Emergency Action Plan (EAP)

South Seattle Community College

6000 16th Ave SW
Seattle, WA 98106

PUBLIC

May 2013
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South Seattle Community College Emergency Action Plan is updated, reviewed and approved each May and is redistributed by South’s National Incident Management System (NIMS) Safety Officer to the people and operation centers listed below:

- President
- VP of Instruction
- VP of Administration
- VP of Student Services
- HR Director
- Security Director
- Facilities Director
- IT Services Director
- Environmental Health & Safety Manager
- Seattle Fire Department
- Seattle Police Department Communications Director

Red indicates primary personnel

**Emergency Operations Center:**
- **Primary:** RSB 30 (Robert Smith Building)
- **Secondary:** JMB 140 (Jerry M Brockey Building)

**INCIDENT COMMANDER (IC)**
- Gary Oertli, x6870
- Frank Ashby, x6417
- Rosie Rimando-Chareunsap, x6763
- Donna Miller-Parker, x6827
- Evening (PM) Administrator, (206) 999-2566

**SAFETY OFFICER (SO)**
- James Lewis, x0911
- Greg Morphew, x0911
- Hip Nguyen, x0911
- [Bernard] Henry Heidt, x0911
- Matt Jackson, x0911

**PUBLIC INFORMATION OFFICER (PIO)**
- Kevin Maloney, x6875
- Elizabeth Pluhta, x5141
- Mary Kohl, x6873
- Katie Frazier, x6783

**LIAISON OFFICER (LO)**
- Greg Dempsey, x5378
- Chad Hickox, x5201
- Kathy Vedvick, x6415

**PLANNING SECTION CHIEF (PSC)**
- Christa Colouzis, x7966
- Kathleen Kent, x6700
- Kim Manderbach, x5863
- Wendy Price, x5216

**OPERATIONS SECTION CHIEF (OPS)**
- Steve Morgan, x6424
- Ed Brownell, x5320
- Eric Steen, x6427
- Murray Fye, x6423

**LOGISTICS SECTION CHIEF (LSC)**
- Josh Grant, x5843
- Bob Sullivan, x6613
- Bob Glatt, x6790
- Cessa Heard-Johnson, x6749

**FINANCE/ADMIN SECTION CHIEF (FSC)**
- Irina Minasova, x6432
- Lolita Khachaturova, x5841
- Rita Rambo, x6433
Review and Approval

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

_____________________________       ___________________
Gary Oertli                                      Date
President
1.0 INDIVIDUAL RESPONSIBILITIES

1.0 Personal Preparedness
2.0 Campus Emergency Information (general)
3.0 First Aid, Automated Defibrillators, Crisis Response Team

IF ASKED TO EVACUATE A BUILDING
(even if problems are not obvious),
YOU MUST COMPLY.

IN A CAMPUS EVACUATION,
head NORTH (TURN RIGHT)
onto 16th Ave SW.
NO LEFT TURNS ONTO 16th AVE SW
DO NOT block driveways.

*Emergency responders will come from the south and need the driveways.*

At all times, civilian vehicles **MUST** yield to emergency vehicles.
1.1 Personal Preparedness

Students, faculty and staff are required for South to operate. Because South is “people dependent” personal preparedness is a “must.”

<table>
<thead>
<tr>
<th>On Campus</th>
<th>At Home</th>
</tr>
</thead>
<tbody>
<tr>
<td>Each person should:</td>
<td>When people are prepared at home, they are more apt to come to school, focused, knowing their family’s needs are handled.</td>
</tr>
<tr>
<td>▪ Provide for their personal needs for 3 days. [MINIMUM: Extra water, critical medications, walking shoes and socks.]</td>
<td>Prepare to be “on your own” for seven days and you can make it through almost anything:</td>
</tr>
<tr>
<td>▪ Sign up for Campus Alerts: <a href="https://alert.seattlecolleges.edu/Login.aspx">https://alert.seattlecolleges.edu/Login.aspx</a> Messages are sent when an emergency closes the campus or poses a safety concern.</td>
<td>▪ Make a plan; where to go and how to reach your family</td>
</tr>
<tr>
<td>▪ Participate in emergency drills. Drills are held on the 11th day of each quarter at 10:45 am and 6:45 pm. Please participate.</td>
<td>▪ Be informed; KIRO 97.3 FM in Seattle area</td>
</tr>
</tbody>
</table>

**IN ADDITION, know how to contact Campus Security.** Call (206) 934-0911 or use:

**Yellow Boxes: Phones or Speaker/Buttons**
The following yellow boxes have no dialer or dial tone. Pick up the receiver; in 10 seconds, it connects to Campus Security’s cell phone:
- AMT (Aviation Maintenance) inside hallway
- CAS (Cascade Court) across from Bernie’s
- LHO (Landscape Horticulture) SW front
- RAH (Rainier Hall) near the 1st floor women’s bathroom
- RSB (Robert Smith Bldg) outside Registration
- TEC (Technology Center) NW corner

The following yellow boxes are push button speakers that call Campus Security:
- OLY (Olympic Hall) SE door
- South parking lot

**Blue emergency towers with call buttons:**
- RSB (Robert Smith Bldg) SW corner
- South side of JMB (Jerry Brockey Bldg)
- UNI (University Center) courtyard
- North parking lot entrance

<table>
<thead>
<tr>
<th>Store your emergency supplies:</th>
<th>Keep your gas tank</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ Separate from everyday food</td>
<td>at least ½ full. (Gas stations can’t pump gas if the power is out.)</td>
</tr>
<tr>
<td>▪ In containers easy to evacuate</td>
<td></td>
</tr>
</tbody>
</table>

- Water - one gallon per person, per day
- Plain bleach for water purification
- Foods - ready to eat, single meal packaging
- Can opener
- 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
### 2.0 SOUTH'S EVACUATION PLAN - Main Campus 6000 16th Ave SW

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1</td>
<td>Evacuation Plan Overview</td>
</tr>
<tr>
<td>2.2</td>
<td>Building Monitor Procedures</td>
</tr>
<tr>
<td>2.3</td>
<td>Campus Map with Evacuation Areas</td>
</tr>
<tr>
<td></td>
<td>Evacuating Persons with Special Needs:</td>
</tr>
<tr>
<td>2.4</td>
<td>Disability Guidelines</td>
</tr>
<tr>
<td>2.5</td>
<td>Mobility Impairment</td>
</tr>
<tr>
<td>2.6</td>
<td>Vision Loss</td>
</tr>
<tr>
<td>2.7</td>
<td>Deaf or Hearing Impaired</td>
</tr>
<tr>
<td>2.8</td>
<td>Respiratory Illness</td>
</tr>
</tbody>
</table>

**IF ASKED TO EVACUATE A BUILDING**
(even if problems are not obvious), **YOU MUST COMPLY**.
2.1 Evacuation Plan - Overview

IF ASKED TO EVACUATE
(even if problems are not obvious),
YOU MUST COMPLY

- Evacuate immediately to an Evacuation Assembly Area (ARA) 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.
- Ask a disabled person if you can assist them. Mobility aids may need to be left behind.
- Notify the Building Monitor (or an emergency responder) of the location of anyone still inside.
- Building Monitors report to the Safety Officer. Building Monitors notify the Safety Officer of people needing assistance.
- Re-enter the building ONLY after an official “All Clear” notification.

If evacuating via vehicle,

**head North (TURN RIGHT) on 16th Ave SW.**

Emergency vehicles will come from the south.

**NO LEFT TURNS ONTO 16th AVE SW.**
2.2 Building Monitors

Building Monitors are volunteers directed by the Safety Officer and in communication with him by walkie-talkie. Building monitors coordinate evacuations in each buildings 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. If evacuating campus via vehicle, head NORTH (TURN RIGHT) onto 16th Ave SW. DO NOT block driveways.
  
  Emergency responders come from the south and need the driveways.

At all times, civilian vehicles MUST yield to emergency vehicles.

<table>
<thead>
<tr>
<th>South Main Campus - Buildings</th>
<th>Building Monitor #1</th>
<th>Building Monitor #2</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABR Auto Collision Repair</td>
<td>Steve Ford</td>
<td>Erik Smock</td>
</tr>
<tr>
<td>AMT Aviation Maintenance</td>
<td>Mary Lynch</td>
<td>Kim Alexander</td>
</tr>
<tr>
<td>AUT Auto Technology</td>
<td>Brian Hughes</td>
<td>Suzanne Sittner</td>
</tr>
<tr>
<td>AVT Aviation Composite Lab</td>
<td>Mary Lynch</td>
<td>Talitha Terry</td>
</tr>
<tr>
<td>CAB Culinary Arts Building</td>
<td>Mary Gaston</td>
<td></td>
</tr>
<tr>
<td>CAS Cascade Court</td>
<td>Lisa Sever</td>
<td>Therese Lynch</td>
</tr>
<tr>
<td>CCC Child Care Center</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CEC Chan Education Center</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HDM Heavy Diesel Machine</td>
<td>Doug Clapper</td>
<td></td>
</tr>
<tr>
<td>JMB Jerry Brockey Building</td>
<td>Monica Lundberg</td>
<td>Colby Keene</td>
</tr>
<tr>
<td>LHO Landscape Horticulture</td>
<td>Van Bobbitt</td>
<td>Sara Skamser</td>
</tr>
<tr>
<td>LIB Library</td>
<td>Jeff Gorup</td>
<td>Patricia Naylor</td>
</tr>
<tr>
<td>MPB Multi Purpose Building</td>
<td>Regina Daigneault</td>
<td>Peter Bos</td>
</tr>
<tr>
<td>NWA Northwest Wine Academy</td>
<td>Camille Stempowski</td>
<td>Christian Kinlin</td>
</tr>
<tr>
<td>OLY Olympic Hall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PBA Pastry &amp; Baking Arts</td>
<td>Sebastian Myrick</td>
<td>Pedro Reyes</td>
</tr>
<tr>
<td>RAH Rainer Hall</td>
<td>Jason Gruenwald</td>
<td>Irisa Minasova</td>
</tr>
<tr>
<td>RSB (NE) Robert Smith Building (NE)</td>
<td>Annie Zadra</td>
<td>Jennifer Cepek</td>
</tr>
<tr>
<td>RSB (SW) Robert Smith Building (SW)</td>
<td>Wendy Nagasawa</td>
<td>Katie Frazier</td>
</tr>
<tr>
<td>RSB (W) Robert Smith Building (W)</td>
<td>Duncan Burgess</td>
<td>Sandy Long</td>
</tr>
<tr>
<td>TEC Technology Center</td>
<td>Aimee Goodwin</td>
<td></td>
</tr>
<tr>
<td>UNI University Center</td>
<td>David Weber</td>
<td></td>
</tr>
<tr>
<td>WFB Welding Fabrication Building</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
2.3 Campus Map

In a campus evacuation, HEAD NORTH on 16th Ave SW.

