
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.

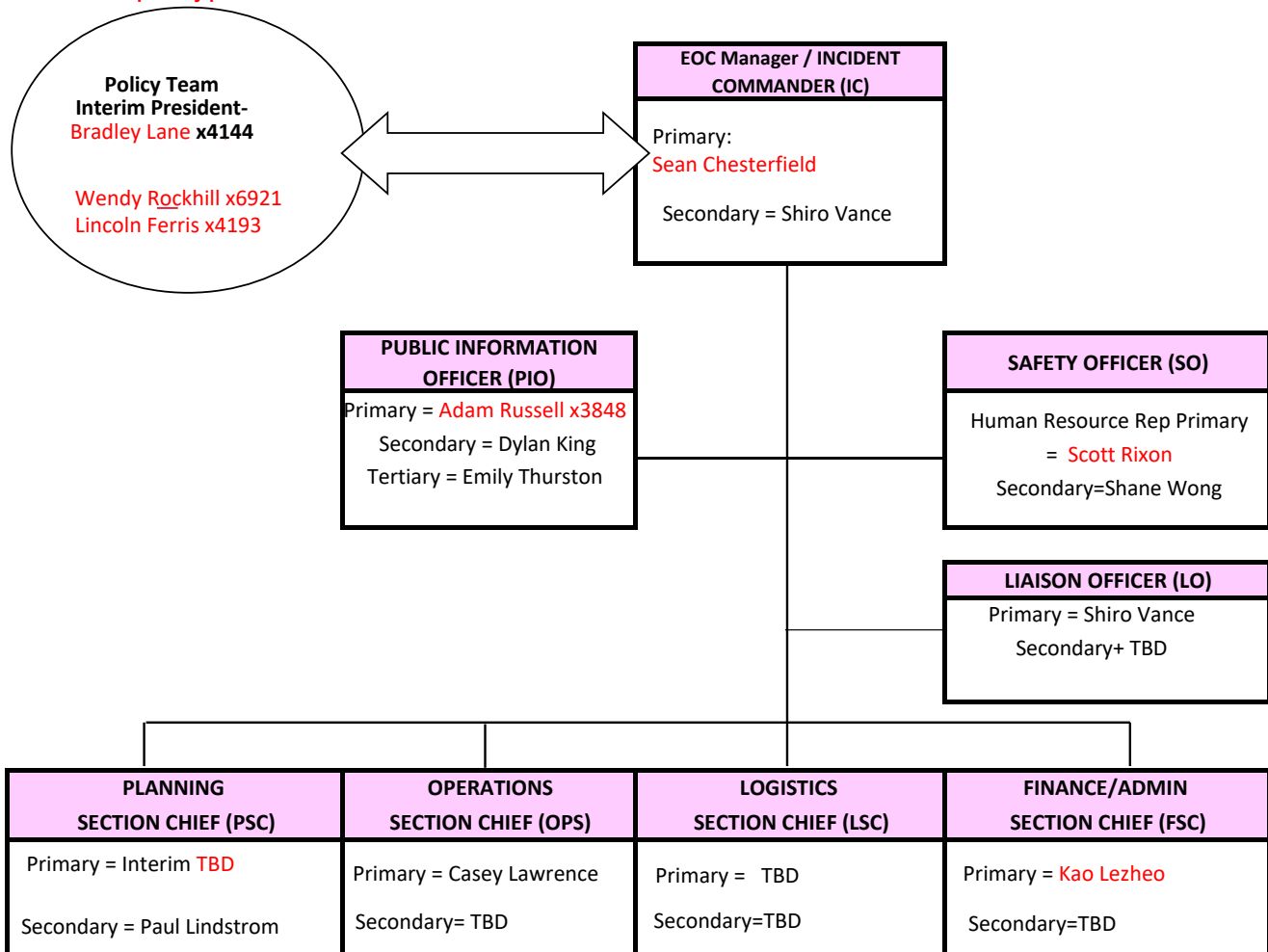
Seattle Central College

Emergency Operations Center:

Primary: BE-4180D

Secondary: BE 1139H, or South Lawn, if building is not habitable

Red indicates primary person



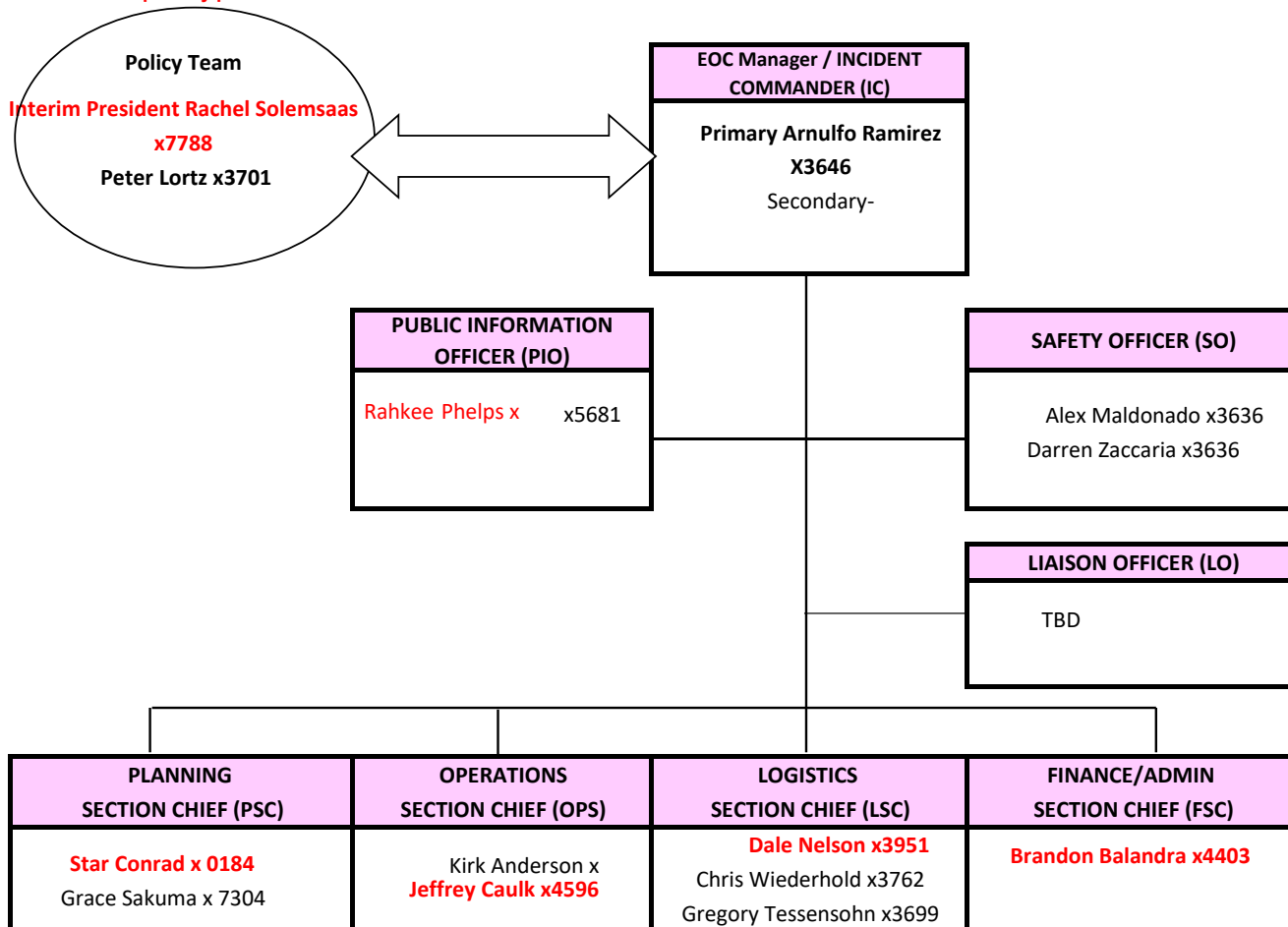
North Seattle College

Emergency Operations Center:

