



The Evergreen State College

EMERGENCY RESPONSE HANDBOOK

May 2011

For Official Use only

*The Evergreen State College
Olympia, WA*

For emergencies, dial 911

Note: This handbook provides basic emergency procedures. Please refer to The Evergreen State College Comprehensive Emergency Response Plan (CEMP) for more detailed information.

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I. EMERGENCY MANAGEMENT AT EVERGREEN

Purpose

The Evergreen State College has established this Emergency Response Handbook as a basic guidance for the implementation and management of the immediate actions and operations required to respond to an emergency or disaster. The Handbook is Section II of the Comprehensive Emergency Management Plan (CEMP) which describes the entire Evergreen emergency management system.

Evergreen's priorities during a disaster are to:

- Save and protect lives
- Provide for the health and safety of the on-site population
- Coordinate all resources at the College
- Coordinate communications
- Prevent damage to the environment, systems and property
- Provide essential services, and
- Restore normal operations

Depending on the type of emergency, other priorities such as assessing building safety after an earthquake event or providing for the care of resident students during a pandemic event may be added to the priority list. At the onset of an emergency event, priorities will be established based on the guidelines above and the nature of the emergency.

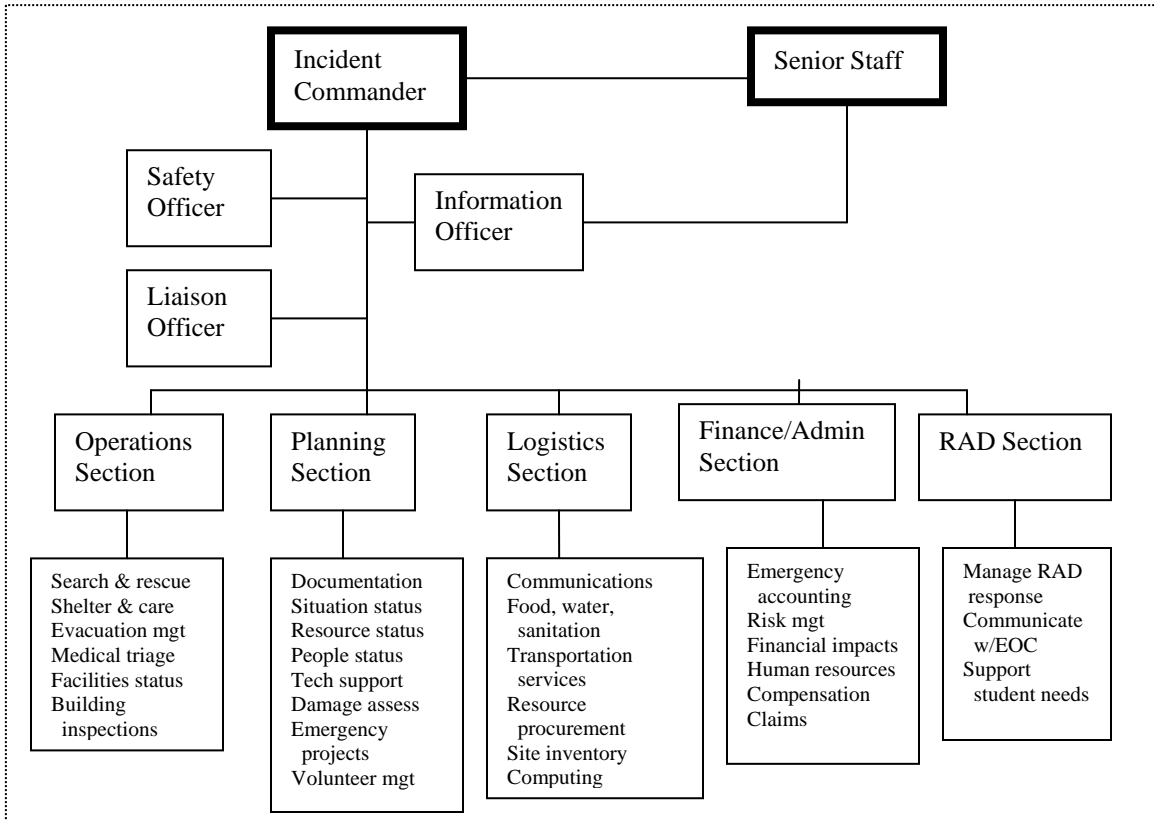
Emergency Management System

The Evergreen State College shall utilize the **Incident Command System (ICS)** when addressing temporary emergency situations. ICS is a nationally standardized on-scene emergency response system designed to allow users to adopt an integrated organizational structure that can grow or shrink according to the complexity and demands of the incident. It is based on the premise that one person, the Incident Commander (IC), is always in charge of emergency operations and that each position in the system has specific pre-designated responsibilities that remain the same, no matter who is in the position.

In a small event, the ICS structure could consist of just the Incident Commander and his or her staff operating out of Police Services. In a major event at Evergreen, the Emergency Operations Center (EOC) would likely be activated and the ICS structure would resemble the diagram depicted below. A catastrophic event could trigger an expansion of the positions under each of the sections based on the responsibilities listed below. The Comprehensive Emergency Management Plan (CEMP) provides details on how this would work.

Diagram 1 on the next page is a schematic of the Evergreen Incident Command System structure. The responsibilities of each of the boxes (positions) below are described in Section II beginning on page 6.

