



# **Emergency Action Plan**

**Highline Community College**

**2400 South 240<sup>th</sup> Street**

**Des Moines, Washington 98198**

**August 2008**



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# Document Control, Review and Updates

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## **Critical Procedure**

The Supervisor of Campus Safety is responsible for ensuring that the most current version of this document is available.

This document will be reviewed yearly and redistributed to the appropriate individuals as needed.

## **Title**

President

Vice President for Administration

Vice President for Academic Affairs

Vice President for Institutional Advancement

Vice President for Student Services

Executive Director of Administrative Technology

Executive Director of Human Resources

Director of Institutional Research

Director of Facilities & Operations

Director of Financial Services

Supervisor of Campus Security and Safety

South King Fire & Rescue

Des Moines Police Department

City of Des Moines

King County Emergency Management



## Review and Approval

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

A handwritten signature in black ink that reads "Jack Bermingham".

August 2008

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Jack Bermingham, PhD  
President  
Highline Community College

Date



## Section One

# Introduction

## HIGHLINE COMMUNITY COLLEGE EMERGENCY ACTION PLAN

As an institution of higher education, Highline Community College (“College”) hosts thousands of students in addition to hundreds of staff and faculty at its facilities in Des Moines, WA and surrounding communities. It is incumbent on the College’s leadership to take measures to address foreseeable emergency situations. This Emergency Action Plan provides a framework for emergency event management that is consistent with the National Incident Management System (NIMS) prescribed by the United States Department of Homeland Security. This framework will facilitate coordination by the College’s Emergency Response Team with first responders from different agencies in the event of a major incident such as an earthquake, fire, or campus-wide power outage.

Sections 2 through 4 of this plan address the purpose, roles, responsibilities and priorities of the College’s Emergency Response Team. Sections 5 through 8 describe actions the campus population should take in specific types of emergencies.

The Appendices provide additional information and forms in support of the preceding sections.

The Emergency Action Plan is designed to describe the Incident Management System that the College will implement during major emergencies. It also provides basic guidelines and operating procedures for campus personnel during emergency situations. The Emergency Action Plan does not attempt to cover every conceivable situation and actions during any specific emergency will be prescribed by the Emergency Response Team.



## Section Two

### **Purpose**

The Emergency Action Plan is designed to effectively coordinate the use of College and community resources to protect life and property both during and immediately following a major crisis or disturbance on or near Highline Community College. It shall be placed into operation whenever an emergency affecting the College cannot be controlled using daily operating procedures.



## Section Three

# Emergency Action Plan

### 3.1 Incident Command and Emergency Response Team

#### 3.1.1 Incident Command System

The Highline Community College Emergency Action Plan is operated under the Incident Command System (ICS) and is used by emergency services nationwide, as mandated by the National Incident Management System. The ICS is an all-risk system designed to be used in response to medical emergencies, technology accidents, natural disasters, and social emergencies.

The primary objective of the Incident Command System is the management of assigned resources for effective control of any situation. The ICS organization expands in a modular fashion based upon the type and complexity of the incident. The Incident Commander manages major functions until span-of-control restrictions require the delegation of certain functions. Functions are delegated to the command and operational staff, who are equipped to manage the "hands-on" details of the incident. If the College ICS is the same system as the one used by most fire departments (e.g., South King Fire & Rescue) and other agencies, integration of the outside resources into a College emergency scene can occur smoothly. The Highline Community College's Emergency Response Team (ERT) is staffed and operated by personnel trained in ICS and has reporting structures similar to the fire department's ICS structure.

#### 3.1.2 Incident Commander (IC)

**The first person on the scene is considered the Incident Commander (IC) until he or she relinquishes it to an ERT member or emergency personnel.** The Incident Commander shall be the "decision maker" for all issues during the declared emergency. The IC will use these procedures for guidance, all available resources, and his or her best professional judgment to protect the health, welfare, and safety of the College and its community.

#### 3.1.3 Incident Command Center (ICC)

The Incident Command Center is a designated location from which the HCC Emergency Response Team (ERT) will coordinate and gather the appropriate resources for the emergency situation. It should remain in operation until the Incident Commander has downgraded the emergency. At least one person from each of the ERT areas should staff the Incident Command Center.



### **3.2 Incident Command Center Location (Vice President for Administration)**

#### **3.2.1 Primary Location**

The *primary location* for the Incident Command Center is Building 26-140 (loading bay on first floor).

#### **3.2.2 Secondary Location**

In the event that the Building 26 is a part of the emergency or is unsafe, the *secondary location* will be Building 24-108.

#### **3.2.3 Tertiary Location**

If no safe areas are available in existing buildings, the Tertiary location will be outdoors at the softball field, NW corner.

### **3.3 Structure of the Emergency Response Team (ERT)**

See organizational chart in Appendix.

**In all cases, identified titles include consideration of a designee.**

#### **3.3.1 Executive Decision and Support (College President if unavailable then the Vice President for Administration)**

- Ensure emergency planning meetings are conducted for all employees;
- Ensure emergency training is taken by all emergency response employees;
- Authorize official statement and release of information to the media and other College constituent groups;
- Authorize funding above existing levels when required.

**Executive Staff (President, Vice President for Academic Affairs, Vice President for Administration, Vice President for Institutional Advancement, and Vice President for Student Services) are involved in the following issues**

- Resource commitments beyond authority of Incident Commander
- Media relations/issues
- Community issues
- Closure decisions
- Incidents effecting College business operations
- Death or serious injury of a student, employee, contractor, or visitor

#### **Emergency Call List:**

1. Supervisor of Campus Safety
2. Vice President for Administration
3. President

4. Vice President for Academic Affairs
5. Vice President for Institutional Advancement
6. Vice President for Student Services
7. Facilities Services Manager
8. Executive Director of Administrative Technology
9. Executive Director of Human Resources

### **3.3.2 Incident Commander**

#### **Incident Commander (IC):**

The Incident Commander will be (in order of accountability):

1. Vice President for Administration
2. President
3. Vice President for Academic Affairs
4. Vice President for Institutional Advancement
5. Vice President for Student Services
6. Facilities Services Manager
7. Executive Director of Administrative Technology

#### **Responsibilities of Incident Commander:**

- Highline Community College on-site decision-maker during an emergency;
- Activate the Emergency Response Team;
- Establish and coordinate emergency medical response;
- Designate Command Staff and identify persons on campus;
- Develop the incident objectives on which subsequent incident action planning will be based.
- Will approve the Incident Action Plan (IAP) and all requests pertaining to the ordering and releasing of incident resources
- Commit College resources as needed to address the emergency;
- Request assistance from and direct outside emergency agencies to scene;
- Manage incident operations;
- Collect and evaluate all available emergency information;
- Direct recovery efforts until relieved by public officials;
- Assess incident situation;
- Obtain resources from the city, county, state, and federal government agencies as required;
- Provide regular updates to the College president

- Lead debriefing of all incidents and provide direction for any updates
- Coordinate events with Fire and Police
- Designate a liaison for the ICC and Incident Command
- Designate Deputies as needed (A deputy must be equally capable of assuming the primary role. Deputies may be designated to: perform specific tasks as requested by the IC, to perform the Incident Command function in a relief capacity [e.g. to take over the next operational period], and to represent an assisting agency that may share jurisdiction or have jurisdiction in the future).

### **3.3.3 The Command Staff**

**Public Information Officer (PIO)** (Vice President for Institutional Advancement if unavailable then Director of Marketing)

- Develop and implement a crisis communications plan
- Serves as the conduit for information to internal and external stakeholders including media, or other organizations seeking information directly from the incident or event
- Provide periodic public relations updates to Incident Command Center (ICC);
- Identify issues, suggest to the president what information should be released, to whom it should be released, and when it should be released
- In conjunction with College executive decision support, prepare official statement and develop key messages
- Release information to the College community, other College constituent groups, as necessary, and media
- Establish communications for notifying family members of injured or deceased students and employees. (To be done in conjunction with the Executive Director of Human Resources and Vice President for Student Services);
- Respond to special requests for information
- Monitor media coverage for accuracy of reports
- Coordinate press releases with Fire, Police, and other applicable emergency response agencies
- Only one incident PIO should be designated. Assistants may be assigned from other agencies or departments involved. Incident Commander must approve the release of all incident-related information.

