
Emergency Action Plan

South Seattle Community College

6000 16th Ave SW
Seattle, WA 98106

June 2010

OPERATING DRAFT – OPERATING DRAFT – OPERATING DRAFT



South Seattle Community College
in West Seattle

South

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Document Control, Review and Updates

Critical Procedure

South's NIMS Safety Officer ensures the most current version of the emergency plan is available. The plan will be reviewed annually and redistributed as needed. Persons with listed titles will receive updates, as well as individuals with a NIMS role (see chart).

President

Vice President for Instruction

Vice President for Student Services

Vice President for Administrative Services

Human Resources Director

Security Director

Communications Director

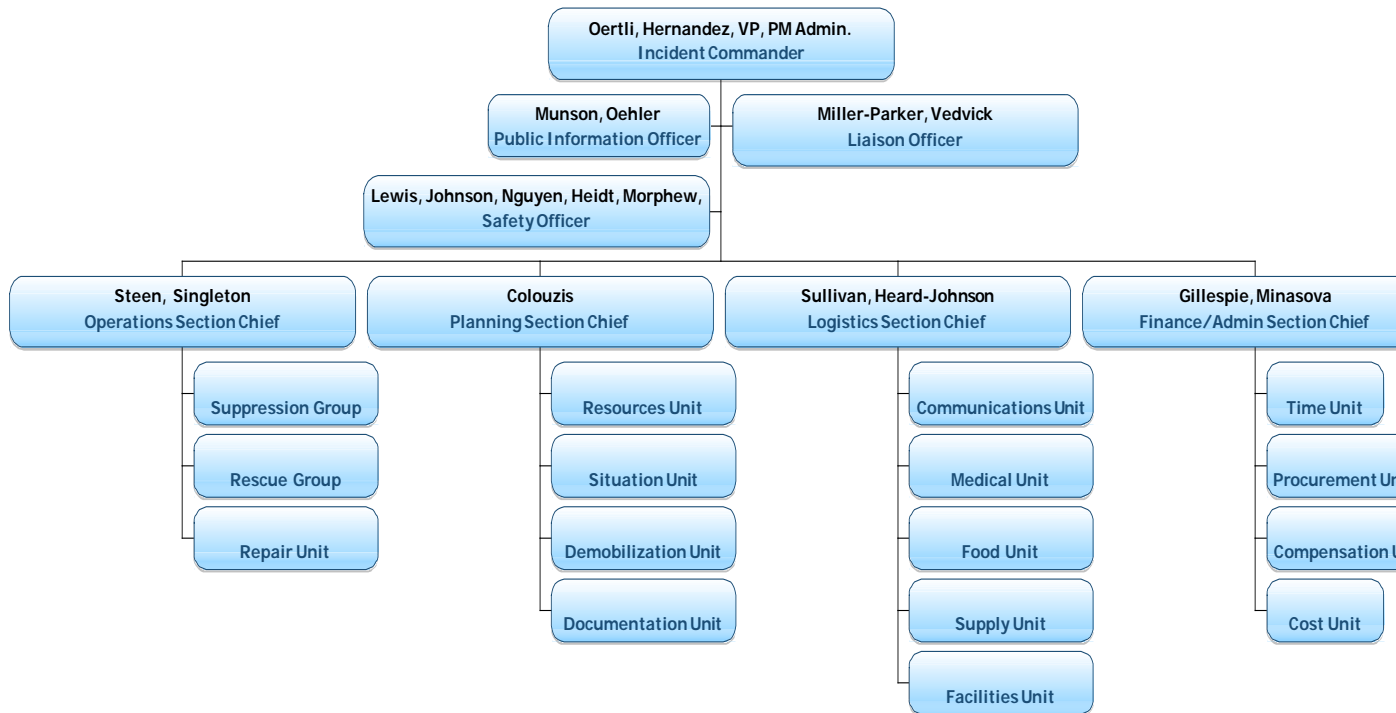
Information Technology Services Director

Facilities and Capital Projects Director

Environmental Health & Safety Specialist

Seattle Fire Department

Seattle Police Department



Review and Approval

This South Seattle Community College Emergency Action Plan is hereby approved and is effective as of this date.

Dr. Gary Oertli
President

Date

Section One

Introduction

This Emergency Action Plan provides South's faculty, staff, and students with a management system to respond to major disturbances affecting the campus. All personnel assigned to carry out specific responsibilities are expected to know South's policies and procedures. The Emergency Action Plan was created to meet the Washington Industrial Safety and Health Act RCW 49.17 and WAC 296.

Response to any major disturbance will be conducted within the framework of this plan. Knowing what to do in the event of an emergency is critical. Planning and **being prepared is a shared responsibility**. South Seattle Community College operates an Incident Command System (ICS) in major emergencies.

During an emergency, the Incident Commander must approve exceptions or changes to these procedures.

Section Two

Purpose

The Emergency Action Plan coordinates college and community resources to protect life and property during and after major disturbances. It is activated when a situation affecting the college cannot be controlled using daily operating procedures.

No emergency is the same; therefore, no plan can dictate how an emergency should be handled. South Seattle Community College will do everything within its power and resources to prevent the loss of life and damage to property.

Section Three

Emergency Action Plan

3.1 Incident Command and Emergency Response Team

3.1.1 Incident Command System

The South Seattle Community College Emergency Action Plan follows the Incident Command System (ICS) mandated by the National Incident Management System (NIMS). The ICS is an all-risk system designed for use during medical emergencies, natural disasters, social emergencies, etc.

The primary objective of the Incident Command System is to gain control of a situation by managing resources. The ICS expands in a modular fashion based on the complexity of the incident. The Incident Commander manages all functions until span-of-control restrictions require delegation. Functions are delegated to command and operational staff, who manage the "hands-on" details of the incident. South's Emergency Response Team (ERT) is staffed by personnel trained in ICS.

3.1.2 Incident Commander (IC)

The first person on the scene is the Incident Commander (IC) until he or she is relieved of that role by an ERT member or emergency personnel.

The Incident Commander is the "decision maker" for all issues during the declared emergency. The IC will use these guidance procedures, available resources, and his or her best judgment to protect the health, welfare, and safety of the college community.

3.1.3 Incident Command Center (ICC)

The Incident Command Center is where South's Emergency Response Team (ERT) coordinates the emergency response. It operates until the Incident Commander downgrades the emergency. Typically, the Incident Command Center is staffed by at least one person from each of the ERT areas.

3.2 Incident Command Center Location

3.2.1 Primary Location

The *primary location* for the Incident Command Center is South's President's Board Room located in the Robert Smith Building room 030.

3.2.2 Secondary Location

If the primary location is part of the emergency or is unsafe, the *secondary location* will be the Jerry Brockey Center conference room 140.

3.2.3 Third Location

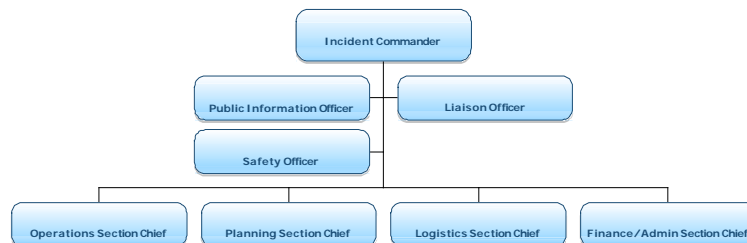
If no safe areas are available in existing buildings, the third location will be in the Emergency Prep trailer parked on the back concourse behind Rainer Hall.

3.3 Structure of the Emergency Response Team (ERT)

Overview organizational chart is in Appendix A.

3.3.1 Incident Commander: Gary Oertli (Hernandez)

ICS Organization Chart



Responsibilities

The **Incident Commander** is responsible for directing and/or controlling resources by virtue of explicit legal, agency, or delegated authority.

Specifics:

- Develop incident objectives and manage all operations.
- Set priorities and define the ICS organization.
- Assign deputies and incident chiefs.
- Assess the situation and/or obtain a briefing from the prior IC, incident commander.
- Brief Command Staff and Section Chiefs.
- Establish priorities for response.
- Approve the use of volunteers.
- Authorize release of information to the news media
- Call reporting meetings of command staff and section chiefs.
- Approve the implementation of the written or oral Incident Action Plan (IAP).
- Coordinate activity for all Command and General Staff.
- Approve requests for additional resources.
- Keep college president / Chancellor informed of status.
- Ensure incident Status Summary (ICS Form 209, 8 KB [PDF](#)) is completed.
- Order the demobilization of the incident when appropriate.
- Contact civil authorities

Emergency Call List (After Hours): see Appendix D

1. Campus Duty Administrator
2. President
3. Vice President for Administrative Services
4. Vice President for Instruction
5. Vice President for Student Services
6. Human Resources Director

3.3.3 Information Officer: Mike Munson (Oehler)

ICS Organization Chart

Reports to IC, no staff.

Responsibilities

The **Information Officer** is responsible for developing and releasing information about the incident to the news media, to incident personnel, and to other appropriate agencies and organizations. Coordinates with other agencies and organizations PIO staff.

