

December 2025



# EMERGENCY INSTRUCTIONS

Walla Walla & Clarkston Campuses

***Emergency: 9-1-1***

***National Mental Health Crisis Response: 9-8-8***

## **Walla Walla**

Campus Safety & Security:

Cell: 509-520-5317

Office: 509-526-SAFE (7233)

Campus Security Patrol:

509-438-2428

Non-Emergency 911

Dispatch: 509-527-1960

## **Clarkston**

Campus Safety & Security:

509-758-1701

Non-Emergency 911

Dispatch: 509-758-2331



# Table of Contents

## Introduction to Emergency Operations Plan

- 2 Introduction
- 3 Communication
- 3 Distribution of Emergency Operations Plan

## Emergency Guidelines

- 4 General Purpose Emergency Guidelines
- 5 Mental Health / Distressed Students / Crisis
- 6 Medical Emergency
- 7 Other Emergencies
- 8 Civil Disturbance / Peace Dissent
- 9 Earthquake
- 10 Hazardous Materials Spill / Release
- 12 Building Evacuation & Sheltering
- 14 Active Threat / Active Shooter
- 16 Bomb Threat
- 18 Campus Fire
- 19 Campus Flood

## Appendices

- 20 Addresses
- 21 Phone Numbers
- 22 Evacuation Chair Instructions
- 23 Campus Maps with physical addresses & Assembly Points

## Introduction

Walla Walla Community College (WWCC) is committed to prevention, mitigation and recovery from emergencies that could occur on our campuses.

The Emergency Operations Plan (EOP) is a guide to provide the WWCC community with a straightforward emergency and crisis management system when responding to emergencies. The response to any major crisis or disturbance will be conducted within the framework of this plan and is heavily dependent on outside agencies as summarized in Walla Walla County Emergency Management Plan. For questions or information pertaining to this document, contact the Safety and Security office: 509-526-SAFE (7233).

In order to effectively manage an emergency and the post-incident recovery, WWCC utilizes the National Incident Management System (NIMS) and the Incident Command System (ICS) structure similar to emergency service agencies throughout the country.

ICS is structured to facilitate activities in five major functional areas: command, operations, finance, planning, and logistics. One of the basic principles of ICS is span of control.

The ICS system is flexible and can expand as needed.

## Communication

Communication is crucial in effectively managing an emergency. Elements of communication include using common terminology, a radio system, and a mass notification system. The WWCC facilities staff, building emergency coordinators, and some administration personnel have radios that operate on “a common channel” to enable both daily and emergency communications. The radios are administered and programmed by the Director of Facilities Services and Capital Projects.

*ReGroup* is the mass notification communication system used by WWCC to distribute critical messages to all campus employees and students. For example, the campus may be closed due to inclement weather and messages would be distributed via *ReGroup*.

An introductory document concerning basic terminology, roles, and responsibilities and how ICS applies to WWCC leadership is contained in the “ICS Roles and Responsibilities” document.

Additional information concerning emergency planning and response at WWCC is contained in the college’s Continuity of Operations Plan.

## Distribution of Emergency Operations Plan

The EOP is available for public distribution and is specifically provided to local police, fire, EMS, and Emergency Management departments. The implementation and testing of the EOP will be managed by WWCC leadership.

## General Purpose Emergency Guidelines

General preparation for man-made or natural disasters involves:

