

# **NORTHWEST COLLEGE**



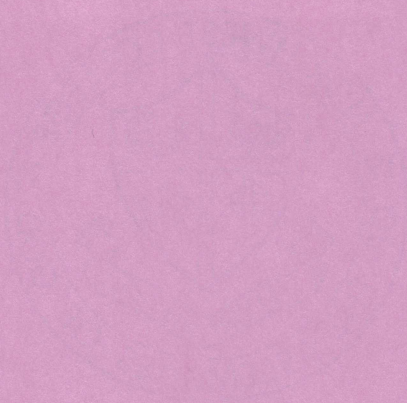
## **EMERGENCY RESPONSE MANUAL AND CAMPUS SAFETY/SECURITY INFORMATION**

**2002-2003**



THE UNIVERSITY OF

CHICAGO



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## ***I. DESCRIPTION OF EMERGENCY POLICY***

This section of the Policy and Procedure Manual contains the policies that the College holds in regards to emergencies. All persons should be familiar with these policies and where their role fits in.

### **A. Purpose**

The basic emergency procedures outlined in this guide are to enhance the protection of lives and property through effective use of College and community resources. Whenever an emergency affecting the campus reaches proportions that cannot be handled through routine measures, the President, or his designate may declare a state of emergency, and these contingency guidelines may be implemented. There are two general types of emergencies that may result in the implementation of this plan. These are:

1. Large-scale disorder
2. Large-scale natural/man-made disaster.

Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes.

### **B. Scope**

These procedures apply to all personnel, buildings and grounds, of Northwest College to include those peripheral areas adjoining the College

### **C. Types of Emergencies**

Types of emergencies covered by this manual include the following:

1. Fire
2. Earthquake
3. Explosion on campus
4. Bomb threat
5. Civil disturbances and demonstrations
6. Utility failure
7. Violent or criminal behavior
8. Medical and first aid
9. Media relations
10. Psychological cases

In addition information included, regards the following:

1. How to report all Emergencies.
2. Evacuation procedures
3. First Aid Instructions

### **D. Definitions of An Emergency**

The College President or his designate serves as the overall Emergency Director during any major emergency or disaster. The following definitions of an emergency are provided as guidelines to assist building and area coordinators in determining the appropriate response:

1. **Minor Emergency:** Any incident, potential or actual, which will not seriously affect the overall functional capacity of the College. Report incidents immediately to Security at ext. 5500 or 222, off campus dial (206) 228-9101.
2. **Major Emergency:** Any incident, potential or actual, which affects an entire building, or buildings, and will disrupt the overall operations of the College. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy



considerations and decisions will usually be required from the College administration during times of crisis. Report incident to Security.

3. **Disaster:** Any event or occurrence that has taken place and has seriously impaired or halted the operations of the College. In some cases mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, an Emergency Control Center will be activated, and the appropriate support and operational plans will be executed.

In addition, any incident which has the potential for adverse publicity concerning campus resources should be promptly reported to the Vice President for Administrative Services, Associate Vice President for Student Development, and the Safety/Security Director.

#### **E. Assumptions**

The College Emergency Contingency Plan is predicated on a realistic approach to the problems likely to be encountered on campus during a major emergency or disaster. Hence, the following are general guidelines:

1. An emergency or a disaster may occur at anytime of the day or night, weekend or holiday, with little or no warning.
2. The succession of events in an emergency are not predictable, hence published support and operational plans may require field modification in order to meet the requirements of the emergency.
3. Disasters may affect residents in the geographical location of the College, therefore City, County and Federal emergency services may be expected.
4. A major emergency may be declared if information indicates that such a condition is developing or is probable.

#### **F. Declaration of Campus State of Emergency**

The authority to declare a campus state of emergency rests with the College President his designate or representative as follows:

During the period of any campus major emergency the Safety/Security Department, as required, shall place into immediate effect the appropriate procedures necessary in order to meet the emergency (safeguard persons and property, and maintain educational facilities). The Plant Manager and Safety/Security Director shall immediately consult with the President or his designate regarding the emergency and the possible need for a declaration of a campus state of emergency.

When this declaration is made, only registered students, faculty, staff and affiliates; i.e. persons required by employment, are authorized to be present on campus. Those who cannot present proper identification (registration or identification card, or other I.D.) showing their legitimate business on campus will be asked to leave the campus. In addition, only those faculty and staff members who have been assigned emergency resource team duties or issued an emergency pass by Campus Security, will be allowed to enter the immediate disaster site. In the event of fires, storms or major disasters that occur on the campus or involve College property, the Safety/Security personnel will be dispatched to determine the extent of any damage to College property.

#### **G. Emergency Closure Notification Procedures.**

1. When the daily class schedule is jeopardized by weather or natural disasters, the Senior Vice President shall confer with the President for the purpose of deciding the final outcome. If the Senior Vice President is not available for conference, the Registrar shall be responsible for emergency decision-making on behalf of the Senior Vice President.
2. If the final decision is to cancel the daily class schedule, the Senior Vice President, or his/her representative, will contact the following local radio and television stations in order to communicate the intent to cancel classes:

KCIS 630 AM KCMS 105.3 FM  
KIRO 710 AM  
KIRO CHANNEL 7  
KOMO 1000/ KOMO CHANNEL 4

542-1666 (5A-9P) or 546-7343 (24HRS)  
728-5476 (SNOW DESK) or 728-7777  
421-5476 (24 RS)  
443-4101 (24 HRS)



3. The Senior Vice President will activate the Faculty Emergency Phone Chain for the purpose of contacting all faculty regarding the cancellation of the daily class schedule.
4. The Senior Vice President will contact the Vice President for Administrative Services regarding the cancellation of the daily class schedule. At that time, the Vice President for Administrative Services will confer with the President regarding the staff and administration working day. If the final decision is to cancel a working day, the Vice President for Administrative Services will activate the Administrative Personnel Emergency Phone Chain.