Develops system for internal/external communications.

Only one IO will be assigned for each incident.

Specifics:

- Obtain permission from Incident Commander for information release.
- Obtain permission from IC to activate campus communication network
- Develop material for use in media briefings.
- Inform media and conduct media briefings.
- Arrange for tours and other interviews or briefings that may be required.
- Obtain media information that may be useful to incident planning via radio/ TV or HAM radio.
- Maintain current information summaries and/or displays on the incident and provide information on the status of the incident to assigned personnel.
- Maintain Unit/Activity Log (ICS Form 214, 5 KB [PDF](#)).

3.3.4 Safety Officer: James Lewis (Johnson, Nguyen, Heidt, Morpew)

ICS Organization Chart

Reports to IC, building monitors report to the NIMS safety officer.

Responsibilities

The **Safety Officer** is responsible for developing and recommending measures for personnel safety, and to monitor and/or anticipate hazardous and unsafe situations. Only one SO will be assigned for each incident.

Specifics:

- Prepare a site-specific Incident Action Plan Safety Analysis (ICS Form 215a, 60 KB [PDF](#)) as required.
- Identify and correct occupational safety and health hazards.
- Monitor workers for exposure to safety or health hazards.
- Provide training and safety and health information.
- Perform assessment of engineering controls and Personal Protective Equipment.
- Give instructions to the building monitors
- Document both safe and unsafe acts, corrective actions taken on the scene, accidents or injuries, and ways to improve safety in future incidents.
- Report to Incident Commander.
- Review the Incident Action Plan (IAP) for safety implications.
- Exercise emergency authority to stop and prevent unsafe acts.
- Investigate accidents that have occurred within the incident area.
- Assign assistants, as needed.
- Maintain Unit/Activity Log (ICS Form 214, 5 KB [PDF](#)).

3.3.5 Liaison Officer: Kathy Vedvick (Miller-Parker)

ICS Organization Chart

Reports to IC, no staff.

Responsibilities

The **Liaison Officer** - Incidents that are multi-jurisdictional, or have several agencies involved, may require the establishment of the LO position on the Command Staff.

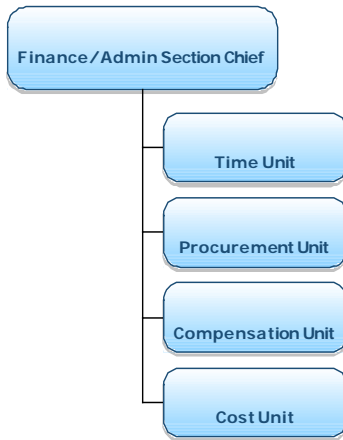
Only one LO will be assigned for each incident, including incidents operating under UC (UNIFIED COMMAND) and multi-jurisdiction incidents. The LO may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions.

Specifics

- Be a 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 which staff and other agencies' representatives are on site daily (such as with check-in sheets) to ensure that all Agency Representatives are identified.
- Assist in establishing and coordinating interagency contacts.
- Keep agencies supporting the incident aware of incident status.
- Monitor incident operations to identify current or potential inter-organizational problems.
- Participate in planning meetings, providing current resource status, including limitations and capability of assisting agency 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 all required agency forms, reports and documents are completed prior to demobilization.
- Have debriefing session with the [Incident Commander](#) prior to departure.
- Maintain Unit/Activity Log (ICS Form 214, 5 KB [PDF](#)).

3.3.6 Finance / Admin Section Chief : Greg Gillespie, (Minasova)

ICS Organization Chart



Responsibilities

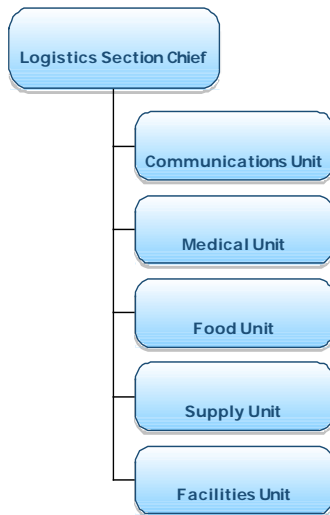
The **Finance/Administration Section Chief** - is responsible for all financial, administrative, and cost analysis aspects of the incident and for supervising members of the Finance/Administration Section.

Specifics:

- Compensation/Claims Unit—ensures completion of all forms required by worker's compensation agencies and local agencies, and maintains files of all injuries and illnesses associated with the incident. Claims Unit investigates all claims (e.g., tort claims against responders) involving property associated or involved in the incident.
- Procurement Unit—administers all financial matters relating to vendor contracts (e.g., equipment rental).
- Cost Unit—collects all cost data, performs cost-effectiveness analyses, and provides cost estimates and recommendations for reducing incident costs.
- Time Unit—ensures preparation of daily personnel time recording documents and compliance with the agency's time policy. Unit activities also include confirmation of equipment time reporting in the Ground Support Unit of the Logistics Section.
- Assist with all purchasing in response to emergency events;
- Plan, monitor, and coordinate all insurance claims on behalf of the College;
- Provide guidance and oversight for contract execution during emergencies;
- Provide updates and status to the Incident Command Center (ICC).

3.3.7 Logistics Section Chief: Bob Sullivan (Heard-Johnson)

ICS Organization



Responsibilities

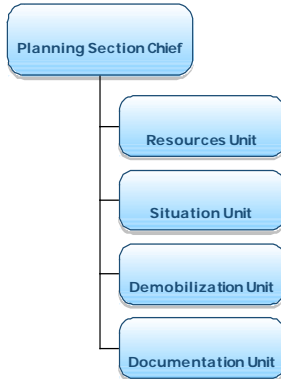
The **Logistics Section Chief** is responsible for providing facilities, services, and material in support of the incident response. Participate in the development and implementation of the Incident Action Plan (IAP) as support to the Incident Commander.

Specifics:

- Assign work locations and preliminary work tasks to Section personnel.
- Be a resource to the Incident Commander during preparation of the Incident Action Plan (IAP).
- Identify service and support requirements (food, facilities, medical supplies, equipment) for planned and expected operations.
- Provide input to and review the Communications Plan and plan for easy entrance/exit for emergency vehicles.
- Try to fill requests for additional resources.
- Advise on current service and support capabilities.
- Prepare service and support elements of the IAP.
- Estimate future service and support requirements.
- Receive Incident Demobilization Plan from Planning Section.
- Recommend release of Unit resources supporting the Incident Demobilization Plan.
- Manages volunteer resources.

Planning Section Chief: Christa Colouzis

ICS Organization Chart



Responsibilities

The **Planning Section Chief** is responsible for the collection, evaluation, dissemination and use of information about the incident and required resources. Forecast incident potential and create an incident action plan that allows the college's central function of educating students to resume as soon as safely possible.

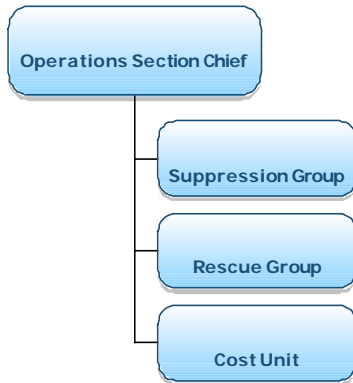
Specifics:

- Collect and evaluate all data about the incident
- Provide input to the IC (INCIDENT COMMANDER)/UC (UNIFIED COMMAND) and Operations Section Chief for the Incident Action Plan
- Supervise preparation of the Incident Action Plan (ICS Form 202, 41KB)
- Conduct and facilitate planning meetings
- Assign available on-scene personnel and volunteers as necessary
- Evaluate real-time performance of the Incident Action Plan with the IC (INCIDENT COMMANDER)/UC (UNIFIED COMMAND)
- Establish information requirements and reporting schedules for resources
- Provides updates and status to Incident Command Center on instructional matters
- Maintain status of all assigned resources
- Determine need for any specialized resources in support of incident operations
- Assemble and disassemble task teams not assigned to the Operations Section
- Create alternative strategies
- Provide incident forecasting
- Report any significant changes in incident status
- Compile and disseminate incident status information
- Incorporate traffic plans, communications plans, and other supporting material into the Incident Action Plan
- Supervise preparation of an incident demobilization plan (ICS Form 221, 108KB)
- Acts as contact point for all faculty
- Coordinates faculty to resume classes as soon as possible

- Assigns classrooms to faculty

Operations Section Chief: Eric Steen, (Singleton)

ICS Organization Chart



Responsibilities

The **Operations Section Chief** is responsible for the management of all operations directly applicable to the incident, including rescue operations and fire-fighting operations.

