

**EMERGENCY  
ACTION  
PLAN**

Walla Walla  
Community  
College

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Walla Walla  
Campus

Updated  
April 2016

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## PURPOSE, SCOPE & TYPES OF EMERGENCIES

The basic emergency procedures outlined in this plan are designed to inform and prepare the college community for an emergency. The goal is to enhance the protection of lives and property through effective use of college and community resources. Whenever an emergency affecting the college reaches proportions that cannot be handled by routine measures, the college appointed Incident Commander or designee may declare a state of emergency, and these contingency guidelines may be implemented. This plan is designed to be flexible in handling sudden emergencies.

The college continues to partner with local law enforcement and Emergency Medical Services jurisdiction to ensure procedures are up-to-date. The college will serve as the initial incident command until local enforcement arrives on site and a “transfer of command” has taken place to them.

These procedures apply to all employees of Walla Walla Community College. Employees are expected to be familiar with the plan and follow the plan as directed by the specifics of their location.

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. This plan will address large scale, and natural / human-made disasters and disorders.

The college Emergency Action Plan provides a realistic approach to the problems likely to be encountered on campus during a major emergency or disaster. The following are possible scenarios:

- Hazardous Materials Release
- Fire
- Earthquake
- Volcanic Eruption
- Bomb Threat
- Terrorism / Violent Intruder
- Armed Intruder / Active Shooter
- Civil Disturbance
- Snow
- Flooding
- Power Failure
- Medical Emergency

See the following sections for information on how to report emergencies and evacuate buildings:

## **BUILDING EVACUATION PROCEDURE**

1. All building evacuations will occur when an alarm sounds and/or upon notification by way of a School Messenger Emergency Systems announcement or by other means.
2. When evacuating a building during an emergency, leave by the nearest cleared exit and alert others in the vicinity to do the same.
3. If reasonable to do so; take personal belongings with you including identification and car keys.
4. If there are persons with disabilities in the affected area, without endangering yourself or others, assist the individuals to a safer location where emergency response personnel can safely evacuate them. Immediately alert emergency response personnel regarding the location of persons in the building needing to be rescued. Do not use elevator in cases of fire or earthquake.

