Emergency Action Plan (EAP)

Seattle Colleges

**1500 Harvard Ave.
Seattle, WA 98122**

DRAFT

Confidential

1.5.2024

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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
- PIO Director
- College NIMS team

- Facilities Director
- IT Services Director
- Occupational Safety and Health Manager
- Environmental Health and Safety Manager
- Seattle Fire Department
- Seattle Police Department Communications Director
- Capital Projects Director
- Custodial Services Manager

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PROPOSED DISTRICTWIDE NIMS TEAM – July 2018

*Policy Group:
Chancellor

Chancellor Rosie Rimando-Chareunsap

NSC Interim President Rachel Solemsaas

SCC Interim President Bradley Lane
SSC Interim President Sayumi Isrey

HRD- Jennifer Dixon

Incident Commander
Jennifer Dixon

Liaison Officer:
Cindy Riche
Diane Coleman

Public Information Officer:
Earnest Phillips
Ty Swenson
Adam Russell

Safety Officer:
Sean Chesterfield
Brian Jellum
Arnulfo Ramirez

Operations Section Chief: Tona Khau

Jeffrey Caulk
Greg McBrady

Planning Section Chief:

Toni Stankovic

Logistics Section Chief:
Dale Nelson
Josh Grant
Lisa Gacer

Finance Section Chief:
Julienne DeGuyter
Brandon Balandra
Susan Salem

*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

Policy Team
Interim President-
Bradley Lane **x4144**

Wendy Rockhill x6921
Lincoln Ferris x4193

EOC Manager / INCIDENT COMMANDER (IC)

Primary:
Sean Chesterfield

Secondary = Shiro Vance

PUBLIC INFORMATION OFFICER (PIO)

Primary = Adam Russell x3848
Secondary = Dylan King
Tertiary = Emily Thurston

SAFETY OFFICER (SO)

Human Resource Rep Primary
= Scott Rixon
Secondary=Shane Wong

LIAISON OFFICER (LO)
Primary = Shiro Vance
Secondary+ TBD

PLANNING SECTION CHIEF (PSC)	OPERATIONS SECTION CHIEF (OPS)	LOGISTICS SECTION CHIEF (LSC)	FINANCE/ADMIN SECTION CHIEF (FSC)
Primary = Interim TBD Secondary = Paul Lindstrom	Primary = Casey Lawrence Secondary= TBD	Primary = TBD Secondary=TBD	Primary = Kao Lezheo Secondary=TBD

North Seattle College

Emergency Operations Center:

Primary: Jim Christiansen Conference Room, 2nd Floor, Siegal
Secondary: Employee Services, 1st floor

Red indicates primary person

Policy Team

Interim President Rachel Solemsaas x7788

Peter Lortz x3701

EOC Manager / INCIDENT COMMANDER (IC)

Primary Arnulfo Ramirez X3646

Secondary-

PUBLIC INFORMATION OFFICER (PIO)

Rahkee Phelps x   x5681

SAFETY OFFICER (SO)

Alex Maldonado x3636
Darren Zaccaria x3636

LIAISON OFFICER (LO)

TBD

PLANNING SECTION CHIEF (PSC)	OPERATIONS SECTION CHIEF (OPS)	LOGISTICS SECTION CHIEF (LSC)	FINANCE/ADMIN SECTION CHIEF (FSC)
Star Conrad x 0184 Grace Sakuma x 7304	Kirk Anderson x **Jeffrey Caulk x4596**	**Dale Nelson x3951** Chris Wiederhold x3762 Gregory Tessensohn x3699	**Brandon Balandra x4403**

South Seattle College

Red indicates primary person

Policy Team
Interim President Sayumi Irey x6827
Jaime Cardenas VPI

EOC Manager / INCIDENT COMMANDER (IC)
ISec. Dir Brian Jellum x0911
Assoc. Dir. Fac.Eric Bryant

JD Burchfield x6415

Evening Security, **(206) 934-0911**

PUBLIC INFORMATION OFFICER (PIO)
Ty Swenson, **x6873**
Mac Writt **x6875**

SAFETY OFFICER (SO)
Matt Jackon x0911
[Bernard] Henry Heidt, **x0911**

LIAISON OFFICER (LO)
Joe Barrientos **x6763**
TBD   x6867
Laura Kingston x7959

PLANNING SECTION CHIEF (PSC)	OPERATIONS SECTION CHIEF (OPS)	LOGISTICS SECTION CHIEF (LSC)	FINANCE/ADMIN SECTION CHIEF (FSC)
TBD x6612 Angel Nelson-Jeffrey x6855	TBD x6427 Sarah Sabay x6760	**Brian Scheehser x 6790** James Cornutt	**Lela Cross x 6499**

Seattle Service Center

Emergency Operations Center:

Primary: Jim Christiansen Conference Room, 2nd Floor, Siegal
Secondary: Employee Services, 1st floor

Red indicates primary person

Policy Team

Chancellor-Rosie Rimando-Chareunsap

Cindy Riche

All VC's and Ass. VC's

EOC Manager / INCIDENT COMMANDER (IC)
Jennifer Dixon

PUBLIC INFORMATION OFFICER (PIO)
Earnest Phillips
Barbara Childs

SAFETY OFFICER (SO)
Michelle Valint
Wesley Wofford

LIAISON OFFICER (LO)
TBD
Secondary-TBD

PLANNING SECTION CHIEF (PSC)	OPERATIONS SECTION CHIEF (OPS)	LOGISTICS SECTION CHIEF (LSC)	FINANCE/ADMIN SECTION CHIEF (FSC)
Anna Baldwin	Heather Emlund	Lisa Gacer	Julienne DeGuyter
TBD

Review and Approval

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

_____   _____

_ _ Chancellor,Rosie Rimando-Chareunsap   Date

Seattle Colleges

_____   _____

_ _   Interim-President Rachel Solemsaas   Date

North Seattle College

_____   _____

Interim President Bradley Lane   Date

Seattle Central College

_____   _____

_ Interim President Sayumi Irey   Date

South Seattle College

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.

	Doc Control	Sec 1	Sec 2	Sec 3	Sec 4	Sec 5	Sec 6	Sec 7	Appdix A - B	Appdix 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, Evacuchairs)										
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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1.0   EMERGENCIES ON CAMPUS

Be aware.
Report anything suspicious to
Campus Security

Central /Siegel -206-934-5442
WTC- 206-934-4361
North - 206-934-3636
South- 206-934-0911 or 5157
Georgetown- 206-354-6185
HEC 206-265-1229

Abandoned bags, boxes, luggage, and backpacks are checked by Campus Security for hazardous materials, weapons before being turned over to Lost and Found. If hazardous or illegal materials are found, Seattle Police are notified.

See Something Say Something,

Be an active participant in your safety and others.

1.1   INDIVIDUAL RESPONSIBILITES

IF DIRECTED TO EVACUATE A BUILDING

YOU MUST COMPLY.

IN A CAMPUS EVACUATION AT:

❖ **Seattle Central College**

When exiting through West doors, gather at Harvard Parking Garage,when exiting East doors gather at MAC Bldg. Exiting SAM bldg. gather at parking lot across Harvard and across from church. Fine Arts and Erickson Theater gather at Harvard Parking Garage.

❖ **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 16 Ave SW**

❖ **(no left turns)**

❖ **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

On Campus	At Home
Each person is strongly encouraged to: Provide for their own needs for 3 days. water, medications, walking shoes and socks, change of clothes, personal hygiene products. **Sign up for Seattle Colleges Alerts**: https://www.getrave.com/login/seattlecolleges Messages are sent when an emergency closes the campus or poses a safety concern. ****Participate in emergency drills****. The drills are generally held on the 10th day of each quarter and participation is expected. This helps to ensure you are aware of your evacuation routes and will respond accordingly if needed to evacuate from a real emergency. Be an active participant in your safety and the safety of others. **Call Campus Security** **Central / Siegal (206) 934-5442 North (206) 934-3636 South (206) 934-0911 or 5157 Georgetown (206) 354-6185**	**When people have prepared at home**, they are more apt to come to school focused, knowing their family's needs are met. Prepare to be on your "own" for seven days: ❖ Plan-where to go and how to reach family ❖ Be informed; KIRO 97.3 in Seattle area ❖ Consider kids, the elderly, medications,pets ❖ 3-day kits for desk and car **Home: 7-10 day Emergency Kit:** ▪ Water - one gallon per person, per day ▪ Plain bleach for water purification. Use rate and process recommended by CDC at www.cdc.gov generally, 1/4 tsp. bleach per 1 gallon water • Foods - ready to eat, single meal packaging • Can opener • First aid kit and medications • Copies of ID, insurance papers • Cash – include small bills/coins • Radio, flashlights and fresh batteries • Soap, toothpaste, toothbrush, toilet paper, baby wipes, diapers, feminine hygiene • Garbage bags, shovel, plastic bags • Sturdy shoes, socks,extra clothing, gloves • Shelter: tent, tarp,rope, axe, duct tape • Bedding or sleeping bags • Camp stove, BBQ *** DO NOT USE INDOORS** • Toys, games, deck of cards, books, dominos • Store your supplies in containers **you** can evacuate with quickly-and conveniently (backpacks, duffel bags or a small suitcase)) • Keep your gas tank at least 1/2 full (gas stations can't' pump gas when a power outage occurs) • Keep additional chargers and power-packs for recharging cell phones or use of laptops
Use the Yellow Call Boxes and/or Blue Emergency Call Towers at your campus if they are available. **Specific locations of these devices are listed in Campus Maps SECTION 3.** ****Seattle Central Campus call boxes ONLY provide camera views.****	

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**,
 Central/DO: M-F 5am – 11:00PM;

3.   WTC: M-F 5:00pm – 9:00pm

	Use your Cell Phone	Use a Campus Phone
Call SCC Campus Security (follow hours listed above, or call 911)	**(206) 934-5442**	**x5442**
Call NSC Campus Security after hours call 911	**(206) 934-3636**	**x3636**
Call SSC Campus Security (24-hour security @ SSC/GTC	**(206) 934-0911 or 5157**	**x9111or 5157**
Georgetown Campus	**(206) 354-6185**	
Wood Technology Center	**206 934-2977**	

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

For Basic First Aid	For Outside Medical Assistance	For Automated Defibrillator(AED)
▪ Call Security ▪ If scene is safe stay with the injured until help arrives ▪ Individuals may provide first aid up to the level of their training. ▪ Security can provide basic first aid and/or will seek additional treatment by calling EMS. ▪ Call 911 if necessary	▪ 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 ▪ Follow dispatchers directions ▪ Do not hangup until instructed ▪ Call Campus Security to alert them of the situation and to expect emergency vehicles ▪ Stay with the injured until help arrives	• **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.** AED locations are indicated on Campus Maps, **Section 3.0** • **Call Campus Security if an AED is needed, has been used or if battery light appears** RED • Central/Siegel Campus Security (206) 934-5442 • North Campus Security (206) 934-3636 • South Campus Security (206) 934-0911or 5157 • Georgetown Security (206) 354-6185 • Wood Technology Center 206-934-2977

Reporting On-Campus EMPLOYEE Incident/Hazards Report	Students Reporting On-Camp Incidents/Near-Miss/ Hazard Reports
▪ Notify your supervisor as soon as possible ▪ Complete an Incident/Near-Miss/Hazard report form ▪ Submit to Campus Security office and Occupational Safety and Health Manager ▪ All reports are followed-up by the Occupational Safety and Health Manager and Security Department.	▪ Notify the VP of Student Services ▪ Complete an Incident/Near-Miss/Hazard report form as soon as possible and submit to Campus Security Department and Occupational Safety & Health Manager ▪ Incident report forms are located on the Seattle Colleges website under Safety ▪ All reports are followed-up by the Occupational Safety & Health Manager and the Security Department.

Employee Health and Safety Form
Please see Section 5 of this document for a copy of Seattle Colleges Employee Health
and Safety Form and instructions for completion

1.5   Armed Intruder / Weapon Threat

Overview	Every situation is different. Trust your judgment. **Your own safety is your top priority!**
Guidelines	▪ Stay calm / keep thinking. ▪ Put distance between yourself and the intruder. ▪ Call 911; report what you know about the intruder and his/her location. **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**

Imminent Violence	Dealing with Threatening People	You Need Help but Can't Speak Freely
▪ If you hear gunshots or see an armed person, run away. Those nearest a shooter are in the most danger. ▪ If you cannot flee, find cover in any room close by. Close, lock, barricade doors, close blinds, silence cell phones, stay quiet and away from windows. ▪ **Call 911 if you can.** When law enforcement arrives follow their 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 ▪ Remember Run,Hide, Fight- Time and Distance equals safety. ▪ Run- to safety if you can, remember to zig-zag, it makes it difficult for the shooter to lock in on you as a target. ▪ Hide- stay out of sight, barricade doors, arm yourself with anything you can use as a weapon(fire extinguishers, staplers, scissors, chairs). ▪ Fight- last as a last resort, defend yourself, be bold and deliberate in your actions until the intruder is incapacitated.	▪ 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 your side. 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.	• Use of a <u>code phrase</u> can let Campus Security know that help is needed. • Ask your supervisor the code-phrase, it is not published. When Campus Security hears it, they will ask you only "yes or no" questions. • If possible, DO NOT hang up until Campus Security has finished asking questions. • You should note and report what the intruder was wearing, gender, height and weight • Anything unique to the individual (tattoos, hair color, facial hair, birthmarks, scars, earrings) • Types of weapons, direction of travel, in a vehicle or on foot, was anyone else with them

1.6   Shelter in Place / Lockdown

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

In a classroom or office	Open Spaces
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 or lower 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 only if you are on a ground floor,if not get out of sight and stay low and quiet. Don't huddle together as one big group, break out into smaller groups When officers arrive, move toward police; keeping hands on top of your 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.	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, if safe, 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 that 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 zig-zagging, or (3) attack the shooter. Attacking the shooter is very dangerous, but certainly no more so than doing nothing after the 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 consequence.