Diagram 1: The Evergreen Incident Command System



Emergency Operations

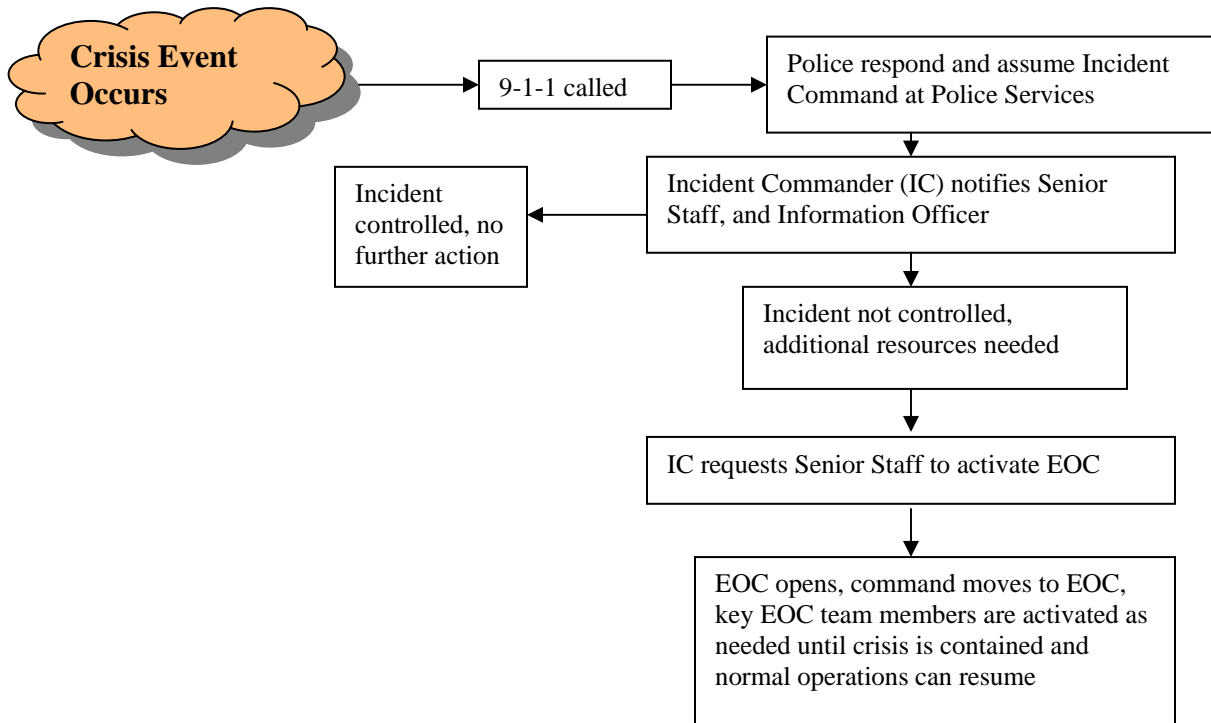
The following section describes the series of events that would activate the Evergreen Incident Command System and ultimately lead up to the activation of Evergreen's Emergency Operations Center in the event of a major disaster.

Crisis Event Occurs:

1. A **9-1-1** call activates Police Services, Fire and other emergency services as needed.
2. Police Services will immediately respond, assess the situation, assume Incident Command of the response and retain command unless relieved by the McLane Fire Department.
3. The initial response will be managed out of Police Services.
4. Police Services will notify a member of Senior Staff, the public information office, and others as appropriate (see Emergency Notifications Plan, Section III of the CEMP).
5. If the situation continues to escalate, existing resources are overwhelmed, or if normal communications systems are not working, the Incident Commander (IC) can request the highest ranking Senior Staff available to authorize activation of the Emergency Operations Center (EOC). The following criteria can be used to help determine if the EOC should be activated:
 - Are lives threatened?
 - Is there significant property damage?

- Are people or the environment at risk?
 - Are specialized emergency services needed (i.e. search and rescue, inspections, emergency first aid)?
 - Are outside mutual aid services needed from the city, county, and/or state?
 - Do we need to immediately coordinate College services?
 - Is immediate emergency public information needed?
 - Are College programs interrupted?
6. The first arriving members of the EOC staff will set up the EOC as the remaining members are reporting for duty. (Obtain key to EOC closet from Police Services)
 7. Procedures for setting up the EOC are in the EOC closet and in Section IV of the CEMP
 8. The Incident Commander, his staff and the EOC staff will manage the incident from the EOC for the duration of the emergency. (see pages 6-14 for individual responsibilities)
 9. The Senior Staff team will meet at a separate location to provide support and direction to the IC and the EOC staff. (see page 7)
 10. RAD Services will operate a Satellite EOC from Housing.
 11. The Health Center will provide expertise and basic triage from their facility or field site.
 12. Public Information will set up a separate media room as needed.
 13. When the emergency is over, the Incident Commander and Senior Staff will determine when to shut down the EOC and start procedures for returning to normal operations.

Diagram 2: Events Leading to EOC Activation



II. RESPONSIBILITIES OF KEY RESPONDERS

The following is a list of the basic responsibilities for each of the key responders identified in the boxes above. **Detailed checklists are contained in the designated boxes in the EOC** and are also described in Volume 1 Appendix 1 of the CEMP.

INCIDENT COMMANDER

The Incident Commander (IC) is responsible for the overall management of the emergency incident. The basic responsibilities of the IC are to:

1. When informed of an emergency, activate the Comprehensive Emergency Response plan (CEMP) and the Incident Command System (ICS).
2. Coordinate the initial response from Police Services or in the field as appropriate
3. If, based on an initial assessment, more College resources are needed, request authority from Senior Staff to activate of the Emergency Operations Center (EOC)
4. Determine the EOC positions necessary to respond to the emergency and ensure those positions are filled
5. Direct and manage the Incident Command team and the EOC staff.
6. Meet with Section Chiefs to obtain as much information as possible and ensure that real-time status information is relayed to a Senior Staff person and the Information Officer
7. Identify major incidents and operations and have it posted in the EOC.
8. Work with the Planning, Operations and Logistics Section Chiefs to evaluate conditions and to develop an overall strategy for the response.
9. Ensure an Incident Action Plan is completed and evaluate the plan.
10. Activate the Senior Staff Team and make recommendations to them for policy level actions and decisions. Ensure the Senior Staff Black To-Go box is delivered to them ASAP.
11. Provide a copy of the Incident Action Plan to Senior Staff and solicit their input in directing and guiding emergency response and recovery operations.
12. Conduct daily tactics meeting
13. Allocate resources. If the College does not have sufficient staff and services to support the emergency response, determine best sources for additional resources.
14. Keep all key staff informed of the action plan and situation status.
15. Provide status reports to Thurston Co., the State of Washington EOC and other outside organizations as appropriate.
16. Assist information officer with news releases and internal communications

