



South Puget Sound
COMMUNITY COLLEGE

EMERGENCY RESPONSE GUIDE

Emergency: 911

Campus Safety Team: 360.596.5299

CONTACT NUMBERS

Fire & Police: 911

Campus Security: 360.596.5299

Facilities: 360.596.5493

*After hours: Contact the Security Office

Behavioral Intervention Team

Report concerns such as individuals who are making inappropriate comments or threats, or exhibiting disruptive behavior through the on-line MAXIENT reporting system.

If the situation you are concerned about needs immediate attention contact **911** first.

Law Enforcement

Central dispatch for all of Thurston County (non-emergency): **360.704.2740**

Emergency Response Team

College President

Vice President for Instruction

Vice President for Administrative Services

Vice President for Student Services

Director of Facilities

Director of Safety & Security

Chief Human Resources Officer

Chief Information Officer

Director of Public Relations

Executive Director Foundation

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ACTIVE SHOOTER / SHELTER IN PLACE PROTOCOL (RUN, HIDE, FIGHT!)

If you hear gunshots, hear the alarm, or are notified an active shooter or armed intruder is on campus, take the following steps if safety permits:

- **RUN:** If you are in an open area, find a secure office or room to shelter in. If you are unable to find a secure room, run away. If running puts you in danger, try to hide behind a solid barrier out of sight.
- Attempt to clear all students and staff from hallways.
- **HIDE:** Close and lock all office and classroom doors.
- If a door cannot be locked, use a doorstop to help buy time.
- Shut off all lights.
- Pull down blinds on windows.
- Hide yourself and others down on the floor and behind solid objects. Use desks, file cabinets, chairs, tables, or anything available to create barriers between you and doors or windows.
- After securing the room, maintain absolute silence. Turn off radios, computer monitors, and silence all cell phones.
- Stay out of sight. Make sure you cannot be seen through windows. Stay out of the line of fire.
- **FIGHT!** Improvise and work to take out the shooter

Alert

Once you are in a secure location, call 911 and then Security if possible. Most campus ShoreTel phones have a Security button. Attempt to notify Security where the active shooter is located and that a lockdown protocol is in effect.

Notify Law Enforcement

If you hear shots fired or encounter an armed person, immediately go to a secure area and, if you can, call 911. If you receive a busy signal, keep trying as long as you can without putting yourself in danger.

Tell 911:

“This is SPSCC College. We have an active shooter (or armed person) on campus. Gunshots have been fired (or weapon displayed). I’m calling from “building, room.”

Inform the dispatcher of any information you have including:

- Number of shooter(s) and/or armed people.
- Name(s) of the shooter(s) and/or armed people, if known.
- Race and gender of shooter(s) and/or armed people.
- Description and color of clothing.
- Physical features such as height, weight, facial hair, glasses.
- Type of weapon.
- Number and types of injuries.
- Last seen location of shooter(s) and/or armed people.