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

Secondary: Employee Services, 1st floor

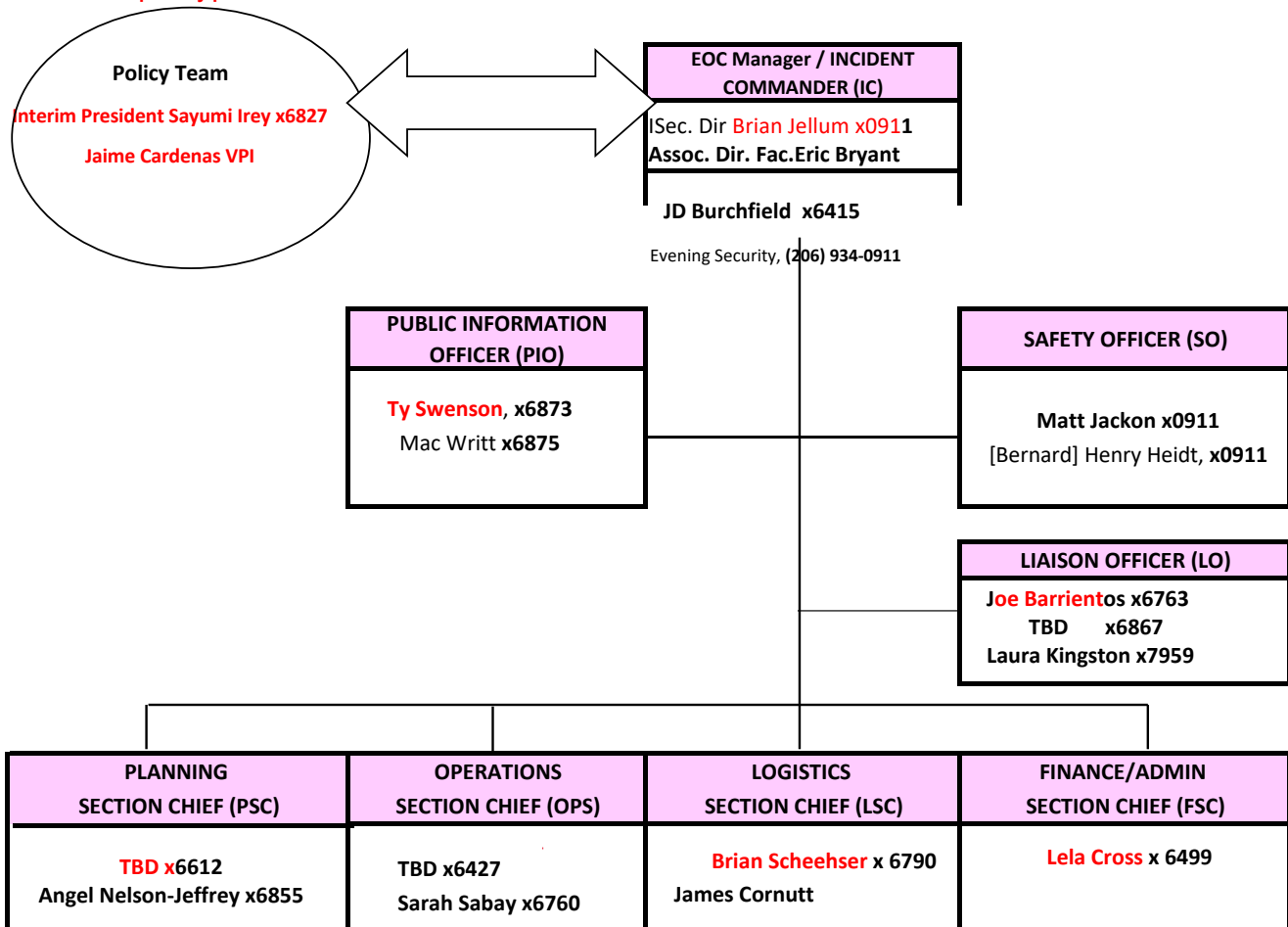
Red indicates primary person



South Seattle College

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

Red indicates primary person



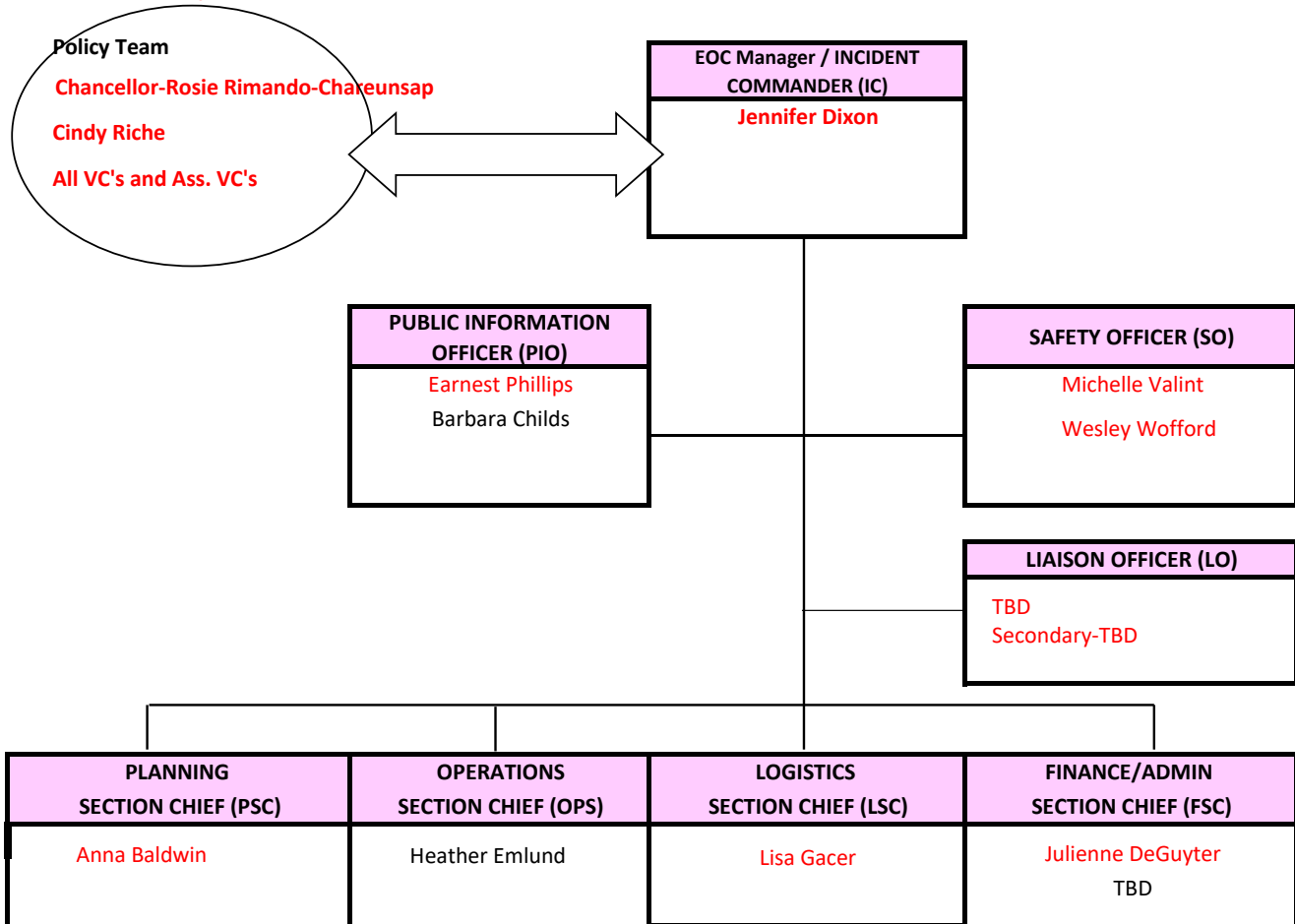
Seattle Service Center

Emergency Operations Center:

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

Secondary: Employee Services, 1st floor

Red indicates primary person



Review and Approval

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

__ Chancellor, Rosie Rimando-Chareunsap
Seattle Colleges

Date

__ Interim-President Rachel Solemsaas
North Seattle College

Date

Interim President Bradley Lane
Seattle Central College

Date

_ Interim President Sayumi Irey
South Seattle College

Date

Checklist for Annual Reviews

What has changed that affects this Plan?

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

Is it...

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

Does it address...

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

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

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

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1.0 EMERGENCIES ON CAMPUS

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**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 RESPONSIBILITIES

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
<p>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.</p> <p>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.</p> <p>**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.</p> <p style="text-align: center;">Call Campus Security</p> <p>Central / Siegal (206) 934-5442 North (206) 934-3636 South (206) 934-0911 or 5157 Georgetown (206) 354-6185</p>	<p>When people have prepared at home, they are more apt to come to school focused, knowing their family's needs are met.</p> <p>Prepare to be on your "own" for seven days:</p> <ul style="list-style-type: none"> ❖ Plan-where to go and how to reach family ❖ Be informed; KIRO 97.3 in Seattle area ❖ Consider kids, the elderly, medications, pets ❖ 3-day kits for desk and car <p style="text-align: center;">Home: 7-10 day Emergency Kit:</p> <ul style="list-style-type: none"> ▪ 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 <ul style="list-style-type: none"> • 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 <u>you</u> 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
<p>Use the Yellow Call Boxes and/or Blue Emergency Call Towers at your campus if they are available.</p> <p>Specific locations of these devices are listed in Campus Maps SECTION 3.</p> <p>**Seattle Central Campus call boxes ONLY provide camera views.**</p>	

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)
<ul style="list-style-type: none"> ▪ 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 	<ul style="list-style-type: none"> ▪ Do not move the injured, unless in a life threatening situation. ▪ Call 911 ▪ Tell the dispatcher you are reporting a medical emergency and give your name, location and phone number ▪ 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 	<ul style="list-style-type: none"> • 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) 934-0911 or 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
<ul style="list-style-type: none"> ▪ 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. 		<ul style="list-style-type: none"> ▪ 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.
<p align="center">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</p>		

1.5 Armed Intruder / Weapon Threat

Overview	<p>Every situation is different. Trust your judgment. Your own safety is your top priority!</p>	
Guidelines	<ul style="list-style-type: none"> Stay calm / keep thinking. Put distance between yourself and the intruder. Call 911; report what you know about the intruder and his/her location. <p>NOTE: <u>AS A LAST RESORT</u>, you may need to physically confront an armed intruder. (see video). http://www.youtube.com/watch?v=5VcSwejU2D0</p>	
Imminent Violence	Dealing with Threatening People	You Need Help but Can't Speak Freely
<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Remain calm. Be cooperative and patient. Time is on your side. Offer to listen. DO NOT judge or argue, treat their concerns as important. A person in crisis responds best to someone who is listening, respectful and non-threatening. Use relaxed and confident body language, arms at 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. 	<ul style="list-style-type: none"> 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
<p>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.</p> <p>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.</p> <p>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.</p> <p>Don't huddle together as one big group, break out into smaller groups</p> <p>When officers arrive, move toward police; keeping hands on top of your head. Follow the directions of the police.</p> <p>Do not leave the area entirely; you may have information that responding police officers will need. Once safe, stay put.</p>	<p>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.</p> <p>In large rooms or auditoriums</p> <p>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!</p> <p>In hallways or corridors</p> <p>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.</p>

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	
<p>Overview</p> <p><i>"Bombs can be made to look like almost anything."</i></p> <p><i>"The probability of finding a bomb that looks like a bomb is low."</i></p> <p><i>"The only common denominator between bombs is that they are designed and intended to explode."</i></p> <p><i>Bureau of Alcohol tobacco and Firearms</i></p>	<p>IF YOU THINK AN ITEM MAY BE A BOMB... DO NOT MOVE IT!</p> <ul style="list-style-type: none">❖ Calmly notify others in the area 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) 934-0911 or 5157❖ Georgetown (206) 354-6185❖ Wood Technology (206) 934-2977 <p>inform them 911 was called and emergency personnel are en-route, ask security to assist with evacuation.</p> <p>Return only after the "All Clear" notice has been sent</p>	
1.8 Bomb Threats		
Overview	In-Person Bomb Threat	Telephone Bomb Threat
<p>Take ALL bomb threats seriously</p> <p>Bomb threats can be delivered in-person, by telephone, or in writing</p> <p>Most threats come by phone.</p> <p>The most dangerous threats are in-person.</p>	<p>The person may be unstable or delusional.</p> <p>If you receive a bomb threat:</p> <ul style="list-style-type: none">▪ Remain calm.▪ DO NOT approach the individual. Never get close enough to be used as a hostage.▪ Try to separate the individual from others.▪ Tell someone specific to call 911 first and then Campus Security▪ Try to get the individual to talk.▪ Ask questions about the bomb, its location, and description.▪ Let law enforcement replace you as negotiator.▪ When you are replaced, debrief with police.▪ Immediately write down everything you remember.▪ Remain available to law enforcement.	<ul style="list-style-type: none">▪ Remain calm.▪ If you can, ask the questions on the next page; keep them talking.▪ While talking, alert a co-worker to call Campus Security▪ Campus Security will notify others including 911.▪ The Incident Commander will evacuate building(s) as necessary, using building monitors and the Seattle Police Department▪ Return to the building ONLY after an official "ALL CLEAR" notification.

1.09 Bio Terrorism or Biological Danger

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

1.10 Blood Borne Pathogens

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

High Risk	Low Risk	Cleanup of Body Fluids
<p>"High-risk" incidents are when human blood or body fluid contacts the mouth, nose, or broken skin.</p> <p>Assume high-risk exposure is infectious.</p> <ul style="list-style-type: none"> immediately and thoroughly wash the site with soap and water, 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 <p>Care for non-life threatening injuries can be found at these clinics:</p>	<ul style="list-style-type: none"> 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 <p>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:</p> <p>North-206-934-3633 Central-206-934-3823 South-206-934-6431</p>	<p>If the contamination is on campus, contact Facilities/ Security Dept.</p> <p>(206) 934-2904 Central 206 934-3636 North 206 934-7966 South (206) 354-6185 GTC 206-934-2977 WTC</p> <p>Custodial Department</p> <p>(206) 934-3823 Central (206) 934-3633 North</p> <p>(206) 934-6431 South</p> <p>To clean up bodily fluids yourself, use a solution that is 10% bleach and 90% water</p> <p>Double-bag contaminated items and label the bag "bio-hazard"</p> <p>Report the incident and location of the bag to Environmental Health & Safety and the Facilities Department</p>
<p>Seattle (Denny Way) <u>Seattle (Northgate)</u> Concentra- Denny 1151 Denny Way Seattle, Wa. 98109 (206) 682-7418</p> <p><u>Concentra-Northgate</u> 8313 Aurora Ave. N Seattle, Wa. 98103 (206) 784-0737</p>	<p>Concentra- Tukwila 200 Andover E Tukwila, WA 98188 (206) 575-3136</p>	<p>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</p>

1.11 Communications / Data [MAJOR Outages]

Impact	Reporting	Restoring Service
Major communication outages hinder College operations.	<p>Contact the Campus Help Desk for any communication outage, including</p> <ul style="list-style-type: none"> ▪ Outages that directly affect public safety. ▪ Telephone or Data Outages that impact service to an entire building. <p>❖ (206) 934-6333 Central ❖ (206) 934-3630 North ❖ (206) 934-5844 South ❖ (206) 934-4128 Siegal</p>	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
<p>Demonstrations that do not restrict pedestrian traffic or disrupt education are allowed in the following campus locations:</p> <p>South: Clock Tower Plaza. North: Courtyard Plaza Central: Grounds/Outdoor spaces</p>	<ul style="list-style-type: none"> ▪ 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. 	<ul style="list-style-type: none"> ▪ 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.
<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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. <p>Emergency responders will need the driveways. At all times, civilian vehicles MUST yield to emergency vehicles.</p>	<p>Follow evacuation procedures:</p> <ul style="list-style-type: none"> Walk, DO NOT run to the nearest exit. DO NOT USE ELEVATORS Assist disabled or injured 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
<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> ▪ 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, Pull pin, Aim nozzle, Squeeze trigger and Spray Sweeping sideways back and forth. ▪ The Incident Commander or Campus Security will announce an "All Clear" when the building is safe to re-enter. 	<ul style="list-style-type: none"> ▪ 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.
<p align="center">Notify an emergency responder if you think someone is still inside.</p>	

