INTRODUCTION:

Olympic College is committed to ensuring a safe educational and work environment for employees, students, and visitors. The Olympic College Security department has prepared this Comprehensive Emergency Management Plan to ensure the most effective response possible for the protection of students, employees, and visitors during emergency events. The purpose of the Comprehensive Emergency Management Plan (CEMP) is to determine roles and responsibilities for establishing emergency readiness and response to hazards that may affect Olympic College. Priorities for all emergency response activities at Olympic College are as follows:

1. Protection of life.
2. Protection of college property and the surrounding environment.
3. Minimizing the impacts on the campus community.
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN - OBJECTIVE / SCOPE

The Comprehensive Emergency Management Plan (CEMP) for Olympic College is a guide to respond to catastrophic or emergency events that adversely affect and disrupts college operations. The plan incorporates critical elements of emergency preparedness, mitigation, response, and recovery and defines the resources and activities needed to respond to disastrous events. This plan is intended to compliment and/or supplement the local/regional City of Bremerton and Kitsap County Emergency Preparedness Plan. Under WAC 118-30-060, an Emergency Management Plan must be developed and maintained by a university and/or college in the State of Washington.

The program meets the intent of the National Incident Management System (NIMS) and applicable emergency planning requirements of the Occupational Safety and Health Administration (OSHA). The requirements of other national, state, and local regulations as also addressed as identified such as The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act). This plan will provide guidelines for Olympic College and college systems to continue throughout an incident/catastrophic event. The goal is for the plan to work effectively and efficiently together to prepare for, respond to, and recover from emergency incident regardless or cause, size, and complexity.

This plan is based on an evaluation for the college’s sustainability before, during and post incident to continue operational functions. Olympic College has developed an Emergency Management Team (EMT) consisting of VP of Administrative Services, Facilities, and Safety/Environmental and Campus Security. Under the college’s Communication and Stakeholder Plans, the team would utilize an effective THIRA model for all applicable threats, hazards identification and risk assessment for the Olympic College campuses.

The success of the plan depends on the involvement of all personnel from all three campuses (Bremerton, Poulsbo, and Shelton) and participation with local/regional emergency management training programs. Olympic College Information Technology (IT), Campus Security and Facilities must maintain their readiness to respond to emergency situations. In a collaborative effort with the three campus departments, we can perform a viable hazard/risk exposure analysis to ensure that the college can maintain services during a natural, man-made and technological disaster. Key elements of the program are defined in this plan. Olympic College operational plans and procedures will be developed and maintained to assist with the recovery efforts at the conclusion of an incident and/or catastrophic event.
II.  PROGRAM AUTHORITY AND DEVELOPMENT

Olympic College senior management will ensure that appropriate emergency management programs are developed and maintained at each of the three campuses in accordance with the National Incident Management System (NIMS) and Incident Command System (ICS). The Emergency Management Committee is identified in Appendix A.

Olympic College will develop and maintain specific procedures needed to provide an appropriate response for their areas of responsibility during emergency situations. These procedures will include a “response team”, callback system, appropriate back-up equipment/system/supplies and a list of external resource providers for services or products under their control. Appendix G identifies area-wide (city/county) supply and services resource list. The Emergency Management Team will maintain copies and/or updates of resources to ensure continued essential services for Olympic College campuses. The college Emergency Management Team (EMT) will coordinate with other local emergency management agencies and support systems (local utilities) to ensure regional plans adequately support and appropriately recognize the capabilities of Olympic College. When appropriate, memorandum of understanding (MOU’s) and/or annexes to local, state or national jurisdictional plans will be written. Copies of these MOU’s with local jurisdictions (Bremerton PD, Bremerton FD and Kitsap Emergency Management) will be maintained with Olympic College. See Pages 40-46 for completed memorandum(s).
III. INTEGRATED EMERGENCY MANAGEMENT SYSTEM (IEMS)

Integrated Emergency Management System is an all-hazards concept for improving the program implementation and development of emergency management capabilities. It is based on identifying functional activities needed to handle all types of emergency situations and augmenting them with specific event planning as needed. The IEMS concept recognizes that emergency management activities occur in four separate but related phases and are based on an analysis of potential hazards. An illustration of this system is shown below:

IV. EMERGENCY MANAGEMENT PROGRAM EVALUATION

A review of the Emergency Management Plan will be conducted by the Emergency Management Committee (EMC) at least annually. All elements of the Emergency Management Plan will be evaluated and documented per the Annual Evaluation Process. Appendix D.

Deficiencies and improvement opportunities identified during this review will be submitted to the Emergency Management Committee (EMC) for review. The EMC will evaluate the Emergency Management Plan and the Hazard and Vulnerability Assessment (HVA) to ensure that Olympic College has the proper resources to resolve identified vulnerabilities/deficiencies.
V. EMERGENCY MANAGEMENT ORIENTATION AND EDUCATION

Olympic College Campus Security and Emergency Management Committee will establish an emergency management orientation and education program. This necessary program is established to provide support staff, college/student employees, volunteers, interns, adjuncts, and tenured staff with information necessary to respond appropriately during a major emergency and/or disaster. The National Incident Management System (NIMS) training is mandated under the Federal Emergency Management Agency (FEMA) guidance program for managing “all-hazard” incidents/situations at Olympic College. The NIMS training program is outlined in Appendix L.

Olympic College departments will maintain a specific training program and ensure that all personnel in their areas of responsibility receive appropriate emergency response training.

VI. DRILLS/EXERCISES

The Director of Campus Security and the Emergency Management Committee (EMC) will conduct three quarterly (Drills) and one annual (Exercise) to test and evaluate the Emergency Management Plan preparedness, response, and recovery process. Under WAC 118-30-060 and the Clery Act, Olympic College must demonstrate and ensure that a yearly review is conducted for follow-up deficiencies that are documented for all drills, exercises and/or actual incidents or emergency events.

Procedures for conducting and documenting drills or actual emergency events are provided in the Drill/Exercise Evaluation Form Appendix H.

VII. AFTER-ACTION REPORTS W/ CORRECTIVE ACTIONS

At the completion of any drill, exercise and/or major emergency event, an after-action report with recommended corrective actions shall be completed. The documentation will assist with identifying and demonstrating the completion of goals and objectives with preparedness, response, and recovery during and post-event in Appendix O.
VIII. REFERENCE MATERIALS

The following is a listing of resources used in the development of the overall structure and content of this plan. Additionally, the Olympic College policies, procedures and staff involvement are incorporated into the Emergency Management Plan for specific events or situations.

• National Incident Management System (NIMS)
• Introduction to Emergency Management: Federal Emergency Management Agency (FEMA).
• 44 CFR, Parts 300-362 (subchapter F): Preparedness
• NFPA 3000: Standard for an Active Shooter/Hostile Event Response (ASHER) Program
**Hazard analysis** is the basis for development of the Emergency Management Program. It evaluates what could happen, the likelihood of this event occurring, and the magnitude of problems created because of a given event. By identifying potential events that could occur, efforts can be directed towards mitigation activities and developing needed response plans. Although this is not a complex task it does require a comprehensive review of the natural and technological (man-made) hazards in the Kitsap County region. Consideration must be given to the possibility of damage or failure of facilities, loss of basic utilities, and multiple casualty events. A Hazard and Vulnerability Assessment Tool (HVA) will be used in this emergency plan.

**Mitigation** is any action taken to reduce or eliminate long term risk to people and property from incidents/catastrophic events. Mitigation planning is a process used by state, tribal, and local governments to identify risks and vulnerabilities associated with natural, man-made, and/or technological disasters and to develop mitigation strategies to reduce or eliminate long term risks.

1) Establish and maintain a Command Center and operational support facilities i.e., media communications, family information, and/or HAZMAT area with equipment and resources needed to provide effective response during an emergency or disaster situation. **Appendix D**

2) Identify regulatory required back-up systems and facility safety features and achieve compliance, i.e., four (4) hour tri-annual testing requirement for emergency generators. Campus departments will develop a Business Continuity Plan that will identify their ability to sustain operations should they have to evacuate their facility.

3) Develop a mitigation plan for the installation of additional facility safeguards or back-up systems based on priorities established by the hazard analysis process. **Appendix E**

4) Establish and maintain testing, inspection, and preventive maintenance programs for back-up systems and facility safety features.

5) Incorporate emergency management concerns into the review process for renovations and new construction.

6) Evaluate at least annually the scope, performance, and effectiveness of the Emergency Management Program. **Appendix F**
**Preparedness** is planning how to respond in case an emergency or disaster occurs and working to increase resources available to respond effectively. These activities include the establishment of effective emergency operation plans, training of personnel, and identification of back-up supply capabilities and local resource providers. The plan(s) and supporting information must be current and consider the needs, capabilities and concerns of Olympic College campuses and their local communities. The emergency management planning process must be in-depth, but the emergency operations plan developed must be an effectively simple process. The plan will address the immediate response needs and recovery activity efforts.