NO LEFT TURNS ONTO 16th AVE SW. DO NOT BLOCK DRIVEWAYS.

Emergency responders will come from the south and need the driveways.
Civilian vehicles MUST yield to emergency vehicles.

<table>
<thead>
<tr>
<th>Location</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABR</td>
<td>Auto Body Repair</td>
</tr>
<tr>
<td>AMT</td>
<td>Aviation Maintenance Technology</td>
</tr>
<tr>
<td>AFT</td>
<td>Automotive Technology</td>
</tr>
<tr>
<td>AVT</td>
<td>Aviation Technology</td>
</tr>
<tr>
<td>CAB</td>
<td>Culinary Arts Building</td>
</tr>
<tr>
<td>CAS</td>
<td>Cascade Court</td>
</tr>
<tr>
<td>CCC</td>
<td>Child Care Center</td>
</tr>
<tr>
<td>CEC</td>
<td>Chan Education Center</td>
</tr>
<tr>
<td>CSS</td>
<td>Campus Service Shop</td>
</tr>
<tr>
<td>EPT</td>
<td>Emergency Preparedness Trailer</td>
</tr>
<tr>
<td>GND</td>
<td>Grounds</td>
</tr>
<tr>
<td>HDM</td>
<td>Heavy Duty Diesel</td>
</tr>
<tr>
<td>JMB</td>
<td>Jerry M Brockey Building</td>
</tr>
<tr>
<td>LGH</td>
<td>Landscape Horticulture Greenhouse</td>
</tr>
<tr>
<td>LHO</td>
<td>Landscape Horticulture Classrooms</td>
</tr>
<tr>
<td>MPB</td>
<td>Multi-Purpose Building</td>
</tr>
<tr>
<td>NWA</td>
<td>Northwest Wine Academy</td>
</tr>
<tr>
<td>OLY</td>
<td>Olympic Hall</td>
</tr>
<tr>
<td>PBA</td>
<td>Pastry and Baking Arts</td>
</tr>
<tr>
<td>RAH</td>
<td>Rainier Hall</td>
</tr>
<tr>
<td>RSB</td>
<td>Robert Smith Building</td>
</tr>
<tr>
<td>UNI</td>
<td>University Center</td>
</tr>
<tr>
<td>WFB</td>
<td>Welding Fabrication Building</td>
</tr>
</tbody>
</table>
## 2.4 Disability Guidelines

**NOTE TO PEOPLE WITH DISABILITIES...**

discuss South’s evacuation plan and how you want to be helped in an emergency:

- **Students**: Contact Disability Support Services RSB 12; x5137.
- **Employees**: Contact Human Resources RSB 200; x6415.

### General Guidelines for Evacuating People with Disabilities

- People with disabilities and their service animals (who are usually self-sufficient) may need help in an emergency.
- Ask the person how you can help them.
- Assistance should be offered not assumed.
- Be patient. Those with disabilities may need more time in an emergency.
- Be aware that stairwells will be checked by emergency responders.

(Guidelines for specific types of disabilities on the following pages.)
### 2.5 Evacuating People with Mobility Impairment

- **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.
- **Areas of Rescue Assistance** (ARA) are places to wait for help. Stairwell landings are Areas of Rescue Assistance.
- Immediately tell someone in charge about anyone left in a rescue area.

<table>
<thead>
<tr>
<th>Ground Floor Evacuations</th>
<th>People using wheelchairs should evacuate along with others.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Options for Stairs</strong></td>
<td>If you do not know how to carry a person down stairs, or if the person refuses to be carried, tell them to wait on a stairwell landing (Area of Rescue Assistance). Immediately tell emergency responders where the person is waiting.</td>
</tr>
</tbody>
</table>

#### Three ways to move a mobility impaired person down stairs

1) **EVACUCHAIRS**… South has “Evacuchairs” to help evacuate people from buildings with stairs. Evacuchairs are stored in:
   - RAH (Rainer Hall) room 221B
   - LIB (Library) NW stairwell 2nd floor landing
   - CAS (Cascade Court) room 112B
   - OLY (Olympic Hall) room 304
   - UNI (University Center) room 101, hallway

2) **If a person is in an electric wheelchair**, leave the electric wheelchair behind; do not block exit routes.

   *To safely carry a person downstairs*, two persons must use specific techniques, *practiced before an emergency*.

3) **If a person is in a manual wheelchair**, EITHER:
   - Leave the manual wheelchair behind; do not block exit routes.
     *To safely carry a person down stairs*, two people must use specific techniques, *practiced before an emergency*.
   - Carry the person while they sit in their manual wheelchair.
     *At least four strong people* are needed to carry a person in a manual wheelchair down stairs.
2.6 Evacuating People 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.

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 are familiar to people with vision loss. Give verbal instructions about stairs, distances, rough terrain, doorways, debris, etc.

2.7 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 hearing impaired people will know what to do by watching others.

2.8 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.
3.0 EMERGENCIES ON CAMPUS

3.1 General Emergencies on Campus
3.2 Crisis Response Team
3.3 First Aid, Automated Defibrillators, and Reporting Injuries
3.4 Shelter in Place

Be aware.

Report anything suspicious to

Campus Security (206) 934-0911.

Abandoned bags, luggage, backpacks
are checked by Campus Security for hazardous materials before being
turned over to Lost and Found (Student Life Office, JMB 135).
If hazardous or illegal materials are found, Seattle Police are notified.
3.1 General Emergencies on Campus

The GENERAL campus emergency procedure is:

1. When in doubt - call (9+)911.
2. Call Campus Security (206) 934-0911
   Monday – Friday, 5:00 am - 10:00 pm
   Saturday – Sunday, 6:30 am - 10:00 pm

<table>
<thead>
<tr>
<th>Use your Cell Phone</th>
<th>Use a Campus Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call 911</td>
<td>911</td>
</tr>
<tr>
<td>9 + 911</td>
<td>Extension 0911</td>
</tr>
<tr>
<td>Call Campus Security (after hours, call 911)</td>
<td>(206) 934-0911</td>
</tr>
</tbody>
</table>

_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 THE DISPATCHER LETS YOU.

3.2 South’s Crisis Response Team (CRT)

South’s Crisis Response Team (CRT) responds when an emergency occurs on campus that DOES NOT require evacuation, but causes emotional trauma. It is an alternative to the Emergency Response Team and is made up of individuals selected by the campus President.

- In an incident, our campus President or his designee determines if and when the CRT is assembled.
- In the event of a death, the first call is to South’s Campus Security
### 3.3 First Aid, Automated Defibrillator (AED), Reporting Injuries

<table>
<thead>
<tr>
<th>Basic First Aid is needed</th>
<th>Outside Medical Assistance is needed</th>
<th>Automated Defibrillator (AED) is needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ Do not move the injured unless in a life-threatening situation.</td>
<td>▪ Do not move the injured unless in a life-threatening situation.</td>
<td>An Automated Defibrillator (AED) is used when a heart has stopped. Our AEDs have <strong>audio instructions</strong> and will not “shock” a person unless it will help them.</td>
</tr>
<tr>
<td>▪ Call Campus Security at (206) 934-0911.</td>
<td>▪ Call (9+)911.</td>
<td><strong>AEDs are located:</strong></td>
</tr>
</tbody>
</table>
| ▪ Stay with the injured until Campus Security arrives. | ▪ Tell the dispatcher you are reporting a medical emergency and give your name, location, and phone number. | JMB (Jerry Brockey Center)  
Staff Lounge filing cabinet |
| ▪ Campus Security gives basic first aid and/or seeks additional treatment. | ▪ Do not hang up until instructed. | OLY (Olympic Hall) 2nd floor hallway |
|                                         | ▪ Call Campus Security at (206) 934-0911 to expect emergency vehicles. | UNI (University Center) 2nd floor hallway |
|                                         | ▪ Stay with the injured and try to keep them calm until help arrives. | TEC (Technology Center) room 140 |
|                                         |                                             | LIB (Library) near main media desk |

**Notify Campus Security (206) 934-0911 if an AED is needed.**

### Reporting EMPLOYEE On Campus Accidents / Injuries

- Notify your supervisor as soon as possible.
- Complete an Accidental Injury Report Form within two working days and send to your supervisor and the Campus Security Director.

### Reporting STUDENT On Campus Accidents / Injuries

- Notify the VP of Student Services.
- Complete an Accidental Injury Report form as soon as possible and forward to the Campus Security Director.

**Accidental Injury Report found online on Southnet**


It’s the first item in the alphabetical list: *Accident/Injury Report Form*
3.4 Accidental Injury Report and Form

MEDICAL EMERGENCIES

FOR MINOR INJURIES OR ILLNESS, report to the Campus Security Office, RSB 62A (Robert Smith Building), (206) 934-0911.

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 and carefully provide the information requested by the 911 operator.
   - Do not hang up until told to do so.
3. When you complete the 911 call, notify Campus Security, (206) 934-0911, 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 about the illness or injury.
4. Let the victim know help is on the way and keep them calm and comfortable. If you are first aid trained give first aid.
5. Remain with the victim until Campus /Security or emergency crews arrive.
6. Victim should be asked to complete and submit an accident report to Campus Security.

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, RSB 62A (Robert Smith Building), (206) 934-0911.

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 initiate 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: SCCD gives the prevention of occupational 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.
### 3.4 Accidental Injury Report Form

**SEATTLE COMMUNITY COLLEGE DISTRICT VI**

**CAMPUS SECURITY ACCIDENTAL INJURY REPORT**

South Seattle Community College | 6000 16th Ave SW Seattle, WA 98016 | (206)934-5157

---

**INJURED PERSON**

<table>
<thead>
<tr>
<th>Name: (Last, Fist, M.I.)</th>
<th>Address: (Local)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Social Security #:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Phone:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Email Address:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Age:</th>
<th>Sex:</th>
<th>Classification: (circle one)</th>
<th>Title or Status: (Machinist, Salesman, etc)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Student</td>
<td>Employee</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department:</th>
<th>Date of Occurrence:</th>
<th>Time of Day:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>ACCIDENT</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Exact Location of Accident:</th>
<th>Name of Supervisor</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Area of Occurrence:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auditorium</td>
</tr>
<tr>
<td>Bathroom, shower</td>
</tr>
<tr>
<td>Cafeteria Kitchen</td>
</tr>
<tr>
<td>Classroom, study room</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Corridor, hallway</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dressing or locker room</td>
</tr>
<tr>
<td>Grounds</td>
</tr>
<tr>
<td>Gymnasium</td>
</tr>
<tr>
<td>Student Center</td>
</tr>
<tr>
<td>Laboratory</td>
</tr>
<tr>
<td>Shop Area</td>
</tr>
<tr>
<td>Stairs, ramps</td>
</tr>
<tr>
<td>Parking Lot</td>
</tr>
<tr>
<td>Other:</td>
</tr>
</tbody>
</table>

**Details of Accident** (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):

**School Insurance:** YES | NO (circle one)
### 3.4 Accidental Injury Report Form (continued)

**INJURY**

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

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

**TREATMENT**

**Estimate of Severity**
- □ Minor
- □ Serious
- □ Critical
- □ Fatal

**Emergency Care**
- □ First Aid
- □ Private Physician
- □ Health Center
- □ Hospital, specify:

**Given by:** (Name and address)

**Will Injury Cause Absence from Work or Classes?**
- □ Yes
- □ No

**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**
4.0 VIOLENCE AND THREATS ON CAMPUS

4.1 Violence Risk and Threat Assessment
4.2 Armed Intruder / Weapon Threat
4.3 Shelter in Place
4.4 Bombs
4.5 Bomb Threats

Be aware.

