



EMERGENCY





The Emergency Operations Center (EOC) Manager is responsible for ensuring that the most current version of the EOP is available. The EOP will be reviewed and updated as needed on an annual basis.

A version of this document will be made available to employees, students, other campus constituents and the community.





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A community, region or nationwide emergency that seriously impairs or halts the operation of the C







<p><b>5 M M V S</b></p>	<p>Vice President of Student Affairs</p>	<ul style="list-style-type: none"> <li>• Identify and train appropriate staff to provide developmentally and culturally appropriate mental health services.</li> <li>• Train mental health staff on specific interventions.</li> <li>• Provide basic training on available resources and common reactions to trauma for all staff (including administrators).</li> <li>• Train instructors and other staff on early warning signs of potentially dangerous individuals.</li> <li>• Assemble and train crisis recovery teams.</li> <li>• Identify both internal and external partners (local mental health agencies who may be able to assist, and develop a structure for support) and develop partnership agreements.</li> <li>• Develop template letters (that can be tailored) for alerting students, parents, families, staff and the community to emergencies.</li> </ul>
<p><b>5 M S</b></p>	<p>Director of Campus Safety</p>	<ul style="list-style-type: none"> <li>• Develop and coordinate procedures for mobilizing resources needed for significant, longer-term emergencies.</li> <li>• Identify sources for mutual aid agreements and assistance.</li> </ul>
<p><b>5 M S</b></p>	<p>Vice President of Business Affairs</p> <p>EHS Committee</p>	<ul style="list-style-type: none"> <li>• Participate in vulnerability and hazard assessments.</li> <li>• Review and update office standard operating procedures to</li> </ul>





Senior Director  
of Human  
Resources &  
Legal Affairs

Vice President

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# EMERGENCY OPERATIONS PLAN




		<ul style="list-style-type: none"> <li>• Develop procedures for the evacuation and temporary shelter accommodations for resident students.</li> <li>• Develop procedures for checking residential facilities and equipment.</li> </ul>
<b>6 A</b>	<p>Vice President of Student Affairs</p> <p>Dean of Enrollment and Completion</p> <p>Dean of Campus Life</p>	<ul style="list-style-type: none"> <li>• Develop procedures for checking student affairs facilities and equipment, including those relating to on-campus recreation, student organizations, on-campus employment, community service and volunteerism.</li> <li>• Develop procedures for pre-positioning resources to maintain functioning of such campus elements as career services and student government.</li> <li>• Develop mutual aid agreements and pre-negotiate services for goods and services in the event of an emergency.</li> <li>• Ensure that all items under the Americans with Disabilities Act are considered throughout the planning and implementation of the emergency operations plan.</li> <li>• Ensure that the plan is accessible to students whose primary language is not English.</li> <li>• Develop parent or family notification procedures.</li> </ul>
<b>6 B</b>	Director of Campus Safety	<ul style="list-style-type: none"> <li>• Develop procedures for mobilizing campus wide transportation for an emergency and for maintaining control of traffic from private vehicles.</li> <li>• Develop evacuation procedures from various campus locales.</li> </ul>

## 1.5 \_\_\_\_\_

Rapid, accurate and purposeful communication of key information and messages is essential. Precise communication minimizes the potential for any inaccurate, negative, or detrimental information being disseminated to all stakeholders. The College President or designee is responsible for authorizing all information to be released.

The primary sources for communicating any changes in operations are listed below:

   – Announcements are made through all campus telephones

   – Emergency alerts by text and email to mobile phones





 – Announcements are posted to

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The Green River College Emergency Operations Plan is operated under the Incident











# EMERGENCY OPERATIONS PLAN



In the event of a building evacuation on the main campus, all occupants should assemble at the nearest designated Rally Point location. Each building is assigned to the nearest Rally Point location below. Make sure to familiarize yourself with the map and Rally Locations. Building Captains and other personnel will help facilitate building evacuations to specified Rally Locations.

B	R
Trades	TT parking lot (Rally Point 1)
Campus Corner Apartments	P13 parking lot (Rally Point 2)
AD, HR, SA, SR	P12 parking lot (Rally Point 3)
CH, FC, FO, IVA, IVB, IVC, IVD, MC, PE, SC, TC, WT	P6 parking lot south of Cedar Hall (Rally Point 4)
OEB, RLC, SH, ZWC	P2 parking lot (Rally Point 5)
HL, PA, SU	P16 parking lot between HL & SU (Rally Point 6)
Kent Campus	For those exiting on the west side of building or under sky bridge: west parking lot 2 <sup>nd</sup> light standard For those exiting on the east side of building: Kent Station water fountain
Enumclaw Campus	Parking lot (east corner by dumpster)

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## 3.3 ■

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Armed assailants and “active shooters” create highly unpredictable situations. The following guidelines are based on federal training guidelines and best practices. An alternate response may be necessary depending upon the actual situation. Every situation is different. Trust your judgment for the best course of action. Your own safety is your top priority!



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- If an armed intruder enters your room, you may be trapped. Be ready w



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It is important that you not ignore a potential dangerous situation. If you hear yelling or threatening





Watch for these nonverbal signs that indicate escalating anger in a person:

- An inappropriate smile; a smug look that suggests they don't believe you
- Touching or rubbing the nose
- Turning the body slightly away, showing they are not interested in what you are saying
- Rubbing the back of the neck (a sign of frustration)
- Scuffing their shoes
- Short, quick breaths
- Flaring nostrils
- Clenched fists
- Tight neck and face muscles



Showing the person you are in control of the situation can help give you the authority to diffuse it.