Specifics:

- Manage suppression and rescue operations
- Assist in developing the operations response to the Incident Action Plan
- Supervise the execution of the operations portion of the Incident Action Plan
- Request additional resources to support tactical operations through the IC (INCIDENT COMMANDER) or UC (UNIFIED COMMAND) (resources managed under logistics)
- Approve release of resources from active assignments (not from incident) through the IC (INCIDENT COMMANDER) or UC (UNIFIED COMMAND)
- Make or approve emergency changes to the Incident Action Plan
- Ensure the Operations Section operates effectively
- Assemble and disassemble Teams assigned to the Operations Section
- Provide the IC (INCIDENT COMMANDER) or UC (UNIFIED COMMAND) with situation and resource status reports

3.3.9 Building Monitors, under direction of the Safety Officer, in communication with the Safety Officer by walkie-talkie.

Ensure that all people are evacuated from assigned building(s);

- Ensure rooms are empty; Close windows and doors – do **NOT** lock
- Check stairwells;
- Report status of building evacuation to Safety Officer when asked.

<u>Buildings</u>	<u>Primary</u>	<u>Secondary</u>
WWB	Regina Daigneault	Peter Bos
CAB	Katrina Barmuta	Mary Gaston
PBA	(needed)	(needed)
RAH	Sebastian Myrick	Pedro Reyes
CAS	Ann Witt	(needed)
AUT	Marcia Mitchell	Brian Hughes
ABR	Steve Ford	Erik Smock
AMT	Jeremy Beams	Mary Lynch
COM	(needed)	Mary Lynch
RSB (NE)	Greg Gillespie	Jason Gruenwald
RSB (SW)	Arnold Reed	(needed)
RSB (LIB)	Jeff Gorup	Patricia Naylor
RSB (WW)	Wendy Nagasawa	Carol Knollmeyer
TEC	(needed)	(needed)
CCC	Lisa Sever	Therese Lynch
JMB	Monica Lundberg	Colby Keene
OLY	Camille Stempowski	Kathleen Kent
UNI	Aimee Goodwin	Sandy Thompson
LHO	Van Bobbitt	Sara Skamser
Georgetown	Betsy McConnell Gutierrez	Quang Nguyen

3.3.10 Lockdown

(Done if safe to do so (not in most active shooter situations) and if ordered by Incident Commander. Locking buildings is done by building monitors and security staff)

- Primary responsibility is to lock entrances in the event of a lockdown.
- Buildings that can be locked down remotely by computer include; Olympic Hall (OLY), University Building (UNI),
- Buildings that require manual lockdown: Robert Smith Building (RSB), Multipurpose Building (MPB), Jerry Brockey Center (JMB), Aviation Maintenance (AMT), Technical Education Center (TEC), Library (LIB), Automotive Technology (AUT), Automotive Collision Repair (ABR), and Heavy Duty Deisel (HDM). Childcare Center (CCC), Cascade Court (CAS), Rainer Hall (RAH), Landscape Horticulture Building (LHO)

3.4 Responsibilities of other Individuals / Opportunities for Volunteers

Anyone not assigned a role may report to the Emergency Operation Center and volunteer to help. Volunteers are managed / assigned by the Logistics Section Chief when that role is activated. Roles for volunteers may include:

Messengers

Triage/ first aid

Traffic direction/ control

Section Four

Priorities

4.1 Priority I. Health and Safety of Students, Employees and Visitors

4.1.1 Medical Aid – Triage center. Resources for center:

- Nursing students – call to EOC by paging over alert system
- Building monitors - reach by walkie-talkie through Safety Officer
- Trained Volunteers– call to EOC by paging over alert system
- Seattle Fire Department 911 or 206 386-1400
- Seattle Police Department 911 or 206 625-5011
- American Red Cross 206 323-2345

4.1.2 Fire Suppression – Resources:

- Seattle Fire Department 911 or 206 386-1400
- Seattle Police Department 911 or 206 625-5011
- Trained Volunteers – call to EOC by paging over alert system

4.1.3 Search and Rescue – Appoint search/rescue teams; obtain vehicles and other equipment. Resources:

- Seattle Fire Department 911 or 206 386-1400
- Seattle Police Department 911 or 206 625-5011
- South's Operations Section Chief
- Trained Volunteers – call to report to EOC by paging over alert system

4.1.4 Utilities Survey – Evaluate condition of utilities and shut off or restore gas, electric, steam, water, and sewer; also evaluate roadways and walkways. Resources:

- Campus Services 768-6424; or 768-2467; or 764-5385
- Seattle City Light 206 684-3000
- Puget Sound Energy 1-888-321-7779
- City of Seattle Office of Emergency Management 206 684-0437

4.1.5 Communications Survey – Evaluate condition of Information Technology (IT) and systems to determine whether to shut down or restore. Resources:

- Chief of Information Technology
- Campus Operations
- Information Technology Staff

4.1.6 Emergency Response Team (ERT) Communications – Supply Command Center and Emergency Response Team with technology and equipment to run Incident Command. Resources:

- Telephones
- Laptop and desktop computers

- Cellular phones and chargers
- Pagers and batteries
- Handheld radios and chargers
- Digital cameras
- Bullhorns
- Email
- Projectors
- Chalkboards / whiteboards
- Clocktower paging system
- Foot messengers

4.1.7 Incident Management – Incident Commander, Planning Section Chief

Evaluate resources with available information to determine a comprehensive action plan to return the College to full operational status.

4.2 Priority II Shelter and Building Recovery

4.2.1 Facility Survey – Evaluate buildings for occupancy. Identify and seal off areas as needed. Resources:

- Campus Services
- Seattle Fire Department 911 or 206 386-1400
- Seattle Police Department 911 or 206 625-5011
- South’s Emergency Response Team

4.2.2 Shelter – Identify usable buildings. Resources:

- Campus Services 768-6424; or 768-2467; or 764-5385
- Student Services
- American Red Cross 206 323-2345
- South’s Emergency Response Team - EOC

4.2.3 Food/Drinking Water – Inventory and ration supplies as needed.

Resources:

- South’s Food Service
- South’s Cafeteria
- South’s Bookstore
- American Red Cross 206 323-2345

4.2.4 Sewer System – Inspect and repair system or find other alternatives

Resources:

- Campus Services 768-6424; or 768-2467; or 764-5385
- City of Seattle Office of Emergency Management 206 684-0437

4.2.5 Campus Communications System – Quickly establish communication system within the College community. Resources:

- Telephones
- Laptop and desktop computers
- Cellular phones and charges
- Pagers and batteries
- Handheld radios and charges
- Digital cameras
- Bullhorns
- Projectors
- Email
- Voicemail
- Chalkboards
- White boards
- Posters / signs
- Clocktower paging/ announcement system
- Word of mouth

4.2.6 Constituent Relations – Establish communication with the neighboring community and media as appropriate. Resources:

- Media
- Printed material
- Reader board signs at entrances
- Email
- Webpage

4.2.7 Criminal Activity Investigation Assistance – Resources:

- Seattle Police Department 911 or 206 625-5011

4.2.8 Psychological Assistance – Establish a system or team to handle crisis intervention. Resources:

- South's Counselors
- Counselors from North and Central, if available.

4.3 Priority III Recovery of Valuables and Records

4.3.1 Valuable Materials Survey – Identify, survey, and secure valuable campus materials. Resources:

- Library staff
- Security Staff
- Information Technology staff (electronic archives)

- College Archives
- Performance Arts Staff

4.3.2 Records Survey – Identify and secure all College records. Resources:

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

4.3.3 Academic Survey – Survey college departments to determine requirements to begin operations. Resources:

- Deans
- Faculty
- Instructional staff

4.4 Priority IV Business Continuity

4.4.1 Return to Normal Operating Procedures – Identify areas requiring substantial recovery including electronic and physical material. Resources:

- Emergency Response Team
- Trustees

Section Five

Public Relations – Information Officer (see 3.3.3)

5.1 Constituent Communication

Rapid, accurate, and purposeful communication, including the College's official statement to the community should be released as deemed appropriate. Precise communication to constituents minimizes the risk of inaccurate, negative, or detrimental information being disseminated to the media.

The incident commander authorizes all information released.

5.2 Media Relations

The media communicates rapidly with the general public in an emergency. The effectiveness of their message depends on the quality of information they receive. In the absence of information, the media will seek their own sources, which may result in coverage that is detrimental to the institution. Managing media communications during an emergency is critical.

In an emergency, the ICS Information Officer is the SOLE media spokesperson. The Incident Commander authorizes ALL information released to the media.

5.3 Examples of Types of Incidents

- Natural disasters (fire, earthquake, volcanic ash fall, severe weather)
- Violent acts (possession/use of weapons, assault, death);
- Public health issues (contagious illnesses, food poisoning);
- Police activities (warrants, investigations, arrests, vandalism, etc.);
- Hate speech or crimes;
- Sex-related incidents (rape, harassment);
- Computer incidents (hacking, viruses, hate e-mail);
- Suicide or attempted suicide;
- Drug-related incidents (possession, manufacture, distribution);
- Missing persons (faculty, staff, students, general public).
- Bomb Threat
- Utility Outage

Some require activation of the Incident Command, some may not.
Communication tools that may be used by the ICS information officer are:

Computer “pop-up” system. All campus computers will be interrupted by the pop-up message. The pop-up message can be composed and sent from the following machines: Mike Munson, James Lewis, Christa Colouzis,

Campus text alerts: activated by Mike Munson or James Lewis. Technically all students have access to this system, however, it has proven difficult to get students to sign up for the messages. About 5-10 percent participate.

