|  |  |
| --- | --- |
|  | **MULTI-HAZARD**  **PLAN** |
| 2023-2024 | |

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**QUICK REFERENCE GUIDE TO EMERGENCIES ON CAMPUS:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Emergency System** | **When to Use** | **How to Use** | **Who Authorizes Activation for an Emergency** |
| 911 | Anytime someone is in need of emergency help, you feel threatened, there is an accident or other emergency where life or property is immediately threatened. | Call 911 from your cell phone and/or a campus phone immediately if there is a threat to people and/or property. The call will ring into the RiverCom 911 center and immediately dispatch emergency services to the emergency. | ANYONE who believes there is an immediate threat to people and/or property should call 911. |
| Building Lockdown | When there is an identified threat that is or may cause a threat to life (examples:  active shooter, external chemical exposure). | Activated by an application either on a specific phone(s) or computer by pre-designated campus authority (Security, SSEM, Facilities, PIO, Cabinet members, IT) | Lockdown for campus will be done at the direction of a campus authority. This can be activated by Security, SSEM, Facilities Director, Cabinet members, IT. |
| RAVE | This system is an emergency alert system designed to send text messages to your phone to immediately notify you of an emergency on campus and a short directive on what to do immediately. | Will be activated by a campus authority (PIO, IT, SSEM, Facilities Director) by phone or computer to send via text message. You will receive a text message every 5-10 minutes in an emergency situation. Local law enforcement will also be automatically notified. | Authorized by a campus authority:  PIO, SSEM, Facilities Director, Cabinet members, IT.  Once a lockdown has been activated—Rave is immediately activated. |
|  |  |  |  |

**Safety on Wenatchee Valley College Campus Overview:**

Wenatchee Valley College safety and security continually re-evaluate and assess our security program, multi-hazards threat assessment and emergency response procedures against tragic events such the campus shooting events. We are working to look at the after action reports to evaluate and/or validate our current security procedures and systems while planning for and implementing resource-based upgrades and/ or changes to improve our policy and procedures.

**HIGHLIGHTS OF WENATCHEE VALLEY PHYSICAL SECURITY:**

**Emergency Notification System:** RAVE, cell phone and desk top alert system

**Alarms and Alarm Monitoring**: Alarms are monitored by SimplexGrinnell

**Electronic Access and Control System**: These systems include electronic locks controlled by facilities. Faculty and employees use a proximity card, and some keys for entry into buildings and classrooms. The proximity cards can be programmed for specific buildings, doors, and times, and they can be made inactive if lost. The Residence Hall is also controlled by proximity cards. As buildings are updated and built, these systems are being installed. Current practice is to electronically control access to specific time periods and to allow access for specific areas for specific functions.

**Security Cameras**: Wenatchee Valley College has 26 external cameras and 20 internal cameras on campus, and Omak Campus has 7 external cameras and 4 internal cameras. The cameras are used to help in detecting suspicious behavior, investigate criminal activity, and protect facilities. Video from all cameras are recorded and reviewable for investigations and follow-up.

**Security Guards:** Wenatchee Valley College contracts security with First Security. WVC has a 24/7 security guard on campus. Security guards patrol the campus grounds and offer campus assistance in numerous ways. Their primary focus is to prevent, discover, and deter illegal activity, enforce campus parking, respond to calls such as building lock out and vehicle issues, and to assist students and employees when needed. Security guards do reports of daily activity and report crimes when needed.

**Emergency Response Procedures**: being defined and written.

**Incident Command System**: ICS is a standardized, on-scene, all-hazard incident management approach. ICS allows school personnel and community responders to adopt an integrated organizational structure that matches the complexities and demands of the incident(s) without being hindered by jurisdictional boundaries. ICS structure is flexible. It can grow and shrink to meet different needs. This flexibility makes it a very effective and efficient management approach for both small and large situation.

**School Drills**: being defined and written.

**SDS Online**: can provide emergency response with a list of chemicals on campus and in specific buildings and labs.

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# Introduction

According to the National Response Framework, “disasters begin and end at the local level.” The effects of disasters are felt by people living in communities, and ultimately the efforts of emergency services professionals focus on restoring the health of communities. Disasters are fundamentally local in impact; thus, responsibility for the management of response resides with states and local governments.

There are five major characteristics of disasters that make them hard to overcome (for a more detailed explanation, see Donahue and Joyce, 2001; Waugh, 2000):

1. ***Disasters are large, rapid-onset incidents relative to the size and resources of an affected jurisdiction.*** That is, they harm a high percentage of the jurisdiction’s property or population, and damage occurs quickly relative to the jurisdiction’s ability to avert or avoid it. They may also directly impact the resources and personnel available to respond. As a result, response to disasters evokes a profound sense of urgency, and coping with them drains a jurisdiction’s human resources, equipment, supplies, and funds. If pre-incident data are available, geospatial analysis can provide important insight into the nature and extent of changes brought by disasters.
2. ***Disasters are uncertain with respect to both their occurrences and their outcomes.*** This uncertainty arises because hazards that present a threat of disaster are hard to identify, the causal relationship between hazards and disaster events is poorly understood, and risks are hard to measure—that is, it is difficult to specify what kind of damage is possible, how much damage is possible, and how likely it is that a given type and severity of damage will occur. Geospatial models can help predict the locations, footprints, times, and durations of events, and the damage they may cause, so that jurisdictions can better prepare for them.
3. ***Risks and benefits are difficult to assess and compare.*** Disasters present emergency planners, emergency managers, and policy makers with countervailing pressures. On the one hand, it is important to minimize the exposure of populations and infrastructure to hazards; on the other, people want to build and live in scenic, but hazard-prone, areas and often oppose government regulation. Further, how should the various levels of government address the balance between providing relief to the victims of disasters and the need or desire to avoid encouraging risk-accepting behavior; also, to what extent should the costs of such behavior be shifted from those who engage in this behavior to the larger population? While most agree that response assistance should be provided to those who have suffered from a disaster, questions arise as to whether insurance for those in risk-prone areas should be subsidized by the federal government and to what extent repeated damage should be compensated (for example, by paying for rebuilding the same house after a second or third flood). An important component of this issue is the accuracy of risk assessment. Geospatial data and tools are invaluable in making the necessary assessments of the geographic distribution of risk and in estimating the quality of each assessment.
4. ***Disasters are dynamic events.*** Disasters evolve as they progress, and they change in response to human actions and natural forces. This makes it imperative that response strategies be flexible and argues for the value of analysis in helping responders understand and adapt to the changing conditions they face. Managing these phenomena can thus be a highly technical endeavor requiring specialized expertise for both policy development and policy implementation. In particular, geospatial data and tools can help incident managers to visualize the event over time, track the activities of responders, and predict the outcomes of various courses of action.
5. ***Disasters are relatively rare.*** Most communities experience few, if any, disasters during the average time in office of a political official or the average time of residence of a citizen. Thus, many communities are unlikely to have recent experience with disasters, and governments may feel little imperative to build their disaster-management capacity, even if the hazards are real and the risks formidable (Waugh, 1988). More obvious and immediately pressing public service concerns readily displace disaster preparedness as a priority. Specialized capabilities, such as geospatial data and tools (such as GIS, GPS), are especially vulnerable to budget cuts and resource reallocation.

Wenatchee Valley College, like any other organization, is potentially subject to natural and human-caused incidents that could threaten our community, core academic mission, institutions, and environment. In any emergency, the College’s first priority is the safety and well-being of our students, faculty and staff.

The Wenatchee Valley College Multi-Hazard Plan (MHP) establishes the framework to ensure the College is prepared to deal with emergencies or threats to community safety on campus, or to our students, faculty, or staff. The Plan describes the roles and responsibilities of College departments. The College’s Multi-Hazard Plan and Emergency Management Team unify the efforts of College departments to provide a comprehensive approach to respond and to reduce the impacts of a disaster event.

The MHP addresses the responsibilities of College departments throughout the phases of emergency management. This plan also guides the operations through the use of the National Incident Management System.

The organization of the MHP has been divided into the following sections:

1. **Basic Plan** – This section outlines, in general terms, how College departments will respond to, aid the College’s recovery from, and mitigate the impact of any emergency or disaster. It also contains sections that describe the emergency response priorities and incident levels, as well as the roles of the various members of the College administration.
2. **Appendices** – Each Appendix contains guidelines for unique threats or situations.

The MHP procedures coordinate the College's response to crises, disasters, emergencies, severe weather conditions, and other potentially catastrophic events that could affect the safety and well-being of members of the College community, which is our first priority.

The MHP is a comprehensive emergency management system that ensures coordination and cooperation among multiple departments, organizations and jurisdictions for small- and large-scale events.

# 1.0 The Multi-Hazard Plan

**Plan Goal**

To establish a framework through which Wenatchee Valley College prepares for, responds to, recovers from, and mitigates the impacts of a wide variety of incidents that could impact human life and the safety of employees and the public, adversely impact the environment or damage property, and disrupt normal campus operations.

**Plan Objectives:**

* Provide the College and its publics the assurance that emergency preparedness and emergency response are a high priority with leadership and support that begins with the College President and the Senior Leadership team.
* Provide a basis for training supervisors on emergencies.
* Continuously be prepared with a pro-active emergency response management action plan for the possibilities and eventualities of emerging incidents.
* Efficiently utilize campus resources to prepare for and respond to emergencies with the purpose of mitigating the emergency to minimize its impact.
* Determine through a clear decision process the level of response and extent of emergency control and coordination that should be activated when incidents occur.
* Provide a basis for departments to develop department specific crisis management plans.

**Plan Purpose:**

The Wenatchee Valley College Multi-Hazard Plan (MHP) provides a realistic approach to problems which are likely to be encountered during an emergency. The MHP provides a comprehensive look at various emergencies and how WVC plans to deal with them. It must be understood that the MHP is not all-inclusive in its Emergency Management approach. It outlines basic concepts for managing, not only the specified emergencies but allows for the flexibility and adaptation to encompass emergency response for much of what can happen. This manual is an evolving document that will change over time to reflect new emergencies and ways to manage emergencies.

In the event of an emergency, the College President (or designee) may declare a state of emergency; emergency response plans and procedures will be implemented as needed, in accordance with best practices utilized by the nationally recognized, and highly effective, Incident Command System (ICS).

The basic emergency procedures outlined in this plan are designed to inform and prepare WVC faculty and staff for emergencies on campus. The goal is to improve the ability of the College to protect lives and property through effective use of recognized and established Emergency Response Procedures and College and community resources.

The MHP is designed to be flexible in the belief that flexibility will allow the College to accommodate the magnitude of severity, small to large, each emergency may present.

**REMEMBER*: The overriding priority during any emergency is LIFE SAFETY (your personal safety and the safety of others in your area). WVC property considerations are always secondary to human life safety.***

**SCOPE:**

Human caused and natural disasters can affect Wenatchee Valley College. In addition, crisis incidents such as explosions, accidental release of hazardous material, power outages as well as epidemic, pandemic and other health related emergencies pose a potential threat to public health and safety on the campus.

**Chelan County List of Hazards**from the Chelan County Hazard Mitigation Plan Update 2013

|  |  |  |
| --- | --- | --- |
| **Rank** | **Hazard Type** | **Risk Rating Score**  *(Probability x Impact)* |
| 1 | Severe Weather | 42 |
| 2 | Natural Disaster | 36 |
| 3 | Wildfire | 33 |
| 4 | Handford/Umatilla Chemical | 32 |
| 5 | Flood | 18 |
| 6 | Earthquake | 14 |
| 7 | Dam Failure | 12 |
| 8 | Landslide | 6 |

(This section above is consistent with the Chelan County Comprehensive Emergency Management Plan (CEMP). This is only the top 8 of this plan).

A plan is needed to ensure the protection of the students, faculty, staff, and the public from the effects of crisis incidents. This plan guides preparedness, response, recovery, and mitigation actions and may be activated at the direction of authorized personnel. In addition, the MHP defines a concept of operations spanning the direction and control of an emergency from initial monitoring through post-disaster response and recovery. The MHP also defines emergency roles and responsibilities of college leadership and identifies actions to be taken by departments.

Please see appendix for Campus Security Authorities (CSA’s).

**PLANNING ASSUMPTIONS:**

Emergency planning requires a commonly accepted set of assumed operational conditions which provide a foundation for establishing protocols and procedures. These are called *planning assumptions* and the standard practice is to base planning on the worst-case conditions. For WVC they are:

* Critical utilities may be interrupted, including electrical power, potable water delivery, voice communications, data communications, information systems, and repeater-based radio systems.
* Regional and local services may not be available.
* Buildings and structures, including homes, may be destroyed or heavily damaged.
* Regular day-to-day supply streams may not be available.
* Contact with family and home may be interrupted.
* Weather conditions may not allow RAVE ALERT to campus or RAVE ALERT from campus.
* Access routes to and from campus may be inaccessible.
* Essential campus functions may be covered by atypical staff members.
* The Emergency Management Team, with the support of key departmental staff, will need to conduct its own rapid assessment and situation analysis within the first hour of an incident.
* All of the Crisis Communication Channels may not be available.
* Members of the Emergency Management Team may need to cover more than one responsibility of the Emergency Management Team.

**CONCEPT OF OPERATIONS:**

The Wenatchee Valley College Multi-Hazard Plan is designed to provide a framework and guidance for a coordinated response to crisis incidents with impacts which range from minimal to moderate and moderate to serious. The plan does not replace the procedures for safety, hazardous material response, or other emergency measures already established at WVC. Instead, it supplements the existing procedures with a crisis management structure, which provides for a focus on preserving human life and the safety of students, employees, and the public; minimizing the environmental impact; and minimizing property damage and disruption of operations.

The College President, or his/her designee, may declare a campus state of emergency. The effect of the declaration is to activate response, mitigation, and recovery aspects of the plan. When the needs of the emergency exceed the College’s capabilities, external assistance will be requested. In addition, when the nature of the emergency exceeds the authority of the College, external governance will prevail.

Because this plan is designed as a flexible management system, part or all of it may be activated as appropriate to an incident.

**Concept of Operations**

**A. General**

This EOP will be activated upon noticeable threat of an impending emergency or disaster on the WVC campus or surrounding areas. It will be used as a decision-making tool and a guide for information collection and dissemination during an emergency.

