



# **Skagit Valley College**

*Where Learning  
Comes to Life*

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## **All Hazards Emergency Response Plan**

Find the current version at: [www.skagit.edu/emergencyresponse](http://www.skagit.edu/emergencyresponse)

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# I. INTRODUCTION

## **Purpose**

Skagit Valley College has 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 of the day or night, weekend or holiday, with little or no warning.
- An emergency may be determined to require the Incident Command services of emergency response agencies (Police Department, Fire Department, Emergency Management, EMS). In the event an agency Incident Commander from the agencies is appointed, that person will be in charge of 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.
- All employees and students have a personal responsibility to take part in appropriate training and become familiar with what to do in an emergency.

## **Priorities**

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

1. To protect the lives, safety and health of students, employees and visitors at all Skagit Valley College campuses and centers.
2. To protect all SVC facilities, equipment and services from loss due to an emergency.
3. To effectively communicate with all involved parties throughout an emergency.
4. To provide for the continuation of college operations and services.

## **Authority**

The SVCC All Hazards Emergency Response Plan is authorized by the President of the College. The plan is designed to work in conjunction with area first responders and shall be subordinate to local, state and federal plans during a disaster declared by these authorities. A copy of the plan will be provided to the county emergency management offices, city police and fire departments, and county emergency medical service providers.

The All Hazards Emergency Response Plan will be maintained by the Safety Officer. Proposed changes to the plan shall be submitted to the Safety Committee for consideration.

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## II. EMERGENCY CLASSIFICATION LEVEL

The All Hazards Emergency Response Plan addresses emergencies on five levels. The definition of each is listed with examples.

<b>LEVEL</b>	<b>DEFINITIONS</b>	<b>EXAMPLE SITUATIONS</b>
<b>LEVEL 1</b>	A minor incident where College Security performs an assessment and confirms that there is no potential hazard to persons and/or property.	Minor injury Minor traffic accident.
<b>LEVEL 2</b>	An incident that has the POTENTIAL to pose a minimal hazard to persons and/or property.	Confirmed fire alarm Wind storm watch.
<b>LEVEL 3</b>	An off-campus incident that has the POTENTIAL to have a widespread impact on the College's ability to conduct its business	Use of campus as evacuation center Off-campus Level 4 or 5 events that affect the campus
<b>LEVEL 4</b>	An incident that has POTENTIAL to have widespread impact to the public safety and/or property and requires assistance from an outside agency.	Bomb threat Power outage.
<b>LEVEL 5</b>	An incident or series of events that poses significant risk to persons and property requiring substantial assistance from outside the College.	Major fire Explosion affecting many individuals/property Terrorist act on campus.

### III. EMERGENCY OPERATIONS CENTER

In cases of Level 3, 4, or 5 emergencies, the Incident Commander may direct the activation of one or more of the following Emergency Operations Centers (EOC) which will serve as the central locations for the Command and General Staffs.

	PRIMARY LOCATION	SECONDARY LOCATION
ON-CAMPUS EMERGENCY OPERATIONS CENTER	Campus Center Annex Board Room	To be determined
OFF-CAMPUS EMERGENCY OPERATIONS CENTER	To be determined	To be determined

Following the notification of a Level 3, 4, or 5 emergency, the President will determine the need to activate the EOC. When the President activates the EOC, a message will be sent from the Executive Assistant to the President to the Emergency Command and General Staffs by telephone, radio, email or other means alerting personnel to report directly to the EOC.

The Operations Section supports the Emergency Operations Center with security personnel.

The Logistics Section supports the Emergency Operations Center with resources by arranging for equipment and supplies necessary to the continued operation of each EOC.

On both the Mount Vernon and Whidbey Island campuses, power for the telephone systems are connected to battery back-up power supplies.

If the phone system on the Mount Vernon Campus is down, there are two phones that should remain operational. Those phones are located in the following areas:

- Director of Physical Plant: Campus Center Annex, C-110
- Maintenance: Central Receiving

## **IV. ROLES & RESPONSIBILITIES**

The emergency response organizational structure follows the concepts of the National Incident Management System. Roles and/or responsibilities are defined in the plan for students and employees.

Emergency Command Staff, General Staff and Emergency Response Divisions have been established to lead the response and recovery in the event of a Level 3, 4, or 5 emergency. A Building Captain Program has also been established to assist students, employees and visitors with evacuation, lockdown and shelter in place procedures, or with the implementation of other procedures ordered by the IC.

Each person identified in this plan has received a one-page reference document listing the responsibilities pertaining to their role. Each role also has a checklist to help organize and record actions taken in implementing the incident response.

The emergency management structure is divided into two components to use the resources of the College to effectively respond to an incident. The two components are the Command Staff and the General Staff. The complete organizational structure is described in Appendix B, Emergency Incident Organization.

There is 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 necessarily 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.

## COMMAND STAFF

<b>Incident Commander Assignment:</b>	<i>College President</i>
<b>Information Officer Assignment:</b>	<i>Director of Public Information</i>
<b>Incident Safety Officer Assignment:</b>	<i>Department Chair of AJ or FIRE</i>
<b>Liaison Officer Assignment:</b>	<i>Executive Director of College Advancement</i>

### INCIDENT COMMAND STAFF RESPONSIBILITIES

#### **Incident Commander:**

- The Incident Commander 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 the incident, the Incident Commander may delegate authority to others to assist in implementing strategies for responding to the incident. In the absence of that delegation, the Incident Commander will retain responsibility for any components of the incident management organization not filled.
- The Incident Commander may activate the Emergency Operations Center (EOC).

#### **Information Officer:**

- Assist in implementing the Crisis Communications Plan.
- Oversee 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 IC, coordinate the generation 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.
- Coordinate media briefings and provide direction to the dissemination of visual information to the external media.

#### **Incident Safety Officer:**

- Advise Incident Commander on issues regarding emergency responder incident safety.
- Work 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.

#### **Liaison Officer:**

- Assist the Incident Commander by serving as a point of contact for outside agency representatives who are helping to support the operation.
- Provide briefings to and answer questions from supporting agencies.