1.16 Flooding

Before a flood	During or after heavy rains	After a flood
<ul style="list-style-type: none"> ▪ 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 	<ul style="list-style-type: none"> ▪ 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. 	<ul style="list-style-type: none"> ▪ 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
<ul style="list-style-type: none"> 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 	<p>If the substance is an immediate danger to building occupants, take these steps:</p> <ul style="list-style-type: none"> Confine the substance by shutting the door(s) or closing the supply valve(s)(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: <ul style="list-style-type: none"> ❖ 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 <p>If needed, a Hazardous Materials Emergency Response Team from the Seattle Fire Department will be alerted and, a chemical cleanup company called</p> <ul style="list-style-type: none"> ❖ Return to the evacuated building ONLY after Campus Security issues an "ALL CLEAR" notification. 	<p>If an employee smells a chemical odor such as a solvent or natural gas:</p> <ul style="list-style-type: none"> 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.	<p>When weather is too severe for normal College operation:</p> <ul style="list-style-type: none"> The President decides whether the College will be closed or starts late. Announcements are made on local radio and television, campus websites campus telephones and voicemail by 6AM or earlier if warranted. <p>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</p>

1.19 National / Regional Emergency

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

1.20 Utility Failures

Electrical Outage	Plumbing Problem	Elevator Failure
<ul style="list-style-type: none"> ▪ Call Campus Facilities ▪ 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 	<ul style="list-style-type: none"> ▪ 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 <p>REMEMBER: ELECTRICAL EQUIPMENT IS DANGEROUS IN WET AREAS.</p>	<p>Campus elevators are serviced and inspected regularly.</p> <p>If you are trapped in an elevator:</p> <ul style="list-style-type: none"> ▪ Remain calm and pick up the phone or push the emergency button. ▪ State who you are, how many are trapped, the building, and the floor you are on. ▪ DO NOT ATTEMPT TO CLIMB OUT. ▪ The elevator can resume 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
<p>Our colleges could be affected by ash from a volcano.</p>	<ul style="list-style-type: none"> ▪ Facilities may shut down HVAC systems. 	<ul style="list-style-type: none"> ▪ Close all doors and windows. ▪ Avoid going outside. If you must go outside, use a mask or damp towel to breathe through. ▪ Avoid driving 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 Piecuh	Chris Wiederhold
Health Sciences Student Resources building 2 story building	Marianne Adler	Silvia Duran Sisk	
Opportunity Center Employment & Education 2 story building	Kathleen Crompt Emily Rodriguez	Kim Schooley	

Central Main Campus-Buildings	Building Monitor Primary 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	Building Monitor Secondary
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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3.1 Campus Maps – Seattle Central College



**SEATTLE CENTRAL
COLLEGE**
One of the Seattle Colleges

seattlecentral.edu
1701 Broadway, Seattle, WA 98122

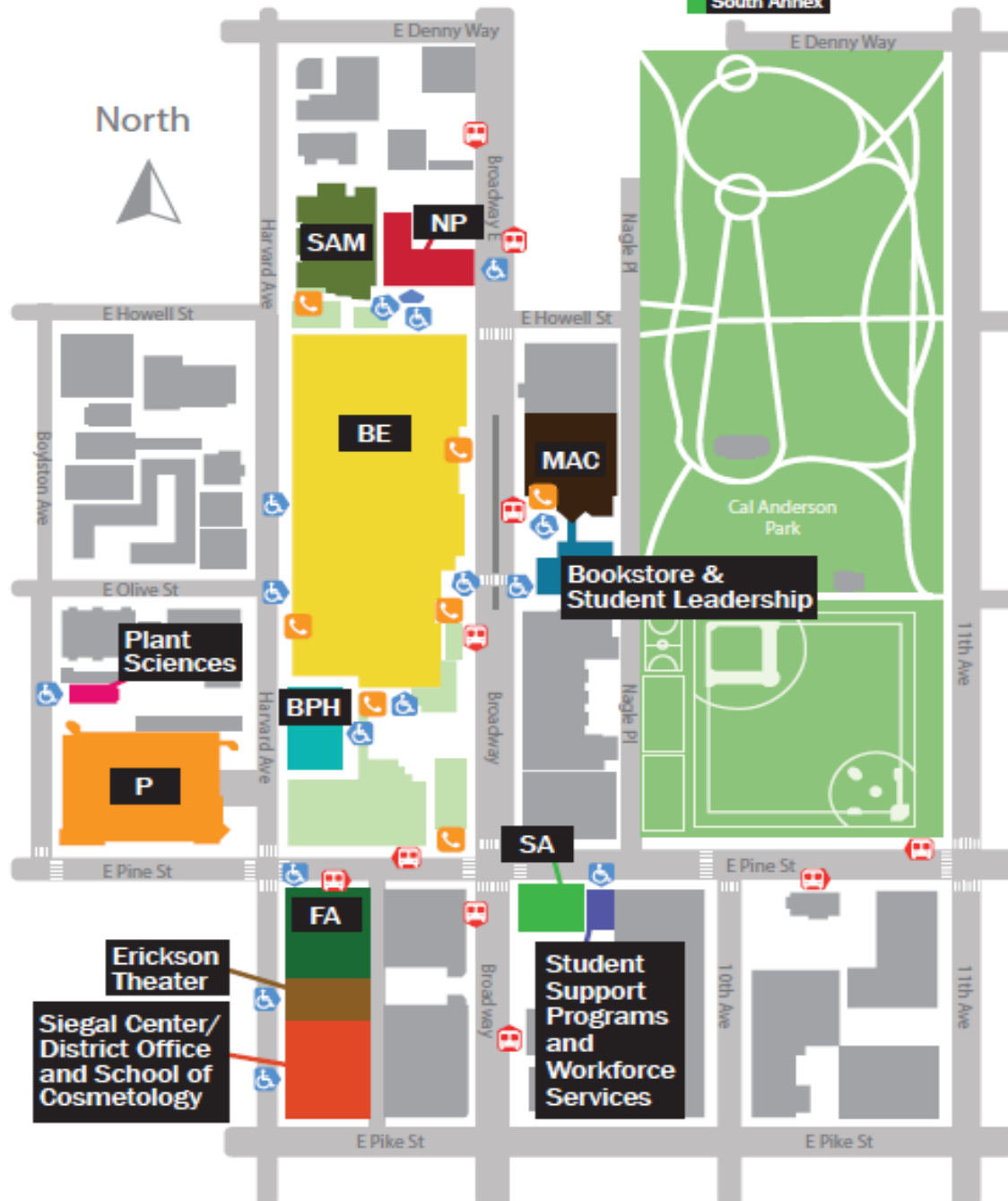
Buildings

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

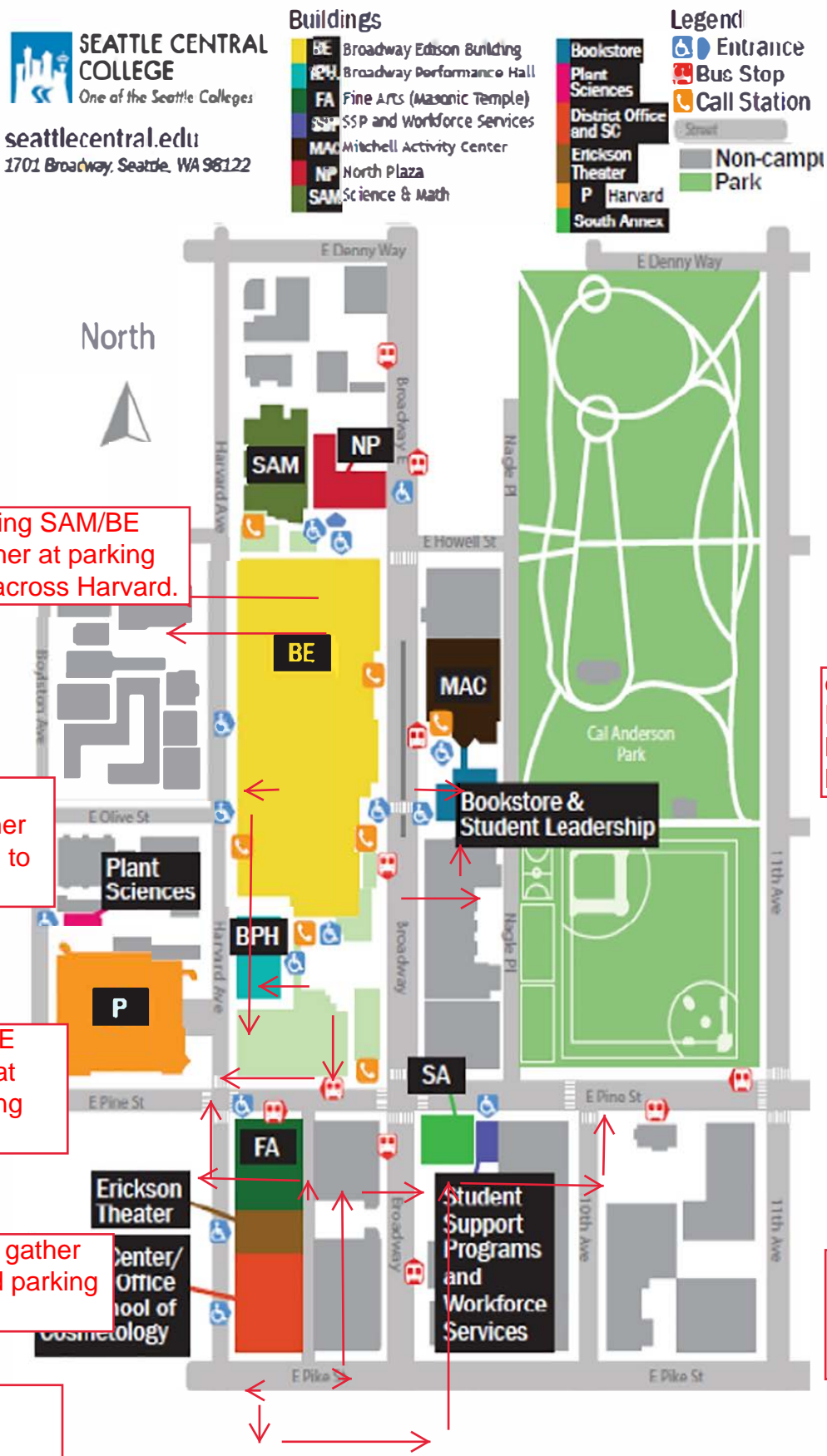
Bookstore
Plant Sciences
District Office and SC
Erickson Theater
P Harvard
South Annex

