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:

1. Dial 9-911 (if emergency services - fire, police, utility, ambulance, etc., are required), then

2. select from the following leadership personnel:

Facility Services
   Office at: 527-4686, 4571,
   Bldg- Maint- 527-4318 (O), 509-629-2439 (C), or DIAL (0) (regular business hours)
   After 3:30 & Weekends, call Facilities ‘Duty’ Phone at: 509-520-1469 (C);
   Director of Facility Services at: 509-520-6557 (C);
   Maintenance Supervisor 509-629-2439 (C);

College Leadership
   VP for Student Services at: 509-527-4300 (O), 509-386-4519 (C);
   VP for Academic Education at: 509-527-4290 (O), 525-4394 (H), 509-520-0003 (C);
   VP for Financial Services at: 527-4201 (O), 509-520-8492 (C), 509-525-2788 (H);
   College President at: 509-520-4853 (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.
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Emergency Phone Numbers

Police/ Fire/ Paramedics .......................................................... 9-911
Campus Facilities Contact ......................................................... 527-4686 (O), 509-629-2439 (C)
(Facility Responders are on-call 8-5, M-F for situation evaluation & out-sourcing); After 3:30PM call night custodian at 509-520-1469 (C); Alternate- 509-629-2439 (C)

*Student Service Intervention Team ...................... 5222/ 524-5222, (8-5pm)
Campus Escorts after 5pm .................................................. (Dial 0) (M-Th)
Unlit unsafe-area reporting .............................................. 527-4318
Child Protective Services ..................................................... 524-4900
WW Co. Emergency Mgmt .............................................. 524-2900
Walla Walla County Crisis Response Team ...................... 524-2999
Walla Walla County Crime Victim Service Center ........... 524-4526
Domestic Violence Services (WWPD) .......................... 524-4400
YWCA Domestic Violence/ Sexual Assault 24 hr. Crisis Response /Shelter . 529-9922

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 shut-off ......................................... 524-1880, 1-888-522-1130
Pacific Power Electricity shut-off ...................................... 888-221-7070
Walla Walla Water shut-off before 4:30 P.M. ....................... 527-4380/4463/1960;
After 4:30 P.M .................................................. 509-386-7634 (C)

Err to the Safe-side when you consider an emergency decision!
When in doubt, Call 9-911 with your name, building letter name (A thru V), floor and room number, 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 Student Service Intervention Team Number

In the event that a student, staff person, or visitor to WWCC becomes disruptive, loud, agitated or demonstrates other inappropriate behaviors, there is support available to the campus community. This support includes offering consultation, intervention and support for faculty, staff and students when disruptions or unexpected events occur on campus. In an effort to provide a single point of contact, there is a team of Student Services professionals that are identified as the Student Services Intervention Team. A phone extension 5222 on campus and 509.524.5222 if calling from an off campus or cell phone, has been designated for faculty and staff use only. It rings first to the VP of Student Services Office, who, if present, will respond. If not available the on campus 5222 number will forward to designated Student Services professional to provide an immediate response. If you determine the situation warrants 9-911 intervention, you are encouraged to make that call.

Introduction

This handbook is intended to promote Campus Safety with information adapted directly from the WWCC Emergency Action Plan [2015]. 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.

The WWCC Safety Committee functions to create and maintain a safe environment for students and employees. Meetings are held the 4th Wednesday of each month, 3:30 - 4:30 pm, in Bldg. “D” conference rm, 181. Guest attendance is welcomed. For more information contact: Jack Brennan, jack.brennan@wwcc.edu/509.460.1730 cell.

Administrators, faculty, and staff must direct representatives of the media, during crises response to the Director of Public Relations (527-4675, or Ext. 4675) without comment. The Director of Marketing will confirm facts and release information, safeguarding all individuals’ rights of privacy and ensuring the accuracy of information released.

Medical Emergency

[Excerpts from WWCC Emergency Action Plan p. 39.]