**Table 1: Preparedness Planning Efforts**

<table>
<thead>
<tr>
<th>Department</th>
<th>Illustrative Contributions to the campus Emergency Management Team</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Affairs</strong></td>
<td>• Develop procedures to communicate with and account teaching faculty in an emergency situation</td>
</tr>
<tr>
<td></td>
<td>• Develop plans to identify alternative facilities where institutional activities can be conducted in the event of the destruction, disablement, denial or lack of access to existing facilities</td>
</tr>
<tr>
<td></td>
<td>• Identify and prioritize critical support services and systems</td>
</tr>
<tr>
<td></td>
<td>• Identify and help ensure recovery of critical assets and information</td>
</tr>
<tr>
<td></td>
<td>• Develop a Threat Assessment Team (TAT) and Business Continuity Plan.</td>
</tr>
<tr>
<td>Department</td>
<td>Illustrative Contributions to the campus Emergency Management Team</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>---------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Business Office</strong></td>
<td>• Develop the processes and procedures for tracking employees time and issuing paychecks during disaster operations</td>
</tr>
<tr>
<td></td>
<td>• Develop procedures for procuring emergency resources for responding to and recovering from emergencies</td>
</tr>
<tr>
<td></td>
<td>• Develop the process for documenting the financial cost of emergency response and recovery operations</td>
</tr>
<tr>
<td></td>
<td>• Develop a Business Continuity Plan (BCP)</td>
</tr>
<tr>
<td><strong>Administration and/or Designee</strong></td>
<td>• Provide resources and leadership support to drive the emergency plan initiative</td>
</tr>
<tr>
<td></td>
<td>• Develop procedures for declaring an emergency</td>
</tr>
<tr>
<td></td>
<td>• Identify alternative administrative facilities</td>
</tr>
<tr>
<td></td>
<td>• Develop a Business Continuity Plan (BCP)</td>
</tr>
<tr>
<td><strong>Environmental Health and Safety</strong></td>
<td>• Participate in vulnerability and hazard assessments</td>
</tr>
<tr>
<td></td>
<td>• Review and update office standard operating procedures to align with the Higher Ed EOP</td>
</tr>
<tr>
<td></td>
<td>• Develop procedures for prepositioning resources and equipment</td>
</tr>
<tr>
<td>Department</td>
<td>Illustrative Contributions to the campus Emergency Management Team</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>---------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| **Environmental Health and Safety (cont.)** | • Review and update processes and procedures for state and federal disaster declaration requests  
• Develop, review and update state and federally required environmental emergency response plans, including management procedures for the plans  
• Coordinate with public safety operations to develop the process and procedures for increasing public information  
• Provide warning system information |
| **Facilities and Operations**     | • Participate in vulnerability and hazard assessments  
• Provide floor plans with room layout, electrical sources, and entrance and exit points for all campus buildings  
• Develop procedures for prepositioning resources and equipment  
• Identify sources for mutual aid agreements and assistance |
| **Food Services**                 | • Identify possible threats and mitigation strategies with food safety  
• Develop procedures for providing food to student(s) during emergency  
• Identify food distribution centers |
<table>
<thead>
<tr>
<th>Department</th>
<th>Illustrative Contributions to the campus Emergency Management Team</th>
</tr>
</thead>
</table>
| Human Resources     | • Develop plans to maintain the continuity of the payroll together with the business office during an emergency  
                                 • Develop plans to maintain employee benefit services during an emergency  
                                 • Develop plans to hire or replace staff with temporary employees. If needed  
                                 • Prepare to execute components of the COOP relating to staffing, including assessing faculty and staff availability, appropriation of personnel, and assisting employees with work-recovery needs (e.g., psychological help, time off for personal needs)  
                                 • Develop processes to account for personnel during or after an event |
| Information Technology | • Develop procedures and systems for checking critical information and alert systems to disseminate emergency information in an accessible format via a website, cell phone, e-mail, and other mechanisms.  
                                  • Identify information technology resources needed to facilitate the emergency operations of all campus departments |
<table>
<thead>
<tr>
<th>Department</th>
<th>Illustrative Contributions to the campus Emergency Management Team</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Technology (cont.)</td>
<td>• Identify the need for and sources of emergency communications devices (radios and/or cell phones)</td>
</tr>
</tbody>
</table>
| Legal Counsel                      | • Provide legal counsel on campus liability to key decision makers  
• Gather investigations completed by agencies pertaining to campus  
• Review messages drafted by Public Information Officer (PIO) Communications  
• Ensure that all campus event response/recovery is documented  
• Participate in the Threat Assessment Team (TAT)  
• Ensure compliance with applicable laws |
| Public Information Office          | • Coordinate beforehand with all departments to provide unified and factual messages to students, staff, faculty, families, and the media using multiple modalities  
• Develop pre-agreements with the media concerning debriefings and media holding areas during an emergency  
• Designate a campus spokesperson |
<table>
<thead>
<tr>
<th>Department</th>
<th>Illustrative Contributions to the campus Emergency Management Team</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Security Operations</td>
<td>• Develop procedures for reviewing and updating Emer. Mgmt. Plan (EMP)</td>
</tr>
<tr>
<td></td>
<td>• Develop procedures for testing procedures for incident management</td>
</tr>
<tr>
<td></td>
<td>• Develop a process for managing incidents at the field level using the Incident Command System (ICS)</td>
</tr>
<tr>
<td></td>
<td>• Develop a procedure for communicating with and directing the dispatch center and activating the emergency notification list</td>
</tr>
<tr>
<td></td>
<td>• Develop procedures to warn threatened student population, including those individuals with different language needs or accommodations needs, including effective communications with individuals with disabilities and others with access and functional needs (e.g., those who are deaf or blind)</td>
</tr>
<tr>
<td></td>
<td>• Conduct drills/exercises under the Emer. Mgmt. Plan (EMP)</td>
</tr>
<tr>
<td></td>
<td>• Develop campus security plan for hazardous material training i.e., hazardous work/conditions</td>
</tr>
<tr>
<td></td>
<td>• Participate in the Threat Assessment Team (TAT)</td>
</tr>
<tr>
<td>Department</td>
<td>Illustrative Contributions to the campus Emergency Management Team</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>---------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| **Campus Security Operations (cont.)** | • Ensure campus security staff are proficient in the use of NIMS and ICS referenced documents and material  
  • Develop and train staff on crowd control techniques for critical incident(s)  
  • Access control/key management for securing facilities during incident/event |
| **Residential Life**               | • Develop procedures to coordinate the need for on-campus housing, temporary shelters, and temporary off-campus housing locations, including consideration of physical accessibility for individuals with disabilities and others with access and functional needs  
  • Develop an on-call staffing system to ensure staff are always available  
  • Develop procedures for identifying resident students in need of emergency evacuation assistance  
  • Develop Emer. Mgmt. Plan in other languages  
  • Develop procedures for checking residential facilities and equipment  
  • Participate in the Threat Assessment Team (TAT)  
  • Conduct evacuation/fire drills with Emer. Mgmt. Team (EMT) |
<table>
<thead>
<tr>
<th>Department</th>
<th>Illustrative Contributions to the campus Emergency Management Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Affairs/Athletics</td>
<td>• Develop procedures for allowing students into campus area.</td>
</tr>
<tr>
<td></td>
<td>• Develop procedures for security plan for student affairs facilities and equipment, including those relating to on-campus recreation, student organizations, on-campus employment, community services, and volunteerism</td>
</tr>
<tr>
<td></td>
<td>• Develop procedures for prepositioning resources to maintain functioning campus career services and student government</td>
</tr>
<tr>
<td></td>
<td>• Develop mutual aid agreements and pre-negotiate with service providers for delivering goods and services in the event of an emergency</td>
</tr>
<tr>
<td></td>
<td>• Ensure that the plan is accessible to students whose primary language is not English</td>
</tr>
<tr>
<td></td>
<td>• Develop parent or family notification procedures</td>
</tr>
<tr>
<td></td>
<td>• Participate in the Threat Assessment Team (TAT)</td>
</tr>
<tr>
<td></td>
<td>• Develop campus committee participation for emergency events</td>
</tr>
<tr>
<td>Department</td>
<td>Illustrative Contributions to the campus Emergency Management Team</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Transportation</strong></td>
<td>• Develop evacuation procedures for the three campuses&lt;br&gt;• Develop procedures for Higher-Ed sponsored transportation (buses)&lt;br&gt;• Develop procedures for mobilizing campus wide transportation for an emergency and for maintaining control of traffic from private vehicles</td>
</tr>
<tr>
<td><strong>International Student Services Office</strong></td>
<td>• Develop procedures for staff to support COOP during crises, including ongoing management of the access to facilities for international documentation (ICE, CBP and/or Consulate office)&lt;br&gt;• Develop communication plan for international students to communicate safety concerns, locations, and short-term plans during an emergency&lt;br&gt;• Coordinate beforehand with all staff and international students to distribute communication procedures during an emergency</td>
</tr>
</tbody>
</table>
**Response** is the phase of emergency management in which activities are taken to provide emergency assistance to the victims of the event and/or reduce the likelihood of secondary damage or business interruptions.

Depending on the suddenness and magnitude of the situation, the response may occur in three levels of activity: alert phase, on-set of emergency conditions, and the de-escalation of the event. Response to an event will be based on the training received, the emergency practice drills, and the Emergency Management Plan developed during the preparedness phase. The plan provides the guidance for needed actions but is flexible within the structure established by the Incident Command System (ICS) format.

Activities during the response phase may include: monitoring of potential hazardous situations (i.e., earthquake, hazardous materials incident), activation of command center or incident command system, activation of alert (notification) phase procedures, activation of the Emergency Operation Plan, personnel call-back, campus “go-teams”, activation of back-up systems, establishing contact with community emergency services and beginning emergency services and beginning emergency services and damage control.

As the situation subsides, the response activities will begin to de-escalate correspondingly. The severity and magnitude of the situation will to a great degree determine how quickly and to what extent recovery activity will occur. For incident management and ensuring proper recovery is followed, Olympic College will incorporate emergency event levels to advise and/or activate the notification system of the executive team i.e., President and/or (designee), VP of Admin. Services and/or (designee) and/or Facilities Services Director and/or (designee).

During the response phase of an incident or catastrophic event, the priority is responding/recovery of three elements within the emergency plan:

- **Protect life safety**
- **Secure critical infrastructure and facilities**
- **Resume the teaching program(s)**

The framework for the emergency plan allows the responding campus security/safety staff member to assess, evaluate and determine the proper level of resources needed to diminish any disruptions to campus services and to the general student population.
Under the Olympic College response actions, the college will utilize three levels designated as Level 1, Level 2, or Level 3 situation:

**Level 1:** A minor incident that is quickly resolved with internal resources i.e., security and/or safety or with limited outside help. Example: Medical emergency on campus with limited care and provide comfort until Basic Lifesaving (BLS) or Advance Lifesaving (ALS) arrives on-scene.

*The Emergency Plan is not activated. Staff can manage site/incident.*

**Level 2:** A major emergency that impacts sizable portions of the campus and that may affect mission-critical functions and/or life safety response. Example: Fire has spread throughout a facility/building on campus and noxious smoke is affecting other campus buildings.

*The Emergency Operations Center (EOC) may be opened under the Incident Command System format.*

**Level 3:** A catastrophic event/disaster that involves the entire campus and surrounding community e.g., earthquake aftermath affecting roadways, drinking water, and county/city infrastructure.

*The Emergency Plan is activated, and the entire Emergency Management Team (EMT) is mobilized to the college.*

Olympic College Emergency Management Plan guides preparedness, response, and recovery actions. The plan applies to a broad range of incidents and may be activated during any phase and/or phases of incident that may affect college services to the student population.

The assessment of an incident/emergency event must be made rather quickly by the staff and/or security staff on-duty. For example, a hazardous material release in Bldg. 8 (Sci/Tech) may be a Level 1 response but if staff/students become overwhelmed, by an exposure, it may become a Level 2 Emergency Operation Center (EOC) event. Below are categories of risk that Olympic College may encounter and must demonstrate a capability to utilize resources, provide notification(s) to staff/students/community and recoverability to college operations.
### Categories of Risks to Facilities at Olympic College

<table>
<thead>
<tr>
<th>Natural</th>
<th>Human-Made</th>
<th>Technological</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weather or environment disturbances, such as:</td>
<td>Voluntary and involuntary events such as:</td>
<td>• Building system failures (e.g., HVAC, communications)</td>
</tr>
<tr>
<td>• Rain</td>
<td>• Fire</td>
<td>• Equipment failure</td>
</tr>
<tr>
<td>• Drought</td>
<td>• Water damage from plumbing.</td>
<td>• Cyber attack</td>
</tr>
<tr>
<td>• Fires caused by weather conditions</td>
<td>• Theft and vandalism</td>
<td>• Large network failures:</td>
</tr>
<tr>
<td>• High winds (or lack of wind if a facility depends on wind energy sources)</td>
<td>• Employee negligence</td>
<td>o Servers</td>
</tr>
<tr>
<td>• Snow, ice, hail</td>
<td>• Workplace violence</td>
<td>o Inaccessible or inadequate transportation systems</td>
</tr>
<tr>
<td>• Earthquakes</td>
<td>• Terrorism</td>
<td></td>
</tr>
<tr>
<td>• Tornadoes</td>
<td>• Bombs</td>
<td></td>
</tr>
<tr>
<td>• Floods</td>
<td>• Civil unrest</td>
<td></td>
</tr>
<tr>
<td>• Coastal flooding and/or tsunamis</td>
<td>• Damage to key systems (e.g., power, gas or water lines) caused by construction or poor/no maintenance</td>
<td></td>
</tr>
<tr>
<td>• Hurricanes or typhoons</td>
<td>• Release of harmful biological agents</td>
<td></td>
</tr>
<tr>
<td>• Extreme temperatures</td>
<td>• Unhealthy air or water quality</td>
<td></td>
</tr>
</tbody>
</table>

A primary task within Emergency Management is addressing the risk and the impact(s) of any incidents and/or events that will jeopardize the daily operations and the long-term effects of any campus shut down. The assessment process is driven by participant's perceptions about what risk the college may be subjected to. Under the emergency management plan, it may be useful to see "what" risk looks like, how it is determined
and “how” much risk can/will the college absorb pre-event/during/post-event. An event that can pose a risk to Olympic College can be both predictable i.e., (snow forecasted with accumulation 2’ or 3’) or unpredictable event (7.5 magnitude earthquake). Olympic College has to be aware of risks in the immediate areas of response i.e., close proximity to local high school (Bremerton HS) with possible lockdown of campus or disruptive political demonstration on campus that may require closing of certain areas of the campus. Risks are traditionally assessed to two perspectives:

- Probability or vulnerability
- Impact

**Probability or vulnerability** indicates the degree to which a facility is likely to experience a given risk. Any facility and/or building on all three campuses i.e., Bremerton, Poulsbo and Shelton near an active geological fault will be vulnerable to damage from the epicenter with post event tremors.

