



CLOVER PARK TECHNICAL COLLEGE

Crisis Response Plan

Revised June 8, 2009

CONFIDENTIALITY AND PRIVACY STATEMENT

Some of the information in this document may be confidential. In addition, the disclosure of information in this plan could compromise the security of personnel, essential equipment, services, and systems of the Clover Park Technical College or otherwise impair the college's ability to carry out necessary functions. Distribution of this document is limited to those who need to know the information in order to successfully activate and implement the plan.

Any decision to disclose information in this plan to entities outside Clover Park Technical College or to withhold information in this plan from an official requester must be coordinated with the Public Disclosure.

CLOVER PARK TECHNICAL COLLEGE CRISIS RESPONSE / INCIDENT COMMAND TEAM

The Clover Park Technical College Crisis Response/Incident Command Team is responsible to maintain the readiness of Clover Park Technical College to implement its Crisis Response Plan in the event of any unplanned incident. Team members meet on a regular basis to prepare for emergencies. The Crisis Response Plan is reviewed annually.

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SECTION ONE

ADMINISTRATIVE

FOREWORD

Clover Park Technical College has adopted the Washington State Emergency Management System integrated with the National Incident Management System (NIMS). This legally recognized emergency management system forms the framework for the College's emergency procedures. This program is designed to provide for rapid emergency response at College facilities by using the same standardized emergency management system used by local, state and federal governments.

The College has established a Crisis Response Plan to help facilitate effective coordination of aid requests, resources and the flow of information among all agencies and jurisdictions within the region. The Crisis Response Plan is designed for use during the planning, response and recovery phases of an emergency or disaster that affects the College's operations, facilities, personnel, students, contractors, vendors or visitors. It has been prepared in compliance with State Disaster Planning requirements, City and County Emergency Management Plans, and NIMS, which incorporates the use of Incident Command System (ICS), the Master Mutual Aid Agreement, existing mutual aid systems, the Pierce County operational area concept, and multi-agency coordination.

The objectives of the Crisis Response Plan are:

- A. To provide for effective action in the case of disaster so as to minimize injuries and loss of life among students, staff and the public.
- B. To provide for the maximum utilization of staff and facilities in emergency situations.
- C. To provide for the well being of students, staff, visitors and children in child care programs.
- D. To protect school property.

This plan is a preparedness document. It is intended to be read and understood before an emergency.

The concepts contained in this plan not only apply to day-to-day situations and conditions requiring field level response, but also to "routine emergencies". The plan can also be applied to large-scale emergencies or disasters that can, and probably would place inordinate demands on College personnel and services. Such situations could pose major threats to life and property. The procedures in this plan are designed to manage the effects of such situations.

This plan shall be activated under any of the following conditions:

- A. By direction of the College President or his/her designated representative under the declaration of a disaster.
- B. In any emergency or disaster which directly affects the College and requires an emergency response by College employees.
- C. Upon notification by local, state or federal government officials of actual/declared or impending emergency or disaster that will directly or indirectly affect the College.

PURPOSE / PROCESS

The purpose of the Crisis Response Plan is to consolidate all College disaster procedures into a single publication providing College personnel with a convenient set of useable instructions for dealing with disasters and emergencies.

The plan includes sections to address those required areas of the regulation necessary for the College to operate. These include: 1) Official Recognition of NIMS; 2) Interface and Participation in the Local Operational Area; 3) Description of tasks associated with each NIMS Function; 4) College Incident Command Team Organization; 5) Coordination Between the College's Incident Command and that of local agencies; 6) Explanation of Inter-Agency Coordination of Resources and Decision Making; 7) Checklists to be used for Each of the Five ICS Functions; 8) Authorities and documents providing legal basis for organizational emergency response system.

The plan and procedures have been developed based on the following concepts:

1. All evacuation of facilities will be done (as necessary) in conjunction with other agencies through the SEMS/NIMS system.
2. If evacuation of facilities is required, all students and College personnel at each site will assemble at designated areas.
3. All College employees are expected to remain and fulfill their disaster responsibilities until the emergency is over or they can be relieved of their responsibilities.

AUTHORITIES AND REFERENCES

Operations outlined in this plan will be conducted in accordance with legislation and the ordinances, plans and agreements listed below. The authorities and references listed herein establish the legal basis for emergency preparedness and response; however, the listings below are not all inclusive.

1. The Pierce County Charter, and County Code 2.06, 2.07 and 2.118
2. Revised Code of Washington (RCW) 38.52 and 39.34.
3. Washington Administrative Code (WAC), 118.04 and 118.30.
4. Pierce County Comprehensive Emergency Management Plan
5. Washington State Comprehensive Emergency Management Plan

6. Public Law 93-288, The Disaster Relief Act of 1974, as amended.
7. Public Law 920, Federal Civil Defense Act of 1950, as amended.
8. Public Law 96-342, Improved Civil Defense, 1980.
9. National Incident Management System (NIMS)
10. National Response Framework (NRF)

POLICIES AND GUIDELINE STATEMENTS

It is the policy of Clover Park Technical College to safeguard life and property by making maximum use of all available resources, to mitigate the effects of environmental, technological, civil and political emergencies.

General Policies and Guidelines

1. Essential Clover Park Technical College services will be maintained as long as conditions permit.
2. In an emergency, Clover Park Technical College will require prompt and effective response and recovery operations.
3. Environmental, technological and civil emergencies may be of such magnitude that City, County, State or Federal assistance is required.
4. When an emergency situation exists, all Clover Park Technical College departments will activate emergency operating guidelines into limited or full operation, as necessary.
5. In the event of an emergency, the Incident Commander has the authority to re-assign College personnel to assist in the response.
6. Operational situation and status reports will be made by the Incident Command Team based upon severity of the emergency or anticipated emergency to include:
 - a. Estimated time and location of impact
 - b. Date, time and location of the actual emergency
 - c. For emergencies with minimal or no warning – date, time, location, known or estimated number of emergencies, types and casualties, and estimated damage at the time of report.Such reports will be forwarded to the President of Clover Park Technical College, Incident Command Team members, EOC, and affected jurisdictions, as appropriate.
7. Clover Park Technical College does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation/ gender identity, religion or age in its program and activities. The following office has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Human Resources and Employee Relations

8. Emergency response often requires decisions to be made quickly under adverse conditions. Emergency conditions may require actions which are not listed in this plan, or which run counter to guidelines suggested. The College, its management, employees, students and volunteers duly pressed into service during a local emergency should act prudently while being protected by the privileges and immunities from liability as provided by law.