Report anything suspicious to
Campus Security (206) 934-0911.
## 4.1 Violence and Threat Assessment

<table>
<thead>
<tr>
<th>Overview</th>
<th>You Hear Yelling or Threats</th>
<th>You Witness a Fight or Physical Abuse</th>
</tr>
</thead>
<tbody>
<tr>
<td>Threat assessment saves lives and property.</td>
<td>▪ DO NOT ignore a potentially dangerous situation.</td>
<td>▪ If you witness a fight or physical abuse, DO NOT get physically involved.</td>
</tr>
<tr>
<td>Evaluating intent, motive, and ability determines the level of risk.</td>
<td>▪ Interrupt or get help.</td>
<td>▪ Contact Campus Security (206) 934-0911 immediately.</td>
</tr>
<tr>
<td>After threat validation, a strategy is developed to defuse risk.</td>
<td>▪ Knock and ask if everything is okay.</td>
<td>▪ Try to disperse onlookers and discourage others from becoming involved.</td>
</tr>
<tr>
<td></td>
<td>▪ If you are uncomfortable, get help. A call to Campus Security, (206) 934-0911 gets help quickly.</td>
<td>▪ If in doubt, call (9+)911.</td>
</tr>
</tbody>
</table>

### BE SURE TO REPORT ALL INCIDENCES!

<table>
<thead>
<tr>
<th>THREATS</th>
<th>“RED FLAG” Communications</th>
<th>WHERE TO REPORT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report the following for assessment:</td>
<td>▪ Complaint or outrage over a college incident.</td>
<td><strong>IMMEDIATELY REPORT</strong></td>
</tr>
<tr>
<td>▪ All threats whether received in writing, by telephone, e-mail or fax, through an informant, or in-person.</td>
<td>▪ Evidence of stalking behavior or research into the personal life of someone else.</td>
<td>Threats or “Red Flags” to Campus Security (206) 934-0911.</td>
</tr>
<tr>
<td>▪ Any assault or attempted assault.</td>
<td>▪ Obsessive desire to contact an employee or student.</td>
<td>In cases involving <strong>students</strong>, also contact:</td>
</tr>
<tr>
<td>▪ Anything you think “might” be a threat.</td>
<td>▪ Belief someone owes money or affection.</td>
<td>▪ VP for Student Services x6763</td>
</tr>
<tr>
<td></td>
<td>▪ Belief an employee or student is someone else.</td>
<td>In cases involving <strong>campus employees</strong>, also contact:</td>
</tr>
<tr>
<td></td>
<td>▪ References to:</td>
<td>▪ Human Resources Director x6415</td>
</tr>
<tr>
<td></td>
<td>o public figures who were attacked</td>
<td>▪ o Public figures who were attacked</td>
</tr>
<tr>
<td></td>
<td>o individuals who attacked public figures or committed violent acts</td>
<td>▪ o individuals who attacked public figures or committed violent acts</td>
</tr>
<tr>
<td></td>
<td>o mental illness, psychiatric care, anti-psychotic medication, etc.</td>
<td>▪ o Mental illness, psychiatric care, anti-psychotic medication, etc.</td>
</tr>
<tr>
<td></td>
<td>o bodyguards, security, safety, etc.</td>
<td>▪ o Bodyguards, security, safety, etc.</td>
</tr>
<tr>
<td></td>
<td>o death, suicide, weapons, violence, assassinations, acts of terrorism.</td>
<td>▪ o Death, suicide, weapons, violence, assassinations, acts of terrorism.</td>
</tr>
</tbody>
</table>
## 4.2 Armed Intruder / Weapon Threat

<table>
<thead>
<tr>
<th>Overview</th>
<th>Every situation is different. Trust your judgment for the best course of action. Your own safety is your top priority!</th>
</tr>
</thead>
</table>
| Guidelines | Stay calm / keep thinking.  
Put distance between yourself and the intruder.  
Call (9+)911; report what you can about the intruder and his location.  

**NOTE:** AS A LAST RESORT, you may need to physically confront an armed intruder. |

| Imminent Violence | The following guidelines are for those who hear gunshots or see an armed person. Run away if possible. If you cannot flee, isolate yourself from the intruder. Close, lock and barricade doors, close curtains, stay quiet and away from windows. |
| Dealing with Threatening People | 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 the person 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. |
| Can’t Speak Freely and Need Help | If you are released or escape, this information will be needed by police. |

- 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 from the intruder. Close, lock and barricade doors, close curtains, stay quiet and away from windows.  
- Call 9+911 if you can. Follow law enforcement instructions. DO NOT come out until notified by law enforcement.  
- Notify others via phone, text, what you know – DO NOT SPECULATE.  
- Phones that can broadcast messages over office phone speakers are located at:  
  o UNI (University Center) front desks & dean  
  o RSB (Robert Smith Building) President & office assistants  
  o RSB (Robert Smith Building) VPs & business office assistants  
  o OLY 130 (Olympic Hall) Continuing Education  
  o TEC 140 (Tech Center) & Tech Center Dean  
  o JMB (Jerry Brockey Bldg) Student Life  
  o MPB 8 (Multi-purpose Building)  

We have a code phrase to let Campus Security know that you need help.  
Ask your supervisor for the code phrase. It is not published.  
Call Campus Security (206) 934-0911. 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.  
- If you can’t call Campus Security, use the code phrase with nearby employees. They will know to get help.  

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.
4.3 Shelter in Place

If you hear gun shots (or receive a ‘shots fired’ notification):

- The first priority is to **LOCK YOUR ROOM**.
- Then call 911 and report “shots fired.” Give the shooter’s location and/or description to the police.
- **Prepare for invasion.**
  If the gunman enters your room, you may be trapped. In most campus shootings, the assailant is on a suicide mission so reasoning with him isn’t effective. **Try to prevent him from entering your room (lock* the door), close the blinds, and be ready with a plan in case he gets in!**

* Some doors may not “lock” but can be held closed by looping and twisting a belt, cord or shirt around the handle and pulling to the side. If the door opens inward, use your foot to improve control of the door.
* If the door opens inward, consider barricading the door with heavy objects.

To help you plan, assess your resources.
Things you might ask others in the room: Does anyone have mace/ pepper spray? Was anyone in the military? Did anyone play football? Wrestle?

**One strategy:**
Have a person about 4 feet to the side of door ready with mace (or heavy books, a chair, etc.). Have 4 other athletic individuals ready to charge attacker after he is sprayed or hit. Have others in the background, ready to move, toss papers and make noise to distract the attacker.

**Planned outcome:**
The attacker is maced, tackled, disarmed and restrained face down (have each athletic person take a limb and straddle it). If necessary, have one or two additional people sit on the intruder’s back to completely immobilize him.
Remember that the attacker may have more than one weapon. Keep him from moving. After he is restrained, call 911 and Campus Security, (206) 934-0911, to tell them that you have disarmed an attacker and where you are located.

**At South, we may lock some buildings** if ordered by the Incident Commander. Maintenance or Campus Security can remotely lock the following buildings:

- OLY Olympic Hall
- UNI University Center

Other buildings on campus must be locked manually.
### 4.4 Bombs

**Overview**

“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*

**Suspicious Packages**

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 USE CELL PHONES.** > Either could set off a bomb.
- Call (9+)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 at (206) 934-0911.** 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.

### 4.5 Bomb Threats

**Overview**

- **Take ALL bomb threats seriously.**

Bomb threats can be delivered in-person, via telephone, or in writing.

Most threats come by phone.

The most dangerous threats are in-person.

**In-Person Bomb Threat**

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 *(9+)911 first* and then Campus Security (206) 934-0911.
- 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 accessible to law enforcement.

**Telephone Bomb Threat**

- Remain calm.
- If the caller lets you talk, ask the questions on the next page; keep them talking.
- While talking, alert a co-worker to call Campus Security (206) 934-0911.
- 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.
**4.6 Bomb Threat Checklist**

**Telephone Bomb Threat Checklist**

The Bureau of Alcohol, Tobacco & Firearms has published the following checklist to use when a bomb threat is received by telephone. It is important to complete the checklist as soon as possible after a call is received. Give the completed form to law enforcement.

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

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

____________________________________________________

_______________________________________________________________________________

_______________________________________________________________________________

________________________________________________________

_______________________________________________________________________________

QUESTIONS TO ASK CALLER:

- When is the bomb going to explode? _______________________________________________
- Where is the bomb? ______________________________________________________________
- What does it look like? ____________________________________________________________
- What kind of bomb is it? __________________________________________________________
- What will make it explode? _______________________________________________________
- Did you place the bomb? _________________________________________________________
- Why? ________________________________________________________________________
- Where are you calling from? _____________________________________________________
- What is your address? ___________________________________________________________
- What is your name? _____________________________________________________________

**CALLER’S VOICE (CHECK ALL THAT APPLIES):**

<table>
<thead>
<tr>
<th>Calm</th>
<th>Slow</th>
<th>Crying</th>
<th>Slurred</th>
<th>Stutter</th>
<th>Deliberate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deep</td>
<td>Loud</td>
<td>Broken</td>
<td>Giggling</td>
<td>Accent</td>
<td>Disguised</td>
</tr>
<tr>
<td>Angry</td>
<td>Rapid</td>
<td>Stressed</td>
<td>Nasal</td>
<td>Lisp</td>
<td>Incoherent</td>
</tr>
<tr>
<td>Excited</td>
<td>Disgusted</td>
<td>Sincere</td>
<td>Squeaky</td>
<td>Normal</td>
<td>Intoxicated</td>
</tr>
</tbody>
</table>

**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) ____________________________________________________________
## 5.0 OTHER EMERGENCY PROCEDURES

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.1</td>
<td>Bio Terrorism or Biological Disaster</td>
</tr>
<tr>
<td>5.2</td>
<td>Blood Borne Pathogens</td>
</tr>
<tr>
<td>5.3</td>
<td>Communications / Data [MAJOR OUTAGES]</td>
</tr>
<tr>
<td>5.4</td>
<td>Demonstrations, Marches and Protests</td>
</tr>
<tr>
<td>5.5</td>
<td>Earthquakes</td>
</tr>
<tr>
<td>5.6</td>
<td>Epidemic / Outbreak</td>
</tr>
<tr>
<td>5.7</td>
<td>Fire</td>
</tr>
<tr>
<td>5.8</td>
<td>Flooding</td>
</tr>
<tr>
<td>5.9</td>
<td>Hazardous Materials / Spill / Exposure</td>
</tr>
<tr>
<td>5.10</td>
<td>Inclement Weather Campus Closures</td>
</tr>
<tr>
<td>5.11</td>
<td>National / Regional Emergency</td>
</tr>
<tr>
<td>5.12</td>
<td>Utility Failures</td>
</tr>
<tr>
<td>5.13</td>
<td>Volcanic Eruptions</td>
</tr>
</tbody>
</table>
## 5.1 Bio Terrorism or Biological Danger

<table>
<thead>
<tr>
<th>Toxic Gas Release</th>
<th>Campus Operations</th>
<th>Personal Action</th>
</tr>
</thead>
</table>
| 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 ventilation in a large building is off, take shelter in a room and close-off ventilation ducts to that room and seal openings under doorways.  
▪ Stay inside until the “All Clear” notification. |

## 5.2 Blood Borne Pathogens

“Blood borne pathogens” are disease-causing microorganisms that may be present in blood or body fluids. If exposed, report the incident and fill out an incident report.

