

COMMUNITY COLLEGES OF SPOKANE

EMERGENCY MANAGEMENT PLAN

(EMP)

Revised October 2007

COMMUNITY COLLEGES OF SPOKANE

EMERGENCY MANAGEMENT PLAN (EMP)

1.0 PURPOSE AND SCOPE

1.1 Purpose

The purpose of the Emergency Management Plan (EMP) is to establish a continuing state of emergency readiness and response. The EMP will be used to manage campus emergency incidents to protect life to the maximum extent possible, the environment, and property, and to restore the campus to normal operating conditions in the shortest possible time. While it is not possible to cover every conceivable situation, the EMP provides the basic administrative structure and protocols necessary to cope with emergency situations through effective use of college and campus resources.

The EMP is designed to provide a single source of information to protect Community Colleges of Spokane (CCS) employees, students, and visitors during emergency situations. It is also intended to facilitate an effective response to emergencies by outside responders by providing the early initiation of a recognized command, control, and communication structure.

1.2 Scope

This EMP covers emergencies on the Spokane Community College (SCC) campus, the Spokane Falls Community College (SFCC) campus, and the Institute for Extended Learning (IEL) Lodge. Many procedures are applicable throughout the 12,300 + square miles of CCS's service area, including the rural locations where CCS has assigned personnel, such as Colville, Newport and Republic.

Emergency operations procedures for each remote campus location are provided in Appendix D.

CCS also offers college programs in the community at public schools, churches, and other sites not operated by CCS that are not included in the scope of this Emergency Management Plan. CCS employees working in non-campus locations should be aware of the emergency plans for those locations.

This EMP addresses a range of natural and man-made emergencies that may arise on the CCS campuses, including, but not limited to:

- Earthquakes
- Severe Weather
- Fire
- Bomb Threat
- Community Disasters (On or near-campus)
- Civil Disturbance
- Hostile Intruders
- Hazardous Material Release
- Volcanic Eruption
- Aircraft Crash

The EMP is designed to be flexible in order to accommodate contingencies of various types or magnitudes. The EMP also recognizes the need for trained, responsible individuals to use their reasonable judgment in case of an emergency.

2.0 LEVELS OF EMERGENCY INCIDENTS

2.1 Level I

Level I emergency incidents affect a minimum number of people, individual room(s) of a building, or a localized outside area. Level I events generally can be controlled by a minimum number of personnel and require only limited (or no) evacuation of the building or area. No formal campus-wide declaration is usually made and the Incident Command System described in this Emergency Management Plan is not activated. Examples of Level I emergencies include incidents that require standard first aid treatment, such as a sudden illness or minor injury.

2.2 Level II

Level II emergency incidents affect an entire building or a large outside area, and require a coordinated effort by Facilities personnel, security officers, Building Evacuation Coordinator(s), and/or other emergency response personnel. Potentially, this level may affect larger numbers of people, interrupt normal operations for a longer period of time than a Level I incident, and may involve evacuation of a building or area. No formal, campus-wide emergency declaration is usually made; the emergency situation will dictate to what extent, if any, the Incident Command System is activated. Level II emergencies include small fires, localized suspicious odors, ruptured fluorescent light ballasts, small chemical spills, or injuries requiring medical attention.

2.3 Level III

Level III emergency incidents affect more than one building or a major portion of the campus, and include major events in the surrounding community that affect the campus. Level III emergencies typically involve the interruption of normal operations throughout the campus for an unknown period of time and require implementation of

the Incident Command System to provide control until the incident is concluded. Sheltering large numbers of people on campus or evacuating numerous campus areas, buildings or the entire campus may be required. This level of emergency also may include a campus isolated from normal emergency personnel response for an extended period of time. Campus self-sufficiency, sustainable up to 72 hours, should be planned for an incident of this magnitude. The college president or designated representative will issue a formal campus emergency declaration. Examples of Level III emergencies include major earthquakes, local airplane crashes, acts of violence, or large chemical spills including natural gas.

3.0 RESPONSIBILITY AND CONTROL

It is the responsibility of all CCS employees to protect, to the best of their abilities, the safety and health of students, staff and visitors on campus. This responsibility includes assisting in the safe and orderly evacuation of people from buildings and from campus when such evacuations are required.

3.1 Level I and Level II Emergencies

Community Colleges of Spokane personnel, students and visitors who become aware of Level I or Level II emergencies in their area should notify the District Facilities Office (533-8630) and the 24-hour campus security phones (Spokane Community College: 475-7035; Spokane Falls Community College: 475-7040) immediately and follow any directions provided. Faculty and staff are responsible for controlling Level I and Level II emergencies (through calm direction and delegation of tasks until Facilities or security personnel arrive on-scene), and for providing needed assistance to the responder until the emergency concludes.

All CCS personnel must be familiar with the appropriate emergency procedures, including *Immediate Actions for Specific Emergencies* outlined in this EMP, and, use their best judgment to respond and protect the safety and health of the people affected.

3.2 Level III Emergencies

Emergency situations of the nature and magnitude defined as Level III require an organized, well-coordinated response. To that end, the college president or designated representative will formally declare a campus emergency. Secondly, Community Colleges of Spokane administration will initiate the Incident Command System (ICS), designed to respond to emergencies that affect a majority of a campus.

In general, the CCS procedure during a Level III emergency will be to release the CCS population from a campus as soon as it is safe to do so. CCS students, staff and visitors to campus should follow *Immediate Actions for Specific Emergencies*

included at the beginning of this EMP. Wait at the designated assembly point, or alternate safe assembly point, until notified how to proceed by the Building Evacuation Coordinator or by an Incident Command Team Leader. Campus evacuation by vehicle should proceed in accordance with the Campus Evacuation Procedures in Appendix B.

During an emergency, the Incident Command System management structure will replace the standard CCS organizational structure.

4.0 INCIDENT COMMAND SYSTEM (ICS)

The Incident Command System (ICS) is universally recognized by emergency personnel as one of the most important features of effective emergency management. The system is designed to expand and contract in size and scope in accordance with the demands of the specific emergency.

The key element of the Incident Command System is that a single person – the Incident Commander – is in charge of the incident, supported by a compact Incident Command Team (ICT). The Incident Commander directs the activities of others affected by and responding to the emergency.

The Incident Command System provides for clear authority and a coordinated response to the diverse activities necessary to successfully respond to an emergency situation. The Incident Command System maximizes efficient utilization of resources, and responds in a controlled and well-organized manner to an emergency. Risks to students, personnel, visitors and emergency responders are minimized when the Incident Command System is in place.

During an emergency, the Incident Command System management structure will replace the standard CCS organizational structure.

4.1 Incident Command Team (ICT) Roles and Responsibilities

4.1.1 Incident Commander (IC). The Incident Commander is responsible for the overall command of the incident and the establishment of the goals and objectives at the scene. The Incident Commander assesses the emergency based on information provided by the focused Incident Command Team, and directs the specific campus response.

4.1.2 Incident Command Team (ICT). To support the Incident Commander, the following Incident Command Team positions have been established: Liaison Officer,

Operations Chief, Safety and Security Chief, and Public Information Officer. Additionally, the Emergency Operations Center (EOC) staff serves in an administrative role to support the Incident Commander. The function of these positions is briefly described below, and more specifically described in Section 5, *Emergency Response Actions*.

4.1.2a Liaison Officer. The Liaison Officer is the lead contact for communication with other emergency responders such as Fire and Police Departments; City, County, State, and Federal emergency organizations; American Red Cross, and hazardous materials (HazMat) teams. The Liaison Officer coordinates mutual aid requests with assistance from external agencies responding to the emergency, and provides Rapid Responder information to responding agencies. The Liaison Officer also assists the Incident Commander in communicating updates to the Emergency Operations Center (EOC). The Liaison Officer refers all public, media and other non-responder inquiries to the Public Information Officer (PIO).

4.1.2b Safety and Security Chief. The Safety and Security Chief oversees all activities to assure the safety of students, personnel, campus visitors, and emergency responders during the span of the emergency.

4.1.2c Operations Chief. The Operations Chief is responsible for managing the deployment of all response activities related to the emergency. The Operations Team is responsible for requesting and deploying CCS resources (including Logistics and Rapid Responder information), and personnel.

Logistics is responsible for organizing, and staging all necessary support resources, including supplies, medical care, and transportation.

Rapid Responder is a system that provides up-to-date facilities information to first responders (police and fire).