SECTION TWO

OVERVIEW OF EMERGENCY PREPAREDNESS

PHASES OF EMERGENCY MANAGEMENT

Emergency management planning can be divided into four phases: mitigation & prevention, preparedness, response and recovery. Although each phase has assigned tasks, the process is dynamic and interconnected. For example, tasks completed to recover from a disaster may have effects on mitigation, preparedness and response to future occurrences. All departments at Clover Park Technical College have responsibilities in all emergency phases.

Mitigation & Prevention: **Mitigation** includes the actions taken to reduce or minimize the impact of hazards, violence, or incidents which may impact the college facilities, students, faculty, or staff. Identification of local threats and hazards, establishment of clear lines of communication with local agencies and organizations, review of safety audits and prior incident data, assessing the safety, security, integrity of facilities, and improving the culture climate of the campus are all important factors in reducing the need for crisis response. Although schools have no control over some of the hazards that may affect them, such as fires, storms, plane crashes, or earthquakes, they can take actions to minimize or mitigate the impact of such incidents.

Prevention includes actions taken to reduce the impact of incidents over which the college can exert influence or control. Although schools cannot always control fights, bomb threats and school shootings, they can take actions to reduce the likelihood of such events occurring by instituting appropriate policies, violence prevention programs, and other steps to improve the culture and climate of their campuses.

Preparedness: Includes actions taken to plan, equip and train Clover Park Technical College employees and students to rapidly respond in a coordinated effective manner to emergencies arising from hazards that cannot be eliminated through mitigation and prevention. Planning necessitates identification of all stakeholders, communication and coordination with local agencies and emergency responders, the creation, testing, exercise and maintenance of the crisis plan. Preparedness necessitates the purchase of equipment and supplies needed to respond to an emergency.

Response: Includes actions taken to save lives and protect property during an emergency.

Step 1: Determine that a crisis exists, what type and magnitude of crisis it is, and the appropriate type and level of response.

Step 2: Activate the incident management system.

Step 3: Implement the appropriate actions, such as evacuation, lock-down, or shelter-in-place.

Step 4: Follow the plan, and keep records.

Recovery: Includes those processes required to return the jurisdiction to normal. Recovery activities often begin during the response phase of an emergency. Restore the physical facilities as well as the school community as quickly as possible. Monitor staff and students for the

emotional impact of the crisis. Identify and provide interventions as needed, debrief staff, first responders, and involved persons. Allocate appropriate time for the recovery, capture and incorporate “lessons learned” into Best Practices and trainings. One of the major goals is to provide a caring and supportive school environment. Remember the anniversaries of crises to aid in the recovery. Crisis planning is a cyclic process. Recovery may seem like the end, but it is only the beginning of a new cycle.

HAZARD ANALYSIS

A. Geographic Description

Clover Park Technical College - Main Campus is located in Lakewood, Washington. The campus is bordered on three sides by city thoroughfares. A major rail line runs within one mile of the campus. Attendant with these routes is the risk of transportation accidents and transportation-related hazardous materials releases. CPTC is also close to a major air base and sometimes in the flight path of large cargo aircraft.

Clover Park Technical College – South Hill Campus is located in South Hill, Washington. The campus is located on the edge of a small municipal airport. There is a risk of aircraft related accidents.

B. Clover Park Technical College Hazard Analysis Survey

A Hazard identification and analysis survey indicates that Clover Park Technical College may be subject to the effects of natural and technological disasters. A summary analysis of these events is provided as follows:

1. **FIRE:** Urban and grassland fire occurrences have significant potential to impact Clover Park Technical College. Most are handled through normal response without activation of this plan.
2. **HAZARDOUS MATERIALS:** Hazardous materials incidents include fixed site (classroom and building) and transportation-related incidents involving hazardous and radiological materials.
3. **EARTHQUAKE:** This hazard includes earthquakes themselves, as well as associated hazards such as aftershocks. Although the area has a history of earthquakes, actual damages have been slight.
4. **WEATHER:** Weather extremes have a history of occurrences in Lakewood and South Hill and include windstorms, ice and heavy snowfall.
5. **TRANSPORTATION:** Transportation accidents may include major automobile accidents, airplane crashes or train derailments and transportation-related hazardous materials releases.

6. **UTILITY FAILURE:** All sites may be subject to the shortage or loss of power for periods in excess of 24 hours, and shortages of fuels and pipeline interruptions.
7. **FLOOD:** All Clover Park Technical College sites have minor flood potential.
8. **CIVIL DISTURBANCE/TERRORISM:** This hazard includes riots, protests, demonstrations, strikes as well as acts of terrorism or rampancy.
9. **PANDEMIC FLU:** This hazard has potential for spreading an infectious disease throughout campus and/or community.

Note: This Crisis Response Plan and the Incident Command System is also used to handle lesser hazards/incidents that the college may encounter.

HAZARD VULNERABILITY ANALYSIS

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TRAINING AND EXERCISE

Training and exercise are vital to determine the effectiveness of this Crisis Response Plan. Preparedness activities ensure that the operational concepts outlined are sound and that personnel are adequately trained to carry out necessary functions during a disaster. In addition, such testing will provide a basis for the updating and revision of this plan and for the identification of inadequate resources.

