

South Puget Sound Community College

Emergency Operations Plan

Annex F

LAW ENFORCEMENT

I. PURPOSE

The Law Enforcement Annex covers responsibilities and procedures for maintaining security and order under crisis conditions and eventual recovery. It describes resources needed to maintain civil order and ensure security of students, faculty, staff and college property, and, when necessary, incident scenes at which there is need for protection of evidence pending collection and corresponding investigation. It describes procedures for augmenting forces during emergencies.

II. SITUATION AND ASSUMPTIONS

A. Emergency / Disaster Conditions and Hazards

1. South Puget Sound Community College (SPSCC) is subject to a variety of emergency or disaster events that may require a law enforcement response to 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. Emergency responders 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 law enforcement plans must rely heavily on redundant communications as well as human interaction and personal communication to facilitate the safety of students, faculty, and staff.
4. College Jurisdiction
 - a. SPSCC Security Officers have no authority outside the confines of the physical boundaries of the campus. Security department authority covers only property owned or controlled by South Puget Sound Community College.
 - b. The Olympia Police Department has jurisdiction at the main campus of South Puget Sound Community College located at 2011 Mottman Road

SW in Olympia, WA and is charged with enforcing the ordinances of the City of Olympia and the laws of the State of Washington.

- c. The Lacey Police Department has jurisdiction at the Hawks Prairie Center, located at 1401 Marvin Road NE Suite 200 in Lacey, WA.
- d. The geographical boundaries of the main Mottman Road campus of South Puget Sound Community College consist generally of the area between Firland Street SW and 29th Avenue on the west, and Crosby Blvd to the east and those lands immediately adjacent to College Way north of Somerset Hill Road SW and south of Mottman Road SW.

B. Planning Assumptions

1. The Incident Commander (IC) 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 will be fragmented, providing an incomplete picture of the event.
4. Critical incidents may require significant numbers of emergency responders.
5. Conditions following the event will necessitate the careful consideration of sites for establishing assembly areas, staging areas, shelters, assistance centers, alternate operations centers, and the Emergency Operations Center (EOC).
6. 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).
7. Needs beyond the capability of the Olympia EOC will necessitate the activation of and coordination with the Thurston County EOC (located at 2703 Pacific Avenue SE, Suite B Olympia, WA 98501-2036 Phone (360) 754-3360).
8. Large scale regional incidents, emergencies, or disasters may require the activation of and coordination with the State EOC.
9. Law enforcement responders will assume command in law enforcement incidents and may direct:
 - a. Scene security, established in the form of one or more perimeters around the location of an emergency/incident;
 - b. General security, accomplished by various means of patrol, including air, vehicle, bicycle, and foot;
 - c. Crowd control when situation has caused congregation of disorderly persons;

- d. Air surveillance, via mutual aid agreement, if operations might be strategically enhanced by aerial observation;
 - e. Specialized functions, including:
 - i. Explosives disposal and render-safe via mutual aid agreement;
 - ii. Photography and video recording;
 - iii. Canine tracking;
 - iv. Forensic evidence collection and analysis;
 - v. Specialized investigations;
 - vi. Special weapons and tactics;
 - vii. Scene diagramming.
 - viii. Special teams with the capacity to work closely with particular segments of the population:
 - ix. Community Services Unit;
 - x. Crime Prevention--Neighborhood Watch/area coordinators with corresponding neighborhoods;
 - xi. Various social service agencies.
10. The Police IC has overall responsibility for all Police personnel committed to the response efforts and will be the ranking Police official assigned to the EOC Operations Room. The Police Field Commander(s) provide direction to assigned field personnel who are detailed on specific missions.
11. When an event calls for substantial response from Fire, EMS, and Police, a unified field command post may be established to facilitate coordinated response efforts.

III. CONCEPTS OF OPERATIONS

There are several factors which must be considered when planning for a law enforcement response. 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 type of warnings issued, methods of communication used, operational units, strike teams, or task forces formed the number of people to be evacuated, operational periods required and the time and distance of travel necessary to insure safety.

A. General

- 1. The law enforcement activities described in this annex are an extension of normal day-to-day activities and deal only with those situations that could completely exhaust all available resources.