Transporting The Ill or Injured

Employees of the College and students are strongly discouraged from transporting ill or injured employees or students to hospitals or clinics for reasons of the College’s and the Employee’s “personal” liability. If you determine someone needs medical attention beyond your expertise in first aid, always call for 9-911 assistance from campus phones, or 911 from cell phones. Calls and evaluation are free.

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 if unavailable, call 524-5222 or 509-386-4519 (C). 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 527-4686 (O), or 527-4318 (O), or 509-629-2439 (C), 509-520-6557 (C) for body fluids clean-up. After 3:30PM call 509-520-1469 (C).

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**

AEDs are used when victim’s heart has stopped. AEDs are located in the following buildings:

- **Main Building** (map-bldg. D)- S.E. of Knee, first floor, on wall at Titus Creek Cafeteria west entrance; also - 2nd floor Office Rm. 203 in far west hallway.

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

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

- **Water & Environmental Center** (map-bldg. R) adjacent to Rm. 2054 in EAST wing near rest rooms; a 2nd AED is mounted above drinking fountain between men’s and women’s restroom near Rm. 2024 at WEST wing of the building.

- **Dietrich Center Gym/Dome** (map-bldg. A) AED is located at 2nd floor inside 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. T) main entry level AED located to right inside west main entrance, in south hallway adjacent to men’s restroom room 1604.

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

- **Applied Technology Training. Center** (map, bldg. U) AED is located on west shop wall to left of restroom door, phone and wall clock.

**Accidents**

(including: Incident/ Near-miss/ Injury/ Vandalism/ Theft)       
[Excerpts from WWCC Emergency Action Plan p. 40.]

1. Apply First Aid, and then call 9-911 (Stay on the phone giving building letter and street address location, name and room numbers!). For locations use street and addresses from Campus Map on back cover of this booklet 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. Contact the V.P. of Student Services at 527-4300 if a student.


Multi-use Accident/ Incident/ Near-miss/ Injury/ Vandalism/Theft Report forms are available in the Business Office from Sherry Nally at 527-4201, and at P:\public\forms\accident report forms.

Completion and timely submission of these forms to Sherry Nally at the Business Office is of extreme importance to employees, students, and the college.

**Bomb Threats**

[Excerpts from WWCC Emergency Action Plan p. 28, 29, 44]

All bomb threats must be taken seriously. Highly dangerous are bomb threats delivered in-person.

**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.
- Refer 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 bomb 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 19-22.

The College Information Center (DIAL 0) will notify: Director of Facility Services, Maintenance Manager, V.P. for Academic Education, and 9-911.

**SUSPICIOUS OBJECT**

1. Don’t touch or disturb the object. Immediately notify your supervisor or (DIAL 0).
2. Call 9-911.
3. Be prepared to evacuate.
4. Follow evacuation procedures.
Telephone Bomb Threat Checklist

[Excerpts from WWCC Emergency Action Plan p. 43-44.]

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? ________________________________

Remarks (attach additional sheets if necessary): __________________________

Name of person receiving call: ________________________________________

Telephone call received at PHONE: (________) - ___________ - ___________

Caller ID Information?? ______________________________________________

Date: (MM / DD / YYYY) ______________________________________________

Campus Emergency Radio Service

Campus Emergency Radio Service (ERS) two-way radios are strategically placed at more than 15 locations in Campus buildings at key secretary desk locations. These ERS radios never ring busy, providing a secure means of communication at all times when properly maintained. The ERS Channel 3 is designated for ERS emergency use only, and is not intended for use in satisfying routine Facilities requirements which are accomplished on Facilities radio Channel 1.

The ERS radios are prescribed as tools for emergency communication in both our new 60+ page WWCC Emergency Action Plan, and in our new 24 page Emergency Procedures Handbook.

Radios must be switched “ON” and be out of chargers during day, then switched “OFF” and in chargers overnight.

NIMS Disaster Training Available Today!

[Excerpts from WWCC Emergency Action Plan p. 53-55.]

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 employees (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 Campus 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, Deans, Lead Instructors, and Crisis Response Team Members complete:
1. All courses 1 - 5 mentioned 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:
1. IS 700, IS 702, 100 SC
2. 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 free and documentable at [http://training.fema.gov/IS/crslist.asp](http://training.fema.gov/IS/crslist.asp)

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**Epidemic/Outbreak**

[Excerpts from WWCC Emergency Action Plan p. 33.]