In the absence of the President of the College, the following administrative personnel shall serve in the capacity of Incident Commander until relieved by the President:

Mount Vernon Campus & Business Resource Center

1. Executive Vice President of Instruction & Student Services
2. Vice President of Administrative Services
3. Vice President of Whidbey Island Campus
4. MV Campus Night School Coordinator

Whidbey Island Campus & South Whidbey Center

1. Vice President of Whidbey Island Campus
2. Associate Dean of Whidbey Island Campus
3. Whidbey Island Campus Building & Grounds Supervisor

San Juan Center

1. San Juan Center Director
2. Elder Hostel Director

Command will determine which General Staff positions are activated. Operations will determine which Emergency Response Divisions and other personnel should be activated. All flow of information from the Emergency Response Sections, Divisions and other personnel, both to internal and external audiences, will be through Command.

## GENERAL STAFF

### OPERATIONS SECTION

**Ops Section Chief Assignment:** *V.P. of Instruction & Student Services*

**Security Supervisor Assignment:** *Security Supervisor*

<b>NORTH CAMPUS DIVISION</b>	<i>Supervisor</i>	<i>Dean of Professional/Technical Programs</i>	
	Building Captains	Diesel Building Diesel/Truck Driving Modular Walter Roberts Hall Maintenance Building Fieldhouse	Nelson (N) Building D Modular Fire Hall/Training Tower CVV
<b>WEST CAMPUS DIVISION</b>	<i>Supervisor</i>	<i>Dean of Academic Programs</i>	
	Building Captains	Angst Hall Lewis Hall Parker House International Classroom (Mod)	Hodson Hall Phillip Tarro Theater Reeves Hall
<b>EAST CAMPUS DIVISION</b>	<i>Supervisor</i>	<i>Dean of Library, Learning Resources &amp; Basic Skills</i>	
	Building Captains	Campus Center Campus Center Annex Ford Hall	Dave Duvall Pavilion Library/Media Center
<b>OTHER MOUNT VERNON DIVISION</b>	<i>Supervisor</i>	<i>Director of McIntyre Hall</i>	
	Building Captains	McIntyre Hall Skagit Playfields Family Learning Center	Church Building Chinook Enterprises Skills Center
<b>WHIDBEY ISLAND CAMPUS DIVISION</b>	<i>Supervisor</i>	<i>Vice President of Whidbey Island Campus</i>	
	Building Captains	Hayes Hall Oak Hall Marine Technology	Old Main Sprague Hall ECAP
<b>BUSINESS RESOURCE CENTER</b>	<i>Supervisor</i>	<i>Director, Business Resource Center</i>	
	<i>Building Captain</i>	BRC EDASC	
<b>SAN JUAN CENTER</b>	<i>Supervisor</i>	<i>Director, San Juan Center</i>	
	<i>Building Captain</i>		
<b>SOUTH WHIDBEY CENTER</b>	<i>Supervisor</i>	<i>Educational Advisor</i>	
	<i>Building Captain</i>		

## **OPERATIONS SECTION RESONSIBILITIES**

### **Operations Section Chief**

- Report with Command Staff to the EOC when activated and provide support to the Incident Commander.
- Contact and activate the appropriate Emergency Response Divisions, and direct the response activities of all subordinate personnel, organizing, assigning, and supervising field personnel.
- Develop and implement tactics to carry out the incident strategies set by the IC.
- Keep Command updated on the situation and the likelihood of tactical objectives to be met.
- Establish and supervise assembly operations and personnel in Evacuation Assembly Areas.

### **Security Supervisor**

- Provide assistance during building evacuations, campus evacuations, and/or shelter in place.
- Assist in providing communication with the Building Captains.
- Provide assistance to and point of contact between first responders and the Command Staff.
- Maintain contact with the EOC and provide incident updates from first responders to the Command Staff.

### **Division Supervisor**

- Make contact with Operations Section Chief to determine extent of emergency and affected buildings & people.
- Activate Building Captains, as necessary, and provide incident briefing. Direct Building Captains in their response to the emergency.
- Using information provided by Building Captains, modify tasks as needed and provide status reports to Operations.

### **Building Captain**

- Make contact with Division Supervisor to determine extent of emergency and need to begin emergency operations in building.
- Introduce self to individuals in the building and identify self as a Building Captain.
- Direct students, employees and visitors in their building during an evacuation, lockdown or shelter-in-place activity.
- Report any injuries, suspected hazards or suspicious activities to Division Supervisor.

### **Assembly Officer**

- When activated, make contact with Division Supervisor to determine need to activate primary and/or secondary assembly areas.
- Receive evacuated employees and students as they enter primary assembly area, providing information and direction and keeping them in the assembly area until instructed otherwise.

## PLANNING SECTION

**Planning Section Chief Assignment:** *Director of Physical Plant*

**Health Supervisor Assignment:** *Director of Nursing & Allied Health*

### PLANNING SECTION RESPONSIBILITIES

#### Planning Section Chief

- Report with the Command Staff to the EOC when activated. Lead development of alternate strategies for consideration by the Incident Commander.
- Gather, analyze, and disseminate information and intelligence regarding:
  - Situation status – Prepare situation summaries for the IC
  - Resource status – Identify personnel committed to the incident and those available for assignment
- Provide detailed diagrams and specifications for campus and buildings.
- Manage the planning process using assigned staff
- Compile the Incident Action Plan
- Manage Technical Specialists, such as hazardous materials specialists, structural engineers, transportation planners and others

#### Health Supervisor

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

#### Available On-Staff Technical Specialists

- Chemical Reactivity & Effects -
- Environmental Protection -
- Information Technology -
- Emergency Incident Management – Department Chairs, Administration of Justice & Fire Protection Technology

## LOGISTICS SECTION

<b>Logistics Section Chief Assignment:</b>	<i>Web Services Administrator</i>
<b>Services Branch Director Assignment:</b>	<i>Dean of Technology &amp; DE</i>
<b>Supply Branch Director Assignment:</b>	<i>Controller, Administrative Services</i>

### LOGISTICS SECTION RESPONSIBILITIES

#### **Logistics Section Chief**

- Report with the Command Staff to the EOC when activated.
- Provide resources and services required to support incident activities.
- Develop portions of Incident Action Plan and forward them to Planning Section.
- Contract for and purchase goods and services needed at the incident.

