

South Puget Sound Community College

Emergency Operations Plan

**Annex G**

SEARCH AND RESCUE

I. PURPOSE

The purpose of this annex is to provide for the effective utilization of search and rescue resources on South Puget Sound Community College Property and for the control and coordination of various types of search and rescue operations involving persons in distress, as the result of an emergency/disaster.

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 that may require search and rescue activity.
2. The sudden and unexpected nature of a catastrophic event, such as an earthquake and its extensive damage, will result in numerous requests from all areas of the College for services required to save lives, protect property, and preserve the environment.
3. Search and Rescue (SAR) means the act of searching for, rescuing or recovering by means of ground, marine, or air activity any person who becomes lost, injured, or is killed while outdoors or as a result of a natural or manmade disaster, including instances involving searches for downed aircraft when ground personnel are used. (RCW 38.52.010[7]).
4. The chief law enforcement officers within the County shall be responsible for SAR activities within their jurisdiction. (RCW 38.52.400[1]) The Thurston County Sheriff is responsible for SAR operations in Thurston County. The Sheriff will appoint one or more deputies within the department as SAR Coordinator(s) to work with Division of Emergency Management and the Thurston County SAR Council.
5. Search and Rescue activities shall be conducted per state and local operation plans adopted by the elected governing body of each local political subdivision. (RCW 38.52.400)

B. Planning Assumptions

1. The Incident Commander will focus on coordinating lifesaving activities concurrent with reestablishing control of the affected area.
2. Heavy rescue operations, or water rescue due to flooding, will be a team effort of law enforcement, fire service, Search and Rescue personnel, SPSCC, and

other agencies as appropriate under the National Incident Management System.

3. People may become lost, injured, or die while outdoors, requiring search and rescue activities in and around College property.
4. An emergency or disaster can cause buildings to collapse, or leave people stranded due to rising water, threatening lives and requiring prompt search, rescue or medical care.
5. Large numbers of local residents and volunteers will initiate activities
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. Large scale regional incidents, emergencies, or disasters may require the activation of and coordination with the State EOC.

### III. CONCEPTS OF OPERATIONS

#### A. General

1. The SPSCC EOC, the Olympia EOC, and / or the Thurston County Emergency Operations Center (EOC) may be activated to provide coordination, technical and administrative support to SAR operations. The State Emergency Operations Center may also be activated to support local efforts.
2. Coordination from the local EOC's to the State EOC will be through the normal radio and telephone capabilities, augmented by back-up command and control communications systems.
3. Reliable communications and information system capabilities are necessary at all levels of the College for day-to-day communications. Such capabilities must be available to the College for operations from the College EOC or Olympia EOC as well as any other location selected because of existing conditions at the time of the emergency or disaster.
4. The Incident Command Post will utilize whatever communications capabilities exist (radios, cell phone, etc) necessary to carry out effective SAR/EM operations and communications with the local EOC.
5. 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.
6. Emergency communication between SAR operations, the College and local jurisdictions and the federal government, as well as, with other state agencies

is provided through the College EOC, Olympia EOC, Thurston County EOC, or the state EOC communications facility as the situation warrants.

7. Communications between the EOC's and outside agencies and activities will be by telephone system, cellular telephone, public safety radios, amateur radios, the college intranet, the internet, or email. Facsimile (fax) machines are also available at the EOC. If all of these forms of communication fail, messengers may be used.
8. SAR members must be registered as Emergency Workers. Individual SAR units may establish criteria and training standards that meet or exceed those required in WAC 118-04.
9. Requests for outside resources must be made through normal emergency management channels.
10. Search and Rescue Missions will be normally be coordinated by the Thurston County Sheriff's Office.
11. The Thurston County Sheriff's Office (SAR Coordinator) or Division of Emergency Management, upon request from the SAR coordinator, will obtain a mission number from State Emergency Management for SAR missions.
12. State Emergency Management, upon receiving requests for assistance from appropriate local authorities, will coordinate the acquisition of all requested resources.
13. Responding agencies may be contacted via telephone at:
  - a. Central Dispatch (TCOMM)
    - i. *\*Calling 9-1-1 or 704-2740 connects you to the County's central dispatch center (TCOMM). TCOMM is a separate agency from the Olympia Police Department, but it is the official provider of emergency communications service for OPD and all of the other police, fire and public medic services in Thurston County.:*
    - ii. Phone 360-704-2740
  - b. Olympia Police Department
    - i. Phone 360-753-8300
  - c. Olympia Fire
    - i. Phone 360-753-8348
    - ii. Fax 360-753-8054