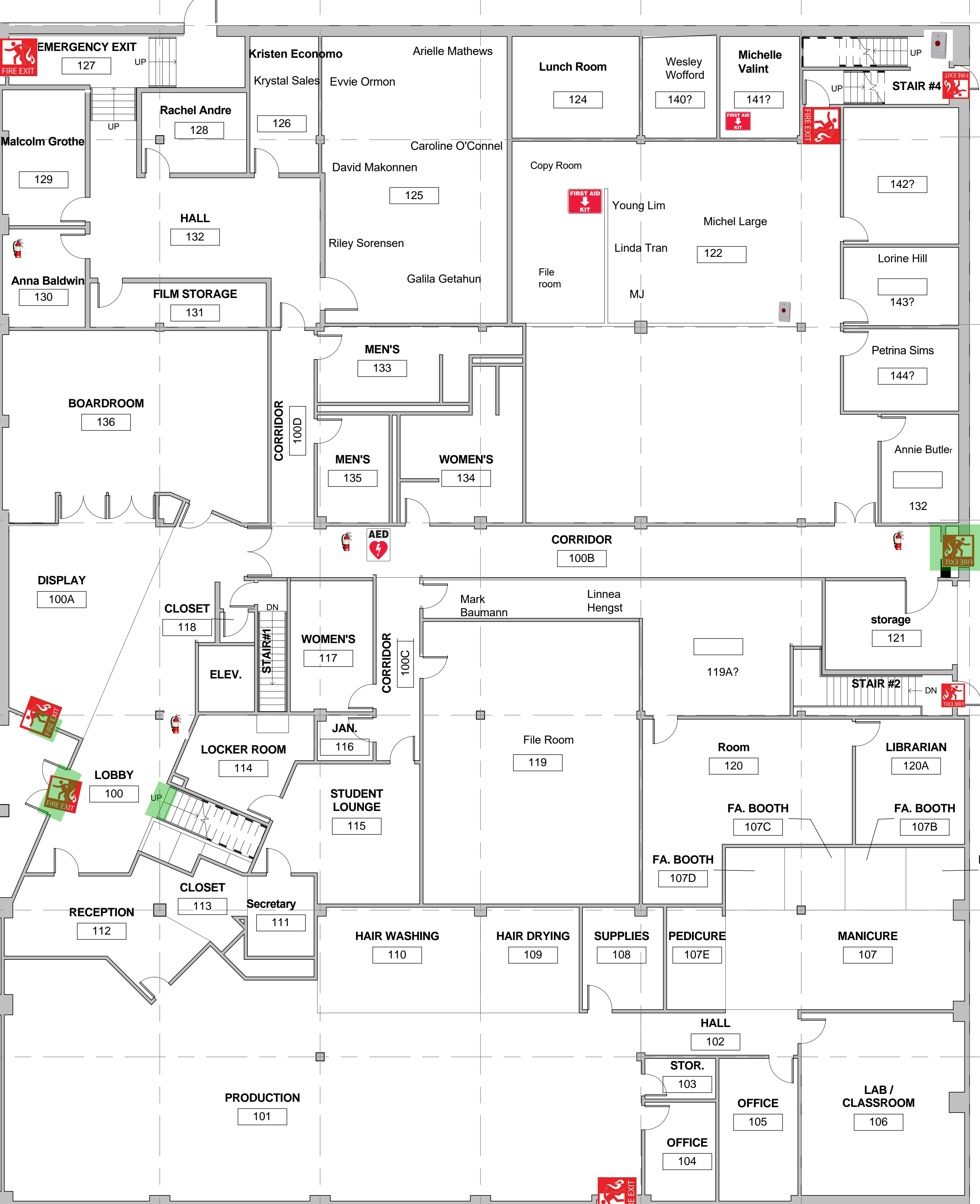
Legend

	Entrance
	Bus Stop
	Call Station
	Street
	Non-campus
	Park

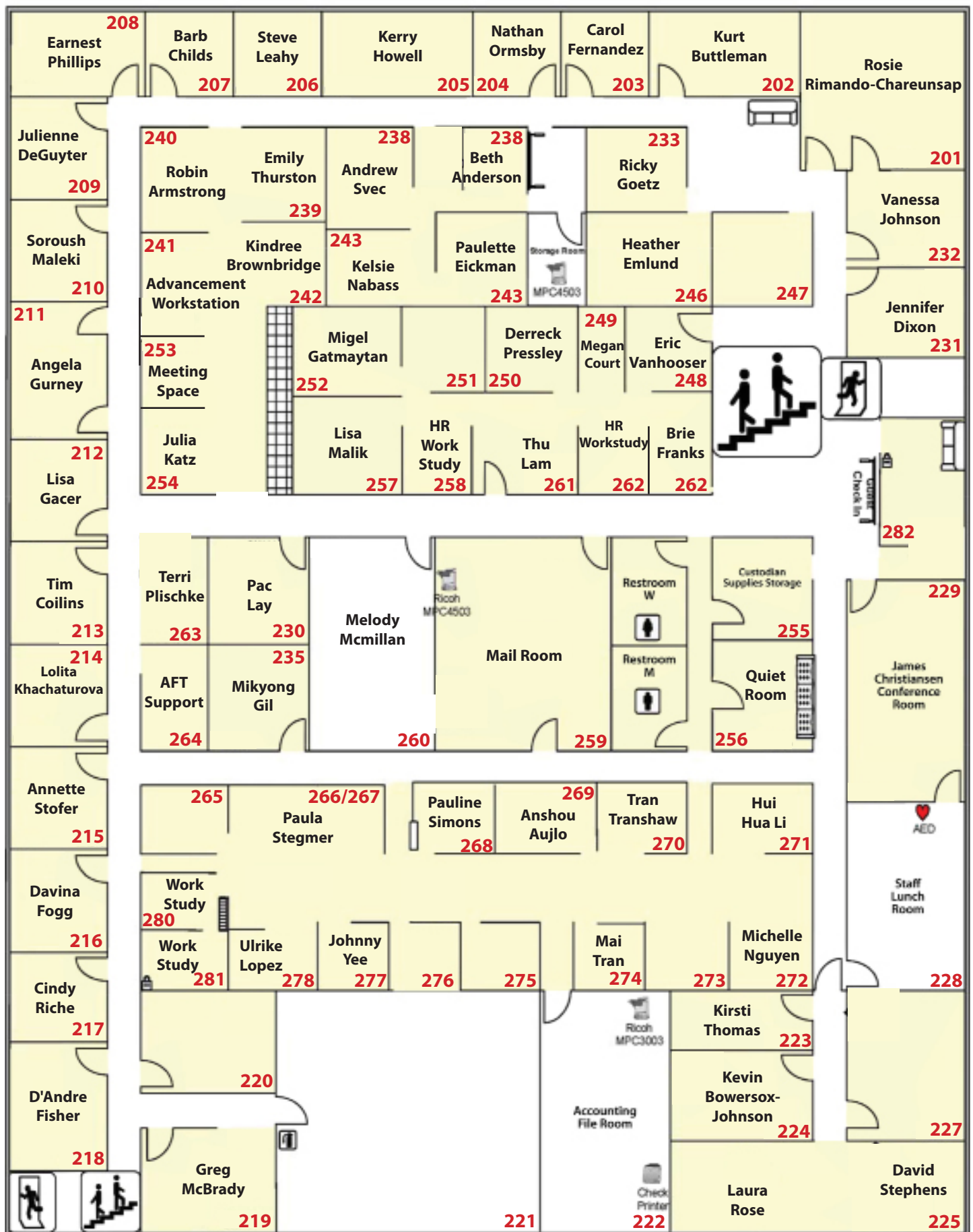


3.1 Campus Maps – Seattle Central College

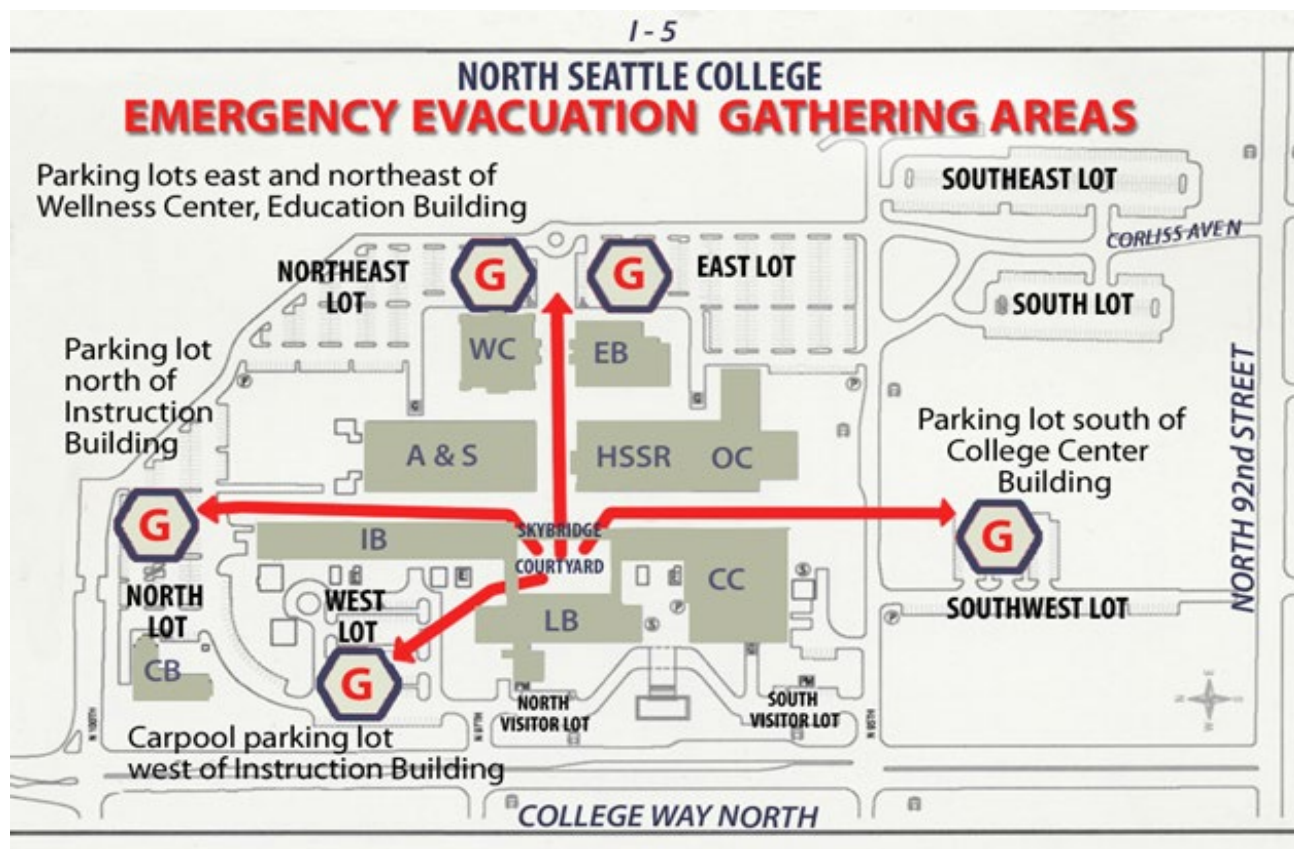




Siegal Center Second Floor

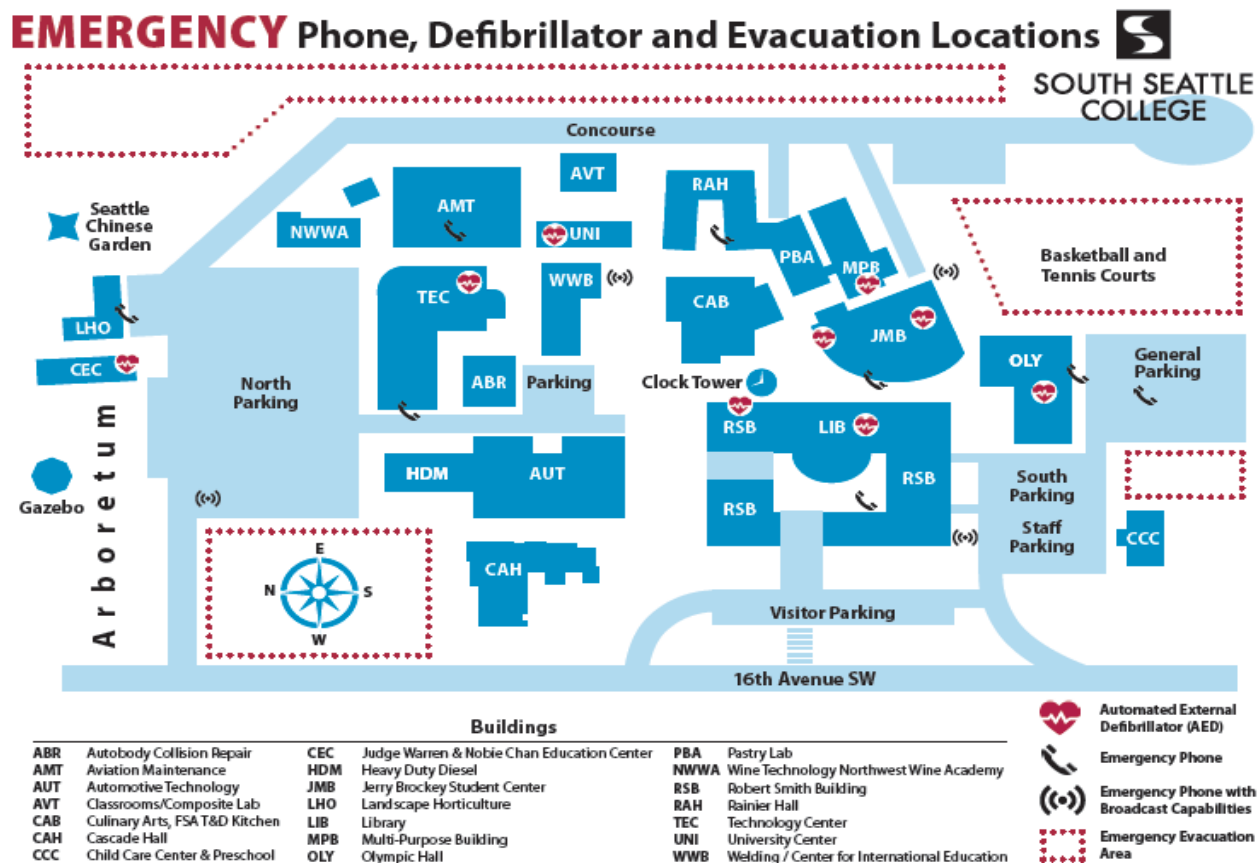


3.2 Campus Maps – North Seattle College



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



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

4.5 Notification Guidelines

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

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

Actions that might be advised in a notification:

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

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

See next page for sample Emergency Message Templates

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

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

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

4.6 Sample Emergency Message Templates – 140 Characters

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

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MEDICAL EMERGENCIES

For 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.

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: <input type="checkbox"/> Central <input type="checkbox"/> Georgetown <input type="checkbox"/> SMA <input type="checkbox"/> South <input type="checkbox"/> WTC <input checked="" type="checkbox"/> North <input type="checkbox"/> Siegel	
Date of Occurrence (MM/DD/YYYY):	Time of Occurrence (HH:MM): <input type="checkbox"/> AM <input type="checkbox"/> PM
Location of Occurrence (Be Specific): Building: _____ Floor/Room: _____	
Employee/Student Identification Number: _____	

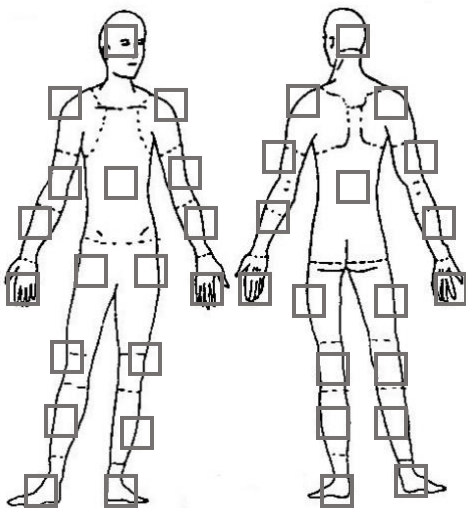
2. EMPLOYEE REPORT

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

4. PART OF BODY INJURED (check all that apply):



5. NATURE OF THE INJURY (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> Abrasion, scrape | <input type="checkbox"/> Cut/laceration |
| <input type="checkbox"/> Amputation | <input type="checkbox"/> Needlestick/puncture |
| <input type="checkbox"/> Back Injury | <input type="checkbox"/> Hernia |
| <input type="checkbox"/> Broken bone | <input type="checkbox"/> Illness |
| <input type="checkbox"/> Bruise | <input type="checkbox"/> Sprain |
| <input type="checkbox"/> Burn (heat) | <input type="checkbox"/> Muscle Sprain |
| <input type="checkbox"/> Burn (chemical) | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Concussion (to head) | |
