



**Community Colleges
of Spokane**

***Emergency
Management Plan***

**Immediate Actions for
Specific Emergencies**

IMMEDIATE ACTIONS

Key Points

It has been repeatedly demonstrated that being prepared through advanced planning and practice exercises with your peers, while also communicating your expectations, improves the chances of surviving and recovering from an emergency. Everyone is best served when they take time to respond to an emergency in a considered and thoughtful manner. To initiate a timely, effective response, remember the following key points:

1. Know “Immediate Action” steps to protect yourself during an emergency.
2. Assist students and visitors with evacuation and other protective actions.
3. Become familiar with the CCS Emergency Management Plan and know your responsibilities.
4. **Call** 911 in the event of an emergency, requiring immediate response by police or fire units.

AND THEN:

5. Call 533-3333 for Campus Security
6. Every building has a Building Evacuation Coordinator. Check in with your Coordinator and follow all directions he/she provides. Do not leave campus during an emergency event without notifying your building’s Building Evacuation Coordinator.
7. Each campus has specific evacuation points and procedures. Follow the procedures for your campus.
8. Follow the “Campus Evacuation” procedures contained in this plan when asked to leave campus during an emergency event.
9. The college president, or designee, will make the decision to evacuate the campus or shelter-in- place, as well as the appropriate level of response to all emergencies.
10. Individuals with pre-designated emergency response roles are to report as instructed.

Medical Emergency

1. **Call 911.** Follow instructions:
2. State the medical aid needed.
3. Provide the location of the emergency.
4. Describe the type of injury or illness.
5. Provide a brief description of how the injury or illness occurred.
6. Provide first aid only to the extent of your personal training and ability.
7. Do not move the injured or ill unless it is necessary to avoid further injury.
8. Have someone meet the emergency personnel to direct them to the emergency location.
9. **Call** the 24-hour security phone number: 533-3333

Fire Emergency

Fire and the associated dangers of smoke, structural damage or toxic releases can pose serious threats of injury and death to students, employees, visitors and emergency response personnel. In order to control a fire and minimize its damage, the following steps should be taken immediately:

1. Leave the area at once.
2. Pull the fire alarm.
3. Alert other people in the area and instruct them to leave the building.
4. Evacuate the building calmly, but quickly, following evacuation and assembly procedures posted in the building. Do not use elevators.
5. Close all doors and windows if you can safely do so to help contain the fire.
6. Stay as low as possible to avoid smoke and heat.
7. **Call 911** from a safe location.
8. **Call the 24-hour security phone number: 533-3333**
9. Remain at the assembly area until you are instructed how to proceed by the Building Evacuation Coordinator, Facilities staff, security officer, Fire, Police, or other college authority.

If Trapped:

1. Alert emergency crews of your location. Try telephones, if available. Place an article of clothing or other signal in a window, if a window is available. Whistle, shout, or use tools or debris to hit a solid surface at regular intervals.
2. Stuff material in door cracks to minimize smoke and try to stay low, near the floor, where heat, smoke and contaminants may be less.
3. Tend to injuries if injured.
4. Saving lives is the first priority in an emergency. Stay calm, help is on the way.



DO NOT TRY TO FIGHT A FIRE UNLESS YOU HAVE BEEN TRAINED TO DO SO!!

Hazardous Materials (page 1 of 2)

Community Colleges of Spokane uses and stores a minimum amount of hazardous materials. However, natural gas lines serve the campuses, and many CCS locations are near state highways. CCS needs to respond appropriately in the event of a hazardous materials release. If you detect unknown odors or suspect a chemical exposure, follow the steps below immediately.

Unknown Odors:

1. Contact the District Facilities Office (533-8630) or 24-hour campus security phone: 533-3333
2. Identify the source of the odor, if known. If unknown, describe the odor.
3. If it is a natural gas odor, open doors and windows and evacuate the building.
4. If odor is irritating or you feel symptoms such as dizziness, nausea, burning or stinging, alert someone to your symptoms and ask for assistance in evacuating.
5. Follow instructions of security officers or responding Facilities personnel.

