EMERGENCY PROCEDURES PLAN

Procedures for Specific Emergencies
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# Emergency Numbers

<table>
<thead>
<tr>
<th>Emergency Call (Medical/Fire/Police)</th>
<th>911 (cellphone)</th>
<th>9-911 (campus landline)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Campus Security – BREMERTON</strong></td>
<td>(360) 475-7800, Ext. 7800 (campus landline)</td>
<td>(360) 536-6035</td>
</tr>
<tr>
<td>– Duty Phone</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Campus Security – POULSBO</strong></td>
<td>(360) 689-2719</td>
<td></td>
</tr>
<tr>
<td>– Campus Director</td>
<td>(360) 475-2706</td>
<td></td>
</tr>
<tr>
<td><strong>Campus Security – SHELTON</strong></td>
<td>(360) 463-5403</td>
<td></td>
</tr>
<tr>
<td>– Campus Director</td>
<td>(360) 475-5404</td>
<td></td>
</tr>
<tr>
<td><strong>President’s Office</strong></td>
<td>(360) 475-7100, Ext. 7100 (campus landline)</td>
<td></td>
</tr>
<tr>
<td><strong>Vice President for Administration Services</strong></td>
<td>(360) 475-7501, Ext. 7501 (campus landline)</td>
<td></td>
</tr>
<tr>
<td><strong>Vice President for Instruction</strong></td>
<td>(360) 475-7401, Ext. 7401 (campus landline)</td>
<td></td>
</tr>
<tr>
<td><strong>Vice President for Student Services</strong></td>
<td>(360) 475-7443, Ext. 7443 (campus landline)</td>
<td></td>
</tr>
<tr>
<td><strong>Facilities Services</strong></td>
<td>(360) 475-7810, Ext. 7810 (campus landline)</td>
<td></td>
</tr>
<tr>
<td><strong>Facilities Services Director</strong></td>
<td>(360) 475-7835 (campus landline)</td>
<td></td>
</tr>
<tr>
<td><strong>Campus Security Director</strong></td>
<td>(360) 473-2824 (campus landline)</td>
<td></td>
</tr>
</tbody>
</table>

## In the Event of Physical Damage to OC Property – Notify I.T.

<table>
<thead>
<tr>
<th>DIR INSTRUCTION TECHNOLOGY - Charlie Mcwhorter – 360-710-4181</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIR SYS ADMIN/DSKTP SUPP - Lynne Kieser – 360-536-7913</td>
</tr>
</tbody>
</table>
MEDICAL EMERGENCIES

For life threatening or immediate emergency:

1. If appropriate, call for help and give the address and location of injured person(s).
2. Help is available at 911 (from cell phone) or 9-911(from campus landline) and then call Security at 360-475-7800 or Ext. 7800 (from campus landline).
3. Promptly inform your immediate supervisor and Building Coordinator if the injury is serious or involves more than one person.
4. Seek help or if trained, apply First Aid. Cover the injured person(s) with a blanket, newspaper, or coat to avoid chilling.
5. Do not move injured individual(s), unless further threat of injury is present.
6. Send someone to the main entrance of the building to direct emergency personnel.
7. Do not administer medication such as pills, water, or stimulants.

Follow-up Procedures:

Security will contact Registration and Records at 360-475-7650 for parent/guardian information for students OR will contact Human Resources 360-475-7300 for faculty family information.

Security will provide an Accident/Incident Report Form for the injured person and will conduct an accident investigation if that is appropriate.
## AED Locations