**Impact** refers to the effect of the event on the college’s assets, students and/or college’s processes i.e., lighting, water, access control, key management, structural damage, power failure or research lab server failure. The impact of any of these examples could have short-term or long-term affects to campus operations with procurement, financial and support programs. Other factors affecting impact may include:

- Timing: Does it make a difference to the college if the event happens at different times of the day or month? Does the event disruption on/off campus have any influence on the campus service processes?
- Duration: Can the college absorb an interruption for an entire day or two?
- Coincidence: What if two risk events occur at the same time? For example, a sewage pipe rupture in a building over weekend and the following may need to be completed before occupancy: Air quality samples, clean-up procedures, exposure (health procedures) and piping repair. Is the impact the same with this type of incident or does it increase the risk?
Olympic College can utilize a risk assessment tool to rate certain event scenarios with regards to probability and its likeliness to having an impact to the campus functions/processes. The results are useful in supporting decisions about how to allocate limited risk prevention and campus mitigation resources. By producing a risk assessment tool, it allows the college to see the types of threats that the college may face with regards to probability, speed of onset, impact and effectiveness of existing mitigation to the incident/event. The numerical ratings are multiplied to produce a total for each event and the responses for each event carry a different level of response and resources to mitigate.

The risk assessment tool can highlight key weaknesses and opportunities for improvement. In this methodology, the college can explore and address vital campus functions, essential personnel during an emergency and other vulnerabilities that may be revealed.
# Risk Assessment Spreadsheet Tool

**Function: Risk Management**

<table>
<thead>
<tr>
<th>Event/Threat</th>
<th>A: Event Probability</th>
<th>B: Speed of Onset</th>
<th>C: Existing Mitigation</th>
<th>D: Severity of Impact</th>
<th>Threat Ranking Index</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water supply interruption exceeding 4 hrs</td>
<td>1</td>
<td>3</td>
<td>3</td>
<td>2</td>
<td>18</td>
</tr>
<tr>
<td>Chemical spill/Hazardous Material</td>
<td>1</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>6</td>
</tr>
<tr>
<td>Fire/explosion</td>
<td>2</td>
<td>3</td>
<td>1</td>
<td>3</td>
<td>18</td>
</tr>
<tr>
<td>Power outage exceeding 4 hours</td>
<td>2</td>
<td>3</td>
<td>2</td>
<td>2</td>
<td>24</td>
</tr>
<tr>
<td>Flood</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Winter event causing loss of access of facility</td>
<td>3</td>
<td>2</td>
<td>2</td>
<td>3</td>
<td>36</td>
</tr>
<tr>
<td>Active shooter</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>16</td>
</tr>
<tr>
<td>Child abduction</td>
<td>2</td>
<td>3</td>
<td>1</td>
<td>3</td>
<td>18</td>
</tr>
<tr>
<td>Earthquake</td>
<td>3</td>
<td>3</td>
<td>2</td>
<td>3</td>
<td>54</td>
</tr>
<tr>
<td>Volcano</td>
<td>3</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>54</td>
</tr>
<tr>
<td>Demonstration/Crowd control</td>
<td>2</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>4</td>
</tr>
</tbody>
</table>
SPECIFIC EMERGENCY RESPONSE PLANS
(Level 2 and 3 Activation)

Natural Disasters:
Flood
Earthquake

Public Safety/Campus Security:
Fire/explosion
Evacuation Procedures
Traffic/Crowd Control (Demonstration)
Active Shooter/Armed Threat
Bomb Threat
Medical Emergency
Hazardous Material Spill
Loss of Life
Suicide Attempt (National Suicide Prevention Lifeline 1-800-273-8255)
Missing Person
Lockdown/Shelter-in-Place
Emergency Text Message System (OMNILERT/E2Campus)
Child abduction (Child Care Center)

Hazardous Materials

Utility Problems

Power failure/Generator back-up system
Emergency Response Plan: FLOODING

When flooding conditions are present, there is generally time for advanced warning. If flooding of the Olympic College campuses (Bremerton, Poulsbo, or Shelton) is imminent, notification shall be made to the campus community with the activation of a call-out list of personnel to be notified. The best protection during a flood is to leave the area and go to shelter on higher ground. Upon notification, individuals will move to higher locations around the campus.

Flash flood conditions can develop with little or no warning. During periods of heavy rain, flooding, or the possibility of flooding, all must be aware of the flash flood potential. Avoid low-lying areas on campus if possible and move to higher ground.

If flood waters have penetrated a building and/or facility on campus, the notification process must begin as soon as possible.

Rupture piping and/or broken pipes that produce flooding in a building must be handled quickly due to damage to equipment. Mitigate the situation by removing staff, de-energizing area with facilities and locate shut-off value for water supply.

NOTIFICATIONS:
When there is a risk of flooding to the Olympic College campuses, a specific notification process should begin:

• Facilities (on-call)
• Academic and Student Services VP
• Campus Security Director
• Business and Finance VP
Emergency Response Plan: **EARTHQUAKE**

**General:**

- **Inside** – Take cover immediately
  - Take cover under a sturdy desk, chair, or table
  - Take cover between seating rows in lecture hall and/or theaters
  - Take cover against a corridor wall (cover head and neck)
- **Outside** – Proceed to open areas away from objects that could fall on you
  - (Trees, buildings, power lines and telephone poles)
  - Be alert for **aftershocks**. Avoid items with the potential to fall.

**Post-earthquake procedures:** Exit structure(s) due to possible instability of structure

**Minor quake (rolling motion)**

- Restore calm
- Facilities check for damage and hazardous material(s) releases i.e., ruptured lines
- Report any damage and hazardous material releases for Safety Officer (Teresa Fox)
- Await further instructions – evacuations are likely for Campus Security/Safety

**Major quake (violent shaking)**

- Restore calm
- Assist others
- Report injuries to 911 and Campus Security ext. 7800
- Report damage to department head(s) i.e., broken glass, structural cracks
- Evacuate carefully – be alert for unstable footing, landings and stairwells with danger from falling items. Remain alert for aftershocks.
DO NOT use elevators

• Meet at an emergency assembly point - predetermined
• Staff assist with accounting for all individuals (limited mobility, hearing/sight impaired)
• Report unaccounted for individuals to department head
• Accountability is paramount
• PLEASE DO NOT REENTER ANY BUILDING until the building/facility has been inspected, cleared, and approved for reentry (city structural engineer/city fire department).
• Report status of staff/students/visitors to Emergency Operations Center (EOC)
  • Await further instructions by radio/information runners, be patient, help others • Campus Security will announce reentry of the building.

Emergency Management Plan: FIRE

IF YOU DISCOVER A FIRE:

• Activate the fire alarm.
• Call 911 and Campus Security ext. 7800
• Use a fire extinguisher only on a small fire and ONLY if safe to do so.

Never attempt to fight a fire larger than a waste basket. Even a small fire can generate enough smoke to cause serious injuries. Use the appropriate type of fire extinguisher. Always stay between the fire and the exit.

Fire extinguisher instructions:

• P – Pull pin at the handle
• A – Aim at the base of the fire
• S – Squeeze the trigger handle
• S – Sweep from side to side
**ALERT others to GET OUT of the building**

- Try to close doors behind as exiting (slowing down the spreading of fire)
- Move away from the building and/or fire source
- Walk, do not run – keep moving, cover mouth/nose and let others know location of exit **Do not use elevators.** On stairways, use the handrails and keep to the right. Before opening check door(s) for heat, buckling, or melting paint (Use caution opening doors)
- Assist people with disabilities

If you are caught in heavy smoke, drop to hands and knees, and crawl lower than flames/smoke. If your clothing catches fire, **DO NOT RUN!!! STOP, DROP and ROLL.** If you are trapped by a fire in a room/hallway call Campus Security, to report that you are trapped. Place cloth material under the door to prevent smoke from entering.

Retreat & close as many doors as possible between you and the fire. Be prepared to signal from a window, but do not break the glass unless necessary.

Following evacuation, relocate away from the building and do not return until notified by facilities or campus security that building has been approved for reentry.

**ALL ALARMS SHOULD BE TAKEN SERIOUSLY.** If you hear a fire alarm, evacuate the building. Please take the time to know your workplace exits, fire extinguisher locations and assembly areas.
Emergency Management: EVACUATION

Establish an emergency assembly point
Keep calm and conduct the evacuation carefully
Alert any emergency response campus personnel to assist i.e., mobility, sight/hearing Use communication tools that are appropriate for the type of incident and the time of the occurrence:

If in a classroom call Campus Security at ext. 7800 or 911
- Use “buddy system” let other staff know of evacuation
- Listen for public address system
- Call Campus Security ext. 7800 to inform of remaining personnel in building/facility
- DO NOT IGNORE ALARMS
  o Communicate the need to evacuate clearly and succinctly (stressing the importance):
    - “We have an __________ emergency at Bldg. _______.”
    - “Please remain calm and evacuate to your assembly point.”
    - “Do not use elevators.”
• Check offices, classrooms, labs and restrooms.
• Obtain flashlights from Bldg. 4 HSS/Bldg. 15 FSB if necessary.
• Account for all personnel: students/staff/visitors
• If inclement weather is at assembly point, move personnel to another location.
Radio Frequencies for evacuation: (Building Coordinators and Campus Security)

- Channel 1 - Bremerton Security
- Channel 2 - Bremerton Facilities
- Channel 3 - Bremerton Emergency
- Channel 4 - Poulsbo Security
- Channel 5 - Poulsbo Facilities
- Channel 6 - Poulsbo Emergency
- Channel 7 - Shelton Security
- Channel 8 - Shelton Facilities
- Channel 9 - Shelton Emergency

Radio procedures during the evacuation emergency: Contact dispatcher(s) on prescribed channel describing the level of the pending Level 1, 2 or 3 emergencies i.e., fire, active shooter, hazardous material or smoke. Ask listening staff to keep channel/frequency clear until the emergency is clear or switch to another open channel.

Emergency Management: CROWD CONTROL

Peaceful crowd:

For a peaceful gathering, an advance notice is received. A viable Incident Action Plan (IAP) will be developed to ensure the crowd can function safely within the outlined area(s) for the crowd event. The Incident Action Plan (IAP) will include the route, location, purpose, approximate size of group(s), duration, traffic control needs and anticipated counter demonstrations.

The crowd is monitored by security to ensure overall parameters of safety plan.
Hostile crowd:

**Campus Security Procedures:**

- Notify Campus Security immediately
- Observe and gather information from organizers
- Speak with demonstration group/leader to disperse
- Video tape crowd activity for safety/damage/criminal activity
- Determine if on public or Olympic College property
- Alert senior administration: President/VP's/OC Foundation
- Alert local law enforcement in the jurisdiction
- If no imminent danger to staff or students allow to run its course
- If there is a threat or propensity for violence, please contact local law enforcement

**Campus Security:**

- Notify Campus Security Dispatch immediately
- Unless there is an imminent danger to any person with physical injury and/or serious bodily harm, law enforcement will not be called unless authorized by the college President.
- Contact and await the arrival of the Director of Campus Security. Provide update with injury status, officer(s) interaction with demonstrators and preventative measures for damage to property on campus.
- Maintain safe distance by utilizing patrol vehicle/bike to keep crowd moving
- Upon arrival, the Director of Campus Security will assume command of the incident.

**Campus Security utilizing options and resources to end situation in peaceful manner:**

- Work in collaboration with law enforcement to resolve demonstration
- Video tape demonstration for safety/damages/criminal activity
- Advise staff that the goal is to seek voluntary compliance with the event
ACTIVE SHOOTER/ACTIVE THREAT

Active threats on Olympic College may include fights, physical assaults, robbery or attempted robbery, or an individual acting extremely aggressive, hostile and/or belligerent manner. If you witness an assault or harassment in progress, please contact Campus Security at ext.7800.