***In all cases, always use reasonable and prudent discretion in the evacuation process.***

5. Once outside, proceed to a clear area that is upwind at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.

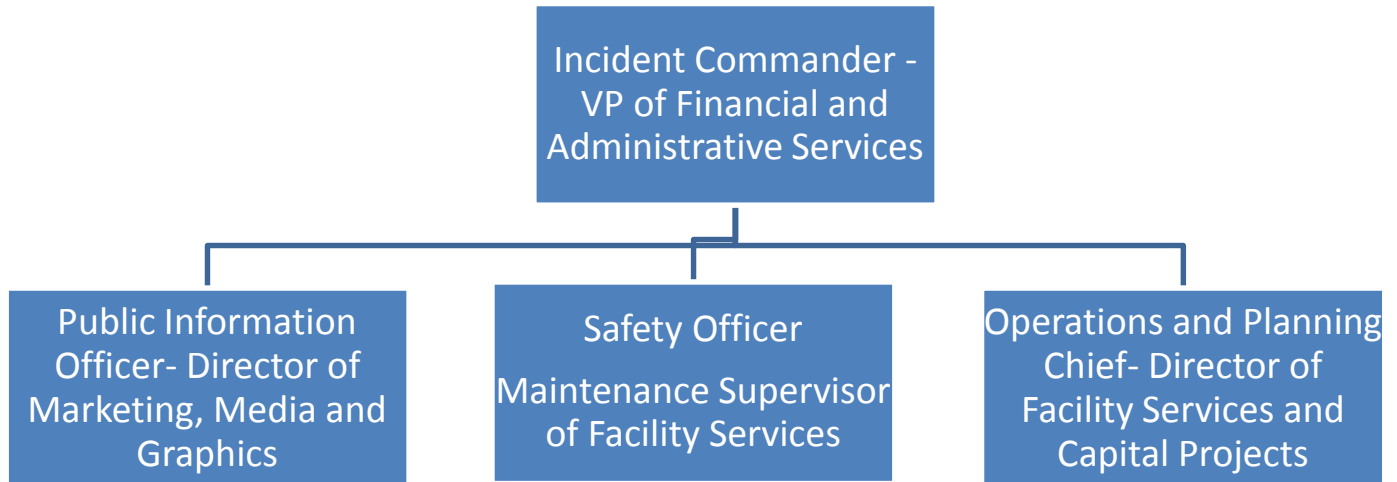
## **CAMPUS EVACUATION PROCEDURE**

1. Evacuation of all or part of the campus grounds will be announced by way of a School Messenger Emergency Systems announcement or other means.
2. All persons (students and staff) are to evacuate the site in question immediately while observing exit signs, barricades, traffic personnel etc.

## AUTHORIZATION TO ACTIVATE EMERGENCY ACTION PLAN

The authority to declare a campus state of emergency rests with the college appointed Incident Commander or designee.

## INCIDENT COMMAND SYSTEM (ICS)



The Incident Command System is a predetermined organizational system operated by campus departments to assess and handle emergencies. The Incident Command System (ICS) answers the basic questions of those involved in disaster response:

1. Who is in charge?
2. What is my role?
3. What are my specific tasks?
4. Where do I fit in the overall organization?
5. To whom do I report?

The entire emergency response operation is under the authority of the Incident Commander. Position descriptions are developed for each ICS position to identify basic roles, responsibilities, and specific tasks to accomplish. (See ICS Position Description Section)

The ICS organizational structure is broken down into four major sections:

### **Incident Commander**

### **Safety Officer**

### **Public Information Officer**

### **Operations and Planning Chief**

The organizational structure must be predetermined, accepted, and planned. Involved departments and individuals must receive training and practice the principles of the plan. The Emergency Action Plan must also be reviewed annually by members in the ICS. The Safety Officer will be responsible for the annual training.

## **ICS POSITIONS AND DESCRIPTIONS**

### **INCIDENT COMMANDER**

#### **Vice President of Financial and Administrative Services**

1. Assess incident situation.
2. Conduct initial briefing with ICS staff.
3. Authorize establishment of incident action plan if necessary.
4. Ensure planning meetings are conducted.
5. Determine information needs and inform command personnel of needs.
6. Coordinate staff activity.
7. Manage incident operations.
8. Authorize release of information to media.

### **SAFETY OFFICER**

#### **Maintenance Supervisor**

1. Provide periodic updates and report any special occurrences to the Incident Commander.
2. Provide equipment and personnel to manage hazardous area control and barricades.
3. Take immediate and appropriate action to protect life and property.
4. Obtain assistance from city, county, and state government as required.
5. Provide traffic control, access control, perimeter and internal security patrols and fire prevention services as needed.
6. Provide and equip the emergency command post.

### **OPERATIONS AND PLANNING CHIEF**

#### **Director of Facility Services and Capital Projects**

1. Provide equipment and personnel to perform shutdown procedures, damage assessment, debris clearance, emergency repairs, and equipment protection.
2. Provide vehicles, equipment and operators for movement of personnel and supplies.
3. Obtain the assistance of utility companies as required for emergency operations.
4. Furnish emergency power and lighting systems as required.
5. Provide fuel for equipment and vehicles.
6. Recruit, receive, and coordinate volunteer assistance.
7. Survey habitable space (including room capacity and amenities available, i.e. bathroom, cooking).
8. Supervise the establishment of temporary shelter.
9. Supervise the acquisition and distribution of food and water.
10. Coordinate shelter operations with other agencies as needed.