## **II. DIRECTION AND COORDINATION**

- A. Emergency Director.** All emergency operations shall be directed by the President or his designates as listed below:

Senior Vice President, Vice President for Administrative Services, Vice President for College Advancement, or the Associate Vice President for Student Development.

In the absence of the President, or his designates, and the on-duty Safety/Security Department shall assist the Associate Vice President for Student Development who has operational control of the emergency until relieved.

- B. Emergency Coordination team.** All emergency operations shall be coordinated by the Emergency Coordination Team (Safety/Security Director or delegated alternate, and the Associate Vice President for Student Development). The direct operational control of the campus major emergency or disaster is the responsibility of the College Emergency Coordination Team. The coordination of campus emergency resource teams is the responsibility of Safety/Security Director, or his designated representative, who will coordinate all on-campus emergency functions as directed.

## **III. EMERGENCY COMMAND POST**

When a major emergency occurs, or is imminent, it shall be the responsibility of Campus Security to set up and staff an appropriate Emergency Command Post as directed. The regular Safety/Security Department is also to be kept fully operational at all times.

### **A. Field Emergency Command Post.**

If the emergency involves only one building or a small part of the campus, a College vehicle is to be placed as close to the emergency scene as is reasonably possible. At least one officer is to staff the command post at all times or until the emergency ends. A small office with a desk, chair, and telephone may be required near the scene.

Field Emergency Command Post equipment includes the following:

1. Barricades and barrier tape, as well as signs for the scene
2. Two portable hand radios
3. Portable public address system
4. First aid kit
5. Campus telephone directory and local telephone directory to include Yellow Pages.

### **B. General Emergency Command Post.**

If the emergency involves a large part of the campus, the Command Post is to be set up in the Campus Gymnasium. If this site is unavailable, the Emergency Coordination Team Leader will select an alternate location. At least one uniformed officer is to staff the Command Post at all times until the emergency situation ends. A marshaling area for outside and local agency assistance shall be established by the Safety/Security Department for operations of the combined on-site emergency resource team. (A conference room with facilities for emergency teams or media crews, which is designed to accommodate multiple telephone and/or electrical appliances, is desirable; i.e. the Davis Administration Conference room).



#### **IV. CAMPUS EMERGENCY RESOURCE TEAM**

In addition to establishing an Emergency Command Post as necessary, Security shall immediately begin contacting all necessary members of the Campus.

Emergency Resource Team, which consists of the following personnel:

- Emergency Director: President of the College or designated representative
- Emergency Coordination Team: Supervisor of Security, Associate Vice President for Student Development
- Damage Control: Plant Manager, Maintenance personnel, Security, and all security resources as necessary
- Emergency Personnel and Resources: Vice President for Administrative Services
- Environmental Safety: Plant Manager
- College Deaf Relations: Vice President for Administrative Services
- Disability Safety Advisor: Vice President for Administrative Services

Team members may coordinate as necessary with the Emergency Coordination Team for implementation and coordination of the campus operation plan and support as it pertains to their areas.

Team members are to maintain constant communication with the Emergency Command Post. General responsibilities of the team members are listed below:

**A. Emergency Director** - President of the college or designated representative

1. The President, designate, or representative is responsible for the overall direction of the College emergency response.
2. Coordinates with the Safety/Security Director and others in assessing the emergency and preparing the specific response of the College.
3. Declares and terminates, when appropriate, the campus state of emergency.
4. Notifies and conducts liaison activities with the College administration, governmental agencies, Emergency Resource Team, and others, as necessary.
5. The Vice President for College Advancement will meet with the news media for dissemination of information if deemed necessary.
6. The Vice President for College Advancement will act as a liaison with local radio and TV services for public announcements.
7. The Vice President for College Advancement prepares all news releases given to the media concerning the emergency.

**B. Emergency Coordination Team** – Safety/Security Director, Associate Vice President for Student Development

1. Security
  - a. The Coordinator is responsible for the overall coordination of the College emergency response.
  - b. Determines the type and magnitude of the emergency and establishes the appropriate emergency command post.
  - c. Notifies and conducts liaison activities with an appropriate outside organization such as fire, police, Office of Emergency Services, etc.
2. Associate Vice President for Student Development

Notify and utilize police, security and, if necessary, student aides in order to maintain safety and order.



### 3. All Members

- a. Initiate immediate contact with the President and College administration.
- b. Begin assessment of the condition of the College.
- c. Notify the members of the Emergency Resource Team and advise them of the nature of the emergency.
- d. Insure that appropriate notification is made to off-campus staff when necessary.
- e. Perform other related duties as may be directed by virtue of the campus emergency.
- f. In conjunction with the other members of the Emergency Coordination Team prepare and submit a report to the President appraising the final outcome of the emergency.
- g. All members will assume the duties of other Coordination Team members until such a time that all members are present at the scene of the emergency.

#### **C. Damage Control - Plant Manager, Maintenance Personnel, Security, and all Security resources**

1. Provides equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs and equipment protection.
2. Provides vehicles, equipment and operators for movement of personnel and supplies; assigns vehicles as required to the Emergency Resource Team for emergency use.
3. Obtains the assistance of utility companies as required for emergency operations.
4. Furnishes emergency power and lighting systems as required.
5. Surveys habitable space and relocates essential services and functions.
6. Provides facilities for emergency generator fuel during actual emergency or disaster periods.
7. Provides for storage of vital records at an alternative site and coordinates with building and area coordinators for liaison and necessary support.