Upon notification of an actual or impending disaster, the Director of Campus Safety and Security (whose responsibilities include emergency management for the college) or their designee will activate the EOP and utilize the specific emergency response phase of operations. They may also activate the EOC and take other appropriate actions.

All departments and offices will contribute to the emergency response and will assist each other in creating a seamless preparatory period and response to an emergency under the authority of the Incident Commander and Emergency Operations Coordinator.

College emergency operations will be conducted according to the National Incident Management System (NIMS) and the Incident Command System (ICS) and using the emergency management cycle of mitigation, preparedness, response, and recovery.

The Emergency Operations Center will be staffed and operated as the situation dictates. Those involved in the management of the emergency will be trained to the ICS level appropriate for their role. (See Key Personnel list at end of this section).

When activated, operations are supported by representatives from Wenatchee Valley College (WVC) departments, who will provide information, data, resources, and recommendations regarding actions needed to cope with emergency and disaster situations.

The Emergency Operations Coordinator or his/her designee will coordinate and control ECSU response and recovery resources through the WVC EOC.

The Public Information Officer, located in the WVC EOC, will disseminate emergency public information through any and all available media outlets during a disaster or emergency.

**B. Key Personnel and Training Requirements**

Though schools and Higher Education Institution (HEI) officials are not typically tasked to be highly trained, first-response emergency management personnel, they play a vital role in the process. Emergency management teams should determine which personnel need to receive training based on their role(s) in the overall school or HEIs emergency management program. In accordance with guidance as provided by the U.S. Department of Education, “key personnel” are required to complete the following four courses in order for an individual or organization to be considered NIMS compliant: 1) ICS-100 Introduction to the Incident Command System, 2) ICS-200 ICS for Single Resources and Initial Action Incidents, 3) IS-700 NIMS, An Introduction, and 4) IS-800.B National Response Framework, An Introduction.

“Key personnel” each have certain recommended minimum training level requirements as established by the Washington CTC’s Safety, Security and Emergency Management Council in February 2014:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Title** | **ICS100** | **ICS200** | **ICS300** | **ICS 400** | **IS 700** | **IS 800** |  |  |  |
| HR Director | X |  |  |  | X |  |  |  |  |
| PIO | X | X |  |  | X | X |  |  |  |
| President | X | X |  |  |  | X |  |  |  |
| VP of Administration Services | X |  |  |  | X |  |  |  |  |
| VP of Student Services | X | X | X | X | X | X |  |  |  |
| VP of Instruction | X |  |  |  | X |  |  |  |  |
| Deans | X |  |  |  | X |  |  |  |  |
| Associate Dean/Chair | X |  |  |  | X |  |  |  |  |
| Associate Dean of Student Services | X | X |  |  | X | X |  |  |  |
| Staff/Faculty | X |  |  |  | X |  |  |  |  |
| Director Of Facilities & Operations | X | X | X | X | X | X |  |  |  |
| Facilities Manager/ Supervisors | X | X | X | X | X | X |  |  |  |
| Custodian | X |  |  |  | X |  |  |  |  |
| SSEM (Safety, Security & Emergency Manager | X | X | X | X | X | X |  |  |  |
| Security Guard | X |  |  |  | X |  |  |  |  |
| **Other Recommended EMP Courses** |  |  |  |  |  |  |  |  |  |
| IS-546.A | Continuity of Operations (COOP) Awareness | | | |  |  |  |  |  |
| IS-702A | NIMS Public Information | |  |  |  |  |  |  |  |
| L-0363 | Multi-Hazard Emergency Planning for Higher Education | | | | |  |  |  |  |

# 2.0 Emergency Response Priorities

In any emergency situation, Wenatchee Valley College’s emergency response will be guided by the following priorities:

1. **People** – Wenatchee Valley College’s highest priority is the safety and well-being of those who live, work, and study within the Wenatchee Valley College community.
2. **Residential and Occupied Facilities** – Residence halls which house students, faculty and staff, occupied classrooms, offices, labs, auditoriums, arenas, and special event venues
3. **Facilities that Sustain Emergency Response** – Energy systems and utilities, communication systems, computer installations, and potential sites of emergency shelter and operations
4. **Unoccupied Facilities** – Unoccupied offices, Facilities, and buildings should be protected by means which do not require members of the WVC community to assume undue risks to their own safety.

# 3.0 Declaration of Campus Emergency

**AUTHORIZATION TO ACTIVATE MULTI-HAZARD PLAN:**

The authority to declare a College state of emergency lies with the highest ranking, trained College Administrator on site. Administrators authorized to declare a State of Emergency include:

* President
* Vice President of Administrative Services
* Vice President of Instruction and Student Services
* Executive Director of Human Resources
* Director of Facilities and Operations
* Safety, Security and Emergency Manager

An emergency is defined as *“Unforeseen circumstances beyond the control of the client agency that either: (a) present a real, immediate threat to the proper performance of essential functions; or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken.”* (RCW 39.04.280)

A State of Emergency may be declared under this plan to regulate campus buildings and grounds and maintain order on campus. When this declaration is made, only registered students, faculty, staff, and affiliates (i.e., persons required by employment) are authorized to be present on campus. Those who cannot present proper identification (registration or identification card, or other ID) showing their legitimate business on campus will be asked to leave the campus. Additionally, only those faculty and staff members who have been assigned emergency resource team duties will be allowed to enter the immediate disaster site.

**WENATCHEE VALLEY COLLEGE**

**WENATCHEE, WASHINGTON**

**Declaration of Emergency**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as President of Wenatchee Valley College, do hereby declare a state of emergency due to the emergency described herein:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Which is threatening the health and safety of people and/or property operated at the college campus located in Wenatchee, Washington.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(time)

Note: Fax to Chelan County Emergency Management, 509-663-9911, and Washington State Emergency Management Division (CALL THE STATE EOC AT 800-562-6108 TO GET THE APPROPRIATE FAX NUMBER)

# 4.0 Emergency Response Levels

Any incident or series of incidents which require(s) the College to disengage resources from normal operations to provide extraordinary protection of life, property, and/or operations shall constitute a campus emergency. The MHP utilizes three classifications that describe the estimated impact of an event on the operations of Wenatchee Valley College and determine the College’s emergency response.

1. **Critical Incident:** Affects a segment, subgroup, or portion of the campus in a very significant way, but does not disrupt the overall normal operations of the college. Critical incidents tend to be managed by existing on-campus resources. It may necessitate the activation of some or all emergency protocols. However, common sense should prevail, and any emergency protocol may be activated when deemed necessary. Examples include:

* Suicide attempt
* Sudden and unexpected death or serious injury of a student, staff/faculty member or administrator
* Small facility fire
* Major on-campus crime (especially those which meet Clery Act reporting criteria)

1. **Campus Emergency:** An incident which disrupts the orderly operation of the college or its mission. These types of emergency situations require an institution-wide response to address multiple issues. The incident will likely affect all facets of the college and will likely require a response from outside resources. The decision to close down the college for a period of time is a benchmark of a Campus Emergency. This type of emergency could necessitate the activation of all emergency protocols, such as:

* Severe weather
* Major violence, such as an active shooter on campus
* Major facility fire
* Hazardous materials incident
* On-campus mass illness (food poisoning, meningitis)

1. **Disaster:** A crisis with major impacts well beyond the borders of the campus. Disasters disrupt the operations of the college and the outside community, region, or nation. Resources which the college may typically have available may be unavailable due to being deployed elsewhere. Will necessitate the activation of all emergency protocols, such as:

* Major earthquake
* Tornado causing major damage
* Biological, chemical, or radiological attack

# 5.0 Communications Networks



In an emergency, information will be disseminated to the College community and external public in a timely and accurate manner. The means of dissemination and specific details will vary on a case-by- case basis depending on the nature of the incident.

The Communications Manager is responsible for all means of internal and external communications related to an emergency incident. This includes drafting and disseminating messages in coordination with other College offices. The primary forms of distribution are:

* RAVE ALERT System
* Alertus
* Campus email
* WVC home page: www.wvc.edu
* The WVC Facebook page: www.facebook.com/WenatcheeValleyCollege
* The WVC Twitter feed: twitter.com/wvc

Depending on the nature of the incident, the Communications Manager will determine the necessity to hold news briefings and escort reporters on campus. Should news briefings be needed, they would be held in a venue appropriate and available. An information center may also be established as another information distribution point based on need.

**Loss of Communications**

During periods when all or parts of the College’s voice or internet communication networks are inoperative, the Emergency Management Team will utilize cellular and radio communications and other appropriate network communication services.

Informational broadcast communications will be delivered when technically feasible via the RAVE ALERT/Alertus System, which delivers messages through text message and email. Also check the College web page ([www.wvc.edu](http://www.wvc.edu)).

Information kiosks (aka trap lines) will be developed at several major locations throughout campus. (This is a proposed EXTERNAL system).

**RAVE/Alertus ALERT SYSTEM**

Wenatchee Valley College provides information to the campus community in the event of emergency via the **RAVE ALERT System** [text and email messages sent from campus authorities].

The WVC emergency alert notification system will be used to send messages related to campus emergencies, weather-related closures, and timely notifications after certain crimes or incidents have occurred.

This service is available through the college website. To activate your membership, go to the WVC emergency web page (wvc.edu/emergency). Then follow the simple instructions to complete the registration process.

WVC Alerts is an opt-in service and while there is no direct cost for signing up for this service, you may be charged a text message fee by your cell phone provider. You will need to contact your provider to determine what fees if any are applicable and any costs you may incur using this service.

**See Appendix R** for detailed information about campus notifications due to emergency or weather-related closures.

# 6.0 Emergency Management Team

In the event of a campus-wide emergency, the Emergency Management Team (EMT) will be activated. The EMT and Multi-Hazard Plan are designed to assign leadership roles to the functional components necessary to manage any emergency situation. The EMT consists of members of the Executive Staff, senior administrators, faculty, and staff. This group, when convened by the President or a senior administrator, will direct the actions of the campus employees during emergencies.

To ensure that all responses to any incident or emergency are carried out efficiently and in the most expedient manner possible, various staff organizations of the College are tasked with specific responsibilities which must be accomplished during an emergency. The President or designee has overall responsibility for managing the event. However, the President or designee relies on the technical expertise of the College’s Executive Staff to facilitate all emergency operations. Specific functional responsibilities are assigned as follows:



**Functional Areas**

This system will be activated in the event of a campus-wide or regional emergency.

1. **Incident Commander (IC)** is in overall command throughout the duration of the incident until relieved by a senior staff member or a transfer of leadership during a long-term incident. During any incident with campus-wide or regional repercussions, the President or designee will become the default Incident Commander.

*Responsibilities*

* Establish leadership
* Assign staff based on the needs of the incident
* Determine the overall strategy for the incident response and communicate this strategy to all management levels of the organization
* Expand the leadership structure, as needed, to maintain an effective supervisory span of control as the incident escalates
* Approve requests for plans, distribution of resources, for additional resources, news and information to be released to the College community and publicly, and demobilization planning

1. **Safety Officer –** Monitors safety conditions, develops plan to ensure safety of all assigned emergency personnel.
2. **Public Information Officer** – The Communications Manager will act as the Public Information Officer (PIO) during an emergency incident. The PIO is responsible for releasing information to the College community and the public about the incident and working with the media and appropriate responding agencies. Prior to briefing the media, the PIO must discuss the facts of the incident with the IC. The briefing should include information about what is known currently, the plan to control the incident, the College’s priorities, timing for the next update, and the correction of any public misinformation.

The PIO is also responsible for working with other members of the EMT and allied response agencies to communicate information about the incident and the health and safety of students, faculty, and staff to the on-campus community, parents, and alumni.

1. **Liaison Officer** – On-scene contact (the go-between) for other agencies assigned to the incident.
2. **Operations Section** – Carries out response activities described in the Incident Action Plan (IAP). The Executive Staff assists the IC in developing the strategy, tactics, and overall plan for the incident and recovery.
3. **Planning Section** – Develops the IAP. Members are responsible for information about the current status of the incident and resources. The Planning Section also evaluates the need for and obtains additional resources to meet any anticipated operational changes. The planning objectives should be attainable, measurable, and flexible.
4. **Logistics Section** – Provides necessary Facilities, services, and materials, including personnel to operate incident response equipment. The Logistics Section is responsible for the Information Technology, Facilities, Food and Supplies unit.
5. **Finance & Administration Section** – The Vice President Administrative Services or designee is responsible for tracking all incident costs and evaluating the financial considerations. Tracks on-going incident costs and reimbursement accounting for all emergency response equipment and personnel. Records costs and financial operations; this is especially important in the event of a United States Presidential Disaster Proclamation.

# 7.0 Campus Emergency Coordination Center (CECC)

* The President’s Conference Room (2322A) in Wenatchi Hall may serve as the primary CECC.
* If that room is unavailable or the need exceeds the capabilities of Room 2322A, the CECC may be located in Room 2105 in Wenatchi Hall.
* If that room is unavailable or inaccessible, the CECC may be located in 2106 in Wenatchi Hall

The Campus Emergency Coordination Center (CECC) is the central operations center used during campus emergencies. The CECC is equipped with communications gear, administrative supplies, and other items. The CECC develops and then provides all appropriate information to the Executive Staff for final decisions on managing an emergency incident. Administrative staff is responsible for activating the CECC should an incident require the support of multiple College entities. The CECC is staffed by members of the EMT who will manage a campus emergency.

Identify a back-up building if Wenatchi Hall is out. We can look at Wenatchee Police Department, Chelan County Emergency Management Emergency Operation Center, or an open building on Wenatchee Campus.

On- or off-site location will need to be determined at the time of the incident.

Key indicators to determining back up location will be the magnitude of the incident, and if a power source is needed. If we remain on campus, then Wenatchi Hall will have the needed power source back up.

# 8.0 Building Coordinator Program

The purpose of the Building Coordinator Program is to identify College staff who will serve as resources to provide safety and security information to other staff and students that occupy a particular building serving an academic or administrative facility.

**Program Structure**

Each building located on the Wenatchee Valley College campus will have one (1) or two (2) individuals who will serve as a "Building Coordinator." The residence halls may also use RA staff to serve as “Building Coordinators.”

**Building Coordinator Responsibilities**

* Ensure that building/floor evacuation plans are posted in all offices, classrooms, and common areas.
* Distribute safety information as necessary.
* Report observations which affect the safety and security of floor/building occupants.
* Assist emergency personnel with building, area, or campus evacuation procedures.
* Compile lists of people in evacuation area.

