In all situations, the safety of our students and employees is our #1 priority.

In Case of Emergency
DIAL 9-911
(College Phone)

Emergency Procedures Handbook

General Procedures / Emergency Numbers

• In all cases of emergency, the Incident Commander (employee 1st on-scene) or his/her designee shall, until relieved, take the following actions:
• Dial 9-911 (if emergency services - fire, police, utility, ambulance, etc., are required), then
• Call the V.P. for Administrative Services at: 301-1077 (C), 527-4686 (O), 525-7844 (H), or DIAL (0); alternate contact/ President at 520-4853 (C), 527-4273/4 (O), 525-7283 (H)

Understand that in the absence of instructions from Administrators, each College employee is authorized and directed to take such action as may be necessary to save lives and mitigate the effects of disaster.

Walla Walla Community College inspires students to discover their potential and to achieve their goals by providing diverse and challenging learning opportunities.

11/09
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Emergency Phone Numbers

Police/ Fire/ Paramedics ......................................................... 9-911
Immediate Responders on-call now.

Campus Facility Contact....................................................... 527-4214, or 301-1077
(Facility Responders are on-call 8-5, M-F for situation evaluation & out-sourcing)

*First Response Team. ............................................................... 5222/ 524-5222
Cell (8-5pm), after use - 525-3696, 200-6131 (V.P. Student Svs. home #’s)
Campus Escorts after 5pm...................................................... (Dial 0) 524-5222 (M-F)
Unlit unsafe-area reporting................................................... 527-4318
Child Protective Services....................................................... 524-4900
WW Co. Emergency Mgmt..................................................... 524-2900
Palouse Counseling Services ............................................... 527-8451

Hospitals

St. Mary’s Medical Center...................................................... 525-3320
   Emergency Rm. ‘direct’ ...................................................... 522-5802
Walla Walla General Hospital ............................................... 525-0480
   Emergency Rm. ‘direct’ ...................................................... 527-8264

Utilities

Cascade Natural Gas ............................................................. 529-2390/1
Electrical Power shut-off...................................................... 888-221-7070
Walla Walla Water shut-off................................................... 527-4380/4463/1960
..................................................................................... 386-7634

Err to the Safe-side when you consider an emergency decision!

When in doubt, Call 9-911 with your name, location and situation. Stay on the
phone unless your safety is in peril. For locations, see last ‘tab’--- [Campus Map
with Designated, Possible Evacuation Areas]

*5222 ‘First Response’ Team Number

Should a student, staff person, or visitor become threateningly disruptive, re-
gardless of Campus location, these individuals’ actions can create a sense of threat,
and it is important for us to remember and use 5222/ 524-5222 (from cell), a direct
line to V.P. of Student Services, or (Dial 0) for an immediate response. For non-
emergency situations call Student Development Center, X4262.
Introduction

This handbook is intended to promote Campus Safety with information adapted directly from the *WWCC Emergency Action Plan [2009]*. No handbook can speak to every emergency situation. Your knowledge of resources in this handbook, *WWCC Emergency Action Plan*, NIMS free online training, other first aid training, and your good judgment are crucial in keeping yourself and others safe.

Any incident can qualify as an emergency to the people involved, and each event requires different measures; however, common sense and a calming presence are important attributes of the person trying to respond constructively to the situation.

Administrators, faculty, and staff must direct representatives of the media during crises response to our V.P. for Student Services (527-4300, or Ext. 5222, or 524-5222) without comment. He will confirm facts and release information, safeguarding all individuals’ rights of privacy.

Medical Emergency

*[Excerpts from WWCC Emergency Action Plan p. 40.]*

If a *serious* medical emergency exists (serious injury or illness), the following procedures should be used:

1. Assess the patient’s situation. Then call *9-911* and *(Dial 0)*.
2. Render emergency first aid, if trained. If not trained, find someone who is.

3. **DO NOT MOVE THE VICTIM UNLESS HE/SHE IS IN A LIFE THREATENING ENVIRONMENT.**

4. Contact Director of Admissions/Registrar at 527-4282 with a student name, and for their support under FERPA rules regarding contacting next of kin. Alternate contact is V.P. for Student Services at 527-4300, or 524-5222. Contact Human Resources at 527-4323 with an employee name.

5. Remain with the patient until First Responders arrive.

**Standard Precautions**-

1. All body fluids of all persons should be considered to potentially contain infectious agents (germs).

2. When possible, direct contact with body fluids should be avoided. Latex gloves are available in College first aid kits.

3. Vigorous hand washing should always be first priority following any contact with body fluids. Contact our Facilities Department at 301-1077, or at 527-4686 for body fluids clean-up.

