



COVER PAGE: Emergency Response Plan

DATE: March 3rd, 2025

This plan is a preparedness document. It is intended to be read and understood before an emergency.

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Introduction

The basic emergency procedures outlined in this Emergency Response Plan (the “Plan”) are designed to inform and prepare Shoreline faculty, staff, and students for an emergency. The Plan is an “all-hazards” document that contains concepts and procedures that apply regardless of the nature or origin of an emergency or disaster. All personnel designated to carry out specific responsibilities are expected to know and understand the Shoreline Community College emergency procedures outlined in this document. The Plan was created to meet the Washington Industrial Safety and Health Act pursuant to Chapter 49.17 RCW and Title 296 WAC.

The response to any major emergency or disturbance will be conducted within the framework of the Plan. Critical to this goal is being knowledgeable about what to do in the event of an emergency. Planning and being prepared is a shared responsibility. Shoreline Community College will operate an Emergency Operations Center (EOC) in the event of an emergency. The Incident Commander shall be dictated by the nature of the emergency. Shoreline has also partnered with local law and fire authorities and complied with the Department of Homeland Security requirements in drafting this Plan. The College will operate an EOC until local first responders arrive on site and will defer and delegate responsibilities to local authorities/agencies once they arrive.

Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various magnitudes. The Plan will address large scale disorders and natural/human-made disasters.

Note: Shoreline has various entities and partners located on the campus, such as private contractors, grant sponsored entities (CEP), local school districts, etc. Special considerations may apply given the population served for and by those entities, such as the Parent-Child Center in Building 1900. Other entities with adult populations will follow the Plan.

I. Four Phases of Emergency Management

The Emergency Response Plan is based on the framework of the four phases of emergency management:

Prevention-Mitigation	Actions taken to decrease (<i>prevent</i>) the likelihood that an event or crisis will occur, and to eliminate or reduce the loss of life and property damage related to an event or crisis (<i>mitigation</i>).
Preparedness	Development of the strategies, processes, and protocols to <i>prepare</i> for potential emergencies.
Response	Operational effort to effectively <i>respond</i> to and resolve an emergency.
Recovery	Coordination of resources to <i>recover</i> from an emergency and return to normal operations.

A. Operations

Depending on the situation, the College will be placed into one of the following operating conditions:

Remote Operations	Campus is closed, services/classes available online.
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Closed Campus	Classes are canceled, but college operations will continue, and the College will be open for business.
Suspended Operations	All classes are cancelled; both on-campus and online. All campus services (online and in-person) are cancelled, except for those identified as “essential workers”.

II. Authorization to Activate Emergency Preparedness Plan

The authority to declare a campus emergency rests with the Incident Commander with a predetermined organizational system operated by campus departments to assess and handle emergencies. The Incident Commander or designee is responsible for determining the best overall priorities and strategies for controlling the situation. Emergency incidents may be generally categorized into minor, major, and disaster levels. Individual circumstances or changing conditions may quickly require reassessment and determination of a higher or lower level of response.

The EOC answers the basic questions of those involved in disaster response:

- Who is in charge?
- What is our role?
- What are our specific tasks?
- Where do we fit in the overall organization?
- To whom do I report?

The entire emergency response operation is under the authority of the Incident Commander. Position descriptions are developed for each EOC position to identify basic roles, responsibilities, and specific tasks to accomplish. (EOC Position Descriptions are located in the EOC Incident Packet).

A. Alert/Threat Levels & Types of Incidents

LEVEL 1 Disaster	LEVEL 2 Major Emergency	LEVEL 3 Minor Emergency	LEVEL 4 Minor Incident
<p>A community, region or nationwide emergency that seriously impairs or halts the operation of the College.</p>	<p>A serious emergency that completely disrupts one or more operations of the College and may affect mission-critical functions or life safety.</p>	<p>A localized, contained incident that is quickly resolved with internal resources or limited help and does not affect the overall functioning capacity of the College.</p>	<p>Incidents that happen during daily operations that require minimal internal or external resources and do not affect the daily operations of the College.</p>
<ul style="list-style-type: none"> ▪ Mass casualties ▪ Severe property damage ▪ Natural disaster such as earthquake or flooding ▪ Large-scale hazardous material spill ▪ Health epidemic ▪ Major weather emergency ▪ Armed assailant • Widespread utility failure • Hostage situation 	<ul style="list-style-type: none"> ▪ Major fire ▪ Severe Weather event ▪ Violent criminal behavior ▪ Campus-wide power outage ▪ Bomb threat ▪ Laboratory explosion ▪ On-campus Fatality ▪ Workplace violence ▪ Public health threat ▪ Campus evacuation 	<ul style="list-style-type: none"> ▪ Small fire ▪ Small hazardous material incident ▪ Limited power outage ▪ Peaceful or minor civil disturbance or demonstration ▪ Medical Emergency ▪ Police on campus for incident 	<ul style="list-style-type: none"> ▪ Minor medical incident ▪ Minor criminal activity such as theft ▪ Minor/short-term facilities or utility failures ▪ Minor property damage
EOC ACTIVATED	EOC ACTIVATED	EOC STAKEHOLDERS NOTIFIED	NO EOC ACTIVATION

III. RESPONSIBILITIES

The Plan shall be developed and distributed to all employees with follow-up discussions and training as needed. The Plan and arrangements for training shall be available through the Safety & Security Office. The Plan will include procedures for alerting students/staff, evacuation, head count, emergency supplies, and other items appropriate to each building or area. The Safety & Security Office will be responsible for coordinating annual training.

Time shall be allowed for training appropriate employees in emergency techniques such as fire extinguisher usage, first aid/AED/CPR, and building evacuation procedures.

A. Incident Commander

The Incident Commander is responsible for determining the best overall objectives, priorities, and strategies for controlling the situation. They will:

1. Assess incident situation, collect information with EOC team members.
2. Determine the information needed to make a decision.
3. Work with local EMS and first responders to secure the College.
4. Conduct initial briefing with EOC staff and assign personnel to staff EOC functions.
5. Authorize the implementation of the Plan.
6. Coordinate EOC staff activity, including safety of EOC staff.
7. Manage and delegate management of emergency operations.
8. Authorize the release of information to the media and campus community.
9. Inform all employees of their role during emergency conditions.
10. Evaluate impact that an emergency might have on the activity on campus and implement appropriate responses.
11. Assist with Delegation of Authority Agreements with local law enforcement and other agencies.

