

**All Hazards  
Emergency Response  
Plan**

**WASHINGTON STATE  
UNIVERSITY EVERETT  
&  
EVERETT COMMUNITY  
COLLEGE**

**WSUE/UC VERSION**

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# DEFINITIONS

**Building Captains** oversees an assigned specific building or set of buildings. Responsibilities include Assists with assuring that all building staff, including evening instructors and students, understands their responsibilities regarding emergency management procedures. Assists with coordinating building evacuations or other protective actions as necessary. Assists during training and drills. Reports building/evacuation status information to EvCC Emergency Operations Center (EOC) when activated, Campus Security, and/or the EvCC Incident Command Post. Provides briefing to arriving fire or police Incident Commander when required. Attends post-evacuation debrief meetings as required. After helping with an evacuation, the Building Captain reports to an assigned area to accept reports from the Floor Wardens. The Building Captain then relays information to the Incident Commander. Building Captains & Floor Wardens will help educate and provide orientation to employees on emergency procedures for the building.

**Command Staff:** Inside the Emergency Operations Center, this group directs and manages the emergency. This group is made up of the Emergency Operations Center Manager, Information Officer, Safety Officer, and Liaison Officer.

**Emergency:** A situation arising with or without warning, causing or threatening death, injury, significant property damage, or disruption to normal life for numbers of people more than those which can be dealt with under normal conditions, and which requires special mobilization and organization of those forces.

**Emergency Notification System:** Activated by key college personnel and may be focused upon one or more buildings or a wider area, including the entire campus. Made up of a network of internal and external audio speakers that carry recorded and live broadcast messages, as part of a comprehensive method of quickly alerting people to emergency conditions, including an “All Clear” notification when the emergency is mitigated. The type of response will determine the appropriate tools to utilize, i.e., email/text, electronic reader-boards, auto dialed numbers.

**Emergency Operations Center (EOC):** A central facility from which key officials can gather information, make decisions, and plan, direct and coordinate response and recovery efforts. The EOC may be a physical location, virtual location, or a combination of two depending on the size and scope of the incident.

**Evacuation:** An orderly but brisk relocation from a facility or area to a predetermined assembly point. In the event an emergency calls for an entire campus evacuation, this process should strive to be managed systematically to not obstruct incoming public safety units (ambulances, police, fire, etc.).

**Floor Warden:** oversees an area, specific floor or several floors within the facility. The Floor Warden must recognize the presence of an emergency, ensure the evacuation of his/her area, perform a sweep of the area to ensure all personnel have been evacuated, and report the status of the evacuation to their Building Captain. Responsibilities include Carry out evacuation, shelter in place, or lock down procedures. Assist by coordinating accounting for building occupants following evacuations or other protective actions. Report floor evacuation routes or other protective action

status to Building Captains. Assume Building Captain responsibilities according to line of succession if a Building Captain is not available. Building Captains & Floor Wardens will help educate and provide orientation to employees on emergency procedures for the building.

**General Staff:** In the Emergency Operations Center, this group supports the EOC Manager in the management of the emergency. This group is made up of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, Administration and Finance Section Chief. Other possible positions include Branch Chiefs or Technical Experts.

**Hazardous Materials:** Substances or materials which, because of their chemical, physical, or biological nature, pose a potential risk to life, health, or property. These substances may be found in solid, liquid or gaseous forms.

**Incident Action Plan:** Created by the Planning Section, to assist the EOC Manager to (1) understand the current situation; (2) predict the probable course of incident events; and (3) prepare alternative strategies and control operations for the incident.

**Incident Commander:** Often referred to as the IC, the individual in charge of the physical scene reporting to the EOC. This individual is the highest authority at the scene of all Emergency Operations. In an unanticipated emergency, the initial IC is the first College employee on the scene or the person with greatest seniority or experience. In this example, this person will typically "pass command" to the designated college IC when the Command Staff are convened.

**Lockdown:** Implemented in response to unsafe conditions either inside or outside campus buildings. The goal is to prevent a hostile intruder from gaining access to a building or room, and to hide all building occupants in a safe location until the threat has passed. All normal activities should be suspended during a lockdown because the priority is to seek safe haven out of sight, preferably behind hardened walls with lights off and doors barricaded.

**National Incident Management System (NIMS):** A comprehensive incident response system developed by the Department of Homeland Security. NIMS provides a consistent nationwide approach for Federal, State, and Local governments to work effectively and efficiently together to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size or complexity. This system is mandated by the Federal government for use and implementation by all subdivisions of government.

**Shelter-in-Place:** Circumstances create an external threat, and EvCC/WSUE needs to take immediate action to lock the outside doors. The goal is to contain people in the building until the threat is removed. Classes and/or business activities may continue. Persons outside may be admitted if conditions warrant; once inside, people may not exit the building until an "all clear" message by a recognized official with the authority to lift the Shelter-in-Place is received.

#### **Weather-Related Definitions:**

**WATCH:** Severe weather or flash flood WATCH means that conditions are such that a storm or flood of significant magnitude is likely to occur. Persons within the area alerted should take precautionary steps.

**WARNING:** Announcement that threatening conditions (thunderstorm, high winds, tornado, flooding, dam or levee failure, winter storm, etc.) are occurring or are imminent, and are expected to have a

harmful effect upon the area alerted. Persons within the area must take immediate steps to protect themselves.

**SPECIAL WEATHER STATEMENT:** Used to pass along information on non-severe weather events and the status of watches. It may also include information on urban flooding and winter weather events, and to clear areas of severe weather watches.

# INTRODUCTION

## **Purpose**

Everett Community College and Washington State University Everett have established an All-Hazards Emergency Response Plan to minimize the impact of an emergency on students, employees, visitors and facilities. The plan is designed to provide procedures and assign roles to effectively respond to an emergency.

## **The All-Hazards Emergency Response Plan is based on the following assumptions:**

- An emergency may occur at any time.
- An emergency may be significant enough to require the Incident Command services of outside emergency response agencies (ex. Police, Fire, or Emergency Management)). In the event an Incident Commander from one of these agencies is appointed, that person will oversee the incident and the College will provide support.
- An emergency may go beyond the college, affecting the surrounding community. This may delay the response time of off-site agencies to the campus.
- All employees and students have a personal responsibility to take part in appropriate training and become familiar with what to do in an emergency and follow as nearly as possible the guidelines discussed in this All-Hazards Emergency Response Plan.

## **Priorities**

The strategy of EVCC and WSUE shall be to respond to an emergency in a safe and timely manner. The order of priorities is to:

1. Protect the lives, safety and health of students, employees and visitors at all Everett Community College campus locations.
2. Protect all EvCC/ WSUE facilities, equipment and services from loss due to an emergency.
3. Effectively communicate with all involved parties throughout an emergency.
4. Provide for the continuation of campus operations and services.
5. Recover and learn from the emergency experience.

The All-Hazards Emergency Response Plan will be maintained by Campus Safety, Security, and Emergency Management.

# General Preparation and Prevention

It is important for employees and students to prepare for an emergency anywhere including for your home, work, vehicle, and pets. For suggestions and lists, see:

- Snohomish County Department of Emergency Management  
<https://snohomishcountywa.gov/719/Personal-Preparedness>
- FEMA  
<https://www.ready.gov>
- American Red Cross  
<https://www.redcross.org/get-help/how-to-prepare-for-emergencies.html>

Everyone on campus should become familiar with the evacuation route/fire exit plan posted in their study/instruction/ work areas and fully participate in training opportunities.

In addition, faculty and staff should review evacuation routes and safety information with students during the first class of every quarter and become familiar with how to assist those with access and functional needs during an emergency.