4. If items to be disposed of have absorbed or contain bodily fluids (such as bandages or disposable diapers), these items should always be placed in a plastic bag and securely tied prior to disposal.
Automated Defibrillator

(AED) are applied when victim’s heart has stopped. AEDs are located in the following buildings:

**Main Building** (map-bldg. #20) - at Knee, first floor, wall mounted on stairs east side; also (map-bldg. #22) - 2nd floor Office Rm. 203 west hallway;

**Health Science Building** (map-bldg. #3) - 1st floor lobby service hallway, wall mounted next to computer lab, positioned next to First Aid Kit.

**Technology Center** (map-bldg. #4) - located at 1st floor Office area, directly above office copy machine, 15 feet east of Secretary’s desk

**Water & Environmental Center** (map-bldg. #12) wall mounted above drinking fountain between men’s and women’s restroom at west end of the building.

**Dietrich Center Gym/Dome** (map-bldg. #25) AED located at 2nd floor in west side Office, Rm. 31, behind secretary’s desk. This AED travels occasionally with sports teams. Also, a 2nd AED is located on 1st floor just inside Fire Lane Entrance/ southwest gym entrance across hall from Coke machine and to right of Training Room entrance.

**Enology-Viticulture Bldg.** (map-bldg. #1) main entry level AED located to right inside west main entrance, in south hallway adjacent to men’ restroom room 1604.

**Vocational/Technical Complex** (map-bldg. #17) AED located just inside west Cosmetology entrance and at immediate left, adjacent to Rm. 301.

**Applied Technology Trng. Center** (map, bldg. #10) AED located on west shop wall to left of restroom door, phone and wall clock.

**Accidents**

[Excerpts from WWCC Emergency Action Plan p. 40.]

1.) Apply First Aid, and then call 9-911 (Stay on the phone giving location, name and room numbers!). For locations, see last ‘tab’--- [Campus Map with Designated, Possible Evacuation Areas]________________________

2.) Explain extent of injuries and situation.

3.) Stay at the scene as long as possible to direct First Responders.

4.) Contact your supervisor or instructor as soon as possible.

5.) Contact Human Resources at 527-4323 if injured is an employee, and Student Services at 527-4685 if a student.

6.) Follow Accident Reporting Procedures on page 40 of the College Emergency Action Plan.

**Accident report forms for employees and students are available in the Business Office from Carolyn Friesen at 527-4201 and from P:\public\forms\accident report forms**
Bomb Threats

[Excerpts from WWCC Emergency Action Plan p. 29 & 41]

All bomb threats must be taken seriously. Highly dangerous are bomb threats delivered in-person. [Taken from WWCC Emergency Action Plan p. 44.]

Be sure that you:

- Remain calm.
- Do not approach the individual.
- Do not get close enough that you could become a hostage.
- Segregate the individual from others if possible.
- Draw the attention of others so they may call 9-911 and WWCC (Dial 0).
- Talk calmly, encouraging the individual to do most of the talking.
- Ask questions about bomb location, and description.
- Defer to city/county/state First Responders as ‘negotiators’ as they arrive.
- Relay all information to your First Responders.
- Write down all details you remember.
- Be accessible to First Responders as required.

Most common threats are phoned-in. Be sure that you:

- Remain calm.
- Use WWCC Emergency Action Plan checklist questions [See next page of this handbook.]
- Keep caller talking as long as possible.
- Have a co-worker call WWCC Information Center, (Dial 0).
- Prepare for possible building evacuation as per College Emergency Action Plan pages 18-19.

*The College Information Center (DIAL 0) will notify Facility Services (V.P. for Administrative Services, Maintenance Manager, and 9-911)

SUSPICIOUS OBJECT

- Do not touch or disturb the object. Immediately notify your supervisor or (DIAL 0).
- Call 9-911.
- Be prepared to evacuate.
- Follow evacuation procedures.
Telephone Bomb Threat Checklist

[Excerpts from WWCC Emergency Action Plan p. 44.]

Exact time of call: ____________________________________________

Circle: Male/Female Adult/Child Age ________________________________________________

Exact words of caller (attach additional sheets if necessary):

QUESTIONS TO ASK:

1. When is the bomb going to explode? _________________________________________

2. Where is the bomb? _________________________________________________________

3. What does it look like? _______________________________________________________

4. What kind of bomb is it? _____________________________________________________

5. What will cause it to explode? ________________________________________________

6. Did you place the bomb? _____________________________________________________

7. Why? _______________________________________________________________________

8. Where are you calling from? _________________________________________________

9. What is your address? _______________________________________________________

10. What is your name? ___________________________________________________________________

CALLER’S VOICE (CHECK-CIRCLE THOSE THAT APPLY):

___Calm, Slow, Crying, Slurred, Stutter, Deliberate
___Deep, Loud, Broken, Giggling, Accent, Disguised
___Angry, Rapid, Stressed, Nasal Lisp, Incoherent
___Excited, Disgusted, Sincere, Squeaky, Normal, Intoxicated

OTHER INFORMATION:

If voice is familiar, whom did it sound like? __________________________________________

Were there any background noises? ________________________________________________
Why NIMS? National Incident Management System, under the auspices of Federal Emergency Management Agency (FEMA), established standardized incident management best-practices, protocols, and procedures that Federal, State, Tribal, and Local Responders now use to coordinate and conduct emergency response actions. All share a common focus and terminology in placing full emphasis on incident management—be it terrorism, or natural disaster.

