
Emergency Action Plan (EAP)

Seattle Colleges

1500 Harvard Ave.

Seattle, WA 98122

5.22.2017

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Document Control, Review and Updates

The Seattle Colleges' Emergency Action Plan (Plan) is reviewed at least annually by the District-Wide Emergency Preparedness Advisory Committee and updated as needed. The Plan is reapproved each year in the month of May by the Chancellor's Cabinet. Updated copies of the Plan are distributed to each college's Section Chiefs as follows:

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

PROPOSED DISTRICTWIDE NIMS TEAM – May 2016

***Policy Group:**

Chancellor Pan

Warren Brown
Sheila Edwards Lange
Gary Oertli
David Blake
Laverne Lamoureux
Mary Ellen O'Keefe

Incident Commander

Kurt Buttleman

Betty Lunceford
Andrea Johnson
Bruce Riveland
Elizabeth Pluhta
Rosie Rimando

Liaison Officer:

Betty Lunceford
John Lederer
Diane Coleman
Greg Dempsey

**Public Information
Officer:**

Earnest Phillips

Maria Lamarca Anderson
Melissa Mixon
David Sandler
South PIO
Ty Swenson

Safety Officer:

Darryl Johnson
Elman McClain
James Lewis
Daniel Cordas

Operations Section

Chief:

Chuck Davis

Jeffrey Caulk
Eric Steen
Greg McBrady
Malcolm Grothe

Planning Section Chief:

Christa Colouzis

Toni Stankovic
Jeff Keever
Mike Lock
Mark Baumann

Logistics Section

Chief:

Craig Bush

Dale Nelson
Phyllis
Gretchenuk
Josh Grant

Finance Section

Chief:

Elizabeth Pluhta
Dennis Yasukochi
Susie Salem
Maureen Shadair
Kurt Buttleman

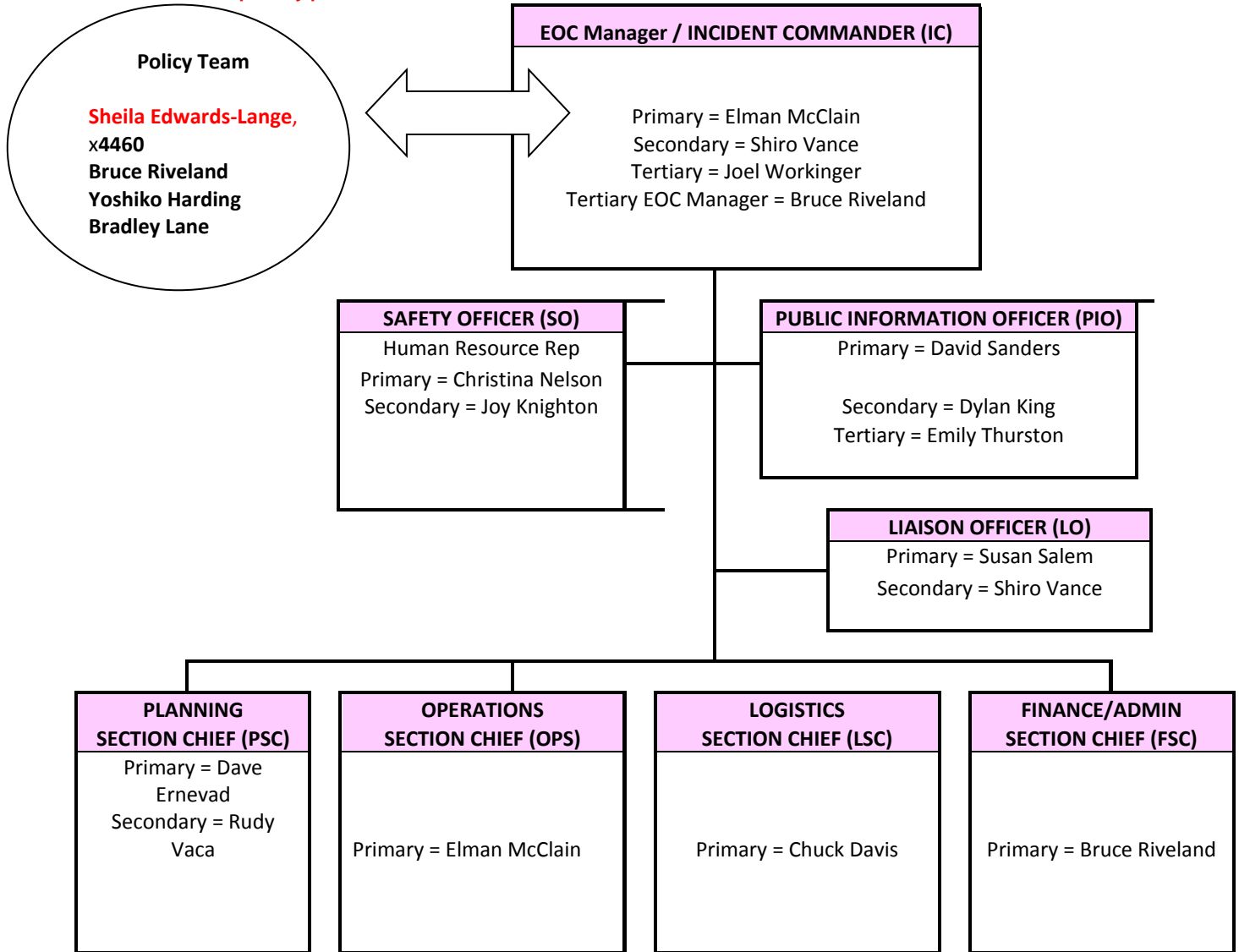
* **Policy Team (PT)**

The Policy Team, likely consisting of the Chancellor, Presidents, and executive level administrators, makes the high level decisions regarding the status of the organization, taking into account the mission and associated implications as well as the impact on the Colleges, resources and capabilities.

Seattle Central College

Emergency Operations Center:
Primary: BE-4180D
Secondary: BE 1139H, or South Lawn, if building is not habitable

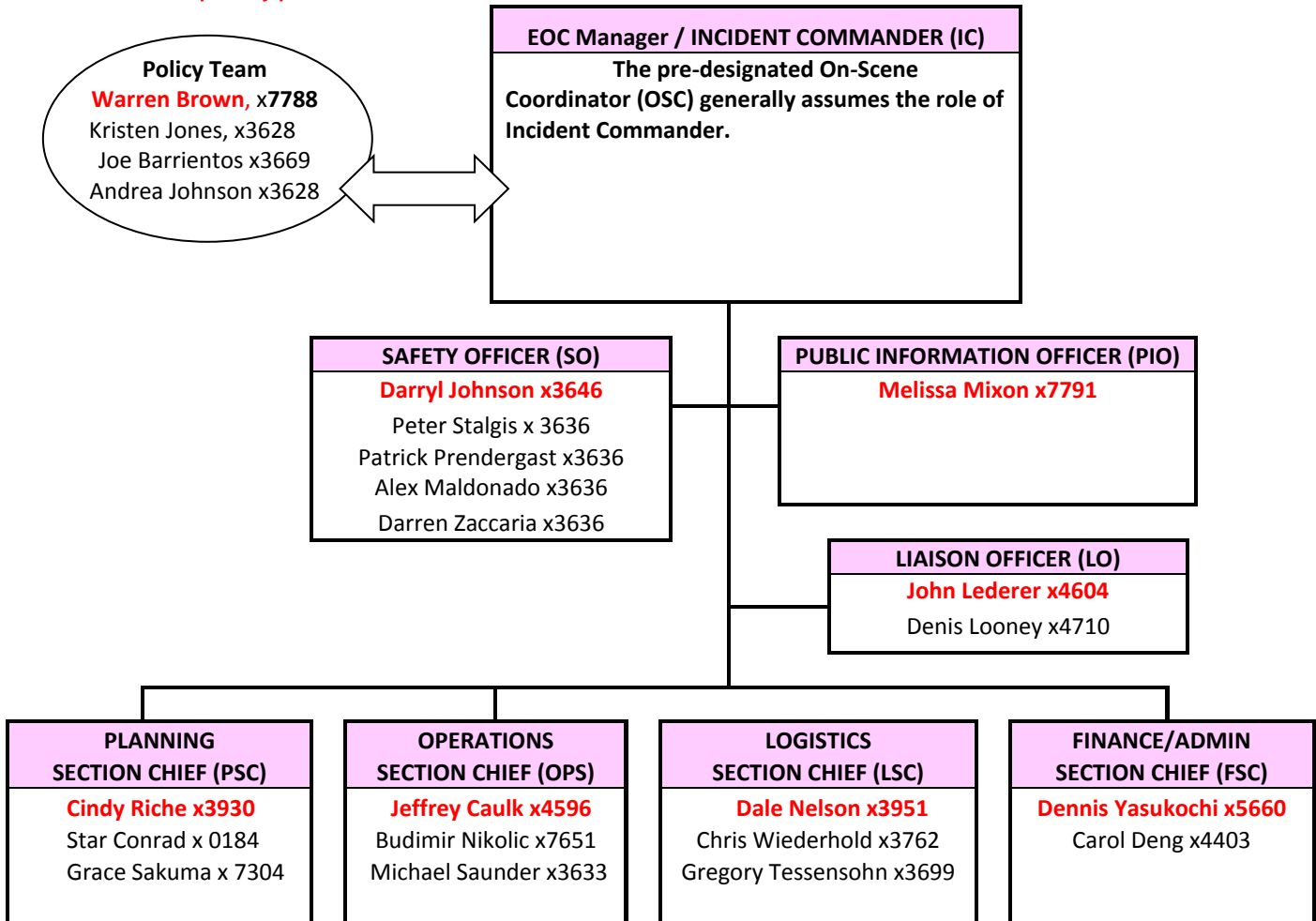
Red indicates primary person



North Seattle College

Emergency Operations Center:
Primary: ED 0840
Secondary: ED 2843A

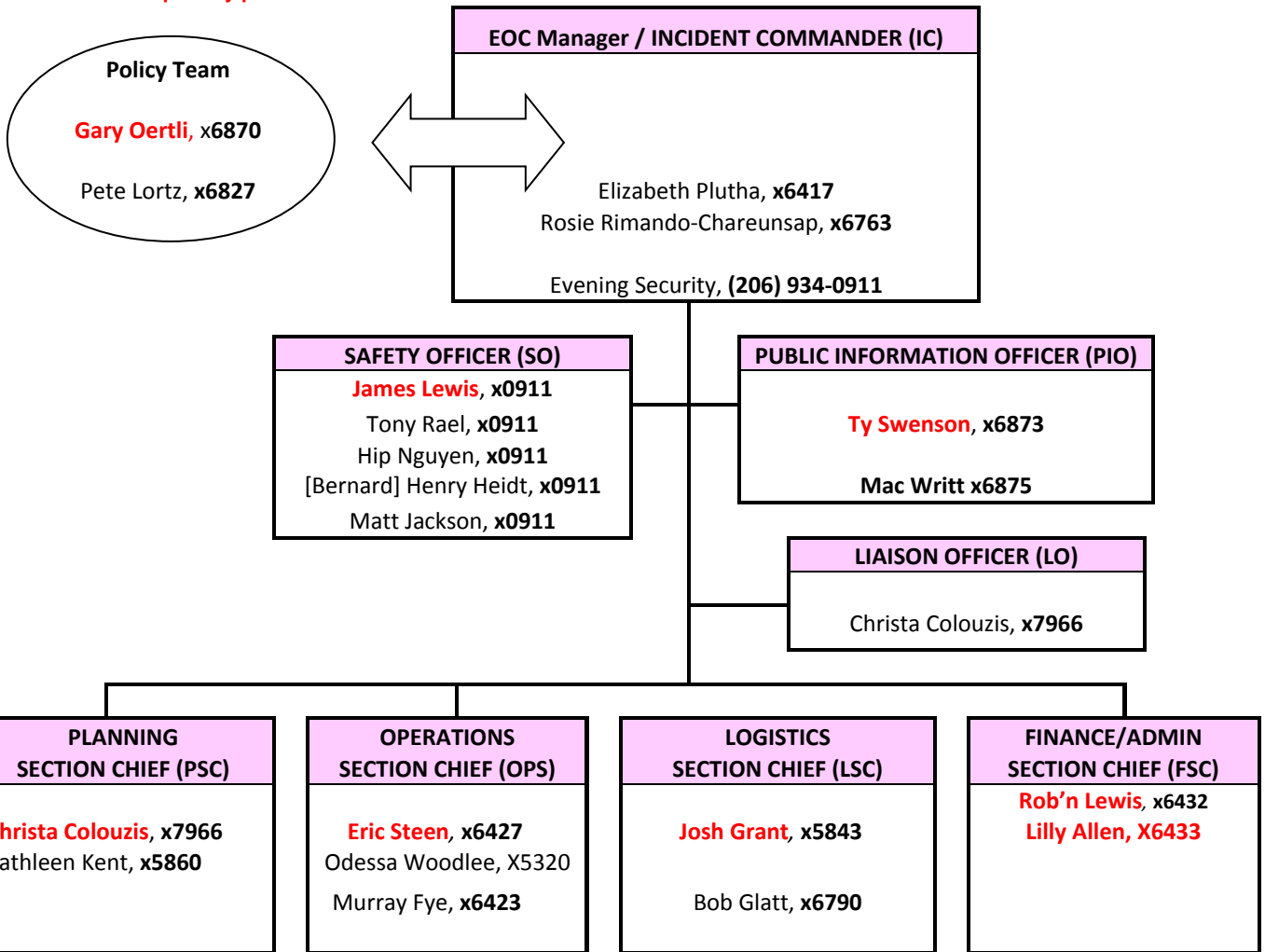
Red indicates primary person



South Seattle College

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

Red indicates primary person



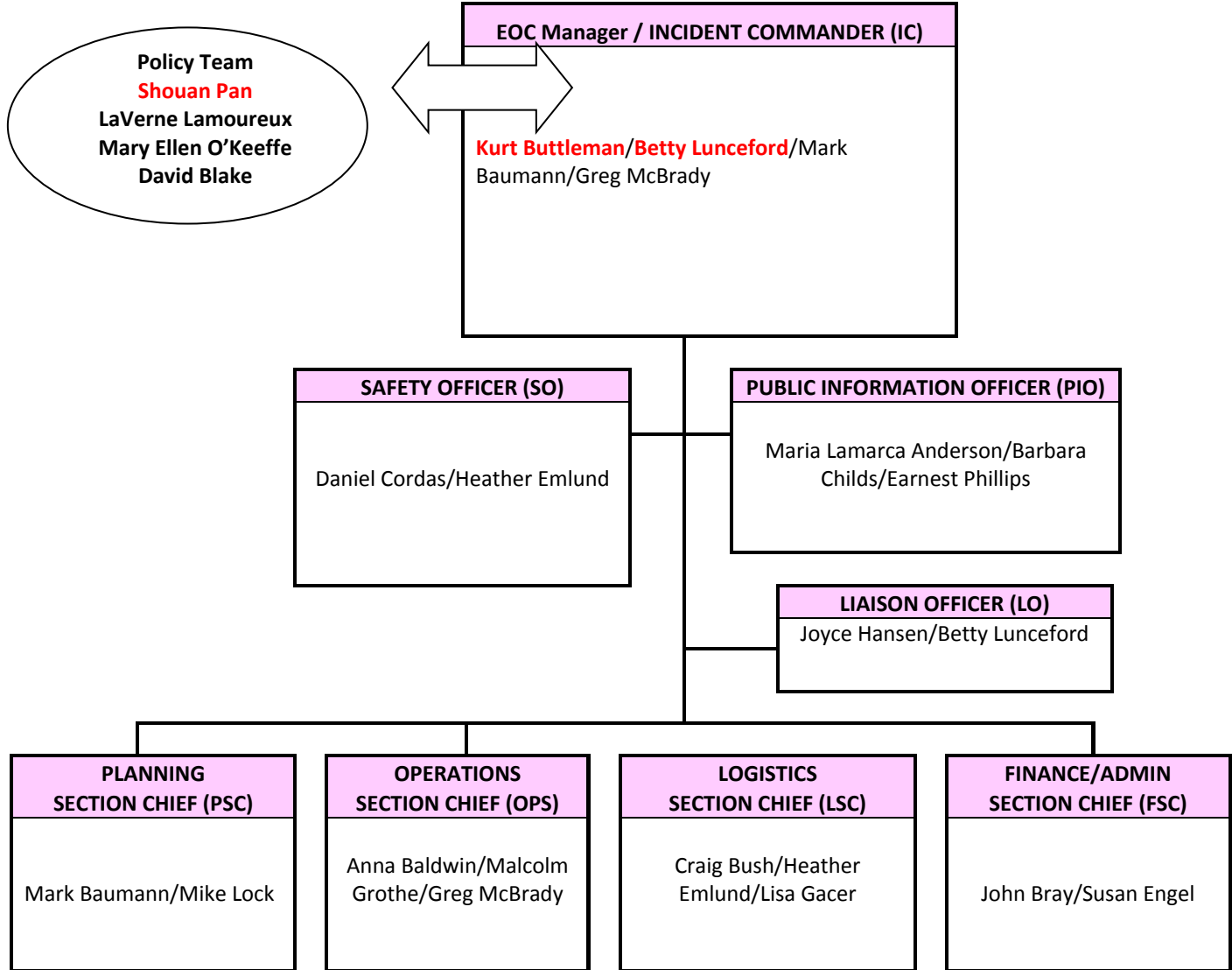
Siegal Service Center

Emergency Operations Center:

Primary: Jim Christiansen Conference Room, 2nd Floor, Siegal

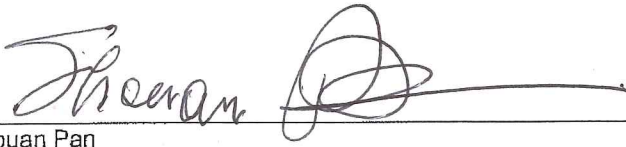
Secondary: Employee Services, 1st floor

Red indicates primary person




Review and Approval

Seattle Colleges' Emergency Action Plan is approved and effective as indicated below.



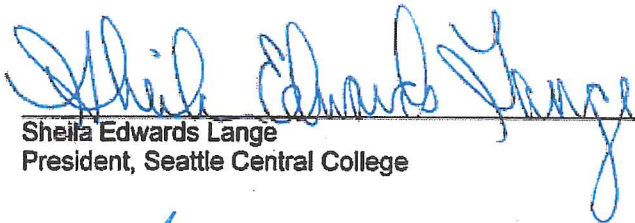
Shouan Pan
Chancellor, Seattle Colleges

6/29/17
Date



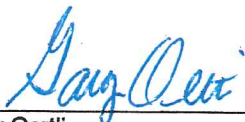
Warren Brown
President, North Seattle College

6/27/17
Date



Sheila Edwards Lange
President, Seattle Central College

6/29/17
Date



Gary Oertli
President, South Seattle College

6/29/17
Date

Checklist for Annual Reviews

What has changed that affects this Plan?

Annually, each of the Seattle Colleges and offsite campuses reviews and updates this Plan.

Is it...

- Readable, actionable?
- Relevant, accurate?
- In line with college policy and procedure?

Does it address...

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

In this plan, resources, persons, contact information, titles, and locations are specified.

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

	Document Control	Sec 1	Sec 2	Sec 3	Sec 4	Sec 5	Sec 6	Sec 7	Appendix A-B	Appendix C-E
Personnel – verify all...										
First and Last Names										
SCD Titles										
Extension Numbers										
ICS (Incident Command System) Assignments										
Outside agencies contact information										
Contact information, phone numbers		KIRO?								
		97.3?								
Campus Structures/Infrastructure										
New Buildings										
Buildings removed										
Building additions										
New/revised parking, driveways, roads										
Emergency phone locations and operation										
Notification systems updates										
Campus Alert System										
Additional first aid equipment (AEDs, Evacu chairs)										
Change to phone numbers (area code, prefix)										
Phone equipment/operation changes										
Emergency supplies										
Change in recommended safety practices										
Inventory of Emergency Preparedness Items										
Test links in document										
Test phone & extension numbers in document										

Nature of Change	Date of Change	Section(s) Affected	Changes Made By:

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**Be aware.
Report anything suspicious to
Campus Security**

Central / Siegal	(206) 934-5442
North	(206) 934-3636
South	(206) 934-0911
SVI	(206) 934-4933

Abandoned bags, boxes, luggage, and backpacks are checked by Campus Security for hazardous materials before being turned over to Lost and Found.

If hazardous or illegal materials are found, Seattle Police are notified.

1.1 INDIVIDUAL RESPONSIBILITIES

**IF DIRECTED TO EVACUATE A BUILDING
YOU MUST COMPLY.**

IN A CAMPUS EVACUATION AT:

❖ **Seattle Central College**

Head EAST to Cal Anderson Park, Located just east of intersection
Broadway & Pine Street.

❖ **North Seattle College**

PEDESTRIANS head West on 95th or 97th to Licton Spring Park

VEHICLES head North on College Way or West on 92nd

❖ **South Seattle College**

**PEDESTRIANS head to closest evacuation area, such as south field or
sidewalk of 16th Avenue.**

VEHICLES head NORTH (TURN RIGHT) onto 16th Ave SW.

*******NO LEFT TURNS ONTO 16th AVE SW*******

❖ **Siegal Service Center**

head NORTH-EAST to Cal Anderson Park, Located just east of intersection
Broadway and Pine Street.

