

## South Puget Sound Community College

### Emergency Operations Plan

#### Annex C

#### EVACUATIONS

##### I. PURPOSE

The purpose of this annex is to identify and define emergency evacuation operations and responsibilities in response to natural disasters, and other emergencies.

##### II. SITUATION AND ASSUMPTIONS

###### A. Emergency / Disaster Conditions and Hazards

1. South Puget Sound Community College is subject to a variety of emergency or disaster events require evacuation of campus buildings, areas, or the entire campus.
2. The sudden and unexpected nature of a catastrophic event or emergency may result in numerous requests from all areas of the College for services required to save lives, protect property, and preserve the environment.
3. Students, Faculty, and Staff will require accurate and timely information on which to base their decisions and focus their response actions. Concurrently, widespread damage to communications facilities is likely. At a time when the need for real-time electronically processed information is greatest, the capability to produce it will be seriously restricted or nonexistent. All surviving communications assets of the College will be needed immediately to assure a proper response to the needs of the victims of the event. As a result of these needs evacuation plans must rely heavily on human interaction and personal communication to facilitate the safe evacuation of students, faculty, and staff.

###### B. Planning Assumptions

1. The Incident Commander will focus on coordinating lifesaving activities concurrent with reestablishing control of the affected area.
2. An emergency or disaster may disrupt college services.
3. Initial reports of damage will be fragmented, providing an incomplete picture on the event.
4. Hazardous Material incidents may require evacuation of significant numbers of the college population as well as that of the surrounding area. Such

evacuations may require extensive coordination and may exceed normal college resources.

5. Traditional methods of community evacuation messaging may be unavailable (i.e. phone lines and cellular service down or overloaded)
6. Conditions following the event will necessitate the careful consideration of sites for establishing assembly areas, staging areas, shelters, assistance centers, alternate operations centers, the Emergency Operations Center (EOC).
7. Needs beyond the capability of the College will necessitate the activation of and coordination with the local City of Olympia EOC (located at Olympia Fire Department).
8. Large scale regional incidents, emergencies, or disasters may require the activation of and coordination with the State EOC.

### III. CONCEPTS OF OPERATIONS

There are several factors which must be considered when planning for an evacuation. Among these are the characteristics of the hazard or threat itself. The magnitude, intensity, speed of onset, duration, and impact on the local community, is all significant elements to be considered. They will determine the number of people to be evacuated, time available in which to effect the evacuation, and the time and distance of travel necessary to insure safety. Evacuees are moved from their classroom, building or office spaces to a designated area within the jurisdiction (or a neighboring jurisdiction in some cases) not impacted by the hazard that caused the evacuation.

#### A. General

1. Evacuations may be campus wide, by building, floor or area. Listed below are the locations of evacuation assembly areas.
  - a. Classrooms/labs/meeting rooms/ reception areas have building floor plans showing building exits and assembly areas.
    - i. Assembly Areas: (See Attachment 1 Assembly Area Map)
      - Building 16: Grassy area along Crosby Entrance Road.
      - Building 20: Sidewalk between Bldg. 20 and Bldg. 25.
      - Building 21: Eastside and south side of building.
      - Building 22: Grass area between Bldg. 22 and Bldg. 26.
      - Building 23: Grass area between Bldg. 23 and Bldg. 25
      - Building 25: Sidewalk between Lot G and Bldg. 25.
      - Building 26: Grass area just north of Bldg. 26

- Building 27 and 28: Open area between Bldgs. 27 and 28 on the north side.
  - Building 31 and 32: Softball field.
  - Building 33 and 34: Softball field/soccer field.
  - Building 35: Softball field.
  - Hawks Prairie Center: Parking lot (south side of the building)
2. The college has evacuation coordinators for each campus building.
  3. Evacuation coordinators can be identified by their yellow/orange vest with the words “Evacuation Coordinator” printed on the back. Contact the Evacuations Coordinators if you need any assistance or help. All employees will quickly check their area or floor as they evacuate the area using the nearest cleared exit, advising others to do the same.
  4. At the assembly areas, employees should:
    - a. Account for all individuals under their span of control.
    - b. Report injuries, casualties, hazardous conditions and missing individuals to their evacuation coordinator who will report to security or emergency personnel.
    - c. When evacuating from a building (whether it is an alarm or verbally by the evacuation coordinator):
      - i. Follow instructions in an orderly fashion.
      - ii. Exit calmly and quickly.
      - iii. Assist others in your area, especially injured or disabled persons.
      - iv. Do not use elevators.
      - v. Check walkways and stairwells for damage or debris.
      - vi. Meet in designated assembly areas.
      - vii. Check in with your instructor, supervisor or evacuation coordinator before leaving campus.
      - viii. Do not leave campus after earthquake; hazardous material spill; major snowstorm or similar type of disasters until roadways and bridges are determined safe by emergency personnel. Listen to car radios, cell phone, or check email for emergency information.
      - ix. Assist evacuation coordinators by advising students and visitors the location of assembly areas and keeping people from entering the building until it is declared safe to return.