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

- ❖ (206) 934-0911 or 5157 **South**
- ❖ **Georgetown** (206) 354-6185
- ❖ (206) 934-3636 **North**
- ❖ (206) 934-5442 **Central / Siegel**
- ❖ **Wood Technology Center 206-934-2977**

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

	Suspicious Packages

Overview
 	
"Bombs can be made to look like almost anything."
"The probability of finding a bomb that looks like a bomb is low."
 	
*"The only common denominator between bombs is that they are **designed and intended to explode**."*
Bureau of Alcohol tobacco and Firearms
	IF YOU THINK AN ITEM MAY BE A BOMB… DO NOT MOVE IT!
	
	❖ **Calmly notify others in the area to evacuate**
	❖ **DO NOT PULL FIRE ALARMS>**
	❖ **DO NOT USE CELL PHONES> Either could possibly set off a bomb.**
	❖ Call 911
	❖ State the location of the suspicious item, your name, location and phone number. DO NOT hangup until told to do so, call your campus security department.
	
	❖ Central/Siegel Campus (206) 934-5442
	❖ North Campus (206) 934-3636
	❖ South Campus (206) 934-0911or 5157
	❖ Georgetown (206) 354-6185
	❖ Wood Technology (206) 934-2977
	   inform them 911 was called and emergency personnel are en-route, ask security to assist with evacuation.
	   Return only after the "All Clear" notice has been sent

1.8 Bomb Threats

Overview	In-Person Bomb Threat	Telephone Bomb Threat
Take ALL bomb threats seriously Bomb threats can be delivered in-person, by telephone, or in writing Most threats come by phone. **The most dangerous threats are in-person.**	The person may be unstable or delusional. If you receive a bomb threat: ▪ 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 ▪ 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.	▪ 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.	• College officials will contact local authorities • Campus Facilities will turn off ventilation system	• 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 immediately and fill out an Incident Report.

High Risk	Low Risk	Cleanup of Body Fluids

"High-risk" incidents are when human blood or body fluid contacts the mouth, nose, or broken skin.
 	
Assume high-risk exposure is infectious.
 	
❖ immediately and thoroughly wash the site with soap and water, flush eyes and mucus membranes with water or saline for 15 minutes
❖ Report the incident to your supervisor
❖ Notify Campus Security
❖ **Central/Siegel (206) 934.5442**
❖ **North (206) 934.3636**
❖ **South (206) 934.0911**
❖ **Georgetown (206) 354.6185**
❖ **WoodTech 206-934-2977**
 	
❖ Exposed individuals may be taken to Harborview Medical Center, 325 9th Ave Seattle, WA.98106 (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 at (206)744.3000
	• Contact with these body fluids **is not high risk unless there is <u>visible</u> blood**:
	• semen
	• feces
	• nasal secretions
	• sweat
	• spit
	• tears
	• vomit
	• urine
	
	For clean-up of low risk bodily fluids contact Custodial staff, contact with these body fluids is not high risk unless there is visible blood:
	
	North-206-934-3633
	Central-206-934-3823
	South-206-934-6431
		If the contamination is on campus, contact **Facilities/ Security Dept.**
		
		(206) 934-2904 **Central**
		   206 934-3636 **North**
		   206 934-7966 **South**
		(206) 354-6185 **GTC**
		   206-934-2977 **WTC**
		
		Custodial Department
		
		(206) 934-3823 **Central**
		 (206) 934-3633 **North**
		
		 (206) 934-6431 **South**
		
		To clean up bodily fluids yourself,use a solution that is 10% bleach and 90% water
		
		Double-bag contaminated items and label the bag "bio-hazard"
		Report the incident and location of the bag to Environmental Health & Safety and the Facilities Department

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

Seattle (Denny Way) Concentra- Denny 1151 Denny Way Seattle, Wa. 98109 (206) 682-7418	<u>Seattle (Northgate)</u> <u>Concentra-Northgate</u> 8313 Aurora Ave. N Seattle,Wa. 98103 (206) 784-0737	Concentra- 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 41 4744 41st Ave. SW #10198 Seattle, Wa.98116 (206) 933-1041

1.11 Communications / Data [MAJOR Outages]

Impact	Reporting	Restoring Service
Major communication outages hinder College operations.	Contact the Campus Help Desk for any communication outage, including ▪ Outages that directly affect public safety. ▪ Telephone or Data Outages that impact service to an entire building. ❖ (206) 934-6333 **Central** ❖ (206) 934-3630 **North** ❖ (206) 934-5844 **South** ❖ (206) 934-4128 **Siegal**	During a MAJOR communication outage, the Directors of IT make a plan and inform Campus of restoration timeline.

1.12 Demonstrations, Marches & Protests

College Policy	Peaceful	Disruptive/Destructive
Demonstrations that do not restrict pedestrian traffic or disrupt education are allowed in the following campus locations: South: Clock Tower Plaza. North: Courtyard Plaza Central: Grounds/Outdoor spaces	▪ Notify the President. ▪ Campus Security will monitor for vandalism or signs of escalation. ▪ Campus Security contacts Seattle Police Department if needed. ▪ Pre-planned demonstrations may have law enforcement presence.	▪ Notify Campus Security ❖ **(206) 934-5442 Central / Siegal** ❖ **(206) 934-3636 North** ❖ **(206) 934-0911 South** ❖ **(206) 354-6185 Georgetown** ❖ **(206) 934-2977 Wood Technology** ▪ Note individuals acting out (clothing, physical description, and activity engaged in) ▪ Campus Security will contact Seattle Police if necessary.

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.**
▪ Take cover under a desk, under solid furniture or against an interior wall away from cabinets, light fixtures, anything with the potential to fall on you and hold on. ▪ Tuck one arm over head and back of neck, get as small as possible. You want to protect your vital organs as much as possible. ▪ Avoid areas where glass, pictures, overhead lights or bookcases could fall on you ▪ **DO NOT stand in doorways.** ▪ If inside - stay inside. When the shaking stops, then evacuate if safe to do so. If you can help people to evacuate do so, if not, alert emergency response personnel of their location.	▪ If outdoors - stay outdoors and move away from buildings, trees,telephone poles and utility wires. ▪ Once in the clear, **sit down** until the shaking stops. ▪ After, check yourself for injuries, look around your location for downed power lines. ▪ Go to evacuation area. ***Emergency responders will need the driveways.*** **At all times, civilian vehicles MUST yield to emergency vehicles.**	Follow evacuation procedures: • Walk, **DO NOT** run to the nearest exit. • **DO NOT USE ELEVATORS** • Assist disabled or injured person(s) • Go to the Evacuation Area • Notify Campus Security about those disabled located in an area of refuge or injured people still inside • Do not re-enter the building(s) until they are declared safe • DO Not block driveways

1.14   Epidemic / Outbreak

If a person gets the flu and believes it is avian, swine flu or Covid-19 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
▪ The College's decision to remain open depends on the timing and severity of the outbreak. Seattle Colleges will coordinate with WA. Dept. of Health, CDC and the Governors Office. ▪ The College may cancel events ▪ If the College closes, it could be for several months. The Financial/Administrative Section Chief will determine how to pay staff. ▪ If a Federal Emergency is declared the Federal and State Government may provide assistance. ▪ If a regional/national outbreak occurs, non-essential staff may be furloughed. The Incident Commander makes the decision whether to downsize staff.	• Avoid crowds/ large groups of people/ maintain social distancing. • Use hand sanitizer after touching common surfaces such as handrails or door knobs • Wash hands often with warm water and soap (20 second rule) • Do not share equipment such as phones, keyboards, utensils unless first sanitized with disinfectant • Consider wearing a mask that covers your nose and mouth when out in public spaces (follow CDC guidelines) • Prepare all food at home, wash and 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 in your work space. **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	If you become trapped
▪ 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 or area of rescue assistance (ARA). ▪ Isolate the fire by closing doors; but **DO NOT LOCK DOORS**. ▪ Evacuate to a safe area away from the building. ▪ If you have a designated rally point go there and check in, we need this information so we know who's accounted for and not. ▪ 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, **P**ull pin, **A**im nozzle, **S**queeze trigger and **S**pray **S**weeping sideways back and forth. ▪ The Incident Commander or Campus Security will announce an "All Clear" when the building is safe to re-enter.	▪ 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 or around it or if it feels hot. ▪ Shout or blow a whistle to give emergency personnel your location. Try not to inhale a lot of smoke while doing this.

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

1.16 Flooding

Before a flood	During or after heavy rains	After 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	▪ 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 that may have fallen or fallen objects. ▪ **DO NOT** drive in flooded areas. ▪ **6 inches can float a car, currents can move vehicles.**	▪ 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

• If you encounter an unknown dust or solid material, do not disturb it.
 	
• Confine particles by shutting the door(s)
 	
• Call Environmental Health & Safety, Facilities and Campus Security. They will organize substance testing and removal
 	
• 206-934-7966 **South**
• (206) 934-3633 **North**
• (206) 934-2904 **Central**
 	
• Alert others in the area of the hazard
 	
• Evacuate the area
 	
• Campus Security and building monitors will evacuate the area and establish a perimeter
 	
• Return to the evacuated building **ONLY** after Campus Security issues an "**All Clear**" notification
	If the substance is an immediate danger to building occupants, take these steps:
	
	• Confine the substance by shutting the door(s) or closing the supply valve(s)(gas shutoff valve for a gas leak)
	• Call Facilities Dept., EHS and Security Dept South (206) 934.7966 Facilities North (206) 934.3633 Facilities Central (206) 934.2904 Facilities
	
	• 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
	  • Alert them that you are reporting a chemical spill/release and give the following information:
	
	❖ name of material (if known)
	❖ Location of the spill/release
	❖ extent of contamination (water system, HVAC)
	❖ Quantity (if known)
	❖ Appearance & characteristics (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.
		If an employee smells a chemical odor such as a solvent or natural gas:
		
		▪ Call the Facilities Dept. and EHS
		  (206) 934-7966 **South**
		
		  (206) 934-3633 **North**
		  (206) 934-2904 **Central**
		
		▪ 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 Dept.
		
		• if necessary monitors will evacuate the area and establish a safe perimeter
		
		• Return to campus only after the security dept. issues an "**ALL CLEAR**" notification

1.18 Inclement Weather / Campus Closures

Policy	College Closure Notifications
Seattle Colleges makes every attempt to operate in inclement weather, but Seattle Colleges will also not risk your personal safety.	When weather is too severe for normal College operation: ▪ The President decides whether the College will be closed or starts late. ▪ Announcements are made on local radio and television, campus websites campus telephones and voicemail by 6AM or earlier if warranted. Notification will be sent by email and by text and voicemail to those registered to receive alerts..Sign up at https://www.getrave.com/login/seattlecolleges

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
▪ Call Campus Facilities ▪ Central 206.934.3823 ▪ North 206.934.3633 ▪ South 206.934.5385 ▪ 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 live wires	▪ Call Facilities during the day at: **Central** (206) 934-3823 **North** (206) 934-3633 **South** (206) 934-5385 • In the evening, call custodians at: **Central** (206) 934-3823 **North** (206) 934-3633 **South** (206) 934-5320 *REMEMBER:* ***ELECTRICAL EQUIPMENT IS DANGEROUS IN WET AREAS.***	Campus elevators are serviced and inspected regularly. **If you are trapped in an elevator:** ▪ 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 at any time. ▪ Power to the elevator will be shut off if a rescue attempt is necessary ▪ Facilities will contact the repair company

1.21 Volcanic Eruption

Volcanic Ash	Campus Operations	Personal Action
Our colleges could be affected by ash from a volcano.	▪ Facilities may shut down HVAC systems.	▪ Close all doors and windows. ▪ Avoid going outside. If you must go outside, use a mask or damp towel to breathe through. ▪ Avoid driving unless told to evacuate

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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 ARA's.

- 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

When exiting West side of BE gather at Harvard Parking Garage, if exiting through East doors cross Broadway and gather at MAC bldg.
If exiting SAM bldg. cross Harvard and gather at parking lot.
FA Bldg. and Erickson Theatre gather at Harvard Parking Garage.