DO NOT BLOCK DRIVEWAYS.

Emergency responders will need the driveways.

At all times, civilian vehicles

MUST yield to emergency vehicles

1.2 Personal Preparedness

<i>On Campus</i>	<i>At Home</i>								
<p>Each person is strongly encouraged to:</p> <p>Provide for their own needs for 3 days. water, medications, walking shoes and socks.</p> <p>Sign up for Seattle Colleges Alerts: https://www.getrave.com/login/seattlecolleges</p> <p>Messages are sent when an emergency closes the campus or poses a safety concern.</p> <p>**Participate in emergency drills**. Drills are generally held on the 11th day of each quarter, and participation is expected.</p>	<p>When people have prepared at home, they are more apt to come to school focused, knowing their family's needs are met.</p> <p>Prepare to be “on your own” for seven days:</p> <ul style="list-style-type: none"> ▪ PLAN -where to go and how to reach family ▪ Be informed; KIRO 97.3 FM in Seattle area ▪ Consider: kids, the elderly, medications, pets ▪ 3-day kits for desk and car <p style="text-align: center;">Home: 7-10 day Emergency Kit:</p> <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> <input type="checkbox"/> Water - one gallon per person, per day <input type="checkbox"/> Plain bleach for water purification. Use rate and process recommended by CDC at www.cdc.gov (generally, ¼ tsp bleach per 1 gallon water) <input type="checkbox"/> Foods - ready to eat, single meal packaging <input type="checkbox"/> Can opener <input type="checkbox"/> First aid kit and medications <input type="checkbox"/> Copies of ID, insurance papers <input type="checkbox"/> Cash – include small bills/coins <input type="checkbox"/> Radio, flashlights and fresh batteries <input type="checkbox"/> Soap, toothpaste, toothbrush, toilet paper, baby wipes, diapers, feminine hygiene <input type="checkbox"/> Garbage bags, shovel, plastic bags </td> <td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> <input type="checkbox"/> Sturdy shoes, socks, extra clothing, gloves <input type="checkbox"/> Shelter: tent, tarp, rope, axe, duct tape <input type="checkbox"/> Bedding or sleeping bags <input type="checkbox"/> Camp stove, BBQ * DO NOT USE INDOORS * <input type="checkbox"/> Toys, games, deck of cards, books, dominos <p>Store your supplies in containers <u>you</u> can evacuate</p> <p>Keep your gas tank at least ½ full. (Gas stations can't pump gas when the power is out.)</p> </td> </tr> </table>	<ul style="list-style-type: none"> <input type="checkbox"/> Water - one gallon per person, per day <input type="checkbox"/> Plain bleach for water purification. Use rate and process recommended by CDC at www.cdc.gov (generally, ¼ tsp bleach per 1 gallon water) <input type="checkbox"/> Foods - ready to eat, single meal packaging <input type="checkbox"/> Can opener <input type="checkbox"/> First aid kit and medications <input type="checkbox"/> Copies of ID, insurance papers <input type="checkbox"/> Cash – include small bills/coins <input type="checkbox"/> Radio, flashlights and fresh batteries <input type="checkbox"/> Soap, toothpaste, toothbrush, toilet paper, baby wipes, diapers, feminine hygiene <input type="checkbox"/> Garbage bags, shovel, plastic bags 	<ul style="list-style-type: none"> <input type="checkbox"/> Sturdy shoes, socks, extra clothing, gloves <input type="checkbox"/> Shelter: tent, tarp, rope, axe, duct tape <input type="checkbox"/> Bedding or sleeping bags <input type="checkbox"/> Camp stove, BBQ * DO NOT USE INDOORS * <input type="checkbox"/> Toys, games, deck of cards, books, dominos <p>Store your supplies in containers <u>you</u> can evacuate</p> <p>Keep your gas tank at least ½ full. (Gas stations can't pump gas when the power is out.)</p>						
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<p style="text-align: center;">Call Campus Security</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Central / Siegal</td> <td style="width: 50%;">(206) 934-5442</td> </tr> <tr> <td>North</td> <td>(206) 934-3636</td> </tr> <tr> <td>South</td> <td>(206) 934-0911</td> </tr> <tr> <td>SVI</td> <td>(206) 934-4933</td> </tr> </table> <p style="color: red;">or use the Yellow Call Boxes and/or Blue Emergency Call Towers at your campus.</p> <p style="color: red;">Specific locations of these devices are listed in Campus Maps SECTION 3.</p>	Central / Siegal	(206) 934-5442	North	(206) 934-3636	South	(206) 934-0911	SVI	(206) 934-4933	
Central / Siegal	(206) 934-5442								
North	(206) 934-3636								
South	(206) 934-0911								
SVI	(206) 934-4933								

1.3 General Emergencies on Campus

The GENERAL campus emergency procedure is:

1. When in doubt - call 911 to reach Seattle Police
2. At **North and South**, including satellite campuses:

Call Campus Security

Monday – Friday, 5:00 am - 10:00 pm

Saturday – Sunday, 6:30 am - 10:00 pm

At **Central and Siegal**,

Campus Security is on site 24/7 at Central and Siegal. SVI and Central's satellite campuses follow M-F 5:00am-10:00pm, and Sat-Sun 6:30am-10:00pm

	Use your Cell Phone	Use a Campus Phone
Call SCC Campus Security (follow hours listed above, or call 911)	(206) 934-5442	Extension 5442
Call NSC Campus Security (after hours, call 911)	(206) 934-3636	Extension 3636
Call SSC Campus Security (after hours, call 911)	(206) 934-0911	Extension 0911
Call SVI Campus Security (after hours, call 911)	(206) 934-4933	Extension 4933

The operator may not answer for 10 seconds – DO NOT hang up.

- Clearly state the type of emergency (i.e. police, fire, medical).
- Clearly state your location, name and phone number.
- Follow the dispatcher's instructions.
- DO NOT HANG UP UNTIL INSTRUCTED BY DISPATCHER.

1.4 First Aid, Automated Defibrillator (AED), Reporting Injuries

For Basic First Aid	For Outside Medical Assistance	For Automated Defibrillator (AED)
<ul style="list-style-type: none"> ▪ Call Security ▪ Stay with the injured until Security arrives. ▪ Individuals may provide first aid up to the level of their training. ▪ Security gives basic first aid and/or seeks additional treatment. 	<ul style="list-style-type: none"> ▪ Do not move the injured unless in a life-threatening situation. ▪ Call 911 ▪ Tell the dispatcher you are reporting a medical emergency and give your name, location, and phone number. ▪ Do not hang up until instructed. ▪ Call Campus Security to expect emergency vehicles. ▪ Stay with the injured and keep them calm until help arrives. 	<p>An Automated Defibrillator (AED) is used when a heart has stopped. Our AEDs have audio instructions and will not “shock” a person unless it will help them.</p> <p>AED locations are indicated on Campus Maps, Section 3.0.</p> <p>Call Campus Security if an AED is needed or used</p> <ul style="list-style-type: none"> ❖ (206) 934-5442 Central / Siegal ❖ (206) 934-3636 North ❖ (206) 934-0911 South ❖ (206) 934-4933 SVI
Reporting On-Campus EMPLOYEE Accidents / Injuries		Reporting On-Campus STUDENT Accidents / Injuries
<ul style="list-style-type: none"> ▪ Notify your supervisor as soon as possible. ▪ Complete an Accidental Injury Report Form within two working days and send to your supervisor and the Campus Security Director. 		<ul style="list-style-type: none"> ▪ Notify the VP of Student Services. ▪ Complete an Accidental Injury Report form as soon as possible and forward to the Campus Security Director.
<p>Employee Health and Safety Form –</p> <p>NOTE: Please see Section 5 of this document for a copy of Seattle Colleges’ Employee Health and Safety Form and instructions for completion</p>		

1.5 Armed Intruder / Weapon Threat

<p>Overview</p>	<p>Every situation is different. Trust your judgment. Your own safety is your top priority!</p>	
<p>Guidelines</p>	<ul style="list-style-type: none"> ▪ Stay calm / keep thinking. ▪ Put distance between yourself and the intruder. ▪ Call 911; report what you can about the intruder and his/her location. <p>NOTE: <u>AS A LAST RESORT</u>, you may need to physically confront an armed intruder. (see video). http://www.youtube.com/watch?v=5VcSwejU2D0</p>	
<p>Imminent Violence</p>	<p>Dealing with Threatening People</p>	<p>You Need Help but Can't Speak Freely</p>
<ul style="list-style-type: none"> ▪ If you hear gunshots or see an armed person, run away. Those near a shooter are in the most danger. ▪ If you cannot flee, isolate yourself. Close, lock and barricade doors, close blinds, silence cell phones, stay quiet and away from windows. ▪ Call 911 if you can. Follow law enforcement instructions. DO NOT come out until notified by law enforcement. ▪ Notify others via email, text, of what you know – DO NOT SPECULATE. ▪ Certain campus phones are configured to broadcast messages over other phone speakers. Contact Campus Security if the need to send a broadcast message is indicated. 	<ul style="list-style-type: none"> ▪ Remain calm. Be cooperative and patient. Time is on your side. ▪ Offer to listen. DO NOT judge or argue. Treat their concerns as important. A person in crisis responds best to someone who is listening, respectful and non-threatening. ▪ Use relaxed and confident body language; arms at sides, DO NOT cross legs or clench fists. ▪ Allow the hostile person his or her personal space (at least 3 feet). ▪ If standing, stand at an angle to the individual, not face-to-face. ▪ Keep your hands in plain view, preferably at your sides – and OPEN. ▪ Avoid aggressive hand gestures or physical contact. ▪ Maintain polite eye contact. Use a low, soft, slow voice. Ask/tell the person before you move. ▪ <u>Be truthful</u> - to lose credibility is dangerous. Assure them you will do all you can to resolve his/her grievances. ▪ <u>Ask them to suggest a solution.</u> A person will be more accepting of a solution that they helped develop. ▪ Look for a "Win-Win" outcome. Retaining dignity is critical. ▪ Be observant. Note the type and number of weapons, state of mind, what was said, and where you are. If you are released or escape, this information will be needed by police. 	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Use of a <u>code phrase</u> can let Campus Security know that help is needed.</p> </div> <p>Ask your supervisor for the <u>code phrase</u>. It is not published.</p> <p>Call Campus Security Use the <u>code phrase</u>. When Campus Security hears it, they will ask you "yes" or "no" questions.</p> <ul style="list-style-type: none"> ▪ If possible, DO NOT hang up until Campus Security has finished asking questions. <p>You should note and report</p> <ul style="list-style-type: none"> ▪ What the intruder is wearing. ▪ Gender, height and weight. ▪ Anything unique to the individual (tattoos, hair color, facial hair). ▪ Types of weapons. ▪ Direction of travel or building entered.

1.6 Shelter in Place / Lockdown

If you hear gun shots or receive a 'Lockdown' notification:

In a classroom or office

STAY THERE. Secure the door.

If the door doesn't lock and opens in, a door wedge should be driven under the door as hard as you can, or use heavy furniture to barricade the door.

If the door has a window, cover it with anything available. Depending on the shooter's location, consider exiting through windows. Have someone watch the door as you get as many students out ground floor windows as calmly and quietly as possible. . If no Law enforcement are on scene, move well away from the incident and find safe cover positions and wait for the police to arrive.

If the windows do not open; break them BUT if you are not on a ground floor, get out of sight and stay low and quiet.

When officers arrive, move toward police; keeping hands on top of their head. Follow the directions of the police.

Do not leave the area entirely; you may have information that responding police officers will need. Once safe, stay put.

Open Spaces

Stay alert and look for cover. Brick walls, large trees, retaining walls, parked vehicles may stop bullet penetration and may be used as cover. If no Law enforcement are on scene, move away from the incident, find safe cover positions and wait for the police to arrive.

In large rooms or auditoriums

If in a gym or theater area and the shooter is not present, move to and out external exits and move toward police while keeping your hands on your head. Do what the police tell you!

In hallways or corridors

If in a hallway, get into a room and secure it. Do not run through a long hallway to get to an exit as you may encounter the shooter. Do not hide in restrooms you can't secure.

Trapped with the shooter

If you are trapped, do not provoke the shooter. If he is not shooting, do what the shooter says and do not move suddenly. Only you can choose what you will or will not do to preserve your life and the lives of others.

If the shooter starts shooting people, you need to choose to: (1) stay still and hope they do not shoot you, (2) run for an exit while zigzagging, or (3) attack the shooter. Attacking the shooter is very dangerous, but certainly no more so than doing nothing after shooting begins. A moving target is much harder to hit than a stationary one and the last thing the shooter will expect is to be attacked by an unarmed person. Any option may result in a negative consequences.

Always notify the Seattle police department as soon as it is safe to do so. Call 911

- ❖ (206) 934-0911 **South**
- ❖ (206) 934-3636 **North**
- ❖ (206) 934-5442 **Central / Siegal**
- ❖ (206) 934-4933 **SVI**

**District wide, Maintenance or Campus Security can remotely lock some buildings.
Other buildings must be locked manually; some have thumb turn locks in each classroom**

1.7 Bombs

Overview	Suspicious Packages
<p><i>“Bombs can be made to look like almost anything.”</i></p> <p><i>“The probability of finding a bomb that looks like a bomb is low.”</i></p> <p><i>“The only common denominator between bombs is that they are designed and intended to explode.”</i></p> <p style="font-size: small; margin-top: 10px;"><i>Bureau of Alcohol, Tobacco & Firearms</i></p>	<p>IF YOU THINK AN ITEM MAY BE A BOMB... DO NOT MOVE IT!</p> <ul style="list-style-type: none"> ▪ Calmly notify others in the area and evacuate. ▪ DO NOT PULL FIRE ALARMS. > DO NOT USE CELL PHONES. > Either could set off a bomb. ▪ Call 911 ▪ State the location of the suspicious item, your name, location and phone number. ▪ DO NOT hang up until told to do so. ▪ Call Campus Security <ul style="list-style-type: none"> ❖ (206) 934-5442 Central / Siegal ❖ (206) 934-3636 North ❖ (206) 934-0911 South ❖ (206) 934-4933 SVI <p style="margin-top: 10px;">Tell them 911 was called and emergency personnel are en route. Ask Security to assist with the evacuation.</p> <ul style="list-style-type: none"> ▪ Return ONLY after the “All Clear” notice.

1.8 Bomb Threats

Overview	In-Person Bomb Threat	Telephone Bomb Threat
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin-bottom: 10px;"> <p style="text-align: center; margin: 0;">Take ALL bomb threats seriously.</p> </div> <p>Bomb threats can be delivered in-person, by telephone, or in writing.</p> <p>Most threats come by phone.</p> <p>The most dangerous threats are in-person.</p>	<p>The person may be unstable or delusional.</p> <p>If you receive a bomb threat:</p> <ul style="list-style-type: none"> ▪ Remain calm. ▪ DO NOT approach the individual. Never get close enough to be used as a hostage. ▪ Try to separate the individual from others. ▪ Tell someone specific to call 911 first and then Campus Security ▪ Be calm. ▪ Try to get the individual to talk. ▪ Ask questions about the bomb, its location, and description. ▪ Let law enforcement replace you as negotiator. ▪ When you are replaced, debrief with police. ▪ Immediately write down everything you remember. ▪ Remain available to law enforcement. 	<ul style="list-style-type: none"> ▪ Remain calm. ▪ If you can, ask the questions on the next page; keep them talking. ▪ While talking, alert a co-worker to call Campus Security ▪ Campus Security will notify others including 911. ▪ The Incident Commander will evacuate building(s) as necessary, using building monitors and the Seattle Police Department. ▪ Return to the building ONLY after an official “All Clear” notification.

1.09 Bio Terrorism or Biological Danger

Toxic Gas Release	Campus Operations	Personal Action
If toxic chemicals are released, outside air may be hazardous.	<ul style="list-style-type: none"> College officials will contact local authorities. Campus Facilities will turn off ventilation systems. 	<ul style="list-style-type: none"> Take shelter. Close doors and windows. If unsure whether building ventilation is off, take shelter in a room and block ventilation ducts to the room and seal openings under doorways. Stay inside until the "All Clear" notification.

1.10 Blood Borne Pathogens

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

High Risk	Low Risk	Cleanup of Body Fluids
<p>"High-risk" incidents are when human blood or body fluid contacts the mouth, nose, or broken skin.</p> <p>Assume high-risk exposure is infectious.</p> <ul style="list-style-type: none"> Immediately and thoroughly wash the site with soap and water, or flush eyes and mucus membranes with water or saline for 15 minutes. Report the incident to your supervisor. Notify Campus Security <ul style="list-style-type: none"> ❖ (206) 934-5442 Central / Siegal ❖ (206) 934-3636 North ❖ (206) 934-0911 South ❖ (206) 934-4933 SVI Exposed individuals may be taken to Harborview Medical Center, 325 9th Ave. Seattle, 98104; (206) 744-3000, or the nearest medical facility to receive treatment and/or preventative therapy. If you are unsure of what to do, call Harborview Medical Center (206) 744-3000. 	<p>Contact with these body fluids is not high risk unless there is <u>visible</u> blood:</p> <ul style="list-style-type: none"> semen feces nasal secretions spit sweat tears urine vomit 	<p>If the contamination is on campus, contact Environmental Health & Safety</p> <p>(206) 934-2904 Central (206) 934-3646 North (206) 934-7966 South (206) 934-2904 SVI</p> <p>or custodial staff. (206) 934-3823 Central (206) 934-3633 North (206) 934-6431 South (206) 934-4933 SVI</p> <ul style="list-style-type: none"> To clean up body fluids yourself, use a solution that is 10 percent bleach and 90 percent water. Double-bag contaminated items and label the bag "biohazard". Report the incident and location of the bag to Environmental Health & Safety or Campus Facilities.

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

Seattle (Denny Way)

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

Seattle (Northgate)

US Healthworks-Northgate
 8313 Aurora Ave N
 Seattle, WA 98103
 (206) 784-0737

Tukwila

US Healthworks-Tukwila
 200 Andover E
 Tukwila, WA 98188
 (206) 575-3136

West Seattle Family Medicine

Mon-Fri 7:30 am-7:00 pm
 Sat 9am-5pm, closed Sun
 4744 41st Ave SW, #101
 Seattle, WA 98116
 (206) 933-1041

1.11 Communications / Data [MAJOR Outages]

Impact	Reporting	Restoring Service
<p>Major communication outages hinder College operations.</p>	<p>Contact the Campus Help Desk for any communication outage, including</p> <ul style="list-style-type: none"> ▪ Outages that directly affect public safety. ▪ Telephone or Data Outages that impact service to an entire building. <ul style="list-style-type: none"> ❖ (206) 934-6333 Central ❖ (206) 934-3630 North ❖ (206) 934-5844 South ❖ (206) 934-4450 SVI ❖ (206) 934-4128 Siegal 	<p>During a MAJOR communication outage, the Directors of IT make a plan and inform Campus of restoration timeline.</p>

1.12 Demonstrations, Marches & Protests

College Policy	Peaceful	Disruptive/Destructive
<p>Demonstrations that do not restrict pedestrian traffic or disrupt education are allowed in the following campus locations:</p> <p>South: Clock Tower Plaza.</p> <p>North: Courtyard Plaza</p> <p>Central: Grounds/Outdoor spaces</p>	<ul style="list-style-type: none"> ▪ Notify the President. ▪ Campus Security monitors for vandalism or signs of escalation. ▪ Campus Security contacts Seattle Police if needed. ▪ Preplanned demonstrations may have law enforcement presence. 	<ul style="list-style-type: none"> ▪ Notify Campus Security <ul style="list-style-type: none"> ❖ (206) 934-5442 Central / Siegal ❖ (206) 934-3636 North ❖ (206) 934-0911 South ❖ (206) 934-4933 SVI ▪ Note individuals acting out (clothing, physical description, and activity engaged in). ▪ Campus Security will contact police if needed.

1.13 Earthquakes

Earthquakes strike without warning.
A large earthquake in Seattle is likely and could happen at any time.
Know what to do **before** an earthquake strikes.

INDOORS	OUTDOORS	If asked to evacuate, YOU MUST COMPLY.
<ul style="list-style-type: none"> ▪ Take cover under or next to solid furniture or against an inside wall and hold on. ▪ Avoid areas where glass, pictures, or bookcases could fall. ▪ DO NOT stand in doorways. ▪ If inside - stay inside. When the shaking stops, then evacuate. 	<ul style="list-style-type: none"> ▪ If outdoors - stay outdoors and move away from buildings, trees, and utility wires. ▪ Once in the clear, sit down until the shaking stops. 	<p>Follow evacuation procedures:</p> <ul style="list-style-type: none"> ▪ Walk; DO NOT run, to the nearest exit. ▪ DO NOT USE ELEVATORS. ▪ Assist disabled or injured persons. ▪ Go to an Evacuation Area. ▪ Notify Campus Security about disabled or injured people still inside. ▪ DO NOT reenter the buildings until they are declared safe. ▪ If you must leave campus via vehicle, DO NOT block driveways. <p><i>Emergency responders will need the driveways.</i></p> <p><u>At all times, civilian vehicles MUST yield to emergency vehicles.</u></p>

1.14 Epidemic / Outbreak

If a person gets the flu and believes it is avian or swine flu, they should report their illness to the local Health Department. 206 296 4600

For TB information and reporting, call 206 744 4579

For HIV/ AIDS Epidemiology, call 206 296 4645

Other communicable diseases, call 206 296 4774

Campus Operations	Personal Precautions
<ul style="list-style-type: none"> ▪ The College's decision to remain open depends on the timing and severity of the outbreak. South will coordinate with the local Health Department. ▪ The College may cancel events. ▪ If the College closes, it could be closed several months. The Financial/ Administrative Section Chief will determine how to pay staff. ▪ If a regional/national outbreak occurs, non-essential staff may be furloughed. The Incident Commander makes the decision whether to downsize. 	<ul style="list-style-type: none"> ▪ Avoid crowds/ large groups of people. ▪ Use hand sanitizer after touching common surfaces such as handrails or door knobs. ▪ Wash hands often. ▪ DO NOT share equipment such as phones or keyboards unless first sanitized with disinfectant spray such as Lysol. ▪ Consider wearing a mask that covers your nose and mouth when out in public. ▪ Prepare all food at home, wash or sanitize hands before eating or smoking.