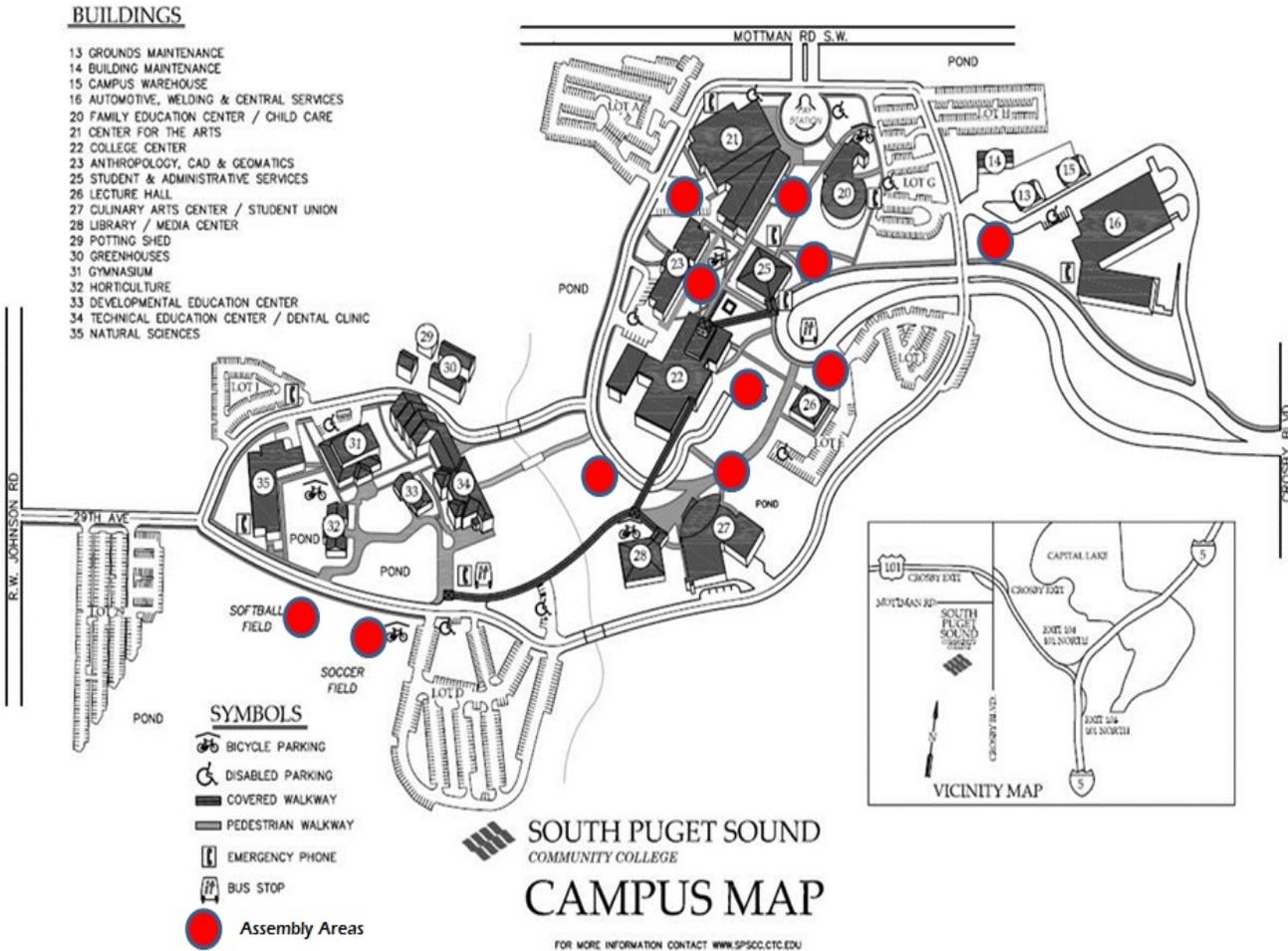
You may be required to stay in an office or classroom for an extended period of time. Regardless of the length of time, do not come out of a secure and safe area until a law enforcement officer tells you to do so.

BOMB THREAT

If you receive a Bomb Threat by phone:

- Use the Bomb Threat form on page 21, in the back of this booklet. Ask the listed questions and record answers.
- Once off the phone, call 911 and then Security at 360.596.5299.
- If you receive the threat via voicemail or email, save the message. Keep information about the call confidential and contact Security.
- The College Emergency Response Team will initiate an emergency response based on the data gathered from the threat and will immediately contact Law Enforcement. If evacuation is necessary, facilities and security personnel will be dispatched to the threatened area and assist in evacuation.
- If evacuation is required, immediately exit the building. Take all personal belongings in your immediate area, but DO NOT go to any other area of the building. Once outside, gather in designated evacuation areas.
- Leave roadways open for access by emergency personnel.
- Remain away from the affected area until a representative from Law Enforcement or a member of Security tells you it is safe to return.
- If the building in which the bomb is located cannot be determined, the first responders may evacuate the entire campus.
- If the campus is evacuated, go to your vehicle, exit the campus. Drive in a safe and reasonable manner.
- If you do not have a vehicle and cannot get a ride from another person, request assistance from staff.