#### **Services Branch Director**

- Communications: Maintain all voice, mass email, and Internet related communication capability. Determine radio frequency needs and establish management communication plan, as needed.
- Medical: Provide first aid support to the incident responders as needed. Maintain communications with area emergency medical services to insure immediate response to those emergency responders needing medical assistance.
- Food: Serve as liaison to outside food service vendors, provide direction for supplying any necessary food supplies.

#### **Supply Branch Director**

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

## ADMINISTRATION / FINANCE SECTION

**Admin/Finance Section Chief Assignment:** *V.P. of Administrative Services*

**Human Resources Supervisor Assignment:** *Exec Director Human Resources*

**Student Affairs Supervisor Assignment:** *Dean of Student Services*

### ADMINISTRATION/FINANCE SECTION RESPONSIBILITIES

#### **Admin/Finance Section Chief**

- Report with the Command Staff to the EOC when activated during a Level 3, 4 or 5 incident.
- Perform financial and cost analysis of the incident response. Provide purchasing information, records and/or other financial information requested by the Command Staff.
- Oversee contract negotiations with outside vendors used in the emergency response.
- Track emergency response personnel and equipment time. Provide guidance and assistance in collecting and maintaining documentation for insurance, or other purposes.
- Process claims for accidents and injuries to those responding to the emergency.
- Secure emergency access funds in the form credit cards with increased limits and blocks removed.
- Implement payroll emergency procedures and other financial emergency procedures if necessary.
- Work with Logistics to ensure outside resources are procured.

#### **Human Resources Supervisor**

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

#### **Student Affairs Supervisor**

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

## **Student Responsibilities**

The SVC 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 college or emergency authorities and communicated via the Emergency Notification System.

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

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

1. Evacuate a building
2. Evacuate a campus
3. Shelter in Place
4. Lockdown

Please see pages 20-23 of this Plan for detailed explanations of these procedures.

If an evacuation is called for, follow instructions to the appropriate evacuation assembly area. Do not reenter the building or attempt to leave campus until instructed to do so by Security, Building Captains or other emergency personnel.

In the event of a need to Shelter in Place or Lockdown, remain in your classroom or current location until instructed to leave by Security, your instructor, other college authorities or emergency personnel, Try to remain calm until "all clear" or other instructions have been given.

If other procedures are put in place, you will be instructed to take appropriate steps. Safety will be the first priority of college and emergency personnel. Follow instructions in a prompt and calm manner. If you know of people with injuries or of the existence of hazards in the area, report them to appropriate personnel.

## **Employee Responsibilities**

The SVC 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 college or emergency authorities and communicated via the Emergency Notification System.

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

1. Evacuate a building
2. Evacuate a campus
3. Shelter in Place
4. Lockdown

Please see pages 20-23 of this Plan for detailed explanations of these procedures.

In general, employees who do not have specific assignments within the Emergency Response Plan, should:

- In the event of an evacuation, assist in directing visitors and students to the designated assembly point outside your building. If you are the last to leave a room, turn off the lights and lock the door. Assist physically disabled employees, students, or visitors, to the extent possible as personal safety, time and capabilities permit. If you encounter a person in a wheelchair or with mobility impairments, remain with them if possible.
- In the event of a need to “Shelter in Place” or “Lockdown”, remain in your classroom or work area with students or colleagues until instructed to move by Security, Building Captains, other college authorities or other emergency personnel. Close all windows and stay away from windows. If instructed to do so, move to a safer location, i.e., an interior room or a lower floor.
- Note the names of all those present in the room with you. Write down the names and assign someone to keep the list on their person and make it available to emergency responders if asked.
- Try to maintain calm and order until “all clear” or other instructions have been given by Security, Building Captains, college authorities or other emergency personnel.

## V. CRISIS COMMUNICATION PLAN

**Assessment and Decision:** The individual who encounters a crisis or potential crisis situation should notify Security. Security will immediately assess the situation and gather as much accurate information from the scene as possible. The threat will be assessed and response will be determined according to the emergency level.

- **Level 1 or 2** - In the event of a Level 1 or Level 2 incident, College Security will notify the division supervisor in charge of the area or department in which the incident occurs. College Security and the supervisor will handle the incident at that supervisory level. College Security will also notify the Director of Public Information in the event media inquire about the incident.
- **Level 3, 4 or 5** – If College Security determines that the crisis, or potential crisis, is a level 3, 4 or 5 incident, they will call 911 (if appropriate) and contact the Office of the President.

The President or his/her designee may decide to activate the EOC.

### INCIDENT MANAGEMENT COMMUNICATIONS

Members of the Command and General Staff will be notified by the President's Office via email, telephone or other means to report to the EOC. The Command Staff, with assistance from the General Staff, will activate emergency response personnel as stipulated in the SVC All Hazards Emergency Response Plan.

***All incident management communication shall occur through the incident organization chain of command.*** Direction is provided from Command downward, through the chain of command, supervisors communicating with direct subordinates. Status reports and requests for resources are communicated upward, through the chain of command, subordinates communicating with immediate supervisors.

Should an emergency response position be activated, the assigned employee shall immediately make contact with their emergency response supervisor. Communications will be conducted using the most effective means available, including radio and telephone.

It is the responsibility of each activated responder to communicate with their immediate superior with status updates and any changes in tactics or injuries in their area.

## EMERGENCY NOTIFICATIONS

Communication to employees, students, media and the public will be followed as outlined in this crisis communications plan. Emergency notifications have been prepared and are maintained by the Public Information Officer to facilitate prompt action.

The Emergency Notification System will be utilized to inform employees, students and visitors in the affected area regarding the crisis situation and key information related to the response. The communication will include instructions for action.

In the event that phone systems and computer systems are down, communication through the building captain program will be activated to contact everyone in the affected area through verbal communication and radios.