Students should follow the instructions of faculty, college personnel who identify themselves as Building Captains/Floor Wardens, other college/ university authorities, fire or police or other emergency response personnel.

Maps of the building can be found by the elevators of the UC Building. They will display information regarding evacuation routes and location of emergency supplies (First Aid Kits, AEDs, Opioid Antagonist, etc.).

The EvCC/WSU All Hazards Emergency Response Plan provides procedures for the safe and orderly response to a variety of emergency situations. The specific response to an incident will be selected by EvCC/WSUE or emergency authorities and communicated via the Emergency Notification System (RAVE).

In some incidents, personnel may be required to follow procedures for one of the following four basic emergency responses:

1. Evacuation of a Building/Evacuation of Campus or Center
2. Lockdown
3. Shelter in Place
4. Run Hide Fight

**If you know of people with injuries or of the existence of hazards in the area, report them to the appropriate authority ASAP (Police/Fire/EMS, EvCC Security, WSUE Security, Building Captains/Floor Wardens, etc.)**

# INCIDENT-SPECIFIC PROCEDURES

## Fire

1. Sound the fire alarm and immediately evacuate the building. After sounding the fire alarm, only those specifically trained and properly equipped may attempt to put out any fire if safe to do so.
2. Evacuate the building and maintain control of students and staff a safe distance away from the building and any firefighting responders and equipment.
3. Notify the following as soon as possible and be prepared to provide physical address, building, and fire location:  
911  
WSUE Security - 425-405-1715, EVCC Security 425-388-9998  
Chancellor's Office-425-405-1715

## Chemical Spill

1. In the event of a chemical spill in the UC Building, students and employees must immediately be moved to a safe location using [evacuation procedures](#).
2. Notify the following as soon as possible and be prepared to provide physical address, building, and spill location:  
911  
WSUE Security - 425-405-1715, EVCC Security 425-388-9998  
Chancellor's Office-425-405-1715
3. Notify your immediate supervisor.
4. When a chemical spill occurs outside of the UC building, follow the advice of the firefighters and/or law enforcement officers.
5. Wait for word from authorities before returning to the area.

## Injuries

- Notify the following as soon as possible and be prepared to provide physical address, building, and type of injury:  
911  
WSUE Security - 425-405-1715, EVCC Security 425-388-9998  
Chancellor's Office-425-405-1715

2. Notify your immediate supervisor or Dean.
3. Complete necessary [accident injury forms](#).

### **Abuse/Assault**

\*In the case of abuse/assault of a minor, report the incident to Child Protective Services (CPS) within 48 hours at 1-866-829-2153. Notify campus security of the incident.

1. Call 911.
2. Accompany the victim to a safe place at college and remain with them.
3. Protect evidence of assault. DO NOT DESTROY EVIDENCE:
  - Do not wash clothes, victim's body or underwear.
  - Do not allow victim to wash or wipe body.
  - Do not wipe away dirt, semen, or dried blood.
  - Stay with the victim and reassure them of their safety.
4. Once a victim has been cared for, immediately notify WSUE Security - 425-405-1715, EVCC Security 425-388-9998. Follow the instructions of the police and/or Campus Safety.

### **Earthquake**

During the Earthquake: Drop, Cover, Hold!

**DROP** where you are, onto your hands and knees. This position protects you from being knocked down and allows you to stay low and crawl to shelter if nearby.

**COVER** your head and neck with one arm and hand.

- If a sturdy table or desk is nearby, crawl underneath it for shelter.
- If no shelter is nearby, crawl next to an interior wall (away from windows)
- Stay on your knees; bend over to protect vital organs.

**HOLD ON** until shaking stops.

- Under shelter: hold on to it with one hand; be ready to move with your shelter if it shifts.
- No shelter: hold on to your head and neck with both arms and hands.

If indoors, stay indoors. Drop under sturdy furniture and hold on to it. If possible, move to an inside wall or to an inside doorway. Stay away from windows and glass.

If outside, stay in the open. Keep away from buildings, trees, and electrical wires.

If in a vehicle, stop. Stay inside until the shaking stops.

Persons with Disabilities: See [EarthquakeCountry.org/disability](http://EarthquakeCountry.org/disability) for recommendations for people who use wheelchairs, walkers, or are unable to drop to the ground and get up again without assistance.

## After the Shaking

1. Be prepared for aftershocks.
2. Follow directions of College/University officials.
3. If gas or water leaks occur, report them to WSUE Security - 425-405-1715, EVCC Security 425-388-9998. Stay out of building until officials indicate it is safe to return.
4. Inform your immediate director or supervisor of present status. Wait for instructions.
5. Do not enter any damaged buildings until it is determined that they are safe to re-enter.

## Hate Crime/Bias Incident

Hate Crime – Definition: a hate crime is a criminal act committed against a person(s) motivated by the offender's bias against a race, religion, disability, ethnicity/national origin, gender or sexual orientation.

1. call 911
2. Call WSUE Security - 425-405-1715, EVCC Security 425-388-9998
3. Be prepared to report:
  - What happened
  - Location of the incident
  - In known, names of person(s) or description of person(s) involved
4. Confidential counseling is available EAP.

Bias Incident – Definition: a bias incident is any act, including conduct, speech, or expression to which a biased motive is a clear contributing factor, against a race, religion, disability, ethnicity/national origin, gender or sexual orientation resulting or intending to result in intimidation, harassment, fear, personal assault and/or other violence.

1. Report any bias incident and/or activity to any of the following: WSUE Security - 425-405-1715, EVCC Security 425-388-9998, your instructor, your supervisor, the Chancellor Office- 425-405-1712.
2. Be prepared to report:
  - What happened
  - Location of the incident/activity
  - If applicable, names of person(s) or description of person(s) involved
3. Confidential counseling is available through EAP.

## Evacuation Procedures

1. All evacuations of campus buildings will occur when either a fire alarm sounds and/or upon notification by Campus Safety/Security or another university official.
2. When the fire alarm goes off or when notified to evacuate the building, faculty, staff, students and administrators are to immediately leave the building by the nearest marked exit, and alert others to do the same. Evacuation maps are located by the elevators. TAKE ALL YOUR PERSONAL BELONGINGS (PURSES, KEYS, WALLETS, ETC.) WITH YOU.
3. As the building is evacuated, assist those with disabilities to the Evacuation Assembly Area. Remember that the elevators should not be used during a +fire or earthquake.

4. Once outside, proceed to the closest Evacuation Assembly Area. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency response vehicles and personnel.
5. Help emergency response personnel and emergency crews as requested, and you are able.
6. DO NOT return to the evacuated building until you have been told by a college official that the building and rooms are safe to reoccupy.
7. An emergency command post may be set up in the area. Stay away from the command post unless you have official business.

**IMPORTANT:** After any evacuation, report to the Evacuation Assembly area designated by the class instructor or university official. Stay there until advised to return to the building or a college official tells you that the campus is closed.

**CAMPUS EVACUATION:** Upon notification of a campus-wide evacuation, evacuate the campus as directed by a university official. EVCC/WSUE Security will direct vehicular traffic from campus. Everett Police, Everett Fire, the Washington State Patrol, and/or Snohomish County Sheriff's deputies may be on hand to assist. Follow directions given by the officers.

### **Violent or Criminal Behavior**

1. If you are a victim or a witness to any violent or criminal behavior, get to a safe location.
2. Call 911 immediately. Report the incident including the following information:
  - What happened.
  - Location of the incident.
  - Description of person(s) involved.
  - Description of property involved.
  - Description and license number of any vehicles involved.
3. Call WSUE Security at 425-405-1715 EVCC Security 425-388-9998.
4. Should gunfire erupt or there is an explosion on campus, you should immediately take cover behind a solid object and stay down. After the disturbance and only when you are sure you will be safe, leave the area or obtain emergency first aid if necessary.
5. If you are taken hostage, follow these guidelines:
  - a. Remain calm, be polite, and cooperate.
  - b. Don't attempt to escape unless there is an extremely good chance of survival.
  - c. Speak normally.
  - d. Don't draw attention to yourself with sudden body movements, statements, comments, or hostile looks.