- **Situational awareness** Wherever you go, familiarize yourself with alternative exits and the location of nearby first-aid equipment, automated external defibrillators (AED), and fire extinguishers. Familiarize yourself with the way doors lock in your day-to-day environment.
- **See Something–Say Something** Make a mental note of dangers or abnormal / out of place behavior or dangerous people and report them.
- **Anything posing an immediate threat** Call or text 9-1-1.
- **A concern that is not an imminent danger** Report it using WWCC website Make-A-Report (QR code below) and to Walla Walla Campus Safety at 509-526-7233 or Clarkston Campus Safety at 509-758-1701.
- **In an emergency** Refer to the following guidelines in this manual.
- **Know where emergency / safety equipment is located** Eyewash stations are strategically placed in areas where chemicals are used.
- **Learn how to help** Train yourself with skills to help injured persons around you. Learn life-saving skills such as first aid, CPR, how to stop bleeding, & how to administer Narcan.
- **Recovery** Planning ahead, at the personal level, will help recovery after a major disaster. Consider alternative ways to contact loved ones, storing essentials like medication, and how to access safe drinking water.
- **Know where you are** When calling 9-1-1 an operator will ask where the emergency is. On campus include the building name and location, for example, “the technology building, 537 Campus Loop, 1st floor entrance.” This type of information is posted all over campus near most telephones.

### Make a Report



## Urgent:

If there is immediate threat to self or others, call or text **9-1-1**.  
Suicide prevention, call Mental Health Crisis Response **9-8-8**.

## Unknown:

If the person exhibits the following, they need professional evaluation: difficulty communicating, disorientation, agitation/anger, abnormal behavior, or they are under the influence of alcohol or substances and cannot function safely.

Call either **9-1-1** or Campus Safety and Security:

Walla Walla: **509-526-SAFE (7233)** (office) or **509-520-5317** (cell)

Clarkston: **509-758-1701**

## Not Urgent:

Call Campus Safety and Security:

Walla Walla: **509-526-SAFE (7233)** (office) or **509-520-5317** (cell)

Clarkston: **509-758-1701**

For tips in dealing with difficult people & difficult situations & supporting students Refer to the Gold Folder [wwcc.edu/wp-content/uploads/Gold-Folder-Project.pdf](http://wwcc.edu/wp-content/uploads/Gold-Folder-Project.pdf).



Make a Report

If you observe concerning behavior or are concerned for student's safety complete the "Student of Concern" form on the Make-A-Report page [wwcc.edu/current-students/make-a-report/](http://wwcc.edu/current-students/make-a-report/) located at the bottom of every WWCC website page.



Gold Folder

## General Emergencies

### 1. Assess the situation

Quickly assess the scene for your personal safety to determine if you should get any closer and determine the nature and severity of the emergency.

### 2. Call for help

Call **9-1-1** immediately if the situation is life-threatening or if you're unsure about the severity.

### 3. Offer basic life support

Offer assistance inasmuch as you are trained to perform steps to help with Airway–Breathing–Circulation (ABCs).

Stay with the person, talk to them, and provide reassurance that help is on the way.

## Other Emergencies

### Suspected Narcotic Overdose

Use the Narcan in accordance with your training. It is located in many places on the campus.

### Respiratory Distress

If the person is having difficulty breathing offer reassurance and assist them into a position that makes breathing easier and call for help.

### Seizure

Some people have a known history of seizures, are under the care of a doctor, and do not wish for emergency services when they experience a seizure. Protect the person from harm by clearing the area of objects. Place them on their side to prevent choking, and cushion their head. If seizures reoccur, if they do not stop, or the person does not begin continually improving within minutes then call 9-1-1.

### Bleeding

Apply direct pressure to the wound with a clean cloth or bandage until professional help arrives.

*Building Emergency Coordinators (BEC's) are equipped with first aid kits containing tourniquets and are trained on how to administer Narcan.*

## Civil Disturbance / Peaceful Dissent

### Notify Campus Security

Notify Walla Walla Community College Campus Safety and Security and be able to provide as much detail as possible:

Walla Walla: **509-526-SAFE (7233)** (office) or **509-520-5317** (cell)

Walla Walla Campus Security Patrol: **509-438-2428**

Clarkston: **509-758-1701**

### Do Not Get Involved

(Excerpted from Walla Walla Community College SOP)

Pursuant to [WAC 132T-190-030](#) (9&10) the right to peaceful dissent will be preserved, but the college retains the right to ensure:

- The safety of individuals
- The continuity of educational process
- The protection of property

Orderly picketing or other forms of peaceful dissent are protected activities on college premises. Activities exceeding permissible limits are:

- Interference with free passage through areas where members of the college community have a right to be.
- Interference with ingress and egress to college facilities.
- Interruption of classes.
- Injuries to persons.
- Damage to property.