- Sit or stand erect
- Square your shoulders
- Smile sincerely
- Avoid touching your face or hair - these show nervousness.
- Use the person's name to show a sense of caring - it makes them feel more like a person than a number.
- Get them moving -



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All bomb threats must be taken seriously. Bomb threats can be delivered in a variety of ways including in-person, via telephone, or in writing. The most dangerous means is in-person; the most common means is by telephone.

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- A service animal could become confused or disoriented in a disaster. People who are blind may have to depend on others to lead them, as well as their service animal to safety during a disaster.

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- Hearing impaired persons should individually be made aware of an emergency and how to respond to it. Write directions on paper if necessary. It should not be assumed that hearing impaired persons can hear the fire alarm or that they will know what to do by watching others.

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- Many respiratory illnesses can be aggravated by stress. In an emergency, oxygen and respiratory equipment may not be readily available. People with respiratory illnesses should be referred to emergency personnel.

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- Ask the person how you can help them most effectively. If necessary, lead the person to an area of rescue assistance and/or stairwell and tell the person to wait there, and then go seek help from fire personnel immediately.

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Area c of Rescue Assistance are designated places where people with disabilities remain temporarily in safe to await further instructions or assistance during emergency evacuations. At this time/ building stairwells and exit corridors are to be used as temporary waiting areas.

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Demonstrations that do not restrict pedestrian traffic or disrupt education are allowed on campus. In the event of a civil disturbance, please follow these guidelines:

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- Notify Campus Safety at 253-288-3350 or extension 3350 from a campus phone
- Campus Safety will monitor the demonstration for vandalism or signs of escalation
- Campus Safety will contact Police if needed
- Preplanned demonstrations may have law enforcement presence

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- Notify Campus Safety at 253-288-3350 or extension 3350 from a campus phone
- Identify individuals acting out (clothing, physical description, and activity engaged in)
- Campus Safety will contact Police if needed

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Earthquakes strike suddenly, violently and without warning. The likelihood of a large earthquake occurring in the Puget Sound region is high. Therefore, it is important to know safety precautions during an earthquake.

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- If inside, stay there
- If outside, get into an open area

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- Get under a desk or table, or stand in a doorway or corner.
- Stay clear of windows, bookcases or mirrors.
- Extinguish any open flames or sources of ignition immediately.
- If in a multi-story building, stay on the same floor. An evacuation may not be necessary. Wait for instructions from safety personnel.

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- DO NOT use elevators
- DO NOT rush for doors
- DO NOT re-enter buildings until notified by officials

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Be prepared for aftershocks, which can be as intense as the initial earthquake.

Check for injured persons in your building or area. Do not move the injured individual unless there is serious danger to the person's safety.

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

Do not use any open flames until you are certain there are no gas leaks. ⊘

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If you smell gas in your building, evacuate immediately and notify Campus Safety.

Stay away from fallen or damaged electric wires.



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- Be sure you know the location of fire extinguishers, exits, and pull stations in your area.
- Always evacuate when you hear the fire alarm. There is no way to know whether the alarm is false or not. Evacuate and proceed immediately to the nearest Building Rally Point.



## **3.1**

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Green River College has several operations that are located in the Green River Valley and could be directly impacted by a flood. Several employees and

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The EOC will be responsible for announcing and coordinating the evacuation of the Kent Campus, Enumclaw Campus and/or Auburn Center, unless prior instruction is provided by city officials, emergenc





## **8** **1**

Extreme weather conditions such as ice or wind storms, blizzard conditions or heavy snow could result in emergency conditions requiring cancellation or delayed start of classes, or campus closure.

Green River College will make every attempt to keep offices and services operating in inclement weather. However, there may be times when weather is too severe for the College to remain open. The President will make the final decision on whether classes are canceled, start late, or suspend operations based on information provided by the EOC.

## **9** **1**

In the event of a significant snow/ice storm, the following measures should be taken:

- If the main highways (I-5, I-405, SR 167 or SR 18) are closed or have restricted access, campuses will be closed.
- If there has been significant snow fall or accumulation of ice overnight which renders roadway travel hazardous, a decision to close campuses or delay start time will be made by 5 a.m. The announcement will be made via email, e2campus alert, the College's website, Facebook and Twitter.
- If the Auburn or Kent School Districts cancel school, chances are that the College will cancel classes as well.
- For Enumclaw Campus **■** (7 a.m. – 10 a.m.) they will follow what the Enumclaw School District does. The College will make operational decisions for Enumclaw classes starting after this timeframe.
- It is important for students, faculty and staff to closely monitor all communication channels to keep informed of developments, especially before traveling to campus.

## **10** **1**

In the event of a severe wind storm, the main campus will be at high risk of falling trees and debris as well as power failure. The unpredictability of falling trees and debris makes the entire campus very hazardous to students, faculty, staff and visitors.







# EMERGENCY OPERATIONS

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

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- Close all doors and windows
- Call Campus Safety at 253-288-3350 or extension 3350 from a campus phone

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- Avoid going outside if possible. If you go outside, cover your mouth and nose. Keep skin covered to avoid irritation from contact with ash.
- Wear long-sleeved shirts and long pants.
- Keep car or truck engines off.
- Follow instructions from officials.