### **Bomb Threat**

**NO BOMB THREAT IS TO BE IGNORED!**  
**TREAT EVERY BOMB THREAT AS A POTENTIAL DANGER TO HUMAN LIFE**

- Bomb threats are most received via phone, but are also made in person, via email, written note, or other means. Every bomb threat is unique and should be handled in the context of the facility or environment in which it occurs. Facility supervisors and law enforcement will be in the best position to determine the credibility of the threat.

**Follow these procedures:**

- Remain calm. Keep the caller on the line as long as possible. **DO NOT HANG UP** even if the caller does.
- Listen and be polite and show interest.
- Staff member receiving the call follows the procedure to keep the caller on the line and obtain as much information as possible (such as accent, background noise, and location of bomb, time set to explode, and who - what - when - where - why....).
- Notify your facility supervisor, such as a manager, operator, or administrator, or follow your facility standard operating procedure.
- Call 9-1-1 or your local law enforcement.
- If possible, signal or pass a note to other staff to listen and help notify authorities.
- Write down as much information as possible—caller ID number, exact wording of threat, type of voice or behavior, etc.—that will aid investigators.
- Record the call, if possible.
- For threats made in person, via email, or via written note, refer to the DHS Bomb Threat Checklist and DHS-DOJ Bomb Threat Guidance for more information.
- Be available for interviews with facility supervisors and/or law enforcement.
- Follow authorities' instructions. Facility supervisors and/or law enforcement will assess the situation and provide guidance regarding facility lock-down, search, and/or evacuation. If the campus/campus building is evacuated, use normal evacuation procedures. **DO NOT ANNOUNCE THAT ANY EVACUATION IS DUE TO A BOMB THREAT. EVERY PRECAUTION SHOULD BE TAKEN TO AVOID ANY PANIC WHICH COULD BRING INJURY TO STAFF AND STUDENTS.**
- Campus Security and a staff member familiar with the evacuated building, along with emergency responders, will conduct the room-to-room search for a device.
- If a suspected device or actual bomb is found:
  - **DO NOT TOUCH THE SUSPECTED EXPLOSIVE DEVICE OR BOMB.** Do not use a cell phone or portable telephone or handheld radio/walkie-talkie in the building. Evacuate the building using the evacuation procedures and seal off the area to prevent any unauthorized entry.
  - Immediately call 911. Advise authorities that an explosive device/bomb has been found.
  - Call WSUE Security 425-405-1715, EVCC Security at 425-388-9998.
  - Notify the President or designee that an explosive device/bomb has been found and its location.
  - Wait for a trained explosive demolition team to examine and dispose of the explosive device/bomb.

## Mental Health Emergency or Crisis

### *Mental Health Emergency*

A mental health emergency is a life threatening situation in which an individual is imminently threatening harm to self or others, severely disoriented or out of touch with reality, has a severe inability to function, or is otherwise distraught and out of control.

Examples of a Mental Health Emergency include:

- Acting on a suicide threat
- Homicidal or threatening behavior
- Self-injury needing immediate medical attention
- Severely impaired by drugs or alcohol
- Highly erratic/unusual behavior that indicates unpredictable behavior and/or inability to care for themselves.

Suggestions for What to Do in Case of a Mental Health Emergency:

Call 911 and then contact WSUE Security 425-405-1715, EVCC Security 425-388-9998

### *Mental Health Crisis*

A mental health crisis is a non-life threatening situation in which an individual is exhibiting extreme emotional disturbance or behavioral distress, considering harm to self or others, disoriented or out of touch with reality, has a compromised ability to function, or is otherwise agitated and unable to be calmed.

Examples of a Mental Health Crisis include:

- Talking about suicide threats and/or talking about threatening behavior
- Self-injury, but not needing immediate medical attention
- Alcohol or substance abuse
- Highly erratic or unusual behavior

Suggestions for What to Do in Case of a Mental Health Crisis

- Eating disorders
- Not taking their prescribed psychiatric medications
- Emotionally distraught, very depressed, angry or anxious

Suggestions for What to Do in Case of a Mental Health Crisis

Call Campus Security at 425-405-1715

### *Special Circumstances*

If the Person in Mental Health Emergency or Crisis is:

Calling by Telephone

1. Attempt to get the person's name, phone and location.
2. Keep the person on the phone, while you get a co-worker's attention and depending on the level of

urgency, contact appropriate assistance.

#### Emailing

1. Print email, include contact info.
2. Depending on the level of urgency, contact appropriate help.

Call Campus Safety at 425-405-1715

### **Facility Assistance/Utility Disruptions**

#### *Facility Assistance*

Monday - Friday 8 AM to 5 PM: Call the Facility/Maintenance Department at 425-405-1712 to report facilities or telephone problems or to request assistance. After 5 PM, holidays, and weekends: Call EVCC Security at Ext. 9998 or 425-388-9998.

#### *Data and Computing Assistance*

Call WSUE Information Technology Help Desk at Ext. 1555 or call 425-405-1555.

#### *Utility Disruption*

Call the WSUE Facility/Maintenance Department at Ext. 1566 to report all utility disruptions, toilet facility flooding, or spills or similar failures. After hours call EVCC Security at Ext. 9998.

The Facility/Maintenance Department will keep the EvCC/WSUE community informed of the duration of utility outages. During an extended utility outage, it may become necessary to cancel classes, suspend operations, and vacate buildings.

#### *Natural Gas Leak*

(A flammable hazardous gas capable of producing explosions)

1. Call the WSUE Facility/Maintenance Department at Ext. 1566 or the Security Department at Ext. 1715 to report a natural gas outage or leak. Use a telephone in a safe area away from the leak to make the call.
2. Alert others around the leak to vacate immediately.
3. Turn off electrical equipment if there is time.
4. If the campus/campus building is evacuated, use normal evacuation procedures (see Evacuation Procedures).
5. Return to building(s) only when they are declared to be safe by an EvCC/WSUE administrator or Security Officer.

#### *Electrical*

1. Call the WSUE Facility/Maintenance Department at Ext. 1566 to report electrical outages or malfunctions.
2. Turn-off previously energized electrical equipment.
3. Vacate poorly lit areas during a building or College-wide electrical outage. Remember that the emergency lighting system is effective for only 15-30 minutes.
4. Check elevators to be certain persons are not trapped in the elevator car.

### *Elevators*

1. Call the WSUE Facility/Maintenance Department at Ext. 1566 to report the need for elevator repair.
  2. Call the WSUE Security Office at Ext. 1715 for elevator emergency assistance.
  3. Call 911 if a person is trapped in the elevator car and both the Security Office and the Facility/Maintenance Department cannot be reached.
- \* All EvCC/WSUE elevators are equipped with emergency telephones, which automatically contact the EvCC Security Office or a 24-hour monitoring company when activated.

### *Water*

1. Call the WSUE Facility/Maintenance Department at Ext. 1566 to report leaks or outage.
2. Turn off electrical equipment and cover or relocate equipment, materials and supplies to minimize water damage.
3. Turn off the water supply valve if the location is known.

## **Disruptive Student(s)**

Definition- Disruptive behavior interferes with the instructional, administrative, and/or service functions of the College.

### Examples

- Verbally threatening or abusing any person or persons.
- Physically threatening or assaulting others.
- Theft or damage to university property.
- Use, possession, distribution of illegal or controlled substances on college/ university grounds.
- Interfering with the learning environment by disruptive behavior or indecent expressions or conduct as defined by law.
- Making inappropriate demands for time and attention from faculty and/or staff.

