

## South Puget Sound Community College

### Emergency Operations Plan

#### Annex A

#### WARNING

##### I. PURPOSE

This function deals with the dissemination to the appropriate government officials and the public timely forecasts of all hazards requiring emergency response actions. This warning information is vital and must be made available in order to ensure that emergency responders and the public take appropriate protective actions to avoid death, injury, and/or damage to property.

The College Public Information Officer (PIO) s responsible for the following:

- A. The rapid dissemination of accurate instructions and information to the campus community during periods of emergency.
- B. Response to media inquiries and calls from the campus community.
- C. Establishment of a Media Center near the Emergency Operations Center (EOC) for use by representatives of the print and electronic media.
- D. Establishment of an On-Scene Public Information Team at the site of the incident.

##### II. SITUATION AND ASSUMPTIONS

This section identifies some broad considerations that apply to the kinds of emergency conditions that could require the activation of emergency warning systems. It identifies the warning sites that will be relied upon to alert emergency responders and warn the public.

- A. Emergency / Disaster Conditions and Hazards
  1. The campus community will need and demand information about the emergency situation and instructions on proper survival/response actions.
  2. The media will demand information about the emergency. The local media, particularly radio, will perform an essential role in providing emergency instructions and status information to the public.
  3. Depending on the severity of the emergency, or the media's conception of the severity of the emergency, regional and national media also will demand information and may play a supporting role in notifying distant relatives of disaster victims.

4. With emergency of significant magnitude and its aftermath, the media's interest in the event may stretch over weeks or months.
5. Depending on the severity of the emergency, telephone communication may be sporadic or impossible. Local and regional radio/telephone stations without emergency power may be off the air.
6. Demand for timely information may be overwhelming.
7. Sufficient staff must be identified, provided and well trained.
8. The college is exposed to many hazards, all of which have the potential for disrupting the community, causing casualties, and damaging or destroying public or private property.

B. Planning Assumptions

1. The college will continue to be exposed to and subject to the impact of those hazards described above and as well as lesser hazards and others that may develop in the future.
2. Some people who are directly threatened by a hazard may ignore, not hear, or not understand warnings issued.
3. Special needs groups such as the hearing-impaired, sight-impaired, physically disabled, or institutionalized (e.g., in mental treatment facilities, jails/prisons/detention facilities, etc.) require special attention to ensure a workable warning system is established.
4. Emergency response organizations such as the fire and police may be called upon to help warn the public.
5. Where available, Emergency Alert System (EAS) stations will be used to help disseminate warning information.
6. Radio/TV stations which are not members of the EAS station network will be willing to issue warning announcements.
7. Where available, National Oceanic and Atmospheric Administration (NOAA) Weather Radio stations will disseminate watches and warnings issued by the National Weather Service (NWS); NOAA tone alert radios are automatically activated when such watches and warnings are issued.
8. It is possible for a major disaster to occur at any time and at any place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible.
9. However, some emergency situations occur with little or no warning.
10. Outside assistance will be available in most emergency situations, affecting our college. Since it takes time to summon external assistance, it is essential

for us to be prepared to carry out the initial emergency response on an independent basis

### III. CONCEPTS OF OPERATIONS

This section of the annex provides general information on how warnings will be given within the jurisdiction and in cooperation with other jurisdictions.

#### A. General

1. Reliable communications and information system capabilities are necessary at all levels of the college for day-to-day communications, warning of impending events, response and recovery operations, search and rescue operations, and coordination with other state and public safety agencies.
2. SPSCC EOC staff utilize telephones, the college intranet, the college web site [www.spscc.ctc.edu](http://www.spscc.ctc.edu) and [flashalert.net](http://flashalert.net) and [e2campus.com](http://e2campus.com) to communicate emergency information with the campus community, local radio, and TV stations regarding campus incidents, emergencies and / or disasters.
3. There are times when inclement weather, natural disasters, power curtailments or other disruptions can interrupt the operation of the college. When potential weather disruptions exist, all college staff and students should monitor the Public Schools Emergency Communications System's (PSECS) website <http://www.flashalert.net>, e2campus, or listen to local radio stations for possible closure information or other instructions.
4. Decisions regarding college closure will normally be made by 5:30 a.m. on the day in question and broadcast shortly thereafter. Decisions regarding evening classes may be made later in the day and might not observe the same type of closure as day classes. The college closure information will be updated by PSECS at 10:00 a.m. and at 3:00 p.m.
5. The following television stations and radio stations by call letters and frequency, participate in the Public Schools Emergency Communications System (School Report) and will be provided with closure information:
  - a. AM Radio Stations
    - i. KOMO 1000
    - ii. KYCW 1090
    - iii. KGY 1240
  - b. FM Radio Stations
    - i. KAYO 99.3

