



EMERGENCY RESPONSE PLAN

SHORELINE COMMUNITY COLLEGE

**16101 GREENWOOD AVE. N.
SHORELINE, WA 98133**

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1. INTRODUCTION

To reduce the impact of an emergency on students, faculty, staff, and visitors, this **Shoreline Community College Emergency Response Plan (ERP)** was created. It is an “**All Hazards**” plan that provides the procedures to be followed in all types of emergencies or disasters, including:

- Fire and Medical Response
- Violent situations
- Hazardous materials incidents
- Power outages
- Severe weather
- Earthquakes; and
- Other unforeseen events

The plan is designed to provide policies & procedures and to define roles and responsibilities in order to provide an effective response during an emergency. The plan takes into account the following assumptions:

- An emergency may occur at any time with little or no warning.
- Emergencies occurring at Shoreline Community College (SCC), in most cases, will be responded to initially by campus security. Campus security officers will assess the situation and begin the process of calling for additional assistance.
- Responders may include area Police, Fire and Emergency Medical Service (EMS) responders who once on the scene will assume responsibility and control of the emergency event. When outside emergency responders arrive on campus, SCC security will provide support as necessary.
- If the emergency is a community-wide event, there may be a delay in off-site emergency response agencies coming to the aid of the campus.
- All SCC community members have a personal responsibility to be familiar with this plan and to know what to do in an emergency. Knowing what to do provides the best chances for personal safety.

SCC security will respond to an emergency in a safe and timely manner, will provide support to emergency responders from off-campus agencies, will assist students, faculty, staff, and visitors and will effectively communicate the status of events. The order of college priorities will be:

- To protect the lives, safety and health of SCC’s students, visitors, and employees.
- To protect facilities, equipment, and services from loss during a continuing emergency event.

- To effectively communicate with all involved parties throughout the emergency.
- To provide for the continuation of college operations and services that have been disrupted or damaged by an emergency.

This plan is designed to work in conjunction with the SCC Continuity of Operation Plan (COOP), which helps insure that the college has the capability to support emergency response activities, while simultaneously addressing the needs of maintaining its essential operations. Potential events that could require the activation of both the ERP and COOP include:

- Fire or HazMat incident
- Prolonged disruptions of electricity or other utilities (internal or external to the campus)
- Technological incident, e.g. system shutdown or cyber-attack
- Active Threat or aftermath of violence in the workplace or on campus
- Weather preventing staff or students getting to and from the campus
- Disease outbreak or epidemic
- Earthquake

A COOP provides guidance and establishes responsibilities and procedures to ensure that operational resilience is developed and maintained. It supplements the ERP in the event normal facility or human resources are not available, and provides an infrastructure for continuity that ensures:

- Emergency delegation-of-authority and line-of-successions are predetermined;
- Safekeeping of essential personnel, resources, facilities , and vital records are maintained;
- Emergency acquisition of resources necessary for business resumption are predetermined; and
- The capability to perform critical functions remotely until resumption of normal operations is in place.

Emergency management is divided into four phases:

- **Mitigation** The actions the college takes to eliminate or reduce the loss of life and property damage related to an event or crisis, particularly those that can be prevented.
- **Preparedness** Designing strategies, processes, and protocols to prepare the college for potent emergencies or disasters, and training students and staff in their implementation.

- **Response** Taking action to effectively contain, control and resolve an emergency. During the response phase, campus officials activate and operate under the provisions of the Emergency Response Plan.
- **Recovery** The phase which establishes procedures, resources, and policies to assist the college return to normal function after an emergency.

2. LETTER OF PROMULGATION

The purpose of the Shoreline Community College (SCC) Emergency Response Plan is to set forth an organizational and procedural framework designed to utilize resources and personnel in the most efficient way possible to limit the loss of life and property in emergency situations. This plan creates procedures and identifies resources which may be used to mitigate the impact of an emergency event, provide a more effective response during an emergency, and help to return the college its normal operations.

SHORELINE COMMUNITY COLLEGE EMERGENCY OPERATIONS PLAN

LETTER OF PROMULGATION

An emergency can occur at any time. In the case of fire, flood, storm, earthquake, intruder or other disasters, it is important for Shoreline Community College personnel to be as fully prepared as possible to ensure the highest rate of survivability. The more prepared Shoreline Community College is, the more likely it will be able to prevent an emergency from turning into a major occurrence.

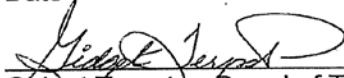
In some instances, coordination with outside resources from the local level to the federal level may be needed. Having a well-written and understood plan that is consistent with other emergency agencies will enhance response to an emergency and mitigate subsequent recovery time. Therefore, this plan encourages the use of the Federal Emergency Management Agency's (FEMA) Incident Command System (ICS), to be used as part of Shoreline Community College's comprehensive Emergency Operations Plan.

With this in mind, an Emergency Operations Plan and an Emergency Response Team must be organized and trained to meet the needs of the College prior to an emergency. Administration, as well as key college community members, should be trained in the basics of the Emergency Operations Plan to offer maximum safety, efficiency, and communication during a crisis, emergency, or disaster. All College community members should have access to the Emergency Operations Plan, so they can be as well prepared as possible. College community input and necessary revisions to the Emergency Operations Plan should occur throughout the planning, preparation and training stages. Annual reviews of the plan will provide additional revisions as needed.

The purpose of this Letter of Promulgation is to provide direction and guidance to Shoreline Community College in the event of an emergency. It constitutes a directive for this organization to prepare for and execute the assigned emergency tasks to ensure maximum survival of the population and property in the event of a disaster or significant emergency.