- x. Do not re-enter the area/building until advised by emergency personnel.

5. Complete Campus Evacuation

- a. If it becomes necessary to evacuate the entire campus, considerations must be made to best facilitate an expedient and safe evacuation. If a decision is made to evacuate campus one of the following methods should be used as a guideline depending on the circumstances.
- b. The first step in any campus evacuation should be to contact the Daycare, Bookstore and the Cafeteria. This will give them sufficient time to arrange transportation, close down operations as well as lessen the chance of lingering public on campus.
- c. Phased Plan
  - i. The Phased plan should be used for potential or planned evacuations where time is not a critical factor. An example of a situation where this plan may be used is a weather related closure where conditions are expected to deteriorate over time.
  - ii. The Phased plan will be conducted based on Classes Cancelled and Campus Closed announcements with a certain time frame in between announcements.
  - iii. Phase 1-Evacuation Coordinators and Division Deans will notify of classes cancelled. Target would be faculty and students.
  - iv. Phase 2-Vice Presidents and Supervisors will notify of campus closed. Target is remaining staff and faculty.
  - v. Additional personnel may be required at various locations to control traffic flow to particular exits or provide direction.
  - vi. Contact Central Dispatch and IT dispatch and notify them of campus evacuation.
- d. Immediate Plan
  - i. The Immediate plan should be used in situations that are imminent or critical where getting as many people off-campus as soon as possible is necessary. An example of where this plan may be used is a serious hazardous materials release where the college is within the fall out zone as dictated by emergency personnel.
  - ii. The Immediate plan will be conducted with the “all at once” principle.
    - Security, Evacuation Coordinators/Supervisors/Vice Presidents/Division Deans will notify the entire campus community.

- Additional personnel may be required at various locations to control traffic flow to particular exits or provide direction.
  - Contact Central Dispatch and IT dispatch and notify them of campus evacuation.
- e. Special Considerations
- i. Given certain circumstances, consideration must be given to areas of special interest within the college community. Some examples include but are not limited to:
    - Should a report be made given circumstances?
    - Daycare-Notification of parents for child pick up.
    - Hawks Prairie Campus-Does the evacuation affect them or is it local?
    - Dental-Care patients present that will require stabilization prior to evacuation?
    - Special Events, i.e., Graduation, Theater events, sporting events, etc.
    - Inaccessible roadways or exits-Given the nature of the emergency some roads or exits may be impassible and should be detoured around.
- f. Evacuation Coordinators
- i. Building 16
    - Norm Chapman-Welding and Automotive
    - Tim Nairn
  - ii. Building 20
    - Childcare Staff
    - Khalid Abdalla
  - iii. Building 21
    - Joe Batt
    - Don Welch
  - iv. Building 22
    - Paul Greer
    - Cary Bidot
    - Mary Hunting
  - v. Building 23
    - Instruction

- CAD/Anthropology
  - Brent Chapman
  - Dale Croes
  - Darby Kaikkonen
  - Brent Chapman
  - Tim Nairn
- vi. Building 25
- Kathy Rhodes
  - Samantha Soto
  - Debbie Holcomb
  - Sheryl Kermoade
- vii. Building 26
- Maintenance Staff
  - Custodial Staff
- viii. Building 27
- Cindy Walker
  - Bryce Winkelman
- ix. Building 28
- Library Staff
  - Scott Stilson
- x. Building 31
- Pam Charpentier
  - Vernell Willingham
- xi. Building 32
- 
- xii. Building 33
- 
- xiii. Building 34
- Jane Freeman
  - Chester Baldwin
  - Steve (Auto) Carr
  - Jay Thomas