If you witness an armed individual on campus who appears to be posing a threat to the safety of students, faculty, staff and others in the campus community, please contact Campus Security immediately at ext. 7800. Only law enforcement personnel, in the performance of duties, may carry a firearm on campus.

In the event an armed individual or active shooter is threatening the campus environment, the campus security must act swiftly and with the purpose to preserve lives. The following procedures should be adhered to:

Secure your immediate area:
  - Lock and/or barricade doors with any available objects - (chairs, tables, desks, etc.)
  - Turn off lights
  - Close blinds
  - Block windows, if possible
  - Turn off computer monitors
  - Keep classroom occupants calm, quiet, and out of sight by laying low to the ground
  - Keep yourself out of sight and take adequate cover/protection (i.e., concrete walls, desks, chairs, tables, filing cabinets, etc.). Seeking cover may protect you from injury.
  - Silence cellular phones
  - Place signs in exterior windows to identify the location of injured persons
What to report:

- If you are able to contact Campus Security or local police via phone, please provide your specific location, including the building name/number and office/room/floor number.
- Number of people at your specific location
- Injuries, including the number injured, types of injuries
- Assailant(s), including the number suspects, race/gender, clothing, physical description and features, or how many, type of weapon(s) long gun or handgun. Information if the individual has a backpack or other material for additional ammunition, any identifiable tattoos, markings, or jewelry on the individual(s). Provide last location of the assailant(s)

If the armed individual is outside the building:

- Turn off all the lights, close and lock all the windows and doors.
- If you can do so, safely get all occupants on the floor and out of the line of sight/out of the line of fire.
- Move to a core area of the building, if safe to do so, and remain there until an “ALL CLEAR” instruction is given by an authorized college official or law enforcement official.
- If instruction are not provided in person and the faculty, staff, or students do not recognize the voice that is giving the instructions, faculty, staff and students should not change their location.
- The assailant(s) may be providing false information and/or provide false assurance.
If the armed individual/active shooter comes into your class or office:

- Attempt to get word out to others if possible and call Campus Security at ext. 7800 or 911 if it can be possible to do so.
- Use common sense. If hiding or flight is impossible, you should be planning this as a goal to **RUN, HIDE** or **FIGHT** to defend yourself.
- Attempting to overcome the individual with force is absolutely the last resort that should be initiated and only in the most extreme circumstances.

**Points to Remember**

- When fleeing, get as far away from the shooting scene as quickly as possible
  - LEAVE IT...DO NOT CARRY ANYTHING WITH YOU
- There may be more than one assailant or active shooter.
- Do not touch anything in the scene area. It is an active crime scene.

**Police responding and scene containment**

- Police will quickly respond to the area where shots were fired last and/or actively being heard. Law enforcement is attempting to engage and contain the armed individual(s) and/or active shooter(s).
- First arriving officers will not stop to assist the injured or evacuate personnel.
- PLEASE do exactly as the police tell you. Remain calm.
- Keep your hands empty and visible to responding law enforcement at all times.
- If you know where the shooter(s) are, quickly tell the officers responding.
- DO NOT get in the way of the responding law enforcement officers.
- If capable, please comfort and reassure others.

**BOMB THREAT**

Bomb threats usually come on the telephone. All bomb threats should be assumed to pose a legitimate danger to the campus and surrounding area.
By telephone:

1. Take the caller seriously but remain calm.
2. Ask a lot of questions. Write down number appearing on telephone.
3. Use the checklist or write down information about caller i.e., time, gender, accent, noises, area/location of device.
4. If possible contact on-duty Campus Security while speaking with caller.
5. Notify supervisor or department head

Questions to ask the caller:

1. Where is the device?
2. What does it look like?
3. Did you place the bomb?
4. What kind of bomb is it?
5. When will it explode?
6. Why did you plant the device?
7. What is your name? Or organization?

Important information to obtain:

- Exact wording of the threat
- Gender of the caller
- Age, if possible
- Speech pattern/accent/impaired (alcohol/drugs)
- Surrounding noises
- Phone number of caller
- Time and date call was received
Receipt of suspicious package/object:

If you receive or discover a suspicious package, **DO NOT TOUCH, TAMPER OR MOVE IT!**

Report the suspicious package to Campus Security ext. 7800

Actions to take with a potential suspicious package

1. Remain calm - do not panic.
2. Do not move or handle a suspicious package.
3. Call the Campus Security at ext. 7800 (Be careful using cellular phone)
4. If there is a reason to suspect that a package may contain an explosive device based on the characteristics described above, do not handle the package. Leave the area and contact Campus Security ext. 7800
5. If the suspicious letter or package is marked with a threatening message (such as anthrax) or if a suspicious powder or substance spills out of the package or envelope, follow these guidelines:
   - Do not clean up a suspicious powder
   - Turn off area fan or request Facilities Management to turn off the ventilation system for the building
   - Leave the room and close the door to prevent others from entering the area. Again, immediately notify Campus Security/Safety and keep others away from the area.
   - Create safety zone. No one should be entering the area without the proper training or clearance. The goal is to lessen the exposure rate.
   - Wash your hands with soap and water to prevent any contamination from substance
     - Isolate the individual to lessen exposure rate from substance.
   - Provide a list of all persons in the area of the suspicious package to Campus Security, Fire Department and local police department.
   - Campus Security will coordinate the response with local fire and police departments.
• Notification process will be delegated to Campus Security dispatch for contacting college President/VP and communication liaison.
• Prepare for contact with Washington State Police

**Campus Security procedure under Emergency Response Plan:**
- Contact local fire department
- Respond to scene. Remember level of training when dealing with bomb threat.
- Notify Director of Campus Security (360) 328-4067 cell/(360) 473-2824 work
- Notify OC Environmental, Health and Safety: Teresa Fox (360) 475-7810/536-8177
- Cordon off area with caution tape
- No one allowed in safety zone until the area is clear.
- Access situation with facilities management
- Facilitate evacuation
- Coordinate further action with local fire department

**MEDICAL EMERGENCY**

If a medical emergency is reported, dial 911 and request an ambulance. Campus Security should be notified for scene safety, provide immediate medical attention and direct advanced medical assistance to the scene. When reporting a medical emergency to Campus Security, the caller should provide the following:

- Number and location of victim(s)
- Nature of injury or illness
- Hazards involved
- Nearest entrance to the victim/patient (emergency services responding)

Alert staff (facilities/support) of pending emergency - “Staff, we have a medical emergency on campus...please keep traffic to minimum on this frequency.” If status unknown with student/staff member gain access to an AED with medical first-aid kit.
**Personnel trained to administer First Aid, CPR, or use Automated External Defibrillator (AED)**

<table>
<thead>
<tr>
<th>Name</th>
<th>Location/Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chris Crocker (FTE) Campus Security</td>
<td>HSS Bldg. 4 ext. 7800</td>
</tr>
<tr>
<td>Brandon Giger (FTE) Campus Security</td>
<td>HSS Bldg. 4 ext. 7800</td>
</tr>
<tr>
<td>Johnny Roldan (FTE) Campus Security</td>
<td>HSS Bldg. 4 ext. 7800</td>
</tr>
</tbody>
</table>

**Locations of First Aid Kits and Automated External Defibrillator(s)**

<table>
<thead>
<tr>
<th>Locations of First Aid Kits and Universal Precautions Kit (used to prevent exposure to body fluids)</th>
<th>HSS Bldg. 4 and Facilities Bldg. 15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Locations of Automated External Defibrillator(s) (AED)</td>
<td></td>
</tr>
</tbody>
</table>

<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>First floor, wall near the elevator</td>
</tr>
<tr>
<td>6</td>
<td>HL Haselwood Library</td>
<td>First floor, near restrooms</td>
</tr>
<tr>
<td>7</td>
<td>CIC/AI Gallery, Theatre</td>
<td>First floor, 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>11</td>
<td>Engineering</td>
<td>Near main entrance</td>
</tr>
<tr>
<td>14</td>
<td>SHP/Shop</td>
<td>Main hallway, between Tool Room &amp; Rm 114</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Olympic College Poulsbo Main entrance / Restrooms</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Olympic College Shelton Inside workroom 115, Johnson Library</td>
</tr>
</tbody>
</table>
Procedures

• Only trained responders should provide first aid assistance
• Do not move the victim unless the victim’s location is unsafe
• Control access to the scene
• Take “universal precautions” to prevent contact with body fluids and exposure to blood borne pathogens.
• Meet the ambulance at the nearest entrance or emergency access point; direct them to victim(s).

Emergency Response Plan: **HAZARDOUS MATERIAL SPILLS**

Material Safety Data Sheets (MSDS)/Safety Data Sheets (SDS) are maintained for all chemicals on campus. MSDS/SDS are available in Bldg. #15 FSB or in the immediate area of the stored chemical(s). MSDS/SDS sheets contain first aid instructions.

MINOR release:

• Refer to the appropriate MSDS/SDS sheet and follow the first aid instructions
• Advise supervisor/department head/instructor
• Notify Campus Security and Safety
• Vacate/evacuate persons in the immediate area if necessary
• Condone area of spill to prevent any further contamination
• If available, staff should wear personal protection equipment (PPE)
• Communicate with dispatch of building, floor, area, (exposure to student/staff)
• Containment kit(s) are located in Bldg. #15 FSB and Bldg. 4 HSS (Security)

MAJOR release:

• Call Campus Security and Safety ext. 7800 (Channel 1)
• Report name, location, floor/area, material spilled and any injuries
• Assist the injured
• Isolate contaminated persons
• Avoid contamination or chemical exposure
• Wear personal protective equipment (PPE)
• Alert staff in the building
• Communicate critical spill plan with Safety Officer
• Evacuate the building
• Condon off area to prevent anyone from entering area
• Inform 911 operator of spill, injuries, chemical involved, building(s) and evacuation

Campus Security procedures - MAJOR release:
• Call 911/Fire Department (HAZMAT)/Safety Officer (Teresa Fox)
• Dispatch staff to area to assist with evacuation
• Ensure ALL staff/students are accounted
• Call 911/Police
• Prepare to locate and retrieve MSDS/SDS sheets
• Keep precise time records of events with Campus Security/Safety

POWER FAILURE

Power failure can disrupt work and study activities throughout individual buildings or large areas of the campus. To ensure employees, student and visitor safety, the following procedures should be followed:

• Building staff should contact Campus Security at ext. 7800 and Facilities at ext. 7810 to facilitate assistance and repair as necessary.
• If evacuation of the building is necessary, do not re-enter the building until instructed to do so by Facilities Services or under the direction of the city. (If necessary, Campus Security and/or Facilities Services will arrange for and announce an alternative building to proceed to.)
• If an evacuation of the building is not necessary, restrict movement to areas that are adequately illuminated and/or safe to access.

• Building (including residence manager/assistants) should check their building stairwells, bathrooms, and common spaces, if necessary, initiate rescue efforts by notifying Campus Security and Facilities Services. Only trained rescue personnel should assist persons stranded in a building elevator.

• Battery-operated flashlights should be kept at known locations e.g., Bldg. #15 FSB and Bldg. #4 HSS (Security).

• Surge protectors should be used on all computers. Computers should be turned off during the power outage.
LOSS OF A LIFE/SERIOUS BODILY INJURY

Dealing with the loss of life on campus can/will be a traumatic event for any staff member involved. The steps included with this emergency response will allow for staff and security personnel to handle the scene, victim, and notifications in a professional manner.

1. If the loss of life occurred on campus, the staff and/or security officer on-duty must immediately notify the appropriate medical and law enforcement. It is very important to secure the area and provide limited access to occur until law enforcement can perform an investigation.