4.1.2d Public Information Officer (PIO). The Public Information Officer's primary objective is to disseminate accurate and timely information to CCS, the public, and the news media, during an emergency incident. The PIO has three primary functions

during an emergency: (1) to ensure a communications network is established and maintained that enables timely reports of student and personnel status, (2) to disseminate information to CCS sites and news media, and (3) to establish a method of communicating status updates to the Emergency Operations Center (EOC), college personnel, the Board of Trustees, and relevant state agencies.

4.1.3 Emergency Operations Center (EOC). The Emergency Operations Center is the pre-established, central location where designated leaders converge to coordinate emergency response, recovery, communication, and documentation activities. The EOC may include the campus president, vice president of learning, vice president for student services, chief financial officer, public information officer, district director of facilities, or their designees. The EOC staff sets priorities and allocates scarce resources; it does not provide on-scene management. The EOC may be activated when there is a threat or an actual emergency and is utilized to support the on-scene incident command team. The EOC maintains a strategic view of the overall situations and is kept informed by the Incident Commander or designee as the disaster or emergency unfolds. In addition, the EOC keeps a log of all emergency activities.

The EOC's responsibilities are to: 1) secure materials, equipment and contractors needed during the emergency; 2) plan and document the necessary evidence (both written and photographic) for financial cost recovery from appropriate agencies following the incident; and 3) plan for the resumption of normal campus operations. For more details regarding EOC protocols, see Appendix A.

NOTE: For specific campus EOC locations----see page 15.

4.2 Transfer of Command and the Unified Command Structure

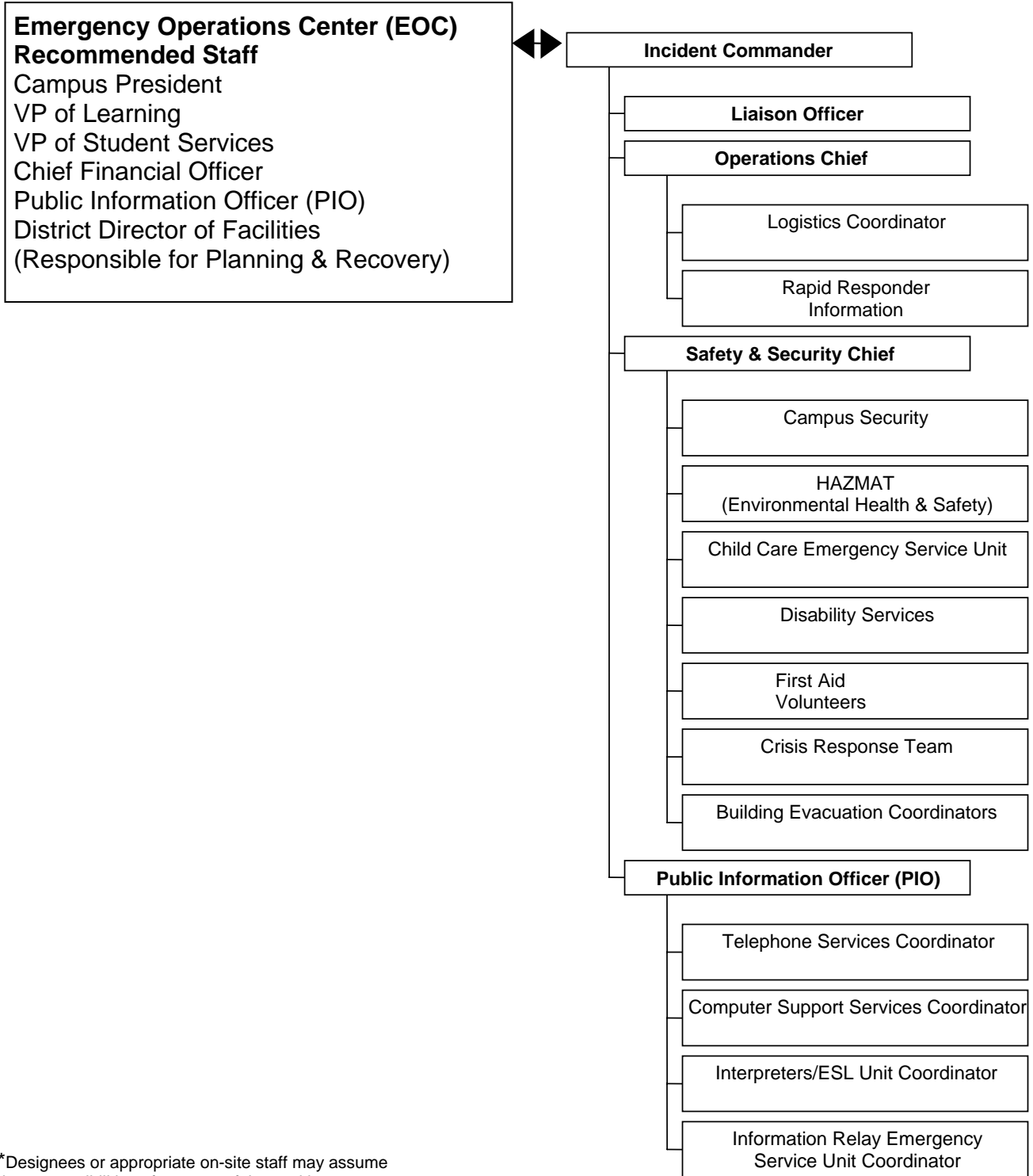
As an emergency evolves it is likely that transfers of command will take place. The most critical transfers of command occur while an incident is still escalating. Typically, ranking or more highly trained personnel arrive on the scene and subsequently assume the function of Incident Commander. The individual who assumed initial command of the emergency will brief the new Incident Commander on the situation, the action plan in effect, the status of resources at the scene, and any unusual safety problems. After this exchange of information, the new Incident Commander assumes the command function.

In the event that professional emergency responders, i.e., Fire and/or Police, are involved, the college Incident Commander is in charge of the incident until control is transferred to a professional emergency response agency. The college Incident Commander then teams with the Incident Commander(s) of the responding agency(ies) who have jurisdiction over the incident, in a structure known as a Unified Command (UC). This team exists until the emergency is resolved. The purpose of a Unified Command is to coordinate an effective response by uniting the “Incident Commanders” of all major organizations involved in the incident. At the same time, the Incident Commanders carry out their own jurisdictional responsibilities.

The following Incident Command System (ICS) management structure was developed to enable campus personnel to 1) evaluate the incident, 2) safeguard life, environment, and property, 3) continually monitor the incident, 4) allocate resources for reducing any hazards, and 5) bring the incident to a close.

Note: This ICS structure is modified to specifically meet CCS needs and capabilities, and resembles – but is not identical to – the standard emergency response ICS.

CCS Incident Command System*



*Designees or appropriate on-site staff may assume the responsibilities of any one of the positions.

In the event that the established CCS Incident Command System leaders are unavailable, the first responsible person arriving at the emergency incident shall assume the role of Incident Commander, and will be responsible for the management of the incident until relieved on-scene by the arrival of the designated Incident Commander or alternate. The Incident Command System management structure may expand and contract to meet the needs of any emergency.

4.3 Non-Incident Command Team Personnel

The roles and responsibilities of CCS personnel not specified in the Incident Command System structure will depend on the nature and magnitude of the emergency, the identified skills of the individuals, and response needs. Generally, personnel will be initially engaged to account for students, manage assembly areas, and maintain calm. In the event of campus closure, personnel not directly responding to the emergency will be released from campus as early as feasible.

The roles and responsibilities of Building Evacuation Coordinators and CCS administrative personnel are more specifically described in Section 5, *Emergency Response Actions*.

In the rare event that emergency conditions prevent people from leaving campus, or catastrophic damage has occurred, or outside emergency assistance is unavailable, other campus personnel and Crisis Response Team members will be called upon to follow protocols described in Appendix A. Emergency Service Units (ESUs) are designated to support the Incident Commander. Roles and responsibilities of the Emergency Service Units are described in Section 5.3 and Appendix A.

All college employees have designated roles and job duties to participate in the safe and immediate evacuation of students and campus visitors. All campus personnel, students, and visitors are expected to cooperate fully with the instructions of the Incident Commander during an emergency.

**AN EMPLOYEE, STUDENT OR VISITOR
IS NOT REQUIRED TO PUT HIM/HERSELF AT RISK,
NOR CONDUCT ANY ACTIVITY THAT HE/SHE
FEELS IS UNSAFE.**

5.0 EMERGENCY RESPONSE ACTIONS

All activities in response to an emergency must be undertaken in consideration of the following priorities:

1. Minimize injuries and loss of life;
2. Minimize damage to property and the environment; and
3. Facilitate the restoration of CCS services.

