



# **All Hazards Emergency Response Plan**

Minor Revision October 2016  
Revised October 2014  
Replaces version dated April 28, 2008

## **Letter of Promulgation of the All Hazards Emergency Response Plan**

I have approved this update to the Skagit Valley College All Hazards Emergency Response Plan. The Plan is intended to serve as a guide to the college community for managing and coordinating all phases of emergency response and operations. I urge you to familiarize yourselves with the Plan so that the College can work cooperatively to minimize the impacts of emergencies and disasters.

Tom Keegan  
President

# **TABLE OF CONTENTS**

Letter of Promulgation of the All Hazards Emergency Response Plan .....	2
Table of Contents.....	3
Definitions.....	4
I. Introduction .....	6
• General Employee Responsibilities .....	7
• General Student Responsibilities .....	7
• General Preparation and Prevention .....	8
♦ First Aid Kits .....	8
♦ Universal Precautions .....	9
♦ Emergency Notification Systems .....	10
II. Emergency Classification Level .....	11
III. Direction and Control.....	12
IV. Emergency Operations Center .....	13
• Command Staff and Responsibilities .....	15
• General Staff and Responsibilities .....	16
♦ Operations Section .....	16
♦ Administration/Finance Section .....	16
♦ Planning Section .....	17
♦ Logistics Section.....	17
• Emergency Organization Chart - Mount Vernon Campus.....	18
• Emergency Organization Chart - Whidbey Island Campus and Centers .....	19
V. Emergency Operations Plans .....	20
• Evacuation of a Building.....	20
• Evacuation of a Campus or Center.....	20
• Emergency Assembly Points .....	21
• Lockdown.....	24
• Shelter In Place .....	25
• Assisting Persons with Disabilities in an Emergency.....	26
VI. Event De-briefing/Critiquing and After-Action Planning.....	28
VII. Training .....	28
VIII. Incident-Specific Procedures.....	29
• Accidents / Medical Emergencies / Personal Injury.....	29
• Fire .....	30
• Earthquake.....	31
• Emergency College Closure.....	32
• Hazardous Material Spill / Gas Leak.....	33
• Active Shooter / Weapons on Campus .....	34
• Telephone Bomb Threat .....	35
• Written Bomb Threat.....	36
• Suspicious Device Located .....	37
• Theft of Property.....	39
General Resources Contact Information .....	40
Appendix A: General and Command Staff Responsibilities and Checklists	
Appendix B: Designated Command and General Staff Assignments	

## **DEFINITIONS**

**Command Staff:** Inside the Emergency Operations Center, this group directs and manages the emergency. This group is made up of the EOC Manager, Safety Officer, Public Information Officer, and Liaison Officer.

**Emergency:** A situation arising with or without warning, causing or threatening death, injury, significant property damage, or disruption to normal life for numbers of people in excess of those which can be dealt with under normal conditions, and which requires special mobilization and organization of those forces.

**Emergency Notification System:** Made up of a network of internal and external audio speakers that carry recorded and live broadcast messages in English and Spanish, as part of a comprehensive method of quickly alerting people to emergency conditions, including an "All Clear" notification when the emergency is mitigated. This early warning system is activated by key college personnel, and may be focused upon one or more buildings or a wider area, including the entire campus. In a broader sense, the emergency notification system also includes text messaging, email alerts, electronic reader-boards auto-dialed numbers, telephone "trees", message "runners", etc. in an effort to reach all parties under varied circumstances.

**Emergency Operations Center (EOC):** A central facility from which key officials can gather information, make decisions, and plan, direct and coordinate response and recovery efforts.

**Emergency Operations Plan (EOP):** Multi-hazard, functional plan that treats emergency management activities generally, with the unique aspects of individual disasters or major event coordination contained in hazard-specific Annexes. It describes the emergency organization and the means of coordination with other entities. It assigns functional responsibilities and details tasks to be carried out as accurately as permitted by the situation.

**Emergency Procurement:** The need for the immediate purchase of materials, services or construction that cannot be met through normal procurement methods, the lack of which seriously threaten public health or safety, the preservation of property, or the ability of the organization to function.

**EOC Manager:** An individual who serves as the single highest authority in the EOC during times of operation. In an unanticipated emergency, initially begins with the first responder at the EOC or the person with greatest seniority or experience.

**Evacuation:** An orderly but brisk relocation from a facility or area to a pre-determined assembly point. In the event an emergency calls for an entire campus evacuation, this process should strive to be managed systematically so as to not obstruct incoming public safety units (ambulances, police, fire, etc.).

**General Staff:** In the Emergency Operations Center, this group supports the EOC Manager in the management of the emergency. This group is made up of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, Administration and Finance Section Chief. Other possible positions include Branch Chiefs or Technical Experts.

**Hazardous Materials:** Substances or materials which, because of their chemical, physical, or biological nature, pose a potential risk to life, health, or property if they are released. These substances may be found in solid, liquid or gaseous forms. Explosive substances, flammable or combustible substances, poison, and radioactive materials are all classified as hazardous materials.

**Incident Action Plan:** Created by the Planning Section, to assist the EOC Manager to (1) understand the current situation; (2) predict the probable course of incident events; and (3) prepare alternative strategies and control operations for the incident.

**Incident Commander:** An individual who serves as the single highest authority at the incident of an unanticipated emergency, initially begins with the first responder on the scene or the person with greatest seniority or experience. In this example, may pass command to others based upon the arrival of someone higher on the incident command list or based on other considerations such as expertise and the nature of the incident.

**Lockdown:** Implemented in response to unsafe conditions either inside or outside campus buildings. The goal is to prevent a hostile intruder from gaining access to a building or room, and to hide all building occupants in a safe location until the threat has passed. All normal activities should be suspended during a lockdown because the priority is to seek safe haven out of sight, preferably behind hardened walls with lights off and doors barricaded.

**National Incident Management System (NIMS):** A comprehensive incident response system developed by the Department of Homeland Security. NIMS provides a consistent nationwide approach for Federal, State, and Local governments to work effectively and efficiently together to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size or complexity. This system is mandated by the Federal government for use and implementation by all subdivisions of government.

**Policy Group:** The highest echelon policy makers within the organization (i.e. Cabinet and Board of Trustees).

**Response:** The efforts to minimize the risks created in an emergency by protecting the people, the environment, and property, and the efforts to return the scene to normal pre-emergency conditions.

**Shelter-in-Place:** Circumstances create an external threat, and SVC needs to take immediate action to lock the outside doors. The goal is to contain people in the building until the threat is removed. Classes and/or business activities may continue. Persons outside may be admitted if conditions warrant; once inside, people may not exit the building until an "all clear" advisement by a recognized official with the authority to lift the Shelter-in-Place is received.

#### **Weather-Related Definitions:**

**WATCH:** Severe weather or flash flood WATCH means that conditions are such that a storm or flood of significant magnitude is likely to occur. Persons within the area alerted should take precautionary steps.

**WARNING:** Announcement that threatening conditions (thunderstorm, high winds, tornado, flooding, dam or levee failure, winter storm, etc.) are occurring or are imminent, and are expected to have a harmful effect upon the area alerted. Persons within the area must take immediate steps to protect themselves.

**SPECIAL WEATHER STATEMENT:** Used to pass along information on non-severe weather events and the status of watches. It may also include information on urban flooding and winter weather events, and to clear areas of severe weather watches.

**REDEFINING STATEMENT:** Issued after a tornado, severe thunderstorm or high wind watch and is expressed in terms of whole counties with cities and well-known landmarks included.

# **I. INTRODUCTION**

## **Purpose**

Skagit Valley College has established an All Hazards Emergency Response Plan to minimize the impact of an emergency on students, employees, visitors and facilities. The plan is designed to provide procedures and assign roles to effectively respond to an emergency.

## **The All Hazards Emergency Response Plan is based on the following assumptions:**

- ◆ An emergency may occur at any time of the day or night, weekend or holiday, with little or no warning.
- ◆ An emergency may be significant enough to require the Incident Command services of outside emergency response agencies (Police Department, Fire Department, Emergency Management). In the event an EOC Manager from one of these agencies is appointed, that person will be in charge of the incident and the College will provide support.
- ◆ An emergency may go beyond the college, affecting the surrounding community. This may delay the response time of off-site agencies to the College.
- ◆ All employees and students have a personal responsibility to take part in appropriate training and become familiar with what to do in an emergency, and follow as nearly as possible the guidelines discussed in this All Hazards Emergency Response Plan.

## **Priorities**

The strategy of Skagit Valley College shall be to respond to an emergency in a safe and timely manner. The order of priorities is to:

1. Protect the lives, safety and health of students, employees and visitors at all Skagit Valley College campuses and centers.
2. Protect all SVC facilities, equipment and services from loss due to an emergency.
3. Effectively communicate with all involved parties throughout an emergency.
4. Provide for the continuation of college operations and services.
5. Recover and learn from the emergency experience.

The All Hazards Emergency Response Plan will be maintained by the Emergency Response Plan sub-committee under the Safety Committee. Proposed changes to the plan shall be submitted to the Emergency Response Plan sub-committee for consideration.

**Find the current version at:** <http://www.skagit.edu/images/ep-erp-Oct2014.pdf>

NOTE: The Marine Technology Center (Anacortes) and the Northwest Career and Technical Academy (Mount Vernon) have Emergency Response Plans which are part of an overarching Washington state K-12 plan.

## General Employee Responsibilities

The SVC All Hazards Emergency Response Plan provides procedures for the safe and orderly response to a variety of emergency situations. The specific response to an incident will be selected by college or emergency authorities and communicated via the Emergency Notification System.

In some incidents, personnel may be required to follow procedures for one of the following three basic emergency responses:

1. Evacuation of a Building, Campus or Center
2. Lockdown
3. Shelter in Place

Please see pages **20-25** of this Plan for detailed explanations of these procedures.

In general, employees who do not have specific assignments within the Emergency Response Plan should:

- ♦ In the event of an evacuation, assist in directing visitors and students to the designated assembly point outside your building. If you are the last to leave a room, turn off the lights and close the door. Assist physically disabled employees, students, or visitors, to the extent possible as personal safety, time and capabilities permit.
- ♦ In the event of a need to “Shelter in Place” or “Lockdown”, remain in your classroom or work area with students or colleagues until instructed to move by Security Services, Building Captains, other college authorities or other emergency personnel. Close all windows and stay away from windows. If instructed to do so, move to a safer location, i.e., an interior room or a lower floor.
- ♦ Note the names of all those present in the room with you. Write down the names and assign someone to keep the list on their person and make it available to emergency responders if asked.
- ♦ Try to maintain calm and order until “all clear” or other instructions have been given by Security, Building Captains, college authorities or other emergency personnel.

## General Student Responsibilities

Students should follow the instructions of faculty, college personnel who identify themselves as Building Captains, other college authorities, fire or police or other emergency response personnel.