2. Notification of the Olympic College VP/President must be done.

3. If operational contact OCB security ext. 7800 with location/room/building.

4. Preserve scene. Do not touch clothing, books, backpack, purse and/or electronic equipment/device(s) of the victim.

5. Gather witness statement, if possible.

6. Do not take photographs of the victim.

7. Dignity and respect will ALWAYS be demonstrated to the family.
# Public Emergency Services and Notification Process

<table>
<thead>
<tr>
<th>Emergency Service</th>
<th>Telephone number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bremerton Police Dept.</td>
<td>(360) 473-5220/911</td>
</tr>
<tr>
<td>Bremerton Fire Dept.</td>
<td>(360) 473-5380/911</td>
</tr>
<tr>
<td>Kitsap County Sheriff Office</td>
<td>(360) 337-7101</td>
</tr>
<tr>
<td>Kitsap County Coroner</td>
<td>(360) 337-7077</td>
</tr>
<tr>
<td>Poulsbo City Police Dept.</td>
<td>(360) 779-3113</td>
</tr>
<tr>
<td>Poulsbo City Fire Dept.</td>
<td>(360) 779-3997</td>
</tr>
<tr>
<td>Shelton City Police Dept.</td>
<td>(360) 426-4441</td>
</tr>
<tr>
<td>Shelton City Fire Dept.</td>
<td>(360) 426-3348</td>
</tr>
<tr>
<td>Mason County Sheriff Office</td>
<td>(360) 427-9670</td>
</tr>
<tr>
<td>Mason County Coroner</td>
<td>(360) 426-4441</td>
</tr>
</tbody>
</table>

Administrative and Executive staff will develop a Crisis Management Team (CMT) that will monitor communication, information and follow through e.g., student protective identification information (PII), creating a brief bio of the student, contacting other campuses as directed, arranging meetings with staff/students. These meetings should include Student Life, Academic Affairs, Counseling and Residence Life. All press calls should be directed to the Communications Manager (Shawn Devine).

Establish campus point-of-contact (POC), preferably an advisor/counselor for the family. The counselor/advisor will be in contact with Student Life services, Communications, and College counsel to ensure protocol is being followed.
SERIOUS SELF INJURY/ATTEMPTED SUICIDE

1. If medical responders or the local police have not been contacted, the staff/security will immediately contact the local EMS/Police. If possible, the staff/security will help provide medical assistance and attempt to secure and limit access to the area so that an effective law enforcement investigation can be performed.

2. Proper notifications should begin with the VP of Student Services who will direct personnel to stay with the student or respond to the hospital until a parent and/or guardian arrives. Responsibility of parental notification or information should be directed by the college president or designee during the treatment and after-care of the student.

3. The college may require an after-care plan and/or treatment action plan in order for the student to return to campus housing or college classes.

4. The Crisis Management Team (CMT) will be activated by the college president or designee. The team should be coordinating with advisors/counselors and the communication director for dissemination of information to the student body and following the Clery Act protocol for timely release.

5. The Crisis Management Team (CMT) is notified it to ensure that all identified protocols are followed.

6. National Suicide Prevention Lifeline at 1-800-273-8255
Emergency Response Plan: MISSING STUDENT/CHILD CARE CENTER

Upon the discovery of a missing student and child, the staff will immediately contact the administrator in-charge (VP/President) or designee and report the actual/possible abduction of a student/child. The following procedures will be implemented to provide a systematic approach/response to the missing child/student.

a. Administrator in-charge, by policy, or designated by the college president will assume the duties of the incident commander or may delegate the responsibilities to a more qualified staff member.

b. Security Staff will immediately and simultaneously activate a campus search with the following objectives:

<table>
<thead>
<tr>
<th>Initial Missing student/Child care center</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ Establish a security perimeter around the alarm area.</td>
</tr>
<tr>
<td>▪ Determine if an abduction has actually occurred.</td>
</tr>
<tr>
<td>▪ Assist staff with internal search of building(s).</td>
</tr>
<tr>
<td>▪ Communicate situation with local authorities.</td>
</tr>
<tr>
<td>▪ Review live-video feed for individual(s), vehicle and/or directional path.</td>
</tr>
<tr>
<td>▪ Close exits to parking lots and record the license number of any vehicles in the parking lot(s) leaving the area.</td>
</tr>
<tr>
<td>▪ Advise college president to activate Crisis Management Team (CMT) for communications, parental information (FERPA/CLERY), protection of the area and any updates.</td>
</tr>
</tbody>
</table>
c. Communications during this critical event is paramount. The communication between staff, security and others via hand-held radio(s) should be limited due to FERPA critical information being passed on open frequency.

d. Security staff should be coordinating information of completed task:

- Vehicles searched
- Designated area of parents picking children (F-10 lot OCB)
- Area condoned off with limited access
- Maintain video live-feed of area (if possible) for forensic information
- Continue to secure perimeter areas, ingress/egress doors and immediate area.
- Information and coordination with law enforcement agencies.
Lockdown/Shelter-In-Place

A “lockdown” may be instructed at Olympic College campuses during situations such as the presence of a hostile or armed intruder on campus or in close proximity to the campus. College officials may direct staff/students to lockdown or shelter-in-place. A lockdown requires locking doors, windows and barricading oneself to block entry to a campus facility, classroom, or in an office suite. The purpose of secure in place is to create a secure physical location where a threat may be physically prevented to enter spaces - to lock down the campus and secure students/staff in place. These actions facilitates law enforcement activity. When the announcement is made to lockdown staff/students should:

• Remain calm
• Seek cover in the nearest unlocked building. Do not wait to seek cover
• Resist the urge to see “what” is going
• Once inside, find an interior room and lock or barricade the doors
• Turn off the lights, silence cellphone(s), close blinds, and move away from windows
• If possible contact 911 with location/room/building
• Classrooms have duress/panic buttons. Activate by depressing button to alert security.
• Law enforcement will need access into building, a key/remote lockdown to follow
• Await instructions from law enforcement
• If a crime scene is in the building, staff/students will have to provide statements
• Do not leave until “ALL CLEAR” is given
• Activate E2Campus/Omnilert for notifying staff/students of situation/after-actions
• Take custody of limited mobility students/staff to safe location(s).

In certain situations - such as a weather emergency, environmental hazard (chemical release, air quality/pollution), or local emergency (nearby police activity “school threat/shooting,” Olympic College officials may direct staff/students to shelter-in-place. The goal is to place a barrier between the students/students and the type of threat. A shelter in place is the use of a structure during a major event such as weather, hazardous material release or local notification from city/county officials. When the announcement is made to shelter-in-place staff/students should:
• Remain calm
• Seek cover in the nearest building. Limit exposure to chemical, aerosol and/or environment in the immediate area.
• Close doors and windows if possible
• Find an interior room inside of building and await further announcements
• Turn off heating, cooling and ventilation system
• Security should be assisting staff/students with limited mobility/disabilities
• Do not leave until the “ALL CLEAR” is given

EMERGENCY TEXT MESSAGE SYSTEM: Omnilert/e2Campus

Guidelines:
In the event of a significant emergency or timely warning event, Olympic College provides alerts to the students, faculty, staff and the community using its text notification system Omnilert/e2Campus. The notification system is similar to twitter in that messages are limited in character length. For this reason, messages will be concise. Olympic College will use Omnilert/e2Campus to send out text, email, social media, and website alerts.

Alerts are published no later than:
• 5:30 a.m. for day classes and activities o Late start, OR
  o Closed for day classes/activities
• 3 p.m. for evening classes and activities
• 7 p.m. - optional message to provide advance notice for morning closures.

Tas
k
Publish alert using Omnilert/e2Campus

Procedure

1. Go to https://olympic.omnilert.net/admin/

2. In the Admin username field, enter your username
   a. Use as assigned in three deep backup charts.

3. In the Admin password field, enter your password
   a. Use as assigned in three deep backup charts.

4. Click “Send Message’

5. Click “ALL SUBSCRIBERS’ from the Groups section

6. Click “Widgets” from the Select How section
   a. Choose a duration that is one hour past the 3 p.m. update time. Note: if you do not select a duration, the message on the website is deleted in 15 minutes.

7. Choose “WIDGETS OC ALERT - TESTING” from the Select How section
   a. Choose a duration that is one hour past the 3 p.m. update time. Note: if you do not select a duration, the message on the website is deleted in 15 minutes.

8. Select the appropriate template from the “Template” drop down menu or type a subject and message or choose one of the scripts below.
   a. Note: The subject and message must not exceed 137 characters including headings (see scripts below). If the message exceeds 137 characters, remaining characters are deleted from the end of the message.
   b. Be sure to check the spelling before sending the message

9. Click “Submit Message Now”

10. Click “Confirm”
EMERGENCY TEXT MESSAGE SYSTEM: Omnilert/e2Campus cont.

Scripts:
Daytime **closure** sent by 5:30am.
SUBJ: (Campus(es)) closed (DATE)
MSG: (Campus(es)) closed for day class/events. (Campus(es)) are open. Update at 3 p.m. DATE:

Daytime **late start** sent by 5:30 a.m.
SUBJ: (Campus(es)) open at (TIME, DATE)
MSG: (Campus(es)) open at 10 a.m. classes/events before 10 a.m. cancelled (Campuses) are open. Update 3p.m. (DATE)

Evening **Classes Activities**, sent by 3 p.m.
SUBJ: (Campus(es)) closed, (DATE)
MSG: (Campus(es)) closed for evening class/events, DATE. (Campus9es)) are open, Next update 5:30 a.m.

Optional **7 p.m. notification**
SUBJ: (Campus(es)) closed, (DATE).
MSG: (Campus(es)) open/closed tomorrow DATE for (day/evening/all) classes/events. (Campus(es)) are open. Next update 5:30 a.m.
Optional Final notification

SUBJ: (Campus(es)) Normal Operations (DATE)

MSG: Normal operations have resumed at (Campus(es)).

Example - 137 characters with spaces total

SUBJ: (Campus(es)) late start (DATE)

MSG: (Campus(es)) open at 10 a.m. Classes/events before 10 a.m. cancelled. (Campus(es)) are open. Update 3 p.m. (DATE)

ASSIGNED ASSEMBLY POINTS AT THE OLYMPIC COLLEGE CAMPUSES

Olympic College - Bremerton Campus has 21 buildings/facilities with 12 parking lot areas. In the event of an emergency/incident that requires evacuation, the Bremerton campus staff/students will assemble in the following areas:
1. Bldg. #2 (SBCDC) and Bldg. #3 (HOC) will evacuate/assemble to the faculty lot F-5 for accountability count for staff and students.
2. Bldg. # 7 (CIC) will evacuate students/staff to assemble in general lot G-4 and remain there until we have proper accountability of staff and students.
3. Bldg. #4 (HSS) will evacuate/assemble Chester Ave walkway and faculty lot F-5 for accountability count for staff and students.
4. Bldg. #6 (HL) will evacuate/assemble on the open grass (Old Humanities Bldg.) or directly on Chester Ave. walkway for accountability counts.
5. Bldg. #8 (ST) will evacuate/assemble on Chester Ave. walkway and in faculty lot(s) F-3 and F-4 for accountability counts.
6. Bldg. #5 (CSC) will evacuate/assemble in the faculty lot F-6 for accountability counts.
7. Bldg. #9 (PE) and Bldg. #10 (BSC) will evacuate/assemble in the faculty lot F-3 and open grass area (Old Humanities Bldg.) away from the building and to ensure proper accountability count.
8. Bldg. #11 (ENG)/Rotunda area will evacuate/assemble in the faculty lot F-11 (church lot) for accountability counts. Bldg. #12 (BUS/TECH)/Bldg. #14 (SHOP) will evacuate to the courtyard and F-11 (church lot) for accountability count.
9. Bldg. #15 (FSB) will evacuate/assemble in the faculty lot F-7 for accountability count.
10. Bldg. #17 (RBS) will evacuate/assemble in the general lot(s) G-5/G-6 for accountability count.
11. Bldg. # 18 (Storm King) will evacuate/assemble in the general lot adjacent to the building for accountability count.
Olympic College - Poulsbo Campus has Hern Hall, Learning Center, Student Services, and the Student Commons on 20 acres and is approximately 16 miles from the main Bremerton campus. In the event of an evacuation for an emergency/incident, the Poulsbo campus should evacuate/assemble to the parking lot(s) for faculty and student parking.