**Campus Locations:**

<table>
<thead>
<tr>
<th>Building Number</th>
<th>Building Name</th>
<th>AED Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>SBCDC Child Development Center</td>
<td>Hallway, after the entry office and gate</td>
</tr>
<tr>
<td>4</td>
<td>HSS Humanities &amp; Student Services</td>
<td>First floor, near elevators</td>
</tr>
<tr>
<td>5</td>
<td>CSC/Foundation, Admin, HR, IT</td>
<td>1st Floor hallway near elevator</td>
</tr>
<tr>
<td>6</td>
<td>HL Hazelwood Library</td>
<td>First floor, near restrooms</td>
</tr>
<tr>
<td>7</td>
<td>CIC/Art Gallery, Theatre</td>
<td>1st Floor hallway near elevator</td>
</tr>
<tr>
<td>8</td>
<td>ST Science &amp; Technology</td>
<td>First floor, hallway near Rm. 103</td>
</tr>
<tr>
<td>9</td>
<td>PED Physical Ed Fitness Center</td>
<td>Main entrance</td>
</tr>
<tr>
<td>10</td>
<td>BSC Bremer Student Center</td>
<td>Long hallway, near Rm. 125</td>
</tr>
<tr>
<td>18</td>
<td>SK Storm King</td>
<td>Across from staff offices</td>
</tr>
<tr>
<td>11</td>
<td>Engineering</td>
<td>Near main entrance</td>
</tr>
<tr>
<td>14</td>
<td>SHP/Shop</td>
<td>1st Floor hallway</td>
</tr>
<tr>
<td></td>
<td>Olympic College Poulsbo</td>
<td>Main entrance / Restrooms</td>
</tr>
<tr>
<td></td>
<td>Olympic College Shelton</td>
<td>Inside workroom 115, Johnson Library</td>
</tr>
</tbody>
</table>

**Automated Electronic Defibrillator**
Evacuation Procedures

Alarm Systems
The College has a fire alarm system that is activated by smoke detectors or by pulling building alarm stations. Other emergency instructions may be given by Campus Security or Maintenance Staff.

Building Evacuation
1. Evacuate buildings when fire alarms sound and/or if directed to do so by Security, or Maintenance or the Building Coordinator. Move briskly with the traffic flow. Any door with an automatic closure must not be prevented from closing by means of stops or blockages. These doors are part of the firewalls and must be able to close to prevent or slow down the spread of fire from one area to another.

2. Assist persons with disabilities in exiting the building.

3. Check restrooms, elevators, and other isolated areas if time and situation permit.

4. Remain calm. Do not panic. Leave the building by the nearest clear exit and ask others to do the same. Keep aisles and doors open for passage.

5. Proceed to your building's designated evacuation area. Keep away from the affected building(s) and keep streets, fire lanes, fire hydrants, and walkways clear for emergency vehicles and personnel.

6. Return to building(s) only when declared safe to occupy by Campus Security or the Fire Department.

College Evacuation
Evacuation of all or part of the College grounds will be announced by the President or designee.

Always Treat the Incident as a Real Event!
Earthquakes

During an Earthquake:
1. Keep calm; take shelter under your desk or any other sturdy object. If no protective furniture is available crouch and brace yourself against an inside doorway or corner.
2. Do not run or panic. Remain where you are.
3. Stay away from windows, bookshelves, or any overhead objects that might fall.
4. Do not attempt to leave until advised to do so by a Building Coordinator.

After an Earthquake:
1. Use extreme caution when moving through or evacuating the building. When evacuating, use the stairs; never use an elevator.
2. Do not use any flammable material, or electrical devices, including lights and telephones, until you are advised by a Building Coordinator that it is safe to do so.
3. Report any strange odors or utility hazards to your Building Coordinator or supervisor.
4. Look for injured or trapped persons.
5. Evacuate an obviously unsafe area or remain in a safe location until help arrives. After evacuating, go to the assembly point designated by the Building Coordinator. Stay with other co-workers and students at your assembly point.
6. Avoid electrical power lines.
7. Be prepared for aftershocks.
CHEMICAL SPILLS

Minor Hazardous Material Spill:
Call Security 360-475-7800 for assistance in assessing and cleaning-up the spill.

Major Hazardous Material Spill or Release ON College Property:
1. Evacuate the building / area immediately, and alert others to do the same.
2. Seal off a spill / release in a building by closing the door to the area.
3. Activate a fire alarm on the way out of the building if you believe the spill presents an imminent danger such as, fire, explosion, injuries, etc.
4. Report the spill / release. From a safe location. Call 911 (from cell phone) or 9-911 (from campus landline) and then call Security at 360-475-7800 or Ext. 7800 (from campus landline).
5. Move to an area at least 500 feet upwind from affected building / area, and keep streets, fire lanes, and walkways clear for emergency vehicles and personnel. Instructors and supervisors have the responsibility of assuring that all students and staff have evacuated their classrooms and work areas.
6. Return to building(s) only when they are declared safe to occupy.