2. The Law Enforcement Coordinator will coordinate law enforcement operations from the EOC. This Coordinator will also keep the EOC's Direction and Control Staff advised of all law enforcement response efforts.
3. The local law enforcement agency will be their jurisdiction's primary law enforcement agency, while outside and support agencies will normally be used for traffic and crowd control.
4. Certain law enforcement personnel may be trained to the Awareness Level for hazardous materials situations.
5. In the event that the disaster is believed to be terrorist-related, care must be taken to preserve the crime scene, while at the same time allowing rescue operations to be performed.
6. Some of the Law Enforcement agencies presently available for emergency operations in Thurston County consist of:
 - a. Thurston County Sheriff's Office and Reserves
 - b. City Police Departments (Olympia, Tumwater, Lacey, Rainier, Bucoda, Tenino, Yelm)
 - c. Tribal Police (Nisqually and Chehalis)
 - d. Washington State Patrol - Thurston County Detachment
7. The Sheriff's Office, Olympia, and Lacey Police, in addition to having 24-hour operational capability, have two-way radio communication links between respective mobile units and the Olympia and Thurston County EOC. This becomes a valuable resource during a disaster situation.
8. If an emergency occurs within unincorporated Thurston County, the Thurston County Sheriff's Office will exercise overall authority for law enforcement activities and responsibilities.
9. Law enforcement units, with the use of their sirens and public address systems, may be used to disseminate warning and emergency information.
10. The Mutual Aid Act (Washington Laws of 1985, Chapter 89, Section 7(1)) provides law enforcement with mutual assistance capabilities between jurisdictions.
11. The Washington State Patrol may provide a representative to the Thurston County EOC to coordinate disaster law enforcement activities between local, district, and state law enforcement agencies, if available.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. SPSCC Organization

1. College President
 - a. Monitors 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.
 - d. Direct activation of the College EOC (located in the Boardroom in Building 25 of the main campus 2011 Mottman Road SW, Olympia, WA 98512 Phone 360-596-5299 FAX 360-596-5724).
2. Vice President Planning, Effectiveness, and Operations is responsible as the Incident Commander for:
 - a. ICS - EOC Interface
 - i. Coordinate the operational response of local emergency services.
 - ii. Coordinate activation of the EOC and supervise its operation.
 - b. The incident commander designates Section Chiefs (Operations, Planning, Logistics, Admin/Finance)
 - c. See Attachment 3 of the College Emergency Operations Plan for the SPSCC ICS Organizational Chart
 - d. 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:
 - i. Provide a rapid warning to the campus community of hazards or dangers.

- Determine who needs to be warned.
 - Clarify the message that will be given out. If the message deals with evacuation from an area:
 - BE SPECIFIC WHERE YOU WANT PEOPLE TO GO.
 - Determine the method for giving the warning, (In person, by going to specific locations, etc.).
 - ii. Assist with clearing and closing buildings following an evacuation.
 - iii. Evacuate people from potential or existing danger.
 - iv. Work with responding law enforcement to develop a traffic control plan.
 - v. Close off areas and controlling access (limited or no access).
 - vi. 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.
 - LIMITED ACCESS
 - Direct the placement of barricades, traffic control devices, and signs.
 - Establish an entry system.
 - Establish and staff control points.
 - Coordinates with the Evacuation Coordinators.
 - Allows persons into closed area according to criteria established by Operations Chief. Persons entering must abide by the policies established in order to gain entry.
 - 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.
6. Buildings and Grounds Designee
- a. Serves as the College 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 staff to cordon off unsafe areas, secures 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. Respond to 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:
 - i. Identification of the specific messages and information to be released.
 - ii. Location of mass care facilities outside of the affected area.
 - iii. Keep general public informed on activities and the specific actions they should take.
 - iv. Participate in JIS/JIC

8. Administration / Finance Section Chief

- a. Meet with assisting and cooperating agencies, as required, to determine any cost-share agreements or financial obligation.
- b. Coordinate with all cooperating agencies and specifically administrative personnel in hosting agency.
- c. Initiate, maintain, and ensure completeness of documentation needed to support claims for emergency funds, including auditing and documenting labor, equipment, materials, and services.
- d. Initiate, maintain, and ensure completeness of documentation needed to support claims for injury and property damage.
- e. Ensure that all personnel time records reflect incident activity and that records for non-agency personnel are transmitted to home agency or department according to policy.