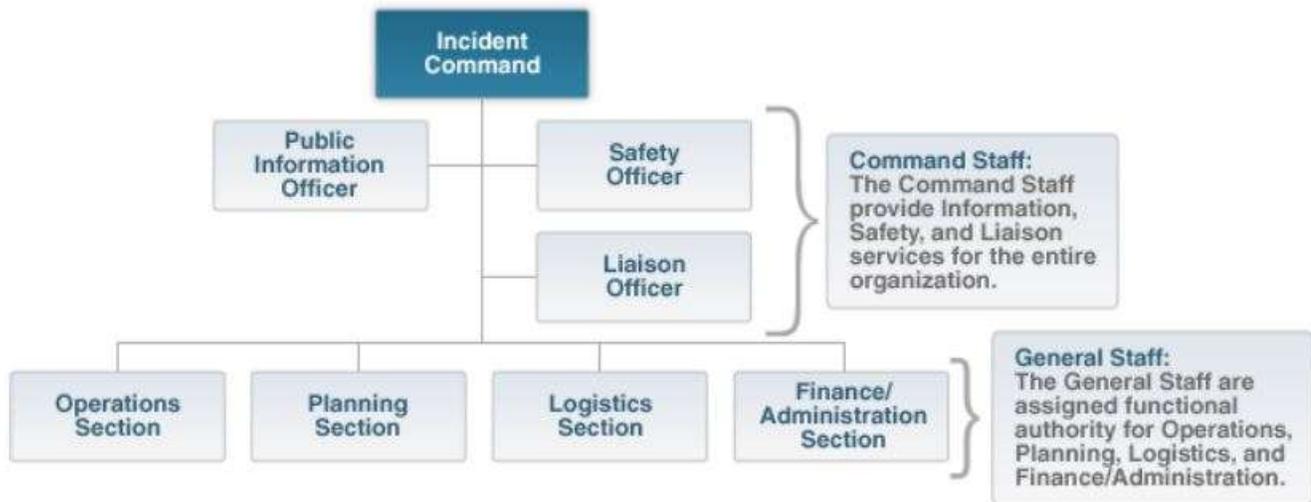
B. Emergency Operations Center - EOC

The Emergency Operations Center is the designated location from which the Emergency Operations Team will coordinate and gather the appropriate resources for the situation. It shall be the responsibility of the Director of Safety and Security to set up and staff an appropriate Emergency Operation Center as directed. The primary location for the EOC is the Building 1000, Main Conference Room. In the event that the Main Conference Room is part of the emergency or is unsafe, the Safety and Security Coordinator will select an alternate location elsewhere on campus outside of the emergency area or adjacent to the campus. The EOC will use established procedures for guidance to protect the health, wealth and safety of the College and its community.

Shoreline Community College's EOC organizational structure is broken down into **nine** major sections and their duties are identified in the EOC Incident Packet:

- Safety & Security
- Facilities Support
- Information Technology

- Communication
- Human Resources
- Student Services
- Business and Administrative Services
- Instruction
- Residential Life



The ICS organizational structure is broken down into major sections:

- **INCIDENT COMMANDER**
- **OPERATIONS SECTION**
- **PLANNING SECTION**
- **FINANCE/ADMINISTRATION SECTION**
- **FACILITIES COORDINATOR (Logistics Section)**
- **SAFETY/SECURITY COORDINATOR**
- **SUPPORT COORDINATOR (Logistics Section)**
- **COMMUNICATION COORDINATOR (Public Information Officer)**
- **LIAISON OFFICER**

The organizational structure must be predetermined, accepted, and planned for. The involved departments and individuals must receive training and practice the principles of the Plan. The Emergency Response Plan must also be reviewed annually by the Incident Commander and the members of the EOC. The Incident Commander shall be the “decision maker” for all issues during the declared emergency.

C. All Employees

Employees are responsible for following the directions provided by the Incident Commander, EOC, and first responders. Some College personnel may be utilized for a variety of tasks associated with an emergency or crisis. Administrators and other employees may be deployed as communication resources to campus constituents or used in a variety of other capacities.

D. Building Marshals –

Full-time (administrative/exempt/classified/faculty) employees employed with the College volunteer and serve as Building Marshals. The primary responsibility of a Building Marshal is to help with building evacuation and security, casualty reporting, and communication with Safety & Security and first responders on building status. Building Marshals will be trained to pass on emergency preparedness information to a select number of representatives to ensure there are multiple employees in each building that are knowledgeable of the Plan.

Building Marshals should pre-plan and review with building staff, on a quarterly basis, the appropriate evacuation process for their assigned buildings, in addition to:

1. Inform their faculty and/or staff in the event of an emergency as outlined in this Plan.
2. Evaluate and survey their work area in order to determine the impact a fire, earthquake, or other emergency might have in their area.
3. Identify building emergency exits.
4. Identify possible evacuation meeting sites for the building.
5. Identify disabled staff and students who may need assistance in an evacuation.
6. Identify and implement lockdown procedures for their building.
7. Review and update emergency phone numbers (e.g., cell phones, new employees, etc.)
8. Check and monitor emergency equipment in their assigned buildings (AEDs, fire extinguishers, emergency signage, etc. are not missing or appear to be tampered with)
9. Monitor their areas for observed safety hazards and report directly to Safety & Security

During an emergency, Building Marshals are responsible for reporting to Campus Safety & Security the building is clear of people.

IV. Definitions and Other Information

A. Definitions

All Clear: The signal given indicating that staff, students and visitors may return into buildings or onto campus.

Building Marshal: Designated faculty and staff who are responsible for planning emergency functions. During an emergency, Building Marshals manage the building evacuation and ensure all occupants are evacuated. The Building Marshal notifies Campus Safety & Security of complete building evacuation.

Campus Operational Statuses:

- **Campus Open:** Shoreline Community College is observing normal operating hours and activities.
- **Remote Operations:** In-person classes, services, and activities are closed. Campus services will be available online and online classes will continue.
- **Suspended Operations:** All classes, events, and services are cancelled. Only those employees identified as essential will remain on campus. All other faculty, staff and students will not report to campus.
- **Campus Emergency:** An emergency that threatens the campus will be announced by several means of communication.
- **Shelter in Place:** The directive “shelter in place” is used to stop access and/or egress as appropriate to all or a portion of the buildings on campus. Unless otherwise directed, consider that all buildings will initiate their “lockdown” procedures.

Emergency Levels:

- **Minor Incident:** Incidents that happen during daily operations that require minimal internal or external resources and do not affect the daily operations of the College.
- **Minor Emergency:** A localized, contained incident that is quickly resolved with internal resources or limited help and does not affect the overall functioning capacity of the College. Possible examples include but are not limited to small fires, small electrical outages, medical emergencies, and police activity on campus.
- **Major Emergency:** A serious emergency that completely disrupts one or more operations of the College and may affect mission-critical functions or life safety. Possible examples include but are not limited to severe weather incidents, explosion/fire, campus wide power outage, hazardous material spill, structural failure, and major flooding.
- **Disaster:** A community, region or nationwide emergency that seriously impairs or halts the operation of the College. In some cases, mass casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively help with response to this level of emergency. Outside emergency services will be essential, however if the destruction is of a large scale, fire/medical/police services may be delayed or not available. An Emergency Operations Center (EOC) will be activated and will be used to govern the response. Possible examples include but are not limited to chemical-biological-radiological-nuclear disaster/leak/spill, earthquake, active shooter, widespread medical emergency, and natural disaster.

College Official: A college official can vary given the circumstances. For example, a college official may be someone who provides an “All Clear” to return to an evacuated building or provides information regarding an emergency as part of a communications effort across campus. Additionally, a college official can be a direct supervisor or other administrator responsible for a specific area of oversight.

Essential Personnel: Essential personnel are those staff designated by position-type, such as security, maintenance and grounds, for all emergencies or staff designated as essential during emergency situations as appropriate. Duties performed by essential personnel can include hanging signs on the external entrances indicating there is an emergency in the building, preventing people from entering the building until it is safe to do so and/or regulating the flow of returning traffic once the “All Clear” has been given.

Evacuation: The immediate and rapid movement of people away from a threat or actual occurrence of a hazard. All staff, students and visitors are required to evacuate the building when a fire alarm and/or official announcement is made indicating a potentially dangerous situation within the building.

Fire Alarm Pull Stations: Fire alarm pull stations are located at all entrances, at the stairwells, and on every floor at other key locations in buildings. When pulled, they activate the building fire alarm system.

Fire Extinguishers: Fire extinguishers are located at key locations throughout Shoreline Community College and can be easily identified at each location.

Shelter-in-Place: The action of seeking immediate shelter indoors following the announcement of an emergency condition. The act of sheltering in an area inside a building that offers occupants an elevated level of protection. Sheltering can be related to a variety of situations, including: severe weather emergencies, hazardous condition, chemical release, or criminal activity.

Area of Refuge: A protected location where occupants who require assistance respond during the initial stages of an emergency. The individual requiring assistance should remain until an incident is terminated or emergency responders arrive to conduct an evacuation.

B. Emergency Communication Tools

Rapid, accurate and purposeful communication of key information and messages is essential. Precise communication minimizes the potential for any inaccurate, negative, or detrimental information being disseminated to all stakeholders. The College has a variety of tools to communicate with the public in the event of possible emergencies. Depending on the type of emergency, some or all of the following tools may be used to communicate with faculty, staff and students.