The elements of the Emergency Notification System are under development at Skagit Valley College. The capacity for communicating clearly and promptly throughout all campuses is the objective of the System.

## DISSEMINATING INFORMATION OUTSIDE THE INCIDENT AREA

During and immediately following an incident, the Information Officer will take the lead in conveying the College's response to the crisis to the college community and the public outside the vicinity of the incident. The goal of this response is to show that the College is acting according to its Emergency Response Plan and to remind the public to avoid going to the affected area. The Notification Plan might include some or all of the following:

- **Designate a spokesperson:** The Director of Public Information will serve as the Information Officer, coordinating media contacts and acting as the spokesperson for the College. Security and others involved in the incident will feed accurate, up-to-date information to the Information Officer. Efforts will be made to verify all information for accuracy prior to its release. Other individuals possessing the most direct knowledge of the crisis may also respond to media requests and questions in coordination with the Information Officer.

The Information Officer will coordinate with other Public Information Officers of emergency response agencies in releasing information to the media.

- **Draft Key Messages:** The Information Officer will draft the key messages that will be used to communicate all known and confirmed facts to employees, students and the media. In conjunction with the personnel involved in the incident (security, facility services, etc.), the fact sheet should be analyzed with respect to FERPA, public right to know, and concerns for privacy and security. Consultation with College legal counsel may be necessary. All messages will be checked and verified before seeking approval of the Incident Commander.

After approval, the key messages/fact sheet will be released internally and externally. The fact sheet should contain a summary statement of the situation including all known and confirmed details to be released.

- **Notify Constituencies:** The Information Officer should inform constituencies promptly of the crisis and the college response. It is important to keep employees and students informed of appropriate details and actions taken by the College during an emergency situation. Effective communications will help reduce rumors, maintain morale, and ensure continued, orderly operations.

### *Internal Communications*

**College Employees:** The Information Officer should notify all employees as promptly and regularly as possible regarding the crisis situation and the College's response.

**Students:** It is critical that students receive information in a timely manner. SVC students will be informed using appropriate electronic, broadcast and/or print announcements.

**Trustees and SBCTC:** The Executive Assistant to the President will coordinate this communication with the Information Officer.

**Vendors or others on Impacted Campus:** Following an incident, college personnel will attempt to notify businesses and vendors who conduct business, make deliveries, or regularly visit the impacted campus. The Information Officer will make the initial contact and share necessary information.

Other internal groups that should be notified are: Classified staff and faculty organizations, facilities partners, student government, alumni and members of advisory committees.

### ***External Communications***

**Mass Media:** Media serves as a critical tool in getting timely information out to the public regarding a crisis situation. The Information Officer will share with the local media information about crisis events as directed by the Incident Commander.

The following procedures may be used in communicating with local media during an on-going crisis:

- A designated place will be determined where media can gather on the campus. SVC Security will assist in ensuring that media is contained in this location.
- The Information Officer will draft press releases and coordinate assembly of fact sheets for distribution to the media.
- Press conferences may be held on campus in conjunction with key emergency response providers to provide accurate, up-to-date information on the crisis situation.
- Updated information will be provided throughout the crisis situation to media.
- All media inquiries should initially be directed to the Information Officer 360.416.7623.

**Government Agencies:** The Incident Commander may inform local and state government entities (Mayor, Governor, Chair of the County Commission, others) when appropriate.

**Local Community:** If the situation has an impact on local residents, information should be carried on the SVC website homepage. Fliers can be distributed if other communication vehicles are not available.

## VI. EMERGENCY PROCEDURES

### EVACUATION OF A BUILDING OR BUILDINGS

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

- Evacuate the building when required to do so by Security, Building Captains, other college authorities or upon hearing an alarm. Close and lock all interior doors and turn off lights behind you.
- Move to the closest EXIT and proceed down the EXIT stairwell in a safe and orderly manner, keeping to the right. Do not use the elevators.
- All SVC employees should assist students and visitors in a prompt and orderly evacuation to designated assembly areas.
- Remain at least three hundred (300) feet outside of the building in the Emergency Assembly Area and await further instructions from emergency personnel.
- Do not go back into the building for any reason! If you have a problem or concern, please inform Security personnel.
- Do not cross evacuated areas in order to access your personal vehicle.

## EVACUATION OF A CAMPUS OR CENTER

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

- Evacuate your building when required to do so by Security, Facilities Services or Building Captains. Close and lock all interior doors and turn off lights behind you.
- Move to the closest EXIT and proceed down the EXIT stairwell in a safe and orderly manner, keeping to the right. Do not use the elevators.
- All SVC employees should assist students and visitors in a prompt and orderly evacuation to designated assembly areas.
- Bring any available first aid kit, keys, needed personal items, medication, eyeglasses, etc. with you to the Evacuation Assembly Area.
- Once at the Evacuation Assembly Area, the Assembly Officer with assistance of faculty members 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.

### EMERGENCY ASSEMBLY AREAS

	Primary	Secondary
North Campus	Student parking lot north of Rutledge House	To be determined
West Campus	Student parking lot west of Angst Hall	To be determined
East Campus	Student parking lot east of McIntyre Hall	To be determined
Whidbey Campus	North parking lot	To be determined

Initial evacuations will relocate students and employees to the Primary Assembly Areas. Should the evacuation result in a need to provide more secure or comfortable area, students and employees may be relocated to the Secondary Assembly Area. Transportation may be provided to the Secondary Assembly Area. Should the evacuation necessitate returning students and employees to remove their vehicles from parking areas, this will be done within the response plan and under the supervision of Security staff. During an evacuation, persons not involved in the emergency management will otherwise be prohibited from returning to campus.

## **Additional Instructions for Persons with Disabilities**

### **Persons using wheelchairs:**

If on a ground floor, you may not need assistance exiting the building. Proceed to the designated assembly area.

If you are located in a multi-level building, exit to the nearest fire safe stairwell or elevator lobby with fire safe doors separating the lobby from the incident. Ask for assistance. Contact Security at (360) 416-7777 in Mount Vernon or (360) 770-5393 on the Whidbey Island Campus or have someone let Security know where you are located in the building.