**Training**

Each Building Coordinator will receive training in

* Building and campus evacuation procedures
* Fire protection systems within the respective floor or building
* First aid, CPR and Automated External Defibrillator (AED) use
* Lockdown and Shelter-In-Place Procedures
* Elements of the Multi-Hazard Plan.

**Identification**

Building Coordinators will

* Be identified to all staff and students
* Be issued visible identification and support equipment.

**Cross training should be conducted for all employees to serve as a back-up when needed (response is consistent with training).**

**Employees working nights (after 3 pm) and Adjunct faculty need the same training and awareness as full-time and day shift employees.**

# 9.0 Instructional Technology Team

Lead Department: Wenatchee Valley College Instructional Technology (IT)

**I**NTRODUCTION

The purpose of the Information Technology Team is to monitor the College voice, video, data and core systems during a time of crisis and manage any issues that affect the ability of these systems to enable the College community to carry out its goals in support of the overall mission of Wenatchee Valley College.

The magnitude of the disaster will determine the response from the Instructional Technology Team. As part of the IT Disaster Recovery Plan, IT is putting in place the infrastructure to allow it to respond to disasters of varying magnitude with particular focus on the restoration of services identified as tier one services (Phones, RAVE ,fire services, email, web services, domain and authentication services, file services, learning management system and administrative information system functionality). Once in place, this infrastructure will allow IT to implement various operational plans to ensure continuity of tier one network services. IT will respond accordingly depending upon the effect the disaster has on the technology systems.

If the emergency has a major or prolonged impact on the College core systems, IT in coordination with the EMT will declare a formal core systems disaster. IT will activate the IT Disaster Recovery Plan and Commence Core Systems recovery as specified in the Information Technology Disaster Recovery Plan (see IT Disaster Recovery Plan for detailed recovery plans). Core Systems are defined as the following:

1. Internet Protocol (IP) Network (WVC’s wired and wireless network)
2. Domain Services
3. Email System (Exchange)
4. Campus Portal and Learning Management System
5. File Services
6. Terminal Services

IT will continue monitoring and recovery operations as necessary until the College has declared that the crisis has ended.

**SCOPE OF RESPONSIBILITIES**

The Information Technology Team is charged with providing guidance, technical expertise to the College Emergency Response Team and the College community for all data, video, Internet and core technology systems and services during emergencies on the campus.

The Information Technology Team is responsible for ensuring that the various communication methodologies (IT systems, email, Wenatchee Valley College web homepage, phones, RAVE) used to relay information to our community (faculty, staff, students–on-campus, off-campus, abroad--parents, and alumni) during times of crisis are functioning efficiently and effectively.

The Instructional Technology Team is responsible for establishing a schedule of preventive maintenance and periodic testing of IT emergency communications systems and the RAVE ALERT System in relationship and planning with SSEM.

When an emergency is declared at Wenatchee Valley College, the IT Operations Leadership Team will assume responsibility for continuity or recovery of the voice, video, data, and core services at WVC.

IT electronically monitors many components of the College’s network and core systems on a 24x7x365 basis. The initial response activities of IT will center on an assessment of the healthof the College’s network and systems via the monitoring systems. The IT Operations Leadership Team will assemble at the IT emergency command center at the CLL building in the event an emergency is declared. **A BACK-UP Location needs to be clearly identified.**

IT will coordinate all necessary recovery activities with their technology business services providers.

**CONTINUING ACTIONS**

1. Identify off-site location(s) for core services as part of the disaster recovery plan and obtain funding to enter into a formal contract for off-site recovery services.
2. Identify key vendors from whom it may be necessary to order replacement equipment in the event of major damage to the IT data center.
3. Identify back-up equipment, lighting, generators, and transportation needs.

# 10.0 Training and Exercises

Testing of simulated emergency incidents and emergency communications, including the periodic testing of mutual aid and assistance agreements, shall be conducted regularly utilizing one of the following formats and varying according to the type of event:

* **Tabletop** – Informal discussion of simulated emergency; no time pressures, low stress, useful for evaluating plans and procedures and resolving questions of coordination and responsibility. Testing of at least one hazard event should be done once a year
* **Drill** – Single emergency response function, single agency involvement, often a field component. Testing should be done at least once a year.
  + **Residence Hall evacuation drills** – Conducted at least annually or more frequently as needed.
* **Functional Exercise** – Policy and coordination personnel practice emergency response, stressful, realistic simulations; takes place in real time, emphasizes emergency functions, Campus Emergency Coordination Center is activated. Testing should be done every other year.
* **Full-scale Exercise** – Takes place in real time, employees treat real people and use emergency equipment in the field; coordinates many agencies, including testing of mutual aid and assistance agreements, tests several emergency functions; CECC is activated and produces a high-stress environment. Testing should be done every five years; however, activation of the CECC in response to an actual emergency or disaster will meet this testing requirement.

At the completion of each exercise or simulated emergency incident, documentation of test results and lessons learned shall be documented in the form of a Corrective Action Plan or After Action Report, reviewed with the campus emergency management team, and maintained by the Safety, Security and Emergency Manager.

Continually communicate the Plan to the campus community in a variety of methods through public education (e.g., web-posting of the Plan, except for active-shooter/terrorist responses plans) or other mechanisms for dissemination of hazard planning materials.

# APPENDIX A: TARGETED VIOLENCE/WEAPONS OFFENSE

**CALL 911**

**RAVE ALERT Notification**

**Profile of an Active Shooter**

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms.

**Characteristics**

* Victims are selected at random, but not always.
* The event is unpredictable and evolves quickly.
* Law enforcement is usually required to end an active shooter situation.

**General Guidelines**

* Be aware of your environment and any possible dangers.
* Take note of the two nearest exits in any facility you visit.
* If you are in an office or classroom, stay there and secure the door.
* Attempt to take down the active shooter as a last resort.

**How to respond to an active shooter**

* **AVOID starts with your state of mind.**
* **Pay attention to your surroundings.**
* **Have an exit plan.**
* **Move away from the source of the threat as quickly as possible.**
* **The more distance and barriers between you and the threat, the better.**

1. **DENY when getting away is difficult or maybe even impossible.**

* **Keep distance between you and the source.**
* **Create barriers to prevent or slow down a threat from getting you.**
* **Turn the lights off.**
* **Remain out of sight and quiet by hiding behind large objects and silencing your phone.**

1. **Defend because you have the right to protect yourself.**
2. **If you cannot Avoid or Deny be prepared to defend yourself.**
3. **Be aggressive and committed to your actions.**
4. **Do not fight fairly. THIS IS ABOUT SURVIVAL.**

CALL 911 when you are in a safe area. Inform the 911 operator that this is an active shooter situation.

**How to act when the police arrive** *(a.k.a. how to avoid being shot mistakenly by police)*

*SHOW YOUR HANDS AND FOLLOW COMMANDS.*

1. Remain calm and follow instructions
2. Put down any items in your hands (i.e., bags, jackets)
3. Raise hands and spread fingers
4. Keep hands visible at all times
5. Avoid quick movements toward officers such as holding on to them for safety
6. Avoid pointing, screaming, or yelling
7. Do not stop to ask officers for help or direction when evacuating

**Weapon Witnessed, but no Immediate Danger-CALL LAW ENFORCEMENT (509-663-9911)**

1. Notify another staff member to call Campus Security at 509-682-6911 or 6911 from a campus phone. Campus Security will notify the Administration Offices. Limit information to staff and students on a need-to-know basis.
2. The President or designee will activate the Campus Notification System to notify employees and students of the threatening situation and institute lockdown procedures until all is clear.
3. The person reporting the incident should describe as accurately as possible:
   1. Identity of suspect, if known.
   2. Detailed description of individual(s).
   3. Where the individual is located (i.e., room number).
   4. Circumstances that led to the incident.
   5. Number of persons involved
   6. Number and type of weapon(s).
   7. Any pertinent background information on individual, including possible reason for carrying a weapon that.
4. Be prepared to act as a resource and liaison between school and police. If possible, have a map of the building available for police.
5. Isolate individual or suspect. (If weapon is in a locker or elsewhere, prevent access to it.)
6. Confer with police when they arrive. They will advise you how they intend to proceed.
7. If interaction with the individual is imminent, do not use force or touch the person or weapon. Avoid sudden moves or gestures. Try not to raise your voice – but, if this becomes necessary, do so decisively and with clarity. Your tone and demeanor will strongly influence the outcome of the crisis.
8. If it is safe to do so, students and staff should leave the area immediately. **REMAIN CALM – DO NOT PANIC.**
9. If staff and students must remain in the classroom, they need to:
10. Lock the door, if possible.
11. Turn off lights.
12. Take attendance, specifically noting students not in class.
13. Move everyone out of sight and onto the floor.
14. Close blinds or pull shades, cover windows.
15. Keep a written log of events.
16. The President or designee will call an emergency staff meeting to ensure that staff members leave with accurate information about the incident and subsequent actions to be taken.
17. The President or designee is the only party authorized to speak to the media about the event.

# APPENDIX B: ASSAULT/BATTERY

**CALL 911**

**RAVE ALERT Notification and Behavioral Intervention Team (BIT)**

When the College is notified that an assault has occurred on campus, the Emergency Management Team should manage the incident in cooperation with law enforcement. Appropriate response by College staff will be directed to minimizing the fear of fellow employees and students and preventing the spread of rumors. Any services provided to the victim and her/his family shall be kept confidential and coordinated with outside providers – such as Chelan Mental Healthcare.

Assault/battery will be defined according to Washington State statue. Criminal charges will be determined by law enforcement or prosecuting attorney.

**ASSAULT BECOMES A CRISIS TO BE MANAGED BY COLLEGE STAFF WHEN ONE OR MORE OF THE FOLLOWING CONDITIONS EXIST:**

1. Assault occurs on campus.
2. A member of the victim's family requests College intervention.
3. A friend of the assault victims requests an intervention.
4. Rumor/myth about an assault is communicated.
5. Students witness police action or emergency services response.

A crime of violence is an experience of fear and loss of control. Victims may experience a full range of emotional reactions. It is extremely beneficial for victims to seek emotional support regarding the assault. Monitor any school intervention in an assault incident with the following checklist. When one or more of the above conditions exists, the following should be implemented:

**ASSAULT/BATTERY – CHECKLIST**

College involvement in incident due to

* Assault occurrence on campus
* Rumor/myth about assault is communicated
* Victim's family requests intervention
* Students witness police/emergency services
* Victim's friends request intervention

Complete the following steps protect victim's identity and right to privacy:

* If the assault occurred on campus, dial 911 (from any campus phone) and call Campus Security at 509-682-6911 or 6911 from a campus phone.
* If the assault occurred on campus, secure the crime scene and if victim is able to be moved, move him/her to a safe location
* If possible, obtain names and contact information from all present.
* Document as much information as is possible regarding the incident (remember that all clothing, vehicles etc., could be considered evidence-DO NOT TOUCH or MOVE).
* Provide space in the school for the assault victims and identified peers to receive support services
* Broadcast a Timely Notification to the campus community (Clery Act requirement)
* Advise all who are present not to divulge any information regarding the incident unless directed to do so by law enforcement
* Encourage assault victims to seek additional support available from Central Washington Hospital Emergency Room
* Dismiss classes, as appropriate
* Notify the College’s Administration and the Executive Director of Human Resources immediately
* BIT should develop a communications plan to handle information regarding the incident.
* Complete the online Incident Report documentation and submit ASAP. (This form must be processed and submitted to Administration Office within 24 hours of the occurrence.)
* It is imperative all records related to assault incident and services be housed in a confidential file. All documents should be printed and not emailed.
* Campus Safety Team should meet as soon as possible to determine if an unsafe condition exists (example – poor lighting).

# APPENDIX C: SEXUAL ASSAULT/RAPE

**CALL 911**

**RAVE ALERT Notification, SSEM and Behavioral Intervention Team (BIT)**

When the College is notified that a rape has occurred on campus, the Behavioral Intervention Team (BIT) and the College must protect the identity and right to privacy of the rape victims and the alleged offender. Appropriate response by College staff will be directed to minimizing the fear of fellow employees and students and preventing the spread of rumors. Any services provided to the victim and her/his family shall be kept confidential and coordinated with outside providers – such as a rape crisis team or Central Washington Hospital’s Emergency room.

Sexual assault/rape will be defined according to Washington statute. Criminal charges will be determined by law enforcement or states attorney.

Rape is a crime of violence. For the rape victims, it often is an experience of fear, loss of control, humiliation, and violence. Rape victims may experience a full range of emotional reactions. It is extremely beneficial for rape victims to seek emotional support regarding the assault. Monitor any school intervention in a rape incident with the following checklist.

**RAPE BECOMES A CRISIS TO BE MANAGED BY COLLEGE STAFF WHEN ONE OR MORE OF THE FOLLOWING CONDITIONS EXIST:**

1. A rape occurs on campus.
2. The rape victim or member of the rape victim's family requests College intervention.
3. A friend of the rape victims requests an intervention.
4. Rumor/myth about a rape is communicated.
5. Employees and students witness police action or emergency services response.

**SEXUAL ASSAULT/RAPE – CHECKLIST**

1. If the rape occurred on campus, secure the crime scene and if necessary move the victim to a safe location if able to be moved
2. If possible, obtain names and contact information from witnesses present.
3. Document as much information as is possible regarding the incident (remember that all clothing, vehicles etc., could be considered evidence-DO NOT TOUCH).
4. Provide space on campus for the rape victims and identified peers to receive support services.

# APPENDIX D: BOMB THREAT/SUSPICIOUS PACKAGE

**CALL 911**

**RAVE ALERT Notification**

Bombs can be constructed to look like almost anything and can be placed or delivered in any number of ways. The probability of finding a bomb which looks like the stereotypical bomb is almost nonexistent. The only common denominator which exists among bombs is that they are designed or intended to explode. Most bombs are homemade and are limited in their design only by the imagination of, and resources available to, the bomber.

If you find something that you think might be a bomb, **DON’T TOUCH IT!** Instead, notify Campus Security so they can evaluate the seriousness of the situation. **When notifying Campus Security, do so in person or through a land-line phone. (Do not use a cellphone or two-way radio as it could accidentally trigger the device.)** Campus Security will determine the appropriate response, including notification of public authorities and law enforcement officials.