<table>
<thead>
<tr>
<th>High Risk</th>
<th>Low Risk</th>
<th>Cleanup of Body Fluids</th>
</tr>
</thead>
</table>
| “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 Director (206) 934-0911.  
▪ 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 and/or preventative therapy.  
▪ If you are unsure of what to do, call Harborview Medical Center (206) 732-3000. | Contact with these body fluids is not high risk unless there is visible blood:  
▪ semen  
▪ feces  
▪ nasal secretions  
▪ saliva  
▪ spit  
▪ sweat  
▪ tears  
▪ urine  
▪ vomit | ▪ If the contamination is on campus, contact South’s Environmental Health and Safety officer at (206) 934-7966 or custodial staff at (206) 934-5790.  
▪ 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 South’s Environmental Health and Safety officer at (206) 934-7966. |

**Care for non life-threatening** cuts can be found at these clinics:

<table>
<thead>
<tr>
<th>Seattle (Denny Way)</th>
<th>Seattle (Aurora)</th>
<th>Tukwila</th>
<th>West Seattle Family Medicine</th>
</tr>
</thead>
</table>
| 1151 Denny Way      | 8313 Aurora Ave N | 200 Andover E | Mon–Fri 7:30 am–7:00 pm  
Sat 9am-5pm, closed Sun  
4744 41st Ave SW, #101  
Seattle, WA 98116  
(206) 933-1041 |
| Seattle, WA 98109   | Seattle, WA 98103 | Tukwila, WA 98188 | (206) 682-7418  
(206) 784-0737  
(206) 575-3136 |
| (206) 682-7418      | (206) 784-0737   | (206) 575-3136 | |
| (206) 934-0911      | |
| (206) 575-3136      | |
| (206) 934-7966      | |
| (206) 934-7966      | |
### 5.3 Communications / Data [MAJOR Outages]

<table>
<thead>
<tr>
<th>Impact</th>
<th>Reporting</th>
<th>Restoring Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major communication outages hinder College operations.</td>
<td>Contact Director of Information Technology (IT) x5843 ONLY if:</td>
<td>Director of IT makes a plan and informs Campus of restoration timeline.</td>
</tr>
<tr>
<td></td>
<td>▪ Outages directly affect public safety.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>▪ An entire building loses telephone or data service.</td>
<td></td>
</tr>
</tbody>
</table>

**INDIVIDUAL OUTAGES ARE NOT AN EMERGENCY** unless they directly affect safety.

Individual service outages should be reported to the helpdesk, x5844.

### 5.4 Demonstrations, Marches & Protests

<table>
<thead>
<tr>
<th>College Policy</th>
<th>Peaceful</th>
<th>Disruptive/Destructive</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstrations that do not restrict pedestrian traffic or disrupt education are allowed in the Clock Tower Plaza.</td>
<td>▪ Notify the President.</td>
<td>▪ Notify Campus Security (206) 934-0911.</td>
</tr>
<tr>
<td></td>
<td>▪ Campus Security monitors for vandalism or signs of escalation.</td>
<td>▪ Identify individuals acting out (clothing, physical description, and activity engaged in).</td>
</tr>
<tr>
<td></td>
<td>▪ Campus Security contacts Seattle Police if needed.</td>
<td>▪ Campus Security will contact police if needed.</td>
</tr>
<tr>
<td></td>
<td>▪ Preplanned demonstrations may have law enforcement presence.</td>
<td></td>
</tr>
</tbody>
</table>
### 5.5 Earthquakes

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

<table>
<thead>
<tr>
<th>INDOORS</th>
<th>OUTDOORS</th>
<th>If asked to evacuate, YOU MUST COMPLY.</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Take cover under or next to solid furniture or against an inside wall and hold on.</td>
<td>- If outdoors, stay outdoors and move away from buildings, trees, and utility wires.</td>
<td>Follow evacuation procedures:</td>
</tr>
<tr>
<td>- Avoid areas where glass, mirrors, pictures, bookcases could fall.</td>
<td>- Once in the clear, <strong>sit down</strong> until the shaking stops.</td>
<td>- Walk; <strong>DO NOT</strong> run, to the nearest exit.</td>
</tr>
<tr>
<td>- <strong>DO NOT</strong> stand in doorways.</td>
<td></td>
<td>- <strong>DO NOT USE ELEVATORS.</strong></td>
</tr>
<tr>
<td>- If inside - stay inside. Running outside increases the risk of injury. When the shaking stops, evacuate.</td>
<td>- If outdoors, stay outdoors and move away from buildings, trees, and utility wires.</td>
<td>- Assist disabled or injured persons.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Go to an Evacuation Area.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- <strong>DO NOT</strong> reenter the buildings until they are declared safe.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- If you must leave campus via vehicle, <strong>head NORTH (turn right)</strong> on 16th Avenue SW.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- <strong>DO NOT</strong> block driveways. Emergency responders will come from the south and need access.</td>
</tr>
</tbody>
</table>

---

**Civilian vehicles MUST yield to emergency vehicles.**

**In a campus evacuation, HEAD NORTH on 16th Ave SW. NO LEFT TURNS ONTO 16th AVE SW. DO NOT BLOCK DRIVEWAYS.**

Emergency responders will come from the south and need the driveways.
### 5.6 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.

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

### 5.7 Fires

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 map prior page).

<table>
<thead>
<tr>
<th>If you discover fire and/or smoke</th>
<th>If you become trapped</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ 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.</td>
<td>▪ If possible, call (9+)911.</td>
</tr>
<tr>
<td>▪ Isolate the fire by closing doors; but DO NOT LOCK DOORS.</td>
<td>▪ Tell the dispatcher you are reporting a fire. Give your name, location (building, floor, room number), and your phone number.</td>
</tr>
<tr>
<td>▪ Activate the fire alarm.</td>
<td>▪ DO NOT hang up until told to do so.</td>
</tr>
<tr>
<td>▪ Start evacuation procedures and call (9+)911.</td>
<td>▪ If near a window, open/break it and place some clothing out the window as a signal.</td>
</tr>
<tr>
<td>▪ DO NOT stop for personal belongings or records.</td>
<td>▪ Stay near the floor and cover your nose with clothing to breathe the best air.</td>
</tr>
<tr>
<td>▪ DO NOT walk in smoke. Instead, crawl to the nearest exit.</td>
<td>▪ DO NOT open a door if smoke is coming in around it or it feels hot.</td>
</tr>
<tr>
<td>▪ Cover your nose with clothing to avoid inhaling smoke.</td>
<td>▪ Shout to give emergency personnel your location.</td>
</tr>
<tr>
<td>▪ DO NOT use elevators – use the stairs!</td>
<td></td>
</tr>
<tr>
<td>▪ Evacuate to a safe area away from the building.</td>
<td></td>
</tr>
<tr>
<td>▪ Assist disabled persons out of the building or to a stairwell landing.</td>
<td></td>
</tr>
<tr>
<td>▪ Give the location of people left inside to emergency responders.</td>
<td></td>
</tr>
<tr>
<td>▪ The Incident Commander or Campus Security will announce an “All Clear” when the building is safe to re-enter.</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Before a flood</th>
<th>During or after heavy rains</th>
<th>After a flood</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ Have emergency supplies.</td>
<td>▪ Listen to the news for information and instructions.</td>
<td>▪ Listen to the news for instructions.</td>
</tr>
<tr>
<td>▪ Keep a portable, battery-operated radio and flashlight.</td>
<td>▪ 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.</td>
<td>▪ Report broken utility lines or other hazards to South’s Incident Command.</td>
</tr>
<tr>
<td>▪ Find out if you are in a flood-prone area.</td>
<td>▪ Be wary of electric wires and falling or fallen objects.</td>
<td>▪ Locate usable entrances if swollen doors, buckled floors or mud prevent some doors from being used.</td>
</tr>
<tr>
<td>▪ Learn your flood evacuation routes and the location of high ground.</td>
<td>▪ DO NOT drive in flooded areas, <strong>6 inches of water can float a car.</strong></td>
<td>▪ Water may be contaminated. <strong>Listen to the radio for instructions about tap water.</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ Avoid walking through floodwaters. <strong>Moving water, even 6 inches deep, can sweep you off your feet.</strong></td>
</tr>
</tbody>
</table>

### 5.9 Hazardous Materials / Spill / Exposure

#### Asbestos
Some buildings were built with asbestos containing materials. Undamaged asbestos is not harmful. However, when asbestos is disturbed, fibers are released that are an inhalation hazard.

**Fiber Release Episode**
- Evacuate the area immediately.
- Confine particles by shutting the door(s).
- Call South’s Environmental Health and Safety Specialist (206) 934-7966 who will notify authorities.
- Return to the evacuated building ONLY after the “All Clear” notification.

#### Chemical Spills & Releases
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.)
- Evacuate the room.
- Call South’s Environmental Health and Safety Specialist (206) 934-7966.
- 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 an “All Clear” notification.

#### Chemical Odor
If an employee smells a chemical odor such as solvent or sees a chemical spill that is not an immediate safety threat:
- Call South’s Environmental Health and Safety Specialist (206) 934-7966.
- She 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 (9+)911 will alert the Hazardous Materials Emergency Response Team from Seattle Fire Department.
- Campus Security and building monitors will evacuate the area and establish a safe perimeter.
- Return to the building ONLY after an “All Clear” notification.
5.10  Inclement Weather / Campus Closures

<table>
<thead>
<tr>
<th>Policy</th>
<th>College Closure Notifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>South makes every attempt to operate in inclement weather.</td>
<td>When weather is too severe for normal College operation:</td>
</tr>
<tr>
<td></td>
<td>▪ The President decides whether the College will be closed or start late.</td>
</tr>
<tr>
<td></td>
<td>▪ Announcements are made on local radio and television, South's website (<a href="http://www.southseattle.edu">http://www.southseattle.edu</a>), campus telephones and voicemail.</td>
</tr>
<tr>
<td></td>
<td>▪ Notification will be sent via text and email to those registered to receive campus alerts. Sign up at <a href="https://alert.seattlecolleges.edu">https://alert.seattlecolleges.edu</a>.</td>
</tr>
</tbody>
</table>

5.11  National / Regional Emergency

If an incident requires a large-scale response, the procedures outlined in Section 6 will be used.