#### **D. Campus Security and Communications - Campus Safety/Security Director**

1. Maintains the Safety/Security Department in a state of constant readiness.
2. Notifies college administrators of major emergencies.
3. Monitors campus emergency warning and evacuation systems.
4. Takes immediate and appropriate action to protect life and property and to safeguard records, as necessary.
5. Obtains assistance from the city, county and federal government for radiological monitoring and first aid, as required.
6. Provides traffic control, access control, perimeter and internal security patrols and fire prevention services, as needed.
7. Provides and equips an alternate site for the Emergency Command Post.
8. Maintains liaison with Information Services Office for telecommunications support, as necessary.

#### **E. Environmental Safety - Plant Manager**

1. Provides technical and safety assistance to reduce the risks from hazardous materials prior to and during emergency or disaster conditions.
2. Investigates and evaluates campus hazards to environmental health and safety.
3. In conjunction with the Safety/Security Director, prepares and submits a report to the President appraising the final outcome of the emergency.

#### **F. College Deaf Relations - Vice President for Administrative Services**

1. Maintain communication between the College administration and the College deaf community.
2. Responsible for the instruction of deaf students in emergency procedures.

#### **G. Disability Safety Advisor - Vice President for Administrative Services**

1. Maintains a liaison with the campus-disabled community.



2. Prepares a report to the President concerning any problems the disabled community had during the emergency.

## **V. RESPONSIBILITIES**

### **A. President**

The College President, or designated representative of the college, is responsible for the overall direction of campus emergency operations, as outlined in the Campus Emergency Resource Team section of this guide.

### **B. Administrators and Department Heads**

Every administrator and department head must appoint a specific person as Department/Area Coordinator for every activity under their control, and has the following general responsibilities prior to and during an emergency:

1. Emergency Preparedness
  - a. Building evacuation information shall be distributed to all employees with follow-up discussions, on-the-job training or explanation as required. Contact the Safety/Security Department for assistance.
  - b. Evaluate the impact an emergency would have on their activity and take appropriate action to be better prepared.
  - c. Set up policies to protect people, equipment, and information in their department/area.
  - d. Submit a report to the Vice President for Administrative Services on the preparedness of their department or area.
2. Emergency Management
  - a. Evaluate the impact an emergency has on their activity and take appropriate action, following the pre-set plans.
  - b. Report to the Campus Emergency Resource Team the condition of their department/area.

### **C. Faculty and Staff Members**

Each faculty member and staff supervisor has the responsibility to:

1. Educate their students and/or employees concerning college emergency procedures as well as evacuation procedures for their building and/or activity.
2. Inform their students and/or staff of an emergency and initiate emergency procedures as well as evacuation procedures as outlined in this guide.
3. Report all safety hazards to Security, who will then submit a report to the Human Resources Office. Work orders to reduce hazards and to minimize accidents should be promptly submitted to the Plant Office.
4. **IMPORTANT:** Inform all students, staff and faculty to conform to building evacuation guidelines during any emergency and to report to a designated campus assembly area outside the building.

### **D. Safety/Security Director**

The Safety/Security Director is responsible to coordinate fire drills for the students, faculty, and staff.

1. The Safety/Security Director will coordinate with the Associate Vice President for Student Development in conducting two fire drills a semester for the students living in the residence halls.
2. The Safety/Security Director will perform two fire drills for the faculty & staff each year.
3. The Safety/Security Director will submit a written report on all fire drills and false alarms, which will be placed in a file in the Safety/Security Department, as well as the Associate Vice President for Student Development, and Human Resources Office.

## **VI. COLLEGE NOTIFICATION SYSTEM**

The telephone is the primary means of emergency notification at Northwest College. This system is intended for the immediate transmission of specific information regarding an emergency to all affected areas of the campus.



**SAFETY/SECURITY PERSONNEL ON DUTY.** The officer on duty will notify the Safety/Security Director and Plant Manager of any campus emergency and will initiate the notification system by telephoning the following College administrators as appropriate:

1. Safety/Security Director
2. Director of Resident Life
3. Associate Vice President for Student Development
4. Vice President for Administrative Services
5. President

The Safety/Security Department is the focal point for two-way transmission of official emergency telephone communications to College administrators. Each college administrator, upon receiving notification of a campus emergency, is to pass the same information along to those departments/offices under his/her direction. **IMPORTANT:** During an emergency campus phones must be restricted to College official notification.

## ***VII. ON/OFF CAMPUS SOURCES OF ASSISTANCE DURING EMERGENCIES***

### **A. On Campus Assistance**

1. Campus Safety/Security Department: When dialing from an On-Campus telephone, dial extension 5500 or 222, off campus dial (206) 228-9101. Uniformed Campus Safety/Security Departments are on duty 24 hours per day. Additionally, police help is readily available from the Kirkland Police Department by calling either 911 or 828-1183.
2. Maintenance Operations: Trouble/Service after 5:00 pm, contact Safety/Security Department by dialing 5500 or 222, off campus dial (206) 228-9101. Skilled workers are available from the Maintenance department during normal working hours and on short notice during off hours. They are capable of providing the following emergency services:
  - a. Utilities: Repairs to water, gas, electric and sewage systems.
  - b. Structures: Repairs to structures and mechanical equipment, including heating and cooling systems.
  - c. Equipment: Portable pumps, generators, floodlights, welders, air compressors, tractors, etc.
  - d. Transportation: Vans and light trucks.
3. V. P. for Administrative Services: Emergency procurement of materials and services can be arranged in direct support of any contingency.
4. Receiving/Plant: Emergency procurement of materials and services can be arranged in direct support of any contingency.
5. Emergency shutdown procedure: Director of Plant Operations and the Safety/Security Director. In the event of a natural disaster in which major structural damage is sustained, it is advisable to turn-off hazardous utilities: electricity and natural gas are of primary concern.