Major Hazardous Material Spill or Release OFF College Property:
This section refers to an airborne chemical release occurring near College property.
1. Seek shelter inside a building.
2. Stay inside, do not evacuate buildings or “peek” outside buildings.
3. Close all building doors and windows.
4. Notify Facilities Services at 360-475-7810 to shut-off building ventilation.
5. Wait for instructions from College President or designee.
If you have a question about whether safety procedures are necessary, call Security at 360-475-7800 or Ext. 7800 (from campus landline).

**Hazardous Condition:**
1. If you observe a condition that is imminently threatening to a person’s life, call 911 (from cell phone) or 9-911 (from campus landline) and then call Security at 360-475-7800 or Ext. 7800 (from campus landline).
2. Report any health or safety hazards to your supervisor and fill out a Report of Health/Safety Hazard Form (Safety Gram [https://www.olympic.edu/services/campus-security/safety-gram](https://www.olympic.edu/services/campus-security/safety-gram)) available at the Human Resources office.

**Hazardous Activity:** (any activity you believe to be hazardous)
1. Stop and take notice of what the individual is doing.
2. Contact Security at 360-475-7800 or Ext. 7800 (from campus landline). and/or your Building Coordinator.

**Flood / Broken Water Pipe:**
1. Remove anyone in immediate danger.
2. Call Facilities Services at 360-475-7180.
3. Do not handle any electrical devices.
4. Evacuate the building to a designated assembly point determined by your Building Coordinator. When evacuating, use the stairs. **Never use the elevator.**
Utility Failure:
In case of utility failure, immediately call Facilities Services 360-475-7810. Be prepared to give:

| Building name; Room number; Nature of problem; Person to contact and extension |

During power failures, areas that do not have natural light to clearly see exit corridors or exit doors should be evacuated while emergency lights are on. If you detect unusual odors or fumes, evacuate immediately. Do not Re-enter until power is restored. Emergency lighting is temporary and is not provided for normal operations.
If an armed or threatening intruder comes on to Olympic College property it is very important that faculty, staff and or students report it immediately and take protective actions.

If you see an armed OR threatening intruder or a hostage situation and you are in an office or classroom:

- Remain in the classroom or office and immediately lock all doors.
- Call 911 (from cell phone) or 9-911 (from campus landline) and then call Security at 360-475-7800 or Ext. 7800 (from campus landline).
- Report the location and description of the assailant and situation.
- Try and remain calm so you can give an accurate description of the person or person(s). Note type of dress, height, weight, sex, and any other characteristics/physical items that are particular to the individual(s). Report the type of weapon (if known) and direction of travel or building entered.
- Lock the windows and close blinds or curtains. Turn off lights and all audio equipment.
- Stay out of the open areas and be as quiet as possible. Crouch or lie on the floor.
- Keep classroom or office secure until police or Security arrive and give directions.
If you are caught in an open or exposed area and you cannot get into a classroom or office, you must decide upon a course of action:

- **Running:** If you think you can safely make it out of the area, then do so. If you decide to run, do not run in a straight line. Attempt to keep objects (trees, vehicles, etc.) between you and the hostile person. When away from immediate area of danger, summon help and warn others.

- **Hiding:** Look for a safe and secure hiding area. Once in place, try and remain calm. Stay hidden until you can contact emergency personnel.

- **Playing Dead:** If the intruder is causing death or physical injury to others and you are un-able to run or hide you may choose to assume a prone position and lay as still as possible.

- **Fighting:** Your last option if are in proximity of the intruder is to fight back. This is dangerous and not recommended, but this could be your last option. If you are caught by the intruder and are not going to fight back, obey all commands and avoid eye contact.