**Safety Officer (SO)** (Executive Director of Human Resources if unavailable then the Human Resources Manager)

- Monitors safety conditions and develops measures for assuring the safety of all assigned response personnel
- Advises the Incident Commander on all matters relating to operational safety, including the health and safety of emergency responder personnel
- Responsible for establishing systems and procedures to ensure emergency responder safety as well as the general safety of incident operations
- Has emergency authority to stop and or prevent unsafe acts during incident operations
- The Safety Officer, Operations Sections Chief, and Planning Section Chief must coordinate closely regarding operational safety and emergency responder health and safety issues
- Must also ensure the coordination of safety management functions and issues across jurisdictions, across functional agencies, and with private-sector and nongovernmental organizations

**Liaison Officer (LNO)** (Vice President for Academic Affairs if unavailable then the Dean for Professional/ Technical Education)

- The Liaison Officer is the point of contact for representatives of other governmental agencies, nongovernmental organizations, and or private entities
- Responsible for coordination with cooperating agencies and organizations
- Assistants and personnel from other agencies or organizations (public or private) may be assigned to the Liaison Officer to facilitate coordination

### **3.3.4 General Staff**

**Operations Section Chief** (Facilities Services Manager if unavailable then the Associate Director of Facilities)

- Will develop and manage the Operations Section to accomplish the incident objectives set by the Incident Commander
- Should have direct involvement in the preparation of the Incident Action Plan for the corresponding period of responsibility. This usually requires filling out the ICS 215 prior to the Planning Meeting

- Maintain close contact with Incident Commander as well with subordinate positions
- Is responsible to the Incident Commander for the direct management of all incident-related operational activities
- Directs and Coordinates all incident tactical operations
- Responsible for all activities focused on the reducing the immediate hazard, saving lives and property, establishing situational control, and restoring normal operations
- Responsible for establishing tactical objectives for each operational period, with other Section Chiefs and Unit Leaders establishing their own supporting objectives
- May have one or more deputies assigned, with the assignment of deputies from other agencies encouraged in the case of multijurisdictional incidents

**Planning Section Chief** (Director of Institutional Research if unavailable then the Director of Financial Services)

- Prepares the Incident Action Plan (IAP)
- Develops alternative strategies
- Maintains and displays resource and situational status
- Provides documentation services
- Prepares demobilization plan for resources and personnel
- Provides a primary location for any technical specialists (advisors with special skills required at an incident) assigned.
- Responsible for gathering and disseminating information and intelligence critical to the incident, unless the Incident Commander places this function elsewhere.
- Must look beyond the current and next operational period and anticipate potential problems or events.
- May assign a deputy
- Areas of responsibility may require the establishment of Units
  - **-Resources Unit:** Responsible for all check-in activity and for maintaining the status on all personnel and equipment resources assigned to the incident
  - **-Situation Unit:** Collects and processes information on the current situation, prepares situation displays and situation summaries, and develops maps and projections.

**-Documentation Unit:** Prepares the Incident Action Plan, maintains all incident-related documentation, and provides duplication services

**-Demobilization Unit:** Assists in ensuring that an orderly, safe, and cost-effective movement of personnel is made when they are no longer required at the incident.

**-Information and Intelligence:** Provides intelligence related to many types of information depending on type of emergency such as: security, risk assessments, medical, weather geospatial data, structural designs, toxic contaminant levels, utilities and public works data.

**Logistics Section Chief** (Executive Director of Administrative Technology if unavailable then the Manager of Customer Service)

- Has responsibility for the following six principal activities at an incident:
  1. Communications
  2. Medical support to incident personnel
  3. Food for incident personnel
  4. Supplies
  5. Facilities
  6. Ground Support
- The Logistics functions are geared to supporting personnel and resources directly assigned to the incident.
- Establish initial communications (e.g., voice and data) within the Incident Command Center (ICC);
- Provide communications staff for the ICC;
- Provide periodic updates and status of communication system to the ICC. (The Executive Director of Administrative Technology authorizes restarting the network once the ICC has determined that all safety concerns have been addressed);
- Plan, direct, control, and prioritize Information Technology (IT) recovery efforts following the protection of life and property
- Develop an IT disaster recovery plan and activate IT recovery teams as needed;
- Advocate, approve, and acquire IT recovery resources
- Conduct an annual IT incident planning and recovery exercise (including a post incident review)
- Responsible for all support requirements needed to facilitate effective incident

- management, including ordering resources from off-incident locations
- May have units for responsibilities as needed for a large scale event. Units: Supply Unit, Facilities Unit, and Ground Support Unit
  - Manage evacuees entering the college
  - Provide staff for the Incident Command Center (ICC)
  - Provide periodic support updates to the ICC
  - Recruit and coordinate volunteer assistance
  - Supervise the arrangement of provisions (food and water)
  - Coordinate shelter logistics with other agencies as required
  - Assist the Facilities Coordinator in gathering work crews
  - Assist with the mental health and counseling of students
  - Report outbreaks of any infectious diseases
  - Provide guidance and oversight for contracts
  - Assist and coordinate with Finance/ Administration for the purchasing of resources in response to emergency events;
  - Equip the Incident Command Center (ICC) with tables, chairs, and necessary furniture items;
  - Provide emergency lighting
  - Provide vehicles, equipment, and operators necessary to move personnel and supplies
  - Survey habitable space for room capacity, amenities available, etc.
  - Establish and assign work crews to perform College-wide damage assessment
  - Determine appropriate space for triage (if required), remove debris, perform emergency repairs, perform temporary construction, and equipment protection
  - Request assistance from local utility companies and provide facilities updates to ICC;
  - Provide facilities staff for the ICC
  - Act as a knowledge-base for building information and functions
  - Clear roads and walkways of fallen debris, ice, or snow (depending on situation).
  - Oversee demobilization of the Logistics Section

**Finance and Administration** (Director of Financial Services if unavailable then the Budget Director)

- Manage all financial aspects of an incident and provide financial and cost analysis information as requested
- Develop an operating plan for the Finance/ Administration section, fill section supply and support needs
- Determine need to set up and operate an incident commissary
- Equipment and personnel time recording and monitoring as needed
- Responsible for administering all financial matters pertaining to vendor contracts, leases, and fiscal agreements
- Responsible for financial concerns resulting from property damage, injuries, or fatalities at the incident.
- Track costs, analyzing cost data, making cost estimates, and recommending cost-saving measures
- Gather pertinent information from briefings with responsible agencies
- Compensation and claims planning
- Ensure that all obligation documents initiated at the incident are properly prepared and completed
- Coordinate with insurance companies for the planning and monitoring of claims
- Provide updates and status to the Incident Command Center (ICC)
- Provide financial input for demobilization planning

### **3.4 Responsibilities of Other Individuals**

#### **3.4.1 Instructional Coordinator** (Vice President for Student Services or if unavailable the Director of Counseling)

- Acts as the contact point for all faculty;
- Coordinate faculty to organize the resumption of classes as soon as possible after an emergency;
- Provides updates and status to the Incident Command Center (ICC) on all instructional matters;
- Assign classrooms to faculty once classes resume if building space is limited.

#### **3.4.2 Evacuation Coordinators** (Building Supervisors with the aid of the Building emergency coordinators designated annually for each building/floor)

- Ensure that all students and employees are evacuated from all buildings;
- Ensure all rooms are empty;

- Check stairwells;
- Check elevator to be certain no one is trapped;
- Close windows and doors;
- Report status of building evacuation to Incident Commander once evacuation is complete. When warranted ensure building is evacuated and that all individuals go to their designated Evacuation Assembly Area;
- Get disabled persons to the nearest Area of Rescue Assistance (ARA) or area of refuge within the building if not able to get them out of the building;

#### **3.4.3 Lockdown Coordinators (Building Emergency Coordinators)**

- Persons are identified for every building;
- Primary responsibility is to lock the entrance in the event of a lockdown.

#### **3.4.4 Additional Personnel:**

- Operate the phone system;
- Gather, organize, document, and relay pertinent emergency information, Executive Assistants will coordinate and report to Incident Commander and Emergency Response Team.