October 26, 2011

Date



Gidget Terpstra, Board of Trustees Chair



Lee Lambert, President of College

UPDATE Letter of Promulgation

3. ASSUMPTIONS

The SCC Emergency Response Plan (ERP) is based on assumptions that provide the basic foundation for the college's response to a wide range of potential hazards, from natural disasters to various human caused events. Therefore, the ERP is based on "general" response considerations. They are:

- An emergency or disaster may occur at any time of the day or night, weekend or holiday, with little or no warning.
- Emergencies may require cooperation/coordination of internal and external departments, organizations, and agencies to include, college, city, county, state, and federal entities.
- The succession of events in an emergency is not predictable. Published support and operational plans should serve as a guide and checklist, but may require modification in order to meet the requirements and demands of an emergency situation.
- Disasters may affect the availability of local police, fire and emergency medical services, as well as local, state and federal response agencies. Emergency assistance may not be available, and a delay in off-campus emergency services should be expected.
- Basic services, including electrical, water, natural gas, heat, telecommunications, and other information systems may be interrupted.
- Buildings and other structures may be damaged.
- Normal suppliers may not be able to deliver goods.
- Students, faculty and staff may not be able to leave the college.

The existence of this plan does not imply a guarantee that every emergency response will be without difficulty. This plan only increases the ability of available personnel to respond as effectively as possible, with the resources available, to an emergency.

4. SCOPE

The SCC Emergency Response Plan is an "All Hazards" plan that applies to all emergencies, major or minor, that occur on college property, or to any event which significantly effects the normal operation of the college. It identifies responsible individuals and guides response and recovery actions. The ERP applies to a broad range of emergency incidents. The ERP may also be used during emergencies that occur adjacent to campus, but do not directly impact our

physical facilities. Under this scenario, the college would coordinate emergency information and provide support services to local response agencies (examples: violence, gunfire, major hazardous materials release, or fire adjacent to campus).

5. CONCEPT OF OPERATIONS

SCC has adopted the Federal Emergency Management Agency's (FEMA) National Incident Management System (NIMS) protocols for planning and response to emergency situations. Depending on the type of emergency, several levels of response may be needed. In some cases, a telephone call to SCC security will suffice. In other cases, when the normal activities of the campus are interrupted, or are likely to be interrupted, the SCC Emergency Response Plan and the Incident Command System (ICS) will be activated. Depending on the level of the emergency, an Emergency Operations Center (EOC) may be established, and ICS staff positions put into place.

A framework for decision making is fundamental in making timely and sound decisions. In all emergency response situations, each decision and process will consider the criteria below, in the order presented, to protect and preserve:

- 1) Life Safety**
- 2) Physical Plant**
- 3) Operational Readiness**
- 4) Environmental Conditions**

Taking each of these criteria into consideration at that time will lead to sound decision making during an incident or event.

This plan covers the procedures that are to be used in an emergency situation. The SCC Continuity of Operations Plan (COOP) covers the procedures necessary to ensure the continued performance of essential functions, during

and after an event. The ERP and COOP work together to cover a wide range of potential natural or man-made emergencies; in essence, response and continuity of the College's operations.

6. LEVELS OF RESPONSE

The ICS is scalable according to the needs of the event. Following the principals of ICS, the first responder on the scene of an emergency is in charge of the response until they notify the next person up the chain-of-command. The complexity of the situation determines the level of response. A minor emergency would not require the activation of the EOC.

Minor Emergency

A minor emergency is any incident that can be readily handled by security with the assistance of the affected department and outside responders, as necessary (police, fire, EMS). It might be considered a “routine emergency”. It would be an event that does not seriously affect the overall operation of the college. The highest level employee of the Safety & Security Department on duty will determine the level of response and who to notify up the chain of command.

Major Emergency

A major emergency would be any incident, potential or actual, which could affect a large portion of the campus or could disrupt the overall operations of the college. Outside emergency assistance would probably be required, as well as assistance from campus support services. Policy considerations may be required from college administration during such an emergency. The Incident Command System (ICS) would be used to manage the emergency, and as necessary, the campus Emergency Operations Center (EOC) would be activated.

Disaster

A disaster is any event or occurrence that seriously impacts or halts the operations of the college. In some cases, mass casualties and severe property damage may have been sustained. A coordinated effort of all campus-wide resources would be required to effectively control the situation. Outside emergency services would be required, however if the destruction and disruption is county-wide, fire/medical/police services could be delayed or unavailable. The campus EOC will be activated, and the Incident Command System (ICS) will be used to manage the response.

7. AUTHORIZATION TO ACTIVATE THE EOC

The authority to declare a campus emergency rests with the following individuals:

1. President
2. VP of Administrative Services
3. VP of Academic Affairs
4. VP of Human Resources
5. Director of Security
6. On-duty Security Officer - if unable to contact one of the above listed individuals

8. INCIDENT COMMAND SYSTEM (ICS)

The Incident Command System (ICS) addresses these basic questions for those involved in emergency or disaster situation:

1. Who is in charge?
2. What is your role?
3. What specific duties are you expected to achieve?
4. Where do you fit in the overall organization?
5. Whom do I report to?