17. Approve expenditure of emergency funds and the acquisition of resources to support the emergency response and ensure expense accounted for.
18. Provide for 24 hour operation of the EOC if necessary.
19. Work with the Senior Staff Team to activate the Business Continuity Plan for maintaining and/or restoring critical functions and returning to normal operations
20. Approve deactivation of the EOC

SENIOR STAFF

The Senior Staff Team shall provide overall guidance and direction to the Incident Commander during emergencies. The basic Senior Staff responsibilities are to:

1. Direct the Incident Commander to activate of the Emergency Operations Center
2. Direct activation of the Senior Staff team in the Library Boardroom (primary) or the Facilities Conference room (back up).
3. Meet as a team to provide strategic leadership to the Incident Commander.
4. Declare a State of Emergency as appropriate
5. Determine overall priority strategies for response and recovery.
6. Inform key constituents and stakeholders
7. Provide information link to Academic Deans and faculty.
8. Ensure business and academic continuity measures are undertaken. If programs are interrupted for a significant time, activate the Business Continuity Plan (Volume 2 Annex B of CEMP) to address maintaining and restoring business and academic functions and programs.
9. Approve large expenditures and emergency capital projects, as needed, to restore facilities and maintain programs.
10. Decide and communicate all policy level decisions.
11. Determine when the EOC can be shut down.
12. Activate process to resume normal operations.
13. Determine when normal operations can resume.

ACADEMIC DEANS

The Academic Deans represent the Academic Faculty and have responsibility for assessing the impacts of emergency conditions to students and academic programs. A representative of the Academic Deans would participate on the Senior Staff Team if the EOC was activated. Their basic responsibilities are to:

1. Determine the impacts to students and faculty and identify programs impacted by the emergency.
2. Work with the Information Officer to develop an advisory to faculty and to ensure that faculty understand the safety rules.
3. Account for all faculty including field trips in progress and report their status to the Logistics Section at the EOC.
4. Direct faculty who wish to volunteer to the volunteer coordinator at the EOC Planning Section
5. Provide support as needed for notification of family members.
6. As soon as possible, contact all faculty members to advise them about the impacts of the emergency, to develop alternative for critical programs, relocation of data, equipment, etc.
7. Identify grant programs that require regular state reports.
8. If buildings are severely damaged and cannot be re-entered, work with faculty to itemize lost property and salvage retrievable equipment and supplies.
9. During extended class suspensions or campus closures, work with faculty to provide remote course work and/or classes where possible.

INFORMATION OFFICER

The Information Officer coordinates all news media contacts. The basic responsibilities of the Information Officer are to:

1. Use e2Campus to alert all subscribers of the emergency.
2. Coordinate all news and media contacts and serve as the media point of contact for the EOC
3. Implement the Emergency Communications Plan and begin to collect, prepare and disseminate information to faculty and staff, students, news media and the public.
4. Prepare news releases, bulletins to all staff and faculty, and recorded messages
5. Hold news conferences and arrange interviews
6. Ensure that media representatives are only allowed at designated areas.
7. If the situation warrants, activate the Crisis Communications Team
8. Establish contact and coordinate with the Thurston County and State of Washington EOC information officers and with any other organization involved in the response.
9. Implement rumor control procedures
10. Ensure privacy rights of individuals are protected as they pertain to media inquires.
11. Ensure the College web site is updated regularly as per current disaster status.

SAFETY OFFICER

The Safety Officer ensures that entire emergency operation is being handled safely.

The basic responsibilities of the Safety Officer are to:

1. Monitor and evaluate all operations for hazards and unsafe operations
2. Track the status of hazardous materials and coordinate the response to hazardous materials incidents.
3. Ensure that emergency workers have adequate safety supplies and equipment, and that they are assigned within the limits of their training and qualifications.
4. Provide analysis and intelligence to the Incident Action Plan for hazards, safety concerns, public health concerns, and chemical, biological and radiological issues, including public warning and safety information.
5. Coordinate with the Fire District and/or contracted services for emergency response and clean-up of spills and contamination that cannot be handled by College resources.
6. Prepare all reports and documentation required per local, state and federal regulations
7. As applicable, support damage assessment teams by evaluating buildings for safety before they are entered. Ensure proper markings of buildings that have been inspected.
8. Assist the Information Officer with controlling rumors and misinformation regarding hazardous materials and safety issues.

LIAISON OFFICER

The Liaison Officer initiates and maintains contact with outside agencies. The basic responsibilities of the Liaison Officer are to:

1. At the request of the incident commander, initiate and maintain contact with outside agencies involved in the emergency and provide status reports.
2. Assist with contacting other sites and operations to relay essential information and/or to receive status reports.
3. Track the progress of the event using WebEOC as appropriate.
4. Make contacts and notifications on behalf of the EOC and the Senior Staff as needed.
5. Assist in operation of EOC as needed.