**If an object suspected to be a bomb is found**:

1. Contact Campus Security at 509-682-6911 or 6911 from a campus phone
2. Call 911
3. Contact the Administration Office
4. Isolate/evacuate the area: Secure area a minimum of 500 feet from the threat!
   1. **TURN OFF CELLPHONES AND RADIOS** within the target range of threat.
5. Do not attempt to handle any suspected explosive device – leave this to a qualified bomb technician.
6. Turn off your cellphone and/or two-way radio and instruct those in the area to do the same.

**BOMB THREATS**

**ALL BOMB THREATS SHOULD BE TAKEN SERIOUSLY!** If you receive a bomb threat, DO NOT TRY AND LOCATE THE BOMB. Instead, notify Campus Security so they can evaluate the seriousness of the bomb threat, then the President (or designee) will act in a manner that reflects the best safety interests of those under his/her charge and the College. Bomb and other threats may be originated in writing, in person, over the telephone, or related through a second source.

**Receiving a Call about a Bomb Threat**

When a telephone call is received, try to get two people to listen to the call at the same time. Stay as calm as possible and remember to record as much data as possible about the caller, including the phone number. Complete the Bomb Threat Checklist. If one is not readily available, the following information should be collected:

1. Keep the caller on the phone and communicating as long as you can; the more the caller talks, the more information you may receive. Ask the caller to repeat the initial message and attempt to write down every word he or she says.
2. Ask the caller where the bomb is located and when it will detonate – ASK!
3. Try to distinguish background sounds. There may be traffic noises, music playing or other noises that could help identify the location of the caller.
4. Pay close attention to the voice of the caller, is it
   1. Male or female?
   2. Calm or excited?
   3. Angry or sincere?
5. Immediately after the call is complete, notify the President, or designee, who is responsible for reporting the threat to local emergency response agencies, (e.g., Police, fire department, etc.)

**Receiving a Bomb Threat (Other than by Telephone)**

If a bomb threat is received by any means other than telephone, do the following:

1. Immediately call 911 and notify SSEM. Campus Security will examine the situation and notify Administration. The President, or designee, will determine whether an evacuation is necessary.
2. Any document that communicates the threat and/or information – including the envelope or container – about a possible bomb event must be saved, preserved, and protected as evidence. Handle documents as little as possible.
3. If the threat is “graffiti” on a wall or partition, do not touch it. Secure the area so others are prevented from touching it.

**Evacuation Decision Guidelines**

It may not be advisable to immediately evacuate a building if a suspicious device is found. The decision to evacuate a building will be based on either the assumption that a bomb has been placed and there is a credible threat of terrorism, or the fact that an unknown device has been discovered in the building. The members of the Emergency Management Team are responsible for strategically evacuating the buildings (or campus). The decision to evacuate will be made by the President or designee.

Before an evacuation decision is made, the overall safety of the building (e.g., lighting, hazardous materials, ventilation systems, and other hazardous operations) must first be evaluated. In addition, we do not want to unknowingly evacuate people past a potentially dangerous location. If the building can be safely occupied, evacuation will not be necessary. Therefore, members of the Emergency Management Team and/or other College employees shall check all planned evacuation routes for unusual objects. This check shall include corridors, public areas in and around the building, and the assembly area.

Words and phrases such as *BOMB, EXPLOSION, BLOW-UP*, etc. tend to produce panic. Prior to issuing an evacuation order, the President will advise the members of the Emergency Management Team and/or other College employees who will aid in the coordination of the evacuation to use the following phrase, “We have a possible emergency and ask everyone to leave the building and proceed to the designated assembly area in an orderly fashion while the situation is further evaluated.” This phrase will be repeated as often as necessary.

**If an evacuation is ordered,** employees and students should observe the following guidelines:

1. Safely stop your work
2. In order to facilitate the identification of unusual objects, gather personal belongings if it is safe to do so – take prescription medications out with you if at all possible
3. If safe, close classroom doors, office door, and window, but do not lock them
4. Use the nearest exit
5. Proceed to the designated Emergency Assembly Area and report to your roll taker – **DO NOT LEAVE THE ASSEMBLY AREA UNTIL TOLD TO DO SO**
6. Wait for any instructions from President or designee or emergency responders
7. Do not re-enter the building or work area until you have been instructed to do so
8. If an evacuation is ordered, College employees assisting with the evacuation plan should give verbal instructions to advise about safest route
9. If someone is visually impaired, ask them if they would like assistance to exit the building/area

**What to do if a bomb explodes within a building**

1. Call 911;
2. Notify Campus Security at 509-682-6911 or 6911 from a campus phone
3. Notify Administration.
4. Observe area to identify safe entry points (be aware of the potential for structural collapse);
5. If you are qualified, render first aid
6. Evacuate the campus.

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# APPENDIX E: CYBER THREAT

**CALL 911**

**Notify SSEM and IT**

According to the U.S. Department of Homeland Security, a cyber-threat refers to persons who attempt unauthorized access to a control system device using a data communications pathway. These threats can be from internal or external persons.

If a cyber-threat is suspected, contact IT at extension 6550 immediately.

# APPENDIX F: THREATENING BEHAVIOR

**CALL 911**

**Notify SSEM and BIT**

**Immediate Steps**

In the event that a staff member has reason to believe a person may represent a potential threat to others, the actions listed below are to be taken. These steps apply only to situations in which the student/visitor or when any person on campus is presenting no immediate threat.

1. Take all comments about doing harm to others seriously, especially if details about how the acts are to be carried out are shared.
2. Immediately report concerns to Campus Security at 509-682-6911 or 6911 from a campus phone or 911 if you perceive an immediate threat.
3. Notify Administration.
4. Under no circumstances should an untrained person attempt to assess the severity of the risk; all assessment of threats, attempts, or other risk factors must be left to the appropriate professionals. NOTE: It is important to avoid inappropriately labeling or stigmatizing individual students because they appear to fit a specific profile or set of early warning indicators. It is okay to be worried about a person, but it is not okay to overreact and jump to conclusions.

# APPENDIX G: EARTHQUAKE

**CALL 911**

**RAVE ALERT Notification**

**Wenatchee Valley College should follow Washington State Department of Emergency Management for earthquake drills:**

**The great shake out (October 2018)**

**DURING THE INCIDENT**:

Keep calm and remain where you are unless you are in a stairway, elevator, or walkway close to/under buildings; seek shelter away from these areas.

1. If indoors, stay there until the quake subsides. Take shelter under or against the side of your desk, a table, near an inside wall, a corner, and around building columns. Stay away from windows, glass walls, shelves, equipment, and exterior doors.
2. If outdoors, stay there until the quake subsides. Keep away from buildings, trees, and wires. Go to an open space such as a college parking lot.
3. Do not attempt to enter or leave a building during a quake
4. Assemble at designated Safe Assembly Areas so that a head count can be taken.
5. Remain in sheltered or Safe Assembly Areas until you are advised to do otherwise.
6. After the initial earthquake there will be “after-shocks.” After-shocks may be less intense than the initial shock but may nonetheless cause additional damage.
7. After the initial shock, evaluate the situation. If possible, notify supervisors of serious hazards or injuries. Attend to the injured and protect them from after-shocks. Shut off utilities, gases, etc.
8. Locate emergency and first aid kits in your area for immediate emergency response needs.
9. Depending on the degree of the earthquake, it may be necessary to evacuate the building(s). Elevators should not be used during or immediately following an earthquake due to possible damage.
10. Follow the evacuation plan to a designated Safe Assembly Area located at the door exits.
11. Assist persons with injuries and disabilities in exiting the buildings.
12. Use phones only to get emergency help (injury, fire).
13. Due to the volume of people attempting to call others, it is expected that phone lines will be busy for a minimum of 4 hours after an earthquake.

**Facilities Staff Responsibilities**

* **Shut off gas to all LABS**
* **Check for gas leaks. Shut off the main gas valve at the meter. Report, leaks, the smell of gas or a hissing sound to Facilities. OPEN windows and evacuate the building.**
* Check the college buildings for structural damage. If there is any doubt about the safety of a building, arrange for an inspection by district architect/engineering firm.
* Evacuate the building if gas or chemical fumes are present and the building is not well ventilated. Facilities should evaluate the building.
* Visually inspect utility lines, pipes and appliances for leaks and damages.
* Check for electrical damage. Switch off all electrical power at the main circuit breaker.
* Check for water leaks. If water pipes are damaged, shut off the water supply at the main valve, if possible.
* Check to make sure that sewer lines are intact. Do not flush toilets if there is a possibility of damage.
* Inspect all cabinets and open them cautiously as objects may fall from shelves.
* Refer to utility emergencies for further detailed information.

**Administration/Staff Responsibilities**

* Call 911, if necessary, for fires or emergency medical situations.
* Use the campus telephone to report emergency situations.
* Decision to close campus or cancel classes.
* Monitor news reports for emergency information.
* Inform Administration of status of emergency.
* Have health care personnel check for injuries. Do not attempt to move a seriously injured person unless she or he is in immediate danger of death or further injury.
* If you must move an unconscious person, stabilize the neck and back, and call for help immediately.
* Proceed with an orderly evacuation from buildings, accounting for everyone.

# APPENDIX H: BUILDING FIRE

**CALL 911**

**RAVE ALERT Notification**

**Before a Building Fire**

* Faculty shall inform students of the procedures for safely evacuating the building and the location of the Safe Area(s). These steps can happen at the beginning of each quarter, or the beginning of each class, but will happen at least once per quarter or when a procedure changes.
* Employees shall become familiar the procedures for safely evacuating the building, and the location of the Safe Area(s). Building Coordinators shall ensure employees are informed of changes or additions to emergency procedures.
* Reference maps and emergency instructions are available in each classroom and in offices.

**What to do During a Fire**

* Sound the alarm by pulling the alarm box nearest your location.
* Dial 911 and notify the Fire Department. **Call from a campus phone whenever possible**. Remain calm and be specific as to the emergency and the building to which emergency personnel should respond.
* Evacuate the building and ensure occupants are at least 500 feet from the building(s) and out of the fire department and other emergency vehicles’ way.
* Ensure that people with disabilities have been evacuated.
  + Facilities staff and available staff members are to assist handicapped individuals if this has not already been done.
* Close all doors and windows, including any doors separating sections of the building.
* Faculty and employees should try to determine if all occupants are out of the building. Building Coordinators need to do the same for employees.
* If qualified, render first aid as necessary.
* Keep access roads open for emergency vehicles.
* Facilities Team Leaders will notify utility companies of a break or suspected break in utility lines, which may present an additional hazard.
* Students and employees shall not re-enter the building until given the ALL CLEAR by Facilities or Campus Security staff.

**What to do After a Fire**

* Fire department officials **must** declare the area safe before students/staff can return to the building.
* In cooperation with the fire department, Facilities Team Leaders and members of the Emergency Management Team will make necessary assessments of the fire damage.
* Facilities Team Leaders will make necessary arrangements for debris removal and cleanup.
* The President, or designee, will decide if campus operations are to be dismissed or suspended.
* If classes are to be dismissed or postponed, students and staff will be notified utilizing the RAVE/ALERTUS System as well as regular media outlets. (A portable bullhorn should be made available to make announcements to students and staff who have evacuated the building.)
* If fire is suspected to be arson, disseminate a “timely warning” as per the Clery Act. If a crime scene is declared by the investigators, WVC will co-ordinate with the investigator for clean-up and security.
* Campus Security staff must complete a Crime & Fire Incident form.
* The RAVE system may also be used to alert the campus employees, faculty, and students of Wildland fire threats, air quality or other variables that may affect the campus.

# APPENDIX I: MEDICAL EMERGENCY/MULTIPLE CASUALTY INCIDENT

**CALL 911**

**RAVE ALERT Notification**

Do not enter an area where a hazard may still exist.

**General Guidelines for First Aid/Healthcare**

* Avoid direct contact with blood or body fluids.
* Wash hands thoroughly, when possible, with warm water and soap (minimum 30 seconds) immediately before and after providing first aid
* Do not handle soiled materials. Notify Facilities Team to arrange for clean-up and decontamination of areas.
* Obtain names and contact information of witnesses to injury or illness.

**Minor Injury or Illness**

* Assess the situation and provide first aid/medical care as appropriate within your scope of training.
* If professional medical attention is necessary, staff members should not transfer the person.
* If the injury is not life threatening but transportation to the hospital is warranted, you may give the individual the option of the following transportation methods:
* Contact Emergency Medical Services (Call 911) using a campus phone when possible.
* Contact a friend or family member to transport.
* Notify your immediate supervisor as soon as possible.
* The staff member (s) directly involved shall complete an Accident Report and submit it to Administrative Services within 24 hours of the incident.

**Serious Injury or Illness**

* Assess the situation and provide first aid/medical care as appropriate within your scope of training.
* If you have any doubt about the type or extent of injury or illness, MOVE THE PERSON ONLY TO PREVENT FURTHER INJURY OR DEATH IF POSSIBLE.
* Contact Emergency Medical Service (Call 911). Follow the dispatcher’s instructions.
* Once called, designate someone to meet and direct the ambulance from the parking area.
* After contacting Emergency Medical Services, initiate immediate first aid if you are so trained.
* Contact Campus Security at 509-682-6911 or 6911 from a campus phone.
* Make sure an Accident Form is completed and submitted within 24 hours of the injury/illness.

**MULTIPLE CASUALTY INCIDENT**

Multiple casualty incidents may occur on campus as a result of events such as fire, explosion, vehicle accident, or hazardous materials release. If a major incident occurs on campus, immediately call 911.

**For Immediate Action:**

* Remain calm.
* Turn on your cellular phone and call 911 and Campus Security (call 911 from a campus phone).
* If a situation warrants evacuation, coordinate with Emergency Management Team to aid with evacuation. After hours call 911.
* Determine the number of personnel available to respond.
* Develop an action plan for medical operations.
* Set up a triage operation for mass injuries.
* Implement a coroner operation and a temporary morgue.

**Disaster Triage Procedures**

During disaster situations which produce mass casualties and overwhelm resources, it may be necessary to use unusual techniques to provide the most effective aid. Under such conditions, the rule of the *greatest good for the greatest number* will be the guiding principle.