Participants and observers will evaluate training and exercises and specific elements of the plan, as indicated.

PLAN REVIEW CYCLE

The following review cycle will ensure that the entire Crisis Response Plan is kept current. The Incident Response Coordinator, alternately the Director of Plant Services and Security, or their designate is responsible for the timely completion of the review cycle.

- A. On or before March 1 of each year:
Review and update the Crisis Response Plan. This review should include legislative updates, updates of relevant operational procedures, a review of practical applications, and updates of informational materials to all staff at all sites.
- B. Prior to the start of each quarter:
Update telephone lists, faxes, emails, any personnel rosters, resource lists and physical plant changes affecting the implementation of the plan.
- C. At least once per year:
Schedule one or more training exercises of variant scope and size. Training is critical to ensuring the continued viability of the plan.

Changes to this plan will be made and distributed immediately. This includes additions or deletions to the distribution list.

SECTION THREE

NATIONAL EMERGENCY MANAGEMENT SYSTEM (NIMS)

NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

OVERVIEW

NIMS was established by Homeland Security Presidential Directive 5, which directed the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS). NIMS provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents.

NIMS incorporates standard emergency management practices and processes such as:

- Command & Management
- Preparedness
- Resource Management
- Communication & Information Management
- Supporting Technologies
- Ongoing Management & Maintenance

SECTION FOUR

THE INCIDENT COMMAND SYSTEM AT CLOVER PARK TECHNICAL COLLEGE

PRIMARY FUNCTIONS OF THE INCIDENT COMMAND SYSTEM

In the NIMS format, the Incident Command System (ICS) organization develops around five major functions that may be required to manage any incident whether it is large or small (Management, Operations, Planning/Intelligence, Logistics, and Finance/Administration).

For some incidents and in some applications, only a few of the organization's functional elements may require the filling of a specific position. In these cases, where a specific position is not filled, duties remain the responsibility of the next higher position in the chain of command or NIMS system.

INCIDENT COMMAND CENTER

Day-to-day operations are conducted by individual departments. When a major emergency or disaster strikes, centralized emergency management is needed. This facilitates a coordinated response by the Incident Commander, the Incident Command Team and representatives from organizations assigned emergency management responsibilities.

An Incident Command Center provides a central location of authority and information and allows for face-to-face coordination among personnel who must make emergency decisions. The following functions are performed at the Clover Park Technical College Incident Command Center:

1. Manage the emergency or disaster under the ICS guidelines.
2. Coordinate all College emergency activities, resources and requests to or from other agencies.
3. Develop specific information for the College.
4. Implement the Incident action plan and coordinate resources and actions with local Incident Command Centers located at the City.
5. Evaluate the Incident Action Plan frequently and modify as needed to protect College personnel, facilities and students.
6. Maintain emergency communication with the local I.C.C. and College sites throughout the emergency or disaster.

ACTIVATION OF THE INCIDENT COMMAND CENTER

WHEN

The Incident Command Center will be activated when any emergency situation occurs or might occur of such magnitude that it will require a large commitment of resources from two or more Clover Park Technical College departments over an extended period of time. Examples include: a hazardous materials incident, civil disturbances, flooding, earthquake, mass-casualty or a large, disastrous fire.

WHO

The following individuals or their appointed representatives are authorized to activate the Incident Command Center:

- President of Clover Park Technical College
- Administrator in Charge
- Appointed Incident Commander

COMMAND SECTION

(A) Incident Commander

The Incident Commander (IC) is responsible for the overall management of the emergency/disaster incident for its duration and reports to the Incident Command Center as soon as possible.

RESPONSIBILITIES

- Determine College incident objectives and strategy and establish the immediate priorities to achieve objectives. Develop and authorize the incident action plan to carry out objectives.
- Ensure that adequate safety measures are in place to protect College employees and students.
- Approve requests for additional resources or the release of resources.
- Authorize release of information to the news media in coordination with the Public Information Officer.

(B) Public Information Officer

The Public Information Officer is responsible for developing all incident media and press releases under the direction of the Incident Commander.

RESPONSIBILITIES:

- Determine from the Incident Commander if there are any limits on information release and obtain approval of all media releases.
- Develop incident relevant information for use in media briefings.
- Notify media of College activities and conduct media briefings.
- Arrange for tours, interviews or briefings that may be required.
- Maintain current information summaries and/or displays on the incident and provide information on incident status or changes.

(C) Liaison Officer

Acts as a liaison between Clover Park Technical College and other agencies and organizations to coordinate responsibilities and functions of those agencies with emergency management of the disaster

RESPONSIBILITIES:

- If a unified command is established, then act as the Liaison between Clover Park Technical College and community responders/agencies.
- Provide a point of contact for assisting/cooperating outside agency representatives.
- Provide periodic update briefings to Agency Representatives, as necessary.

(D) Safety Officer

The Safety Officer's function is to develop and recommend measures for assuring the safety of personnel and correcting unsafe situations.

RESPONSIBILITIES:

- Identify hazardous situations associated with the incident.
- Exercise emergency authority to stop and prevent unsafe acts.
- Investigate accidents that have occurred within the incident area.

(E) Scribe

The Scribe's function is to keep all paper work related to the Incident Command Center.

RESPONSIBILITIES:

- Keep all logs and other paperwork relating to activities conducted at the ICC including staffing, meeting notes, action plans designed, etc.

FUNCTIONS OF THE INCIDENT COMMAND TEAM

The Incident Commander (IC) is responsible for the overall policy and coordination of the emergency response and is assisted by an Incident Command Team to carry out the disaster assessment and recovery effort. The Incident Command Team is comprised of four areas of responsibility:

(1) Operations and Logistics Section

The Operations Section manages or performs the service functions required to control and or respond to the incident by implementing the Incident action plan.

The Logistics Section provides physical and human resources to the Operations Section.

RESPONSIBILITIES:

- .