Once emergency personnel have arrived and taken over the situation, obey all commands.
ASSISTING PERSONS WITH DISABILITIES IN AN EVACUATION

The preparation of individuals with and without disabilities is essential to reduce the impact of an emergency. Persons with disabilities are encouraged to develop their own personal emergency evacuation plan and share it with key individuals on campus.

General Guidelines

▪ The person with the disability may be the best authority on how to be evacuated.
▪ Provide notice that a potential danger exists, and that evacuation should begin.
▪ Offer assistance but let the person explain what help is needed.
▪ Carrying a person is not advisable except in the most extreme of circumstances.
▪ Do not abandon the person after exiting. Lead them to a safe place.
▪ Plan for service animals to be evacuated with their owners.

Assisting Persons Who Use Wheelchairs

▪ If a person is unable to speak clearly, look for a sign on the chair with instructions.
▪ Only in situations of extreme danger should untrained people attempt to carry a person in a wheelchair. Wheelchairs have parts not designed to handle the stress of lifting.
▪ Prior to moving the person, check for life-support equipment.
▪ If you and/or others cannot safely carry a person on stairs, don’t. Instead, position the person in the safest place possible and alert emergency personnel. The rescue of persons with disabilities will be the first priority of fire and law enforcement departments.
Assisting Persons with Other Mobility Limitations

- Clear displaced and fallen obstacles from egress routes.
- Do not interfere with the person’s movement.
- If the stairs are crowded, you may act as a buffer.

Assisting Deaf or Hard of Hearing Persons

- Get the attention of the person before speaking and ensure all directions are understood.
- Use facial expressions, hand gestures or short written notes to communicate.
- Be aware the person may not be able to hear oral commands issued by authorities.
- When out of danger, offer to make phone calls.

Assisting Persons Who are Blind or Have Low Vision

- During an emergency, announce your presence.
- Offer your elbow, but do not grab their arm or hand.
- Throughout the evacuation describe physical barriers in advance (e.g., “Two steps down”).
If a decision is made to change or suspend operations at Olympic College for any reason, here is the quickest way to access pertinent information:

**Text Message:** All students and employees are automatically enrolled in the emergency text and email notification system.

**Web:** Visit the Olympic College website at [www.olympic.edu](http://www.olympic.edu). A message will be posted on the home page regarding any changes in college operations.

**Email:** Sign up for free email alerts at [www.flashalert.net](http://www.flashalert.net). During inclement weather or an emergency, regular messages will provide information about Olympic College conditions.

**Telephone:** Call the Campus Closure line to hear a message with any changes to normal operations: 360-475-7250.

**Media:**

Listen for messages on the following radio stations:
- KBSG 97.3 FM
- KZOK 102.5 FM
- KMPS 94.5 FM
- KPLZ/Star 101.5 FM
- KOMO 1000 AM
- KVI 570 AM
- KITZ 1400 AM
- KMAS 1030 AM
- KGY 1240 FM

Watch or listen for messages on the following television stations or monitor their websites:
- KOMO 4 [www.komonews.com](http://www.komonews.com)
- KING 5 [www.king5.com](http://www.king5.com)
- KIRO 7 [www.kirotv.com](http://www.kirotv.com)
Olympic College strives to publish closure announcements by 5:30am on the day of the closure. A follow up message is sent by 3pm for evening closures.

Olympic College students and employees are automatically enrolled into the emergency alert system. You can use your Olympic College computer login credentials to access the system and update your message preferences and contact information, at: [https://olympic.omnilert.net/subscriber.php](https://olympic.omnilert.net/subscriber.php).

As in all emergencies or unusual situations, class attendance is a decision that should be based on personal safety and individual discretion.
1. Upon discovering a fire or smoke in a building, **activate the building fire alarm. This is a red “pull” station.** The fire alarm automatically notifies the fire department.

2. **Call 911 (from cell phone) or 9-911 (from campus landline)** and then call Security at 360-475-7800 or Ext. 7800 (from campus landline). If you can, tell someone else to call Security while you are calling 911.