Olympic College - Shelton Campus has the Palmer Student Center, Peste Child Care Center, Shelton Weld Shop, Johnson Library, and two modular classrooms. The campus is on 27 acres and is approximately 39 miles from the main Bremerton campus. In the case of an emergency/incident at the Shelton campus, staff/students should evacuate and assemble to the student and faculty parking lot areas for accountability counts.
Recovery refers to activities taken to restore the college campuses operations to pre-emergency condition. These activities may be short term (hours or days) or long term (weeks, months, or years). They include providing continuing classes, addressing staff logistical needs, obtaining additional city/county services and supplies, performing facility repairs and construction, maintaining the financial stability with college post event, replenishing emergency kits and supplies and evaluating the effectiveness of the plan with the county emergency management. The magnitude and type of emergency event will determine which of these activities will need attention and to what extent. As the situation subsides, the response activities will begin to de-escalate accordingly to the effectiveness of the emergency planning and preparedness.

It is imperative that recovery tasks, responsibilities and resources be identified during the preparedness phase of the emergency management process. Initial recovery planning activities must be included in the emergency operations plan the same as response activities.

Although recovery activities normally occur after the emergency event (response phase), Olympic College is trained to perform in an integrated recovery phase with outside agencies to assist with the operational needs to have academic operations returned to pre-emergency levels. Areas of the campus that were affected by the emergency event/incident must be supported by the maintenance, custodian and security staff. During the recovery phase, all three campuses could be affected by lack of infrastructure support systems not being fully operational i.e., roadway traffic flow, sewage, water and/or fuel interruption. Olympic College will need the assistance of outside support networks, such as police/fire, to regain academic activities and operations.
Olympic College Incident Command System (ICS)

Incident Command System (ICS) was developed in the early 1970’s after a series of major wildfires in Southern California resulted in a number of recurring problems among emergency responders. Under the Washington Administrative Code (WAC) 118-30-060, Olympic College will maintain a current plan of operations which shall be based on a hazard analysis and a minimum, include a basic document with the following elements:

- **Mission or purpose** - Provide an explanation of why the plan was established with the scope of the plan, including objectives, with situations/incident types for which the plan is based.

- **Organization and responsibilities** - The plan shall contain a section which defines the emergency responsibilities for an agency involved with the plan with chain of command and organizational relationship.

The Incident Command System ICS structure is built around five major management activities or functional areas:

- **Command**: sets priorities and objectives and is responsible for overall command of the incident.

- **Operations**: has the responsibility for all tactical operations necessary to carry out the plan.

- **Planning**: responsible for the collection, evaluation and dissemination of information concerning incident development as well as the status of resources availability.

- **Logistics**: responsible for providing the necessary support (facilities, security and material) to meet incident needs.

- **Finance**: responsible for the monitoring and documentation of all costs associated with the financial support to the emergency and/or incident.
ICS organizational structure and procedures enable emergency response personnel to work safely together to take control of a critical incident. They can also assist universities and colleges to effectively and efficiently manage the aftermath/recovery of a critical incident.

**Olympic College**

![Organizational Chart]

- **Incident Commander**
  - President
- **Operations**
  - Facilities
- **Planning**
  - Information Technology
- **Logistics**
  - Purchasing
- **Finance**
  - Admin. Services
## Incident Command System (ICS) Example

<table>
<thead>
<tr>
<th>Level</th>
<th>Scenario</th>
<th>Talk-through questions: How urgent is this situation, and What are the best responses?</th>
</tr>
</thead>
</table>
| 1     | Water damage inside working hours  
Work area: Building #8 Room 122  
Within 15 minutes of the event, staff on 1st floor were alerted that a sprinkler head accidentally discharged during a test of the fire suppression system. Water penetrated IDF room during normal working hours on a Wednesday. The water contained some rust and pipe debris but otherwise uncontaminated. Water travelled along the drop-down ceiling to the IDF room with approximately 500 gallons of water. Dry wall, carpeting and electrical components were affected. | • What does our emergency response plan call for?  
• How has the water affected operations?  
• What supplies will response require?  
• What is the notification process?  
• What will response individual have to do first? Second? Third? |
| 2     | Student demonstration/disruption  
Work area: College campus  
It is a Monday at 9:37 a.m. Local news agencies have been covering the upcoming presidential elections and demonstrations have shutdown local bridges in close proximity to the college campus. Approximately 35 OC students have staged a demonstration in front of the Administrative Services building. There has been no damage to any of the campus buildings or | • What does our emergency response plan call for with this type of incident?  
• What challenges can be expected in applying the emergency response plan during this event?  
• Will the Emergency Operations Center (EOC) be stood-up for this event?  
• Activation of the Crisis Management Team (CMT) is necessary?  
• Can the ICS structure be utilized with local police with an Incident Action Plan (IAP)? |
<table>
<thead>
<tr>
<th>3</th>
<th>Earthquake</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work area: County area/College campuses</td>
<td></td>
</tr>
</tbody>
</table>

On Tuesday evening at 10:15 p.m., the entire county experienced an earthquake measuring 5.9 on the Richter scale. No human casualties have been reported. Unfortunately, many campus buildings have structural cracks and have suffered moderate damage to the sidewalks and parking lot areas. Major power outages throughout the county and reports say the power will not be restored for several weeks. Until officials declare the campus buildings safe, staff or students are barred from campus. A citywide curfew is in place for the next 48-96 hours to get emergency services to vital areas. OC International students are finding it difficult. The emergency generator is not working and there is no water available at the resident housing.

| • Omnilert activated for message release? |
| • What does our emergency response plan and Continuity of Operations Plan (COOP) require for this major event? |
| • Activation of the Communication Plan and Crisis Management Team (CMT)? |
| • Coordination with local/county emergency management and law enforcement to assess campuses? |
| • Effect of event on the staff? Students? Any status reports available? Any injuries? |
| • Incident Command System (ICS) and Emergency Operation Center (EOC) should be in operations as soon as possible. |
| • Incident Action Plan will be prepared |
| • Omnilert activated for possible message release once status of campuses are known. |
Appendix A

EMERGENCY MANAGEMENT COMMITTEE

The Emergency Management Committee is established to ensure that Olympic College can develop and coordinate a viable and comprehensive Emergency Management Plan. The plan will provide the overall mission, scope and objectives that will be met during all levels (Level 1, 2 and 3) of incident management. The Washington Administrative Code (WAC) does not require an emergency management committee. However due to the fluctuation of the student population during the semesters, Olympic College is demonstrating “best practices” for preparedness for any type of emergency event/activity/incident with this plan.

The Director of Campus Security with Olympic College has been designated emergency management duties to ensure that all campuses of Bremerton, Poulsbo and Shelton are properly prepared for “all-hazard” events. Mandated under WAC 118-30-060, the Clery Act requires all universities and colleges, receiving federal funding, must maintain a viable emergency management plan with preparedness training, drills/exercises, reviewed/updated every two years, and signed by the executive board.

Committee meetings will be held quarterly and as needed, but not less than twice a year to plan and evaluate the Emergency Management Program.

The membership of the committee is multi-disciplined with representation from Olympic College campuses involvement from administration, facilities, academics and support staff i.e., HR, procurement and/or purchasing. Director of Campus Security will serve as facilitator of the committee.
As part of the annual review of the Olympic College Emergency Management Plan review, a work plan will be developed for the coming year. It will include a schedule of Emergency Management activities and planned mitigation projects.

**Appendix B**

**Emergency Operations Center (EOC) Checklist**

Designation: CSC Bldg. #5 (5th) floor conference room (Primary)
- FSB Bldg. #15 (2nd) floor conference room (Secondary)
- HSS Bldg. #4 (2nd) floor conference room (Tertiary)

Location: Bremerton, Poulsbo and Shelton

Responsibility assigned to: Administration, Facilities and Security/Safety

Function: Provide area and resources to support the Incident Command Function.

Capabilities:
- Controlled access/personnel identification into EOC
- Structural integrity survey conducted post-event
- Emergency lighting and auxiliary power supply
- Emergency telephone/cellular phones activated
- Ensure phones have “outside” calling capabilities
- Identify radio channel/frequency for incident command in EOC
- Copy of emergency management plan with resource listings
- Simplified building and floor plans
- Status boards/chart for “real-time” information
- General office supplies
- Operations log book (sign-in/sign-out) of EOC
- Battery back-up lighting if necessary
- Weather alert radio
- TV and/or computer with internet/Wi-Fi capability for local or national news
- 2-way radios
- Conference room
- Copy machine
- Restrooms
- Coffee pot/microwave/refrigerator
- Rest Area (emergency bedding or lounge chairs)
- Command Center Relocation kit (if needed to continue operations at another location)
Appendix C

MITIGATION PLAN

ADOPTED: _______________ REVISION: _______________ APPROVED: ____________

<table>
<thead>
<tr>
<th>Priority</th>
<th>Status</th>
<th>Projected Date</th>
<th>Task/Project</th>
<th>Justification</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>
## Appendix D

### Annual Evaluation Process

<table>
<thead>
<tr>
<th>ASSESSMENT</th>
<th>EMERGENCY MANAGEMENT EVALUATION GUIDE</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Has the Emergency Management Plan been developed? Is the Emergency Management Plan current?</td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td>Has the Emergency Management Plan been reviewed by the Emergency Management Committee annually?</td>
<td></td>
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<tr>
<td>Yes</td>
<td>Are the plans prepared with accurate and acknowledged Memorandum of Understanding with local agencies?</td>
<td></td>
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<tr>
<td>Yes</td>
<td>Is the Emergency Management Plan based on the Integrated Management, NIMS and ICS concept (hazard analysis, mitigation, preparedness, response, and recovery?</td>
<td></td>
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<tr>
<td>Yes</td>
<td>Has the Emergency Management Committee reviewed and updated, as needed the following? :</td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td>A) The plan for mitigation projects and activities?</td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td>B) Preparedness activities including training and drill schedules?</td>
<td></td>
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<tr>
<td>Yes</td>
<td>C) The emergency operations plan needed for the Response and Recovery phase activities?</td>
<td></td>
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<tr>
<td>Yes</td>
<td>Have the EOC supplies and equipment been inspected, tested, and inventoried?</td>
<td></td>
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<tr>
<td>Yes</td>
<td>Has the Emergency Management Committee identified necessary stakeholders with the plan?</td>
<td></td>
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<tr>
<td>Yes</td>
<td>All stockpiled supplies and/or back up supply sources (1 week operations) been checked?</td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td>Radio/telephone capabilities checked with outside agencies (Fire/Police/EMS)?</td>
<td></td>
</tr>
</tbody>
</table>

**Completed By:** [Blank]

**DATE:** [Blank]
Appendix E

Emergency Communications Plan

Weather event/emergency President
Marty Cavalluzzi
C: (360) 328-9345
• Makes closure decision

Security Director contacts Campus Security Director
Ryan Dalberg Alternate:
C: (360) 328-4067

VP of Student Services
Choose one or more Campuses
• Initiate Emergency Communication System
• Contact Normal Facilities

Operations
Emergency Comm. System Not activated Director of

Communications

Shawn Devine
(360) 689-4408
• Activates Emergency Communications System
• Notifies Branches, Branches, PSNS
Appendix F

Student/Staff Planning for Emergencies

Because emergencies can strike at any time and without notice, Olympic College should have a level of preparedness to be maintained at all times for staff/students:

__ Maintain a supply of fully charged flashlights

__ Maintain a carbon-monoxide detector and fire extinguisher

__ Have extra cash in the case the ATM’s are not operational

__ Coordinate emergency plan with family if Olympic College sustains moderate damage

__ Know the location of emergency shelter(s) in close proximity of campuses

__ If city/county evacuation is mandatory, plan to have medication and transportation ready

__ Keep a “go-bag” in vehicle or in office with toiletries, water, snacks, flashlight, etc.

__ Have a first aid kit

__ Make arrangements in advance for family support in the event you may be called back into work for essential personnel.