The disaster medical-care triage procedure initiated at campus disaster sites and disaster medical care Facilities should be in accordance with the following guidelines:

* **PRIORITY 1:** **Immediate transport.** First priority casualties are those who have life-threatening injuries which are readily correctable. For purposes of priority for transport to a hospital, a second stage of triage may be necessary so only those “transportable” cases are taken first. Some may require extensive stabilization at the scene before transport.
* **PRIORITY 2:** **Delayed transports** of casualties are all those whose therapy may be delayed without significant threat to life or limb and those for whom extensive or highly sophisticated procedures are necessary to sustain life.

Casualties requiring minimal care will not be tagged or registered. They will not be given professional level care and will not be admitted to hospitals. They will be sent from the incident scene in order to reduce confusion unless they are needed to assist.

The dead will be identified with marked material. These victims will be handled by emergency responders.

Panic-stricken or psychologically disturbed persons, who might interfere with casualty handling, should be isolated from the incident scene as soon as possible.

(Additional agreement with the Chelan-Douglas Health).

# APPENDIX J: HAZARDOUS MATERIALS RELEASE

**CALL 911**

**RAVE ALERT Notification**

**What to do Before a Hazardous Materials Incident**

* Contact your local fire department to learn what chemicals are located near your school building, which may be hazardous to health if released.
* Develop procedures for sheltering students and staff when hazardous conditions could make it unsafe to evacuate. Emergency personnel will make the recommendations to evacuate or shelter in place.
* Inform students and staff of the potential dangers and harmful effects of hazardous materials.
* Survey and determine shelter locations within the school, and post them in each room with routes to them. Mark routes to shelter areas.
* Hold drills. Know what to do if the school cannot evacuate and must shelter the students and staff “in place.
* Arrange to use another school or similar facility as alternate site if evacuation becomes necessary.
* Provide a list of emergency supplies that should be preassembled for a quick evacuation.
* Preplan evacuation routes with your local emergency manager.

**What to do During an Outdoor Hazardous Materials Incident**

Warning of a hazardous material incident is usually received from the fire or police department or from emergency services officials when such incidents occur near the college and are deemed to be a threat to safety. An overturned tanker, either a truck or train, a broken fuel line, or an incident in a commercial establishment which uses chemicals are all potential hazards. If an outdoor hazardous materials event occurs, do the following:

Contact Facilities and confirm appropriate HVAC response for building.

TRAINING: Refresher training should be conducted annually to ensure current standards are followed and to allow for the best protection against outside “poor air or contamination.”

* Ensure that all students are in the building and that they remain there, only evacuate to another site if instructed to do so by officials managing the incident.
* Close doors and windows.
* Turn off all ventilation and heating systems, which draw in outside air or vent to the outside.
* Report any missing students/staff to college officials and emergency response personnel.

**What to do During an Indoor Hazardous Materials Incident**

If a potentially hazardous chemical or material is released inside a building on the campus, do the following:

* Evacuate the area immediately.
* Check the Safety Data Sheet (SDS) to determine the urgency of the situation.
* Notify Campus Security and Facilities immediately.
* Notify the President or designee.
* The President, Campus Security, or Facilities Team will call the fire department if deemed necessary for consultation.

**What to do After a Hazardous Materials Incident**

* Have local fire department or HAZMAT (Hazardous Materials) personnel survey the building for any hazardous materials contamination.
* Arrange for decontamination if necessary.
* **Do not return to the building until authorized by local officials and Wenatchee Valley Incident Commander**

# APPENDIX K: SUICIDAL PERSONS

Follow Suicide.org: Suicide Prevention, Awareness, and Support Guidelines.

* 1. Always take suicide comments very seriously.
  2. If you perceive the threat is real, call 911 for help.
  3. Try not to act shocked and call 911 immediately.
  4. Do not try to handle the situation yourself.
  5. While you are waiting for help, listen attentively to the person.
  6. Comfort the person with words of encouragement.
  7. Let the person know you are deeply concerned.
  8. If the person is at a high risk of suicide, do not leave him/her alone.
  9. Talk openly about suicide.
  10. If the person talks about using a firearm, call 911.
  11. Don’t be judgmental.
  12. Be careful of the statements you make.
  13. Listen, listen, listen. Be gentle, kind, and understanding.
  14. Let the person express emotion in the way that he/she wants.

**FOR MORE ON SUICIDE PREVENTION GO TO**: *Suicide.org*

* **General Emotional Crisis, Person Needs Immediate help. Call:**

1. Student Affairs Dept., ext. 6850 (they will refer to the next available counselor)
2. Catholic Family & Child Services – Crisis Response Team, 988 or 509-662-7105 (24 hrs.)
3. Columbia Valley Community Health/Behavioral Health, 509-662-4296
4. Confluence Health/Behavioral Medicine, 509-663-8711
5. If not urgent, see Social Service Directory for specific agency listings, or go to [www.4people.org](http://www.4people.org)

* **Suicidal – Has a plan, but no definite way to carry it out. Call:**

1. Student Affairs Dept., ext. 6850 (they will refer to the next available counselor)
2. Catholic Family & Child Services – Crisis Response Team, 988 or 509-662-7105
3. Columbia Valley Community Health/Behavioral Health, 509-662-4296
4. Confluence Health/Behavioral Medicine, 509-663-8711

* **Very upset or depressed, some suicidal thoughts. Call:**

1. Student Affairs Dept., ext. 6850 (they will refer to the next available counselor)
2. Catholic Family & Child Services, 988 or 509-662-7105 (24 hrs.)
3. Columbia Valley Community Health/Behavioral Health, 988 or 509-662-4296
4. Confluence Health/Behavioral Medicine, 509-663-8711

* **Academic emergency very upset due to academic or financial aid situation. Call:**

1. Student Affairs Dept., ext. 6850 (they will refer to the next available counselor)
2. Student Access Manager (Disability Services), ext. 6854 (disability, accessibility, and accommodation issues)
3. Educational Planning, ext. 6845 (academic or advising issues)
4. Financial Aid Assistant Director, ext. 6820 (financial aid issues)
5. Financial Aid Director, ext.6816 (financial aid issues)
6. And administrator
   1. Nancy Syria, ext. 6804
   2. Or administrator on duty. Call the Chief of Staff at ext. 6400 for their name and phone number

* **Domestic Violence, rape, or Sexual Assault. Call:**

1. Student Affairs Dept., ext. 6850 (they will refer to the next available Counselor)
2. SAGE 24 Hour Crisis Line, 509-663-7446 or 888-HELP
3. Columbia Valley Community Health/Behavioral Health, 509-662-4296
4. Catholic Family & Child Services, 988 or 509-662-7105
5. Confluence Health/Behavioral Medicine, 509-663-8711
6. Non-Emergency Police Dispatch, 509-663-9911

* **Grief or Loss. Call:**

1. Student Affairs Dept., ext. 6850 (they will refer to the next available counselor)
2. Columbia Valley Community Health/Behavioral Health, 509-662-4296
3. Catholic Family & Child Services, 988 or 509-662-7105
4. Confluence Health/Behavioral Medicine, 509-663-8711

* **WVC Security 509-682-6911 or 6911 from a campus phone**
* **Non-Emergency Police Dispatch, 509-663-9911**
* **Police, Fire, Ambulance, Other Emergences, call 911**

# 

# APPENDIX L: SEVERE WEATHER

**RAVE/Alertus ALERT Notification**

**General Procedures**

* When severe weather (tornadoes, blizzards, ice storms, flooding, etc.) exists, college operations may be suspended, cancelled, or delayed upon the direction of the President. In the absence of the President, the administrator with delegated authority will make the decision to suspend operations, including day and evening activities.
* When the safety of anyone is threatened due to severe weather, college operations will be suspended or classes delayed. In the event it become necessary to cancel or delay classes, the President or designee will send a message via the RAVE ALERT System and broadcast the announcement on the College’s web page and broadcast over area radio stations and television networks. The announcement to cancel or delay classes will be made by the President prior to 6:00 a.m., when possible. Closure of day classes does not necessarily mean that evening classes will be cancelled. If evening classes are to be cancelled, the announcement will be made over the stations listed and via the RAVE ALERT System. Students should exercise sound judgment as to whether they will be able to attend classes. All work must be made up with individual instructors when classes are missed due to inclement weather.
* In the event severe weather necessitates seeking shelter or evacuation, the President or designee will notify personnel. If a storm occurs near the end of a normal work day, the President or designee may recommend employees remain in secure shelter areas until the danger has passed. If an employee leaves against the advice of the President, then the employee assumes all liability for his or her own personal safety and cannot hold the college responsible for any injury occurred from the weather-related event.

**Tornado and Severe Thunderstorms: No historical tornado greater than a 2.0 index has ever been recorded in the Wenatchee Valley. Therefore, the Wenatchee Valley does not have a real plan for this severe weather event. Wenatchee Valley is a 1.26 on the Tornado Index. Washington State is 9.06 on the Tornado Index and in relation to other common tornado regions of the nation that is 136.45.**

**Severe Weather events in the Wenatchee Valley include: winter snow storms, ice storms, flooding, wildland fire, wind storms.**

*What to do During a Severe Weather Watch*

1. Be alert for approaching storms.
2. Be ready to take shelter.
3. Monitor the weather warning receiver and local radio and television stations.
4. Avoid use of telephones if lightning is occurring.

*What to do During a Severe Weather Warning*

1. Begin moving to shelter if revolving funnel cloud(s) are seen and, if possible, report the sighting to the local police department or sheriff’s office (509-663-9911).
2. Proceed with students/staff to shelter areas. (There are no predesignated areas since there is relatively no risk of tornadoes in Wenatchee.) Stay away from windows, doors, and outside walls. Assume the squat position with head protected. Remain there until the tornado has passed.
3. Stay inside the building. If outside and unable to get to a building, lie flat in the nearest ditch, ravine, or culvert with your hands shielding your head.
4. Facilities personnel will turn off utilities at the direction of the Incident commander.
5. Remain in shelter areas until the warning has been terminated. The President or designee will declare the emergency to be over.

***What to do After Severe Weather has Passed***

1. Check for injuries. Do not attempt to move seriously injured persons unless they are in immediate danger of death or further injury. If you must move someone, first stabilize the neck and back, then call for help immediately.
2. Use great caution when leaving a damaged building. Look out for broken glass inside and outside. Be alert for downed power lines and treat all wires as though they are hot.
3. Monitor local radio or television stations for official information or instructions.
4. Do not return to the building until authorized by local officials.

# APPENDIX M: UTILITY EMERGENCIES

**CALL 911**

**RAVE ALERT Notification**

**Power Outage**

In case of power failure, the following procedures should be implemented:

1. Notify Campus Security.
2. The College Administration will notify the Facilities Team Leaders.
3. The Incident Commander will notify Chelan County PUD.
4. RAVE ALERT should be sent to notify employees and students about the outage.
5. Remain where you are.
6. If notified by the President, or designee, classes may be cancelled if the power outage lasts a long period of time.

**Propane Leak/Natural Gas Leak**

Propane leaks, with odor in the building, may occur and bring danger of explosion. Propane is mixed with Ethyl Mercaptan to give it odor. If you smell a leak or if a leak is in or near the building, the following procedures should be implemented:

1. Call 911
2. Notify Facilities, and Security at ext. 6911

Go to the nearest building.

1. The Facilities Team Leaders will assess the problem and determine an appropriate course of action.
2. If a major threat exists:
   1. RAVE ALERT should be sent to notify employees and students about the leak and evacuation.
   2. Campus Security and the Facilities Team will evacuate the building immediately. Students, faculty, and staff will use the nearest exit. No one is permitted to re-enter the building until notified by the Incident Commander and/or President, or designee, that it is safe to do so.
3. All employees, faculty, and security will ensure that students and staff are a safe distance from the building.
4. The Facilities Team will turn off the gas.

**Water Outage**

1. Notify Facilities and College Administration.
2. The Facilities Team Leaders will assess the problem and determine an appropriate course of action.
3. The Facilities Team Leaders will notify City of Wenatchee Water Department.
4. RAVE ALERT should be sent to notify employees and students about the outage.
5. If need be, students, faculty, and staff will be notified by the President, or designee, if the classes are cancelled.

**Water Boil Order**

1. College will remain open. All faculty, staff, and students will be notified that the water is undrinkable.
2. RAVE ALERT should be sent to notify employees and students about the boil order.
3. Bottled water may need to be ordered to support necessary needs of the college.

# APPENDIX N: GENERAL EVACUATION PLAN

With few exceptions, crises and emergencies such as evacuations are sudden, unexpected, and will cause temporary inconvenience to students and staff. This is to be expected.

NEVER Use the Elevators:

* Prepare in advance; know your evacuation routes and designated Safe Assembly Area
* WVC will conduct one (1) standard Evacuation Plan per school year; any variance in the plan will be at the discretion of the College Official in charge.
* Know location of assigned and alternate emergency exits. Plan how to reach exits in an emergency.
* If safe to do so, secure the area; turn off electrical equipment and safeguard vital information and valuables.
* Stay together when evacuating. It is important for all staff, faculty, and students to stay together during an emergency. This will help Emergency Responders assess whether all persons have safely evacuated.

*NOTE: WHEN AN ALARM SOUNDS ALWAYS COMPLETE AN EVACUATION UNTIL GIVEN THE ALL CLEAR TO RE-ENTER BY WVC OFFICIALS*

* DO NOT USE THE ELEVATORS.
* Each building has an assigned Building Coordinator to assist with evacuation procedures and will be the last person out of that area.
* All College personnel, students, and visitors shall leave the building. NO EXCEPTIONS. If time allows to safely do so turn off all motors, torches, gas and water outlets, and lights. Close doors and windows.
* Remain Calm. Do not run, push, or skip steps on stairs.
* Leave books, coats, and/or other personal belongings unless time allows you to safely take them or if you have an immediate medical need for items in backpacks, purses, etc.
* Stop at all doors, feel for heat, and listen for sounds of fire on the other side of the door; do not open if these conditions exist. Find alternative exits if possible; if not, get close to the floor at a wall as far away from the door as possible. If the door is safe to open, stop, look both ways to determine the safest way to exit.
* Proceed to the nearest designated Safe Assembly Area as quickly and safely as possible.
* Avoid entrances to Fire Lanes to avoid danger from arriving Emergency Services vehicles.