### Removal of a Disruptive Student from WSUE Facilities

An instructor may remove a disruptive student from the classroom on a daily basis by saying to the student that a specific behavior is inappropriate and then requesting the student to leave, if help is needed, the instructor should call WSUE Security at 425-405-1715 1715, EVCC Security 425-388-9998. The student is free to return to class the next day.

**ANY COLLEGE ADMINISTRATOR OR SECURITY PERSONNEL MEMBER MAY DIRECT A DISRUPTIVE STUDENT TO LEAVE COLLEGE FACILITIES.**

If the safety of the student or others is jeopardized, college officials may summarily suspend the student until the situation is fully investigated.

### Recommended Procedure

- Take the student aside, describe the inappropriate behavior, being specific, and tell him/her the behavior must stop. If the behavior does not stop, the student should be asked to leave by the instructor if in a

classroom, by administrator or security personnel if elsewhere on campus.

- Immediately write a detailed description including date, time, specific description of the behavior, and your conversation with the student. This documentation is necessary should the behavior continue, and disciplinary action be needed.
- If possible, encourage the student to confer with student affairs. If you wish, consult with student affairs (whether or not the student agrees to see one) on what records to keep and how to approach the student.
- Submit a behavior incident report.
- Report your actions to your direct supervisor.
- If you think the disruptive behavior might continue, consult with the appropriate administrator.

## **Bad Weather**

In the event of an emergency adversely affecting university operations, the Chancellor or designee may declare a temporary closure of any or all units of the institution. Emergency situations which might affect such a closure decision include, but are not limited to severe weather conditions, natural disaster, fire or related hazard, and mechanical or equipment failure.

Notification of any EvCC/WSUE closure will be made:

- On an opening screen of the EvCC/WSUE website
- Sent via text message for subscribers (sign up at [www.everettcc.edu/emergency](http://www.everettcc.edu/emergency))
- Online through [schoolreport.org](http://schoolreport.org)
- By message on the main phone line at EVCC 425-388-9100, WSUE 425-405 1600

The following radio stations will be notified:

RADIO/TELEVISION STATIONS KSER/FM (90.7 FM) KING TV - Channel 5 KRKO - Everett (1380 AM) KOMO TV - Channel 4 KIRO - Seattle (97.3 FM)) KIRO TV - Channel 7 KOMO - Seattle (1000 AM) KCPQ TV – Channel 13

No message means the college/ university is open regular business hours.

## **Nuclear Explosion/Power Plant Emergency**

During a Nuclear Explosion: Get Inside, Stay Inside, Stay Tuned

*GET INSIDE*

**Get inside the nearest building** to avoid radiation. Brick or concrete are best.

**Remove contaminated clothing and wipe off or wash unprotected skin** if you were outside after the fallout arrived. Hand sanitizer does not protect against fall out. Avoid touching your eyes, nose, and mouth, if possible. Do not use disinfectant wipes on your skin.

**Go to the basement or middle of the building.** Stay away from the outer walls and roof. Try to maintain a distance of at least six feet between yourself and people who are not part of your household. If possible, wear a mask if you're sheltering with people who are not a part of your household. Children under two years old, people who have trouble breathing, and those who are unable to remove masks on their own should not wear them.

### *STAY INSIDE*

**Stay inside for 24 hours unless local authorities provide other instructions.** Continue to practice social distancing by wearing a mask and by keeping a distance of at least six feet between yourself and people who not part of your household.

**Family should stay where they are inside.** Reunite later to avoid exposure to dangerous radiation.

**Keep your pets inside.**

### *STAY TUNED*

Tune into any media available for official information such as when it is safe to exit and where you should go.

Battery operated and hand crank radios will function after a nuclear detonation.

Cell phone, text messaging, television, and internet services may be disrupted or unavailable.

### **Before a Nuclear Power Plant Emergency**

The following are things you can do to protect yourself, your family and your property from the effects of a nuclear power plant emergency:

- Build an [Emergency Supply Kit](#) with the addition of plastic sheeting, duct tape and scissors.
- Make a [Family Emergency Plan](#)
- Obtain public emergency information materials from the power company that operates your local nuclear power plant or your local emergency services office. If you live within 10 miles of the power plant, you should receive the materials yearly from the power company or your state or local government.
- Sign up for emergency updates, if available, from your local emergency management agency to receive timely and specific information for your area.

### **During a Nuclear Power Plant Emergency**

If an accident at a nuclear power plant were to release radiation in your area, local authorities would activate warning sirens or another approved alert method. They also would instruct you through the Emergency Alert

System (EAS) on local television and radio stations on how to protect yourself.

- Follow the EAS instructions carefully.
- Minimize your exposure by increasing the distance between you and the source of the radiation. This could be evacuation or remaining indoors to minimize exposure.
- If you are told to evacuate, keep car windows and vents closed; use re-circulating air.
- If you are advised to remain indoors, turn off the air conditioner, ventilation fans, furnace and other air intakes.
- Shield yourself by placing heavy, dense material between you and the radiation source. Go to a basement or other underground area, if possible.
- Stay out of the incident zone. Most radiation loses its strength quickly.

### **After a Nuclear Power Plant Emergency**

The following are guidelines for the period following a nuclear power plant emergency:

- Stay tuned to local radio or television stations for the latest emergency information.
- Public shelters are locally managed and operated in response to events. If you have been told to evacuate or feel it is unsafe to remain in your home, go to a designated public shelter. To find the nearest open shelter in your area, text **SHELTER + your ZIP code to 43362 (4FEMA)**, example: shelter 12345.
- Act quickly if you have come in to contact with or have been exposed to hazardous radiation.
- Follow decontamination instructions from local authorities.
- Change your clothes and shoes; put exposed clothing in a plastic bag; seal it and place it out of the way.
- Seek medical treatment for unusual symptoms, such as nausea, as soon as possible.
- Help a neighbor who may require special assistance - infants, elderly people and people with access and functional needs may require additional assistance.
- Return home only when authorities say it is safe.
- Keep food in covered containers or in the refrigerator.

# **EMERGENCY OPERATIONS**

## **Direction & Control**

The emergency response organizational structure follows the concepts of the National Incident Management System (NIMS). Roles and/or responsibilities are defined for employees and students who assist staff.

Emergency Command Staff, General Staff and Emergency Response Divisions have been established to lead the response and recovery in the event emergency. A **Policy Group** has responsibility for all policy matters, including policy decisions regarding the emergency. This group will include officials with certain legal and

policy-making responsibilities. This group recommends to the President or designee a policy for the conduct of emergency operations. The Policy Group and President/designee also direct the Public Information Officer and team to release emergency information and directions to the public.

The Incident Command Group is divided into two components (Command Staff and the General Staff) to maximize the resources of EvCC to effectively respond to an incident.

**Command Staff:** Inside the Emergency Operations Center, this group directs and manages the emergency. This group is made up of the EOC Manager, Public Information Officer, Safety Officer, Liaison Officer.

**General Staff:** Generally made up of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Administration/Finance Section Chief. If needed, branch chiefs can also support any of the General Staff positions above in their area of subject matter expertise.

**Building Captains/Floor Wardens:** assist students, employees and visitors with evacuation, lockdown and shelter-in-place procedures, or with the implementation of other procedures ordered by the EOC Manager. During evacuations, employees, students and visitors will be directed to the designated Emergency Assembly Point. These members, with the assistance of faculty members, will note in writing the names of all persons who have gathered; maintain (to the best of one's ability) calm in the group; and prepare for possible relocation to a secondary assembly point if the designated area is threatened.

