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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
- Environmental Health & Safety Manager
- Seattle Fire Department
- Seattle Police Department Communications Director
- Capital Projects Director
- Custodial Services Manager
PROPOSED DISTRICTWIDE NIMS TEAM – July 2018

*Policy Group:

Chancellor Pan
Warren Brown
Sheila Edwards Lange
Rosie Rimando-chareunsap
Jennifer Howard
Kurt Buttleman

Incident Commander
Jennifer Howard
Kurt Buttleman
Andrea Johnson
Bruce Riveland
Elizabeth Pluhta

Public Information Officer:
Earnest Phillips
Melissa Mixon
Ty Swenson

Liaison Officer:
Cindy Riche
John Lederer
Diane Coleman

Safety Officer:
Jeff Young
Sean Chesterfield
James Lewis
Daniel Cordas

Operations Section
Chief: Dave Erneved
Jeffrey Caulk
Eric Steen
Greg McBrady
Malcolm Grothe

Planning Section
Chief: Christa Colouzis
Toni Stankovic
Jeff Keever
Mike Lock
Mark Baumann

Logistics Section
Chief: Craig Bush
Dale Nelson
Josh Grant
Lisa Gacer

Finance Section
Chief: Bruce Riveland
Brandon Balandra
Susie Salem
Maureen Shadair
*Policy Team (PT)*

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

Emergency Operations Center:

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

Red indicates primary person

**Policy Team**
- **Sheila Edwards-Lange**, x4460
- Bruce Riveland, x4193
- Yoshiko Harden, x3851
- Bradley Lane, 5481

**EOC Manager / INCIDENT COMMANDER (IC)**
- Primary = Sean Chesterfield
- Secondary = Shiro Vance
- Tertiary = Joel Workinger
- Tertiary EOC Manager = Bruce Riveland

**PUBLIC INFORMATION OFFICER (PIO)**
- Primary =
- Secondary = Dylan King
- Tertiary = Emily Thurston

**SAFETY OFFICER (SO)**
- Human Resource Rep
- Primary = Christina Nelson
- Secondary = Melissa Stoner

**LIAISON OFFICER (LO)**
- Primary = Susan Salem
- Secondary = Shiro Vance

**PLANNING SECTION CHIEF (PSC)**
- Primary = Dave Ernevd
- Secondary = Rudy Vaca

**OPERATIONS SECTION CHIEF (OPS)**
- Primary = Sean Chesterfield

**LOGISTICS SECTION CHIEF (LSC)**
- Primary = Dave Ernevd

**FINANCE/ADMIN SECTION CHIEF (FSC)**
- Primary = Bruce Riveland
North Seattle College

Emergency Operations Center:

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

Red indicates primary person

EOC Manager / INCIDENT COMMANDER (IC)
The pre-designated On-Scene Coordinator (OSC) generally assumes the role of Incident Commander.
Jeff Young x3646

PUBLIC INFORMATION OFFICER (PIO)
Melissa Mixon x7791
Rahkee Phelps, x5681

SAFETY OFFICER (SO)
Patrick Prendergast x3636
Alex Maldonado x3636
Darren Zaccaria x3636

LIAISON OFFICER (LO)
John Lederer x4604

PLANNING SECTION CHIEF (PSC)
Star Conrad x 0184
Grace Sakuma x 7304

OPERATIONS SECTION CHIEF (OPS)
Jeffrey Caulk x4596
Budimir Nikolic x7651
Michael Saunder x3633

LOGISTICS SECTION CHIEF (LSC)
Dale Nelson x3951
Chris Wiederhold x3762
Gregory Tessensohn x3699

FINANCE/ADMIN SECTION CHIEF (FSC)
Brandon Balandra x4403
South Seattle College

Emergency Operations Center:

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

Red indicates primary person

EOC Manager / INCIDENT COMMANDER (IC)
Christa Colouzis, x7966
James Lewis, x0911
Odessa Woodlee, x5320
Evening Security, (206) 934-0911

Policy Team
Rosie Rimando-Chareunsap, x6827
Elizabeth Plutha, x6417
VPI

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

SAFETY OFFICER (SO)
James Lewis, x0911
Tony Rael, x0911
[Bernard] Henry Heidt, x0911
Matt Jackson, x0911

LIAISON OFFICER (LO)
Christa Colouzis, x7966

PLANNING
SECTION CHIEF (PSC)
Christa Colouzis, x7966
Kathleen Kent, x5860
Karen Herndon, x6426

OPERATIONS
SECTION CHIEF (OPS)
Eric Steen, x6427
Odessa Woodlee, x5320
Murray Fye, x6423

LOGISTICS
SECTION CHIEF (LSC)
Josh Grant, x5843
Andrew Swansen, x6876

FINANCE/ADMIN
SECTION CHIEF (FSC)
Rob’n Lewis, x6432
Lily Allen, x6433
Siegal Service Center

Emergency Operations Center:

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

Red indicates primary person
Review and Approval

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

Shouan Pan  
Chancellor, Seattle Colleges  
8/17/18  
Date

Warren Brown  
President, North Seattle College  
8/14/18  
Date

Sheila Edwards Lange  
President, Seattle Central College  
8/14/18  
Date

Rosie Rimando-chareunsap  
President, South Seattle College  
8/16/2018  
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.

<table>
<thead>
<tr>
<th>Personnel – verify all…</th>
<th>Doc Control</th>
<th>Sec 1</th>
<th>Sec 2</th>
<th>Sec 3</th>
<th>Sec 4</th>
<th>Sec 5</th>
<th>Sec 6</th>
<th>Sec 7</th>
<th>Appdx A–B</th>
<th>Appdx C–E</th>
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<tbody>
<tr>
<td>First and Last Names</td>
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<td>ICS (Incident Command System) Assignments</td>
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</tbody>
</table>

**Outside agencies contact information**
- Contact information, phone numbers

**Campus Structures/Infrastructure**
- New Buildings
- Buildings removed
- Building additions
- New/revised parking, driveways, roads
- Emergency phone locations and operation
- Notification systems updates
- Campus Alert System
- Additional first aid equipment (AEDs, EvacuChairs)
- Change to phone numbers (area code, prefix)
- Phone equipment/operation changes
- Emergency supplies

**Change in recommended safety practices**

**Inventory of Emergency Preparedness Items**

**Test links in document**

**Test phone & extension numbers in document**
<table>
<thead>
<tr>
<th>Nature of Change</th>
<th>Date of Change</th>
<th>Section(s) Affected</th>
<th>Changes Made By</th>
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<th>EMERGENCIES ON CAMPUS</th>
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<td>Bio Terrorism or Biological Danger ................................... 28</td>
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<td>Flooding ........................................................................... 31</td>
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<td>1.20</td>
<td>Utility Failures ................................................................... 33</td>
</tr>
<tr>
<td>1.21</td>
<td>Volcanic Eruption ............................................................. 33</td>
</tr>
</tbody>
</table>
Be aware.
Report anything suspicious to Campus Security

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

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

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

IF DIRECTED TO EVACUATE A BUILDING

YOU MUST COMPLY.

IN A CAMPUS EVACUATION AT:

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

❖ North Seattle College
  PEDESTRIANS head West on 95th or 97th to Licton Spring Park
  VEHICLES head North on College Way or West on 92nd

❖ South Seattle College
  PEDESTRIANS head to closest evacuation area, such as south field or sidewalk of 16th Avenue.
  VEHICLES head NORTH (TURN RIGHT) onto 16th Ave SW.
  ***** NO LEFT TURNS ONTO 16th AVE SW*****

❖ Siegal Service Center
  Head NORTH-EAST to Cal Anderson Park, Located just east of intersection Broadway and Pine Street.

DO NOT block driveways.
Emergency responders will need the driveways.
At all times, civilian vehicles
MUST yield to emergency vehicles
## 1.2 Personal Preparedness

<table>
<thead>
<tr>
<th><strong>On Campus</strong></th>
<th><strong>At Home</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Each person is strongly encouraged to:</td>
<td>When people have prepared at home, they are more apt to come to school focused, knowing their family's needs are met.</td>
</tr>
<tr>
<td>Provide for their own needs for 3 days. water, medications, walking shoes and socks.</td>
<td>Prepare to be &quot;on your own&quot; for seven days:</td>
</tr>
<tr>
<td>Sign up for Seattle Colleges Alerts: [<a href="https://www.get">https://www.get</a> rave.com/login/seattlecolleges](<a href="https://www.get">https://www.get</a> rave.com/login/seattlecolleges)</td>
<td></td>
</tr>
</tbody>
</table>
  - PLAN - where to go and how to reach family  
  - Be informed; KIRO 97.3 FM in Seattle area  
  - Consider: kids, the elderly, medications, pets  
  - 3-day kits for desk and car |
| Messages are sent when an emergency closes the campus or poses a safety concern. | **Home: 7-10 day Emergency Kit:** |
| **Participate in emergency drills**. Drills are generally held on the 11th day of each quarter, and participation is expected. |  
  - Water - one gallon per person, per day  
  - Plain bleach for water purification. Use rate and process recommended by CDC at [https://www.cdc.gov/](https://www.cdc.gov/) (generally, ¼ tsp bleach per 1 gallon water)  
  - Foods - ready to eat, single meal packaging  
  - Can opener  
  - First aid kit and medications  
  - Copies of ID, insurance papers  
  - Cash – include small bills/coins  
  - Radio, flashlights and fresh batteries  
  - Soap, toothpaste, toothbrush, toilet paper, baby wipes, diapers, feminine hygiene  
  - Garbage bags, shovel, plastic bags  
  - Sturdy shoes, socks, extra clothing, gloves  
  - Shelter: tent, tarp, rope, axe, duct tape  
  - Bedding or sleeping bags  
  - Camp stove, BBQ *DO NOT USE INDOORS*  
  - Toys, games, deck of cards, books, dominos  
  - Store your supplies in containers you can evacuate  
  - Keep your gas tank at least ¼ full. (Gas stations can’t pump gas when the power is out.) |

### Call Campus Security

<table>
<thead>
<tr>
<th>Central / Siegal</th>
<th>(206) 934-5442</th>
</tr>
</thead>
<tbody>
<tr>
<td>North</td>
<td>(206) 934-3636</td>
</tr>
<tr>
<td>South</td>
<td>(206) 934-0911</td>
</tr>
<tr>
<td>SVI</td>
<td>(206) 934-4933</td>
</tr>
</tbody>
</table>

or use the Yellow Call Boxes and/or Blue Emergency Call Towers at your campus.