### **PUBLIC INFORMATION OFFICER (PIO)**

#### **Director of Marketing, Media and Graphics**

1. Prepare the initial information summary as soon as possible.
2. Inform students and employees about campus closure and keep them informed about updates as available.
3. Release information to the media in a timely manner.
4. Establish a communication center whenever possible.
5. Respond to special requests for information.
6. Establish and maintain emergency communications, organize runners, telephone hotlines and promote the use of campus emergency radio systems as appropriate.

# **RESPONSIBILITIES**

## **ADMINISTRATORS**

Every administrator has the following general responsibilities prior to and during any emergency.

1. Emergency Preparedness  
Plans shall be developed and distributed to all employees with follow-up discussions, and on-the-job training or explanation as required. The Emergency Action Plan and arrangements for training shall be available through the Safety / Security Office (Facilities). Plans should include procedures for alerting students/staff, evacuation, head count, emergency supplies, and other items appropriate to each building or area.
2. Emergency Situations
  - A. Inform all employees of their role during emergency conditions.
  - B. Evaluate impact that an emergency might have on the activity on campus, and implement appropriate responses.

## **FACULTY AND SUPERVISORS**

Each faculty member and supervisor has the responsibility to:

1. Inform their students how to access the Emergency Action Plan on the college website at the beginning of each quarter.
2. Inform their students and/or staff in the event of an emergency as outlined in this Emergency Action Plan.
3. Evaluate and survey their work area in order to determine the impact that a fire, earthquake, or other emergency might have in their area.
4. Report all safety hazards to WWCC Business Services.
5. Submit work orders to reduce hazards and to minimize accidents to the Facility Maintenance Office.

## **ALL EMPLOYEES**

College employees have the obligation to understand and know what actions to take during an emergency. If employees have any questions they should contact their supervisors.

## EMERGENCY PROCEDURES

Employees on the Walla Walla Community College Campus should first call 911 Emergency Services (9-911 from a college phone/911 from cell phone). Local law enforcement and fire officials will respond to each of the sites. All emergencies should also be reported to the WWCC Facility Services Office at 509.527.4686. Employees should then contact their immediate supervisor.

### For on-site assistance:

Walla Walla Campus: 509.522.2500

The following procedures show actions staff must take for the following emergencies: ***Hazardous Materials Release, Fire, Earthquake, Volcanic Eruption, Bomb Threat, Terrorism/Violent Intruder, Armed Intruder/Active Shooter, Civil Disturbance, Snow, Flooding, Power Failure, and Medical Emergency.***

## HAZARDOUS MATERIALS RELEASE

Report all suspected gas leaks or suspicious odors to immediate supervisor and/or Facilities Department @ 509.527.4686. If material spills and presents an imminent hazard including but not limited to injuring people, causing a fire, creating a risk - call 911, (9-911 from a college phone/911 from cell phone). Have the following information available:

- Exact location of spill, including room number if inside a building
- Name of spilled product
- Quantity
- Appearance, solid, liquid, odor, color, etc.
- Injuries, or physical effects to those who have been exposed
- Area of contamination
- Your name, department, and the phone number of your current location
- Provide MSDS if the chemical has been identified

Clear the affected area at once and seal it off to prevent further contamination of other areas until arrival of emergency personnel.

If an emergency exists, assign someone to activate the fire alarm. Move to an area upwind at least 500 feet away from affected buildings. Stay out of the way of emergency personnel and vehicles. Do not return to an evacuated building unless authorized to do so by emergency personnel.



## **FIRE**

Know the location of fire extinguishers, exits, and pull stations in your area and know how to use them. Training and information are available through WWCC Facility Services for all sites.

### **IN ALL CASES OF FIRE, FIRST DIAL 911 (9-911 from a college phone/911 from cell phone)**

#### **Notify your immediate supervisor and call Facility Services at 509.527.4686**

When you discover a fire, assign someone to call 911, (9-911 from a college phone/911 from cell phone) and pull the fire alarm. Give the following information:

The building address, name and room number, location of the fire, extent of the fire, your name and telephone number.

If possible, use an available fire extinguisher to extinguish the fire, avoiding possible injury to yourself and others.