There is always the likelihood that an emergency or disaster such as those envisioned by this plan may occur before or after regular office hours, or on a holiday or a weekend when the organizational set-up of many departments is somehow out of the ordinary. The implementation of this plan may vary depending on available resources and personnel until proper officials can be notified. Until that time the individuals assuming the most responsibility will, by necessity, be those officials/individuals of highest rank who are available at the time. These individuals should seek to follow as nearly as possible the guidelines discussed in this plan.

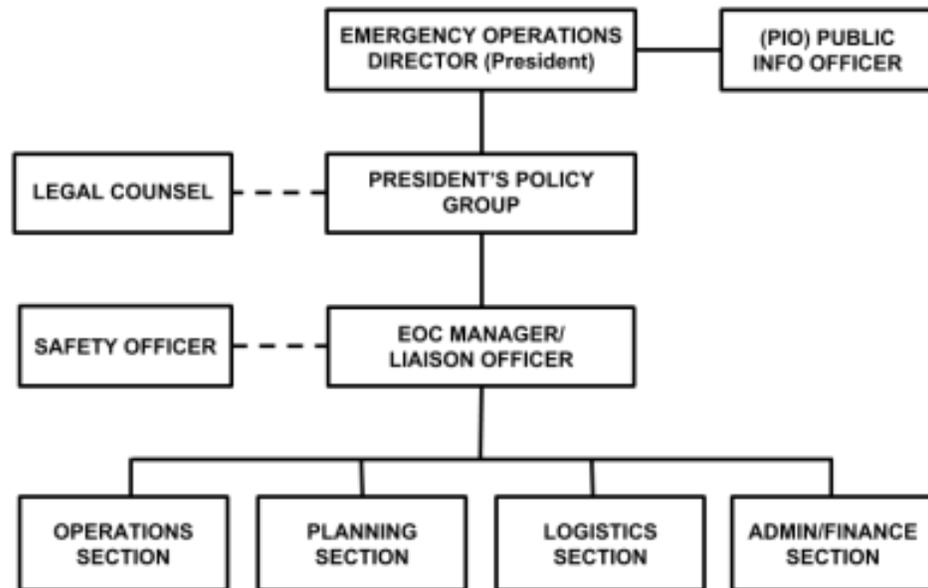
## Emergency Operations Center WSUE

Emergency Operations Centers (EOC) serve as the central locations for the Incident Command Group (Command Staff and General Staff). The EOC may be a physical location, virtual location, or a combination of two.

	PRIMARY LOCATION	SECONDARY LOCATION
<b>915 North Broadway</b>	4 <sup>th</sup> floor room 430	Room 101

The Chancellor or designee will determine the need to activate the EOC. When the Chancellor activates the EOC, a message will be sent from the Chancellor or designee to members of the Command Staff and General Staff by telephone, radio, email or other means, alerting them to report directly to the EOC.

# Incident Command System



## EOC Communication Capabilities

The EOC will have support of one multi-band DHS radios capable of maintaining a communication link between college staff and outside responding agencies. Those radios reside with the EVCC Security Department.

All areas may utilize telephone and Talk-About radio communication to maintain contact between floors and separate buildings.

## Emergency Operations Center Resources

<ul style="list-style-type: none"> <li>➤ Eight (8) copies of the All-Hazard Emergency Response Plan</li> <li>➤ Five (5) hardline telephone lines</li> <li>➤ Eight (8) computers (desktops, laptops or tablet) with printer, Internet and College Network access</li> <li>➤ One (1) Large Campus map</li> <li>➤ One (1) laminated copies of current Campus maps</li> <li>➤ One (1) Washington State map</li> <li>➤ Snohomish County Map-One large scale, one small scale</li> <li>➤ City of Everett map-one large scale, one small scale, for each city One (1) set of building plans.</li> <li>➤ One (1) set of utility plans.</li> <li>➤ Two (2) flip charts</li> <li>➤ One (1) Portable Projection system</li> </ul>	<ul style="list-style-type: none"> <li>➤ One (1) Fax Machine (within 50 feet)</li> <li>➤ One (1) Copy machine (within 50 feet)</li> <li>➤ One (1) Multi-band portable radio, w/charger &amp; spare battery</li> <li>➤ Three (3) Portable radios w/charger &amp; spare battery</li> <li>➤ Five (5) Campus phone directories</li> <li>➤ Three (3) Snohomish County phone directories (yellow pages)</li> <li>➤ One (1) list of media contacts</li> <li>➤ Multiple copies of forms that would be used during an emergency.</li> <li>➤ Emergency food and water rations</li> <li>➤ First Aid Kit</li> </ul>
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The EOC Manager will determine which General Staff positions are activated, except for Operations, which should be automatically activated, even if needed for only a short time. Operations will determine which other Sections, Branches and other personnel should be activated. All flow of information from the Emergency

Response Sections, Divisions and other personnel, directed to both internal and external audiences, will be through the EOC.

**\*The WSU EVERETT Incident Command Team and its University Center partner institutions will be integrated into the EVCC EOC when the emergent situation effects the WSUE/UC building and its operations.**

**COMMAND STAFF AND RESPONSIBILITIES**

### **Emergency Operations Center Manager**

- The de facto EOC Manager is the President of the College.
- The EOC Manager will assume overall leadership for the college's response to an emergency, establish strategies to mitigate emergent conditions and direct all college employees in responding to the emergency.
- As the authority in charge of emergency responses, the EOC Manager may delegate authority to others to initiate emergency response actions in his absence or assist in implementing strategies for responding to the incident. In the absence of that delegation, the EOC Manager will retain responsibility for any components of the incident management organization not filled.
- The EOC Manager may activate the Emergency Operations Center (EOC).

### **Information Officer**

- Assists in implementing the Crisis Communications Plan.
- Oversees the development of messages for use internally and externally. Messages will be developed in conjunction with Command Staff and Operations Section.
- As directed by the EOC Manager, coordinates the development and dissemination of the fact sheet to internal and external audiences to provide updated information to employees and students who are not in the affected location and to family members and the public.
- Coordinates media briefings and provides direction regarding the dissemination of visual information to the external media.

### **Safety Officer**

- Advises the EOC Manager on issues regarding emergency responder incident safety.
- Works with the Operations Section to ensure the safety of field personnel by either modifying response activities or terminating response activities until undue safety hazards are addressed to ensure the safety of responders.
- Advises the EOC Manager regarding all student matters.
- Provides student information and communication links to students.

### **Liaison Officer**

- Assists the EOC Manager by serving as a point of contact for outside agency representatives who are helping to support the operation.
- Provides briefings to and answers questions from supporting agencies.

## **GENERAL STAFF AND RESPONSIBILITIES**

## Operations Section

### Operations Section Chief

- Reports to the EOC when activated and provides support to the EOC Manager.
- Coordinates all activities of the EOC.
- Contacts and activates the appropriate Emergency Response Divisions, and directs the response activities of all subordinate personnel, organizing, assigning, and supervising field personnel.
- Develops and implements tactics to carry out the incident strategies set by the EOC Manager.
- Keeps Command Staff updated on the situation and the likelihood of tactical objectives to be met.
- Establishes and supervises operations and personnel in Assembly Point Areas.
- 

### Security Supervisor

- Implements Security checkpoint at entrance to EOC to preclude intrusion and manage entry.
- Aids during building evacuations, campus evacuations, and/or shelter in place.
- Assists in providing communication with the Building Captains.
- Aids and point of contact between first responders and the Command Staff.
- Maintains contact with the EOC and provides incident updates from first responders to the Command Staff.