RESPONSIBILITIES:

- Coordinates all requests for College employees and equipment from other sections.
- Manages College emergency operations and services
- Supervises and requests additional resources (internal and external) as needed.
- Assists in development and supervises the Plan's implementation.
- Anticipates, identifies and locates incident service and support requirements.
- Requests resources needed to implement the Operation's Section goals as a part of the Incident Action Plan development.
- Coordinates all requests for College employees and equipment from other sections.
- Evaluates risks related to emergency operations and employee safety.

(2) Planning/Intelligent Section

The Planning Section collects, evaluates, processes, and disseminates information for use at the incident and assists the Incident Commander in developing an Incident Action Plan. Provides IT assistance for telecommunications, e-mail, and other computer related assistance.

RESPONSIBILITIES:

- Collect and process situational information about the incident.
- Assists in the preparation of the Action Plan.
- Establishes information requirements & reporting schedules for planning.
- Determines need for any specialized resources in support of the incident and request the Logistics section to provide it.
- Coordinates the IC communications and information technology needs.

The communications plan for Incident Command will provide the framework for various processes and procedures to address this need during an incident. All procedures and processes will be reviewed and verified for functionality and currency annually with results reported to the IC team commander.

Web Site: The Clover Park Technical College web site will be updated by the PIO and set up to allow timely dissemination of information. In the event they are not available, the IC Team Commander or designee will provide information for the website.

E-Mail: E-mail will be sent by the PIO to designated staff. In the event they are not available, the Incident Commander or designee will provide e-mails.

Cell Phones: An updated cell phone listing will be provided to each member of the IC Team. This is an alternate mode of communications during an incident.

Radios: The Clover Park Technical College Director of Plant Services & Security will establish and maintain procedures, provide training, and manage the radio resources. Radios are the primary communications mode for all IC Team sections during an incident. Radios will be staged in the established Incident Command Center.

Telephones: The Primary and Secondary IC Centers will have telephones and computers staged for use. Telephones for direct off-campus access will be provided in addition to the Clover Park Technical College telephone system.

Public Folders: Two public folders contain information regarding the Incident Command System and incidents. One is available for general campus access and the other is restricted to IC Team members and designees only.

Phone Tree: The phone tree system for notifications will be used until an alternate solution can be provided.

Building Captains: This is a process where an individual is assigned a building for the purposes of emergency communications. In the event of a larger or multi-floor building, multiple individuals may be assigned.

Messengers/Runners: In the event of insufficient communication via more rapid means, individuals may be assigned to hand-carry messages, equipment or supplies to buildings/groups of people, as needed.

EMERGENCY DATA BACK-UP PLAN

Data that is critical to Clover Park Technical College and its departments may be lost in the event of a disaster. Back-up disks are stored at onsite and offsite locations. A complete back-up is conducted periodically and sent to _____ for off-site storage.

The Director/Coordinator of Information Technology is responsible for ensuring Clover Park Technical College data will be backed-up for retrieval purposes in the event of an emergency.

(3) Finance/Administration/Legal Section

The Finance/Administration/Legal Section is responsible for managing all financial and legal aspects of an incident, prepares proclamations, emergency ordinances, etc.

RESPONSIBILITIES:

- Manages all financial needs, costs and other aspects of an incident.
- Gathers pertinent financial information from briefings with government agencies such as local Incident Command Centers, State Offices of Emergency Services and FEMA representatives.
- Advises on legal proceedings as needed.
- Ensures that all personnel time records are accurately completed and transmitted to appropriate location.
- Collects all logs, equipment use information, purchase orders, receipts or other finance related information for documentation of College costs related to the emergency or disaster.

EVACUATION POLICY

An evacuation locates people to a safe area, from an area believed to be at risk, when emergency situations necessitate such action.

OBJECTIVES

- Expedite movement of persons from hazardous areas
- Control evacuation traffic
- Provide transportation for those without vehicles and for those with special needs
- Provide perimeter control for evacuated areas

- Provide for the procurement, allocation and use of necessary transportation resources and law enforcement resources by means of mutual aid or other agreements.
- Acquisition of rental vehicles if needed

GENERAL CONCEPT OF OPERATIONS

Pre-Emergency Period

The pre-emergency period is divided onto two phases as follows:

Normal Preparedness Phase

Site-specific evacuation plans are prepared and maintained for identified potentially hazardous areas. Data will be collected for use in the direction of evacuation operations: population, special facilities, transportation resources and populations requiring transportation assistance.

Increased Readiness Phase

Orientation sessions will be held to brief appropriate officials regarding evacuations plans. To the extent possible, Traffic Control Points, assembly points and movement routes will be reconfirmed. Agreements with providers of transportation resources will be reviewed and reconfirmed.

Emergency Period

The emergency period is divided into three phases as follows:

Pre-Impact Phase

At this time, evacuation operations will become the highest priority if a decision is made to evacuate a threatened area. The area to be evacuated will be determined based on pre-identified hazard areas or by estimates of the threatened area. Projections of the threatened area may change as conditions change, thus changing the evacuation strategy. For some hazards, uncertainty regarding the potential impact may require evacuation of a larger area than is eventually affected by the hazard.

Immediate Impact Phase

Wider spread evacuation may be required due to conditions created by the impact of the disaster agent or event. The affected area will be determined from reports by field teams on actual hazard conditions. The selection of evacuation routes will require information on the condition of the road network. Movement operations may be hindered by effects of the event and by other high priority demands for personnel and resources. Special procedures may be required to limit exposure if the area has been contaminated.

Sustained Emergency Phase

Emphasis is placed on providing security and access control of evacuated areas and accomplishing additional evacuations, as required.

Evacuation Orders

Once the decision is made to evacuate, affected areas will be notified and given evacuation instructions via radio, megaphone, messengers or other means. Evacuation Orders will contain: reason for evacuation, evacuation routes, road conditions assembly points for those without transportation and location of mass care facilities.