- ii. KXXO 96.1
- iii. KGY 96.9
- c. TV Stations
  - i. KOMO - Channel 4
  - ii. KING - Channel 5
  - iii. KIRO - Channel 7
  - iv. KCPQ - Channel 13
- 6. SPSCC uses the National Incident Management System (NIMS) when managing all incidents, emergencies, and / or disasters. In the event of an incident, emergency, or disaster, the Communication Unit Leader will report to the Logistics Section Chief in the EOC and will work with the Logistics Section Chief and the Public Information Officer to provide for the emergency communications needs and appropriate warning of the college community.
- 7. PIO activities during emergencies are summarized below for each period/phase.
  - a. Pre-Emergency Period: Emphasis will be placed on these efforts:
    - i. Developing and maintaining news media contact lists.
    - ii. Developing/updating sample releases, radio/TV messages and emergency instructions that require only particulars to be inserted.
    - iii. Developing questions commonly asked during an emergency.
    - iv. Gathering background information and arranging potential sources.
    - v. Developing and/or linking web pages on emergency survival, family emergency plans, emergency supplies checklist, first aid, child assistance after an emergency, stress and emergencies, etc.
    - vi. Organizing and training Emergency Public Information (EPI) staff as well as coordinating EPI plans with neighboring jurisdictions.
    - vii. Periodic training exercises, including the use of communications technology—walkie-talkies, and satellite up-links.
  - b. Emergency Period
    - i. During emergency operations, the campus Office of College Relations will serve as the dissemination point for all media releases. Other functional units wishing to release information must coordinate through this office.
    - ii. The campus Office for Public Information will coordinate news releases with neighboring jurisdictions.

- iii. Whenever possible, EPI functions will warn the campus community of an imminent hazard and provide instructions on protective actions to avoid the hazard or reduce its impact.
  - iv. Staff will be fully mobilized, and emergency instructions/information will be disseminated in the following EPI priorities: Lifesaving/health-preservation instructions; emergency status information; and other useful information.
- c. Post-Emergency Period (Recovery)
- i. During this period, appropriate information will continue to be released, particularly on the restoration of essential services, travel restrictions and assistance programs available.
  - ii. When time allows, actions taken during the emergency will be assessed, and plans and checklists will be revised as necessary.
  - iii. If practical and appropriate, consider the heightened awareness following the emergency as an opportunity to promote coverage of recovery, resilience, “lessons learned” and other positive outcomes.
8. Information may be communicated via Spanish language and other non-English format radio stations. The college’s e2-Campus system is a viable communication tool for the hearing impaired.

#### IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

This section describes the specific warning responsibilities that are assigned to the tasked organizations. The following types of tasking may be assigned to the agencies, organization chiefs, and individuals listed in the left margin below:

##### A. SPSCC

- 1. College President / Vice Presidents
  - a. Monitor the emergency response during disaster situations and provides policy direction where appropriate.
  - b. With the assistance of the Public Information Officer, keep the public informed during emergency situations.
  - c. Request assistance from other local governments or the State when necessary
- 2. Vice President Planning Effectiveness and Operations is responsible as the Incident Commander for:
  - a. Isolating the scene.

- b. Directing and controlling the on-scene response to emergency situation and managing the emergency resources committed there.
  - c. Warning the population in the area of the incident and providing emergency instructions to them in coordination with the Dean of College Relations.
  - d. Determining and implementing protective measures (evacuation or in-place sheltering) for the population in the immediate area of the incident and for emergency responders at the scene.
  - e. Implementing traffic control arrangements in and around the incident scene.
  - f. Requesting additional resources from the EOC.
3. Dean of College Relations Functions as the College Public Information Officer (PIO).
- a. Emergency tasks to be performed include:
    - i. Rapidly release emergency instructions and information to the campus community through all available means:
      - Telephone
      - E-mail
      - Fax
      - Web page
      - Facebook/Twitter
      - Short-wave Radio
      - Bull horn
      - Walkie-Talkie
      - Runner
    - ii. Receive all calls coming into the Emergency Operations Center (EOC) over the public access lines, responding to those from the public and the news media. Relay calls to other EOC staff as appropriate.
    - iii. Obtain periodic situation updates from EOC staff members and maintain any PIO status boards and/or maps.
    - iv. Make situation reports and provide hard copy of news releases to the local jurisdiction.
    - v. Prepare news releases.
    - vi. Update information for recorded telephone messages as situation changes. Recorded telephone information is coordinated through IT Services.
  - b. Non-Emergency Information/Visitor Control Section Responsibilities