OPERATIONS SECTION CHIEF

The Operations Section Chief is in charge of the operational oversight of the emergency response. Depending on the situation, the Operations Chief will undertake the following actions:

1. Work with the Incident Commander to coordinate resources to respond to the emergency.
2. Direct and oversee the following activities: Search and rescue, car and shelter, evacuation management, medical triage/first aid, facilities status, building inspections.
 - Depending on the situation, the following functions may need to be assigned to a person or persons:
 - Care and shelter for students, faculty, staff, visitors and emergency personnel
 - Medical triage/first aid
 - Facilities status
 - Building inspections – damage assessment
3. Evaluate the level of damage and worst conditions on campus. Identify the incidents and if possible assign trained staff to manage and coordinate on scene operations.
4. If there are reports of people trapped who need to be rescued, work with the Incident Commander to provide immediate light search and rescue.
5. If there are reports of injured people, work with Logistics to activate medical triage.
6. Prioritize and manage the response efforts and develop the overall strategy for field response including multi-department actions as needed
7. Coordinate with Planning Section for immediate inspections of buildings using existing staff. Determine need for On-Call structural engineers with Planning Chief
8. Identify the potential need for more resources for both the immediate situation and during recovery. Develop a list of needed supplies and equipment and an estimated timeline for acquisition and deployment on location.
9. Work with Logistics to acquire needed resources. If outside response resources are needed, make sure those requests have been made.
10. Identify hazard areas. Ensure that access to unsafe areas is controlled and that faculty, staff and students are advised of the danger.
11. Track conditions at student housing. Coordinate services at Student Housing with other campus services to support emergency operations.
12. Keep the EOC staff informed of team activities and emergency conditions.
13. Keep an ongoing log of events.
14. Coordinate with Planning on completion of Incident Accident Plan
15. Attend daily planning meetings
16. If there is not sufficient staff for continuing the emergency operations, determine if mutual aid resources could be used on campus.
17. Continue to manage all operations until the emergency subsides and the EOC is deactivated.

PLANNING SECTION CHIEF

The Planning Section Chief gathers information and plans current and future operations. Depending on the situation, the Planning Chief will undertake the following actions:

1. Direct the collection, documentation, evaluation, analysis, and maintenance of all information relating to the emergency response.
2. Direct and oversee the following activities; documentation including situation status, resource status, people status, future planning, damage assessment documentation, emergency projects, and volunteer management.
 - Depending on the situation, the following functions may need to be assigned to a person or persons:
 - Situation Status of buildings, facilities, operations, and resources.
 - People status of faculty, staff, students, and visitors.
 - Damage assessment documentation and damage estimates
 - Volunteer management
 - Emergency projects management
3. Coordinate with the Operation Section Chief to assess and anticipate the needs for the emergency response. This includes fuel, food, personnel, equipment, vehicles, maintenance and services supplies, volunteers, and any other services.
4. Plan for ongoing operations and future needs. Depending on the situation, an Incident Action Plan may be needed.
5. Ensure all information is recorded and filed and that regular status reports are submitted to the Incident Commander and key EOC staff. Incoming messages should be recorded on ICS message forms and placed in out baskets. Assign a runner to collect the messages
6. Arrange for building inspections and damage assessments in coordination with the Operations Section Chief.
7. Identify immediate repair and construction projects.
8. Identify need for additional technical expertise and coordinate efforts to access it.
9. If there are volunteers, assign a volunteer coordinator to record and coordinate the deployment of volunteers.
10. Facilitate a daily Planning Meeting to be held in cable hallway or outside EOC.

LOGISTICS SECTION CHIEF

The Logistics Section Chief is responsible for coordinating and managing the procurement, delivery, distribution, and tracking of emergency resources and support for the response operation. Depending on the situation, the Logistics Chief will undertake the following actions:

1. Work with the Incident Commander and Operations Chief to procure and coordinate resources to respond to the emergency.

2. Direct and oversee the following activities: communications, food, water and sanitation, transportation and ground support, resource procurement, site inventory, and computing.
 - Depending on the situation, assign a person or persons to manage:
 - Communications needs
 - Food, water and sanitation for students, staff, faculty, visitors and emergency responders
 - Ground Support for transportation, equipment and supplies
 - Resource procurement, delivery, distribution and tracking
 - Site inventory of supplies and equipment
3. Assess the damage, impacts and response operations to identify the potential need for resources for the immediate situation and for recovery. Obtain a general inventory of all resources and identify key resources that may need to be procured. Plan for logistics required with procuring and delivering supplies and services.
4. Activate the emergency purchasing process to procure resources.
5. Determine what services will be needed on campus to care for people. Estimate the support requirements and assess the capability of supplies on hand to meet the need.
6. If shelter is needed, coordinate with Operations and the Red Cross if needed to determine what services the college will provide and to ensure that shelter is operational.
7. If additional staff resources are needed, coordinate with Planning to recruit, equip and manage volunteers.
8. If major evacuation is needed, work with Operations to support all aspects of evacuation.
9. Ensure traffic control is established to provide access for emergency vehicles and safe exit for private vehicles leaving campus
10. If mutual aid is requested, work with Operations to document, coordinate and support that effort and ensure the needs of mutual aid agencies are met.
11. Organize and track the utilization of major supplies, equipment and transportation. Work with the Incident Commander and Operations to allocate scarce resources to the highest and best priority use.
12. Support Operations functions that are providing shelter and rest areas for staff and other emergency works.
13. Ensure documentation for requests, costs, and procurement are forwarded to Finance
14. Ensure resources are staged at each primary emergency response site.
15. Oversee transition process to return to normal operations.

FINANCE/ ADMINISTRATION SECTION CHIEF

The Finance/Administration Section Chief is responsible for ensuring all financial and administrative functions in connection with an emergency are completed. Depending on the situation, the Finance Chief will undertake the following actions:

1. Provide financial / administrative coordination between the EOC and normal financial and administrative departments.
2. Direct and oversee the following activities: Business decisions, human resources, emergency accounting, insurance, risk management, financial impacts, compensation, and claims.
3. Ensure FEMA documentation is completed for disaster reimbursement expenditures.
4. Determine positions that are necessary to ensure proper documentation and ensure these positions are filled with competent personnel. Establish safe location for them to work.
5. Set up emergency account numbers and notify EOC staff.
6. Prepare costs estimates and activate the emergency procurement process.
7. Ensure tracking of all equipment and supplies ordered and obtain copies of purchase orders, contracts, labor hours, and other expense records.
8. As soon as possible, provide a disaster cost estimate report for the Incident Commander and Senior Staff and keep them apprised on all financial issues connected with the emergency.
9. Ensure documentation is maintained for insurance claims.
10. Assess short and long-term financial impacts of the emergency.
11. Assist with business decisions regarding cost/benefit of services and strategies.
12. As the emergency subsides, track the return of equipment and supplies.