Chain-of-Command and Line-of-Succession

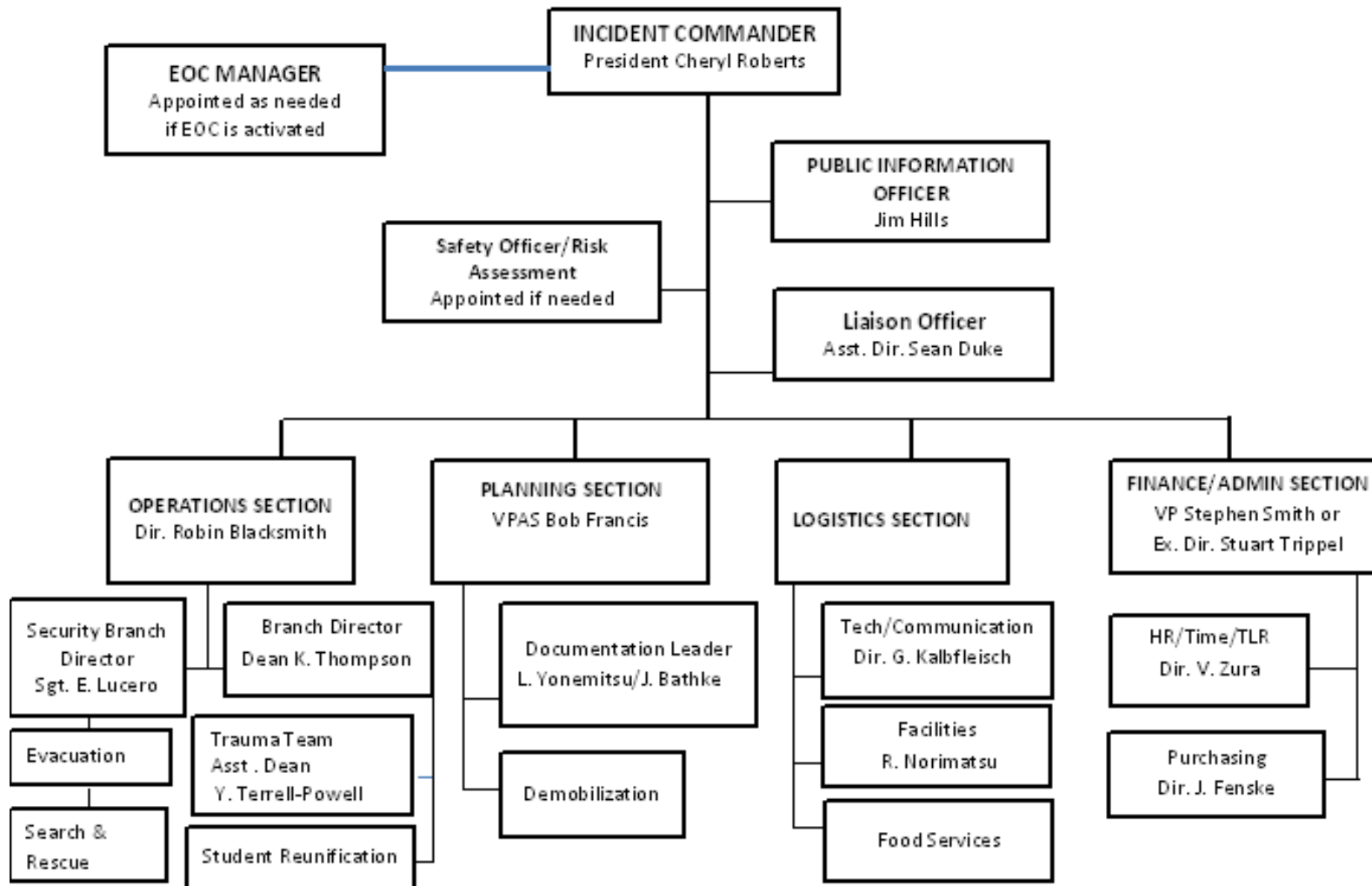
In ICS, the chain-of-command and the line-of-succession for those positions are predetermined and come with the delegations of authority necessary to perform those roles. When an incident goes beyond the ability of the security department and the affected department to manage, the ICS will be activated and the highest level employee responding to the event will become the Incident Commander. All college staff will then work to support the Incident Commander in responding to the event. The role of Incident Commander is fluid and passes up to the highest ranking individual present on campus as determined by the chain of command and line of succession.

- **INCIDENT COMMANDER**
- **EOC MANAGER**
- **PUBLIC INFORMATION OFFICER**
- **SAFETY OFFICER/RISK ASSEMENT**
- **LIAISON OFFICER**
- **OPERATIONS SECTION**
- **PLANNING SECTION**
- **FINANCE/ADMINISTRATION SECTION**
- **LOGISTICS SECTION**

The organizational structure is predetermined according to the provisions of this plan. The involved departments and individuals must receive training and practice the principles of the plan. Each position must have a predetermined line-of-succession of at least two other staff members who will fill the ICS role if an individual is off campus or unable to fulfill their role.

The following flow chart depicts the ICS organizational structure at SCC:

SHORELINE COMMUNITY COLLEGE INCIDENT COMMAND STAFFING CHART



ICS POSITION DESCRIPTIONS:

POLICY GROUP

At the discretion of the Incident Commander, a Policy Group may be formed to provide guidance and support. The policy group will be composed of the members of the Executive Team or their designees. By virtue of their position, these individuals have the authority to make policy decisions, commit resources, obligate funds, and obtain the resources necessary to protect the students, employees, and facilities. They delegate authority to the Incident Commander to manage the response. If the Incident Commander is a member of the Executive Team they may at their discretion delegate the role of Incident Commander to another individual so that they can assume a role in the Policy Group.