DESIGNATED EVACUATION AREAS



At Evacuation Area

- Supervisors should conduct a headcount at the evacuation site and notify first responders of any missing people.
- Instructors should conduct a headcount at the evacuation site of students in their class and notify first responders of missing students.

LOCKDOWN PROCEDURES

All students, staff, and visitors should comply with the directions provided.

Emergency Lockdown

- Emergency Lockdown rapidly enhances security in an actual emergency situation. By locking certain exterior and main interior doors, it is more difficult for dangerous individuals to gain access to students, staff, and visitors. This type of lockdown requires that everyone on campus seek safety from physical assault by creating barriers and staying out of sight.
- Alerts communicated over e2Campus and AlertUs will broadcast that an Emergency Lockdown is in effect. Details for the lockdown will be given when possible.

Preventative Lockdown

- Preventative Lockdown rapidly enhances security in the facility while allowing building occupants to continue with activity in a limited fashion.
- By locking exterior doors and main interior doors, it is more difficult for an intruder in the building or in the area of the facility to confront students, staff, and visitors.
- Alerts communicated over e2Campus and AlertUs will broadcast that a Lockdown is in effect. Details for the lockdown will be given when possible.

Resumption of Normal Activities

- This procedure allows people to return to the building after an evacuation or lockdown once potential danger has passed.
- An alert will be sent to staff and students notifying them that the evacuation or lockdown is over.

THREATENING CRIMINAL ACTIVITY

If you witness a criminal act, or notice someone acting suspiciously and you feel threatened, call 911 immediately.

In the event of a robbery, assault, sexual assault, or attempted crime:

- Stay calm and attempt to signal for help. Establish code words in your office to secretly alert others there is a serious problem.
- Do not challenge the individual. If possible, put objects and distance between yourself and the individual.
- Stall for time.
- Do not risk harm to yourself or others.
- Watch for a safe chance to escape to a secure area.

Observe the person(s) carefully for:

- Physical description (height, weight, hair, clothes, etc.).
- Type of weapon displayed, if any.
- Behavior (nervous, calm, etc.).

When the person leaves, or when possible:

- Call 911. Assist the police when they arrive by supplying them with any information and ask others to do the same.
- Note the exact time of departure and what direction they went.
- Write a description of each person (referring to them as person 1, person 2, etc.)
- Note the vehicle make, model, year, color, and license plate number.
- If a robbery, write a description of the property taken.
- Safeguard the scene for physical evidence by locking the door or preventing persons from entering the area.
- Notify Security at 360-596-5299.

VIOLENCE THREAT

If you observe a violent or potentially violent situation:

- Do not attempt to control the person.
- Call 911 and then call Security at 360-596-5299.
- Gather staff to the area if this can be done safely. If the individual is threatening violence without a weapon there may be greater safety in numbers. Be aware that a weapon may be hidden.

If you receive a threat of violence over the phone:

- If you receive the threat via voicemail or email, save the message.
- If the threat is targeted at an individual you know, help safeguard the individual immediately and inform Security.
- The College will follow-up based on information gathered.
- If appropriate, Law Enforcement will be contacted and emergency response personnel, or campus security, will be sent to the office threatened.

If you receive a threat of violence in person:

- Stay calm.
- Do not attempt to control the person. If possible, call 911.
- If you are unable to call, try to ask someone else to call 911.
- Try to find a safe location either within an office or by leaving the area.
- If the threat occurs during class, a faculty member should remain with the class and send for help.