#### **3.4.5 Human Resources:**

- Handle emergency notification of family member in coordination with the Vice President for Student Services;
- Coordinate and manage employee benefits related to emergencies;
- Collaborate on decisions related to students and employees including reporting to work or class and staying home (in severe weather).
- Register volunteers

#### **3.4.6 Central Washington University (CWU) Liaison:**

- Representative for CWU in Incident Command
- Handle emergency notification of family members for CWU employees and students
- Coordinates faculty for the resumption of classes as soon as possible

### **3.5 Response**

**Step 1:** Emergency occurs:

**Step 2:** All calls are to be made to College Safety Department as the first

point of contact;

**Step 3:** Safety calls emergency agencies:

**Step 4:** Safety calls the appropriate utilities as needed:

**Step 5:** The Vice President for Administration makes a decision to initiate the Incident Command System (ICS):

**Step 6:** Once ICS is initiated, all Emergency Response Team members are to meet at the Incident Command Center in a timely manner:

**Step 7:** The emergency response team (ERT) and the Incident Commander determine further action.

No emergency is ever the same; therefore, no one response can dictate how an emergency will be dealt with. The College will do everything within its power and resources to prevent the loss of life and property.



## Section Four

# Priorities

### 4.1 Priority I (Health and Safety of Students, Employees and Visitors)

#### 4.1.1 Medical Aid – (Incident Commander)

Resources:

- South King Fire & Rescue
- Des Moines Police Department
- American Red Cross

#### 4.1.2 Fire Suppression – (Incident Commander)

Resources:

- South King Fire & Rescue
- Des Moines Police Department
- Trained Volunteers

#### 4.1.3 Search and Rescue – (Incident Commander)

Appoint search/rescue teams; provide vehicles and other equipment as needed

Resources:

- South King Fire & Rescue
- Des Moines Police Department
- Campus Operations
- Trained Volunteers

#### 4.1.4 Utilities Survey – (Director of Facilities and Operations)

Evaluate condition of utilities and shut off or restore gas, electric, steam, water, and sewer; also evaluate roadways and walkways)

Resources:

- Campus Operations
- Puget Sound Energy
- City of Des Moines
- Highline Water District

#### 4.1.5 Communications Survey – (Executive Director of Administrative Technology)

Evaluate condition of Information Technology (IT) infrastructure and critical systems to determine whether to shut down or restore)

Resources:

- Campus Operations
- Information Technology Staff

#### **4.1.6 Emergency Response Team (ERT) Communications System – (Executive Director of Administrative Technology)**

(Supply Incident Command Center and Emergency Response Team with the appropriate Technology and equipment to run the Incident Command)

Resources:

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

#### **4.1.7 Incident Management – (Vice President for Administration)**

(Consolidate the above resources with available information to provide a comprehensive action plan to return the College back to full operational status)

Resources:

- President
- Vice President for Administration
- Executive Director of Administrative Technology
- Vice President for Institutional Advancement
- Vice President for Academic Affairs
- Vice President for Student Services
- Director of Facilities & Operations
- Director of Financial Services
- Supervisor, Campus Safety
- Executive Director of Human Resources

### **4.2 Priority II (Shelter and Building Recovery)**

#### **4.2.1 Facility Survey – (Director of Facilities and Operations)**

(Evaluate buildings for occupancy. Identify and seal off areas as needed)

Resources:

- Campus Safety
- South King Fire & Rescue
- Des Moines Police Department

#### **4.2.2 Shelter – (Director of Facilities & Operations)**

(Identify usable buildings. Organize employee movement)

Resources:

- Campus Safety
- Vice President for Student Services
- Red Cross

#### **4.2.3 Food/Drinking Water – (Supervisor of Campus Safety and Security)**

(Inventory and ration supplies as needed)

Resources:

- HCC Food Service
- Facilities and Operations
- HCC Bookstore
- Red Cross

#### **4.2.4 Sewer System – (Director of Facilities & Operations)**

(Inspect and repair system or find other alternatives)

Resources:

- Facilities & Operations
- City of Des Moines

#### **4.2.5 Campus Communications System – (Executive Director of Administrative Technology)**

(Quickly establish communication system with the College and outside resources)

Resources:

- Telephones
- Laptop and desktop computers
- Cellular phones and charges
- Pagers and batteries
- Handheld radios and charges
- Digital cameras
- Bullhorns
- Projectors
- Email
- Voicemail

#### **4.2.6 Constituent Relations – (Vice President for Institutional Advancement)**

(Establish communications with the College community, College constituents, and media as appropriate)

Resources:

- Media



- Printed material
- Email
- Webpage

#### **4.2.7 Criminal Activity Investigation Assistance – (Incident Commander)**

Resources:

- Campus Safety
- Des Moines Police Department

#### **4.2.8 Psychological Assistance – (Vice President for Student Services)**

(Establish a system or team to handle crisis intervention)

Resources:

- College Counseling Center
- Highline Mental Health

### **4.3 Priority III (Recovery of Valuables and Records)**

#### **4.3.1 Valuable Materials Survey – (Vice President for Academic Affairs)**

(Identify, survey, and secure valuable campus materials)

Resources:

- Library staff
- Information Technology staff (electronic archives)
- College Archives
- Performance Arts Staff
- Trained Volunteers

#### **4.3.2 Records Survey – (Vice President for Administration and Vice President for Student Services)**

(Identify and secure all College records)

Resources:

- Business office staff
- The Enrollment (Registration & Records, Financial Aid) staff
- Human Resources staff
- Information Technology staff (electronic archives)
- Financial Aid
- College Archives
- Trained Volunteers

#### **4.3.3 Academic Survey – (Vice President for Academic Affairs)**

(Survey academic departments to determine requirements to begin academic operations)

Resources:

- Department chairs



- Faculty
- Instructional staff

#### **4.4 Priority IV (Business Continuity)**

##### **4.4.1 Return to Normal Operating Procedures – (College President and Vice President for Administration)**

(Identify areas requiring substantial recovery including electronic and physical material)

Resources:

- Emergency Response Team
- Trustees



## Section FIVE

# Crisis Response Team for Other Emergencies

A Crisis Response Team (CRT) is utilized when an emergency occurs on campus that may or may not require a building or area to be evacuated, but severe emotional trauma has occurred. The CRT is an alternative to the Emergency Response Team and the implementation of the Incident Command Center. The CRT is made up of individuals and departments as determined by the Vice President for Administrative Services.

Isolated incidents will not activate the Incident Command Center or Emergency Response Team. However, it will require the Crisis Response Team to be called. The Supervisor of Campus Security and Safety will act as the first call contact in the event of a death. In the event of an incident, the Supervisor of Campus Security and Safety will determine when and which persons should be contacted.

## 5.1 Medical Emergency

### 5.1.1 If Basic First Aid is required

- Do not move an injured person unless it is a life-threatening situation.
- Call Campus Safety (Dial 3218).
- Campus Safety Officers will administer basic first aid and/or indicate if additional medical resources will be required.
- Stay with the injured person until a Campus Safety Officer arrives.

### 5.1.2 If Outside Medical Assistance is required

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

### 5.1.3 If Automated Defibrillator (AED) is needed

- Automated Defibrillator (AED) is for medical emergencies where victim's heart has stopped.
- The AEDs are located in the Safety Office, Building 6, 1<sup>st</sup> floor Room 105. Buildings 8 (3<sup>rd</sup> floor, student services area), 27 (the gym), and 25 (main area of 2<sup>nd</sup> floor) also have AEDs.
- Call Campus Safety (Dial 3218; 206-878-3710 extension 3218) to notify them of the need for the AED.



## **5.2 Injury/Accident Reporting**

### **5.2.1 Employee on-campus accidents/injuries**

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

### **5.2.2 Students on-campus accidents/injuries**

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

## Section SIX

# Evacuation

## 6.1 Evacuation Procedures

Campus evacuations fall into two categories: Small-scale evacuation refers to evacuation of a single area. Large-scale evacuation should activate the Incident Command System.

Building Supervisors and Emergency Coordinators assigned to building areas will serve as the evacuation coordinator for both small-scale and large-scale evacuations in coordination and with support from campus operations and emergency personnel.