Announcements over the clocktower loudspeaker. Most outdoor campus areas can hear announcements delivered over the clocktower loudspeaker. The speaker system is accessed from the fire panel room (door on North side of Jerry Brockey). The power must be turned on and volume dials turned up first. Then the message can be given over the microphone.

Phone tree: plays an audible message over those campus phones with conference call capability. Each phone can reach about 30 phones out of the 130 phones with conference call capability (a limit of the system). To reach all the phones possible, the message must be repeated using each phone in a “set” of phones.

Set 1 – EOC – president’s boardroom - President’s office phone, Wendy Nagasawa’s phone, Carol Knollmeyer’s, Kim Mandenbach’s, RS 30 boardroom (must check out phone from Carol –this is an issue due to the extra step)

Set 2 – Business office - Greg Gillespie’s phone, Michael Munson’s phone, Nahid Talebi’s phone, Irina Minasova’s phone, Rita Rambo’s phone

Set 3 – University Center – Front desk phone, Aimee Goodwin’s phone, Sandy Thompson’s phone, Chad Hickox’s phone

A map posted near each phone with the ability to broadcast messages show where the message will be heard using colored dots on a campus map.

Red dots – indicate areas that are reached using a broadcast phone with a red dot.

Purple dots – indicate areas that are reached using a broadcast phone with a purple dot

Green dots – indicate areas that are reached using a broadcast phone with a green dot

Blue dots – indicate areas that are reached using a broadcast phone with a blue dot

Yellow dots – indicate areas that are reached using a broadcast phone with a yellow dot

To summarize. You will know the general area reached by a broadcast from a TREE phone because there is a colored dot next to the button that must be pushed to broadcast the message. The map attached to this email is posted by each phone. So if you are broadcasting from a phone with a red dot, look at the map and see where all the red dots are – and those are the areas where your announcement has played.

Phone Tree Map

**Visitor Parking
North
Parking
16th Avenue Southwest**

**Gazebo
Seattle
Chinese
Garden
Arboretum
Clock Tower
South
Parking
Concourse
Parking
Attendant
Stairs**

**Pastry
Shop**

**Staff
Parking
Bus Stop
Bus Stop
Retail
Parking
General
Parking**

**Bus Stop
Bus Stop
Bus Stop**

Section Six

Evacuation

6.1 Evacuation Procedures

Campus evacuations are coordinated by volunteer building monitors assigned to each building. The building monitors work under the Safety Officer when the ICS is active. In all cases, building monitors cooperate with emergency response personnel.

6.2 Evacuation Plan

**IF ASKED TO EVACUATE, EVEN IF PROBLEMS ARE NOT OBVIOUS,
YOU MUST COMPLY.**

If an evacuation is ordered, the following steps should be taken:

- Evacuate the room or area immediately to an established Evacuation Assembly Area or an alternative safe area;
- Take the stairs - **DO NOT USE THE ELEVATOR**;
- If you are disabled and need assistance to evacuate, notify a fellow building occupant or move to the Area of Rescue Assistance (ARA). Building stair landings are ARAs.
- Ask disabled persons if you can assist them with evacuation. Mobility aids may need to be left behind;
- Building monitors report to the ICS Safety Officer. Building monitors notify the Safety Officer if there are any disabled persons needing assistance;
- After evacuating, return to the evacuated building **ONLY** after the Incident Commander gives "All Clear" notification;

In the event of a prolonged evacuation, the Building Monitors escort people to a "safe area" designated by the Incident Commander

Evacuation for Persons with Disabilities

6.3 Emergency Evacuation for Persons with Physical Disabilities

Please know that people with disabilities and their service animals may be self-sufficient in normal circumstances but need extra assistance in an emergency. **Ask the person how you can help them most effectively.** Assistance should be offered not assumed.

Note to persons with disabilities: You are encouraged to contact the Office of Disability Support Services (students) or Office of Human Resources (employees) to discuss the College's evacuation plan, and to state how you want to be helped in an emergency.

6.3.1 South Seattle Community College Staff and Students

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

- Be helpful to wheelchair users or others with disabilities.
- Be patient, those with disabilities may need more time in an emergency.
- Be aware that exit corridors and stairwells will be checked for trapped persons, including persons with disabilities who are unable to use stairs.
- Offer assistance when possible.

6.3.2 Types of Disabilities

People with mobility impairments:

- Persons using wheelchairs on ground level floors should evacuate along with other persons.
- South has “evacuachairs” available to help evacuate people with mobility impairment from upper floors. Evacuachairs are in:
 - Rainer Hall 221 B,
 - Library NW stairwell, second floor landing,
 - Cascade Court 112B,
 - Olympic Hall 304,
 - University Center 101, hallway.
- People with mobility impairments are concerned about being dropped while being lifted or carried. Find out the proper way to move a person and the best exit route **before** lifting or carrying them.
- To navigate stairs, you may remove a person who uses an **electric wheelchair** and evacuate the person, leaving the wheelchair behind. **Note:** In order to safely carry a person while descending stairs, two persons must use specific techniques, which must be learned and practiced prior to an actual emergency. If you do not know these techniques, or if the person does not wish to be carried, tell the person using the wheelchair to remain on the stair landing, and then tell the ICS safety officer, police, and/or fire personnel immediately.
- To navigate stairs, persons using **manual wheelchairs** may be removed from their wheelchairs and evacuated, leaving the wheelchair behind (as described above). Or, they may be evacuated while sitting in the wheelchair. **Note:** At least four strong people will be needed to carry the person and the manual wheelchair up/ or down stairs.

6.3.2.1 People with vision loss

- To guide a person with vision loss, ask them to take your arm at the elbow. **DO NOT** grasp the arm of a person with low vision or blindness. Give the person verbal instructions as you guide the person about steps,

rough terrain, doorways, debris, etc. Verbal relay of directions and estimated distances are familiar to persons with vision loss.

- A service animal could be disoriented in a disaster. People who are blind may need others to lead them and their service animal to safety.

6.3.2.2 People who are deaf or hearing impaired

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

6.3.2.3 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.

6.3.2.4 People with other disabilities

- Ask the person how you can help them. If necessary, get them to a stairwell landing and tell them to wait there, and then go seek help from the building monitor, ICS safety officer, police, and/or fire personnel.

Area of Rescue Assistance Areas of Rescue Assistance are places where people with disabilities wait for assistance. Building stairwell landings are the Areas of Rescue Assistance. In the future, Areas of Rescue Assistance will be marked on the floor.

6.4 Evacuation – Building Monitors

The building monitors are volunteer positions. Training is offered when a position is filled and annually in a group setting by an ICS Safety Officer. See also (3.3.9)

6.4.1 Building Monitors

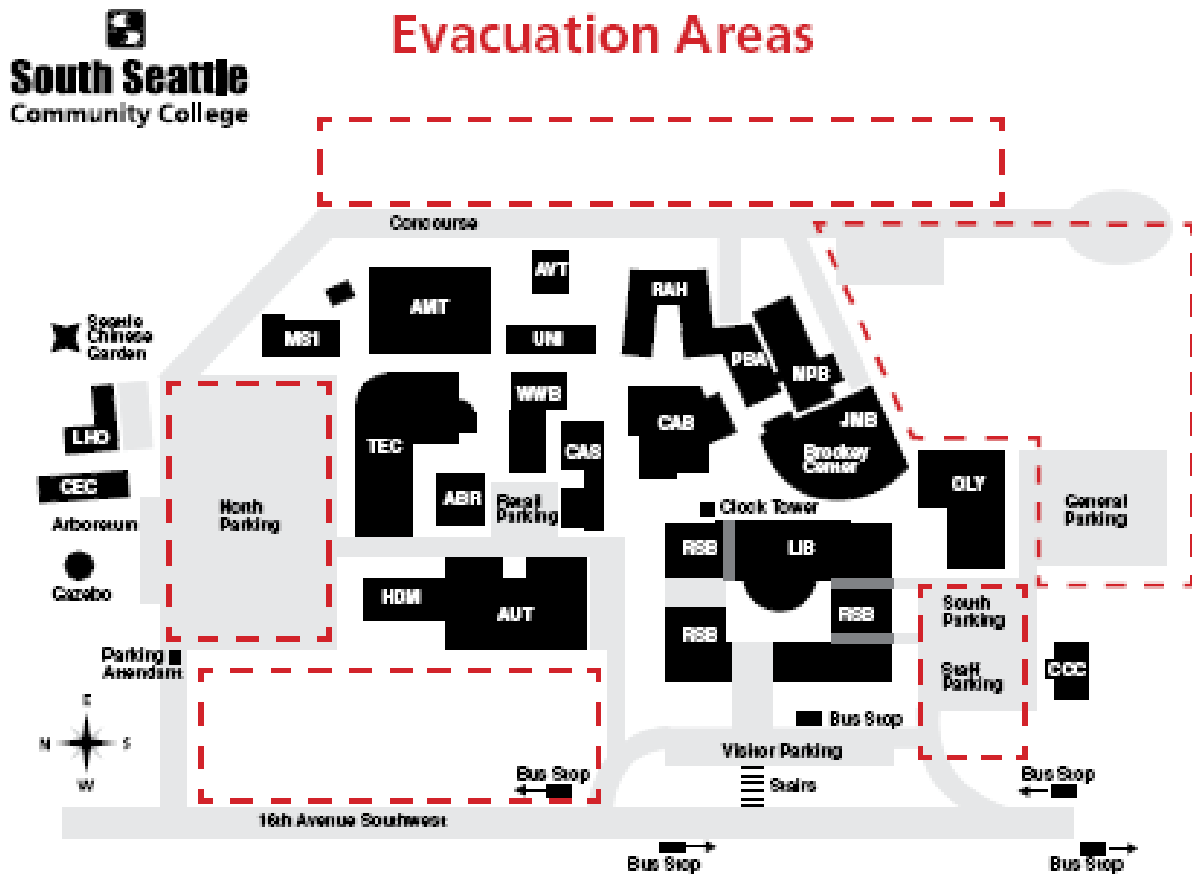
Building monitors evacuate their building in an emergency. During the evacuation, the building monitors direct people to a safe assembly area and communicate with the ICS Safety Officer.