## If You Are Outside

Remain outside. Move away from buildings, structures, or power lines. (Stay in your vehicle until quakes subside.)

## If You Are Inside

Take cover next to or under a heavy piece of furniture such as a desk or table or against an inside wall to protect yourself from falling debris. Drop, Cover and Hold on. Once the earthquake stops, evacuate the building. Do not use the elevator. Go to the nearest assembly point for instructions.

## After the Earthquake

- Evacuate the building. As you are leaving the building, check for and assist injured people if it is safe for you to do so without risking further injury to them. Notify campus safety if injured people are found.
- If you smell gas, notify campus safety and facilities.
- Expect aftershocks and further damage to structures.
- Do not reenter a building unless cleared by safety personnel.

### **Campus Safety and Security:**

Walla Walla: **509-526-7233**. Facilities: **509-540-2937**

Clarkston: **509-758-1701**. Facilities: **509-386-1250**

WWCC Facilities personnel will turn off water, gas and or electricity on campus as needed based on the extend of the incident and damage to campus facilities.

## Hazardous Materials Spill / Release

### 1. Evacuate

Evacuate the area and close the door behind you to prevent spread. If a person is trained in the use of a spill-kit, which is located nearby, and the spill can be **safely** contained without putting personnel in too much risk, then do so. If the spill can be contained by shutting off valves or closing containers in the course of evacuating, then do so, if it does not place you in too much risk.

### 2. Alert

Alert others in or near the area to stay away.

Activate the fire alarm on the way out.

Call: **9-1-1** if it is an emergency.

Call:

Walla Walla: **509-526-7233**. Facilities: **509-540-2937**

Clarkston: **509-758-1701**. Facilities: **509-386-1250**

Decontaminate yourself using emergency eyewash or shower stations. Emergency responders such as the fire department are able to help decontaminate.

Hazardous materials are substances or chemicals that pose a health hazard, a physical hazard, or harm to the environment. Indications may include:

- A foul odor
- Visible gases
- Unusually colored flames (in labs)
- An increase pitch of a relief valve on a pressurized system / container or loud and unusual sound
- Sudden dizziness
- Skin irritation and / or burning eyes
- Throat irritation
- Unusual taste

Hazardous substances do not have to originate on campus to be a threat. Smoke and vapors can originate from fires or hazmat spills from nearby areas.

Inhalation injury can come from chemicals including smoke, gases, vapors, or fumes. Some possible nearby sources include agricultural plants, natural gas lines, or transportation routes or fires.

See section on Building Evacuation and Sheltering (next).

## Building Evacuation & Sheltering

### Use Stairwells, Not Elevators

### Assist Others

During an evacuation, make every effort to assist persons with sensory disabilities away from the hazard.

If you are on the 2nd floor of a building and are able to assist mobility impaired individuals – evacuation devices are located at several locations with posted instructions.

### In the Case of Active Shooter, Do Not Assemble at Assembly Points

See Run-Hide-Fight, under Active Shooter on page 14.

For fire alarm evacuations, go to your nearest Assembly Point (found in the Appendix). WWCC authorities will notify you when it is determined safe to reenter buildings.

### ***Do not gather in fire lanes.***

Upon an emergency evacuation WWCC authorities will immediately announce over the radio that there is a building evacuation being initiated, the location, and the reason for it. In case of emergency, call:

**9-1-1.** Then call Campus Safety and Security, and Facilities (next page.)

If the situation is not life threatening or an emergency, call Safety and Security or Facilities, as needed:

Walla Walla: **509-526-7233**. Facilities: **509-540-2937**

Clarkston: **509-758-1701**. Facilities: **509-386-1250**

### **Sheltering–Moving into a Building**

In the event that conditions outside of buildings or if part of the campus becomes hazardous to life and health, people may need to go inside for protection. Examples: severe weather or smoke.