5.1 Incident Command

Once the campus president declares an emergency, the CCS Incident Commander may direct all team leaders, including all alternates, to assemble at the Emergency Operations Center (EOC). In all but the most minor incidents, a formal, stationary Emergency Operations Center will be established promptly in a safe area. The SCC and SFCC Emergency Operations Center locations are:

➤ **SCC EOC -**

- Primary - Max M. Snyder Bldg (50), East/West Board Rooms
- Alternate – Student Services (15), Student Development Center Conference Room
- Off-campus Alternate-SFCC Administration Bldg (1), Falls Conference Room

➤ **SFCC EOC -**

- Primary - Administration Bldg (1), Falls Conference Room
- Alternate – Student Union Bldg (17), Lounge A
- Off-campus Alternate – SCC Max M. Snyder Bldg (50), East/West Board Rooms

After initial deployment, the CCS Incident Commander may recommend relocating the Emergency Operations Center due to the emergency. Any change of location must be communicated effectively to all personnel within the extended Incident Command System management structure.

Once assembled, the Incident Commander will initiate the functions described below:

5.1.1 Incident Commander Response Actions. There are six specific responsibilities assumed by the initial Incident Commander.

1. Make an Initial On-scene Assessment

Upon arrival to the scene, the Incident Commander must carefully evaluate the situation.

2. Establish Initial Goals and Objectives

After making an assessment of the situation, the Incident Commander must establish realistic initial goals and objectives focused on saving lives, caring for the injured, stabilizing the incident, and minimizing harm.

3. Determine Actions

The Incident Commander must make a fundamental decision how to stabilize and control the incident to meet the initial goals and objectives.

4. Determine Additional Requirements

In serious emergencies involving facility damage or casualties, initial response resources will not be adequate to stabilize, control, and terminate the incident. The Incident Commander must determine resource needs and promptly initiate the appropriate requests for additional personnel, apparatus, material, equipment, or other assistance as required.

5. Deploy Incident Command Teams

Closely related to the function of establishing goals and objectives is the deployment of personnel in support of those goals and objectives. An integral element of deploying the Incident Command System is issuing specific, objective-oriented assignments.

6. Establish a Briefing Schedule

Establish times or intervals that all Incident Command System leaders will convene at the EOC for a briefing of the current situation and anticipated plan of action.

5.1.2 Public Information Officer (PIO) Response Actions. Factual, accurate, and timely communications are vital in executing an effective response. The PIO will facilitate internal campus communications, as well as communications with concerned students, families, and community members; news media; EOC; CCS Board of Trustees; government agencies, and other relevant stakeholders as determined by the CCS Incident Commander. PIO team members include: (1) a Public Information coordinator, (2) Telephone Services coordinator, (3) Computer Support Services coordinator, (4) Interpreters/ESL Unit coordinator, and (5) Information Relay Emergency Service (runners) coordinator. If necessary, Emergency Service Units may be activated to support the PIO.

Specifically, the PIO is responsible for establishing and managing:

Public Information Coordinator

The PIO will serve as, or appoint, a Public Information Coordinator to serve as the sole source of public statements and the point of contact for all media. All public information disseminated to the public and news media regarding Community Colleges of Spokane, the emergency, students or personnel, will be released only with the approval of the designated PIO, who will work closely with the CCS Incident Commander.

Personnel Contact and Update

The PIO will provide updates on the status of the emergency, or instructions on further action to be taken, to personnel and the Board of Trustees, in the event of an extended emergency.

Through regular reports, the PIO shall be responsible for updating the CCS Incident Commander on the status of assigned activities, personnel, equipment and

resources. The PIO must provide documentation of damages due to the incident, or any expenses his/her team incurs, to the chief financial officer. Documentation may include photos, as appropriate.

5.1.3 Safety and Security Team Response Actions. The Safety and Security Team will take action during the emergency to protect the lives and well-being of students, personnel, campus visitors, on-campus responders, and emergency personnel. Key members of the Safety and Security Team include Campus Security, Environmental Health and Safety, Disability Services, Child Care Emergency Services, Crisis Response Team members, Building Evacuation Coordinators, and first aid volunteers, if available. If necessary, Emergency Support Units may be activated to support the Safety and Security Team.

Specifically, the Safety and Security Team is responsible for the establishing and managing:

Safety of Students, Personnel, and Visitors

The student population on campus will recognize and respond most readily to uniformed officers and teaching staff or faculty with whom they are familiar. Personnel will recognize and respond most readily to uniformed officers, Department Chairs, Deans and Vice Presidents to whom they report. The Safety and Security Team will maintain a presence throughout the population to keep people calm, and move to and stay at assembly points during shelter-in-place or evacuation events. If Emergency Service Units are activated or volunteers participate in emergency response activities, the Safety and Security Team will have responsibility for assuring that all possible safety precautions are in place to protect them.

Emergency Responder Safety

The Safety and Security Team functions to identify the known and potential hazards associated with campus facilities, materials, and equipment that emergency responders may encounter during their activities. Professional emergency response agencies are responsible for developing their own site safety plans and protecting

their employees; however, the Safety and Security Team, in coordination with the Operations Team, must be available to provide them with information regarding the campus and any unique hazards.

Access

During any incident, access to campus may need to be controlled and/or routes for mass evacuation from campus designated. Access control shall be managed by campus security officers. Selection of access control points by the CCS Incident Commander will be based upon the severity of the incident, with the primary goal of saving lives and securing CCS property.

The Safety and Security Team will work closely with the Operations Team to identify hazards and protect participants during any emergency response activities.

During an incident, the Safety and Security Team will advise the CCS Incident Commander of activities that may need to be altered, suspended, or terminated by the CCS Incident Commander, if judged to be unsafe. The Safety and Security Team leader shall be responsible for updating the CCS Incident Commander, through regular reports on the status of assigned activities, personnel, equipment and resources. The Safety and Security Team will provide documentation of its expenses and damages to the chief financial officer following the incident.

5.1.4 Operations Team Response Actions. The Operations Team will organize, mobilize, direct and dispatch available personnel, supplies, equipment, services, materials and other resources to specifically designated areas impacted by the emergency incident, and will report the status of each resource to the Incident Commander during scheduled briefings. A Logistics Coordinator and Facilities staff person are key personnel assisting the Operations Chief. If necessary, Emergency Service Units also may be activated to support the Operations Team.

Specifically, the Operations Team is responsible for 1) facilities assessment and repair, 2) logistics, and 3) emergency response.

Facilities Assessment and Repair

The Facilities staff will conduct structural safety surveys of campus buildings and properties to establish habitability and assess the need for repair and procedures to mitigate damage. Facilities will:

- Operate campus vehicles, equipment, tools, and utilities to safeguard life, property and the environment and to enable facilities to continue operations.
- Coordinate hazard assessment activities associated with hazardous materials spills and other safety hazards.

Logistics

The Logistics Coordinator will mobilize and distribute support equipment and supplies, respond to the emergency incident as directed by the Operations Chief, and deploy resources to assure the services below are available during an emergency incident. In addition, the Logistics Coordinator will update the Campus Operations Chief regularly on the status of assigned activities, personnel, equipment and resources. The Logistics Coordinator will provide documentation of expenses and damages to the chief financial officer following the incident.

Logistics will:

- Establish and maintain campus facilities for use as possible mass staging areas (medical, shelter, feeding, and rest purposes), for campus refugees, as well as for possible casualty collection points for victims.
- Establish and maintain suitable sanitation facilities, as necessary, until normal facilities are restored.
- Assure that fire detection and suppression systems, including water supply and pressure, are maintained in proper working order and available for use.

Emergency Response

In the rare event that catastrophic damage is incurred or outside emergency assistance is unavailable, the Operations Team will lead the effort to: rescue, suppress fires, mitigate hazards, control and repair damage, and respond to emergencies as appropriate. All such activities must be approved by the CCS

Incident Commander and coordinated with the Safety and Security Team to minimize the risk to all participants.

An employee, student or visitor is not required to put him/herself at risk, nor conduct any activity that he/she feels is unsafe.

During an incident, the Operations Chief shall advise the CCS Incident Commander of activities judged to be unsafe that may need to be altered, suspended, or terminated by the CCS Incident Commander. The Operations Chief will update the College Incident Commander regularly on the status of assigned activities, personnel, equipment and resources. The Operations Team will provide documentation of expenses and damages to the chief financial officer following the incident.