6.4.2 Buildings Monitors Assignment List

<u>Buildings</u>	<u>Primary</u>	<u>Secondary</u>
WWB	Regina Daigneault	Peter Bos
CAB	Katrina Barmuta	Mary Gaston
PBA	(needed)	(needed)
RAH	Sebastian Myrick	Pedro Reyes
CAS	Ann Witt	(needed)
AUT	Marcia Mitchell	Brian Hughes
ABR	Steve Ford	Erik Smock
AMT	Jeremy Beams	Mary Lynch
COM	(needed)	Mary Lynch
RSB (NE)	Greg Gillespie	Jason Gruenwald
RSB (SW)	Arnold Reed	(needed)
RSB (LIB)	Jeff Gorup	Patricia Naylor
RSB (WW)	Wendy Nagasawa	Carol Knollmeyer
TEC	(needed)	(needed)
CCC	Lisa Sever	Therese Lynch
JMB	Monica Lundberg	Colby Keene
OLY	Camille Stempowski	Kathleen Kent
UNI	Aimee Goodwin	Sandy Thompson
LHO	Van Bobbitt	Sara Skamser
Georgetown	Betsy McConnell Gutierrez	Quang Nguyen

6.5 Campus Map

Building monitors will use this map **and their best judgment** to select an evacuation area. They will consider the type of event, where it is, and where emergency personnel will need to set up or travel. They receive training to help them plan possible escape routes and evacuation areas prior to an emergency situation.



Section Seven

Emergency Procedures

7.1 General Emergency Procedure

For specific emergencies refer to **Sections Eight and Nine.**

The **GENERAL** emergency procedure is:

<p style="text-align: center;">CAMPUS EMERGENCIES</p> <p style="text-align: center;">WHEN IN DOUBT, CALL 9 + 911.</p> <ol style="list-style-type: none">1. Call South security 206 235 0911 Monday through Friday 5:00 am – 10:00 pm After hours: from campus phone Dial 9 + 9112. 911 operator may not answer for 8 seconds – <i>do <u>not</u> hang up.</i>3. Clearly state the type of emergency to the dispatcher (i.e. police, fire, medical).4. Clearly state the location of the emergency and your name, location, and telephone number.5. Describe the emergency and follow the dispatcher's instructions.6. DO NOT HANG UP <u>UNTIL</u> THE DISPATCHER LETS YOU.

Section Eight

Specific Emergency Procedures

8.0 Emergency Procedures

Specific emergency procedures detailed in this section include:

- 8.1 Violence Risk and Threat Assessment
- 8.2 Armed Intruder/Weapon Threat
- 8.3 Bombs
- 8.4 Bomb Threats
- 8.5 Earthquake
- 8.6 Tsunami and Flooding
- 8.7 Fire
- 8.8 Volcanic Ash
- 8.9 Bio-Terrorism or Biological Disaster
- 8.10 Pandemic / FLU Outbreak / Epidemic
- 8.11 Hazardous Materials/ spill/ Exposure
- 8.12 Blood borne Pathogens
- 8.13 National/Regional Emergency
- 8.14 Protests, Marches & Demonstrations
- 8.15 Inclement Weather
- 8.16 Utility failure
- 8.17 Major Communications Outages

Some require activation of the Incident Command, some may not.

8.1 Violence Risk and Threat Assessment

8.1.1 Overview

The objective of threat management is to save lives and property. Determining the intent, motive, and ability of a threat are essential to assess the level of risk. After determining the validity of a threat, a strategy is developed to defuse risk.

8.1.2 Disturbance, Fights or Physical Abuse

Do not ignore a potential dangerous situation. If you hear yelling or threatening language, confront it or ask someone for help. Knock on a closed door and ask if everything is all right or approach and ask if there is a problem. It is better to interrupt a situation than to ignore it. If you are uncomfortable, call for help. Usually a call to South's Security (206-235-0911) can generate help quickly.

If you witness a fight or physical abuse, do not get involved but contact South's Security (206 235-0911) immediately. It is recommended that you return to the incident and attempt to disperse onlookers and discourage others from becoming involved. If in doubt, call 911.

8.1.3 Communication Criteria

Communications containing any of the following references should be immediately reported to campus security at (206 235-0911). In cases involving students, the report should also go to Vice President for Student Services. In cases involving campus employees, the report should also go to the Human Resources Director.

- **Threats.** All threats of harm to employees and students received in writing, by telephone, e-mail or fax, through an informant, or in-person should be reported. Any assault or attempted assault should be reported. Anything you think "might" be a threat should be reported to security for assessment using the Threat Assessment Protocol.
- **Inappropriate Communications.** Many communications are not explicit threats but are cause for concern. Any of the following should be reported:
 - ♦ A complaint or sense of outrage over a college incident.
 - ♦ Evidence of suspicious behavior, stalking behavior, or research into personal affairs of the employee or student.
 - ♦ References to death, suicide, weapons, violence, assassinations, acts of terrorism.
 - ♦ Obsessive desire to contact the employee or student.
 - ♦ Belief the employee or student owes the person money or affection.
 - ♦ Perception of the employee or student as someone else
 - ♦ References to public figures who have been attacked.

- ♦ References to individuals who have attacked public figures or committed acts of violence or terrorism.
- ♦ References to mental illness, such as psychiatric care, anti-psychotic medication, etc.
- ♦ References to bodyguards, security, safety, danger, etc.

8.2 Armed Intruder/Weapon Threat

Every situation is different and you will have to rely on your judgment for the best course of action given the situation. Your own safety and the safety of others are the top priority. General guidelines include:

- Stay calm
- Put distance between yourself and the intruder
- Call 911 and report as much as you can about the intruder and his/her location

NOTE: As a last resort, faculty, staff, or students may need to physically confront an armed intruder.

8.2.1 Immediate or Imminent Violence

- If you hear gunshots or see an armed person, move away as quickly as possible. In general, those who duck and cover are in the greatest danger and those who run risk the least chance of injury.
- If you cannot flee, isolate yourself and others from the intruder. Close, lock and barricade doors, close curtains, lie on the floor.
- Call 911 if you can safely do so. Provide as much detail as you can. Follow law enforcement instructions. Do not expose yourself or others until notified by law enforcement that the danger has passed.
- Notify others on campus through telephone or e mail of what you know – **DO NOT SPECULATE**. Phones that can be used to broadcast messages over other phones' speakers are located in:
 - University Center (front desks and two front offices).
 - Robert Smith Building (President's office and assistants),
 - Robert Smith Building (Business office, VP and assistants)

See page 19 for more detail.

8.2.2 If You Can't Speak Freely (highly confidential)

This section is only available to South Employees.

8.2.3 You Should Note and Report

- What the intruder is wearing
- Gender
- Height and weight
- Other descriptions unique to the individual (tattoos, hair color, facial hair)
- Types of Weapons
- Direction of travel or building entered.

8.2.4 If Confronted By a Threatening Person

- Remain calm. Be cooperative and patient. Time is on your side.
- Offer to listen. Do not judge or argue. Treat concerns as important and valid. A person in a crisis responds best to someone who is listening, understanding, 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 you are 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 making hand gestures or physical contact that seems threatening.
- Maintain polite eye contact. Keep gestures and body language open and non-threatening. Use a low, soft, **slow** voice when speaking. Ask/tell the person before you make any moves.
- Be truthful - to lose credibility is dangerous. Assure the person you will do everything you can to resolve his or her grievances in a fair manner.
- Ask the aggrieved party to suggest a solution. A person in crisis will be more accepting of a solution that he or she helped formulate.
- Always look for a win-win outcome. Retaining dignity (saving face) is critical to someone in crisis.
- 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 to ensure the safety of others.