- xiv. Building 35
    - Lynette Rushton
    - Carlea McAvoy
  - xv. Hawks Prairie
    - Crystal Ashley
6. Incident Commander (IC)
- a. The SPSCC Emergency Operations Plan identifies the person normally tasked as the IC as the Vice President of Planning, Effectiveness, and Operations. The Vice President for Planning, Effectiveness, and Operations will act as the EOC Manager and provide overall direction of the response activities of all the College's departments. During major emergencies and disasters, he/she will normally carry out those responsibilities from the EOC.
  - b. Washington statutes (RCW 38.52) provide local government, principally the college president, or designee, with a number of powers to control emergency situations. If necessary, the College shall use these powers during emergency situations. These powers include:
    - i. Suspending procedural laws and rules to facilitate a timely response.
    - ii. Restricting the movement of people and occupancy of premises.
    - iii. Authorizing evacuations.
    - iv. Suspending personnel rules.
  - c. The authority to declare a campus state of emergency rests with one of the following individuals in this order:
    - i. College President
    - ii. Vice President for Planning, Effectiveness, and Operations
    - iii. Vice President for Instruction
    - iv. Vice President for Student Services
7. Emergency Evacuation of Persons with Disabilities
- a. Evacuation coordinators will work with vice presidents, division deans, Security and supervisors to identify any employees with a disability who would need consideration and assistance during an evacuation.
  - b. At least two staff members should be assigned to each person identified with a disability to provide assistance, ensuring that the disabled person will be assisted during the evacuation. Should the disabled person not be able to use the fire exit stairwells, he or she must be escorted to the exit stairwell landing as a "Safe Point of Rescue."

- c. Should the disabled person not be able to use the fire exit stairwells, he or she must be escorted to the exit stairwell landing as a "Safe Area of Rescue." Without putting the assigned person in danger, the assigned person should remain with the disabled person at the landing to provide additional assistance. The building evacuation coordinator will inform emergency responder that a disabled person is waiting for rescue on the specified floor within the specified exit stairwell.
- d. Faculty and the Disability Support Services Office will identify any student(s) with a disability that would need consideration and assistance during an evacuation.
- e. At least two students should be assigned to each person identified with a disability to provide assistance, ensuring that the disabled person will be assisted during the evacuation.
- f. Event coordinators for special events (games, concerts, plays and other activities) will assist evacuation coordinator with persons with disabilities.
- g. When the disabled person is outside someone should remain with the person until the emergency is over.
- h. Evacuation of Disabled Persons
  - i. Move away from the area of imminent danger to a safe distance (i.e., outside in the assembly area, another building or stairwell).
- i. Visibly Impaired Persons
  - i. Most visually impaired persons will be familiar with their immediate work area. In an emergency situation, describe the nature of the emergency and offer to act as a "sighted guide"; offer your elbow and escort him/her to a safe place. As you walk, describe where you are and advise of any obstacles. When you have reached safety, orient the person as to where you are and ask if any further assistance is needed. If the person has a service animal, be aware that the animal's sense of direction may become confused during an emergency.
- j. Hearing Impaired Persons
  - i. Because persons with impaired hearing may not perceive emergency alarms, an alternative warning technique is required. Two methods of warning may be:
    - Write a note describing the emergency and nearest evacuation route.
      - ("Fire. Go out rear door to the right and down, NOW!")
    - Turn the light switch off and on to gain attention, then indicate through gestures what is happening and what to do.

k. Persons Using Crutches/Canes or Walkers

- i. In emergency evacuations, these individuals should be treated as if they were injured. If needed use the building(s) Evac-Chair(s), if none are available have the individual sit on a sturdy chair, preferably a chair with arms, and follow the procedure for non-ambulatory persons below.

l. Non-ambulatory persons

- i. Evacuation may not be necessary or advisable. Stairwells are designed to provide temporary protection from fire or other danger. An able-bodied volunteer should stay with a wheelchair user in the platform area of the stairwell while a second person notifies emergency personnel or paramedics of the exact location of the wheelchair user.
- ii. If immediate evacuation is necessary, be aware of the following considerations:
  - Wheelchairs have movable parts; some are not designed to withstand stress or lifting. Use the building(s) Evac-Chair(s).
- iii. Prior to moving the person, check for life-support equipment.
- iv. In a life-threatening emergency, it may be necessary to remove an individual from their wheelchair. Lifting a person with minimal ability to move may be dangerous to their well-being.
- v. Wheelchairs should not be used to descend stairwells, if at all possible.
- vi. Non-ambulatory persons may have respiratory complications. Remove them from smoke or fumes immediately and determine their needs and preferences.
- vii. Check the evacuation routes for obstructions before assisting the person to the exit.
- viii. Delegate other volunteers to bring the wheelchair.
- ix. Reunite the person with their wheelchair as soon as it is safe to retrieve it.
- x. Always consult with the person in the chair regarding how best to assist him/her:
  - The number of people necessary for assistance.
  - Ways of being removed from the wheelchair.
  - Whether to extend or move extremities when lifting because of pain, catheter leg bags, braces, etc.
  - Whether to carry forward or backward on a flight of stairs.