Chemical Exposure or Spill

1. If you or someone else comes in physical contact with the chemical, rinse the affected area of the body with clean, cool, running water for at least 15 minutes. If in the eyes, hold the eyes open while flushing with water.
Call the 24-hour campus security phone: 533-3333
2. **Call 911 if:**
 - Incident requires medical treatment,
 - Spill involves a fire/explosion, or
 - Spill is life threatening.
3. Alert your supervisor and anyone in the immediate area.
4. Review the appropriate material safety data sheet (MSDS) and follow treatment recommendations. MSDSs are available from the CCS Safety Professional (533-5043).
5. Respond to the spill only in accordance with your level of training.
6. In the event of an unknown chemical spill, call 24-hour campus security: 533-3333
7. **In the event of a known spill** where personnel in the immediate area who are trained to know the hazards, cannot handle cleanup using supplies on-hand, call 24-hour campus security: 533-3333

Hazardous Materials (page 2 of 2)

Notice of Off-Campus Release

1. If notified of an off-campus release that poses a threat or danger to campus populations, the incident commander (IC) will direct the campus to:
 - a) Evacuate or
 - b) Shelter-in-place.

2. If notified to evacuate, follow established evacuation procedures as instructed. (Evacuation routes may differ due to nature of the chemical and spill conditions).

3. To shelter-in-place:
 - a) Close all windows, doors and drapes;
 - b) Turn off ventilation (HVAC systems);
 - c) Tape or stuff any gaps where air might enter, and 4) remain in place until instructed to do otherwise.

Severe Weather

Severe local storms are the most common widespread hazard faced by Community Colleges of Spokane. Effects of severe local storms -- wind, snow, ice, hail and potentially tornadoes -- are immobility and loss of utilities. If electrical lines are damaged, other utilities such as telephone systems (cell and land lines), natural gas, water and sewer systems may become inoperable. Transportation routes may be impassable, and students and personnel may be stranded.

Normal Hours of Operation (Monday-Friday 6 a.m.-10 p.m.):

1. Operations will continue unless otherwise notified.
2. If you are outside and threatened by severe weather or observe lightning, move inside a building.
3. If operation of a campus or other CCS building is suspended during normal operating hours, personnel will be notified through the established emergency communications procedures and consistent with Administrative Procedure 2.30.05-A-Suspended Operations.
4. Severe weather may reduce the ability of students and staff to leave the building they are in or the campus in general. Faculty and staff will be notified by the CCS unit executive or designee whether to release students or to shelter-in-place.
5. If you are in a darkened area, remain calm and move cautiously to a lighted area. Flashlights are available in most building secretary offices.

Non-Operating Hours (Sunday-Saturday 10 p.m.-6 a.m., Saturday and Sunday. 6 a.m.-10 p.m.)

If operation of a campus or other CCS building is suspended, personnel will be notified through the established emergency communications procedures. Anyone may call the CCS Operations Hotline at 533-3303 for an announcement regarding cancelled classes or college closure and estimated reopening or time for next announcement.

Local radio and television media will be asked to announce closures. Closures will be posted on www.ccs.spokane.edu, the Community Colleges of Spokane Internet site. CCS Alerts will be used to send text and e-mail messages to personnel who signed up for the service.

Emergency Closure

Severe weather, damaged infrastructure or other unanticipated conditions may occur that could affect the capability of our colleges to remain open for the purpose of conducting classroom instruction.

1. Per Administrative Procedure 2.30.05-A, the decision to close a college campus or other CCS building will be made by the chancellor in consultation with the presidents and CEO.
2. The district director of facilities is responsible for keeping the chancellor advised of any weather or other conditions that may affect the operation of the college.
3. If it becomes necessary to close the campus during regularly scheduled sessions, classrooms, departments and other personnel and students will be notified through the established emergency communications procedures.
4. If it becomes necessary to close a campus during non-scheduled operating hours, the chancellor or designated representative will initiate personnel notification through the established emergency communications procedures. **Call** the CCS Operations Hotline at 533-3303 for information regarding the status of a college closure. Notice of campus closure will also be announced through local radio and television media. When possible, announcements and updates will be posted on www.ccs.spokane.edu, the Community Colleges of Spokane Internet site. CCS Alerts will send text and e-mail messages to personnel who signed up for the service.
5. All scheduled activities will be terminated during a campus closure, except emergency operations performed by Facilities and security personnel or other chancellor/president/selected employees in key operational departments or work units directed to report to work to perform essential tasks.

Campus Evacuation

1. The Incident Commander or designee will notify the Spokane Police Department of the evacuation and request traffic control. Spokane Transit Authority, Burlington Northern and Union Pacific Railways (for SCC) will also be notified.
2. Know and follow the evacuation protocols and routes from campus.