**Reporting Infection**

If a person becomes ill with "Influenza or any other communicable disease of concern to public health" 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 Spill / Hazardous Materials**

[Excerpts from WWCC Emergency Action Plan p. 34-35.]

**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 Facilities Director or designee.

**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 4 – 6 (above) if spill is beyond College's capabilities.
Earthquake Response

[Excerpts from WWCC Emergency Action Plan p. 29-30.]

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 bookcases or other furniture could fall. Avoid doorways as unreliable safety areas.
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 IMMEDIATELY and WITHOUT HESITATION!!

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. Use Stair-Chair for the physically challenged.
4. Assist disabled or injured persons not able to egress quickly on their own.
5. Evacuate the building to pre-established Evacuation Assembly Areas (ie. parking lots/ lawn areas a safe distance away as shown on back cover of this handbook).
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. 31-32.]

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 that 9-911, and 527-4686/4571(O) Alternates: 527-4318, 509-629-2439(C), 509-520-6557(C), and Dial (0) 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. Use Stair-Chair for the physically challenged.
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 persons to emergency responders.

The Director of Facility Services will announce ‘All Clear’ by emergency radio CH 3 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 letter, street address and name, floor #, room #), and your telephone #.
3. Do not hang-up until 9-911 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. 30-31.]

**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 employed 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.

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

c. 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 527-4318 (O), Director of Facility Services at 527-4686 (O), 509-520-6557 (C) and (Dial 0). After 3:30 PM call night custodian at 509-520-1469 (C).

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

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

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

---

**Severe Weather – Ash Fall**

[Excerpts from WWCC Emergency Action Plan p. 29-31]

**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 the Director of Facility Services.

4. Announcements will be made via WWCC Emergency Notification System, phone-email, 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. Facilities Director or designee 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 the Director of Facility 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)

[Excerpts from WWCC Emergency Action Plan p. 38]

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

[Excerpts from WWCC Emergency Action Plan p. 23-27.]

Violence Risk, and Threat Assessment

Disturbance, Fights or Physical Abuse
1. If a fight, or other physical abuse, do not become physically involved. Call 9-911 and 5222 applying your best judgement to the situation.

2. Do not ignore a potentially dangerous situations, Call both 5222 & 9-911. Facilities Alternates: 509-629-2439 (C), 509-520-6557 (C).

3. Yelling or threats must be confronted immediately with trained staff.

4. 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.

5. Call 9-911 immediately. Once EMS-911 contact is completed, immediately contact the VP for Student Services at ext 5222 or 524.5222, and Dial 0 to notify the Campus Information Center to assist with directing EMS personnel.

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). When an employee receives a threat it should be immediately reported to: the Director of Human Resources at 527-4603 (O), 509-301-1014 (C); Director of Facility Services at 527-4686 (O), or 509-629-2439 (C), or 509-520-6557 (C). When a student receives threats call Student Services at 5222, 527-5222 (O), or 509-527-4300 (O).

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. 25-26.]

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 is the top priority. General guidelines include these:

At no time should any faculty, staff, or student go out of their way to confront an armed intruder.

Immediate or Imminent Violence
1. Hearing gunshots or witnessing an armed person, exit the scene 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. Bring to mind Run, Hide, Fight video training.

2. If you cannot flee, isolate yourself and others behind any lockable door that would separate you from the subject. Close, lock and barricade doors, close curtains, lie on the floor. An employed interior door-stop/wedge can lock an office door from the inside. [See your supervisor(s) in advance of an incident if your work location doors, or classroom door(s) are unlockable.] (See pg. 56-57 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, text 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 should 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. 51-52.]

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 our WWCC School Messenger email/smart-phone, and texting Emergency Messaging System. Office/ home phone, email announcement, runner, or other means available, to include WWCC Emergency Radio System (ERS) should be used for communication. Registration with WWCC School Messenger is most highly recommended.