5.2 Roles and Responsibilities of Incident Command Team-Support Personnel

The first priority during an emergency is the safety of all CCS students, personnel, visitors, and others on campus. The roles and responsibilities of most faculty and staff will be directed toward safety of the campus population and will depend on the nature of the emergency. In the event of a Level III emergency, campus personnel are to report as follows:

5.2.1 Building Evacuation Coordinators. Building Evacuation Coordinators will manage building evacuation activities.

The Building Evacuation Coordinator must immediately notify the Safety and Security Team if individuals are known to be trapped, or if individuals – known to be present at the time of the event – cannot be accounted for. The Building Evacuation Coordinator should stay with his/her group and designate a responsible person to relay information to the Safety and Security Team. The Building Evacuation Coordinator will instruct everyone to stay calm and remain at the assembly point until the Safety and Security Team or CCS Incident Commander provides further instruction. A list of Building Evacuation Coordinators is provided in Appendix A.

5.2.2 Facilities' Personnel. Facilities' personnel will remain on campus unless specifically instructed to evacuate. Facilities' supervisors will report to the Operations Chief and will deploy personnel to repair, maintain and operate equipment or utilities throughout the emergency, necessary to restore or maintain vital functions.

Facilities' personnel also will maintain an inventory of auxiliary equipment and special assistance personnel, such as earth-moving equipment or contractors, and will activate equipment and personnel as needed during an emergency incident.

5.2.3 Computer Support Personnel. During an emergency situation that threatens or disables computers or communications systems, the information systems' director, campus computer support manager, and director of telecommunications will report to the PIO. Primary areas of responsibility are to:

- Maintain adequate communication systems between critical functions on- and off-campus, during an emergency incident.
- Arrange continuation or restoration of service with telephone companies.
- Operate and maintain the campus-wide communication system necessary under any emergency condition.
- Assist in establishing voice/data communications (telephone, radio, and messages) between the CCS Incident Commander, Incident Command Teams, Emergency Building Coordinators, Emergency Service Units, and with the public.
- Install and relocate live telephone service from phones or buildings, as required.
- Work with the PIO, after an incident has been stabilized, to establish a runner service to supplement hardware communications.

5.3 Emergency Service Units

In a Level III declared emergency, the campus is formally closed, and all students, visitors, and personnel not essential to the emergency at-hand will be instructed to leave the campus.

In extreme circumstances when campus self-sufficiency is required, there may be a need to dispatch and mobilize individuals with specialized knowledge or skills willing to assist during an emergency. This Emergency Management Plan identifies several Emergency Service Units (ESUs); others may evolve throughout the course of a major emergency.

Personnel possessing the knowledge, skill, or belonging to the work functions identified in Section 5.3.1, should report to the EOC and Incident Commander during an emergency for specific assignments.

The Emergency Service Units identified in this Emergency Management Plan are listed in Section 5.3.1. See Appendix A for specific Emergency Service Unit Leaders/Coordinators.

Participation in an Emergency Service Unit is voluntary unless the service provided is included as part of an individual's regular job duties.

It is the responsibility of all Community Colleges of Spokane employees to assist in the safe and orderly evacuation of people from buildings and from campus.

An employee, students, or visitor is not required to put him/herself at risk, nor participate in emergency response activities if he/she feels it is unsafe to do so.

5.3.1 Emergency Service Unit Actions. The highest priority for all individuals participating as part of an Emergency Service Unit is personal safety.

5.3.1.1 Crisis Response Teams. Crisis Response Team members will help the Safety and Security Chief stabilize conditions for first responders, coordinate evacuations, promote calm, and relay information extending the resources of Facilities and campus security. Crisis Response Team members will have an emergency kit (one for each member and alternate) that contains equipment and materials to assist them in their duties; and will be trained in First Aid/CPR, Bloodborne Pathogens, CERT (Community Emergency Response Team), and fire extinguisher use. For specific protocols and equipment, see Appendix A.

5.3.1.2 Food and Respite Emergency Service Unit. As needed during a major disaster, this unit will operate campus facilities to shelter and/or feed emergency response personnel and the campus population, as resources permit. The food service facilities of the Sodexo Marriott cafeterias will be activated as required, and the managers of these facilities will report to the Operations Chief. (See Mutual Aid Agreement in Appendix G) The Food and Respite Emergency Service Unit will seek on-campus resources available to provide temporary shelter as designated by the CCS Incident Commander. This unit will:

- Arrange for auxiliary kitchens or food sources for mass feeding.
- Prepare designated campus facilities for sleeping purposes and assign spaces. This may involve buildings not normally used for shelters.
- Record expenditures for the purpose of financial recovery at a later date.

See Appendix A for Emergency Service Unit Leaders/Coordinators.

5.3.1.3 First Aid Volunteers Emergency Service Unit (ESU). This unit will treat injured victims during an emergency incident and will assist medical responders by coordinating and implementing an effective medical response.

Under the direction of the ESU senior first aid volunteer, this unit will:

- Establish Medical Teams and provide triage, basic life support, and other medical treatment to injured individuals.
- Establish on-campus Casualty Collection Point(s) when there are more than 10 casualties.
- Coordinate patient identification and flow to Casualty Collection Point(s) and off-campus medical facilities.
- Record the name of the injured individual; location of injured person; sex and approximate age of the injured person; identify as student, faculty, staff or campus guest. Report this information to the PIO or designee.
- Supervise student volunteers with first aid skills if student volunteers are activated.
- Establish and operate a temporary morgue in the event of fatalities.
- **Instruct all volunteers in the First Aid Volunteers Emergency Service Unit to provide only the first aid or medical care they are trained to provide.**

Medical activities requiring special training and/or equipment shall not be conducted by personnel untrained or unequipped to perform such activities.

If an emergency involves mass casualties, campus first aid volunteers with first aid skills will report to the Safety and Security Chief.

See Appendix A for Emergency Service Unit Leaders/Coordinators and assembly locations. See Appendix A for a list of First Aid Volunteers and their certifications.

5.3.1.4 Campus Security. This unit will provide for public safety by assisting with controlled access, parking and traffic control during emergency incidents on campus. If an emergency situation requires the services of these units, they will report to the Safety and Security Chief, and will:

- Mobilize and coordinate volunteers and equipment for campus facility security and for traffic and crowd control.
- Carry out any other duties as assigned.

5.3.1.5 Interpreters/ESL Emergency Service Unit. Under the direction of the Public Information Officer (PIO), individuals with foreign language and sign language skills will serve as a point of contact for families of any member of the campus community injured during the emergency. This unit will:

- Attempt to contact families of the injured, and
- Communicate the status and location of the injured family member in such a manner as to minimize panic.
- Carry out other duties as assigned.

See Appendix A for Emergency Service Unit Leaders/Coordinators and assembly locations.

5.3.1.6 Information Relay Emergency Service Unit. Under the direction of the Public Information Officer (PIO), this unit will communicate accurate, timely

information to the on-campus population during an emergency, in a manner that minimizes panic. The primary responsibility will be to keep the Emergency Operations Center, CCS Incident Commander, Operations Chief, Safety and Security Chief, and Emergency Service Unit members apprised of the situation, as well as others on campus, on the telephone, or inquiring by email.

The Information Relay Emergency Service Unit members may be required to physically “run” messages.

See Appendix A for Emergency Service Unit Leaders/Coordinators.

5.3.1.7 Child Care Emergency Service Unit. This unit will report to the campus Child Care Center to provide assistance in calming and caring for the Center’s children when there is an evacuation. This may include hand carrying them to the assembly point and, if necessary, remaining with the child if he/she is to be transported to an alternate off-campus site. When only the Child Care Center is being evacuated and operations on the rest of campus are normal, the Center manager will use an emergency communications telephone tree to notify volunteers of the evacuation. The Child Care Center requires all members of this service unit to be approved by the center manager prior to participation.

See Appendix A for Emergency Service Unit Leaders/Coordinators.

It is the responsibility of all Community Colleges of Spokane employees to assist in the safe and orderly evacuation of people from buildings and campus.

An employee, student or visitor is not required to put him/herself at risk, nor participate in emergency response activities if he/she feels it is unsafe to do so.