In some incidents, students may be directed to follow procedures for one of the following three basic emergency responses:

1. Evacuation of a Building, Campus or Center
2. Lockdown
3. Shelter in place

Please see pages **20-25** of this Plan for detailed explanations of these procedures.

- ♦ If an evacuation is called for, follow instructions to the appropriate assembly point. Do not re-enter the building or attempt to leave campus until instructed to do so by Security Services, Building Captains or other emergency personnel. Do not use your cell phone unless you are in an extreme emergency situation.
- ♦ In the event of a need to Shelter in Place or Lockdown, remain in your classroom or current location until instructed to leave by Security Services, your instructor, other college authorities or emergency personnel, Try to remain calm. Remain in place until “ALL CLEAR” or other instructions have been given by College or Police/Fire leadership.
- ♦ If other procedures are put in place, you will be instructed to take appropriate steps. Safety will be the first priority of college and emergency personnel. Follow instructions in a prompt and calm manner. If you know of people with injuries or of the existence of hazards in the area, report them to appropriate law enforcement/fire/EMS or Security Services.

## General Preparation and Prevention

Take time now to prepare for an emergency. It could save your life and the lives of others.

Upon request free 2-hour classes in Emergency Preparedness for Colleges are available. Contact the Director of Security Services for details.

Employees and students who commute to campus should maintain basic survival items in their car trunks or other locations. For suggestions and lists, see:

- ◆ Skagit County Department of Emergency Management:  
<http://www.skagitcounty.net/Departments/EmergencyManagement/main.htm>
- ◆ FEMA: <http://www.ready.gov>
- ◆ American Red Cross: <http://www.redcross.org/images/pdfs/preparedness/A4600.pdf>

Students should become familiar with the evacuation route/fire exit plan posted in your area.

Faculty and staff should:

- ◆ Review evacuation routes, fire exit plans and safety information with students during the first class of every quarter.
- ◆ If you have a student with a disability in your class, become familiar with how to assist him/her during an emergency. Review the procedure for Assisting Persons with Disabilities in this Plan.

All Employees should become familiar with the evacuation route/fire exit plan posted in their work areas and participate in training opportunities.

## First Aid Kits

Inside each classroom and in building hallways, a map of that building can be found. Along with information regarding evacuation routes and emergency assembly points, you will find designations for the location of first aid kits.

The College's first aid kits are meant to provide immediate, basic care to the sick and injured. Each kit contains a complement of protective gloves, band aids, bandages and gauze pads of various sizes, tape, etc. In some areas such as labs or shops, the first aid kit components may be expanded to include items appropriate to that setting.

If you need access to a first aid kit, don't hesitate to ask for it. If you use components from it, please identify what those items used are and report it to Facilities and Operations at 360-416-7695 so that the first aid kit can be restocked.

Additionally, **Automatic Electronic Defibrillators (AEDs)** on the Mount Vernon Campus, are located at Security Services (T-35 Roberts Hall), Angst Hall (1<sup>st</sup> floor), Lewis Hall (1<sup>st</sup> floor), the Pavilion (Gymnasium) and McIntyre Hall. On the Whidbey Island Campus they are located at Old Main, Oak Hall and Hayes Hall. Various staff are trained and certified in their operation (i.e. security services staff and professional technical faculty).



## Universal Precautions

All employees and students should take precautions to prevent injuries, especially those that may be caused by needle sticks, sharp blades, or other sharp instruments or devices. Anyone responding to help another person with a first aid situation that involves the presence of blood or body fluids shall, as a minimum, put on disposable latex/vinyl gloves if they are available and if they don't interfere with patient care. Additionally, blood or other body fluids should not come into contact with anyone else's body or clothing.

1. Assume that all blood and other biological agents are infectious materials.
2. Avoid direct skin contact with body fluids whenever possible. Use latex gloves provided in first aid kits and in job classifications where Personal Protective Equipment is provided.
3. Practice good personal hygiene by thoroughly washing your hands at regular intervals or as needed (e.g., before eating, after use of a rest room, etc.), throughout the day. **Hand washing is most important in preventing the spread of disease.** This requires the use of soap with vigorous scrubbing for 15 seconds followed by rinsing under a stream of water for another 15 seconds.
4. Wear disposable latex/vinyl gloves when touching the blood or body fluids of another individual or a contaminated surface (e.g. treating nose bleeds, bleeding abrasions, etc.). Wear gloves when disinfecting contaminated items. Wash all skin surfaces that become contaminated and wash hands immediately after removal of gloves.
5. Wear masks and protective eyewear or face shields during procedures likely to produce blood or body fluids.
6. During the administration of first aid, use a barrier between yourself and the victim's blood or other body fluids (e.g., gloves; several layers of dressings). When performing CPR, place a barrier between own mouth and that of the victim (e.g., one-way valve resuscitation devices, face shield). Do not handle sharp items with the hands. Any contaminated sharp items must be handled in a way to prevent punctures or cuts.
7. Unprotected employees with open wounds, weeping sores/cuts, or chaffed skin are to wear gloves when in contact with contaminated sources and when preparing or serving food. Contaminated gloves and clothing should be removed as soon as possible. They are to be placed in an impervious plastic bag as near as possible to the incident to control the spread of contamination.
8. Practice good housekeeping and waste disposal practices – follow cleaning/decontamination procedures or call the Maintenance Department for assistance with clean-up of body fluids such as vomit, blood, feces or urine. Place the contaminated materials in impervious containers and label. Contact the Maintenance Department for disposal requirements.
9. **IF AN EXPOSURE INCIDENT OCCURS (direct contact with blood/body fluids):**
  - ❖ Cleanse skin with soap and running water. **Eyes:** Flush eyes for 15 minutes; **Mouth:** Rinse thoroughly; **Nose:** Blow nose; wipe inside of nostrils.
  - ❖ **Report the exposure immediately to your supervisor. Contact Security Services.** Document the exposure on the *Accident/Injury or Incident Report Form* and the Bloodborne Pathogens Exposure Incident Report form. Route the copies as indicated on the forms. (All reporting forms are available in the SVC Bloodborne Pathogens Exposure Control Plan ([http://www.skagit.edu/files.asp\\_Q\\_pagenumber\\_E\\_3306](http://www.skagit.edu/files.asp_Q_pagenumber_E_3306)).

***Exception to the Rule for Universal Precautions:*** *In an unexpected medical emergency where the use of protective equipment is not possible due to the equipment not being available or where the use of the equipment would create a greater hazard to the victim's personal safety, an exception to the Universal Precautions Rule exists.*

## Emergency Notification Systems

The Mount Vernon and Whidbey Island Campuses have an Emergency Notification System which will be activated during serious emergency conditions. This system will verbally announce, through scripted and real-time voice messages, the emergency situation and directed course of action for employees, students, and visitors to take. Interior buildings and outside areas have strategically-placed speaker systems for the messages to be heard, and they are delivered in English and Spanish.

When the threatening condition has passed and it is safe for people to return to normal activity, the Emergency Notification System will broadcast an "ALL CLEAR" message.

### Text and Email Emergency Alerts

Skagit Valley College has teamed up with Rave for SVC's official emergency notification system. The SVC Rave Alert system will be used to communicate with students and employees in the event of a college emergency or weather-related delay or closure. Among its many features, the Rave Alert system can send email and text notifications directly to your mobile phone.

SVC and MySVC email addresses are automatically subscribed to the Rave Alert System. Log on to [www.getrave.com](http://www.getrave.com) to update your profile. We highly encourage you to add your mobile phone. Note: If you have already entered your mobile number in our previous "MySVC Alerts System," all you have to do is log in and confirm your mobile number. If you have never entered your mobile number, you will not receive text alerts on your cell phone.

#### From your mobile device, laptop, or desktop computer ...

1. Visit <https://getrave.com/login/skagit>, and in the login fields, type your full email address and your SVC password and press the Log In button. (Example: *firstname.lastname@skagit.edu* OR *aname1234@mysvc.skagit.edu*)
2. Once logged in, add or confirm your name and mobile phone number. You can also add additional emails and mobile numbers.
3. Test the system by having a text message and email sent to the information you supplied.
4. **Important:** In order to receive messages sent to a specific campus and center locations, you must join a group(s).
  - Click on the Groups tab.
  - Click on Find Groups.
  - On the next screen, in the right column, click on the name of the campus or center you want to join.
  - On the next screen, under the grey Actions section, click on Join, which is next to Group status.
  - You can then go back and follow the same steps to join other groups that you wish to receive alerts for.

### Watch for SVC Emergency Announcements:

**WEBSITE** – Check the SVC website [www.skagit.edu](http://www.skagit.edu)

#### Email/Text Alerts –

- Rave Alert System [www.getrave.com](http://www.getrave.com)
- Sign up for Flash Alert [www.flashalert.net](http://www.flashalert.net) (formerly SchoolReport.org)

**MEDIA** – Listen to regional Radio and TV stations

#### SOCIAL MEDIA –



<http://www.facebook.com/skagitvalleycollege>



@SVCCollege

## **II. EMERGENCY CLASSIFICATION LEVEL**

The All Hazards Emergency Response Plan addresses emergencies on five levels. The definition of each is listed with examples.

<b>LEVEL</b>	<b>DEFINITIONS</b>	<b>EXAMPLE SITUATIONS</b>
<b>LEVEL 1</b>	A minor incident where Security Services performs an assessment and confirms that there is no potential hazard to persons and/or property.	Minor injury Minor traffic accident.
<b>LEVEL 2</b>	An incident that has the POTENTIAL to pose a minimal hazard to persons and/or property.	Confirmed fire alarm Wind storm watch.
<b>LEVEL 3</b>	An off-campus incident that has the POTENTIAL to have a widespread impact on the College's ability to conduct its business	Use of campus as an evacuation center Off-campus Level 4 or 5 events that affect the campus Prolonged power or network outage
<b>LEVEL 4</b>	An incident that has POTENTIAL to have widespread impact to the public safety and/or property and requires assistance from an outside agency.	Bomb threat
<b>LEVEL 5</b>	An incident or series of events that poses significant risk to persons and property requiring substantial assistance from outside the College.	Major fire Explosion affecting many individuals/property Active Shooter Terrorist act on campus High Profile Visitor(s) to Campus

### III. DIRECTION AND CONTROL

The emergency response organizational structure follows the concepts of the National Incident Management System. Roles and/or responsibilities are defined in the plan for employees and students who assist staff.

Emergency Command Staff, General Staff and Emergency Response Divisions have been established to lead the response and recovery in the event of a Level 3, 4, or 5 emergency. A **Policy Group** has responsibility for all policy matters, including policy decisions regarding the emergency. This group will include officials with certain legal and policy-making responsibilities. This group recommends to the President or designee a policy for the conduct of emergency operations. It also ensures that the Incident Command Group has directed the Public Information Officer and team to release emergency information and directions to the general public.