- f. Ensure that all obligation documents initiated by the incident are properly prepared and completed.

B. Tasked Organizations

1. City of Lacey

- a. The Chief of Police is the Law Enforcement Coordinator for the City of Lacey. The Coordinator is responsible for the following:
 - i. Overall integration and management of law enforcement activities within their jurisdictions, including any outside resources responding to the disaster.
 - ii. Develop and maintain agreements of understanding with neighboring law enforcement agencies.
 - iii. Train law enforcement personnel in their emergency management assignments.
 - iv. Establish procedures to protect essential law enforcement records.
 - v. Support clean-up and recovery operations.
 - vi. 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 Thurston County Emergency Management (located at 2703 Pacific Avenue SE, Suite B Olympia, WA 98501-2036 Phone (360) 754-3360).

2. City of Olympia

- a. The Chief of Police is the Law Enforcement Coordinator for the City of Olympia. The Coordinator is responsible for the following:
 - i. Overall integration and management of law enforcement activities within their jurisdictions, including any outside resources responding to the disaster.
 - ii. Develop and maintain agreements of understanding with neighboring law enforcement agencies.
 - iii. Train law enforcement personnel in their emergency management assignments.
 - iv. Establish procedures to protect essential law enforcement records.
 - v. Support clean-up and recovery operations.

- vi. 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. Emergency response 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. Emergency response needs beyond the capability of the Olympia EOC will necessitate the activation of and coordination with Thurston County Emergency Management (located at 2703 Pacific Avenue SE, Suite B Olympia, WA 98501-2036 Phone (360) 754-3360).
4. Thurston County EOC
 - a. Coordinate regional response for the greater Thurston County area.
 - b. Act as a liaison for request for State Aid Assistance Act as a regional JOC / JIC for Homeland Security Region 3
 - c. Emergency response needs beyond the capability of the Thurston County EOC will necessitate the activation of and coordination with the State EOC.
5. Washington State Military Department Emergency Management Division
 - a. Provides 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.
6. Other agencies of WA State Government
 - a. Provides staff and system/equipment assistance, as available and in accordance with the agencies primary mission.
7. 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 law enforcement function.

A. Administration specific areas include:

1. Records and reports associated with tracking the status of events.
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 documentation unit during the event and archived by the Campus Security Department.
4. College 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 those essential supplies and equipment items that are needed to sustain operations.
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.
- i. SPSCC has a shelter agreement with the American Red Cross to utilize the campus Gymnasium as an emergency shelter.
- ii. SPSCC has an MOU with the Daily Olympia to provide emergency office space for the newspaper to operate on campus.

C. General Support Requirements

- 1. SPSCC has a participatory agreement with the Public Schools Emergency Communications System (commonly referred to as flashalert) to post emergency information regarding incidents, emergencies and class cancellations or school closures on their web page www.flashalert.net .
- 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 .
- 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 and 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