6.0 SHELTERING

Sheltering may be necessary on campus, depending on the magnitude of an incident. College facilities may be used to “shelter-in-place” staff, faculty, students and visitors, to provide shelter for displaced individuals during a campus evacuation, or to provide shelter to the community.

6.1 Shelter for Campus Evacuations

During a campus evacuation, there may be individuals who do not have transportation to leave campus immediately. In the event this occurs, shelter will be provided, if possible, on campus. A security/safety sweep of the building will be performed prior to opening a facility for shelter.

- **SCC Primary Campus Evacuation Shelter: Lair Student Center Lobby/Meeting Rooms**
- **SCC Alternate Campus Evacuation Shelter: Walter S. Johnson Sports Center**
- **SFCC Primary Campus Evacuation Shelter: SUB Lobby/Meeting Rooms**
- **SFCC Alternate Campus Evacuation Shelter: Gymnasium/Fitness Center**

6.2 Shelter in Place

If public officials send out a message that a major incident has occurred that makes it unsafe for the public to move about outdoors, all CCS building occupants in the affected area will be notified via the telephone tree, voice mail broadcast message, email (if possible), or runners inside each building. Everyone will be asked to remain in the building for his/her own safety. However, no one will be held against his/her own will. When public officials give the “all clear,” building occupants will be notified through the same emergency communications channels detailed above.

6.3 American Red Cross Shelter

The campus presidents at both SCC and SFCC have agreed to provide shelter to the community through the American Red Cross if there is a major incident in the community and college facilities are safe. The American Red Cross will evaluate the

campus building selected for the shelter for appropriateness for Red Cross operations. Training will be provided by the Red Cross for shelter management, and a contract will be executed between CCS and the American Red Cross prior to sheltering.

6.4 Procedures for Building Evacuation Coordinators for Shelter-in-Place

1. When you receive notification to shelter in place, close all doors and windows if it is safe to do so.
2. Move people away from doors and windows and toward the core of the building as directed.
3. As directed by the notification, give people a period of time to shelter or go. Example, you have three minutes to shelter-in-place or leave the building.
4. If this is a shooter incident, carefully follow directions to shelter and take cover.
5. If directed to do so, place signage on main entrances to buildings.
6. Promote calm.
7. Take a flashlight to the designated shelter area for your building or an inner hallway or room.
8. If you have a radio, take a radio to the shelter area.
9. Remain in this area until you receive the "All Clear" to end the shelter-in-place.
10. If you are sheltering because of the dispersal of a hazardous gas, open as many windows and doors as possible.
11. Evacuate the building to the primary or safest building evacuation assembly point and remain there until you receive instructions to reenter the building.
12. Reenter the building when you hear the "All Clear" to reenter.
13. Close windows and doors as appropriate.
14. Resume normal operations.

7.0 EQUIPMENT AND RESOURCES

7.1 Emergency Communications

Campus communications are typically accomplished via campus telephone, voicemail broadcast message, electronic mail (e-mail), or through two-way campus radios. During an emergency, campus phone trees are the primary source for communicating with campus personnel. Each CCS entity has established phone trees for contacting personnel quickly and efficiently. To augment phone notification, to reach individuals not accessible by phone, or if the phone system is not operational, e-mail notification may be utilized for communicating with personnel on- and off-campus. Two-way radios are used routinely by security officers and Facilities personnel. Any emergency situation will also be announced via the two-way radios. "Runners" will be used to augment the communication system when necessary.

Campus Telephone and Voice Message System

The land-line campus telephone and voice-messaging system is equipped with a battery backup system that can power the system during an electrical outage for approximately 8-12 hours, depending on use. The campus telephone system is connected to equipment owned by local telephone service providers (XO Communications, Qwest and Time-Warner). All of these providers use battery backup systems for their switching equipment. Upon request, the local telephone service providers may supply additional backup by means of additional batteries or power-generating equipment. However, in the event of a regional emergency, additional battery backup or power-generating equipment may not be available.

When a total campus telephone switch outage occurs, CCS has 24 lines at each campus that may be installed at various campus locations to maintain off-campus communications. Powered by the central office, these lines would be installed in buildings determined at the time of the emergency.

It is possible that the central office switching equipment in Spokane could become inoperable, while the campus switching equipment would be operational and could be used for internal, on-campus communications. The campus telephone systems

and voice messaging systems operate independently of the central office. The only time the central office facilities are used is when making a call to or receiving a call from off-campus locations.

Campus Payphones

Payphones located on campus may continue to work when the campus telephone system is inoperable. Payphone locations are included in Appendix B.

If the local service provider's switching center, located in Spokane, is out of service, the payphones and Internet access will not be operational. Payphones and access to the Internet are provided by Qwest.

Campus Radios

Two-way radios are routinely carried by campus security officers and Facilities personnel. Detailed information regarding radios is provided in Appendix A.

Two-way radios are powered by rechargeable, nickel-cadmium (Ni-Cad) batteries with an anticipated service life of 10 hours during normal use, before recharging is necessary. Some radios have four channels available for use. Channel 1 transmits through a repeater located on Fancher Hill, northeast of Spokane Community College. This allows radio communication between two campuses and generally anywhere within the Spokane city limits. Channels 2, 3 and 4 are radio-to-radio channels and have a range of approximately one-half mile; therefore, they cannot be used to communicate campus-to-campus. The SCC Student Security program operates on Channel 2. The programmable radios do not operate on the same frequency as the local professional emergency responders. In an emergency, two-way radios will provide the most reliable, mobile and transferable means of communication on-campus.

<p>In an emergency, two-way radios will provide the most reliable, mobile and transferable means of communication on-campus.</p>
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Cellular or Digital Phones

Cellular phones typically have a service life of 2 hours during use before recharging is required. During a localized emergency that includes loss of phone service, the cellular phones may provide a vital link with emergency response agencies, contractors, utilities and other off-campus entities. However, during an area-wide emergency, high-volume cellular phone use often overwhelms the service and calls made from cellular phones do not connect.

Personal cellular or digital phones are widely used by personnel, students, and visitors on-campus and may provide an available means for individuals to communicate with people on- and off-campus. Communicating with concerned family members or friends may help reduce anxiety significantly. However, due to the limitations identified above, their usefulness during a regional emergency may be limited.

Other Campus Communications Methods

In case of emergency, a telephone voicemail broadcast message may be sent to all campus telephones.

Provisions for “Message Runners” are also included in this EMP. Message runners physically carry communications between parties during an emergency.

Internet Communications (email) and CCS Intranet

The majority of campus personnel are connected to the campus email system via computer. Email accounts may also be accessed from off-campus computers via Internet.

Because Internet can be widely accessed from computers both on- and off- campus, it can provide an excellent means of releasing information to a large on- or off-campus audience.

The email system and Internet servers can also provide both internal and external communications for as long as power is available to the servers and the local (LAN) and wide area data networks (WAN) are functional.

As conditions permit, notices and updates of emergency situations will be posted on the Community Colleges of Spokane Intranet (<http://ccsi.spokane.cc.wa.us>) and the Internet at www.ccs.spokane.edu.

7.2 Computer Back-Up

Community Colleges of Spokane copies the data from the student administration files and the campus servers for storage at a secure location offsite. The district director of information systems and/or the campus computer support manager may arrange for delivery or pickup of these back-up files. The information contained on the backup files may be accessed through other community colleges in the event the CCS computer systems are incapacitated.

7.3 Chemical Spill Response Materials and Supplies

Community Colleges of Spokane does not store hazardous materials or generate hazardous waste in a quantity larger than 55 gallons. Fifty-five gallon drums of waste oil, antifreeze and gasoline are stored in secondary containment. Flammable cabinets, with spill-reservoirs, are provided in areas where small quantity containers of flammables (such as paints and solvents) are used. Acid resistant cabinets are used in the chemistry stockroom (SCC Bldg 27, SFCC Bldg 8) for safe storage of acids and bases.

Substance-specific spill kits are maintained in the chemistry laboratories. These kits include activated carbon, neutralizer-absorbent combinations, and mercury capturing methods.

Spill control equipment is located at both the SCC & SFCC Primary Hazardous Waste Storage Area (SCC Bldg 22, SFCC Bldg 19). Available equipment includes

absorbent pads (*a.k.a.*, pillows), absorbent booms (*a.k.a.*, pigs), spill containers and a spark proof shovel. Additional supplies of the absorbent materials are stored in the campus maintenance buildings (SCC Bldg 201, SFCC Bldg 10). Spill response equipment is limited for use to spills and releases that are smaller than 55-gallons in quantity.