**INSTRUCTOR RESPONSIBILITIES:**

* Instructors will know the location of the fire alarm for the building to which they are assigned.
* Instructors will know the location of the primary and alternate exits for their class.
* Instructors will supervise the exit of the students and make certain that evacuation is done in an orderly manner. The instructor may assign a student to assist in leading the class.
* For a blocked exit, the instructor will know alternate routes and guide or instruct the class as to the route to take. The instructor will maintain maximum control of all students at all times.
* The instructor will exit with class. (Recommend instructor is at back of group.)
* The instructor will see the class goes to its designated Safe Assembly Area and take roll to ensure class members are accounted for. Instructor will remain with the class.
* When possible, instructor will report name, last location of missing student to the Floor Supervisor.
* Programs with motors, torches, and gas and water outlets will turn off same prior to departing the area.
* The instructor will be the last person to leave the room and will ensure everyone is out and that doors and windows are closed, if possible.

**BUILDING COORDINATOR RESPONSIBILITIES:**

* Ensure staff and students in assigned areas have evacuated the building.
* When safe, check classrooms, offices, and restrooms to determine if the evacuation is complete.
* Note and report individuals trapped or unable to evacuate assigned areas.
* Note and report safety hazards in their assigned area.
* Report assigned area status to the Emergency Management Team.

***General rules to follow in evacuations:***

1. Immediately shut down all hazardous operations (equipment in use, etc.)
2. Leave quickly.
3. As you exit, quickly check nearby restrooms, copier rooms, and other areas for patrons and staff.
4. Accompany and help handicapped personnel, visitors, and any co-worker who appears to need calm direction or assistance.
5. Take with you: your car keys, purse, briefcase, etc. Do not take large or heavy objects.
6. Shut all doors behind you as you go; closed doors can slow the spread of fire, smoke, and water.
7. Proceed as quickly as possible, but in an orderly manner. Hold handrails when you are on stairs.
8. Once out of the building, move away from the structure and go to the staff assembly area. *Keep roadways free for emergency vehicles*.

# APPENDIX O: EVACUATION OF STUDENTS AND STAFF WITH DISABILITIES

The success of any evacuation depends on common sense, logic, and presence of mind. Because panic is an ever-present danger to any emergency, it is essential that Building Coordinators remain calm, assertive, and thorough in the performance of their role. Evacuations should follow the fastest and safest route the particular emergency allows. Building Coordinators will delegate helpers as needed during an evacuation.

All WVC employees are asked to provide assistance to persons with disabilities during an evacuation. Persons with disabilities requiring assistance will convey their information to the Safety and Security Office; all employees are asked to provide assistance to persons with disabilities.

In the event of an alarm, or upon notification from Security announcing an emergency evacuation, Building Coordinators will put on orange safety vest and begin evacuation.

**BUILDING COORDINATORS WILL**

1. Announce and assist evacuation in a clear, calm voice.
2. Oversee orderly evacuation of room.
3. Shut room doors and windows and turn lights off (if time allows).
4. Escort evacuees to designated Safe Assembly Area; Building Coordinators will be last to leave a given zone of responsibility. Evacuees will go to and remain at a designated Safe Assembly Area until released by authorized WVC Official (President, Vice-President, and Safety, Security and Emergency Manager).
5. Building Coordinators will report clear zone of responsibility to WVC Officials.

**DURING A FIRE ALARM EVACUATION: A NOTE OF CAUTION: FIRE ALARMS MAY STOP RINGING…. ALWAYS CONTINUE AN EVACUATION UNTIL RELEASED BY A WVC ADMINISTRATIVE OFFICIAL.**

At all doorways, look both ways to determine direction of emergency and then proceed with the evacuation. DO NOT USE ELEVATORS TO EVACUATE A BUILDING.

**EVACUATIONS OF PERSONS WITH DISABILITIES:**

* Communicate the nature of the emergency to the person.
* Ask how the person would like to be assisted.
* Evacuate mobility aids with person, if possible.

**FOR PERSONS WITH VISUAL IMPAIRMENTS:**

* Describe the nature of the emergency (if known) and offer to guide the person to the nearest exit.
* Have the person take your elbow and advise of any obstacles such as stairs, narrow passageways, or overhanging objects.
* At the designated Safe Assembly Area, orient the person and ask if further assistance is needed.

**FOR PERSONS WITH HEARING IMPAIRMENTS:**

Communicate with the hearing disabled person through writing, hand gestures, or lip-reading.

**FOR PERSONS USING WHEELCHAIRS, CRUTCHES, CANES, OR WALKERS:**

* Ask what method of assistance the person prefers.
* Evacuate mobility aids with the person if possible.
* If the person prefers to be moved in the wheelchair, remember:
  + Wheelchairs have many moveable or weak parts.
  + Some persons have no upper trunk or neck strength.
  + An evacuation chair may be needed; the wheelchair can be retrieved later.
  + If seat belt is available, use it!

**IF THE PERSON PREFERS TO BE REMOVED FROM THE WHEELCHAIR, ASK HIS OR HER PREFERENCE ON THE FOLLOWING:**

* Way of being removed from the wheelchair.
* Whether to move extremities or not.
* Being moved forward or backward down stairs.
* Whether to bring seat cushion or pads.
* What is necessary for after-evacuation care?
* Mobility aids will be retrieved as soon as possible. Contact Security for location of mobility devices.

# **APPENDIX P: STRUCTURAL/OPERATIONAL RECOVERY**

Primary responsibilities are the protection of property, assessment of damage, debris removal, and restoration of normal operations.

1. **Protection, Removal, and Salvage of Property:** Property protection includes steps to protect property or operations from damage as determined by the type of disaster, removal of priority records and property to alternate secured storage sites, and their retrieval upon recovery or resumption of normal activity.
2. **Shutdown and Resumption of Physical Operations:** Physical Operations include shutdown or security of power and related physical operations services, implementation of alternate energy sources, if necessary, and start-up of power and related services after the disaster.
3. **Cleanup and Salvage:** A salvage work site will be established and re-entry to a disaster site will be coordinated and controlled by the Emergency Management Team. Cleanup and salvage work will include debris removal, assessment of damages, securing needed equipment and supplies, and providing necessary personnel for the coordination of operational recovery.
4. **Material Control:** The task of material control and distribution will be administrated by the Facilities Team Leaders. During an emergency, gifts of materials may be donated. Materials and services that are purchased, contracted, or come as a gift used in the recovery after an emergency need to be tracked by a member of the EMT. The parts of this tracking system include the purchase, staging, and issuing of materials and services. A record of events is important to track and document the recovery process. These records will be later used for insurance, State, and Federal reimbursements.

# APPENDIX Q: VOLCANIC ERUPTION/ASHFALL

* Faculty will remain calm; advise students to stay in the classroom until ordered to evacuate; turn off electronic equipment in offices and classrooms to prevent damage.
* WVC Staff will immediately turn off all electronic equipment to minimize damage, stay indoors until ordered to evacuate (interior air contamination is reduced when doors are kept closed), and wait for status report from your supervisor.
* Students will remain calm; await direction from Emergency Response Officials. When directed, follow evacuation route to designated Safe Assembly Area; remain at that location until released by authorized WVC Official.
* Heating, Ventilation, and Air Conditioning (HVAC) equipment will be shut down to prevent the intake of ash into Campus buildings.
* Information Technology (IT) will be notified to implement shut down contingencies for College computing operations prior to the HVAC shut down.
* Exterior doors will be closed; signs posted directing doors be kept closed for the duration of the emergency.
* All efforts will be made to prevent inhalation of particulates. An option is the use of N-95 mask or other properly rated mask for the event.

# APPENDIX R: COLLEGE CLOSURE, WEATHER, OTHER EXTREME EVENTS

The President or designee will make all decisions in regard to closure, late starts, or early dismissal of WVC operations. Closure or adjusted hours of operation may be required due to inclement weather, power failure, room or building damage, public health and safety issues, etc. During school hours, WVC Officials will notify employees via email, the WVC home page and/or established phone trees of change in operating hours or status (open/closed) for non-emergency conditions. After hours, in addition to RAVE Alerts, students and employees should listen to the following media for school closure/delayed operation reports:

**Online:**

WVC [home page](http://www.wvc.edu/) www.wvc.edu

**Social media:**

WVC [Facebook page](http://www.facebook.com/wenatcheevalleycollege) www.facebook.com/WenatcheeValleyCollege

WVC [Twitter page](http://twitter.com/WVC) www.twitter.com/WVC

**Local news: Radio stations**

Wenatchee: KPQ 560 AM (509) 888-8446

Omak: KOMW 680 AM (509) 826-0100

**Local news: TV station**

Wenatchee: NCW Life channel (509) 888-2020

**ALL EMERGENCIES AND EMERGENCY CLOSURES AND/OR MODIFICATIONS OF HOURS OF OPERATIONS** will be conveyed via email, voicemail and/or cellphone text messages to employees, community and family members, and students who sign up for the WVC RAVE ALERT System.

RAVE Alerts:

Sign up at on the WVC emergency web page ([www.wvc.edu/emergency)](http://www.wvc.edu/emergency)) or text “CAMPUS ALERTS” to 67283. Message and data rates may apply.

WVC Procedure 1500.600: [**SUSPENDED OPERATIONS AND COLLEGE CLOSURE PROCEDURE**](https://commons.wvc.edu/hr/pp/500/Suspended%20Operations%20and%20College%20Closure.aspx)

Alerts may contain key words related to campus closures or suspended operations.

**A.   DEFINITIONS**

**Closed campus:** Classes are canceled, but college operations will continue and the college will be open for business.  If an employee does not report to work, they must choose one of several leave options available to them (outlined below under Section D) or work from home if mutually agreed upon between the supervisor and employee.

**Suspended Operations:** The procedure used to ensure the safety of public health, property, and campus personnel when emergency conditions exist. Campus is closed to students and all non-essential personnel.

# APPENDIX S: INFECTIOUS DISEASE OUTBREAK

**RAVE ALERT Notification**

*This paragraph provides guidance to local health jurisdictions (LHJ) regarding initial notification and final reporting of outbreaks to Washington State Department of Health (DOH) Communicable Disease Epidemiology (CDE) as required by WAC 246-101-510. LHJs must immediately notify CDE of all outbreaks or suspected outbreaks of acute communicable diseases of public health significance (excluding HIV, STIs and TB) and, for certain outbreaks where an investigation is required, submit a written summary upon completion of the investigation. This document is not intended to give guidance on when an outbreak requires local public health response.*

Outbreaks of meningitis, hepatitis, salmonella, botulism, or other serious health problems which can cause an epidemic constitute a crisis situation for the campus community. The American College Health Association Guidelines (as found at www.acha.org) relating to infectious diseases will be used as guidelines for handling such incidents.

**Initial reporting should go to Columbia Valley Clinic (located on Campus), then to Allied Heath on campus.** Then follow the next steps.

1. Report incident to Campus Security at 509-682-6911 or 6911 from a campus phone. The Safety, Security and Emergency Manager and Security will be notified.
2. Contact will be made with the Chelan-Douglas Health District by the Campus Emergency Management Team (EMT).
3. EMT will obtain as much information as possible, type of problem, where, and how many people are affected.
4. In conjunction with the Health District staff, the EMT will assess the problem, determine the risks to the community, and if needed, begin preventive measures to hinder the spread (if communicable disease).
5. EMT will notify necessary faculty and staff members.
6. If quarantine is necessary, secure the area and allow only authorized personnel to enter.
7. Health District will coordinate with other local, state, or regional agencies in the following:
   1. collection of specimens,
   2. laboratory testing,
   3. immunization, and
   4. treatment of victims.
8. Appropriate EMT member will notify the families of affected students. Student Services and ASB will provide information to remainder of student body.
9. RAVE ALERT will be issued to enhance awareness of illness, to offer protective measures, and/or to help control rumors.
10. The Communications Manager will coordinate any media releases that are necessary.
11. Students and personnel in need of counseling services will be referred to the Counseling Center.

Contacting outside agencies will generally be handled by the health care professionals on campus.

# APPENDIX T: AIRCRAFT-RELATED INCIDENTS

**Aircraft Crash**

In the event of an aircraft crash on or near the WVC Campus the following actions should be taken:

**Explosion, Aircraft Down (Crash) on Campus**

* In the event a mishap occurs, such as an explosion or a downed aircraft (crash) on campus, take the following actions:
* Immediately take cover under tables, desks and other objects that will give protection against falling glass or debris.
* Immediately after the effects of the explosion and/or fire have subsided, call 911. Give your name and describe the location and nature of the emergency. Also call Campus Security at 509-682-6911 or 6911 from a campus phone.
* If necessary or when directed to do so, ACTIVATE the building’s fire alarm.
* When the building fire alarm is sounded, or when you are told to leave by WVC officials, walk to the nearest marked exit and ask others to do the same.
* ASSIST THE HANDICAPPED IN EXITING THE BUILDING! Remember that elevators are reserved for handicapped persons. DO NOT USE ELEVATORS IN CASE OF FIRE. Do not panic. Remain calm.
* Once outside, move to a clear area that is at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews. Know your area assembly points.
* If requested, assist emergency crews as necessary.
* DO NOT RETURN TO AN EVACUATED BUILDING unless permitted to do so by a WVC official.

IMPORTANT: After any evacuation, report to your designated campus area assembly point. Stay there until an accurate head count is taken. The Building Coordinator or Resident Assistants will take attendance and assist in the accounting for all building occupants.

**Campus Community**

* Explosion and fire as well as falling debris pose a serious risk to individuals on the ground. All members of the campus community are encouraged to move away from the crash site and seek shelter in a safe location. If it is not possible to move immediately away, then to protect yourself against blast damage drop, cover and hold.
* If you witness an aircraft crash, call 911 and then call Campus Security at 509-682-6911 or 6911 from a campus phone.
* If you are inside, and the building is not damaged, remain inside. Stay away from windows. Faculty should try to keep their classes together as a unit. If an evacuation is ordered, follow the instructions of the Building Coordinator or Campus Security.
* Those members of the campus community who are trained in first aid are encouraged to provide care for the injured PROVIDED IT IS SAFE TO BE IN THE AREA.
* Untrained individuals should NOT enter the crash site. A well-intentioned but untrained and ill-equipped person who enters the crash site risks serious injury or far worse. If you are aware of places where people may be trapped inform the nearest emergency responder as fast as possible so that trained and properly equipped personnel can affect a rescue effort.