- Whether a seat cushion or pad should be brought along if the wheelchair is being left behind.
  - In lieu of a wheelchair, does he/she prefer a stretcher, chair with cushion/pad, or car seat?
  - Is paramedic assistance necessary?
- m. Tips to Assist Persons with Disabilities Develop a Plan
- i. Knowledge and preparation by the college community is essential to reducing the impact of emergency situations for person with disabilities. Persons with disabilities are encouraged to take responsibility in developing their own personal emergency actions plan and sharing it with Disability Support Services, buddies (volunteers), supervisors, evacuation coordinators, instructors and the security office.
  - ii. When developing a plan the safety needs of persons with disabilities should be developed on a case-by-case basis because they vary with each individual and location.
  - iii. Make two plans -- one when with others - one when alone.
  - iv. Ask others for input, i.e., co-workers, instructors, supervisors, evacuation coordinators, and the security office.
  - v. Ask evacuation coordinators or the security office about areas of refuge and location of evacuation equipment (Evac-Chairs).
  - vi. Choose two evacuation routes for each building.
  - vii. Set up a buddy system. (The person with a disability and a buddy must be able to contact each other quickly. At least 2 buddies should be assigned.
  - viii. The person with a disability should train buddies when a plan is completed.
  - ix. The buddies need to be willing and capable of assisting in an evacuation.
  - x. Do not use elevators in case of fire or earthquakes.
  - xi. Find out where accessible alternate shelter is located.
  - xii. Have a list of all your medication (name, dose, frequency, and name of doctor).
  - xiii. Attach written instructions to all disability related equipment.

- xiv. Think about your needs for disaster supplies kits, such as disability related equipment, communication devices, service animal food, and three days worth of medication.
- xv. Consider using door/window markers so emergency personnel will know your location.
- xvi. Let security know when you are on campus after hours.
- xvii. Have easy access to emergency contact information at all times.
- xviii. Share your plan with buddies, instructors, supervisors, co-workers and evacuation coordinators.
- xix. Participate in drills and review the effectiveness of your plan.
- xx. For training or to receive more information, please contact Lonnie Hatman at 596-5300.

8. Interjurisdictional Relationships

- a. This section describes the formal arrangements that have been made with the emergency management organization(s) in neighboring jurisdictions to facilitate the movement of evacuees from the hazard area and, if appropriate, provide them shelter and other services in a mass care facility.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

This Section describes the evacuation responsibilities that are assigned to tasked organizations. EOP's should include the types of tasking assigned to the agency/organizational chiefs listed in the left margin:

A. Evacuation Coordinators

1. Evacuations coordinators shall know:

- a. Their roles and responsibilities during an emergency.
- b. The layout and congruous areas of their building/areas to include hazard areas to be avoided during emergencies; established and alternative escape routes; locations of critical building/area utilities; what action to take to assist disabled and/or trapped individuals; and the various levels and types of emergencies.
- c. Custodial staff will act as the night evacuation coordinators.

B. SPSCC Organization

1. College President

- a. Issues a statement on the jurisdiction's policy on people that do not comply with evacuation instructions. The statement addresses the