The Incident Command Group is divided into two components to maximize the resources of the College to effectively respond to an incident. The two components of the Incident Command Group are the Command Staff and the General Staff. They are defined as follows:

**Command Staff:** Made up of the EOC Manager, Incident Safety Officer, Public Information Officer, and Liaison Officer. The EOC Manager, in consultation with Command and General Staff, will determine which General Staff positions below are activated for the incident.

**General Staff:** Generally made up of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Administration/Finance Section Chief. If needed, branch chiefs can also support any of the General Staff positions above in their area of subject matter expertise.

**Division Supervisors:** Individuals with this assignment are responsible for an area of the campus, which likely will include several buildings grouped in a geographic area. They are responsible for initiating emergency communication with the Building Captains in their area, and communicating status to the Emergency Operations Center.

**Building Captains:** assist students, employees and visitors with evacuation, lockdown and shelter-in-place procedures, or with the implementation of other procedures ordered by the EOC Manager. During evacuations, employees, students and visitors will be directed to the designated Emergency Assembly Point for that Division. Building Captains, with the assistance of faculty members, will note in writing the names of all persons who have gathered; maintain (to the best of one's ability) calm in the group; and prepare for possible relocation to a secondary assembly point if the designated area is threatened.

Each position has a one-page reference document that has been developed to list the responsibilities pertaining to the role. Each role also has a checklist to help organize and record actions taken in implementing the incident response. (see **Appendix A: General and Command Staff Assignments**, <http://www.skagit.edu/images/erp-appendix-a.pdf>).

There is likelihood that an emergency or disaster such as those envisioned by this plan may occur before or after regular office hours, or on a holiday or a weekend when the organizational set-up of many departments is somehow out of the ordinary. The implementation of this plan may vary depending on available resources and personnel until proper officials can be notified. Until that time the individuals assuming the most responsibility will, by necessity, be those officials/individuals of highest rank who are available at the time. These individuals should seek to follow as nearly as possible the guidelines discussed in this plan.

## **IV. EMERGENCY OPERATIONS CENTER**

Emergency Operations Centers (EOC) serve as the central locations for the Incident Command Group (Command Staff and General Staff). In cases of Level 3, 4, or 5 emergencies, the EOC Manager may direct the activation of one or more Emergency Operations Centers.

	PRIMARY LOCATION	SECONDARY LOCATION	OFF SITE LOCATION
<b>MOUNT VERNON CAMPUS EMERGENCY OPERATIONS CENTER</b>	Campus Center Annex Board Room	Lewis Hall Room L-114	TBD
<b>WHIDBEY ISLAND CAMPUS EMERGENCY OPERATIONS CENTER</b>	Vice President's Office (WIC)	TBD	TBD

Following the notification of a Level 3, 4, or 5 emergency, the President or his designee will determine the need to activate the EOC. When the President activates the EOC, a message will be sent from the Executive Assistant to the President to the members of the Command Staff and General Staff by telephone, radio, email or other means, alerting them to report directly to the EOC.

The Operations Section supports the EOC with security services personnel.

The Logistics Section supports the EOC with resources by arranging for equipment and supplies necessary to the continued operation of each EOC.

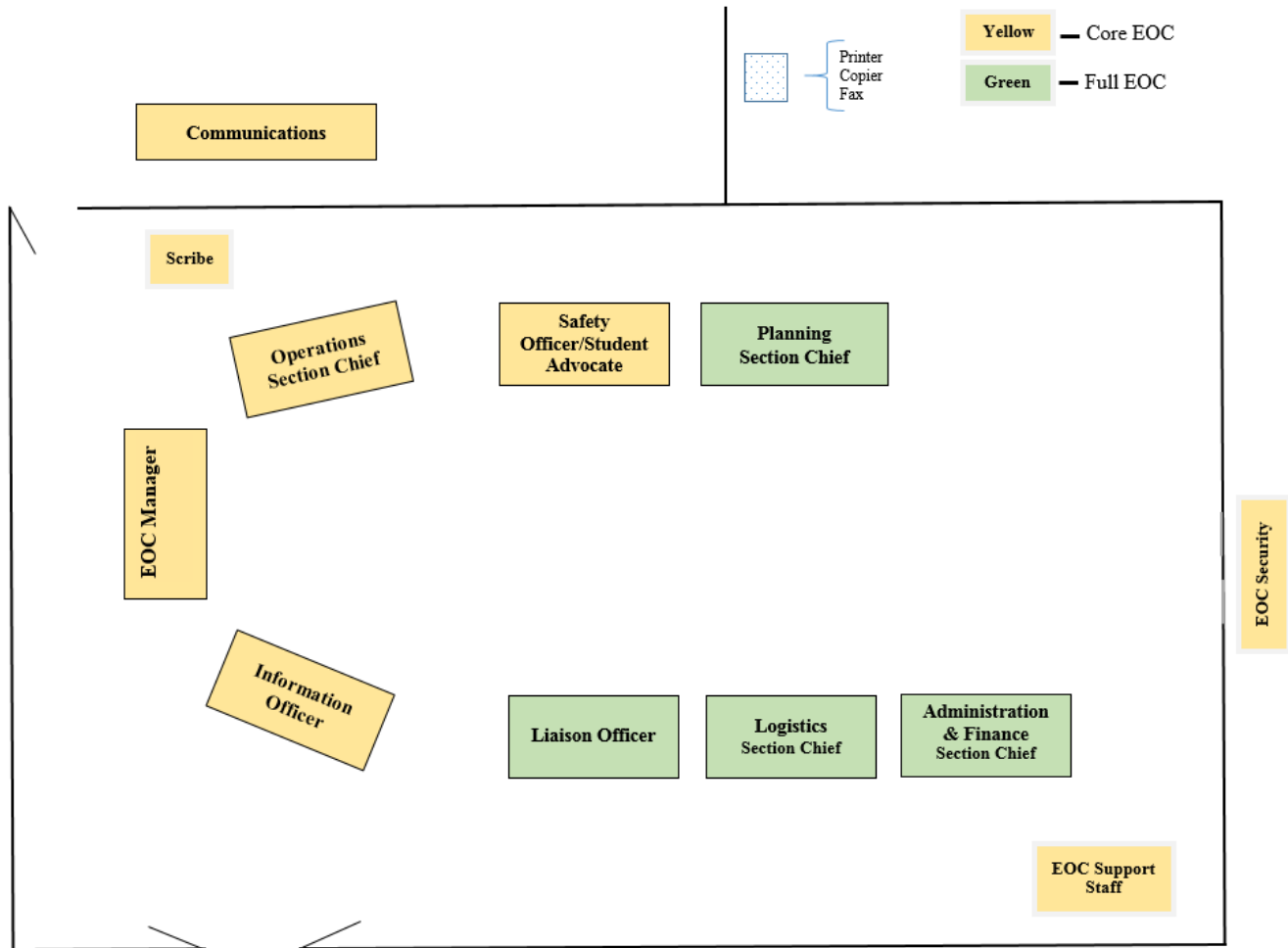
### **EOC Communication Capabilities**

On both the Mount Vernon and Whidbey Island campuses, power for the telephone systems are connected to battery back-up power supplies.

The Mount Vernon Campus and Whidbey Island Campus EOC will have support of radios capable of maintaining a communication link between college staff and outside responding agencies.

In addition, the Whidbey Island Campus utilizes telephone and Talk-About radio communication in order to maintain contact between floors and separate buildings.

## Recommended Emergency Operations Center Layout (Either Campus)



### Suggested Operations Center Resources

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>➤ EOC Binders (ERP, flip charts, maps, phone list, etc.) for all Command Staff</li> <li>➤ Multiple hard-line telephones</li> <li>➤ Computers (desktops, laptops or tablet) with printer, Internet and College Network access</li> <li>➤ One (1) Large Campus map</li> <li>➤ Multiple laminated copies of current Campus map(s)</li> <li>➤ One (1) Washington State map</li> <li>➤ Skagit and Island County maps--One large scale, one small scale, for each county</li> <li>➤ City of Mount Vernon / City of Oak Harbor maps--one large scale, one small scale, for each city</li> <li>➤ One (1) set of building plans</li> <li>➤ One (1) set of utility plans</li> <li>➤ Two (2) flip charts</li> <li>➤ One (1) LCD Projection system</li> <li>➤ One (1) Overhead projection system</li> </ul> | <ul style="list-style-type: none"> <li>➤ One (1) Fax Machine (within 50 feet of EOC okay)</li> <li>➤ One (1) Copy machine (within 50 feet of EOC okay)</li> <li>➤ One (1) Multi-band portable radio, with charger and spare battery</li> <li>➤ Three (3) Portable radios with chargers and spare batteries</li> <li>➤ Five (5) Campus phone directories</li> <li>➤ Three (3) Skagit County/Island County phone directories (white and yellow pages)</li> <li>➤ Three (3) Bellingham phone directories (yellow pages)</li> <li>➤ Three (3) Snohomish County phone directories (yellow pages)</li> <li>➤ One (1) list of emergency assembly points</li> <li>➤ One (1) list of media contacts</li> <li>➤ Multiple copies of forms that would be used during an emergency</li> <li>➤ Emergency food and water rations</li> <li>➤ First Aid Kit</li> </ul> |
|--|---|

## COMMAND STAFF AND RESPONSIBILITIES

### EOC Manager

- ◆ The de facto EOC Manager is the President of the College.
- ◆ The EOC Manager will assume overall leadership for the college's response to an emergency, establish strategies to mitigate emergent conditions and direct all college employees in responding to the emergency.
- ◆ As the authority in charge of the incident, the EOC Manager may delegate authority to others to initiate emergency response actions in his absence, or assist in implementing strategies for responding to the incident. In the absence of that delegation, the EOC Manager will retain responsibility for any components of the incident management organization not filled.
- ◆ The EOC Manager may activate the Emergency Operations Center.

### Information Officer

- ◆ Assists in implementing the Crisis Communications Plan.
- ◆ Oversees the development of messages for use internally and externally. Messages will be developed in conjunction with Command Staff and Operations Section.
- ◆ As directed by the EOC Manager, coordinates the development and dissemination of the fact sheet to internal and external audiences to provide updated information to employees and students who are not in the affected location and to family members and the public.
- ◆ Coordinates media briefings and provides direction regarding the dissemination of visual information to the external media.

### Incident Safety Officer

- ◆ Advises the EOC Manager on issues regarding emergency responder incident safety.
- ◆ Works with the Operations Section to ensure the safety of field personnel by either modifying response activities or terminating response activities until undue safety hazards are addressed to ensure the safety of responders.

### Liaison Officer

- ◆ Assists the EOC Manager by serving as a point of contact for outside agency representatives who are helping to support the operation.
- ◆ Provides briefings to and answers questions from supporting agencies.

Incident Command will determine which General Staff positions are activated, with the exception of Operations, which should be automatically activated, even if needed for only a short time. Operations will determine which other Sections, Branches and other personnel should be activated. All flow of information from the Emergency Response Sections, Divisions and other personnel, directed to both internal and external audiences, will be through Incident Command.