❖ 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 Department, they 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 if rally point is not safe
- 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
AMT	Aviation Maintenance	Mary Lynch	Kim Alexander
AUT	Auto Technology	Todd Jones	
AVT	Aviation Composite Lab	Mary Lynch	
CAB	Culinary Arts Building	Mary Gaston	Talitha Terry
CAH	Cascade Hall	Rebecca Yedlin	
CCC	Child Care Center	Mariela Davila	
CEC	Chan Education Center	Jeremie Pitts	
HDM	Heavy Diesel Machine	Colby Keene	
JMB	Jerry Brockey Building		
LHO	Landscape Horticulture	Sara Skamser	
LIB	Library	Randy Nelson	Patricia Naylor
MPB	Multi Purpose Building	Phyllis Gorton	
NWA	Northwest Wine Academy	Jane Rockhold	
OLY	Olympic Hall	Camille Stempowski	
PBA	Pastry & Baking Arts	Chris Harris	
RAH	Rainer Hall	Kate Holub	Pedro Reyes
RSB (NE)	Robert Smith Building (NE)		Lily Allen
RSB (SW)	Robert Smith Building (SW)	Joyce Allen	Arnie Reed
RSB (W)	Robert Smith Building (W)	Danisha Rawlings	Wendy Nagasawa
		TBD	
TEC	Technology Center		Sandy Long
UNI	University Center	Aimee Goodwin	
WFB	Welding Fabrication Building	Ricky Baker	Doug Rupik

Georgetown Campus	Building Monitor Primary	Building Monitor Secondary
Building A	Rich Babcock	
Building B	Anita Sheer	
Building C	Laura Kingston	Joe Hannan
Building D	Lee West	Miya Cohen Sieg
Building D		

NORTH CAMPUS

North Buildings	Floor # 1	Floor #2	Floor #3
College Center Building 3 story building	Ellen Yanny Kannika Styron Aliyanda Cobbinah	Shunsuke Kanazawa Rodrigo Pascual Brianna Sanchez	Myra Kaha Valerie Hamilton
Library Building 3 story building	Campus Security/ Facilities	Mary Parent Casey Chow	Sharon Simes
Instructional Building 3 story building Bookstore	Alex Flores Nancy Leverton Josh Espindola- Bookstore	Zoran Samadzic Vashti Bryant Brian Palmer	Vic Keranen Seth Roback
Art & Science 1 story building	Al Burns Jacob Franck		
Wellness Center 2 story building	Ruby Foote	Megan Valerio	
Education Building 3 story building	Dale Nelson Pablo Basilio	Paul Piecueh	Chris Wiederhold
Health Sciences Student Resources building 2 story building	Marianne Adler	Silvia Duran Sisk	
Opportunity Center Employment & Education 2 story building	Kathleen Cromp Emily Rodriguez	Kim Schooley	

Central Main Campus-Buildings		Building Monitor Primary	Building Monitor Secondary
		Jakhongir Ashuraliev Cheryl Braxton Taylor Cain Paul Carter Paul Croon Diane Ellis Ed Harrington The Le Thu-cuc Luong Hoat Nguyen Hoat Nguyen Hisham Othman Jennifer Patterson Walter Solak Lina Tjok Susan Tokheim Orson Williamson Yao Yao	
WTC		**Building Monitor Primary** Robb Watt	**Building Monitor Secondary** James Barnes
SMA		**Building Monitor Primary** Dale Bateman	**Building Monitor Secondary** Daniel Blanchard
Allied Health		**Building Monitor Primary**	**Building Monitor Secondary**
Siegal Center		**Building Monitor Primary**	**Building Monitor Secondary**

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:

- **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 221B

   LIB　(Library) NW stairwell 2nd floor landing

   CAH (Cascade Hall) 3rd Floor SW

   OLY　(Olympic Hall) room 304

   UNI　(University Center) room 101, hallway

   Siegel'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: **North stairwell-5th floor, South stairwell- 4th floor**

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

2) **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
  South: (206) 934-5137
  Rose.kolovrat@seattlecolleges.edu
  North (206) 934-3858
  Grace.Sakuma@seattlecolleges.edu
  Central (206) 934-4183
  DSS.Central@seattlecolleges.edu

- **Employees can** contact Human Resources
  South/Georgetown: (206) 934-6415
  jd.burchfield@seattlecolleges.edu
  North (206) 934-7792
  @Seattlecolleges.edu
  Central / WTC(206) 934-4017
  Scott.Rixon@seattlecolleges.edu

3.0	Campus Maps and Evacuation Assembly Areas

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SEATTLE CENTRAL COLLEGE
One of the Seattle Colleges

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

	Bookstore
	Plant Sciences
	District Office and SC
	Erickson Theater
P	Harvard
	South Annex

Legend

- Entrance
- Bus Stop
- Call Station
- Street
- Non-campus
- Park

North

E Denny Way

Broadway E

Harvard Ave

Boylston Ave

Nagle Pl

11th Ave

SAM

NP

E Howell St

BE

MAC

Bookstore & Student Leadership

Cal Anderson Park

E Olive St

Plant Sciences

BPH

P

E Pine St

SA

FA

Erickson Theater

Siegal Center/ District Office and School of Cosmetology

Student Support Programs and Workforce Services

Broadway

10th Ave

11th Ave

E Pike St

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

♿ Entrance
🚌 Bus Stop
📞 Call Station
Non-campus
Park

SEATTLE CENTRAL COLLEGE
One of the Seattle Colleges
seattlecentral.edu
1701 Broadway, Seattle, WA 98122

Bookstore
Plant Sciences
District Office and SC
Erickson Theater
P   Harvard
South Annex

North

exiting SAM/BE gather at parking lot across Harvard.

exiting BE from West exits gather across Harvard to parking garage

exiting BPH/BE South gather at Harvard parking garage

exiting FA gather at Harvard parking garage

exiting Siegel gather at Cal Anderson Park

exiting BE from East exits gather at MAC bldg across Broadway

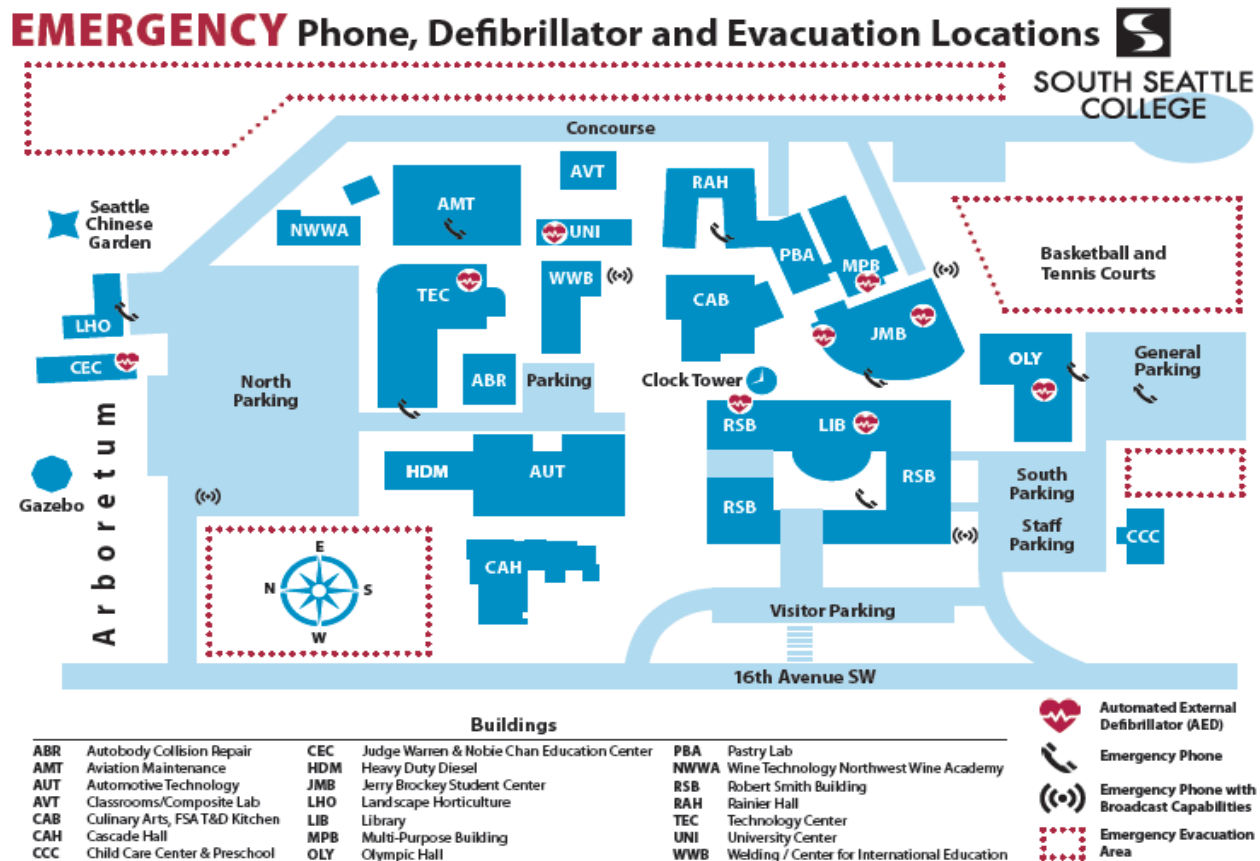exiting Siegel from East alley exit gather at Cal Anderson Park

EMERGENCY EXIT 127
UP

Kristen Economo
Krystal Sales
Evvie Ormon
Arielle Mathews

Rachel Andre 128
126

Lunch Room 124

Wesley Wofford 140?

Michelle Valint 141?

UP
UP **STAIR #4**
FIRE EXIT

Malcolm Grothe 129

Caroline O'Connel
David Makonnen 125

Copy Room

FIRST AID KIT

142?

HALL 132

Young Lim
Linda Tran
Michel Large 122
MJ

Lorine Hill 143?

Anna Baldwin 130
Riley Sorensen
Galila Getahun
File room

FIRST AID KIT

Petrina Sims 144?

FILM STORAGE 131

MEN'S 133

BOARDROOM 136

CORRIDOR 100D

MEN'S 135
WOMEN'S 134

Annie Butler

132

DISPLAY 100A

AED

CORRIDOR 100B

FIRE EXIT

CLOSET 118
DN
WOMEN'S 117
STAIR #1
ELEV.
CORRIDOR 100C

Mark Baumann
Linnea Hengst

storage 121

119A?

STAIR #2 DN
FIRE EXIT

FIRE EXIT

LOBBY 100
UP
LOCKER ROOM 114
JAN. 116
STUDENT LOUNGE 115

File Room 119

Room 120

LIBRARIAN 120A

FA. BOOTH 107C
FA. BOOTH 107B

FA. BOOTH 107D

CLOSET 113
Secretary 111

RECEPTION 112

HAIR WASHING 110
HAIR DRYING 109
SUPPLIES 108
PEDICURE 107E
MANICURE 107

HALL 102

PRODUCTION 101

STOR. 103

OFFICE 105

LAB / CLASSROOM 106

OFFICE 104

FIRE EXIT

Siegal Center Second Floor

208 Earnest Phillips

Barb Childs **207**

Steve Leahy **206**

Kerry Howell **205**

Nathan Ormsby **204**

Carol Fernandez **203**

Kurt Buttleman **202**

Rosie Rimando-Chareunsap

201

Julienne DeGuyter **209**

240 Robin Armstrong

Emily Thurston **239**

238 Andrew Svec

238 Beth Anderson

233 Ricky Goetz

Soroush Maleki **210**

241 Kindree Brownbridge

Advancement Workstation

243 Kelsie Nabass

Paulette Eickman **243**

Storage Room MPC4503

Heather Emlund **246**

247

Vanessa Johnson **232**

211

Angela Gurney

253 Meeting Space

242

Migel Gatmaytan **252**

Derreck Pressley **251** **250**

249 Megan Court

Eric Vanhooser **248**

Jennifer Dixon **231**

212 Lisa Gacer

Julia Katz **254**

Lisa Malik **257**

HR Work Study **258**

Thu Lam **261**

HR Workstudy **262**

Brie Franks **262**

282

Tim Coilins **213**

Terri Plischke **263**

Pac Lay **230**

Melody Mcmillan

Ricoh MPC4503

Mail Room

Restroom W

Custodian Supplies Storage

255

229

214 Lolita Khachaturova

AFT Support **264**

Mikyong Gil **235**

260

Restroom M

259

Quiet Room **256**

James Christiansen Conference Room

Annette Stofer **215**

265

266/267 Paula Stegmer

Pauline Simons **268**

269 Anshou Aujlo

Tran Transhaw **270**

Hui Hua Li **271**

AED

Davina Fogg **216**

Work Study **280**

Work Study **281**

Ulrike Lopez **278**

Johnny Yee **277**

276

275

Mai Tran **274**

273

Michelle Nguyen **272**

Staff Lunch Room

228

Cindy Riche **217**

Ricoh MPC3003

Kirsti Thomas **223**

D'Andre Fisher **218**

220

Accounting File Room

Kevin Bowersox-Johnson **224**

227

Greg McBrady **219**

221

Check Printer **222**

Laura Rose

David Stephens **225**

3.2　Campus Maps – North Seattle College

NORTH SEATTLE COLLEGE
EMERGENCY EVACUATION GATHERING AREAS

Instruction Building (IB) & -------- Childcare Building (CH)   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 Bldg

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 Bldg

Education Building (ED) -----------   East parking lot

Wellness Center --------------------   Northeast parking lot, just northeast of the Wellness Center

3.3   Campus Maps – South Seattle College

EMERGENCY Phone, Defibrillator and Evacuation Locations

SOUTH SEATTLE COLLEGE

Buildings

ABR	Autobody Collision Repair	CEC	Judge Warren & Nobie Chan Education Center	PBA	Pastry Lab
AMT	Aviation Maintenance	HDM	Heavy Duty Diesel	NWWA	Wine Technology Northwest Wine Academy
AUT	Automotive Technology	JMB	Jerry Brockey Student Center	RSB	Robert Smith Building
AVT	Classrooms/Composite Lab	LHO	Landscape Horticulture	RAH	Rainier Hall
CAB	Culinary Arts, FSA T&D Kitchen	LIB	Library	TEC	Technology Center
CAH	Cascade Hall	MPB	Multi-Purpose Building	UNI	University Center
CCC	Child Care Center & Preschool	OLY	Olympic Hall	WWB	Welding / Center for International Education

Automated External Defibrillator (AED)

Emergency Phone

Emergency Phone with Broadcast Capabilities

Emergency Evacuation Area

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
CAH	Cascade Hall, #160		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

AED Locations

CEC102	Chan Education center	OLY	Olympic hall, second floor hallway
MPB	In fitness center	UNI	University center - second floor hallway
TEC	Tech center room 140		
JMB	Jerry Brockey center staff lounge filing cabinet) AND student life copier room		

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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** and **require action to be taken on campus.** For example, a bomb threat requires campus evacuation so 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).It may also be posted on all campus websites or with links where you can go to find up to the date information.