Provisions will be made to evacuate persons with mobility impairments. Methods for evacuating the handicapped, elderly and those with language barriers are located in the Emergency Response Instructions Flip Chart.

Traffic Control

Traffic controls will be established by the Operations Section at key intersections and access points to major evacuation routes as needed to expedite the flow of traffic. Communication will be maintained with traffic control personnel to monitor the progress of the evacuation, to coordinate traffic controls and to implement any changes in evacuation strategy that may be required.

Access Control

As the area is being evacuated, access controls must be established. Security of the vacated areas will be obtained by establishing manned Access Control Posts and barricades at key locations around the perimeter. Any unmanned barricades will be patrolled periodically.

Re-entry

Re-entry into evacuated and/or hazardous areas will be allowed at the discretion of the Incident Commander after consultation with ICC liaison, management team and technical experts. Controlling re-entry protects the public from exposure and injuries and protects unattended property within the evacuated area.

EMERGENCY OPERATIONS CENTER

The NIMS states in the Command and Management chapter (chapter 2, section B) that "EOCs are organized by major functional discipline (fire, law enforcement, medical services, and so on); by jurisdiction (city, county, region, and so on); or, more likely, by some combination thereof." To be compliant with NIMS, states and locals must focus on the core functions to be performed in the EOC (coordination; communications; resource dispatch and tracking; and information collection, analysis and dissemination). "The physical size, staffing and equipping of an EOC will depend on the size of the jurisdiction, resources available and anticipated incident management workload. (EOC's support multiple ICT's).

ACTIVATION OF THE EMERGENCY OPERATIONS CENTER

Depending on the scope of the emergency, the EOC may be activated to coordinate and support the activities of the Incident Command Teams involved.

SECTION FIVE

STAFF RESPONSIBILITIES

Disaster Event Occurs



First on scene makes appropriate notification

-- contact Campus Security (X5682)

--contact President's Office (X6010)



Incident Command Team/s Activated

Emergency Operations Center Activated, as required.



Verify the status and safety of employees, students and the public in all areas of responsibility



Remain calm. Wait for further instructions



Mitigation of Emergency



Recovery



Post-Incident Analysis

BASIC EMERGENCY RESPONSE GUIDELINES

Clover Park Technical College has established guidelines to help ensure the safety of staff and students during an emergency. Faculty and supervisors will be assigned to ensure that students and staff follow these guidelines.

In an emergency, lines of authority may change. Employees are expected to follow the direction of those who have been placed in charge of specific functions relating to the emergency. Do not attempt to call or contact the Incident Command Center. You will be contacted regarding the situation and any further actions needed.

IN THE EVENT OF AN EVACUATION, EMPLOYEES WILL TAKE THE FOLLOWING IMMEDIATE ACTIONS:

1. The Fire Alarm may also be used as the Evacuation Alarm. Calmly walk directly out of the building whenever the Fire Alarm is sounding. **Do not use elevators.**
2. Gather with other evacuees in an assigned open area away from the building and keep clear of responding emergency vehicles.
3. Assist disabled persons to the safe area, if you can safely do so.

IN THE EVENT OF A LOCK DOWN COMMAND, EMPLOYEES WILL TAKE THE FOLLOWING IMMEDIATE ACTIONS:

1. Staff and faculty will quickly check the halls and get students and/or visitors into classrooms/offices ASAP.
2. Close and lock windows and close window coverings, close and lock all doors, if possible. **Do not leave the building.**
3. Barricade the doors with heavy objects, if possible.
4. Turn off all lights and non-essential equipment, get out of sight, and be very quiet.

IN THE EVENT OF A SHELTER IN PLACE COMMAND, EMPLOYEES WILL TAKE THE FOLLOWING IMMEDIATE ACTIONS:

1. Close windows and window coverings, close all doors. **Do not leave the building.**
2. Seal vents and cracks around doors/windows as best you can with available materials.
3. Turn off all non-essential electrical equipment (including ventilation systems), if possible.
4. Move to the safest area of the room or building that can provide shelter and protection from external danger.
5. Assist disabled persons to the safe area, if you can safely do so.
6. Take cover from falling/flying debris under a strong object such as a desk or table, if appropriate. Gather near interior walls/doorways, or hallways, as appropriate. Stay away from windows, outside openings, loose/moveable objects, and electrical devices.

SECTION SIX

INCIDENT COMMAND POSITION CHECKLISTS

INCIDENT COMMANDER (IC)

(Vice President for Operations and Facilities or Designee)

Reports to President of the College

Responsibilities: The Incident Commander (IC) is responsible for the overall emergency/disaster operations. The IC shall remain at the command post to observe and direct all operations to ensure the safety of students, staff and others on campus.

Start-Up Actions:

- Stay calm.
- Obtain the IC equipment cache.
- Obtain copy of College telephone list.
- Activate functions (positions) as needed.
- Frequently notify PIO of event.
- Appoint liaison.
- Assess type and scope of emergency.
- Determine threat to human life and structures.
- Notification to outside agencies as appropriate.
- Develop and communicate an incident action plan with objectives and a time frame to meet those objectives.
- Fill in "Incident Assignments" form.
- Appoint a backup or alternate IC.

Operational Duties:

- Continue to monitor and assess total situation.
- Check with section chiefs for periodic updates.
- Reassign personnel as needed.
- Provide status reports to College President on status of students, staff, and campus as needed.
- Consider areas with additional security/safety needs
- Develop and communicate revised incident action plans as needed.
- Authorize release of information.
- Utilize IC back up; plan and take regular breaks, 5-10 minutes/hour, relocate away from the Command Post.
- Plan regular breaks for all staff and volunteers. Take care of your caregivers!

- Release staff/volunteers as appropriate.
- Remain on site and in charge until relieved or incident concludes.