Specific locations of these devices are listed in Campus Maps SECTION 3.
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 – Midnight; Saturday 6am – 7pm.
SVI: M-F 7:00am-9:00pm; Sat-Sun 7:00am-7:00pm
WTC: M-F 5:00pm – 9:00pm

<table>
<thead>
<tr>
<th>Call SCC Campus Security</th>
<th>Use your Cell Phone</th>
<th>Use a Campus Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>(follow hours listed above, or call 911)</td>
<td>(206) 934-5442</td>
<td>Extension 5442</td>
</tr>
</tbody>
</table>

**Call NSC Campus Security**  
(afeter hours, call 911)  
(206) 934-3636  
Extension 3636

**Call SSC Campus Security**  
(after hours, call 911)  
(206) 934-0911  
Extension 911

**Call SVI Campus Security**  
(after hours, call 911)  
(206) 934-4933  
Extension 4933

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

- Clearly state the type of emergency (i.e. police, fire, medical).
- Clearly state your location, name and phone number.
- Follow the dispatcher’s instructions.
- **DO NOT HANG UP UNTIL INSTRUCTED BY DISPATCHER.**
### 1.4 First Aid, Automated Defibrillator (AED), Reporting Injuries

<table>
<thead>
<tr>
<th>For Basic First Aid</th>
<th>For Outside Medical Assistance</th>
<th>For Automated Defibrillator (AED)</th>
</tr>
</thead>
<tbody>
<tr>
<td>§ Call Security</td>
<td>§ Do not move the injured unless in a life-threatening situation.</td>
<td>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.</td>
</tr>
<tr>
<td>§ Stay with the injured until Security arrives.</td>
<td>§ Call 911</td>
<td>AED locations are indicated on Campus Maps, <em>Section 3.0</em>.</td>
</tr>
<tr>
<td>§ Individuals may provide first aid up to the level of their training.</td>
<td>§ Tell the dispatcher you are reporting a medical emergency and give your name, location, and phone number.</td>
<td></td>
</tr>
<tr>
<td>§ Security gives basic first aid and/or seeks additional treatment.</td>
<td>§ Do not hang up until instructed.</td>
<td>Call Campus Security if an AED is needed or used</td>
</tr>
<tr>
<td></td>
<td>§ Call Campus Security to expect emergency vehicles.</td>
<td>✓ (206) 934-5442 Central / Siegal</td>
</tr>
<tr>
<td></td>
<td>§ Stay with the injured and keep them calm until help arrives.</td>
<td>✓ (206) 934-3636 North</td>
</tr>
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<td>✓ (206) 934-0911 South</td>
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<tr>
<td></td>
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<td>✓ (206) 934-4933 SVI</td>
</tr>
</tbody>
</table>

### Reporting On-Campus EMPLOYEE Accidents / Injuries
- Notify your supervisor as soon as possible.
- Complete an Accidental Injury Report within two working days and send to your supervisor and the Campus.

### Reporting On-Campus STUDENT Accidents / Injuries
- Notify the VP of Student Services.
- Complete an Accidental Injury Report form as soon as possible and forward to the Campus Security Director.

**Employee Health and Safety Form –**

**NOTE:**

Please see Section 5 of this document for a copy of Seattle Colleges’ Employee Health and Safety Form and instructions for completion.
### 1.5 Armed Intruder / Weapon Threat

<table>
<thead>
<tr>
<th>Overview</th>
<th>Every situation is different. Trust your judgment. <strong>Your own safety is your top priority!</strong></th>
</tr>
</thead>
</table>
| Guidelines | - Stay calm / keep thinking.  
- Put distance between yourself and the intruder.  
- Call 911; report what you can about the intruder and his/her location.  
**NOTE: AS A LAST RESORT**, you may need to physically confront an armed intruder. (see video). [http://www.youtube.com/watch?v=5VcSwejU2D0](http://www.youtube.com/watch?v=5VcSwejU2D0) |

<table>
<thead>
<tr>
<th>Imminent Violence</th>
<th>Dealing with Threatening People</th>
<th>You Need Help but Can’t Speak Freely</th>
</tr>
</thead>
</table>
| - If you hear gunshots or see an armed person, run away. Those near a shooter are in the most danger.  
- If you cannot flee, isolate yourself. Close, lock and barricade doors, close blinds, silence cell phones, stay quiet and away from windows.  
- **Call 911 if you can.** Follow law enforcement instructions. DO NOT come out until notified by law enforcement.  
- Notify others via email/text, of what you know – **DO NOT SPECULATE.** | - Remain calm. Be cooperative and patient. Time is on your side.  
- Offer to listen. DO NOT judge or argue. Treat their concerns as important. A person in crisis responds best to someone who is listening, respectful and non-threatening.  
- Use relaxed and confident body language; arms at sides, DO NOT cross legs or clench fists.  
- Allow the hostile person his or her personal space (at least 3 feet).  
- If standing, stand at an angle to the individual, not face-to-face.  
- Keep your hands in plain view, preferably at your sides – and OPEN.  
- Avoid aggressive hand gestures or physical contact.  
- Maintain polite eye contact. Use a low, soft, **slow** voice. Ask/tell the person before you move.  
- Be **truthful** - to lose credibility is dangerous. Assure them you will do all you can to resolve his/her grievances.  
- Ask them to suggest a solution. A person will be more accepting of a solution that they helped develop.  
- Look for a “Win-Win” outcome. Retaining dignity is critical.  
- Be observant. Note the type and number of weapons, state of mind, what was said, and where you are. If you are released or escape, this information will be needed by police. | Use of a **code phrase** can let Campus Security know that help is needed.  
**Ask your supervisor for the code phrase.** It is not published.  
Call Campus Security  
Use the code phrase. When Campus Security hears it, they will ask you “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 is wearing.  
- Gender, height and weight.  
- Anything unique to the individual (tattoos, hair color, facial hair).  
- Types of weapons.  
- Direction of travel or building entered. |
### 1.6 Shelter in Place / Lockdown

If you hear gun shots or receive a ‘Lockdown’ notification:

<table>
<thead>
<tr>
<th>In a classroom or office</th>
<th>Open Spaces</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STAY THERE.</strong> Secure the door. If the door doesn’t lock and opens in, a door wedge should be driven under the door as hard as you can, or use heavy furniture to barricade the door. If the door has a window, cover it with anything available. Depending on the shooter’s location, consider exiting through windows. Have someone watch the door as you get as many students out ground floor windows as calmly and quietly as possible. If no Law enforcement are on scene, move well away from the incident and find safe cover positions and wait for the police to arrive.</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>If the windows do not open; break them BUT if you are not on a ground floor, get out of sight and stay low and quiet. When officers arrive, move toward police; keeping hands on top of their head. Follow the directions of the police. Do not leave the area entirely; you may have information that responding police officers will need. Once safe, stay put.</td>
<td></td>
</tr>
<tr>
<td>In <strong>large rooms or auditoriums</strong> If in a gym or theater area and the shooter is not present, move to and out external exits and move toward police while keeping your hands on your head. Do what the police tell you!</td>
<td></td>
</tr>
</tbody>
</table>

**In hallways or corridors**

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

**Trapped with the shooter**

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

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

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

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

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

Overview

“Bombs can be made to look like almost anything.”
“The probability of finding a bomb that looks like a bomb is low.”

“The only common denominator between bombs is that they are designed and intended to explode.”

Bureau of Alcohol, Tobacco & Firearms

Suspicious Packages

IF YOU THINK AN ITEM MAY BE A BOMB… DO NOT MOVE IT!

• Calmly notify others in the area and evacuate.

DO NOT PULL FIRE ALARMS. > Either could set off a bomb.

DO NOT PULL FIRE ALARMS. >

• Call 911

• Call 911

DO NOT PULL FIRE ALARMS. >

DO NOT USE CELL PHONES. >

• Call 911

• State the location of the suspicious item, your name, location and phone number.

• DO NOT hang up until told to do so.

• Call Campus Security
  ❖ (206) 934-5442 Central / Siegal
  ❖ (206) 934-3636 North
  ❖ (206) 934-0911 South
  ❖ (206) 934-4933 SVI

Tell them 911 was called and emergency personnel are en route. Ask Security to assist with the evacuation.

• Return ONLY after the “All Clear” notice.

1.8 Bomb Threats

Overview

Take ALL bomb threats seriously

Bomb threats can be delivered in-person, by telephone, or in writing

Most threats come by phone.

The most dangerous threats are in-person.

In-Person Bomb Threat

The person may be unstable or delusional.

If you receive a bomb threat:

• Remain calm.

• DO NOT approach the individual. Never get close enough be used as a hostage.

• Try to separate the individual from others.

• Tell someone specific to call 911 first and then Campus Security

• Be calm.

• Try to get the individual to talk.

• Ask questions about the bomb, its location, and description.

• Let law enforcement replace you as negotiator.

• When you are replaced, debrief with police.

• Immediately write down everything you remember.

• Remain available to law enforcement.

Telephone Bomb Threat

• Remain calm.

• If you can, ask the questions on the next page; keep them talking.

• 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

<table>
<thead>
<tr>
<th>Toxic Gas Release</th>
<th>Campus Operations</th>
<th>Personal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>If toxic chemicals are released, outside air may be hazardous.</td>
<td>• College officials will contact local authorities.</td>
<td>• Take shelter.</td>
</tr>
<tr>
<td></td>
<td>• Campus Facilities will turn off ventilation systems.</td>
<td>• Close doors and windows.</td>
</tr>
</tbody>
</table>

### Assumptions

- **High-risk** incidents are when human blood or body fluid contacts the mouth, nose, or broken skin.
- **Assume high-risk exposure is infectious.**

- Immediately and thoroughly wash the site with soap and water, or flush eyes and mucus membranes with water or saline for 15 minutes.
- Report the incident to your supervisor.
- Notify Campus Security
  - (206) 934-5442 Central / Siegal
  - (206) 934-3636 North
  - (206) 934-0911 South
  - (206) 934-4933 SVI

- Exposed individuals may be taken to Harborview Medical Center, 325 9th Ave. Seattle, 98104; (206) 744-3000, or the nearest medical facility to receive treatment and/or preventative therapy.

- If you are unsure of what to do, call Harborview Medical Center (206) 744-3000.