Additional emergency equipment and supplies are included in Appendix C-9.

7.4 Medical and First Aid Supplies

First aid kits intended only for injuries incidental to the workplace, and not equipped for mass casualties, are located in many buildings throughout each campus. The SCC Health Science programs, including nursing, respiratory care, and dental assisting, and Athletics, have limited first aid and medical supplies and linens on hand that may be used in an emergency. Additionally, these areas have inventories of personnel protective equipment (PPE), such as surgical gloves, eye goggles, and filter masks, that vary during the year. A cache of medical supplies are kept in the campus maintenance buildings (SCC Bldg 201, SFCC Bldg 10) and are available for first aid volunteers to use.

The SCC Health Science Building (9) is equipped with 21 hospital beds. Exercise mats available in the SCC Sports Center (Bldg 5) and SFCC Gymnasium (Bldg 7) may be used to transport and care for injured.

The Facilities Department has a water truck that could provide potable water during warm weather. Additional potable water may be accessed from local hot water heaters and vending machines.

A list of equipment and supplies that could be utilized in an emergency is included in Appendix C.

This list should not be considered all inclusive; many campus resources may be used in a non-traditional manner to mitigate an emergency situation.

7.5 Miscellaneous Equipment and Supplies

During an emergency, equipment, vehicles and other resources may be utilized in a non-traditional manner. For example, exercise mats, folding tables, and hollow-core doors may be used as stretchers; towels and linens may be used as bandages; vehicles may be used as shelter.

See Appendix C for a partial list of the equipment and supplies that may be useful in an emergency.

8.0 DOCUMENTATION

Each Incident Command System Leader is responsible for documenting the activities and expenditures associated with the discharge of his/her emergency functions. Additionally, each professional emergency responder will keep documents associated with its activities during the response. Valuable for several reasons, these documents:

1. Provide the basis to assess emergencies and evaluate the response.
2. Identify areas where campus preparedness activities worked well, and those areas that need improvement.
3. Verify emergency expenses and document efforts to recover expenses.
4. Assist in the event of litigation.

All documents, status sheets, logs, and forms shall be kept along with all financial records and photographs related to the emergency. CCS should request the post-incident reports from any responding agency that participated in the emergency.

9.0 EMERGENCY TERMINATION AND RECOVERY

Every emergency incident involves simultaneous response and recovery processes. During the early stages of an emergency, response activities dominate while recovery processes support response. Emergency Termination is the official recognition that the emergency phase of the incident has waned and the recovery process is dominant.

Termination activities should concentrate on giving accurate information to people who need it most, and should begin as soon as the emergency phase of the operation is completed. Termination activities should include debriefing, post-incident analysis, and identification of a recovery team or recovery plan.

9.1 Debriefing

Debriefing should begin as soon as the emergency phase of the operation is completed. The purpose of the debriefing is to inform participants:

- What happened?
- What is known about the status of the campus facility, including when operations will resume, or when a determination of a timeframe for resuming operations will be known?
- What is known about the condition, beyond campus, boundaries that may affect movement away from campus?
- What is known about the status of the campus populations including the type and extent of any injuries?
- Where the injured were taken?
- How to access updates?
- What actions will be taken next?

9.2 Post Incident Analysis

Post-incident analysis is a reconstruction of the incident to establish a clear picture of events that took place during the emergency. As soon as is practical, construct a brief chronological overview of who did what, when, and where during the incident.

Key topics for the Post-Incident Analysis should include:

- **Command and control.** Did the first trained responder to arrive on scene establish the Incident Command System? Was the emergency response organized according to the existing emergency management plan procedures? Did information pass from ICS support teams to the CCS Incident Commander, and from the CCS Incident Commander to the EOC through appropriate channels? Were response objectives communicated effectively to field personnel who were expected to implement them? Did the CCS Incident Commander integrate well with the professional emergency response Incident Command upon arrival, and throughout the incident?
- **Tactical operations.** Did the on-scene Incident Commander effectively order tactical operations? Did the Operations Team implement these orders? What worked? What didn't? Were tactical operations conducted in a timely and coordinated fashion? Do revisions need to be made to tactical procedures? Do tactical work sheets need to be developed or modified?
- **Resources.** Were human and material resources adequate to conduct the response effectively? Are improvements needed to facilities or equipment? Were mutual aid agreements implemented effectively?
- **Support services.** Were support services adequate and provided in a timely manner? What is needed to increase the provision of support to a necessary level?
- **Plans and procedures.** Were the Emergency Management Plan and associated tactical procedures current? Did they adequately cover notification, assessment, response, recovery, and termination? Were roles and assignments clearly defined? How will plans and procedures be

upgraded to reflect successful and unsuccessful aspects of the emergency response? What other procedures could have been in effect? Are there any procedures that should be eliminated? What additional protective measures could have been taken to eliminate the damage? Have there been any changes in the facilities, equipment, or operations of the institution that warrant changes in the procedures for emergency management?

- **Training.** Did this event highlight the need for additional basic or advanced training?
- **Communication.** How well internal and external communication plans worked? What should be clarified or changed?
- **Legal.** Are there ongoing legal issues that need to be resolved?

9.3 Recovery Plan

The timing for moving from a response focus to a recovery focus will depend on the nature and magnitude of the emergency, and damage to campus structures and infrastructure. Once the immediacy of the emergency subsides, efforts at returning the campus to normal operations begin.

Once the incident is in the recovery phase, the leadership structure will change from the Incident Command System to the normal CCS organizational structure.

CCS leaders will work to assure an organized recovery that maximizes safety of personnel and mitigates further damage to facilities and assets. The Incident Commander will work with the EOC to assure an organized recovery, to maximize the safety of personnel, and to mitigate further damage to facilities and assets. The Recovery Plan, or a timetable for a Recovery Plan, should be communicated to all interested parties. It is possible that recovery may continue long after resumption of normal operations. See Appendix F for recovery plan protocols.

10.0 TRAINING, REVIEW AND UPDATE OF THE EMERGENCY MANAGEMENT PLAN

Community Colleges of Spokane (CCS) is committed to ensuring that the CCS Emergency Management Plan is a dynamic plan. The EMP will be tested and evaluated regularly to ensure maximum preparedness. Key staff will participate in table-top and full-scale exercises to enhance skills and evaluate plan protocols. All CCS employees will be required to have a basic understanding of the EMP and their role in the successful execution of critical protocols.

The CCS Incident Commander and Emergency Operations Center (EOC) members will debrief following the termination of an emergency incident or training drills, identifying those aspects of the EMP that worked well and those aspects that can be improved based on the experience.

The CCS Emergency Management Plan will be reviewed on an annual basis to ensure that the EMP reflects the current conditions and status of the campus facilities and personnel. During this process the roster of Incident Command System personnel (and alternates) will be reviewed and updated, if needed, along with the state of emergency preparedness and response. Appropriate recommendations will be made to revise any programs and/or procedures for the Chancellor/CEO approval.

11.0 CAMPUS FACILITIES AND POPULATION

11.1 Facilities

The Spokane Falls Community College campus includes 20 buildings situated on a 128-acre site that slopes north toward the Spokane River. The campus is bordered on the north by the Spokane River, south by Fort George Wright Drive, west by Randolph Road and a residential area, and east by Mitchell Drive and the Spokane River. SFCC is along the flight path to Spokane International Airport, located approximately five miles southwest of the campus.

The Spokane Community College campus includes 22 buildings situated on a 111-acre site adjacent to the Spokane River. The campus is bordered on the north by the Spokane River, south by Mission Avenue, west by Greene Street, and east by Rebecca (partially paved). SCC is along the flight path to Felts Field, an active general aviation airport with 320 based aircraft and more than 72,000 annual aircraft operations. The field is approximately 2 ½ miles east of campus. Burlington Northern Railway and Union Pacific Railway tracks lie a few hundred yards to the south and southeast of the campus.

The buildings on each campus are identified and recognized by function name and building number. Campus maps are included in Appendix B.