| <input type="checkbox"/> Crushing injury | |

I am reporting a(n):

- | | |
|---|---|
| <input type="checkbox"/> Injury | <input type="checkbox"/> Near-miss |
| <input type="checkbox"/> Work-Related Illness | <input type="checkbox"/> 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:



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
<p>Threat assessment saves lives.</p> <p>Evaluation of intent, motive, and ability determines risk level.</p> <p>After threat validation, a strategy is developed to defuse risk.</p>	<ul style="list-style-type: none"> ▪ DO NOT ignore. ▪ Interrupt or get help. ▪ Knock and ask if everything is okay. ▪ If you are uncomfortable, get help. ▪ A call to Campus Security gets help quickly. <ul style="list-style-type: none"> ❖ (206) 934-5442 SCC/Siegel ❖ (206) 934-3636 North ❖ (206) 934-0911 South ❖ (206) 354-6185 Georgetown ❖ (206) 934-2977 WTC 	<ul style="list-style-type: none"> ▪ If you see a fight or physical abuse, DO NOT get physically involved • Contact Campus Security Immediately at <ul style="list-style-type: none"> 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
<p>REPORT:</p> <ul style="list-style-type: none"> ▪ <u>All</u> threats, no matter how they are communicated. ▪ Any assault or attempted assault. ▪ Anything you think "might" be a threat. ▪ See Something Say Something 	<ul style="list-style-type: none"> ▪ Outrage over a college incident. ▪ Evidence of stalking behavior or research into the personal life of someone else. ▪ Obsessive desire to contact an employee or student. ▪ Belief someone owes money or affection ▪ Belief an employee or student is someone else. ▪ References to: <ul style="list-style-type: none"> ○ public figures who were attacked ○ individuals who attacked public figures or committed violent acts ○ mental illness, psychiatric care, anti-psychotic medication etc. ○ Bodyguards, security,safety etc. ○ death, suicide,weapons, violence, assassinations, acts of terrorism 	<p>Immediately Report Threats or "RED FLAGS" to Campus Security</p> <ul style="list-style-type: none"> ❖ (206) 934-5442 SCC/Siegel ❖ (206) 934-3636 North ❖ (206) 934-0911 South ❖ (206) 934-2977 WTC ❖ (206) 354-6185 Georgetown <p>If students are involved contact:</p> <ul style="list-style-type: none"> • VP for Student Services (206) 934-6946 or 5442 for SCC/Siegel (206) 934-3669 North (206) 934-6763 South <p>If campus employees are involved contact</p> <ul style="list-style-type: none"> ▪ 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

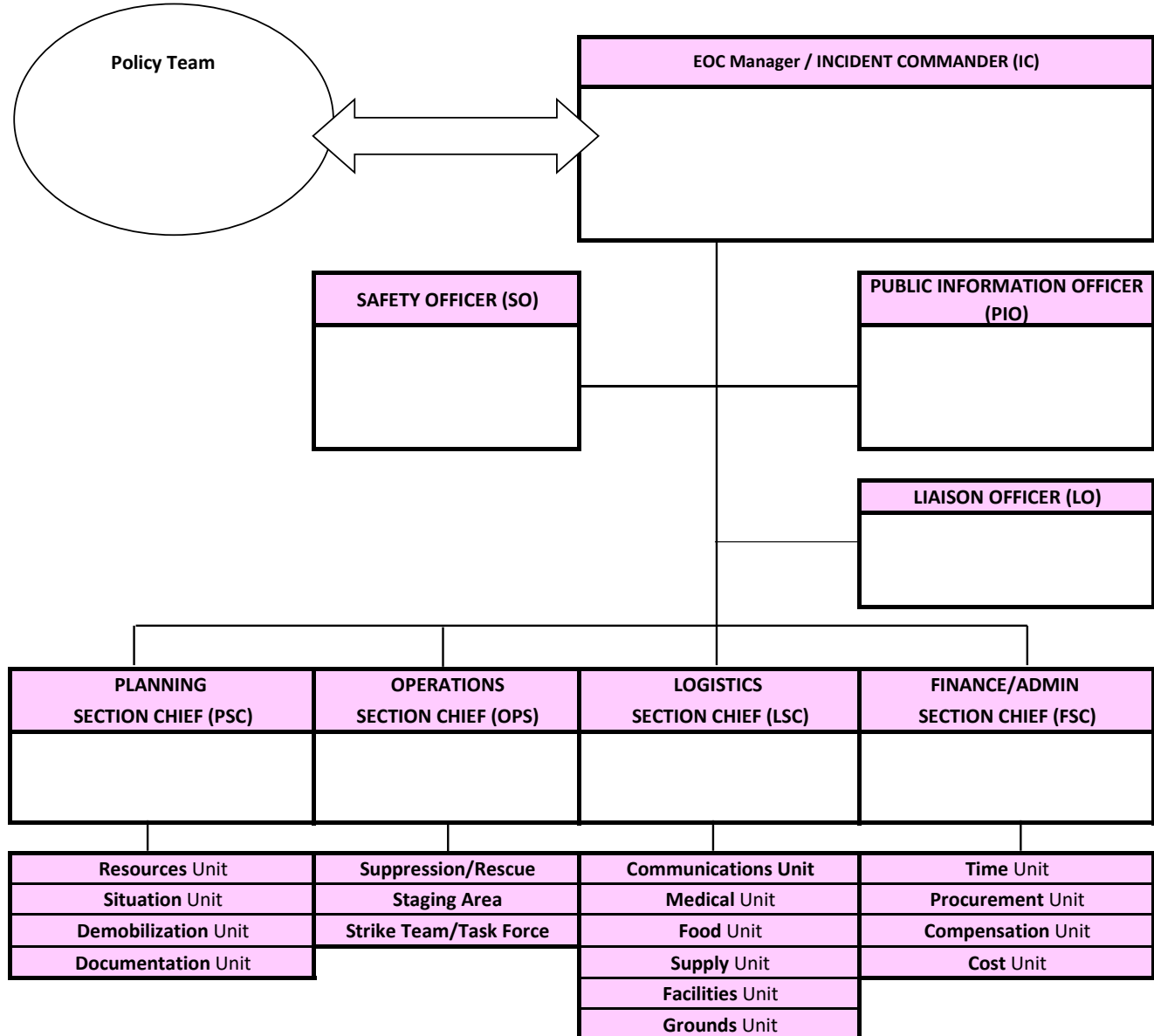
Third Location: Web team area, 2nd floor, Siegal Center