### Building Captain

- Contacts Operations Chief to determine extent of emergency and need to begin emergency operations in building.
- Introduces self to individuals in the building and identifies self as a Building Captain.
- Directs students, employees and visitors in their building during an evacuation, lockdown or shelter in place activity.
- Reports any injuries, suspected hazards or suspicious activities to Operations Lead
- During an evacuation, contacts Operations Chief to determine need to activate primary and/or secondary assembly points. Receive evacuated employees and students as they enter primary assembly point, providing information and direction and keeping them in the assembly point area until instructed otherwise.

## Finance Section

### **Administration/Finance Section Chief**

- Reports to the EOC to join Command Staff when directed.
- Performs financial and cost analysis of the incident response. Provides purchasing information, records and/or other financial information as requested by the Command Staff.
- Oversees contract negotiations with outside vendors used in the emergency response.
- Tracks emergency response personnel and equipment time. Provides guidance and assistance in collecting and maintaining documentation for insurance, or other purposes.
- Processes claims for accidents and injuries to those responding to the emergency.
- Secures emergency access funds in the form of credit cards with increased limits and blocks removed.
- Implements payroll emergency procedures and other financial emergency procedures if necessary.
- Works with Logistics to ensure outside resources are procured.

### **Human Resources Group Supervisor**

- Provides employee information to the Command Staff as directed.
- Provides personnel for crisis debriefing or psychological counseling to employee and student victims.
- Provides information on employee roles and responsibilities to the Command Staff.

### **Student Affairs Group Supervisor**

- Provides student information to Command Staff as directed.
- Provides personnel for crisis debriefing or psychological counseling for student victims.

## **Planning Section**

### **Planning Section Chief**

- Reports to the EOC when directed to join Command Staff. Leads development of alternate strategies for consideration by the EOC Manager.
- Gathers, analyzes, and disseminates information and intelligence regarding:
  - Situation status – Prepares situation summaries for the IC.
  - Resource status – Identifies personnel committed to the incident and those available for assignment.

- Provides detailed diagrams and specifications for campus and buildings.
- Manages the planning process using assigned staff.
- Compiles the Incident Action Plan.
- Identifies and manages Technical Specialists, such as hazardous materials specialists, structural engineers, transportation planners and others.

**Food Services Group Supervisor**

- Identified as required.
- Determines inventory of food on hand and forecasts a timeline that current inventory will last.
- Recruits' food service workers to assist in all phases of food service.
- Processes requests for emergency procurement of food service materials based upon need.
- Maintains a healthful area for food service to those who need it.
- Arranges for food transport to remote locations if necessary.

**Health Group Supervisor**

- Identified as required.
- Provides guidance and technical assistance in hazardous materials incident.
- Provides all chemical inventory records for all campuses to first responders.
- Provides guidance and technical assistance with all OSHA related incidents.
- Provides guidance and assistance in determining safety conditions for buildings, grounds or other affected areas.

**Logistics Section**

**Logistics Section Chief**

- Reports to the EOC to join Command Staff when directed.
- Provides resources and services required to support incident activities.
- Develops portions of Incident Action Plan and forwards them to Planning Section.
- Contracts for and purchases goods and services needed at the incident.

**Services Branch Director**

- Communications: Maintains all voice, mass email, and internet-related communication capability. Determines radio frequency needs and establishes management communication plan, as needed.
- Medical: Provides first aid support to the incident responders as needed. Maintains communications with area emergency medical services to ensure immediate response to those emergency responders needing medical assistance.
- Food: Serves as liaison to outside food service vendors, providing direction for supplying any necessary food supplies.

**Supply Branch Director**

- Supplies: Assembles two-way radio cache and distribute as directed under the advisement of the Operations Section Chief.
- Facilities: Provides equipment and personnel using college assets to assist in building shutdowns, emergency repairs, and debris removal.
- Ground Support: Places college transportation resources in ready and available position to assist in relocating employees, students and visitors to or from the campus.

# EMERGENCY OPERATIONS PLANS

## Evacuation of a Building

**Unless you have a role specified in the Emergency Response Plan, you should:**

- Evacuate your building when directed to do so. Close, but do not lock, all interior doors and windows, turning lights off behind you before leaving.
- Move to the closest EXIT and proceed out the EXIT door or down the EXIT stairwell in a safe and orderly manner, keeping to the right. Do not use the elevators.
- Proceed prompt and orderly to designated Emergency Assembly Points (see Emergency Assembly Point Maps in this section and posted at all exits).
- If you are the last to leave a room, turn off the lights and close, but do not lock, the door.
- Assist those employees, students, or visitors, with access and functional needs to the extent possible as personal safety, time and capabilities permit.
- Bring any available first aid kit, keys, needed personal items, medication, eyeglasses, etc. with you to the Emergency Assembly Point.
- Once at the Emergency Assembly Point, the Building Captains will note in writing the names of all personnel and students.
- Do not attempt to leave the campus until directed to do so. Trying to drive and/or walk long distances after a major disaster may prove to be dangerous given debris and other hazards.
- No one will be permitted to re-enter a building until the “All Clear” announcement has been given and the building has been approved for occupation by Security and Maintenance personnel. Wait for the “All Clear” announcement before returning to your building.

# Evacuation of Campus or Center

**Unless you have a role specified in the Emergency Response Plan, you should:**

- Evacuate your building when directed to do so. Close, but do not lock, all interior doors and windows, turning lights off behind you before leaving.
- Move to the closest EXIT and proceed out the EXIT door or down the EXIT stairwell in a safe and orderly manner, keeping to the right. Do not use the elevators.
- All EvCC employees should assist students and visitors in a prompt and orderly evacuation.
- Take keys, needed personal items, medication, eyeglasses, etc. with you.
- If you have transportation, leave the campus. If not, proceed to designated Emergency Assembly Points (see Emergency Assembly Point Maps in this section and posted by the elevators), Building Captains will provide further direction.
- No one will be re-admitted to the campus until the university administration provides an “All Clear” announcement.

## Emergency Assembly Points

Initial evacuations will relocate students and employees to the Primary Assembly Point as designated based on their location. Should the evacuation result in a need to provide more secure or comfortable area, students and employees may be relocated to a Secondary Assembly Point that will be directed in accordance with the emergent conditions. Transportation may be required to move to the Secondary Assembly Point. Should conditions require directing students and employees to remove their vehicles from parking areas; this will be done within the scope of the response plan and under the supervision of Security staff in a coordinated, systematic way as to not inhibit the incoming response. During an evacuation, persons not involved in the management of the emergency will be prohibited from returning to campus.

# Lockdown

A crisis on campus may require the college to implement emergency lockdown of a building or a campus. This action may be necessary in situations where evacuation would not be appropriate, such as the immediate threat posed by an active shooter or a police pursuit of an armed suspect in the local area.

## **How to respond to a Lockdown announcement:**

When an announcement is made to initiate the emergency lockdown:

1. If the master campus Lockdown system has not been initiated, activate your building Lockdown system.
2. Get yourself and others into the closest room and prepare them quietly to defend the room:
  - All doors into the area should be locked or wedged shut. It may be necessary to barricade the doors with furnishings.
  - Close windows and shades
  - Turn off lights to make it appear that the room is unoccupied.
  - Move people to safest point in the room, away from windows and doors and ask them to remain quiet and to stay low if danger is suspected nearby.
3. Take and record attendance in each room to submit to Operations Lead when Lockdown is lifted.
4. Call or Text 911/Security only if you have vital information. (e.g., "I see a person in the NW Hallway," etc.)
5. Do not set off the fire alarm in a Lockdown. If a fire alarm goes off while you are in Lockdown, confirm secondary indications (smoke, flames) before leaving your shelter; otherwise, remain in place.
6. Maintain Lockdown until advised by recognizable officials. If Lockdown continues for more than ½ hour, consider human comfort needs of your people and use best judgment to ensure safety for all. If anyone in your area decides they MUST leave, advise them of the dangers and offer them the best-known route to exit and inform them that they will not be allowed back in until Lockdown is lifted.