### **B. Off Campus Assistance.**

For police, fire, or medical dial 911 on any phone.

## ***VIII. EMERGENCY PROCEDURES GUIDE/ CAMPUS EMERGENCY GUIDELINES***

This section contains the recommended procedures to be followed during specific types of emergencies. The procedures should be followed in sequence, unless conditions dictate otherwise.

Specific emergency procedures listed are:

- A. Reporting Emergencies
- B. Building Evacuation
- C. Civil Disturbance or Demonstrations
- D. Explosion On Campus
- E. Earthquake/Severe Weather



- F. Medical and First Aid
- G. Chemical Spill
- H. Bomb Threat
- I. Fire
- J. Violent or Criminal Behavior
- K. Utility Failure
- L. Media Relations
- M. Psychological Cases

**A. Reporting Emergencies - Campus Emergency Services**

1. All emergencies dial 911. Security will be notified via 911 computer system.
2. When calling 911, stay calm and carefully explain the problem and location to the Police Dispatcher. Do not hang up until told to do so.
3. This manual states that the alarm pull switches only sound in the building where they are located. Presently the pull switches and smoke detector alarms also notify a monitoring station and the Kirkland 911 system in the below listed buildings; as follows:
  - a. Dennis A. Davis Administration Building      Account #31-3014
  - b. D.V. Hurst Library      Account #31-3011
  - c. Beatty/Gray Resident Halls      Account #31-3012
  - d. Crowder/Guy and Perks Residence Halls      Account #31-3013
  - e. Firs Apartments
    1. Middle Apartments      Account #31-3010
    2. North Apartments      Account #31-3010-1
    3. Storage next to south laundry      Account #31-3042

**B. Building Evacuation**

1. If an emergency exists, activate the building alarm by pulling down on a red pull station. CAUTION: THE BUILDING ALARM RINGS ONLY IN AFFECTED BUILDING, you must report the incident by phone to Security at extension 222, off campus dial (206) 228-9101.
2. When the building evacuation alarm is sounded or an emergency exists, walk quickly to the nearest marked exit and alert others to do the same.
3. ASSIST THE DISABLED IN EXITING THE BUILDING. Remember elevators are reserved for the disabled. DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.
4. Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
5. If requested, assist emergency crews as necessary.
6. DO NOT RETURN TO AN EVACUATED BUILDING unless told by a College official.

**C. Civil Disturbance or Demonstrations**

1. Most demonstrations such as marches, meetings, picketing, and rallies will be peaceful and non-obstructive. A student demonstration should not be disrupted unless one or more of the following conditions exists as a result of the demonstration:
  - a. Interference with the normal operations of the College.
  - b. Prevention of access to office, buildings or other college facilities.
  - c. Threat of physical harm to persons or damage to college facilities.

If any of these conditions exist, the Safety/Security Department should be notified and will be responsible for contacting and informing the President and the Associate Vice President for Student Development. Depending on the nature of the demonstration the appropriate procedures listed below should be followed.

2. Peaceful, non-obstructive demonstrations.

- a. Generally speaking, demonstrations of this kind should not be interrupted. Demonstrations should not be obstructed or provoked and efforts should be made to conduct College business as normally as possible.
- b. If demonstrators are asked to leave but refuse to leave by normal facility closing time.
  1. Arrangements will be made by the Safety/Security Director to monitor the situation during non-business hours, or
  2. Determination will be made to treat the violation of regular closing hours as a disruptive demonstration.

3. Non-violent, disruptive demonstrations

- a. In the event that a demonstration blocks access to College facilities or interferes with the operation of the College:
  1. Demonstrators will be asked to terminate the disruptive activity by the Associate Vice President for Student Development or his/her designated representative.
  2. The Associate Vice President for Student Development will consider having a photographer available.
  3. Key college personnel and student leaders will be asked by the Associate Vice President for Student Development to go to the area and persuade the demonstrators to desist.
  4. The Associate Vice President for Student Development or his designated representative will go to the area and ask the demonstrators to leave or to discontinue the disruptive activities.
  5. If the demonstrators persist in the disruptive activity they will be informed that failure to discontinue the specified action within a determined length of time may result in disciplinary action including suspension, expulsion, or possible intervention by civil authorities. Except in extreme emergencies the President will be consulted before such disciplinary actions are taken.
  6. Efforts should be made to secure positive identification of demonstrators in violation to facilitate later testimony, including photographs if deemed advisable.
  7. After consultation with the President, the Safety/Security Director and the Associate Vice President for Student Development, the need for an injunction and intervention of civil authorities will be determined.
  8. If determination is made to seek the intervention of civil authorities the demonstrators should be so informed. Upon arrival of the Kirkland Police Department the remaining demonstrators will be warned of the intention to arrest.

4. Violent, Disruptive Demonstrations

In the event that a violent demonstration in which injury to persons or property occurs or appears imminent, the Associate Vice President for Student Development will be notified:

A. During business hours

1. In coordination with the Associate Vice President for Student Development, the Safety/Security personnel will contact the Kirkland Police Department.
2. If advisable the Associate Vice President for Student Development will alert the President.
3. The Associate Vice President for Student Development may call a photographer to report to an advantageous location for photographing the demonstrators.
4. The President, in consultation with the Associate Vice President for Student Development and the Safety/Security Director, will determine the possible need for an injunction.
5. Security will provide an officer for communication between the College and the Kirkland Police Department as required.