- i. Receive and handle non-emergency calls.
  - ii. Greet and badge official visitors as necessary — VIPs and news media. Arrange for official spokesperson(s) and new media tours.
  - iii. Provide escorts to accompany official visitors and VIPs into disaster areas. The PIO will assign VIP escorts.
  - iv. Arrange accommodations and transportation for official visitors (as necessary) through the Logistics unit. Assist Emergency Information/Rumor Control Section as required.
  - v. Develop scripts for telephone responses to key questions.
- c. On-Scene Public Information Team Responsibilities
- i. Establish an On-Scene Media Control Point in the vicinity of, but physically separated from, the incident site or Command Post.
  - ii. Request media cooperation, with “ground rules” established by Incident Commander/EOC Manager.
  - iii. Brief the media on the incident and on response actions underway. Names or other identification of casualties will not be released. (Work with medical team and Coroner’s Office.)
  - iv. Maintain liaison with the Incident Commander/EOC Manager to obtain latest information and remain current on the situation.
  - v. Arrange interviews and live camera shots with key personnel when requested by the news media and when such requests can be accommodated without interfering with response operations.
  - vi. Keep the Emergency Information/Rumor Control Section and other EOC staff informed of the status of the emergency situation.
- d. Administrative Support Section Responsibilities
- i. Provide Mutual Aid PIO support (telephones, desks, typewriters, office supplies, copy and fax machines, clerical support) to other jurisdictions as needed.
  - ii. Arrange the site, sources, scheduling notification and equipment for news media briefings.
  - iii. Assist the media in securing accommodations and transportation (if determined necessary by the Campus PIO) through the Logistics Unit. News media are responsible for their own expenses for accommodations, transportation, food and other expenditures.
  - iv. Assist other sections as required.

- v. Media Access Privileges
  - Ground Access
    - If access by the media must be denied or restricted for any reason, a complete explanation must be given.
  - Pool System
    - If access restrictions for the news media are unavoidable in the opinion of the authority in charge of the incident/disaster, a “pool” system may be established.
    - Reporters on scene should be permitted to select one representative from each medium (radio, television, newspaper, wire service) and from each level of coverage (local, regional, national, international) to be escorted into the area. Reporters then will share information, photographs and video/audio tape with other accredited reporters.
    - PIO will coordinate with OPD / OFD to provide appropriate access to emergency sites, including developing an understanding of public, media and critical perimeters around the scene.
    - Two exceptions that allow reporters to be prevented from entering an emergency scene:
      - If their presence would impede rescue and other emergency efforts.
      - If the scene is sealed off as a crime scene.
  - Air Access
    - Federal Aviation Administration Regulation 91.91 covers temporary flight restrictions during incidents/disasters and sets forth procedures that pilots of media aircraft and others must follow. Permission to fly over incident sites may be denied if such flights pose a significant safety hazard to the general public.
- e. Emergency Public Information Priorities
  - i. Lifesaving/Health Preservation Instructions
    - What to do (and why).
    - What not to do (and why)
  - ii. Information (for students’ parents, families, friends, public) on the status and actions of South Puget Sound Community College (if in session).

- iii. Hazardous/contaminated/congested areas to avoid.
  - iv. Curfews (if established).
  - v. Road, bridge, freeway overpass and dam conditions, and alternate routes to take.
  - vi. Evacuation:
    - Routes.
    - Instructions (including what to do if vehicle breaks down).
    - Arrangements for persons without transportation.
  - vii. Location of mass care/medical/coroner facilities, food, safe water, etc.
  - viii. Status of hospitals.
  - ix. First Aid information.
  - x. Firefighting instructions.
  - xi. Emergency telephone number (otherwise request people NOT to use telephones). Stress to out of town media that people should NOT telephone into the area. Lines must be kept open for emergency calls.
  - xii. Instructions/precautions about utility use, sanitation, how to turn off utilities.
  - xiii. Essential services available:
    - Hospitals.
    - Grocery stores.
    - Banks.
    - Pharmacies.
    - Other facilities as necessary.
- f. Emergency Status Information
- i. Media access numbers to PIO. (Do not release to public or place on Web.)
  - ii. Public access numbers to PIO.
  - iii. Description of the emergency situation, including number of confirmed deaths and injuries, property damage, persons displaced.
  - iv. Description of government and private response efforts (mass care, medical, search and rescue, emergency repair, debris clearance, fire/flood fighting, etc.).