1.15 Fires – RACE - R escue, A larm, C ontain, E xtinguish

Memorize the location of fire extinguishers, exits, and fire alarm pull stations.

Always evacuate immediately when you hear the fire alarm.

Proceed to the nearest Evacuation Area (see Campus Maps in Section 3).

If you discover fire and/or smoke

- Activate the fire alarm.
- Start evacuation procedures and call 911
- DO NOT stop for personal belongings or records.
- DO NOT walk in smoke. Instead, **crawl** to the nearest exit. Cover your nose with clothing to avoid inhaling smoke.
- DO NOT use elevators – use the stairs!
- Assist disabled persons out of the building or to a stairwell landing.
- Isolate the fire by closing doors; but DO NOT LOCK DOORS.
- Evacuate to a safe area away from the building.
- Give the location of people left inside to emergency responders
- Only try to extinguish a fire if it is small enough to be put out with a portable fire extinguisher and you are trained to use it.
- Remember PASS, Pull pin, Aim nozzle, Spray, Sweep sideways
- The Incident Commander or Campus Security will announce an “All Clear” when the building is safe to reenter.

If you become trapped

- If possible, call 911
- Tell the dispatcher you are in a fire. Give your name, location (building, floor, room number), and your phone number.
- DO NOT hang up until told to do so.
- If near a window, open/break it and place some clothing out the window as a signal.
- Stay near the floor and cover your nose with clothing to breathe the best air.
- DO NOT open a door if smoke is coming in around it or it feels hot.
- Shout or blow a whistle to give emergency personnel your location.

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

1.16 Flooding

Before a flood

- Know if you are in a flood-prone area.
- Have emergency supplies.
- Keep a portable, battery-operated radio and flashlight.
- Learn your flood evacuation routes and the location of high ground.

During or after heavy rains

- Listen to the news for information and instructions.
- If water comes inside, turn off all utilities. Disconnect electrical appliances, but DO NOT touch electrical equipment if it is wet. Stay away from water on the floor.
- Be wary of electric wires and falling or fallen objects.
- DO NOT drive in flooded areas.
6 inches of water can float a car.

After a flood

- Listen to the news for instructions.
- Report broken utility lines or other hazards to campus Incident Command, Public Safety, or Facilities
- Locate usable entrances if swollen doors, buckled floors or mud prevent some doors from being used.
- Water may be contaminated. **Listen to the radio for instructions about purifying tap water.**
- Avoid walking through floodwaters.
Moving water, even 6 inches deep, can sweep you off your feet.

1.17 Hazardous Materials / Spill / Exposure

Solids & Dusts	Chemical Spills & Releases	Chemical Odor
<p>If you encounter an unknown dust or solid material, do not disturb it.</p> <ul style="list-style-type: none"> ▪ Confine particles by shutting the door(s). ▪ Call Environmental Health & Safety or Facilities. They will organize substance testing and removal. (206) 934-7966 South (206) 934-3646 North (206) 934-2904 Central (206) 934-4933 SVI ▪ Alert others in the area of the hazard. ▪ Evacuate the area. ▪ Campus Security and building monitors will evacuate the area and establish a safe perimeter ▪ Return to the evacuated building ONLY after campus security issues an “All Clear” notification. 	<p>If the substance is an immediate danger to building occupants, take these steps:</p> <ul style="list-style-type: none"> ▪ Confine the substance by shutting the door(s) or closing the supply valve(s). (i.e. gas shutoff valve for a gas leak.) ▪ Call Environmental Health & Safety (206) 934-7966 South (206) 934-3646 North (206) 934-2904 Central (206) 934- 4933 SVI ▪ Alert others in the area of the hazard ▪ Evacuate the area. ▪ Campus Security and building monitors will evacuate the area and establish a safe perimeter. ▪ Say you are reporting a chemical spill/release and the: <ul style="list-style-type: none"> □ name of material (if known) □ location of the spill or release □ extent of contamination (i.e. water system, air handling system) □ quantity (if known) □ appearance & characteristics (i.e. solid, liquid, gas, odor, color) □ injuries □ your name, location, phone number ▪ If needed, a Hazardous Materials Emergency Response Team from the Seattle Fire Department will be alerted and, a chemical cleanup company called. ▪ Return to the evacuated building ONLY after campus security issues an “All Clear” notification. 	<p>If an employee smells a chemical odor such as solvent or natural gas:</p> <ul style="list-style-type: none"> ▪ Call Environmental Health & Safety (206) 934-7966 South (206) 934-3646 North (206) 934-2904 Central (206) 934- 4933 SVI ▪ EHS will assess the situation and clean-up if the spill is within our capabilities. ▪ If the spill is beyond our capabilities, a phone call to 911 will alert the Hazardous Materials Emergency Response Team from Seattle Fire Department. ▪ If necessary, campus security and building monitors will evacuate the area and establish a safe perimeter. ▪ Return to the building ONLY after campus security issues an “All Clear” notification.

1.18 Inclement Weather / Campus Closures

Policy	College Closure Notifications
<p>Seattle Colleges makes every attempt to operate in inclement weather.</p>	<p>When weather is too severe for normal College operation:</p> <ul style="list-style-type: none"> ▪ The President decides whether the College will be closed or start late. ▪ Announcements are made on local radio and television, campus websites, campus telephones and voicemail. <p>Notification will be sent by email and by text and voicemail <u>to those registered to receive alerts</u>. Sign up at https://www.getrave.com/login/seattlecolleges</p>

1.19 National / Regional Emergency

If an incident requires a large-scale response, the procedures outlined in Section 4 will be used.

1.20 Utility Failures

Electrical Outage	Plumbing Problem	Elevator Failure
<ul style="list-style-type: none"> ▪ Call Campus Facilities (206) 934-3823 Central (206) 934-3633 North (206) 934-5385 South (206) 934-4966 SVI ▪ State which building(s) are affected. ▪ State what you saw or heard before the outage. ▪ Turn off computers and other electrical equipment. ▪ Treat downed power lines as live wires. ▪ DO NOT TOUCH any wires. ▪ Keep other people away from wires. 	<ul style="list-style-type: none"> ▪ Call Facilities during the day. (206) 934-3823 Central (206) 934-3633 North (206) 934-5385 South (206) 934-4966 SVI ▪ In the evening, call custodians at (206) 934-3823 Central (206) 934-3633 North (206) 934-5320 South (206) 934-4933 SVI ▪ REMEMBER: ELECTRICAL EQUIPMENT IS DANGEROUS IN WET AREAS. 	<p>Campus elevators are serviced and inspected regularly.</p> <p>If you are trapped in an elevator:</p> <ul style="list-style-type: none"> ▪ Remain calm and pick up the phone or push the emergency button. ▪ State who you are, how many are trapped, the building, and the floor you are on. ▪ DO NOT ATTEMPT TO CLIMB OUT. The elevator can resume operation <u>at any time</u>. ▪ Power to the elevator will be shut off if a rescue attempt is necessary. ▪ Facilities will call the repair company.

1.21 Volcanic Eruption

Volcanic Ash	Campus Operations	Personal Action
<p>Our colleges could be affected by ash from a volcano.</p>	<ul style="list-style-type: none"> ▪ Facilities may shut down HVAC systems. 	<ul style="list-style-type: none"> ▪ Close all doors and windows. ▪ Avoid going outside. If you must go outside, use a mask or damp towel to breathe through. ▪ Avoid driving.

2.0 EVACUATION PLANS

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2.1 Evacuation Plan - Overview

IF DIRECTED TO EVACUATE YOU MUST COMPLY

- Evacuate immediately to an Evacuation Assembly Area or alternative.
- Take the stairs - **DO NOT USE ELEVATORS.**
- If you are disabled and need assistance, go to the Area of Rescue Assistance (ARA). Building stairwell landings are ARAs.
- Offer to help the disabled. Mobility aids may need to be left behind.
- Notify an emergency responder of the location of anyone still inside.
- Re-enter the building **ONLY** after an official "All Clear" notification.

IN A CAMPUS EVACUATION AT:

❖ Seattle Central College

Head EAST to Cal Anderson Park, Located just east of intersection Broadway & Pine Street.

❖ North Seattle College

PEDESTRIANS head West on 95th or 97th to Licton Spring Park

VEHICLES head North on College Way or West on 92nd

❖ South Seattle College

PEDESTRIANS head to closest evacuation area, such as south field or sidewalk of 16th Avenue.

VEHICLES head NORTH (TURN RIGHT) onto 16th Ave SW.

*******NO LEFT TURNS ONTO 16th AVE SW*******

❖ Siegal Service Center

head NORTH-EAST to Cal Anderson Park, Located just east of intersection Broadway and Pine Street.

DO NOT BLOCK DRIVEWAYS.

Emergency responders will need the driveways.

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

2.2 Building Monitors

Building Monitors are employee volunteers directed by the Safety Officer and communicate with him/her by walkie-talkie. Building monitors lead building evacuations and:

- Ensure rooms are empty.
- Close windows and doors; DO NOT lock doors.
- Check stairwells.
- Use the campus map (next page) **and their best judgment** to select an evacuation area. They consider the type of event, where it is, and where emergency personnel need to set up or travel. (They receive training to help them plan escape routes and evacuations.)
- Report status of building evacuation to Safety Officer when asked.
- Assist emergency response personnel.
- Keep roads and building entrances clear of people.

South Main Campus - Buildings		Building Monitor Primary	Building Monitor Secondary
ABR	Auto Collision Repair	Rudy Valdovinos	Erik Smock
AMT	Aviation Maintenance	Mary Lynch	Kim Alexander
AUT	Auto Technology	Doug Clapper	Todd Jones
AVT	Aviation Composite Lab	Mary Lynch	
CAB	Culinary Arts Building	Mary Gaston	Talitha Terry
CAS	Cascade Court		
CCC	Child Care Center	Lisa Sever	Natasha Guerrero
CEC	Chan Education Center		
HDM	Heavy Diesel Machine	Jesse Ruiz	
JMB	Jerry Brockey Building	Colby Keene	
LHO	Landscape Horticulture	Sara Skamser	
LIB	Library	Randy Nelson	Patricia Naylor
MPB	Multi Purpose Building	Phyllis Gorton	Christa Colouzis
NWA	Northwest Wine Academy	Jane Rockhold	Peter Bos
OLY	Olympic Hall	Camille Stempowski	Kathleen Kent, Ian Hammer
PBA	Pastry & Baking Arts	Chris Harris	
RAH	Rainer Hall	Kate Holub	Pedro Reyes
RSB (NE)	Robert Smith Building (NE)	Rob'n Lewis	Elizabeth Plutha
RSB (SW)	Robert Smith Building (SW)	Joyce Allen	Arnie Reed
RSB (W)	Robert Smith Building (W)	Danisha Rawlings	Wendy Nagasawa
TEC	Technology Center	Duncan Burgess	
UNI	University Center	Aimee Goodwin	Sandy Long
WFB	Welding Fabrication Building	Ricky Baker	Doug Rupik

Georgetown Campus	Building Monitor Primary	Building Monitor Secondary
Building A	Rich Babcock	Jason Petrait
Building B	Anita Sheer	
Building C	Betsy McConnell-Guiterrez	
Building D	Lee West	Joe Hannan, Miya Cohen Sieg
Building E	Eric Palmer	

NORTH CAMPUS			
North Buildings	Floor # 1	Floor #2	Floor #3
College Center Building 3 story building	Janet Hoppe- Leonard Christy Isaacson Campus Security	Martin Logan Denis Looney Chelsea Ackerman	Fleetwood Wilson Gregory Tessensohn
Library Building 3 story building	Campus Security/ Facilities	Mary Parent Casey Chow	Sharon Simes
Instructional Building 3 story building	Jeffrey Caulk Matthew Davenhall Michael Saunder	Parvaneh Ahmadi Lori Whitish Nancy Leverton	Michael Sean McDonald Coryl Martel Celene
Art & Science 1 story building	Al Burns		
Wellness Center 2 story building	Carianya Nopoli	Jamie Radcliff	
Education Building 3 story building	Dale Nelson	Paul Piecueh	Chris Wiederhold
Health Sciences Student Resources building 2 story building	Dan Tarker	Brian Rucci	
Opportunity Center Employment & Education 2 story building	Eileen Dornbush Carla Thompson Harjeet Kochhar Justin Fellores Olesa Molett	John Clarke Seanna DeLauter Dawn Kinder Greg Alvarado Danae Rouse Adriana Haley	

Central Main Campus - Buildings		Building Monitor Primary	Building Monitor Secondary
		Jason Anderson Rachel Cahan Andre Loh Dana Maestas Wanda Martin Allison McCormick Crystina Mostad Hisham Othman Lisa Sandoval Susan Tokheim Orson Williamson	
SVI Campus		Building Monitor Primary	Building Monitor Secondary
WCC		Building Monitor Primary	Building Monitor Secondary
SMA		Building Monitor Primary	Building Monitor Secondary
Allied Health		Building Monitor Primary	Building Monitor Secondary
Siegal Center		Building Monitor Primary	Building Monitor Secondary
		Mark Baumann Daniel Cordas Brian Tou Susan Engel	David Stephens Craig Bush Betty Lunceford Malcolm Grothe

2.3 Evacuating People with Mobility Impairment

- **Unless directed by Fire Department personnel or the Director of Public Safety, DO NOT USE ELEVATORS**
- ASK THE PERSON how you can help them. Assistance should be offered, not assumed. **People are concerned about being dropped** while being carried. Learn how to move a person and the best exit route **before** lifting them. See: <http://www.wikihow.com/Carry-an-Injured-Person-Using-Two-People>
- **Areas of Rescue Assistance (ARA)** are places to wait for help. Stairwell landings are Areas of Rescue Assistance. Building Monitors should ensure that these areas are checked.
- Immediately tell an emergency responder about anyone left in a rescue area.

Ground Floor Evacuations People using wheelchairs should evacuate along with others.

Options for Stairs

If you can't carry a person, or they refuse to be carried, tell them to wait on a stairwell landing (Area of Rescue Assistance). Tell emergency responders where the person is waiting.

1) **EVACUCHAIRS**... help evacuate people from buildings with stairs.

South's evacuchairs are stored in: **RAH** (Rainer Hall) room 207

LIB (Library) NW stairwell 2nd floor landing

CAS (Cascade Court) room 112B

OLY (Olympic Hall) room 304

UNI (University Center) room 101, hallway

Siegal's evacuchair is stored in:

2nd floor mail/copy room, on the south wall

North's evacuchairs are stored in:

IB (Instruction Building) 2323 Lounge

CC (College Center) 3347 Lounge

Central's evacuchairs are stored in:

BE 4180

BE 1108 Public Safety Office

2) **If a person is in an electric wheelchair**, leave the wheelchair behind. Do not block exit routes. **To safely carry a person downstairs**, two persons must use specific techniques, **practiced before an emergency**.

See: <http://www.wikihow.com/Carry-an-Injured-Person-Using-Two-People>

3) **If a person is in a manual wheelchair, EITHER:**

- Leave the manual wheelchair behind; and carry them (see instructions above in 2) or,
- Carry the person while they sit in their manual wheelchair.
At least four strong people are needed to do this.

2.4 Evacuating People with Vision Loss

A service animal could be disoriented by a disaster.
People who are blind may need to be led to safety.

To guide a person with vision loss...

- Ask them to take your arm at the elbow.
- DO NOT grab the arm of a person with low vision.
- Verbal relay of directions is familiar to people with vision loss.
Give verbal instructions about stairs, distances, rough terrain, doorways, debris, etc.

2.5 Evacuating People who are Deaf or Hearing Impaired

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

2.6 Evacuating People with Respiratory Illnesses

- Respiratory illnesses can be aggravated by stress.
- In an emergency, oxygen and respiratory equipment may not be available.
- Alert emergency personnel about those with respiratory illnesses.

2.7 Disability Guidelines

Individuals with a disability should discuss how they want to be assisted during an emergency by contacting the appropriate campus department, listed below:

- **Students can** contact Disability Support Services
- **Need North, Central, SVI email addresses for DSS per campus**
South: (206) 934-5137
Rose.kolovrat@seattlecolleges.edu
North (206) 934-3858
Central (206) 934-4183
SVI (206) 934-4183
- **Employees can** contact Human Resources
- **Need North, Central, SVI email addresses for HR per campus**
South: (206) 934-6415
Linda.manning@seattlecolleges.edu
North (206) 934-4710
Central (206) 934-4017
SVI (206) 934-4017

3.0 Campus Maps and Evacuation Assembly areas

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3.1 Campus Maps – Seattle Central College



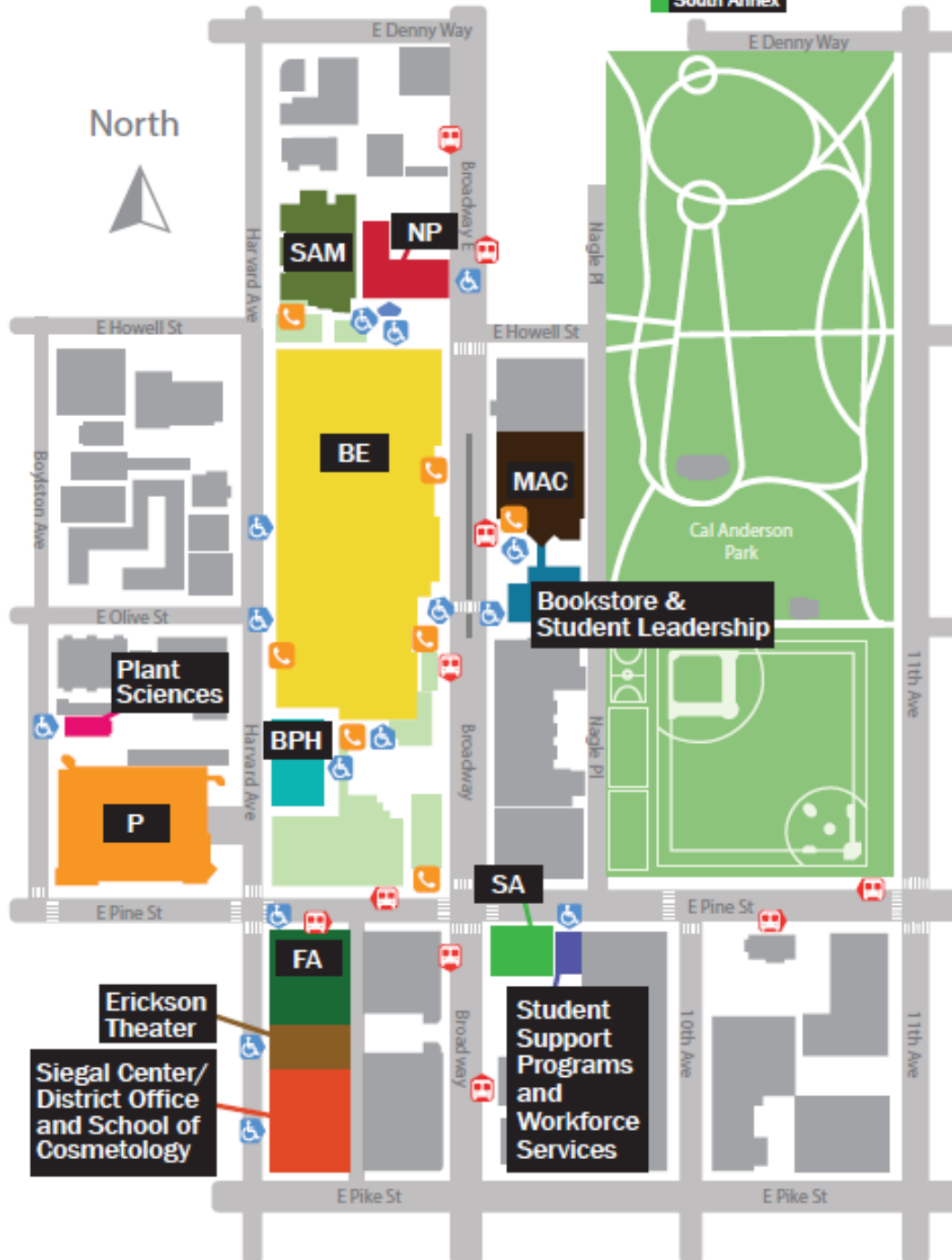
seattlecentral.edu
1701 Broadway, Seattle, WA 98122

Buildings

- BE** Broadway Edison Building
- BPH** Broadway Performance Hall
- FA** Fine Arts (Masonic Temple)
- SSP** SSP and Workforce Services
- MAC** Mitchell Activity Center
- NP** North Plaza
- SAM** Science & Math