B. After Business hours

1. The Safety/Security Department should be immediately notified of the disturbance.



2. The Officer on duty will investigate the disruption, report and notify the Safety/Security Director and the Associate Vice President for Student Development.
3. The Associate Vice President for Student Development will:
  - a. Report the circumstances to the President.
  - b. Notify key administrators and if appropriate the administrator responsible for the building or area.
  - c. Arrange for a photographer, if necessary.
  - d. If necessary the President or the Associate Vice President for Student Development will call the Kirkland Police Department for assistance.

NOTE: The Safety/Security Director reserves the right to call for police assistance without counsel from others if it is deemed to be of paramount importance to the safety of the persons involved.

- C. Directive To Immediately Terminate Demonstration: "This assembly and the conduct of each participant is seriously disrupting operations of the College and is in clear violation of the rules of the College. You have previously been called upon to disperse and terminate this demonstration. You have been given the opportunity to discuss your grievances in the manner appropriate to the College. In no event will the administration of this College accede to demands backed by force. Accordingly, you are directed to terminate this demonstration. If you have not done so within 15 minutes, I will, under authority of the Board of Directors, take whatever measures are necessary to restore order, including calling for police assistance. Any student who continues participation in this demonstration is subject to possible arrest and will also be subject to suspension."
- D. Directive to immediately terminate demonstration with the assistance of the Police: "You have previously been directed to terminate this demonstration and you have been put on notice as to the consequences of your failure to do so. Since you have chosen to remain in violation of the rules and regulations of the College, each of you is hereby suspended, subject to later review. The police will now be called to assist in dispersing this assembly. Those who fail to leave immediately will be subject to arrest."

#### **D. Explosion On Campus**

1. If an explosion takes place on campus, the building alarm should be activated by pulling down on a red pull station. CAUTION: THE BUILDING ALARM RINGS ONLY IN AFFECTED BUILDING, you must report the incident by phone to Security at extension 222, off campus dial (206) 228-9101.
2. When the building evacuation alarm is sounded, walk quickly to the nearest marked exit and alert others to do the same.
3. ASSIST THE DISABLED IN EXITING THE BUILDING! REMEMBER, DO NOT USE THE ELEVATORS. DO NOT PANIC.
4. Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
5. Safety/Security Departments will be dispatched to the affected building immediately upon report of the fire alarm. They will proceed to the location of an alarm to determine whether or not there is a real fire. Once determined, the Officer will contact the proper authorities and evacuate the building.
6. RLS and Supervisors will determine if everyone is out of their respective buildings.
7. If requested, assist emergency crews as necessary.
8. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a College official.

#### **E. Earthquake/Severe Weather**

1. Earthquake:
  - a. If civil defense sirens sound, walk quickly to the shelter areas. DO NOT SET OFF THE FIRE ALARM. DO NOT USE THE ELEVATORS.
  - b. The following is a list of shelter areas for each building:

Library: The first floor hallway away from all exterior windows.

Millard: The first floor auditorium.

Ness: The faculty lounge or bathrooms.

Gym: Main room.

- c. In shelter areas, get down on your knees and cover your head.
  - d. Remain in shelter areas until civil defense sirens have ceased and you are told you can leave by a College official.
2. Severe Weather:
- a. If straight-line winds, or other life threatening weather is reported, Security will contact the Resident Life Staff.
  - b. Resident Life Staff will inform students to walk quickly to the shelter areas, while Security does the same for faculty and staff members. **DO NOT SET OFF THE FIRE ALARM. DO NOT USE THE ELEVATORS.**
  - c. In shelter areas, get down on your knees and cover your head.
  - d. Remain in shelter areas until you are told you can leave by a College official.

### ***EARTHQUAKE PREPAREDNESS***

We are aware of the potential of an earthquake creating damage and creating dangerous conditions. So, if we don't properly prepare, the next earthquake may cause greater personal damage than necessary. Each item listed below won't stop the next earthquake, but it may help you survive in a better way.

A. What to do during an earthquake.

1. Stay calm.
2. Inside: Drop under a table or desk, cover your head, and hold on. Stay away from windows or glass dividers.
3. Outside: Stand away from building, trees, telephone and electric lines. Do not go inside.
4. On the road: Drive away from underpasses/overpasses; stop in safe area; stay in vehicle.

B. What to do after an earthquake.

1. Check for injuries. Provide first aid.
2. Check for safety. Check for gas, water, sewer breaks; check for downed electric lines and shorts; turn off utilities, if appropriate; check for building damage such as cracks around chimney and foundation that may pose safety problems during aftershocks.
3. Clean up dangerous spills.
4. Wear shoes.
5. Turn on the radio and listen for instructions from public safety agencies.
6. Don't use the telephone except for emergency use.

C. Survival items to keep on hand.

1. Portable radio with extra batteries.
2. Flashlight with extra batteries.
3. First-aid kit, including specific medications for members of your family.
4. First-aid book.
5. Fire extinguisher.
6. Adjustable wrench for turning off gas and water.



7. Smoke detector properly installed.
8. Portable fire ladder for upper floors.
9. Bottled water.
10. Canned and dried foods sufficient for a week for each member of your household.
11. Non-electric can opener.
12. Portable butane or charcoal stove. Use only after it is determined there is no gas leak.
13. Matches.
14. Telephone numbers of police, fire and doctor.

#### **F. Medical and First Aid**

Call the Safety/Security Department if you need assistance - EMERGENCY TELEPHONE NUMBER: 222, OFF CAMPUS DIAL (206) 228-9101. OFF CAMPUS EMERGENCIES DIAL 911.