## **Lifting the Lockdown**

After a decision has been made to lift the lockdown by the EOC Manager, the "All Clear" message will be communicated via Emergency Notification system, and through EvCC/ WSUE Security, Building Captains, and other college authorities. Be wary of conflicting information coming in from social media sources and follow the instructions of college/university authorities.

## Shelter In Place

During certain hazardous situations, when it is safer to remain inside than to leave a building, students, visitors, and college personnel may be asked to stay indoors wherever they are. Some examples include environmental conditions, a nearby industrial accident or neighborhood threat response by police.

### Activating the Shelter-in-Place Procedure

1. Bring all students, faculty, and staff indoors.
2. If there are visitors in the building, provide for their safety by asking them to stay – not leave.
3. Close all exterior doors and windows. If you are told there is a danger of explosion, close window blinds, shades, or curtains.
4. Write down the names of everyone in the room and be prepared to provide that report to your Building Captain/Floor Warden, EvCC/WSUE, or other authority.

During a Shelter in Place event, normal office and classroom activities may continue inside the affected buildings. We ask everyone to remain alert for changing conditions that may require additional responses from staff, students, and visitors, such as a Lockdown procedure. Students and employees must remain in the building until notified of an “All Clear” by EvCC/WSUE Security, Building Captains, other college/university authorities, or outside agency emergency personnel.

## Run - Hide - Fight

For **active shooter/armed intruder events**, remember **Run - Hide - Fight**

**Run:** If you can escape, then do so.

**Hide:** If you can't escape, then try to hide in a safe place. Barricade yourself in, using any objects available to delay the suspect from getting to you. Keep as low to the ground as possible, and build an internal barricade to keep gunfire away, if possible. Turn off lights and silence cell phones.

**Fight:** Once barricaded— discuss with those in the room with you, how you plan to defend yourself. This can include having some individuals throw objects at the suspect while others tackle him/her. Identify and use items that can defend you: fire extinguishers (spray suspect with it – while others tackle or hit suspect with it), books, heavy objects, etc.

## Assisting Persons with Access and Functional Need(s)

### Blindness or Visual Impairment

When assisting a blind or visually impaired person there are some basic rules to follow to be effective.

- Announce your presence; speak out when entering the room.
- Speak naturally and directly to the individual and NOT through a third party. Do not shout.
- Don't be afraid to use words like "see," "look," or "blind."
- Offer assistance but let the person explain what help is needed.
- Describe the action to be taken in advance.

If leading someone:

- Let them grasp your arm or shoulder lightly, for guidance. They may choose to walk slightly behind you to gauge your body reactions to obstacles; be sure to mention, stairs, doorways, narrow passages, ramps, etc.
- Never "move" the blind person, or touch or move their cane.
- When guiding to a seat, place the person's hand on the back of the chair.
- If leading several people with visual impairments at the same time, ask them to hold each other's hands.

Exiting a building in emergency

- You should ensure that after exiting the building that individuals with impaired vision are led to a place of safety, where a colleague(s) or friend should remain with them until the emergency is over.

### **Suggestions When Assisting Owners of Guide Dogs**

- Do not pet or offer the dog food.
- When the dog is wearing its harness, the dog is on duty; if you want the dog not to guide its owner, have the person remove the dog's harness.
- Plan for the dog to be evacuated with the owner.
- In the event you are asked to take the dog while assisting the individual, it is recommended that you (the helper) hold the leash and not the dog's harness.

### **Hearing Impairments**

When assisting persons with hearing impairments here are some things to keep in mind, including:

- Flick the lights when entering the room to get the person's attention.
- Establish eye contact with the individual, even if an interpreter is present. Do not chew gum or food.
- Face the light, do not cover or turn your face away.
- Use facial expressions and hand gestures as visual cues.
- Check to see if you have been understood and repeat if necessary.
- Offer pencil and paper. Write slowly and let the individual read as you write. In an emergency, written communication may be especially important if you are unable to understand the individual's speech.
- Do not allow others to interrupt or joke with you while conveying emergency information.
- Be patient, the individual may have difficulty comprehending the urgency of your message.
- In an emergency, if possible, provide the individual with a flashlight for signaling their location if they are separated from the rescuing team or buddy and to facilitate lip-reading in the dark.

## Mobility impairments

- Always check to see what kind of help is needed.
- Someone using a crutch, or a cane might be able to negotiate stairs independently. One hand is used to grasp the handrail; the other hand is used for the crutch or cane. Here, it is best *not* to interfere with this person's movement. You might be of assistance by offering to carry the extra crutch while exiting.

### Wheelchair transfers:

Wheelchair users are trained in special techniques to transfer from one chair to another. Depending on their upper body strength, they may be able to do much of the work themselves. If you assist a wheelchair user, avoid putting pressure on the person's extremities and chest. Such pressure might cause spasms, pain and even restrict breathing. If you must lift a wheelchair user out of their chair to carry them, please be aware that carrying someone slung over your shoulders (like the "fireman's carry") is like sitting on their chest and poses danger for several individuals who fall within categories of neurological and orthopedic disabilities.

### Better techniques are:

The *cradle lift*, the preferred method when the person to be carried has little or no arm strength. It only works if the person being carried weighs less than the carrier's weight. Place your arms under the victim's knees and around their back.

When disabilities make the firefighter carry unsafe, the *pack strap method* is better for longer distances than the cradle lift:

- Place both the victim's arms over your shoulders.
- Cross the victim's arms, grasping the victim's opposite wrist.
- Pull the arms close to your chest.
- Squat slightly and drive your hips into the victim while bending slightly at the waist.
- Balance the load on your hips and support the victim with your legs.

### Two-Person Carry Technique - *The Swing or Chair Carry*

- Carriers stand on opposite sides of the individual.
- Take the arm on your side and wrap it around your shoulder.
- Grasp your carry partner's forearm behind the person in the small of the back.
- Reach under the person's knees to grasp the wrist of your carry partner's other hand.
- Both carry partners should then lean in, close to the person, and lift on the count of three.
- Continue pressing into the person being carried for additional support in the carry.
- 

### Other Considerations

**Pregnancy:** Not usually considered a disability, it can result in reduced stamina or impaired mobility, especially in negotiating stairs in an evacuation. In this case, offer to walk with the woman and be of support both emotionally and physically. Remain with her until you have reached safety and she has a safe, warm place to sit.

**Respiratory Disorders:** With respiratory disorders, such as asthma or emphysema, the onset of symptoms can be triggered by stress, exertion, or exposure to small amounts of dust or smoke. Remind the individual to bring inhalation medication when evacuating.

**Cardiac conditions:** Persons with cardiac conditions should be reminded to take their medications when evacuating. Offer them assistance in walking; they may have reduced stamina and require frequent rest periods.

## EVENT DEBRIEFING & AFTER-ACTION PLANNING

**Critique:** A post-event critique should be considered and performed by the Command Staff or others at the discretion of the IC, chancellor or designee. The critique meeting should be convened as soon as possible after the event. Checklists and/or evaluation materials should be gathered from all involved, particularly the Operations Section.

The meeting will review the written reports submitted by all staff at the end of the incident. An assessment of response decisions, resources and actions taken may result in suggested changes to the All-Hazards Emergency Response Plan. Proposed changes will be submitted to the Director of Safety, Security and Emergency Management who may recommend changes to the President.

The critique may identify other problems or resource gaps, which should be assigned to an individual or committee for remedy.

The critique should also assess the final status of communication with all audiences, and whether there is a need for a final report to clarify the facts of the incident to the community.