**Action Items:**

**Assist Walla Walla Community College implement NIMS protocols.**

a.) Specific people (College Administrators, Vice Presidents, Lead Instructors, College Response Team Members, key Facilities personnel, and the acting Public Information Officer) have designated responsibilities for NIMS implementation. Responsibilities include preparation through completion of no-cost, specified coursework facilitating their better understanding of NIMS, and how it applies to their role during an incident. Courses are completed on the http://training.fema.gov/IS/crslist.asp website in the recommended order below:

1. IS 700 – NIMS: An Introduction
2. IS-100.HE Introduction to the Incident Command System for Higher Education
3. IS 100.SC - Introduction to the Incident Command System, I-100, for buildings
4. IS 200 - ICS for Single Resources and Initial Action Incidents
5. IS 800.A - National Response Plan (NRP), An Introduction

b.) Based on your incident role, you are strongly encouraged to complete these courses.
Building level Crisis Response Teams and Facilities Personnel complete:
1. NIMS IS Courses: IS 700, IS-100.HE, 100 SC
2. Basic First Aid
3. CPR Certification
4. Hazardous Material Orientation

Identified College Administrators, Vice Presidents, Lead Instructors, and Crisis Response Team Members complete:
1. All courses 1 - 5 mentioned immediately above, in addition to IS 200
2. Optional but helpful: CPR, Basic First Aid

Identified College Administrators:
1. IS 700, IS-100.HE, 100.SC, 200, and 800

Public Information Officer (acting):
1. IS 700, IS 702, 100 SC
2. Optional G290 Basic Public Information Officer course is also recommended crisis preparation.

Walla Walla Community College is committed to implementing the National Incident Management System (NIMS). [All training available at http://training.fema.gov/IS/crslist.asp]

### Epidemic/Outbreak

[Excerpts from WWCC Emergency Action Plan p. 34.]

#### Reporting Infection

If a person becomes ill with the flu and has reason to believe he or she has been exposed to swine flu, H1N1 or avian flu, or other pandemic related flu, the individual should report it immediately to the Walla Walla Health Department at 527-3290.

#### College Operations

The College President’s decision to remain open will depend on the timing of the outbreak and whether the outbreak is national or local, and will be coordinated with our local Walla Walla County Health Department.

The President will determine whether to cancel programs such as sporting events and performances occurring on campus.
Chemical Spills & Releases

Substance presents immediate, uncontrollable danger to people.

These following steps should be taken:

1.) Evacuate the room and building to the nearest assembly area. (If outside, stay upstream, uphill and upwind of the incident.) For evacuation assembly area locations, see last ‘tab’— [Campus Map with Designated, Possible Evacuation Areas].

2.) Confine the substance (closing door(s) and any supply valves.

3.) Clearly tell 9-911, and (DIAL 0) you are reporting a chemical spill/ release and the following information:
   - name of material (if known)
   - exact location of the spill or release
   - extent of contamination (i.e. water system, air handling system)
   - quantity (if known)
   - appearance & characteristics (i.e. solid, liquid, gas, odor, color)
   - injuries
   - your name, department, and phone number you are calling from

4.) If required, local First Responders will be dispatched.

5.) If the spill occurred outside, regardless of the size, call:
   Department of Ecology 24 hr. Spill Response at 509-329-3400
   National Response Center at 800-424-8802
   Washington Emergency Mgmt. at 800-258-5990 or 800-OILS-911

6.) Your return to the evacuated building/ area is allowed ONLY after local First Responders or College Response Team announces “all clear” through Facility Services (Maintenance Supervisor).

Chemical Odor

If a chemical odor is detected by anyone (i.e. solvent-type), or a chemical spill is observed and neither poses an immediate safety threat:

1. Call WWCC Information Center (Dial 0) and notify the nearby faculty or staff.

2. Facility Services will respond with clean-up materials if situation is within College response capabilities.

3. Facility Services will employ steps 1 – 6 (above) if spill is beyond College’s capabilities.
Earthquake Response

[Excerpts from WWCC Emergency Action Plan p. 30.]