**Incident Commander** – An individual who serves as the single highest authority at the incident of an unanticipated emergency, initially begins with the first responder on the scene or the person with greatest seniority or experience. In this example, may pass command to others based upon the arrival of someone higher on the incident command list or based on other considerations such as expertise and the nature of the incident.

**EOC Scribe** – As a support member reporting to the Emergency Operations Center Manager and others in Command and General Staff who may have need, the EOC Scribe assists by documenting all activities in a timeline "log" format and posting them, thereby facilitating non-verbal communication of the incident status as it unfolds. Activity messages may be developed in conjunction with Command Staff. Messages may be posted on flip charts, computers, status boards, or other communications mediums.

## GENERAL STAFF AND RESPONSIBILITIES

### Operations Section

#### Operations Section Chief

- ◆ Reports to the EOC when activated and provide support to the EOC Manager.
- ◆ Contacts and activates the appropriate Emergency Response Divisions, and directs the response activities of all subordinate personnel, organizing, assigning, and supervising field personnel.
- ◆ Develops and implements tactics to carry out the incident strategies set by the EOC Manager.
- ◆ Keeps Command Staff updated on the situation and the likelihood of tactical objectives to be met.
- ◆ Establishes and supervises operations and personnel in Assembly Point Areas.

#### Security Supervisor

- ◆ Implements Security checkpoint at entrance to EOC to preclude intrusion and manage entry.
- ◆ Provides assistance during building evacuations, campus evacuations, and/or shelter in place.
- ◆ Assists in providing communication with the Building Captains.
- ◆ Provides assistance to and point of contact between first responders and the Command Staff.
- ◆ Maintains contact with the EOC and provides incident updates from first responders to the Command Staff.

#### Division Supervisor

- ◆ Upon notification from the Operations Section Chief, responds to determine extent of emergency and affected buildings & people within his/her Division, and reports status back.
- ◆ Activates Building Captains as necessary, and provide incident briefing.
- ◆ Directs Building Captains in their response to the emergency.
- ◆ Using information provided by Building Captains, modifies tasks as needed and provides status reports to Operations.

#### Building Captain

- ◆ Makes contact with Division Supervisor to determine extent of emergency and need to begin emergency operations in building
- ◆ Introduces self to individuals in the building and identifies self as a Building Captain.
- ◆ Directs students, employees and visitors in their building during an evacuation, lockdown or shelter in place activity.
- ◆ Reports any injuries, suspected hazards or suspicious activities to Division Supervisor.
- ◆ During an evacuation, makes contact with Division Supervisor to determine need to activate primary and/or secondary assembly points. Receive evacuated employees and students as they enter primary assembly point, providing information and direction and keeping them in the assembly point area until instructed otherwise.

### Administration/Finance Section

#### Administration/Finance Section Chief

- ◆ Reports to the EOC to join Command Staff when directed.
- ◆ Performs financial and cost analysis of the incident response. Provides purchasing information, records and/or other financial information as requested by the Command Staff.
- ◆ Oversees contract negotiations with outside vendors used in the emergency response.
- ◆ Tracks emergency response personnel and equipment time. Provides guidance and assistance in collecting and maintaining documentation for insurance, or other purposes.
- ◆ Processes claims for accidents and injuries to those responding to the emergency.
- ◆ Secures emergency access funds in the form of credit cards with increased limits and blocks removed.
- ◆ Implements payroll emergency procedures and other financial emergency procedures if necessary.
- ◆ Works with Logistics to ensure outside resources are procured.

#### Human Resources Supervisor

- ◆ Provides employee information to the Command Staff as directed.
- ◆ Provides personnel for crisis debriefing or psychological counseling to employee and student victims.
- ◆ Provides information on employee roles and responsibilities to the Command Staff.

#### Student Affairs Supervisor

- ◆ Provides student information to Command Staff as directed.
- ◆ Provides personnel for crisis debriefing or psychological counseling for student victims.



## GENERAL STAFF AND RESPONSIBILITIES *continued*

### Planning Section

#### **Planning Section Chief**

- ◆ Reports to the EOC when directed to join Command Staff. Leads development of alternate strategies for consideration by the EOC Manager.
- ◆ Gathers, analyzes, and disseminates information and intelligence regarding:
  - Situation status – Prepares situation summaries for the EOC Manager.
  - Resource status – Identifies personnel committed to the incident and those available for assignment.
- ◆ Provides detailed diagrams and specifications for campus and buildings.
- ◆ Manages the planning process using assigned staff.
- ◆ Compiles the Incident Action Plan.
- ◆ Identifies and manages Technical Specialists, such as hazardous materials specialists, structural engineers, transportation planners and others.

#### **Food Service Supervisor**

- ◆ Identified as required.
- ◆ Determines inventory of food on hand and forecasts a timeline that current inventory will last.
- ◆ Recruits food service workers to assist in all phases of food service.
- ◆ Processes requests for emergency procurement of food service materials based upon need.
- ◆ Maintains a healthful area for food service to those who need it.
- ◆ Arranges for food transport to remote locations if necessary.

#### **Health Supervisor**

- ◆ Identified as required.
- ◆ Provides guidance and technical assistance in hazardous materials incident.
- ◆ Provides all chemical inventory records for all campuses to first responders.
- ◆ Provides guidance and technical assistance with all OSHA related incidents.
- ◆ Provides guidance and assistance in determining safety conditions for buildings, grounds or other affected areas.

#### **Available On-Staff Technical Specialists**

- ◆ Information Technology – Dean of Information Technology
- ◆ Incident Management – Department Chairs, Criminal Justice & Fire Protection Technology.

### Logistics Section

#### **Logistics Section Chief**

- ◆ Reports to the EOC to join Command Staff when directed.
- ◆ Provides resources and services required to support incident activities.
- ◆ Develops portions of Incident Action Plan and forwards them to Planning Section.
- ◆ Contracts for and purchases goods and services needed at the incident.

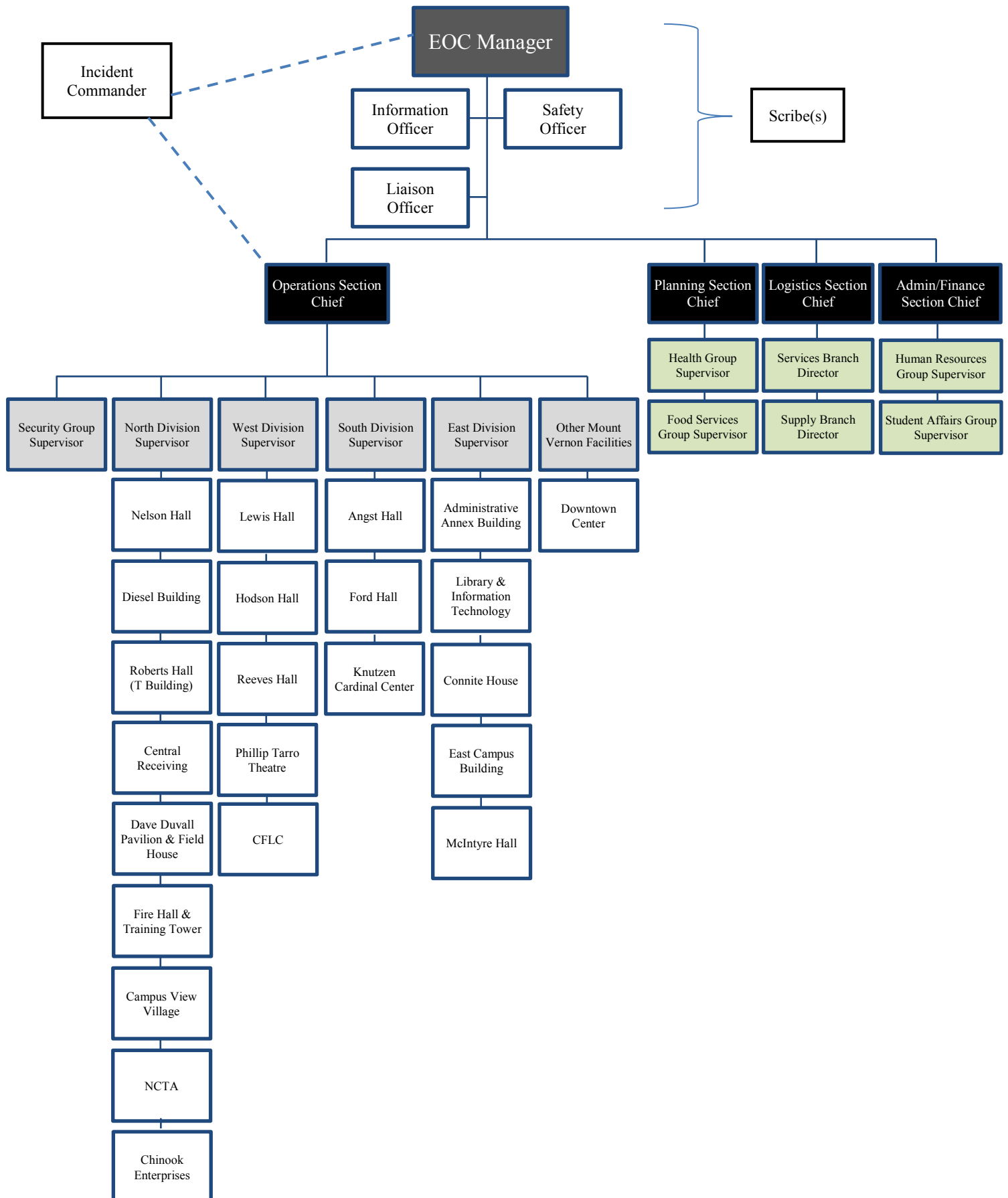
#### **Services Branch Director**

- ◆ Communications: Maintains all voice, mass email, and internet-related communication capability. Determines radio frequency needs and establishes management communication plan, as needed.
- ◆ Medical: Provides first aid support to the incident responders as needed. Maintains communications with area emergency medical services to insure immediate response to those emergency responders needing medical assistance.
- ◆ Food: Serves as liaison to outside food service vendors, providing direction for supplying any necessary food supplies.