## 6.2 Evacuation Plan

<p><b>IF ASKED TO EVACUATE, EVEN IF PROBLEMS ARE NOT OBVIOUS, IT IS YOUR RESPONSIBILITY TO COMPLY.</b></p>
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If an evacuation is deemed necessary, the following steps should be taken:

- Evacuate the room or area immediately to a pre-established Evacuation Assembly Areas or to an alternative safe area;
- If there is time, take personal belongings with you;
- Take the stairs - **DO NOT USE THE ELEVATOR;**
- If you are disabled and need assistance in evacuating, notify a fellow building occupant or move to the established Area of Rescue Assistance (ARA). Building stairwells will act as ARAs. In emergencies, persons needing assistance are to move to the nearest stairwell;
- Assist disabled persons with the evacuation. Mobility aids may need to be left behind;
- If students or members of the general public are present in your area, assist them with evacuating;
- The Evacuation Coordinator will act as the liaison to the Incident Commander. This person will notify the Incident Commander if there are any disabled persons needing assistance;
- After evacuating, stay at the evacuation area. Returning to the evacuated building will **ONLY** be allowed after the Incident Commander gives “All Clear” notification through the Evacuation Coordinators;

In the event of a prolonged evacuation, the Evacuation Coordinator will escort people to a location designated a safety area by the Incident Commander

## Evacuation for Persons with Disabilities

### 6.3 Emergency Evacuation for Persons with Physical Disabilities

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

**Note to persons with disabilities: You are strongly encouraged to contact Access Services (students) or Office of Human Resources (employees) to discuss safety issues and the College's evacuation plan.**

#### 6.3.1 Highline Community College Community Members

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

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

#### 6.3.2 Types of Disabilities

People with mobility impairments:

- Persons using wheelchairs on ground level floors can evacuate along with other persons.
- People with mobility impairments are often concerned about being dropped when being lifted or carried. Find out the proper way to transfer or move the person and what exit routes from buildings are best **before** lifting or carrying the person.
- On a non-ground level floor, you may remove a person who uses an **electric wheelchair** and evacuate that person, leaving the wheelchair behind. **Note:** In order to safely carry a person while descending stairs, two people must use specific techniques, which must be learned and practiced prior to an actual emergency. If you do not know these techniques, or if the person does not wish to be carried, tell the person using the wheelchair to remain in the area of rescue assistance and/or stairwell, and then seek help from campus operations, police,

and/or fire personnel immediately.

- On a non-ground level floor, persons using **manual wheelchairs** may be removed from their wheelchairs and evacuated, leaving the wheelchair behind (as described in above). Alternatively, they may be evacuated while remaining in the wheelchair. **Note:** At least four strong assistants will be necessary to carry the person and the manual wheelchair up/ or down stairs and over obstacles.

#### **6.3.2.1 People with vision loss**

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

#### **6.3.2.2 People who are deaf or hearing impaired**

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

#### **6.3.2.3 People with respiratory illnesses**

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

#### **6.3.2.4 People with other disabilities**

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

**Area of Rescue Assistance** Areas of Rescue Assistance are designated places where people with disabilities remain temporarily in safety to await further instructions or assistance during emergency evacuations. At this time, building stairwells and exit corridors are to be used as temporary waiting areas until Areas of Rescue Assistance have been approved for the campus. As Areas of Rescue Assistance are approved, signs identifying the area will be placed on site.



## 6.4 Evacuation Coordinators (EC)

The evacuation coordinators are assigned positions selected at the beginning of every academic year.

### 6.4.1 Evacuation Coordinators

Evacuation Coordinators (EC) are required to evacuate the buildings of all persons in the event of an emergency. During the evacuation, the ECs are to direct people to the pre-assigned assembly areas.

### 6.4.2

#### Highline Community College Building Supervisors/ Emergency Coordinators November 2007

<u>Building</u>	<u>Building Supervisor</u>	<u>Emergency Coordinator</u>	<u>Building</u>	<u>Building Supervisor</u>	<u>Emergency Coordinator</u>
Bldg. 0	Cathy Brewer	Cathy Brewer	Bldg. 22	Kathy Oberg	Tracy Brigham
Bldg. 0	Sharon Cryan	Sharon Cryan	Bldg. 23	Joy Smucker	Babs Cerna
Bldg. 1	Shirley Bean	Sherry Stroud	Bldg. 24	Pete Babington	Chris Brixey
Bldg. 2	Shirley Bean	Louise Mann			Lydia Bracco
Bldg. 3	Allison Green	Gayatri Sirohi	Bldg. 24A	Dave Kress	Joel McClusky
Bldg. 4	Allison Green	Christiana Taylor	Bldg. 25	Monica Luce	Fran Clark
Bldg. 5	Allison Green	Lauri Spivey	Bldg. 25A	Gus Nyquist	Gus Nyquist
Bldg. 6	Dena Dillon	Kathy Day	Bldg. 26	Bob Bonner	Frank Cunningham
Bldg. 7	Allison Green	- - -		Joy Smucker	Gerald Jackson
Bldg. 8	Jonathan Brown	Jonathan Brown		Dennis Colgan	Pat Daniels
Bldg. 9	Carrie Jolicoeur	Carrie Jolicoeur	Bldg. 27	John Dunn	John Dunn
Bldg. 10	Allison Green	Sharon Hashimoto	Bldg. 28	John Dunn	John Dunn
Bldg. 11	Phil Droke	Marsa Mair	Bldg. 28A	John Dunn	John Dunn
Bldg. 12	Donn Walter	Donn Walter	Bldg. 29	Helen Burn	
Bldg. 12A	Donn Walter	Donn Walter		Nadalee (Dusty) Brady (CWU)	
Bldg. 12B	Donn Walter	Donn Walter		Tim Wrye	
Bldg. 13	Donn Walter	Donn Walter	Bldg. 99	Lisa Skari	Melissa Sell
Bldg. 14	Donn Walter	Donn Walter	Tunnels		
Bldg. 15	Kathy Oberg	Keith Paton		Gus Nyquist	Gus Nyquist
Bldg. 16	Bill Cox	Tony Sittner	Redondo Beach	Pete Babington	Rus Higley
Bldg. 17	Joy Smucker	Erik Scott	Fed Way Center	Suzanne Sittner	Suzanne Sittner
Bldg. 18	Joy Smucker	Patty Von Behren			
Bldg. 19	Steve Washburn	Linda Benzel			
Bldg. 21	Alice Madsen	Rod Fowers			



## **6.5 Evacuation Map with Designated Area Locations**

Not all evacuation areas may be used depending on the type of event. This would be determined by whether the area of evacuation was in use by emergency personnel or otherwise compromised. Think about an escape route and evacuation area prior to an emergency situation.

(See maps at the end of this document.)

## Section SEVEN

### Emergency Procedures

#### **7.1 General Emergency Procedure**

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

**The GENERAL emergency procedure is as follows:**

#### **CAMPUS EMERGENCIES**

##### **CALL 911**

1. Clearly state the type of emergency to the dispatcher (I.e. police, fire, medical).
2. Clearly state the location of the emergency and your name, location, and telephone number.
3. Describe the emergency and follow the dispatcher's instructions.
4. **DO NOT HANG UP UNTIL TOLD TO DO SO BY THE DISPATCHER.**

##### **FOR NON-EMERGENCIES**

Call Campus Safety at extension 3218 or (206) 878-3710  
extension 3218



## Section EIGHT

# Specific Emergency Procedures

## 8.0 Emergency Procedures

Specific emergency procedures detailed in this section include:

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**Some require activation of the Incident Command Center and some may not.**

## 8.1 Violence Risk and Threat Assessment

### 8.1.1 Overview

The objective of threat management is to determine the value of a threatening situation. Determining the intent, motive, and ability provides the essential ingredients for assessing the level of risk to College employees or students. After determining the value of a threat, a strategy is developed for defusing the potential risk.

### 8.1.2 Disturbance, Fights or Physical Abuse

It is important that you not ignore a potential dangerous situation. If you hear yelling or threatening language, confront it immediately or ask someone for help. Knock on a closed door to see if everything is all right or approach individuals to ask if there is a problem. It is better to interrupt a situation that could be dangerous, than to ignore it. If you are uncomfortable doing that, call someone who can help. Usually a call to Campus Safety (Dial 3218), can generate help very quickly.