Harassment, Threats, Violence (page 1 of 4)

Planning and practice are effective tools individuals may take to prevent and protect against the unlikely event of violence on campus. Preventive actions include: 1) Learning to recognize early warning signs; 2) early reporting and intervention; 3) considering potential scenarios, and 4) planning a response.

Every hostile or potentially violent situation is different and the threatened individual will have to rely on his/her best judgment on the best course of action, given the unique situation. Your own safety and the safety of others are the top priority.

Harassment:

1. Do not ignore harassing behavior. Report concerns to your supervisor or to Security.
2. Do not tolerate verbal or physical harassment from anyone.
3. Do not give out personal information about others (co-workers or students), such as home address, class schedule or telephone number.
4. Report civil protection orders (“**No Contact Orders**” or “**Restraining Orders**”) to Campus Security.

Suspicious person:

1. Establish eye contact and ask if you can help him or her.
2. Remain professional and in control.
3. Project confidence.
4. Keep a safe distance – at least 3 feet.
5. Be aware of non-verbal actions.
6. Do not physically confront the person.
7. Do not let anyone block your access to an exit.
8. Do not let anyone into a locked building or office.
9. Do not block the person’s access to an exit.
10. Note the person’s travel direction, clothing, body type (weight and height), sex, race, jewelry, scars, tattoos, etc.
11. Report all suspicious circumstances to campus security personnel.

Harassment, Threats, Violence (page 2 of 4)

Threats:

1. Treat all threats or rumors of violence as serious.
2. Call 911 if you consider the threat to be immediate. Call 911 if you observe a weapon, are informed of someone on campus in possession of a weapon, or informed of someone's intent to bring weapons to campus.
3. Call 24-hour campus security to report threatening behavior. 533-3333

Hostile Verbal Situation:

1. Remain professional and in control.
2. Project confidence.
3. Keep a safe distance – at least 3 feet.
4. Keep your hands in plain view.
5. Do not make gestures or physical contact that might seem threatening.
6. Keep the business interaction moving ahead in a positive, open manner.
7. Be supportive and non-judgmental.
8. Listen actively.
9. Demonstrate acceptance, compassion, empathy and respect.
10. Manage your voice inflection, including tone, volume and rate of speech.
11. Talk in a calm, slow tone of voice.
12. Be aware of and manage your nonverbal communication.
13. Conclude the business interaction as soon as appropriate.
14. Continually assess the situation for escalation.

Hostile Verbal Escalates:

1. Maintain your professionalism.
2. Remain in control.
3. Don't let irrationality breed irrationality.
4. Do not give the impression of fear.
5. Seek the assistance of a colleague or your supervisor.

Harassment, Threats, Violence (page 3 of 4)

6. Do not offer solutions or argue with comments made.
7. The time for empathetic listening has passed:
 - Be direct and set structural limits.
 - Be objective and reasonable.
 - Be clear and non-threatening.
8. Ask the individual to leave.
9. Prepare to disengage and leave the immediate area.

Situation Continues to Escalate:

1. Disengage and leave the immediate area.
2. Notify your supervisor.
3. Alert other personnel in the area and evacuate.
4. Contact emergency services – 911
5. Notify 24-hour campus security: 533-3333

Witness to In-Progress Physical Assault:

1. Call 911
2. Evacuate the area.
3. Notify 24-hour campus security: 533-3333
4. Notify the appropriate supervisor.
5. The decision to use physical intervention should be:
 - Only a last resort.
 - Only when there is a clear and immediate physical risk.

Harassment, Threats, Violence (page 4 of 4)

Immediate or Imminent Violence:

1. If you hear gunshots or witness an armed person, isolate yourself and others from the suspect. Move when it is safe and move again until out of the danger area. If unable to leave, find a place to hide. Close, lock and barricade doors, close curtains and turn off lights. If in open space, hide to the maximum extent possible.
2. Call 911 if it is safe to do so. Provide as much detail as you know. Follow police instructions. Do not expose yourself or others until notified by police that the danger has passed.
3. Call 24-hour campus security at 533-3333 if it is safe to do so. Provide as much detail as you know.
4. Notify others on campus through telephone or e-mail of what you know – DO NOT SPECULATE -- and what action you have taken, if it is safe to do so.