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 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 Campus Health & Safety Managers 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" *timely* warning.)	Non-urgent safety information issued in the best interest of the campus community. Also, follow-up to previous incidents.
An Emergency Notification is issued when a threat <u>requires action to be taken on campus</u>. 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.	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.) Clery Act crimes: ▪ Criminal homicide, including manslaughter ▪ Sex offenses ▪ Robbery ▪ Aggravated assault ▪ Burglary ▪ Motor vehicle theft ▪ Arson ▪ Hate crimes (the above, and incidents of larceny/theft, simple assault, intimidation or property damage <u>motivated by bias</u>) Whenever a Timely Warning is sent, an "ALL CLEAR" message is sent once danger is past.	▪ When Campus Security decides the campus should be notified about an incident that isn't an emergency or reportable crime, they compose and send an informational notification. ▪ Informational notices are also sent to educate the campus community.
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 *[BUILDING]*. Lockdown.	40/100
All Clear	Campus - This is 'All Clear' notification. The event at *[BUILDING]* *is over. ALL CLEAR.*	89/60
Armed Intruder Weapon Threat	Campus - Person with gun near *[BUILDING]*. Lockdown.	46/94
Bio Terrorist Biological Disaster	Campus - Biological danger in/near *[BUILDING]*. Evacuate 300 feet. Avoid Area.	72/68
Bomb Threat	Campus - Bomb threat in *[BUILDING]*. Evacuate 300 feet. Avoid Area.	61/79
Custom	Campus - *[Nature of incident] [LOCATION]*. *[Action]*	up to 140
Demonstration/ March/Protests	Campus - Demonstration/protest near *[BUILDING]*. Avoid Area.	49/91
Earthquake	Campus - Earthquake. Drop, cover and hold on.	40/100
Epidemic/ Outbreak	Campus - *[Nature of illness… swine flu, etc.]* Classes cancelled. Campus closed.	37/103
Fire	Campus - Fire in/near *[BUILDING]*. Evacuate. Avoid Area.	41/99
Flooding	Campus - Flooding at *[LOCATION]*. Avoid Area.	29/111
Inclement Weather	Campus - *[Nature of alert… snow, wind, etc.]* Classes cancelled. Campus closed.	37/103
Major Outage/ Utility Failure	Campus - Power out. Classes cancelled. Campus closed.	49/92
Physical Violence	Campus - *[Fight/assault/attack]* near *[BUILDING]*. Avoid Area.	22/118
Police Activity/ Investigation	Campus - Police activity near *[LOCATION]*. 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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5.0	**GENERAL INFORMATION**	

MEDICAL EMERGENCIES

For injuries or illnesses, file a Incident/Near-Miss/Hazard Report with the Campus Security Office and the Occupational Safety&Health Manager. These reports then will be followed up by Security or the OSH Mgr. and an after action report completed. If the injury results in an LNI claim the OSH Mgr. will complete paperwork for submission following claim and follow-up with employee on his/her injury.
For minor injuries or illness, report to Campus Security Office.

(206) 934-5442 **SCC/Siegel**   **(206) 934-2977 WTC**
(206) 934-3636 **North**
(206) 934-0911 **South**
(206) 354-6185 **Georgetown**

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 from a campus phone (9+) 911, and request medical aid.
   - State the problem
   - Give your address, location and the building and room number
   - 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, administer first aid.
5. Remain with the victim until Campus /Security or emergency crews arrive.
6. Victim should be asked to complete an Incident/Hazard Report when possible.

ACCIDENT REPORTS/PREVENTION PLANS

Reports: Anyone injured on campus must submit an Incident/Near-Miss/Hazard Report as soon as possible. Submit reports to Campus Security Office and the Occupational Safety & Health Mgr. for follow-up investigation and after action report with or without corrective measures.

Incident: Applies to personal injury, near-misses and hazards in the working environment. Incident Reports are not required for illnesses unless an injury results (ex; a seizure causes the person to fall and hit their head.)

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

Employee: An incident 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 and the Occupational Safety & Health Mgr receives it, follows up with LNI, the injured employee and then submits OSHA logs at end of the year. Any verbal or written communications received about an injured employee should be given to Campus Security, Campus HR and the Occupational Safety & Health Manager.

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 must be 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.

SEATTLE COLLEGES
Central · North · South ·

Incident/Near Miss/Hazard Report

INSTRUCTIONS:

- IF YOU ARE AN EMPLOYEE, complete sections: 1, 2, 4, 5, 6, 7, 8
- IF YOU ARE NOT AN EMPLOYEE, complete sections: 1, 3, 4, 5, 6, 7, 8
- Submit this completed form to the Public Safety Office on your campus
- If you are reporting a workplace hazard, you may send the copy directly to the Occupational Safety & Health Mgr at Michelle.Valint@seattlecolleges.edu or call 206-934-3210

1. LOCATION/DATE OF INCIDENT

College Location: ☐ Central ☐ Georgetown ☐ SMA ☐ South ☐ WTC   North ☒ Siegel

Date of Occurrence (MM/DD/YYYY): | Time of Occurrence (HH:MM): ☐ AM ☐ PM

Location of Occurrence (Be Specific): Building: Floor/Room:

Employee/Student Identification Number:

2. EMPLOYEE REPORT

Employee's Name:	Job Title:
Supervisor's Name:	Department:
Have you reported this occurrence to your supervisor?	☐ Yes ☐ No	If "yes," when?
Have you visited a doctor concerning this injury/illness?	☐ Yes ☐ No
If "yes," whom did you see?	When did you see the doctor?
Have you previously sustained this type of injury at work?	☐ Yes ☐ No
If "yes," when?	Employer at the time of previous injury:

3. NON-EMPLOYEE REPORT (student/visitor/vendor/contractor)

Name:	Program/Affiliation:
Was there a College employee present at the time of the occurrence?	☐ Yes ☐ No
If "yes," who?	Department:

4. PART OF BODY INJURED (check all that apply):
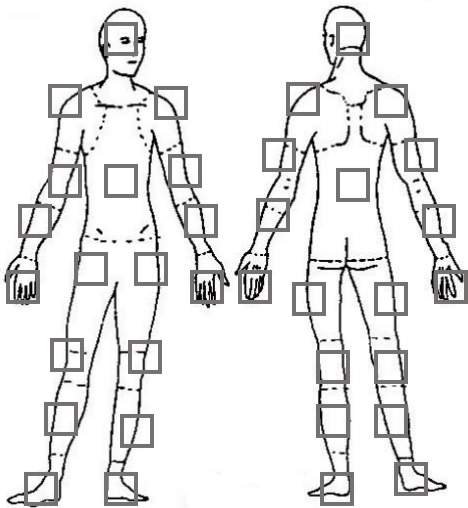
5. NATURE OF THE INJURY (check all that apply):

☐ Abrasion, scrape   ☐ Cut/laceration
☐ Amputation   ☐ Needlestick/puncture
☐ Back Injury   ☐ Hernia
☐ Broken bone   ☐ Illness
☐ Bruise   ☐ Sprain
☐ Burn (heat)   ☐ Muscle Sprain
☐ Burn (chemical)   ☐ Other:
☐ Concussion (to head)
☐ Crushing injury

I am reporting a(n):

☐ Injury   ☐ Near-miss
☐ Work-Related Illness   ☐ Workplace Hazard

6. WITNESSES (if anyone witnessed this occurrence or can corroborate a hazard, please include their name below):

Name:	Job Title:
Name:	Job Title:
Name:	Job Title:

1

Incident/Hazard Report

7. DESCRIBE THE OCCURRENCE (include what activities were being performed and how the incident occurred):
When seeking medical treatment at time of occurrence remember to get a doctor's note of release to either full duty, modified/light-duty or no release. If modified/light-duty work is recommended, tell your supervisor about your restrictions. A light-duty job must be created allowing restrictions before you can return to work. A copy of the doctor's restrictions must also be submitted to the Occupational Safety & Health Mgr@Michelle.Valint@seattlecolleges.edu who completes all Workers Compensation claims.

8. SIGNATURES AND CONTACT INFORMATION

Signature:	Date:
Completed on behalf of (if you are not the reporting party):	
Describe your relationship to the reporting party (i.e. supervisor, family relation):	
Please provide your contact information below so that we may contact you to discuss this report and any corrective actions taken. You may choose to remain anonymous *only* if you are reporting a workplace hazard.	
Phone:	Email:

Please complete form and submit to Campus Security on day of incident, security will email a copy to the Occupational Safety&Health
Mgr. at Michelle.Valint@seattlecolleges.edu. All incident/near-miss and hazard reports will include a follow-up investigation and/or an after action report with or without corrective measures.

Reviewed By:	Date:

5.2   Threat Assessment

Overview	You Hear Yelling or Threats	You Witness a Fight or Physical Abuse
Threat assessment saves lives. Evaluation of intent, motive, and ability determines risk level. After threat validation, a strategy is developed to defuse risk.	▪ DO NOT ignore. ▪ Interrupt or get help. ▪ Knock and ask if everything is okay. ▪ If you are uncomfortable, get help. ▪ A call to Campus Security gets help quickly. ❖ (206) 934-5442 **SCC/Siegal** ❖ (206) 934-3636 **North** ❖ (206) 934-0911 **South** ❖ (206) 354-6185 **Georgetown** ❖ **(206) 934-2977 WTC**	▪If you see a fight or physical abuse, **DO NOT get physically involved** • Contact Campus Security Immediately at 206-934-5442 **Central/Siegel** • 206-934-3636 **North** • 206-934-0911 **South** • 206-354-6185 **Georgetown** • **206-934-2977 WTC** • Try to disperse onlookers and discourage others from getting involved • If in doubt call 911

BE SURE TO REPORT ALL INCIDENTS

Be Aware.

Report anything suspicious to Campus Security

THREATS	"RED FLAGS"	WHERE TO REPORT
REPORT: ▪All threats, no matter how they are communicated. ▪Any assault or attempted assault. ▪Anything you think "might" be a threat. ▪See Something Say Something	▪ 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: o public figures who were attacked o individuals who attacked public figures or committed violent acts o mental illness, psychiatric care, anti-psychotic medication etc. o Bodyguards, security,safety etc. o death, suicide,weapons, violence, assassinations, acts of terrorism	**Immediately Report Threats or "RED FLAGS" to** **Campus Security** ❖ **(206) 934-5442 SCC/Siegel** ❖ **(206) 934-3636 North** ❖ **(206) 934-0911 South** ❖ **(206) 934-2977 WTC** ❖ **(206) 354-6185 Georgetown** **I**f students are involved contact: • VP for Student Services (206) 934-6946 or 5442 for **SCC/Siegel** (206) 934-3669 **North** (206) 934-6763 **South** If *campus employees are involved contact* ▪ *Human Resources* ▪ *(206) 934-2028 or 5442 SCC/Siegel* ▪ *(206) 934-7792 North* ▪ *(206)934-6415South*

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. Seattle Colleges 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**, **IS-200HE   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: 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

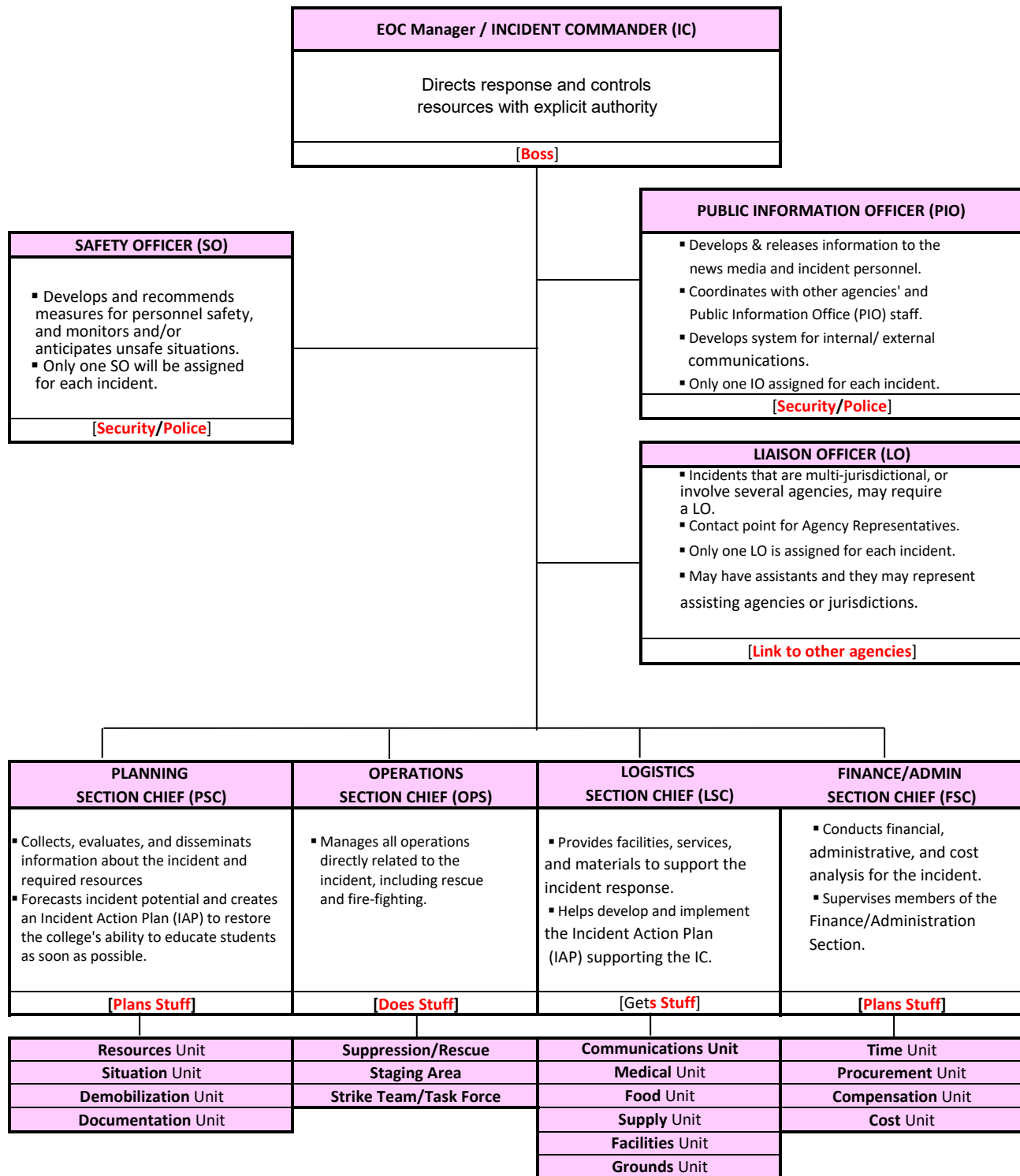## 5.3.4 Seattle Colleges' Emergency Response Team (ERT)