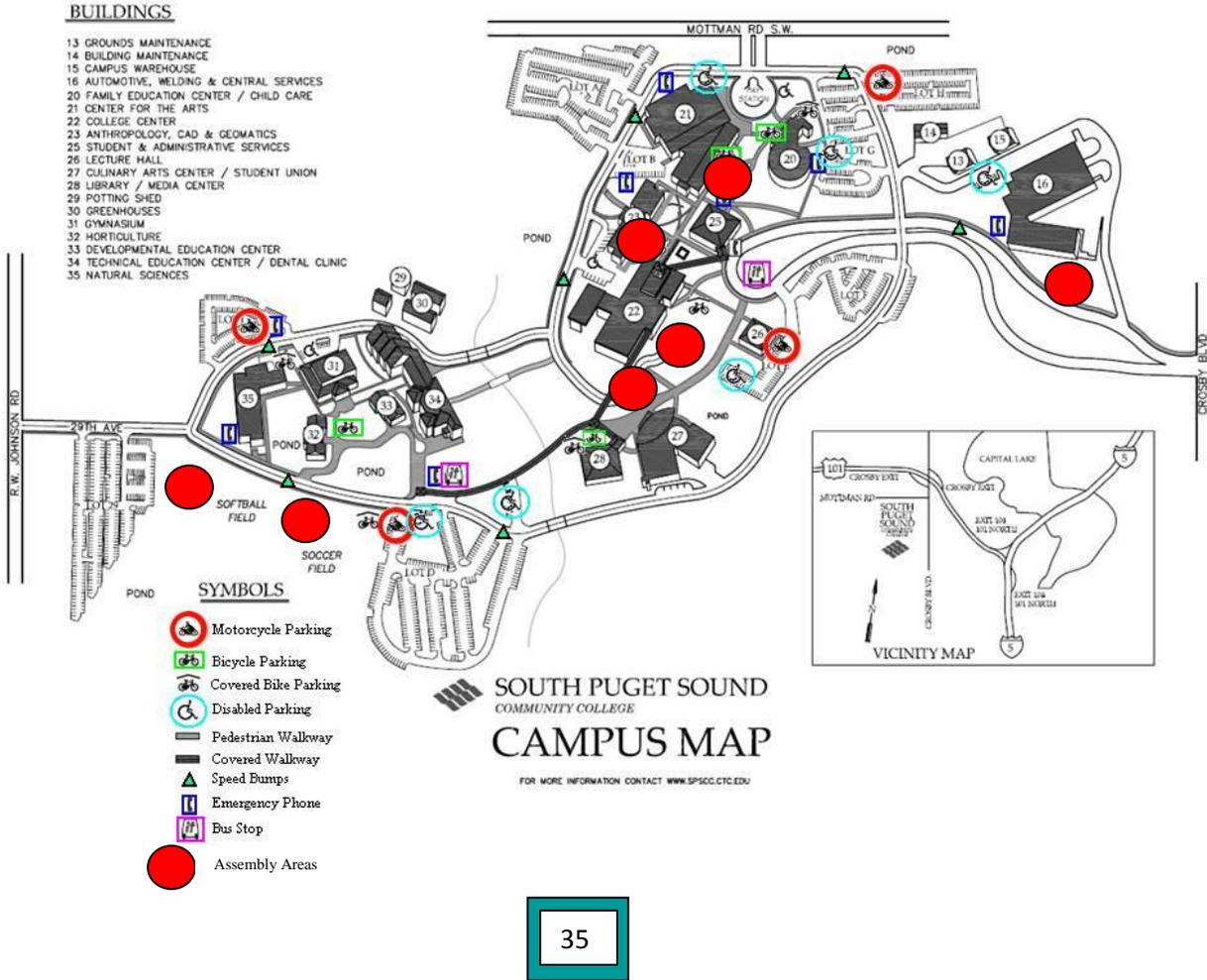
- 1. The College President and the Vice Presidents are responsible for approval and promulgation of the SPSCC EOP.

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
- G. SPSCC College Handbook, October 2007
- H. Collective Bargaining Agreement (CBA).
- I. SPSCC Campus Security Handbook, March 2008

Attachment 1

Campus Map with Building Assembly Areas



Attachment 2

Local Agencies

Central Dispatch (TCOMM).....	(360) 704-2740
Olympia Police Department.....	(360) 753-8300
Tumwater Police Department.....	(360) 754-4200
Lacey Police Department.....	(360) 459-4333
South Puget Sound Community College Campus Security Dept.....	(360) 596-5299

Surrounding Agencies

Thurston County Sheriff’s Office.....	(360) 786-5500
Pierce County Sheriff’s Office.....	(715) 273-5051
Lewis County Sheriff’s Office.....	(360) 748-9286
Grays Harbor County Sheriff’s Office.....	(360) 249-3711

Mason County Sheriff’s Office

South County	(360) 427-9670 X313
North County.....	(360) 275-4467 X313
West County.....	(360) 482-5269 X313
Evergreen State College Public Safety	(360) 867-6832

State Agencies

Washington State Patrol, Olympia/Thurston County.....	(360) 586-4443
WA Department of Fish & Wildlife, Enforcement	(360) 902-2936
WA State Parks	(360) 902-8500

Federal Agencies

U.S. Marshal, Seattle	(206) 370-8600
U.S. Marshal, Tacoma	(253) 302-8680
Federal Bureau of Investigation, Seattle.....	(206) 622-0460
U.S. Customs and Border Protection	(206) 553-6944

LAW ENFORCEMENT-Annex F

U.S. Immigration and Customs Enforcement (206) 553-7531
U.S. E.P.A. , Seattle..... (206) 553-1200
U.S. Drug Enforcement Administration (206) 553-5443