INCIDENT COMMANDER (The President, Vice President, or designee)

The Incident Commander (IC) has the overall responsibility for managing the incident by establishing objectives, planning strategies, and implementing tactics. The IC is the only position in ICS that is always staffed. In a small incident, one person, IC, may accomplish all of the management functions until he or she delegates the function. The IC is responsible for determining the best overall objectives, priorities and strategies for managing the situation and should:

- Assess incident situation
- Establish objectives
- Determine level of staff necessary to fulfill objectives
- Activate staff to fill ICS roles
- Conduct initial briefing with ICS staff
- Authorize establishment of Incident Action Plan, if necessary
- Ensure planning meetings are conducted
- Determine information needs and inform command personnel of needs
- Coordinate staff activities
- Manage incident operations
- Authorize release of information to media

LOGISTICS SUPPORT SECTION (Director of Facilities, or designee)

- Provide periodic updates and report facility conditions to the IC
- Provide equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs, and equipment protection
- Provide vehicles, equipment and operators for movement of personnel and supplies
- Obtain the assistance of utility companies/vendors as required for emergency operations.
- Furnish emergency power lighting systems as required.
- Provide fuel for equipment and vehicles.
- Recruit, receive, and coordinate staff assistance.
- Survey habitable areas, including bathrooms, kitchens, etc.
- Supervise the setting up of temporary shelters
- Supervise the provision of food and water
- Coordinate shelter operations with other agencies if the college is asked to provide shelter

OPERATIONS SECTION (Director of Security)

- Take immediate action to protect life safety and property
- Secure unsafe areas and buildings
- Direct urgent field operations and evacuations
- Begin and direct recovery operations
- Obtain assistance from city, county, and state government as required
- Provide traffic control, access control, perimeter & internal security patrols, and fire prevention services, as needed
- Engage the Trauma Team and direct student unification

- Provide and equip the EOC if an EOC Manager is not appointed by IC
- Work with Logistics Chief to assure all resources for field operations are procured and delivered

PUBLIC INFORMATION OFFICE (Public Information Officer)

- Establish single incident information center
- Prepare initial information summary as soon as possible
- Release information to the media
- Respond to special requests for information
- Establish and maintain emergency communications
- Inform students and employees on campus conditions and closures, and keep them informed of all relevant information

9. EMERGENCY OPERATION CENTER (EOC)

When a significant emergency event occurs, or is imminent, it is the responsibility of the appointed Emergency Operations Center Manager or the Operations Section Chief to set up and staff an appropriate EOC as directed.

LOCATION

If the emergency involves a large part of the campus, the EOC is to be located in the Central Conference Room of Building 1000 due to the presence of the needed infrastructure. If this location is unavailable or unstable, the EOC Manager is to select an alternate location.

EQUIPMENT

The EOC will be staffed with available personnel and equipped with:

- Radios & cellular telephones
- Maps
- Emergency supplies
- Shut down procedures & drawings
- Emergency response and evacuation plans

COMMUNICATIONS

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

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

10. STAFF RESPONSIBILITIES

PRESIDENT

The President, or his/her designee, is responsible for the overall direction of campus emergency operations.

ADMINISTRATORS

Every administrator has the following general responsibilities during any emergency:

- Inform all employees under their direction of the emergency situation
- Evaluate impact that the emergency has on their area of responsibility, and in concert with established command structure, take appropriate action. This may include ceasing operations and initiating building evacuation.

FACULTY AND SUPERVISORS

Each faculty member and supervisor has the responsibility to inform his/her students and/or employees of the emergency and initiate emergency procedures as outlined in this plan and directed by the established incident command structure.

SCC BUILDING MONITORS

Initiate building evacuations, communicate life threatening situations and property damage, calm and organize assembly areas.

EMPLOYEES

College employees have the obligation to understand and know what actions to take during an emergency. If employees have any questions they should contact their supervisors.

11. EMERGENCY CONTACTS

INTERNAL CONTACTS:

Main Campus Line.....	206-546-4101
Campus Operator.....	Dial 0
Campus Security Office/Daytime Emergencies...	206-546-4633/ext.4633
Campus Security Emergency Ext. After Hours....	4499
After Hours Security Officer.....	206-235-5860 (cell)
Director of Safety and Security.....	4503
Plant Operations.....	4514
Counseling Center.....	4559
Women's Center.....	4715

EXTERNAL CONTACTS:

Police/Fire/ Medical Emergencies.....	911 (9-911 Inside Phone)
Shoreline Police Department (Non-Emergency)...	206-296-3311
Shoreline Fire Department (Non-Emergency)	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 Clinic - 24 hour Crisis Line.....	206-461-3222 or (800) 621-4636
Center for Battered Women– (24 Hr. Crisis Line)	(425) 25-ABUSE (425-252-2873)

EMERGENCY ALERT LOCATIONS:

- 800 building north side upper level
- 1300 building north side
- 1500 building NW corner
- 1800 building NE corner
- 2000 building south end lower level

- 2500 building north end lower level
- 3000 building west side - upper level
- 9000 building south end on phone tower
- 9000 building north end on phone tower



12. CLASSROOM EMERGENCY PROCEDURES

INSTRUCTOR'S RESPONSIBILITY

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 response or evacuation when necessary. At the beginning of each quarter instructors should:

1. Advise your class of the Emergency Evacuation Procedures posted at building and classroom exits.
2. Conduct emergency procedure discussions during the first week of each quarter.
3. Your students should be familiar with contact information for security and emergency agencies (emergency phone locations, security office, cell phone).
4. Inform persons with disabilities of evacuation procedures.
5. Understand that it is your responsibility to take charge of the classroom and follow emergency procedures in all building emergency situations, including fire drills.
6. Ensure the safe evacuation of persons with disabilities. If necessary, request assistance from other members of the class.

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

In the event of an alarm, faculty members should adjourn the class and direct students to the closest exit for prompt evacuation of the building and direct them to proceed to the nearest Evacuation Assembly Area.

Faculty members are required to report to security or emergency responders any students who are known to have remained in the building due to a disability or injury.

In the event of an earthquake, building occupants should immediately drop, cover and hold to seek protection from falling objects. Get under a sturdy desk, or drop below the level of the chairs in a theater or lecture room. Once the shaking has stopped, instructors should inform students that the building will be evacuated and that everyone should bring their personal belongings with them.

13. MEDICAL EMERGENCIES


All Shoreline Community College employees and students whether trained in first aid or not, must take precautions to prevent injuries caused by needle sticks, sharp blades, or other sharp instruments or devices. Any direct exposure to blood or body fluids occurring on campus must be reported immediately to the lab/clinic instructor, the immediate supervisor and/or Campus Safety/Security. An incident report for all known direct exposures to blood and/or body fluids must be filled out and submitted to the Campus Safety/Security Office within forty-eight (48) hours of the incident.