- consequences for not evacuating and the services (food, medical, utilities, sanitation, etc.) that will be discontinued or interrupted in the evacuation area.
- b. Issues evacuation instructions or an evacuation order when appropriate.
  - c. Monitor the emergency response during disaster situations and provides policy direction where appropriate.
  - d. With the assistance of the Public Information Officer, keep the public informed during emergency situations.
  - e. Request assistance from other local governments or the State when necessary.
  - f. Direct activation of the College EOC (located in the Boardroom in Building 25 of the main campus 2011 Mottman Road SW, Olympia, WA 98512 ).
2. Vice President of Planning, Effectiveness, and Operations
    - a. Serve as the Incident Commander responsible for:
      - i. ICS-EOC Interface
        - Coordinate the operational response of local emergency services.
        - Coordinate activation of the EOC and supervise its operation.
      - ii. The incident commander designates Section Chiefs (Operations, Planning, Logistics, Admin/Finance)
      - iii. See attachment 3 of the College Emergency Operations Plan for the SPSCC ICS Organizational Chart.
      - iv. Requires the appropriate Section Chiefs to report to the EOC when notified of an emergency situation.
  3. Director of Security
    - a. Serve as the Deputy Commander/Safety Officer.
    - b. Activate the EOC when required.
  4. Director of Auxiliary Services
    - a. Serve as Logistics Section Chief
    - b. When notified of an emergency situation reports to the EOC.
    - c. Coordinates public information with the PIO as needed.
    - d. Manages the Food, Supply, Medical, Facilities, and Communications Unit.
  5. Campus Security

- a. Operational considerations include:
- b. Work with College Administration to develop evacuation plan.
- c. Provide a rapid warning to the campus community of hazards or dangers.
  - i. Determine who needs to be warned.
  - ii. Clarify the message that will be given out. If the message deals with evacuation from an area,
  - iii. Be specific where you want people to go.
  - iv. Determine the method for giving the warning, (In person, by going to specific locations, etc.).
- d. Assist with clearing and closing buildings following an evacuation.
  - i. Make sure the evacuation plan identifies all building(s) to be searched and closed.
  - ii. Obtain safety instructions for damaged buildings (How to recognize hazards, conditions that would prevent entering a damaged building, protective clothing, etc.).
  - iii. Establish a procedure for clearing injured persons from the building.
  - iv. Provide each team with materials to post "Building Closed" signs.
- e. Evacuate people from potential or existing danger.
  - i. Evacuation plan should include:
    - Assembly areas and safe exit routes
    - Traffic control devices, barricades, and signs
    - Accommodations for relocating the physically impaired
    - Review the Closure Plan.
    - Determine if special transportation is needed.
    - Assign staff to the reception area.
- f. Close off areas and controlling access (limited or no access).
  - i. Determine the type of control of persons and vehicles into and out of the area.
    - No Access
      - All people will be prohibited from entering the closed area. Authorized personnel, i.e., campus, local, state, or federal personnel performing emergency work will be permitted entry. Media representatives will be allowed access on a controlled basis.

- Limited Access
  - Allows persons into closed area according to criteria established by Chief of Police. Persons entering must abide by the policies established in order to gain entry.
  - Direct the placement of barricades, traffic control devices, and signs.
  - Establish an entry system.
  - Establish and staff control points.
  - Determine the pass system for entry and exit for the area secured.
  - Coordinates with the Evacuation Coordinators.
- 6. Buildings and Grounds Designee
  - a. Serves as the Operations Section Chief
    - i. The Operations Section is responsible for coordinating all operations in support of the emergency response and implementation of the action plan(s) including evacuation plans. This section includes the response teams, which are teams working toward reduction of the immediate hazard and establishing situation control and the restoration of normal conditions.
  - b. Access Control Actions
    - i. Direct staffs to cordon off unsafe areas, secure facilities, and control access where there is damage. Have utilities shut down, if presenting a possible hazard.
    - ii. Ensure traffic control is established to provide access for emergency vehicles.
    - iii. Direct the establishment and control of on-campus evacuation reception areas.
    - iv. Deal with requests to re-enter buildings, coordinate with the INCIDENT COMMANDER.
- 7. Public Information Officer (PIO)
  - a. Disseminates the following types of instructional materials and information to evacuees:
    - i. Identification of the specific area(s) to be evacuated.
    - ii. List of items that evacuees should take with them (such as food, water, medicines, portable radio, fresh batteries, clothing, sleeping bags).
    - iii. Departure times.
    - iv. Pick-up points for people requiring transportation assistance.

- v. Evacuation routes. (Give easy to understand instructions using major roads, streets, highways, rivers, etc.)
- vi. Location of mass care facilities outside of the evacuation area.
- vii. Keeps evacuees and the general public informed on evacuation activities and the specific actions they should take.

C. 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 ares.
  - b. Act as a JOC/JIC.
4. Washington State Military Department Emergency Management Division
  - a. Provides communications support as provided in the State CEMP.
  - b. Activate State EOC.
  - c. Coordinate State response for the emergency / disaster.
  - d. Act as a JOC / JIC.
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 assistance to state and/or local jurisdictions prior to or during an emergency or disaster.