College E-mail: Shoreline will use college e-mail to communicate with students and employees during and after an emergency. Timely notifications in compliance with the Clery Act will also be done through campus e-mail.

Shoreline Community College Website: The College website may flash notices or a banner across the main page notifying the campus and public of an emergency.

RAVE Alert (RAVE): The College uses RAVE Alert for its emergency notification system. This system allows the college to disseminate important information via text messages, voice messages, email, Twitter, and Facebook directly to the cell phone of subscribed users. Sign up for Shoreline’s RAVE Alert system

[BY CLICKING HERE](https://www.getrave.com/login/shoreline) (<https://www.getrave.com/login/shoreline>).

Local Media: The Communications & Marketing Department will send press releases and make calls to contacts on a local media list.

Social Media: Shoreline uses social media feeds to communicate with students, employees, and the community during and after an emergency.

The implementation of these tools is assigned to the Communication Officer who has at least two backups available to carry out the communications task as needed. Individuals with electronic communication tools assigned to them have remote access (from their homes, etc.) to those tools.

Notification procedures:

- **Daytime/regular hours of operation:** If severe conditions develop during regular business hours, the Office of the President or the EOC will send an all staff, faculty, and student notification by email. Additionally, division office staff, deans, and/or Campus Safety & Security will notify instructors and students in classrooms. RAVE Alert text messages will also be sent out to those staff, faculty and students that have signed up to receive text messages.
- **Evening:** Campus Safety & Security will notify all faculty, staff and students still on campus by 2 p.m. (if possible).
- **Overnight:** If severe conditions develop overnight (or continue from the previous day), the decision to close campus will be made by 5 a.m. (if possible), and off-campus notifications will begin immediately.
- **Off-campus notifications:** Radio and TV stations will be contacted to broadcast messages and all communications tools (listed above) will be employed.

V. Emergency Procedures

In general, no emergency is ever the same, therefore no single response can dictate how an emergency will be dealt with. Shoreline Community College will do everything it can to prevent the loss of life and property during an emergency.

Tiered Emergency response: The college will take a tiered approach to managing emergencies.

Tier one:

Members: President, VPBA, EDHR, EDC&M

Function:

1. Determines State of Campus and whether campus closure is imminent
2. Determines next steps in communication and data gathering
3. VPBA will communicate and Coordinate Operational Units for Next steps
4. President will Inform the Board of Trustees and State Board and work with EDC&M for any communication to news, other agencies as appropriate

Tier Two and function:

Members: VPBA, EDHR, EDC&M, VPI, VPSS, Director Facilities, Director Safety & Security, Others as Needed

Function:

1. Discusses operational next steps
 - a. Security
 - b. Facilities
 - c. Instruction
 - d. Student Services
 - e. Communication to staff and students
2. Organizes check-in meetings (including those with the President)
3. Updates President as needed

Minimum Guidelines:

- Always assess if anyone is injured and the severity of injuries. Shoreline employees should *first call 911 Emergency Services*. Local law enforcement and fire officials will respond. All emergencies should also be reported to the Campus Safety & Security at 206.235.5860 or 206.546.4633. Employees should then contact their supervisor.
- Provide traffic control assistance to enable emergency vehicles to respond.
- Never speculate about the circumstances of an emergency.
- Follow directions given by law enforcement or emergency response personnel.
- Remain calm; keep each other informed as much as possible; reassure others.
- Do not speak to the media; direct them to the Communications & Marketing Department.
- Closely monitor all communication channels to keep informed of developments before traveling to campus.

Specific Procedures:

A. Shelter-In-Place

Emergency lockdown (or “shelter-in-place”) notification will be announced by campus e-mail, RAVE Alert, and social media outlets. If a situation that may require an emergency lockdown is discovered, the individual making the discovery shall immediately contact local law enforcement by calling 911 and Shoreline Security & Safety and provide as much information as possible. Staff should follow individual building plans, as well as directions from the Building Marshals. The goal is to lock exterior doors, lock interior and/or office doors, turn out lights, silence cell phones, and remain calm and quiet until the all clear.

B. Evacuation

Evacuation of all or part of the campus grounds will be announced by the EOC. All persons (students, staff and faculty) are to evacuate campus as directed immediately, even if problems are not obvious. During a building evacuation, Building Marshals will assist students and staff in evacuating the building to a specific assembly area. It is the responsibility of the Building Marshal to ensure that those who need assistance in leaving the building are provided for. A number of assembly areas have been identified for building or all-campus building evacuations. If an assembly area is unusable, the EOC will provide direction to the appropriate Building Marshal(s).



- Evacuate the room or area immediately and move to a designated assembly area



- Offer assistance to others whenever possible
- If there is time, take personal belongings with you
- After evacuating, stay at the assembly area



- DO NOT use the elevator – take the stairs
- DO NOT return to the building until notified by officials
- DO NOT put yourself in harm's way attempting to assist others

Building Evacuation

- All building evacuations will occur when an alarm sounds and/or upon notification by Campus Safety & Security or other College officials.
- When evacuating a building during an emergency, leave by the nearest cleared exit and alert others to do the same.
- Know at least two ways out of the building from your regular workspace.
- Use the nearest stairway. Do not use the elevator.
- If safe to do so, take personal belongings with you including identification and car keys.
- If there are persons with disabilities in the affected area, without endangering yourself or others, assist the persons to a safe location where emergency response personnel can safely evacuate them. Immediately alert emergency response personnel regarding the location of disabled persons in the building needing to be rescued.
- Try to make sure that all those near your location evacuate the area quickly and check nearby rest rooms, copier rooms, storage rooms, etc., as you exit. Do not go out of your evacuation route checking for others.
- Shut doors and windows (closed doors can slow the spread of fire, smoke, and water).
- Evacuate as quickly as possible but in an orderly manner. Do not push or shove.
- In all cases, always use reasonable and prudent discretion in the evacuation process.
- Once outside, move to a designated assembly area and follow the instructions of Campus Security, Building Marshals, Emergency Personnel, or college officials on the scene.

- Keep vehicle and pedestrian lanes of traffic clear for responding emergency medical personnel.

Shoreline Community College Campus Evacuation –

In the event of an emergency that would require all personnel on campus to evacuate and leave the area, the following procedures and logistics will be enacted:

During an evacuation in response to a large-scale emergency, personnel will be dispatched to all three entrances of the College to assist with traffic control. Point of emphasis for maintaining traffic control should be the main gate on Innes Arden for ensuring the traffic corridor is accessible to all first responders. The Incident Commander will coordinate with emergency services Incident Commander (Fire or Police) to identify which points of entry/exit are to remain open and which are to be closed.

C. Armed Intruder/Hostage Situation

Armed Intruder/Hostage situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims. Past experience shows us that these situations are usually over very quickly, and you need to be prepared to protect yourself before law enforcement can get there.



- RUN, HIDE, FIGHT
- Lock and barricade doors
- Close curtains, stay quiet and away from windows
- Hide
- Turn off/silence computers, radios, cell phones, and other audio devices
- If you can safely flee campus, do so



- Stay calm and keep thinking
- Shelter-in-place
- Call 911 and Campus Safety & Security if safely able
- Notify others via phone and text what you know
- Follow law enforcement instructions
- AS A LAST RESORT, you may need to physically confront an armed intruder



- DO NOT answer the door
- DO NOT come out until notified by law enforcement

This guidance is provided to members of the College community who may be caught in an armed intruder/active shooter situation and describes what to expect from responding police officers. Local law enforcement has adopted nationally accepted law enforcement response procedures to contain and neutralize such threats. Other area law enforcement agencies will provide assistance as needed.