If you witness a fight or some other physical abuse, do not become involved but contact Campus Safety (Dial 3218) immediately. It is recommended that you then return to the scene of the incident and attempt to disperse onlookers and discourage others from becoming involved in the confrontation. If in doubt, call 911.

### 8.1.3 Communication Criteria

Communications containing any of the following references should be immediately reported to the supervisor or other College Official who will report it to the appropriate Vice President or other authority. In case of students, the report should go to the Vice President for Student Services as well as Campus Safety.

- **Threats.** All threats of harm to College employees and students received in writing by telephone, e-mail or fax, through an informant, or in-person should be reported. Any assault or attempted assault should be reported.
- **Inappropriate Communications.** Many communications do not make explicit threats but are nonetheless cause for concern. Any communication that meets one or more of the following tests should be reported:
  - ♦ A particular complaint or sense of outrage over the handling of a College incident.
  - ♦ References to a special history or destiny shared with the employee or student.
  - ♦ Evidence of suspicious behavior, stalking behavior, or research into personal affairs of the employee or student.
  - ♦ References to death, suicide, weapons, violence, assassinations, acts of terrorism, or affection.
  - ♦ Obsessive desire to contact the employee or student.

- ♦ Belief that the employee or student owes the person a debt.
- ♦ Perception of the employee or student as someone other than him or herself.
- ♦ References to public figures that have been attacked.
- ♦ References to individuals (or their acts) that have attacked public figures or committed notorious acts of violence or terrorism.
- ♦ References or claims of mental illness, such as psychiatric care, anti-psychotic medication, etc.
- ♦ References to bodyguards, security, safety, danger, etc.

## 8.2 Armed Intruder/Weapon Threat

Every situation is different and the threatened individual will have to rely on his/her best judgment as to the best course of action, given the unique situation. Your own safety and the safety of others are the top priority. General guidelines include:

**NOTE: At no time should any faculty, staff, or student confront an armed intruder.**

### 8.2.1 Immediate or Imminent Violence

- If you hear gunshots or witness an armed person, move away as quickly as possible. People that duck and cover near the shooter are at the greatest risk of dying and people that run stand a greater chance of getting away from the shooter.
- If you cannot flee, isolate yourself and others from the subject. Close, lock and barricade doors, close curtains, lie on the floor.
- Call 911 if it is safe to do so. Provide as much detail as you know. Follow law enforcement instructions. Do not expose yourself or others until notified by law enforcement that the danger has passed.
- Notify others on campus through telephone or e-mail of what you know – **DO NOT SPECULATE** - and what action you have taken, if it is safe to do so.

### 8.2.3 You Should Note and Report

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

### 8.2.4 If Confronted By a Threatening Person

- Remain as calm as possible. Be cooperative and patient. Time is on your side.
- Offer to listen. Do not judge or argue with perceptions. Treat each concern as important and valid. A person in a crisis will only respond to someone who is willing to listen, understanding, respectful, and non-threatening.
- Allow the hostile person his or her personal space (at least 3 feet).
- If you are standing, stand at an angle to the individual rather than face-to-face.
- Keep your hands in plain view, preferably at your sides.
- Do not make gestures of physical contact that might seem threatening.
- Maintain polite eye contact. Keep gestures and body language open and non-threatening. Use a low, soft, slow voice when speaking. Ask/tell the person

before you make any moves.

- Be truthful - to lose credibility can be catastrophic. Assure the person you will do everything you can to resolve his or her grievances in a fair manner.
- Ask the aggrieved party to suggest a solution. A person in crisis will be more accepting of a solution that he or she helped formulate.
- Always look for a win-win outcome. Retaining dignity (saving face) is paramount to the person in crisis.
- Be observant. Note as much as possible about the aggressor, including type and number of weapons, state of mind, what was said. Pay attention to details about the space you are in. If you are released or decide to escape, this information will be needed by police to ensure the safety of others.

### **8.2.5 Securing the Building**

- In each building, designated areas hold keys/bars for main entrances.
- Emergency Coordinators will access these tools and lock the buildings in emergencies.

## 8.3 Bombs

*“Bombs can be constructed to look like almost anything and can be placed or delivered in a number of different ways. The probability of finding a bomb that looks like the stereotypical bomb is almost nonexistent. The only common denominator that exists among bombs is that they are designed or intended to explode.” Bureau of Alcohol, Tobacco & Firearms*

### 8.3.1 Suspected Packages

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

- DO NOT MOVE THE ITEM!
- Calmly notify others in the immediate area and evacuate.
- If there is a fire alarm in your area, DO NOT ACTIVATE IT. You do not want to frighten everyone.
- Call 911. DO NOT USE A CELLULAR PHONE! A cell phone could potentially set off the package.
- Clearly state the type of emergency to the 911 dispatcher.
- Clearly state the location of the suspicious package or letter, your name, location, and telephone number from which you are calling.
- Do not hang up until told to do so.
- Call Campus Safety (Dial 3218), notify them that 911 have been called and emergency personnel are en route. Ask the Safety person to notify appropriate staff to assist with the evacuation.
- Return to area will be allowed ONLY after Emergency Response Team gives the “all clear” notification.

## 8.4 Bomb Threats

All bomb threats must be taken seriously. Bomb threats can be delivered in a variety of ways including in-person, via telephone, or in writing. The most dangerous means is in-person; the most common means is via telephone.

### 8.4.1 In-Person Bomb Threat

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

- Remain calm.
- Do not approach the individual. Never get close enough that you could panic the person or be used as a hostage.
- If possible, try to segregate the individual from others.
- Try to draw the attention of one or two others so they can call (**in order**) 911 and Campus Safety (Dial 3218 or 206-878-3710 extension 3218).
- Talk to the individual in a calm and rational manner; put the person and yourself at ease as much as possible.
- Try to get the individual to speak; let the person do most of the talking; ask questions about the bomb, its location, and description.
- Let law enforcement replace you as the negotiator when they arrive at the scene.
- Once you leave the scene, relay all information to any other officer present.
- Immediately write down everything you remember.
- Remain accessible to law enforcement until you are told to do otherwise.

### 8.4.2 Telephone Bomb Threat

- Remain calm.
- If the caller allows you to talk, ask questions from checklist in **APPENDIX C**; keep the caller talking as long as possible.
- Signal a co-worker to call 911 while you continue talking.
- Campus Safety will notify other personnel as required.
- The Supervisor of Campus Safety or designee will facilitate an evacuation of the building, if deemed necessary, with the assistance of the Des Moines Police Department.
- Return to the evacuated building will be allowed **ONLY** after Emergency Response Team gives the “all clear” notification.

**See Appendix C for the Telephone Bomb Threat Checklist**

## 8.5 Earthquake

Earthquakes strike suddenly, violently, and without warning. There is a likelihood of a large earthquake occurring in the Des Moines area and King County; however it is unknown when it will occur. Therefore, it is important to know safety precautions during an earthquake.

### 8.5.1 Earthquake if you are indoors:

- Take cover next to or under a heavy piece of furniture (such as a desk or table) or against an inside wall and hold on. Avoid areas where glass, mirrors, pictures, could shatter or where heavy bookcases or other furniture could fall. Do not stand in doorways, as they are not a reliable area for safety.
- Stay inside while the earthquake is occurring. Running outside increases the risk of being injured. When it is safe to do so, evacuate the building to an Evacuation Assembly Area.

### 8.5.2 Earthquake if you are outdoors:

- Move into the open – away from buildings, trees, light poles, and utility wires that could fall.
- Once in the open, stay there until the shaking stops.

**Expect aftershocks.** Although aftershocks can be smaller than the initial quake, they can cause additional damage and bring down weakened structures. Aftershocks can occur in the first hours, days, weeks, or even months after the initial quake.

### 8.5.3 After the Earthquake:

- Be prepared for aftershocks, which can be as intense as the initial earthquake.
- Check for injured persons in your building or area. Do not move the injured individual unless there is serious danger to the person's safety.
- Remain calm and evacuate the building or area in an orderly manner.
- Do not use any open flames until you are certain there are no gas leaks. **NO SMOKING.**
- If you smell gas in your building, evacuate immediately and notify college officials.
- Stay away from fallen or damaged electric wires.