If the situation does not allow the actions described:

- Maintain a calm voice and attempt to put objects like a desk, cabinet, or chair between yourself and the person threatening you.
- If you can, signal a co-worker to call for help. Use your established code word. Do not attempt to make any calls yourself. Have someone else call for help out of sight of the person.
- If the threat turns to action, yell for help.

VIOLENCE THREAT WITH A WEAPON

If you receive a threat of violence in person:

- If the individual threatening violence has a weapon, try to remain calm and quietly attempt to signal for help.
- Don't challenge the person threatening you. If possible, put objects and distance between yourself and the person threatening you.
- Maintain eye contact, but don't stare.
- Stall for time.
- Keep talking – quietly, asking questions, listening calmly – but follow the instructions of the person threatening.
- Don't risk harm to yourself or others.
- Watch for a safe chance to escape to a safe area.
- Once in a safe location, notify Security if it has not been done already.

CONTINUED ON NEXT PAGE (page 9)

**If you observe a violent or potentially violent situation,
and safety permits:**

- If the individual is threatening violence with a weapon, call 911 immediately.
- Clear all students and staff from hallways.
- If you are in an open area, find a secure office or room to shelter in. If you are unable to find a secure room, run away from the sounds of gunfire. If running puts you in danger, try to hide behind a solid barrier out of sight.
- Close and lock all office and classroom doors.
- If a door cannot be locked, use a doorstop to help buy time.
- Shut off all lights.
- Pull down blinds on windows.
- Hide yourself and others down on the floor and behind solid objects. Use desks, file cabinets, chairs, tables, or anything available to create barriers between you and doors or windows.
- After securing the room, maintain absolute silence. Turn off radios, computer monitors, and silence all cell phones.
- Stay out of sight. Make sure you cannot be seen through windows. Stay out of the line of fire.

BEHAVIOR INTERVENTION TEAM (BIT)

Contact the BIT using the MAXIENT reporting system to report a behavior of concern and determine whether there may be an issue to address. While change in a student may seem minimal, if multiple staff report similar observations, it may indicate a more serious problem.

The following types of concerns should be reported:

Disruptive or Disorderly Students

The behavior of a disruptive student has a negative impact on those around him or her, making it difficult for routine work or teaching to take place.

Report behavior when:

- The behavior persistently interferes with effective class management. This includes an inability to comply with instructor directions.
- There are frequent or high levels of irritable, unruly, abrasive, or aggressive behavior, including profanities or monopolizing classroom discussion.
- There is bizarre behavior inappropriate for the situation.

Disturbed Students

The behavior of the disturbed student often makes others feel uncomfortable on some level. Generally, a disturbed student acts irrationally or out of sync with reality.

Behavior of a disturbed student may include:

- Impaired speech and disjointed thoughts.
- Emotional responses that may be incongruent or inappropriate.
- Expressing suicidal thoughts such as referring to suicide as an option.
- Self-mutilating behaviors, including cutting or burning skin.
- Frequent or high levels of irritable or abrasive behavior.
- Inability to make decisions despite repeated efforts to clarify options or encourage a decision.
- Bizarre behavior that is obviously inappropriate for the situation such as talking to something or someone who is not present.
- Report of sexual or physical assault
- Recent death of a friend or family member.
- Expressing suspicious and/or paranoid thoughts

Dangerous Students

The behavior of a dangerous student threatens the health and well-being of those around him or her.

Behaviors of a dangerous student may include:

- Expressing suicidal thoughts, threats, or making suicidal gestures.
- Self-mutilating behaviors, including cutting or burning skin.
- Threatening or intimidating others.
- Brandishing a weapon

What to do if you observe Concerning or Changing Behavior

- If the behavior presents an emergency, call 911.
- If you would like immediate assistance, but do not require a 911 response, call Security at 360-596-5299.
- If it is not an emergency, but you are still concerned, contact the Behavior Intervention Team using the MAXIENT reporting system.