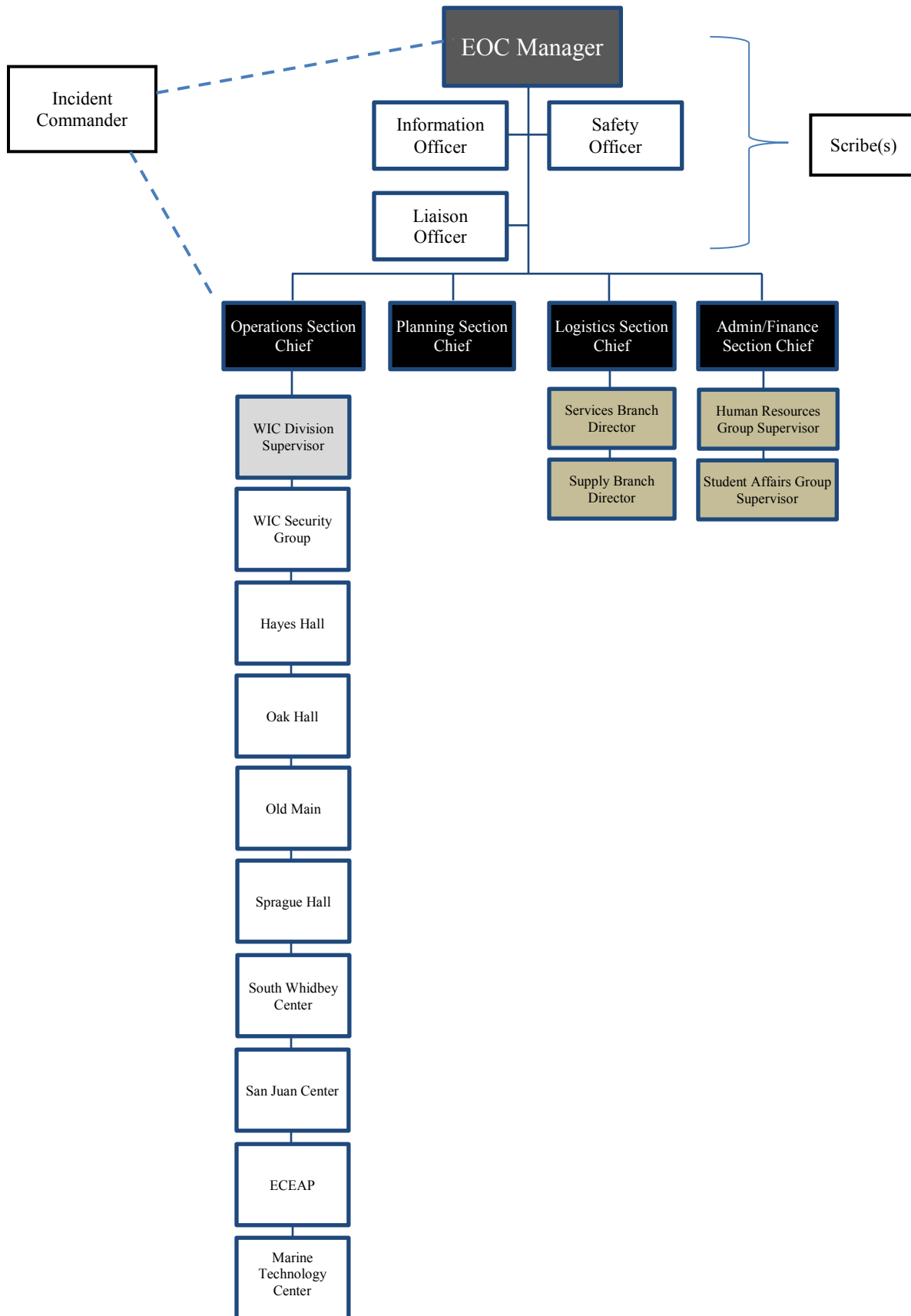
#### **Supply Branch Director**

- ◆ Supplies: Assembles two-way radio cache and distribute as directed under the advisement of the Operations Section Chief.
- ◆ Facilities: Provides equipment and personnel using college assets to assist in building shutdowns, emergency repairs, and debris removal.
- ◆ Ground Support: Places college transportation resources in ready and available position to assist in relocating employees, students and visitors to or from the campus.

# Emergency Organization Chart--Mount Vernon Campus



## Emergency Organization Chart--Whidbey Campus and Centers



## **V. EMERGENCY OPERATIONS PLANS**

### **EVACUATION OF A BUILDING**

**Unless you have a role specified in the Emergency Response Plan, you should:**

- ◆ Evacuate your building when directed to do so. Close, but do not lock, all interior doors and windows, turning lights off behind you before leaving.
- ◆ Move to the closest EXIT and proceed out the EXIT door or down the EXIT stairwell in a safe and orderly manner, keeping to the right. Do not use the elevators.
- ◆ All SVC employees should assist students and visitors in a prompt and orderly evacuation to designated Emergency Assembly Points (see Emergency Assembly Point Maps in this section and posted at all exits).
- ◆ Bring any available first aid kit, keys, needed personal items, medication, eyeglasses, etc. with you to the Emergency Assembly Point.
- ◆ Once at the Emergency Assembly Point, the Building Captains will note in writing the names of all personnel and students.
- ◆ Do not attempt to leave the campus until directed to do so. Trying to drive and/or walk long distances after a major disaster may prove to be dangerous given debris and other hazards.
- ◆ No one will be permitted to re-enter a building until the “All Clear” announcement has been given and the building has been approved for occupation by Security Services and Maintenance personnel. Wait for the “All Clear” announcement before returning to your building.

### **EVACUATION OF A CAMPUS OR CENTER**

**Unless you have a role specified in the Emergency Response Plan, you should:**

- ◆ Evacuate your building when directed to do so. Close, but do not lock, all interior doors and windows, turning lights off behind you before leaving.
- ◆ Move to the closest EXIT and proceed out the EXIT door or down the EXIT stairwell in a safe and orderly manner, keeping to the right. Do not use the elevators.
- ◆ All SVC employees should assist students and visitors in a prompt and orderly evacuation.
- ◆ Take keys, needed personal items, medication, eyeglasses, etc. with you.
- ◆ If you have transportation, leave the campus. If not, proceed to designated Emergency Assembly Points (see Emergency Assembly Point Maps in this section and posted at all exits), Building Captains will provide further direction.
- ◆ No one will be re-admitted to the campus until the College’s administration provides an “All Clear” announcement.

## Emergency Assembly Points

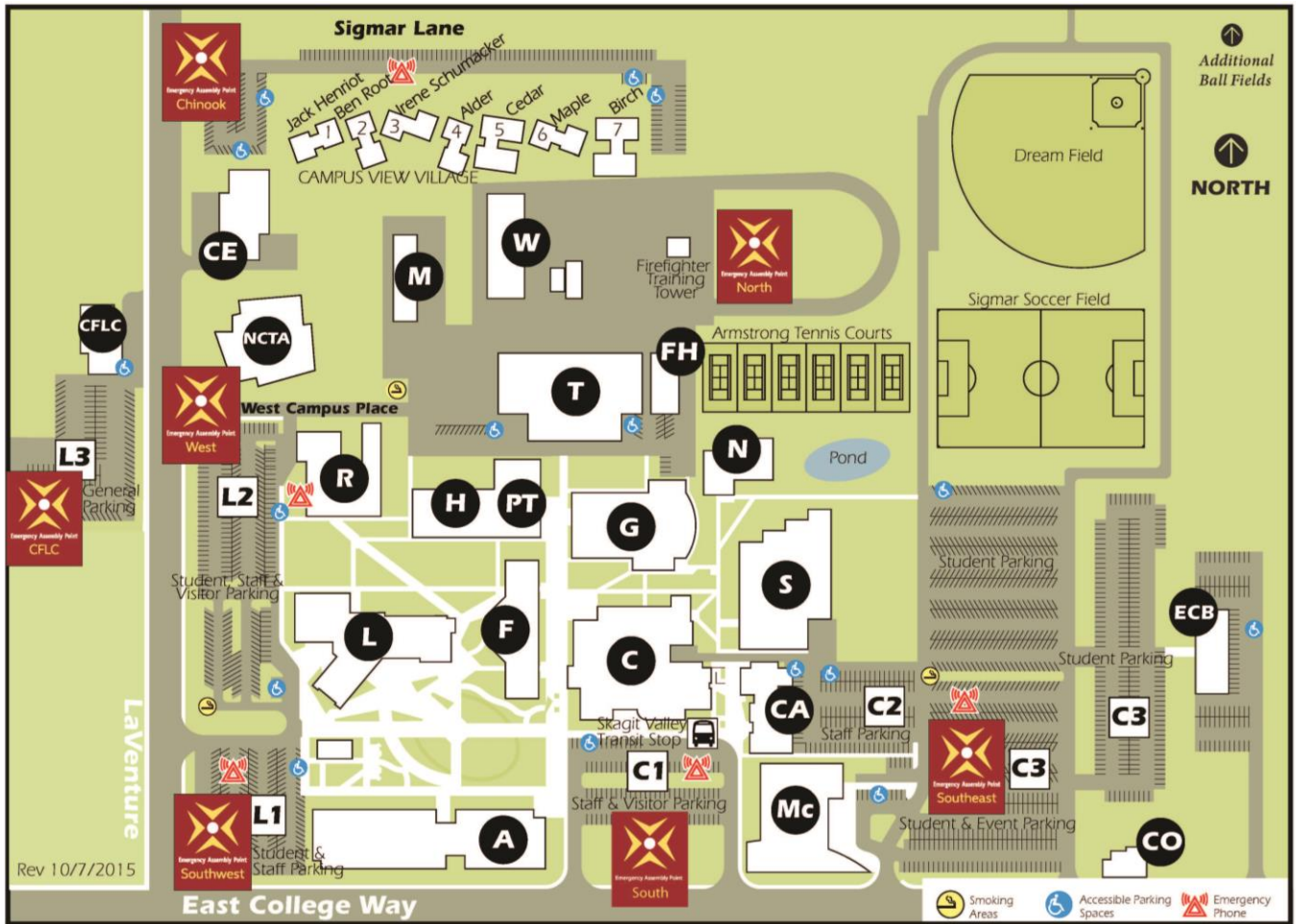
Initial evacuations will relocate students and employees to the Primary Assembly Point as designated on the maps on the next two pages. Should the evacuation result in a need to provide more secure or comfortable area, students and employees may be relocated to a Secondary Assembly Point that will be directed in accordance with the emergent conditions. Transportation may be required to move to the Secondary Assembly Point. Should conditions require directing students and employees to remove their vehicles from parking areas; this will be done within the scope of the response plan and under the supervision of Security Services staff in a coordinated, systematic way as to not inhibit the incoming response. During an evacuation, persons not involved in the management of the emergency will be prohibited from returning to campus.

During an emergency evacuation, relocate from your area to the designated **Emergency Assembly Point** for that area on the map.