**IF ASKED TO EVACUATE, IT IS YOUR RESPONSIBILITY TO COMPLY.**

Follow evacuation procedures:

1. Walk – do not run – to the nearest exit, if you are indoors.
2. Take your personal belongings with you.

3. If you are on an upper floor, take the stairs. **DO NOT USE THE ELEVATORS.**
4. Assist any disabled or injured persons who are not able to leave the area quickly by themselves.
5. Evacuate to the outside of the buildings. Go to a pre-established Evacuation Assembly Area or away from buildings. (See Evacuation and Evacuation Map page --)
6. Notify the Emergency Operations Center if there are disabled or injured persons needing assistance.
7. Do not reenter the buildings until instructed that it is safe by the Emergency Response Team.

**The Emergency Operations Center will verify that Puget Sound Energy has been contacted.**

## 8.6 Tsunami and Flooding

### 8.6.1 Tsunami

In the event of a tsunami:

**The College is considered an evacuation assembly area. If you are on Main Campus and a tsunami occurs, this is considered a safe area to remain.**

### 8.6.2 Flooding

- **County Flood Watch:** Conditions are favorable for flooding. Staff should be aware but no action needs to be taken.
- **County Flood Warning:** Rising water threatens to close roads, wash out bridges, and inundate property. Shelter or higher ground should be sought.

#### **What to do before the Tsunami/Flood**

- Have emergency supplies available. Keep a portable, battery-operated radio and flashlight in working order. Determine if you are in a flood-prone area and what the average flood depths are in the community.
- Identify dams and levees in your area. Be aware of what could happen if they fail.
- Learn the community's flood evacuation route and the location of high ground.

#### **During or after heavy rains**

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

#### **After a Tsunami/Flood**

- Listen to the radio or television for advice and instructions.
- Report broken utility lines or other hazards to Campus Safety.
- Locate usable openings if swollen doors, mud, or buckled floors prevent regular doors from being used.
- Remember that water sources may be contaminated. Listen to the radio for advice on using tap water or other water for drinking.
- Avoid walking through floodwaters. Swift moving water as little as six inches deep can sweep you off your feet.

## 8.7 Fire

Be sure you know the location of fire extinguishers, exits, and pull stations in your area. If a building fire alarm sounds (or if you are told to pull the alarm by a college official or other emergency personnel), evacuate the building immediately. Always evacuate when you hear the fire alarm. There is no way to know whether the alarm is false or not! Evacuate and proceed immediately to the nearest pre-established Evacuation Assembly Area.

### 8.7.1 If you discover a fire and/or smoke:

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

### 8.7.2 If you become trapped:

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

**Notify both the responding fire department and Security on the scene if you suspect someone may be trapped inside the building.**

## **8.8 Volcanic Ash Fall**

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

- Close all doors and windows.
- Director of Facilities & Operations will see that all HVAC systems are shut down.
- Avoid going outside if possible. If you go outside use a mask or damp towel to cover your face.
- Avoid driving.

## **8.9 Bio Terrorism or Biological Disaster**

### **8.9.1 Toxic Gas Release**

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

- College officials will contact local authorities immediately.
- Close all doors and windows.
- Director of Facilities & Operations will see that all HVAC systems are shut down.
- Stay inside until the Incident Commander gives an “all clear” notification.

## **8.10 Epidemic/Outbreak**

### **8.10.1 Reporting Infection**

If a person becomes ill with the flu and has reason to believe he or she has been exposed to avian flu, the individual should report it immediately to the local Health Department.

### **8.10.2 College Operations**

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

The College will determine whether to cancel programs such as sporting events and performances occurring on campus.

If the College is forced/decides to close, realistically it could be several months.

If a regional/national outbreak occurs, decisions to furlough non-essential staff may be required to focus on keeping the College operating. Decisions for such downsizing of personnel shall come from the College President and/or the Executive Staff.

## 8.11 Hazardous Materials/Spill/Exposure

### 8.11.1 Asbestos

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

#### Fiber Release Episode

- Evacuate the room or area immediately to a safe area away from the building. Confine particles by shutting the door(s).
- Call Campus Safety (Dial 3218 or [206-878-3710 extension 3218](tel:206-878-3710)) who will notify the proper authorities.
- Do not return to the building unless instructed it is safe to do so by Campus Safety personnel.
- Evacuate the room or area immediately to a safe area away from the building. Confine particles by shutting the door(s).
- Return to the evacuated building will be allowed ONLY after the Emergency Response Team gives the “all clear” notification through Campus Safety.

### 8.11.2 Chemical Spills & Releases

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

1. Confine the substance by shutting the door(s) or closing the supply valve(s), (i.e. a gas shutoff valve in the event of a gas leak).
2. Call Campus Safety (Dial 3218 or [206-878-3710 extension 3218](tel:206-878-3710)) to notify the proper authorities.
3. Clearly tell the dispatcher you are reporting a chemical spill/release and the following information:
  - name of material (if known)
  - exact location of the spill or release
  - extent of contamination (i.e. water system, air handling system)
  - quantity (if known)
  - appearance & characteristics (i.e. solid, liquid, gas, odor, color)
  - injuries
  - your name, department, and phone number you are calling from
4. If needed, the Hazardous Materials Emergency Response Team from the South King Fire & Rescue will be alerted, and a chemical cleanup company will be contacted.
5. Evacuate the room and building to the nearest assembly area.
6. Return to the evacuated building will be allowed ONLY after HCC Emergency

Response Team gives the “all clear” notification through Campus Safety.

### **8.11.3 Chemical Odor**

If an employee smells a chemical odor, such as a solvent-type odor or observes a chemical spill and neither poses an immediate safety threat:

- Call Campus Safety (Dial 3218 or 206-878-3710 extension 3218) and notify the nearby faculty or staff.
- Facilities & Operations will then assess the situation and respond with appropriate clean-up materials if the spill or release is within the scope of the College’s response capabilities.
- If the spill or release is beyond the scope of the College’s capabilities, a phone call by Campus Safety or Facilities & Operations to 911 will alert the Hazardous Materials Emergency Response Team from South King Fire & Rescue for response.
- Campus Safety will evacuate the area and establish a safe perimeter until the area is safe to reoccupy as advised by South King Fire & Rescue Incident Commander.
- Return to the evacuated building will be allowed **ONLY** after Emergency Response Team gives the “all clear” notification through Campus Safety (Dial 3218 or 206-878-3710 extension 3218).

## 8.12 Blood Borne Pathogens

“Blood borne pathogens” refers to disease-causing microorganisms present in blood or potentially infectious body fluids. If exposed to a potential blood borne pathogen, report it immediately to Campus Safety and fill out an incident report. A Campus Safety Officer will fill out an accident report form.

The steps listed below are to be taken in response to a “high-risk” exposure incident, which is defined as an accidental puncture injury, mucus membrane, or non-intact skin exposure to human blood or body fluid. A high-risk exposure should be considered infectious, regardless of the source.

### 8.12.1 High-risk exposure

- Immediately and thoroughly wash the exposed site with soap and water, or flush the eye and mucus membrane with water or saline for 15 minutes.
- Report the incident to your supervisor immediately.
- Notify Campus Safety (Dial 3218 or 206-878-3710 extension 3218), who will notify the appropriate personnel.
- Exposed individuals may be taken to Highline Community Hospital Emergency Room located at 16251 Sylvester Rd. SW. Burien, WA. The emergency room phone number is (206) 244-5314. You may also call 206-878-3710 extension 3218 to contact the nearest medical facility if outside the Des Moines area to receive treatment for possible exposure to HBV/HIV and/or other preventative therapy initiated as indicated.
- If you are unsure whether the above pertains to your situation, call the Highline Community Hospital Emergency Room at (206) 244-5314.

Contact with the following bodily fluids or materials are **not** covered by this section: semen, feces, nasal secretions, saliva, sputum, spit, sweat, tears, urine, and vomit. If any of the preceding bodily fluids contain visible blood, then follow the high-risk procedures listed above.