## 1.10 Blood Borne Pathogens

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

### High Risk / Low Risk / Cleanup of Body Fluids

- **High Risk**
  - Contact with these body fluids is **not high risk unless there is visible blood:**
    - semen
    - feces
    - nasal secretions
    - sweat
    - spit
    - tears
    - urine
    - vomit

- **Low Risk**

- **Cleanup of Body Fluids**
  - If the contamination is on campus, contact **Environmental Health & Safety**
    - (206) 934-2904 Central
    - (206) 934-3636 North
    - (206) 934-7966 South
  - or custodial staff.
    - (206) 934-2904 SVI
    - (206) 934-3823 Central
    - (206) 934-3633 North
    - (206) 934-6431 South
    - (206) 934-4933 SVI

- To clean up body fluids yourself, use a solution that is 10 percent bleach and 90 percent water.
- Double-bag contaminated items and label the bag “biohazard.”
- Report the incident and location of the bag to **Environmental Health & Safety or Campus Facilities.**

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

<table>
<thead>
<tr>
<th>Seattle (Denny Way)</th>
<th>Seattle (Northgate)</th>
<th>Tukwila</th>
<th>West Seattle Family Medicine</th>
</tr>
</thead>
<tbody>
<tr>
<td>US Healthworks-Denny</td>
<td>US Healthworks-Northgate 8313 Aurora Ave N</td>
<td>US Healthworks-Tukwila 200 Andover E</td>
<td>Mon–Fri 7:30 am–7:00 pm</td>
</tr>
<tr>
<td>1151 Denny Way</td>
<td>Seattle, WA 98103 (206) 784-0737</td>
<td>Tukwila, WA 98188 (206) 575-3136</td>
<td>Sat 9am-5pm, closed Sun</td>
</tr>
<tr>
<td>Seattle, WA 98109 (206) 682-7418</td>
<td></td>
<td></td>
<td>4744 41st Ave SW, #101</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Seattle, WA 98116 (206) 933-1041</td>
</tr>
</tbody>
</table>
### 1.11 Communications / Data [MAJOR Outages]

<table>
<thead>
<tr>
<th>Impact</th>
<th>Reporting</th>
<th>Restoring Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major communication outages hinder College operations.</td>
<td>Contact the Campus Help Desk for any communication outage, including</td>
<td>During a MAJOR communication outage, the Directors of IT make a plan and inform Campus of restoration timeline.</td>
</tr>
<tr>
<td></td>
<td>• Outages that directly affect public safety.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Telephone or Data Outages that impact service to an entire building.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>◆ (206) 934-6333 Central</td>
<td></td>
</tr>
<tr>
<td></td>
<td>◆ (206) 934-3630 North</td>
<td></td>
</tr>
<tr>
<td></td>
<td>◆ (206) 934-5844 South</td>
<td></td>
</tr>
<tr>
<td></td>
<td>◆ (206) 934-4450 SVI</td>
<td></td>
</tr>
<tr>
<td></td>
<td>◆ (206) 934-4128 Siegal</td>
<td></td>
</tr>
</tbody>
</table>

### 1.12 Demonstrations, Marches & Protests

<table>
<thead>
<tr>
<th>College Policy</th>
<th>Peaceful</th>
<th>Disruptive/Destructive</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstrations that do not restrict pedestrian traffic or disrupt education are allowed in the following campus locations:</td>
<td>• Notify the President.</td>
<td>• Notify Campus Security</td>
</tr>
<tr>
<td>South: Clock Tower Plaza.</td>
<td>• Campus Security monitors for vandalism or signs of escalation.</td>
<td>◆ (206) 934-5442 Central / Siegal</td>
</tr>
<tr>
<td>North: Courtyard Plaza</td>
<td>• Campus Security contacts Seattle Police if needed.</td>
<td>◆ (206) 934-3636 North</td>
</tr>
<tr>
<td>Central: Grounds/Outdoor spaces</td>
<td>• Preplanned demonstrations may have law enforcement presence.</td>
<td>◆ (206) 934-0911 South</td>
</tr>
<tr>
<td></td>
<td></td>
<td>◆ (206) 934-4933 SVI</td>
</tr>
<tr>
<td></td>
<td>• Note individuals acting out (clothing, physical description, and activity engaged in).</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Campus Security will contact police if needed.</td>
<td></td>
</tr>
</tbody>
</table>
### 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.

<table>
<thead>
<tr>
<th>INDOORS</th>
<th>OUTDOORS</th>
<th>If asked to evacuate, YOU MUST COMPLY.</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Take cover under or next to solid furniture or against an inside wall and hold on.</td>
<td>• If outdoors - stay outdoors and move away from buildings, trees, and utility wires.</td>
<td>Follow evacuation procedures:</td>
</tr>
<tr>
<td>• Avoid areas where glass, pictures, or bookcases could fall.</td>
<td>• Once in the clear, <strong>sit down</strong> until the shaking stops.</td>
<td>• Walk; DO NOT run, to the nearest exit.</td>
</tr>
<tr>
<td>• <strong>DO NOT stand in doorways.</strong></td>
<td></td>
<td>• <strong>DO NOT USE ELEVATORS.</strong></td>
</tr>
<tr>
<td>• If inside - stay inside. When the shaking stops, then evacuate.</td>
<td></td>
<td>• Assist disabled or injured persons.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Go to an Evacuation Area.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Notify Campus Security about disabled or injured people still inside.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• DO NOT reenter the buildings until they are declared safe.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• If you must leave campus via vehicle, <strong>DO NOT block driveways.</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><em>Emergency responders will need the driveways.</em></td>
</tr>
<tr>
<td></td>
<td></td>
<td>*At all times, civilian vehicles <strong>MUST yield to emergency vehicles.</strong></td>
</tr>
</tbody>
</table>

### 1.14 Epidemic / Outbreak

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

For TB information and reporting, call 206 744 4579
For HIV/ AIDS Epidemiology, call 206 296 4645
Other communicable diseases, call 206 296 4774

<table>
<thead>
<tr>
<th>Campus Operations</th>
<th>Personal Precautions</th>
</tr>
</thead>
<tbody>
<tr>
<td>• The College’s decision to remain open depends on the timing and severity of the outbreak. South will coordinate with the local Health Department.</td>
<td>• Avoid crowds/ large groups of people.</td>
</tr>
<tr>
<td>• The College may cancel events.</td>
<td>• Use hand sanitizer after touching common surfaces such as handrails or door knobs.</td>
</tr>
<tr>
<td>• If the College closes, it could be closed several months. The Financial/ Administrative Section Chief will determine how to pay staff.</td>
<td>• Wash hands often.</td>
</tr>
<tr>
<td>• If a regional/national outbreak occurs, non-essential staff may be furloughed. The Incident Commander makes the decision whether to downsize.</td>
<td>• DO NOT share equipment such as phones or keyboards unless first sanitized with disinfectant spray such as Lysol.</td>
</tr>
<tr>
<td></td>
<td>• Consider wearing a mask that covers your nose and mouth when out in public.</td>
</tr>
<tr>
<td></td>
<td>• Prepare all food at home, wash or sanitize hands before eating or smoking.</td>
</tr>
</tbody>
</table>
1.15 **Fires – RACE - R escue, A larm, C ontain, E xtinguish**

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

*Always evacuate immediately when you hear the fire alarm.*

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

<table>
<thead>
<tr>
<th>If you discover fire and/or smoke</th>
<th>If you become trapped</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Activate the fire alarm.</td>
<td>- If possible, call 911</td>
</tr>
<tr>
<td>- Start evacuation procedures and call 911</td>
<td>- Tell the dispatcher you are in a fire. Give your name, location (building, floor, room number), and your phone number.</td>
</tr>
<tr>
<td>- Start evacuation procedures and call 911</td>
<td>- DO NOT hang up until told to do so.</td>
</tr>
<tr>
<td>- DO NOT stop for personal belongings or records.</td>
<td>- If near a window, open/break it and place some clothing out the window as a signal.</td>
</tr>
<tr>
<td>- DO NOT walk in smoke. Instead, <strong>crawl</strong> to the nearest exit.</td>
<td>- Stay near the floor and cover your nose with clothing to breathe the best air.</td>
</tr>
<tr>
<td>- Cover your nose with clothing to avoid inhaling smoke</td>
<td>- DO NOT open a door if smoke is coming in around it or it feels hot.</td>
</tr>
<tr>
<td>- DO NOT use elevators – use the stairs!</td>
<td>- Shout or blow a whistle to give emergency personnel your location.</td>
</tr>
<tr>
<td>- Assist disabled persons out of the building or to a stairwell landing.</td>
<td></td>
</tr>
<tr>
<td>- Assist disabled persons out of the building or to a stairwell landing.</td>
<td></td>
</tr>
<tr>
<td>- Isolate the fire by closing doors; but DO NOT LOCK DOORS.</td>
<td></td>
</tr>
<tr>
<td>- Evacuate to a safe area away from the building.</td>
<td></td>
</tr>
<tr>
<td>- Give the location of people left inside to emergency responders</td>
<td></td>
</tr>
<tr>
<td>- 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.</td>
<td></td>
</tr>
<tr>
<td>- Remember PASS, Pull pin, Aim nozzle, Spray, Sweep sideways</td>
<td></td>
</tr>
<tr>
<td>- The Incident Commander or Campus Security will announce an “All Clear” when the building is safe to re-enter.</td>
<td></td>
</tr>
</tbody>
</table>

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

1.16 **Flooding**

<table>
<thead>
<tr>
<th>Before a flood</th>
<th>During or after heavy rains</th>
<th>After a flood</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Know if you are in a flood-prone area.</td>
<td>- Listen to the news for information and instructions.</td>
<td>- Listen to the news for instructions.</td>
</tr>
<tr>
<td>- Have emergency supplies.</td>
<td>- 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.</td>
<td>- Report broken utility lines or other hazards to campus Incident Command, Public Safety, or Facilities</td>
</tr>
<tr>
<td>- Keep a portable, battery-operated radio and flashlight.</td>
<td>- Be wary of electric wires and falling or fallen objects.</td>
<td>- Locate usable entrances if swollen doors, buckled floors or mud prevent some doors from being used.</td>
</tr>
<tr>
<td>- Learn your flood evacuation routes and the location of high ground.</td>
<td>- DO NOT drive in flooded areas.</td>
<td>- Water may be contaminated. <strong>Listen to the radio for instructions about purifying tap water.</strong></td>
</tr>
</tbody>
</table>

*6 inches of water can float a car*

*Moving water, even 6 inches deep, can sweep you off your feet.*
1.17 Hazardous Materials / Spill / Exposure

<table>
<thead>
<tr>
<th>Solids &amp; Dusts</th>
<th>Chemical Spills &amp; Releases</th>
<th>Chemical Odor</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you encounter an unknown dust or solid material, do not disturb it.</td>
<td>If the substance is an immediate danger to building occupants, take these steps:</td>
<td>If an employee smells a chemical odor such as solvent or natural gas:</td>
</tr>
<tr>
<td>• Confine particles by shutting the door(s).</td>
<td>• Confine the substance by shutting the door(s) or closing the supply valve(s), i.e. gas shutoff valve for a gas leak.</td>
<td>• Call Environmental Health &amp; Safety (206) 934-7966 South (206) 934-3636 North (206) 934-2904 Central (206) 934-4933 SVI</td>
</tr>
<tr>
<td>• Call Environmental Health &amp; Safety or Facilities. They will organize substance testing and removal.</td>
<td>• Call Environmental Health &amp; Safety (206) 934-7966 South (206) 934-3636 North (206) 934-2904 Central (206) 934-4933 SVI</td>
<td>• EHS will assess the situation and clean-up if the spill is within our capabilities.</td>
</tr>
<tr>
<td>(206) 934-7966 South (206) 934-3636 North (206) 934-2904 Central (206) 934-4933 SVI</td>
<td>(206) 934-7966 South (206) 934-3636 North (206) 934-2904 Central (206) 934-4933 SVI</td>
<td>• If the spill is beyond our capabilities, a phone call to 911 will alert the Hazardous Materials Emergency Response Team from Seattle Fire Department.</td>
</tr>
<tr>
<td>• Alert others in the area of the hazard</td>
<td>• Alert others in the area of the hazard</td>
<td>• If necessary, campus security and building monitors will evacuate the area and establish a safe perimeter.</td>
</tr>
<tr>
<td>• Evacuate the area.</td>
<td>• Evacuate the area.</td>
<td>• Return to the building ONLY after campus security issues an “All Clear” notification.</td>
</tr>
<tr>
<td>• Campus Security and building monitors will evacuate the area and establish a safe perimeter</td>
<td>• Campus Security and building monitors will evacuate the area and establish a safe perimeter.</td>
<td>• Campus Security and building monitors will evacuate the area and establish a safe perimeter.</td>
</tr>
<tr>
<td>• Return to the evacuated building ONLY after campus security issues an “All Clear” notification.</td>
<td>• Say you are reporting a chemical spill/release and the:</td>
<td>• Return to the building ONLY after campus security issues an “All Clear” notification.</td>
</tr>
<tr>
<td></td>
<td>□ name of material (if known)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ location of the spill or release</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ extent of contamination (i.e. water system, air handling system)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ quantity (if known)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ appearance &amp; characteristics (i.e. solid, liquid, gas, odor, color)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ injuries</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ your name, location, phone number</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ If needed, a Hazardous Materials Emergency Response Team from the Seattle Fire Department will be alerted and, a chemical cleanup company called.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Return to the evacuated building ONLY after campus security issues an “All Clear” notification.</td>
<td></td>
</tr>
</tbody>
</table>