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

Policy Team	⟷	EOC Manager / INCIDENT COMMANDER (IC)

SAFETY OFFICER (SO)		PUBLIC INFORMATION OFFICER (PIO)

	LIAISON OFFICER (LO)

PLANNING SECTION CHIEF (PSC)	OPERATIONS SECTION CHIEF (OPS)	LOGISTICS SECTION CHIEF (LSC)	FINANCE/ADMIN SECTION CHIEF (FSC)

PLANNING	OPERATIONS	LOGISTICS	FINANCE/ADMIN
Resources Unit	Suppression/Rescue	Communications Unit	Time Unit
Situation Unit	Staging Area	Medical Unit	Procurement Unit
Demobilization Unit	Strike Team/Task Force	Food Unit	Compensation Unit
Documentation Unit		Supply Unit	Cost Unit
		Facilities Unit	
		Grounds Unit	

5.3.6   Incident Command System (ICS) "At a Glance"

EOC Manager / INCIDENT COMMANDER (IC)

Directs response and controls
resources with explicit authority

[**Boss**]

SAFETY OFFICER (SO)

- Develops and recommends measures for personnel safety, and monitors and/or anticipates unsafe situations.
- Only one SO will be assigned for each incident.

[**Security**/**Police**]

PUBLIC INFORMATION OFFICER (PIO)

- Develops & releases information to the news media and incident personnel.
- Coordinates with other agencies' and Public Information Office (PIO) staff.
- Develops system for internal/ external communications.
- Only one IO assigned for each incident.

[**Security**/**Police**]

LIAISON OFFICER (LO)

- Incidents that are multi-jurisdictional, or involve several agencies, may require a LO.
- Contact point for Agency Representatives.
- Only one LO is assigned for each incident.
- May have assistants and they may represent assisting agencies or jurisdictions.

[**Link to other agencies**]

PLANNING SECTION CHIEF (PSC)	OPERATIONS SECTION CHIEF (OPS)	LOGISTICS SECTION CHIEF (LSC)	FINANCE/ADMIN SECTION CHIEF (FSC)
▪ Collects, evaluates, and disseminats information about the incident and required resources ▪ Forecasts incident potential and creates an Incident Action Plan (IAP) to restore the college's ability to educate students as soon as possible.	▪ Manages all operations directly related to the incident, including rescue and fire-fighting.	▪ Provides facilities, services, and materials to support the incident response. ▪ Helps develop and implement the Incident Action Plan (IAP) supporting the IC.	▪ Conducts financial, administrative, and cost analysis for the incident. ▪ Supervises members of the Finance/Administration Section.
[**Plans Stuff**]	[**Does Stuff**]	[Get**s Stuff**]	[**Plans Stuff**]
Resources Unit	**Suppression/Rescue**	**Communications Unit**	**Time** Unit
Situation Unit	**Staging Area**	**Medical** Unit	**Procurement** Unit
Demobilization Unit	**Strike Team/Task Force**	**Food** Unit	**Compensation** Unit
Documentation Unit		**Supply** Unit	**Cost** Unit
		Facilities Unit	
		Grounds Unit	

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 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** CS 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(s)/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.

<u>Immediately:</u>

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 along with Hazmat Crews.

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 conditions
- Provide a review of current incident activities
- Determine the time and location of the 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 accomplishes

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 incidet-related problems and progress

CS 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.

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

5.3.8   Safety Officer (SO)

Incident Command System (ICS)
ICS Organization Chart

Safety Officer (SO):

- Building Monitors report to the Safety Officer.

```
                    Incident
                  Commander (IC)

                              Safety Officer (SO)
                  Command
                    Staff      Public Information Officer
                                         (PIO)

                               Liaison Officer (LO)
            General Staff

  Planning    Operations    Logistics   Finance/Administration
   Section      Section       Section          Section
 Chief (PSC)  Chief (OPS)   Chief (LSC)      Chief (FSC)
```
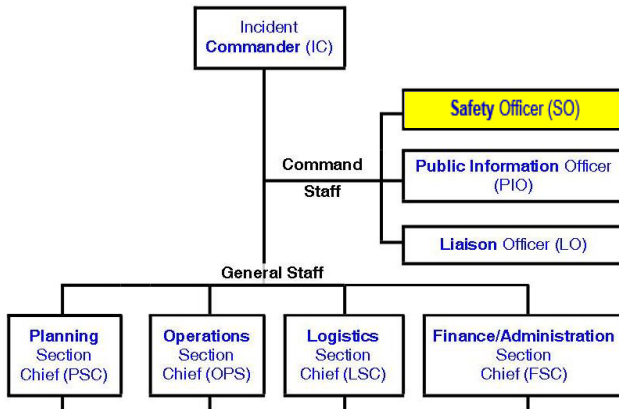
Responsibilities

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** 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 reports to 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

<u>Immediately</u>:

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 SO's

- 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 ans allow a replacement
- Document all activity using ICS form 214
- Document all accidents or injuries, suggest corrective action or preventative measures.
- Ensure sanitation in food preparation and storage, and waste and 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

Agenda Item	Responsible Party
Briefing on situation/resource status	Planning/Ops Section Chiefs
Discuss safety issues	Safety Officers
Set/confirm incident objectives	Incident Commander Operations Section Chief
Plot control lines & Division boundaries	Operations Section Chief
Specify tactics for each Division/ Group	Ops/Planning Chiefs
Specify resources for each Div/ Group	Ops/Planning/Logistics Chiefs
Specify facilities and reporting locations	
Develop resource order	Logistics Section Chief
Consider communications/medical/ transportation	Logistics/Planning Section Chiefs
Provide financial update	Finance/Admin Section Chief
Discuss inter-agency 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):
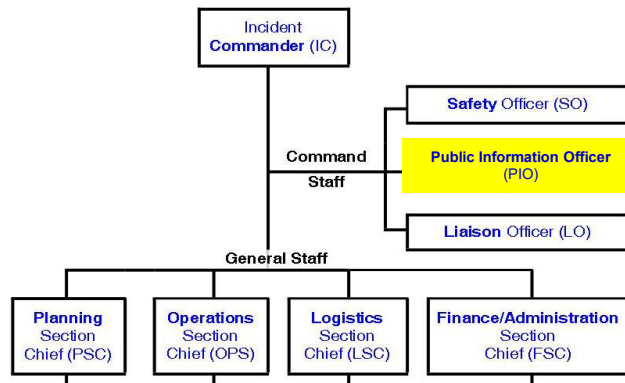
Responsibilities

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.

<u>Immediately:</u>

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.
<u>Throughout:</u>

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.

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

5.3.10   Liaison Officer (LO)

Incident Command System (ICS)
ICS Organization Chart
Liaison Officer (LO):
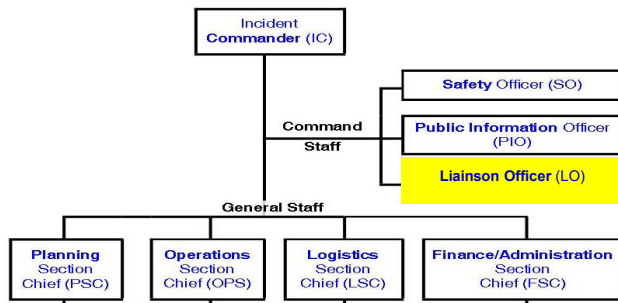
Responsibilities

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).

▪ Order the demobilization of the incident when appropriate.

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.

Agenda Item	Responsible Party
Briefing on situation/resource status	Planning/Ops Section Chiefs
Discuss safety issues	Safety Officers
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):
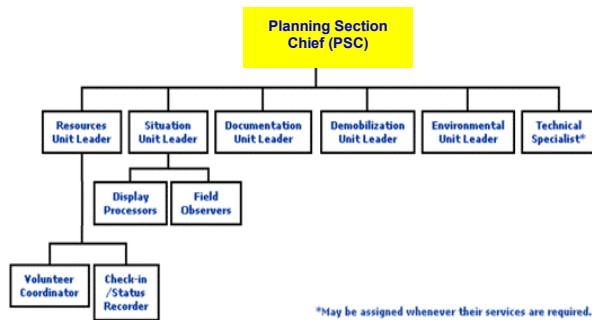
The **Planning Section Chief, its staff,** and the **Unit Leaders** may use:
ICS Form 213 "General Message".

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:

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) & 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 & 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, & Site Safety) into the IAP.
- ▪ Review Common Responsibilities.
- ▪ Maintain Unit/Activity Log (ICS Form 214).
- ▪ Order the demobilization of the incident when appropriate.

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.

Agenda Item	**Responsible Party**
Briefing on situation/resource status	Planning/Ops Section Chiefs
Discuss safety issues	Safety Officers
Set/confirm incident objectives	Incident Commander
Plot control lines & Division boundaries	Operations Section Chief Operations
Specify tactics for each Division/Group	Section Chief Operations/Planning
Specify resources for each Div/Group	Chiefs Operations/Planning/Logistics
Specify facilities and reporting locations	Chiefs Logistics Section Chief
Develop resource order	Logistics/Planning Section Chiefs
Consider communications/medical/	
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):
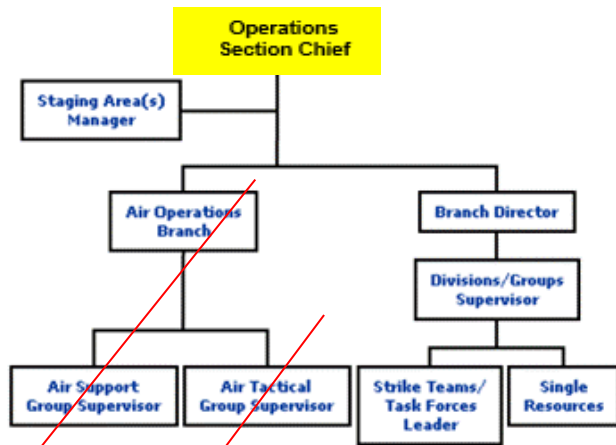
South is more likely to have firefighting, rescue and repair action teams.

Strike teams will be the Seattle Police Department.

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.

<u>Immediately</u>:

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

<u>Throughout</u>:

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 and 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 manner- enforce ordering process

Notify Logistics of communication 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 with media field visits with PIO

Meet with Planning Section Chief, Safety Officer, and Incident Commander prior to Planning Meeting, to review strategy, and to 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

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. While agendas will change during the incident, this sample is provided so you are prepared.

Agenda Item	Responsible Party
Briefing on situation/resource status	Planning/Ops Section Chiefs
Discuss safety issues	Safety Officers
Set/confirm incident objectives	
	Incident Commander Operations
Plot control lines & Division boundaries	Section Chief Operations Section Chief
Specify tactics for each Division/Group	
Specify resources for each Div/Group	Ops/Planning Chiefs
Specify facilities and reporting	Ops/Planning/Logistics Chiefs
locations Develop resource order	Logistics Section Chief
Consider communications/medical/ transportation	Logistics/Planning Section Chiefs
Provide financial update	Finance/Admin Section Chief
Discuss inter-agency 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):
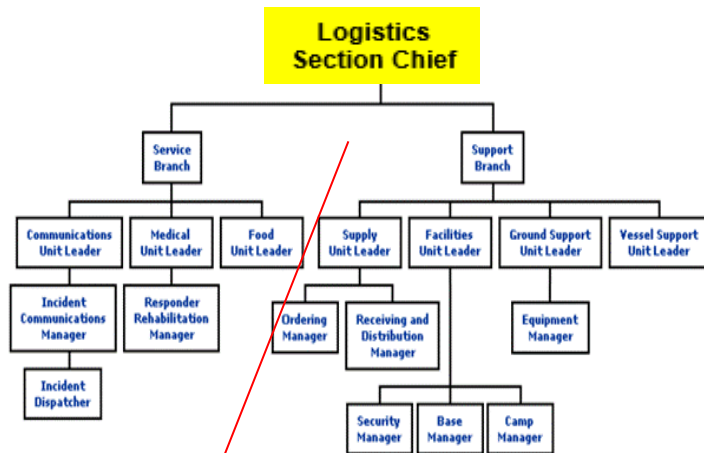
Most likely not applicable to South.

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. <u>Immediately:</u>
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, debrief, 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
<u>Throughout:</u>

- Assess adequacy of current Incident Communications Plan
- Notify Resources Unit of other Units activated, including names and locations of assigned personnel
- Participate in Planning meetings (see sample agenda below)
- Participate in preparation of Incident Action Plan (IAP)
- Provide input on resources 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

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.