If the exposed person does not consent to post-exposure information being released, the only information provided to the College will be a written report indicating whether a Hepatitis B vaccine was recommended for the exposed person and whether the person received the vaccination. The written report will be kept separately from the exposed person’s personnel file.

### 8.12.2 Cleanup of Bodily Fluids Containing Blood

If a spill or contaminated area is in a College building, contact Campus Safety (Dial 3218 or 206-878-3710 extension 3218).



## **8.13 National/Regional Emergency**

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

## **8.14 Protests, Marches & Demonstrations**

For further information read the College's policy on demonstrations on campus.

### **8.14.1 Peaceful**

- Notify Campus Safety (Dial 3218 or 206-878-3710 extension 3218)
- Supervisor of Campus Safety will monitor for acts of vandalism or signs of escalation.
- Supervisor of Campus Safety will contact outside assistance as needed.
- Preplanned large demonstrations may have local law enforcement presence ahead of time.

### **8.14.2 Disruptive/Destructive**

- Notify Campus Safety (Dial 3218 or 206-878-3710 extension 3218)
- Identify key individuals (clothing, physical description, and activity engaged in).
- The Supervisor of Campus Safety will contact outside assistance as needed.

## **8.15 Inclement Weather**

Highline Community College will make every attempt to keep offices and services operating in inclement weather. There will be times when weather is too severe for normal College operation. In that event, the following procedures will be used and applies to all employees and students.

- The Vice President for Administration in consultation with the President shall make the final decision on whether the College shall be closed or start late based on the information provided by Supervisor of Campus Safety.
- Announcements will be made on local radio and television stations, HCC website (<http://www.highline.edu>), and Campus telephone, text, and voicemail.
- If unable to access any of these sources, call the College at (206) 878-3710.



## **8.16 Utility Failure**

### **8.16.1 Electrical failure**

If possible, call the Campus Safety (Dial 3218 or 206-878-3710 extension 3218) and clearly state the building(s) that are affected.

- Clearly state what you heard or saw before the power went off.
- Security and Safety will notify Facilities & Operations.
- Turn off all computers and other electrical equipment.
- If downed power lines are present, treat them as if they are live.
- DO NOT TOUCH any wires. Keep others away from the wires.

### **8.16.2 Plumbing failure**

- Call Campus Safety (Dial 3218 or 206-878-3710 extension 3218)
- If it is within the scope of their capabilities, Facilities & Operations will repair the problem.
- If it is not within the scope of their capabilities, the Facilities & Operations personnel will contact the proper utility company and shut-off the water main to prevent flooding or water damage.
- Be aware of electrical power sources in wet or flooded areas.

### **8.16.3 Elevator Failure**

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

- If you are trapped in an elevator, remain calm and pick up the phone or push the emergency button.
- Clearly state who you are, how many are trapped, the building in which you are located, and what floor you think you are stuck on.
- DO NOT ATTEMPT TO CLIMB OUT ON YOUR OWN. The elevator can resume operation at any time.
- Power to the elevator will be shut off if a rescue attempt becomes necessary.
- Facilities & Operations will notify the appropriate elevator service repair company and South King Fire & Rescue if needed.



## **8.17 Major Communications Outages**

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

### **8.17.1 In the event of any of the following contact Executive Director of Administrative Technology**

- Outages that directly affect the safety of students, faculty, staff or members of the College community.
- Entire building or campus loses telephone services.
- Entire building or campus loses data/information technology service.

Note: Individual voice, data, or video services outages do not constitute an emergency



## Appendix A

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

### Incident Command Center

Responsibilities in Section 3.1 (page 6)

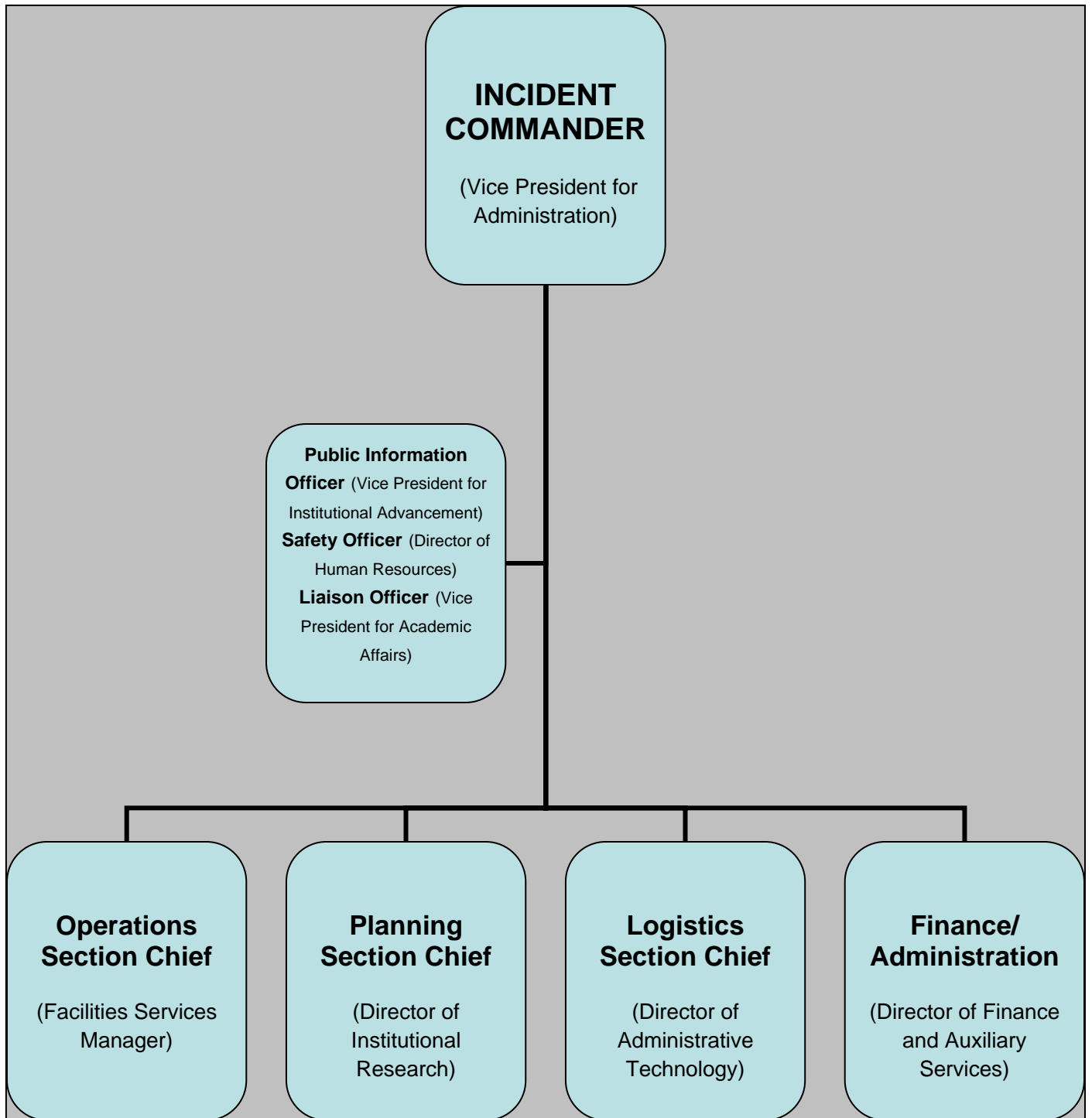
Primary: Building 26-140

Secondary: Building 24-108

Tertiary: Outdoors North Building 27 on Softball field

### Emergency Response Team

Responsibilities in Section 3 of plan, See Organizational Chart Below





## Appendix B

### Highline Community College - Emergency Response Kits

The following items should be easily available and accessible at all times for the Incident Command Center.