__ Ensure that Resident Hall students have current contact information in the case of a county Mandatory evacuation event.

__ Plan for the care of pets. Ensure that pets are taken care during the event and post-event.
Appendix G

Exercise/Drill Process

I. Drill Process
   A. Time schedule
   B. Responsibilities
   C. Types of drill(s)

II. Evaluation
   A. Responsibility
   B. Evaluation forms for evaluators
   C. Evaluation forms for participants
   D. Evaluations forms for students
   E. Critique format

III. Support Activities
   A. Exercise/Drill notice posters
   B. Internal notices
   C. News releases

IV. Example Drills
   A. ICS/Tabletop
   B. Call back (communication test)
   C. Hazardous Material incident
   D. Evacuation/relocation
   E. Hostage/Missing student/Child abduction
   F. Utility failure (Generator Back-up)
   G. Severe storm (blizzard/earthquake/volcano eruption)
Appendix H

Drill/Exercise Evaluation Form

1. What systems or structural features failed or need modification to better respond to this event?

2. What procedures, checklists, or portions of the Emergency Management Plan need revision? Addition? (Command, Communication, Coordination)

3. What internal resources were not available or need modification to be more effective?

4. What emergency back-up services or supply providers/resources were not available or failed to provide an acceptable level of service?

5. What staff (administration, instructors, and general staff) training needs were identified?

6. What community coordination concerns were identified?

7. Other issues with stakeholders and/or Residence Hall? Is Communication flow effective?

8. Major system or structural upgrades will need to be included and prioritized in the system departments or Olympic College Mitigation Plan.
   
   • If back-up generator is scheduled to start during power failure. Question: Has preventive maintenance been performed? Is there a cost for repairs?
   • Are fire barriers closing during fire alarm activation? Question: What is the priority to get these doors repaired and what is the cost?
Appendix I

Recovery Phase Process

Based on any damage assessment performed by the facilities staff, an operations evaluation needs will be developed and implemented in the recovery plan. The *Operational Sector Leader* (Facilities) is responsible for initiating this activity.

The Incident Command System may continue to be utilized to coordinate recovery activities. During this phase it is likely that the Emergency Operations Center (EOC) would continue to have a viable and active status report for staff location, reconstituting of services, critical infrastructure capabilities i.e., water, sewage, electric, computer services and/or communications with internet/Wi-Fi.

To facilitate the development of a recovery, plan the following listings of possible needs and tasking assignments will be followed.

<table>
<thead>
<tr>
<th>NEEDS</th>
<th>ASSIGNMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>I.  Incident Command</td>
<td>Command</td>
</tr>
<tr>
<td>• Establish Communication Center</td>
<td></td>
</tr>
<tr>
<td>• Activate Dispatching Duties</td>
<td></td>
</tr>
<tr>
<td>II. Facility/Repair/Restoration of Services</td>
<td>Logistics/Operations</td>
</tr>
<tr>
<td>• Windows, roof, walls or lighting</td>
<td></td>
</tr>
<tr>
<td>• Availability of contractors/repairs</td>
<td></td>
</tr>
<tr>
<td>III. System Restoration</td>
<td>Logistics/Operations</td>
</tr>
<tr>
<td>• HVAC, water, electric, sewage,</td>
<td></td>
</tr>
<tr>
<td>communications, IT systems</td>
<td></td>
</tr>
<tr>
<td>IV.  Support Equipment Replacement</td>
<td>Logistics/Operations</td>
</tr>
<tr>
<td>• Computers, copiers, vehicles</td>
<td></td>
</tr>
<tr>
<td>V.   Supply Systems Restoration</td>
<td>Logistics/Operations</td>
</tr>
<tr>
<td>• Essentials (water, medical, food)</td>
<td></td>
</tr>
<tr>
<td>VI.</td>
<td>Staff Support/Services</td>
</tr>
<tr>
<td>------</td>
<td>-------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>• Childcare/shelter/infrastructure</td>
</tr>
<tr>
<td></td>
<td>• Communication with staff</td>
</tr>
<tr>
<td>VII.</td>
<td>Support Services</td>
</tr>
<tr>
<td></td>
<td>• Trash/Security/Transportation</td>
</tr>
<tr>
<td>VIII.</td>
<td>Financial Services</td>
</tr>
<tr>
<td></td>
<td>• Tracking hours, billing, damage assessments, and possible grants.</td>
</tr>
<tr>
<td>IX.</td>
<td>Critique/Follow-up/After-Action-Report</td>
</tr>
<tr>
<td></td>
<td>• Review emergency operations</td>
</tr>
<tr>
<td></td>
<td>(What worked? or did not work?)</td>
</tr>
<tr>
<td></td>
<td>• Use drill/exercise evaluation form and process to evaluate the event.</td>
</tr>
</tbody>
</table>
Appendix J

Emergency Management Program Work Plan

(Year)___________


2. Schedule/Type of Drill and/or Exercise (Coordinate with 1-week advance notice/48 hour repeat notice)

3. Schedule of Committee Meetings

4. Improvement Projects (Mitigation Process) with priority, status, task, justification, and cost.

5. Educational Programs (FEMA Training)
Appendix K

Consent and Release for participation in Olympic College Disaster Exercise/Drill

I, the undersigned have agreed to be a participant as a volunteer/victim in the Olympic College Disaster Drill and/or Exercise to be conducted on the date_________ and time ________.

I understand that the drill/exercise involves simulation or mock situation with volunteer victims, that may simulate a major fire, hazardous material exposure, active shooter/active threat, natural disaster i.e., earthquake or immediate evacuation of staff/students, or a possible large scale medical emergency.

I understand that the drill/exercise participation is voluntary and not a requirement. I understand that the drill/exercise activity may involve inherent risks of injury and I assume the risk of injury during and post drill/exercise.

I, by and through my signature below, agree to release from liability and to indemnify and hold harmless Olympic College and affiliate campuses, agents, officers, employees, and volunteers from any and all liability, claims, causes of action or demands of any kind and nature whatsoever which may arise out of or in connection with my participation in the drill/exercise.

This Consent and Release shall be binding upon myself, Olympic College, any successors in interest, and/or any person(s) suing on my behalf.

I, the undersigned affirm, that I am the individual whose name appears below and understand that the above terms and conditions apply to said individual and to Olympic College. I have had an opportunity to have my questions regarding the drill/exercise answered, and I hereby give my consent for my participation in the drill/exercise.

Purpose: The Olympic College disaster drills/exercises are required to test and evaluate the current Olympic College Emergency Management Plan and the response plan capabilities of the college. Under WAC 118-30-060 and the Clery Act, the Emergency Management Plan must develop and implement a Hazard and Vulnerability Assessment (HVA) to assist with drills/exercises to diminish any vulnerabilities that could affect Olympic College campus services.

Participant Printed Name: _____________________________________________

Participant Signature: _____________________________ Date: __________
## Appendix L

### NIMS Training Requirements

<table>
<thead>
<tr>
<th>NIMS Courses</th>
<th>Olympic College Administration</th>
<th>Designated Emergency Management Staff*</th>
<th>Designated to fulfill ICS positions**</th>
<th>Designated EM Regional Coordinator*</th>
</tr>
</thead>
<tbody>
<tr>
<td>IS 100 - Introduction to ICS (or equivalent)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>IS 200 - ICS for Single Resources and Initial Action (or equivalent)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes***</td>
<td>Yes</td>
</tr>
<tr>
<td>IS 700 - NIMS An Introduction</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>IS 800 A - National Response Plan (NRP) - An Introduction</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Training for NIMS exercises</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>ICS 300 - Intermediate ICS</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>ICS 400 - Advanced ICS</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

* Should include all back-up support

** Designated to fulfill ICS positions: Environment, Health & Safety, Security and Custodian Manager

*** Broader group of staff involving support staff: HR, student services, maintenance, or support staff
## Appendix M

### Emergency Management Plan Responsibility Assignment Matrix

<table>
<thead>
<tr>
<th>Responsibility Assignment Matrix (RAM)</th>
<th>Task/Person</th>
<th>Fire</th>
<th>Structural Damage</th>
<th>Hazardous Material</th>
<th>Missing Student</th>
<th>Active Shooter</th>
<th>Earthquake</th>
<th>Loss of Life</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RACI CHART</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Task/Person</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**The RACI chart illustrates the connection between work activities that need to be accomplished by the responding and recovery teams.**

<table>
<thead>
<tr>
<th>Code:</th>
<th>Stands for:</th>
<th>This Person is:</th>
</tr>
</thead>
<tbody>
<tr>
<td>R</td>
<td>Responsible</td>
<td>Responsible for performing the task or creating the document.</td>
</tr>
<tr>
<td>A</td>
<td>Accountable</td>
<td>Accountable and has sign-off authority for the task, such as the evacuation, safety measures and equipment.</td>
</tr>
<tr>
<td>C</td>
<td>Consult</td>
<td>Providing expertise, advice and support to the person responsible for the task or documentation</td>
</tr>
<tr>
<td>I</td>
<td>Inform</td>
<td>Informed of task progress or results, usually by the person responsible.</td>
</tr>
</tbody>
</table>
Appendix N

**General Staff:**
- Incident Commander
  - Planning Section
- Operations Section Chief
- Logistics Section
- Finance/Administration Section

**Command Staff:**
- Safety Officer
- Public Information Officer
- Liaison Officer
NIMS Functional Areas for Olympic College: General Staff Incident Commander

The Incident Commander’s responsibility is the overall management of the incident. The Olympic College President and/or designee will maintain overall Olympic College oversight to ensure that the Kitsap/Mason and local agencies are aware of the incident and activation of the college Emergency Management Plan for overseeing the situation/event.

Responsibilities:

- Assess the situation and/or obtain a briefing from the prior Incident Commander
- Determine Incident objectives, goals and strategies for developing the Incident Action Plan
- Establish the IMMEDIATE priorities
- Establish an Incident Command Post
- Establish an appropriate organizational flow of information/communications
- Ensure planning meetings are scheduled as required
- Approve and authorize the implementation of the Incident Action Plan • Ensure that adequate safety measure are in place.
- Coordinate activity for support to any Olympic College campus
- Coordinate with key county/city officials
- Approve requests for additional resources or for the release of resources • Keep staff/students/community informed of incident status.
- Approve the use of any additional staff, volunteers or community members with incident • Authorize release of information to the news media.
- Order the demobilization of the incident when appropriate.
NIMS Functional Area Planning Section

The Planning Section collects, evaluates, process, and disseminates information for use at the incident. When activated, the Section is managed by the Planning Section Chief.