- v. Any of the Priority 1 information in summary form on a “nice to know” rather than “vital to know and act upon” basis.
    - Where people should report/call to volunteer.
  - vi. Direct people not to come to campus.
  - vii. How people in other areas can obtain information about relatives/friends in the disaster area (coordinate with Red Cross on release of this information).
  - viii. How disaster victims can locate family members.
  - ix. What types of donated supplies, if any, are needed and how can they be best provided.
  - x. Other Useful Information
- g. Usually this sort of information will be released during the Post-Emergency Period because of lack of time and other priorities during other phases.
- i. State/Federal assistance available.
  - ii. Disaster Assistance Center opening dates/times.
  - iii. Historical events of this nature.
  - iv. Charts/photographs/statistics from past events.
  - v. Human interest stories.
  - vi. Acts of heroism.
  - vii. Historical value of property damaged/destroyed.
  - viii. Prominence of those killed/injured. (Obtain from Coroner.)

B. All Tasked Organizations

1. City of Lacey (Fire and Police for Hawks Prairie Campus)
  - a. Maintain their existing equipment and follow established procedures for communicating with their organization personnel performing field operations. All organizations should keep the College EOC informed of their operations at all times and maintain a communications link with the college EOC.
2. City of Olympia (Fire and Police)

- a. Maintain their existing equipment and follow established procedures for communicating with their organization personnel performing field operations. All organizations should keep the college EOC informed of their operations at all times and maintain a communications link with the college EOC.
  - b. Communication needs beyond the capability of the College EOC will necessitate the activation of and coordination with the City of Olympia EOC (located at Olympia Fire Department headquarters 100 Eastside Street NE Olympia, WA 98506 Phone: (360) 753-8348, 754-0642, 239-2797, Fax: (360) 753-8054) or by radio 155.145.
3. Olympia EOC
- a. Coordinate regional response for the greater Olympia area.
  - b. Act as a JOC / JIC.
  - c. Provide backup communications capabilities for their EOC.
  - d. Provide a backup communications link between their EOC and mass care facilities, as needed, through the use of portable radio units.
  - e. Activate backup or alternate communications systems, as necessary.
4. Washington State Military Department Emergency Management Division
- a. The communications and warning capabilities presently available to and coordinated by the state EMD are
  - b. NAWAS (National Warning System, landline - voice, intra-state landline-voice).
  - c. National Oceanic Atmospheric Association (NOAA) Weather Wire through ACCESS (A Central Computerized Enforcement Service System, landline - teletype).
  - d. EAS (Emergency Alert System) Relay Network (Public Safety radio and the broadcast industry).
  - e. CEMNET (Comprehensive Emergency Management Network) two-way VHF radio systems for backup direction and control.
  - f. State Agency Emergency Network, 800 MHz two-way radio system for back-up direction and control.
  - g. SECURE (State Emergency Communications Using Radio Effectively), a point-to-point high frequency two-way radio system.

- h. RACES (Radio Amateur Civil Emergency Services) and ARES (Amateur Radio Emergency Services) (two-way radio and/or packet systems via ham frequency bands).
  - i. FNARS (Federal Emergency Management Agency National Radio System), a high frequency radio system
5. Other agencies of WA State Government
- a. Provides telecommunications and information system staff and system/equipment assistance, as available and in accordance with the agencies primary mission.
6. US Government
- a. The federal government, under the National Response Framework (NRF) and the National Security Emergency Preparedness procedures may, through the Federal Emergency Management Agency (FEMA), provide temporary emergency communications assistance to state and/or local jurisdictions prior to or during an emergency or disaster.

## V. ADMINISTRATION AND LOGISTICS

### A. Administration

- 1. Phone List (Attachment 1) contains the phone lists of emergency personnel to be notified at the declaration of emergency. (Separately published document)
- 2. Campus Map (Attachment 2) depicts the area covered by this annex.

### B. Logistics

- 1. Staffing: Office of College Relations staff may be called on to perform EPI staff roles when appropriate.
- 2. Press releases will be reviewed by appropriate EOC staff before release. Timely dissemination is essential.

## VI. PLAN DEVELOPMENT AND MAINTENANCE

The Dean of College Relations is responsible for coordinating revision of the jurisdiction's Warning Annex, keeping its attachments current, and ensuring that Standard Operating Procedures and other necessary implementing documents are developed.

## VII. AUTHORITIES AND REFERENCES

A. Authorities

1. College Handbook, Chapter 3.09
2. NIMS Implementation Plan, Dated 4/2006

B. References

1. In the event a major disaster, South Puget Sound Community College serves as one of The Olympian's newsroom relocation sites listed in the paper's disaster plan. The college has designated Room 120 in the Center for the Arts (Building 21) for this purpose. The room is appropriate to meet the paper's need for electrical outlets and Internet access. It can accommodate 57 people. Vern Stehr, buildings and grounds representative (596-5588), and Lonnie Hatman, director of security (596-5300), are listed as the Olympian's contacts.

Attachment 1

Contact Phone List

**Separately Published Document**

Attachment 2  
Campus  
Map