1. If serious injury or illness occurs on campus, immediately dial 222. Give your name; describe the nature and severity of the medical problem, and the campus location of the victim.
2. In the case of minor injury or illness provide first aid care. Use only sterile first aid materials, which are located in each building.
3. In case of serious injury or illness, CPR/First Aid trained personnel should quickly perform the following steps:
  - a. Keep the victim still and comfortable. DO NOT MOVE THE VICTIM.
  - b. Ask the victim, "Are you okay?" and "What is wrong?"
  - c. Check breathing and give artificial respiration if necessary.
  - d. Control serious bleeding by direct pressure on the wound.
  - e. Continue to assist the victim until help arrives.
  - f. Look for emergency medical ID. and question witness. Give all information to the paramedics.
4. Every office should have a person trained in first aid and CPR. Training is available through the local American Red Cross and Fire Department. Only trained personnel should provide first aid treatment; i.e.: first aid, CPR.

#### **G. Chemical Spill**

1. Any spillage of a hazardous chemical should be reported immediately to the campus Security, who will notify the Kirkland Fire Department.
2. When reporting, be specific about the nature of the involved material and the exact location. Security personnel will contact the necessary specialized authorities and medical personnel.
3. The key person on site should vacate the affected area immediately and seal it off to prevent further contamination of other areas until the arrival of Security personnel.
4. Anyone who may be contaminated by the spill is to avoid contact with others as much as possible. The supervisor shall remain in the vicinity and give the names of the contaminated person(s) to the Safety/Security Department personnel on duty. Required first aid and cleanup by specialized authorities should be started at once.
5. If an emergency exists, activate the building alarm by pulling down on a red pull station. CAUTION: THE BUILDING ALARM RINGS ONLY IN AFFECTED BUILDING, you must report the incident by phone to Security at extension 222, off campus dial (206) 228-9101.
6. When the building evacuation alarm is sounded, an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same.

7. ASSIST THE DISABLED IN EXITING THE BUILDING! Remember that the elevators are reserved for the use of disabled. DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.
8. Once outside, move to a clear area at least 500 feet from the affected building(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
9. If requested, assist emergency crews as necessary.
10. A campus Emergency Command Post may be set up near the emergency site. Keep clear of the command post unless you have official business.
11. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a College official.

#### H. Bomb Threat

1. If you observe a suspicious object or potential bomb on campus, **DO NOT HANDLE THE OBJECT** Clear the area and immediately call Security on extension 222, off campus dial (206) 228-9101.
2. Any person receiving a bomb threat phone call should ask the caller:
  - a. When is the bomb going to explode?
  - b. Where is the bomb located?
  - c. What kind of bomb is it?
  - d. What does it look like?
  - e. Why did you place the bomb?
3. Keep talking to the caller as long as possible and record the following:
  - a. Time of call.
  - b. Age and sex of caller.
  - c. Speech pattern, accent, possible nationality, etc.
  - d. Emotional state of the caller.
  - e. Background noise.
4. Immediately notify Security, extension 222, off campus dial (206) 228-9101, and report the incident.
5. Safety/Security Department personnel will aid, if needed, the Kirkland Police Department, in conducting a detailed bomb search.

Employees are requested to make a cursory inspection of their area for suspicious objects and to report the location to the Security. Employees should not touch or handle the suspicious object.

**DO NOT TOUCH THE OBJECT!!!** Do not open drawers, cabinets, or turn lights on or off.

6. If an emergency exists, activate the building alarm by pulling down on a red pull station. CAUTION: THE BUILDING ALARM RINGS ONLY IN AFFECTED BUILDING, you must report the incident by phone to Security at extension 222, off campus dial (206) 228-9101.
7. When the building evacuation alarm is sounded or an emergency exists, walk quickly to the nearest marked exit and alert others to do the same.
8. ASSIST THE DISABLED IN EXITING THE BUILDING! Remember that elevators are reserved for disabled persons. DO NOT USE ELEVATORS IN CASE OF FIRE! DO NOT PANIC.
9. Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
10. If requested, assist emergency crews as necessary.
11. DO NOT return to an evacuated building unless told to do so by a College official.

#### I. Fire



1. If smoke or fire is sighted in the building, immediately activate the alarm by pulling down on a red pull station. CAUTION: THE BUILDING ALARM RINGS ONLY AFFECTED BUILDING, you must report the incident by phone, to Security at extension 222, off campus dial (206) 228-9101.
2. When the building evacuation alarm is sounded, walk quickly to the nearest marked exit and alert others to do the same.
3. ASSIST THE DISABLED IN EXITING THE BUILDING! REMEMBER DO NOT USE THE ELEVATORS. DO NOT PANIC.
4. Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
5. Safety/Security Departments will be dispatched to the affected building immediately upon report of the fire alarm. They will proceed to the location of an alarm and then determine whether or not there is a real fire. Once determined, the Officer will contact the proper authorities.
6. Resident Life Staff will determine if everyone is out of the residence halls, Supervisors will determine if Staff and Faculty are evacuated.
7. If requested, assist emergency crews as necessary.
8. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by College officials.

IMPORTANT: Our fire alarm system is designed to wake a person under normal circumstances. If a student is an unusually heavy sleeper, or under medication, it is important that they notify their RD's either in their first floor meeting or at the time medication is prescribed. The RLS will then know to wake that student during emergencies. It is the responsibility of the all students, staff, and faculty to respond to the fire alarm.