3. Please provide: Building Name, Room Number, and type of Incident.

4. Attempt to contain a **SMALL** fire by utilizing available fire extinguisher if you are trained to do so. If fire is **LARGE**, beyond control or involves potentially explosive or toxic materials, **leave the building immediately**.

5. **When the fire alarm sounds, complete evacuation is required.** Walk, do not run, to the nearest exit. The alarm may not sound continuously. If the alarm stops, continue the evacuation, and warn other who may attempt to enter the building after the alarm stops. **Treat all fire alarms as a real fire.**

6. Everyone must follow the orders of the fire and/or police department personnel.

7. Notify emergency personnel if you suspect someone may be trapped inside a building.

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**When evacuating, use the stairs. Never use the elevators.**

**Take personal belongings with you.**

**Avoid Interfering with Emergency Personnel.**
If you are not able to evacuate:

a. Feel all doorknobs you encounter before opening any door. If it is **HOT, DO NOT OPEN THE DOOR**. Stay in that room.

b. Seal the cracks around the door with any available material.

c. **Call 911 (from cell phone) or 9-911 (from campus landline)** and let them know your location and that you are unable to exit.

d. Open the window a few inches for fresh air and hang an object out of the window to alert the fire department to your location.

e. Keep low to the floor and await evacuation by emergency personnel.

8. If the doorknob is **NOT HOT**, brace yourself behind the door and open it slightly. If heat or heavy smoke is present, close the door and stay in that room. Follow the procedures outlined above.

9. If you can move around within the building, but can’t exit, find a safe room farthest from the fire and follow the procedures outlined above.
**BOMB THREAT**

**PAGE 1 OF 3**

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**NO BOMB THREAT IS TO BE IGNORED. TREAT EVERY BOMB THREAT AS A POTENTIAL DANGER TO HUMAN LIFE. CHECK AND DOCUMENT EVERY THREAT.**

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**If a Device is Found:**

1. Do not touch the device in any way. Seal off the area using fire drill procedures
2. **Call 911 (from cell phone) or 9-911 (from campus landline)** and then call Security at 360-475-7800 or Ext. 7800 (from campus landline). to alert them that a device has been found
3. Wait for a trained squad to examine and dispose of the device
4. Notify the President’s Office and Public Information Office

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**If you receive a bomb threat:**

1. Follow procedures on Bomb Data Sheet to keep the caller on the line.
2. If possible, signal another person to **call 911 (from cell phone) or 9-911 (from campus landline)** and then call Security at 360-475-7800 or Ext. 7800 (from campus landline).
3. **Never hang up on the caller!**
**Bomb Threat**

**PAGE 2 OF 3**

**Procedures:**

When a report is received, record complete information using the Bomb Data Sheet. Record exact wording of the message and listen intently for any voice or speech peculiarities and background noises. Be alert for repeated use of certain words or phrases. Close attention should be paid to how the caller speaks.

**Exact date and time of call:**

**Exact words of caller:**

**Person receiving the call:**

**Contact Number:**

**Telephone extension number and location where call was received:**

**Questions to Ask:**

- When is the bomb going to explode?
- Where is the bomb?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- Why?
- Where are you calling from?
- What is your address?
- What is your name?
- What do you look like?

**Caller’s Voice (circle):**

- Accent
- Angry
- Broken
- Calm
- Cracking
- Crying
- Deep
- Disgusted
- Excited
- Giggling
- Laughter
- Lisp
- Loud
- Nasal
- Ragged
- Rapid
- Raspy
- Sincere
- Slow
- Slurred
- Soft
- Squeaky
- Stressed
- Stutter
- Whispered

If the voice is familiar, whom did it sound like? ____________________________________________
**Background Noises (circle):**

<table>
<thead>
<tr>
<th>Animal(s)</th>
<th>Factory</th>
<th>Long distance</th>
<th>Office Machinery</th>
<th>Voice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cellphone</td>
<td>Kitchen</td>
<td>Motor</td>
<td>PA System</td>
<td></td>
</tr>
</tbody>
</table>

**Remarks:**

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________