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



## Appendix C

### Telephone Bomb Threat Checklist

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

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

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

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#### QUESTIONS TO ASK:

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

#### CALLER'S VOICE (CHECK ALL THAT APPLY):

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

#### OTHER INFORMATION:

If voice is familiar, whom did it sound like? \_\_\_\_\_

Were there any background noises? \_\_\_\_\_

Remarks (attach additional sheets if necessary): \_\_\_\_\_

Person receiving call: \_\_\_\_\_

Telephone number call received at: (\_\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_

Date: (MM / DD / YYYY) \_\_\_\_\_



## **Appendix D**

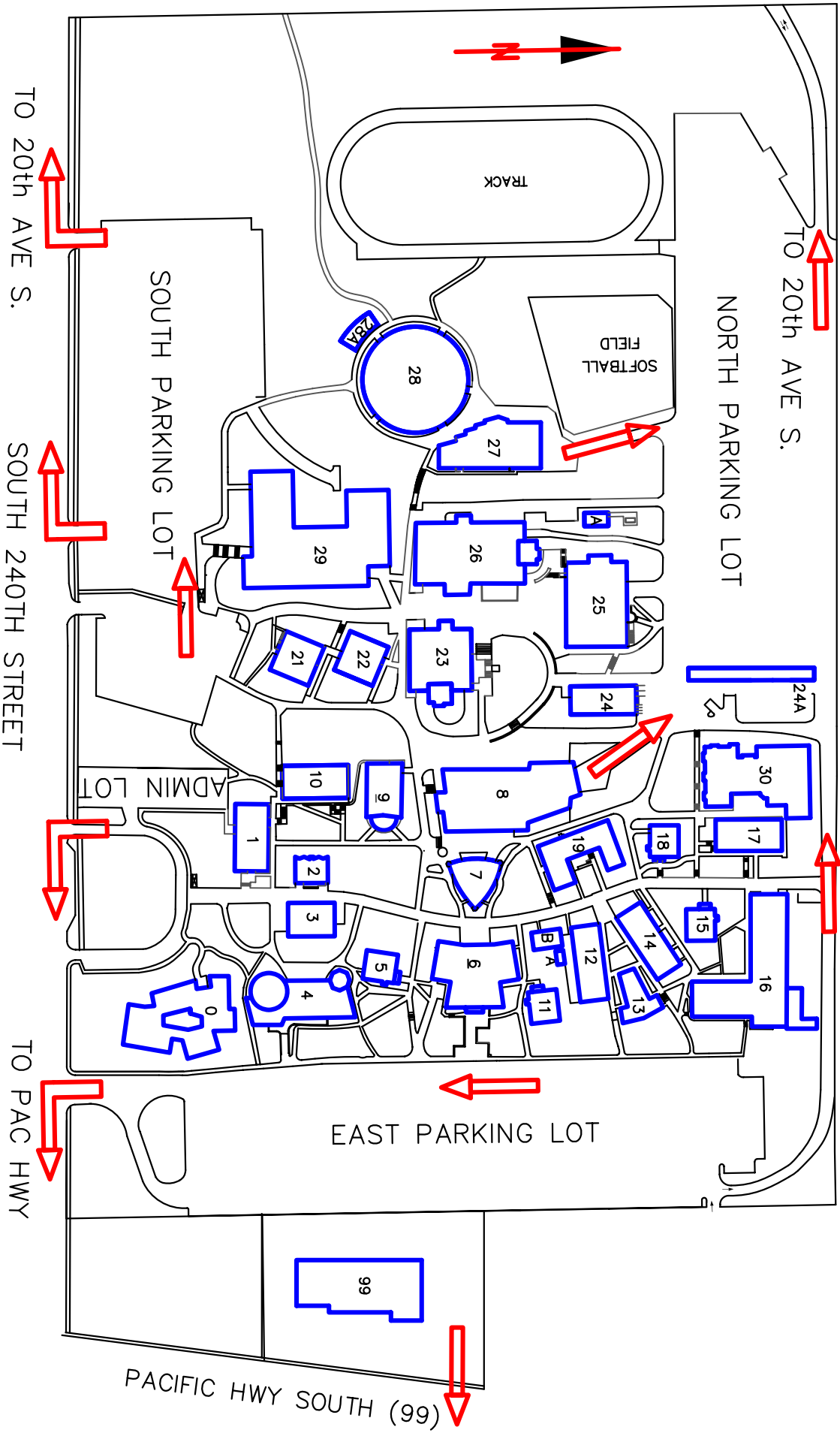
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### **Emergency Call Lists**

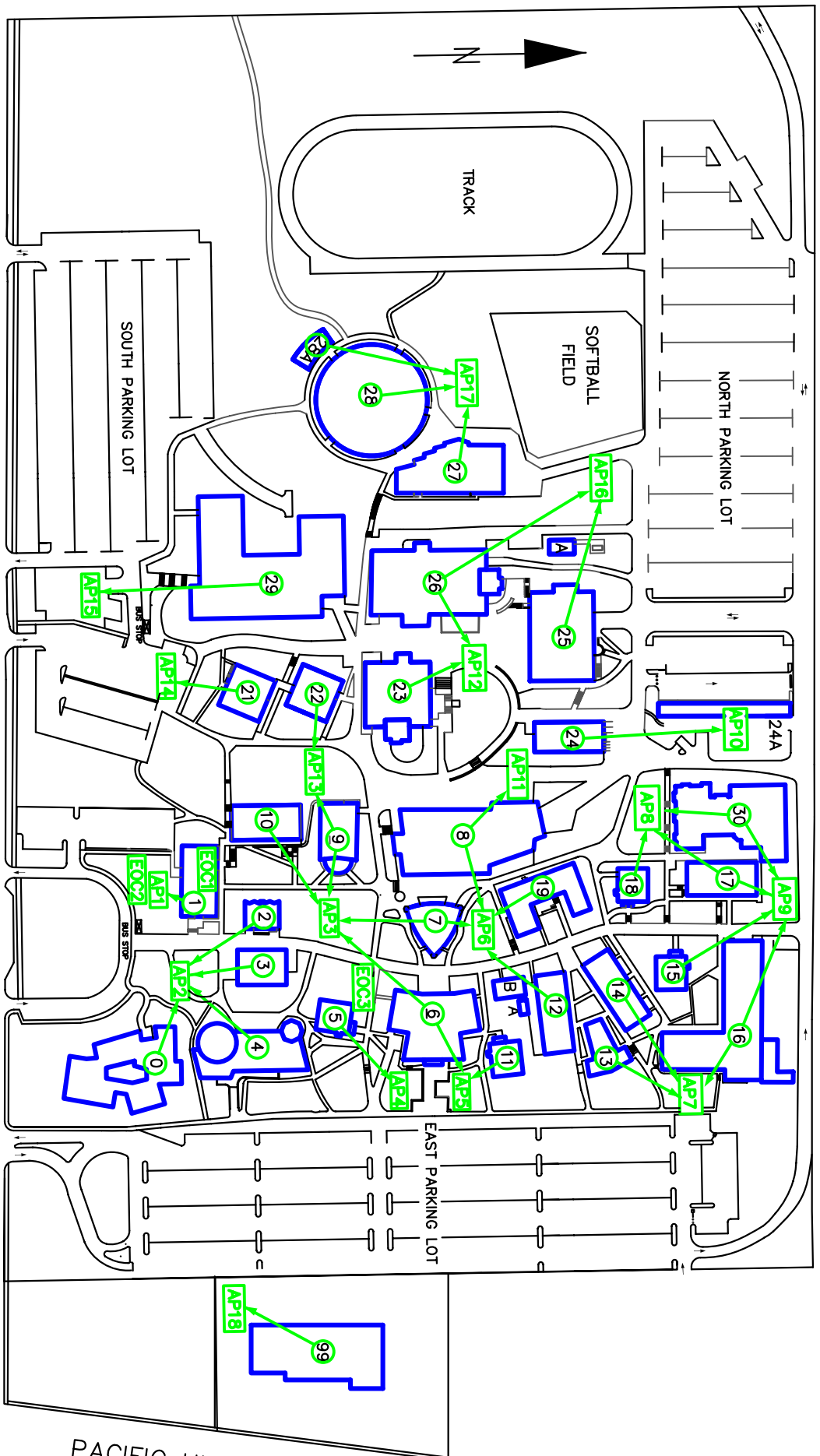
Executive Director of Administrative Technology shall update phone lists regularly or whenever a change is known.

All departments are required to submit their emergency call list to the office of the President.

VEHICLE EVACUATION PLAN



EMERGENCY ASSEMBLY POINTS



March 2007

B4-1



Date of Revision: August 2008