICS Responsibilities (OSHA links no longer valid)

Common Responsibilities

Finance Section Chief

Incident Commander

Liaison Officer

Logistics Section Chief

Operations Section Chief

Planning Section Chief

Public Information Officer

Safety Officer

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PRIORITIES – DISRUPTION ASSESSMENT AND RECOVERY

5.4 Priority #1 - Health and Safety

5.4.1 Medical Aid

Triage center resources:

- Nursing students – summon to Emergency Operation Center (EOC) by paging over alert system.
- Building monitors – contact by walkie-talkie through Safety Officer.
- Trained Volunteers – summon to EOC by paging over alert system.
- Seattle Fire Department (9+) 911 or (206) 386-1400.
- Seattle Police Department (9+) 911 or (206) 625-5011.
- American Red Cross (206) 323-2345.

5.4.2 Fire Suppression

Resources:

- Seattle Fire Department (9+) 911 or (206) 386-1400.
- Seattle Police Department (9+) 911 or (206) 625-5011.
- Trained Volunteers – summon to Emergency Operation Center (EOC) by paging over alert system.

5.4.3 Search & Rescue

Appoint search/rescue teams; obtain vehicles and equipment.

Resources:

- Seattle Fire Department (9+)911 or (206) 386-1400
- Seattle Police Department (9+)911 or (206) 625-5011
- Trained Volunteers – summon to Emergency Operation Center (EOC)
- Campus Operations Section Chief
  - (206) 934- 5442 **Central / Siegal**
  - (206) 934-3636 **North**
  - (206) 934-6427 **South**
  - (206) 934- 4933 **SVI**

5.4.4 Utilities Survey

Evaluate condition of utilities and shut off or restore gas, electricity, steam, water, and sewer; also evaluate roadways and walkways. *Resources:*

- Campus Services

  (206) 934-4335 **Central / Siegal**

  (206) 934-3633 or (206) 934-7651 or (206) 934-4596 **North**

  (206) 934-6427 or (206) 934-6426 or (206) 934-5385 **South**

  (206) 934- 4335 **SVI**

- Seattle City Light (206) 684-3000

- Puget Sound Energy 1- (888)-321-7779

- City of Seattle Office of Emergency Management (206) 684-0437

- Rapid Responder Mapping System

5.4.5 Communications Survey

Evaluate condition of Information Technology (IT) systems to determine the need to shut down or restore.

  Resources:

- IT Staff

  (206) 934- 4344 **Central / Siegal**

  (206) 934-3630 or (206) 934-3930 or (206) 934-7803 **North**

  (206) 934-5843 **South**

  (206) 934-4344 **SVI**

- Campus Operations

  (206) 934- 4335 **Central / Siegal**

  (206) 934-3633 or (206) 934-7651 or (206) 934-4596 **North**

  (206) 934-6427 or (206) 934-6426 or (206) 934-5385 **South**

  (206) 934-4335 **SVI**

5.4.6   Emergency Response Team (ERT) Communications

Supply the Emergency Operations Center (EOC) and Emergency Response Team (ERT) with technology and equipment to run Incident Command.

- Telephones
- Laptop and desktop computers
- Cellular phones and chargers
- Pagers and batteries
- Handheld radios and chargers
- Digital cameras
- Bullhorns
- Projectors
- Chalkboards / whiteboards

5.4.7   Incident Management - Incident Commander and Planning Section Chief

Evaluate resources using available information to form a comprehensive action plan to return South to full operational status.

5.5 Priority #2 – Shelter and Building Recovery

5.5.1 Facility Survey

Evaluate buildings for occupancy. Identify and seal off areas if needed.

Resources:

- Campus Services

(206) 934-4335 **Central / Siegal**

(206) 934-3633 or (206) 934-7651 or (206) 934-4596 **North**

(206) 934-6427 or (206) 934-6426 or (206) 934-5385 - **South**

(206) 934-4335 **SVI**

- Seattle Fire Department (9+)911 or (206) 386-1400
- Seattle Police Department (9+)911 or (206) 625-5011

5.5.2 Shelter

Identify usable buildings.

Resources:

- Campus Services

(206) 934-4335 **Central / Siegal**

(206) 934-3633 or (206) 934-7651 or (206) 934-4596 **North**

(206) 934-6427 or (206) 934-6426 or (206) 934-5385 - **South**

(206) 934-4335 **SVI**

- Campus Student Services
- American Red Cross (206) 323-2345
- Campus Emergency Response Team – Emergency Operation Center (EOC)

5.5.3 Food and Drinking Water

Inventory and ration supplies as needed.