Legend

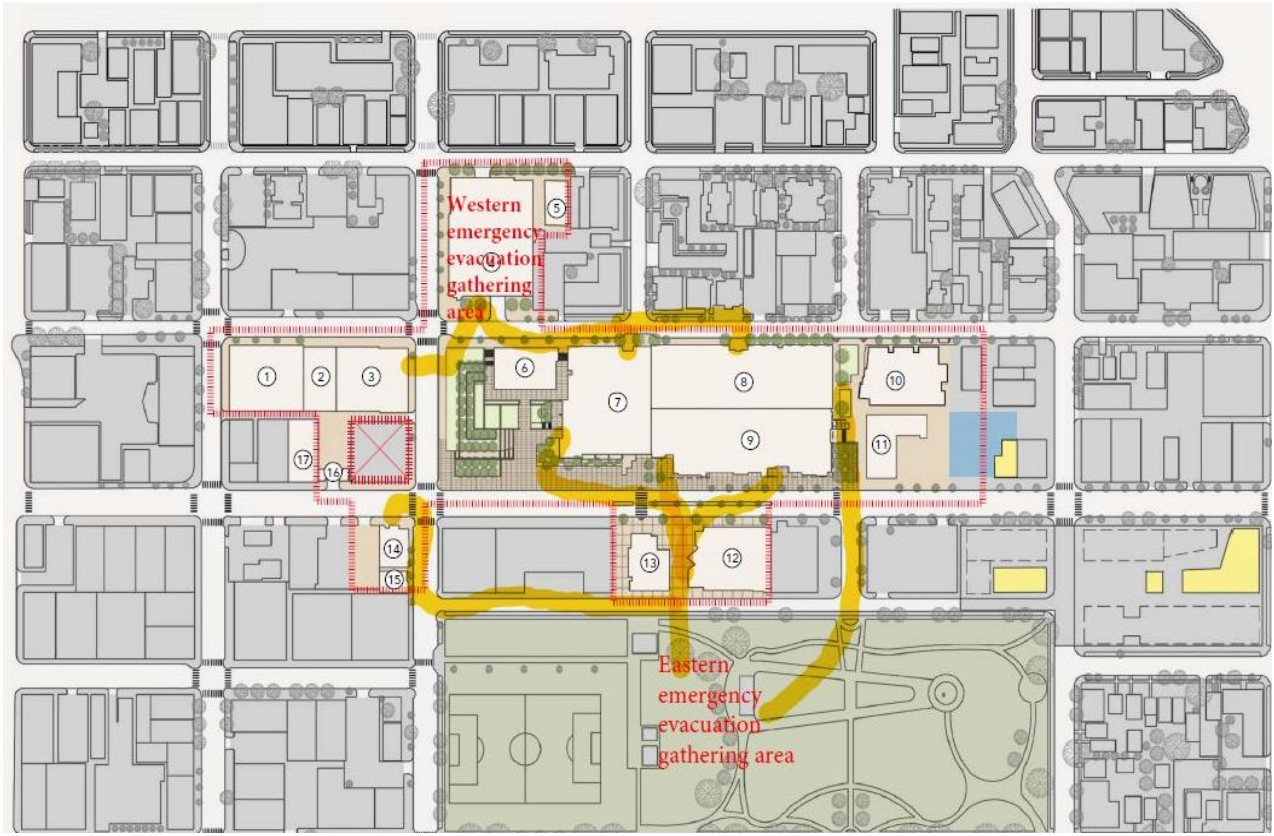
- Bookstore**
- Plant Sciences**
- District Office and SC**
- Erickson Theater**
- P Harvard**
- South Annex**
- Entrance**
- Bus Stop**
- Call Station**
- Street**
- Non-camp**
- Park**



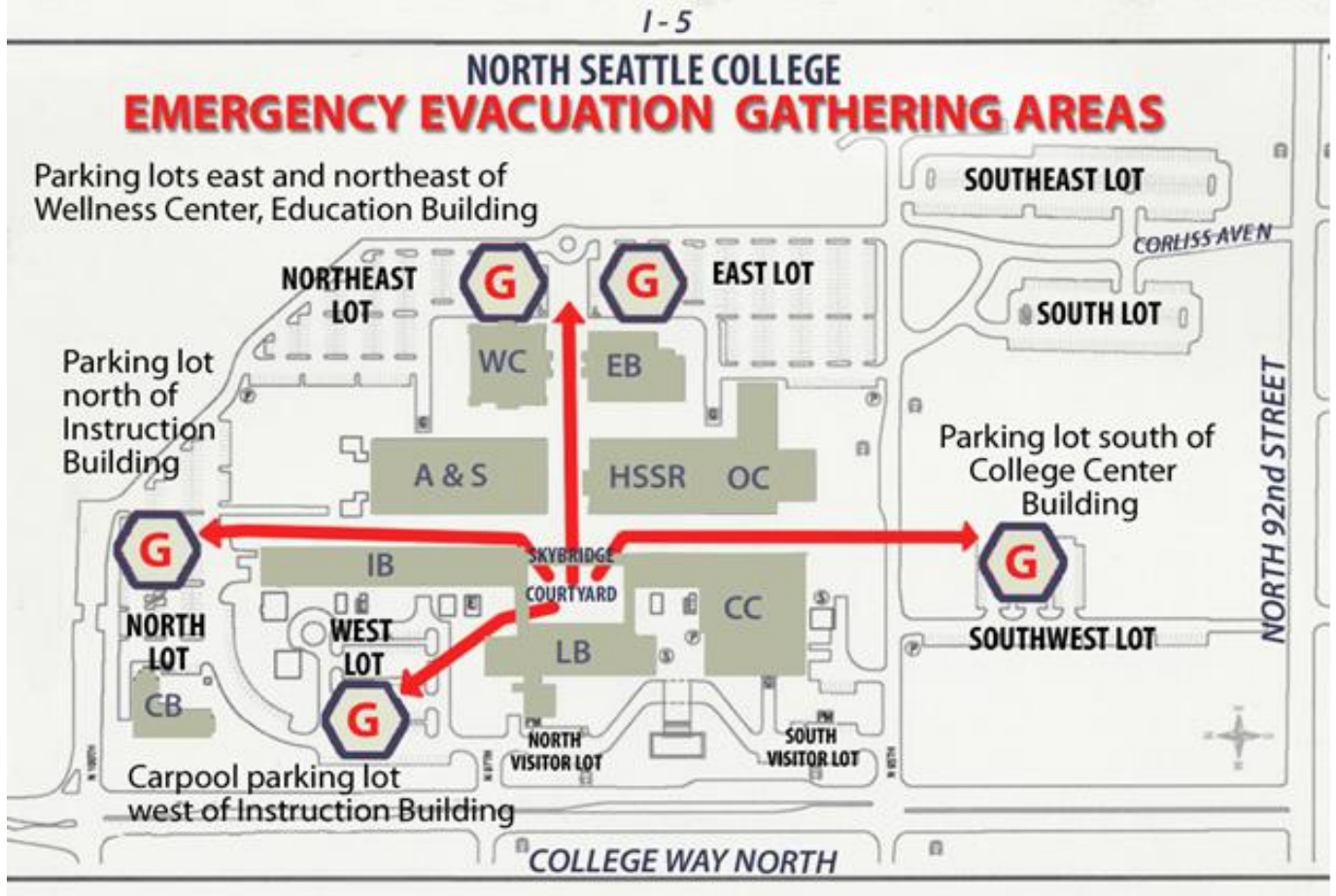
EXISTING CAMPUS OWNED BUILDINGS

- LEGEND**
- Existing MIMP Boundary
 - Proposed MIMP Boundary
 - Existing Neighborhood Building
 - Existing SCCC Building
 - Pending Sound Transit Station and TOD Building
 - Cal Anderson Park and Morris Playfield
 - Pending Site D Acquisition
 - Pending Future TOD Structures

- BUILDING KEY**
- ① Siegal Center
 - ② Erickson
 - ③ Fine Arts
 - ④ Student Parking Garage
 - ⑤ Plant Lab
 - ⑥ Broadway Performance Hall
 - ⑦ Phase II
 - ⑧ Edison Building
 - ⑨ Broadway/Edison Building
 - ⑩ Science & Math Building
 - ⑪ North Plaza Building
 - ⑫ Mitchell Student Activity Center
 - ⑬ Bookstore
 - ⑭ South Annex
 - ⑮ International Programs



3.2 Campus Maps – North Seattle College



Instruction Building (IB)

Grass lot north of 100th Street, just north of the Childcare Building

OCE&E Building

East parking Lot

Library Building (LB)

West (carpool) parking lot, just west of Instruction Building

College Center Building (CC)

Tennis court grounds south of College Center Building

HSSR Building (TB)

East Parking lot.

Arts and Science Building (AS)

North parking lot, just north of the Art and Science Building

Education Building (ED)

East parking lot

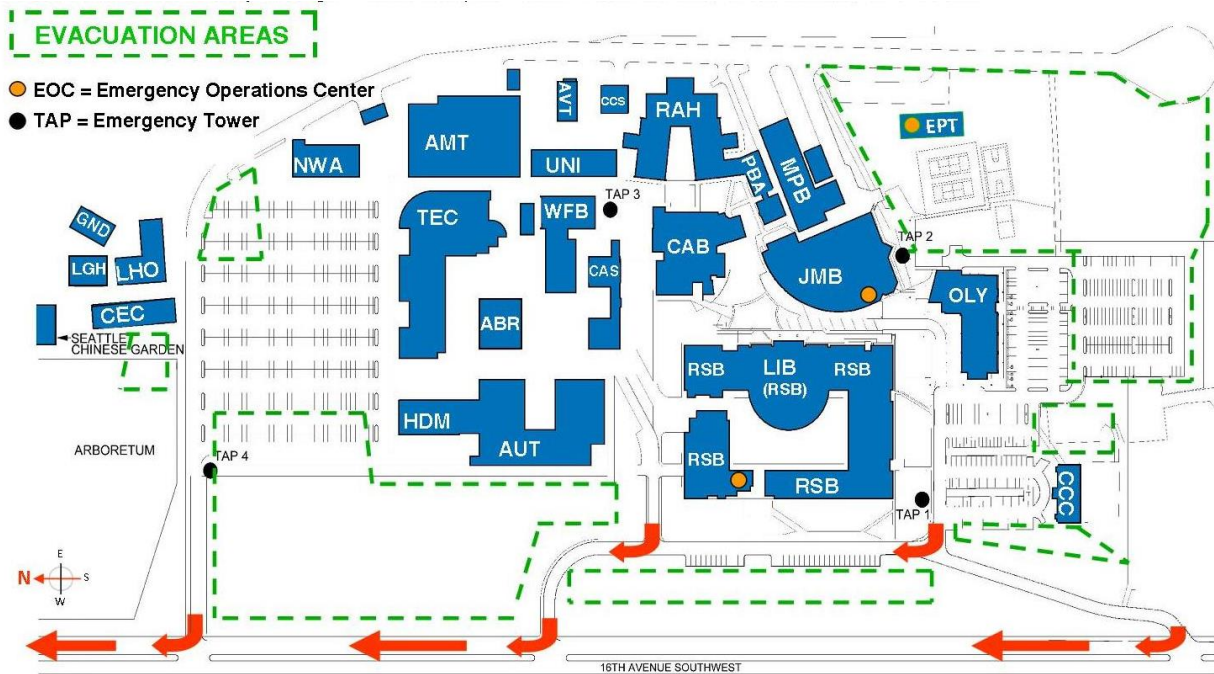
Wellness Center

Northeast parking lot, just northeast of the Wellness Center

Childcare Building (CH)

Grass lot north of 100th Street, just north of the Childcare Building

3.3 Campus Maps – South Seattle College



South Seattle College, main campus, 6000 16th Ave SW

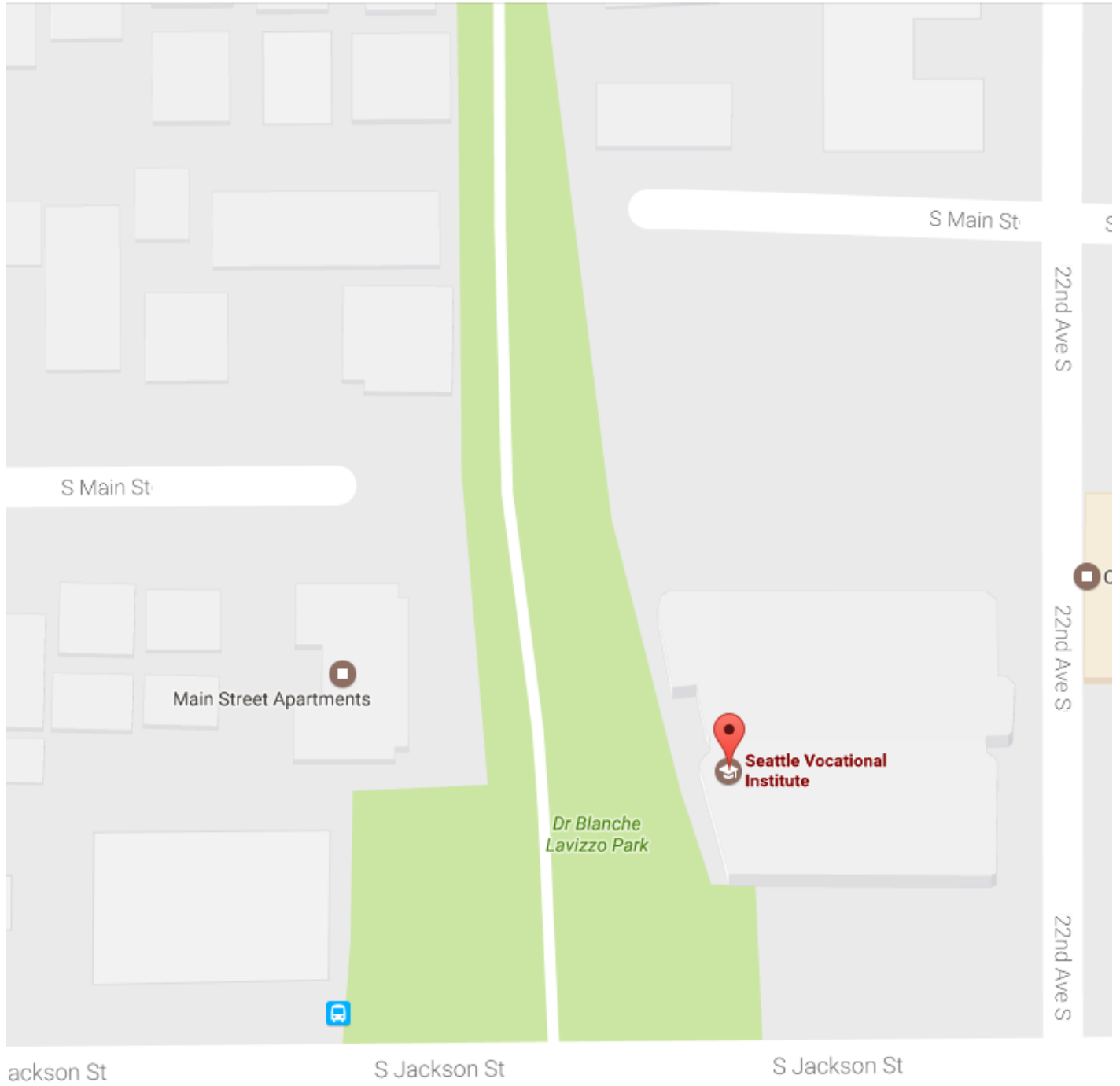
**In a campus evacuation, HEAD NORTH on 16th Ave SW.
NO LEFT TURNS ONTO 16th AVE SW. DO NOT BLOCK DRIVEWAYS.**

Emergency responders will need the driveways.

Civilian vehicles MUST yield to emergency vehicles.

ABR	Auto Body Repair, #129	JMB	Jerry M Brockey Building, #147
AMT	Aviation Maintenance Technology, #130	LGH	Landscape Hort. Greenhouse, #142
AUT	Automotive Technology, #127	LHO	Landscape Hort. Classrooms, #151
AVT	Aviation Technology, #141	MPB	Multi-Purpose Building, #144
CAB	Culinary Arts Building, #123	NWA	Northwest Wine Academy, #143
CAS	Cascade Court, #126	OLY	Olympic Hall, #154
CCC	Child Care Center, #148	PBA	Pastry and Baking Arts, #145
CEC	Chan Education Center, #156	RAH	Rainier Hall, #125
CSS	Campus Service Shop, #133	RSB	Robert Smith Building, #139
EPT	Emergency Preparedness Trailer	TEC	Technology Building, #146
GND	Grounds, #142	UNI	University Center, #155
HDM	Heavy Duty Diesel, #128	WFB	Welding Fabrication Building, #122

3.4 Campus Maps - SVI

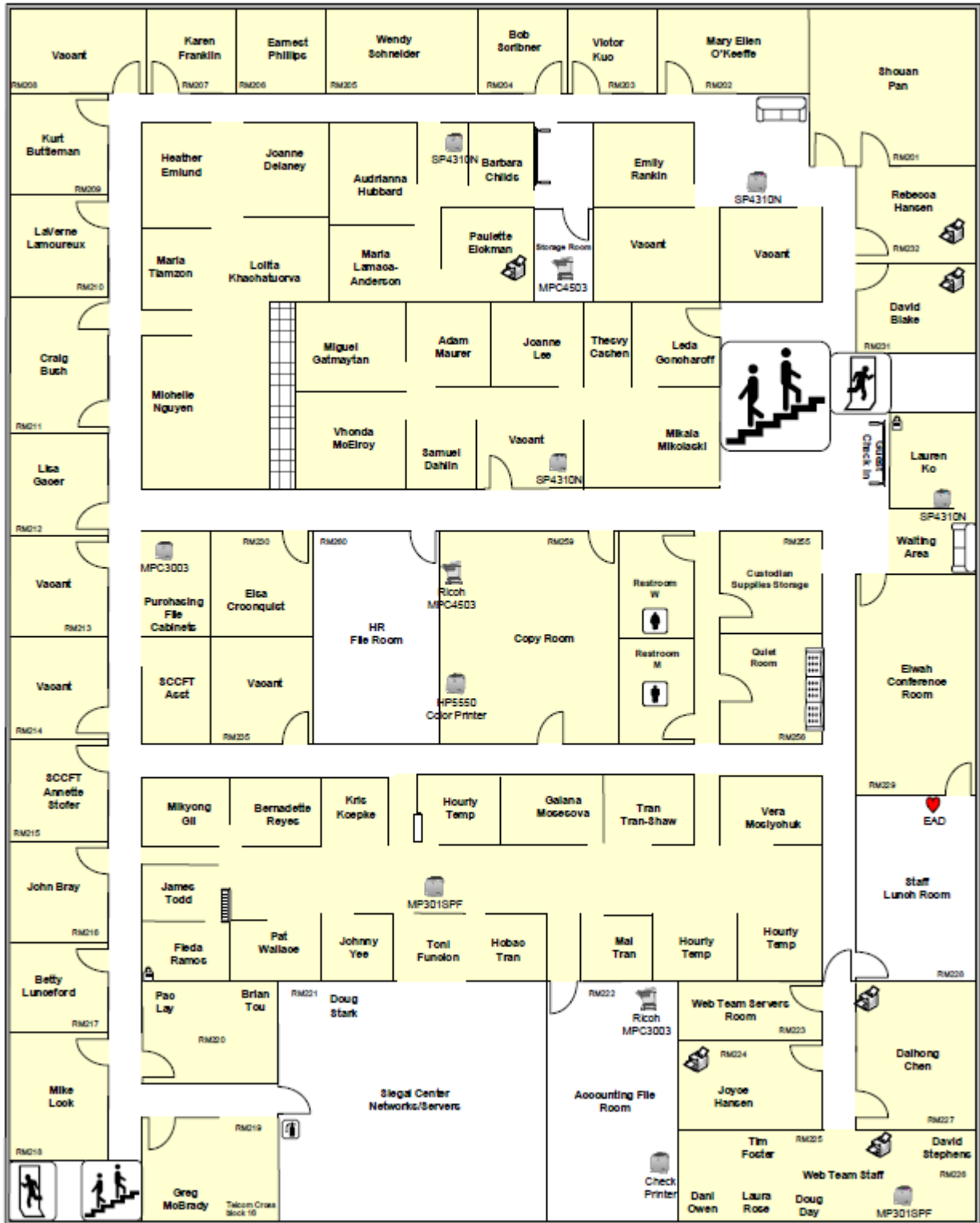


3.5 Campus Maps – Siegal Service Center

Siegal First Floor:



Siegal Second Floor:



4.0 EMERGENCY NOTIFICATION PLAN (ENP)

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4.1 Emergency Notification Overview

How, What and When Seattle Colleges communicates during emergencies is a critical component of the Colleges' emergency response.

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

Seattle Colleges' Emergency Notification Plan (ENP) describes procedures for issuing emergency notifications and communicating general safety information. Authorized officials must become familiar with the plan to ensure effective emergency communication.

Upon confirmation of a threat to campus, Seattle Colleges will immediately initiate emergency notification, unless doing so compromises efforts to mitigate the emergency.

Seattle Colleges follows the federal National Incident Management System (NIMS) Incident Command System.