To “Shelter-in-Place” means to take immediate shelter where you are or in a nearby designated area of refuge and isolate your inside environment from the outside environment. This may include sealing doorways and windows with towels and tape, or whatever is at hand.

## Active Threat / Active Shooter

### Run

If you can safely leave the area, then do so. Warn others as you exit. Encourage others to leave with you but don't let their indecision slow you down. Once you are in a safe place then call **9-1-1**. Prevent others from entering the area.

### Hide

If you cannot safely leave the area, seek cover in the nearest office, classroom or other areas that allow you to put a locked door between you and the active shooter. Lock the door, remain quiet, silence your phone, and stay out of sight. Do not linger around the door. Taking time to barricade a locked door may prove dangerous as the shooter may shoot through it. (It takes time, it makes noise, and may alert the shooter to your presence). If you cannot find a safe room, try to conceal yourself behind large objects that may protect you. Only open the door if emergency personnel direct you to or you receive an "all clear" via *ReGroup*.

### Fight

If you are forced to confront the active shooter/threat, act quickly and decisively. Make a plan with the people who are with you. Do not hesitate in your actions; act as a team/ambush; fight for your life, improvise weapons, disarm and commit to taking the shooter down, do not fight fair.

Transition between the steps as needed.

Definition: An active threat/shooter is a person brandishing a weapon / firing a weapon who is an imminent danger, a person claiming to have a weapon, or a person holding another against their will

In the event that an active shooter situation occurs on campus:

- Slow down enough to identify the danger (i.e., what direction it is coming from).
- Do not use the fire alarm and do not evacuate the building as usual. If the fire alarm is activated, do not gather at an Assembly Point.

When sheltering in a campus room, make sure the door's flip-down locking device is fully engaged so the door locks properly.

During the initial stages of the active shooter event realize that upon arrival, law enforcement is hunting for the threat. Don't appear as the threat. When encountering them keep your empty hands raised and clearly visible & follow all instructions from the police.

**If You Receive a Bomb Threat by Phone**

***Do not hang up on the caller.*** Stay on the line as long as possible, speak calmly and keep the caller talking, and take the following steps:

- If someone is close by, notify them and tell them to call **9-1-1**.
- Write down the incoming phone number from the Caller ID.
- Ask questions, such as:
  - Where is the bomb located? (building, floor, room, etc.)
  - When will it go off?
  - What does it look like?
  - What kind of bomb is it?
  - What will make it explode?
  - Did you place the bomb? Why?
  - What is your name? Attempt to identify any characteristics of the caller and their location, such as age, gender, voice, background noise, etc.
- Call **9-1-1** if possible, using a different phone.
- Notify WWCC Campus Safety and Security immediately:
  - Walla Walla: **509-526-7233** or **509-520-5317**
  - Clarkston: **509-758-1701**
- Evacuate the building by all means—by verbal communication and by WWCC leadership initiating the order by mass notification / *ReGroup*.

**Suspicious Packages**

If you notice a suspicious package, do not use a cell phone or other electronic devices near it. Notify the nearest security officer.

All bomb threats are serious until proven otherwise.

Bomb threats may be received via telephone, in person, via email, via social media or other means.

When you evacuate, take your belongings with you and do not lock doors to offices, classrooms, etc.

WWCC leadership or responding emergency agencies will decide if evacuation of the entire campus will be ordered.

### If You Encounter a Fire

- Activate the nearest fire alarm.
- Call **9-1-1**.
- If the fire is small and can be extinguished **safely**, use a fire extinguisher or a fire blanket to extinguish the fire, but, **do not jeopardize your safety**.
- Evacuate the building.

