

All Hazards Emergency Response Plan TRAINING MATERIAL

Table of Contents

A	Introduction	2
B	Activating Emergency Procedures	2
C	Emergency Staffing Diagram	3
D	Communication	4
E	Student Responsibilities	4
F	Employee Responsibilities	5
	Building Evacuation	5
	Evacuation of a campus or center	6
	Shelter in Place	6
	Lockdown	7
G	Preparation	8



A. **Introduction**

Skagit Valley College has established an All Hazards Emergency Response Plan to minimize the impact of an emergency on students, faculty, staff, visitors and facilities. This packet is designed to provide a basic understanding of SVC's Emergency Response Plan.

The emergency response organizational structure follows the concepts of the National Incident Management System (NIMS). The language used in the plan is not familiar to the college reader and the structure relies on hierarchical and command-and-control relationships. College personnel are asked to be flexible and understand that adoption of this system for emergency response is required by law. The two key elements of the System are:

- defined roles and/or responsibilities for everyone within the area of an incident, and
- defined channels of communication to be used during an incident.

Please take personal responsibility for learning your role in the event of an emergency. If you have volunteered to participate in implementing the Plan, you are asked to:

- understand and be willing to fulfill your responsibilities
- learn the communication protocols to be used during an emergency
- prepare for emergencies by completing preparation checklist activities

Skagit Valley College is required to train employees who have emergency response role assignments. The Appendix contains a list of the training requirements.

B. **Activating Emergency Procedures**

In the event of an emergency, an Emergency Operations Center (EOC) may be established and the president (or an alternate) will assume the role of Incident Commander (IC). The **Incident Commander** will determine the actions to be taken, and emergency messages will be sent through the Emergency Notification System.

The **Operations Chief** is to implement actions to be taken to respond to the emergency. The Operations Chief activates the Division Supervisors and the Security staff.

The **Division Supervisors** activate the Building Captains, direct their implementation of the emergency response and facilitate communication between them and the IC.

Building Captains direct students, employees and visitors during an evacuation, lockdown, shelter-in-place or other response, and report to Division Supervisors.

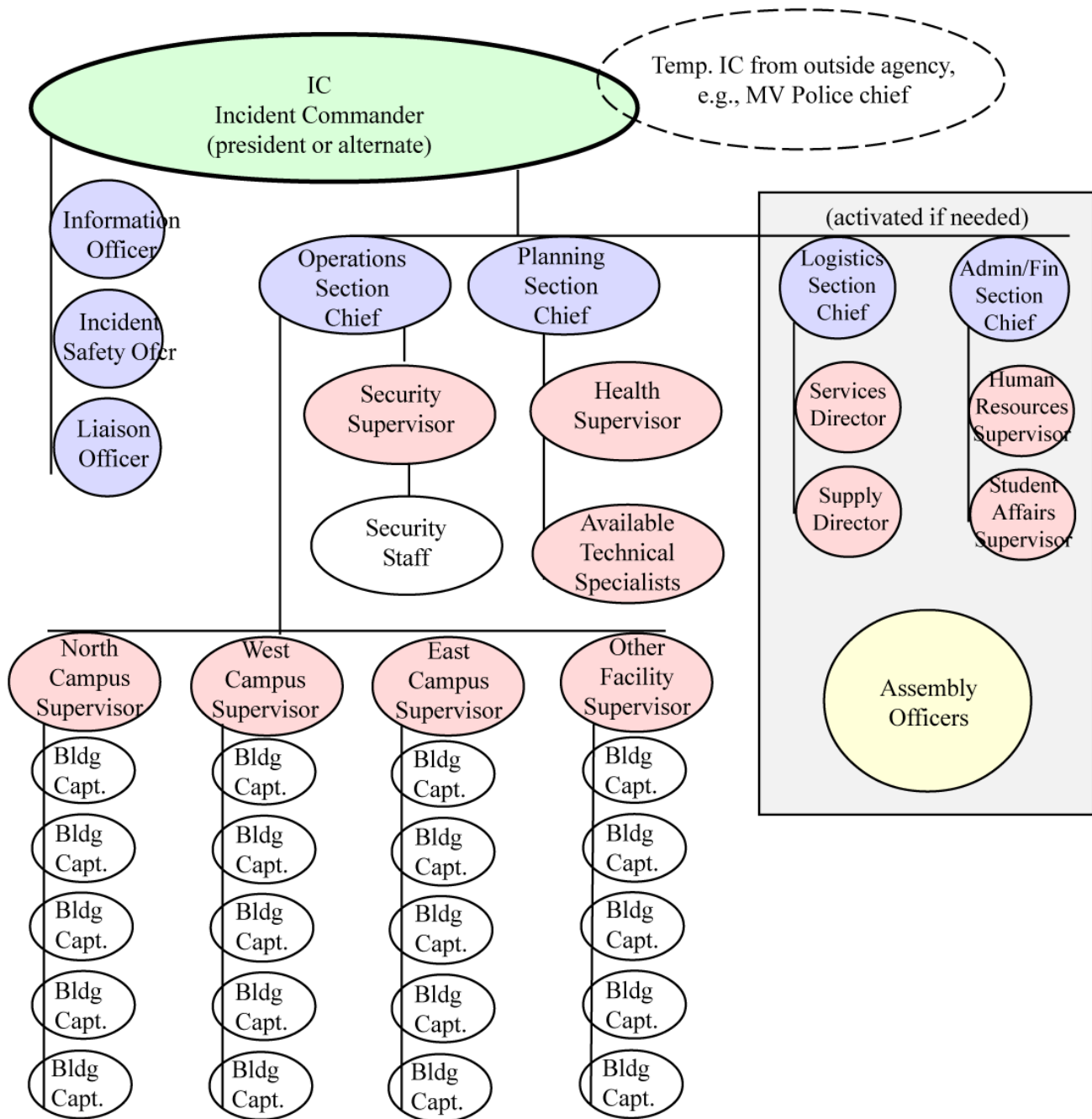
The **Security** Supervisor and Security staff provide assistance and communication with the Building Captains and provide assistance to first responders.

The **Planning Staff** role is to gather information about incident situations and available resources and to lead the development of alternate strategies for consideration.

C. Emergency Staffing Diagram

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Diagram of Personnel: All Hazards Emergency Response Plan



D. Communication

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. Emergency notifications have been prepared and are maintained by the Public Information Officer to facilitate prompt 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 to employees, students and visitors is the objective of the System.

E. 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 authorities and communicated via the Emergency Notification System.

Students should follow the instructions of faculty, 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

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. 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.

F. **Employee Responsibilities**

The leadership identified in the SVC All Hazards Emergency Response Plan will determine the college response to whatever threat or event sets off the activation of the emergency response system. For many events or threats, the first response may be one of the four strategies listed below.

Prompt implementation of each of these strategies will be the responsibility of college employees identified in this Plan. Successful implementation could save lives or reduce injuries. Please become familiar with these four separate strategies and your role in conducting them.

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

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

- Evacuate the 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.

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 locked. 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 furthestmost 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 lockdown. If a fire alarm goes off while you are in lockdown, 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.

G. **Preparation**

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 of the Plan. 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 listed above.

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.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 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.

Know what the hazards are in your work area, e.g., vehicles in maintenance and truck driving, chemicals, gas in the kitchen, hot liquids, etc.

Know the location of and how to use emergency equipment, such as fire alarm pull stations, extinguishers, and medical supplies. Know where your nearest first aid kit is located.