- As a result, **the first person on the scene is the Incident Commander (IC) with authority to initiate emergency notification.** An emergency notification is issued when a threat requires action to be taken on campus. Typically, Campus Security arrives first and determines the need for emergency notification. When necessary, Campus Security directs PIO personnel to send a notification based on the guidelines in this plan.
- **The Public Information Officer (PIO) handles requests for information from the media.** In the event of an emergency, all official statements from the College will be made by the PIO, President or his designee.

Training ensures Seattle Colleges can execute emergency notifications. Work with the Director of Campus Safety & Security or the Environmental Health & Safety Manager to request training.

- Employees responsible for emergency notification receive training.
- All executive administrators receive copies of this Emergency Action Plan.
- Staff and leadership are informed when procedures or systems are updated.
- New employees with responsibilities for emergency notification are trained.

4.2 Media Relations

The media covers major incidents and can help the college provide accurate information to the public. How the College communicates with the media determines how the college's emergency response is perceived. Managing media communications during an emergency is critical. In the absence of information, the media will seek their own sources, which may result in coverage detrimental to Seattle Colleges. Precise and timely communication by the college minimizes publication of inaccurate or detrimental information.

The media and the public want to know:

- what happened
- how it happened
- who was responsible
- what the college is doing for response and recovery

The Public Information Officer (PIO) handles questions from the media. In an emergency, all statements from the College will be made by the PIO or the President or his/her designee.

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

4.3 Assumptions

- Most emergencies arise without notice.
- Confirming the facts is balanced against providing quick notification.
- Campus Security handles the majority of emergencies.
- There may not be time for consultation before issuing a notification.
- Use multiple notification systems (a single mechanism will not reach everyone fast enough).
- People will seek additional information once notified.
- Speculation occurs. Notifications should provide accurate details.
- Power outages, etc. will limit our communication tools.

Regular testing ensures that systems operate as expected and people remember how to use them.

4.4 Types of Notification		
Emergency Notification	Timely Warning Notification	Informational Notification
A situation that is an immediate threat that <u>requires action to be taken on campus</u> .	An incident that already occurred but is still an ongoing threat to the campus. (I.e. a “Clery Act” <i>timely</i> warning.)	Non-urgent safety information issued in the best interest of the campus community. Also, follow-up to previous incidents.
<p>An Emergency Notification is issued when a threat <u>requires action to be taken on campus</u>.</p> <p>Seattle Colleges are committed to closing the communication loop. Whenever an emergency notification is sent, once the emergency is over, an “ALL CLEAR-Resume regular activities on campus” message will be sent.</p>	<p>Seattle Colleges notifies the campus community of Clery Act crimes as soon as possible. However, notification is delayed if Campus Security determines that issuing a warning compromises law enforcement efforts. (The Clery Act requires colleges with federal financial aid programs to disclose information about crime on and near their campuses.)</p> <p>Clery Act crimes:</p> <ul style="list-style-type: none"> ▪ Criminal homicide, including manslaughter ▪ Sex offenses ▪ Robbery ▪ Aggravated assault ▪ Burglary ▪ Motor vehicle theft ▪ Arson ▪ Hate crimes (the above, and incidents of larceny/theft, simple assault, intimidation or property damage <u>motivated by bias</u>) <p>Whenever a Timely Warning is sent, an “ALL CLEAR” message is sent once danger is past.</p>	<ul style="list-style-type: none"> ▪ When Campus Security decides the campus should be notified about an incident that isn’t an emergency or reportable crime, they compose and send an informational notification. ▪ Informational notices are also sent to educate the campus community.
Main Communication Mode	Main Communication Mode	Main Communication Mode
Text Alert, Phone Paging, Computer Pop-Ups, Emails, Outdoor PA	Emails Text Alerts	Emails
And, if appropriate	And, if appropriate	And, if appropriate
Social Media Website Reader boards	Social Media Website	Social Media Website

4.5 Notification Guidelines

Those with the authority to develop and send notifications may use the following templates or write a custom message. Seattle Colleges' **emergency notifications are formatted to be compatible with a text alert**. All notification mechanisms send the same message of **no more than 140 characters**. Such messages contain the following information, in this order:

1. **Nature of the incident**
2. **Location**
3. **Action(s) to be taken**

Actions that might be advised in a notification:

Action	Notes
Avoid Area	
Shelter in Place / Lockdown	Lock doors, close blinds, silence cell phones
Evacuate	Do not stand in building entrances or in the street
Drop, cover and hold	Do NOT stand in doorways
Classes cancelled, Campus closed	
All Clear	

Emergency notifications state '**incident**', '**location**', and '**recommended action**' in plain language. They provide regular updates but protect law enforcement investigations and consider privacy and legal concerns such as patient confidentiality and family notification.

See next page for sample Emergency Message Templates

As soon as possible after an emergency notification, the College provides additional information about the incident on their homepage or by email. This might include instructions about how to report information about the incident to authorities.

The information contained in this plan has been prepared for use by the Seattle Colleges District. (SCD). The information is guidance, recognizing that circumstances not anticipated may occur. The judgment of those handling a campus emergency determines how and when an alert is issued. This plan is a good faith effort; no guarantee is made by SCD of the sufficiency of this information and SCD assumes no responsibility.

This is not a "Be-All, End-All" plan. Different or additional measures may be required.

4.6 Sample Emergency Message Templates – 140 Characters

Scenario	Message Content Campus- Incident - Location - Recommended Action	Used /Avail
Active Shooter	Campus - Shots fired near <i>[BUILDING]</i> . Lockdown.	40/100
All Clear	Campus - This is 'All Clear' notification. The event at <i>[BUILDING]</i> is over. ALL CLEAR.	89/60
Armed Intruder Weapon Threat	Campus - Person with gun near <i>[BUILDING]</i> . Lockdown.	46/94
Bio Terrorist Biological Disaster	Campus - Biological danger in/near <i>[BUILDING]</i> . Evacuate 300 feet. Avoid Area.	72/68
Bomb Threat	Campus - Bomb threat in <i>[BUILDING]</i> . Evacuate 300 feet. Avoid Area.	61/79
Custom	Campus - <i>[Nature of incident] [LOCATION]. [Action]</i>	up to 140
Demonstration/ March/Protests	Campus - Demonstration/protest near <i>[BUILDING]</i> . Avoid Area.	49/91
Earthquake	Campus - Earthquake. Drop, cover and hold on.	40/100
Epidemic/ Outbreak	Campus - <i>[Nature of illness... swine flu, etc.]</i> Classes cancelled. Campus closed.	37/103
Fire	Campus - Fire in/near <i>[BUILDING]</i> . Evacuate. Avoid Area.	41/99
Flooding	Campus - Flooding at <i>[LOCATION]</i> . Avoid Area.	29/111
Inclement Weather	Campus - <i>[Nature of alert... snow, wind, etc.]</i> Classes cancelled. Campus closed.	37/103
Major Outage/ Utility Failure	Campus - Power out. Classes cancelled. Campus closed.	49/92
Physical Violence	Campus - <i>[Fight/assault/attack]</i> near <i>[BUILDING]</i> . Avoid Area.	22/118
Police Activity/ Investigation	Campus - Police activity near <i>[LOCATION]</i> . AVOID THE AREA.	42/98
Test	Campus - Test: This is a test of the SC alert system. Thank you.	61/79
Volcanic Eruption	Campus - Volcanic eruption. Shelter in place.	36/104

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MEDICAL EMERGENCIES

FOR MINOR INJURIES OR ILLNESS, report to the Campus Security Office

(206) 934-5442 **SCC/Siegal**

(206) 934-3636 **North**

(206) 934-0911 **South**

(206) 934-4933 **SVI**

IF THE PERSON IS SERIOUSLY INJURED:

1. Do not move them unless there is life-threatening danger (e.g., falling debris, fire, explosion)
2. In a life-threatening emergency, immediately dial (9+) 911, and request medical aid.
 - State the problem
 - Give your address and location in the building
 - Calmly provide the information requested by the 911 operator.
 - Do not hang up until instructed.
3. When you complete the 911 call, notify Campus Security, so they can guide the medical unit to the scene.
 - Tell Campus Security the problem, the location and that you have notified 911.
 - Provide as much information as possible.
4. Let the victim know help is on the way and keep them calm. If you are trained, give first aid.
5. Remain with the victim until Campus /Security or emergency crews arrive.
6. Victim should be asked to complete an accident report.

ACCIDENT REPORTS/PREVENTION PLANS

Reports: Anyone injured on campus must submit an Accident Report as soon as possible, regardless of the severity of the injury. Submit report to Campus Security.

Accident: Applies to personal injury. Accident Reports are not required for illnesses unless an injury results (e.g., a seizure causes the person to fall and hit their head).

Student/visitors: If a student or visitor is injured on campus, an Accident Report should be submitted, but *any medical expenses incurred are paid by the individual or their personal health insurance.*

Employee: An accident occurring to an employee or a work study student during their working hours is covered by Washington State Industrial Insurance. An injured employee must advise the doctor of this coverage immediately so they can prepare an Industrial Insurance Form. The health care provider sends this form to the employer. Campus Security receives and completes these reports on behalf of the college and forwards finalized copies to the Department of Labor and Industries. Any verbal or written communications received about an injured employee should be given to Campus Security.

Accident Prevention Policy: Seattle Colleges gives the prevention of injuries top priority at all times.

Per WAC 296-24-040, a college accident prevention program has been developed that emphasizes the integration of safety and health measures into each job task. This requires the cooperative effort of supervisors and employees. Operating safely is a partnership between employer and employee.

5.1 Accidental Injury Report Form**CONFIDENTIAL (after completed)**

SEATTLE COLLEGE DISTRICT VI
CAMPUS SECURITY ACCIDENTAL INJURY REPORT
 Seattle Colleges | 1500 Harvard Ave Seattle, WA 98122 |

INJURED PERSON**Name:** (Last, First, M.I.):**Address:** (Local)**Student ID #:****Phone:****Email Address:****Age:****Sex:****Classification:** (circle one)
Student | Employee | Visitor**Title or Status:** (Machinist,
Salesman, etc)**Department:****Date of Occurrence:****Time of Day:****ACCIDENT**

Indicate the location of the incident you are reporting:

- North Seattle College
- Seattle Central College
- SVI
- Wood Technology
- Seattle Maritime Academy
- South Seattle College
- Georgetown
- Siegal Service Center

Exact Location of Accident:**Name of Supervisor:****Area of Occurrence:**

- | | | | |
|--|--|---|--------------------------------------|
| <input type="checkbox"/> Auditorium | <input type="checkbox"/> Corridor, hallway | <input type="checkbox"/> Student Center | <input type="checkbox"/> Parking Lot |
| <input type="checkbox"/> Bathroom, shower | <input type="checkbox"/> Dressing or locker room | <input type="checkbox"/> Laboratory | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Cafeteria Kitchen | <input type="checkbox"/> Grounds | <input type="checkbox"/> Shop Area | |
| <input type="checkbox"/> Classroom, study room | <input type="checkbox"/> Gymnasium | <input type="checkbox"/> Stairs, ramps | |

Details of Accident

CONFIDENTIAL (after completed)

I am reporting a(n):

- Injury Work-Related Illness Near-miss Workplace Hazard

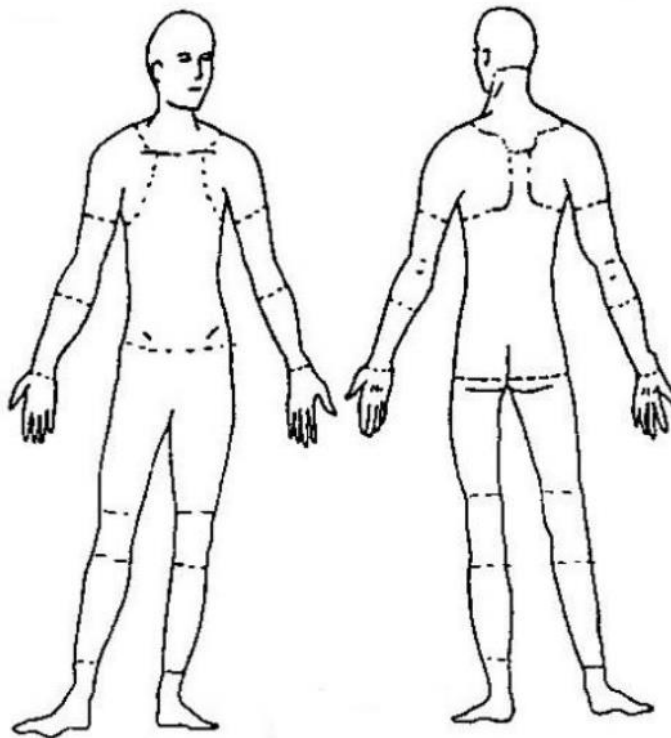
Describe events, actions, and conditions fully including environmental, emotional, and physical factors, which contributed to the injury.

Action to Prevent Similar Accidents (Indicate if taken or recommended):

Witness (Name, Contact Information &/or Job title):

School Insurance: YES | NO (circle one)

PART OF BODY INJURED (shade or circle all that apply):



Nature of Injury

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> Amputation | <input type="checkbox"/> Dermatitis, infection | <input type="checkbox"/> Heat exhaustion, Sunstroke | <input type="checkbox"/> Shock, electrical |
| <input type="checkbox"/> Bruise, contusion | <input type="checkbox"/> Dislocation | <input type="checkbox"/> Inhalation- dust, fumes, gases | <input type="checkbox"/> Shock, fainting |
| <input type="checkbox"/> Burn, scald | <input type="checkbox"/> Exposure, Frostbite | <input type="checkbox"/> Internal injury | <input type="checkbox"/> Sprains, strains |
| <input type="checkbox"/> Concussion | <input type="checkbox"/> Fracture | <input type="checkbox"/> Poisoning, internal | <input type="checkbox"/> Suffocation, drowning, strangulation |
| <input type="checkbox"/> Cuts, open wounds | <input type="checkbox"/> Foreign body | <input type="checkbox"/> Rupture, hernia | |
| <input type="checkbox"/> Other, Specify | | | |

Part of Body Injured

- | | | | |
|---|--------------------------------------|---|--------------------------------------|
| <input type="checkbox"/> Generalized | <input type="checkbox"/> Neck | <input type="checkbox"/> Shoulder | <input type="checkbox"/> Hip |
| <input type="checkbox"/> Skull or scalp | <input type="checkbox"/> Spine | <input type="checkbox"/> Upper arm | <input type="checkbox"/> Thigh |
| <input type="checkbox"/> Eye | <input type="checkbox"/> Chest | <input type="checkbox"/> Elbow | <input type="checkbox"/> Knee left |
| <input type="checkbox"/> Nose | <input type="checkbox"/> Abdomen | <input type="checkbox"/> Forearm | <input type="checkbox"/> Lower leg |
| <input type="checkbox"/> Mouth | <input type="checkbox"/> Back | <input type="checkbox"/> Wrist | <input type="checkbox"/> Ankle right |
| <input type="checkbox"/> Jaw | <input type="checkbox"/> Pelvis | <input type="checkbox"/> Hand right thumb | <input type="checkbox"/> Foot |
| <input type="checkbox"/> Other Head | <input type="checkbox"/> Other Trunk | <input type="checkbox"/> Finger | <input type="checkbox"/> Toe |
| <input type="checkbox"/> Other, specify | | | |

TREATMENT**CONFIDENTIAL (after completed)****Estimate of Severity**

- Minor
- Serious
- Critical
- Fatal

Emergency Care

- First Aid
- Private Physician
- Health Center
- Hospital, specify:

Given by: (Name and address)**Will Injury Cause Absence from Work or Classes?****If so, for how long?****Patient Status**

- Non Patient
- Out Patient
- Hospitalized

This report submitted by: (Please print)**Date Submitted:****This report completed by:** (Please print)

Campus Security Officer

Date Completed**FOLLOW-UP**

The space below is reserved for notes made by the EHS Manager, Public Safety, or a Safety Committee member to include additional information about the described injury or the investigation/correction of reported hazards.

Reviewed By:**Date:**

5.2 Threat Assessment

Overview	You Hear Yelling or Threats	You Witness a Fight or Physical Abuse
<p>Threat assessment saves lives.</p> <p>Evaluation of intent, motive, and ability determines risk level.</p> <p>After threat validation, a strategy is developed to defuse risk.</p>	<ul style="list-style-type: none"> ▪ DO NOT ignore. ▪ Interrupt or get help. ▪ Knock and ask if everything is okay. ▪ If you are uncomfortable, get help. <p>A call to Campus Security gets help quickly.</p> <ul style="list-style-type: none"> ❖ (206) 934-5442 SCC/Siegal ❖ (206) 934-3636 North ❖ (206) 934-0911 South ❖ (206) 934-4933 SVI 	<ul style="list-style-type: none"> ▪ If you see a fight or physical abuse, DO NOT get physically involved. ▪ Contact Campus Security immediately. <ul style="list-style-type: none"> ❖ (206) 934-5442 SCC/Siegal ❖ (206) 934-3636 North ❖ (206) 934-0911 South ❖ (206) 934-4933 SVI ▪ Try to disperse onlookers and discourage others from getting involved. ▪ If in doubt, call 911
<p>BE SURE TO REPORT ALL INCIDENTS!</p> <p>Be Aware.</p> <p>Report anything suspicious to Campus Security</p>		
THREATS	“RED FLAGS”	WHERE TO REPORT
<p>REPORT:</p> <ul style="list-style-type: none"> ▪ <u>All</u> threats, no matter how they are communicated ▪ Any assault or attempted assault. ▪ Anything you think “might” be a threat. 	<ul style="list-style-type: none"> ▪ Outrage over a college incident. ▪ Evidence of stalking behavior or research into the personal life of someone else. ▪ Obsessive desire to contact an employee or student. ▪ Belief someone owes money or affection. ▪ Belief an employee or student is someone else. ▪ References to: <ul style="list-style-type: none"> ○ public figures who were attacked ○ individuals who attacked public figures or committed violent acts ○ mental illness, psychiatric care, anti-psychotic medication, etc. ○ bodyguards, security, safety, etc. ○ death, suicide, weapons, violence, assassinations, acts of terrorism. 	<div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>IMMEDIATELY REPORT Threats or “Red Flags” to Campus Security</p> <ul style="list-style-type: none"> ❖ 206) 934-5442 SCC/Siegal ❖ (206) 934-3636 North ❖ (206) 934-0911 South ❖ (206) 934-4933 SVI </div> <p>If students are involved also contact:</p> <ul style="list-style-type: none"> ▪ VP for Student Services (206) 934-6946 or 5442 for SCC/Siegal (206) 934-3669 North (206) 934-6763 South (206) 934-4933 SVI <p>If campus employees are involved <i>contact:</i></p> <ul style="list-style-type: none"> ▪ Human Resources Director (206) 934-2028 SCC/Siegal (206) 934-7792 North (206) 934-6415 South (206) 934-2028 SVI

**5.3 NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)
INCIDENT COMMAND SYSTEM (ICS)
EMERGENCY ACTION PLAN (EAP)
FOR SEATTLE COLLEGES**

Emergency Action Plan (EAP)

The Incident Commander must approve changes to these procedures.

Introduction

This Emergency Action Plan gives the Seattle Colleges a system to respond to major disturbances. Assigned personnel are expected to know this plan. The Emergency Action Plan meets Washington Industrial Safety and Health Act RCW 49.17 and WAC 296.

Seattle Colleges' response to a major disturbance will follow the framework of this plan. Knowing what to do in the event of an emergency is critical. Planning and **being prepared is a shared responsibility.**

Seattle Colleges operates an Incident Command System (ICS) during major emergencies.

Purpose

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

No emergency is the same; therefore, no plan provides an exact emergency response. The Seattle College will use this plan and college resources to reduce injuries and property damage.

5.3.1 Incident Command System (ICS)

Seattle Colleges' Emergency Action Plan (EAP) follows the Incident Command System (ICS) mandated by the National Incident Management System (NIMS). The ICS is an all-risk system for use during any disruptive event.

After an unexpected disruption, the objective is to gain control of the situation. The ICS expands in a modular fashion depending on the incident. The Incident Commander (IC) manages all functions until delegation is required. When necessary, functions are delegated to command and operational staff who then manage "hands-on" details. The Seattle Colleges' Emergency Response Teams (ERTs) are staffed by personnel trained in ICS.

Online Certifications from FEMA Emergency Management Institute

(All personnel assigned responsibilities are expected to be FEMA certified).

- **IS-700.a FEMA Certification**
[National Incident Management System \(NIMS\) An Introduction](#)
(prerequisite for IS 100.HE – Introduction to ICS for Higher Education)
- **IS-100.HE FEMA Certification**
[Introduction to the Incident Command System \(ICS\) for Higher Education](#)

5.3.2 Incident Commander (IC)

The first person on the scene is the Incident Commander (IC) until they are relieved by a college Emergency Response Team (ERT) member or emergency personnel.

The Incident Commander is the "decision maker" during the emergency. The IC will use this guidance and their best judgment to protect the college.

5.3.3 Emergency Operations Center (EOC)

The Emergency Operations Center (EOC) is where THE Emergency Response Team (ERT) coordinates an emergency response.

CENTRAL

Primary Location: BE 4180D

Secondary Location: BE 1389H

Outdoor Location: South Lawn, if building is not habitable

NORTH

Primary Location: Education Building 0843C

Secondary Location: Roy Flores Wellness Center

Third Location: Any building selected by the Incident Commander

Outside Option: Any parking lot in open area on campus

SOUTH

Primary Location: South's President's Board Room RSB 30 (Robert Smith Building).