Agenda Item	**Responsible Party**
Briefing on situation/resource status	Planning/Ops Section Chiefs
Discuss safety issues	Safety Officers
Set/confirm incident objectives	Incident Commander Operations
Plot control lines & Division boundaries	Section Chief Operations
Specify tactics for each Division/Group	Section Chief Ops/Planning Chiefs
Specify resources for each Div/Group	
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 inter-agency liaison issues	Liaison Officer
Discuss information issues	Public Information Officer
Finalize/approve/implement plan	Incident Commander

5.3.13   Logistics Section Chief (LSC)

Incident Command System (ICS)
ICS Organization Chart

Finance/Administration Section Chief (FSC)
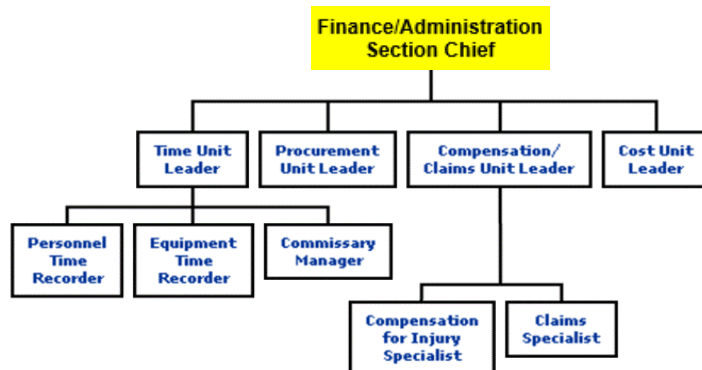
Responsibilities

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:

- Plan the organization of the Logistics Section.
- 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.

<u>Throughout</u>: Get briefed by the Incident Commander: Explore possibility of cost sharing for emergency funds, including labor, equipment, materials and services.

Initiate, maintain, and ensure completeness of documentation to support claims

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.

Agenda Item	**Responsible Party**
Briefing on situation/resource status	Planning/Ops Section Chiefs
Discuss safety issues	Safety Officers
Set/confirm incident objectives	Incident Commander
Plot control lines & Division boundaries	Operations Section Chief Operations
Specify tactics for each Division/Group	Section Chief Operations/Planning
Specify resources for each Div/Group	Chiefs Operations/Planning/Logistics
Specify facilities and reporting locations	Chiefs Logistics Section Chief
Develop resource order	Logistics/Planning Section Chiefs
Consider communications/medical/ transportation	
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 (OSHA links no longer valid)

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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PRIORITIES – DISRUPTION ASSESSMENT AND RECOVERY

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**

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
            South (206) 934-5385

    - Seattle City Light (206) 684-3000
    - Puget Sound Energy 1- (888)-321-7779
    - City of Seattle Office of Emergency Management (206) 684-0437
    - Rapid Responder Mapping System

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**
Campus Operations:

(206) 934- 4335 **Central / Siegal**
(206) 3633 or (206) 934-7651 or (206) 934-4596 **North**
(206) 934-6427 or (206) 934-6426 or (206) 934-5385 **South**

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**

- 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**

- 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**

- 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 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

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. District-wide 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 (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**

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6.0   CONFIDENTIAL ICS/NIMS COMMUNICATIONS

Can't Speak Freely – Code Phrase to Get Help

Speaker Phone Group Messages

Campus NIMS Email Group

Text, Voice Mail, Email Alerts

Computer Pop-Up Messages

Public Address System (Talk-a-Phone)

Emergency Response Team Contact Information

Emergency Operations Center (EOC) Supplies/Inventory List

Confidential: For Incident Command Team

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

**The Confidential Section is NOT included in the online portion of
Seattle Colleges' Emergency Action Plan because it contains confidential or
pre-printed information.**

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CENTRAL CAMPUS

CONFIDENTIAL INFORMATION
for Incident Command Binders

Can't Speak Freely – Code Phrase to Get Help …………………………………………..

Speaker Phone Group Messages ………………………………………………………….

Campus NIMS Email Group ………………………………………………………………

Text, Voice Mail, Email Alerts …………………………………………………………

Computer Pop-Up Messages ……………………………………………………………….

Public Address System (Talk-a-Phone) ………………………………………………….

Central's Emergency Response Team Contact Information ……………………………….

Emergency Operations Center (EOC) Supplies/Inventory List …………………………..

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Can't Speak Freely – Code Phrase to Get Help	CONFIDENTIAL

Are you feeling threatened?

REMEMBER TO CANCEL YOUR MEETING WITH MR. BROCKEY!

If you call Campus Security and **refer to "Dr. Brockey" (a code phrase)**, they will realize that you are in trouble and need their help or the police. Use this code phrase

USE THE CODE PHRASE:
Tell the threatening individual that you need to cancel a meeting
that was about to take place <u>at your current location</u>.

▪ **Call Campus Security** to "cancel the meeting" *(i.e. alert them to your situation*
Say: "**Hi, I need to reschedule my meeting with Dr. Brockey in
_____ (your current location).**

When Security hears this, they will ask you "yes or no" questions to determine if a weapon is involved. If possible, DO NOT hang up until Security has finished asking questions.
You should note for later reporting:
- What the intruder is wearing
- Gender, height and weight
- Anything unique to the individual (tattoos, hair color, eye color, facial hair, scars or birthmarks.
- Types of weapons
- What direction of travel or building entered
- Vehicle make and model, color, were they driving alone or with someone, description of companion

Speaker Phone Group Messages

CENTRAL Phones that can send Group Messages

In case of emergencies, live message broadcasts can be spoken over our telephone system. One caller can reach as many as 127 phones at once. Note: if a phone has "send calls" activated, or if the individual is engaged in a phone call, the phone can't be reached by this system.	Paging Phones Extension #s	Paging Phones Located at:	Paging Phones Assigned to:

How to send Group Messages – CENTRAL

To "page" others from one of the phones listed above: ▪ Pick up handset and choose the extension for the group you wish to reach and dial it. ▪ After the beep, speak your message clearly and slowly. ▪ Repeat the message ▪ Hang up.	Extension	Reaches	Calls this # of phones

Seattle Central College Emergency Telephone System

Grp #	Ext	Name	COR	Members	
100	8520	SCCC BE1	13	127	Security
101	8521	SCCC BE2	13	127	Security
102	8522	SCCC BE3	13	127	Facilities
103	8523	SCCC BE4	13	13	Facilities
104	8524	SCCC Book & Student Leadership	13	20	Security
105	8525	SCCC BPH	13	7	Security
106	8526	SCCC Fine Arts	13	28	Security
107	8527	SCCC North Plaza	13	23	Security
108	8528	SCCC South Annex & International	13	25	Facilities
109	8529	SCCC MAC	13	12	Facilities
110	8530	SCCC SAM	13	51	Facilities

Campus NIMS Email Group — **CONFIDENTIAL**

Email group for South's NIMS team members	NIMSSSC@seattlecolleges.edu
Email group for North's NIMS team members	NIMSNSC@seattlecolleges.edu
Email group for Central's NIMS team members	NIMSSCC@seattlecolleges.edu
Email group for Siegal's NIMS team members	NIMSSiegal@seattlecolleges.edu

Text Alerts — **CONFIDENTIAL**

Text / voice mail messages are sent to REGISTERED users when an emergency closes campus or poses a safety concern. Sign up: (if you no longer have the invitation email, use the links for lost username and forgotten password. https://www.getrave.com/login/seattlecolleges	Activated by: • Director of Security • PIO Officers	▪ Ctrl Click link at left for website ▪ Click "admin" at top left. ▪ Click green 'create alert' ▪ Enter alert name, choose alert methods, compose message and select recipients ▪ Click green 'continue' at bottom of page (down arrows) ▪ Click green "send alert" box

Computer Pop-Up Messages — **CONFIDENTIAL**

All campus computers connected to the active directory domain and actively logged on can be interrupted by a pop-up message for an emergency.	▪ SSC has in-house system ▪ NSC, SCC, & Siegal use RAVE	

Public Address System (Talk-a-Phone) — **CONFIDENTIAL**

Outdoor broadcasts via towers and speakers on Central campus.	Activated by: ▪ Security Director Occupational Safety & Health Mgr. Environmental Safety & Health Mgr. ▪ PIO Director ▪ VP of Admin	

Emergency Response Team Contact Information

NAME	HOURS	OFFICE PHONE	HOME PHONE	CELL PHONE
Security Officer	Operates 24/7 – NOTE: call cell phone first if calling after 4:30	206-934-5442 --	-- --	206.396-0909
Security, Sean Chesterfield	Director, Safety/Security	206.934-5437		
Evening Administrator		Shiro Vance – Public Safety 206.396-0909	Custodial Services phone	Facilities Services
Campus Services	Monday-Friday, 8:00 a.m. - 4:30 p.m.	Facilities Hotline: 206.934-3823 Maintenance: 206.314-1463	-- -- -- --	
Casey Lawrence	Asst. Director of Facilities	(206) 934-6931		
Paul Lindstrom	Maintenance Specialist	206.934-3293		

CENTRAL CONFIDENTIAL PHONE LIST

NAME	TITLE	Phones	Personal Email
Adam Russell	Public Information Officer	(206) 934-3848	adam.Russell@seattlecolleges.edu
Angelique Odom	President's Office Central Pres Ex Asst	(206) 934-3881 (310) 961-8000 (c)	amo32062@yahoo.com
Bradley Lane	Interim President	(206) 934- 4144	bradley.lane@seattlecolleges.edu
Wendy Rockhil	VPI and Planning	(206) 934-5481	wendy.rockhill@seattlecolleges.edu
Rachel Cahan	VPAS Executive Assistant	(206) 934-6942 (206) 841-6906 (c)	Rlcahan86@gmail.com
Kao Lezheo	VPSS	(206) 934-3891	_____
Crystina Mostad	VPSS Executive Assistant	(206) 934-6946 (206) 351-3880	msswan726@yahoo.com
Lincoln Ferris	VP Campus Operations	(206) 934-4193	lincoln.ferris@seattlecolleges.edu
Karyssa Mathison	VPI Executive Assistant	(206) 934-5484 (509) 969-0034 (c)	mathison06@gmail.com
Casey Lawrence	Facilities Asst. Director	(206) 934-4340	casey.lawrence@seattlecolleges.edu

TBD	Director, Capital Projects	(206) 934-6931 (206) 458-1747 (c)	
Tona Khau	Exec. Dir. of Facilities	206-934-3806	tona.khau@seattlecolleges.edu
Maurice Pineda	Custodial Manager	(206) 934-6929	
Sean Chesterfield	Director Safety/Security	(206) 934-5437	sean.chesterfield@seattlecolleges.edu
Shiro Vance	Security Office Back-up	(206) 934-5442 (206) 330-3192 (c) (206) 852-0050 (w/c)	shirosonics@yahoo.com
Scott Rixon	Human Resources	(206) 934-4017 (484) 793-2442 (c)	scott.rixon@seattlecolleges.edu
Reed Wacker	Tech Spec 2 Web / ICE backups	(206) 934-4492 (206) 799-3884 (c)	reedwacker@gmail.com
Melissa Stoner	HR Generalist	(206) 898-5744 (c)	

Emergency Operations Center (EOC) Supplies/Inventory List

Campus - Emergency Response Kits

The following items should be easily available and accessible at all times for the Emergency Operations Centers – Customize to campus

Emergency Response Supplies & Equipment				Elsewhere
Two-way radios				
Mega phones				
Telephone				
Ham radio				
Flashlights				
Fresh batteries (for flashlights)				
800 mega hz radio				
Desktop computers				
White dry erase board				
Dry erase pens (test, still working?)				
Flip charts				
Flip chart pens (test, still working?)				
ABC fire extinguishers				
Hand warmers				
Triage tags				
Flagging tape				
Drinking water (gallons)				
CERT kits with hardhats				
Hard hats				
Ear plugs				
Eye protection				

NORTH CAMPUS

CONFIDENTIAL INFORMATION
for Incident Command Binders

Can't Speak Freely – Code Phrase to Get Help …………………………………………..

Speaker Phone Group Messages …………………………………………………………….

Campus NIMS Email Group …………………………………………………………………

Text, Voice Mail, Email Alerts …………………………………………………………….

Computer Pop-Up Messages ……………………………………………………………….

Public Address System (Talk-a-Phone) …………………………………………………….

Central's Emergency Response Team Contact Information ………………………………

Emergency Operations Center (EOC) Supplies/Inventory List …………………………

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Can't Speak Freely – Code Phrase to Get Help	CONFIDENTIAL

Are you feeling threatened?

REMEMBER TO CANCEL YOUR MEETING WITH MR. BROCKEY!

If you call Campus Security and **refer to "Dr. Brockey" (a code phrase)**, they will realize that you are in trouble and need their help or the police. Use this code phrase

USE THE CODE PHRASE:
Tell the threatening individual that you need to cancel a meeting
that was about to take place <u>at your current location</u>.

> ▪ **Call Campus Security** to "cancel the meeting" *(i.e. alert them to your situation*
> Say: "**Hi, I need to reschedule my meeting with Dr. Brockey in
> _____ (your current location).**

When Security hears this, they will ask you "yes or no" questions
to determine if a weapon is involved. If possible, DO NOT hang up
until Security has finished asking questions.

You should note for later reporting:

▪ 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.

Speaker Phone Group Messages

NORTH Phones that can send Group Messages

	Paging Phones Extension #s	Paging Phones Located at:	Paging Phones Assigned to:
In case of emergencies, live message broadcasts can be spoken over our telephone system. One caller can reach as many as 127 phones at once.

Note: if a phone has "send calls" activated, or if the individual is engaged in a phone call, the phone can't be reached by this system. | 3646

60

7705 | College Center 1252 Security Officer

College Center 1252 Security Officer

College Center 1252 Security Officer | Director of Security Security officer on duty

Security officer on duty |

How to send Group Messages – NORTH

| To "page" others from one of the phones listed above:

▪ Pick up handset and choose the extension for the group you wish to reach and dial it.