If an armed or threatening intruder comes onto the College property it is very important that faculty, staff, and/or students **report it immediately and take protective actions**. Shoreline has an open campus with buildings creating unique challenges when dealing with this type of situation.

Guidance to Faculty, Staff, and Students

In general, how you respond to an armed intruder/active shooter will be dictated by the specific circumstances of the encounter, bearing in mind there could be more than one shooter involved in the same situation. If you find yourself involved in an armed intruder/active shooter situation, try to remain calm and focused. The following information will aid you in deciding which course of action might be the best option depending on your situation. Use these strategies to help form a plan for survival.

If you hear what sounds like gunshots or popping immediately assume they are gunshots and don't investigate; quickly decide one of three courses of action:

- Can you escape the building or get to an area where you are secure from the shooter (or at least some place where the shooter can't see you)?
Get to a secure area if possible, and immediately call 911.
- Can you stay where you are and secure yourself from the shooter?
If so, take action to secure your position, and if it is safe, immediately call 911.
- Is a confrontation with the shooter inevitable?
Prepare to take aggressive action to protect yourself.

Outside the Building: If an active shooter is outside the building:

- If possible, proceed to a room that can be locked and, if available, to a room with a door that has no sidelight, or one too small for a body to enter.
- Close and lock all the windows and doors, and turn off all the lights.
- If possible and time allows, assure windows are covered.
- If the room cannot be locked, barricade the door with heavy furniture such as desks, tables, and bookcases, or whatever is available.
- Attempt to get everyone down on the floor and ensure that no one is visible from outside the room.
- One person in the room should call 911. Advise the dispatcher of what is taking place and inform them of your location.

- Remain in place until the police gives the "all clear." Voices may be the shooter attempting to lure victims from their safe spaces. Do not respond to any voice commands until you can verify with certainty that they are being issued by a police officer.

Same Building: If an active shooter is in the same building as you:

- Determine if there is a fast and accessible exit that you can utilize to escape the situation.
- If you cannot safely flee, determine if the room you are in can be locked, and if so, follow the same procedure described above.
- If your room cannot be locked, determine if there is a nearby location that can be reached safely and is securable.
- If you decide to move from your current location, run and attempt to alert others as you exit the area/building. After exiting, warn others from entering the area/building of danger and call 911 as soon as you've reached a safe place.
- If you cannot safely exit the building and the room cannot be locked, barricade the door with heavy furniture such as desks, tables, and bookcases, or whatever is available and follow the same procedure described above.

Office/Classroom: If an armed intruder/active shooter enters your office or classroom:

- Try to remain calm. Dial 911, if possible, and alert police to the shooter's location. If you can't speak, leave the line open so the dispatcher can listen to what's taking place. At times, the location of a 911 call can be determined without speaking.
- Some doors may not "lock" but can be held closed by looping and twisting a belt, cord or shirt around the handle and pulling to the side. If the door opens inward, use heavy objects as barricades.
- If there is absolutely no opportunity to escape or hide, attempt to shield yourself with any available object (e.g., desk, book bags, computers, etc.).
- If you and others decide there is no other choice but to make an attempt to overpower the shooter, realize this will involve significant risk and cannot be accomplished half-heartedly. If the decision is made to confront and attempt to overpower the shooter, experts recommend spreading out and not standing in a group.
- It may be possible to disorient the shooter by yelling and throwing items. Remember, this will involve significant risk and may involve final attempts to preserve innocent lives. If the shooter leaves the area, proceed immediately to a safer place and do not touch anything that was in the vicinity of the shooter.

Fleeing: No matter what the circumstances, if you decide to flee during an armed intruder/active shooting situation, make sure you have an escape route and plan in mind, and follow these guidelines:

- Do not attempt to carry anything while fleeing.
- Move quickly, keep your hands visible, and follow the instructions of any police officers you may encounter.
- Do not attempt to remove injured people. Instead, leave wounded victims where they are and notify authorities of their location as soon as possible.

What to expect from responding police officers:

Police officers responding to an armed intruder/active shooter are trained to proceed immediately to the area in which shots were last heard. Their purpose is to stop the shooting as quickly as possible. The first responding officers will normally be in teams of four or possibly fewer. They may be dressed in regular patrol uniforms, or they may be wearing

tactical equipment. The officers may be armed with rifles, shotguns, or handguns, and might be using pepper spray or tear gas to control the situation.

Regardless of how they appear, remain calm, do exactly as the officers tell you, and do not be afraid of them. Do not ask questions, but provide important information such as the location of the shooter if you are certain of such information. In an active shooter scenario, police officers may not be able to immediately differentiate a shooter from a non-shooter if the weapon is hidden. The assailant may attempt to blend in with the crowd to avoid detection. The police officers' verbal commands will be loud and extremely insistent; do not be offended. Put down any bags or packages you may be carrying and keep your hands visible at all times. The first officers to arrive will not stop to aid injured people; rescue teams composed of other officers and emergency medical personnel will follow the first officers into secured areas to treat and remove injured persons. Keep in mind that even once you have escaped to a safer location, the entire area is still a crime scene. Police will usually not allow anyone to leave until the situation is fully under control and all witnesses have been identified and questioned.

Until you are released, remain at whatever assembly point authorities designate.

IN SUMMARY:

- DO NOT FLEE FROM POLICE. Sit down on the floor and remain still. If that is not possible, put your hands up in the air. Make no sudden moves that a rescuer may interpret as hostile or threatening.
- Wait for instructions and obey all instructions you are given.
- **You will leave everything behind.** Your hands must be open and clear of all objects as you proceed to another area.
- Do not be upset, resist, or argue if a rescuer isn't sure whether or not you are a suspect. In a college setting, it is difficult to know who the intruder is or is not.
- Even if you are handcuffed and searched, do not resist. Just wait for the confusion to clear. Again, at the time of initial response, emergency responders do not know who they are interacting with.
- You will be taken to a safe area, where proper identification and status will be determined.

The Department of Homeland Security has an instructive Active Shooter video to improve public awareness, safety, and response to such acts of violence. The video is available on the Shoreline website along with the information included above. You can access it

[here](https://www.shoreline.edu/safetyandsecurity/emergency-preparedness/active-shooter.aspx) (https://www.shoreline.edu/safetyandsecurity/emergency-preparedness/active-shooter.aspx). Training is provided to faculty, staff, and students by Safety & Security on a regular basis. Look for postings if you wish to attend Civilian Response to Active Shooter Events (CRASE) Trainings.

Stay up to date on College closures through the College website at <https://www.shoreline.edu>.

Campus Emergency Notification Procedures are located in the EOC Incident Packet.

IF YOU SEE OR HEAR A HOSTAGE SITUATION:

Try to immediately remove yourself from danger.

Call 911 and Shoreline Campus Security at 206.235.5860. Give the following information:

1. Location of the incident (be as specific as possible)
2. Your name
3. Number of hostage takers
4. Physical description and names of hostage takers
5. Weapons the hostage takers may have
6. Your current location and phone number

If you are taken hostage:

- Remain calm, be polite and cooperative.
- DO NOT attempt escape unless there is an extremely good chance of survival.
- Speak normally. Do not complain. Avoid being belligerent. Comply with all instructions.
- Do not draw attention to yourself with sudden body movements, statements, comments or hostile looks.
- Observe captors and try to memorize physical traits, voice patterns, clothing or other details that can help provide a description later.
- Avoid getting into political or ideological discussions with the captors.
- Try to establish a relationship with your captors and get to know them. Captors are less likely to harm you if they respect you.
- If forced to present demands to authorities, either in writing or on tape, state clearly that the demands are from your captors. Avoid making a plea on your own behalf.
- Try to stay low to the ground or behind cover from windows or doors.

Measures to take if you hear shots fired, see a shooter on campus, or are told someone is using a weapon in a threatening manner.