### **Persons with mobility impairments:**

(These individuals may use crutches, canes or walkers.) Ask for assistance. If you are unable to use stairs, follow the procedure for persons using wheelchairs (see above).

### **Persons who are hearing impaired:**

Most buildings are equipped with visual fire alarm systems.

Be familiar with the evacuation route in your building before an incident occurs.

Ask for assistance by writing a note or using hand gestures.

### **Persons who are blind or visually impaired:**

Most buildings are equipped with audio fire alarm systems.

Ask for assistance evacuating and let the person know how to assist you.

If you have a guide dog, instruct the person on how to assist you.

## SHELTER IN PLACE

During certain hazardous situations, when it is safer to remain inside than to leave a building, students and personnel may be asked to shelter in place wherever they are. Students, employees and visitors should stay indoors.

Building doors should be closed and monitored. Other protections may be employed to minimize the danger to those inside the building.

During a Shelter in Place event, normal office and classroom activities may continue inside the affected buildings. Students and employees would be restricted to remaining in the building until notified of an "All Clear" by Security, Building Captains, other college authorities or other emergency personnel.

## 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. Time is critical in such a crisis and the lockdown must be initiated as quickly as possible. It is extremely important that employees assist in announcing the lockdown and directing building occupants into a room/building that can be secured.

### Activating the Lockdown Procedure

When an announcement is made to initiate the emergency lockdown:

1. All employees should direct students and visitors to proceed to the most secure area within a building, having as many as possible of the following characteristics:
  - Lockable doors
  - Solid walls
  - Shaded windows
  - Communication access
2. If possible and it is safe to do so, look for other building occupants in hallways seeking shelter before securing the door.
3. All doors into the area should be locked or wedged shut. Close windows and window treatments for concealment. Turn off lights.
4. Move to the furthest point in the room away from windows and doors.
5. Take attendance in each room.
6. Call Security only if you have vital information. (e.g., "I see a person in the NW Hallway," etc.)
7. Do not set off the fire alarm in a lock down. If a fire alarm goes off while you are in lock down, assess the situation before leaving your shelter. If you smell smoke or see fire you need to exit.
8. Remain under lockdown until advised by recognizable officials.

### Lifting the Lockdown

After a decision has been made to lift the lockdown by the Incident Commander, the all clear will be communicated via all notification media and through Security, Building Captains, and other college authorities.

## VII. EVENT DEBRIEFING/CRITIQUING & AFTER-ACTION PLANNING

**Critique:** In the event of an incident that requires a Level 3, 4 or 5 response, a post-event critique will be performed by the Command Staff or others at the discretion of the IC. 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 Safety Committee, which 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.

## VIII. PREPARATION AND PREVENTION

Employees and students who commute to campus should maintain basic survival items in their car trunks or other locations. For suggestions and lists, see:

<http://www.skagitcounty.net/Common/asp/default.asp?d=EmergencyManagement&c=General&p=individualplan.htm>

[http://www.king5.com/marketplace/oem/htr\\_carkit2.pdf](http://www.king5.com/marketplace/oem/htr_carkit2.pdf)

<http://www.prepare.org/basic/WorkKit.pdf>

<http://www.redcross.org/images/pdfs/preparedness/A4600.pdf>

<http://www.metrokc.gov/prepare/preparerespond/english.aspx>

Take time now to prepare for an emergency. It could save your life and the lives of others.

Students should become familiar with the evacuation route/fire exit plan posted in your area.

Faculty Members should:

- Review evacuation routes, fire exit plans and safety information with students during the first class of every quarter.
- If you have a student with a disability in your class, become familiar with how to assist him/her during an emergency. Review the procedure for Assisting Persons with Disabilities in the All Hazards Emergency Response Plan (page 22).

All Employees should become familiar the evacuation route/fire exit plan posted in their work areas and participate in training opportunities.

### Prevention

Faculty or other college employees who observe behavior or have reason to believe that a person may act out against him or herself or others should make immediate contact with their supervisor. Supervisors will contact:

On Mount Vernon Campus:

- Security or
- Associate Dean of Student Life and Retention or
- Director of Counseling

On the Whidbey Island Campus, South Whidbey Center or San Juan Center:

- Vice President of Whidbey Island Campus
- Associate Dean of Instruction and Student Services

Behaviors of concern include but are not limited to: student compositions that contain threatening or violent themes; direct or implied threats to harm people or property; affect that feels aggressive or intimidating whether verbal or non-verbal; department that seems to be a cover up for possible weapons; reported or suspected possession of drugs or weapons; suicide behaviors or attempts.

## IX. TRAINING

Emergency Preparedness: Information should be distributed by supervising administrators to all employees within their work area with follow-up discussions or explanation as required. Time will be allowed for training employees in emergency techniques such as use of fire extinguishers, first aid, CPR, etc.

Employees with identified roles within this Emergency Response Plan are required to complete training in designated courses in the National Incident Management System (NIMS). Specific training requirements are listed for each role in Appendix D. 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.

Training will be provided to all employees based on the All Hazards Emergency Response Plan. The training will be offered on a regular basis and appropriate drills will be conducted to involve and inform all employees and as many students as possible, including:

Employees who answer frontline telephones

Command Staff Training (collectively)

Potential Incident Commanders

Potential Incident Safety Officers, Public Information Officers, Liaison Officers

Potential Operations Section Chiefs

Potential Planning Section Chiefs

Potential Logistics Section Chiefs

Potential Administration/Finance Section Chiefs

Division Supervisors and Alternates

Building Captains and Alternates

Employee Training (collectively in groups)

Other events/opportunities to refresh training:

- Students will be introduced the elements of the plan and an overview of the four key responses (Evacuate a building, Evacuate a campus, Shelter in place, and Lockdown) during their classes.
- Overview of the All Hazards Emergency Response Plan during new employee orientation.
- Tabletop drills conducted for the Emergency Command Staff, Emergency Operations and Division leaders.
- Evacuation Drills and Shelter in Place Drills for specified areas.

All campuses will hold one evacuation and shelter in place practice, preferably in the first quarter of each year. Such practices will be in addition to any fire drills. The practice sessions will be analyzed and documented for consideration by the Safety Committee for further development of the All Hazards Emergency Response Plan.