RESIDENTIAL AND DINING SERVICES SECTION

Responsible for the safety of all students housed on campus (see RAD Emergency Operations Plan). **Operates out of the RAD Section Operations Center located on lower campus.** Depending on the situation, the RAD Section Chief will undertake the following actions:

1. Manage the RAD operations center
2. Implement the RAD Services Emergency Management Plan
3. Communicate and coordinate with the IC and the EOC
4. Provide support, care and shelter for students living on campus

EMERGENCY EVACUATION TEAMS

Emergency Evacuation Team members are responsible for assisting with evacuation. Members are trained individuals from each building or department whose responsibilities are to:

1. Assist people during the evacuation process in particular people needing special assistance

2. Sweep the building as they exit to ensure no one is left behind.
3. Keep track of evacuees.
4. Relay information between emergency responders and evacuees.

III. EMERGENCY RESPONSIBILITIES OF ALL OTHERS

FACULTY and INSTRUCTORS

Faculty and Instructors are responsible for informing students of emergency procedures and accounting for their whereabouts during an emergency. At the beginning of each quarter, faculty and instructors should:

1. Provide students with a review of the emergency procedures
2. Direct their attention to the emergency egress maps in each building hallway.
3. Keep a class roster available that can be turned into the police, and/or designated college official on site.

SUPERVISORS

Supervisors are responsible for ensuring that staff are familiar with the emergency procedures, accounting for staff whereabouts during an emergency, and designating a person(s) from their area to serve on the Emergency Response Team. At least quarterly supervisors shall:

1. Review emergency procedures and the location of emergency supplies with all staff.
2. Encourage staff to participate in training opportunities and drills.

PEOPLE WITH DISABILITIES

People who feel they need extra assistance in an emergency are responsible for completing an individual evacuation plan and keeping friends, faculty and/or staff aware of your plan.

STAFF

Be familiar with emergency procedures. Know where basic emergency supplies are in your building or area. Participate in training opportunities and drills.

STUDENTS

Be familiar with emergency procedures. Know where basic emergency supplies are in your building or area. Participate in drills.

IV. GENERAL EMERGENCY PROCEDURES

Fire Alarm: When the fire alarm sounds, immediately exit the building. (see **evacuation procedures below**). Wait for further instructions. **Do not** re-enter the building while the fire alarm is sounding.

Voice Warning System: The voice warning system activated through the fire alarms will be preceded by a warning signal separate from the fire alarm signal. Listen carefully and follow the instructions broadcast on speaker system (see **emergency procedures below**). **Do not** resume normal activities until told to do so by a recognized authority.

Outdoor PA System: Emergency messages broadcast on the Outdoor PA system will be preceded by a very loud warning signal. Listen carefully and follow the instructions broadcast on speaker system (see **emergency procedures below**). **Do not** resume normal activities until told to do so by a recognized authority.

Text message, email, voice mail via e2Campus, campus email or voice mail: Listen or read carefully and follow instructions. **Do not** resume normal activities until told to do so by a recognized authority.

V. EMERGENCY PROCEDURES FOR SPECIFIC EMERGENCIES

EVACUATION PROCEDURES (see evacuation map on page 23)

- Evacuate the building using the nearest available exit. Do not use elevator.
- Exit in an orderly fashion, move quickly, remain calm
- Take personal belongings (key, purses, wallets, etc.)
- Assist those who might need help exiting
- Secure any hazardous materials or equipment before leaving.
- Close door when you exit
- Go to evacuation assembly point designated in this building's evacuation plan and on building emergency evacuation signs
- Check in with officials, report any injuries, casualties, and hazardous conditions
- Wait for further instructions
- Do not leave campus until determined that roads and bridges are safe
- Check in with officials before leaving campus
- Do not re-enter building until advised by emergency personnel

EARTHQUAKE

If indoors

- Stay calm, don't rush for the door.
- Drop, Cover, Hold under a table or desk or against an inside wall—not in a doorway—turn away from windows
- Protect your head and neck with your arms, close your eyes
- Keep away from objects that might fall
- After the shaking stops, check yourself and others for injuries and move toward the nearest exit or alternate. Remember aftershocks can occur at any time
- Evacuate the building following evacuation procedures

If outdoors

- Stay outdoors and move to a clear area away from trees, poles, buildings, wires

If driving

- Slowly pull to side of road and stop. Avoid overpasses, power lines, light poles, underpasses and other hazards.

POWER OUTAGE

- Remain calm, provide assistance to others if necessary.
- Turn off and unplug computers and other voltage sensitive equipment.
- Move cautiously to a lighted area. Exits may be indicated by lighted signs if the emergency power is operating
- For information about a prolonged outage, call campus operator 360-867-6000 Option 1 or listen to emergency radio KGY (1240 AM / 96.9 FM)

FIRE

- Activate the nearest fire alarm pull station and call 9-1-1 if possible.
- Evacuate the building following evacuation procedures
- If trapped in a building during a fire and a window is available, place an article of clothing on the window as a marker for rescue crews.
- If no window is available, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews.