In a medical emergency:

1. Immediately notify the Security Department at 206-546-4633, or afterhours the on-duty Security Officer at 206-235-5860/ext. 4499. If the injury is severe, call 911 and your supervisor and/or department head.
2. If the person is exhibiting the symptoms of a heart attack, send someone to retrieve the nearest automated external defibrillator (AED). Be sure to notify security so they can also dispatch the security AED.
3. Information to Communicate:
 - 1) your name
 - 2) location
 - 3) department
 - 4) telephone extension you are calling from

4. If 911 has been called, send someone to the entrance of the building to direct emergency medical personnel to the location of the victim.
5. Return to the victim. Keep the victim as calm, comfortable and as warm as possible.
6. Provide first aid appropriate to the immediate situation.
7. Do not move the injured person except in situations where further injury or danger exists (i.e., falling debris or fire).
8. Do not administer medication, food, water or stimulants.
9. Remain with the victim until Safety and Security personnel arrive.
10. The responding Security Officer will complete an Incident/Accident Report regardless of the severity of the injury or illness.

14. AUTOMATIC EXTERNAL DEFIBILATOR (AED) LOCATIONS:

	<p>Bldg. 800 Main hallway, next to the main fire panel</p> <p>Bldg. 9000 Main front hallway, next to electrical room #9204</p> <p>Bldg. 1000 Main hallway, next to storage closet</p> <p>Bldg. 1600 Main Lobby, West wall near Men's restroom</p> <p>Bldg. 2300 Main front hallway, across room #2307</p> <p>Bldg. 2500 Dental Hygiene lab area, north wall</p> <p>Bldg. 2700 Center room between four classrooms, AED is directly above the ice machine</p> <p>Bldg. 2900 Main front lobby of room #2910</p> <p>Bldg. 3000 Main hallway, across from Athletics Office</p> <p>Bldg. 4000 Main front hallway, next to main TV monitor</p> <p>Bldg. 5000 2nd level main hallway, across from room #5202</p>
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15. BLOODBORNE PATHOGENS FIRST AID PROGRAM

Bloodborne diseases are spread from human to human when blood or other potentially infectious material from an infected person enters the blood stream of another. This can occur from injection through the skin, through non-intact skin (cuts, abrasions, chapping), through the mucus membranes of the mouth or eyes. Infected persons often do not know they are infectious or are unable to convey the information to responders.

First aid responders should use the principle of **Universal Precautions** and treat all blood and bodily fluids as if they were infectious. Block exposure by using personal protection equipment; i.e. gloves and masks.

If you come in contact with blood or bodily fluids:

- Wash vigorously with soap and water
- Apply antibiotic and sterile dressing to any wounds
- If you get blood in your eyes flush with large amounts of water
- Report the incident to your supervisor immediately and seek post-exposure medical treatment within 24 hours.

Prevention of exposure to employees and students will be accomplished by the following:

- Identify items or potential incidents involving contamination with blood or other potentially infectious material
- Identify jobs and procedures that could present a risk to employees and students
- Develop proper work practices
- Determine proper personal protective equipment and devices
- Develop proper cleaning and disinfecting procedures
- Identify appropriate disposal methods
- Train the affected employees and students about the diseases, routes of infection, work practices and equipment

Employees of the college should report potential bloodborne pathogen exposures to their supervisor and SCC security to determine the appropriate post exposure procedures to be followed. These procedures are required by the Washington Department of Labor and Industry Bloodborne Pathogen Standard.

Students who are exposed should consult their doctor.

First Aid Kit Protective Devices:

All first aid kits should be equipped with the following:

- Medical examination gloves (vinyl or nitrile)

- Eye protection
- Personal protection devices for performing mouth-to-mouth resuscitation during Cardio Pulmonary Resuscitation (CPR)
- Disinfecting towelets for instances when running water and soap are not immediately available
- Bandages, gauze, wound cleaning and antibiotic ointments

16. BOMB THREAT:

- **Immediately report all bomb threats to SCC Security**
- If you are taking the call have someone else call security
- Try to keep the person on the line
- Check for caller ID
- Ask questions: who, what, where, why?
- Pay attention to details, i.e. background noise, accent
- Keep them on the line as long as possible
- Don't hang up the phone

QUESTIONS TO ASK:	CALLER'S VOICE:
When is the bomb going to explode?	a. Calm
Where is it right now?	b. Disguised
What does it look like?	c. Angry
What kind of bomb is it?	d. Accent
What will cause it to explode?	e. Excited
Did you place the bomb?	f. Familiar
What is your address?	g. Slow
What is your name?	h. Deep
Sex of caller:	i. Rapid
Does the voice sound familiar?	j. Nasal
Race or nationality of caller:	k. Soft
Who did it sound like?	l. Stutter
Age of the caller:	m. Loud
Length of call:	n. Lisp
Time of the call:	o. Laughter
	p. Raspy
EXACT WORDING OF THE THREAT:	THREAT LANGUAGE:
_____	1) Crying
_____	2) Normal
_____	3) Well spoken
_____	4) Deep breathing
_____	5) Educated
	6) Taped
	7) Cracking voice
	8) Distinct
	9) Reading
	10) Foul
	11) Irrational
	12) Ragged
	13) Clearing throat
	14) Slurred

17. EARTHQUAKE

Do not attempt to run out of a building during the shaking.

Drop, Cover and Hold



A.Duck B.Cover C.Hold

Drop – get your head below the level of surrounding furniture

Cover – crawl under tables or desks to cover your head

Hold – hold in that position until the shaking stops. If under a desk or table, hold on to a leg so that it does not move away from you or smash your fingers

Nothing to get under: get up against a wall where there are no windows or hanging objects, drop to your knees and cover your head and neck with your arms

After an Earthquake:

If the shaking was severe, evacuate the building.