Earthquake when you are-- indoors:

1.) Take cover next-to or under heavy furniture (such as a desk or table) or against an inside wall, and hold on.

2.) Avoid areas where glass, mirrors, pictures, could shatter or where heavy book-cases or other furniture could fall. Avoid doorways as unreliable safety areas.

3.) Stay indoors during the earthquake. Outdoor egress increases risk of injury.

4.) Evacuate building to an Evacuation Assembly Area following quake. For evacuation assembly area locations, see last ‘tab’--- [Campus Map with Designated, Possible Evacuation Areas].

Earthquake when you are-- outdoors:

1.) Move to open areas, away from buildings, trees, light poles, and utility wires. (Stay in your vehicle until quakes subside.)

2.) Stay-put until the quake stops, expecting aftershocks which can cause additional damage and bring down weakened structures.

After the earthquake:

1.) Check for injured persons in your building or area.

2.) Do not move the injured unless serious danger to the person's safety exists. Report regarding the injured to 9-911 and (DIAL 0).

3.) Remain calm and evacuate the building or area in an orderly manner.

4.) Avoid using open flames until certain no gas leaks exist. NO SMOKING.

5.) Upon smelling gas in the building, evacuate immediately & notify college officials (DIAL 0).

6.) Stay away from fallen or damaged electric wires.

**IF ASKED TO EVACUATE... IT IS YOUR RESPONSIBILITY TO COMPLY!!**

Follow evacuation procedures:

1.) Walk (no running) to the nearest indoor exit.

2.) Take personal belongings with you.

3.) From upper floors, take the stairs. **DO NOT USE ELEVATORS.**

4.) Assist disabled or injured persons not able to egress quickly on their own.

5.) Evacuate the building to pre-established Evacuation Assembly Areas (parking lots/ lawn areas a safe distance away).

6.) Notify Incident Commander regarding disabled or injured persons needing assistance.

7.) Do not re-enter buildings until instructed by the College Response Team, or local Rapid Responders.
Fire

[Excerpts from WWCC Emergency Action Plan p. 31.]

If you discover a fire and/or smoke:

1.) Only attempt to extinguish a fire if it is ‘minor,’ and can be quickly and easily put out with a portable fire extinguisher on which you have been trained.

2.) Report fire/smoke by activating the nearest fire alarm.

3.) Start evacuation procedures and ensure 9-911 and 527-4686, 4318 or 301-1077 have been called.

4.) Evacuate to a safe area away from the building.

5.) Isolate fire by closing all doors on exiting; DO NOT LOCK THE DOORS. (Remember to: stop, drop and roll if clothing catches fire)

6.) Assist disabled persons.

7.) Do NOT use elevators when evacuating – use the stairs!

8.) Do NOT stop for personal belongings or records.

9.) Do NOT stand in smoke (your greatest personal danger).

Instead, drop to your knees, crawl to nearest exit, cover nose and mouth with a cloth, avoid inhaling smoke.

10.) Give all pertinent information on location of disabled person to emergency responders.

The V.P. for Administrative Services will announce ‘All Clear’ when building is safe to re-enter.

If you are trapped:

1.) Call 9-911, if possible,

2.) Announce clearly that you are reporting a fire, stating your name, fire location (building, floor #, room #), and your telephone #.

3.) Do not hang-up until dispatcher agrees.

4.) Open any window placing an article of clothing (shirt, coat, etc.) outside as a marker for emergency personnel.

5.) Breathe air near the floor inhaling the least smoke.

6.) Cover mouth with clothing further minimizing smoke inhalation.

7.) Keep door ‘closed’ if heavy smoke enters at door bottom, or if door feels hot.

8.) Shout, alerting emergency personnel of your location.

9.) If forced to advance through flames: stay low to floor, hold breath, cover head and hair, keep head down, move quickly and keep eyes closed as much as possible.

10.) Notify both the responding fire department and College officials on-scene if you suspect a trapped individual inside a building.
Flooding
[Excerpts from WWCC Emergency Action Plan p. 31.]

In the event of Campus flooding, know that:

1.) A Walla Walla County Flood Watch: Indicates conditions are favorable for flooding. Staff should be aware but no action needs to be taken.

2.) A County Flood Warning: Indicates rising water threatens to close roads, wash out bridges, and inundate property. Shelter or higher ground should be sought.

What to do before the Flood

a.) Have emergency supplies available. Anticipate keeping a battery-operated radio and flashlight in working order in your area. You are in a flood-prone area.

b.) Identify dams and levees in your area. Be aware of what could happen if they fail.

c.) WWCC flood evacuation route is Highway 12 north. Sheriff’s Office would advise of other routes.