SUICIDAL INDIVIDUALS

If a person threatens to kill themselves, call 911 immediately. This is imminent danger.

Imminent danger is a situation where the person:

- Appears determined, states a clear intention, and has the means to do harm (such as having a weapon or saying they are going to run their car into a tree).
- Appears ready to attempt suicide either immediately or in the near future.

Imminent danger calls for immediate action. Any clear statement of intent should be taken very seriously and should be dealt with immediately.

If you encounter a suicidal individual:

- Call 911.
- If you feel the person is not a threat to others, stay with the individual, if possible.
- Try to listen and talk with the person in a calm manner until help arrives.
- The police must become involved so the person is not a threat to themselves or others. When safe to do so and if time permits, call Security at 360-596-5299.

BODY FLUIDS

If you encounter body fluids, such as blood or vomit, you should:

- Secure the affected area, not allowing anyone else to enter.
- Call the Facilities Department or Security

Facilities: 360.596.5493

Security: 360.596.5299 (after hours and weekends)

CLEAN-UP KIT LOCATIONS

If you decide to clean the spill:

- Use the equipment found in the buildings. See chart below.
- Wear rubber gloves.
- Follow all SDS directions carefully and use protective equipment available.

BUILDING	LOCATION
16	Automotive Lab
14	Facilities Work area
25	Campus Security Office (back storage cabinet)
Lacey Campus	Room 167

FIRE

If you see a fire:

- Activate the nearest fire alarm pull box.
- Call 911 and describe the location of the fire and the type of fire (vehicle, wastebasket, electrical, chemical, etc.)
- If the fire is threatening, evacuate the building.
- When you are in a safe location, call Security at 360-596-5299.

When the fire alarm sounds:

- Immediately evacuate the building using the shortest route possible.
- Do not stop to consider whether or not you are in danger.
- Do not assume that a lack of visible smoke or flames means you are safe. Most victims of fire die as a result of smoke inhalation. Many poisonous gases are invisible.
- Close all doors as you leave.
- Use the stairs. Do not use the elevators.
- Follow the Fire Evacuation procedure outlined on the next page. (page 16)

Disabled individuals:

- Assist disabled individuals in exiting the building.
- If a disabled individual is unable to manage the stairs, take the individual to the nearest fire exit stairs.
- Immediately notify fire department personnel which stairs and on what floor the individual is waiting.
- You may call 911 and notify the fire department of the situation.

FIRE EVACUATION

- Gather in designated evacuation areas.
- Supervisors should conduct a headcount at the evacuation site and notify fire department personnel of any missing people.
- Instructors should conduct a headcount at the evacuation site of students in their class and notify fire department personnel of a missing student.
- Leave roadways open for access by emergency personnel.
- Do not return to the affected building until a representative of the fire department or a member of Security indicates it is safe.

Familiarize yourself with:

- Fire alarm locations.
- Fire extinguisher locations.
- Evacuation route from the room in which you are located to the nearest exit.

HAZARDOUS MATERIALS

If you encounter a hazardous material spill:

- Evacuate the area using as quickly as possible to the designated areas.
- If it appears to be an emergency, call 911 and then contact Security at 360-596-5299.
- In some cases, the Emergency Response Team may implement a Shelter in Place Procedure.
- The Shelter in Place Procedure is utilized when there has been a chemical or biological release or radiological incident outside of, but in proximity to, a facility and available information indicates that there is not adequate time to evacuate building occupants to a safer location before the dangerous contaminants reach the facility.
- Stay away from the affected area and keep individuals away from the area if it is safe to do so.

- Contact the Facilities Department at 360.596.5493.

POWER FAILURE

- Some buildings have emergency power generators to supply lighting for evacuation. Other buildings have battery-powered emergency lights.
- If it appears that only your building is without power, call the Facilities Department at 360.596.5493.

ELEVATOR FAILURE

- If you are trapped in an elevator, use the emergency phone to call for help.