1. Time is not as crucial in evacuating after an earthquake as with a fire.
2. Gather your coats, keys, umbrellas and backpacks before exiting the building. You may not be able to get back in.
3. Proceed to the nearest evacuation assembly area.
4. Instructors should take the class roster to the evacuation assembly area to help account for students.
5. Building Monitors should search the area to make sure everyone is alright.
6. Do not move the seriously injured unless they are in danger.

7. Administer first aid, if necessary.
8. Building Monitors should observe and report injuries, observations, and physical damage seen or reported to them.
9. Do not use the telephone, light switches, matches, candles, or other open flame unless you are absolutely certain there is not natural gas leaking.
10. Be prepared for aftershocks.

18. FIRE

Immediately sound the alarm by using a fire pull box, calling 911 or calling security. No organized firefighting efforts should be attempted. Small fires may be fought using a portable fire extinguisher under the following conditions:

- The fire is small and just beginning
- You have an escape route
- You do not take too long doing it, and
- You can do so without breathing the smoke.

When calling 911 tell the dispatcher:

- Your Name
- The building number
- If anyone is injured

If you called 911 first, immediately contact the Safety & Security Department afterward.

19. BUILDING EVACUATION

- Know at least two ways out of the building from your regular workspace.
- Grab only necessary personal items.
- Know the location of the nearest evacuation assembly area.
- Try to make sure that all those near your location evacuate quickly and check nearby rest rooms, copier rooms, storage rooms, etc., as you exit.
- Do not use the elevator. Use the nearest stairway.
- If requested, accompany and assist persons with disabilities.
- Shut doors as you leave. This helps slow the spread of fire and smoke.
- Do not gather at building entrances to avoid interfering with emergency personnel or equipment.
- Proceed to the nearest evacuation assembly area.
- Report unusual circumstances or if anyone was left behind to a Building Monitor.
- Building Monitors will communicate with Security via radio.



- E – Evacuation Site
- Pedestrian Walkway
- Stairs
- Walkway Grade Not Compliant With ADA Standard
- Gravel Walkways

Revised June 1, 2010

20. ASSISTING PERSONS WITH DISABILITIES IN AN EMERGENCY

THINGS TO KNOW

- People with disabilities may need more time to evacuate in an emergency.
- The needs of older people may be similar to those of persons with disabilities.
- Because disaster warnings are often given by audible means such as sirens and radio announcements, people who are deaf, or with hearing loss, 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.
- Some individuals, such as people who are blind or partially sighted, may be reluctant to leave familiar surroundings when the request for evacuation comes from a stranger. Be prepared to assist these individuals as emergency conditions may require. A guide dog may become confused or disoriented in a disaster. People who are blind or partially sighted may have to depend on others to lead them, as well as their dog, to safety during a disaster. When guiding a person with vision impairment do not grab their arm or hand to guide them. This makes them uncomfortable and you may be moving them too fast. Offer your arm for them to hold on to, that way they are in control of the speed you are moving. They can let go or pull you back according to their needs.
- Unless their life is in immediate danger, do not attempt to remove and carry people who use wheelchairs or mobility devices. They may be vulnerable to internal injuries if handled incorrectly.
- 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.
- Many respiratory illnesses can be aggravated by stress. In an emergency, oxygen and respiratory equipment may not be readily available.
- 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.

THINGS TO DO BEFORE AN EMERGENCY

1. Regard a person with a disability as the best expert in his or her disability and ask for advice before lifting or moving the person.
2. If the person is a employee, prepare an emergency plan for each person with a disability. Identify the assistance they would need and share this information with your supervisor and coworkers. Identify who will assist them in an emergency.

DURING AN EMERGENCY

1. If the evacuation alarm sounds, assist the individual in evacuating the building.
2. Explain to them that they need to leave the building.
3. Explain to them that there is not an immediate danger (unless there is). Calmly, but efficiently, help them gather their personal belongings and any mobility tools, medications, or equipment they may need, i.e. portable oxygen tanks.
4. 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. unless it is absolutely necessary.
5. Assist them to the nearest evacuation assembly area.
6. Be a source of information on the event. Communication can be accomplished by writing brief notes on a piece of paper explaining the situation and plan of action.

Never attempt to carry a person in a wheel chair or mobility device down stairs.

STRYKER EVACUATION CHAIR

The Stryker chair is essential for the safe evacuation of non-ambulatory people during an emergency in multi-story buildings. The College has 5 Stryker Chairs in the locations listed below. A 7 minute training video is available and it's recommended that staff and faculty become familiar with the location and basic operation of the Stryker Chair.

Locations:

- **2000 (VCT)**
- **2500 (DENTAL HYGIENE)**
- **4000 (LIBRARY)**
- **5000 (FOSS)**
- **9000 (PUB)**

Training Video: <https://www.youtube.com/watch?v=ZAflqp8DJR0&feature=youtu.be>

21. HAZARDOUS WEATHER RELATED EMERGENCIES

In the event of impending threatening weather, check the College's website, e-mail system, or emergency alert text message for information concerning the weather.

If threatening weather is about to affect the campus with limited advance warning:

1. Close all windows and doors In your immediate work area. Go to an inner hallway or room as close to the center of your building as possible.
2. Sit on the floor away from doors and windows.
3. Do not attempt to go back to your work area or leave the campus.

If you are at home and hazardous weather conditions have been forecasted, watch or listen to local media outlets for announcement on school closures. A message will also be recorded on the college's main directory number 206-546-4101, and the college's web site.