WILD FIRE

- Activate the nearest fire alarm pull station and call 9-1-1 if possible
- Close windows, do not evacuate building unless it is safe or directed to do so.
- If building is on fire, follow the evacuation plan

SUSPICIOUS OBJECT/SUBSTANCE

- Do not touch or disturb object or substance
- Call 9-1-1
- Notify your supervisor and/or the building coordinator
- Be prepared to evacuate
- Follow evacuation procedures when told it is safe to do so

SUSPICIOUS PERSON

- Do not physically confront the person
- Do not let anyone into a locked building/office
- Do not block the person's access to an exit
- Call 9-1-1. Provide as much information as possible about the person and their direction of travel

ARMED SHOOTER**If the shooter is outside the building**

- Turn off lights, lock windows and doors, close blinds and curtains
- If possible get on the floor out of the line of fire

- Move to central, secure area if safe and stay until all clear
- Follow directions of uniformed police

If the shooter is inside the building

- If safe to exit, flee the area, if unsure do not flee
- Dial 9-1-1 to give location
- Do not pull the fire alarm
- If flight not possible, lock doors, get on floor, remain silent
- Barricade the door with something heavy
- Hide behind something that stops bullets
- Wait for all clear and then follow uniformed police directions

If the shooter comes into the class or office

- Call 9-1-1 if it is safe to do so
- Hide behind something that stops bullets
- Fight the shooter, rush with lots of people, throw things, use improvised weapons to take the shooter to the ground
- Wait for all clear signal and then follow uniformed police directions

If caught outside in the open

- Hide behind something that stops bullets. Wait for emergency personnel.
- Run if it is safe, do not run in a straight line, summon help when safely away
- Play dead if you can't run or hide, wait for help
- Fight the shooter if no other options.

General Armed Shooter Instructions

- When police arrive, put your hands up to show that you are not a threat to them.

VI. EMERGENCY COMMUNICATIONS

The following section briefly describes Evergreen's emergency communication capabilities.

Emergency Communications Plan: Contains emergency notification protocols, describes the crisis communication team and when it would be activated, lists key contact information, describes the various communication methods and identifies who has the authority to activate those systems. Each EOC team member has a copy. It can also be found on the Emergency Preparedness webpage. It is Section III of the CEMP.

Police Dispatch Center: Self-contained 24-7 emergency dispatch center staffed by five full time Emergency Communication Officers. The center has direct connections to state law enforcement computer databases and with the Thurston County E911 Center (CAPCOM).

e2Campus: If there is cell phone service, e2Campus can provide alerts to all who are signed up for the service. All standard text communication devices including email, text messaging, pagers and wireless PDA's are covered by the service

Fire Alarm-based Voice Alert System: The fire alarm system on campus has voice alert capability for 8 campus buildings. A message can be delivered from Police Services to all rooms in the 8 buildings.

Outdoor PA System: Provides emergency messages via loud speaker to the lower campus and the Children's Center and other outdoor areas.

Blue emergency phones: Emergency phones that provide one way telephone communications to Police Services and 9-1-1 are located around campus.

Website: An emergency message can be posted on the campus website.

Campus Email and Voice Mail: Campus email and voice mail can provide an emergency message to all faculty, staff and students who use the system and are online.

EOC Phones. The EOC includes 24 telephones which can be connected to active telephone lines via the college's telephone switch (aka PBX) and/or lines that connect directly to Qwest telephone system bypassing the college PBX. Ten Qwest lines are available should the PBX system go down. Cell phones also provide a back up to land lines. Instructions are in the CEMP and in the EOC closet inside a binder titled "EOC Setup Manual."

Government Emergency Telecommunications Service (GETS). This service allows for priority local and long distance calls during emergencies in which landlines are busy due to workload usage. A list of users can be found in the "Emergency Instructions" binders in the EOC closet and Facilities (EH&S). Instructions are on the wallet size card that was issued to each user.

Wireless Priority Service (WPS). The WPS allows for priority cellular communications for key personnel during emergencies. All list of users can be found in the "Emergency Instructions" binders in the EOC closet and Facilities (EH&S). Instructions are on the wallet size card that was issued to each user.

Power Fail Phones: There are 8 red phones in key locations that will operate during a power failure if the PBX system goes down.

E-mail Service. In the event of a disaster, telephone and cell phone service may be interrupted, but e-mail service may still be operational. For immediate service, address e-mails to: DisasterEmergencyResponse@evergreen.edu

Other Communication Devices: Should all other methods of communication fail, local fire and/or police services may be used to contact the College via portable radio communication. Additionally, emergency responders can utilize HAM radio equipment in the EOC. A listing of qualified HAM operators can be found in the Emergency Operations Center closet inside a binder titled "Emergency Instructions"

WebEOC: Program utilized by the Washington State Emergency Operations Center (EOC) to provide real-time crisis information management to State agencies. Evergreen personnel can use this program to communicate real-time with authorized computer users on current emergency status. Users can access information from on or off campus without being physically present in the EOC. A chat feature is also included. A user name and password are required. Instructions for access and use are in the EOC.

KAOS: KAOS radio can broadcast emergency information and can operate on backup power.

VII. EMERGENCY LIGHTING, POWER, HEAT AND FUEL

Emergency Lighting: During any power outage, backup generators automatically kick in to provide emergency lighting in the main campus buildings.

Emergency Power: Emergency power and network access should be available at the following locations:

- The Machine Room to maintain central computing
- The Board Room
- The Emergency Operations Center
- The Facilities Conference Room Police Services
- KAOS Studios

Emergency Heat: If the boilers are operational, the following buildings would have emergency heat:

- Student housing with the exception of the modular units
- The housing community center

Emergency Fuel: There is adequate diesel stored on campus to maintain operations for several days. At issue, however, is how to get the stored fuel to the generators. Discussions are underway to devise a better system for retrieving the fuel from the underground storage tanks.

Utilities Shut Off: All information regarding utilities shut off procedures is located in notebooks in Facilities and the EOC Closet.