Resources:

- Campus Food Service
- Campus Cafeteria
- Campus Bookstore
- American Red Cross (206) 323-2345

5.5.4   Sewer System

Inspect and repair system or develop other alternatives.

Resources:

- Campus Services

(206) 934-4335 **Central / Siegal**

(206) 934-3633 or (206) 934-7651 or (206) 934-4596 **North**

(206) 934-6427 or (206) 934-6426 or (206) 934-5385 - **South**

(206) 934-4335 **SVI**

- City of Seattle Office of Emergency Management (OEM) (206) 684-0437

5.5.5   Campus Communications System

Quickly establish a communication system for the College community.

Resources:

- Telephones
- Laptop and desktop computers, email
- Cellular phones and text messaging, Twitter, Facebook
- Phone paging system
- Handheld radios and charges
- Digital cameras
- Bullhorns
- Projectors
- Voicemail
- Chalkboards
- White boards
- Posters / signs
- Talk-a-phone outdoor speakers
- Word of mouth
- Red Cross "safe and well" message board: for survivors to register that they are safe and for their family to check to learn they are ok.

http://www.redcross.org/find-help/contact-family/register-safe-listing

5.5.6   Constituent Relations

Establish communication with neighbors and the media.

Resources:

- Media (Twitter, Facebook, West Seattle Blog)
- Printed material
- Reader board signs at entrances
- Webpage

5.5.7   Criminal Activity Investigation

Resources:

- Seattle Police Department 911 or (206) 625-5011

5.5.8   Psychological Assistance

Establish a system or team to handle crisis intervention.

Resources:

- South's Counselors (206) 934-5135

  or walk student over to the counseling information desk in RSB.

- Counselors from North and Central, if available.

- King County provides Crisis and Commitment Services free of charge, 24 hours a day, and 7 days a week. Consultation with the King County Crisis and Commitment Services is accessible through the King County Crisis Line at (206) 461-3222.

5.6 Priority #3 – Protection/Recovery of Valuables and Records

5.6.1 Valuable Materials Survey

Identify, survey, and secure valuable campus materials.

Resources:
- Library staff
- Campus Security Staff
- Information Technology staff (electronic archives)
- College Archives
- Performance Arts Staff

5.6.2 Records Survey

Identify and secure all College records.

Resources:
- Business office staff
- Human Resources staff
- Information Technology staff (electronic archives)
- Financial Aid
- College Archives

5.6.3 Academic Survey

Survey college departments to determine requirements to begin operations.

Resources:
- Deans
- Faculty
- Staff

5.7 Priority #4 – Business Continuity

Determine a comprehensive action plan to return College/District to full operational status.

5.7.1 Return to Normal Operating Procedures

Identify areas requiring repair including electronic infrastructure and physical space.

Resources:
- Emergency Response Team
- Trustees

APPENDICIES

APPENDIX A – PANDEMIC PLAN
Seattle Colleges Influenza Pandemic Response Plan

The Seattle Colleges' response to a flu pandemic emergency shall be managed using the National Incident Management System (NIMS) to include use of the Incident Command System (ICS).

Level 1: Centers for Disease Control (CDC) Confirmed cases of sustained human-to-human transmission of Pandemic Flu on the West Coast

1. Districtwide Pandemic Team meets to establish protocols for monitoring all aspects of the pandemic.

2. Disseminate information to students, staff and faculty regarding respiratory etiquette and family preparedness.

3. Chancellor briefs the Presidents on the status of the pandemic.

4. Campus Presidents notify their Cabinets/leadership teams of current status of pandemic and request that they review planning and preparations for their constituent areas of responsibility.

5. Disseminate and follow King County Public Health guidelines regarding communicating procedures for employees and students, who have been exposed to pandemic influenza, are suspected to be ill, or become ill at the worksite/school (infection control response, immediate mandatory sick leave).

   a. STUDENTS: Faculty will refer students who exhibit symptoms consistent with the King County Public Health's warnings regarding the illness, and are unwilling to go home, to Student Services personnel. Students will be sent home and will be permitted to return consistent with King County Health Department guidelines.

   b. EMPLOYEES: Staff exhibiting symptoms consistent with the King County Public Health's warnings regarding the illness, will be sent home. Employees will be permitted to return consistent with King County Health Department guidelines.

6. Disseminate and follow King County Public Health and CDC for guidelines on restricting travel and provide guidance to employees returning from an affected area.

7. Activate emergency web link for pandemic flu

8. Administrators review and update their lists of essential personnel and review essential operations in the event of a possible suspension.

9. The District Chief Human Resources Officer (CHRO) will assist administrators to develop telecommuting work options for as many staff as possible.