1.18 Inclement Weather / Campus Closures

<table>
<thead>
<tr>
<th>Policy</th>
<th>College Closure Notifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seattle Colleges makes every attempt to operate</td>
<td>When weather is too severe for normal College operation:</td>
</tr>
<tr>
<td></td>
<td>• The President decides whether the College will be closed or start late.</td>
</tr>
<tr>
<td></td>
<td>• Announcements are made on local radio and television, campus websites, campus telephones and voicemail. Notification will be sent by email and by text and voicemail to those registered to receive alerts. Sign up at <a href="https://www.get">https://www.get</a> rave.com/login/seattlecolleges</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Electrical Outage</th>
<th>Plumbing Problem</th>
<th>Elevator Failure</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Call Campus Facilities (206) 934-3823 <strong>Central</strong> (206) 934-3633 <strong>North</strong> (206) 934-5385 <strong>South</strong> (206) 934-4966 <strong>SVI</strong> • State which building(s) are affected. • State what you saw or heard before the outage. • Turn off computers and other electrical equipment. • Treat downed power lines as live wires. • DO NOT TOUCH any wires. • Keep other people away from wires.</td>
<td>• Call Facilities during the day. (206) 934-3823 <strong>Central</strong> (206) 934-3633 <strong>North</strong> (206) 934-5385 <strong>South</strong> (206) 934-4966 <strong>SVI</strong> • In the evening, call custodians at (206) 934-3823 <strong>Central</strong> (206) 934-3633 <strong>North</strong> (206) 934-5320 <strong>South</strong> (206) 934-4933 <strong>SVI</strong></td>
<td>Campus elevators are serviced and inspected regularly. <strong>If you are trapped in an elevator:</strong> • 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. • DO NOT ATTEMPT TO CLIMB OUT. The elevator can resume operation at any time. • Power to the elevator will be shut off if a rescue attempt is necessary. • Facilities will call the repair company.</td>
</tr>
<tr>
<td><strong>REMEMBER: ELECTRICAL EQUIPMENT IS DANGEROUS IN WET AREAS.</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 1.21 Volcanic Eruption

<table>
<thead>
<tr>
<th>Volcanic Ash</th>
<th>Campus Operations</th>
<th>Personal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Our colleges could be affected by ash from a volcano.</td>
<td>• Facilities may shut down HVAC systems.</td>
<td>• Close all doors and windows. • Avoid going outside. If you must go outside, use a mask or damp towel to • Avoid driving.</td>
</tr>
</tbody>
</table>
INTENTIONALY BLANK
## 2.0 EVACUATION PLANS

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<th>Description</th>
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<td>Disability Guidelines</td>
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</table>
INTENTIONALLY BLANK
2.1 Evacuation Plan - Overview

IF DIRECTED TO EVACUATE
YOU MUST COMPLY

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

IN A CAMPUS EVACUATION AT:

- **Seattle Central College**
  **Head EAST to Cal Anderson Park,** Located just east of intersection Broadway & Pine Street.

- **North Seattle College**
  **PEDESTRIANS head West on 95th or 97th to Licton Spring Park**
  **VEHICLES head North on College Way or West on 92nd**

- **South Seattle College**
  **PEDESTRIANS head to closest evacuation area, such as south field or sidewalk of 16th Avenue.**
  **VEHICLES head NORTH (TURN RIGHT) onto 16th Ave SW.**
  ******* NO LEFT TURNS ONTO 16th AVE SW*****

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

**DO NOT BLOCK DRIVEWAYS.**

*Emergency responders will need the driveways.*

*At all times, civilian vehicles MUST yield to emergency vehicles.*
2.2 Building Monitors

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

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

<table>
<thead>
<tr>
<th>South Main Campus - Buildings</th>
<th>Building Monitor Primary</th>
<th>Building Monitor Secondary</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMT Aviation Maintenance</td>
<td>Mary Lynch</td>
<td>Kim Alexander</td>
</tr>
<tr>
<td>AUT Auto Technology</td>
<td>Doug Clapper</td>
<td>Todd Jones</td>
</tr>
<tr>
<td>AVT Aviation Composite Lab</td>
<td>Mary Lynch</td>
<td></td>
</tr>
<tr>
<td>CAB Culinary Arts Building</td>
<td>Mary Gaston</td>
<td>Talitha Terry</td>
</tr>
<tr>
<td>CAH Cascade Hall</td>
<td>Rebecca Yedlin</td>
<td></td>
</tr>
<tr>
<td>CCC Child Care Center</td>
<td>Lisa Sever</td>
<td>Mariela Davila</td>
</tr>
<tr>
<td>CEC Chan Education Center</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HDM Heavy Diesel Machine</td>
<td>Jeremie Pitts</td>
<td></td>
</tr>
<tr>
<td>JMB Jerry Brockey Building</td>
<td>Colby Keene</td>
<td></td>
</tr>
<tr>
<td>LHO Landscape Horticulture</td>
<td>Sara Skamser</td>
<td>Patricia Naylor</td>
</tr>
<tr>
<td>LIB Library</td>
<td>Randy Nelson</td>
<td>Christa Colouzis</td>
</tr>
<tr>
<td>MPB Multi Purpose Building</td>
<td>Phyllis Gorton</td>
<td></td>
</tr>
<tr>
<td>NWA Northwest Wine Academy</td>
<td>Jane Rockhold</td>
<td>Elizabeth Pluhta</td>
</tr>
<tr>
<td>OLY Olympic Hall</td>
<td>Camille Stempowski</td>
<td>Kathleen Kent</td>
</tr>
<tr>
<td>PBA Pastry &amp; Baking Arts</td>
<td>Chris Harris</td>
<td></td>
</tr>
<tr>
<td>RAH Rainer Hall</td>
<td>Kate Holub</td>
<td>Pedro Reyes</td>
</tr>
<tr>
<td>RSB (NE) Robert Smith Building (NE)</td>
<td>Rob’n Lewis</td>
<td>Lily Allen</td>
</tr>
<tr>
<td>RSB (SW) Robert Smith Building (SW)</td>
<td>Joyce Allen</td>
<td>Arnie Reed</td>
</tr>
<tr>
<td>RSB (W) Robert Smith Building (W)</td>
<td>Danisha Rawlings</td>
<td>Wendy Nagasawa</td>
</tr>
<tr>
<td>TEC Technology Center</td>
<td>Duncan Burgess</td>
<td></td>
</tr>
<tr>
<td>UNI University Center</td>
<td>Aimee Goodwin</td>
<td>Sandy Long</td>
</tr>
<tr>
<td>WFB Welding Fabrication Building</td>
<td>Ricky Baker</td>
<td>Doug Rupik</td>
</tr>
<tr>
<td>Georgetown Campus</td>
<td>Building Monitor Primary</td>
<td>Building Monitor Secondary</td>
</tr>
<tr>
<td>-------------------</td>
<td>--------------------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>Building A</td>
<td>Rich Babcock</td>
<td>Joe Hannan</td>
</tr>
<tr>
<td>Building B</td>
<td>Anita Sheer</td>
<td>Miya Cohen Sieg</td>
</tr>
<tr>
<td>Building C</td>
<td>Betsy McConnell-Guiterrez</td>
<td></td>
</tr>
<tr>
<td>Building D</td>
<td>Lee West</td>
<td></td>
</tr>
<tr>
<td>Building E</td>
<td>Eric Palmer</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NORTH CAMPUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>North Buildings</td>
</tr>
<tr>
<td>College Center Building</td>
</tr>
<tr>
<td>3 story building</td>
</tr>
<tr>
<td>Library Building</td>
</tr>
<tr>
<td>3 story building</td>
</tr>
<tr>
<td>Instructional Building</td>
</tr>
<tr>
<td>3 story building</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Art &amp; Science</td>
</tr>
<tr>
<td>1 story building</td>
</tr>
<tr>
<td>Wellness Center</td>
</tr>
<tr>
<td>2 story building</td>
</tr>
<tr>
<td>Education Building</td>
</tr>
<tr>
<td>3 story building</td>
</tr>
<tr>
<td>Health Sciences Student Resources building</td>
</tr>
<tr>
<td>2 story building</td>
</tr>
<tr>
<td>Opportunity Center Employment &amp; Education</td>
</tr>
<tr>
<td>2 story building</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
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<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Central Main Campus - Buildings</td>
</tr>
<tr>
<td>--------------------------------</td>
</tr>
<tr>
<td>Ashuraliev, Jakhongir Braxton, Cheryl Cain, Taylor Carter, Paul Croon, Paul Ellis, Diane Harrington, Ed Le, The Leong, Thu-cuc Nguyen, Hoat Nguyen, Hoat Othman, Hisham Patterson, Jennifer Solak, Walter Tjok, Lina Tokheim, Susan Williamson, Orson Yao, Yao</td>
</tr>
<tr>
<td>SVI Campus</td>
</tr>
<tr>
<td>Maureen Shadair</td>
</tr>
<tr>
<td>WCC</td>
</tr>
<tr>
<td>Chris Sullivan</td>
</tr>
<tr>
<td>SMA</td>
</tr>
<tr>
<td>Sara Scherer</td>
</tr>
<tr>
<td>Allied Health</td>
</tr>
<tr>
<td>David Gourd</td>
</tr>
<tr>
<td>Siegel Center</td>
</tr>
<tr>
<td>David Stephens Daniel Cordas Brian Tou Susan Engel</td>
</tr>
</tbody>
</table>
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** evacuahirs 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

- **Siegal's** evacuahirs are stored in:
  - 2nd floor mail/copy room, on the south wall

- **North's** evacuahirs are stored in:
  - IB (Instruction Building) 2323 Lounge
  - CC (College Center) 3347 Lounge

- **Central's** evacuahirs 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](http://www.wikihow.com/Carry-an-Injured-Person-Using-Two-People)

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

- Leave the manual wheelchair behind; and carry them (see instructions above in 2) or,
- Carry the person while they sit in their manual wheelchair.