5.3.4 Seattle Colleges' Emergency Response Team (ERT)

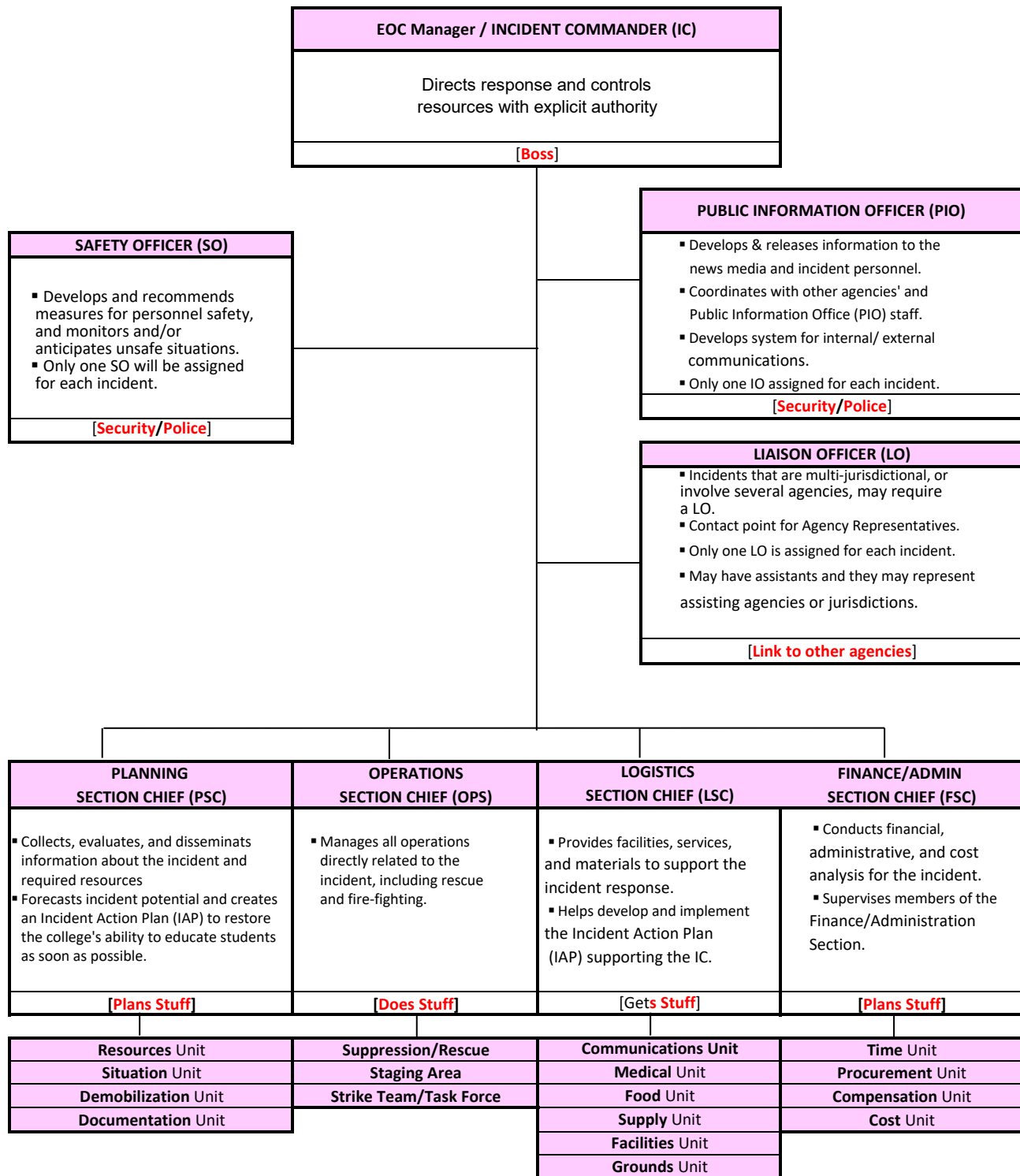
The first person on the scene is the Incident Commander until replaced by emergency personnel.

5.3.5 Incident Command System (ICS) Chart

Red indicates primary person



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

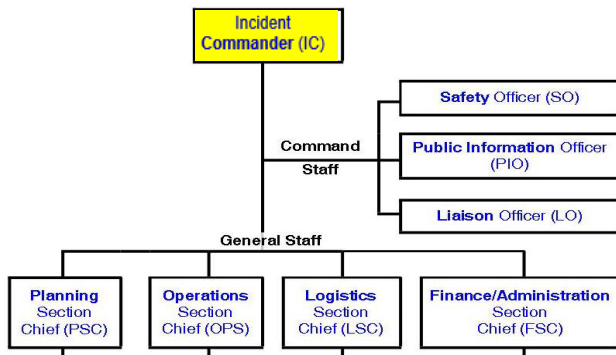


5.3.7 Incident Commander (IC) EOC Manager (EOCM)

Incident Command System (ICS)

ICS Organization Chart

Incident Commander (IC):



Emergency Call List (After Hours):

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

Responsibilities

The **Incident Commander - (IC)** directs resource 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.

Immediately:

Ensure safety. Only IC and SO can stop actions they think are unsafe. Determine and assign necessary ICS positions. Safety Officer must be appointed for hazardous materials incidents 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 accomplished

Written or oral Incident Action Plan (IAP) Contingency planning:

Formal planning meeting using sample agenda

Approve and authorize implementation of the IAP

Review IAP for completeness and accuracy

Verify that objectives are present and prioritized

Sign **ICS form 202**

Ensure Command and General Staff coordination:

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

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

Keep agency administrator informed on incident-related problems and progress

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

Briefing on situation/resource status
Discuss safety issues
Set/confirm incident objectives
Plot control lines & Division boundaries
Specify tactics for each Division/Group
Specify resources for each Div/Group
Specify facilities and reporting locations
Develop resource order
Consider communications/medical/
transportation
Provide financial update
Discuss interagency liaison issues
Discuss information issues
Finalize/approve/implement plan

Responsible Party

Planning/Ops Section Chiefs
Safety Officers
Incident Commander Operations
Section Chief Operations
Section Chief
Ops/Planning Chiefs
Ops/Planning/Logistics Chiefs
Logistics Section Chief Logistics/
Planning Section Chiefs
Finance/Admin Section Chief
Liaison Officer
Public Information Officer
Incident Commander/All

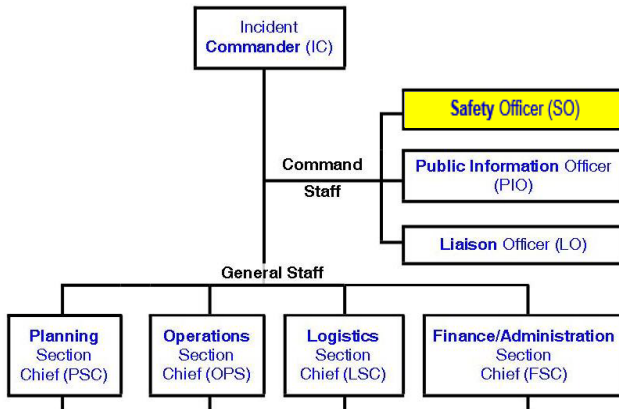
5.3.8 Safety Officer (SO)

Incident Command System (ICS)

ICS Organization Chart

Safety Officer (SO):

- Building Monitors report to the Safety Officer.



Responsibilities

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

Only one SO is assigned per incident.

- The **Safety Officer** reviews the Medical Unit 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

Immediately:

Get briefed by outgoing SO or the Incident Commander

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

Make sure appropriate PPE is available and being used.

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

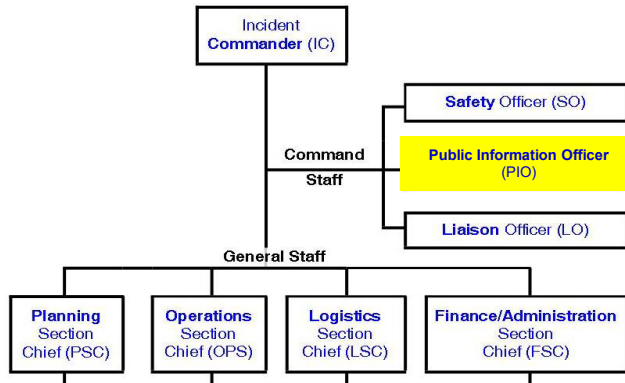
Finalize/approve/implement plan

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.

Immediately:

Get briefed by the Incident Commander:

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

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

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

Determine current media presence

Obtain permission from Incident Commander (IC) for information release

Obtain permission from IC to activate campus communication network

Prepare initial information summary as soon as possible after activation.

If no other information is available, consider use of the following general statement:

We are aware that an (accident/incident) involving (type of incident) occurred at approximately (time), in the vicinity of (general location).

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

Establish contact with local and national media representatives, as appropriate.

Throughout:

Establish schedule for media briefings

Coordinate, with Logistics, the activation and staffing of message center

“rumor control” lines to receive requests and answer questions from public. Provide statement to operators

Coordinate information releases with staff from other impacted agencies and jurisdictions

Ensure that information provided is consistent across jurisdictional boundaries.

Attend Planning Meetings – see sample Planning Agenda below:

Respond to special requests for information

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

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

Document all activity on Unit Activity Log (ICS 214)

ICS forms can be found at this link:

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

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

Agenda Item

Briefing on situation/resource status

Discuss safety issues

Set/confirm incident objectives

Plot control lines & Division boundaries

Specify tactics for each Division/Group

Specify resources for each Division/Group

Specify facilities and reporting locations

Develop resource order

Consider communications/medical/
transportation

Provide financial update

Discuss inter-agency liaison issues

Discuss information issues

Finalize/approve/implement plan

Responsible Party Planning/
Ops Section Chiefs

Safety Officers

Incident Commander

Operations Section

Operations Section Chief Ops/

Planning Chiefs

Ops/Planning/Logistics Chiefs

Logistics Section Chief

Logistics/Planning Section

Finance/Admin Section Chief

Liaison Officer

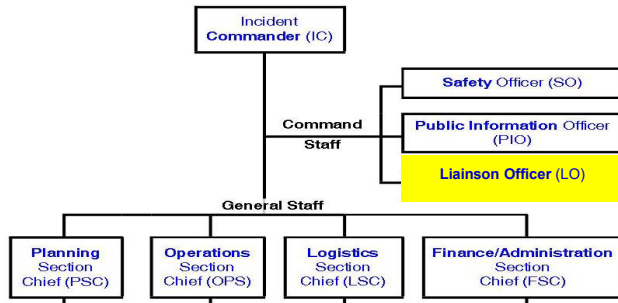
Public Information Officer

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

Briefing on situation/resource status
Discuss safety issues
Set/confirm incident objectives
Plot control lines & Division boundaries
Specify tactics for each Division/Group
Specify resources for each Div/Group
Specify facilities and reporting locations
Develop resource order
Consider communications/medical/
transportation
Provide financial update
Discuss interagency liaison issues
Discuss information issues
Finalize/approve/implement plan

Responsible Party

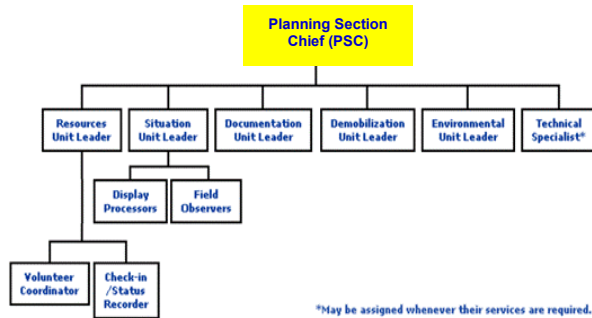
Planning/Ops Section Chiefs
Safety Officers
Incident Commander
Operations Section Chief
Operations Section Chief
Ops/Planning Chiefs
Ops/Planning/Logistics Chiefs
Logistics Section Chief
Logistics/Planning Section Chiefs
Finance/Admin Section Chief

Liaison Officer
Public Information Officer
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

Briefing on situation/resource status
Discuss safety issues
Set/confirm incident objectives
Plot control lines & Division boundaries
Specify tactics for each Division/Group
Specify resources for each Div/Group
Specify facilities and reporting locations
Develop resource order
Consider communications/medical/

Provide financial update
Discuss interagency liaison issues
Discuss information issues
Finalize/approve/implement plan

Responsible Party

Planning/Ops Section Chiefs
Safety Officers
Incident Commander
Operations Section Chief Operations
Section Chief Operations/Planning
Chiefs Operations/Planning/Logistics
Chiefs Logistics Section Chief
Logistics/Planning Section Chiefs

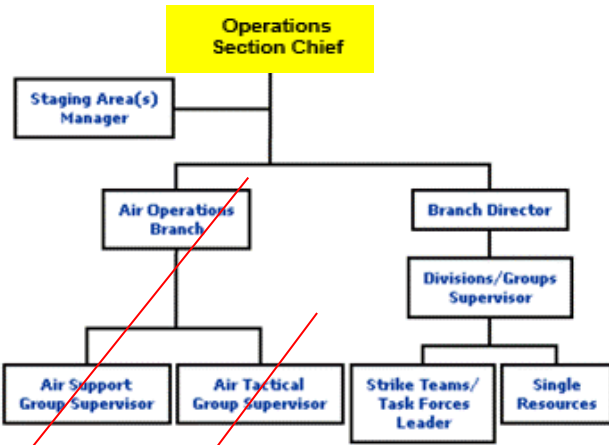
Finance/Administration Section Chief
Liaison Officer
Public Information Officer
Incident Commander/All

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 Manager** and **Branch Personnel** may use:

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

The **Operations Section Chief**, **OPS staff**, the **Staging Area Manager** and **Branch Personnel** maintain:

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

The **Operations Section Chief** typically prepares:

ICS Form 215 "[Operational Planning Worksheet](#)".