5.12  Utility Failures

<table>
<thead>
<tr>
<th>Electrical Outage</th>
<th>Plumbing Problem</th>
<th>Elevator Failure</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ Call Campus Facilities (206) 934-6424.</td>
<td>▪ Call Facilities (206) 934-6424 during the day.</td>
<td>Campus elevators are serviced and inspected regularly.</td>
</tr>
<tr>
<td>▪ State which building(s) are affected.</td>
<td>▪ In the evening, call custodians at (206) 934-5790.</td>
<td><strong>If you are trapped in an elevator:</strong></td>
</tr>
<tr>
<td>▪ State what you saw or heard before the outage.</td>
<td>▪ REMEMBER: <strong>ELECTRICAL EQUIPMENT IS DANGEROUS IN WET AREAS.</strong></td>
<td>▪ Remain calm and pick up the phone or push the emergency button.</td>
</tr>
<tr>
<td>▪ Turn off computers and other electrical equipment.</td>
<td></td>
<td>▪ State who you are, how many are trapped, the building, and the floor you are on.</td>
</tr>
<tr>
<td>▪ Treat downed power lines as live wires.</td>
<td></td>
<td>▪ DO NOT ATTEMPT TO CLIMB OUT. The elevator can resume operation at any time.</td>
</tr>
<tr>
<td>▪ DO NOT TOUCH any wires.</td>
<td></td>
<td>▪ Power to the elevator will be shut off if a rescue attempt is necessary.</td>
</tr>
<tr>
<td>▪ Keep others away from wires.</td>
<td></td>
<td>▪ Facilities will call the repair company.</td>
</tr>
</tbody>
</table>

5.13  Volcanic Eruption

<table>
<thead>
<tr>
<th>Volcanic Ash</th>
<th>Campus Operations</th>
<th>Personal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Our campus could be affected by ash from a volcano.</td>
<td>▪ Facilities may shut down HVAC systems.</td>
<td>▪ Close all doors and windows.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ Avoid going outside. If you must go outside, use a mask or damp towel to breathe through.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ Avoid driving.</td>
</tr>
</tbody>
</table>
### 6.0 NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)
INCIDENT COMMAND SYSTEM (ICS)
EMERGENCY ACTION PLAN (EAP)
FOR SOUTH SEATTLE COMMUNITY COLLEGE

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.1</td>
<td>South’s Emergency Action Plan (EAP)</td>
</tr>
<tr>
<td>6.2</td>
<td>Structure of South’s Emergency Response Team (ERT)</td>
</tr>
<tr>
<td>6.3</td>
<td>Building Monitors</td>
</tr>
<tr>
<td>6.4</td>
<td>Volunteers</td>
</tr>
</tbody>
</table>
6.1 South’s Emergency Action Plan (EAP)

The Incident Commander must approve changes to these procedures.

Introduction
This Emergency Action Plan gives South a system to respond to major disturbances. Assigned personnel are expected to know this plan. The Emergency Action Plan was created to meet the Washington Industrial Safety and Health Act RCW 49.17 and WAC 296.

Response to a 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.

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 operating procedures.**

No emergency is the same; therefore, no plan provides an exact emergency response. South Seattle Community College will use this plan and college resources to reduce injuries and property damage.
6.1.1 Incident Command System (ICS)

The South Seattle Community College 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.

The objective is to gain control of the situation. The ICS expands in a modular fashion based 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. South's Emergency Response Team (ERT) is 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](#)

6.1.2 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 community.
6.1.3 Emergency Operations Center (EOC)

The Emergency Operations Center (EOC) is where South’s Emergency Response Team (ERT) coordinates an emergency response. It operates until the Incident Commander (IC) downgrades the emergency.

**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.

**Outdoor Option:** If campus buildings are thought unsafe, the IC chooses an outdoor location such as the Emergency Preparedness Trailer (EPT) near the tennis courts or an open area. If possible, the events tent will be set up if requested.

In a campus evacuation, HEAD NORTH on 16th Ave SW.

NO LEFT TURNS ONTO 16th AVE SW. DO NOT BLOCK DRIVEWAYS.

Emergency responders will come from the south and need the driveways. Civilian vehicles MUST yield to emergency vehicles.

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABR</td>
<td>Auto Body Repair</td>
</tr>
<tr>
<td>AMT</td>
<td>Aviation Maintenance Technology</td>
</tr>
<tr>
<td>AUT</td>
<td>Automotive Technology</td>
</tr>
<tr>
<td>AVT</td>
<td>Aviation Technology</td>
</tr>
<tr>
<td>CAB</td>
<td>Culinary Arts Building</td>
</tr>
<tr>
<td>CAS</td>
<td>Cascade Court</td>
</tr>
<tr>
<td>CCC</td>
<td>Child Care Center</td>
</tr>
<tr>
<td>CEC</td>
<td>Chan Education Center</td>
</tr>
<tr>
<td>CSS</td>
<td>Campus Service Shop</td>
</tr>
<tr>
<td>EPT</td>
<td>Emergency Preparedness Trailer</td>
</tr>
<tr>
<td>GND</td>
<td>Grounds</td>
</tr>
<tr>
<td>HDM</td>
<td>Heavy Duty Diesel</td>
</tr>
<tr>
<td>JMB</td>
<td>Jerry M Brockey Building</td>
</tr>
<tr>
<td>LGH</td>
<td>Landscape Horticulture Greenhouse</td>
</tr>
<tr>
<td>LHO</td>
<td>Landscape Horticulture Classrooms</td>
</tr>
<tr>
<td>MPB</td>
<td>Multi-Purpose Building</td>
</tr>
<tr>
<td>NWA</td>
<td>Northwest Wine Academy</td>
</tr>
<tr>
<td>OLY</td>
<td>Olympic Hall</td>
</tr>
<tr>
<td>PBA</td>
<td>Pastry and Baking Arts</td>
</tr>
<tr>
<td>RAH</td>
<td>Rainier Hall</td>
</tr>
<tr>
<td>RSB</td>
<td>Robert Smith Building</td>
</tr>
<tr>
<td>TEC</td>
<td>Technology Building</td>
</tr>
<tr>
<td>UNI</td>
<td>University Center</td>
</tr>
<tr>
<td>WFB</td>
<td>Welding Fabrication Building</td>
</tr>
</tbody>
</table>
6.2 Structure of South’s Emergency Response Team (ERT)

The first person on the scene is the Incident Commander until replaced by an Emergency Response Team (ERT) member or emergency personnel.

6.2.1 Incident Command System (ICS) Chart

Red indicates primary personnel

 INCIDENT COMMANDER (IC)
Gary Oertli, x6870
Frank Ashby, x6417
Rosie Rimando-Chareunsap, x6763
Donna Miller-Parker, x6827
Evening (PM) Administrator, (206) 999-2566

 SAFETY OFFICER (SO)
James Lewis, x0911
Greg Morphew, x0911
Hip Nguyen, x0911
[Bernard] Henry Heidt, x0911
Matt Jackson, x0911

 PUBLIC INFORMATION OFFICER (PIO)
Kevin Maloney, x6875
Elizabeth Pluhta, x5141
Mary Kohl, x6873
Katie Frazier, x6783

 LIAISON OFFICER (LO)
Greg Dempsey, x5378
Chad Hickox, x5201
Kathy Vedvick, x6415

 PLANNING
 SECTION CHIEF (PSC)
Christa Colouzis, x7966
Kathleen Kent, x6700
Kim Manderbach, x5863
Wendy Price, x5216

 Resources Unit
Situation Unit
Demobilization Unit
Documentation Unit

 OPERATIONS
 SECTION CHIEF (OPS)
Steve Morgan, x6424
Ed Brownell, x5320
Eric Steen, x6427
Murray Fye, x6423

 Suppression/Rescue
Staging Area
Strike Team/Task Force

 LOGISTICS
 SECTION CHIEF (LSC)
Josh Grant, x5843
Bob Sullivan, x6613
Bob Glatt, x6790
Cessa Heard-Johnson, x6749

 Communications Unit
Medical Unit
Food Unit
Supply Unit
Facilities Unit
Grounds Unit

 FINANCE/ADMIN
 SECTION CHIEF (FSC)
Irina Minasova, x6432
Lolita Khachaturova, x5841
Rita Rambo, x6433

 Time Unit
Procurement Unit
Compensation Unit
Cost Unit
6.2.2 Incident Command System (ICS) “At a Glance”

**INCIDENT COMMANDER (IC)**
- Directs response and controls resources by explicit authority.

**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.

**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.

**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.

**PLANNING SECTION CHIEF (PSC)**
- 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.

**OPERATIONS SECTION CHIEF (OPS)**
- Manages all operations directly related to the incident, including rescue and firefighting.

**LOGISTICS SECTION CHIEF (LSC)**
- Provides facilities, services, and materials to support the incident response.
- Helps develop and implement the Incident Action Plan (IAP) supporting the IC.

**FINANCE/ADMIN SECTION CHIEF (FSC)**
- Conducts financial, administrative, and cost analysis for the incident.
- Supervises members of the Finance/Administration Section.

**Resources Unit**
- Situation Unit
- Demobilization Unit
- Documentation Unit

**Suppression & Rescue**
- Staging Area
- Strike Team/Task Force

**Communications Unit**
- Medical Unit
- Food Unit
- Supply Unit
- Facilities Unit
- Grounds Unit

**Time Unit**
- Procurement Unit
- Compensation Unit
- Cost Unit
### Incident Commander (IC)

**Incident Command System (ICS)**

**ICS Organization Chart**

<table>
<thead>
<tr>
<th>Incident Commander (IC):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Command Staff</td>
</tr>
<tr>
<td>General Staff</td>
</tr>
<tr>
<td>Planning Section Chief (PSC)</td>
</tr>
<tr>
<td>Operations Section Chief (OPS)</td>
</tr>
<tr>
<td>Logistics Section Chief (LSC)</td>
</tr>
<tr>
<td>Finance/Administration Section Chief (FSAC)</td>
</tr>
</tbody>
</table>

**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 resources response by explicit authority. The IC sets priorities and defines the ICS organization for the response. Even if other positions are not assigned, the IC is always designated.

The IC may assign deputies. Deputies may also be used at section and branch 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 ICS 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 Command System (ICS)

**ICS Organization Chart**

#### Safety Officer (SO):
- Building Monitors report to the Safety Officer.

#### Responsibilities
The Safety Officer (SO) develops and implements measures for assuring personnel safety, and reduces hazardous and unsafe situations. Only one SO is assigned per incident.