SUSPENDED OPERATIONS

POLICY 6030

It is the policy of Shoreline Community College that its campus facilities will be open on a regular schedule. All employees are expected to report to work as regularly scheduled, including weekend or evening work, as pre-arranged. In circumstances of emergency conditions (hazardous weather conditions, natural disaster, or other emergency) the president of the college (or designee) may suspend operation of all or any portion of the college, and release employees from work in accordance with the procedures for reporting employee absences and suspended operations.

PROCEDURES FOR POLICY 6030

1. The president (or his/her designee) will evaluate the circumstance presented, determine if health, property or safety is jeopardized, and if necessary, declare that either all or part of the college operations are suspended.
2. The president will notify the Public Information Office or designee of any change to college operations. The Public Information Office will then be responsible for informing the campus community by disseminating a message through an all-

campus voice-mail, all campus e-mail, the college website and/or the college's main campus phone. Local TV and radio stations will also be notified.

3. During the time of suspended operation, some essential functions may need to continue (e.g., plant operations, security). The administrator of those departments will develop in advance, and share with affected staff, an emergency employee work plan.
4. If conditions warrant partial/full closure before the work day begins, employees should utilize one or more of the following:
 - monitor your phone and text messaging for an emergency alert message
 - listen to a Seattle radio or television station for broadcast of closure due to inclement weather:

Radio

KIRO - 710 AM
KOMO - 1000 AM
KIRO – 97.3 FM

Television

KIRO - Channel 7
KOMO - Channel 4
KING – Channel 5

- call the main campus telephone number (206-546-4101) to listen for a message regarding the status of college closure
- check the college website
- if the closure occurs after employees have reported for work, monitor your work email, voicemail, and text messaging for notification
- for evening operations, the decision to close the college will be made, if at all possible, by 3:00 PM
- for weekend operations, the same procedures listed above will apply

Employees should plan come to work unless broadcast announcements specify that ***“all operations are closed.”*** If the message ***is “classes are cancelled, however, the college is open for business operations,”*** administrative/exempt and classified employees should plan to be at work or take leave in accordance with the procedures for reporting employee absences during college closure or suspended operations.

22. UTILITY FAILURES

If utility failure occurs during regular hours, Monday through Friday, 8 AM to 4:30 PM, notify **Facility Operations ext. 4514 or 6678**.

Campus Security: Call the office at 206-546-4633 or Ext 4633. After hours, call the on-duty security officer at 206-235-5860 or ext. 4499.

PLUMBING FAILURE / FLOODING

Stop using all electrical equipment immediately. Vacate the area, if necessary. Notify Facility Operations Ext. 4514 or 6678.

GAS LEAK

If you smell gas immediately stop all operations. Evacuate the building. Do not use phone, light switches, or ANY electrical equipment. Electrical arcing can trigger an explosion! Call Facility Operations at ext. 4514 and the Security Office at 206-546-4633 or Ext 4633. After hours, call the on-duty security officer at 206-235-5860.

VENTILATION PROBLEM

If smoke odors come from the ventilation system, notify Facility Operations Ext. 4514 or 6678. If visible smoke comes through:

- Activate a fire alarm or call 9-1-1
- Immediately notify Security
- Evacuate the area

ELEVATOR FAILURE

If you are trapped in an elevator, use the Emergency Call Box located under the elevator control panel. This will notify the SCC campus alarm company of the situation. They will immediately notify Campus Security. A Security Officer will investigate the alarm. If someone is stuck in the elevator, Security will notify Facilities and the Fire Department..

23. POWER OUTAGE

ALL STAFF

- Stay calm
- Wait for instructions from Campus Security or Facilities Personal
- If the power outage is anticipated to be of a short duration, normal operations will be resumed as soon as possible.
- If the power outage is anticipated to be of a long duration, campus security and facilities personnel will provide guidance. Look for emergency alert information.

FACULTY

- If sufficient light exists for instruction classes should continue. Otherwise, students are to be dismissed following emergency information.
- 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.

SUPPORT STAFF

- If the power outage occurs during the day, staff should stay in place and await instruction from their supervisor or emergency alert information.
- Turn off office equipment/light switches.
- Shut off computer systems (CPU, monitor and printer) according to established procedures.

24. HAZARDOUS MATERIALS LEAK OR SPILL

(Flammable, Toxic, Corrosive, Cryogenic)

In order to determine the appropriate response to a chemical or hazardous material release you must immediately assess the level of danger to you and anyone in the vicinity. Ask yourself these questions:

- Is the spill producing gases, vapors or strong odors?
- Is the spill causing me to cough, gag choke or have burning eyes?
- Is the spilled container marked flammable or toxic?

If the answer to any of these questions is yes, **immediately**:

1. Warn others to evacuate the area.
2. Report the incident to security.

Note: If security is not immediately available and you believe the incident is serious, call 911 directly, and then notify security as soon as possible that 911 has been called.

3. Tell the call taker your name, location and provide the following information:
 - a) What happened
 - b) Current status
 - c) Chemicals involved
 - d) Number of known injuries, if any.

The security office will dispatch security officers to the scene to investigate and assist in the fire response.

If a chemical is spilled or a chemical container begins leaking or is spilled, and if in the judgment of the persons responsible, such materials present any danger to them or the other building occupants, the following steps should be taken:

- Isolate the spill area by closing doors to confine any smoke, vapors or fumes.
- If possible shut down the HVAC system for the room.
- If the spill is large and others in the building are potentially in danger, sound the building fire alarm and begin evacuation.
- Immediately notify the Safety and Security Department at 206-546-4633 or after hours, the on-duty security officer at 206-235-5860. Give your name, department, and location of the emergency.
- If the fire alarm has not been activated, call 911.
- Evacuate to the nearest evacuation assembly area.
- Do not return to the building until instructed that it is safe to do so.

- Suspected gas leaks or suspicious odors should also be reported as stated above so that appropriate action can be taken.