#### J. VIOLENT OR CRIMINAL BEHAVIOR

- IN AN EMERGENCY DIAL: 222, off campus dial (206) 228-9101.
  - Campus security is located in Crowder Hall, first floor, and provides you with 24 hour assistance. This service is provided seven days a week on a year-round basis.
  - On Campus Emergencies, Dial: 222.
  - Off Campus Emergencies, Dial 911 or (206) 228-9101.
1. Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them.
  2. If you are a victim or a witness to any on-campus offense, **AVOID RISKS!**
  3. Promptly notify Security at extension 222, off campus dial (206) 228-9101 and report the incident, including the following:
    - a. Nature of the incident.
    - b. Location of the incident.
    - c. Description of person(s)/vehicles involved.
    - d. Description of property involved.
  4. If you observe a criminal act or you observe a suspicious person on campus, immediately notify the Safety/Security Department and report the incident.
  5. Assist the officers when they arrive by supplying them with all additional information and ask others to cooperate.
  6. Should gunfire or discharged explosives hazard the campus, you should take cover, immediately using all available cover/concealment. After the disturbance seek emergency first aid if necessary.
  7. **WHAT TO DO IF TAKEN HOSTAGE:**
    - a. Be patient. Time is on your side. Avoid drastic action.

- b. The initial 45 minutes are the most dangerous. Follow instructions, be alert, and stay alive. The captor may be emotionally unstable. Don't make mistakes which could hazard your well-being.
- c. Don't speak unless spoken to and then only when necessary. Don't talk down to the captor who may be in an agitated state. Avoid appearing hostile. Maintain eye contact with the captor at all times if possible, but do not stare. Treat the captor like royalty.
- d. Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments. Expect the unexpected.
- e. Be observant. You may be released or escape. The personal safety of others may depend on your memory. Memorize the captor's physical description and clothing, his/her manner of speech etc.
- f. Be prepared to answer the police on the phone. Be patient and wait! Attempt to establish rapport with the captor. If medications, first aid, or rest room privileges are needed by anyone, say so. The captors in all probability, do not want to harm persons held captive. Such direct action further implicates the captor in additional offenses.

#### **K. UTILITY FAILURE**

- 1. In the event of a major utility failure occurring during regular working hours (8:00 am through 5:00 p.m., Monday through Friday) immediately notify the Maintenance Department (ext. 5274) and Security (ext. 222), off campus dial (206) 228-9101.
- 2. If there is potential danger to building occupants, or if the utility failure occurs after hours, weekends or holidays, notify Campus Security ext. 222, off campus dial (206) 228-9101.
- 3. If a fire related emergency exists, activate the building alarm by pulling down on a red pull station. CAUTION: THE BUILDING ALARM RINGS ONLY IN AFFECTED BUILDING, you must report the incident by phone to Security at extension 222, off campus dial (206) 228-9101.
- 4. All building evacuations will occur when an alarm sounds continuously and/or when an emergency exists.
- 5. ASSIST THE DISABLED IN EXITING THE BUILDING! Remember that the elevators are reserved for disabled persons. DO NOT USE ELEVATORS IN CASE OF FIRE.
- 6. Once outside move to a clear area at least 500 feet away from the affected building. Keep walkways, fire lanes, and hydrants clear for emergency crews.
- 7. If requested, assist the emergency crews as necessary.
- 8. A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the command post unless you have official business.
- 9. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a college official.

#### **ADDITIONAL INFORMATION AND PROCEDURES**

Always observe steps "1" and "2" above whenever the following utility emergencies arise.

##### **1. ELECTRICAL / LIGHT FAILURE:**

All buildings on campus are provided with security lighting. However, there may not be enough light in corridors and stairs for safe exiting. It is therefore advisable to have flashlights and portable radios available for emergencies.

##### **2. ELEVATOR FAILURE:**

If you are trapped in the elevator, use the emergency phone to notify the Safety/Security Department. If the elevator does not have an emergency phone, turn on the emergency alarm (located on the front panel), which will signal for help.

##### **3. PLUMBING FAILURE/FLOODING:**

Cease using all electrical equipment. Notify Maintenance at ext. 5274 or the Safety/Security Department ext. 5500 or 222, off campus dial (206) 228-9101. If necessary, vacate the area.

##### **4. SERIOUS GAS LEAK:**



Cease all operations. DO NOT SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT. REMEMBER electrical arcing can trigger an explosion. Notify the Safety/Security Department at extension 5500, 222 or dial (206) 228-9101 immediately.

5. **COMPUTER AND PHONE SERVICES:**

In case of a power outage which occurs outside of the normal work hours (Mon.-Fri. 8a-5p) it is important that you immediately make contact with personnel from the Information Services Office. The names of the people to contact are in the policy and procedure manual of Security.

A. If a power outage occurs anywhere on campus, call them **immediately**, attempting to reach them in the order indicated. It is **imperative** they be called as soon as possible, since some of the equipment is on battery backup, with a backup time of 15 minutes or less. If the equipment loses power we may lose valuable data.

B. If you see some other situation concerning phone equipment, try the phone technician first, then the computer technician, then the Information Services Supervisor.

C. If you are leaving a message on voice mail, simply leave it on the voice mail of the first person notified. If you call them at home, please try each of them in the specified order until you, hopefully, contact someone.

D. If you are calling them at home and do not get an answer, please **DO** always leave a message, giving the time and problem. Try once more, in case the person in question was just asleep, etc. On the second call, please again leave a message, saying that you are now going to try calling the next person on the list, saying who you will call next, and then leave a number of where you can be reached. If you have not reached anyone by the time you call the Information Services Supervisor for the second time, then drop the matter.

6. **MEDIA RELATIONS:**

Only the Vice President for College Advancement will meet or talk with the media.

**OTHER GUIDELINES:**

1. All executive and supervisory personnel are asked to report emergencies to the President or his designate. Do not speak to outsiders, especially to the media, on behalf of the College.
2. The President and other top administrators are informed immediately of existing emergencies. Complete details are made available to them, including what it is, how it began, who is involved, what is happening now and what help has been called, etc.
3. The President and any other person involved shall confer and decide on the appropriate action.