- The Safety Officer reviews the Medical Unit Leader's:
  - 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).
6.2.5 Public Information Officer (PIO)

Kevin Maloney, x6875
Elizabeth Pluhta, x5141
Mary Kohl, x6873
Katie Frazier, x6783

**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:**

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).
6.2.6 Liaison Officer (LO)

Greg Dempsey, x5387
Chad Hickox, x5201
Kathy Vedvick, x6415

Incident Command System (ICS)
ICS Organization Chart

**Liaison Officer (LO):**

<table>
<thead>
<tr>
<th>Incident Commander (IC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Command Staff</td>
</tr>
<tr>
<td>General Staff</td>
</tr>
<tr>
<td>Planning Section Chief (FSC)</td>
</tr>
<tr>
<td>Operations Section Chief (OPS)</td>
</tr>
<tr>
<td>Logistics Section Chief (LSO)</td>
</tr>
<tr>
<td>Finance/Administration Section Chief (FASC)</td>
</tr>
<tr>
<td>Safety Officer (SOC)</td>
</tr>
<tr>
<td>Public Information Officer (PIO)</td>
</tr>
<tr>
<td>Liaison Officer (LO)</td>
</tr>
</tbody>
</table>

**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).
### 6.2.7 Planning Section Chief (PSC)

**Christa Colouzis, x7966**  
Kathleen Kent, x6700  
Kim Manderbach, x5863  
Wendy Price, x5216

#### Incident Command System (ICS)  
**ICS Organization Chart**

<table>
<thead>
<tr>
<th>Planning Section Chief (PSC):</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Volunteer Coordinator</strong></td>
</tr>
<tr>
<td><strong>Check in / Dofiner</strong></td>
</tr>
</tbody>
</table>

- **Display Procedures**  
- **Field Observers**

#### 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 the 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:**
    - ICS Form 221 *Demobilization Check-Out List*.

#### 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) and 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 and 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, and Site Safety) into the IAP.
- Review Common Responsibilities.
- **Maintain Unit/Activity Log** (ICS Form 214).
6.2.8 Operations Section Chief (OPS)  

Steve Morgan, x6424  
Ed Brownell, x5320  
Eric Steen, X6427  
Murray Fye, x6423

Incident Command System (ICS)  
ICS Organization Chart

**Operations Section Chief (OPS):**

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).
Incident Command System (ICS)  
ICS Organization Chart

Logistics Section Chief (LSC):

- **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).
Incident Command System (ICS)
ICS Organization Chart

**Finance/Administration Section Chief (FSC):**

- Finance/Administration Section Chief
  - Time Unit Leader
  - Procurement Unit Leader
  - Compensation/Claims Unit Leader
  - Cost Unit Leader
  - Personnel Time Recorder
  - Equipment Time Recorder
  - Commissary Manager

**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:

- Manage all financial aspects of an incident.
- 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).
6.3 Building Monitors

Campus evacuations are coordinated by volunteer Building Monitors assigned to each building. Building Monitors are under the direction of the Safety Officer and communicate via walkie-talkie in an emergency. They:

- ensure rooms are empty.
- close windows and doors; DO NOT lock classrooms.
- check stairwells.
- ensure that people are evacuated to a safe area; a distance from the building.
- report status of building evacuation to Safety Officer when asked.
- keep roads and building access clear.

<table>
<thead>
<tr>
<th>South Main Campus - Buildings</th>
<th>Building Monitor #1</th>
<th>Building Monitor #2</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABR</td>
<td>Steve Ford</td>
<td>Erik Smock</td>
</tr>
<tr>
<td>AMT</td>
<td>Mary Lynch</td>
<td>Kim Alexander</td>
</tr>
<tr>
<td>AUT</td>
<td>Brian Hughes</td>
<td></td>
</tr>
<tr>
<td>AVT</td>
<td>Mary Lynch</td>
<td>Suzanne Sittner</td>
</tr>
<tr>
<td>CAB</td>
<td>Mary Gaston</td>
<td>Talitha Terry</td>
</tr>
<tr>
<td>CAS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CCC</td>
<td>Lisa Sever</td>
<td>Therese Lynch</td>
</tr>
<tr>
<td>CEC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HDM</td>
<td>Doug Clapper</td>
<td></td>
</tr>
<tr>
<td>JMB</td>
<td>Monica Lundberg</td>
<td>Colby Keene</td>
</tr>
<tr>
<td>LHO</td>
<td>Van Bobbitt</td>
<td>Sara Skamser</td>
</tr>
<tr>
<td>LIB</td>
<td>Jeff Gorup</td>
<td>Patricia Naylor</td>
</tr>
<tr>
<td>MPB</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NWA</td>
<td>Regina Daigneault</td>
<td>Peter Bos</td>
</tr>
<tr>
<td>OLY</td>
<td>Camille Stempowski</td>
<td>Christian Kinlin</td>
</tr>
<tr>
<td>PBA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RAH</td>
<td>Sebastian Myrick</td>
<td>Pedro Reyes</td>
</tr>
<tr>
<td>RSB (NE)</td>
<td>Jason Gruenwald</td>
<td>Irina Minasova</td>
</tr>
<tr>
<td>RSB (SW)</td>
<td>Annie Zdra</td>
<td></td>
</tr>
<tr>
<td>RSB (W)</td>
<td>Wendy Nagasawa</td>
<td>Jennifer Cepek</td>
</tr>
<tr>
<td>TEC</td>
<td>Duncan Burgess</td>
<td>Katie Frazier</td>
</tr>
<tr>
<td>UNI</td>
<td>Aimee Goodwin</td>
<td>Sandy Long</td>
</tr>
<tr>
<td>WFB</td>
<td>David Weber</td>
<td></td>
</tr>
</tbody>
</table>
6.4 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:
### 7.0 PRIORITIES – DISRUPTION ASSESSMENT AND RECOVERY

<table>
<thead>
<tr>
<th></th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.1</td>
<td>Priority #1 - Health and Safety</td>
</tr>
<tr>
<td>7.2</td>
<td>Priority #2 – Shelter and Building Recovery</td>
</tr>
<tr>
<td>7.3</td>
<td>Priority #3 – Protection/Recovery of Valuables and Records</td>
</tr>
<tr>
<td>7.4</td>
<td>Priority #4 – Business Continuity</td>
</tr>
</tbody>
</table>
7.1 Priority #1 - Health and Safety

7.1.1 Medical Aid

Triage center

*Resources for center:*
- 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.

7.1.2 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.
### 7.1.3 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
- South’s Operations Section Chief (206) 934-6424
- Trained Volunteers – summon to Emergency Operation Center (EOC) by paging over alert system

### 7.1.4 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) 934-6424 or (206) 934-2467 or (206) 934-5385
- 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

### 7.1.5 Communications Survey

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

**Resources:**
- Director of IT (206) 934-5843
- Campus Operations (206) 934-6424 or (206) 934-2467 or (206) 934-5385
- IT Staff
7.1.6 Emergency Response Team (ERT) Communications

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

**Resources:**
- Telephones
- Laptop and desktop computers
- Cellular phones and chargers
- Pagers and batteries
- Handheld radios and chargers
- Digital cameras
- Bullhorns
- Email
- Projectors
- Chalkboards / whiteboards
- Foot messengers
- Technology Staff

7.1.7 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.
### 7.2 Priority #2 – Shelter and Building Recovery

#### 7.2.1 Facility Survey

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

**Resources:**
- Campus Services (206) 934-6424 or (206) 934-2467 or (206) 934-5385
- Seattle Fire Department (9+)911 or (206) 386-1400
- Seattle Police Department (9+)911 or (206) 625-5011

#### 7.2.2 Shelter

Identify usable buildings.

**Resources:**
- Campus Services (206) 934-6424 or (206) 934-2467 or (206) 934-5385
- Student Services (206) 934-6763
- American Red Cross (206) 323-2345
- South’s Emergency Response Team – Emergency Operation Center (EOC)
### 7.2.3 Food and Drinking Water

<table>
<thead>
<tr>
<th>Inventory and ration supplies as needed.</th>
</tr>
</thead>
</table>

**Resources:**
- South’s Food Service
- South’s Cafeteria
- South’s Bookstore
- American Red Cross (206) 323-2345

### 7.2.4 Sewer System

<table>
<thead>
<tr>
<th>Inspect and repair system or develop other alternatives.</th>
</tr>
</thead>
</table>

**Resources:**
- Campus Services (206) 934-6424 or (206) 934-2467 or (206) 934-5385
- City of Seattle Office of Emergency Management (OEM) (206) 684-0437

### 7.2.5 Campus Communications System

<table>
<thead>
<tr>
<th>Quickly establish a communication system for the College community.</th>
</tr>
</thead>
</table>

**Resources:**
- Telephones
- Laptop and desktop computers
- Cellular phones and text messaging, Twitter, Facebook
- Phone paging system
- Handheld radios and charges
- Digital cameras
- Bullhorns
- Projectors
- Email
- Voicemail
- Chalkboards
- White boards
- Posters / signs
- Talk-a-phone outdoor speakers
- Word of mouth
### 7.2.6 Constituent Relations

Establish communication with neighbors and the media.

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

### 7.2.7 Criminal Activity Investigation

**Resources:**
- Seattle Police Department (9+)911 or (206) 625-5011

### 7.2.8 Psychological Assistance

Establish a system or team to handle crisis intervention.

**Resources:**
- South’s Counselors (206) 934-5387 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.
### 7.3 Priority #3 – Protection/Recovery of Valuables and Records

#### 7.3.1 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

#### 7.3.2 Records Survey

Identify and secure all College records.

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

#### 7.3.3 Academic Survey

Survey college departments to determine requirements to begin operations.

*Resources:*
- Deans
- Faculty
- Staff
### 7.4 Priority #4 – Business Continuity

Determine a comprehensive action plan to return South to full operational status.

<table>
<thead>
<tr>
<th><strong>7.4.1 Return to Normal Operating Procedures</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify areas requiring repair including electronic infrastructure and physical space.</td>
</tr>
</tbody>
</table>

**Resources:**
- Emergency Response Team
- Trustees
## Appendix A  FORMS, MAP, ANNUAL CHECKLIST, AND LINKS

<p>| | |</p>
<table>
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<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>A.1</strong></td>
<td>Accidental Injury Report</td>
</tr>
<tr>
<td><strong>A.2</strong></td>
<td>Bomb Threat Checklist</td>
</tr>
<tr>
<td><strong>A.3</strong></td>
<td>Campus Map</td>
</tr>
<tr>
<td><strong>A.4</strong></td>
<td>Checklist for Annual Reviews</td>
</tr>
<tr>
<td><strong>A.5</strong></td>
<td>Links to ICS Checklists, Forms &amp; Responsibilities</td>
</tr>
</tbody>
</table>
A.1 Accidental Injury Report and Form

MEDICAL EMERGENCIES

FOR MINOR INJURIES OR ILLNESS, report to the Campus Security Office, RSB 62A (Robert Smith Building), (206) 934-0911.