During or after heavy rains

a.) Listen to the radio or television for weather information and instruction. KTEL-1490 AM, KUJ-1420AM, KGDC-1320AM, KWHT-103.5 FM, KGTS-91.3 FM, KHSS-100.7 FM, KLRF- 88.5 FM, KNLT-95.7 FM.

b.) If water enters the facility, turn off all utilities in the area. Disconnect electrical appliances, but don’t touch any electrical equipment if the floor is wet or under water. Stay clear of water on the floor as well.

c.) Be aware of loose or downed electric wires and falling or fallen objects.

d.) Do not drive in the event of a flood, as 6 inches of water is enough to float a car.

After a Flood

a.) Listen to the radio or television for advice and instructions.

b.) Report broken utility lines or other hazards to Facility Services (Maintenance Supervisor at 4318, 520-6067/ V.P. for Administrative Services at 4686, 301-1077.) (Dial 0).

c.) Locate usable openings if swollen doors, mud, or buckled floors render door unusable.

d.) Remember- Water sources may be contaminated. Listen to the radio for potable water sources.

e.) Avoid walking through floodwaters. Swift moving water as little as 6 inches deep can sweep you off your feet.
**Inclement Weather**

Walla Walla Community College will make every attempt to keep offices and services operating in inclement weather. There may be times when weather is too severe for normal College operation. In that event, the following procedures will be used and apply to all WWCC employees.

1.) The best protection during any high wind event is an interior room on the lowest level of a building.
2.) Always stay away from windows.
3.) The College President makes the final decision on whether the College shall be closed or start late based upon the information provided by V.P. for Administrative Services.
4.) Announcements will be made via: MapStorm phone-email system, local radio and television stations, and WWCC website (http://www.WWCC.edu).
5.) If unable to access any of these sources, call your supervisor.

**Volcanic Ash Fall**

In the event there is a large eruption that causes volcanic ash to fall on the College, the following steps should be taken:

1.) Close all doors and windows.
2.) Facility Services (Maintenance Supervisor) will shut down HVAC systems as needed.
3.) Avoid going outside if possible. If you go outside use a mask or damp towel to cover your face.
4.) Prepare for dismissal/ evacuation if instructed by V.P. for Administrative Services.
5.) Upon an evacuation be watchful for rising streams, and related mudflows.
6.) If instructed to remain on Campus, close doors and windows, and stay away from windows and glass.
7.) Avoid driving.

**Communications Outages (Major only)**

Such outages ‘directly’ impact College business with respect to dollar losses and operational interference.

Contact the Director of Technology Services at HELP (4357) if you experience:

1.) Outages that directly affect the safety of students, faculty, staff or members of the College community.
2.) Entire building or campus loses telephone services.
3.) Entire building or campus loses data/Information Technology service.
Note: Individual voice, data, or video services outages do not constitute an emergency unless they directly impact safety.

The Director of Technology Services will inform Campus of restoration timeline.

**Violent Situations**


**Violence Risk, and Threat Assessment**

**Disturbance, Fights or Physical Abuse**

1.) Do not ignore a potential dangerous situation.

2.) Yelling or threats must be confronted immediately. Ask someone for help.

3.) Knock on a closed door to interrupt a situation to determine risk, and to ask if there is a problem. (It is better to intervene in this way than to ignore and have an escalation to violence.)

*If you are uncomfortable intervening, call someone who can help at EXT 5222, or 524-5222 First Response, and WWCC Information Center (Dial 0).*

4.) If a fight, or other physical abuse, do not become physically involved.

5.) Contact campus telephone EXT 5222, or 524-5222, first or 9-911, or (Dial 0) Immediately.

6.) Re-visit scene dispersing onlookers and discouraging other involvement.

7.) Re-contact 9-911 and Dial “0” with any further information updates.

**Inappropriate Communications Threats** are listed in 1-11 (below) and should be immediately reported to the V.P. for Administrative Services at 527-4686, 301-1077 (employee receives threats), or Student Services at EXT 5222, or 524-5222, or 509-527-4300, or 509-200-6131 (student receives threats).

Contact 9-911 if there is a threat of violence. If in doubt, call EXT 5222 for a College Official who will make report to the appropriate Vice President. Then call 9-911.

**Inappropriate Communication Criteria**

**Inappropriate Communications... The -11- causes for concern.**

Non-explicit threats are nonetheless a cause for concern. Any communication that meets one or more of the following tests should be reported:

1.) A particularly aggressive complaint or sense of outrage over an incident.

2.) References to a special history or destiny shared with the employee or student.

3.) Evidence of suspicious or stalking behavior or queries into personal affairs of employee or student.