10. CFO reminds campuses of tracking system for pandemic flu related expenses.

11. CHRO will remind employees of pandemic flu sick leave procedures.

12. Chief Financial Officer (CFO) will identify emergency funding requirements and review the potential overall financial impact of a pandemic flu on Seattle Colleges.

Level 2: King County Public Health Confirmed cases of pandemic flu within Washington State.
(Activities in addition to Level 1)

1. Seattle Colleges campus Emergency Operations Centers (EOCs) are activated.

2. The District will comply with a Governor's Executive Order to suspend operations, which may be issued at Level 2 or Level 3

3. Chancellor's Executive Cabinet considers restricting movement on and off Seattle Colleges campuses and centers for activities and athletics events. *(moved from level 1)*

4. In the event of suspension, notification and updates will be communicated to students, staff, faculty, and the public through all available means, including the Seattle Colleges' website: www.seattlecolleges.edu, the Public Schools Emergency Communications System (PSECS) website: www.schoolreport.org, and all major media.

5. Administrators report to campus EOC the ongoing status of essential personnel.

Level 3: King County Public Health Confirmed case(s) of pandemic flu (Activities in addition to Levels 1 & 2)

1. Campus EOCs will be scheduled for ongoing operations. Identify additional staff if key members of campus EOC become ill.

2. CHRO will implement an employee hotline and/or website to deal with employee questions/referrals regarding absence, leave, pay, etc.

Plan revised:
  April 2009
  July 2009
  September 2009
  October 2014

SCD Influenza Pandemic Recovery Plan

1. In consultation with the King County Department of Health, and with the campus EOCs, the Chancellor's Executive Cabinet will determine when SCD campuses will resume normal operations.

2. The public and campus communities will be notified through all available means.

3. CHRO will provide communications for employees regarding the Employee Assistance Program (EAP).

4. Campus Directors of Facilities will ensure that building systems are in operating order and that all buildings are clean and ready to occupy.

5. Chancellor's Executive Cabinet will review suspension's impact on students and implement a plan for academic recovery as appropriate.

6. CFO will determine economic impact to SCD as a result of the pandemic.

APPENDIX B: TUBERCULOSIS PLAN

Information about TB

- TB is an infectious disease, usually of the lungs, caused by the Mycobacterium tuberculosis bacterium. It is usually curable by antibiotics, but the process takes months. However, after beginning medication, TB patients soon become non-contagious.

- TB tests are done by personal physicians.

- Physicians are required to report suspected cases of active TB to the county health department within 24 hours. Those health departments will trace potential exposures, and if the potential exposures include the college community, they will contact us and advise us how we need to proceed.

- Symptoms include:
  Cough with thick, cloudy and sometimes bloody mucus
  Fever, chills, and night sweats.
  Fatigue and weakness.
  Loss of appetite and unexplained weight loss.
  Shortness of breath and chest pain.

- To report suspected TB, call the Tuberculosis Control Program, at
  206-744-4579. Select Option 4

- TB is spread when someone with active TB infection coughs, speaks, sings etc. It is airborne only and harder to catch than a common cold. TB is not spread by:

  shaking someone's hand
  sharing food or drink
  touching bed linens or toilet seats
  sharing toothbrushes
  kissing

- People may have the TB germ in their bodies (so they are TB positive), yet not be sick or contagious. The TB is inactive (latent). A TB skin test can reveal this inactive TB infection. Inactive TB infection is NOT contagious. Active TB symptoms and a follow up x-ray is needed to confirm active TB.

More information about TB: CDC Division of Tuberculosis Elimination   www.cdc.gov/tb

APPENDIX C: Printed copies of ICS Forms
for Incident Command Binders

http://training.fema.gov/EMIWeb/IS/ICSResource/index.htm

Form 201	Incident Briefing
Form 202	Incident Objectives
Form 203	Organization Assignment List
Form 204	Assignment List
Form 205	Incident Radio Communication Plan
Form 205A	Communications List
Form 206	Medical Plan
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Form 208	Safety Message/Plan
Form 209	Incident Status Summary
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Form 211	Incident Check-In List
Form 213	General Message
Form 214	Activity Log
Form 215	Operational Planning Worksheet
Form 215A	Incident Action Plan Safety Analysis
Form 218	Support Vehicle/Equipment Inventory
Form 219s	Resource Status "T" Cards
Form 220	Air Operations Summary
Form 221	Demobilization Check Out
Form 225	Incident Personnel Performance Rating

Keep <u>your</u> notes *<u>HERE</u>*
for quick, easy access

Make copies of:

❑ **Common Responsibilities**

❑ **YOUR Position's Responsibilities**

❑ **YOUR Checklist(s)**
  [multiple checklists if you have other positions]

❑ **YOUR ICS Forms for your position**

Add:

❑ **Blank paper**