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 and carefully provide the information requested by the 911 operator.
   - Do not hang up until told to do so.
3. When you complete the 911 call, notify Campus Security, (206) 934-0911, 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 about the illness or injury.
4. Let the victim know help is on the way and keep them calm and comfortable. If you are first aid trained give first aid.
5. Remain with the victim until Campus/Safety or emergency crews arrive.
6. Victim should be asked to complete and submit an accident report to Campus Security.

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, RSB 62A (Robert Smith Building), (206) 934-0911

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 initiate 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: SCCD gives the prevention of occupational 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.
# A.1 Accidental Injury Report Form

**SEATTLE COMMUNITY COLLEGE DISTRICT VI**  
**CAMPUS SECURITY ACCIDENTAL INJURY REPORT**  
South Seattle Community College | 6000 16th Ave SW Seattle, WA 98016 | (206)934-5157

<table>
<thead>
<tr>
<th>INJURED PERSON</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name:</strong> (Last, Fist, M.I.):</td>
<td><strong>Address:</strong> (Local)</td>
</tr>
<tr>
<td><strong>Social Security #:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Phone:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Email Address:</strong></td>
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</table>

<table>
<thead>
<tr>
<th><strong>Age:</strong></th>
<th><strong>Sex:</strong></th>
<th><strong>Classification:</strong> (circle one)</th>
<th><strong>Title or Status:</strong> (Machinist, Salesman, etc)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Student</td>
<td>Employee</td>
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<table>
<thead>
<tr>
<th><strong>Department:</strong></th>
<th><strong>Date of Occurrence:</strong></th>
<th><strong>Time of Day:</strong></th>
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</tbody>
</table>

## ACCIDENT

<table>
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<tr>
<th><strong>Exact Location of Accident:</strong></th>
<th><strong>Name of Supervisor</strong></th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th><strong>Area of Occurrence:</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Auditorium</td>
<td>Corridor, hallway</td>
</tr>
<tr>
<td>Bathroom, shower</td>
<td>Dressing or locker room</td>
</tr>
<tr>
<td>Cafeteria Kitchen</td>
<td>Grounds</td>
</tr>
<tr>
<td>Classroom, study room</td>
<td>Gymnasium</td>
</tr>
</tbody>
</table>

**Details of Accident** (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):

**School Insurance**: YES | NO (circle one)
## A.1 Accidental Injury Report Form (continued)

### INJURY

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

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

### TREATMENT

#### Estimate of Severity
- [ ] Minor
- [ ] Serious
- [ ] Critical
- [ ] Fatal

#### Emergency Care
- [ ] First Aid
- [ ] Private Physician
- [ ] Health Center
- [ ] Hospital, specify:

<table>
<thead>
<tr>
<th>Given by: (Name and address)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

#### Will Injury Cause Absence from Work or Classes?
- [ ] If so, for how long?

#### Patient Status
- [ ] Non Patient
- [ ] Out Patient
- [ ] Hospitalized

<table>
<thead>
<tr>
<th>This report submitted by: (Please print)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Submitted:</td>
</tr>
<tr>
<td>This report completed by: (Please print)</td>
</tr>
<tr>
<td>Campus Security Officer</td>
</tr>
<tr>
<td>Date Completed</td>
</tr>
</tbody>
</table>

Page 2 of 2
A.2 Bomb Threat Checklist

Telephone Bomb Threat Checklist
The Bureau of Alcohol, Tobacco & Firearms has published the following checklist to use when a bomb threat is received by telephone. It is important to complete the checklist as soon as possible after a call is received. Give the completed form to law enforcement.

Exact time of call: ________________________  Caller: Male/Female  Adult/Child  Age ______

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

QUESTIONS TO ASK CALLER:
 When is the bomb going to explode? _______________________________________________
 Where is the bomb? ____________________________________________________________
 What does it look like? _________________________________________________________
 What kind of bomb is it? _________________________________________________________
 What will make it explode? _____________________________________________________
 Did you place the bomb? _________________________________________________________
 Why? _______________________________________________________________________
 Where are you calling from? _____________________________________________________
 What is your address? ___________________________________________________________
 What is your name? ____________________________________________________________

CALLER’S VOICE (CHECK ALL THAT APPLIES):

<table>
<thead>
<tr>
<th>Calm</th>
<th>Slow</th>
<th>Crying</th>
<th>Slurred</th>
<th>Stutter</th>
<th>Deliberate</th>
<th>Deep</th>
<th>Loud</th>
<th>Broken</th>
<th>Giggling</th>
<th>Accent</th>
<th>Disguised</th>
<th>Angry</th>
<th>Rapid</th>
<th>Stressed</th>
<th>Nasal</th>
<th>Lisp</th>
<th>Incoherent</th>
<th>Excited</th>
<th>Disgusted</th>
<th>Sincere</th>
<th>Squeaky</th>
<th>Normal</th>
<th>Intoxicated</th>
</tr>
</thead>
</table>

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) _______________________________________________________________
A.3 Campus Map

In a campus evacuation, HEAD NORTH on 16th Ave SW.

NO LEFT TURNS ONTO 16th AVE SW. DO NOT BLOCK DRIVEWAYS.

Emergency responders will come from the south and need the driveways.

Civilian vehicles MUST yield to emergency vehicles.

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABR</td>
<td>Auto Body Repair</td>
</tr>
<tr>
<td>AMT</td>
<td>Aviation Maintenance Technology</td>
</tr>
<tr>
<td>AUT</td>
<td>Automotive Technology</td>
</tr>
<tr>
<td>AVT</td>
<td>Aviation Technology</td>
</tr>
<tr>
<td>CAB</td>
<td>Culinary Arts Building</td>
</tr>
<tr>
<td>CAS</td>
<td>Cascade Court</td>
</tr>
<tr>
<td>CCC</td>
<td>Child Care Center</td>
</tr>
<tr>
<td>CEC</td>
<td>Chan Education Center</td>
</tr>
<tr>
<td>CSS</td>
<td>Campus Service Shop</td>
</tr>
<tr>
<td>EPT</td>
<td>Emergency Preparedness Trailer</td>
</tr>
<tr>
<td>GND</td>
<td>Grounds</td>
</tr>
<tr>
<td>HDM</td>
<td>Heavy Duty Diesel</td>
</tr>
<tr>
<td>JMB</td>
<td>Jerry M Brockey Building</td>
</tr>
<tr>
<td>LGH</td>
<td>Landscape Horticulture Greenhouse</td>
</tr>
<tr>
<td>LHO</td>
<td>Landscape Horticulture Classrooms</td>
</tr>
<tr>
<td>MPB</td>
<td>Multi-Purpose Building</td>
</tr>
<tr>
<td>NWA</td>
<td>Northwest Wine Academy</td>
</tr>
<tr>
<td>OLY</td>
<td>Olympic Hall</td>
</tr>
<tr>
<td>PBA</td>
<td>Pastry and Baking Arts</td>
</tr>
<tr>
<td>RAH</td>
<td>Rainier Hall</td>
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<tr>
<td>RSB</td>
<td>Robert Smith Building</td>
</tr>
<tr>
<td>TEC</td>
<td>Technology Building</td>
</tr>
<tr>
<td>UNI</td>
<td>University Center</td>
</tr>
<tr>
<td>WFB</td>
<td>Welding Fabrication Building</td>
</tr>
</tbody>
</table>
### A.4 Checklist for Annual Reviews

**What has changed that could impact this plan?**

**Once a year, South’s Emergency Committee reviews and updates this plan.** This review begins in February for May approval.

*Is it...*
- Readable, actionable?
- Relevant, accurate?
- In line with college procedures and policies?

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

**Throughout this written plan, resources, persons, contact information, titles, locations and emergency items are specified.**

- Verify that **appropriate persons** are listed and their extension numbers are current.
- Verify the **outside resource** contact information and that locations listed are still valid.
- Verify that **emergency items/systems/equipment** referenced work and are stored where listed. Check expiration dates of consumables and replace as needed.

<table>
<thead>
<tr>
<th>Document Control</th>
<th>Sec 1</th>
<th>Sec 2</th>
<th>Sec 3</th>
<th>Sec 4</th>
<th>Sec 5</th>
<th>Sec 6</th>
<th>Sec 7</th>
<th>Appendix A &amp; B</th>
<th>Appendix C-G</th>
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<td>SSCC Titles</td>
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<td>ICS (Incident Command System) Assignments</td>
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<td><strong>Outside agencies contact information</strong></td>
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<tr>
<td>Contact information, phone numbers</td>
<td>KIRO?</td>
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<td>Buildings removed</td>
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<td>Building additions</td>
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<td>New/revised parking, driveways, roads</td>
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<td>Emergency phone locations and operation</td>
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<td>Notification systems updates</td>
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<td>Campus Alert System</td>
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<td>Additional first aid equipment (AEDs, Evacuchairs)</td>
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<td>Change to phone numbers (area code, prefix)</td>
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<td>Phone equipment/operation changes</td>
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<td>Emergency supplies</td>
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<td><strong>Change in recommended safety practices</strong></td>
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<td><strong>Inventory of Emergency Preparedness Items</strong></td>
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<tr>
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## A.5 Links – Incident Command System (ICS)