V. ADMINISTRATION AND LOGISTICS

This Section addresses the support requirements of the evacuation function.

A. Administration Specific Areas Include:

1. Records and reports associated with tracking the status (evacuation notices, number evacuated, number of evacuees in mass care facilities, etc.) of evacuation events. Attachment 1 contains maps that depict the routes that have been designated as evacuation routes.
2. The College EOC will utilize the appropriate ICS forms (See attachment 3 – 8) to record and report incidents, emergencies, and disasters.
3. College EOC records will be maintained by the Campus Security Department.
4. Evacuation expenditure statements will be sent to the Admin/Finance Section Chief.
5. Expense records will be maintained in accordance with college policy and State law.

B. Logistics

1. Logistics includes the provisions that have been made to move from the area being evacuated those essential supplies and equipment items that are needed to sustain operations and to meet the needs of evacuees.
2. Logistic items include:
  - a. Disaster kit: The College has three large disaster kits. One is located at Hawks Prairie, one in Building 31 in the sprinkler riser room and the other one is located in Building 14 (maintenance shop). These kits contain: rescue equipment, tools, shovel, first aid supplies, portable PA system, flashlights, blankets, stretcher and caution tape.
  - b. Planning, Effectiveness, and Operations also has small disaster kits (pry bar, gloves, am/fm radio (tune to am 1240 for information), lightsticks, blankets and first aid kits). In addition, Planning, Effectiveness, and Operations has individual survival kits that contain: water, food, lightsticks, whistle, space blanket and other items. Additional food is located in the cafeteria, bookstore, vending room and vending machines.
  - c. Portable generator on a trailer in Bld. 14.

- d. Gas, diesel, and propane fuel tanks located in the maintenance area.
  - e. Public works equipment and vehicles such as carts, 4WD ATVs, trucks, Vans, snowplows, gas powered equipment, etc.,
  - f. Two authorized emergency vehicles (Security vehicles).
  - g. Mutual aid agreements with neighboring jurisdictions that address the support (law enforcement personnel, vehicles to transport evacuees, mass care staff and facilities to shelter evacuees, etc.) to be provided by the jurisdictions to facilitate evacuation operations are currently pending negotiation.
- C. General support requirements.
1. SPSCC has a participatory agreement with the Public Schools Emergency Communications System (commonly referred to as schoolreport) to post emergency information regarding incidents, emergencies and class cancellations or school closures on their web page [www.schoolreport.org](http://www.schoolreport.org) .
  2. SPSCC has a contract with the OmniAlert (commonly referred to as e2 campus) to send emergency messages and information regarding incidents, emergencies and class cancellations or school closures via their web page [www.e2campus.com](http://www.e2campus.com).
  3. SPSCC coordinates SPSCC class cancellations or school closures with the transportation directors for Olympia, Tumwater, and North Thurston School Districts.

## VI. PLAN DEVELOPMENT AND MAINTENANCE

This section identifies details the responsibility for coordinating revisions of this annex, keeping its attachments current, and ensuring that the SOP's and other necessary documents are developed.

### A. Director of Security

1. The Director of Campus Security is charged with the development, revision, and maintenance of the Emergency Operations Plan and the annex's to it (including this annex).
2. The EOP will be examined and if necessary revised or updated at least every five years with changes and dates noted on the appropriate change page.
3. The Director of Security will seek input from the appropriate Deans, Directors, and college personnel in keeping the information in the EOP and its annex's current.

### B. President, VP's

1. The President and the VP's are responsible for approval and promulgation of the SPSCC EOP.

VII. AUTHORITIES AND REFERENCES

- A. Chapter 38.52 RCW
- B. Title 132X WAC
- C. Washington State CEMP, March 2003
- D. Guide for All-Hazard Emergency Operations Planning, FEMA, September 1996
- E. National Response Framework, US Dept of Homeland Security, January 2008
- F. ICS forms, FEMA web site,  
[http://training.fema.gov/EMIWeb/IS/ICSResource/ICSResCntr\\_Forms.htm](http://training.fema.gov/EMIWeb/IS/ICSResource/ICSResCntr_Forms.htm)
- G. SPSCC College Handbook, October 2007
- H. Collective Bargaining Agreement (CBA).
- I. SPSCC Campus Security Handbook, March 2008