## **X. INCIDENT SPECIFIC PROCEDURES**

Generally, you may experience or witness two types of incidents.

### **MAJOR INCIDENT: Life Threatening**

- Remain calm.
- Call 911 for EMERGENCY RESPONSE.
- Call 7777, at Mount Vernon, or
- Call 5331, at Whidbey Island Campus
- Initiate life-saving measures if required and safe.
- Alert people in the immediate area to clear the area.
- Have anyone knowledgeable with the incident stand by to assist the emergency personnel.

### **FIRE**

- Call 911
- Activate alarm pull station

### **CHEMICAL SPILL**

- Call 911 for Emergency Response.
- MOUNT VERNON CAMPUS: Physical Plant Office: Ext. 7751.  
Vice President of Administrative Services: 7719.
- WHIDBEY ISLAND CAMPUS: Physical Plant Office: Ext. 5312  
Vice President of Whidbey Island Campus: 5333

### **MINOR INCIDENT: “Non Life – Threatening”**

- Report the emergency to the Campus Security
  - MOUNT VERNON CAMPUS: Ext. 7777.
  - WHIDBEY ISLAND CAMPUS: Ext. 5331
  - SOUTH WHIDBEY CENTER: Ext. 5331
  - SAN JUAN CENTER: Ext. 5331
- Notify the people in the immediate area affected by the emergency.
- Refer to specific section of the Emergency Response Plan and take specified action.

## **BOMB THREAT OR SUSPICIOUS PACKAGE**

If you observe a suspicious object or potential bomb on campus, **DO NOT ATTEMPT TO HANDLE THE OBJECT**. Clear the area and immediately call Security.

A person receiving a phone call concerning a bomb threat should solicit as much information as possible. After collecting the Threat Assessment Checklist and calling 911 to report the incident, Campus Security will determine the emergency level and contact appropriate response personnel.

# EARTHQUAKE

Skagit Valley College's procedure for earthquakes follows the State of Washington's "Drop, Cover, and Hold" procedures.

- In the event of an earthquake:
  - Keep calm & remain where you are unless you are:
    - In a stairway,
    - In an elevator,
    - On a walkway close to or under buildings.
  - Seek shelter away from these areas.
- If you are indoors, stay indoors. Take shelter under your desk, a table, near an inside wall, a corner, and around building columns. Stay away from windows, glass walls, or outside doors.
- If you are outdoors stay there until the quake subsides. After the shaking subsides, go to one of the designated evacuation areas. Keep clear of street lights and power lines.
- Do not attempt to enter or leave a building during the quake.
- Remain in sheltered or safe areas until you are advised it is safe to do otherwise. Do not re-enter buildings until advised by an appropriate authority.
- After the initial earthquake shock, there will be "aftershocks". Aftershocks are usually less intense than the initial shock, but may cause additional damage.
- After the initial shock, evaluate the situation. An effort should be made to notify Campus Security of serious hazards or injuries. Tend to the injured and protect them from further injury or weather exposure.
- It may be necessary to evacuate the building(s). Elevators should not be used during or after an earthquake due to possible damage.
- Assist persons with injuries and those with disabilities in exiting the building(s).
- Use phones only to get help (injury, fire).
  - Call 911 for emergencies
  - MOUNT VERNON: Vice President of Administrative Services (7719)
    - Physical Plant (7751),
    - Campus Security (7777)
  - WHIDBEY ISLAND CAMPUS: Vice President of Whidbey Island Campus (5331)
    - Physical Plant (5312),
    - Other emergencies (5319)

Due to the many people attempting to call others, it is expected that phone lines will busy. Keep calls to a minimum and as short as possible.

## POST EARTHQUAKE RECOVERY PROCEDURES

Follow procedures set in the Hazardous Material Release section of this manual.

Provide fire control if needed, and if volunteers are available.

# FIRE

All supervisory employees are expected to know the location of fire extinguishers, alarm pull stations, first aid kits, and emergency exits in their area. Supervisors are expected to provide this information to all employees they supervise.

## IN CASE OF FIRE:

- Activate nearest alarm Pull Station
- Dial 911 immediately
- Call Campus Security at:
  - Mount Vernon Campus
    - Internal Telephone – 7777
    - External Telephone – (360) 416-7777
  - Whidbey Island Campus
    - Internal Telephone – 5312
    - External Telephone – (360) 679-5312
- When you discover a fire, close the door to the room where the fire is located and pull the nearest fire alarm.
- Fire extinguishers located inside or near rooms may be used at the discretion of the individual to control the fire. If an attempt is made to extinguish a fire, abandon the effort if one extinguisher fails to stop the fire.
- Evacuate the area immediately. Close doors to confine the spread of the fire and reduce oxygen to the fire. Do not lock the doors. Inform all others in the area to evacuate. Advise all persons coming into the area to leave immediately.
- Contact Campus Security if you suspect anyone is still in the building area.
- Use stairway exits only. Do not use elevators. Be alert to anyone who needs assistance in exiting the building.
- Evacuate the building and go to the designated evacuation assembly area. Keep roadways and entrances to the buildings clear for use by emergency personnel. Do not return to the building(s) until receiving an “all clear” from appropriate personnel.

If you hear an alarm:

- Check your office/classroom door before opening it.
- If the door has a window and you see smoke or flames, **DO NOT LEAVE THE ROOM!** Stuff coats, etc., in any opening and stay where you are.
- If there is no visible smoke, flames, or if the door has no window, feel the door with the back of your hand, starting at the bottom and moving up to the top.
- If the door is cool, open it slowly, standing behind it, and bracing against it with your body. Stay low and leave the building by the nearest clear exit.

If you are trapped in a room

- Stay near the floor where the air will be less toxic.
- If possible, signal your location through a window or an outside wall.
- Do not break the window.
- Shout at intervals to alert rescue crews of your location.

# HAZARDOUS MATERIALS RELEASE

## Hazardous Material Safety Data

A master set of Material Safety Data Sheets (MSDS) is located in the Mount Vernon Campus Security Office, Central Receiving and the Physical Plant Director's Office in the Campus Center Annex Building.