### Emergency Assembly Point Symbol



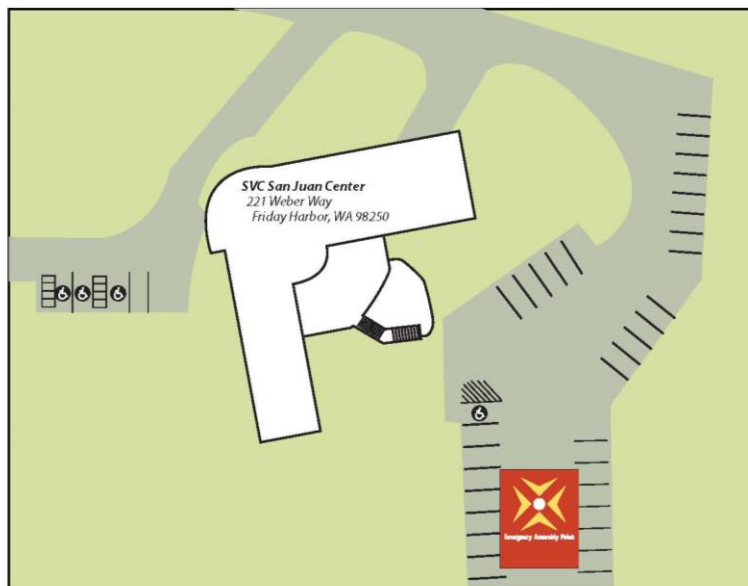
# Mount Vernon Campus Emergency Assembly Points



## Whidbey Island Campus Emergency Assembly Points



## San Juan Center Emergency Assembly Point



## LOCKDOWN

A crisis on campus may require the college to implement emergency lockdown of a building or a campus. This action may be necessary in situations where evacuation would not be appropriate, such as the immediate threat posed by an active shooter.

### **How to respond to a lockdown announcement:**

When an announcement is made to initiate the emergency lockdown:

1. Get yourself and others into the closest room:
  - ◆ All doors into the area should be locked or wedged shut. It may be necessary to barricade the doors with furnishings
  - ◆ Close windows and shades
  - ◆ Turn off lights
  - ◆ Move to the furthestmost point in the room, away from windows and doors.
2. Take attendance in each room.
3. Call Security Services only if you have vital information. (e.g., "I see a person in the NW Hallway," etc.)
  - Mount Vernon Campus:  
360-416-7777 or 360-416-7829
  - Whidbey Island Campus, San Juan Center, South Whidbey Center or Marine Technology Center  
360-770-5393 or 360-679-5331
4. Do not set off the fire alarm in a lock down. If a fire alarm goes off while you are in lock down, assess the situation before leaving your shelter. If you smell smoke or see fire you need to exit; otherwise, stay put-remain in place.
5. Remain under lockdown until advised by recognizable officials.

### **Lifting the Lockdown**

After a decision has been made to lift the lockdown by the EOC Manager, the "All Clear" message will be communicated via Emergency Notification devices and media, and through Security Services, Building Captains, and other college authorities.



## SHELTER IN PLACE

During certain hazardous situations, when it is safer to remain inside than to leave a building, students and personnel may be asked to shelter in place wherever they are. Students, employees and visitors should stay indoors, because there is some form of threat outside. The threat may be from some environmental condition, or be as a result of police direction to stay inside until a threat is investigated and the adverse condition terminated.

### **Activating the Shelter-in-Place Procedure**

1. Doors should be closed.
2. Close windows and shades.

During a Shelter in Place event, normal office and classroom activities may continue inside the affected buildings. Students and employees must remain in the building until notified of an “All Clear” by Security Services, Building Captains, other college authorities or outside agency emergency personnel.

## Assisting Persons with Disabilities in an Emergency

### Introduction

As members of a community here at Skagit Valley College, we might all be called upon to help other members of the community or visitors with a variety of disabilities, either permanent or temporary. These are some easy-to-remember tips about how to offer help, and specifics for helping in the event of an emergency.

### Blindness or Visual Impairment

When assisting a blind or visually impaired person there are some basic rules to follow in order to be effective.

- ◆ Announce your presence; speak out when entering the room.
- ◆ Speak naturally and directly to the individual and NOT through a third party. Do not shout.
- ◆ Don't be afraid to use words like "see," "look," or "blind."
- ◆ Offer assistance but let the person explain what help is needed.
- ◆ Describe the action to be taken in advance.

If leading someone:

- ◆ Let them grasp your arm or shoulder lightly, for guidance. He/she may choose to walk slightly behind you to gauge your body reactions to obstacles; be sure to mention, stairs, doorways, narrow passages, ramps, etc.
- ◆ Never "move" the blind person, or touch or move their cane.
- ◆ When guiding to a seat, place the person's hand on the back of the chair.
- ◆ If leading several people with visual impairments at the same time, ask them to hold each other's hands.

Exiting a building in emergency

- ◆ You should ensure that after exiting the building that individuals with impaired vision are not "abandoned" but are led to a place of safety, where a colleague(s) or friend should remain with them until the emergency is over.

### Suggestions When Assisting Owners of Guide Dogs

- ◆ Do not pet or offer the dog food without the permission of the owner.
- ◆ When the dog is wearing its harness, he is on duty; if you want the dog not to guide its owner, have the person remove the dog's harness.
- ◆ Plan for the dog to be evacuated with the owner.
- ◆ In the event you are asked to take the dog while assisting the individual, it is recommended that you (the helper) hold the leash and not the dog's harness.

### Hearing Impairments

When assisting persons with hearing impairments here are some things to keep in mind, including:

- ◆ Flick the lights when entering the room to get the person's attention.
- ◆ Establish eye contact with the individual, even if an interpreter is present.
- ◆ Face the light, do not cover or turn your face away, or chew gum.
- ◆ Use facial expressions and hand gestures as visual cues.
- ◆ Check to see if you have been understood and repeat if necessary.
- ◆ Offer pencil and paper. Write slowly and let the individual read as you write. In an emergency, written communication may be especially important if you are unable to understand the individual's speech.
- ◆ Do not allow others to interrupt or joke with you while conveying emergency information.
- ◆ Be patient, the individual may have difficulty comprehending the urgency of your message.
- ◆ In an emergency, if possible, provide the individual with a flashlight for signaling their location in the event that they are separated from the rescuing team or buddy and to facilitate lip-reading in the dark.

### Mobility Impairments

Always check to see what kind of help is needed, for instance, someone using a crutch or a cane might be able to negotiate stairs independently. One hand is used to grasp the handrail; the other hand is used for the crutch or cane. Here, it is best *not* to interfere with this person's movement. You might be of assistance by offering to carry the extra crutch while exiting.

- ◆ In an emergency evacuation situation, stairways and halls can be crowded, if so, you can act as a buffer and "run interference."

### Wheelchair transfers:

- ◆ Wheelchair users are trained in special techniques to transfer from one chair to another. Depending on their upper body strength, they may be able to do much of the work themselves. If you assist a wheelchair user, avoid putting pressure on the person's extremities and chest. Such pressure might cause spasms, pain and even restrict breathing. If you have to lift a wheelchair user out of their chair to carry them, please be aware that carrying someone slung over your shoulders (like the "fireman's carry") is like sitting on their chest and poses danger for several individuals who fall within categories of neurological and orthopedic disabilities.

### Better techniques are:

The *cradle lift*, the preferred method when the person to be carried has little or no arm strength. It only works if the person being carried weighs less than the carrier's weight. Place your arms under the victim's knees and around their back.

When disabilities make the firefighter carry unsafe, the *packstrap method* is better for longer distances than the cradle lift:

- ◆ Place both the victim's arms over your shoulders.
- ◆ Cross the victim's arms, grasping the victim's opposite wrist.
- ◆ Pull the arms close to your chest.
- ◆ Squat slightly and drive your hips into the victim while bending slightly at the waist.
- ◆ Balance the load on your hips and support the victim with your legs.

### Two-Person Carry Technique - *The Swing or Chair Carry*

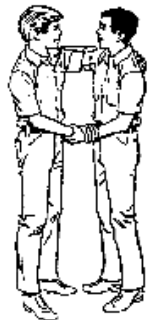
- ◆ Carriers stand on opposite sides of the individual
- ◆ Take the arm on your side and wrap it around your shoulder.
- ◆ Grasp your carry partner's forearm behind the person in the small of the back.
- ◆ Reach under the person's knees to grasp the wrist of your carry partner's other hand.
- ◆ Both carry partners should then lean in, close to the person, and lift on the count of three.
- ◆ Continue pressing into the person being carried for additional support in the carry.

### Other Impairments

**Pregnancy:** Not usually considered a disability, it can result in reduced stamina or impaired mobility, especially in negotiating stairs in an evacuation. In this case, offer to walk with the woman and be of support both emotionally and physically. Remain with her until you have reached safety and she has a safe, warm place to sit.

**Respiratory Disorders:** With respiratory disorders, such as asthma or emphysema, the onset of symptoms can be triggered by stress, exertion, or exposure to small amounts of dust or smoke. Remind the individual to bring inhalation medication when evacuating.

**Cardiac conditions:** Persons with cardiac conditions should be reminded to take their medications when evacuating. Offer them assistance in walking; they may have reduced stamina and require frequent rest periods.



## **VI. EVENT DEBRIEFING/CRITIQUING & AFTER-ACTION PLANNING**

**Critique:** In the event of an incident that requires a Level 3, 4 or 5 response, a post-event critique will be performed by the Command Staff or others at the discretion of the EOC Manager. The critique meeting should be convened as soon as possible after the event. Checklists and/or evaluation materials should be gathered from all involved, particularly the Operations Section.

The meeting will review the written reports submitted by all staff at the end of the incident. An assessment of response decisions, resources and actions taken may result in suggested changes to the All Hazards Emergency Response Plan. Proposed changes will be submitted to the Emergency Response Plan sub-committee of the District's Safety Committee, which may recommend changes to the President.

The critique may identify other problems or resource gaps, which should be assigned to an individual or committee for remedy.

The critique should also assess the final status of communication with all audiences, and whether there is a need for a final report to clarify the facts of the incident to the community.

## **VII. TRAINING**

Employees who have an assigned role in the All Hazards Emergency Response Plan are encouraged to complete training in designated courses in the National Incident Management System (NIMS). General and Command Staff are required to complete IS-700.A, IS-200.B and IS-100.HE. Training is available online at: <http://www.training.fema.gov/is/>. All employees are encouraged to become familiar with the Incident Command System through the online training.

## **VIII. INCIDENT-SPECIFIC PROCEDURES**

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### **ACCIDENTS / MEDICAL EMERGENCIES / PERSONAL INJURY**

#### ***For all medical emergencies:***

- ◆ Assess scene safety – is it safe to approach the patient?
- ◆ Always call **9 1 1** if a person loses consciousness or suffers a seizure.
- ◆ Is the person breathing? Can he/she talk or cough?
- ◆ Call **9 1 1** then call Security Services
  - Mount Vernon Campus:  
360-416-7777 or 360-416-7829
  - Whidbey Island Campus, San Juan Center, South Whidbey Center or Marine Technology Center:  
360-770-5393 or 360-679-5331
- ◆ If possible, take the phone to where the patient is located
- ◆ Follow the emergency medical instructions provided by the dispatcher
- ◆ Do not move injured person unless there is danger of further harm
- ◆ If others are available, have them assist in giving aid, helping first responders find the patient, etc.
- ◆ Notify the people in the immediate area who could be affected by the emergency
- ◆ Complete an Accident Report in the Maxient™ Reporting System  
([https://cm.maxient.com/reportingform.php?SkagitValleyCollege&layout\\_id=4](https://cm.maxient.com/reportingform.php?SkagitValleyCollege&layout_id=4)).