- d. Lacey Police
  - i. Phone 360 459-4333 (8 a.m. – 5 p.m.)
  - ii. Fax 360-456-7798
- e. Lacey Fire
  - i. Phone 360-491-2410
  - ii. Fax 360-491-2806
- f. Thurston County Sheriff Office
  - i. Phone 360-786-5500
  - ii. Fax 360-786-5275
- g. Washington State Patrol
  - i. Olympia/Thurston County
  - ii. Phone 360-586-4443
- h. Tumwater Police
  - i. Phone 360-754-4200

#### IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

This Section describes the specific communications responsibilities that are assigned to the tasked positions / assignments and / or organizations.

##### A. SPSCC Organization

- 1. College President / Vice President's
  - 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
  - d. Direct activation of the College EOC located in the Boardroom in Building 25
    - i. Main SPSCC Campus  
2011 Mottman Road SW,

Olympia, WA 98512

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 1 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.
    - e. Designates the Communications Unit Leader.
- B. Tasked Organizations
1. Thurston County Sheriff
    - a. Provides direction, control and coordination of SAR operations.
    - b. Identifies resources needed in support of SAR operations.
    - c. Maintains a current SAR Call-Out Roster.
    - d. Informs Emergency Management of SAR activations.
    - e. Coordinates search and rescue activities and training with the Thurston County Search and Rescue Council.
  2. Thurston County Emergency Management/EOC
    - a. Secures SAR mission numbers from State Emergency Management upon request from the SAR Coordinator.
    - b. Registers volunteers involved in Search and Rescue.

- c. Maintains SAR mission records, and forwards appropriate records, reimbursement requests and claims to State Emergency Management.
  - d. Requests state and federal assistance when required.
3. County Search and Rescue Council
- a. Develops and maintains policies and procedures related to SAR and EM activities.
  - b. Provides resources for search and rescue activities under the direction and control of the Sheriff's Office.
  - c. Develops and implements local SAR programs in coordination with the Sheriff's Office.
  - d. Ensures equipment is in proper working order and response personnel attain and retain proper certification to meet state and local requirements.
  - e. Provides assistance as requested.
  - f. Trains, prepares and maintains records for search and rescue activities.
4. 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.
5. 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.
6. 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.
7. City of Tumwater

- 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.
8. Washington State Military
  - 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.
  - e. Provide backup communications capabilities.
  - f. Provide a backup communications link between their EOC and mass care facilities, as needed, through the use of portable radio units.
  - g. Activate backup or alternate communications systems, as necessary.
9. Other Agencies of WA State Government
  - a. Provides Search and Rescue personnel, telecommunications and information system staff and system/equipment assistance, as available and in accordance with the agencies primary mission.
10. 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.

### A. Administration

1. The College EOC will utilize the appropriate ICS forms to record and report incidents, emergencies, and disasters.
2. College EOC records will be maintained by the Campus Security Department.
3. Communications expenditure statements will be sent to the Admin/Finance Section Chief.
4. Expense records will be maintained in accordance with college policy and State law.

B. Logistics

1. SPSCC has a participatory agreement with the Public Schools Emergency Communications System (commonly referred to as schoolreport) to post emergency information regarding missing persons, 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 missing persons, incidents, emergencies and class cancellations or school closures via their web page [www.e2campus.com](http://www.e2campus.com).
3. Search and Rescue unit members are responsible for maintenance of their own internal supplies, spare parts, logs, report forms, and ICS forms.

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. Dean for Facilities Planning & Operations

1. The Dean for Facilities Planning & Operations is charged with the development, revision, and maintenance of this annex to the Emergency Operations Plan.
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.

B. President, VP's

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

VII. AUTHORITIES AND REFERENCES

- A. Chapter 38.52 RCW
- B. Title 132S 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. SPSCC Campus Security Handbook, March 2008





Attachment 1

Organization Chart