In addition, the Institute for Extended Learning offers programs in more than 30 school districts, three Indian reservations, and a number of community centers in Ferry, Stevens, Pend Orielle, Spokane, Whitman and portions of Lincoln counties. The IEL Lodge is located across the street from SFCC on the south side of Fort George Wright Dr. The Lodge's address is 3305 W. Fort George Wright Drive. IEL education centers include: Adult Education Center, 2310 N. Monroe Street., Spokane; Esmeralda Center 3939 N. Freya Street, Spokane; Colville (Washington) Center, 985 S. Elm; Fairchild Center, 4 W. Castle Street, Fairchild AFB, Airway Heights; Hillyard Center, 4410 N. Market Street, Spokane; Inchelium (Washington) Center; Lone (Washington) Center, 208 Blackwell; Newport (Washington) Center,

1204 W. Fifth; Republic (Washington) Center, 970 S. Clark; Small Business Development Center, 655 N. Riverpoint Blvd., Spokane; and Whitman County Center, 115 N.W. State St., Pullman.

Detailed and secure information about all CCS buildings located in Spokane County is contained in the Rapid Responder software provided to Spokane fire and law enforcement agencies. See Appendix B for more information.

11.2 Population

The population of our campuses consists primarily of adult students, faculty, staff, administrators, and visitors. The campus population includes a substantial number of disabled students, and individuals with limited English language skills, including refugees and students in beginning English as a Second Language (ESL) classes. Young children may be on campus at the SCC Bigfoot Child Care Center (Bldg 20) and SFCC Early Learning Center (Bldg 16).

See Appendix D for specific information on how to assist persons with disabilities during an emergency and for the Child Care Center emergency operations plans.

The campuses are most heavily populated Monday through Friday, 7:30 a.m. to 2:30 p.m. However, night classes convene on campus until 10 p.m. during the week, and campus events may be held during the weekend. Non-operation times are typically considered to be between 10 p.m. and 6 a.m. In general, security and Facilities personnel are the only populations scheduled to be on campus during hours of non-operation.

Population During Hours of Operation:

No housing is provided on campus.

- Community Colleges of Spokane employ approximately 2030 staff, one-half of whom are part-time and/or temporary employees. (Details in Appendix D)
- Spokane Community College employs approximately 730 staff and faculty, serving about 6,000 students
- Spokane Falls Community College employs about 640 staff and faculty that serve approximately 4,300 students.
- During an average weekday, approximately 600 staff and 6,000 students occupy the buildings. The weekday evening and weekend populations vary considerably, but are significantly less than during daytime hours.
- SCC Bigfoot Head Start Child Care Center, licensed to serve 136 children, ages 6 weeks to 12 years, is located in Building 20. The center serves over 100 children during daytime operations, and approximately 20 children in extended-hour (evening) care. Approximately 56 adults, including full-time teachers, part-time staff, student aides, food service workers, social service workers and office staff work at the Child Care Center during daytime hours, with reduced numbers of part-time staff (approximately 8) at night. The Child Care Center is open from 6:30 a.m. to 10:00 p.m. Monday through Thursday, 6:30 a.m. to 4:30 p.m. on Friday, and closed on Saturdays and Sundays.
- SFCC Early Learning Center, located in Building 16, is licensed to serve 54 preschool children and 32 infants and toddlers. Twenty-one adults, including teachers, Family Services Coordinators, a cook, office staff, and center manager work as full-time employees at the Early Learning Center. In addition to the full-time staff, 35-45 support staff are located in the classrooms at any given time. They consist of part-time employees, student teachers, work-study students, foster grandparent and parent volunteers. The Early Learning Center is open 7:00 a.m. to 4:00 p.m. Monday through Friday. It is also open Monday through Thursday 4:00 p.m. to 9:45 p.m. for the Evening Care Program. The Evening Care Program has a staff consisting of one full-time and five part-time staff and serves an average of 20 children each

evening. The Evening Program serves infants, toddlers, preschoolers, and school-aged children. Although adult evening classes are held in Building 16, the childcare portion of the building has a sense of isolation. Campus security is available but somewhat limited.

- Individuals with disabilities, including blind, deaf, mobility impaired, learning disabled, and developmentally disabled, may be present anywhere throughout the campus during hours of operation.
- Twenty-four (24) hour security is provided at the college campuses by a combination of Student Security, in-house campus security officer and contract security personnel.
- A number of organizations located on campus are not part of the CCS academic reporting structure. These organizations include Department of Vocational Rehabilitation, District 81 and WorkSource Spokane at SCC; Department of Vocational Rehabilitation at SFCC; and Sodexo-Marriott on both campuses.

Population During Non-Operational Hours:

- Twenty-four (24) hour security is provided on campus.
- Facilities personnel work on campus during non-operational hours including:
 - Custodial staff works Monday through Thursday 5:00 p.m. to 6:30 a.m. at SCC and 4:00 p.m. to 12:30 a.m. on Friday; 2:00 p.m. to 6:30 a.m. Monday through Friday at SFCC. Custodial and utility/grounds personnel work on campus Saturday 6:30 a.m. until 3:30 p.m. and later, depending on on-campus events on both campuses. One or two custodians work Sunday at SFCC and a utility person and various custodians work on Sunday at SCC.
- The library is open on weekends during the instructional quarter.

Additional CCS Populations:

The Institute for Extended Learning operates remote locations at major off-campus locations. See Appendix D for detailed information.

Glossary

The express purpose of this Glossary is to provide common and readily understandable definitions to facilitate understanding by CCS Personnel when reviewing the Emergency Management Plan and for communicating during an emergency event. This glossary is not intended as a legal or scientific reference.

Acceptable Risk - A risk judged to be outweighed by corresponding benefits or one that is of such a degree that it is considered to pose minimal potential for adverse effects.

Access Control Point - The point of entry and exit that regulates traffic to and from an emergency site.

Buddy System - A system of organizing employees into work groups so that each employee is accounted for by another member within the group.

Building Evacuation Coordinators – Individuals designated to oversee building evacuations and manage assembly points. Depending on the nature and magnitude of the emergency, the Building Evacuation Coordinators may be responsible for assuring their assigned building has been evacuated.

Command - The act of directing, ordering, and/or controlling resources by virtue of explicit legal, agency, or delegated authority.

Compressed Gas - Any material or mixture having an absolute pressure exceeding 40 p.s.i. in the container at 70° F or, regardless of the pressure at 70° F, having an absolute pressure exceeding 104 p.s.i. at 130° F; or any liquid flammable material with a vapor pressure that exceeds 40 p.s.i. absolute at 100° F, as determined by testing. Also includes cryogenic or "refrigerated liquids" (DOT) with boiling points lower than -130° F at 1 atmosphere.

Confined Space - Refers to a space that has limited openings for entry and exit and that a person can bodily enter and do assigned work, but is not intended for continuous employee occupancy. A confined space has unfavorable natural ventilation that could contain or produce dangerous air contaminants; low oxygen levels, flammable atmospheres, or could contain suffocation or trap hazards.

Contamination - An uncontained substance or process that poses a threat to life, health, or the environment

Contingency - An organized and coordinated alternative plan of action, if normal operating procedures are disrupted.

Crowd Management - Action(s) by authorized individuals to secure and/or minimize exposure of the public to unsafe conditions resulting from emergency incidents, impediments and congestion.

Emergency – Any event that threatens people, property, continuation of services, or the community.

Emergency Level I – Emergency events that affect a limited number of people and a limited area that can generally be controlled by a minimum number of personnel and disruption of service. A Level I emergency is localized, temporary, and minimal.

Emergency Level II – Emergency events that potentially interrupt normal operations for a quantifiable period of time that affects an entire building and all its occupants, or a large area. Control of Level II emergencies may require coordination between departments and involve evacuation of a building or area. A limited ICS response may be initiated to resolve the emergency.

Emergency Level III – Emergency incidents that affect more than one building or a major portion of the campus. Level III emergencies typically involve the interruption of normal operations throughout the campus for an unknown period of time and require implementation of the ICS to provide control until the incident is concluded. The campus will be evacuated when a Level III emergency occurs.

Emergency Operations Center – The location where campus senior leaders gather to work through issues such as communications with the Chancellor/CEO, Board of Trustees, public, and members of the news media. The EOC provides financial support to the Incident Commander, and plans and manages incident recovery.

Emergency Management Plan (EMP) – Action plan developed to respond to, mitigate, and recover from an emergency. The document provides basic guidelines and operational procedures for campus personnel during emergency situations.

Evacuation (Building) – The orderly egress or exit from a building of all individuals in non-routine circumstances.

Evacuation (Campus) – The orderly egress or exit from a campus of all individuals in non-routine circumstances, with the exception of those who are responding to the emergency.

Exposure - The subjection of a person to a toxic substance or harmful physical or chemical agent through any route of entry.

Hazard – Any circumstances, natural or manmade, that can cause harm to individuals or that may adversely affect the ability of the campus to provide services.