Specifics:

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

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

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

Operations Section Chief Position Checklist

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

Immediately:

Get briefed by the Incident Commander:

Determine incident objectives and recommended strategies

Determine status of current assignments

Identify location of resources

Confirm resource ordering process

Determine location of current Staging Areas and resources assigned there

Develop and manage operations to meet incident objectives

Working with SO, assess life safety:

Adjust perimeters, as necessary, to ensure scene security

Evaluate and enforce use of protective equipment and safety precautions

Evaluate situation and provide update to Planning Section:

- Location, status, and assignment of resources
- Effectiveness of strategy
- Desired contingency plans

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

Establish operational period and mobilize Staging Areas

Throughout:

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

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

Brief Staging Area Manager on types and number of resources to keep in Staging.
Brief personnel on assignments, ordering process, protective equipment.

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

Identify assignments by Division 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

Briefing on situation/resource status

Discuss safety issues

Set/confirm incident objectives

Plot control lines & Division boundaries

Specify tactics for each Division/Group

Specify resources for each Div/Group

Specify facilities and reporting

locations Develop resource order

Consider communications/medical/
transportation

Provide financial update

Discuss inter-agency liaison issues

Discuss Information issues

Responsible Party

Planning/Ops Section Chiefs

Safety Officers

Incident Commander Operations

Section Chief Operations Section
Chief

Ops/Planning Chiefs

Ops/Planning/Logistics Chiefs

Logistics Section Chief

Logistics/Planning Section Chiefs

Finance/Admin Section Chief

Liaison Officer

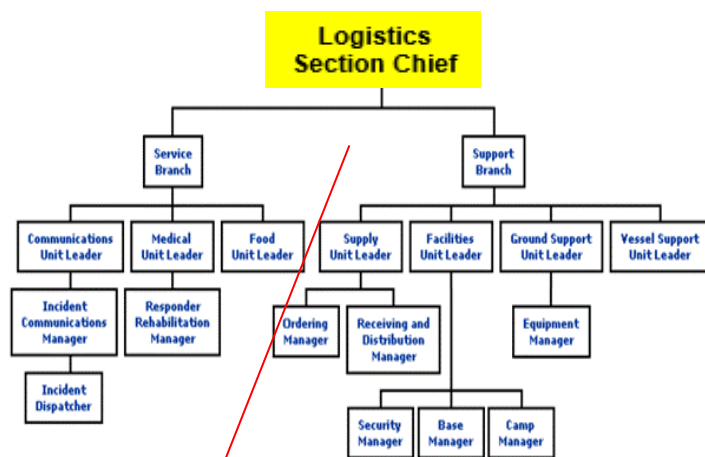
Public Information Officer

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. Immediately:
Get briefed by the Incident Commander:

Review situation and resources for personnel assigned to incident

Review current organization

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

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

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

Ensure general welfare and safety of section personnel

Assemble, 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

Throughout:

- 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

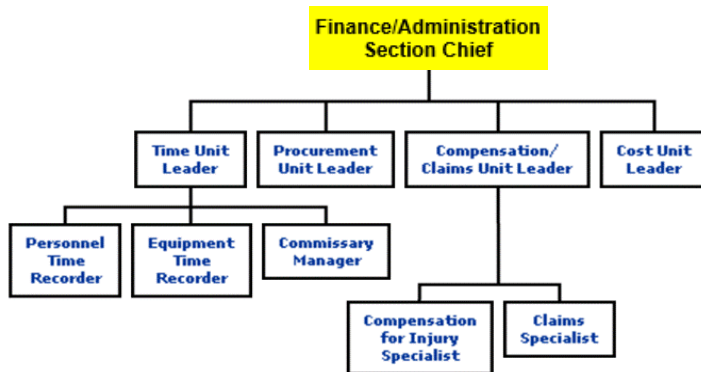
The sample agenda below may be used by the Planning Section Chief for incident briefings. Each person should be prepared to provide information as outlined.

<u>Agenda Item</u>	<u>Responsible Party</u>
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
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.

Throughout: 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.

<u>Agenda Item</u>	<u>Responsible Party</u>
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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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

APPENDICIES

APPENDIX A – PANDEMIC PLAN

Seattle Colleges Influenza Pandemic Response Plan

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

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

1. 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.

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

APPENDIX D: NOTES & MISC

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

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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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6.1 EMERGENCY NOTIFICATIONS DIRECTIONS

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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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 at your current location.

- **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

CONFIDENTIAL

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
<p>Text / voice mail messages are sent to REGISTERED users when an emergency closes campus or poses a safety concern.</p> <p>Sign up: (if you no longer have the invitation email, use the links for lost username and forgotten password.</p> <p>https://www.getrave.com/login/seattlecolleges</p>	<p>Activated by:</p> <ul style="list-style-type: none"> • Director of Security • PIO Officers 	<ul style="list-style-type: none"> ▪ 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.	<ul style="list-style-type: none"> ▪ 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.	<p>Activated by:</p> <ul style="list-style-type: none"> ▪ Security Director <p>Occupational Safety & Health Mgr. Environmental Safety & Health Mgr.</p> <ul style="list-style-type: none"> ▪ 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 --	-- --	
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 	a 
Bradley Lane	Interim President		bradley.lane@seattlecolleges.edu
Wendy Rockhil	VPI and Planning		wendy.rockhill@seattlecolleges.edu
Rachel Cahan	VPAS Executive Assistant	(206) 934-6942 	 -
Kao Lezheo	VPSS	(206) 934-3891	_____
Crystina Mostad	VPSS Executive Assistant	(206) 934-6946 	 .com
Lincoln Ferris	VP Campus Operations	(206) 934-4193	lincoln.ferris@seattlecolleges.edu
Karyssa Mathison	VPI Executive Assistant	 	
Casey Lawrence	Facilities Asst. Director	(206) 934-4340	c 

TBD	Director, Capital Projects	(206) 934-6931 [REDACTED]	[REDACTED]
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 [REDACTED] (206) 852-0050 (w/c)	[REDACTED]
Scott Rixon	Human Resources [REDACTED]	(206) 934-4017 [REDACTED]	scott.rixon@seattlecolleges.edu
Reed Wacker	Tech Spec 2 <u>Web / ICE backups</u>	(206) 934-4492 [REDACTED]	[REDACTED]
Melissa Stoner	HR Generalist	[REDACTED]	

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

CONFIDENTIAL

<i>Emergency Response Supplies & Equipment</i>				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				

6.2 EMERGENCY NOTIFICATIONS DIRECTIONS

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

INTENTIONALLY 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 at your current location.

- **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

CONFIDENTIAL

NORTH 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 <u>Extension #s</u>	Paging Phones <u>Located at:</u>	Paging Phones <u>Assigned to:</u>
	3646	College Center 1252 Security Officer	Director of Security Security officer on duty
	60	College Center 1252 Security Officer	Security officer on duty
	7705	College Center 1252 Security Officer	

How to send Group Messages – NORTH

To "page" others from one of the phones listed above: <ul style="list-style-type: none">▪ 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.	<u>Extension</u> 8500 8501 3502 8503 8504 8505 8506 8507 8508 8509	<u>Reaches</u> All Buildings College Center Health Science Building Art & Science Instructional Building Library Building Child Care Center Wellness Center Education Building Opportunity Center	<u>NOTE</u> 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.
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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
<p>Text / voice mail messages are sent to REGISTERED users when an emergency closes campus or poses a safety concern.</p> <p>Sign up: (if you no longer have the invitation email, use the links for lost username and forgotten password.</p> <p>https://www.getrave.com/login/seattlecolleges</p>	<p>Activated by:</p> <ul style="list-style-type: none"> North Seattle College PIO & Campus Security Department 	<ul style="list-style-type: none"> 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
<p>All campus computers connected to the active directory domain and actively logged on can be interrupted by a pop-up message for an emergency.</p>	<ul style="list-style-type: none"> North Seattle College Rave Alert Email Message for all computer messages. This can be done from any computer or android cell phone. 	<ul style="list-style-type: none"> 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)		CONFIDENTIAL
<p>Outdoor broadcasts via towers and speakers on Central campus.</p>	<p>Activated by:</p> <ul style="list-style-type: none"> North Campus Security Director 	<p>Paging Access Extension from any land line phone on campus. Dial 7243. Wait until you here two beeps.</p> <p>Then dial the building code you like to page. Wait for the tone to come over the P/A before talking.</p> <p>Building All =00 CC=01 OCE&E/HS= 02 ED=03 AS=04 Child=05 Library=06 Well Cent=07 IB=08</p>

Emergency Response Team Contact Information

NAME	HOURS	OFFICE PHONE	HOME PHONE	CELL PHONE
Dir. of Security Interim Arnulfo Ramirez	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		██████████
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		██████████
	VP Admin Services	934-3628		
Peter Lortz	VP. Instruction	934-3701		██████████
TBD	VP. Student services	934-6020		██████████
TBD	Human Resources	934-7724		██████████
Rahkee Phelps	Public information Officer	934-7791		██████████
	Public information Office backup	934-5681		██████████
Pablo Basillio	Client Services Manager	934-3647		██████████
Dale Nelson	Network Operations Manager	934-7803	██████████	██████████
Dale Nelson	IT Specialist 4	934-3951		
Nico Inzerella	Web backup	934-3622		██████████
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

CONFIDENTIAL

<i>Emergency Response Supplies & Equipment</i>				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				

6.3 EMERGENCY NOTIFICATIONS DIRECTIONS

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
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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 at your current location.

- **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

CONFIDENTIAL

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.	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	
	6867	GT Building C, 103	Holly Moore

How to send Group Messages – SOUTH

To “page” others from one of the phones listed above:	Extension	Reaches	Calls this # of phones
▪ Pick up handset and choose the extension for the group you wish to reach and dial it.	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
▪ After the beep, speak your message clearly and slowly.	8565	ABR, AUT, CAS, LHO, AVT, HDM	37
	8566	New Holly Campus	6
	8541	Georgetown	15
▪ Repeat the message	5555	NIMS Team Members	20
▪ Hang up.			