Secondary Location: is the JMB 140 (Jerry M Brockey Center) Conference Room.

Third Location: A building and room selected by the Incident Commander (e.g. Chan Center)

Outdoor Option: If campus buildings are unsafe, the IC chooses an outdoor location such as the Emergency Preparedness Trailer (EPT) near the tennis courts or an open area.

SIEGAL

Primary Location: Jim Christiansen Conference Room, 2nd floor, Siegal Center

Secondary Location: Payroll/Benefits area, 1st floor, Siegal Center

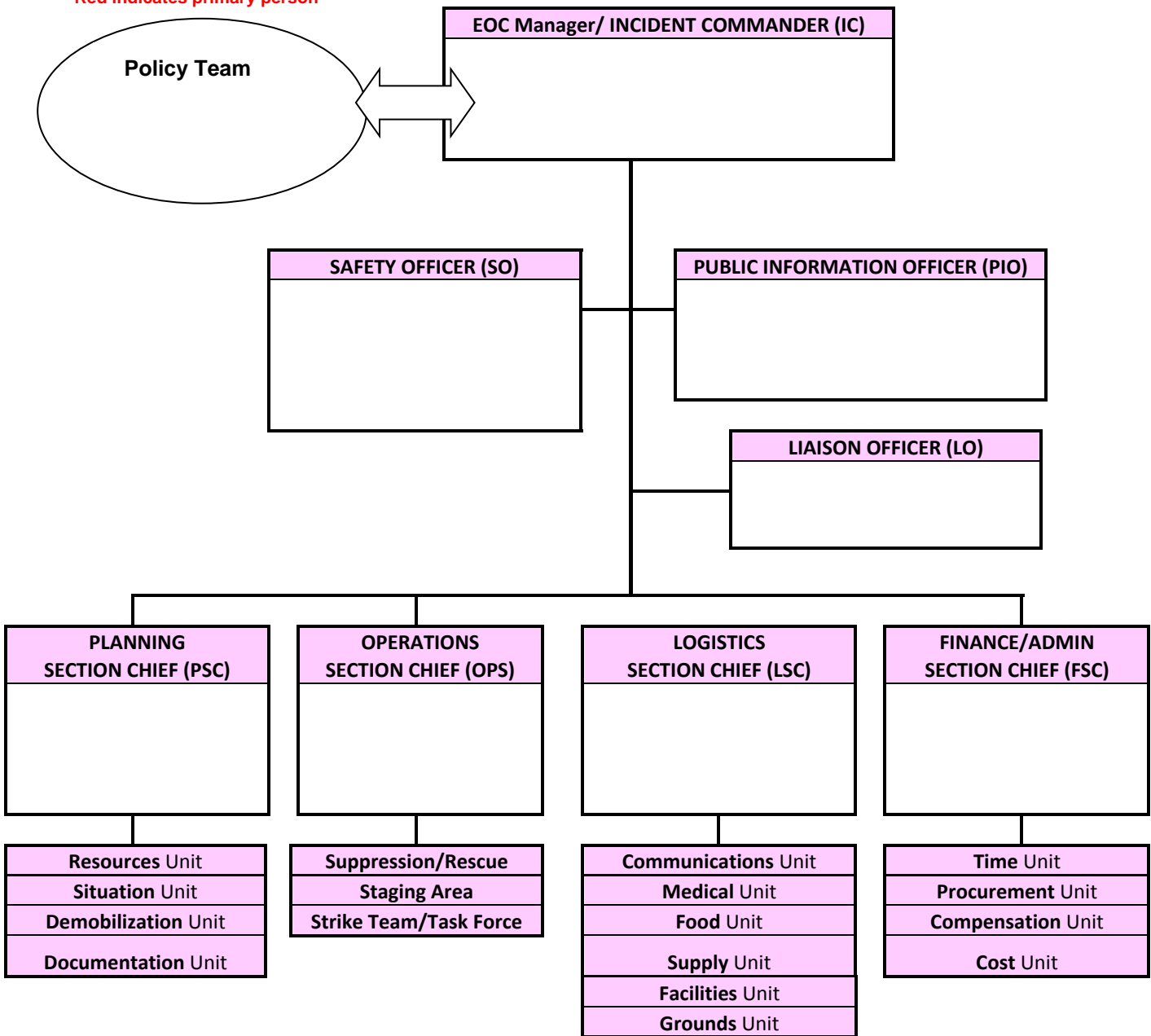
Third Location: Web team area, 2nd floor, Siegal Center

5.3.4 Seattle Colleges' Emergency Response Team (ERT)

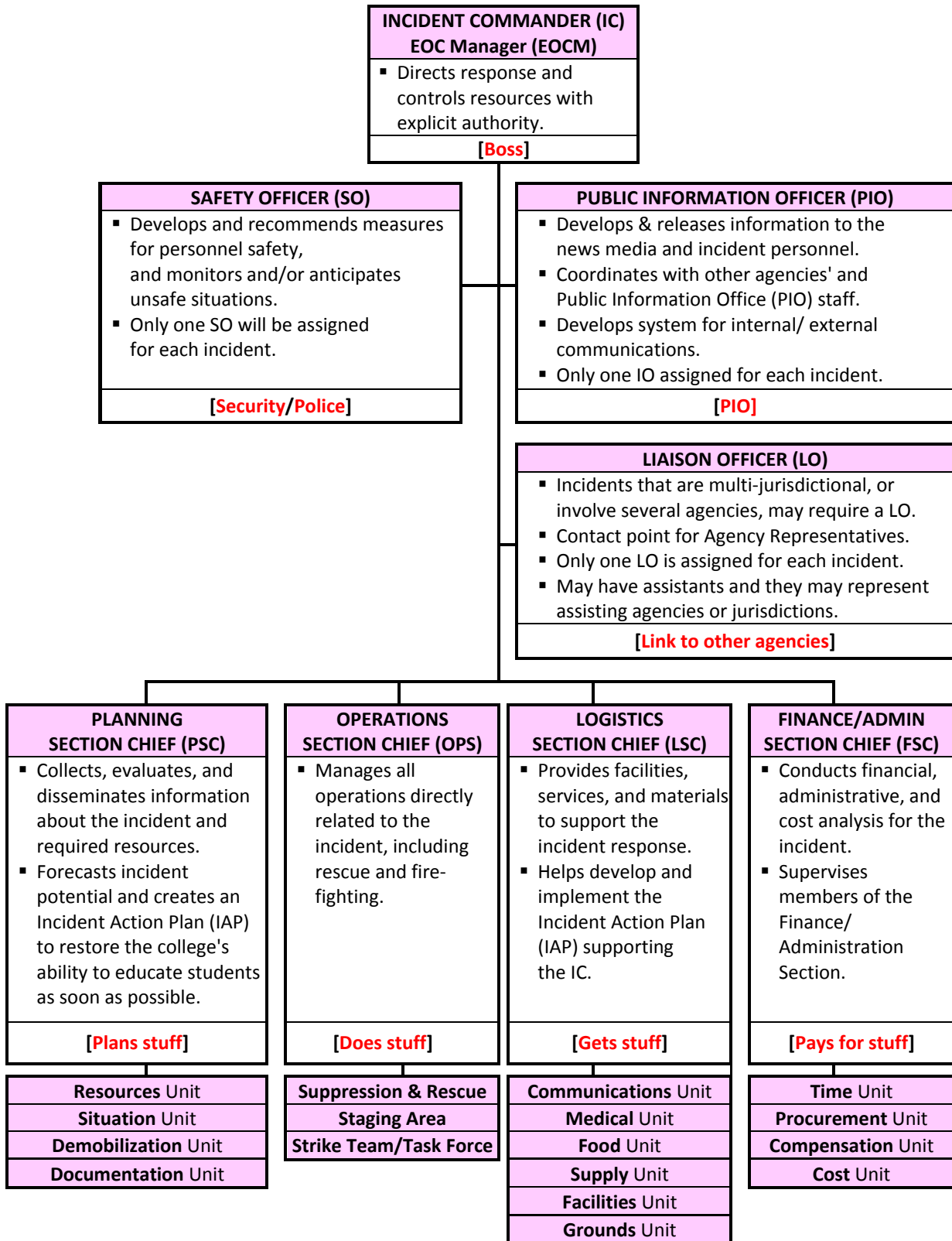
The first person on the scene is the Incident Commander until replaced by emergency personnel.

5.3.5 Incident Command System (ICS) Chart

Red indicates primary person



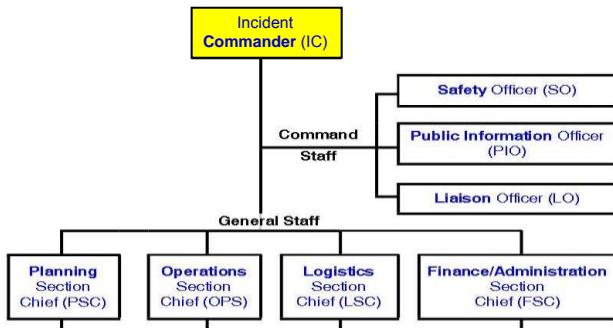
5.3.6 Incident Command System (ICS) “At a Glance”



5.3.7 Incident Commander (IC) EOC Manager (EOCM)

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

Incident Commander (IC):



Emergency Call List (After Hours):

- Campus Duty Administrator (206) 999-2566
- President x5311
- VP for Instruction x6827
- VP for Administration x6417
- VP for Student Services x6763
- Human Resources Director x6415

Responsibilities

The **Incident Commander - (IC)** directs resource response with explicit authority. The IC sets priorities and defines the ICS organization for the response. **Even if other positions are not assigned, the IC is always designated.**

The IC may assign deputies. Deputies may also be used at section and branch levels of the ICS organization. Deputies must have the qualifications to take over the position.

- **The Initial Incident Commander typically prepares ICS Form 201 “[Incident Briefing](#)”.**
- **The Incident Commander ensures completion of ICS Form 209 “[Incident Status Summary](#)”.**
- **The Incident Commander may use ICS Form 213 “[General Message](#)”.**
- **The Incident Commander maintains ICS Form 214 “[Activity Log](#)”.**
- For responses under the National Response System (NRS), the pre-designated On-Scene Coordinator (OSC) generally assumes the role of Incident Commander.

Specifics: [Incident Commander \(IC\) Checklist](#) (link)

The IC has many responsibilities when he/she arrives on scene. Unless specifically assigned to another member of the Team, these responsibilities remain with the IC. Some of the responsibilities include:

- Assess the situation and/or obtain a briefing from the prior IC.
- Determine which ICS positions should be active.
- Determine incident objectives and strategy to achieve the objectives. (Incident Action Plan, may get all or part from Planning Section Chief).
- Approve the implementation of the written or oral Incident Action Plan (IAP).
- Establish immediate priority for the safety of responders and others.
- Ensure efficient resource management throughout incident.
- Authorize release of information to the news media. (Will need to be repeated as incident develops.)
- Approve requests for and release of resources.
- Approve the use of volunteers and auxiliary personnel.
- Brief Command Staff and Section Chiefs; coordinate their activity.
- Keep President/Chancellor informed.
- Coordinate with key people.
- Ensure planning meetings are held.
- Review [meetings](#) and briefings.
- Review [Common Responsibilities](#).
- Ensure incident [Status Summary](#) (ICS Form 209) is completed and forwarded to higher authority.
- [Maintain Unit/Activity Log](#) (ICS Form 214).
- Order the demobilization of the incident when appropriate.

Incident Commander Position Checklist

These are the minimum requirements for this position. Note that some tasks are one-time actions; others are ongoing or repeat during the incident.

Immediately:

Ensure safety. Only IC and SO can stop actions they think are unsafe.

Determine and assign necessary ICS positions. Safety Officer must be appointed for hazardous materials incidents.

Assess incident situation, and /or obtain briefing from outgoing IC

Review current situation and incident objectives. Direct the LO to notify all local, State and Federal agencies impacted.

Brief staff:

Identify incident objectives and any policy directives

Provide a summary of current organization

Provide a review of current incident activities

Determine the time and location of the first Planning Meeting

Authorize release of information to the media – (repeat as incident develops)

If operating within a Unified Command, ensure all Incident Commanders approve release

Throughout:

Obtain initial briefing from current Incident Commander and agency administrator

Approve resource requests and releases:

Review requests for critical resources

Confirm who has ordering authority within the organization

Confirm those orders that require Command authorization

Establish level of planning to be accomplished

Written or oral Incident Action Plan (IAP)

Contingency planning

Formal Planning Meeting using Sample Agenda

Approve and authorize implementation of the IAP:

Review IAP for completeness and accuracy

Verify that objectives are present and prioritized

Sign ICS form 202

Ensure Command and General Staff coordination:

- Periodically check progress on tasks assigned to personnel
- Approve necessary changes to strategic goals and IAP
- Ensure that Liaison Officer makes periodic contact with participating agencies

Work with agency staff to declare state of emergency according to agency protocol

Keep agency administrator informed on incident-related problems and progress

ICS forms can be found at this link:

http://www.osha.gov/SLTC/etools/ics/ics_forms.html

The sample agenda below may be used by the Planning Section Chief for incident briefings. Each person should be prepared to provide information as outlined.

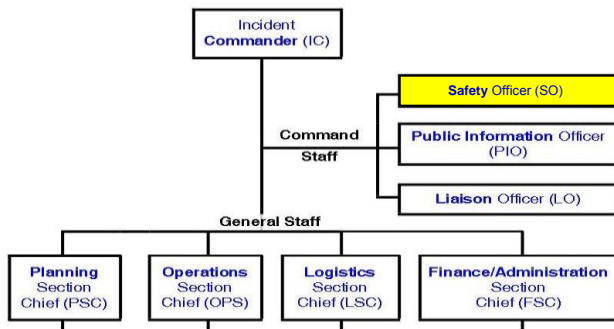
<u>Agenda Item</u>	<u>Responsible Party</u>
Briefing on situation/resource status	Planning/Ops Section Chiefs
Discuss safety issues	Safety Officer
Set/confirm incident objectives	Incident Commander
Plot control lines & Division boundaries	Operations Section Chief
Specify tactics for each Division/Group	Operations Section Chief
Specify resources for each Div/Group	Ops/Planning Chiefs
Specify facilities and reporting locations	Ops/Planning/Logistics Chiefs
Develop resource order	Logistics Section Chief
Consider communications/medical/ transportation	Logistics/Planning Section Chiefs
Provide financial update	Finance/Admin Section Chief
Discuss interagency liaison issues	Liaison Officer
Discuss information issues	Public Information Officer
Finalize/approve/implement plan	Incident Commander/All

5.3.8 Safety Officer (SO)

Incident Command System (ICS) ICS Organization Chart

Safety Officer (SO):

- Building Monitors report to the Safety Officer.



Responsibilities

The **Safety Officer (SO)** assures personnel safety, and reduces hazardous and unsafe situations.

Only one SO is assigned per incident.

- The **Safety Officer** reviews the **Medical Unit Leader's**:

ICS Form 206 "[Medical Plan](#)".

- The **Safety Officer** typically prepares:

ICS Form 208 "[Safety Message/Plan](#)"

ICS Form 215A "[Incident Action Plan Safety Analysis](#)".

- The **Safety Officer** may use:

ICS Form 213 "[General Message](#)".

- The **Safety Officer, its staff** maintain:

ICS Form 214 "[Activity Log](#)".

Specifics: [Safety Officer \(SO\) Checklist](#) (link)

The Incident Safety Officer supports the Incident Commander. The SO may have assistants and they may represent assisting agencies or jurisdictions. Safety assistants may have specific responsibilities. The Safety Officer may:

- Prepare a site-specific Safety and Health Plan and publish [Site Safety Plan summary](#) (ICS Form 208).
- Identify and correct safety and health hazards.
- Continuously monitor workers for exposure to hazardous conditions.
- Alter or terminate activities that pose imminent danger to responders.
- Provide safety training and safety and health information.
- Perform assessment of engineering controls and PPE.
- Comply with OSHA Standards.
- Document both safe and unsafe acts, corrective actions taken, accidents or injuries, and implement ways to improve safety.
- Participate in planning meetings.
- Only person (besides the IC) with authority to stop any action they believe is unsafe.
- Investigate accidents that occur within the incident area.
- Assign assistants, as needed.
- Review and approve the medical plan.
- Review [Common Responsibilities](#).
- [Maintain Unit/Activity Log](#) (ICS Form 214).

Safety Officer Position Checklist

These are the minimum requirements for this position. Note that some tasks are one-time actions; others are ongoing or repeat during the incident.

The SO is the only person besides the IC with authority to stop any action he/she believes is unsafe

Immediately:

Get briefed by outgoing SO or the Incident Commander

Perform a hazard assessment of the incident and for the response activities.

Make sure appropriate PPE is available and being used.

If incident covers many areas or involves many response agencies; you may need to appoint assisting SOs

Throughout:

Be on 'high alert' for unsafe acts or planned acts. (SO has authority to stop any action if it is unsafe).

For any unsafe act or proposed act, determine and implement corrective action.

Participate in planning meetings, evaluate options for safety – stop any unsafe plans.

Prepare a risk analysis for the incident action plan using ICS form 215A

Prepare a medical plan for the incident action plan using ICS form 206

Help planning prepare ICS form 204

Watch for exhausted workers and make sure they take breaks or allow a replacement.

Document all activity using ICS form 214

Document all accidents or injuries, suggest corrective or preventative measures.

Ensure sanitation in food preparation and storage, and waste disposal

ICS forms can be found at this link:

http://www.osha.gov/SLTC/etools/ics/ics_forms.html

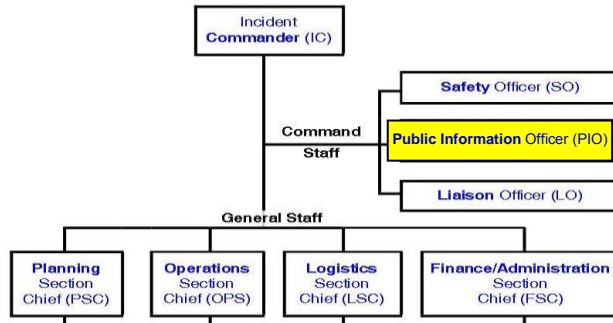
The sample agenda below may be used by the Planning Section Chief for incident briefings. Each person should be prepared to provide information as outlined.

<u>Agenda Item</u>	<u>Responsible Party</u>
Briefing on situation/resource status	Planning/Ops Section Chiefs
Discuss safety issues	Safety Officer
Set/confirm incident objectives	Incident Commander
Plot control lines & Division boundaries	Operations Section Chief
Specify tactics for each Division/Group	Operations Section Chief
Specify resources for each Div/Group	Ops/Planning Chiefs
Specify facilities and reporting locations	Ops/Planning/Logistics Chiefs
Develop resource order	Logistics Section Chief
Consider communications/medical/ transportation	Logistics/Planning Section Chiefs
Provide financial update	Finance/Admin Section Chief
Discuss interagency liaison issues	Liaison Officer
Discuss information issues	Public Information Officer
Finalize/approve/implement plan	Incident Commander/All

5.3.9 Public Information Officer (PIO)

Incident Command System (ICS) ICS Organization Chart

Public Information Officer (PIO or IO):



Responsibilities

The **Public Information Officer (PIO or IO)** develops and releases information about the incident to news media, incident personnel, and others.

Only one PIO will be assigned for each incident. The PIO may have assistants from assisting agencies or jurisdictions.

The Public Information Officer may use: ICS Form 213 "[General Message](#)".

- **The Public Information Officer, its staff maintain:** ICS Form 214 "[Activity Log](#)".

Specifics: [Public Information Officer \(PIO\) Checklist](#) (link)

The major responsibilities of the PIO are:

- Develop material for use in media briefings.
- Obtain [Incident Commander \(IC\)](#) approval of media releases.
- Inform media and conduct media briefings.
- Arrange for tours and other interviews or briefings that may be required.
- Obtain information that may be useful to incident planning, share with ICS team.
- Maintain current information summaries and/or displays on the incident and provide information on the status of the incident to assigned personnel.
- Review [Common Responsibilities](#).
- [Maintain Unit/Activity Log](#) (ICS Form 214).

Public Information Officer Position Checklist

These are the minimum requirements for this position. Note that some tasks are one-time actions; others are ongoing or repeat during the incident.

Immediately:

Get briefed by the Incident Commander:

Determine current status of incident including campus and location (**ICS 209**)

Identify current organization (**ICS 201 and 203**)

Determine point of contact for media (scene or Command Post)

Determine current media presence

Obtain permission from Incident Commander (IC) for information release

Obtain permission from IC to activate campus communication network

Prepare initial information summary as soon as possible after activation. If no other information is available, consider use of the following general statement:

We are aware that an (accident/incident) involving (type of incident) occurred at approximately (time), in the vicinity of (general location). (Agency personnel) are responding, and we will have additional information available as we are able to confirm it. We will hold a briefing at (location), and will notify the press at least ½ hour prior to the briefing. At this time, this briefing is the only place where officials authorized to speak about the incident and confirmed information will be available. Thank you for your understanding.

Establish contact with local and national media representatives, as appropriate

Throughout:

Establish schedule for media briefings

Coordinate, with Logistics, the activation and staffing of message center “rumor control” lines to receive requests and answer questions from public. Provide statement to operators

Coordinate information releases with staff from other impacted agencies and jurisdictions:

Ensure that information provided is consistent across jurisdictional boundaries.