## TRAINING

Employees who have an assigned role in the All-Hazards Emergency Response Plan are encouraged to complete training in designated courses in the National Incident Management System (NIMS). Specific training requirements are listed for each role in the General and Command Staff Responsibilities documents. Training is available online at: <http://www.training.fema.gov/Apply/>. All employees are encouraged to become familiar with the Incident Command System through the online training.

# EMERGENCY RESPONSE SUPPLIES

## Universal Precautions

All employees and students should take precautions to prevent injuries, especially those that may be caused by needle sticks, sharp blades, or other sharp instruments or devices. Anyone responding to help another person with a first aid situation that involves the presence of blood or body fluids shall, as a minimum, put on disposable latex/vinyl gloves if they are available and if they don't interfere with patient care. Additionally, blood or other body fluids should not come into contact with anyone else's body or clothing.

1. Assume that all blood and other biological agents are infectious materials.
2. Avoid direct skin contact with body fluids whenever possible. Use protective gloves provided in first aid kits and in job classifications where Personal Protective Equipment is provided.
3. Practice good personal hygiene by thoroughly washing your hands at regular intervals and as needed (e.g., before eating, after restroom use, etc.). **Hand washing is most important in preventing the spread of disease.** This requires the use of soap with scrubbing for 20 seconds followed by rinsing under running water.
4. Wear disposable latex/vinyl gloves when touching the blood or body fluids of another individual or a contaminated surface (e.g., treating nose bleeds, bleeding abrasions, etc.). Gloves designed to protect you from bloodborne pathogens should be **single-use, disposable gloves made of latex, rubber, nitrile, or some other waterproof material.** Always inspect gloves before each use to make sure there are no tears or punctures. Wear gloves when disinfecting contaminated items. Wash all skin surfaces that become contaminated and wash hands immediately after removal of gloves.
5. Wear masks and protective eyewear or face shields during procedures likely to produce blood or body fluids.
6. When performing CPR, place a barrier between the person supplying breaths and that of the victim (e.g., one-way valve resuscitation devices, face shield).
7. Unprotected employees with open wounds, weeping sores/cuts, or chaffed skin are to wear gloves when in contact with contaminated sources and when preparing or serving food. Contaminated gloves and clothing should be removed as soon as possible. They are to be placed in an impervious plastic bag as near as possible to the incident to control the spread of contamination.
8. Practice good housekeeping and waste disposal practices – follow cleaning/decontamination procedures or call EVCC Security/ WSUE Security (M-F 24 Hrs. daily) for assistance with clean-up of body fluids such as vomit, blood, feces or urine.
9. **IF AN EXPOSURE INCIDENT OCCURS (direct contact with blood/body fluids):**
  - Cleanse skin with soap and running water. **Eyes:** Flush eyes for 15 minutes; **Mouth:** Rinse thoroughly; **Nose:** Blow nose; wipe inside of nostrils.
  - Report the exposure immediately to your supervisor. Document the exposure on the [Accident/Injury or Incident Report Form](#).

***Exception to the Rule for Universal Precautions:*** *In an unexpected medical emergency where the use of protective equipment is not possible due to the equipment not being available or where the use of the equipment would create a greater hazard to the victim's personal safety, an exception to the Universal Precautions Rule exists.*

## **First Aid Kits**

First Aid Kits are meant to provide immediate, basic care to the ill and injured. Each ANSI Class A Kit contains a collection of protective gloves, band aids, bandages and gauze pads of various sizes, tape, etc. In some areas such as labs or shops, the first aid kit components may be expanded to ANSI Class B to include items appropriate to that setting.

If you need access to a First Aid Kit, don't hesitate to ask for it. If you use components from it, please identify what those items used are and report it to WSUE Security ext. 1715 so that the First Aid Kit can be restocked.

## **Automatic Electronic Defibrillators (AEDs)**

Automatic Electronic Defibrillators (AEDs) are located on each floor of the UC building in the office lobbies and at the first-floor security desk. Various staff are trained in their operation, but they also contain clear instructions for their use by anyone responding to an emergency.

## **Opioid Antagonist**

Opioid Antagonist response medications are located on each floor of the UC building in the office lobbies and at the first-floor security desk. Various staff are trained in their operation, but they also contain clear instructions for their use by anyone responding to an emergency. Here is a [step by step training video](#) on how to use and when to administer NARCAN Nasal Spray.

# EMERGENCY NOTIFICATION SYSTEMS

EvCC/WSUE has an Emergency Notification System which will be activated during serious emergency conditions. This system will verbally announce, through scripted and real time voice messages, the emergency situation and directed course of action for employees, students, and visitors to take. Interior buildings and outside areas have strategically placed speaker systems for the messages to be heard. When the threatening condition has passed and it is safe for people to return to normal activity, the Emergency Notification System will broadcast an "ALL CLEAR" message.

## Text and Email Emergency Alerts

Employees and students are strongly encouraged to sign up for text and email messages that will alert them to emergency situations, direct their course of action, and notify them of both the "ALL CLEAR" and situation outcome when it is safe for such notification to be made.

**Employees and Students** can learn more about the EvCC Rave Alert System sign up to receive emergency notification alerts online at [www.getrave.com/login/everettcc](http://www.getrave.com/login/everettcc).

## Watch for EvCC Emergency Announcements:

**EvCC WEBSITE** – Check the EvCC website [www.everettcc.edu](http://www.everettcc.edu)

**MEDIA** – Tune in to regional Radio and TV stations

## RADIO STATIONS TELEVISION STATIONS

KSER/FM - Everett (90.7 FM)

KRKO - Everett (1380 AM)

KIRO - Seattle (97.3 FM)

KOMO - Seattle (1000 AM)

KING TV - Channel 5

KOMO TV - Channel 4

KIRO TV - Channel 7

KCPQ TV – Channel 13

**SOCIAL MEDIA** – Facebook <https://www.facebook.com/EverettCC>

Twitter <https://twitter.com/EverettCC>

# GENERAL RESOURCES CONTACT INFORMATION

## EVCC /WSUE

### EMERGENCY NUMBERS

Fire/Medic/Hazardous Materials.....911  
Snohomish County Sheriff.....911  
Everett Police Department.....911  
Washington State Patrol.....360-654-1204  
Counseling Care Crisis Line.....425-388-9168

### COLLEGE PHONE NUMBERS

Campus Security (24 hours).....425-388-9998  
Facilities/Maintenance.....425-388-9512  
EvCC President.....425-388-9572  
Executive VP Instruction + Student Services.....425-388-9588  
Washington State Patrol .....360-654-1204  
Counseling (CCS).....425-388-9263  
After Hours and Weekends  
Call Care Crisis Line: 425-388-9168 or 1-800-584-3578  
Call Campus Security: 425-388-9998 (Ext. 9998 from a campus phone)

### MAIN CAMPUS

2000 Tower Street, Everett .....425-388-9100

### COSMETOLOGY

9315 "G" State Street, Marysville.....425-388-9338

### CORPORATE & CONTINUING EDUCATION

2333 Seaway Blvd., Everett .....425-267-0150

### AVIATION-PAINE FIELD

9711 - 31st PL W, Everett.....425-388-9533

### EARLY LEARNING CENTER (ELC)

820 Waverly Avenue, Everett .....425-388-9120

### OTHER RESOURCES:

# GENERAL RESOURCES CONTACT INFORMATION

## WSUE

Campus Security (day/ hours) .....	425-405-1715
Facilities/Maintenance.....	425-405-1566
WSUE Chancellor .....	425-405- 1716
Facilities Administrator.....	425-405-1712
Executive Director Marketing Communications.....	425-405-1776
Manager of IT operations.....	425-405-1592
Manager of Building, Grounds & Emergency Management.....	425-405-1725