8.2.5 Securing the Building

- At South, we may 'lockdown' some buildings as determined by the Incident Commander. If needed, members of the NIMS team will post "this building closed – do not enter" signs on doors, and building monitors or security staff will lock buildings.

8.3 Bombs

“Bombs can be made to look like almost anything and can be placed or delivered in different ways. 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

8.3.1 Suspected Packages

IF YOU SUSPECT AN ITEM DELIVERED TO CAMPUS MAY BE A BOMB:

- DO NOT MOVE THE ITEM!
- Calmly notify others in the area and evacuate.
- If there is a fire alarm in your area, **DO NOT ACTIVATE IT.**
- Call 911. **DO NOT USE CELLULAR PHONES!** It could set off a bomb.
- Clearly state the type of emergency to the 911 dispatcher.
- Clearly state the location of the suspicious package, your name, location, and telephone number from which you are calling.
- Do not hang up until told to do so.
- Call South Security at 206-235-0911; notify them that 911 was called and emergency personnel are en route. Ask Security to notify appropriate staff to assist with the evacuation.
- Return to area will be allowed **ONLY** after the Incident Commander gives the “all clear” notice.

8.4 Bomb Threats

All bomb threats must be taken seriously. Bomb threats can be delivered in-person, via telephone, or in writing. The most dangerous threats are in-person; the most common threats come via telephone.

8.4.1 In-Person Bomb Threat

The person involved may be unstable and/or delusional. The threat may be directing at an individual, group, or himself. If a person announces a bomb threat to you:

- Remain calm.
- Do not approach the individual. Never get close enough to panic the person or be used as a hostage.
- If possible, try to separate the individual from other people.
- Tell someone specific to call 911 **first** and then South Security 235-0911
- Talk to them in a calm manner; put them at ease as much as possible.
- Try to get the individual to talk and let them do most of the talking; ask

questions about the bomb, its location, and description.

- Let law enforcement replace you as the negotiator when they arrive.
- When you are replaced, relay what you learned to a police officer.
- Immediately write down everything you remember.
- Remain accessible to law enforcement until you are told to you can go.

8.4.2 Telephone Bomb Threat

- Remain calm.
- If the caller allows you to talk, ask questions from checklist in **APPENDIX C**; keep the caller talking as long as possible.
- While talking, signal a co-worker to call South Security 206 235-0911.
- Security will notify other personnel required; including 911.
- The Incident Commander will evacuate the building, if necessary, using building monitors and the Seattle Police Department.
- Return to the building will be allowed **ONLY** after Emergency Response Team gives the “all clear” notification.

See Appendix C for the Telephone Bomb Threat Checklist

8.5 Earthquake

Earthquakes strike without warning. A large earthquake in the Seattle area is likely and no one knows when it will happen. Know what to do before an earthquake strikes.

8.5.1 Earthquake if you are indoors:

- Take cover under or next to a solid piece of furniture (such as a desk or table) or against an inside wall and hold on. Avoid areas where glass, mirrors, or pictures could shatter or where bookcases or furniture could fall. Do not stand in doorways.
- If inside - stay inside. Running outside increases the risk of being injured. When it is safe to do so, evacuate the building.

8.5.2 Earthquake if you are outdoors:

- If outdoors, stay outdoors and move into the open – away from buildings, trees, light poles, and utility wires.
- Once in the open, **sit down** until shaking stops.

Expect aftershocks. Although aftershocks may be smaller than the initial quake, they can bring down weakened structures. Aftershocks can occur hours, days, weeks, or even months after the initial quake.

8.5.3 After the earthquake:

- Expect aftershocks, they may be as intense as the initial earthquake.
- Check for injured persons in your building or area. Do not move the injured person unless there is serious danger to the person's safety.
- Remain calm and evacuate the building or area in an orderly manner.
- **NO SMOKING**, or open flame, **there may be gas leaks.**
- If you smell gas in your building, evacuate immediately.
- Stay away from fallen or damaged electric wires.

IF ASKED TO EVACUATE, YOU MUST COMPLY.

Follow evacuation procedures:

1. Walk – do not run – to the nearest exit.
2. If you are on an upper floor, take the stairs. **DO NOT USE THE ELEVATORS.**
3. Assist any disabled or injured persons.
4. Evacuate to the outdoors. Go to a pre-established Evacuation Area or away from buildings. (See Evacuation and Evacuation Map page 23)
5. Notify ICS Safety Officer if there are disabled or injured persons inside.
6. Do not reenter the buildings until told that it is safe by South's Emergency Response Team.

Incident Commander will verify that Puget Sound Energy emergency number has been contacted.

8.6 Flooding

What to do before a Flood

- Have emergency supplies available. Keep a portable, battery-operated radio and flashlight. Determine if you are in a flood-prone area and what the average flood depths are in the community.
- Learn the flood evacuation routes and the location of high ground.

During or after heavy rains

- Listen to the radio or television for weather information and instruction.
- If water enters the facility, turn off all utilities in the area. Disconnect electrical appliances, but don't touch electrical equipment if the floor is wet or under water. Stay away from water on the floor.
- Be aware of loose or downed electric wires and falling or fallen objects.
- Do not drive in flooded areas, 6 inches of water is enough to float a car.

After a Flood

- Listen to the radio or television for advice and instructions.
- Report broken utility lines or other hazards to ICS command center.
- Locate usable openings if swollen doors, mud, or buckled floors prevent

- regular doors from being used.
- Remember that water may be contaminated. Listen to the radio for instructions about using tap water or other water.
- Avoid walking through floodwaters. Moving water as only six inches deep can sweep you off your feet.

8.7 Fire

Memorize the location of fire extinguishers, exits, and pull stations in your area. If a fire alarm sounds, evacuate the building immediately. **Always evacuate when you hear the fire alarm.** Evacuate and proceed to the nearest Evacuation Area. (See Map page 23)

8.7.1 If you discover a fire and/or smoke:

- Only try to extinguish a fire if it is minor and can be easily put out with a portable fire extinguisher and you are trained to use it.
- Report the fire and/or smoke by activating the nearest fire alarm.
- Start evacuation procedures and ensure 911 is called.
- Evacuate to a safe area away from the building.
 - ♦ Isolate the fire by closing doors on your way out; but **DO NOT LOCK THE DOORS.**
 - ♦ Assist disabled persons.
 - ♦ Do NOT use elevators when evacuating – use the stairs!
 - ♦ Do NOT stop for personal belongings or records.
 - ♦ Do NOT stand or walk in the smoke. Instead, drop to your knees and **crawl** to the nearest exit, if possible, cover your nose and mouth with a cloth to avoid inhaling smoke.
 - ♦ Give information on the location of disabled person to South's ICS Safety Officer and emergency responders.
- The Incident Commander will announce an 'All Clear' when the building is safe to re-enter.

8.7.2 If you become trapped:

- If possible, call 911.
- Clearly tell the dispatcher you are reporting a fire. Give your name, location of the fire (building, floor, room number), and phone number.
- Do not hang up until told to do so.
- If a window is available, open it and place an article of clothing (shirt, coat, etc.) outside the window as a marker for emergency personnel.
- Stay near the floor, to breathe the least smoke.
- Cover your mouth with clothing to avoid inhaling smoke.
- Do not open a door if smoke is coming in around it or it feels hot.
- Shout to alert emergency personnel of your location.

Notify both the fire department and ICS safety officer if you think someone may be trapped in the building.

8.8 Volcanic Ash Fall

In the event there is a large eruption that causes volcanic ash to fall on the campus, the following steps should be taken.

- Close all doors and windows.
- Facilities should consider shut down of HVAC systems.
- Avoid going outside. If you must go outside use a mask or damp towel to cover your face.
- Avoid driving.

8.9 Bio Terrorism or Biological Disaster

8.9.1 Toxic Gas Release

If toxic chemicals are released in the community, outside air can be a hazard to your health. Take shelter immediately.

- College officials will contact local authorities immediately.
- Close doors and windows.
- Facilities will turn off air conditioners and/ or ventilation systems.
- If unsure ventilation in a large building is off, seek shelter inside a room and close-off ventilation ducts and seal openings under doorways.
- Stay inside until the Emergency Response Team gives the “all clear” notification through public safety and/or Building Monitors.

8.10 Epidemic/Outbreak

8.10.1 Reporting Infection

If a person becomes ill with the flu and believes it may be avian or swine flu, the individual should report their illness to the local Health Department immediately.

8.10.2 College Operations

The College’s decision to remain open will depend on the timing of the outbreak and whether the outbreak is national or local. SSCC will coordinate with the local Health Department.

The College may cancel programs such as sporting events and performances on campus.

If the College is forced/decides to close, SSCC could be closed several months. The Financial/ Administrative Section Chief shall 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.

8.10.3 Personal precautions

Avoid crowds/ large groups of people whenever possible.

Carry hand sanitizer and use it after touching common surfaces such as handrails or door knobs.