#### **In advance, know the location of the nearest first aid kit in your work area.**

Before something happens, consider taking a First Aid and CPR course. These courses provide the opportunity to learn and practice emergency techniques. In the event of an emergency, you will then be more confident in your abilities.

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## FIRE

All supervisory employees are expected to know the location of fire extinguishers, alarm pull stations, first aid kits, and emergency exits in their area. Supervisors are expected to provide this information to all employees they supervise.

### IN CASE OF FIRE:

- ◆ If possible, and safe to do so, close but do not lock the door to the room where the fire is located.
- ◆ If possible, and safe to do so, activate nearest Alarm Pull Station
- ◆ Call **911** immediately
- ◆ Call Security Services
  - Mount Vernon Campus:  
360-416-7777 or 360-416-7829
  - Whidbey Island Campus, San Juan Center, South Whidbey Center or Marine Technology Center:  
360-770-5393 or 360-679-5331
- ◆ Fire extinguishers located inside or near rooms may be used at the discretion of an individual to control the fire. If an attempt is made to extinguish a fire, abandon the effort if one extinguisher fails to stop the fire.
- ◆ Evacuate the area immediately (see Evacuation procedures on page 20).

If you hear an alarm:

- ◆ Check your office/classroom door before opening it.
- ◆ If the door has a window and you see smoke or flames, **DO NOT LEAVE THE ROOM!** Stuff coats, etc., in any opening and stay where you are.
- ◆ If there is no visible smoke, flames, or if the door has no window, feel the door with the back of your hand, starting at the bottom and moving up to the top.
- ◆ If the door is cool, open it slowly, standing behind it, and bracing against it with your body. Stay low and leave the building by the nearest clear exit.

If you are trapped in a room:

- ◆ Stay near the floor where the air will be less toxic.
- ◆ If possible, signal your location through a window or an outside wall.
- ◆ Do not break the window.
- ◆ Shout at intervals to alert rescue crews of your location.

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## EARTHQUAKE

Skagit Valley College's procedure for earthquakes follows the State of Washington's "Drop, Cover, and Hold" procedures.

- ◆ In the event of an earthquake:
  - Keep calm & remain where you are unless you are:
    - In a stairway,
    - In an elevator,
    - On a walkway close to or under buildings.
  - Seek shelter away from these areas.
- ◆ If you are indoors, stay indoors. Take shelter under your desk, a table, near an inside wall, a corner, and around building columns. Stay away from windows, glass walls, or outside doors. After the shaking subsides, go to one of the designated Emergency Assembly Points (see Evacuation procedures on page 20). Keep clear of street lights and power lines.
- ◆ Elevators should not be used during or after an earthquake due to possible damage.
- ◆ If you are outdoors, stay there until the quake subsides. After the shaking subsides, go to one of the designated Emergency Assembly Points. Keep clear of street lights and power lines.
- ◆ Do not attempt to enter or leave a building during a quake.
- ◆ Do not re-enter buildings until advised by an appropriate authority.
- ◆ Try to notify Security Services of serious hazards or injuries.
- ◆ Tend to the injured and protect them from further injury or weather exposure.
- ◆ Use phones only to get help (injury, fire).
  - Call 911 for emergencies
  - For internal reporting and notification purposes, contact Security Services
    - Mount Vernon Campus:  
360-416-7777 or 360-416-7829
    - Whidbey Island Campus, San Juan Center, South Whidbey Center or Marine Technology Center:  
360-770-5393 or 360-679-5331

Due to the many people attempting to call others, it is expected that phone lines will be busy and may, in fact, be overwhelmed. Keep the frequency of calls to a minimum and as short as possible.

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## EMERGENCY COLLEGE CLOSURE

In the event of an emergency delay or closure, every effort will be made to make a decision to close or delay day classes prior to 6:00 am. The decision to close evening classes will be made by 3:00 pm.

A message will be placed on these phone numbers when school is closed or delayed:

Mount Vernon Campus 360-416-7600

Whidbey Island Campus 360-675-6656

### Watch for SVC Emergency Announcements:

**WEBSITE** – Check the SVC website [www.skagit.edu](http://www.skagit.edu)

### Email/Text Alerts –

- Rave Alert System [www.getrave.com](http://www.getrave.com)
- Sign up for Flash Alert [www.flashalert.net](http://www.flashalert.net) (formerly SchoolReport.org)

**MEDIA** – Listen to regional Radio and TV stations

**SOCIAL MEDIA** –



<https://www.facebook.com/skagitvalleycollege>



@SVCCollege

For more information visit SVC's Emergency Procedures at:

[http://www.skagit.edu/images/Emergency\\_InfoSources.pdf](http://www.skagit.edu/images/Emergency_InfoSources.pdf)



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## HAZARDOUS MATERIAL SPILL / GAS LEAK

### Hazardous Material Safety Data

A master set of Material Safety Data Sheets (MSDS) is located in the Mount Vernon Security Services Office, Central Receiving and the Facilities and Operations Director's Office in the Campus Center Annex Building.

At the Whidbey Island Campus, the master sets of MSDS are located in the Maintenance Shop, the science lab in Oak Hall and the Vice President's office in Old Main.

Individual Material Safety Data Sheets are located in the Departments that order the materials.

### Hazardous Material Spill Kits

The College has placed hazardous spill-control kits in areas listed below. These kits are for use in cleaning up small spills involving hazardous liquids or chemicals. Each kit contains items to clean up a small spill of hazardous material.

Kit Locations:

- ◆ Central Receiving
- ◆ Director of Facilities & Operations Office
- ◆ Chemistry area: Angst Hall – Next to doorway connecting A-34 and A-31
- ◆ Science lab in Oak Hall at Whidbey Island Campus

### Hazardous Material Release

Any time a spill or leak of a hazardous material occurs; specific information is needed in order to properly respond to the spill or leak. A spill or leak is defined as an unexpected release of any hazardous material from a container.

**If a spill or leak presents an imminent hazard (such as injuring people or posing a fire risk) call 911.**

Provide:

- Exact location of spill, including room number if inside a building
- Name of spilled material, if known
- Quantity (the amount spilled or leaked)
- Appearance
- Injuries or physical effects to those who have been exposed
- Area of contamination.
- All employees, students, and faculty are to evacuate the area immediately. Close all doors. The spill area will be quarantined until the problem is corrected and safe conditions exist.
- All spills or leaks must be reported to Security Services:
  - Mount Vernon Campus:  
360-416-7777 or 360-416-7829
  - Whidbey Island Campus, San Juan Center, South Whidbey Center or Marine Technology Center:  
360-770-5393 or 360-679-5331

Suspected gas leaks and/or suspicious odors may indicate the presence of hazardous materials, and should be reported to Security Services:

- Mount Vernon Campus:  
360-416-7777 or 360-416-7829
- Whidbey Island Campus, San Juan Center, South Whidbey Center or Marine Technology Center:  
360-770-5393 or 360-679-5331

The space should be evacuated until the extent and degree of the spill or leak is known.

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## ACTIVE SHOOTER / WEAPONS ON CAMPUS

**General Information:** An active shooter is a person(s) who appears to be actively engaging in killing or attempting to kill people in a populated area. In most cases, active shooters use firearms, but may use other devices, and there is no apparent pattern or method to their selection of victims. Active shooter events are extremely dangerous, unpredictable, and rapidly evolving. Situations like these require rapid response and decisive intervention by law enforcement.

If an individual is observed with a weapon near an SVC location:

1. Try to escape the area or to find a safe location.
2. Call 911
3. After calling 911, notify Security Services:
  - Mount Vernon Campus:  
360-416-7777 or 360-416-7829
  - Whidbey Island Campus, San Juan Center, South Whidbey Center or Marine Technology Center:  
360-770-5393 or 360-679-5331
4. Find a safe location and await Security Services instruction.
5. If appropriate, a Lockdown may be called – be prepared to go into Lockdown (see Lockdown procedures on page 24).

### **Important points:**

During an active shooter incident, time is critical. If gunshots are heard, it is critical to avoid getting closer to the area to see what is happening. Instead, people need to act quickly to get as far away as possible, warning others as they leave.

If unable to escape, making an office or classroom into a shelter may be the only possibility. Doors should be locked (or blocked), windows covered, and cover (like thick tables or desks) used. Call **911** to notify authorities what is happening and that you are trapped. Do not answer the door if someone knocks. It may take quite a while for officers to get to you, as they will first focus on stopping the shooter(s). Remember, the longer it takes to get to you, the further away from the actual shooting you are likely to be.

If you have been trapped and are able to find a means of escape or self-defense, use them when you can do so as safely as possible. If directly confronted by the shooter, self-defense with what is available may be the only viable option.

- ◆ Attempting to overcome the suspect with force and resistance is the last resort, which should only be considered in extreme circumstances. Only you can decide if this is something you should do.
- ◆ Look for appropriate cover/protection (brick walls, retaining walls, large trees, parked cars, etc.).
- ◆ There may be more than one (1) shooter and there could be explosive devices.
- ◆ Do not touch anything in the area, as it is a crime scene.
- ◆ When fleeing, get as far away from the shooting scene as quickly and safely possible – do not take/carry anything with you.
- ◆ Police will quickly respond to the area in which a subject was last seen, or shots were last heard and attempt to immediately engage/contain the active shooter.
- ◆ First-arriving officers will not stop to assist the injured, evacuate personnel or answer questions.
- ◆ Keep your hands empty and visible at all times.
- ◆ Place signs in exterior windows to identify the location of injured persons.
- ◆ Review Lockdown procedures on page 24 of this plan.

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## TELEPHONE BOMB THREAT

A person receiving a phone call concerning a bomb threat should solicit as much information as possible.

- ◆ **Stay calm.** Take a deep breath and focus on what the caller says.
- ◆ **Keep the caller on the phone and ask the questions** on the **Bomb Threat Checklist** below.
- ◆ **Using only a land line, immediately contact Security Services.**
- ◆ **Security Services will call 911 from the nearest available land line.**
- ◆ **Cell phones, radios, and other electronic devices must not be used.** They can trigger some types of bombs.
- ◆ After the call write down the answers to the Other Questions below.

### BOMB THREAT QUESTIONS:

1. When will the bomb explode?
2. Where is the bomb right now?
3. What kind of bomb is it?
4. What does it look like?
5. Why did you place the bomb?