If the fire is large, very smoky, rapidly spreading, or uncontrollable, evacuate the building immediately, closing all doors and windows to confine the fire and reduce the oxygen. Clear the area, and close the door.

Inform others to evacuate. Use stairway exits. **DO NOT USE ELEVATORS.** Use reasonable and prudent discretion when exiting the building.

If you are able to give assistance to persons with a disability, take them a safe distance away from the fire. Immediately alert emergency rescue personnel regarding the location of persons in the building needing to be rescued.

In the case of a second floor evacuation of persons with disabilities, the primary egress location will be as follows:

- Main Building -the east /west stairwells
- Health Science Building- east stairwell
- Dietrich Dome Building-the northwest stairwell
- Emergency mobile-assist equipment (gurney, stair- chair, responders etc) will be focused on these locations to assist in evacuations.

### **DO NOT RE-ENTER THE BUILDING UNTIL AUTHORIZED BY THE FIRE DEPARTMENT**

Evacuate to a safe distance upwind of at least 500 feet from the building and stay out of the way of emergency personnel. Do not return to the building until cleared to do so by emergency personnel or college officials.

## EARTHQUAKE

If an earthquake should occur, remain in place. If indoors, take shelter under a desk or table, along an inner wall, or stand in a corner or doorway. Stay away from windows, glass, shelves, and heavy equipment. If outdoors, do not attempt to enter or leave buildings until you are advised to do so by College Officials. Move to an open area away from trees, buildings, walls, and power lines. Always avoid utility lines as they may be energized. If you are in or near a vehicle, exit the vehicle and position yourself on the ground beside the vehicle. Do not get under the vehicle.

After the initial shock, evaluate the situation and report serious hazards or injuries in your area. Protect yourself at all times and be prepared for after-shocks.

Report any damages to the Facility Services Department at 509-527-4686. Gas leaks and power failure create special hazards. Be aware of your surroundings and report all hazards.

Depending upon the situation, it may be necessary to evacuate a building. Elevators should not be used during a fire/earthquake (or after an earthquake, due to possible damage). Notify emergency personnel of anyone needing to be assisted in evacuation.

If instructed to evacuate, stay clear of buildings, trees, and power lines. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews. Do not return to an evacuated building unless cleared to do so by emergency personnel or college officials. Notify emergency personnel of anyone requiring assistance in evacuation.

## VOLCANIC ERUPTION

If you are indoors, remain in place. If you are outdoors seek indoor cover at its nearest point. Monitor your local radio, television stations and watch for WWCC School Messenger System alerts on your cell phone/computer.

## BOMB THREAT

**Note: To insure the safety of everyone, all bomb threats must be considered real until proven otherwise.**

1. Bomb threats usually occur by telephone. Remain calm and attempt to obtain as much information as possible from the caller, such as voice, gender, background noises, and location of bomb.
  - Note the time of the call.
  - Note the exact words said.
  - Try to get answers to these questions:
    - What time will the bomb explode?
    - Where is the bomb now?
    - What kind of bomb is it?
    - What does it look like?
    - Why did you place the bomb?
2. Do not use radios as frequency can detonate or actuate a bomb circuit.  
**Immediately, call 911, (9-911 from a college phone/911 from cell phone). Then, contact Facility Services at 509.527.4686.** Give your name, location, and the telephone number. Provide all the information you received from the caller.
3. Make a cursory inspection of your area for anything suspicious but do not open drawers or cabinets, or turn lights on/off. If you should spot suspicious objects and/or packages, report it to law enforcement, but under no circumstances should you touch it, tamper with it, or move it in any way.

4. Campus authorities will be responsible for building evacuation.
5. If instructed to evacuate, move a safe distance away from the building (at least 500 feet). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews. Do not re- enter an evacuated building until instructed to do so.