Wash hands often

Do not share equipment such as phones or keyboards with others unless you first sanitize them with disinfectant spray such as Lysol.

Consider wearing a mask that covers your nose and mouth if you must be in a public group.

Prepare all food at home, wash or sanitize hands before eating or smoking.

8.11 Hazardous Materials/Spill/Exposure

8.11.1 Asbestos

Some college buildings were built with asbestos containing materials. Undisturbed and undamaged, asbestos is not harmful. However, if an asbestos-containing material (ACM) or presumed asbestos containing material (PACM) is disturbed, asbestos fibers can be released and cause an inhalation hazard.

Fiber Release Episode

- Evacuate the room or area immediately away from the building. Confine particles by shutting the door(s).
- Call College Environmental Health and Safety Specialist 206 764-7966 who will notify the authorities.
- Return to the evacuated building will be allowed ONLY after South's Emergency Response Team gives the "all clear" notification.

8.11.2 Chemical Spills & Releases

If the substance presents a clear and immediate danger to building occupants and cannot be controlled, take the following steps:

1. Confine the substance by shutting the door(s) or closing the supply valve(s), e.g. a gas shutoff valve in the event of a gas leak.
2. Call College Environmental Health and Safety Specialist 206 764-7966 to notify the authorities.
3. Clearly say you are reporting a chemical spill/release and the:
 - name of material (if known)
 - exact 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, department, and phone number
4. If needed, the Hazardous Materials Emergency Response Team from the Seattle Fire Department will be alerted, and a chemical cleanup company contacted.
 5. Evacuate the room and building to an evacuation area.
 6. Return to the evacuated building ONLY after South's Emergency Response Team gives the "all clear" notification.

8.11.3 Chemical Odor

If an employee smells a chemical odor, such as a solvent-type odor, or observes a chemical spill that does not pose an immediate safety threat:

- Call College Environmental Health and Safety Specialist 206 764-7966 and notify nearby faculty or staff.
- Campus Environmental Health and Safety will assess the situation and respond with appropriate clean-up materials if the spill or release is within the scope of the College's response capabilities.
- If the spill or release is beyond the College's capabilities, a phone call by to 911 will alert the Hazardous Materials Emergency Response Team from Seattle Fire Department for response.
- Campus Environmental Health and Safety and building monitors will evacuate the area and establish a safe perimeter.
- Return to the evacuated building ONLY after Emergency Response Team gives the "all clear" notification through Campus Environmental Health and Safety or Seattle Fire Department.

8.12 Blood Borne Pathogens

"Blood borne pathogens" are disease-causing microorganisms that may be present in blood or body fluids. If exposed to body fluids, report the incident to your supervisor, or Human Resources and fill out an incident report.

A "high-risk" exposure incident is when human blood or body fluid contacts the mouth or nose, or any puncture injury. A high-risk exposure should be assumed infectious.

8.12.1 High-risk exposure

- Immediately and thoroughly wash the site with soap and water, or flush the eye and mucus membrane with water or saline for 15 minutes.
- Report the incident to your supervisor immediately.
- Notify South's Security Director 206 235-0911 who will notify the appropriate personnel.

- Exposed individuals may be taken to Harborview Medical Center, 325 9th Ave. Seattle, 98104; 206 732-3000, or the nearest medical facility to receive treatment for possible exposure to HBV/HIV and/or other preventative therapy initiated as indicated.
- If you are unsure whether the above pertains to your situation, call Harborview Medical Center at 206 732-3000.
- Care for non life-threatening cuts can be found at these clinics:

Seattle (Denny Way)

1151 Denny Way
Seattle, WA 98109
(206) 682-7418

Tukwila

200 Andover East
Tukwila, WA 98188
(206) 575-3136

Seattle (Aurora)

8313 Aurora Avenue
North
Seattle, WA 98103
(206) 784-0737

**West Seattle Family
Medicine**

Monday – Friday 7:30
am – 7:00 pm; Sat
9am-5pm, closed Sun
4744 41st Av SW
Suite 101,
Seattle, WA 98116
(206) 933-1041

Contact with the following bodily fluids is **not** high risk unless they contain visible blood: semen, feces, nasal secretions, saliva, sputum, spit, sweat, tears, urine, and vomit.

8.12.2 Cleanup of Bodily Fluids Containing Blood

If the contamination is in a College building, contact South’s Environmental Health and Safety officer at 206 764 7966 or custodial staff at 206-799-5790.

If you must clean up body fluids yourself, use a solution that is 10 percent bleach and 90 percent water. Double-bag any contaminated items and label the bag “biohazard”. Report the location of the bag and its contents to South’s Environmental Health and Safety officer at 206 764 7966.

8.13 National/Regional Emergency

If an incident should take place that requires national or regional attention, follow procedures outlined in this Emergency Action Plan.

8.14 Protests, Marches & Demonstrations

8.14.1 Peaceful

- Notify the President or Designee.
- Campus Safety Officer monitors for vandalism or signs of escalation.
- Safety Officer contacts Logistics Section Chief if outside assistance is needed.
- Preplanned large demonstrations may have arranged for local law enforcement presence.

8.14.2 Disruptive/Destructive

- Notify the Campus Safety Officer 206 235-0911.
- Identify key individuals (clothing, physical description, and activity engaged in).
- The Campus Safety Officer will contact outside assistance as needed.

8.15 Inclement Weather

South Seattle Community College will make every attempt to keep offices and services operating in inclement weather. When weather is too severe for normal College operation, the following procedures apply to all South employees.

- The President shall make the decision whether the College shall be closed or start late based on best available information.
- Announcements will be made on local radio and television stations, South's website (<http://www.southseattle.edu>), and Campus telephone and voicemail.
- Messages will be sent via text messaging and email to those registered to receive campus alerts. Sign up at <https://alert.seattlecolleges.edu>
- If unable to access any of these sources, call your supervisor.

8.16 Utility Failure

8.16.1 Electrical failure

Call Facilities (206) 768-6424 and clearly state which building(s) are affected.

- Clearly state what you heard or saw before the power went off.
- Turn off computers and other electrical equipment.
- If downed power lines are present, treat them as live wires.
- **DO NOT TOUCH** any wires. Keep others away from the wires.

8.16.2 Plumbing failure

- Call Facilities (206) 768-6424 during normal working hours. In the evening, call custodial staff at 206-799-5790.
- Be aware that electrical power sources are dangerous in wet areas.

8.16.3 Elevator Failure

The campus elevators are serviced and inspected on a routine basis.

- If you are trapped in an elevator remain calm and pick up the phone or push emergency button.
- Clearly state who you are, how many are trapped, the building, and what floor you think you are stuck on.
- **DO NOT ATTEMPT TO CLIMB OUT ON YOUR OWN.** The elevator can resume operation at any time.
- Power to the elevator will be shut off if a rescue attempt is necessary.
- Campus Facilities will call the elevator service repair company.

8.17 Major Communications Outages

Major communications outages have a direct impact on the College business with respect to dollar losses and operational interference.

8.17.1 In the event of any of the following contact Director of Information Technology

- Outages that directly affect the safety of students, faculty, staff or members of the College community.
- Entire building or campus loses telephone services.
- Entire building or campus loses data/Information Technology service.
- Note: Individual voice, data, or video services outages do not constitute an emergency unless they directly affect safety.

8.17.2 Restoration Procedures

- The Director of Information Technology informs Campus of restoration timeline.

Section Nine

Crisis Response Team Emergencies

The Crisis Response Team (CRT) is utilized when an emergency occurs on campus that does not require evacuation, but causes severe emotional trauma. The CRT is an alternative to the Emergency Response Team and the implementation of the Incident Command Center. The CRT is made up of individuals and departments as determined by the campus president.

Isolated incidents do not activate the Incident Command System. However, the Crisis Response Team may be called. The Security Director will act as the first call in the event of a death. In the event of an incident, the campus president will determine when and which persons should be contacted.

9.1 Medical Emergency

9.1.1 If Basic First Aid is required

- Do not move an injured person unless it is a life-threatening situation.
- Call South's Security at (206) 235-0911.
- Campus security will administer basic first aid and/or indicate if additional medical treatment should be sought.
- Stay with the injured person until security arrives.

9.1.2 If Outside Medical Assistance is required

- Do not move an injured person unless it is a life-threatening situation.
- Call 9-911 and South security at (206) 235-0911.
- Clearly state to the dispatcher you are reporting a medical emergency and give your name, location, and telephone number.
- Describe the medical emergency.
- Do not hang up until told to do so by the dispatcher.
- Stay with the injured person and try to keep him/her calm until medical help arrives.

9.1.3 If Automated Defibrillator (AED) is needed

- Automated Defibrillator (AED) for use when victim's heart has stopped.
- AEDs are located:
Jerry Brockey Faculty /Staff Lounge filing cabinet,
Olympic Hall second floor hallway,
University Center second floor hallway and
Technology Center 140.
- Call South security (206) 235-0911 to notify them the AED is needed.
- After regular hours a custodian can get the AED.