### OTHER QUESTIONS:

1. Time call received: \_\_\_\_\_ Time call terminated: \_\_\_\_\_
2. Caller's name and address (if known): \_\_\_\_\_
3. Gender of caller: ☐ male ☐ female
4. Estimated age of caller: \_\_\_\_\_
6. Voice characteristics:

<u>TONE</u>	<u>SPEECH</u>	<u>LANGUAGE</u>
<input type="checkbox"/> Loud	<input type="checkbox"/> Fast	<input type="checkbox"/> Excellent
<input type="checkbox"/> Soft	<input type="checkbox"/> Slow	<input type="checkbox"/> Good
<input type="checkbox"/> High pitched	<input type="checkbox"/> Distorted	<input type="checkbox"/> Fair
<input type="checkbox"/> Low pitched	<input type="checkbox"/> Cursing	
<input type="checkbox"/> Stutter	<input type="checkbox"/> Slurred	
<input type="checkbox"/> Raspy	<input type="checkbox"/> Lisp	
<input type="checkbox"/> Nasal	<input type="checkbox"/> Disguised	
	<input type="checkbox"/> Poor	
	<input type="checkbox"/> Pleasant/courteous	

7. Background noise:

<input type="checkbox"/> Music	<input type="checkbox"/> Machines
<input type="checkbox"/> Voices	<input type="checkbox"/> Quiet
<input type="checkbox"/> Cellular phone	<input type="checkbox"/> Typing
<input type="checkbox"/> Children	<input type="checkbox"/> Bar or tavern
<input type="checkbox"/> Traffic (road noise)	<input type="checkbox"/> Video games
<input type="checkbox"/> Aircraft noise	<input type="checkbox"/> Casino
<input type="checkbox"/> Other	

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## WRITTEN BOMB THREAT

A person receiving a written bomb threat should avoid touching the paper any more than is absolutely necessary.

- ◆ Stay calm
- ◆ Call Security Services
  - Mount Vernon Campus:  
360-416-7777
  - Whidbey Island Campus, San Juan Center, South Whidbey Center or Marine Technology Center:  
360-770-5393 or 360-679-5331
- ◆ Call **911**
- ◆ Follow instructions provided by the emergency dispatcher.

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## SUSPICIOUS DEVICE LOCATED

- ◆ Upon discovery of a suspicious device, immediately- WITHOUT USING A CELL PHONE OR RADIO-notify **911**, then Security Services
  - Mount Vernon Campus:  
360-416-7777
  - Whidbey Island Campus, San Juan Center, South Whidbey Center or Marine Technology Center:  
360-770-5393 or 360-679-5331
- ◆ If a device is located in a classroom, immediately and calmly evacuate everyone out of the building.
- ◆ **Under no circumstances or conditions, attempt to touch or move the device.**
- ◆ **Do not use cell phones or electronic devices. They can activate explosive devices.**
- ◆ Follow evacuation procedures (page 20).

**General Information:** Employees must remain alert for unattended items located at any district campus or center. Not all unattended items are suspicious items. Generally anything that is **Hidden**, **Obviously** suspicious and not **Typical (HOT)** should be deemed suspicious. Usually items left in conspicuous areas such as on seats, in a restroom, next to a phone booth or vending machine are simply forgotten or discarded items.

In this context, employees should recognize the following as suspicious:

- Any unattended item that seems out of place in that location.
- Any unattended item located in an out-of-the-way place where it is not readily visible.
- Any unattended item that matches something described in a reported threat or has a threatening note attached.
- Any unattended item that has visible wires, batteries, a clock or timer, bottles, tanks or bags attached.
- Any unattended item that is abandoned by someone quickly leaving the area.
- Any unattended item emitting an odor, mist or oily liquid, or leaking a powdery substance

### **Important points:**

- Do not touch an item that has been deemed suspicious.
- Do not use a radio or cell phone if an explosive device is suspected. It is recommended that no calls or transmissions be made within a distance of 300 feet from the device. It is recommended that a landline be used instead of wireless communications.
- Adhere to the Federal Bureau of Investigation (FBI) and Department of Homeland Security guidance for stand-off distances (see Figure 1 below).
- Immediately make notifications through appropriate channels, providing your name, location and a description of the items.
- Be prepared to provide security and/or law enforcement arriving on scene with descriptions of the object, the location of the object, the suspicious nature of the object and, if applicable, a description of any people associated with the object.
- Leave the area as quickly as possible, and do not attempt to lend assistance if doing so delays your own escape. Do not re-enter the area once you have evacuated everyone.
- Advise others to not enter the affected area.
- Await direction from security services or emergency responders.

**FIGURE 1 – Bomb Threat Stand-Off Chart**

<b>Threat Description - Improvised Explosive Device (IED)</b>	<b>Explosives Capacity<sup>1</sup> (TNT Equivalent)</b>	<b>Building Evacuation Distance<sup>2</sup></b>	<b>Outdoor Evacuation Distance<sup>3</sup></b>
Pipe Bomb	5 LBS	70 FT	1200 FT
Suicide Bomber	20 LBS	110 FT	1700 FT
Briefcase/Suitcase	50 LBS	150 FT	1850 FT
Car	500 LBS	320 FT	1500 FT
SUV/Van	1,000 LBS	400 FT	2400 FT
Small Moving Van/ Delivery Truck	4,000 LBS	640 FT	3800 FT
Moving Van/ Water Truck	10,000 LBS	860 FT	5100 FT
Semi-Trailer	60,000 LBS	1570 FT	9300 FT

*Courtesy [www.fbiic.gov/public/2009/june/DHS-BombThreatChart-6-5-09.pdf](http://www.fbiic.gov/public/2009/june/DHS-BombThreatChart-6-5-09.pdf)*

1. These capacities are based on the maximum weight of explosive material that could reasonably fit in a container of similar size.
2. Personnel in buildings are provided a high degree of protection from death or serious injury; however, glass breakage and building debris may still cause some injuries. Unstrengthened buildings can be expected to sustain damage that approximates five percent of their replacement cost.
3. If personnel cannot enter a building to seek shelter they must evacuate to the minimum distance recommended by Outdoor Evacuation Distance. These distances are governed by the greater hazard of fragmentation distance, glass breakage or threshold for ear drum rupture.

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## THEFT OF PROPERTY

### *In Progress:*

- ◆ Call **9 1 1**
- ◆ **Call Security Services**
  - Mount Vernon Campus:  
360-416-7777 or 360-416-7829
  - Whidbey Island Campus, San Juan Center, South Whidbey Center or Marine Technology Center:  
360-770-5393 or 360-679-5331
- ◆ Tell the authorities what is happening
- ◆ Provide a description of the person(s) committing the crime
- ◆ Give the direction of travel if the person starts to leave
- ◆ If safe to do so, follow the person at a distance and continue to provide the dispatcher with updated information

### *If already completed:*

- ◆ **Call Security Services**
  - Mount Vernon Campus:  
360-416-7777 or 360-416-7829
  - Whidbey Island Campus, San Juan Center, South Whidbey Center or Marine Technology Center:  
360-770-5393 or 360-679-5331
- ◆ Call police (911) to report if Security Services is not available

### **Theft Prevention**

Most theft on college campuses is the result of desirable items not being properly secured. Basic prevention measures can greatly reduce the likelihood of theft, including:

- ◆ Lock your office door, even if gone for a few minutes!
- ◆ Do not leave valuables like laptop computers, backpacks, and purses in unsecured offices or classrooms, even for just a few minutes
- ◆ Lock your vehicle at all times
- ◆ Secure items in vehicles out of sight. When possible, lock them in the trunk or take them with you
- ◆ Use quality bicycle locks that resist cutting from bolt cutters or wire cutters
- ◆ Report suspicious activity

## GENERAL RESOURCES CONTACT INFORMATION

### Mount Vernon Campus

Mount Vernon Police Department	<b>EMERGENCY 911</b>	Non-emergency 360-336-6271
Mount Vernon Fire Department	<b>EMERGENCY 911</b>	Non-emergency 360-336-6277

<b>Mount Vernon Campus Security Services</b> .....	<b>360-416-7777</b>
Washington State Poison Control Center .....	1-800-222-1222
Skagit County Department of Emergency Management .....	360-428-3250
Environmental Health and Safety (Facilities & Operations) .....	360-416-7751
Employee Assistance Program .....	1-800-244-6142
Human Resources Department .....	360-416-7679
Disability Access Services .....	360-416-7958
Dean of Students .....	360-416-7738
Student Counseling Center .....	360-416-7654
Campus View Village Housing and Residence Life .....	360-416-7650
Night School Coordinator .....	360-416-7638 or 360-661-1030

### Whidbey Island Campus, San Juan Center, South Whidbey Center or Marine Technology Center

**EMERGENCY 911**

<b>Whidbey Island Campus Security Services</b> .....	<b>360-770-5393</b>
Whidbey Island Campus Administration .....	360-679-5331
Whidbey Island Campus Maintenance Department .....	360-679-5312
Washington State Poison Control Center .....	1-800-222-1222
Island County Department of Emergency Management	
Oak Harbor .....	360-679-7370
South Whidbey Center .....	360-321-5112, ext. 7370
San Juan County/Town of Friday Harbor Department of Emergency Management .....	360-370-7612
Island County Health; Environmental and Human Services .....	360-679-7350
Whidbey Island Campus Environmental Health and Safety .....	360-679-5312
Employee Assistance Program .....	1-800-244-6142
Human Resources Department .....	360-416-7679
Dean of Students .....	360-416-7738
Whidbey Island Campus Disability Access Support .....	360-679-5393
Whidbey Island Campus Admissions/Counseling/Student Services .....	360-679-5319

### OTHER RESOURCES:

SVC Safety Plan  
SVC Bloodborne Pathogens Exposure Control Plan

WEBSITES:     [www.skagit.edu](http://www.skagit.edu)     [www.portal.skagit.edu/](http://www.portal.skagit.edu/)     [www.fema.org](http://www.fema.org)



<https://www.facebook.com/skagitvalleycollege>



<https://twitter.com/SVCCollege>

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Skagit Valley College provides a drug-free environment and does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation, or age in its programs and employment.



## **Appendix A: General and Command Staff Responsibilities and Checklists**

Appendix A can be found at: <http://www.skagit.edu/images/erp-appendix-a.pdf>.

## **Appendix B: Designated Command and General Staff Assignments**

Appendix B can be found on the SVC portal at: [https://skagit.sharepoint.com/sites/portal/administrative-services/security-safety/\\_layouts/15/WopiFrame.aspx?sourcedoc=%7BED06EFD8-483D-472B-AEC8-E7680C34AF88%7D&file=APPENDIX%20B%20Designated%20Command%20%26%20General%20Staff%20Assignments%20-%20September%202016.docx&action=default](https://skagit.sharepoint.com/sites/portal/administrative-services/security-safety/_layouts/15/WopiFrame.aspx?sourcedoc=%7BED06EFD8-483D-472B-AEC8-E7680C34AF88%7D&file=APPENDIX%20B%20Designated%20Command%20%26%20General%20Staff%20Assignments%20-%20September%202016.docx&action=default).