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: <ul style="list-style-type: none">▪ 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.	<ul style="list-style-type: none">▪ 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. Monday-Friday, 4:30-6:00 p.m. After 6:00 p.m.: Night Custodian Manager			206.934.5385 206.799.5469 206.799.5790 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	██████████	206.934.6660	██████████	██████████
Billings, Patricia	████████████████████	206.934.6739	--	2 ██████████
Bolt, Sandra	██████████████████	206.934.6765	--	██████████
Bowers, John	██████████ ██████████	206.934.6869	██████████	2 ██████████
Burgess, Duncan	██████████ ██████████	206.934.6882	--	10 ██████████
Calonzo, Vanessa	████████████████████	206.934.6691	██████████	██████████
Croonquist, Elsa	██████████ ██████████	206.934.5857	--	██████████
Dempsey, Greg		206.934.5378	██████████	██████████
Kingston, Laura	██████████ ██████████	206.934.7959	1 ██████████	██████████
Knappenberger, Jesse	██████████████████	206.934.5207	██████████	██████████
Kwilinski, Kathie	████████████████████	206.934.7965	██████████	██████████
		206.934.5157		██████████
Lukens, May	██████████ ██████████	206.934.5196	██████████	██████████
		206.934.6415		

Miller, Tina (NewHolly)	██████	206.934.6644	██████	██████
Moore, Holly	██████	206.934.6867	██████	██████
Motten, Luisa	██████████████████	206.934.6782	██████	██████
Myrick, Sebastian	██████	206.934.6476	██████	██████
Nagasawa, Wendy	██████████████████	206.934.5312	██████	██████
Norman, Sharon	██████	206.934.5195	██████	██████
Rawlings, Danisha	██████████████████	206.934.6868	██████	██████
Reid, Larry	██████	206.934.6787	██████	██████
Rimando-Chareunsap, Rosie	██████	206.934.6763	██████	██████
Sabay, Sarah	██████	206.934.6760	██████	██████
Sullivan, Robert	██████████████████	206.934.6613	██████	██████
VanderWeil, Elisebeth	██████████████████	206.934.5803	█	██████
Wade, Veronica	██████	206.934.5216	██████	██████
White, Mary Jo	██████████████████	206.934.6400	██████	█

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

CONFIDENTIAL

<i>Emergency Response Supplies & Equipment</i>				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
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Tell the threatening individual that you need to cancel a meeting that was about to take place at your current location.

- **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

CONFIDENTIAL

SIEGAL Phones that can send Group Messages

<p>In case of emergencies, live message broadcasts can be spoken over our campus telephone system.</p> <p>One caller can reach as many as 127 phones at once.</p> <p>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.</p>	<p>Paging Phones Extension #s</p> <p>X3204 X4102 X4139 X4111 X4087 X4135 X4114 X4120 X5534 X4156 X6808 X4101 X4089 X3278 X5428 X2011 X4105 X3887 X3215 X6926</p>	<p>Paging Phones <u>Located at:</u></p>	<p>Paging Phones <u>Assigned to:</u></p> <p>Anna Baldwin Mark Bauman Kurt Buttleman Barbara Childs Heather Emlund Lisa Gacer Jennifer Dixon Greg McBrady Chancellor Rosie Rimando- Chareunsap Earnest Phillips Jim Christianson BR IP Jim Christiansen BR digital Boardroom</p>
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How to send Group Messages - SIEGAL

<p>To “page” others from one of the phones listed above:</p> <ul style="list-style-type: none"> ▪ 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. 	<p><u>Extension</u></p> <p>3136 3174</p>	<p><u>Reaches</u></p> <p>All Siegal (most phones) Siegal NIMS Team</p>	<p><u>Calls this # of phones</u></p> <p>85 22</p>
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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
<p>Text / voice mail messages are sent to REGISTERED users when an emergency closes campus or poses a safety concern.</p> <p>Sign up: (if you no longer have the invitation email, use the links for lost username and forgotten password.</p> <p>https://www.getrave.com/login/seattlecolleges</p>	<p>Activated by:</p> <ul style="list-style-type: none"> ▪ Heather Emlund ▪ Earnest Phillips 	<ul style="list-style-type: none"> ▪ 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
Siegal computers can be interrupted by a pop-up message for an emergency.	<ul style="list-style-type: none"> ▪ 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	■	■
Baumann, Mark	Research and Data Base Coordinator	934-4102	■	N/A
Lisa Gacer	Procurement & Supply Specialist Interim Vice Chancellor, Academic & Student Services	934-5534 934-4111		
Childs, Barbara	Director/Marketing and Communications	934-4087		■
	AE/Leadership Coordinator	934-4135		
Emlund, Heather	Executive Assistant	934-4114		■
	Director/Employee Services Operations	934-4120	■	■
Gacer, Lisa	Procurement and Supply Specialist	934-5534	■	■
	Associate Vice Chancellor	934-6808		■
Jennifer Dixon	Interim Vice Chancellor of Administrative Services	934-4101		
Leahy, Steve	Director-Government Relations	934-4177		■
	Director, Information Technology	934-4089		
	Sustainability Coordinator	934-3862		
McBrady, Greg	Telecommunications Systems Specialist	934-3278	■	■
Rimando-Chareunsap, Rosie	Chancellor	934-2011		
Phillips, Earnest	Director, Public Information	934-4105	■	■
Riche, Cindy	Associate Vice Chancellor & CIO	934-3930		■
Valint, Michelle Wofford, Wesley	Occupational Safety & Health Manager Environmental Health and Safety Manager	934-3210 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

CONFIDENTIAL

<i>Emergency Response Supplies & Equipment</i>				Elsewhere
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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				

6.5 EXPANDED CONFIDENTIAL**EMERGENCY/WEATHER CLOSURE CONTACTS 2018-2019****SEATTLE CENTRAL – Confidential Information**

<u>PIO</u>	Adam Russell	(206) 934-5485	
<u>President's Office</u>	Central Pres Ex Asst Angelique Odom	(206) 934-3881 [REDACTED]	[REDACTED]
President	Bradley Lane	(206) 934- 445	
<u>VPAS</u>	Wendy Rockhill	(206) 934-4193	
	Rachel Cahan VPAS Executive Assistant	(206) 934-6942 [REDACTED]	[REDACTED] —
<u>VPSS</u>	TBD	(206) 934-3842	_____
	Crystina Mostad VPSS Executive Assistant	(206) 934-6946 [REDACTED]	[REDACTED]
<u>VPI</u>	TBD	(206) 934-4062	
	Karyssa Mathison VPI Executive Assistant	(206) 934-5484 [REDACTED]	[REDACTED]
<u>Facilities</u>	Casey Lawrence		
Asst. Director			
Director, Capital Projects	TBD	(206) 934-6931	
Custodial Manager	Maurice Pineda	(206) 934-6968	
<u>Campus Security</u>	Director Sean Chesterfield	(206) 934-5437	
	Shiro Vance Back-up	(206) 934-5442 [REDACTED] [REDACTED]	[REDACTED]
[REDACTED]	Scott Rixon	(206) 934-4017	
<u>Web / ICE backups</u>	Reed Wacker, Tech Spec 2	(206) 934-4492 [REDACTED]	_____ [REDACTED]

NORTH SEATTLE

<u>President</u>		(206) 934-3601	
<u>President's Executive Assistant</u>	Toni Stankovic Exec Assistant	(206) 934-3605 [REDACTED]	[REDACTED]
<u>VP Admin Services</u>			
<u>Director of Security</u>	Arnulfo Ramirez	(206) 934-3646	
<u>Interim Executive Director, Marketing, PR & PIO</u>	Sonja Renner	(206) 934-4634 [REDACTED]	
<u>PIO & web backup</u>	Nico Inzerella		
<u>Web backup</u>	Nico Inzerella	(206) 934-3622 [REDACTED]	
<u>Facilities Director</u>	Michael Saunders	(206) 934-4596	
<u>IT Director</u>	Pablo Basillio	(206) 934-3647	
<u>Network Operations Manager</u>	Dale Nelson	(206) 934-7803 [REDACTED]	
<u>IT Specialist 4</u>		(206) 934-3951	
<u>Grounds Supervisor</u>		(206)-934-7651	
<u>VP, Instruction</u>	Peter Lortz	(206) 943-3701 [REDACTED]	[REDACTED]
<u>Interim VP, Student Services</u>	TBD	(206) 934-3669 [REDACTED]	
<u>VP, Equity, Diversity and</u>	D'Andre Fisher	(206) 934-3655 [REDACTED]	
<u>HR Director</u>	TBD	(206) 934-4710	
<u>Integration Mgr., OCEE Exec</u>	Kathleen Crompton	(206) 934-6077(w) [REDACTED]	
<u>Exec. Dean Workforce Ed</u>		(206)934-4604(w)	
<u>Director, Workforce Retraining</u>	Jeannette Miller	(206) 934-3727 W [REDACTED]	

SOUTH SEATTLE			
<u>VP, Advancement</u>	Incumbent not selected		
<u>Director, Communications</u>	Ty Swenson	(206) 934-6873 [REDACTED]	[REDACTED]
	Mac Witt	(206) 934-6875 [REDACTED]	[REDACTED]
<u>President's Office</u>	Wendy Nagasawa	(206) 934-5312 [REDACTED] [REDACTED]	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 [REDACTED]	[REDACTED]
VPSS		(206) 934-6763	
	Sarah Bowman	(206) 934-6788 [REDACTED]	[REDACTED]
VPI			
	Danisha Rawlings	(206) 934-6868 [REDACTED]	
<u>Facilities</u>	Eric Bryant AD Facilities Director	(206) 934-6427	
	Phyllis Gorton	(206) 934-5385	
Custodial Supervisor			
Director <u>Public Safety</u>	Brian Jellum	(206) 934-5157	
Human Resources	JD Burchfield		[REDACTED]
<u>Web & ICE</u>	Ty Swenson	(206) 934-6873 [REDACTED]	t [REDACTED]
[REDACTED] Operations	Hip Nguyen		Hip.Nguyen@seattlecolleges.edu

DISTRICT OFFICE			
PIO	Earnest Phillips	(206) 934-4105 [REDACTED]	[REDACTED] [REDACTED]
	Barb Childs	(206) 934-4087 [REDACTED]	[REDACTED]
	Paulette Eickman	(206) 934-4095 [REDACTED]	[REDACTED] [REDACTED]
Employee Services		(206) 934-4101	
		(206) 934-5428)	
Telecommunications- Emergency and Siegal Center Door			Siegal Door –contact Central, which handles Siegal door, 934-5442
	Greg McBrady	(206) 934-3278 [REDACTED] [REDACTED]	[REDACTED]
Chancellor's Office	Rebecca Hansen	(206) 934-3850 [REDACTED]	[REDACTED] [REDACTED]
Chancellor	Rosie Rimando Chareunsap	(206) 934-2011 Direct	
	Erin Lewis	(206) 934-4117 [REDACTED]	L [REDACTED]
Web	Luv Sharma		
	David Stephens	(206) 934-5545 [REDACTED]	[REDACTED]
IT	Cindy Riche	(206) 934-3930 [REDACTED]	[REDACTED]
— SCC-TV (206) 934-3963 (206) 934-3977 (fax)	Tom Butterworth	(206) 934-3966 (206) [REDACTED]	thebutte worths [REDACTED] [REDACTED]
	Dean Cuccia	(206) 934-3922 [REDACTED]	[REDACTED]
	John Sharify	(206) 934-3919 [REDACTED]	[REDACTED]

APPENDICIES

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	<input type="checkbox"/>	Slow	<input type="checkbox"/>	Crying	<input type="checkbox"/>	Slurred	<input type="checkbox"/>	Stutter	<input type="checkbox"/>	Deliberate	<input type="checkbox"/>
Deep	<input type="checkbox"/>	Loud	<input type="checkbox"/>	Broken	<input type="checkbox"/>	Giggling	<input type="checkbox"/>	Accent	<input type="checkbox"/>	Disguised	<input type="checkbox"/>
Angry	<input type="checkbox"/>	Rapid	<input type="checkbox"/>	Stressed	<input type="checkbox"/>	Nasal	<input type="checkbox"/>	Lisp	<input type="checkbox"/>	Incoherent	<input type="checkbox"/>
Excited	<input type="checkbox"/>	Disgusted	<input type="checkbox"/>	Sincere	<input type="checkbox"/>	Squeaky	<input type="checkbox"/>	Normal	<input type="checkbox"/>	Intoxicated	<input type="checkbox"/>

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) _____