If an armed or threatening intruder comes on to college property it is very important that you report it immediately and take protective actions. Situations where one or more individuals are using deadly force against many people are very fluid and change rapidly. It is impossible to anticipate exactly how the situation will evolve or where the person will go. Planning now, and thinking through possible actions that can be taken, may give you an important advantage. Active shooter incidents can happen at any location where people gather, and usually start quickly and without warning.

Call 911 first then Security at 206.235.5860 as soon as it is safe to do so.

1. Remain in the classroom or office and immediately lock all doors, if possible.
2. Give Police and Security an accurate description of the person or person(s). State characteristics/physical items that are particular to the individual(s). Report the type of weapon (if known) and direction of travel or building entered.
 - _____ Clothing
 - _____ Height
 - _____ Weight
 - _____ Gender

3. INSIDE:

- **Lock the doors if you can, lock windows, close blinds or curtains.**
- **If doors do not lock, barricade them with furniture, if possible.**
- **Turn off lights and all audio equipment.**
- **Silence cell phones**
- **Stay out of the open areas and be as quiet as possible.**
- **Spread out.**
- **Remain as calm as possible.**
- **Keep classroom or offices secure until police or Safety & Security arrive and give directions.**

Tell the call taker or dispatcher:

- Your name
- The exact location of the person with the weapon or where they were last seen.
- (If known) Name of the person to have the weapon or shooter.
- A brief description of the person such as (clothing, race, gender)
- The weapon type: (shotgun / rifle / pistol / handgun / knife)

D. Threats (Bomb, Violence, Etc.)

In the event of a threat, the College EOC team gathers to assess the situation and contacts local law enforcement authorities to help determine the credibility of the threat. From that point, the College follows the recommendation and direction of the Shoreline Police Department and assists in the campus evacuation (if determined necessary) and/or a campus-wide interior and exterior search.



- Remain calm
- Keep your distance from the person making the threat
- Evacuate the area if possible



- Try to signal other people so they can call 911 or Campus Safety & Security
- Talk to the individual in a calm and rational manner



- DO NOT approach the individual
- DO NOT try to negotiate with the person making the threat

What to do if you receive a threat via telephone call:

1. Listen very carefully to the caller and sounds that are in the background.
 - Don't hang up.
 - Be professional and show interest.
 - Be calm, be courteous.
 - Listen. Do not interrupt the caller.
 - Write the message as precise as possible.
 - Note date and time of call.
2. Keep the caller on the line and note the phone number of the caller if your telephone has a display.
3. Ask appropriate questions, **if possible**.
 - When will the bomb go off?
 - Where is it located?
 - What kind is it?
 - Why was it placed?
 - How do you know so much about it?
 - Who put it there?
 - Where are you calling from?
 - What is your name and address?

IMMEDIATELY NOTIFY:

- Campus Security Office at 206-546-4633 or Security Cell Phone: 206-235-5860
- Your supervisor and/or department head

WHEN YOU CONNECT WITH 9-1-1:

1. Tell the call taker:
 - Your name. Then say, "I have just received a bomb threat".
2. If you are calling from a phone or one of the buildings emergency phones you will need to tell the call taker:
 - "I'm on the emergency phone in building _____"
 - What extension or telephone number the bomb call came in on (if you use a different phone to report the incident).

HELPFUL GUIDE:

<p>QUESTIONS TO ASK:</p> <p>When is the bomb going to explode?</p> <p>Where is it right now?</p> <p>What does it look like?</p> <p>What kind of bomb is it?</p> <p>What will cause it to explode?</p> <p>Did you place the bomb?</p> <p>What is your address?</p> <p>What is your name?</p> <p>Gender of caller:</p> <p>Does the voice sound familiar?</p> <p>Race or nationality of caller:</p> <p>Who did it sound like?</p> <p>Age of the caller:</p> <p>Length of call:</p> <p>Time of the call:</p> <p>EXACT WORDING OF THE THREAT:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>REMARKS:</p>	<p>CALLER'S VOICE:</p> <ul style="list-style-type: none"> <input type="radio"/> Calm <input type="radio"/> Disguised <input type="radio"/> Angry <input type="radio"/> Accent <input type="radio"/> Excited <input type="radio"/> Familiar <input type="radio"/> Slow <input type="radio"/> Deep <input type="radio"/> Rapid <input type="radio"/> Nasal <input type="radio"/> Soft <input type="radio"/> Stutter <input type="radio"/> Loud <input type="radio"/> Lisp <input type="radio"/> Laughter <input type="radio"/> Raspy <p>THREAT LANGUAGE:</p> <ul style="list-style-type: none"> <input type="radio"/> Crying <input type="radio"/> Normal <input type="radio"/> Well spoken <input type="radio"/> Deep breathing <input type="radio"/> Educated <input type="radio"/> Taped <input type="radio"/> Cracking voice <input type="radio"/> Distinct <input type="radio"/> Reading <input type="radio"/> Foul <input type="radio"/> Irrational <input type="radio"/> Ragged <input type="radio"/> Clearing throat
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E. Hazardous Materials Leak or Spill (Flammable, Toxic, Corrosive, Oxygenic, Cryogenic)

Report all suspected gas leaks or suspicious odors. If material spills and presents an imminent hazard including but not limited to injuring people, causing a fire, creating a risk - call 911.



- Call Campus Safety & Security
- Evacuate the immediate area, avoid the area of the spill, and close doors behind you



- If material contacts your skin, immediately flush the affected area with copious amounts of water. Remove and discard contaminated clothing and shoes
- Consider extinguishing a naked flame or fire hazard
- If outside, stay upstream, uphill and upwind of the spill



- DO NOT attempt to clean up the spill yourself
- DO NOT leave campus until officials have initiated campus evacuation procedures
- DO NOT return to a building until notified by officials

Call the **Campus Emergency Number at (Cell) 206.235.5860 or the Safety and Security Department at 206.546.4633, or dial 9-911** giving your name, department, and location of the emergency.

1. Exact location of spill, including room number if inside a building
2. Name of spilled product
3. Quantity
4. Appearance, solid, liquid, odor, color, etc.
5. Injuries, or physical effects to those who have been exposed
6. Your name, department, and the phone number of your current location

Clear the affected area at once and seal it off to prevent further contamination of other areas until arrival of emergency personnel.

If an emergency exists, assign someone to activate the fire alarm. Move to an area at least 500 feet away from affected buildings. Stay out of the way of emergency personnel and vehicles. Do not return to an evacuated building unless authorized to do so by emergency personnel.

If a hazardous material comes into contact with your skin or eyes, flush the area of contact immediately with water for at least 15 minutes. Notify the Safety and Security Department at 206.546.4633 or 206.235.5860 for on-duty security officer.

If you are instructed to remain in your office or building, you should:

1. Close doors and windows and turn off all ventilation, including furnaces, air conditioners, vents and fans.

2. Seek shelter in an internal room and take your disaster supplies kit.
3. Seal the room with duct tape and plastic sheeting.
4. Listen to your radio for instructions from authorities.

SERIOUS GAS LEAK

Stop all operations. Do not use phone, light switches, or ANY electrical equipment. Get out of the building. Electrical arcing can trigger an explosion! Call Facility Operations at ext. 206.546.4514.

VENTILATION PROBLEM

If smoke odors come from the ventilation system, notify Facility Operations 206.546.4514 or 206.546.4661 as instructed above. If necessary, vacate the area. If visible smoke comes through, Call 9-1-1 and Campus Security

F. Earthquake



- If inside, stay there
- If outside, get into an open area



- Get under a desk or table, or stand in a doorway or corner
- Stay clear of windows, bookcases or mirrors
- Extinguish any open flames or sources of ignition immediately
- If in a multi-story building, stay on the same floor; an evacuation may not be necessary
- Wait for instructions from Campus Safety & Security



- DO NOT use the elevators
- DO NOT rush for doors
- DO NOT re-enter buildings until notified by officials

Earthquakes strike suddenly, violently and without warning. If an earthquake happens, remain in place. If indoors, take shelter under a desk or table, along an inner wall, or stand in a corner or doorway. Stay away from windows, glass, shelves, and heavy equipment. If outdoors, do not attempt to enter buildings until you are advised to do so. Move to an open area away from trees, buildings, walls, and power lines. Always avoid utility lines as they may be energized. If you are in or near a vehicle, exit the vehicle and position yourself on the ground beside the vehicle. Do not get under the vehicle.