Hazard Assessment – Identification of hazards to persons, property, operations or function, and evaluation of the risks posed by the hazards.

Hazardous Material - A substance (solid, liquid, or gas) capable of posing an unreasonable risk to health, safety, environment or property

Hazmat - Acronym used for Hazardous Materials

Incident Command Post – Location where the Incident Commander sets up operations to manage the emergency. The CCS Incident Commander may choose to establish his/her Incident Command Post with the professional first responder Incident Commander (e.g. police or fire department), depending on the nature of the emergency.

Incident Command System (ICS) – An organized system of roles, responsibilities, and standard operating procedures established for the specific purpose of coordinating the response to an emergency.

Incident Command Team (ICT) – Personnel assigned specific roles and responsibilities in the Incident Command System.

Isolating the Scene – Preventing persons and equipment from exposure to hazards by restricting site access and controlling access points.

Liaison Team—The group responsible for coordinating with emergency responders from external agencies, including, but not limited to, police and fire departments, mutual aid and volunteer organizations.

Local Emergency Planning Committee (LEPC) – Local organization established by U.S. Environmental Protection Agency that serves as a partner for local businesses and government for chemical hazards planning.

Logistics – The organization, movement, tracking, and staging of equipment and/or personnel.

Material Safety Data Sheet (MSDS) – A document containing information regarding the specific identity of hazardous chemicals, including information on health effects, first aid, chemical and physical properties, and emergency phone numbers.

Mitigation – The policies, procedures, systems, preparation, and planning activities that occur prior to an emergency to eliminate hazards or to lessen the chaos, confusion, and damage to people, the environment, and property during an emergency.

Mutual Aid - An agreement to supply specifically agreed upon aid or support in an emergency situation between two or more agencies, jurisdictions, or political subdivisions.

National Response Center (NRC) - A communications center operated by the United States Coast Guard that provides technical emergency action information, and must be notified within 24 hours of any reportable quantity spill of hazardous substances.

Northwest Area Contingency Plan (NWACP) – Document that describes the roles and responsibilities of the federal and state chemical spill response agencies in the Pacific Northwest.

Occupational Safety and Health Administration (OSHA) - Component of the United States Department of Labor, an agency with safety and health regulatory and enforcement authorities for most United States industries, businesses and states.

Operations – That organizational level within the Incident Command System immediately subordinate to the Incident Commander. This position is responsible for the direct management of all incident tactical activities.

Personal Protective Equipment (PPE) - Equipment provided to shield or isolate a person from the chemical, physical, and thermal hazards that may encountered at a work site. Adequate personal protective equipment should protect the respiratory system, skin, eyes, face, hands, feet, head, body, and hearing.

Public Information Officer (PIO) - The individual assigned to approve any information released to the public or the media, develop press releases and coordinate statements to the press and manage overall emergency communications.

Rapid Responder – Is an innovative, Internet-based application for emergency management and response. Rapid Responder software gives emergency responders access to site-specific and incident-specific emergency management data.

Recovery – Process that takes place during and after an emergency to return the campus to normal activities.

Rescue - The removal of victims from an area determined to be hazardous.

Response – Managing and reacting to control an emergency until it is resolved.

Safety and Security Chief - Person at an emergency incident responsible for assuring that all overall operations performed at the incident are done so with respect to the highest levels of safety and health. The Safety and Security Chief is part of the ICT and reports directly to the Incident Commander

Sheltering-In-Place/In-Place Protection – When people are directed to go quickly inside a building and remain inside until the danger passes.

Staging Area - The safe area established for directing the resources required during the emergency.

Termination - That portion of incident management where personnel are involved in documenting safety procedures, site operations, hazards faced, and lessons learned from the incident. Termination is divided into three phases- Debriefing, Post-incident analysis, and Critique

Unified Command System (UCS) – Is a structure that unites the “Incident Commanders” of all major organizations involved in the incident to coordinate an effective response, while at the same time carrying out their own jurisdictional responsibilities.

Uninterruptible Power Supply (UPS) – Is a power-backup device that allows an orderly shutdown of equipment when the regular electrical system fails.

Vulnerability - The susceptibility of life, the environment, and/or property, to damage by a hazard.

Washington Administrative Code (WAC) - The published standards and rules enforcing the laws of Washington State.

Washington Dangerous Waste - Means those solid wastes designated in WAC173-303-070 through 173-303-100 as dangerous or extremely hazardous or mixed waste. As used in the context of the Washington Department of Ecology's definition, the words "dangerous waste" refer to the full universe of wastes regulated by Ecology. The abbreviation "DW" will refer only to that part of the regulated universe that is not extremely hazardous waste.

Washington Department of Ecology (WDOE) - Washington's principal environmental management agency with a mission to protect, preserve and enhance Washington's environment, and promote the wise management of air, land and water. This agency is responsible for cradle-to-grave management of hazardous wastes, response and clean-up of hazardous substance spills, and emergency response planning.

Washington Department of Labor and Industry (L&I) - The purpose of L&I is to foster, promote, and develop the welfare of the wage earners of Washington state, to improve their working conditions, and to advance their opportunities for profitable employment.

Washington Extremely Hazardous Wastes (EHW) - "Extremely hazardous waste" means those dangerous and mixed wastes designated in WAC 173-303-100 as extremely hazardous. The abbreviation "EHW" is used to refer to those dangerous and mixed wastes that are extremely hazardous.

Washington Hazardous Waste - Those solid wastes designated by 40 CFR Part 261, and regulated as hazardous and/or mixed waste by the United States EPA. This term will never be abbreviated in this chapter to avoid confusion with the abbreviations "DW" and "EHW."

Washington Industrial Safety and Health Act/Administration (WISHA) – Agency within Washington Department of Labor and Industries with responsibility for worker health and safety.

EMERGENCY PLANNING RELATED RESOURCES AND LINKS

After a Disaster: A Guide for Parents and Teachers

<http://www.mentalhealth.org/publications/allpubs/KEN-01-0093/default.asp>

American Red Cross

<http://www.redcross.org/>

Community Colleges of Spokane

Bomb threat procedure:

<http://inet.ccs.spokane.edu/facilities/eh&s/ccs1302.pdf>

Campus security policy and Campus Crime Security Act:

<http://www.ccs.spokane.edu/files/students/Righttoknow/CrimeStats.pdf>

Emergency procedures brochure:

<http://inet.ccs.spokane.edu/facilities/eh&s/emergproc.pdf>

Environmental health and safety programs:

<http://inet.ccs.spokane.edu/facilities/eh&s/EH&S.htm>

Centers for Disease Control and Prevention (CDC)

<http://www.cdc.gov/health/default.htm>

Planning and preparation:

<http://www.bt.cdc.gov/planning/index.asp>

Emergency response:

<http://www.bt.cdc.gov/emcontact/index.asp>

Clinical and research aspects of trauma responses and their resolution

<http://www.trauma-pages.com/>

Disaster Resources for Educators

<http://www.ag.uiuc.edu/%7Edisaster/resource.html>

Federal Emergency Management Agency (FEMA)

<http://www.fema.gov/>

Emergency Management Guide for Business and Industry:

<http://www.fema.gov/pdf/library/bizindst.pdf>

Preparedness

www.fema.gov/areyouready

Terrorism Fact Sheet

www.emergency.com/2001/fema-terror-factsheet.htm

Resources Available for Medical and Surgical Emergency Services (RAMSES)

<http://www.inhs.org/ssl/ramses>

User name: ramses

Password: 911911

Spokane County Emergency Management Department

<http://www.spokanecounty.org/emergencymgmt/emhome.htm>

EMERGENCY PLANNING RELATED RESOURCES AND LINKS

Spokane County Regional Disaster Plan

www.spokaneprepares.org

Spokane chapter:

<http://www.spokaneredcross.org/>

State of Washington

Emergency resources:

<http://access.wa.gov/emergency/index.aspx>

U.S. Department of Health & Human Services

<http://www.hhs.gov/>

Disasters and emergencies:

<http://www.hhs.gov/disasters/index.shtml>

U.S Department of Health and Human Services – Disaster Mental Health

<http://www.mentalhealth.org/cmhs/EmergencyServices/default.asp>

U.S. Department of Homeland Security

<http://www.dhs.gov/dhspublic/index.jsp>

University of Washington Disaster Reduction

http://depts.washington.edu/disaster/dru-resources_for_prepare.htm

Washington Industrial Safety and Health Administration

<http://www.lni.wa.gov>