At the Whidbey Island Campus, the master sets of MSDS are located in the Maintenance Shop, the science lab in Oak Hall and the Vice President's office in Old Main.

Individual Material Safety Data Sheets are located in the Departments that order the materials.

## Hazardous Material Spill Kits

The College has placed hazardous spill-control kits in areas listed below. These kits are for use in cleaning up small spills involving hazardous liquids or chemicals. Each kit contains items to clean up a small spill of hazardous material.

Kit Locations:

- Central Receiving
- Director of Physical Plant Office: Campus Center Annex Building, Rm. CA-110
- Chemistry area: Angst Hall – Next to doorway connecting A-34 and A-31
- Science lab in Oak Hall at Whidbey Island Campus

## Hazardous Material Release

Any time a spill or leak of a hazardous material occurs, specific information is needed in order to properly respond to the spill or leak.

- A spill is defined as an unexpected release of any hazardous material from a container.
- A leak is a release from a container via a puncture or weak spot in the container. A leak may be any solid, liquid or gaseous hazardous material.
- Suspected gas leaks and/or suspicious odors may indicate the presence of hazardous materials, and the space should be evacuated immediately and the Physical Plant Office (ext. 7751) should be called. The space will remain evacuated until the extent and degree of spill is known.
- Any small spill or slow leak may be cleaned up by a trained employee at their discretion, following the instructions outlined in the appropriate MSDS sheet.
- All leaks/spills must be reported to the Physical Plant Office -ext. 7751 on Mount Vernon Campus or –ext. 5312 on the Whidbey Island Campus.
- All employees, students, and faculty are to evacuate the area immediately. The spill area will be quarantined until the problem is corrected and safe conditions exist.

*If the spill presents an imminent hazard (injuring people, fire risk) call 911.*

*Provide:*

- *Exact location of spill, including room number if inside a building*
- *Name of spilled material*
- *Quantity*
- *Appearance*
- *Injuries or physical effects to those who have been exposed*
- *Area of contamination.*

*Clear the affected area, close all doors AND WAIT FOR ASSISTANCE.*

## PERSONAL INJURY

- Call 911 – if it is an emergency.
- Attend to the injured person(s).
- Do not move injured person unless there is danger of further harm.
- Notify Campus Authorities:
  - Mount Vernon Security Ext. 7777
  - Whidbey Island Campus Administration Ext. 5333
- Have anyone knowledgeable with the incident stand by to assist the emergency personnel.
- Notify the people in the immediate area who could be affected by the emergency.
- Get an Accident Report form, complete it and submit it to Safety Officer or Security on Mount Vernon Campus or to the Administration Office on Whidbey Island Campus.

# VIOLENCE TOWARD AN EMPLOYEE OR STUDENT

Maintaining personal security—prevention is your best protection!

Trust your instincts, stay alert and avoid dangerous situations.

**Life Threatening:** Whenever a situation involves a physically threatening person—particularly if a weapon is involved, or if you are a witness to an in progress physical assault of any kind between individuals:

1. CALL 911
2. Notify Campus Authorities:
  - Mount Vernon Security Ext. 7777
  - Whidbey Island Campus Administration Ext. 5331
3. Student incident:
  - Notify Student Life -ext. 7633 on Mount Vernon Campus
  - Notify Associate Dean of the WIC –ext. 5381 on Whidbey Island Campus

**Inappropriate Behavior:** For less immediately threatening situations (e.g. abnormal behavior, severe emotional distress or depression), call (during normal daytime hours of operation):

Mount Vernon Campus:

- Counseling Crisis Team (ext. 7654)
- Associate Dean of Students (ext. 7633)
- Vice President of Administrative Services (ext. 7719)
- Evenings: Night School Coordinator (ext. 7638) or (360-420-2921)

Whidbey Island Campus:

- Notify Associate Dean of the WIC –ext. 5381 on Whidbey Island Campus

# CHILD ABUSE

Report abuse and neglect of children and vulnerable adults you witness. It is the role of Children's Administration Intake to determine if the risk to the child is high enough to warrant investigation. You do not have to be sure child abuse is occurring to report. Your role is to report the facts as you know them. Report immediate danger to a child to 911.

Offices within local communities are responsible for receiving and investigating reports of suspected child abuse and neglect. Reports are received by Child Protective Services (CPS) located in each community office and assessed to determine whether the report meets the legal definition of abuse or neglect and how dangerous the situation is.

1. Call the SVC Campus Contact for Child Abuse Reporting at 416-7654.

The role of the Campus Contact is to help you assess the situation and make the appropriate report, and to consistently document the situation for the College.

2. Children's Administration offers several ways to report abuse:

- Call the local office in Mount Vernon
  - Reception: (360) 416-7200
  - Toll Free Reception: 1-800-785-5582
  - Toll Free Intake: 1-866-409-4649
  - After Hours: 1-800-562-5624
  - Fax: (360) 416-7202
  - TTY: (360) 416-7222
- Nights and Weekends, Mount Vernon campus- Call 1-800-562-5624 to report abuse during the evening or on weekends.
- REGION 3 (Island, San Juan, Skagit, Snohomish and Whatcom Counties)
  - 1-866-608-0836 - Home and Community Services Information
  - 1-800-487-0416 - Adult Protective Services Unit
- Hotline - Call 1-866-ENDHARM (1-866-363-4276), Washington State's tollfree,
- 24-hour, 7 day-a-week hotline that will connect you directly to the appropriate local office to report suspected child abuse or neglect.

If you would like to speak to someone on campus about your concerns, call the Counseling Center on the Mount Vernon Campus at 416-7654 or Student Services on the Whidbey Island Campus and ask for a counselor to consult with you.

## **What is Child Abuse and Neglect?**

From the Washington Council for the Prevention of Child Abuse and Neglect (1-12-05)

<http://www.wcpcan.wa.gov>

RCW 26-44-020 (12) defines abuse and neglect as injury, sexual abuse, sexual exploitation, negligent treatment or maltreatment of a child by any person under circumstances which indicate that the child's health, welfare, and safety is harmed. Abuse and neglect does NOT include the physical discipline of a child as defined in RCW 9A.16.100.