After the initial shock, evaluate the situation and report serious hazards or injuries in your area. Protect yourself at all times and be prepared for after-shocks.

Contact the appropriate College official with your location and call Campus Safety & Security at 206.235.5860

Report damaged facilities to Campus Safety & Security and the Facilities Office at 206.546.4633 or 206.546.4661. Gas leaks and power failure create special hazards. Be aware of your surroundings and report all hazards.

Depending upon the situation, it may be necessary to evacuate a building. Elevators should not be used during a fire/earthquake (or after an earthquake, due to possible damage). Notify emergency personnel of anyone needing to be assisted in evacuation.

If instructed to evacuate, keep clear of buildings, trees, and power lines. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews. Do not return to an evacuated building unless cleared to do so by emergency personnel or College officials.

During an Earthquake:

- Stay calm. First and foremost, having an emergency plan will help you and your students remain calm.
- Stay put. If you are indoors, stay there. If outdoors, stay there.
- Take cover. If indoors, do a “drop and cover” under a desk, table, or bench, or stand alongside an inside wall, in an archway, doorway that does not have a door, or corner. Avoid windows, doorways with a door, bookcases, hanging fixtures, or outside walls until the shaking stops.
- If no protection is available, drop to the floor and cover your head with your hands. Make sure students are in “drop and cover” positions.
- Do not be surprised if the electricity goes out, or if fire alarms and sprinklers go on.

After an Earthquake:

- Keep students safe and relaxed. Carefully evaluate the situation.
- Use caution when moving students and staff to safe area(s)
- Make sure everyone is alright. Take class rosters and account for all students.
- Do not move the seriously injured unless they are still in danger. Administer first aid, if necessary.
- Wear sturdy shoes in areas near fallen obstacles and broken glass.
- Check natural gas, water, and electrical lines for damage.
- Do not use the telephone, light switches, matches, candles, or other open flame unless you are absolutely certain there is not natural gas leaking.
- Do not touch electrical power lines.
- Be prepared for aftershocks.

G. Medical

For medical emergencies, call 911. For minor emergencies, contact Campus Safety & Security at 206.546.4633 during normal business hours and 206.235.5860 after hours and on weekends. Be prepared to give the following information:

1. Name or number of the building
2. Type of problem or injury
3. Individual’s present condition
4. Sequence of events leading to the emergency
5. Type of aid being rendered

An accident report must be filed with the Campus Safety & Security Office regardless of the severity from all Shoreline campuses or sites.

H. Fire



- Pull the alarm
- Call 911 and then Campus Safety & Security
- Evacuate the building, close the doors



- Smother or douse a small, minor fire if you feel you can control it without endangering others
- Call Campus Safety & Security even if the fire is out
- If fire is small AND you have extinguisher training, use a portable fire extinguisher to put out the fire
- If you have doubt about the size of the fire and your ability to extinguish it, do not try
- Evacuate
- If you become trapped, get as low as possible where there is the least amount of smoke



- DO NOT attempt to extinguish a fire if you doubt the size or your ability
- DO NOT use elevators
- DO NOT stop for personal belongings or records
- DO NOT stand in smoke (Crawl to the nearest exit, cover your nose and mouth with a cloth to avoid inhaling smoke)
- DO NOT open a door if smoke is pouring in or around the bottom or if it feels hot

Know the location of fire extinguishers, exits, and pull stations in your area and know how to use them. Always evacuate when the fire alarm sounds. There is no way to know whether the alarm is false or not.

When you discover a fire, assign someone to call 911 and pull the fire alarm. Give the following information: building and room number, location of the fire, extent of the fire, your name and telephone number. If possible, attempt to extinguish the fire, avoiding possible injury to yourself and others. If the fire is large, very smoky, rapidly spreading, or uncontrollable, evacuate the building immediately, closing all doors and windows to confine the fire and reduce the oxygen. DO NOT LOCK DOORS.

Inform others to evacuate. Use stairway exits. DO NOT USE ELEVATORS. Use reasonable and prudent discretion when exiting the building. If you are able to give assistance to persons with a disability, take them a safe distance away from the fire. Immediately alert emergency rescue personnel regarding the location of persons in the building needing to be rescued.

In the case of a second floor evacuation for persons with disabilities do not attempt to move them down the stairs. If you are able, instead assist the individual to a safe area removed from the fire or hazards where response personnel can safely evacuate them. Alert emergency personal about people in these areas. DO NOT RE-ENTER THE BUILDING.

Evacuate to a safe distance of at least 500 feet from the building and stay out of the way of emergency personnel. Do not return to the building until cleared to do so by emergency personnel or College officials.

NOTE: If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) on the window as a marker for rescue crews. Stay near the floor where the air will be less toxic. Shout out at regular intervals to alert emergency personnel of your location.

FIRE EXTINGUISHER INSTRUCTIONS (PASS Method):

- **Pull** the pin: This unlocks the operating lever and allows you to discharge the extinguisher. Some extinguishers may have other lever-release mechanisms.
- **Aim** low: Point the extinguisher nozzle (or hose) at the base of the fire
- **Squeeze** the lever above the handle: This discharges the extinguishing agent. Releasing the lever will stop the discharge. (Some extinguishers have a button instead of a lever.)
- **Sweep** from side to side: Moving carefully toward the fire, keep the extinguisher aimed at the base of the fire and sweep back and forth until the flames appear to be out. Watch the fire area. If the fire reignites, repeat the process.

FIRE EXTINGUISHERS WITH A.B.C ON THE LABEL ARE CLASSIFIED FOR: Fires involving Wood, Cotton, Flammable liquids, Grease, Electrical wiring, Live machineries etc.

The blanketing effect of ABC powder decomposes fire quickly.

I. Volcanic Eruption

In the event there is a large eruption that cause volcanic ash to fall on the College, the following steps should be taken:



- Close all doors and windows
- Call Campus Safety & Security at 206.546.4633 or 206.235.5860



- Avoid going outside if possible.
- If you do outside, cover your mouth and nose
- Keep skin covered to avoid irritation from contact with ash
- Wear long-sleeved shirts and long pants
- Keep vehicle engines off
- Follow instructions from officials

If you are indoors, remain in place. If you are outdoors seek indoor cover at its nearest point. Monitor your local radio and television stations for updated information. Contact the appropriate College official with your location, and call Campus Safety & Security at 206.235.5860

J. DEMONSTRATION OR DISTURBANCE

Not all demonstrations are unlawful. The U. S. Supreme Court has ruled that certain activities are protected under the U.S. Constitution. However, any demonstration on college property that interferes with the educational function of the college or in which violence, property damage, or other unlawful behavior occurs is unlawful. Demonstrations that do not restrict pedestrian traffic or disrupt education are allowed on campus under certain circumstances. In the event of a peaceful demonstration, notify Campus Safety & Security to be sure they are aware. Campus Safety & Security will monitor the demonstration for vandalism or signs of escalation. Campus Safety & Security will notify law authorities if needed.

If you have a question about whether a demonstration is unlawful, call Campus Security at 206.235.5860 or 206.546.4633

If a disturbance appears to threaten the safety of faculty, staff, or students:

- Immediately call Campus Security at 206.546.4633 or 206.235.5860, or Police at 911.
- Lock doors if possible and attempt to isolate the disturbance.
- Take steps to protect your own safety and the safety of other faculty, staff, and students.
- Encourage others to leave the area.
- DO NOT UNDER ANY CIRCUMSTANCES MAKE CONTACT WITH INVOLVED PARTICIPANTS. Continue to monitor the situation until Campus Safety & Security and/or law authorities arrive.