## **CIVIL DISTURBANCE**

*(Any unplanned or violent act or actions that might disrupt the course of college business or pose a threat or danger to persons on campus property)*

**Call 911, (9-911 from a college phone/911 from cell phone) then notify your immediate supervisor, and call WWCC Facility Services @ 509.527.4686.**

**DO NOT UNDER ANY CIRCUMSTANCES MAKE CONTACT WITH INVOLVED PARTICIPANTS.**

Continue to monitor the situation and keep emergency personnel apprised of status.

## **TERRORISM / VIOLENT INTRUDER**

*(Any individual whom you believe places yourself or others in imminent danger)*

**DO NOT CONFRONT THE INTRUDER.** If the intruder does not appear to pose an immediate danger, have one person talk to the intruder while another person observes without threatening the intruder. Always consider your safety and the safety of others before taking action. Personnel involved may choose to:

- Call 911, (9-911 from a college phone/911 from cell phone) if possible, without angering the intruder. Notify your immediate supervisor.
- Apply your best judgement and determine if you and others should “Run, Hide or Fight”.
- Lock access between yourself and the intruder. Evacuate only if necessary and possible without coming in contact with the intruder.
- Stay away from doors and windows.
- If lockdown is announced immediately begin a lockdown, if available in your building. A lockdown indicates that you should immediately lock any door between yourself and the intruder which will prevent access to you, even if you cannot see or hear the intruder. Do not leave the area until notified to do so by identifiable individual such as WWCC Incident Commander, a supervisor, or the police.

## **ARMED INTRUDER / ACTIVE SHOOTER**

"Active shooter" is the term used to describe a person who appears to be actively engaged in attempting to kill people in a populated area; in most cases, active shooters use firearm(s) and there is no pattern or method to their selection of victims.

- Immediately notify others in the area and call 911, (9-911 from a college phone/911 from cell phone) if possible
- Apply your best judgement and determine if you and others should “Run, Hide or Fight”.
- Immediately put distance between yourself and the shooter, if able (quickly leave the area, or secure yourself in an area away from the shooter)
- If you do leave the building, don't take anything with you, keep hands visible and comply with responders commands
- Do not attempt to relocate the wounded, rather inform the emergency responders as to the victims location, types of injuries, etc.

The “Run, Hide, Fight” video was prepared by the city of Houston, Texas and is designed to improve public awareness, safety, and response to such acts of violence. This video is available on YouTube and can be accessed at: <https://www.youtube.com/watch?v=5VcSweju2DO>



## **SNOW**

Monitor the local media outlets for information about campus closures. Stay up-to-date on college closures through the college website: [www.wvcc.edu](http://www.wvcc.edu), [WVCC Messenger](#), [WVCC e-mail](#) and [local news channels](#).

Note: The decision to delay or close the campus is made by the College President and is based on the recommendation from the VP of Financial and Administrative Services.

## **FLOODING**

Monitor the local radio and television stations for information about campus closures. Watch for WVCC School Messenger System alerts on your cell phone/computer.  
Contact your supervisor for further clarifications.

## **POWER FAILURE**

Notify Facility Services Department 509.527.4686. If outside of normal business hours or on the weekend, contact the after hour's duty phone at 509.520.1469. If there is no other emergency (fire, explosion, etc.) remain in place and await instructions. Watch for WVCC School Messenger System alerts on your cell phone/computer.

## **MEDICAL EMERGENCY**

For medical emergencies, call 911, (9-911 from a college phone/911 from cell phone).

Be prepared to give the following information:

1. Name and address or number of the building
2. Type of problem or injury
3. Individual's present condition
4. Sequence of events leading to the emergency
5. Type of aid being rendered
6. Complete an Incident Report with the Business Office representative, regardless of the severity. Incident reports are available at the Business Office.

# Map of Walla Walla Campus\* Attachment 1

The Map below was updated in April 2016 with most current version reflecting new campus street addresses.