4.) References to death, suicide, weapons, violence, assassinations, terrorist acts, or affection.
5.) Obsessive desire to contact an employee or student.
6.) Belief that the employee or student owes the person a debt.
7.) Perception of the employee or student as someone other than him/herself.
8.) References to public figures who were attacked.
9.) References to individuals (or their acts) who have attacked public figures or committed notorious acts of violence or terrorism.
10.) References or claims of mental illness, psychiatric care, anti-psychotic medication, etc.
11.) References to bodyguards, security, safety, danger, etc.

**Armed Intruder/Weapon Threat**

*Excerpts from WWCC Emergency Action Plan p. 26.*

Every situation is different. Threatened individual(s) must rely on best judgments for the correct course of action given the situation. Your safety and that of others are the top priority. General guidelines include these:

**At no time should any faculty, staff, or student confront an armed intruder.**

**Immediate or Imminent Violence**

1.) Hearing gunshots or witnessing an armed person do depart as quickly as possible. Run a zig-zag pattern. People who duck-and-cover near the shooter are in greatest risk of dying. Those who run are statistically more likely to get away from the shooter and survive the incident.

2.) If you cannot flee, isolate yourself and others from the subject. Close, lock and barricade doors, close curtains, lie on the floor. An employed door-stop can lock an office door. (See pg. 53 of WWCC Emergency Action Plan.)

3.) Call 9-911 and (Dial 0) if safe to do so. Provide all details. Follow law enforcement instructions. Do not expose yourself, or others, until cleared by law enforcement.

4.) Phone or e-mail others with what you know (DO NOT SPECULATE) and what action you have taken if safe to do so.

**If You Can’t Speak Freely? REMEMBER-- DR. ARMSTRONG!!**

“**Dr. Armstrong**” is the College code word that will alert ALL that you are in trouble and need the police. When said over phone or email the name communicates a serious emergency.

“**Dr. Armstrong**” code-word will only be used if you cannot speak freely.

1.) If you cannot talk freely, suggest to the threatening individual that “**Dr. Armstrong**” may be able to help with the situation.

2.) If you can, call the WWCC Information Center (Dial 0). Ask for “**Dr. Armstrong**.”
3.) When the Information Center person hears this code-word they will ask you a few questions to verify your location and to determine if a weapon is involved.

4.) If at all possible, do not hang-up until you are sure the Information Center has finished asking you questions. These are the same questions asked by community emergency responders, so do not be offended. We are only trying to help you.

5.) If you can’t call the Information Center, communicate with staff in the general vicinity that “Dr. Armstrong” is expected soon. They will know that law enforcement is needed.

---

**Lockdown Procedures**

*[Excerpts from WWCC Emergency Action Plan p. 52.]*

**Room, Building, or Campus Room Lockdown Response**

A **Room Lockdown Response** is used when more dangerous to evacuate the building than stay in assigned rooms. Violent or potentially violent incidents include: angry or deranged person with a gun or other deadly weapon; robbery in progress, etc. Campus and local area Community members will be alerted to a campus “Lock down” status via Map-Storm telephone and computer announcement, runner, or other means available.

**Room Lockdown Procedure**

- As a “Lockdown” alert is received… announce “Lockdown” to your group.
- Remain calm and stay with your group of: students, faculty, staff, or visitors.
- Receive students, faculty, staff and visitors from hallway (if possible).
- Lock room doors and windows (classroom, office, etc.), if possible, barricading doors if circumstances permit.
- Close shades.
- Move people away from doors and windows so they can’t be seen.
- Shut off lights.
- Remain quiet (silence cell phones but do not turn off).
- Ignore Fire Alarm (call 9-911 or EXT 5222, or 524-5222) or Call WWCC Information Center (Dial 0) to report fire danger.
- Notify 9-911 of disturbance, its location, number of people causing it, who is involved, any weapon presence, and your name. Provide as much information as possible.
- Hearing gunshots, bring people to floor and shielded under/behind any room furniture.
- Be a calming influence with your group. Reassure all that everything possible is being done to return the situation to a normal condition.
- Call 9-911, (DIAL 0), or EXT 5222, or 524-5222, detailing the emergency as soon as possible.
Remain in this secured room until released by law enforcement, or Incident Commander (IC).

If gunshots are fired and fleeing is necessary, run away in a zig-zag manner, not a straight line.

**Building or Campus Lockdown Response**

- The decision to initiate a building or campus-wide Lockdown rests with the Vice President for Administrative Services and/or law enforcement.
- A Lockdown requires movement of all students, faculty, staff, and visitors off the grounds and into the buildings, securing all entrances, and denying access to any unauthorized persons.
- Always begin the Lockdown procedure immediately following notification to do so.
- Cancel all outdoor activities until approved otherwise by law enforcement.
- No person should leave a building under a Lockdown order.
- The building or campus Lockdown is to remain in effect until cancelled by law enforcement, or Incident Commander (IC).
- Ensure all instructions issued by law enforcement are followed immediately.