# DOMESTIC VIOLENCE

1. Call the Campus Contact for Domestic Violence Reporting at 416-7654.

The role of the Campus Contact is to help you assess the situation and make the appropriate report, and to consistently document the situation for the College.

2. Report suspected domestic violence

- Washington State Domestic Violence Hotline 1-800-562-6025 V/TTY
- Skagit Domestic Violence and Sexual Assault Services
  - Hotline: (360) 336-9591
  - Toll free 1-800-726-6010
  - Fax: 360-336-9593
  - Office Phone: 360-336-9591
  - Mailing Address: P. O. Box 301 - Mount Vernon, WA 98273
  - Hours: Monday-Friday, 8:30 am - 4:30 pm
  - Email: [pamc@skagitdvsas.org](mailto:pamc@skagitdvsas.org)
  - Website: [www.skagitdvsas.org](http://www.skagitdvsas.org)
- Washington Violence Against Women Network (1-12-05)  
<http://www.wavawnet.org/info/domesticviolence.html>

## What is Domestic Violence?

*The following is reprinted from the WVAWN website above.*

Domestic violence is when one person in an intimate relationship believes they have the right to control and criticize their partner's feelings, behavior, and actions. This violence, or pattern of controlling behavior, takes many forms - physical, sexual, and emotional. In its most extreme form it can result in death.

Physical violence includes kicking, punching, shoving, slapping, or pushing in any way that hurts another person. Sexual violence includes any unwanted touching or fondling and forced or pressured sex at any time.

Even the threat of violence can result in someone feeling afraid and controlled. A raised fist, punching of walls, kicking in doors, keeping someone awake all night, threatening to take children, hurting pets, destroying personal things, or withholding money can cause someone to feel fearful and threatened. Abusers often create complex rules that their partners and children must abide by, and just as often, they change the rules.

Most often, domestic violence is not an isolated, individual event, but rather a pattern of multiple tactics and repeated events. Unlike stranger-to-stranger violence, in domestic violence the assaults are repeated against the same victim by the same perpetrator. (Ganley, Schechter, 1996)

## SUICIDE

A person may use language or take actions that seem suicidal for a number of reasons. Whether or not a person intends to do harm to him/herself, you must take the words used or the actions taken very seriously. If someone is using self-destructive language or behavior for any other reason than to do harm to him/herself, an appropriate reaction from you and the College will discourage such action in the future.

If a student or employee says or does anything that you think s/he is considering suicide,

1. To the best of your ability, be sure someone is with him/her who is aware of your concern until you can get help.
2. Call the Counseling Center at 416-7654 on the Mount Vernon Campus or 679-5319 on the Whidbey Island Campus and tell the receptionist that you need to find a counselor to speak with the person right away.
3. DO NOT volunteer to spend additional time with an individual because she/he is threatening suicide (suicide watch.) The goal of this process is for our counselor to connect the person with expert help.

If you believe a person is in the act of harming him/herself,

1. Call 9-1-1 and report everything you know about the situation.
2. Stay with the individual, if possible, until emergency personnel arrive.
3. DO NOT agree not to call 911. If someone really has done harm to him/herself, you must let someone else determine if s/he is alright. No matter why a person has taken such drastic action, conversation with emergency personnel and/or transportation to the hospital is the best approach.

## **POWER OUTAGE**

The Physical Plant Office is to be notified immediately if a power outage occurs at any and all sites operated by Skagit Valley College.

### **Evening Hours**

In the event of a power outage, power may be restored within 60 to 90 seconds. Emergency lighting will activate if power is not restored in the 30 to 60 second time frame. Emergency lighting is only for exiting enclosed spaces to areas where natural light is available. It will not support continuation of normal activities.

- Employees should check restrooms and dark areas to make sure they are safely evacuated.
- Security personnel will direct individuals to areas such as the foyers, main corridors, cafeteria, or other areas of long-term emergency light availability, or where natural light is available.

## ELEVATOR MALFUNCTION/FAILURE

Elevator malfunctions/failures are not considered life-threatening events unless the cause has occurred as part of a major disaster. Elevator malfunctions are emotionally traumatic to anyone riding in an elevator car. Care must be taken to reassure any trapped occupants that help is on the way and that they will be evacuated from the car safely.

The Physical Plant Office (ext. 7751) is to be notified immediately if there is an elevator malfunction/failure during normal College hours.

On Whidbey Island Campus, Office of the Vice President 679-5331.  
Evenings and weekends, contact Security (ext.7777).

Provide the following information:

- ◆ Which elevator is malfunctioning
- ◆ Your name
- ◆ A brief description of the problem
- ◆ Number of personnel trapped, if known

If you know there is someone trapped in the elevator car, try to assure them help is on the way. Please note: there is an emergency phone located in each elevator that is monitored 24-hours a day.

# VOLCANIC ERUPTION

In the event of an eruption of any magnitude from either of the local mountains:

## Employees

- Immediately turn off all electronic equipment. Damage to equipment is minimized when equipment is turned off and fans are not running.
- Do not leave the buildings. Interior air contamination will be reduced if the doors are kept closed.
- Wait for status report from your supervisor.

## Faculty

- All effort should be made to calm students and persuade them to stay in the classroom until more information as to the extent of the eruption is known.
- Turn off any electronic equipment in your office or classroom to prevent possible damage from ash in air.

All heating ventilation and air conditioning equipment will be shut down by Physical Plant personnel to prevent intake of ash into the buildings.

Every effort will be made to notify the main computing operations of the College prior to the shut down.

If a severe ash condition exists similar to that experienced in Eastern Washington, all efforts are to be made to prevent inhalation of particulates.

- Close all doors; post signs asking that doors be kept closed for the duration of the emergency.

## **WEATHER-RELATED CLOSURES**

**Find the procedures for campus closure or delay due to weather or extreme conditions  
at: [www.skagit.edu/emergencyresponse](http://www.skagit.edu/emergencyresponse)**