Closing Down:

- Authorize deactivation of emergency response activities/personnel as appropriate.
- Ensure that any open actions not yet completed will be taken care of after deactivation.
- Ensure the return of all equipment and reusable supplies to Logistics.
- Close out all logs. Ensure that all logs, reports, and other relevant documents are completed.
- Proclaim termination of the emergency with appropriate notifications.

Equipment and Supplies:

Campus map(s), disaster response forms, emergency/disaster plan, job description clipboards, appropriate identification, command post organizer, AM/FM radio (battery), bullhorn, two-way radio.

PUBLIC INFORMATION OFFICER (PIO) **(Vice President for Public Relations or Designee)**

Reports to the Incident Commander

Policy: The public has the right and need to know important information related to emergencies/disasters at any Clover Park Technical College site as soon as it is available for release.

The Public Information Officer acts as the official spokesperson for the school site in an emergency situation. If the situation includes outside responders with their own PIOs, they will work as joint commanders with one PIO designated as the official spokesperson for the incident.

News media can play a key role in assisting the ICS by releasing emergency/disaster related information to the staff, general public and parents. Information released must be consistent, accurate, and timely.

Start-up Actions:

- Open PIO emergency box and put on identifying “PIO” vest. Activate key team members.
- Determine a possible “news center” site as a media reception area (located away from the CP). Identify the site by using the portable “media center” sign. Get approval from IC. Send team of media escorts to the center.
- Consult with IC and/or responder PIOs to coordinate information release.
- Assess the situation and obtain statement from IC. Tape-record if possible.
- Access current media list, cover letters, email addresses, and fact sheets (in PIO emergency box).
- Send out ‘ALL STAFF’ email and voicemail messages describing desired action.
- Open and maintain a position log of your actions and all communications. If possible, tape media briefings.

Operational Duties:

- Keep up to date on the situation.
- Provide media with escorts.
- Statements must be approved by the IC, given out at regular intervals, and should reflect:
- Accurate information relayed in a reassuring manner,

- avoid speculative comments.
- Incident or disaster cause and time of origin.
- Size and scope of the incident.
- Current situation and requested actions – condition of the school site, evacuation progress, care being given, injuries, student release location, lock down procedures, etc. Do not release names.
- Resources in use.
- Best routes to and from the school site.
- Background information if appropriate.
- Time of next update release.
- When answering questions, be complete and truthful, always considering confidentiality and emotional impact. Avoid speculation, bluffing, lying, talking “off the record,” arguing, etc. Avoid use of the phrase ‘no comment.’ Remember that after the incident is over, Clover Park Technical College will still rely heavily on the goodwill of the media to relay its messages.
- Remind school site/staff volunteers to refer all questions from media, students, parents or general public to the PIO.**
- Get updates from the IC frequently.
- Utilize PIO back up; plan and take regular breaks, 5-10 minutes/hour.
- Ensure announcements and other information are translated into other languages as needed.
- Monitor news broadcasts about the incident. Correct any misinformation heard.
- Create a website link from the Clover Park Technical College Home page to Incident Press Releases.

Closing Down:

- At the Incident Commander’s direction, release PIO staff no longer needed.
- Return equipment and reusable supplies to Logistics
- Close out all logs.
- Conduct an internal and external debriefing.

Aftermath:

- Remain updated on any subsequent college actions taken.
- Consult with the College IC (and College Legal Counsel if appropriate) before releasing any information
- If allowed, arrange for media interviews with College

personnel

- Send follow-up releases highlighting stories such as ‘acts of heroism’ to media outlets.
- Send follow-up ‘All Staff’ email and voice mail if appropriate. Update the website with same information.

Equipment and Supplies:

Campus map(s), disaster response forms, emergency/disaster plan, job description clipboards, appropriate identification, Nextel Cell Phone

LIAISON OFFICER (LO)
(Position Appointed by Incident Commander)
Reports to the Incident Commander

Responsibilities: Acts as a liaison between Clover Park Technical College and other agencies and organizations to coordinate responsibilities and functions of those agencies with emergency management of the disaster. These agencies may include federal, state, county, hospitals, schools, utilities, Red Cross, etc.

Start-Up Actions:

- Identify yourself as the Liaison Officer on the Organizational Chart in the Incident Command Center
- Read the entire Action Checklist
- Obtain a briefing from the Incident Commander
- Assign staff to the Assistant Liaison, as necessary
- Put on vest
- Obtain equipment and supplies

Operational Duties:

- If no unified command has been established, and as directed by the Incident Commander, report to the Fire/Police command center and establish communication between Clover Park Technical College Incident Commander and the community responders Incident Commander.
- Maintain communications until the incident is closed or until a unified command is established.
- If a unified command is established, then act as the Liaison between Clover Park Technical College and community responders/agencies.
- Provide a point of contact for assisting/cooperating outside agency representatives
- Provide periodic update briefings to Agency Representatives, as necessary.
- Utilize Liaison back up; plan and take regular breaks, 5-10 minutes/hour.
- Maintain activity log, as needed.

Closing Down:

- At the Incident Commander's direction, direct staff

members to sign out, release staff and deactivate the Liaison Officer position.

- Return equipment and reusable supplies.
- Close out Activity Log and return to Administration and Finance Officer.

Equipment and Supplies: Vest, clipboard, paper, pens, two-way radio communication.

SAFETY OFFICER (SO)
(Campus Safety Coordinator or Designee)
Reports directly to Incident Commander

Responsibilities: Develop measures to assure safety. Monitor and assess hazardous and unsafe situations. Has the authority to STOP unsafe acts. Investigate accidents and file proper claims. Responsible for the emotional and psychological safety of Clover Park Technical College personnel. Confirm or determine that appropriate level of inventory or supplies are at hand for crisis response team.