**College Administration/Campus Security**

* Due to the nature of the incident Campus Security will help manage the response effort in accordance with the National Incident Management System (NIMS), and the Incident Command System (ICS), in partnership with CCEM.
* Priority in response will be given to rescuing injured and/or trapped individuals, triaging and treating injured persons, and securing property against further loss.
* Incident Command for any on-campus air crash will be coordinated between WVC, the Wenatchee Police Department, the Chelan County Sheriff’s Office, and Chelan County Fire District 1 until relieved of that responsibility.
* Upon relief the Director of Campus Security will act as the WVC liaison to the fire/law Incident Command Staff. In this capacity they will ensure that any and all assistance WVC can provide is made available to the response effort.
* Due to the nature of the incident the area around the crash site will be closed to entry as a crime scene. No unauthorized personnel will be allowed access to the area until the investigatory agency responsible for the crash has determined it clear to be opened.
* The College will ensure that the department fully cooperates with any initial investigation into the crash. This includes, but is not limited to, providing any known video tape of the incident, any witness information discovered, and any reports filed regarding the incident.

**Return to Normal Operations**

If the incident has resulted in the evacuation of part or all of a campus building(s) then those areas will remain closed until the University determines:

* The area is safe to occupy.
* All immediate police and rescue activity has been completed.
* Any and all investigations have been completed.
* There is no longer a need to keep the area closed.

NOTE: Due to the complexities involved in the preservation, collection, and investigation of evidence some areas may remain closed longer than others.

# APPENDIX U: LOCKDOWN

**RAVE ALERT Notification**

The purpose of a lockdown is to minimize accessibility to rooms on campus to reduce the risk of injury or danger to faculty, staff, students, or visitors.

With few exceptions, crises and emergencies such as lockdowns are sudden, unexpected and will cause temporary inconvenience to students and staff. This is to be expected.

This lockdown procedure will be initiated under the following conditions:

* In the event a violent criminal incident (shooting, stabbing, pursuit of criminals) or when other human-caused or natural disasters happen at or near the College, such as
* Hostile person on the WVC campus (weapons offenses included);
* Police activity regarding a hostile person or potentially dangerous situation near the WVC campus;
* Any time a nearby Wenatchee School District facility is locked down;
* Any time intelligence is received that a threat is coming to the college;
* Any time a lockdown is deemed necessary by WVC Administration or Campus Security staff.

**WVC Staff Actions**

1. WVC receives notification from law enforcement of a dangerous situation meeting the criteria above. (Law enforcement would call the Security Phone at 509-682-6911, or if there is no contact on that phone, law enforcement would call the WVC SECURITY 509-682-6911).
2. Do not call Security or Facilities unless there is an emergency. This ties up limited phone lines needed for incident management.
3. Follow procedures in flow chart on the following page.

**WVC LOCKDOWN PROCEDURE FLOWCHART**

**Procedures for staff and students:**

* Stay inside buildings and wait out the lockdown. The lockdown will be lifted once law enforcement determines the threat or danger has passed.
* **Continue to monitor RAVE/Alertus ALERT System for updated information.**
* **Personnel with college-issued two-way radios should listen to their radios for information.**
* **Do not use phones to call Security or Facilities unless there is an emergency.** This ties up limited phone lines needed for incident management.
* **Do not sound the fire alarm to evacuate the building.** People may be placed in harm's way when they are attempting to evacuate the building. If a fire alarm does go off during a lockdown, do not evacuate unless you smell smoke, feel heat, or see flames.
* **Be aware of exits if it becomes necessary to flee.** Persons should lock themselves in classrooms, dorm rooms, and offices as a means of protection.
* **Persons should stay low, away from windows and barricade their door(s)** if possible and use furniture or desks as cover.
* **Cover any windows or openings** that have a direct line of sight into the hallway.
* **Shut the blinds or pull the shades down.** Turn off the lights and try to give the impression that the room is empty.
* **Put your cell phones on vibrate. Await further instructions over RAVE/Alertus ALERT System.**
* **Do not make any noise.**
* **Students and staff should not attempt to leave the building until told to do so by identified security or police personnel.** The exception to this is when a person believes that they are in more danger in staying in the building than in attempting to escape.
* **If you are outside of a building when a lockdown is announced,** and if it is safe to do so, run into the nearest building and follow the above lockdown instructions. If it is not safe to run into a building, hide behind a large heavy object (i.e., vehicle, tree).

**Procedures for Cancelling Lockdown**

After consulting with law enforcement, once the emergency or threat has passed, Security and Facilities will notify staff and students of such fact.

1. Facilities staff will notify building occupants directly, and
2. Security (or IT) will send a Lockdown Cancellation message over the RAVE/Alertus ALERT System.

**\*\*Never open a locked door when asked by someone outside your room. Police will clear each room using proper identification.**

# APPENDIX V: CRISIS RECOVERY TEAM (CRT) FOR STAFF/STUDENTS

1. Using the Incident Command System to activate the WVC Emergency Management Team.
2. Plan for recovery early in any incident that might traumatize a student or employee by assembling, briefing, and assigning a Recovery Team.
   1. Return to the business of learning as quickly as appropriate.
   2. Schools and districts need to keep students, families, and the media informed.
   3. Provide assessment of emotional needs of staff, students, families, and responders.
   4. Provide stress management during class time.
   5. Conduct daily debriefings for staff, responders, and others assisting in recovery.
   6. Take as much time as needed for recovery.
   7. Remember anniversaries of crisis.
3. Plan for recovery early into any incident that caused damage to a structural or infrastructure by assembling, briefing, and assigning the Building and Infrastructure Team.

**PURPOSE**

In the event of a crisis, our EMT members must be prepared to provide for the emotional and psychological needs of victims.

Until a team can be summoned, we may find it appropriate to provide basic recovery functions in order to prepare for the arrival of the outside counseling resources.

**SCOPE AND FUNCTION**

*The actions outlined in this procedure will have to be coordinated with the negotiated labor agreement for faculty and counselors. Additional outside resources will likely need to be summoned.*

Employees and students alike may be traumatized by an event on or off college property. A traumatic event may also occur during breaks or between college terms. A variety of appropriate management functions will apply to any variety of situations. Personnel usually leading this team are counselors and/or staff with an awareness level of training regarding post incident stress and mental trauma.

The on-site Recovery Team will provide the following functions:

**BEFORE AN INCIDENT**

* Identify key staff personnel who will assist the team.
* Assemble a " Response Kit" that would have reference documents, state team contact information, signage, drawing and writing supplies
* Discuss the recovery process with administration to ensure the proper response for specific situations. (Example: Is an accidental student death off campus managed in the same manner as a suicide of a student off campus?)
* Insure that critical architectural and building function blueprints and maps are secured in multiple locations.

**DURING THE CRISIS**

* To the best of abilities, WVC will assist those victims that have been traumatized. The victims need to see and know that someone is there to help them with their emotional problems.

**AFTER THE CRISIS**

* Brief the BIT on what is needed, the timing and assistance necessary for the traumatized population.
* Be a major contributor about the following:
* Procedure for school closure.
* Provide criteria for re-opening the building and/or district.
* Needs of the staff and students following a traumatic event.
* Provide your professional opinion regarding guidelines for standing and temporary memorials and observance of anniversaries.
* Prepare to work closely with the EMT and additional resources Team in re-establishing normal school functions.
* Document and review after the event.
* Don’t forget to ensure that you and your team members are also OK. If you need help, ask for it!

**WENATCHEE VALLEY COLLEGE CRT SPECIFIC MISSION**

**Wenatchee Valley College Crisis Recovery Team**

**CRT**

The Crisis Recovery Team (CRT) is part of the College’s comprehensive response to the community in the event of a campus-wide, large-scale disaster. The Counseling Department coordinates training and provides direction to the team and its members. Volunteer members are selected from faculty and staff and work closely with the counseling staff to meet the psychological needs of the community in the hours and days following a traumatic event. The CRT is directed by the Vice President of Student Services.

The Crisis Recovery Team is a team comprised of staff and faculty who can be called upon in the case of a campus-wide emergency. This is a program of the Vice President of Student Services and has as its mission to aid Counseling Services in providing a comprehensive crisis response to the Wenatchee Valley College campus in an emergency situation. The CRT with the direction of the counseling staff provides basic mental health support to those members of the campus involved in a crisis and provides basic information about human response to crisis and referral information for further support and services.

**OVERVIEW**

The CRT was developed to mitigate the psychological impact of a traumatic campus event; prevent the subsequent development of a post-traumatic syndrome; and serve as an early identification mechanism for individuals who will require professional mental health follow-up subsequent to a traumatic event. The services of this team are offered to all students, faculty, staff, and their family members. The CRT was formed to facilitate interventions following a "critical incident" or campus crisis.

A crisis, for our purposes, is defined quite broadly. It is an event that may cause a temporary state of psychological unrest with a reaction causing a state of emotional turmoil. A critical incident is a sudden, powerful event outside of the range of ordinary human experience. A critical incident has the potential to overwhelm the usual effective coping mechanisms of either an individual or a group. While there are many types of critical incidents that can strike a college campus, the following are examples of the kinds of incidents to which we are prepared to respond.

* Death of a student or other community member (e.g., by accident, suicide, etc.)
* Serious injury of a community member
* Multiple student deaths or trauma (e.g., van accident)
* Physical and sexual assaults
* Environmental disasters (e.g., fires, hurricanes)
* Large-scale acts of violence

**CRT Purpose/Mission**

The Crisis Recovery Team at Wenatchee Valley College consists of various members of different disciplines throughout the campus community who have all been trained in Critical Incident Stress Management (CISM). CISM represents a comprehensive crisis intervention response to a critical campus incident. The vision of this team is:

 During and in the aftermath of an emergency, crisis, or disaster, the crisis recovery team will address and respond to the emotional health and wellbeing of the WVC community.

* Recognizing the emotional impact of crisis on individuals and groups;
* Responding with appropriate care in emergency situations; and
* Offering information and guiding individuals to support services as needed.

***For any questions, please call/email Bertha Sanchez, M.ED, WVC Counselor at (509)682-6856 or*** [***bsanchez@wvc.edu***](mailto:bsanchez@wvc.edu)***. Omak, Ryan Poortinga, M.ED, WVC Counselor at (509)682-6857 or*** [***rpoortinga@wvc.edu***](mailto:rpoortinga@wvc.edu) ***.***

# APPENDIX W: MEGA-SHELTERING

Wenatchee Valley College operates some large facilities in Chelan County.

See existing MOU with Chelan-Douglas Health District. (appendix TBD)

There are many different ways to provide service to those needing shelter prior to, during, and after a disaster. When thousands of individuals in a community are impacted by a disaster, a large, congregate shelter may be the best way to serve them. Mega-shelter operations may be activated by local government and are typically managed through a Unified Command System.

WVC has entered into several memorandums of understanding (MOUs) with local entities to provide mega-sheltering during major emergencies and disasters. Those MOUs are maintained by the Vice President of Administrative Services.

**Concept of operations**

Local schools and assisted living Facilities are the two types of agencies with which we have MOUs for mega-shelters. A mega-shelter at WVC would be activated for such emergencies as active shooter, fire, or other need for emergency evacuation. The mega-shelter at WVC would be utilized by the requesting party for 12 to 24 hours until long-term accommodations could be secured.

Mega-sheltering at WVC assisting K-12 schools would involve:

1. The school district transporting the students to WVC’s Building 2000.
2. Access for students and employees would be through the large roll-up door on the west side of 2000.
3. K-12 school staff would establish an area in the east end of 2000 for reunification of students and parents/guardians.
4. WVC’s role would be to support the K-12 school with basic security measures.
5. *Note that any no-warning incident would not allow enough time for WVC crews to roll out floor covering in the gym, so damage to the gym floor may occur. MOUs should address that floor repair costs will be at the K-12 school’s expense.*

# APPENDIX X

WENATCHEE VALLEY COLLEGE WEAPONS POLICY:

Wenatchee Valley College expects that its students, both on and off campus, conduct themselves in a manner that maintains high standards of integrity, honesty and morality at all times. A student who does not follow college rules will be subject to such action as may be deemed appropriate by designated college authorities. Conduct, either on or off campus, should be of such nature as not to reflect adversely on the reputation of the individual or the college. Students arrested for violation of criminal law on or off campus may also be subject to disciplinary action by the college. The following misconduct on college facilities is subject to disciplinary action:

Chapter 132W-115 WAC (13) Possession or use of firearms (licensed or unlicensed), explosives, dangerous chemicals, or other dangerous weapons or instruments. Legal defense sprays are not covered by this rule. Exceptions to this rule are permitted when the weapon is used in conjunction with an approved college instructional program or is carried by a duly commissioned law enforcement officer.

# APPENDIX Y

**Wenatchee Valley College Athletics**

**2023-24**

**Emergency Action Plan**

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**Wenatchee Valley College**

**Emergency Action Plan**

**Sports Medicine**

**Introduction**

Emergency situations may arise at any time during athletic events. Expedient action must be taken in order to provide the best possible care. The development and implementation of an emergency action plan (EAP) will help ensure that the best care will be provided during an emergency and/or life threatening situation.

Athletic organizations have a duty to develop an EAP that may be implemented immediately when necessary and to provide appropriate standards of health care. The EAP serves as a written document that defines the standard of care required during an emergency situation. The EAP is well-planned and rehearsed by all individuals who may, at some point, participate in an emergency. An individual EAP exists for each athletic location (Smith Gymnasium, Hollis soccer field, Paul Thomas baseball field, and North Rotary field (fast pitch field).

**Emergency Credentialing Requirement:**

It is required that ATC, athletic director, and coaches are all trained in CPR and first aid. New staff involved in athletic activities should comply with this rule within three months of employment. It is recommended that all personnel also be trained in the prevention of disease transmission. EMS will not be on site for games or practices since they are located close enough to respond quickly to an emergency.

**Emergency Contacts:**

Fixed phones are not available outside the school building. Cell phones will be required to contact emergency personnel in the event an emergency occurs at one of the fields (soccer, baseball, or fast pitch). Fixed phones are located in the athletic training room (the ATC, athletic director, and coaches have access). A phone is also located in the main office of Smith Gymnasium.