Hostile Armed Confrontation:

1. Remain as calm as possible. Be cooperative and patient. Time is on your side.
2. Maintain polite eye contact. Keep gestures and body language open and non-threatening. Use a low, soft, slow voice when you speak. Ask/tell the person before you make any moves.
3. Offer to listen. Don't judge or argue with perceptions. Treat each concern as important and valid. A person in crisis will only respond to someone who is understanding, willing to listen, respectful and non-threatening.
4. Be truthful -- to lose credibility can be catastrophic. Assure the person you will do everything you can to resolve his/her grievances in a fair manner.
5. Ask the aggrieved party to suggest a solution. A person in crisis will be more accepting of a solution that he/she has helped formulate.
6. Retaining dignity (saving face) is paramount to the person in crisis.
7. Be observant. Note as much as possible about the aggressor, including type and number of weapons, state of mind, what was said. Pay attention to details about the space you are in. If you are released or decide you must escape, this information will be needed by police to ensure the safety of others.

Building Evacuation (page 1 of 2)

Evacuating a building should be done calmly, but quickly and without panic. Ideally, faculty or instructional staff should inform students, in a calm manner, that the building is being evacuated and should summarize the actions to follow as listed below:

1. **EVACUATE IMMEDIATELY** if you hear an alarm or are asked to evacuate.
2. Take all personal belongings with you.
3. Classrooms and offices: Close, but do not lock all doors.
4. Laboratories: Turn off all gas (cylinders, fuels) and other equipment or machines in use that may pose a hazard.
5. Follow the evacuation route posted in your building. Walk quickly and calmly to the designated assembly point and alert others to do the same. Do not use elevators during a fire or after an earthquake.
6. Wait quietly and calmly at the designated outdoor assembly point or if unsafe, an alternate safe assembly point or the Campus Evacuation Shelter to which you are directed.
7. Notify the Building Evacuation Coordinator of anyone unaccounted for from your area.
8. **DO NOT RE-ENTER THE BUILDING FOR ANY REASON** until instructed it is safe to do so by the Building Evacuation Coordinator, Facilities staff, security officer, Fire, Police, or other college authority. (See **All Clear Signal** information below.)
9. **DO NOT LEAVE THE ASSEMBLY AREA** until you are released or otherwise directed by the Building Evacuation Coordinator or other college authority.

Assisting Persons with Disabilities

1. **Wheelchair user:** Assist the person in exiting the building. If located on an upper floor and the elevator is not safe for use (fire or earthquake), assist the person to a safe refuge in an exit stairwell. The escort should remain with the person with disabilities to provide additional assistance. Assign a staff member to notify the Building Evacuation Coordinator or emergency staff that the person is waiting for rescue on the specified floor at the exit stairwell.
2. **Visually impaired:** Explain the nature of the emergency. Offer to guide the person to the designated assembly point. Offer your elbow to the individual. As you walk, describe where you are and advise about any obstacles. When you reach the assembly point, advise the person where he/she is and ask if further assistance is needed.
3. **Hearing impaired:** Alert a hearing-impaired person. Write a short, explicit note instructing the individual to evacuate the building.

Building Evacuation (page 2 of 2)

All Clear Signal (return to previously evacuated facility)

An extended blast (5 seconds) on an air horn or similar device, administered in the assembly point vicinity by Facilities staff, will be used to give the “all clear” signal, indicating faculty, staff and students should return to the facility which they previously vacated.

Shelter-In-Place

Sheltering may be necessary on a campus, depending on the magnitude of an incident. College facilities may be used to “shelter-in-place” staff, faculty, students and visitors. CCS facilities may also provide shelter for displaced individuals during a campus evacuation or to provide shelter to the community.

Procedures for Building Evacuation Coordinators for Shelter-in-Place

1. When you receive notification to shelter-in-place, close all doors and windows, and shut down building HVAC systems unless instructed otherwise.
2. Move people away from doors and windows and toward the core of the building as directed.
3. Give people a period of time to shelter or go. Example: “You have three minutes to shelter-in-place or leave the building.”
4. If directed to do so, place signage on main entrances to buildings.
5. Promote calm.
6. Take a flashlight to the designated shelter area for your building or an inner hallway or room.
7. If you have a radio, take a radio to the shelter area.
8. Remain in this area until you receive the “All Clear” to end the shelter-in-place.