9.2 Injury/Accident Reporting

9.2.1 Employee On-campus accidents/injuries

- Injured employee's supervisor must be notified as soon as possible.
- Employee Accident Report Form will be completed within two (2) working days of the accident and sent to the supervisor. A copy of this form will be forwarded to Director of Safety and Security / NIMS Safety Officer.

9.2.2 Students On-campus accidents/injuries

- For student injuries, the Vice President for Student Services shall be notified and an incident form will be completed as soon as possible.

Appendix A

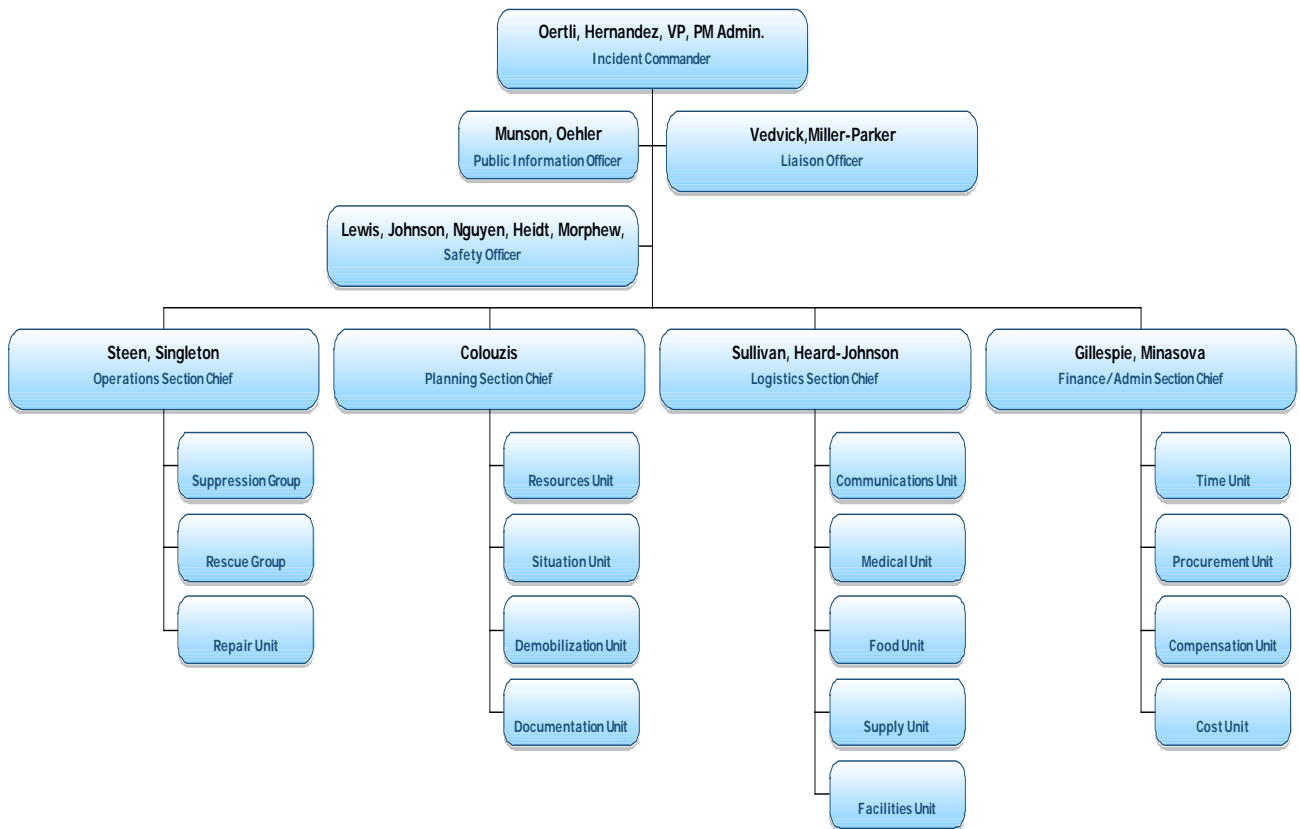
Incident Command Structure Organizational Chart

The first person on the scene is considered the Incident Commander until he or she relinquishes it to an ERT member or emergency personnel.

Incident Command Center: Primary, Robert Smith Building, Room 030
Secondary, Jerry Brockey Building, Room 140

Incident Command System

(Brief position descriptions next page, in detail pps 4-12)



At A Glance: ICS Position Descriptions

Incident Commander: is responsible for directing and/or controlling resources by virtue of explicit legal, agency, or delegated authority. (Boss)

Information Officer: is responsible for developing and releasing information about the incident to the news media, to incident personnel, and to other appropriate agencies and organizations and coordinating with PIOs from other agencies. Develops system for internal/external communications. (PIO)

Liaison Officer: Incidents that are multi-jurisdictional, or have several agencies involved, may require the LO position on the Command Staff. Only one LO will be assigned per incident, including incidents operating under UNIFIED COMMAND and multi-jurisdiction incidents. The LO may have assistants, and the assistants may represent assisting agencies or jurisdictions. (Link to other agencies)

Safety Officer: is responsible for developing and recommending measures for personnel safety, and to monitor and/or anticipate hazardous and unsafe situations. Only one SO will be assigned for each incident. (Security/ police)

Operations Section Chief: is responsible for the management of all operations directly applicable to the incident. (Does Stuff)

Planning Section Chief: is responsible for the collection, evaluation, dissemination and use of information about the incident and required resources. Forecast incident potential and create an incident action plan. (Plans Stuff)

Logistics Section Chief: is responsible for providing facilities, services, and material in support of the incident. Participate in the development and implementation of the Incident Action Plan (IAP). (Gets Stuff)

Finance/Admin Section Chief: is responsible for all financial, administrative, and cost analysis aspects of the incident and for supervising members of the Finance/Administration Section. (Pays for Stuff)

Appendix B

South Seattle Community College - Emergency Response Kits

The following items should be easily available and accessible at all times for the Incident Command Center, Robert Smith 030 or in the Eprep trailer on the concourse.

Copy of <i>Emergency Action Plan</i>	Several gallons of drinking water
Two-way radios	Gator-Ade / other electrolyte-replentisher
Mega phone (in office and vehicles)	Hard hats
Telephones	Ear plugs
Cellular phones and charges	Eye Protection
Flashlights and several batteries	Face Masks
Digital cameras	Blankets
Laptop and/or desktop computers	Nitrile gloves
White dry erase board, dry erase pens	First-aid kits
Flip charts and marking pens	Rain gear and boots (Plant Operations area)
ABC fire extinguishers	Spill response kit (Plant Operations area)
Hand warmers	Glow sticks
Triage Tags / Flagging tape	Orange Vests

Appendix C

Telephone Bomb Threat Checklist

The Bureau of Alcohol, Tobacco & Firearms has published the following checklist to be completed any time a bomb threat is received by telephone. It is important to complete the checklist as soon as possible after a call is received so details are not forgotten. Give the completed form to law enforcement.

Exact time of call: _____ **Circle:** Male/Female Adult/Child **Age** _____

Exact words of caller (attach additional sheets if necessary):

QUESTIONS TO ASK:

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

CALLER'S VOICE (CHECK ALL THAT APPLY):

Calm		Slow		Crying		Slurred		Stutter		Deliberate	
Deep		Loud		Broken		Giggling		Accent		Disguised	
Angry		Rapid		Stressed		Nasal		Lisp		Incoherent	
Excited		Disgusted		Sincere		Squeaky		Normal		Intoxicated	

OTHER INFORMATION:

If voice is familiar, whom did it sound like? _____

Were there any background noises? _____

Remarks (attach additional sheets if necessary): _____

Person receiving call: _____

Telephone number call received at: (_____) - _____ - _____

Date: (MM / DD / YYYY) _____

Appendix D

Emergency Call Lists

Chief of Information Technology shall update phone lists regularly or whenever a change is known.

Date of Revision:

The following list is Confidential, and shall not be made available in the public version of this document. Numbers in the Emergency Call List are only to be used in the case of an actual emergency.

SSCC Administrators (*Emergency Purposes Only*)

Updated April 29, 2010

CONFIDENTIAL

Security Officer	Monday-Friday, 5:00 a.m. - 10:30 p.m.	--	(206) 235-0911
	Saturday & Sunday, 6:30 a.m. - 10:30 p.m.	--	(206) 235-0911
Security, James Lewis	Monday-Friday, 8:00 a.m. - 4:30 p.m.	(206) 763-5157	(206) 349-0911
Evening Administrator	Monday-Thursday, 4:30 p.m. - 8:00 p.m.	--	(206) 999-2566
Campus Services	Monday-Friday, 8:00 a.m. - 4:30 p.m.	--	(206) 764-5385
	Monday-Friday, 4:30-6:00 p.m.	--	(206) 491-3066
	After 6:00 p.m.: PM Custodian Jim Singleton	--	(206) 799-5790 (206) 387-2006
Computer Services			
Grant, Josh		(206) 444-6292	
Khun, Thary		(206) 878-5404	(206) 818-9221