Attend Planning Meetings – see sample Planning Agenda below:

Respond to special requests for information

Include all news releases, bulletins, and summaries in final incident package.

Confirm process for release of information concerning incident-related injuries or deaths

Document all activity on Unit Activity Log (**ICS 214**)

ICS forms can be found at this link:

http://www.osha.gov/SLTC/etools/ics/ics_forms.html

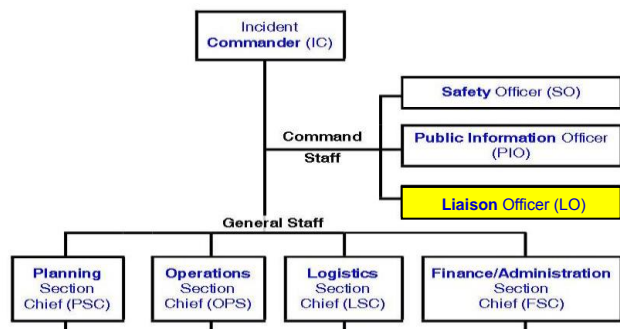
The sample agenda below may be used by the Planning Section Chief for incident briefings. Each person should be prepared to provide information as outlined.

<u>Agenda Item</u>	<u>Responsible Party</u>
Briefing on situation/resource status	Planning/Ops Section Chiefs
Discuss safety issues	Safety Officer
Set/confirm incident objectives	Incident Commander
Plot control lines & Division boundaries	Operations Section Chief
Specify tactics for each Division/Group	Operations Section Chief
Specify resources for each Div/Group	Ops/Planning Chiefs
Specify facilities and reporting locations	Ops/Planning/Logistics Chiefs
Develop resource order	Logistics Section Chief
Consider communications/medical/ transportation	Logistics/Planning Section Chiefs
Provide financial update	Finance/Admin Section Chief
Discuss interagency liaison issues	Liaison Officer
Discuss information issues	Public Information Officer
Finalize/approve/implement plan	Incident Commander/All

5.3.10 Liaison Officer (LO)

Incident Command System (ICS) ICS Organization Chart

Liaison Officer (LO):



Responsibilities

The **Liaison Officer (LO):**

Incidents that are multi-jurisdictional, or have several agencies involved, may require the LO position.

Only one LO is assigned for an incident.

The LO may have assistants and the assistants may represent assisting agencies or jurisdictions.

- **The Liaison Officer may use:**
ICS Form 213 "[General Message](#)".
- **The Liaison Officer, its staff and the Agency Representative maintain:**
ICS Form 214 "[Activity Log](#)".

Specifics:

[Liaison Officer \(LO\) Checklist](#) (link)

The major responsibilities of the LO are.

- Be the contact point for Agency Representatives.
- Maintain a list of assisting and cooperating agencies and [Agency Representatives](#) that can be given to the Incident Commander on request.
- Monitor who is on site daily (such as with check-in boards) to ensure that all Agency Representatives are identified and accounted for.
- Assist in establishing and coordinating interagency contacts.
- Keep other agencies aware of incident status.
- Monitor operations to identify current or potential inter-organizational problems.
- Participate in planning meetings; provide the current status of assisting agencies' resources.
- Coordinate response resource needs for Natural Resource Damage Assessment and Restoration (NRDAR) activities with the [Operations Section Chief \(OPS\)](#) during oil and HAZMAT responses. Coordinate response resource needs for incident investigation activities with the OPS.
- Ensure that required agency forms, reports and documents are completed prior to demobilization.
- Debrief the [Incident Commander](#) prior to departure.
- Review [Common Responsibilities](#).
- [Maintain Unit/Activity Log](#) (ICS Form 214).

Liaison Officer Position Checklist

These are the minimum requirements for this position. Note that some tasks are one-time actions; others are ongoing or repeat during the incident.

Immediately:

Get briefed by the Incident Commander:

Obtain summary of incident organization (**ICS Forms 201 and 203**)

Determine organizations/agencies already involved, and whether they're assisting (have tactical equipment and/or personnel assigned), or cooperating (operating in support mode "outside" the organization)

Obtain cooperating and assisting agency information, including:

- Contact person(s)
- Phone numbers
- Cooperative agreements
- Resource type
- Number of personnel
- Condition of personnel and equipment
- Agency constraints/limitations

Establish workspace for Liaison function and notify agency representatives of location

Contact and brief assisting/cooperating agency reps and mutual aid cooperators

Throughout:

Keep agencies supporting the college aware of incident status

Work with PIO and IC to coordinate media releases associated with inter-governmental cooperation issues

Monitor incident operations to identify potential inter-organizational problems. Keep IC apprised:

Bring complaints pertaining to logistical problems, inadequate communications, and strategy to the Incident Management Team

Participate in Planning meetings (see sample agenda below), providing current resource status, limitations and capabilities of assisting agencies' resources

Debrief IC prior to departure

Document all activity on **ICS form 214**

ICS forms can be found at this link:
http://www.osha.gov/SLTC/etools/ics/ics_forms.html

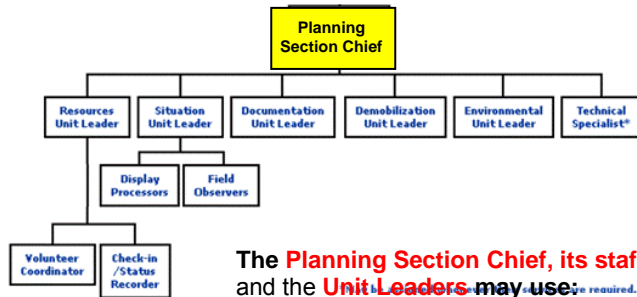
The sample agenda below may be used by the Planning Section Chief for incident briefings. Each person should be prepared to provide information as outlined.

<u>Agenda Item</u>	<u>Responsible Party</u>
Briefing on situation/resource status	Planning/Ops Section Chiefs
Discuss safety issues	Safety Officer
Set/confirm incident objectives	Incident Commander
Plot control lines & Division boundaries	Operations Section Chief
Specify tactics for each Division/Group	Operations Section Chief
Specify resources for each Div/Group	Ops/Planning Chiefs
Specify facilities and reporting locations	Ops/Planning/Logistics Chiefs
Develop resource order	Logistics Section Chief
Consider communications/medical/ transportation	Logistics/Planning Section Chiefs
Provide financial update	Finance/Admin Section Chief
Discuss interagency liaison issues	Liaison Officer
Discuss information issues	Public Information Officer
Finalize/approve/implement plan	Incident Commander/All

5.3.11 Planning Section Chief (PSC)

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

Planning Section Chief (PSC):



The **Planning Section Chief, its staff,** and the **Unit Leaders may use:** ICS Form 213 "[General Message](#)".

The **Planning Section Chief, its staff,** and the **Unit Leaders, their staff maintain:** ICS Form 214 "[Activity Log](#)".

Responsibilities

The **Planning Section Chief (PSC)** collects, evaluates, disseminates and uses information about the incident and the status of resources to:

- Understand the current situation.
- Predict the probable course of events.
- Prepare response strategies.

The **Planning Section Chief** typically prepares: ICS Form 202 "[Incident Objectives](#)".

The **Resource Unit** typically prepares:

ICS Form 203 "[Organization Assignment List](#)"

ICS Form 204 "[Assignment List](#)" (with Operations Section Chief)

ICS Form 207 "[Incident Organization Chart](#)"

ICS Form 211 "[Incident Check-In List](#)".

The **Situation Unit** typically prepares:

ICS Form 209 "[Incident Status Summary](#)".

The **Demobilization Unit** typically prepares:

ICS Form 221 "[Demobilization Check-Out List](#)".

Specifics: [Planning Section Chief \(PSC\) Checklist](#) (link)

The major responsibilities of the Planning Section Chief are:

- Collect and process situation information.
- Prepare the Incident Action Plan (IAP).
- Seek input from the [Incident Commander \(IC\)](#) and the [Operations Section Chief \(OPS\)](#) for the IAP.
- Chair planning meetings and participate in other meetings as required.
- Reassign out-of-service personnel already onsite to Incident Command System (ICS) positions as appropriate.
- Establish information requirements and reporting schedules for Planning Section Units.
- Determine the need for specialized resources in support of the incident response.
- If requested, assemble and disassemble Task Forces not assigned to Operations.
- Establish special information collection activities as necessary (e.g., weather, environmental, toxins, etc.).
- Prepare alternative strategies.
- Provide periodic predictions on incident potential.
- Report significant changes in incident status.
- Compile and display incident status information.
- Oversee preparation and implementation of the Incident Demobilization Plan.
- Incorporate plans (e.g., Traffic, Medical, Communications, and Site Safety) into the IAP.
- Review [Common Responsibilities](#).
- [Maintain Unit/Activity Log](#) (ICS Form 214).

Planning Section Chief Position Checklist

These are the minimum requirements for this position. Note that some tasks are one-time actions; others are ongoing or repeat during the incident.

Immediately:

Get briefed by outgoing Planning Chief or the Incident Commander

Determine current status of situation, resources (both ICS form 201 complete and distribute).

Develop Incident Action Plan and coordinate with OPS and Logistics before release of IAP

Establish resource tracking system and method to display incident status summary (ICS form 209)

Throughout:

Advise Incident Command of any significant changes in incident status

Update incident status summary (ICS form 209) and give copies to PIO and IC

Compile and display incident status summary information (ICS form 209)

Prepare action plans and contingency plans, include resources required for each alternative

Conduct Planning meetings after meeting with IC and OPS to discuss strategy and resources

Provide periodic predictions of incident potential, weather impacts, resource needs

Ensure section has coverage and relief, and that all staff document actions on ICS form 214

Prepare demobilization plan

Document all activity using ICS form 214

ICS forms can be found at this link:
http://www.osha.gov/SLTC/etools/ics/ics_forms.html

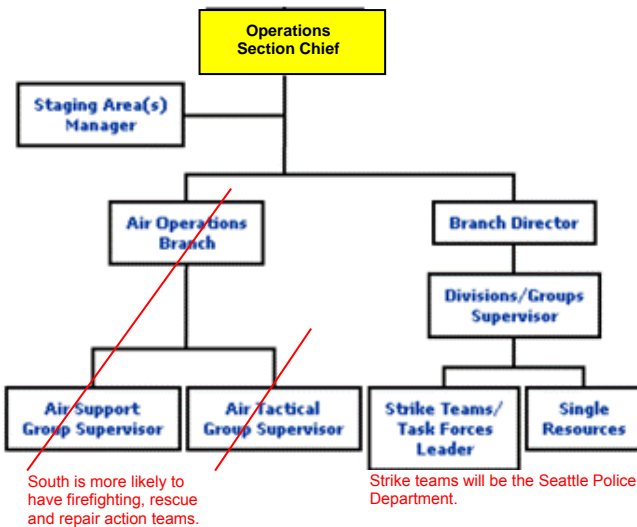
The sample agenda below may be used by the Planning Section Chief for incident briefings. Each person should be prepared to provide information as outlined.

<u>Agenda Item</u>	<u>Responsible Party</u>
Briefing on situation/resource status	Planning/Ops Section Chiefs
Discuss safety issues	Safety Officer
Set/confirm incident objectives	Incident Commander
Plot control lines & Division boundaries	Operations Section Chief
Specify tactics for each Division/Group	Operations Section Chief
Specify resources for each Div/Group	Operations/Planning Chiefs
Specify facilities and reporting locations	Operations/Planning/Logistics Chiefs
Develop resource order	Logistics Section Chief
Consider communications/medical/ transportation	Logistics/Planning Section Chiefs
Provide financial update	Finance/Administration Section Chief
Discuss interagency liaison issues	Liaison Officer
Discuss information issues	Public Information Officer
Finalize/approve/implement plan	Incident Commander/All

5.3.12 Operations Section Chief (OPS)

Incident Command System (ICS) ICS Organization Chart

Operations Section Chief (OPS):



Responsibilities

The **Operations Section Chief (OPS)** manages all operations directly related to the primary mission.

The **Operations Section Chief** typically prepares (with the **Resources Unit Leader**):
ICS Form 204 "[Assignment List](#)".

The **Operations Section Chief**, its staff, the **Staging Area Manger** and **Branch Personnel** may use:
ICS Form 213 "[General Message](#)".

The **Operations Section Chief**, **OPS staff**, the **Staging Area Manger** and **Branch Personnel** maintain:
ICS Form 214 "[Activity Log](#)".

The **Operations Section Chief** typically prepares:
ICS Form 215 "[Operational Planning Worksheet](#)".

Specifics: [Operations Section Chief \(OPS\) Checklist](#) (link)

The OPS activates and supervises response teams who execute the Incident Action Plan (IAP). The OPS also directs the preparation of Unit operational plans, requests or releases resources, makes expedient changes to the IAP as necessary; and reports such to the [Incident Commander \(IC\)](#). The major responsibilities of the Operations Section Chief are:

- Develop operations portion of IAP.
- Brief and assign Operations Section personnel in accordance with the IAP.
- Supervise Operations Section.
- Determine needs and request resources.
- Review suggested resources to be released and initiate recommendation for release of resources.
- Assemble and disassemble response teams assigned to the Operations Section.
- Report information about special events and occurrences to the IC.
- Respond to resource requests in support of Natural Resource Damage Assessment (NRDAR) activities.
- Review [Common Responsibilities](#).
- [Maintain Unit/Activity Log](#) (ICS Form 214).

Operations Section Chief Position Checklist

These are the minimum requirements for this position. Note that some tasks are one-time actions; others are ongoing or repeat during the incident.

Immediately:

Get briefed by the Incident Commander:

- Determine incident objectives and recommended strategies

- Determine status of current assignments

- Identify location of resources

- Confirm resource ordering process

- Determine location of current Staging Areas and resources assigned there

Develop and manage operations to meet incident objectives

Working with SO, assess life safety:

- Adjust perimeters, as necessary, to ensure scene security

- Evaluate and enforce use of protective equipment and safety precautions

Evaluate situation and provide update to Planning Section:

- Location, status, and assignment of resources

- Effectiveness of strategy

- Desired contingency plans

Determine need and request additional resources, and keep resources unit up to date

Establish operational period and mobilize Staging Areas

Throughout:

Organize Ops Section to ensure efficiency, personnel safety and good span of control.

Attend Ops Briefing and assign Ops personnel per Incident Action Plan (IAP):

- Brief Staging Area Manager on types and number of resources to keep in Staging.

- Brief personnel on assignments, ordering process, protective equipment.

Write formal Operations part of IAP with Planning Section Chief, if directed by IC

- Identify assignments by Division or Group

- Identify resources needed to accomplish assignments

Ensure coordination of the Ops Section with other Command and General Staff

- Ensure Operations Section time-keeping, activity logs, and equipment use documents are maintained and passed to Planning, Logistics, and Finance
- Ensure resource ordering and logistical support needs are passed to Logistics in a timely fashion – enforce ordering process
- Notify Logistics of communications problems
- Keep Planning up-to-date on resource and situation status
- Notify Liaison Officer of issues with cooperating and assisting agency resources
- Keep Safety Officer involved in decision-making
- Keep Incident Commander apprised of status of operational efforts
- Coordinate media field visits with PIO
- Meet with Planning Section Chief, Safety Officer, and Incident Commander prior to Planning Meeting, to review strategy, and outline organization assignments.
- Attend Planning Meetings (see sample agenda below)
- Hold Section meetings, as necessary, to ensure communication and coordination among Operations Branches, Divisions, and Groups

ICS forms can be found at this link:
http://www.osha.gov/SLTC/etools/ics/ics_forms.html

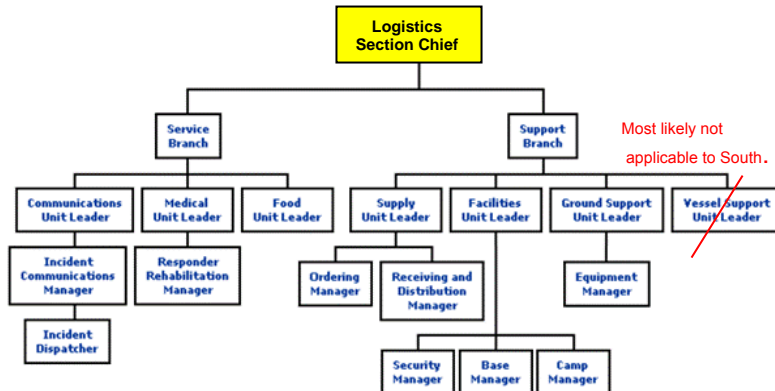
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<u>Agenda Item</u>	<u>Responsible Party</u>
Briefing on situation/resource status	Planning/Ops Section Chiefs
Discuss safety issues	Safety Officer
Set/confirm incident objectives	Incident Commander
Plot control lines & Division boundaries	Operations Section Chief
Specify tactics for each Division/Group	Operations Section Chief
Specify resources for each Div/Group	Ops/Planning Chiefs
Specify facilities and reporting locations	Ops/Planning/Logistics Chiefs
Develop resource order	Logistics Section Chief
Consider communications/medical/transportation	Logistics/Planning Section Chiefs
Provide financial update	Finance/Admin Section Chief
Discuss interagency liaison issues	Liaison Officer
Discuss information issues	Public Information Officer

5.3.13 Logistics Section Chief (LSC)

Incident Command System (ICS) ICS Organization Chart

Logistics Section Chief (LSC):



Responsibilities

The **Logistics Section Chief (LSC)** provides facilities, services and materials to support incident response. Participates in development and implementation of the Incident Action Plan (IAP) and activates and supervises the Logistics Section.

The Communications Unit typically prepares:

ICS Form 205 "[Incident Radio Communications Plan](#)"

ICS Form 205A "[Communications List](#)"

ICS Form 210 "[Resource Status Change](#)"

The Medical Unit typically prepares:

ICS Form 206 "[Medical Plan](#)".

The Logistics Section Chief, its staff, and the Unit Leaders may use:

ICS Form 213 "[General Message](#)".

The Logistics Section Chief, its staff, and the Unit Leaders, their staff maintain:

ICS Form 214 "[Activity Log](#)".

The Grounds Unit typically prepares:

ICS Form 218 "[Support Vehicle/Equipment Inventory](#)".

Specifics: [Logistics Section Chief \(LSC\) Checklist](#) (link)

The major responsibilities of the Logistics Section Chief are:

- Plan the organization of the Logistics Section.
- Assign work locations and work tasks to Section personnel.
- Track the Logistics Section personnel activated including names and locations of assigned personnel.
- Assemble and brief Branch Directors and Unit Leaders.
- Participates in the preparation of the Incident Action Plan (IAP).
- Identify service and support requirements for planned and expected operations.
- Prepare service and support elements of the IAP.
- Provide input to and review the Communications Plan, Medical Plan and Traffic Plan.
- Coordinate and process requests for additional resources.
- Review the IAP and estimate Section needs for the next operational period.
- Advise on current service and support capabilities.
- Receive Incident Demobilization Plan from Planning Section.
- Recommend release of Unit resources in conformity with Incident Demobilization Plan.
- Ensure the welfare and safety of Logistics Section personnel.
- Review [Common Responsibilities](#).
- [Maintain Unit/Activity Log](#) (ICS Form 214).

Logistics Section Chief Position Checklist

These are the minimum requirements for this position. Note that some tasks are one-time actions; others are ongoing or repeat during the incident.

Immediately:

Get briefed by the Incident Commander:

- Review situation and resources for personnel assigned to incident

- Review current organization

- Determine which facilities have been/should be activated, and physically activate

Work with Operations to provide facilities, services and materials to support Incident response.

Organize and staff Logistics Section, and consider the need for facility Security, and Communication and Supply Units.

Ensure general welfare and safety of Section personnel

Assemble, brief, and assign work locations and work tasks to Section personnel:

- Provide summary of the situation and the kind and extent of Logistics support the Section may be asked to provide

Throughout:

Assess adequacy of current Incident Communications Plan (**ICS form 205**)

- Notify Resources Unit of other Units activated, including names and location of assigned personnel

Participate in Planning meetings (see sample agenda below)

Participate in preparation of Incident Action Plan (IAP):

- Provide input on resource availability, needs, identified shortages, and response time-lines for key resources

- Identify future operational needs (both current and contingency), to anticipate logistical requirements

- Ensure Incident Communications Plan (**ICS 205**) is prepared

- Ensure Medical Plan (**ICS 206**) is prepared

- Assist in the preparation of Transportation Plan

Review IAP and estimate section needs for next operational period; order relief personnel as necessary.

Research availability of additional resources

Hold Section meetings, to ensure communication and coordination among Logistic Branches and Units

Provide briefing to relieving LO on current activities and unusual situations

Ensure all Logistics functions are documented on Unit Loc (**ICS form 214**)

Submit all Section documentation to Documentation Unit

ICS forms can be found at this link:

http://www.osha.gov/SLTC/etools/ics/ics_forms.html

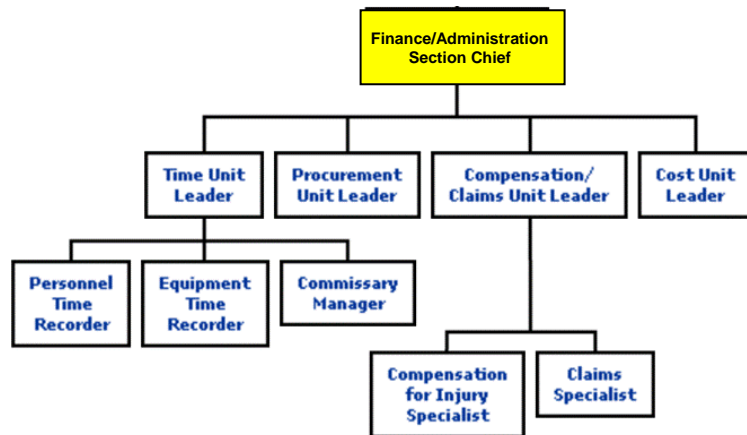
The sample agenda below may be used by the Planning Section Chief for incident briefings. Each person should be prepared to provide information as outlined.