Lockdown (page 1 of 3)

In the event of life-threatening hostile or hazardous situations arising at or near CCS facilities, campus officials may require a campus lockdown in order to protect human life and to assist law enforcement with resolving the situation.

A lockdown is a modified shelter-in-place, utilized to limit exposure to potential hazards or threats, in which personnel are to secure themselves in place, denying entry or exit to/from their area until an “all clear” is given. Examples of situations which may require lockdown include an active shooter, or sighting of someone with a gun or weapon on campus, a serious crime in progress on campus or in very close proximity, or pursuit of a dangerous suspect by law enforcement personnel.

The order for a lockdown may be given by multiple methods. It may be broadcast via public address system (for buildings so equipped), transmitted by telephone, e-mail, or text message, or by a combination of these methods (Rave notification process). Fire evacuation alarms will not be sounded for a lockdown. Should the fire alarm sound, do not evacuate the building unless:

- You have firsthand knowledge that there is a fire in the building
- You are in imminent danger
- You are advised by Campus Security/Law Enforcement to evacuate the building

A lockdown may also be initiated without notification in some cases, for example if shots are heard in the hallway.

When the order for a lockdown is given, the following procedures are to be implemented immediately:

1. If you are in a classroom, laboratory, or office:

Immediately close and lock the door. If the door cannot be locked, wedge or barricade it in a manner that will prevent it from opening. Once closed, do not open the door for anyone.

- Turn off lights and close or cover any windows.
- Move away from doors and windows. Remain out of sight by hiding under or behind furniture or other solid objects. Stay as close to the floor as possible.
- Silence all cell phones. Call 911, then Campus Security (533-3333), if safe to do so and notify them of the situation and provide any information you have about the incident and any suspects. Tell the emergency operator where you are located, and how many people are with you.

Lockdown (page 2 of 3)

- Instructors or supervisors should record attendance within the room if possible without attracting attention, by name if possible, but at minimum by making a head count. This will help ensure everyone is accounted for once the situation is resolved.
- Do not leave the room, unless it becomes unsafe to stay there. Wait quietly in your location until law enforcement and/or campus officials notify you it is safe to leave. This could take several hours, depending on the circumstances.

2. If you are in hallways or other common areas:

- Immediately enter an open room and follow the procedure described above. Do not expect people in barricaded rooms to allow you inside. If you cannot find an open room, seek any available object that will provide concealment.
- Silence cell phones. Call 911, then Campus Security (533-3333), if safe to do so and notify them of the situation and provide any information you have about the incident and any suspects. Tell the emergency operator where you are located, and how many people are with you.
- Remain in your concealed location until law enforcement and/or campus officials notify you it is safe to leave, unless it becomes unsafe to stay there.

3. If you are outside of a building:

- Hide behind any substantial object: cars, trees, rocks, etc. Stay where you are unless it becomes unsafe.
- Do not approach the buildings. If you can safely leave the area, do so, keeping obstructions between you and the building(s) as much as possible.
- Call 911, then Campus Security (533-3333), if safe to do so and notify them of the situation and provide any information you have about the incident and any suspects. Tell the emergency operator where you are located, and if other people are with you.

4. In all cases, when law enforcement arrives:

- Follow instructions.
- Keep your hands up and visible. Do not point toward people or objects, and do not make sudden movements.

Lockdown (page 3 of 3)

Stay close to the ground until instructed to stand up.

- Following a lockdown, an all-clear signal will be delivered using the same method(s) as the original alert.

5. Building Evacuation Coordinators (BEC)

- On notification incident requiring the initiation of a lockdown, BEC will:
 - If safe to do so, turn on radio and switch to alternate emergency frequency.
 - If safe to do so, follow guidance advised by OCS/Dispatch.
 - If safe to do so, alert building occupants of the need to lockdown or evacuate the building.
 - Take action as outlined in the CCS lockdown procedure, and provide guidance to others as appropriate and when safe to execute.

Suspicious Package

Letters containing threatening information, hate mail, or potentially explosive or infectious substances need to be handled with care. Identifying suspicious packages prior to opening minimizes the threat of exposure and increases the potential for evidence. Community Colleges of Spokane Mail Services initially handles most mail sent to the colleges and is alert to the hazards associated with letters and packages. However, each individual should take care when handling and opening mail.