PLUMBING FAILURE, FLOODING, OR WATER LEAK

- Stop using all electrical equipment and, if it is safe to do so, turn off any electrical equipment near the leak.
- Notify the Facilities Department at 360.596.5493
- Evacuate the immediate area to prevent injuries.

NATURAL GAS LEAK

- DO NOT switch lights on or off or unplug any electrical equipment. Electrical arcing could trigger an explosion.
- DO NOT use cell phones.
- Evacuate the area. Once you are away from the scene of the potential leak, notify the Facilities Department at 360.596.5493.
- Contact Puget Sound Energy at 1-888-225-5773

MEDICAL EMERGENCY RESPONSE

If an individual needs first aid or medical attention:

- Call 911 if needed.
- If 911 is called, notify a member of Security when time permits.
- Inform the Facilities Department at 360.596.5493 if blood or body fluids are involved.
- Keep the ill or injured person as comfortable as possible.
- Do not perform any first aid beyond your certified training.
- Do not move a person who has fallen or appears in pain.
- Report any details leading to the injury to responding officers and emergency services.
- All injuries and medical emergencies require an Incident Report form to be completed and forwarded to the Director of Public Safety. Contact the Campus Security office to obtain an Incident Report Form.

Automatic External Defibrillators are located in the following areas:

BLDG #	Location/ Room #	TYPE of AED
1	Main Lobby	LIFEPACK
16	Main Lobby	HEARTSTART
20	Main Lobby	HEARTSTART
21	Room 292	LIFEPACK CR+
21	Box Office Room 203	HEARTSTART
22	Library	LIFEPACK CR+
23	Hallway Room Suite 126	HEARTSTART
25	Security Office Room 117	LIFEPACK 500
27	Wall next to coffee stand	LIFEPACK CR+
28	Main Lobby Room 101	HEARTSTART
31	Room 106	LIFEPACK CR+
32	Main Lobby	HEARTSTART
34	Room 103 Computer lab	LIFEPACK 500
34	Room 237 Dental Suite	HEARTSTART
35	Hallway outside room 251	HEARTSTART

SEVERE WEATHER WARNING

When the severe weather warning siren sounds on campus:

- Immediately proceed to the nearest shelter listed below.
- Remain in the shelter until the Emergency Response Team or Facilities announces it is safe to leave the shelter.

Familiarize yourself with:

- Location of shelters in the buildings where you spend your time.
- Quickest evacuation route from your office to the severe weather shelter.

SHELTER LOCATIONS

BUILDING	LOCATION
14	Custodial
20	Head Start Center
21	Minnaert Theater
31	Gymnasium
1	Lacey Campus interior rooms



FBI BOMB DATA CENTER

Place This Card Under Your Telephone

QUESTIONS TO ASK:

- 1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

EXACT WORDING OF THE THREAT:

Blank lines for recording the exact wording of the threat.

Sex of caller: Race:
Age: Length of call:

Number at which call is received:

Time: Date: / /

BOMB THREAT

FBI/DOJ

CALLER'S VOICE:

- Calm Nasal
Angry Stutter
Excited Lisp
Slow Raspy
Rapid Deep
Soft Ragged
Loud Clearing throat
Laughter Deep breathing
Crying Cracking voice
Normal Disguised
Distinct Accent
Slurred Familiar
Whispered

If voice is familiar, who did it sound like?

Blank lines for recording caller's voice characteristics.

BACKGROUND SOUNDS:

- Street noises
Factory machinery
Crockery Animal noises
Voices Clear
PA System Static
Music Local
House noises Long distance
Motor Booth
Office machinery Other

THREAT LANGUAGE:

- Well spoken Incoherent
(educated) Taped
Foul Message read by
Irrational threat maker

REMARKS:

Blank lines for recording remarks.

Report call immediately to:

Phone number

Date / /

Name

Position

Phone number