## College Contact Information\*Attachment 2

Name	Title	Phone Number
Steven VanAusdle	College President	520-4853 (C) and 525-7283 (H)
Davina Fogg	VP of Financial and Administrative Services	520-8492 (C) and 525-2788 (H)
Marleen Ramsey	VP of Instruction and CIO	520-0003 (C) and 525-4394 (H)
Jose da Silva	VP of Student Services	850-320-1442 (C) and 527-4300 (O)
Shane Loper	Director of Facility Services and Capital Projects	509-520-6557 (C) and 527-4571 (O)
Sherry Hartford	VP of Human Resources	509-301-1014(C) and 527-4382(O)
Kevin Combs (Interim)	Director of Technology Services	509-301-9241 (C) and 524-5161 (O)
Melissa Thiessen	Director of Marketing, Media and Graphics	509-240-4194 (C) and 527-4675 (O)
Johnny Watts	Maintenance Supervisor for Facility Services	509-629-2439 (C) and 527-4318 (O)
Claude Scott	Grounds Supervisor for WW Campus	509-529-1665 (H)
Janet Danley	Director of the Clarkston Campus	208-305-1160 (C)

## Public Servants/Hospitals and Utility Services Contact Information

Name	Contact Person if Known	Phone Number
Walla Walla Fire Dept	Tim Thompson	524-4603
Walla Walla Police Dept	Scott Bieber-Chief	527-1960 Non- Emergency
WW County Emergency Management	Liz Jessee	527-3223
Providence St Mary's Medical Center		525-3320
Walla Walla General Hospital		525-0480
VA Medical Center		525-5200
Cascade Natural Gas		1-888-522-1130 emergency
Pacific Power and Light		1-800-553-4344
City of Walla Walla Utility Division		527-4363
Walla Walla Public Works Dept		527-4463
Walla Walla Electric	Charlie Barron	525-8672
Emerald Services	Dave Blackman	1-888-832-3008
Otis Elevator	Byron Melling	1-509-374-5701 or 1-800-23-6847 for service
Century Link		1-800-513-1311 for repair
American Red Cross		525-7380

**All numbers 509 area code unless otherwise indicated.**

### Walla Walla Campus Building Information\*Attachment 3

<b>Building Name</b>	<b>Street Address</b>	<b>Assigned Building Letter</b>
Dome	510 Campus Loop	A
Parent Child Center	510 Campus Loop	B
Women's Center	518 Campus Loop	C
Main Building	520 Campus Loop	D
Health Science / Nursing	535 Campus Loop	E
Tech Center	537 Campus Loop	F
China Pavilion	540 Campus Loop	G
Professional Tech Center	550 Campus Loop	J
Facilities/Wind Energy	618 Water Center Drive	H
First Flight Daycare	611 Water Center Drive	K
Diesel Mechanic 1	621 Water Center Drive	L
Diesel Mechanic 2	623 Water Center Drive	M
Farrier/Grounds	621 Water Center Drive	N
John Deere	629 Water Center Drive	P
Greenhouse	630 Water Center Drive	Q
Water Center/ Environmental	640 Water Center Drive	R
Pottery	2933 E Isaacs	S
Enology and Viticulture EV	3020 E Isaacs	T
Automotive Tech Center	3060 E Isaacs	U
Craik Building	37 Interchange Road	V

## School Messenger Instructions - How to Register\* Attachment 4

### WWCC School Messenger System

#### Register using these 5 steps:

1. Log into CCNET from WWCC Webpage,
2. Click on your name (upper right corner),
3. Choose "Edit Profile" under your name at upper right corner.
4. Click "Request changes to your personal information."
5. Add remark: "Please update my cell phone # with... ###-###-####".  
"Please add my home email address as well: \_\_\_\_\_"  
(Do update previously entered cell #'s when changes occur.)

School Messenger information "posting authority" for this EAP is given only to Chief PIO, and designated alternates.

Chief PIO	Designated Alternates
Melissa Thiessen 509-240-4194 (C) 509-527-4675 (O)	Kevin Combs 509-301-9241 (C); 509-524-5161 (O)  Carlos Delgadillo 509-981-1826 (C) 509-527-4282 (O)