What to look for:

1. Irregular shape, soft spots, or bulges in packaging.
2. Unprofessionally wrapped with excessive tape or several types of tape.
3. Special handling endorsements, such as “Confidential” or “Handle with Care” or “Rush Order”.
4. No return address, fictitious return address or return address different from postmark.
5. Excessive postage. Stamped, not metered postage.
6. Misspelled words; badly written or typed address.
7. Addressed to title only or wrong title with name.
8. Strange odor, oily stains on package or protruding wires.

What to Do:

1. Do not move or open any suspicious mail.
2. Leave the mail where it is, leave the room and lock the door.
3. Inform your supervisor and/or call 24-hour campus security for emergency back-up assistance: 533-3333

If suspicious substance found in opened mail:

1. Put the envelope down immediately. Leave suspicious substance as is. Cover powdered substance gently with an envelope, paper or wastebasket.
2. If a bomb is suspected, evacuate building immediately and call 911 from a safe location. Then call 24-hour campus security: 533-3333
3. If a suspected biological or chemical agent, minimize contact with the substance and with others. Minimize area of travel and wash hands gently with soap and warm water. Call 911. Then call 24-hour campus security: 533-3333
4. Follow guidance provided by Security or emergency responders for minimizing exposure and/or spread of contamination.
5. Seek medical attention based on laboratory analysis results or advice from emergency responders.

Bomb Threat (page 1 of 2)

1. **Always** treat a bomb threat as serious.
2. Call 911 and campus security at 533-3333 immediately.
3. Remain calm and courteous.
4. Do not search for a bomb or touch any suspicious objects.
5. Do not use radios or cell phones to communicate as the transmission can activate some types of bombs.
6. If a handwritten/typewritten bomb threat, handle it minimally to preserve evidence.

Bomb Threat (page 2 of 2)

TELEPHONE BOMB THREAT CHECKLIST

Date and Time of Call _____

Phone number where call was received _____

Phone number of caller _____

Person taking call _____ DEPT _____

What exactly did the caller say? _____

(Attach additional sheet if necessary)

QUESTIONS YOU SHOULD ASK IF POSSIBLE:

Where is the bomb(s)? _____

When is the bomb(s) set to detonate? _____

What will cause the bomb to detonate? _____

What kind of bomb is it? _____

What is your name? _____

Where are you? _____

Why did you place the bomb? _____

CALLER IDENTIFIERS (circle): Male/Female Nervous/Calm Angry / Stressed Voice

CHARACTERISTICS (circle):

Nasal Lisp Slurred Crying Accent

Sincere Broken Muffled/Fake Squeaky/Hoarse Normal

Other _____

Did the voice sound familiar? Yes/No Who did it sound like? _____

BACKGROUND NOISES (circle):

Airport Traffic Trains Water Intercom Voices

Machinery Music Bar Noises Children Television

Other _____

AVOID PLACING THE CALLER ON HOLD OR TRANSFERRING IF POSSIBLE.

Civil Disturbance (page 1 of 2)

The right of assembly is defined in WAC 132Q-07-020. Assemblies that unreasonably interfere with vehicular or pedestrian traffic, classes, schedules, meetings, ceremonies or other college functions are subject to the procedures outlined below.

Risk Assessment:

1. The first observance of civil disturbance should be reported to campus security.
533-3333
Security will report to the appropriate executive (college president, executive vice president or chancellor) and the public information officer.
2. The following information is vital, so the situation may be quickly evaluated for response.
 - Location?
 - When did it begin?
 - How many people are involved?
 - What is taking place?
 - Has any violence occurred at this time?
 - Has the group defined its purpose or intention?
 - Are the identities of the participants known?
 - What is the perceived level of concern by surrounding students / staff / faculty?
3. Based on risk assessment, the executive will determine if there is a disturbance and, if so, if the disturbance may be diffused by a college response or if law enforcement should be contacted.

Response:

1. The campus executive will appoint a representative to go to the scene to direct the response to the civil disturbance. (This person is the "incident commander.")
2. If law enforcement is called in, the CCS incident commander will assume the role of liaison between law enforcement and senior staff.

Civil Disturbance (page 2 of 2)

3. In cooperation with law enforcement, the CCS incident commander will determine whether or not evacuation is appropriate and make a recommendation to the appropriate executive. If evacuation is necessary, notification of parents for child care areas (follow emergency management plan for staging pick up of children and persons with disabilities) will be required.
4. The CCS incident commander will ensure that damaged areas are secured as appropriate. (Follow emergency management plan).
5. The college will resume normal operations when the CCS incident commander determines that the disturbance has been diffused.