Start Up Actions:

- Identify yourself as the Safety Officer on the Organizational Chart.
- Read the entire Action Checklist
- Obtain a briefing from the Incident Commander
- Put on vest
- Obtain equipment and supplies

Operational Duties:

- Monitor emergency response activities for safety and appropriate use of equipment
- Identify and mitigate hazardous or potentially hazardous situations
- Stop or modify all unsafe operations
- Participate in planning meetings, anticipate potential safety issues
- Utilize Safety back up; plan and take regular breaks, 5-10 minutes/hour.
- Maintain Activity Log
- Notify insurance company/insurance joint powers authority of loss/damage to property or persons.

Closing Down:

- At the Incident Commander's direction deactivate the Safety Officer position and release staff. Direct staff members to sign out
- Close out Activity Log and relay pertinent information to the Finance /Administration Section
- Return equipment and reusable supplies

Equipment and Supplies: Vest, clipboard, paper, pens, radio.

INCIDENT LOG SCRIBE (ILS)
(Executive Assistant or designee)
Reports to Incident Commander

Immediate Supervisor: Incident Commander

Responsibilities: To document all actions and communications of the Clover Park Technical College Incident Command Team.

Start Up Actions:

- Obtain equipment and supplies
- Identify self to the Incident Commander
- Put on vest

Operational Duties:

- To team with the Incident Commander or other assigned personnel
- Document in writing all actions and communications (including the time) ordered and received by the Incident Commander or other assigned personnel.

Closing Down:

- Transcribe notes; make copies of transcription and original notes and keep as backup; turn in transcribed notes to the Incident Commander or Administration/Finance Chief, as directed.
- Return equipment and reusable supplies; replace supplies as needed

Equipment and Supplies: Vest, clipboard, pens, pencils, paper, flashlight/reading light, watch or stopwatch

OPERATIONS CHIEF (OC)
(Director of Plant Services and Security or Designee)
Reports to Incident Commander

Responsibilities: Management of all operations directly applicable to the primary mission. Direct the preparation of unit operational plans, request or release resources, make expedient changes to the Incident Action Plan as necessary, and report such to the Incident Commander. Evaluate and act on operations information. Decide on a priority basis what must be done and keep Incident Command informed of pertinent conditions and/or situations. Coordinate activities with Planning/Intelligence, Logistics, and Finance/Administration as necessary.

Start-Up Actions:

- Check in with Incident Commander for situation briefing.
- Obtain necessary equipment and supplies from Logistics.
- Put on position identifier (vest, ID badge, hard hat).

Operational Duties:

- Establish the Operations Section and develop appropriate action plans.
- Assume the duties of all Operations positions until staff is available and assigned.
- Determine needs and request resources.
- As personnel are assigned, brief them on the situation and supervise their activities.
- Activate and deactivate operational strike teams as needed.
- Report information about activities, events, and occurrences to the Incident Commander and/or appropriate Section Chiefs.
- Consider areas with additional security/safety needs
- Make sure that Operations staff are following standard procedures, using appropriate safety gear, and documenting their activities.
- Schedule breaks and reassign Operations staff within the section as needed.
- Utilize Operations back up; plan and take regular breaks, 5- 10 minutes/hour.
- Maintain activity log.

Closing Down:

- At the Incident Commander's direction, release Operations staff no longer needed. Direct staff members to sign out.
- Return equipment and reusable supplies to Logistics.
- When authorized by Incident Commander, deactivate the section and close out all logs. Provide logs and other relevant documents to the Incident Command Scribe.

Equipment/Supplies:

Vest, ID badge, Hard Hat, Nextel phone, 2 way radio 800 MHz UHF, bullhorn, aluminum clipboard w/forms, paper, pen, floor plan book, 11x17 campus aerial photo, emergency vehicle.

LOGISTICS CHIEF (LC)
(Warehouse Personnel or Designee)
Reports to Operations Chief (OC)

Responsibilities: The Logistics Section is responsible for providing facilities, Services, personnel, equipment, and materials in support of the incident. Additionally, the Logistics Chief is responsible to check and maintain supplies in the building emergency kits

Start-Up Actions:

- Check in with Operations Chief for situation briefing.
- Open supplies container or other storage facility as directed by the IC.
- Put on position identifier, such as vest, if available
- Begin distribution of supplies and equipment as needed
- Ensure that the Command Post and other facilities are set up as needed.

Operational Duties:

- As (or if) staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists.
- Coordinate supplies, equipment, and personnel needs with the IC. Ensure sufficient fuel supply such as gasoline, diesel, propane, kerosene and other fuel types.
- During an emergency of extended duration, ensure adequate supply of food and potable water to emergency workers and people who have been relocated to shelters.
- Maintain security of cargo container, supplies and equipment as directed by the IC.
- Utilize Logistics back up; plan and take regular breaks, 5-10 minutes/hour.

Closing Down:

- At the IC's direction, deactivate the section and close out all logs.
- Verify that closing tasks of all Logistics positions have been accomplished. Secure all equipment and supplies.

Equipment and Supplies:

2 way radio, Nextel Phone, job description, clipboard, paper, pens, cargo container or other storage facility and all emergency supplies stored on campus; clipboards with volunteer sign-in sheets, forms, inventory of emergency supplies on campus, site status report, communications log, message forms.

PLANNING/INTELLIGENCE SECTION CHIEF (PISC)

Director/Coordinator of IT or Designee)

Reports to Incident Commander

Responsibilities: Collection, evaluation, documentation and use of information about the development of the incident and the status of resources. Maintain accurate records and site map. Provide ongoing analysis of situation and resource status. Keep Incident Command informed of pertinent conditions and/or situations. Coordinate activities with Operations, Logistics, and Finance/Administration/Legal as necessary.

Start-Up Actions:

- Check in with Incident Commander for situation briefing.
- Obtain necessary equipment and supplies from Logistics.
- Put on position identifier (vest, ID badge).