VIII. EMERGENCY SYSTEMS

Computing and Internet Access If the machine room is operational and the regional internet is functional, then wired and wireless access to the internet should be available in the President's Board Room, the EOC, the Facilities Conference Room, KAOS studios, and Police Services.

Payroll and Purchasing:

- **Payroll:** A backup payroll printer with ink is stored at the EOC. It could set up anywhere emergency power is available. Extra paper and checks are stored in the safe in Facilities Director's Office.
- **Purchasing:** Emergency purchasing capability maybe critical during the early phases of a crisis. Instructions for emergency purchasing are located in the EOC.

Website: The Evergreen website is essential for providing staff, faculty, students and the outside world current information about the situation at the campus. If the machine room is running, the website would be operational and could be accessed at any of the emergency network access points.

IX. EMERGENCY AUTHORITY

The President serves as the head of the Senior Staff Team which activates for Levels 2 & 3 emergencies, or whenever executive policy issues must be addressed. In the event the President is not available, the delegation of authority shall be assumed first by the Vice President for Student Affairs followed by the Vice President for Finance and Administration followed by the Vice President for Student Advancement. In the event that none of the above is available, the

Incident Commander (Police Chief or alternate) will assume authority for the activation of this plan.

X. EMERGENCY OPERATIONS SITES

Basic Operations: Police Services, the Emergency Operations Center, and the RAD operations center are the main operations centers during emergencies. During power outages, the KAOS radio studios could provide a backup operations center. Alternative operations centers could also be set up in the Board Room and the Facilities Conference Room. Off site facilities where basic operations could be maintained have not been designated at present.

XI. EMERGENCY SUPPLIES

Detailed lists of emergency medical supplies, emergency equipment, and emergency care and shelter supplies are in the Appendices and Annexes of the Comprehensive Emergency Management Plan.

XII. RECOVERY

Once the crisis is over and it is determined by the Incident Commander in consultation with Senior Staff that normal operations can resume, the Business Continuity Plan (Volume 2, Annex B of CEMP) will be implemented as appropriate to ensure a smooth transition to full function and the EOC will be shut down.

XIII. TESTING, EVALUATION and REVIEW

This plan should be updated and tested at least once a year. It should be activated anytime there is a drill or exercise to ensure its continued viability. Responsibility for updating and maintaining the plan will rest with the Emergency Planning Office.

Within a week of the end of the crisis, the Emergency Response Planning Coordinator will convene the Emergency Operations Center Team and the Emergency Preparedness Workgroup for a review of lessons learned. The CEMP and the Emergency Response Handbook will be modified in a timely manner as needed and re-distributed to key users.

XIV. EMERGENCY CONTACT NUMBERS

EVERGREEN

Fire or Medical Emergency: Dial 911.

Police Services: 360-867-6140

Key Evergreen Personnel: See Emergency Communications Plan

LOCAL

McLane Fire and Life Safety: 360-866-1000
4131 Mud Bay Rd. S.W. Olympia, WA 98502
Fire Chief: Steve North
Fax: 360-867-0508
Website: www.mclanefire.org

City of Olympia Emergency Updates: 360-753-4444 ext. 4011
Website: www.olympiawa.gov

Olympia Police: 360-753-8300
P.O. Box 1967
Olympia, WA 98507-1967
Website: www.ci.olympia.wa.us

Lacey Police: 360-459-4333
P.O. Box 3400
Lacey, WA. 98509-3400
Email: lacypolice@ci.lacey.wa.us

Tumwater Police: 360-754-4200
555 Israel Rd. S.W.
Tumwater, WA 98501
Website: www.ci.tumwater.wa.us/police

Crisis Clinic: 360-586-2800

Radio Emergency Information: [KGY](#) (1240-AM/96.9-FM)

THURSTON COUNTY

Thurston County Emergency Management: 360-754-3360
Address: 2703 Pacific Ave. SE, Suite B, Olympia 98501-2036
Fax: 360-704-2775
Email for disasters: emwebmaster@co.thurston.wa.us
Website: www.co.thurston.wa.us/em

Thurston County Sheriff: 360-786-5500
2000 Lakeridge Drive SW Olympia 98502
Website: www.co.thurston.wa.us/sheriff

Thurston County Public Health and Social Services: 360-786-5581
412 Lilly Rd. NE Olympia, WA 98506-5132
After hours: 360-704-2740 for non-emergencies
Website: www.co.thurston.wa.us/health

Disaster Assistance Council: Can be activated by calling Thurston County Emergency Management at 360-754-3360 or after hours by dialing 9-1-1.

WASHINGTON STATE

Washington Emergency Management: Duty Officer 253-912-4901

Main Desk: 253-512-7000

Washington Military Department, Emergency Management Division

Building 20, Camp Murray, WA 98430-5112

Website: www.emd.wa.gov/

WEB EOC Project Manager: 253-512-7437 OR Toll Free: 800-562-6108 Fax: 253-512-7214