Aircraft Crash

The potential for an aircraft crash on or near campus is heightened at SCC and SFCC due to numerous municipal and private airports located throughout the area. The priorities for campus personnel during such an event will be to safely position the campus population away from the affected area and to facilitate response from professional emergency responders. The timely arrival of professional emergency responders will provide for the best possible outcome for people at the crash site.

Crash Into Campus Building(s):

1. Immediately take cover under tables or desks to protect from falling or flying debris until mass movement stops.
2. Evacuate the building quickly, but calmly, following the established routes and procedures, if possible. Do not use elevators. Consider the potential for fire and explosion to be increasing.
3. Assemble at the designated assembly point, if it is safe to do so, or proceed to an alternate assembly point by the safest route possible.
4. Wait at the safe assembly point until otherwise directed by the Building Evacuation Coordinator, Facilities staff, security officer, Fire, Police, or other college authority.
5. If required, a campus-wide evacuation will be conducted when it is safe to do so without complicating the emergency response.

If You Become Trapped:

1. Alert emergency crews of your location. Try telephones if available. Place an article of clothing or other signal in a window, if a window is available. Whistle, shout or use tools/debris to hit a solid surface at regular intervals.
2. Try to stay low, near the floor, where there may be less heat, smoke and contaminants.
3. Tend to injuries if hurt.
4. Saving lives is the first priority in an emergency. Stay calm, help is on the way.

Crash Near Campus:

1. In the event of a major community emergency, the SCC or SFCC campus may be used as a staging area or command post by emergency responders. Keep accessways open and stay clear of the response effort.
2. Follow Building Evacuation Plans. Wait at designated assembly points until receiving further instruction.

Earthquake

Earthquakes are one of the most potentially damaging emergencies the campus will face. The potential coexistence of other disasters with earthquakes, such as fires, natural gas line ruptures, power outages, and ground failures add to the potential for catastrophic damage to campus and the surrounding area. Organizations are expected to be self-sufficient up to three days following a major earthquake, without government agency or utility company response. In the event of an earthquake:

If Inside:

1. Take cover under a desk or table and hold on. If your cover moves, move with it. Brace in a doorway if cover is not available -- be cautious of swinging doors and people traffic. Avoid outside or high-use doorways.
2. Stay away from windows and objects that could fall.
3. If in a theater or lecture hall, stay in your seat or get under it, if possible. Protect your head with your arms.
4. When shaking stops, move cautiously outside. Be careful of falling building materials or uneven ground. When outside, move away from the building.
5. Proceed to designated assembly point, or if unsafe, an alternate assembly point or the Campus Evacuation Shelter. Remain for further instruction.
6. Instructors and supervisors: Notify the Building Evacuation Coordinator of anyone unaccounted for from your area.
7. DO NOT GO BACK INTO THE BUILDING UNTIL NOTIFIED.

If Outside:

1. Proceed to the designated assembly area and WAIT.
2. Be prepared for after-shocks.
3. If you suspect gas, electrical or other problems, notify campus officials.
4. Follow instructions of campus officials or first responders.

Volcanic Eruption

Most volcanic dangers are to persons in the near vicinity of the volcano. Other dangers, such as mudflows and ash fall, may exist many miles downstream and downwind. Explosive eruptions from any of several western Washington volcanoes could produce ash that would pose health concerns for residents, as well as damage property, cause major problems for transportation, local industry, communication and utilities.

1. Keep doors and windows closed.
2. **Do not** evacuate the building unless instructed to do so by the Building Evacuation Coordinator, Facilities staff (or other college authority), or security officer/fire/police.
3. **Call 911** in the event of a life-threatening medical emergency.
4. For other emergency help, **call 24-hour campus security: 533-3333**
5. **Provide first aid only to the extent of your personal training and ability.**
6. Listen to local radio and television for updates on outside conditions.
7. Fire/safety officials and college administrators will provide information regarding courses of action utilizing the established emergency communications procedure.
8. Employees may call the Operations Hotline at **533-3303** for an announcement regarding cancelled classes or college closure. Notice of a campus closure will also be announced through local radio and television, and when possible, posted on www.ccs.spokane.edu, the Community Colleges of Spokane Internet site. CCS Alerts will send text and e-mail messages to those who signed up for the service.