▪ After the beep, speak your message clearly and slowly.
▪ Repeat the message
▪ Hang up.	Extension	Reaches	NOTE
	8500	All Buildings	Not all phones will work. If phone has the "Send Call" feature turned on, or if it's engaged in a call, the Group Page will not work.
	8501	College Center	
	3502	Health Science Building	
	8503	Art & Science	
	8504	Instructional Building	
	8505	Library Building	
	8506	Child Care Center	
	8507	Wellness Center	
	8508	Education Building	
	8509	Opportunity Center	

Campus NIMS Email Group

Email group for South's NIMS team members   NIMSSSC@seattlecolleges.edu

Email group for North's NIMS team members   NIMSNSC@seattlecolleges.edu

Email group for Central's NIMS team members   NIMSSCC@seattlecolleges.edu

Email group for Siegal's NIMS team members   NIMSSiegal@seattlecolleges.edu

Text Alerts		
Text / voice mail messages are sent to REGISTERED users when an emergency closes campus or poses a safety concern. Sign up: (if you no longer have the invitation email, use the links for lost username and forgotten password. https://www.getrave.com/login/seattlecolleges	Activated by: ▪ North Seattle College PIO & Campus Security Department	▪ Ctrl Click link at left for website ▪ Click "admin" at top left. ▪ Click green 'create alert' ▪ Enter alert name, choose alert methods, compose message and select recipients ▪ Click green 'continue' at bottom of page (down arrows) ▪ Click green "send alert" box

Computer Pop-Up Messages		
All campus computers connected to the active directory domain and actively logged on can be interrupted by a pop-up message for an emergency.	▪ North Seattle College Rave Alert Email Message for all computer messages. ▪ This can be done from any computer or android cell phone.	▪ Ctrl Click link at left for website ▪ Click "admin" at top left. ▪ Click green 'create alert' ▪ Enter alert name, choose alert methods, compose message and select recipients ▪ Click green 'continue' at bottom of page (down arrows) ▪ Click green "send alert" box

Public Address System (Talk-a-Phone)		
Outdoor broadcasts via towers and speakers on Central campus.	Activated by: ▪ North Campus Security Director	Paging Access Extension from any land line phone on campus. Dial 7243. Wait until you here two beeps. Then dial the building code you like to page. Wait for the tone to come over the P/A before talking. Building All =00 CC=01 OCE&E/HS= 02 ED=03 AS=04 Child=05 Library=06 Well Cent=07 IB=08

Emergency Response Team Contact Information

NAME	HOURS	OFFICE PHONE	HOME PHONE	CELL PHONE
Dir. of Security Interim Arnulfo Ramerez	Monday-Friday, 24hours	206-934-3636 206-934-3646		
Campus Services Jeff Caulk	Monday-Friday, 8:00 a.m. - 4:30 p.m. After 6:00 p.m.: Night Custodian	206-934-3633 206-934-4596		425-293-5608
Computer Services Security Officer	Monday-Friday, 7:30 a.m. – 7:30 p.m. Monday-Friday, 24hours	206.934.3030 206-934-3636		

NORTH CONFIDENTIAL PHONE LIST

NAME	HOURS	OFFICE PHONE	HOME PHONE	CELL PHONE
Rachel Solemsaas	President	934-7788		
Toni Stankovic	President Executive Assistant	934-3605		206-658-3184
	VP Admin Services	934-3628		
Peter Lortz	VP. Instruction	934-3701		206-522-1877
TBD	VP. Student services	934-6020		808-354-4932
TBD	Human Resources	934-7724		425-773-1738
Rahkee Phelps	Public information Officer	934-7791		512-934-8155
	Public information Office backup	934-5681		206-491-8032
Pablo Basillio	Client Services Manager	934-3647		206-714-7496
Dale Nelson	Network Operations Manager	934-7803	425-227-8106	206-753-9185
Dale Nelson	IT Specialist 4	934-3951		
Nico Inzerella	Web backup	934-3622		425-293-5608
Michael Saunders	Asst. Dir. Facilities	934-6020		

	Maintenance Grounds Supervisor	934-7651		
TBD	Director of Security/Transportation			

Emergency Operations Center (EOC) Supplies/Inventory List

Campus - Emergency Response Kits

The following items should be easily available and accessible at all times for the Emergency Operations Centers – Customize to campus <mark>CONFIDENTIAL</mark>

Emergency Response Supplies & Equipment				Elsewhere
Two-way radios				
Mega phones				
Telephone				
Ham radio				
Flashlights				
Fresh batteries (for flashlights)				
800 mega hz radio				
Desktop computers				
White dry erase board				
Dry erase pens (test, still working?)				
Flip charts				
Flip chart pens (test, still working?)				
ABC fire extinguishers				
Hand warmers				
Triage tags				
Flagging tape				
Drinking water (gallons)				
CERT kits with hardhats				
Hard hats				
Ear plugs				
Eye protection				

SOUTH CAMPUS

CONFIDENTIAL INFORMATION
for Incident Command Binders

Can't Speak Freely – Code Phrase to Get Help ……………………………………..

Speaker Phone Group Messages ………………………………………………….

Campus NIMS Email Group …………………………………………………………

Text, Voice Mail, Email Alerts …………………………………………………….

Computer Pop-Up Messages …………………………………………………….

Public Address System (Talk-a-Phone) ………………………………………….

Central's Emergency Response Team Contact Information ……………………………

Emergency Operations Center (EOC) Supplies/Inventory List …………………………

INTENTIONALY BLANK

Can't Speak Freely – Code Phrase to Get Help	CONFIDENTIAL

Are you feeling threatened?

REMEMBER TO CANCEL YOUR MEETING WITH MR. BROCKEY!

If you call Campus Security and **refer to "Dr. Brockey" (a code phrase)**, they will realize that you are in trouble and need their help or the police. Use this code phrase

USE THE CODE PHRASE:
Tell the threatening individual that you need to cancel a meeting
that was about to take place <u>at your current location</u>.

- **Call Campus Security** to "cancel the meeting" *(i.e. alert them to your situation*
Say: "**Hi, I need to reschedule my meeting with Dr. Brockey in
_____** (**your current location).**

When Security hears this, they will ask you "yes or no" questions
to determine if a weapon is involved. If possible, DO NOT hang up
until Security has finished asking questions.

- **SEND Campus Security a text alert.** Send alert using your computer.
Right Click on the taskbar icon that shows two profiles on a business card.
Left Click on "Send Request Help Alert to Security!"

You should note for later reporting:

- 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.

Speaker Phone Group Messages

SOUTH Phones that can send Group Messages

In case of emergencies, live message broadcasts can be spoken over our campus telephone system. One caller can reach as many as 127 phones at once.

Note: if a phone has "send calls" activated, or if the individual is engaged in a phone call, the phone can't be reached by this system.

Paging Phones Extension #s	Paging Phones Located at:	Paging Phones Campus Security Assigned to
5157	RSB 62, Robert Smith Building	Wendy Nagasawa
5312	RSB 26, Robert Smith Building	Megan Sears
5371	WWB 121	Aimee Goodwin
5815	UNI 101, University Center	Nahid Talebi
5823	RSB 151, Robert Smith Building	
6432	RSB 153, Robert Smith Building	
6433	RSB 151, Robert Smith Building	Lily Allen
6602	UNI 101, University Center	Sandy Long
6700	OLY 130, Olympic Hall	Front desk, continuing Ed
6868	RSB 26, Robert Smith Building	Danisha Rawlings
6870	RSB 25, Robert Smith Building	
6873	RSB 154, Robert Smith Building	
6881	RSB 30, Robert Smith Building	Jean Hernandez
6883	UNI 101, University Center	Ty Swenson
7959	UNI 101, University Center	Pres Boardroom EOC
7966	MPB 8, Multipurpose Building	Academic Center Front Desk
6782	OLY 136, Olympic Hall	TBD
6788	RSB 69, Robert Smith Building	Luisa Motten
5843	RSB 139, Robert Smith Building	Sarah Bowman
5141	RSB 153, Robert Smith Building	Josh Grant
6763	RSB 57, Robert Smith Building	
6401	RAH 206, Rainier Hall	
5134	GT Building C, 101	Holly Moore
6867	GT Building C, 103	

How to send Group Messages – SOUTH

To "page" others from one of the phones listed above:

▪ Pick up handset and choose the extension for the group you wish to reach and dial it.

▪ After the beep, speak your message clearly and slowly.

▪ Repeat the message

▪ Hang up.

Extension	Reaches	Calls this # of phones
8560	Across campus (not all phones)	127
8561	Main RSB Group	126
8562	RSB 2, CCC, OLY	104
8563	JMB, MPB, PBA,CAB	69
8564	RAH, AMT, UNI, TEC	101
8565	ABR, AUT, CAS, LHO, AVT, HDM	37
8566	New Holly Campus	6
8541	Georgetown	15
5555	NIMS Team Members	20

Campus NIMS Email Group   CONFIDENTIAL

Email group for South's NIMS team members	NIMSSSC@seattlecolleges.edu
Email group for North's NIMS team members	NIMSNSC@seattlecolleges.edu
Email group for Central's NIMS team members	NIMSSCC@seattlecolleges.edu
Email group for Siegal's NIMS team members	NIMSSiegal@seattlecolleges.edu

Text Alerts   CONFIDENTIAL

Text / voice mail messages are sent to REGISTERED users when an emergency closes campus or poses a safety concern. Sign up: (if you no longer have the invitation email, use the links for lost username and forgotten password. https://www.getrave.com/login/seattlecolleges	Activated by: ▪ PIO Director & staff ▪ Security Director & officers ▪ VP of College Relations ▪	▪ Ctrl Click link at left for website ▪ Click "admin" at top left. ▪ Click green 'create alert' ▪ Enter alert name, choose alert methods, compose message and select recipients ▪ Click green 'continue' at bottom of page (down arrows) ▪ Click green "send alert" box

Computer Pop-Up Messages   CONFIDENTIAL

All campus computers connected to the active directory domain and actively logged on can be interrupted by a pop-up message for an emergency.	Sent by computers with the index card/talking head icon on the lower right of the screen ▪ RSB 62A Security Director and officers ▪ RSB VP of Admin ▪ RSB PIO Director ▪ MPB 8	▪ Right click on the 'Talking Head/Index card' icon at lower right ▪ Left click 'Enter Emergency Message' ▪ Type in the message ▪ Left click 'Send Message to all Connected Clients' ▪ To clear the pop-up alert, right click the 'Talking Head/Index Card' icon, then left click the 'Clear Emergency Event'

Public Address System (Talk-a-Phone)   CONFIDENTIAL

Outdoor broadcasts via 4 towers and 5 speakers on campus	Activated by:
	
	▪ Security Director
	  PIO Director
	  VP of Admin
		▪ Go to https://168.156.97.5/TAP/WEBS/login.aspx
		▪ Click "Continue to Website" option
		▪ Username: Safety Password: Safety123
		▪ Select 'Mass Notification' then 'Preset Notification'
		▪ To start: Click 'Start Notification' (red button)
		▪ Type in message
		▪ To end: Click 'Stop Notification' (blue button)

Blue Tower Broadcasts CONFIDENTIAL

| These towers can be used to contact Campus Security or broadcast emergency messages. They are located:
▪ RSB (Robert Smith Bldg) SW Corner
▪ South side of JMB (Jerry Brockey Bldg)
▪ UNI (University Center) courtyard

▪ North parking lot entrance | Security and Facilities have keys to open the towers and access the microphones. | ▪ Open door with key
▪ Take radio handset out of tower
▪ Depress side button and speak

message slowly and clearly

▪ Repeat message

▪ Release button |

Emergency Response Team Contact Information

NAME	HOURS	OFFICE PHONE	HOME PHONE	CELL PHONE
Security Officer	Monday-Friday, 5:00 a.m – 10:30 p.m.			206.934.0911
	Weekends, 6:30 a.m. – 10:30 pm			206.934.0911
Security,	Monday-Friday, 8:00 a.m. – 4:30 p.m.	206.934.5157		206.349.0911
Evening Administrator	Monday-Thursday, 4:30 p.m– 8:00 pm			206.934.0911
Campus Services	Monday-Friday, 8:00 a.m. - 4:30 p.m.			206.934.5385
	Monday-Friday, 4:30-6:00 p.m.			206.799.5469
	After 6:00 p.m.: Night Custodian			206.799.5790
	Manager			206.799.5469
Computer Services	Monday-Friday, 7:30 a.m. – 7:30 p.m.	206.934.5844		206.327.4977
Grant, Josh		206.934.5843	206.444.6292	206.327.4977
Khun, Thary		206.934.5343	206.878.5404	206.818.9221

SOUTH CAMPUS CONFIDENTIAL PHONE LIST

NAME	ADDRESS	OFFICE PHONE	HOME PHONE	CELL PHONE
Alexander, Kim	20644 – 98th Pl. So., Kent 98031	206.934.6660	253.850.0582	206.919.0591
Billings, Patricia	3421 S.W. Roxbury St., #304, Seattle 98126	206.934.6739	--	206.769.6407
Bolt, Sandra	3733 S.W. Kenyon St., Seattle 98126	206.934.6765	--	206.850.7240
Bowers, John	3119 N.E. 81st St., Seattle 98115	206.934.6869	206.729.0353	206.484.7765
Burgess, Duncan	1313 NE. 195th St., #B, Shoreline 98155	206.934.6882	--	206.898.4201
Calonzo, Vanessa	1716 Glenwood Ave. S.E., Renton 98058	206.934.6691	206.915.9888	206.915.9888
Croonquist, Elsa	10214 S.W. 227th St., Vashon 98070	206.934.5857	--	206.295.3875
Dempsey, Greg		206.934.5378	425.502.7509	425.829.5562
Kingston, Laura	4756 – 50th Ave. S.W., Seattle 98116	206.934.7959	--	206.551.7896
Knappenberger, Jesse	3526 S.W. Rose St., Seattle 98126	206.934.5207	206.932.3602	206.356.7841
Kwilinski, Kathie	8917 S.E. McBreen Lane, Port Orchard 98367	206.934.7965	253.857.6654	206.619.3895
		206.934.5157		206.349.0911
Lukens, May	4108 N.E. 19th St., Renton 98059	206.934.5196	425.277.8916	425.891.3226
		206.934.6415		