Washington Dept of Health: 360-236-4501

101 Israel Road SE, Tumwater, Washington 98501

Website: www.doh.wa.gov

FEDERAL

Federal Emergency Management Agency - Region X 425-487-4600

Federal Regional Center 130 228th Street, SW Bothell, WA. 98021-9796

Website: www.fema.gov

U.S. Department of Homeland Security 202-282-8000

Washington, D.C. 20528

Website: www.dhs.gov

Centers for Disease Control and Prevention

1600 Clifton Rd, Atlanta, GA 30333, U.S.A.

800-CDC-INFO (800-232-4636) cdcinfo@cdc.gov

Public Inquiries: (404) 639-3534 / (800) 311-3435

Director's Emergency Operations Center (DEOC): 770-488-7100

PRIVATE DISASTER RELIEF

American Red Cross: Olympia: 360352-8575 Tacoma: 253-474-0400

Address: 2618 12th Court SW, Olympia 98502

Webstie: www.rainier-redcross.org

Salvation Army (Mass Care): 360-754-2441

824 5th Ave. East, PO Box 173, Olympia, WA 98507

FAX: 360-705-3651

Website: www.salvationarmyolympia.org/

HIGHER EDUCATIONAL INSTITUTIONS

Central Washington University Campus Operator: 509-963-1111

400 E. University Way, Ellensburg, WA 98926

Facilities Management: 509-963-3000

Police: 509-925-8534

Website: www.cwu.edu

South Puget Sound Community College Campus Operator: 360-754-7711

2011 Mottman Rd SW, Olympia, WA 98512

Security Office: 360- 596-5299

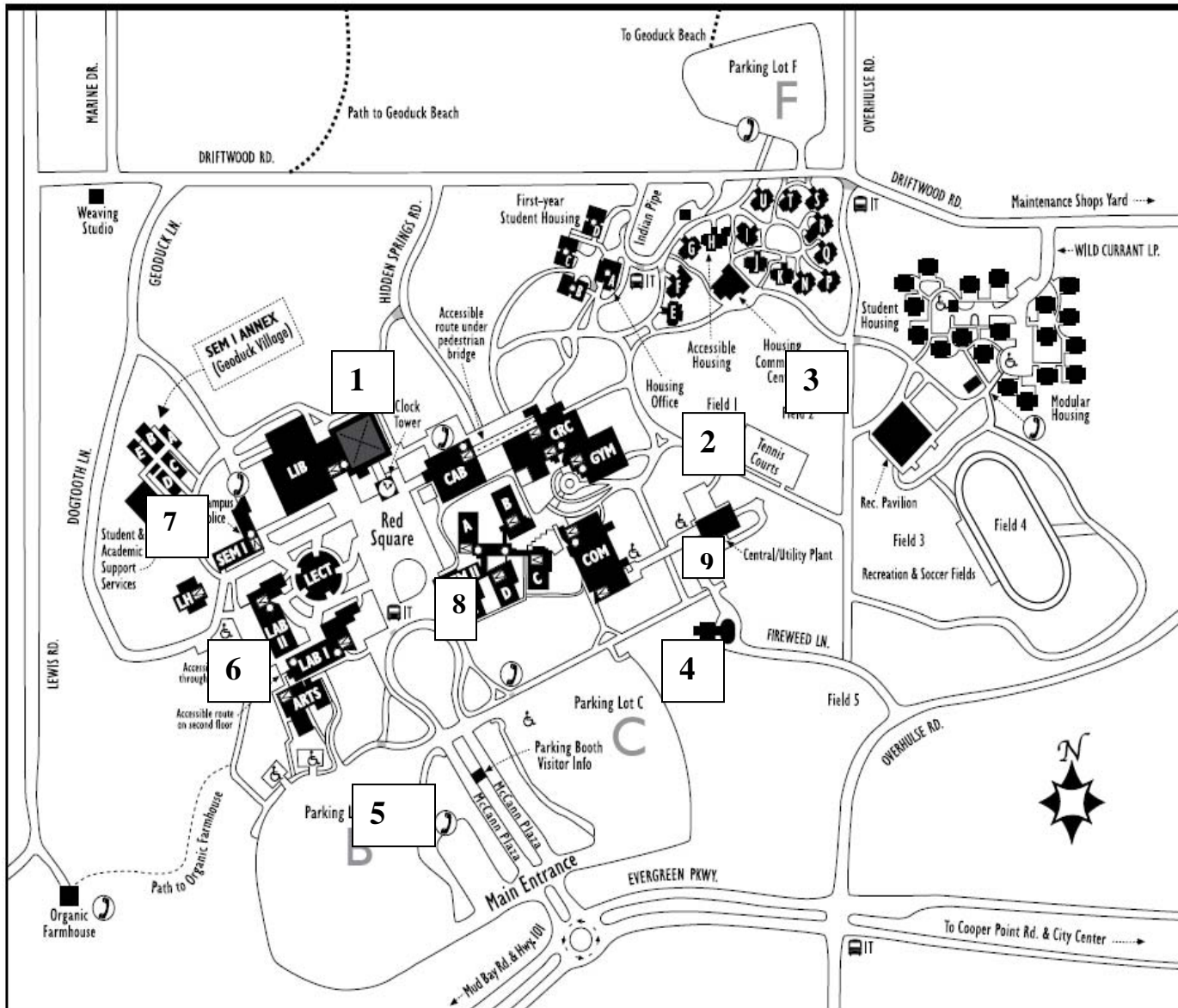
Website: www.spscc.ctc.edu

St. Martins University Campus Operator: 360-491-4700
Office of Campus Safety and Security
Room 207, Old Main, 5300 Pacific Avenue SE, Lacey, WA 98503
Phone: 360-438-4555
Fax: 360-459-4124
Email: security@stmartin.edu
Police: 925-8534. Campus status: 360-486-8899

University of Washington Campus Operator: 206-543-2100
Office of Emergency Management
22 Gerberding Hall, Box 351275, Seattle, WA 98195-1275
Phone: 206-897-8080
Fax: 206-897-8001
Email: charvat@u.washington.edu
Website: www.washington.edu/emergency

XV. EVACUATION MAP.

(see next page)



Designated Evacuation Locations:

Building	Evacuation Site	Building	Evacuation Site
CAB	Library Field 1	Library	Library Field 1
COM	Play fields 2	Longhouse	Former Bookstore Site 7
Childcare	Childcare playground 4	Maintenance Shop	Parking lot
CRC	Play fields 2	Seminar I	Former Bookstore Site 7
CUP	CUP Parking lot 9	Seminar II Buildings A & E	Red Square 8
Housing	Play fields 3	Seminar II Buildings B,C, D	Play fields 2
LAB I, Annex	Parking Lot B 5	Lab II , Lecture Halls	Longhouse Parking Lot 6