Responsibilities:

• Collect and process situation information about the incident.
• Supervise preparation of the Incident Action Plan.
• Provide input to the Incident Commander and Operations Section Chief in preparing the Incident Action Plan.
• When necessary coordinate Olympic College Crisis Management Teams (CMT) • Establish information requirements and reporting schedules for Planning Section. Coordinate with affected area officials i.e., Mayor, Emer. Mgmt. or Police/Fire • Determine need for any specialized resources in support of the incident.
• If requested, assemble and disassemble CMT’s and/or task forces not assigned to operations.
• Establish special information collection activities as necessary, e.g., weather, environment, toxics. Etc.
• Assemble information on alternative strategies.
• Provide periodic predictions on incident potential.
• Report any significant changes in incident status.
• Compile and display incident status information.
• Oversee preparation of Incident Demobilization Plan.
• Incorporate any local agencies into the Incident Action Plan i.e., HAZMAT Team
Operations Section Chief

Responsibilities:

- Manage tactical operations i.e., structural damage assessment, shut-down team. Interact with all outside agencies e.g., Puget Sound Energy to develop the operations portion of the Incident Action Plan.
- Request resources needed to implement the Operations tactics as a part of the Incident Action Plan development.
- Assist in the development of the operations portion of the Incident Action Plan.
- Supervise the execution of the Incident Action Plan for Operations
  - Maintain close contact with other command center positions
  - Ensure safe tactical operations i.e., three-points of contact, safety harnesses
- Request additional resources to support tactical operations.
- Approve release of resources from assigned status
- Make or approve expedient changes to the Incident Action Plan during the Operational Period as necessary.
- Maintain close communication with the Incident Commander.
- Maintain operational log.
**NIMS Functional Area Logistics Section**

All incident support needs are provided by the Logistics Section. The Logistics Section is managed by the Logistics Section Chief, who may assign an assistant. The assistant is most often assigned when multiple CMT’s and/or outside agencies are involved or activated i.e., FBI, State Police and/or EPA.

**Responsibilities:**

- Manage all incident logistics
- Provide logistical input to the IC in preparing the Incident Action Plan.
- Brief Section Chiefs, IC and/or county officials
- Identify anticipated and known incident service and support requirements • Request additional resources as needed.
- Supervise requests for additional resources • Oversee demobilization of Logistics Section.
- When necessary coordinate and secure secondary supply resources
- Maintain Logistics Log
Finance/Administration Section

The Finance/Administration Section is responsible for managing all financial aspects of an incident. Not all incidents will require a Finance/Administration Section. Only when the involved agencies have a specific need for Finance/Administration services will the Section be activated.

Responsibilities:

- Manage all financial aspects of an incident.
- Provide financial and cost analysis information as requested.
- Gather pertinent information from briefings with responsible agencies.
- Develop an Incident Action Plan for the Finance/Administration Section to fill supply and support needs for the incident/event.
- Meet with Assisting and Cooperating Agency Representatives as needed.
- Maintain daily contact with agencies administrative headquarters on Finance/Administration matters.
- Ensure that all support staff/employees/volunteers time and pay records are accurately recorded. Coordinate with HR if possible.
- Provide financial input to demobilization planning.
- Ensure that all obligation documents initiated at the incident are properly prepared and completed for FEMA reimbursement.
- Brief Olympic College administrative personnel on all incident related financial issues needing attention and follow-up.
NIMS Functional Area: Command Staff Safety Officer

The Safety Officer’s function is to develop and recommend measures for assuring personnel safety, and to assess and/or anticipate hazardous and unsafe situations.

Only one Safety Officer will be assigned for each incident. The Safety Officer may have assistants as necessary, and the assistants may also assist agencies or jurisdictions responding to the incident/emergency event.

Responsibilities:

• Participate in planning meetings.
• Identify hazardous situations associated with the incident.
• Review the Incident Action Plan for safety implications.
• Exercise emergency authority to stop and prevent unsafe acts.
• Investigate accidents that have occurred within the incident area.
• Assign assistants as needed.
• Coordinate with city/county for safety resource needs.
• Maintain Safety Log.
Public Information Officer

The Information Officer is responsible for developing and releasing information about the incident to the news media, to incident personnel, and to other appropriate agencies, local community and supporting organizations. Only one Information Officer will be assigned for each incident, including incidents operating under Unified Command and multi-jurisdiction incidents. The Information Officer may have assistants as necessary, and the assistants may also represent assisting agencies and local government such as city/county.

Responsibilities:

Olympic College has policies and procedures that are required, by the Clery Act and Family Educational Rights and Privacy Act (FERPA) to protect student information. Olympic College has a mandatory obligation to provide timely information to alert the student body, support staff, employees, and the general public of any serious threat and/or condition affecting the college campuses.

• Determine from the Incident Commander if there are any limits on information release(s).
• Develop material for use in media briefings.
• Obtain Incident Commander’s approval of media releases.
• Inform media and conduct media briefings.
• Arrange for tours and other interviews or briefings that may be required.
• Obtain media information that may be useful to incident planning.
• Maintain current information summaries and/or displays on the incident and provide information on status of incident to assigned personnel.
• Maintain a Communication/Briefing Log
NIMS Functional Area Liaison Officer

Incidents that are multi-jurisdictional, or have several agencies involved, may require the establishment of the Liaison Officer position. The Liaison Officer is the contact for the personnel assigned to the incident by assisting or cooperating agencies. These are personnel other than those on direct tactical assignments or those involved in a Unified Command (WADOT, EPA, Puget Sound Electric, FBI and/or Kitsap and/or Masson County Emer. Mgmt.).

Responsibilities:

• Be a contact point for Olympic College during incident/event.
• Maintain a list of assisting and cooperating agencies
• Assist in establishing and coordinating interagency contacts.
• Keep agencies supporting the incident aware of incident status
• Monitor incident operations to identify current or potential inter organizational problems.
• Participate in planning meetings by providing current resources status and any capabilities of assisting outside agencies.
• Assist in coordinating external agency support
• Maintain Liaison Log
Appendix O

Emergency Management Plan After-Action Report

Olympic College Campuses (Bremerton, Shelton, Poulsbo)
Campus Security Department
After-Action Report and Lessons Learned

Date of Incident/Drill/Exercise:

Hours of Incident/Drill/Exercise:

Total amount of personnel involved/participated:

Summarization of Incident/Drill/Exercise:

Was the Emergency Management Plan activated?  Was the EOC activated?
• Time opened/closed
• ICS positions in the EOC during incident/event
• Incident Action Plan constructed and implemented throughout event?
• Were the objectives and strategies completed for the event/incident?  - Remember SWOT when developing/completing objectives
  - Strengths, Weaknesses, Opportunities and Threats (SWOT)

Type of resources involved with response:

Any injuries and/or serious bodily injuries:

What services were affected by the incident?  Does college have capability to operate in current status?
• Status report of building(s), critical infrastructure i.e., water, sewage, electric
• City infrastructure affected i.e., roadways, bridges, or emergency services
• Secondary housing or academic environment stable for curriculum programs

Positive attributes during event/incident:

Negative and/or shortcomings during event/incident:
Appendix P

Emergency Management Plan - Operations Center Directory Olympic College

<table>
<thead>
<tr>
<th>Facilities/Building</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police/Fire</td>
<td>911</td>
</tr>
<tr>
<td>FSB Bldg. #15 Facilities</td>
<td>(360) 475-7810</td>
</tr>
<tr>
<td>HSS Bldg. #4 Campus Security</td>
<td>(360) 475-7800</td>
</tr>
<tr>
<td>Bremerton Campus (Main Number)</td>
<td>(360) 792-6050</td>
</tr>
<tr>
<td>Poulsbo Security/HERN Hall</td>
<td>(360) 394-2719/(360) 394-2700 Main</td>
</tr>
<tr>
<td>Shelton Security/Palmer Student Center</td>
<td>(360) 432-5470/(360) 432-5400 Main</td>
</tr>
<tr>
<td>Kitsap Co. Emergency Management</td>
<td>(360) 307-5871</td>
</tr>
<tr>
<td>Mason Co. Emergency Management</td>
<td>(360) 427-7535</td>
</tr>
<tr>
<td>American Red Cross</td>
<td>(360) 377-3761</td>
</tr>
<tr>
<td>Federal Bureau of Investigation FBI</td>
<td>(206) 622-0460</td>
</tr>
</tbody>
</table>

Building Addresses, Assembly Points and Building Coordinators

<table>
<thead>
<tr>
<th>Building Name</th>
<th>Address</th>
<th>Assembly Point</th>
<th>Coordinators</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC Bldg. 10</td>
<td>1395 Broadway</td>
<td>Southeast section of G4 Parking Lot</td>
<td></td>
</tr>
<tr>
<td>Bus/Tec Bldg. 12</td>
<td>1450 Lincoln Ave</td>
<td>Church Parking Lot at 15th &amp; Lincoln</td>
<td></td>
</tr>
<tr>
<td>CIC Bldg. 7</td>
<td>1660 Chester Ave</td>
<td>G-4 General Lot</td>
<td></td>
</tr>
<tr>
<td>CSC Bldg. 8</td>
<td>1660 Chester Ave</td>
<td>F-6 Faculty Lot</td>
<td></td>
</tr>
<tr>
<td>Engineering Bldg. 11</td>
<td>1470 Lincoln Ave</td>
<td>Church Parking Lot at 15th &amp; Lincoln</td>
<td>Veteran's Affairs, WWU and ODU</td>
</tr>
<tr>
<td>Facilities Services Bldg. 15</td>
<td>1303 Chester Ave</td>
<td>F-7 Faculty Lot</td>
<td></td>
</tr>
<tr>
<td>Health Occupations Bldg. 3</td>
<td>1675 Chester Ave</td>
<td>F-5 Faculty Lot</td>
<td></td>
</tr>
<tr>
<td>Heat Plant Bldg.</td>
<td>1501 Broadway</td>
<td>F-8 Faculty Lot</td>
<td></td>
</tr>
<tr>
<td>HSS Bldg. 4</td>
<td>1625 Chester Ave</td>
<td>G-4 Parking Lot</td>
<td></td>
</tr>
<tr>
<td>Library Bldg. 6</td>
<td>1595 Chester Ave</td>
<td>G-4 Parking Lot</td>
<td></td>
</tr>
<tr>
<td>Building Name</td>
<td>Address</td>
<td>Assembly Point</td>
<td>Coordinators</td>
</tr>
<tr>
<td>----------------------------</td>
<td>----------------------------------</td>
<td>---------------------------------------------------------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>PE Bldg. 9</td>
<td>1156 16&lt;sup&gt;th&lt;/sup&gt; St.</td>
<td>F-3 Parking Lot</td>
<td></td>
</tr>
<tr>
<td>Poulsbo Main Bldg. P1</td>
<td>1000 Olympic College Place NW</td>
<td>Back half: East side of front parking lot along sidewalk Front: West side of back parking lot along sidewalk</td>
<td></td>
</tr>
<tr>
<td>Residence Hall Bldg. 16</td>
<td>1100 12&lt;sup&gt;th&lt;/sup&gt; Street</td>
<td>Parking lot, near smoking area</td>
<td></td>
</tr>
<tr>
<td>Robert B. Stewart (RBS) Bldg. 17</td>
<td>1544 Warren Ave.</td>
<td>G-5 Parking NE corner</td>
<td></td>
</tr>
<tr>
<td>Science Tech Bldg. 8</td>
<td>1199 16&lt;sup&gt;th&lt;/sup&gt; Street</td>
<td>SE section of G-4 Lot</td>
<td></td>
</tr>
<tr>
<td>Shelton Main</td>
<td>937 W. Alpine Way</td>
<td>Classrooms (back of Palmer Student Center), Childcare Center, and Portable A. Assembly Point: Northeast corner of parking lot: Classrooms (front of Palmer Student Center), Johnson Library and Portable B Assembly Point: West of campus by East Brockdale Road</td>
<td></td>
</tr>
<tr>
<td>Shop Bldg. 14</td>
<td>1360 Lincoln Ave.</td>
<td>F-7 Parking Lot</td>
<td></td>
</tr>
<tr>
<td>Storm King Bldg. 18</td>
<td>1720 Warren Ave.</td>
<td>Parking lot/empty lot</td>
<td></td>
</tr>
<tr>
<td>SBCDC Bldg. 2</td>
<td>1709 Chester Ave.</td>
<td>Childcare (front of SBCDC). Primary Assembly Points: Southeast corner of childcare play area behind HOC bldg. Secondary Assembly Point: F-10 Lot</td>
<td></td>
</tr>
</tbody>
</table>