### Threat of Suicide

Any note or verbalization should be taken seriously! Contact Student Services at: EXT 5222, or 524-5222, or 527-4262/4543 immediately.

1. Student services will:

   **Evaluate the severity of the situation.**

   If a student is gesturing (talking or taking non-lethal action) assist the student in finding professional counseling in the community at WW County Crisis Response Unit (509-522-4278.)

   If there has been a serious attempt (behavior that causes injury or is life threatening) do not leave the student alone until he/she has been turned over to a competent mental health specialist. If the student has the means (pills, guns, razor blades) talk him/her into handing it over (as long as you are in no danger or being threatened.

   **Recommended actions in increasing order of urgency are:**

   - Suggest the student call or go to our Student Development Center (SDC) to make an appointment.
   - Suggest that the student use your phone to call the SDC.
   - Call the SDC yourself, while the student is with you and arrange an appointment for the student.
   - Walk the student to the SDC.
   - Call 9-911 as a medical emergency.
Notify the V.P. for Student Services.

2. V.P. for Student Services/ Office will work with the student to determine what, if any, information should be shared with his/her family.

Child Abuse

Child Protective Services (CPS) can be contacted at 527-4385. They can keep your report strictly confidential.

CPS investigates complaints of child abuse and neglect, offers adolescent reconciliation services, counseling, and community referrals.

In the event that any College employee has reason to believe that a child is being abused or neglected, the following procedures should be used:

- Notify the V.P. for Administrative Services of the concern as soon as possible.
- Determine the level and type of abuse to the degree possible.
- Contact CPS at 524-4902, or 24 hour hotline at 800-562-5624, or law enforcement at 527-4434 immediately [within 48 hours], reporting any suspected abuse. (Anonymous reporting is possible upon request.)
- Then notify the V.P. for Administrative Services of the report made as soon as possible.
- Prepare a brief written statement for your records of who, when, where and any other details that bear upon your report.
- CPS and/or law enforcement will make a parent contact and will make an appointment with parents for interview and follow-up investigation.
- If CPS feels it is appropriate, they will notify law enforcement to obtain a transfer of custody.


An immediate [within 48 hours] oral report must be made by telephone or otherwise to the proper law enforcement agency or the Department of Social and Health Services and, upon request, must be followed by a report in writing. Such reports must contain the following information, if known:

(1) The name, address, and age of the child;
(2) The name and address of the child’s parents, stepparents, guardians, or other persons having custody of the child;
(3) The nature and extent of the alleged injury or injuries;
(4) The nature and extent of the alleged neglect;
(5) The nature and extent of the alleged sexual abuse;
(6) Any evidence of previous injuries, including their nature and extent; and
Any other information that may be helpful in establishing the cause of the child’s death, injury, or injuries and the identity of the alleged perpetrator or perpetrators.

**Penalty:** Every person who is required to make, or to cause to be made, a report pursuant to RCW 26.44.030 and 26.44.040, and who knowingly fails to make, or fails to cause to be made, such report, shall be guilty of a gross misdemeanor.

If you are not sure if your observations make reporting justifiable, a Student Development Center Counselor or VP for Student Services will be glad to talk with you. Call EXT 5222, or 524-5222, or 527-4262/ 4543 immediately. Witnesses to abuse or neglect are typically the individuals who report to CPS.

**Gatherings – Protests – Disruptions**

*Excerpts from WWCC Emergency Action Plan p. 37.*

**Assembly ‘Rights’ (WWCC Student Code of Conduct)**

Students may conduct or participate in any assembly on College facilities which are generally available to the public, provided that such assemblies:

1.) Are conducted in an orderly manner; and
2.) Do not unreasonably interfere with vehicular or pedestrian traffic; and
3.) Do not unreasonably interfere with classes, scheduled meetings or ceremonies, or with the general educational process of the College; and
4.) Do not unreasonably interfere with regular college functions; and
5.) Are not held in or on facilities where college functions are in progress.

**Organized ‘Peaceful’ Gatherings are of interest to College Administration**

1.) Notify the V.P. for Administrative Services at 527-4686, 301-1077, and V.P. for Student Services at EXT 5222, 524-5222, or (Dial 0)

2.) V.P. for Administrative Services will monitor for any acts of vandalism or signs of escalation.

3.) V.P. for Administrative Services will contact outside assistance should a need arise.

4.) Preplanned, large demonstrations may have local law enforcement presence in advance.

**‘Disruptive/Destructive’ Gatherings**

1.) Notify the V.P. for Administrative Services at 527-4686, 301-1077, or EXT 5222, 524-5222, or (Dial 0).

2.) Identify key individuals (clothing, physical description, and activity engaged in).