<u>Agenda Item</u>	<u>Responsible Party</u>
Briefing on situation/resource status	Planning/Ops Section Chiefs
Discuss safety issues	Safety Officer
Set/confirm incident objectives	Incident Commander
Plot control lines & Division boundaries	Operations Section Chief
Specify tactics for each Division/Group	Operations Section Chief
Specify resources for each Div/Group	Ops/Planning Chiefs
Specify facilities and reporting locations	Ops/Planning/Logistics Chiefs
Develop resource order	Logistics Section Chief
Consider communications/medical/ transportation	Logistics/Planning Section Chiefs
Provide financial update	Finance/Admin Section Chief
Discuss interagency liaison issues	Liaison Officer
Discuss information issues	Public Information Officer
Finalize/approve/implement plan	Incident Commander/All

5.3.14 Finance / Admin Section Chief (FSC)

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

Finance/Administration Section Chief (FSC):



Responsibilities

The **Finance/Administration Section Chief (FSC)** completes all financial, administrative, and cost analysis aspects of the incident and supervises the Finance/Administration Section.

The **Finance/Administration Section Chief, FSC staff,** and the **Unit Leaders** may use:
ICS Form 213 "[General Message](#)".

The **Finance/Administration Section Chief, FSC staff,** and the **Unit Leaders and staff** maintain:
ICS Form 214 "[Activity Log](#)".

Specifics: [Finance/Administration Section Chief \(FSC\) Checklist](#) (link)

The major responsibilities of the Finance/Administration Section Chief are:

- Manage all financial aspects of an incident.
- Provide financial and cost analysis information as requested.
- Develop an operating plan for the Finance/Administration Section; fill supply and support needs.
- Gather pertinent information from briefings with responsible agencies.
- Determine the need to set up and operate an incident commissary.
- Attend planning meetings.
- Meet with Assisting and Cooperating Agency Representatives, as needed.
- Maintain daily contact with agency(s) administrative headquarters on Finance/Administration matters.
- Ensure that all personnel time records are accurately completed and transmitted to home agencies per policy.
- Provide financial input to demobilization planning.
- Ensure that all obligation documents initiated at the incident are properly prepared and completed.
- Brief administrative personnel on all incident-related financial issues needing attention prior to leaving incident.
- Review [Common Responsibilities](#).
- [Maintain Unit/Activity Log](#) (ICS Form 214).

Finance/Administration Section Chief Position Checklist

These are the minimum requirements for this position. Note that some tasks are one-time actions; others are ongoing or repeat during the incident.

Throughout:

Get briefed by the Incident Commander:

Explore possibility of cost sharing

Initiate, maintain, and ensure completeness of documentation to support claims for emergency funds, including labor, equipment, materials, and services:

Labor – with work locations, hours and rates for all personnel and volunteers

Equipment – with work locations, hours and rates for owned and rented vehicles and equipment

Materials and supplies purchased and/or rented, including communications, office and warehouse space, and expendable supplies

Ensure all Sections and the Supply Unit are aware of charge code

Attend Planning Meeting (see sample Planning Meeting Agenda on previous page):

Provide financial and cost-analysis input

Provide financial summary on labor, materials, and services

Prepare forecasts on costs to complete operations

Obtain information on status of incident; planned operations; changes in objectives, use of personnel, equipment; and local agency/political concerns

Gather continuing information:

Equipment time – Ground Support Unit Leader and Operations Section

Personnel time – Crew Leaders, Unit Leaders, and Individual personnel

Accident/Injury reports – Safety Officer, Operations Section

Potential and existing claims – Operations Section, Safety Officer, equipment contractors, agency representative, and Compensation/Claims Unit Leader

Arrival and demobilization of personnel and equipment – Planning Section

Daily incident status – Planning Section

Status of supplies – Supply Unit Leader and Procurement Unit Leader

Guidelines of responsible agency – Incident Business Advisor, local admin

Use agreements – Procurement Unit Leader and local administrative personnel

What has been ordered? - Supply Unit Leader

Unassigned resources – Resource Unit Leader and Cost Unit Leader

Meet with assisting agencies, to define cost-share agreements or financial obligation

Coordinate with all cooperating agencies; especially host agency admin personnel

Initiate, maintain, and ensure completeness of documentation needed to support claims for injury and property damage. (keep Injury info on all personnel).

Ensure that personnel time records reflect incident activity and that records for non-

agency personnel are transmitted to their home agency or department.

Notify incident management personnel about emergency timekeeping process.

Distribute time-keeping forms to all and ensure forms are completed correctly

Ensure that all obligation documents initiated are properly prepared and completed

Assist Logistics in resource procurement:

Identify vendors needing open purchase orders or contracts

Negotiate ad hoc contracts

Coordinate Finance/Administration demobilization

Provide briefing to relief on current activities and unusual events

Ensure all Logistics Units are documenting actions on Unit Loc (**ICS form 214**)

Submit all Section documentation to Documentation Unit

ICS forms can be found at this link:

http://www.osha.gov/SLTC/etools/ics/ics_forms.html

The sample agenda on the next page may be used by the Planning Section Chief for incident briefings. Each person should be prepared to provide information as outlined.

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Develop resource order	Logistics Section Chief
Consider communications/medical/ transportation	Logistics/Planning Section Chiefs
Provide financial update	Finance/Administration Section Chief
Discuss interagency liaison issues	Liaison Officer
Discuss information issues	Public Information Officer
Finalize/approve/implement plan	Incident Commander/All

5.3.15 Responsibilities of Other Individuals / Volunteer Opportunities

Anyone not assigned a role may report to the Emergency Operation Center (EOC) and volunteer to help.

Volunteers are managed / assigned by the Logistics Section Chief or the Incident Commander.

Roles for volunteers may include:

- Messengers
- Triage/ first aid
- Traffic direction/ control: should have training and/or experience

Links – Incident Command System (ICS)

ICS Checklists

Air Operations Branch Director	PDF Word
Communication Unit Leader	PDF Word
Compensation/Claims Unit Leader	PDF Word
Cost Unit Leader	PDF Word
Demobilization Unit Leader	PDF Word
Division/Group Supervisor	PDF Word
Documentation Unit Leader	PDF Word
Facilities Unit Leader	PDF Word
Finance/Administration Section	PDF Word
Food Unit	PDF Word
Ground Support Unit Leader	PDF Word
Incident Commander	PDF Word
Liaison Officer	PDF Word
Logistics Section Chief	PDF Word
Medical Unit Leader	PDF Word
Operations Branch Director	PDF Word
Operations Section Chief	PDF Word
Planning Section Chief	PDF Word
Procurement Unit Leader	PDF Word
Public Information Officer	PDF Word
Resources Unit Leader	PDF Word
Safety Officer	PDF Word
Service Branch Director	PDF Word
Situation Unit Leader	PDF Word
Staging Area Manager	PDF Word
Strike Team/Task Force Leader	PDF Word
Supply Unit Leader	PDF Word
Support Branch Director	PDF Word
Technical Specialists	PDF Word
Time Unit Leader	PDF Word

Online FEMA Certifications

IS-700.a [Intro to NIMS](#)

IS-100.HE [Intro to ICS for Higher Ed](#)

ICS Forms

Form 201	Incident Briefing
Form 202	Incident Objectives
Form 203	Organization Assignment List
Form 204	Assignment List
Form 205	Incident Radio Communication Plan
Form 205A	Communications List
Form 206	Medical Plan
Form 207	Incident Organization Chart
Form 208	Safety Message/Plan
Form 209	Incident Status Summary
Form 210	Resource Status Change
Form 211	Incident Check-In List
Form 213	General Message
Form 214	Activity Log
Form 215	Operational Planning Worksheet
Form 215A	Incident Action Plan Safety Analysis
Form 218	Support Vehicle/Equipment Inventory
Form 219s	Resource Status "T" Cards
Form 220	Air Operations Summary
Form 221	Demobilization Check Out
Form 225	Incident Personnel Performance Rating

ICS Responsibilities

[Common Responsibilities](#)

[Finance Section Chief](#)

[Incident Commander](#)

[Liaison Officer](#)

[Logistics Section Chief](#)

[Operations Section Chief](#)

[Planning Section Chief](#)

[Public Information Officer](#)

[Safety Officer](#)

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5.4 Priority #1 - Health and Safety

5.4.1 Medical Aid

Triage center resources:

- Nursing students – summon to Emergency Operation Center (EOC) by paging over alert system.
- Building monitors – contact by walkie-talkie through Safety Officer.
- Trained Volunteers – summon to EOC by paging over alert system.
- Seattle Fire Department (9+) 911 or (206) 386-1400.
- Seattle Police Department (9+) 911 or (206) 625-5011.
- American Red Cross (206) 323-2345.

5.4.2 Fire Suppression

Resources:

- Seattle Fire Department (9+) 911 or (206) 386-1400.
- Seattle Police Department (9+) 911 or (206) 625-5011.
- Trained Volunteers – summon to Emergency Operation Center (EOC) by paging over alert system.

5.4.3 Search & Rescue

Appoint search/rescue teams; obtain vehicles and equipment.

Resources:

- Seattle Fire Department (9+)911 or (206) 386-1400
- Seattle Police Department (9+)911 or (206) 625-5011
- Trained Volunteers – summon to Emergency Operation Center (EOC)
- Campus Operations Section Chief
 - (206) 934- 5442 **Central / Siegal**
 - (206) 934-3636 **North**
 - (206) 934-6427 **South**
 - (206) 934- 4933 **SVI**

5.4.4 Utilities Survey

Evaluate condition of utilities and shut off or restore gas, electricity, steam, water, and sewer; also evaluate roadways and walkways. *Resources:*

- Campus Services
 - (206) 934-4335 **Central / Siegal**
 - (206) 934-3633 or (206) 934-7651 or (206) 934-4596 **North**
 - (206) 934-6427 or (206) 934-6426 or (206) 934-5385 **South**
 - (206) 934- 4335 **SVI**
- Seattle City Light (206) 684-3000
- Puget Sound Energy 1- (888)-321-7779
- City of Seattle Office of Emergency Management (206) 684-0437
- Rapid Responder Mapping System

5.4.5 Communications Survey

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

Resources:

- IT Staff
 - (206) 934- 4344 **Central / Siegal**
 - (206) 934-3630 or (206) 934-3930 or (206) 934-7803 **North**
 - (206) 934-5843 **South**
 - (206) 934-4344 **SVI**
- Campus Operations
 - (206) 934- 4335 **Central / Siegal**
 - (206) 934-3633 or (206) 934-7651 or (206) 934-4596 **North**
 - (206) 934-6427 or (206) 934-6426 or (206) 934-5385 **South**
 - (206) 934-4335 **SVI**

5.4.6 Emergency Response Team (ERT) Communications

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

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

5.4.7 Incident Management - Incident Commander and Planning Section Chief

Evaluate resources using available information to form a comprehensive action plan to return South to full operational status.

5.5 Priority #2 – Shelter and Building Recovery

5.5.1 Facility Survey

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

Resources:

- Campus Services
(206) 934-4335 **Central / Siegal**
(206) 934-3633 or (206) 934-7651 or (206) 934-4596 **North**
(206) 934-6427 or (206) 934-6426 or (206) 934-5385 - **South**
(206) 934-4335 **SVI**
- Seattle Fire Department (9+)911 or (206) 386-1400
- Seattle Police Department (9+)911 or (206) 625-5011

5.5.2 Shelter

Identify usable buildings.

Resources:

- Campus Services
(206) 934-4335 **Central / Siegal**
(206) 934-3633 or (206) 934-7651 or (206) 934-4596 **North**
(206) 934-6427 or (206) 934-6426 or (206) 934-5385 - **South**
(206) 934-4335 **SVI**
- Campus Student Services
- American Red Cross (206) 323-2345
- Campus Emergency Response Team – Emergency Operation Center (EOC)

5.5.3 Food and Drinking Water

Inventory and ration supplies as needed.

Resources:

- Campus Food Service
- Campus Cafeteria
- Campus Bookstore
- American Red Cross (206) 323-2345

5.5.4 Sewer System

Inspect and repair system or develop other alternatives.

Resources:

- Campus Services
(206) 934-4335 **Central / Siegal**
(206) 934-3633 or (206) 934-7651 or (206) 934-4596 **North**
(206) 934-6427 or (206) 934-6426 or (206) 934-5385 - **South**
(206) 934-4335 **SVI**
- City of Seattle Office of Emergency Management (OEM) (206) 684-0437

5.5.5 Campus Communications System

Quickly establish a communication system for the College community.

Resources:

- Telephones
- Laptop and desktop computers, email
- Cellular phones and text messaging, Twitter, Facebook
- Phone paging system
- Handheld radios and charges
- Digital cameras
- Bullhorns
- Projectors
- Voicemail
- Chalkboards
- White boards
- Posters / signs
- Talk-a-phone outdoor speakers
- Word of mouth
- Red Cross “safe and well” message board: for survivors to register that they are safe and for their family to check to learn they are ok.
<http://www.redcross.org/find-help/contact-family/register-safe-listing>

5.5.6 Constituent Relations

Establish communication with neighbors and the media.

Resources:

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

5.5.7 Criminal Activity Investigation

Resources:

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

5.5.8 Psychological Assistance

Establish a system or team to handle crisis intervention.

Resources:

- South's Counselors (206) 934-5135
or walk student over to the counseling information desk in RSB.
- Counselors from North and Central, if available.
- King County provides Crisis and Commitment Services free of charge, 24 hours a day, and 7 days a week. Consultation with the King County Crisis and Commitment Services is accessible through the King County Crisis Line at (206) 461-3222.

5.6 Priority #3 – Protection/Recovery of Valuables and Records

5.6.1 Valuable Materials Survey

Identify, survey, and secure valuable campus materials.

Resources:

- Library staff
- Campus Security Staff
- Information Technology staff (electronic archives)
- College Archives
- Performance Arts Staff

5.6.2 Records Survey

Identify and secure all College records.

Resources:

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

5.6.3 Academic Survey

Survey college departments to determine requirements to begin operations.

Resources:

- Deans
- Faculty
- Staff

5.7 Priority #4 – Business Continuity

Determine a comprehensive action plan to return College/District to full operational status.

5.7.1 Return to Normal Operating Procedures

Identify areas requiring repair including electronic infrastructure and physical space.

Resources:

- Emergency Response Team
- Trustees

APPENDICIES

APPENDIX A – PANDEMIC PLAN

Seattle Colleges Influenza Pandemic Response Plan

The Seattle Colleges' response to a flu pandemic emergency shall be managed using the National Incident Management System (NIMS) to include use of the Incident Command System (ICS).

Level 1: Centers for Disease Control (CDC) Confirmed cases of sustained human-to-human transmission of Pandemic Flu on the West Coast

1. Districtwide Pandemic Team meets to establish protocols for monitoring all aspects of the pandemic.
2. Disseminate information to students, staff and faculty regarding respiratory etiquette and family preparedness.
3. Chancellor briefs the Presidents on the status of the pandemic.
4. Campus Presidents notify their Cabinets/leadership teams of current status of pandemic and request that they review planning and preparations for their constituent areas of responsibility.
5. Disseminate and follow King County Public Health guidelines regarding communicating procedures for employees and students, who have been exposed to pandemic influenza, are suspected to be ill, or become ill at the worksite/school (infection control response, immediate mandatory sick leave).
 - a. **STUDENTS: Faculty will refer students who exhibit symptoms consistent with the King County Public Health's warnings regarding the illness, and are unwilling to go home, to Student Services personnel. Students will be sent home and will be permitted to return consistent with King County Health Department guidelines.**
 - b. **EMPLOYEES: Staff exhibiting symptoms consistent with the King County Public Health's warnings regarding the illness, will be sent home. Employees will be permitted to return consistent with King County Health Department guidelines.**

6. Disseminate and follow King County Public Health and CDC for guidelines on restricting travel and provide guidance to employees returning from an affected area.
7. Activate emergency web link for pandemic flu
8. Administrators review and update their lists of essential personnel and review essential operations in the event of a possible suspension.
9. The District Chief Human Resources Officer (CHRO) will assist administrators to develop telecommuting work options for as many staff as possible.
10. CFO reminds campuses of tracking system for pandemic flu related expenses.
11. CHRO will remind employees of pandemic flu sick leave procedures.
12. Chief Financial Officer (CFO) will identify emergency funding requirements and review the potential overall financial impact of a pandemic flu on Seattle Colleges.

Level 2: King County Public Health Confirmed cases of pandemic flu within Washington State.

(Activities in addition to Level 1)

1. Seattle Colleges campus Emergency Operations Centers (EOCs) are activated.
2. The District will comply with a Governor's Executive Order to suspend operations, which may be issued at Level 2 or Level 3
3. Chancellor's Executive Cabinet considers restricting movement on and off Seattle Colleges campuses and centers for activities and athletics events. ***(moved from level 1)***
4. In the event of suspension, notification and updates will be communicated to students, staff, faculty, and the public through all available means, including the Seattle Colleges' website: www.seattlecolleges.edu, the Public Schools Emergency Communications System (PSECS) website: www.schoolreport.org, and all major media.
5. Administrators report to campus EOC the ongoing status of essential personnel.

Level 3: King County Public Health Confirmed case(s) of pandemic flu locally.

(Activities in addition to Levels 1 & 2)

1. Campus EOCs will be scheduled for ongoing operations. Identify additional staff if key members of campus EOC become ill.
2. CHRO will implement an employee hotline and/or website to deal with employee questions/referrals regarding absence, leave, pay, etc.

Plan revised:

April 2009
July 2009
September 2009
October 2014

SCD Influenza Pandemic Recovery Plan

1. In consultation with the King County Department of Health, and with the campus EOCs, the Chancellor's Executive Cabinet will determine when SCD campuses will resume normal operations.
2. The public and campus communities will be notified through all available means.
3. CHRO will provide communications for employees regarding the Employee Assistance Program (EAP).
4. Campus Directors of Facilities will ensure that building systems are in operating order and that all buildings are clean and ready to occupy.
5. Chancellor's Executive Cabinet will review suspension's impact on students and implement a plan for academic recovery as appropriate.
6. CFO will determine economic impact to SCD as a result of the pandemic.

APPENDIX B: TUBERCULOSIS PLAN

Information about TB

- TB is an infectious disease, usually of the lungs, caused by the *Mycobacterium tuberculosis* bacterium. It is usually curable by antibiotics, but the process takes months. However, after beginning medication, TB patients soon become non-contagious.
- TB tests are done by personal physicians.
- Physicians are required to report suspected cases of active TB to the county health department within 24 hours. Those health departments will trace potential exposures, and if the potential exposures include the college community, they will contact us and advise us how we need to proceed.
- Symptoms include:
 - Cough with thick, cloudy and sometimes bloody mucus
 - Fever, chills, and night sweats.
 - Fatigue and weakness.
 - Loss of appetite and unexplained weight loss.
 - Shortness of breath and chest pain.
- To report suspected TB, call the Tuberculosis Control Program, at 206-744-4579. Select Option 4
- TB is spread when someone with **active** TB infection coughs, speaks, sings etc. It is airborne only and harder to catch than a common cold. TB is not spread by:
 - shaking someone's hand
 - sharing food or drink
 - touching bed linens or toilet seats
 - sharing toothbrushes
 - kissing
- People may have the TB germ in their bodies (so they are TB positive), yet not be sick or contagious. The TB is inactive (latent). A TB skin test can reveal this inactive TB infection. Inactive TB infection is NOT contagious. Active TB symptoms and a follow up x-ray is needed to confirm active TB.

More information about TB: CDC Division of Tuberculosis Elimination
www.cdc.gov/tb

APPENDIX C: Printed copies of ICS Forms for Incident Command Binders

<http://training.fema.gov/EMIWeb/IS/ICSResource/index.htm>

Form 201	Incident Briefing
Form 202	Incident Objectives
Form 203	Organization Assignment List
Form 204	Assignment List
Form 205	Incident Radio Communication Plan
Form 205A	Communications List
Form 206	Medical Plan
Form 207	Incident Organization Chart
Form 208	Safety Message/Plan
Form 209	Incident Status Summary
Form 210	Resource Status Change
Form 211	Incident Check-In List
Form 213	General Message
Form 214	Activity Log
Form 215	Operational Planning Worksheet
Form 215A	Incident Action Plan Safety Analysis
Form 218	Support Vehicle/Equipment Inventory
Form 219s	Resource Status "T" Cards
Form 220	Air Operations Summary
Form 221	Demobilization Check Out
Form 225	Incident Personnel Performance Rating

Keep your notes HERE
for quick, easy access

Make copies of:

- Common Responsibilities**
- YOUR Position's Responsibilities**
- YOUR Checklist(s)**
[multiple checklists if you have other positions]
- YOUR ICS Forms for your position**

Add:

- Blank paper**