At least four strong people are needed to do this.
### 2.4 Evacuating People with Vision Loss

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

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

### 2.5 Evacuating People who are Deaf or Hearing Impaired

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

### 2.6 Evacuating People with Respiratory Illnesses

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

### 2.7 Disability Guidelines

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

- **Students can** contact Disability Support Services  
  **South:** (206) 934-5137  
  Rose.kolovrat@seattlecolleges.edu  
  **North** (206) 934-3858  
  Grace.Sakuma@seattlecolleges.edu  
  **Central / SVI** (206) 934-4183  
  DSS.Central@seattlecolleges.edu

- **Employees can** contact Human Resources  
  **South:** (206) 934-6415  
  Linda.manning@seattlecolleges.edu  
  **North** (206) 934-7792  
  Jennifer.Dixon@seattlecolleges.edu  
  **Central / SVI** (206) 934-4017  
  Christina.M.Nelson@seattlecolleges.edu
<table>
<thead>
<tr>
<th>3.0 Campus Maps and Evacuation Assembly Areas</th>
</tr>
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<td>3.2 North Seattle College ........................................ 47</td>
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<td>3.3 South Seattle College ......................................... 48</td>
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<td>3.4 SVI ................................................................... 49</td>
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<td>3.5 Siegal Service Center ......................................... 50</td>
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</tbody>
</table>
3.1 Campus Maps – Seattle Central College
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

EMERGENCY Phone, Defibrillator and Evacuation Locations

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.

Civilian vehicles MUST yield to emergency vehicles

AED Locations
CEC102 Chan Education center
MPB In fitness center
TEC Tech center room 140
JMB Jerry Brocey center staff lounge filing cabinet) AND student life copier room

Legend:
- Emergency phone
- Emergency phone with broadcast capabilities
- Emergency evacuation area
- Automated external defibrillator

Buildings:
- ABR Auto Body Repair, #129
- AMT Aviation Maintenance Technology, #130
- AUT Automotive Technology, #127
- AVT Aviation Technology, #141
- CAB Culinary Arts Building, #123
- CAH Cascade Hall, #160
- CCC Child Care Center, #148
- CEC Chan Education Center, #156
- CSS Campus Service Shop, #133
- EPT Emergency Preparedness Trailer
- GND Grounds, #142
- HDM Heavy Duty Diesel, #128
- JMB Jerry M Brocey Building, #147
- LGH Landscape Hort. Greenhouse, #142
- LHO Landscape Hort. Classrooms, #151
- MPB Multi-Purpose Building, #144
- NWA Northwest Wine Academy, #143
- OLY Olympic Hall, #154
- PBA Pastry Lab, #139
- RSB Robert Smith Building, #125
- RAH Rainier Hall, #125
- TEC Technology Building, #146
- UNI University Center, #155
- WFB Welding Fabrication Building, #122

Emergency responser will need the driveaways.
3.4 Campus Maps – SVI
3.5 Campus Maps – Siegal Service Center

Siegal First Floor:
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<table>
<thead>
<tr>
<th>4.0</th>
<th>EMERGENCY NOTIFICATION PLAN (ENP)</th>
<th></th>
</tr>
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<td>Assumptions</td>
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<td>Types of Notification: Emergency, Timely Warning, Informational</td>
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<td>4.6</td>
<td>Emergency Message Templates – 140 Characters</td>
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</tbody>
</table>
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).

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

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

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

- As a result, the first person on the scene is the Incident Commander (IC) with authority
to initiate emergency notification. An emergency notification is issued when a threat
requires action to be taken on campus. Typically, Campus Security arrives first and
determines the need for emergency notification. When necessary, Campus Security
directs PIO personnel to send a notification based on the guidelines in this plan.

- The Public Information Officer (PIO) handles requests for information from the media.
In the event of an emergency, all official statements from the College will be made
by the PIO, President or his designee.

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

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

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

The media and the public want to know:

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

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

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

4.3 Assumptions

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

Regular testing ensures that systems operate as expected and people remember how to use them.
### 4.4 Types of Notification

<table>
<thead>
<tr>
<th>Emergency Notification</th>
<th>Timely Warning Notification</th>
<th>Informational Notification</th>
</tr>
</thead>
<tbody>
<tr>
<td>A situation that is an immediate threat that requires action to be taken on campus.</td>
<td>An incident that already occurred but is still an ongoing threat to the campus. (I.e. a &quot;Clery Act&quot; timely warning.)</td>
<td>Non-urgent safety information issued in the best interest of the campus community. Also, follow-up to previous incidents.</td>
</tr>
</tbody>
</table>

### An Emergency Notification is issued when a threat requires action to be taken on campus.

Seattle Colleges are committed to closing the communication loop. Whenever an emergency notification is sent, once the emergency is over, an "ALL CLEAR-Resume regular activities on campus" message will be sent.

Seattle Colleges notifies the campus community of Clery Act crimes as soon as possible. However, notification is delayed if Campus Security determines that issuing a warning compromises law enforcement efforts. (The Clery Act requires colleges with federal financial aid programs to disclose information about crime on and near their campuses.)

- Clery Act crimes:
  - Criminal homicide, including manslaughter
  - Sex offenses
  - Robbery
  - Aggravated assault
  - Burglary
  - Motor vehicle theft
  - Arson
  - Hate crimes (the above, and incidents of larceny/theft, simple assault, intimidation or property damage motivated by bias)

Whenever a Timely Warning is sent, an "ALL CLEAR" message is sent once danger is past.

### Main Communication Mode

<table>
<thead>
<tr>
<th>Main Communication Mode</th>
<th>Main Communication Mode</th>
<th>Main Communication Mode</th>
</tr>
</thead>
<tbody>
<tr>
<td>Text Alert, Phone Paging, Computer Pop-Ups, Emails, Outdoor PA</td>
<td>Emails</td>
<td>Emails</td>
</tr>
<tr>
<td>And, if appropriate</td>
<td>And, if appropriate</td>
<td>And, if appropriate</td>
</tr>
<tr>
<td>Social Media Website Reader boards</td>
<td>Social Media Website</td>
<td>Social Media Website</td>
</tr>
</tbody>
</table>
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:

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

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

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Message Content</th>
<th>Used /Avail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active Shooter</td>
<td>Campus - Shots fired near [BUILDING]. Lockdown.</td>
<td>40/100</td>
</tr>
<tr>
<td>All Clear</td>
<td>Campus - This is ‘All Clear’ notification. The event at [BUILDING] is over. ALL CLEAR.</td>
<td>89/60</td>
</tr>
<tr>
<td>Armed Intruder Weapon Threat</td>
<td>Campus - Person with gun near [BUILDING]. Lockdown.</td>
<td>46/94</td>
</tr>
<tr>
<td>Bio Terrorist Biological Disaster</td>
<td>Campus - Biological danger in/near [BUILDING]. Evacuate 300 feet. Avoid Area.</td>
<td>72/68</td>
</tr>
<tr>
<td>Bomb Threat</td>
<td>Campus - Bomb threat in [BUILDING]. Evacuate 300 feet. Avoid Area.</td>
<td>61/79</td>
</tr>
<tr>
<td>Custom</td>
<td>Campus - [Nature of incident] [LOCATION]. [Action]</td>
<td>up to 140</td>
</tr>
<tr>
<td>Demonstration/March/Protests</td>
<td>Campus - Demonstration/protest near [BUILDING]. Avoid Area.</td>
<td>49/91</td>
</tr>
<tr>
<td>Earthquake</td>
<td>Campus - Earthquake. Drop, cover and hold on.</td>
<td>40/100</td>
</tr>
<tr>
<td>Epidemic/Outbreak</td>
<td>Campus - [Nature of illness… swine flu, etc.] Classes cancelled. Campus closed.</td>
<td>37/103</td>
</tr>
<tr>
<td>Fire</td>
<td>Campus - Fire in/near [BUILDING]. Evacuate. Avoid Area.</td>
<td>41/99</td>
</tr>
<tr>
<td>Flooding</td>
<td>Campus - Flooding at [LOCATION]. Avoid Area.</td>
<td>29/111</td>
</tr>
<tr>
<td>Inclement Weather</td>
<td>Campus - [Nature of alert… snow, wind, etc.] Classes cancelled. Campus closed.</td>
<td>37/103</td>
</tr>
<tr>
<td>Major Outage/Utility Failure</td>
<td>Campus - Power out. Classes cancelled. Campus closed.</td>
<td>49/92</td>
</tr>
<tr>
<td>Physical Violence</td>
<td>Campus - [Fight/assault/attack] near [BUILDING]. Avoid Area.</td>
<td>22/118</td>
</tr>
<tr>
<td>Police Activity/Investigation</td>
<td>Campus - Police activity near [LOCATION]. AVOID THE AREA.</td>
<td>42/98</td>
</tr>
<tr>
<td>Test</td>
<td>Campus - Test: This is a test of the SC alert system. Thank you.</td>
<td>61/79</td>
</tr>
<tr>
<td>Volcanic Eruption</td>
<td>Campus - Volcanic eruption. Shelter in place.</td>
<td>36/104</td>
</tr>
</tbody>
</table>
INTENTIONALLY BLANK
<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.0</td>
<td>GENERAL INFORMATION</td>
<td></td>
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<td>5.3.10</td>
<td>Liaison Officer (LO)</td>
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<td>Planning Section Chief (PSC)</td>
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<td>Operations Section Chief (OPS)</td>
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<td>Logistics Section Chief (LSC)</td>
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<td>5.6.2 Records Survey</td>
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</tr>
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<td>5.6.3 Academic Survey</td>
<td>108</td>
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<td>5.7 Priority #4 – Business Continuity</td>
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</table>
MEDICAL EMERGENCIES

For minor injuries or illness, report to the Campus Security Office
(206) 934-5442 SCC/Siegel
(206) 934-3636 North
(206) 934-0911 South
(206) 934-4933 SVI

If the person is seriously injured:
1. Do not move them unless there is life-threatening danger (e.g., falling debris, fire, explosion)
2. In a life-threatening emergency, immediately dial (9+) 911, and request medical aid.
   - State the problem
   - Give your address and location in the building
   - Calmly provide the information requested by the 911 operator.
   - Do not hang up until instructed.

Do not hang up until instructed.
3. When you complete the 911 call, notify Campus Security, so they can guide the medical unit to the scene.
   - Tell Campus Security the problem, the location and that you have notified 911.
   - Provide as much information as possible.
4. Let the victim know help is on the way and keep them calm. If you are trained, give first aid.
5. Remain with the victim until Campus /Security or emergency crews arrive.
6. Victim should be asked to complete an accident report.