### Evacuate the Building

- Evacuate (Refer to Building Evacuation guidelines).
- Close but do not lock doors and windows along your evacuation route.
- Once you have evacuated the building, proceed to the nearest assembly point and await further instructions. Typically, a college official equipped with a radio will inform you when you can reenter.
- **Be watchful!** Fire alarms can be pulled by someone who is an active threat. If you're suspicious of a false alarm, **do not** meet at an Assembly Point.

All fire alarm activations will consist of an audible alarm and flashing emergency strobe lights.

## Move to Higher Ground

## Do Not Drive into Standing Water

It may be deeper than you think and shallow water can still have enough current to wash you away.

Due to Walla Walla Community College's proximity to Mill Creek the possibility of flooding on campus does exist. Information will be spread from the Walla Walla County Department of Emergency Management to college administration when those risks are high.

In Clarkston, a breach at Dworshak Dam is a possible cause of catastrophic flood, in which case, the assembly point is at Highland Elementary School, which is on higher ground.

*County Flood Watch* indicates conditions are favorable for flooding. Staff should be aware but no further action is required.

*County Flood Warning* indicates rising water threatens to close roads, wash out bridges and inundate property. Shelter or higher ground or evacuation should be sought immediately.

**Walla Walla Campus**

<b>Building</b>	<b>Address</b>
A Dietrich Activity Center.....	510 Campus Loop
B Parent Child Center.....	514 Campus Loop
D Main Building.....	520 Campus Loop
E Health Science & Performing Arts.....	535 Campus Loop
F Technology Center .....	537 Campus Loop
J Prof. Technical Building.....	550 Campus Loop
W Student Recreation Center .....	530 Campus Loop
SEA-Tech Skills Center .....	525 Campus Loop
H Energy systems tech.....	618 Water Center Drive
K Bright Beginnings Daycare .....	611 Water Center Drive
L Diesel Mechanics 1.....	621 Water Center Drive
M Diesel Mechanics 2.....	623 Water Center Drive
N Grounds Maintenance .....	625 Water Center Drive
P John Deere Training Center .....	629 Water Center Drive
Q Greenhouse.....	630 Water Center Drive
R Water & Environmental Center .....	640 Water Center Drive
T Center for Enology & Viticulture.....	3020 E. Isaacs
U Automotive Tech. Center.....	3060 E. Isaacs
WWCC Retreat Center.....	102 Strawberry Lane
CDL Practice Lot.....	430 Boeing Ave

## Clarkston Campus

<b><u>Building</u></b>	<b><u>Address</u></b>
Main Building .....	1470 Bridge Street
Workforce Shops .....	1463 Fair Street
Workforce Business.....	1465 Fair Street
Health Science Building.....	1470 Bridge Street
Fitness Center.....	1477 Bridge Street
Early Childhood Head Start Building .....	1497 Fair Street
Maintenance Building.....	No Address
Tender Care Daycare (Preschool).....	1431 Fair Street
Tender Care Daycare (Infants).....	1499 Fair Street
Barn .....	1435 Bridge Street

## Phone Numbers

**Emergency: 9-1-1**

### **Walla Walla**

Non-Emergency 911 Dispatch: **509-527-1960**

Campus Safety and Security:

**509-526-SAFE (7233)** (office)

**509-520-5317** (cell)

Walla Walla Campus Security Patrol: **509-438-2428**

### **Clarkston**

Non-Emergency 911 Dispatch: **509-758-2331**

Campus Safety and Security: **509-758-1701**

National Mental Health Crisis Response: **9-8-8**



# Appendix: Walla Walla Campus Map & Assembly Points



# Appendix: Clarkston Campus Map & Assembly Points







### **Walla Walla**

500 Tausick Way  
Walla Walla, WA 99362  
509.522.2500  
1.877.992.9922

### **Clarkston**

1470 Bridge Street  
Clarkston, WA 99403  
509.758.3339