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 safe to do so).
- Lock room doors and windows (classroom, office, etc.), if so equipped. [See your supervisor(s) in advance of an incident for guidance if your assigned work area door(s)/ classroom door(s) are unlockable.]
- Barricade doors as room situation dictates. An available doortop/ wedge may secure an inward opening office door where no lock is installed.
- Select a room corner in which to shelter occupants out of sight.
- Close shades and turn off lights.
- Silence any cell phones to vibrate mode only. (Do not turn off)
- Remain absolutely quiet.
- Ignore any 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 the floor and shield, preferably in a corner, under/behind any room furniture. If possible, RUN. If not possible, HIDE, and/ or FIGHT. Employees and Students should view the YOU-Tube Video “Run, Hide, Fight”.
- 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.
- If choosing to hide in a lockable and/ or barricaded room, unable to run, remain 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 Director of Facilities Services with concurrence by V.P for Instruction and/or law enforcement. 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.
- A Lockdown scenario 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). Message will possibly arrive by text message. Keep personal cell phones ON, but only in vibrate mode.
- Ensure all instructions issued by law enforcement are followed immediately.
**Threat of Suicide**

Any note or verbalization of suicide should be taken seriously! Assess the level of distress: Is this an urgent matter or is it important, but not urgent?

If the situation is urgent, please call 911 and alert the Student Services Intervention Team at Ext. 5222 or 524-5222. If calling from a campus phone, dial 9-911. The situation is urgent if the person is at immediate risk of harming self or others, is incoherent or unresponsive, or is in extreme distress or causing extreme distress to others. Stay with the person to provide support and information for the officers only if you feel it is safe to do so.

If the situation is important, but not urgent—meaning if the person does not appear to be in acute and current distress, contact the Student Services Intervention Team at Ext. 5222 or 524-5222 or the Student Development Center at 527-4262. Trained professionals will evaluate the severity of the situation and contact the Walla Walla County Crisis Response Unit if appropriate. Do not leave the student alone until he/she has been turned over to a competent mental health specialist.

**Child Abuse**

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

1. Notify the V.P. for Student Services at 527-4573, or 527-4300 of your concern as soon as possible.

2. Determine the level and type of abuse to the degree possible.

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

4. Then notify the V.P. for Student Services of your report you made as soon as possible at 527-4300.

5. Important: 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. (Remember…CPS will keep your identity CONFIDENTIAL upon request.)


   **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
   7. 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 the abuse or neglect are typically the individuals who report to CPS.

**Gatherings — Protests — Disruptions**

[Excerpts from WWCC Emergency Action Plan p. 36-37.]

**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 Director of Facility Services at 527-4686 (O), 509-520-6557 (C), 509-629-2439; and V.P. for Student Services at EXT 5222, 524-5222, 509-386-4519 (C), and (Dial 0)
2. V.P. for Student Services and Director of Facility Services will monitor for any acts of vandalism or signs of escalation.
3. V.P. for Student Services and Director of Facility Services will contact outside assistance should the need arise.

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

‘Disruptive/Destructive’ Gatherings
1. Follow carefully steps 1 through 3 above.
2. Identify ‘key’ individuals (clothing, physical description, and activity engaged in).
3. V.P. for Student Services and Director of Facility Services will contact outside (9-911) assistance as determined necessary.

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 527-4300/4573 (O), 509-386-4519 (C); and Director of Public Relations at 527-4675 (O), 509-240-4194 (C), is the only College official who is authorized, by the administration, 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.
- 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 or 524-4526. 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 will 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 should contact the Title IX Officer, VP of Student Services at 509.527.4300.

Any employee or student of WWCC who believes she/he is being sexually harassed is encouraged to take steps to stop the harassing behavior.
Campus Map

### Evacuation Areas

- **Possible evacuation areas:**
  - Parking lots, and grassy areas surrounding all buildings are suitable, and typical building evacuation areas.

- **Not all evacuation areas may be used during every kind of event.** The location and route would be determined by whether the possible evacuation area was in use by emergency personnel, or otherwise compromised.

  - **Think about an escape route and evacuation area prior to an emergency situation.**

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