ACCIDENT REPORTS/PREVENTION PLANS

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

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

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

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

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

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

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

### INJURED PERSON

<table>
<thead>
<tr>
<th>Name: (Last, First, M.I.):</th>
<th>Address: (Local)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student ID #:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Email Address:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### ACCIDENT

Indicate the location of the incident you are reporting:

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

<table>
<thead>
<tr>
<th>Exact Location of Accident:</th>
<th>Name of Supervisor:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Area of Occurrence:

- Auditorium  
- Bathroom, shower  
- Cafeteria Kitchen  
- Classroom, study room  
- Corridor, hallway  
- Dressing or locker room  
- Grounds  
- Gymnasium  
- Student Center  
- Laboratory  
- Parking Lot  
- Shop Area  
- Stairs, ramps  
- Other:
**Details of Accident**

I am reporting a(n):

- [ ] Injury
- [ ] Work-Related Illness
- [ ] Near-miss
- [ ] Workplace Hazard

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

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

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

**School Insurance:** YES | NO  (circle one)
### Accidental Injury Report Form (continued)

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

![Body Diagram]

<table>
<thead>
<tr>
<th>Nature of Injury</th>
<th>Part of Body Injured</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amputation</td>
<td>Generalized</td>
</tr>
<tr>
<td>Dermatitis, infection</td>
<td>Neck</td>
</tr>
<tr>
<td>Heat exhaustion, Sunstroke</td>
<td>Spine</td>
</tr>
<tr>
<td>Shock, electrical</td>
<td>Shoulder</td>
</tr>
<tr>
<td>Bruise, contusion</td>
<td>Upper arm</td>
</tr>
<tr>
<td>Dislocation</td>
<td>Elbow</td>
</tr>
<tr>
<td>Shock, fainting</td>
<td>Forearm</td>
</tr>
<tr>
<td>Burn, scald</td>
<td>Wrist</td>
</tr>
<tr>
<td>Exposure, Frostbite</td>
<td>Hand right thumb</td>
</tr>
<tr>
<td>Internal injury</td>
<td>Finger</td>
</tr>
<tr>
<td>Sprains, strains</td>
<td>Hip</td>
</tr>
<tr>
<td>Concussion</td>
<td>Thigh</td>
</tr>
<tr>
<td>Fracture</td>
<td>Knee left</td>
</tr>
<tr>
<td>Poisoning, internal</td>
<td>Lower leg</td>
</tr>
<tr>
<td>Suffocation, drowning, strangulation</td>
<td>Ankle right</td>
</tr>
<tr>
<td>Cuts, open wounds</td>
<td>Foot</td>
</tr>
<tr>
<td>Foreign body</td>
<td>Toe</td>
</tr>
<tr>
<td>Rupture, hernia</td>
<td></td>
</tr>
</tbody>
</table>

- **Other, Specify**
**TREATMENT**

<table>
<thead>
<tr>
<th>Estimate of Severity</th>
<th>Emergency Care</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Minor</td>
<td>□ First Aid</td>
</tr>
<tr>
<td>□ Serious</td>
<td>□ Private Physician</td>
</tr>
<tr>
<td>□ Critical</td>
<td>□ Health Center</td>
</tr>
<tr>
<td>□ Fatal</td>
<td>□ Hospital, specify:</td>
</tr>
</tbody>
</table>

**Given by:** (Name and address)

**Will Injury Cause Absence from Work or Classes?**

**If so, for how long?**

**Patient Status**

<table>
<thead>
<tr>
<th>Non Patient</th>
</tr>
</thead>
<tbody>
<tr>
<td>Out Patient</td>
</tr>
<tr>
<td>Hospitalized</td>
</tr>
</tbody>
</table>

**This report submitted by:** (Please print)

**Date Submitted:**

**This report completed by:** (Please print)

**FOLLOW-UP**

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

<table>
<thead>
<tr>
<th>Overview</th>
<th>You Hear Yelling or Threats</th>
<th>You Witness a Fight or Physical Abuse</th>
</tr>
</thead>
<tbody>
<tr>
<td>Threat assessment saves lives. Evaluation of intent, motive, and ability determines risk level. After threat validation, a strategy is developed to defuse risk.</td>
<td>▪ DO NOT ignore. ▪ Interrupt or get help. ▪ Knock and ask if everything is okay. ▪ If you are uncomfortable, get help. <strong>A call to Campus Security gets help quickly.</strong></td>
<td>▪ If you see a fight or physical abuse, DO NOT get physically involved. ▪ <strong>Contact Campus Security immediately.</strong> <strong>(206) 934-5442 SCC/Siegal</strong> <strong>(206) 934-3636 North</strong> <strong>(206) 934-0911 South</strong> <strong>(206) 934-4933 SVI</strong> ▪ Try to disperse onlookers and discourage others from getting involved. ▪ If in doubt, call 911</td>
</tr>
</tbody>
</table>

### BE SURE TO REPORT ALL INCIDENTS!

Be Aware.

Report anything suspicious to Campus Security

<table>
<thead>
<tr>
<th>THREATS</th>
<th>“RED FLAGS”</th>
<th>WHERE TO REPORT</th>
</tr>
</thead>
<tbody>
<tr>
<td>REPORT:</td>
<td>▪ Outrage over a college incident. ▪ Evidence of stalking behavior or research into the personal life of someone else. ▪ Obsessive desire to contact an employee or student. ▪ Belief someone owes money or affection. ▪ Belief an employee or student is someone else. ▪ References to: o public figures who were attacked o individuals who attacked public figures or committed violent acts o mental illness, psychiatric care, anti-psychotic medication, etc. o bodyguards, security, safety, etc. o death, suicide, weapons, violence, assassinations, acts of terrorism.</td>
<td><strong>IMMEDIATELY REPORT Threats or “Red Flags” to Campus Security</strong></td>
</tr>
</tbody>
</table>

If **students** are involved also contact:
▪ VP for Student Services **(206) 934-6946 or 5442 for SCC/Siegal** **(206) 934-3669 North** **(206) 934-6763 South** **(206) 934-4933 SVI**

If **campus employees** are involved contact:
▪ Human Resources Director **(206) 934-2028 SCC/Siegal** **(206) 934-7792 North** **(206) 934-6415 South** **(206) 934-2028 SVI**
## 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 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** 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.** No emergency is the same; therefore, no plan provides an exact emergency response. The Seattle College will use this plan and college resources to reduce injuries and property
### 5.3.1 Incident Command System (ICS)

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

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

**Online Certifications from FEMA Emergency Management Institute**

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

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

### 5.3.2 Incident Commander (IC)

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

The Incident Commander is the “decision maker” during the emergency. The IC will use this guidance and their best judgment to protect the college.
5.3.3 Emergency Operations Center (EOC)

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

CENTRAL

Primary Location: BE 4180D  
Secondary Location: BE 1389H  
Outdoor Location: South Lawn, if building is not habitable

NORTH

Primary Location: Education Building 0843C  
Secondary Location: Roy Flores Wellness Center  
Third Location: Any building selected by the Incident Commander  
Outside Option: Any parking lot in open area on campus

SOUTH

Primary Location: South’s President’s Board Room RSB 30 (Robert Smith Building).  
Secondary Location: is the JMB 140 (Jerry M Brockey Center) Conference Room.  
Third Location: A building and room selected by the Incident Commander (e.g. Chan Center)  
Outdoor Option: If campus buildings are unsafe, the IC chooses an outdoor location such as the Emergency Preparedness Trailer (EPT) near the tennis courts or an open area.

SIEGAL

Primary Location: Jim Christiansen Conference Room, 2nd floor, Siegal Center  
Secondary Location: Payroll/Benefits area, 1st floor, Siegal Center  
Third Location: Web team area, 2nd floor, Siegal Center
5.3.4 Seattle Colleges' Emergency Response Team (ERT)

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

5.3.5 Incident Command System (ICS) Chart

Red indicates primary person

Policy Team

EOC Manager / INCIDENT COMMANDER (IC)

SAFETY OFFICER (SO)

PUBLIC INFORMATION OFFICER (PIO)

LIAISON OFFICER (LO)

PLANNING
SECTION CHIEF (PSC)

OPERATIONS
SECTION CHIEF (OPS)

LOGISTICS
SECTION CHIEF (LSC)

FINANCE/ADMIN
SECTION CHIEF (FSC)

Resources Unit

Suppression/Rescue

Communications Unit

Time Unit

Situation Unit

Staging Area

Medical Unit

Procurement Unit

Demobilization Unit

Strike Team/Task Force

Food Unit

Compensation Unit

Documentation Unit

Supply Unit

Facilities Unit

Grounds Unit

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

**EOC Manager / INCIDENT COMMANDER (IC)**
- Directs response and controls resources with explicit authority

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

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

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

**PLANNING SECTION CHIEF (PSC)**
- Collects, evaluates, and disseminates information about the incident and required resources.
- Forecasts incident potential and creates an Incident Action Plan (IAP) to restore the college’s ability to educate students as soon as possible.

**OPERATIONS SECTION CHIEF (OPS)**
- Manages all operations directly related to the incident, including rescue and fire-fighting.

**LOGISTICS SECTION CHIEF (LSC)**
- Provides facilities, services, and materials to support the incident response.
- Helps develop and implement the Incident Action Plan (IAP) supporting the IC.

**FINANCE/ADMIN SECTION CHIEF (FSC)**
- Conducts financial, administrative, and cost analysis for the incident.
- Supervises members of the Finance/Administration Section.

**Plans Stuff**
- Resources Unit
- Situation Unit
- Demobilization Unit
- Documentation Unit

**Does Stuff**
- Suppression/Rescue
- Staging Area
- Strike Team/Task Force

**Gets Stuff**
- Communications Unit
- Medical Unit
- Food Unit

**Plans Stuff**
- Time Unit
- Procurement Unit
- Compensation Unit
- Supply Unit
- Facilities Unit
- Grounds Unit

[Link to other agencies]
### Incident Command System (ICS)

#### ICS Organization Chart

**Incident Commander (IC):**

- Planning Section Chief (PSC)
- Operations Section Chief (OPS)
- Logistics Section Chief (LSC)
- Finance/ Administration Section Chief (FSC)
- Safety Officer (SO)
- Public Information Officer (PIO)
- Liaison Officer (LIO)

**General Staff:**

#### 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/Chancellor informed.
- Coordinate with key people.
- Ensure planning meetings are held.
- Review meetings and briefings.
- Review Common Responsibilities.
- Ensure incident Status Summary (ICS Form 209) is completed and forwarded to higher authority.
- Maintain Unit/Activity Log (ICS Form 214).
- Order the demobilization of the incident when appropriate.
Incident Commander Position Checklist

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

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

Assess incident situation, and /or obtain briefing from outgoing IC
- Review current situation and incident objectives. Direct the LO to notify all local, State and Federal agencies impacted.