3.) The V.P. for Administrative Services will contact outside assistance as needed.
Rape

The Walla Walla YWCA at 509-525-2570 provides support, counseling, advocacy, information and referrals for victims of sexual and domestic violence.

Following the rape or assault of a person in a College facility, or on the Campus grounds, one would proceed as follows:

**Action Steps**

- Give the victim first aid as determined necessary.
- Call 9-911.
- Notify the V.P. for Student Services at 527-4300, or EXT 5222, or 524-5222. Remember that the acting College Public Information Officer (alternate- V.P. for Student Services) is the only College official who is authorized to speak with the news media about the incident.)
- Obtain as much information regarding the assailant and incident as possible (including location of attack, description of assailant, color of assailant’s clothing, and witnesses).
- Protect or render inaccessible the crime scene. Do not allow entrance except for community police First Responders.
- Remember to protect the confidentiality of the victim.

*If the rape occurred recently, but off campus, the victim should be advised to consider the advice presented below.

If the victim still has evidence in their clothing, or on their body, the police should be called promptly at their non-emergency number at 527-4434. It is important to preserve such evidence even if a victim does not wish to press charges at this point in time.

Reassure the victim that confidentiality will be maintained to the greatest extent possible. Invite them to meet with a Student Development Center Counselor for support and assistance in communication with instructors regarding missed assignments or class sessions.

Sexual Harassment

It is the policy of Walla Walla Community College that employees and students have the right to work and learn in an environment where mutual respect and consideration are demonstrated by all community members, male and female. No member of the College community may sexually harass another.

**Sexual Harassment Defined**

These behaviors include unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct when:

1. submission to such conduct is made either explicitly (stated) or implicitly (implied) as a term or condition of an individual’s employment or academic standing; or
2. submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting an individual; or

- Persistent, unwelcome flirtation, advances and/or propositions of a sexual nature
- Repeated, offensive, and unwelcome insults that are sexual in nature
- Jokes about gender-specific traits
- Repeated, unwelcome comments of a sexual nature about body or clothing
- Deliberate, unwelcome touching, patting, pinching, hugging, or repeated brushes against an individual’s body
- Pressure for dates, or sex, if unwelcome and repeated
- Stating or implying to an employee or student that sexual relations are a condition of employment or grades
- Displayed offensive sexual graffiti, pictures, language, cartoons, or other materials

**Responsibilities**

All members of the College community are responsible to ensure that their conduct is not sexually harassing to any other member of the College community. Administrators and supervisors have the responsibility to assist in the prevention and elimination of sexual harassment within their oversight area. Upon receipt of a sexual harassment complaint they report this information to their immediate supervisor, or to the Director of Human Resources.

**Institutional Resources and Complaint Procedures**

College resources and procedural guidance are available in resolving sexual harassment.

Employees may contact their supervisor, department administrator, or the Human Resources Officer at 527-4323. Students may contact the Student Development Center at 527-4685, the Title IX officer at 527-4685, the V.P. for Student Services at EXT 5222, or 524-5222, or 527-4300, or the V.P. for Instruction at 527-4289.

*Any employee or student of WWCC who believes she/he is being sexually harassed is encouraged to take steps to stop the harassing behavior*
Contact Information:

Jim Peterson, VP for Facilities
509-527-4686 (w) 509-301-1077 cell 509-525-7844 (h)
james.peterson@wwcc.edu

1. Center for Enology & Viticulture (1501-1650)
2. Auto Technology (1401-1405)
3. Health Science and Performing Arts (1701-1836)
4. Technology Center (1101-1215)
5. Truck Driving / Turf Equipment / Maintenance (Craik Building)
6. First Flight Child Center
7. John Deere Training Center (601-620)
8. Diesel Mechanics (651-660)
9. Farrier & Grounds Maintenance (701-723)
10. Applied Technology Training Center (800-825)
11. Greenhouse
12. Water and Environment Center (2000-2027)
13. Auto Body (330-334)
14. Welding & Precision Machining Tech (340-346)
15. Facilities/Old Nursing
16. Music & Displaced Homemakers (390-2-34)
17. Fine Arts Building
18. Academic Computing Lab C-248
19. Administration, Sciences (130-288)
21. Conference Center & ITV (185-285)
22. Bookstore, Business Office, Cafeteria, Library, Student Services
23. Business Ed, Accounting Ed.
24. Parent Child Center
25. Women Center

Possible Evacuation Areas:

Not all evacuation areas may be used during every evacuation. Possible evacuation areas are subject to change, and adjacent buildings are included in evacuation routes as needed. Possible evacuation routes may be used during every evacuation. It is important to know the location of your building for evacuation purposes. The location and route would be determined by whether the possible evacuation area was in use by emergency personnel or otherwise compromised.