**L. PSYCHOLOGICAL CASES**

A psychological crisis exists when an individual is threatening harm to himself/herself or to others, or is out of touch with reality due to severe drug reactions or a psychotic breakdown. A psychotic break may be manifested by hallucinations, uncontrollable behavior, or the person could be a State Hospital Walk-Away.

**If a Psychological crisis occurs:**

1. Never try to handle a situation you feel is dangerous, on your own.
2. Notify the Safety/Security Department of the situation by dialing extension 222, off campus dial (206) 228-9101. Clearly state that you need immediate assistance, give your name, your location and the area involved. They will contact the RLS
3. In extreme emergencies contact the County-Wide Emergency Number by dialing 911.

## **SECTION II.**

# **CAMPUS SAFETY/SECURITY INFORMATION**



SECTION 11

CHAPTER 11

SAFETY SECURITY

INFORMATION

## **I. DESCRIPTION OF EMERGENCY POLICY**

This section of the Policy and Procedure Manual contains the policies that the College holds in regards to emergencies. All persons should be familiar with these policies and where their role fits in.

### **A. Purpose**

The basic emergency procedures outlined in this guide are to enhance the protection of lives and property through effective use of College and community resources. Whenever an emergency affecting the campus reaches proportions that cannot be handled through routine measures, the President, or his designate may declare a state of emergency, and these contingency guidelines may be implemented. There are two general types of emergencies that may result in the implementation of this plan. These are:

1. Large-scale disorder
2. Large-scale natural/man-made disaster.

Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes.

### **B. Scope**

These procedures apply to all personnel, buildings and grounds, of Northwest College to include those peripheral areas adjoining the College

### **C. Types of Emergencies**

Types of emergencies covered by this manual include the following:

1. Fire
2. Earthquake
3. Explosion on campus
4. Bomb threat
5. Civil disturbances and demonstrations
6. Utility failure
7. Violent or criminal behavior
8. Medical and first aid
9. Media relations
10. Psychological cases

In addition information included, regards the following:

1. How to report all Emergencies.
2. Evacuation procedures
3. First Aid Instructions

### **D. Definitions of An Emergency**

The College President or his designate serves as the overall Emergency Director during any major emergency or disaster. The following definitions of an emergency are provided as guidelines to assist building and area coordinators in determining the appropriate response:

1. **Minor Emergency:** Any incident, potential or actual, which will not seriously affect the overall functional capacity of the College. Report incidents immediately to Security at ext. 5500 or 222, off campus dial (206) 228-9101.
2. **Major Emergency:** Any incident, potential or actual, which affects an entire building, or buildings, and will disrupt the overall operations of the College. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy



considerations and decisions will usually be required from the College administration during times of crisis. Report incident to Security.

3. **Disaster:** Any event or occurrence that has taken place and has seriously impaired or halted the operations of the College. In some cases mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, an Emergency Control Center will be activated, and the appropriate support and operational plans will be executed.

In addition, any incident which has the potential for adverse publicity concerning campus resources should be promptly reported to the Vice President for Administrative Services, Associate Associate Vice President for Student Development, and the Safety/Security Director.

#### **E. Assumptions**

The College Emergency Contingency Plan is predicated on a realistic approach to the problems likely to be encountered on campus during a major emergency or disaster. Hence, the following are general guidelines:

1. An emergency or a disaster may occur at anytime of the day or night, weekend or holiday, with little or no warning.
2. The succession of events in an emergency are not predictable, hence published support and operational plans may require field modification in order to meet the requirements of the emergency.
3. Disasters may affect residents in the geographical location of the College, therefore City, County and Federal emergency services may be expected.
4. A major emergency may be declared if information indicates that such a condition is developing or is probable.

#### **F. Declaration of Campus State of Emergency**

The authority to declare a campus state of emergency rests with the College President his designate or representative as follows:

During the period of any campus major emergency the Safety/Security Department, as required, shall place into immediate effect the appropriate procedures necessary in order to meet the emergency (safeguard persons and property, and maintain educational facilities). The Plant Manager and Safety/Security Director shall immediately consult with the President or his designate regarding the emergency and the possible need for a declaration of a campus state of emergency.

When this declaration is made, only registered students, faculty, staff and affiliates; i.e. persons required by employment, are authorized to be present on campus. Those who cannot present proper identification (registration or identification card, or other I.D.) showing their legitimate business on campus will be asked to leave the campus. In addition, only those faculty and staff members who have been assigned emergency resource team duties or issued an emergency pass by Campus Security, will be allowed to enter the immediate disaster site. In the event of fires, storms or major disasters that occur on the campus or involve College property, the Safety/Security personnel will be dispatched to determine the extent of any damage to College property.

#### **G. Emergency Closure Notification Procedures.**

1. When the daily class schedule is jeopardized by weather or natural disasters, the Senior Vice President shall confer with the President for the purpose of deciding the final outcome. If the Senior Vice President is not available for conference, the Registrar shall be responsible for emergency decision-making on behalf of the Senior Vice President.
2. If the final decision is to cancel the daily class schedule, the Senior Vice President, or his/her representative, will contact the following local radio and television stations in order to communicate the intent to cancel classes:

KCIS 630 AM	KCMS 105.3 FM	542-1666 (5A-9P) or 546-7343 (24HRS)
KIRO 710 AM		728-5476 (SNOW DESK) or 728-7777
KIRO CHANNEL 7		421-5476 (24 RS)
KOMO 1000/ KOMO CHANNEL 4		443-4101 (24 HRS)