Brief staff:
- Identify incident objectives and any policy directives
- Provide a summary of current organization
- Provide a review of current incident activities
- Determine the time and location of the first Planning Meeting

Authorize release of information to the media – (repeat as incident develops)
- If operating within a Unified Command, ensure all Incident Commanders approve release

Throughout:
- Obtain initial briefing from current Incident Commander and agency administrator

Approve resource requests and releases:
- Review requests for critical resources
- Confirm who has ordering authority within the organization
- Confirm those orders that require Command authorization

Establish level of planning to be accomplished
- Written or oral Incident Action Plan (IAP)
- Contingency planning
- Formal Planning Meeting using Sample Agenda

Approve and authorize implementation of the IAP:
- Review IAP for completeness and accuracy
- Verify that objectives are present and prioritized
- Sign ICS form 202

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

Work with agency staff to declare state of emergency according to agency protocol
- Keep agency administrator informed on incident-related problems and progress

ICS forms can be found at this link:
http://www.osha.gov/SLTC/etools/ics/ics_forms.html
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# 5.3.8 Safety Officer (SO)

**Incident Command System (ICS)**

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<td><strong>Safety Officer (SO):</strong></td>
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<tr>
<td>• Building Monitors report to the Safety Officer.</td>
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<tr>
<td>The Safety Officer (SO) assures personnel safety, and reduces hazardous and unsafe situations. Only one SO is assigned per incident.</td>
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<tr>
<td>• <strong>The Safety Officer reviews the Medical Unit</strong> ICS Form 206 “Medical Plan”.</td>
</tr>
<tr>
<td>• <strong>The Safety Officer typically prepares:</strong> ICS Form 208 “Safety Message/Plan” ICS Form 215A “Incident Action Plan Safety Analysis”.</td>
</tr>
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<td>• <strong>The Safety Officer may use:</strong> ICS Form 213 “General Message”.</td>
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<td>• <strong>The Safety Officer, its staff maintain:</strong> ICS Form 214 “Activity Log”.</td>
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**Specifics:** **Safety Officer (SO) Checklist** (link)

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

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

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

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

Immediately:
- Get briefed by outgoing SO or the Incident Commander
- Perform a hazard assessment of the incident and for the response activities.
- Make sure appropriate PPE is available and being used.
- If incident covers many areas or involves many response agencies; you may need to appoint assisting SOs

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

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

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

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

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

Help planning prepare ICS form 204

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

Document all activity using ICS form 214

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

Ensure sanitation in food preparation and storage, and waste disposal

ICS forms can be found at this link:
http://www.osha.gov/SLTC/etools/ics/ics_forms.html
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5.3.9 Public Information Officer (PIO)

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

Public Information Officer (PIO or IO):

- **Incident Commander (IC)**
- **Safety Officer (SO)**
- **Public Information Officer (PIO)**
- **Liaison Officer (LO)**

**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

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### 5.3.10 Liaison Officer (LO)

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

**Liaison Officer (LO):**

![ICS Organization Chart](image)

**Responsibilities**

The **Liaison Officer (LO):** Incidents that are multi-jurisdictional, or have several agencies involved, may require the LO position.

**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:
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### 5.3.11 Planning Section Chief (PSC)

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

**Planning Section Chief (PSC):**

- Resource Unit Leader
- Situation Unit Leader
- Documentation Unit Leader
- Decontamination Unit Leader
- Environmental Unit Leader
- Technical Specialist*
- Display Processors
- Field Observers
- Volunteer Coordinator
- Check-in / Tour Leader

*May be assigned whenever their services are required.

**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

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5.3.12 Operations Section Chief (OPS)

*Incident Command System (ICS)*

**ICS Organization Chart**

**Operations Section Chief (OPS):**

- **Staging Area(s) Manager**
- **Air Operations Branch**
- **Branch Director**
- **Divisions/Groups Supervisor**
- **Air Support Group Supervisor**
- **Air Tactical Group Supervisor**
- **Strike Teams/Task Forces Leader**
- **Single Resources**

South is more likely to have firefighting, rescue and repair action teams. Strike teams will be the Seattle Police Department.

**Responsibilities**

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

The Operations Section Chief typically prepares (with the Resources Unit Leader):

- ICS Form 204 “Assignment List”.

The Operations Section Chief, its staff, the Staging Area Manger and Branch Personnel may use:

- ICS Form 213 “General Message”.

The Operations Section Chief, OPS staff, the Staging Area 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 or Group
   Identify resources needed to accomplish assignments

Ensure coordination of the Ops Section with other Command and General Staff
Ensure Operations Section time-keeping, activity logs, and equipment use documents are maintained and passed to Planning, Logistics, and Finance
Ensure resource ordering and logistical support needs are passed to Logistics in a timely fashion – enforce ordering process
Notify Logistics of communications problems
Keep Planning up-to-date on resource and situation status
Notify Liaison Officer of issues with cooperating and assisting agency resources
Keep Safety Officer involved in decision-making
Keep Incident Commander apprised of status of operational efforts
Coordinate media field visits with PIO
Meet with Planning Section Chief, Safety Officer, and Incident Commander prior to Planning Meeting, to review strategy, and outline organization assignments.

Attend Planning Meetings (see sample agenda below)

Hold Section meetings, as necessary, to ensure communication and coordination among Operations Branches, Divisions, and Groups

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

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.

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>Briefing on situation/resource status</td>
<td>Planning/Ops Section Chiefs</td>
</tr>
<tr>
<td>Discuss safety issues</td>
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<td>Consider communications/medical/transportation</td>
<td>Logistics/Planning Section Chiefs</td>
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<tr>
<td>Provide financial update</td>
<td>Finance/Admin Section Chief</td>
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<td>Discuss interagency liaison issues</td>
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</tr>
<tr>
<td>Discuss information issues</td>
<td>Public Information Officer</td>
</tr>
</tbody>
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5.3.13 Logistics Section Chief (LSC)

**Incident Command System (ICS)**

**ICS Organization Chart**

**Logistics Section Chief (LSC):**

<table>
<thead>
<tr>
<th>Logistics Section Chief</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>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.</td>
</tr>
</tbody>
</table>

**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.
- Participate 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](link).
- [Maintain Unit/Activity Log](link) (ICS Form 214).
Logistics Section Chief Position Checklist

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

Immediately:
Get briefed by the Incident Commander:
- Review situation and resources for personnel assigned to incident
- Review current organization
- Determine which facilities have been/should be activated, and physically activate Work with Operations to provide facilities, services and materials to support Incident response.

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

Ensure general welfare and safety of Section personnel

Assemble, brief, and assign work locations and work tasks to Section personnel:
- Provide summary of the situation and the kind and extent of Logistics support the Section may be asked to provide

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

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

Participate in Planning meetings (see sample agenda below)

Participate in preparation of Incident Action Plan (IAP):
- Provide input on resource availability, needs, identified shortages, and response time-lines for key resources
- Identify future operational needs (both current and contingency), to anticipate logistical requirements
- Ensure Incident Communications Plan (ICS 205) is prepared
- Ensure Medical Plan (ICS 206) is prepared
- Assist in the preparation of Transportation Plan

Review IAP and estimate section needs for next operational period; order relief personnel as necessary.
- Research availability of additional resources
- Hold Section meetings, to ensure communication and coordination among Logistic Branches and Units
- Provide briefing to relieving LO on current activities and unusual situations
- Ensure all Logistics functions are documented on Unit Loc (ICS form 214)
- Submit all Section documentation to Documentation Unit
ICS forms can be found at this link:
http://www.osha.gov/SLTC/etools/ics/ics_forms.html

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

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<td>Provide financial update</td>
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<td>Finalize/approve/implement plan</td>
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### 5.3.13 Logistics Section Chief (LSC)

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

<table>
<thead>
<tr>
<th>Finance/Administration Section Chief (FSC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time Unit Leader</td>
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<tr>
<td>Procurement Unit Leader</td>
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<tr>
<td>Compensation/Claims Unit Leader</td>
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<tr>
<td>Cost Unit Leader</td>
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<tr>
<td>Personnel Time Recorder</td>
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<tr>
<td>Equipment Time Recorder</td>
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<tr>
<td>Commissary Manager</td>
</tr>
<tr>
<td>Compensation for Injury Specialist</td>
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<tr>
<td>Claims Specialist</td>
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</tbody>
</table>

#### 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
   Initiate, maintain, and ensure completeness of documentation to support claims for emergency funds, including labor, equipment, materials, and services:
   Labor – with work locations, hours and rates for all personnel and volunteers
   Equipment – with work locations, hours and rates for owned and rented vehicles and equipment
   Materials and supplies purchased and/or rented, including communications, office and warehouse space, and expendable supplies
Ensure all Sections and the Supply Unit are aware of charge code

Attend Planning Meeting (see sample Planning Meeting Agenda on previous page):
   Provide financial and cost-analysis input
   Provide financial summary on labor, materials, and services
   Prepare forecasts on costs to complete operations
   Obtain information on status of incident; planned operations; changes in objectives, use of personnel, equipment; and local agency/political concerns

Gather continuing information:
   Equipment time – Ground Support Unit Leader and Operations Section
   Personnel time – Crew Leaders, Unit Leaders, and Individual personnel
   Accident/Injury reports – Safety Officer, Operations Section
   Potential and existing claims – Operations Section, Safety Officer, equipment contractors, agency representative, and Compensation/Claims Unit Leader
   Arrival and demobilization of personnel and equipment – Planning Section
   Daily incident status – Planning Section
   Status of supplies – Supply Unit Leader and Procurement Unit Leader
   Guidelines of responsible agency – Incident Business Advisor, local admin
   Use agreements – Procurement Unit Leader and local administrative personnel
   What has been ordered? - Supply Unit Leader
   Unassigned resources – Resource Unit Leader and Cost Unit Leader
Meet with assisting agencies, to define cost-share agreements or financial obligation
Coordinate with all cooperating agencies; especially host agency admin personnel
Initiate, maintain, and ensure completeness of documentation needed to support claims for injury and property damage. (keep Injury info on all personnel).
Ensure that personnel time records reflect incident activity and that records for non-agency personnel are transmitted to their home agency or department.
Notify incident management personnel about emergency timekeeping process. Distribute time-keeping forms to all and ensure forms are completed correctly. Ensure that all obligation documents initiated are properly prepared and completed. Assist Logistics in resource procurement: Identify vendors needing open purchase orders or contracts Negotiate ad hoc contracts Coordinate Finance/Administration demobilization Provide briefing to relief on current activities and unusual events Ensure all Logistics Units are documenting actions on Unit Loc (ICS form 214) Submit all Section documentation to Documentation Unit