The following is a list of important numbers in case of emergency:

WVC Athletic Director: 509-682-6726 (Office)

Ambulance, fire, police: 9-1-1

Campus security: 509-682-6991 or security cell phone 509-423-3705

**Emergency situations:**

Emergency situations can occur to not only athletes and staff, but also to officials and spectators. Examples of these emergency situations include sudden cardiac arrest, arrhythmias, inability to breathe, loss of consciousness, stroke, major bleeding, open fractures, excessive pain, fractured lower extremities, or anaphylactic shock.

Acts of nature, such as lightning safety and air quality, can occur at any time. Appropriate response is imperative and discussed in this plan.

**Components of the Emergency Plan**

There are four basic components of each plan:

1. Chain of command

2. Emergency Communication to EMS

3. Emergency Equipment

4. Follow up

**Chain of Command**

The undeniable purpose of the EAP is to provide proper and immediate care of the athlete or person affected. The most qualified person will assume the lead role, with lowering credentialed individuals providing assistance as directed. The first responder to an emergency situation is typically the ATC, coach, or other institutional personnel. If the ATC is at the scene, the ATC is in charge of emergency until EMS arrives. Coaches are also available to assist ATC. The only exceptions are the visiting ATC, who is responsible for his/her team, and when ATC is not at games or practices the head coach is in charge until ATC or EMS arrives.

ATC will make the decision to call EMS and will either personally make the call or assign a responsible person to call. Local EMS should also have a map of campus to aid in the response of an emergency. A map is located at the end of this document.

**Emergency Communication:** Information to be provided over the phone in case of emergency:

1. Name and phone number you are calling from
2. Exact location of emergency and directions (street names, buildings, landmarks, entry into building, specific areas, etc.)
3. Type of injury or illness
4. Condition of patient(s) and type of aid being provided
5. Number of people injured
6. Other information as requested. Do not hang up before the 911 dispatcher.

If 911 is called from a cellphone, the on-site supervisor is responsible for contacting campus security at 509-423-3705 to inform them that EMS has been activated. If further assistance is needed from security, the on-site supervisor can make WVC security aware.

**Emergency Equipment**

All necessary emergency equipment should be at the site and quickly accessible. Personnel should be familiar with the function and operation of each type of emergency equipment. Equipment should be in good operating condition, and personnel must be trained in advance to use it properly. Emergency equipment should be checked on a regular basis and its use rehearsed by emergency personnel. The emergency equipment available should be appropriate for the level of training of the emergency medical providers.

It is important to know the proper way to care for and store equipment as well. Equipment should be stored in a clean and environmentally controlled area. It should be readily available when emergency situations arise.

**Emergency Equipment present during games**

Equipment retrieval may be done by anyone on the emergency team who is familiar with the types and location of the specific equipment needed. The following is a list of equipment that is present at games:

1. Vacuum-splints: leg, arm, hip
2. AED
3. Sports medicine kit
4. Crutches

**AED Locations**

1. Athletic Training room: located on wall next to desk
2. Hallway in Smith Gym: by men’s locker room

**Follow Up**

In the event of an emergency, it is imperative that the ATC, coach, and AD be made aware of the athlete’s condition. If the ATC is not on-site, the athlete should report to the ATC as soon as possible for follow up care. The ATC and/or coach will contact appropriate athlete emergency contacts as denoted on the athlete’s physical.

The AT will complete an accident report on the WVC Website as below. Once the signatures have been collected from the affected party, person reporting and the AD, the form is sent to Heather Maddy.

**https://www.wvc.edu/humanresources/resources.html**

**Wenatchee Valley College Specific Emergency Action Plans**

**Smith Gymnasium**

1. In the event an emergency occurs in Smith Gymnasium, EMS will be directed to enter off Fifth Street via the parking lot directly in front of the gymnasium.
2. The Person In Charge (PIC) of the emergency scene will assign an individual to meet EMS at the appropriate street entrance and guide them to the scene.
3. The PIC of the emergency scene will assign an individual to meet EMS at the appropriate door and guide them to the scene.
4. To ensure ease of access to the building, no vehicles are permitted to park in the “NO PARKING/Loading zone only” area in front of the gymnasium.

**Soccer field (Hollis Field)**

* 1. EMS enters off Fifth Street via the parking lot farthest West**.** The PIC will send someone to meet EMS at this location. There is a double gate located adjacent to the parking lot that permits greatest and most versatile access to any injured player/person on the field.
  2. Gates are only locked when games/practices are not going on.
  3. WVC is to always keep the gate access obstruction free (no vehicles are permitted to park that might hinder entrance to the field).

**Baseball Field**

**To get EMS to a player on the field:**

1. Have EMS enter field via Fifth Street / right field. PIC will send someone to meet EMS at this location. Gate is locked. Coaches and the athletic trainer have the key and will be able to unlock if necessary.
2. WVC is to always keep the gate access obstruction free (no vehicles are permitted to park that might hinder entrance to the field).

**If EMS does not need to drive onto field:**

1. To get EMS to a person in the stands, EMS enters off Ninth Street right next to the old Westside High School.
2. The concrete ramp enables ease of access for EMS.

**Fast pitch field (North Rotary)**

1. If needed, EMS needs to get a stretcher onto the field; they can enter via the visiting dugout.
2. If needed, EMS needs to get the ambulance on the field; they can enter off Ninth Street via the gate. PIC will send someone to meet EMS at this location. PIC will direct EMS as needed.

**Regarding baseball and fast pitch fields:** Coaching staff or athletic trainer will notify facilities if tree branches need to be cut back in order to get an ambulance onto the field.

**Lightning Safety**

Education and prevention are the keys to lightning safety. Specific lightning safety guidelines have been developed with the assistance of lightning safety experts. If the ATC is on-site, he/she will make the call to suspend outdoor activities and monitor the storm. If the ATC is not onsite, the coach will determine safe play. The following steps are recommended by the NCAA and NOAA to mitigate risk of a lightning hazard:

* As a minimum, lightning safety experts strongly recommend that outdoor activities should be stopped and individuals should seek shelter immediately when lightning or the leading edge of the storm is within six miles of the venue. Two methods are used to determine the distance 1) weather app or 2) flash to bang rule.
  + The athletic trainer, athletic director, and coaches have an instant weather app, Weather Bug, on their phones to determine the direction and location of an impending storm. The app also shows the closest lightning strikes within the last 30 minutes.
  + Use the Flash-to-bang method to estimate the distance between your location and the lighting flash (See Table 1).
* If it is determined that individuals should seek shelter, they should be directed to the closest “safer structure or location.” A safer structure or location is defined as:

a. Any building normally occupied or frequently used by people, e.g., a building with plumbing and/or electrical wiring that acts to electrically ground the structure. Avoid the shower, plumbing facilities, contact with electrical appliances, and open windows and doorways during a thunderstorm.

b. In the absence of a sturdy, frequently inhabited building, any vehicle with a hard metal roof (neither a convertible, nor a golf cart) with the windows shut provides a measure of safety. *The hard metal frame and roof, not the rubber tires, are what protect occupants by dissipating lightning current around the vehicle and not through the occupants.* It is important not to touch the metal framework of the vehicle. Some athletics events rent school buses to provide safer locations around open courses or fields.

* To resume athletics activities, lightning safety experts recommend waiting 30 minutes after both the last sound of thunder and after the last flash of lightning is at least six miles away and moving away from the venue. If lightning is seen without hearing thunder, lightning may be out of range and therefore less likely to be a significant threat. At night, be aware that lightning can be visible at a much greater distance than during the day as clouds are being lit from the inside by lightning. This greater distance may mean that the lightning is no longer a significant threat. At night, use both the sound of thunder and seeing the lightning channel itself to decide on when to reset the 30-minute return-to-play clock before resuming outdoor athletics activities.

**Table 1. Flash-to-Bang Method**

To estimate the distance between your location and a lightning flash, use the "Flash to Bang" method: If you observe lightning, count the number of seconds until you hear thunder. Divide the number of seconds by five to obtain the distance in miles. Example: If you see lightning and it takes 10 seconds before you hear the thunder, then the lightning is 2 miles away.

|  |  |
| --- | --- |
| **If Thunder is heard** | **The Lightning is...** |
| **5 seconds after a Flash** | 1 mile away |
| **10 seconds after a Flash** | 2 miles away |
| **15 seconds after a Flash** | 3 miles away |
| **20 seconds after a Flash** | 4 miles away |
| **25 seconds after a Flash** | 5 miles away |
| **30 seconds after a Flash** | 6 miles away |
| **35 seconds after a Flash** | 7 miles away |
| **40 seconds after a Flash** | 8 miles away |

* Because lightning can strike up to 10 miles from a storm, you should seek safe shelter as soon as you hear thunder or see lightning. Get to a safe location if the time between the lightning flash and the rumble of thunder is 30 seconds or less.

**Air Quality Index (AQI) Basics**

In the event of a fire or other environmental emergency, sports medicine and the athletic director will monitor air quality and advice accordingly. Real-time air quality can be monitored at

<http://aqicn.org/city/usa/washington/wenatchee/fifth-st/>

The following information is taken from: <https://airnow.gov/index.cfm?action=aqibasics.aqi>



The AQI is an index for reporting daily air quality. It tells you how clean or polluted your air is, and what associated health effects might be a concern for you. The AQI focuses on health effects you may experience within a few hours or days after breathing polluted air. EPA calculates the AQI for five major air pollutants regulated by the Clean Air Act: ground-level ozone, particle pollution (also known as particulate matter), carbon monoxide, sulfur dioxide, and nitrogen dioxide. For each of these pollutants, EPA has established national air quality standards to protect public health. Ground-level ozone and airborne particles are the two pollutants that pose the greatest threat to human health in this country.

**How Does the AQI Work?**

Think of the AQI as a yardstick that runs from 0 to 500. The higher the AQI value, the greater the level of air pollution and the greater the health concern. For example, an AQI value of 50 represents good air quality with little potential to affect public health, while an AQI value over 300 represents hazardous air quality.

An AQI value of 100 generally corresponds to the national air quality standard for the pollutant, which is the level EPA has set to protect public health. AQI values below 100 are generally thought of as satisfactory. When AQI values are above 100, air quality is considered to be unhealthy-at first for certain sensitive groups of people, then for everyone as AQI values get higher.

**Understanding the AQI**

The purpose of the AQI is to help you understand what local air quality means to your health. To make it easier to understand, the AQI is divided into six categories:

|  |  |  |
| --- | --- | --- |
| **Air Quality Index (AQI) Basics** | **Levels of Health Concern** | **Colors** |
| ***When the AQI is in this range*:** | ***..air quality conditions are:*** | ***...as symbolized by this color:*** |
| **0 to 50** | **Good** | **Green** |
| **51 to 100** | **Moderate** | **Yellow** |
| **101 to 150** | **Unhealthy for Sensitive Groups** | **Orange** |
| **151 to 200** | **Unhealthy** | **Red** |
| **201 to 300** | **Very Unhealthy** | **Purple** |
| **301 to 500** | **Hazardous** | **Maroon** |
| *Note: Values above 500 are considered Beyond the AQI. Follow recommendations for the Hazardous category. Additional information on reducing exposure to extremely high levels of particle pollution is available* [*here*](https://airnow.gov/index.cfm?action=aqibasics.pmhilevels)*.* | | |

Each category corresponds to a different level of health concern. The six levels of health concern and what they mean are:

* "Good" AQI is 0 to 50. Air quality is considered satisfactory, and air pollution poses little or no risk.
* "Moderate" AQI is 51 to 100. Air quality is acceptable; however, for some pollutants there may be a moderate health concern for a very small number of people. For example, people who are unusually sensitive to ozone may experience respiratory symptoms.
* "Unhealthy for Sensitive Groups" AQI is 101 to 150. Although general public is not likely to be affected at this AQI range, people with lung disease, older adults and children are at a greater risk from exposure to ozone, whereas persons with heart and lung disease, older adults and children are at greater risk from the presence of particles in the air.
* "Unhealthy" AQI is 151 to 200. Everyone may begin to experience some adverse health effects, and members of the sensitive groups may experience more serious effects.
* "Very Unhealthy" AQI is 201 to 300. This would trigger a health alert signifying that everyone may experience more serious health effects.
* "Hazardous" AQI greater than 300. This would trigger a health warnings of emergency conditions. The entire population is more likely to be affected.

**AQI colors**

EPA has assigned a specific color to each AQI category to make it easier for people to understand quickly whether air pollution is reaching unhealthy levels in their communities. For example, the color orange means that conditions are "unhealthy for sensitive groups," while red means that conditions may be "unhealthy for everyone," and so on.

|  |  |  |
| --- | --- | --- |
| **Air Quality Index Levels of Health Concern** | **Numerical Value** | **Meaning** |
| **Good** | **0 to 50** | **Air quality is considered satisfactory, and air pollution poses little or no risk.** |
| **Moderate** | **51 to 100** | **Air quality is acceptable; however, for some pollutants there may be a moderate health concern for a very small number of people who are unusually sensitive to air pollution.** |
| **Unhealthy for Sensitive Groups** | **101 to 150** | **Members of sensitive groups may experience health effects. The general public is not likely to be affected.** |
| **Unhealthy** | **151 to 200** | **Everyone may begin to experience health effects; members of sensitive groups may experience more serious health effects.** |
| **Very Unhealthy** | **201 to 300** | **Health alert: everyone may experience more serious health effects.** |
| **Hazardous** | **301 to 500** | **Health warnings of emergency conditions. The entire population is more likely to be affected.** |
| *Note: Values above 500 are considered Beyond the AQI. Follow recommendations for the "Hazardous category."* | | |

**Dental Emergency**

In the event an athlete has a dental emergency, call the ATC first.

* For a subluxation, the athlete should be referred to a dentist within 48 hours.
* For an avulsed tooth:
  + Rinse with water, do NOT scrape the tooth and try to reimplant

If the tooth cannot be reimplanted, it should be stored in a “Save a Tooth” kit, saline, milk, or an abundant amount of the athlete’s saliva and transported to a dentist immediately.

In the event there is a dental emergency, the following dentists are available to assist WVC:

**Wenatchee Dental**

**808 N Miller, Wenatchee, WA 98801**

**Office Number**: (509) 663-0536 during normal business hours

The numbers below are cell phones for the doctors at Wenatchee Dental:

**Dr. Kelly**: (509)-264-0521

**Dr. Edward**: (509)-741-0651

**Dr. Nelson**: (509)-679-9290