<table>
<thead>
<tr>
<th>ICS Checklists</th>
<th>ICS Forms</th>
<th>ICS Responsibilities</th>
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<tbody>
<tr>
<td>Air Operations Branch Director</td>
<td>Form 201 Incident Briefing</td>
<td>Common Responsibilities</td>
</tr>
<tr>
<td>Communication Unit Leader</td>
<td>Form 202 Incident Objectives</td>
<td>Finance Section Chief</td>
</tr>
<tr>
<td>Compensation/Claims Unit Leader</td>
<td>Form 203 Organization Assignment List</td>
<td>Incident Commander</td>
</tr>
<tr>
<td>Cost Unit Leader</td>
<td>Form 204 Assignment List</td>
<td>Liaison Officer</td>
</tr>
<tr>
<td>Demobilization Unit Leader</td>
<td>Form 205 Incident Radio Communication Plan</td>
<td>Logistics Section Chief</td>
</tr>
<tr>
<td>Division/Group Supervisor</td>
<td>Form 205A Communications List</td>
<td>Operations Section Chief</td>
</tr>
<tr>
<td>Documentation Unit Leader</td>
<td>Form 206 Medical Plan</td>
<td>Planning Section Chief</td>
</tr>
<tr>
<td>Facilities Unit Leader</td>
<td>Form 207 Incident Organization Chart</td>
<td>Public Information Officer</td>
</tr>
<tr>
<td>Finance/Administration Section</td>
<td>Form 208 Safety Message/Plan</td>
<td>Resources Unit Leader</td>
</tr>
<tr>
<td>Food Unit</td>
<td>Form 209 Incident Status Summary</td>
<td>Safety Officer</td>
</tr>
<tr>
<td>Ground Support Unit Leader</td>
<td>Form 210 Resource Status Change</td>
<td>Service Branch Director</td>
</tr>
<tr>
<td>Incident Commander</td>
<td>Form 211 Incident Check-In List</td>
<td>Situation Unit Leader</td>
</tr>
<tr>
<td>Liaison Officer</td>
<td>Form 213 General Message</td>
<td>Staging Area Manager</td>
</tr>
<tr>
<td>Logistics Section Chief</td>
<td>Form 214 Activity Log</td>
<td>Strike Team/Task Force Leader</td>
</tr>
<tr>
<td>Medical Unit Leader</td>
<td>Form 215 Operational Planning Worksheet</td>
<td>Supply Unit Leader</td>
</tr>
<tr>
<td>Operations Branch Director</td>
<td>Form 215A Incident Action Plan Safety Analysis</td>
<td>Support Branch Director</td>
</tr>
<tr>
<td>Operations Section Chief</td>
<td>Form 218 Support Vehicle/Equipment Inventory</td>
<td>Technical Specialists</td>
</tr>
<tr>
<td>Planning Section Chief</td>
<td>Form 219s Resource Status “T” Cards</td>
<td>Time Unit Leader</td>
</tr>
<tr>
<td>Procurement Unit Leader</td>
<td>Form 220 Air Operations Summary</td>
<td></td>
</tr>
<tr>
<td>Public Information Officer</td>
<td>Form 221 Demobilization Check Out</td>
<td></td>
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<tr>
<td>Resources Unit Leader</td>
<td>Form 225 Incident Personnel Performance Rating</td>
<td></td>
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<tr>
<td>Safety Officer</td>
<td></td>
<td></td>
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<tr>
<td>Service Branch Director</td>
<td></td>
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<tr>
<td>Situation Unit Leader</td>
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<tr>
<td>Staging Area Manager</td>
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<td>Strike Team/Task Force Leader</td>
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<td>Supply Unit Leader</td>
<td></td>
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<tr>
<td>Support Branch Director</td>
<td></td>
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</tr>
<tr>
<td>Technical Specialists</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time Unit Leader</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Online FEMA Certifications

| IS-700.a | Intro to NIMS | IS-100.HE | Intro to ICS for Higher Ed |

---

**South Seattle Community College Emergency Action Plan – May 2013**
# Appendix B  EMERGENCY NOTIFICATION PLAN (ENP)

<table>
<thead>
<tr>
<th>A.1</th>
<th>Emergency Notification Overview</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.2</td>
<td>Media Relations</td>
</tr>
<tr>
<td>A.3</td>
<td>Assumptions</td>
</tr>
<tr>
<td>A.4</td>
<td>Three Types of Notifications</td>
</tr>
<tr>
<td>A.5</td>
<td>Notification Guidelines</td>
</tr>
<tr>
<td>A.6</td>
<td>Emergency Notification Templates</td>
</tr>
<tr>
<td>A.7</td>
<td>Campus Map</td>
</tr>
</tbody>
</table>
### B.1 Emergency Notification Overview

How, what and when South Seattle Community College (SSCC) communicates during emergencies is a critical component of the College’s emergency response.

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

South’s 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,**

**South will immediately initiate emergency notification,**

unless doing so compromises efforts to mitigate the emergency.

SSCC 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 SSCC can execute emergency notifications. Training is provided by the Director of Campus Safety & Security and the Environmental Health & Safety Manager.

- 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.
### B.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 Community 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 requests for information from the media.** In an emergency, all statements from the College will be made by the PIO or the President or his designee.

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

### B.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.
### B.4 Types of Notification

<table>
<thead>
<tr>
<th>Emergency Notification</th>
<th>Timely Warning Notification</th>
<th>Informational Notification</th>
</tr>
</thead>
<tbody>
<tr>
<td>A situation that is an immediate threat that requires action to be taken on campus.</td>
<td>An incident that already occurred but is still an ongoing threat to the campus. (i.e. a “Clery Act” timely warning.)</td>
<td>Non-urgent safety information issued in the best interest of the campus community. Also, follow-up to previous incidents.</td>
</tr>
</tbody>
</table>

**An Emergency Notification is issued when a threat requires action to be taken on campus.** SSCC is 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.

SSCC notifies the campus community of Clery Act crimes as soon as possible. However, notification is delayed if Campus Security determines that issuing 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 motivated by bias)

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 about an 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.

<table>
<thead>
<tr>
<th>Main Communication Mode</th>
<th>Main Communication Mode</th>
<th>Main Communication Mode</th>
</tr>
</thead>
<tbody>
<tr>
<td>Text Alert, Phone Paging, Computer Pop-Ups, Emails, Outdoor PA</td>
<td>Emails</td>
<td>Emails</td>
</tr>
<tr>
<td>And, if appropriate</td>
<td>And, if appropriate</td>
<td>And, if appropriate</td>
</tr>
<tr>
<td>Social Media Website Reader boards</td>
<td>Social Media Website</td>
<td>Social Media Website</td>
</tr>
</tbody>
</table>
B.5 Notification Guidelines

Those with the authority to develop and send notifications may use the following templates or write a custom message. All SSCC 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:

<table>
<thead>
<tr>
<th>Action</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Avoid Area</td>
<td></td>
</tr>
<tr>
<td>Shelter in Place</td>
<td>Lock doors, close blinds, silence cell phones</td>
</tr>
<tr>
<td>Evacuate</td>
<td>Do not stand in building entrances or in the street</td>
</tr>
<tr>
<td>Drop, cover and hold</td>
<td></td>
</tr>
<tr>
<td>Classes cancelled, Campus closed</td>
<td></td>
</tr>
<tr>
<td>All Clear</td>
<td></td>
</tr>
</tbody>
</table>

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 Emergency Message Templates

As soon as possible after an emergency notification, SSCC 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 South Seattle Community College. 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 SSCC of the sufficiency of this information and SSCC assumes no responsibility.

This is not a “Be-All, End-All’ plan. Different or additional measures may be required.
<table>
<thead>
<tr>
<th>Scenario</th>
<th>Message Content</th>
<th>Char Used/Avail</th>
<th>Abbr</th>
<th>Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active Shooter</td>
<td>Shots fired near [BUILDING]. Shelter in place.</td>
<td>36/104</td>
<td>ABR</td>
<td>Auto Body Repair</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>AMT</td>
<td>Aviation Maintenance Technology</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>AUT</td>
<td>Automotive Technology</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>AVT</td>
<td>Aviation Technology</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>CAB</td>
<td>Culinary Arts</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>CAS</td>
<td>Cascade Court</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>CCC</td>
<td>Child Care Center</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>CEC</td>
<td>Chan Education Center</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>CSS</td>
<td>Campus Service Shop</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>GND</td>
<td>Grounds</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>HDM</td>
<td>Heavy Duty Diesel</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>JMB</td>
<td>Jerry M Brockey Building</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>LGH</td>
<td>Landscape Horticulture Greenhouse</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>LHO</td>
<td>Landscape Horticulture Classroom</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>MPB</td>
<td>Multi-purpose Building</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>NWA</td>
<td>NW Wine Academy</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>OLY</td>
<td>Olympic Hall</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>PBA</td>
<td>Pastry and Baking Arts</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>RAH</td>
<td>Rainier Hall</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>RSB</td>
<td>Robert Smith Building</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>TEC</td>
<td>Technology Center</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>UNI</td>
<td>University Center</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>WFB</td>
<td>Welding Fabrication Building</td>
</tr>
<tr>
<td>All Clear</td>
<td>This is an ‘All Clear’ notification. The emergency at [BUILDING] is over. ALL</td>
<td>76/64</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>CLEAR.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Armed Intruder Weapon Threat</td>
<td>Person with gun near [BUILDING]. Shelter in Place.</td>
<td>40/100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bio Terrorist Biological</td>
<td>Biological danger in/near [BUILDING]. Evacuate 300 feet. Avoid Area.</td>
<td>60/80</td>
<td>AVT</td>
<td>Aviation Technology</td>
</tr>
<tr>
<td>Disaster</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bomb Threat</td>
<td>Bomb threat in [BUILDING]. Evacuate 300 feet. Avoid Area.</td>
<td>47/93</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Custom</td>
<td>[Nature of incident] [LOCATION]. [Action]</td>
<td>up to 140</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demonstrations/March/Protests</td>
<td>Demonstration/protest near [BUILDING]. Avoid Area.</td>
<td>40/100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Earthquake</td>
<td>Earthquake. Drop, cover and hold on.</td>
<td>36/104</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Epidemic/Outbreak</td>
<td>[Nature of illness... swine flu, etc.] Classes cancelled. Campus closed.</td>
<td>33/107</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire</td>
<td>Fire in/near [BUILDING]. Evacuate. Avoid Area.</td>
<td>36/104</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flooding</td>
<td>Flooding at [LOCATION]. Avoid Area.</td>
<td>25/115</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inclement Weather</td>
<td>[Nature of alert... snow, wind, etc.] Classes cancelled. Campus closed.</td>
<td>33/107</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Major Outage/Utility Failure</td>
<td>Power out. Classes cancelled. Campus closed.</td>
<td>44/96</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical Violence</td>
<td>[Fight/assault/attack] near [BUILDING]. Avoid Area.</td>
<td>18/122</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Police Activity/Investigation</td>
<td>Police activity near [LOCATION]. AVOID THE AREA.</td>
<td>38/102</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test</td>
<td>Test: This is a test of the SSCC alert system. Thank you.</td>
<td>57/83</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Volcanic Eruption</td>
<td>Volcanic eruption. Shelter in place.</td>
<td>36/104</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
In a campus evacuation, HEAD NORTH on 16th Ave SW.

NO LEFT TURNS ONTO 16th AVE SW. DO NOT BLOCK DRIVEWAYS.

Emergency responders will come from the south and need the driveways.

Civilian vehicles MUST yield to emergency vehicles.

- **ABR**: Auto Body Repair
- **AMT**: Aviation Maintenance Technology
- **AUT**: Automotive Technology
- **AVT**: Aviation Technology
- **CAB**: Culinary Arts Building
- **CAS**: Cascade Court
- **CCC**: Child Care Center
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Confidential Appendixes C – G for Incident Command Team

This is the end of the public section of this Emergency Action Plan.

Appendixes C through G are not included in the online portion of South’s Emergency Action Plan because they contain confidential information.

<table>
<thead>
<tr>
<th>Incident Command:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Appendix C</strong></td>
</tr>
<tr>
<td><strong>Appendix D</strong></td>
</tr>
<tr>
<td><strong>Appendix E</strong></td>
</tr>
<tr>
<td><strong>Appendix F</strong></td>
</tr>
<tr>
<td><strong>Appendix G</strong></td>
</tr>
</tbody>
</table>

To get a copy South’s Emergency Action Plan Confidential Appendixes C - G, contact South’s Environmental Health & Safety Manager, x7966.