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

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

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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
<table>
<thead>
<tr>
<th><strong>ICS Checklists</strong></th>
<th><strong>ICS Forms</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Operations Branch Director</td>
<td>Form 201 Incident Briefing</td>
</tr>
<tr>
<td>Communication Unit Leader</td>
<td>Form 202 Incident Objectives</td>
</tr>
<tr>
<td>Compensation/Claims Unit Leader</td>
<td>Form 203 Organization Assignment List</td>
</tr>
<tr>
<td>Cost Unit Leader</td>
<td>Form 204 Assignment List</td>
</tr>
<tr>
<td>Demobilization Unit Leader</td>
<td>Form 205 Incident Radio Communication Plan</td>
</tr>
<tr>
<td>Division/Group Supervisor</td>
<td>Form 205A Communications List</td>
</tr>
<tr>
<td>Documentation Unit Leader</td>
<td>Form 206 Medical Plan</td>
</tr>
<tr>
<td>Facilities Unit Leader</td>
<td>Form 207 Incident Organization Chart</td>
</tr>
<tr>
<td>Finance/Administration Section</td>
<td>Form 208 Safety Message/Plan</td>
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<tr>
<td>Food Unit</td>
<td>Form 209 Incident Status Summary</td>
</tr>
<tr>
<td>Ground Support Unit Leader</td>
<td>Form 210 Resource Status Change</td>
</tr>
<tr>
<td>Incident Commander</td>
<td>Form 211 Incident Check-In List</td>
</tr>
<tr>
<td>Liaison Officer</td>
<td>Form 213 General Message</td>
</tr>
<tr>
<td>Logistics Section Chief</td>
<td>Form 214 Activity Log</td>
</tr>
<tr>
<td>Medical Unit Leader</td>
<td>Form 215 Operational Planning Worksheet</td>
</tr>
<tr>
<td>Operations Branch Director</td>
<td>Form 215A Incident Action Plan Safety Analysis</td>
</tr>
<tr>
<td>Operations Section Chief</td>
<td>Form 218 Support Vehicle/Equipment Inventory</td>
</tr>
<tr>
<td>Planning Section Chief</td>
<td>Form 219 Support Vehicle “T” Cards</td>
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<td>Procurement Unit Leader</td>
<td>Form 220 Air Operations Summary</td>
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<tr>
<td>Public Information Officer</td>
<td>Form 221 Demobilization Check Out</td>
</tr>
<tr>
<td>Resources Unit Leader</td>
<td>Form 225 Incident Personnel Performance Rating</td>
</tr>
<tr>
<td>Safety Officer</td>
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<tr>
<td>Service Branch Director</td>
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<tr>
<td>Situation Unit Leader</td>
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<tr>
<td>Staging Area Manager</td>
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<td>Strike Team/Task Force Leader</td>
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<td>Supply Unit Leader</td>
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<td>Support Branch Director</td>
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<tr>
<td>Technical Specialists</td>
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<td>Time Unit Leader</td>
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</table>

**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

**Online FEMA Certifications**

**IS-700.a Intro to NIMS**

**IS-100.HE Intro to ICS for Higher Ed**
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<td>5.6 Priority #3 – Protection/Recovery of Valuables and Records</td>
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</tbody>
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## 5.4 Priority #1 - Health and Safety

### 5.4.1 Medical Aid

*Triage center resources:*

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

### 5.4.2 Fire Suppression

*Resources:*

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

### 5.4.3 Search & Rescue

Appoint search/rescue teams; obtain vehicles and equipment.

*Resources:*

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

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

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

### 5.4.5 Communications Survey

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

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

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

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

### 5.4.7 Incident Management - Incident Commander and Planning Section Chief

Evaluate resources using available information to form a comprehensive action plan to return South to full operational status.
## 5.5 Priority #2 – Shelter and Building Recovery

### 5.5.1 Facility Survey

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

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

### 5.5.2 Shelter

Identify usable buildings.

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

### 5.5.3 Food and Drinking Water

Inventory and ration supplies as needed.

**Resources:**
- Campus Food Service
- Campus Cafeteria
- Campus Bookstore
- American Red Cross (206) 323-2345
5.5.4 Sewer System

Inspect and repair system or develop other alternatives.

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

5.5.5 Campus Communications System

Quickly establish a communication system for the College community.

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

http://www.redcross.org/find-help/contact-family/register-safe-listing
### 5.5.6 Constituent Relations

Establish communication with neighbors and the media.

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

### 5.5.7 Criminal Activity Investigation

*Resources:*
- Seattle Police Department 911 or (206) 625-5011

### 5.5.8 Psychological Assistance

Establish a system or team to handle crisis intervention.

*Resources:*
- South’s Counselors (206) 934-5135
  or walk student over to the counseling information desk in RSB.
- Counselors from North and Central, if available.
- King County provides Crisis and Commitment Services free of charge, 24 hours a day, and 7 days a week. Consultation with the King County Crisis and Commitment Services is accessible through the King County Crisis Line at (206) 461-3222.
5.6 Priority #3 – Protection/Recovery of Valuables and Records

5.6.1 Valuable Materials Survey

Identify, survey, and secure valuable campus materials.

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

5.6.2 Records Survey

Identify and secure all College records.

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

5.6.3 Academic Survey

Survey college departments to determine requirements to begin operations.

Resources:
- Deans
- Faculty
- Staff
5.7 Priority #4 – Business Continuity

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

5.7.1 Return to Normal Operating Procedures

Identify areas requiring repair including electronic infrastructure and physical space.

Resources:
  - Emergency Response Team
  - Trustees
APPENDICIES

APPENDIX A – PANDEMIC PLAN
Seattle Colleges Influenza Pandemic Response Plan

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

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

1. Districtwide Pandemic Team meets to establish protocols for monitoring all aspects of the pandemic.

2. Disseminate information to students, staff and faculty regarding respiratory etiquette and family preparedness.

3. Chancellor briefs the Presidents on the status of the pandemic.

4. Campus Presidents notify their Cabinets/leadership teams of current status of pandemic and request that they review planning and preparations for their constituent areas of responsibility.

5. Disseminate and follow King County Public Health guidelines regarding communicating procedures for employees and students, who have been exposed to pandemic influenza, are suspected to be ill, or become ill at the worksite/school (infection control response, immediate mandatory sick leave).

   a. STUDENTS: Faculty will refer students who exhibit symptoms consistent with the King County Public Health’s warnings regarding the illness, and are unwilling to go home, to Student Services personnel. Students will be sent home and will be permitted to return consistent with King County Health Department guidelines.

   b. EMPLOYEES: Staff exhibiting symptoms consistent with the King County Public Health’s warnings regarding the illness, will be sent home. Employees will be permitted to return consistent with King County Health Department guidelines.

6. Disseminate and follow King County Public Health and CDC for guidelines on restricting travel and provide guidance to employees returning from an affected area.
7. Activate emergency web link for pandemic flu

8. Administrators review and update their lists of essential personnel and review essential operations in the event of a possible suspension.

9. The District Chief Human Resources Officer (CHRO) will assist administrators to develop telecommuting work options for as many staff as possible.

10. CFO reminds campuses of tracking system for pandemic flu related expenses.

11. CHRO will remind employees of pandemic flu sick leave procedures.

12. Chief Financial Officer (CFO) will identify emergency funding requirements and review the potential overall financial impact of a pandemic flu on Seattle Colleges.

**Level 2: King County Public Health Confirmed cases of pandemic flu within Washington State.**  
*(Activities in addition to Level 1)*

1. Seattle Colleges campus Emergency Operations Centers (EOCs) are activated.

2. The District will comply with a Governor's Executive Order to suspend operations, which may be issued at Level 2 or Level 3

3. Chancellor's Executive Cabinet considers restricting movement on and off Seattle Colleges campuses and centers for activities and athletics events. *(moved from level 1)*

4. In the event of suspension, notification and updates will be communicated to students, staff, faculty, and the public through all available means, including the Seattle Colleges' website: [www.seattlecolleges.edu](http://www.seattlecolleges.edu), the Public Schools Emergency Communications System (PSECS) website: [www.schoolreport.org](http://www.schoolreport.org), and all major media.

5. Administrators report to campus EOC the ongoing status of essential personnel.
Level 3: King County Public Health Confirmed case(s) of pandemic flu (Activities in addition to Levels 1 & 2)

1. Campus EOCs will be scheduled for ongoing operations. Identify additional staff if key members of campus EOC become ill.

2. CHRO will implement an employee hotline and/or website to deal with employee questions/referrals regarding absence, leave, pay, etc.

Plan revised:
April 2009
July 2009
September 2009
October 2014

SCD Influenza Pandemic Recovery Plan

1. In consultation with the King County Department of Health, and with the campus EOCs, the Chancellor’s Executive Cabinet will determine when SCD campuses will resume normal operations.

2. The public and campus communities will be notified through all available means.

3. CHRO will provide communications for employees regarding the Employee Assistance Program (EAP).

4. Campus Directors of Facilities will ensure that building systems are in operating order and that all buildings are clean and ready to occupy.

5. Chancellor’s Executive Cabinet will review suspension’s impact on students and implement a plan for academic recovery as appropriate.

6. CFO will determine economic impact to SCD as a result of the pandemic.
APPENDIX B: TUBERCULOSIS PLAN

Information about TB

- TB is an infectious disease, usually of the lungs, caused by the Mycobacterium tuberculosis bacterium. It is usually curable by antibiotics, but the process takes months. However, after beginning medication, TB patients soon become non-contagious.

- TB tests are done by personal physicians.

- Physicians are required to report suspected cases of active TB to the county health department within 24 hours. Those health departments will trace potential exposures, and if the potential exposures include the college community, they will contact us and advise us how we need to proceed.

- Symptoms include:
  - Cough with thick, cloudy and sometimes bloody mucus
  - Fever, chills, and night sweats.
  - Fatigue and weakness.
  - Loss of appetite and unexplained weight loss.
  - Shortness of breath and chest pain.

- To report suspected TB, call the Tuberculosis Control Program, at 206-744-4579. Select Option 4

- TB is spread when someone with active TB infection coughs, speaks, sings etc. It is airborne only and harder to catch than a common cold. TB is not spread by:

  - shaking someone's hand
  - sharing food or drink
  - touching bed linens or toilet seats
  - sharing toothbrushes
  - kissing

- People may have the TB germ in their bodies (so they are TB positive), yet not be sick or contagious. The TB is inactive (latent). A TB skin test can reveal this inactive TB infection. Inactive TB infection is NOT contagious. Active TB symptoms and a follow up x-ray is needed to confirm active TB.

More information about TB: CDC Division of Tuberculosis Elimination [www.cdc.gov/tb]
### APPENDIX C: Printed copies of ICS Forms for Incident Command Binders

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

<table>
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<th>Form</th>
<th>Description</th>
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<tbody>
<tr>
<td>Form 201</td>
<td>Incident Briefing</td>
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<td>Form 202</td>
<td>Incident Objectives</td>
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<td>Form 203</td>
<td>Organization Assignment List</td>
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<td>Form 204</td>
<td>Assignment List</td>
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<td>Form 205</td>
<td>Incident Radio Communication Plan</td>
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<td>Form 205A</td>
<td>Communications List</td>
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<td>Form 206</td>
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<td>Form 207</td>
<td>Incident Organization Chart</td>
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<td>Form 208</td>
<td>Safety Message/Plan</td>
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<td>Incident Status Summary</td>
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<td>Form 219s</td>
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<td>Form 220</td>
<td>Air Operations Summary</td>
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<td>Form 221</td>
<td>Demobilization Check Out</td>
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<td>Form 225</td>
<td>Incident Personnel Performance Rating</td>
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APPENDIX D: NOTES & MISC

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<th>Make copies of:</th>
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<tr>
<td>✅ Common Responsibilities</td>
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<td>✅ YOUR Position’s Responsibilities</td>
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<tr>
<td>✅ YOUR Checklist(s)</td>
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<td>[multiple checklists if you have other positions]</td>
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<tr>
<td>✅ YOUR ICS Forms for your position</td>
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