K. Flooding

The EOC will be responsible for announcing and coordinating the evacuation of the campus, unless prior instruction is provided by city officials, emergency planners or local law enforcement. Evacuation notification from the EOC may be delivered by a variety of means including in-person, phone, email, or other means. If available, employees and students will be given a timeline of when the College is expected to crest flood stage. Employees are expected to ensure that all students have safely left the campuses and have transportation to unaffected areas. Once students are safely evacuated, employees may be asked to follow building systems shutdown plans that could include security equipment, files, fire and security systems, elevator, IT/Telecom protocol, shutting down the main power, and security outside doors.

Flooding impacts could include the loss of utilities - electricity, natural gas, sanitation/sewer, and transportation, to name a few. The campus could also be impacted by large numbers of employees and students, who could not for various reasons report to work or the College. Should flooding occur, an announcement will be made as to response. Monitor the local radio and television stations for information about campus closures, especially if the College is used as an emergency shelter site.

Assumptions

1. There will be ample warning prior to the College flooding, with the exception of a catastrophic dam or levee failure.
2. Recovery resources will be available from the Federal Government through FEMA.
3. The College's EOC will remain active during the crisis.

Re-Entry

Adequate time will be allowed to bring facilities back online following an evacuation. Re-entry of a facility is to be coordinated by the EOC in conjunction with Campus Safety & Security. Building employees will be notified when they can return to their work locations. Students will not be allowed to return to buildings until systems are in place and buildings are adequately staffed.

L. Power Failure



- Call Campus Safety & Security
- If campus phone system is down, call Campus Safety & Security at 206.235.5860



- Remain in building until evacuation orders are given
- Locate exit stairs or doors and evacuate the building while emergency lights are on
- If a natural gas leak, leave the area immediately



- DO NOT use candles or open flame
- DO NOT enter the building until power is restored
- DO NOT walk through standing water due to the potential for electrocution hazards

Contact the appropriate College official with your location, and call Campus Safety & Security at 206.546.4633 or 206.235.5860. If outside of normal business hours or on the weekend, contact Shoreline Campus Safety & Security at 206.235.5860.

- If there is no other emergency (fire, explosion, etc.) remain in place and await instructions from Campus Security or Facilities Personnel
- If you are trapped in an elevator remain calm and use the phone or emergency button inside of the elevator. Occupants should not attempt to climb out of the elevator as it can resume operation at any time.
- Once you have exited the building, do not re-enter the building unless instructed to do so
- If sufficient light exists for safety and instruction, classes should continue. Otherwise, students are to be assisted from the building.
- A faculty member will designate a responsible person to stay with any students with physical disabilities until assistance arrives. Do not leave students with disabilities alone in the classroom
- If the power outage occurs during the day, staff should stay in place and await instructions from their supervisors
- Turn off office equipment/light switches
- Shut off computer systems (CPU, monitor and printer) according to established procedures

In the event of disruption of major communications systems contact the appropriate department:

1. Loss of computer network capability: TSS
2. Loss of power: Facilities or Campus Security

If utility failure occurs during regular hours, Monday through Friday, 8 AM to 4:30 PM, notify Facility Operations 206.546.4514 or 206.546.4661

Always notify Campus Security 206.235.5860 or 206.546.4633, if there is potential danger or if failure occurs after hours.

M. Suspicious Mail or Package

If you are suspicious of a mailing you have received on campus and are unable to verify the contents with the addressee or sender, take the following steps:



- Call Campus Safety & Security at 206.235.5860; 206.546.4633



- Remain calm
- Leave letter/package in area and evacuate immediately
- Keep others out of the area
- Remain at the site until emergency responders arrive



- DO NOT disturb any contents in the letter or package
- DO NOT ignore the threat
- DO NOT attempt to clean up material
- DO NOT touch face, eyes, nose or mouth

If you inadvertently open a suspicious package/letter or it is leaking liquid or an unknown substance, take these steps:

1. Immediately set the item down gently at the location it was opened.
2. From a safe location call Campus Safety & Security at 206.546.4633 or 206.235.5860 or 911.
3. All potentially exposed persons should wash exposed skin surfaces with soap and warm water.
4. Return to the area within the building adjacent to the initial exposure (e.g., a hallway outside original room) and wait for emergency responders.
5. If possible, make a list of all people who may have had contact with substance for investigating authorities.

If you suspect an item delivered to campus may be a bomb:

1. DO NOT MOVE THE ITEM.
2. Calmly notify others in the immediate area and evacuate.
3. If there is a fire alarm in your area, DO NOT ACTIVATE IT. You do not want to frighten everyone.
4. Call 911 and Campus Safety & Security at 206.546.4633 or (206) 235-5860. DO NOT USE A CELLULAR PHONE OR 2-WAY RADIO! A cell phone or radio could potentially set off the package.
5. Clearly state the type of emergency to the 911 dispatcher.
6. Clearly state the location of the suspicious package or letter, your name, location, and telephone number from which you are calling.

7. Do not hang up until told to do so.

CHARACTERISTICS OF SUSPICIOUS LETTER OR PACKAGE:

- Restricted markings such as “PERSONAL” or “SPECIAL DELIVERY”.
- No return address or one that cannot be verified as legitimate.
- A city or state in the postmark that does not match the return address.
- Unusual weight based on size.
- Lopsided or oddly shaped, strange odor, oily stains, crystallization, protruding wires, rigid or bulky, excessive tape or string.

VI. Emergency Evacuation for Persons with Physical Disabilities

Please be aware that people with disabilities and their service animals may be entirely self-sufficient under normal circumstances but may need extra assistance in an emergency. Ask the person how you can help them most affectively. Assistance should be offered not assumed. The needs of older people may be similar to those of persons with disabilities. Never separate a person with a disability from his or her assistive aids: wheelchairs, canes, hearing aids, medications, special diet food, urinary supplies, service animal, etc.

Note to Persons with Disabilities

You are strongly encouraged to contact the Students Accessibility Services (students) or Human Resources (employees) to discuss safety issues and the College’s evacuation plan.

Shoreline Students, Employees and Guests

In the event of an emergency, observe the following evacuation procedures to assist people with disabilities:

- Be aware of areas near your classroom or office that have been designated for wheelchair users or others with disabilities.
- Be aware that rescue, fire and police personnel, and Building Captains will check all elevators, exit corridors, and exit stairwells for trapped persons, including persons with disabilities who are unable to use stairs.
- Offer assistance whenever possible.

People with Mobility Impairments

- Persons using wheelchairs on ground level floors can evacuate along with other persons.
- On a non-ground level floor, you may need to assist a person who uses a **wheelchair** (electric or manual) and evacuate that person, leaving the wheelchair behind. **Note:** In order to safely carry a person while descending stairs, two persons must use specific techniques, which must be learned and practiced prior to an actual emergency. If you do not know these techniques, or if the person does not wish to be carried, tell the person using the wheelchair to remain in the area of rescue assistance and/or stairwell, and then seek help from Campus Safety & Security, police and/or fire personnel immediately.

People with Vision Loss

- Help guide a person with vision loss by asking the person if he or she would like to take your arm at the elbow. **DO NOT** grasp the arm of a person with low vision or blindness. Give the person verbal instructions as

you guide the person, and advise about steps, rough terrain, doorways, debris, etc. Verbal compass directions, estimated distances, and directional terms are the most familiar tools for persons with vision loss.

- A service animal could become confused or disoriented in a disaster. People who are blind may have to depend on others to lead them, as well as their service animal to safety during a disaster.
- Guide dogs or other service animals will usually be allowed to stay in emergency shelters with their owners. Check with your local emergency management officials for more information.