Miller, Tina (NewHolly)	5422 – 31st Ave. So., Seattle 98108	206.934.6644	206.725.0348	206.491.5538
Moore, Holly	2438 S.W. 172nd, Burien 98166	206.934.6867	206.431.5668	206.390.4031
Motten, Luisa	4333 S.W. Hudson St., Seattle 98116	206.934.6782	206.935.6560	206.371.8654
Myrick, Sebastian	9050 22nd Ave SW, Seattle 98106	206.934.6476	206.767.0933	206.799.9018
Nagasawa, Wendy	14818 S.E. 181st., Renton 98058	206.934.5312	425.277.9203	206.335.9203
Norman, Sharon	7729 – 46th Ave. S.W., Seattle 98136	206.934.5195	206.935.0714	206.719.7315
Rawlings, Danisha	3001 E. Denny Way, Seattle 98122	206.934.6868	206.898.0554	206.643.4715
Reid, Larry	3832 – 34th Ave. S.W., Seattle 98126	206.934.6787	206.322.3215	206.250.6828
Rimando-Chareunsap, Rosie	2451 N.E. 184th St., Shoreline 98155	206.934.6763	206.466.2259	206.356.6054
Sabay, Sarah	7013 – 14th Ave. N.W., Seattle 98117	206.934.6760	408.782.4487	206.724.7502
Sullivan, Robert	4461 So. 144th, Tukwila 98168	206.934.6613	206.243.9315	206.999.3913
VanderWeil, Elisebeth	2614 E. Pike St., Seattle 98122	206.934.5803	--	206.306.6714
Wade, Veronica	300 – 37th Ave. S.W., Seattle 98126	206.934.5216	206.938.8357	206.898.2421
White, Mary Jo	5036 - 22nd Ave. N.E. #102, Seattle 98105	206.934.6400	206.523.0368	--

Emergency Operations Center (EOC) Supplies/Inventory List

Campus - Emergency Response Kits

The following items should be easily available and accessible at all times for the Emergency Operations Centers – Customize to campus

Emergency Response Supplies & Equipment				Elsewhere
Two-way radios				
Mega phones				
Telephone				
Ham radio				
Flashlights				
Fresh batteries (for flashlights)				
800 mega hz radio				
Desktop computers				
White dry erase board				
Dry erase pens (test, still working?)				
Flip charts				
Flip chart pens (test, still working?)				
ABC fire extinguishers				
Hand warmers				
Triage tags				
Flagging tape				
Drinking water (gallons)				
CERT kits with hardhats				
Hard hats				
Ear plugs				
Eye protection				

6.4 EMERGENCY NOTIFICATIONS DIRECTIONS

SIEGAL CAMPUS

CONFIDENTIAL INFORMATION
for Incident Command Binders

Can't Speak Freely – Code Phrase to Get Help …………………………………………..

Speaker Phone Group Messages ………………………………………………………….

Campus NIMS Email Group ………………………………………………………………

Text, Voice Mail, Email Alerts ……………………………………………………………

Computer Pop-Up Messages ……………………………………………………………….

Public Address System (Talk-a-Phone) ……………………………………………………

Central's Emergency Response Team Contact Information ……………………………….

Emergency Operations Center (EOC) Supplies/Inventory List …………………………

INTENTIONALY BLANK

Are you feeling threatened?

REMEMBER TO CANCEL YOUR MEETING WITH MR. BROCKEY!

If you call Campus Security and **refer to "Dr. Brockey" (a code phrase)**, they will realize that you are in trouble and need their help or the police. Use this code phrase

USE THE CODE PHRASE:
Tell the threatening individual that you need to cancel a meeting
that was about to take place <u>at your current location</u>.

> ▪ **Call Campus Security** to "cancel the meeting" *(i.e. alert them to your situation*
> Say: **"Hi, I need to reschedule my meeting with Dr. Brockey in
> _____ (your current location).**

When Security hears this, they will ask you "yes or no" questions
to determine if a weapon is involved. If possible, DO NOT hang up
until Security has finished asking questions.

You should note for later reporting:

▪ 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.

Speaker Phone Group Messages

SIEGAL Phones that can send Group Messages

In case of emergencies, live message broadcasts can be spoken over our campus telephone system. One caller can reach as many as 127 phones at once. Note: if a phone has "send calls" activated, or if the individual is engaged in a phone call, the phone can't be reached by this system.	Paging Phones Extension #s	Paging Phones Located at:	Paging Phones Assigned to:
	X3204		Anna Baldwin
	X4102		Mark Bauman
	X4139		
	X4111		Kurt Buttleman
	X4087		Barbara Childs
	X4135		
	X4114		Heather Emlund
	X4120		
	X5534		Lisa Gacer
	X4156		
	X6808		
	X4101		Jennifer Dixon
	X4089		
	X3278		Greg McBrady
	X5428		
	X2011		Chancellor Rosie
	X4105		Rimando- Chareunsap
	X3887		Earnest Phillips
	X3215		Jim Christianson BR IP
	X6926		Jim Christiansen BR digital Boardroom

How to send Group Messages - SIEGAL

To "page" others from one of the phones listed above: ▪ Pick up handset and choose the extension for the group you wish to reach and dial it. ▪ After the beep, speak your message clearly and slowly. ▪ Repeat the message ▪ Hang up.	Extension	Reaches	Calls this # of phones
	3136	All Siegal (most phones)	85
	3174	Siegal NIMS Team	22

Campus NIMS Email Group	
Email group for South's NIMS team members	NIMSSSC@seattlecolleges.edu
Email group for North's NIMS team members	NIMSNSC@seattlecolleges.edu
Email group for Central's NIMS team members	NIMSSCC@seattlecolleges.edu
Email group for Siegal's NIMS team members	NIMSSiegal@seattlecolleges.edu

Text Alerts		
Text / voice mail messages are sent to REGISTERED users when an emergency closes campus or poses a safety concern. Sign up: (if you no longer have the invitation email, use the links for lost username and forgotten password. https://www.getrave.com/login/seattlecolleges	Activated by: ▪ Heather Emlund ▪ Earnest Phillips	▪ Ctrl Click link at left for website ▪ Click "admin" at top left. ▪ Click green 'create alert' ▪ Enter alert name, choose alert methods, compose message and select recipients ▪ Click green 'continue' at bottom of page (down arrows) ▪ Click green "send alert" box

Computer Pop-Up Messages		
Siegal computers can be interrupted by a pop-up message for an emergency.	▪ Siegal IT can send pop-up emergency notification	

Emergency Response Team Contact Information

NAME	HOURS	OFFICE PHONE	HOME PHONE	CELL PHONE
Security Officer Security,	M-F 6am – Midnight Sat 6am – 6pm	206-934-5442		206.934.0911 206.349.0911
Sean Chesterfield	Director, Safety/Security Sean Chesterfield	206.934-5437		
Evening Administrator	Shiro Vance – Public Safety	206.396-0909	Custodial Services Phone	Facilities Services Phone
Campus Services	Monday-Friday, 8:00 a.m. - 4:30 p.m.	Facilities Hotline: 206.934-3823 Maintenance: 206.314-1463		206.799.5790 206.799.5469 206.327.4977 206.327.4977
Casey Lawrence	Asst. Director of Facilities	(206) 934-6931		

SIEGAL CONFIDENTIAL PHONE LIST

NAME	POSITION	OFFICE PHONE	HOME PHONE	CELL PHONE
Baldwin, Anna	Director of Workforce	934-3204	N/A	989-751-1873
Baumann, Mark	Research and Data Base Coordinator	934-4102	206-324-4468	N/A
Lisa Gacer	Procurement & Supply Specialist	934-5534		
	Interim Vice Chancellor, Academic & Student Services	934-4111		
Childs, Barbara	Director/Marketing and Communications	934-4087		(702) 373-5546
	AE/Leadership Coordinator	934-4135		
Emlund, Heather	Executive Assistant	934-4114		206-920-3060
	Director/Employee Services Operations	934-4120	425-629-3622	425-984-3833
Gacer, Lisa	Procurement and Supply Specialist	934-5534	206-789-0851	206-512-0170
	Associate Vice Chancellor	934-6808		206-954-6808
Jennifer Dixon	Interim Vice Chancellor of Administrative Services	934-4101		
Leahy, Steve	Director-Government Relations	934-4177		206-790-3138
	Director, Information Technology	934-4089		
	Sustainability Coordinator	934-3862		
McBrady, Greg	Telecommunications Systems Specialist	934-3278	206- 259-3074	206-369-9812
Rimando-Chareunsap, Rosie	Chancellor	934-2011		
Phillips, Earnest	Director, Public Information	934-4105	206-420-7017	702-349-2323
Riche, Cindy	Associate Vice Chancellor & CIO	934-3930		206-3009645
Valint, Michelle	Occupational Safety & Health Manager	934-3210		
Wofford, Wesley	Environmental Health and Safety Manager	934-5522		

Emergency Operations Center (EOC) Supplies/Inventory List

Campus - Emergency Response Kits

The following items should be easily available and accessible at all times for the Emergency Operations Centers – Customize to campus

Emergency Response Supplies & Equipment				Elsewhere
Two-way radios				
Mega phones				
Telephone				
Ham radio				
Flashlights				
Fresh batteries (for flashlights)				
800 mega hz radio				
Desktop computers				
White dry erase board				
Dry erase pens (test, still working?)				
Flip charts				
Flip chart pens (test, still working?)				
ABC fire extinguishers				
Hand warmers				
Triage tags				
Flagging tape				
Drinking water (gallons)				
CERT kits with hardhats				
Hard hats				
Ear plugs				
Eye protection				

NORTH SEATTLE			
President		(206) 934-3601	
President's Executive Assistant	Toni Stankovic Exec Assistant	(206) 934-3605 (206) 658-3184 (c)	tbajado@hotmail.com
VP Admin Services			
Director of Security	Arnulfo Ramerez	(206) 934-3646	_____
Interim Executive Director, Marketing, PR & PIO	Sonja Renner	(206) 934-4634 (417) 849-1630	
PIO & web backup	Nico Inzerella		
Web backup	Nico Inzerella	(206) 934-3622 (206) 753-9185	
Facilities Director	Michael Saunders	(206) 934-4596	
IT Director	Pablo Basillio	(206) 934-3647	
Network Operations Manager	Dale Nelson	(206) 934-7803 (206)-406-6442 (c) (425) 227-8106 (h)	
IT Specialist 4		(206) 934-3951	
Grounds Supervisor		(206)-934-7651	
VP, Instruction	Peter Lortz	(206) 943-3701 (206) 522-1877 (c)	petelortz@gmail.com
Interim VP, Student Services	TBD	(206) 934-3669 (206) 300-9982 (c)	
VP, Equity, Diversity and	D'Andre Fisher	(206) 934-3655 (972) 467-8222 (c)	
HR Director	TBD	(206) 934-4710	
Integration Mgr., OCEE Exec	Kathleen Cromp	**(206) 934-6077(w) (206) 295-6223 ©**	
Exec. Dean Workforce Ed		(206)934-4604(w)	
Director, Workforce Retraining	Jeannette Miller	(206) 934-3727 W (253) 880-7144	

SOUTH SEATTLE			
VP, Advancement	Incumbent not selected		
Director, Communications	Ty Swenson	(206) 934-6873 (208) 681-7587 (c)	tyswenson@gmail.com
	Mac Writt	(206) 934-6875 (920) 639-9705 (c)	mmwritt@gmail.com
President's Office	Wendy Nagasawa	(206) 934-5312 (425) 277-9203 (h) (c) (206) 335-9203	none
President	Interim Sayumey Isrey	Direct (206) 934-5311	
VPAS		(206) 934-5141	(206) 934-3823 Central (206) 934-3633 North
	Lilly Allen	(206) 934-6433 425-208-9456 (c)	Lily.Allen2468@gmail.com
VPSS		(206) 934-6763	
	Sarah Bowman	(206) 934-6788 (503) 857-7119 (c)	bowmansar@gmail.com
VPI			
	Danisha Rawlings	(206) 934-6868 (206) 898-0554 (c)	
Facilities	Eric Bryant AD Facilities Director	(206) 934-6427	
	Phyllis Gorton	(206) 934-5385	
Custodial Supervisor			
Director **Public Safety**	Brian Jellum	(206) 934-5157	
Human Resources	JD Burchfield		jdburchfield@seattlecolleges.edu
Web & ICE	Ty Swenson	206) 934-6873 (208) 681-7587 (c)	tyswenson@gmail.com
Dir. Campus Operations	Hip Nguyen		Hip.Nguyen@seattlecolleges.edu

DISTRICT OFFICE			
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APPENDIX E: Telephone Bomb Threat Checklist

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

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

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

_____

_____

_____

_____

_____

QUESTIONS TO ASK CALLER:

▪ When is the bomb going to explode? _____

▪ Where is the bomb? _____

▪ What does it look like? _____

▪ What kind of bomb is it? _____

▪ What will make it explode? _____

▪ Did you place the bomb? _____

▪ Why? _____

▪ Where are you calling from? _____

▪ What is your address? _____

▪ What is your name? _____

CALLER'S VOICE (CHECK ALL THAT APPLIES):

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

OTHER INFORMATION:

If voice is familiar, whom does it sound like? _____

Were there any background noises? _____

Remarks (attach additional sheets if necessary): _____

Person receiving call: _____

Telephone number call received at: (_____) - _____ - _____

Date: (MM / DD / YYYY) _____