Operational Duties:

- Collects and processes situational information about the incident.
- Assists IC in writing the Action Plan.
- Establishes information requirements & reporting schedules for Planning
- Determines need for any specialized resources in support of the incident and request the Logistics section to provide it.
- Reports any significant changes in incident status.
- Reassign out-of-service personnel already on-site to the IC organizational positions as necessary.
- As personnel are assigned, brief them on the situation and supervise their activities.
- Assemble information on alternative strategies.
- Consider areas with additional security/safety needs
- Evaluate need to communicate with South Hill Campus
- List key issues in section and how to resolve them.
- Determine the need for any specialized resources in support of the incident, e.g.: Patient Transport Assistants.
- Provide access to special information resources on student, instructor, course, building information as needed.
- Utilize Planning back up; plan and take regular breaks, 5-10 minutes/hour.
- Maintain activity log.

Aftermath:

- Assist IC develop plan for internal and external aftermath.
- Access resources needed e.g.: Counseling support, County Chaplaincy, EAP program.

Closing Down:

- At the Incident Commander's direction, release staff no longer needed. Direct staff members to sign out.
- Return equipment and reusable supplies to Logistics.
- When authorized by Incident Commander, deactivate the section and close out all logs. Provide logs and other relevant documents to the Incident Command Scribe.

Equipment/Supplies:

Vest, ID badge, Nextel phone, aluminum clipboard w/forms, paper, pen, list of all available student system programs and appropriate access codes, emergency contact information list of all employees, campus phone directory.

FINANCE/ADMINISTRATION/LEGAL SECTION CHIEF (FALSC)

(Vice President for Finance & Budget or Designee)

Reports to Incident Commander

Responsibilities: Supervises all financial aspects of the disaster. Coordinates with Operations, Planning and Logistics Sections as appropriate. Prepare proclamations, emergency ordinance, etc. Advise Board of Trustees of legal matters, as needed. Commence legal proceedings and enforces emergency actions.

Start-Up Actions:

- Check in with Incident Commander for situation briefing.
- Put on position identifier (vest, ID badge)
- Obtain briefing from the Incident Commander
- Set up work station

Operational Duties:

- Open and maintain section logs
- Confer with Incident Commander on delegation of purchasing authority
- Determine appropriate purchasing limits.
- Meet with Operations and Logistics Section Chiefs to determine financial and administrative support needs.
- Determine future Finance/Administration Section personnel and support needs
- Prepare proclamations, emergency ordinances and other legal documents required by the Board of Trustees and Director of Emergency Services
- Advise the Board of Trustees and the Incident Command Team on the legality, legal implications and politics of contemplated emergency actions
- Develop the rules, regulations and laws required for acquisition and control of critical resources
- Develop the necessary ordinances and regulations to provide legal basis for evacuation and/or population control
- Ensure investigation of all accidents and prepare necessary claims
- Document for cost reimbursement
- Ensure section logs are completed
- Participate in Action Planning meetings
- Utilize back up; plan and take regular breaks, 5-10 minutes/hour.

Closing Down:

- Deactivate the Section and close out logs when authorized by the Incident Commander.
- Assign any open actions to appropriate personnel.

Equipment and Supplies: Clipboard, paper, pens

APPENDIX A

Incident Command Center Information Report Form Intentionally Left Blank

Incident Command Center (Incident Map)

Incident Command Center (Action Plan)

Incident Command Center (Check in Log)

Incident Command Center (Resource Summary)

Post Incident Debriefing

APPENDIX B

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Important Phone Numbers:

APPENDIX C

GLOSSARY OF TERMS

ARC - American Red Cross

Command Post (CP) - this is the on-site field location for the Emergency Operations Center. The Incident Commander is in charge of the command post.

Emergency Assembly Point - Evacuation locations for each Campus building

Emergency Information Hotlines - Telephones for disseminating recorded emergency bulletins.

Emergency Operations Center (EOC) - A management center where the Emergency Management Team coordinates the College's emergency decisions and resources. Headquarters for emergency management team command post.

Emergency Recovery Team (ERT) - The Emergency Management Team should be prepared to document the effects of the emergency and coordinate facility and program restoration, according to priorities identified by the Unit executive

Emergency Management Team (EMT) - The Emergency Management Team should be trained to help disseminate emergency instructions, assist evacuations and security, provide first aid, and deal with immediate salvage and preservation issues (ex. moving books and equipment).

EOP Emergency Operations Plan - the plan which if developed and followed during an emergency

FEMA Federal Emergency Management Agency – Agency established to oversee federal assistance to individuals and local government in the even of major disasters.

Field Response - Where emergency response personnel carry out activities

Hazard - Any situation or condition that has potential of causing injury to people or damage to property.

Haz Mat: Hazardous materials Incident - A situation involving a spill or uncontrolled escape of a hazardous material.

IAP - Incident Action Plan

ICP - Incident Command Post

ICS Incident Command System – Provides effective incident management through the identification of specific roles and responsibilities and chain of command. Utilizes functional groupings of tasks, management by objectives and unified command.

Local Emergency - The duly proclaimed existence of conditions of a disaster or of extreme peril to the safety or health of persons or property within local jurisdictional boundaries.

Local Government - City, County or other political subdivision of the State and any other public entity for which an application for assistance is made by the State or political subdivision thereof.

MMAA Master Mutual Aid Agreement - The provision of resources between jurisdictions based on need. Standardized mutual aid systems exist for law enforcement, fire services and other disciplines.

NIMS - National Incident Management System

OA - Operational Area

OASIS - Operational Area Satellite Information System

Operational Area - A level of the state emergency services organization, consisting of a county and all political subdivisions within the county's boundaries.

Perimeter - Restricted access areas for an incident established for safety

PIA - Post Incident analysis

PIO - Public Information Officer

SOP - Standard Operating Procedure

TCP - Traffic Control Point

Utility - Structures of systems of any power, water storage, supply and distribution, sewage collection and treatment, telephone, transportation or other similar public services.

Warning - Notifies people of the imminent impact of a specific hazard and protective actions which should be taken.

APPENDIX D

REFERENCES