People who are Deaf or Hearing Impaired

- Hearing impaired persons should individually be made aware of an emergency and how to respond to it. Write directions on paper if necessary. It should not be assumed that hearing impaired persons can hear the fire alarm or that they will know what to do by watching others.
- Because disaster warnings are often given by audible means such as sirens and radio announcements, people who are deaf or hard of hearing may not receive early disaster warnings and emergency instructions. Be sure that you or another coworker are their source of emergency information as it comes over the radio or television.

People with Respiratory Illnesses

- Many respiratory illnesses can be aggravated by stress. In an emergency, oxygen and respiratory equipment may not be readily available. People with respiratory illnesses should be referred to emergency personnel.

People with other Disabilities

- Ask the person how you can help them most effectively. If necessary, lead the person to an area of rescue assistance and/or stairwell and tell the person to wait there, and then go seek help from Campus & Security & Safety, police and/or fire personnel immediately.
- A person's disability aids or equipment may not be working after a disaster occurs or may be insufficient for emergency purposes.
- Some people with psychological or developmental disabilities may be unable to understand the emergency and could become disoriented or confused about the proper way to react. Some may need to be in a quiet place to regain composure; others may hide from rescue workers.
- People with epilepsy, Parkinson's disease and other conditions often have very individualized medication regimes that cannot be interrupted without serious consequences. Some may be unable to communicate this information in an emergency.

Area of Rescue Assistance

Areas of Rescue Assistance are designated places where people with disabilities remain temporarily in safety to await further instructions or assistance during emergency evacuations. At this time, building stairwells and exit corridors are to be used as temporary waiting areas.

VII. Emergency Operation Center - Equipment

The primary location of the EOC is in Building 1000, Administration Building Board Room in. If this location is unavailable or unstable, Safety & Security will arrange for an alternate location.

The EOC will be equipped with:

- | | |
|--|---------------------------------|
| Two flashlights and extra batteries | Notebook and pencils |
| Portable public address system (bullhorn) | Campus maps |
| Portable radio (AM-FM) (battery & electrical operated) | First aid kit |
| Campus directory and telephone book | Fire extinguisher |
| Reflective vests | Blankets |
| Laptop computer | Shut down procedures & drawings |
| Flash drives including electronic documents: | |
| Emergency Preparedness Plan/Evacuation Maps | |

The EOC will also house the communication center. Telephones are the primary means of emergency communication. Thus, whenever the EOC has been activated:

- All use of campus phones must be restricted to official use.
- If the campus phone system has been interrupted, ICS/EOC staff will communicate with field units by using two-way radios and cell phones.
- All radio and cell phone transmissions will be restricted to official ICS/EOC use.

VIII. Contact Info

GENERAL EMERGENCY CONTACTS

INTERNAL CONTACTS:

Main Campus Line	206.546.4101
Campus Operator	Dial 0
Emergency	911
On-duty Security Officer	206.235.5860
Campus Security	206.546.4633
Director of Safety and Security	206.945.4316
Plant Operations	206.546.4661

EXTERNAL CONTACTS:

Police Department - Emergency	911
Shoreline Police Department (Non-Emergency)	206-296-3311
Shoreline Fire Department (Business Line)	206-533-6500
King County Animal Control	206-296-PETS (7387)
Teen Link - Confidential helpline for Teens	206-461-4922.Or 866.TEENLINK (833.6546)
Crisis Connections	(206) 461-3210 or 1(866)427-4747
National Suicide Prevention Lifeline	988
National Domestic Violence Hotline	1-800-799-SAFE (1-800-799-7233)

EMERGENCY/SAFETY PHONE LOCATIONS:

1. 800 building North Side Upper Level
2. 1300 building North side
3. 1500 building NW Corner
4. 1800 building NE Corner
5. 2000 building South End Lower Level
6. 2100 building NW Corner
7. 3000 building West Side - Upper Level
8. 5000 building Outside of Security Office – Backside of elevator
9. 6000 building North side – In Parking Lot
10. 6000 building South side – On walkway leading through campus
11. 7000 building West Side – Near Main Walkway
12. 9000 building South End on phone tower
13. 9000 building North End on phone tower

IX. FIRST AID:

- 1) Immediately notify the on-duty Security Officer at 206-235-5860 or the Security Department during regular hours at 206-546-4633. If the injury is severe, call 911 and your supervisor and/or department head.
- 2) Information to Communicate:
 - a. Give your name
 - b. location
 - c. department
 - d. telephone extension you are calling from.

Give as much information as possible regarding the person and the injury or illness.

- Return to the victim. Keep the victim as calm, comfortable, and warm as possible.
- Render only the first aid absolutely necessary to the immediate situation.
- Do not move the injured person except in situations where further injury or danger exists (i.e., falling debris or fire).
- Do not administer medication, food, water or stimulants.
- Remain with the victim until Safety and Security personnel arrive.
- The responding Security Officer will complete an Incident/Accident Report regardless of the severity of the injury or illness.

Automated External Defibrillator (AED) LOCATIONS:

Building 800 – Main Hallway
Building 1000 – Main Hallway
Building 1600 – Theater Dept. Main Hallway
Building 1900 – Main Hallway
Building 2300 – Main Hallway
Building 2900 – Room 2910 Main Hallway

Building 2700 – Chemistry lab
Building 3000 (GYM) main floor across from Athletic Offices.
Building 4000 – Library Main Hallway
Building 5000 – 2nd Floor Main Hallway
Building 6000 – One AED on every floor, near the center of the building in the main hallway
Building 7000 Campus Living – Main Hallway 1st floor
Building 9000 (PUB) 2nd level – Main corridor
Campus Security Patrol Vehicles – both vehicles contain a medical bag that has an AED

CLASSROOM EMERGENCY PROCEDURES FOR SHORELINE FACULTY

INSTRUCTOR'S RESPONSIBILITY:

1. To advise your class of the Emergency Procedures posted at all building and classroom exits.
2. Emergency Procedure discussions should occur during the first week of the quarter.
3. Your students should be familiar with contact information for security and emergency agencies (emergency phone locations, security cell phone, etc.)
4. Inform persons with disabilities of evacuation procedures.
5. Take responsible charge of the classroom and follow emergency procedures for all building emergencies, including fire drills.
6. Ensure the safe evacuation of persons with disabilities. If necessary, request other members of the class to assist.

UNDER NO CIRCUMSTANCES SHOULD FACULTY UNILATERALLY DECIDE TO IGNORE A FIRE ALARM, FIRE DRILL OR A REQUEST FOR EVACUATION IN ORDER TO CONTINUE TEACHING.

- Faculty members and teaching assistants are authority figures in the classroom setting and will influence student responses during an emergency. Calm, collected, and clear instructions and directions by the faculty member will have a calming effect on students and will better facilitate an orderly evacuation when necessary.
- Faculty members should adjourn class and direct students to the closest exit for prompt evacuation of the building and will be required to report whether any students are missing or are known to have remained in the building due to a disability or injury.

FACULTY MEMBERS AND TEACHING ASSISTANTS ARE NOT RESPONSIBLE FOR DETERMINING WHETHER A STUDENT IS DISABLED, HOWEVER STUDENTS WHO SELF-IDENTIFY THEMSELVES AS DISABLED, MUST RECEIVE ADEQUATE ASSISTANCE IN THE EVENT OF A BUILDING EMERGENCY.

- In the event of an earthquake, building occupants should immediately seek protection from falling objects by moving under a sturdy desk, a doorway, or near where two walls intersect. Once the earthquake has stopped instructors should inform students that the building will be evacuated and that any personal belongings should be brought out with them.
- Faculty members and teaching assistants should retain physical a class roster at all times. A roster is critical in

accounting for students during an emergency evacuation and if the servers go down, online rosters will not be accessible.