25. SUSPICIOUS MAIL OR PACKAGE



- Do not panic
- Do not open, shake, or empty the contents
- Place it on the nearest counter or desk
- Leave the immediate area and warn others to stay away from the package
- Call SCC security
- Call your supervisor

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

IF YOU OPEN A PARCEL CONTAINING SUSPICIOUS MATERIAL

- Put it down where you are
- Do not move the contaminated material
- If any material spills out of the letter or package, do not try to clean it up and do not brush off your clothes as this could disperse material into the air
- If the material is corrosive or presents an immediate danger, wash your hands
- Close the door to the area where the suspicious parcel was opened and do not allow others to enter the area

IMMEDIATELY CONTACT SECURITY - Stay at the scene to report and answer questions from security and police.

26. ARMED INTRUDER OR SHOOTER ON CAMPUS

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

1. As soon as it is safe to do so, **first call 911** then call Security at 206-235-5860.
2. To determine the best course of action in the moment, quickly consider the options of “RUN, HIDE, FIGHT”, as provided in the on-campus training.
3. Give police and security as accurate a description of the situation and person or person(s) involved as you can:
 - Physical description
 - Type of weapon (if seen or known)
 - Direction of travel
 - Building entered
 - Clothing
 - Height
 - Weight
 - Gender
4. If 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 – do not huddle together
 - Remain as calm and quiet as possible
 - Keep classroom or offices secure until police or security arrive and give further direction.

27. HOSTAGE SITUATION:

Immediately evacuate the area if safe to do so. Call 911 and security at ext. 4633 or after hours at ext. 4499 or 206-235-5860. Give the following information:

- Your name
- Location of the incident (be as specific as possible)
- Number of hostage takers
- Physical description and names of hostage takers, if known
- Weapons the hostage takers have, if seen or referred to
- Your current location and phone number

If you are taken hostage:

- **Remain calm.** Calmness is contagious, and that's because nobody else is calm in this situation. Keep in mind that you have to acknowledge the hostage-taker's emotions. Avoid being aggressive. Always try to speak slowly, softly and clearly to the hostage-taker. Even the hostage negotiator cannot be judgmental; s/he must use soothing words.
- **Be observant and take a mental picture of everything around you.** Do the doors in the room open inward or out? Put together a description of the hostage-taker and what he's wearing. Does he have a weapon? Which hand is it in? Is he alone?
- **Speak only when spoken to.** The hostage has no value to the criminal. The hostage is only a tool to get what he wants from the authorities. You should treat the hostage-taker like royalty. Avoid being aggressive, and discard items he would consider a threat. If you speak to the police on the phone with permission, only give yes or no answers.
- **Don't try to escape or be a hero.** His bullet goes 1,200 feet a second, and you only go two feet a second. Don't try to think that you could physically take that person out. Keep in mind it's just as much in the criminal's interest as it is yours to not let a situation get violent.

WHEN POLICE ARRIVE FOR A RESCUE SITUATION:

- If the police enter, Do Not Run. Hit the ground and stay low. Stay out of the line of fire which is from the waist up.
- Lie on the floor and remain still. Keep your hands empty and visible.
- Spread your fingers so that the police can see that you do not have a weapon.
- Do not make any sudden moves that a police officer may interpret as hostile or threatening.
- Wait for instructions and obey all instructions you are given.

- **If you are evacuating the scene you should leave everything behind.**
- Hold up your hands with your fingers spread as you proceed so the arriving police officers will not confuse you with the gunman.
- Do not resist or argue, as a police officer doesn't know whether you are a captor or a hostage. 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 be resolved.
- You will be taken to a safe area, where proper identification and status will be determined.

28. FIGHTS OR PHYSICAL ABUSE

Notify security immediately at ext. 4633 or 206-546-4633; After hours at ext. 4499 or 206-235-5860, if you observe the following:

- A hostile situation that is in progress, such as a yelling, threatening language, or a physical confrontation.
- Acts of violence, threats in the workplace, or other conduct reasonably indicating that violence is imminent.
- If you witness a criminal or violent act, or if you notice a person(s) acting suspiciously on campus, immediately notify Campus Security. Let them know whether the person has a gun or other weapon, his/her last known location, a description, and other pertinent information.
- If you witness a fight or some other physical abuse, do not become involved. Immediately contact security.

29. 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 institution, or in which violence, property damage, or other unlawful behavior occurs, is unlawful.

If you have a question about whether a demonstration is unlawful, call security at 206-546-4633

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

1. Immediately call security at ext. 4633/ 206-546-4633 or police at 911.
2. If inside, lock doors where possible and attempt to isolate the disturbance.
3. Take steps to protect your own safety and the safety of other faculty, staff, and students.
4. If outside, direct others to immediately leave the area.

30. CRIME IN PROGRESS OR SUSPICIOUS PERSON

1. Do not attempt to apprehend or interfere with the suspected perpetrator, except for self-protection.
2. If safe to do so, stop and take time to get a good description of the perpetrator/subject:
 - Height, weight, sex, color, approximate age, hair color, distinguishing physical marks, and clothing
 - Method and direction of travel; If the subject is entering a vehicle, note the license number, make and model, color, and outstanding vehicle characteristics
 - Subject's name, if known.
3. All this takes only a few seconds and is of the utmost assistance to the investigating officers.
4. Call the security office at ext. 4633, 206-546-4633, or if after hours, the on-duty security officer cell phone at 206-235-5860 / ext. 4499, or call 911.
 - Give your name, location, and department
 - Advise them of the situation, and remain where you are until contacted by an officer.
5. In cases of theft, property damage, illness, or injuries, contact Security at 206-235-5860 or ext. 4633.

31. DISRUPTIVE STUDENT BEHAVIOR

Disruptive student behavior in a classroom or other learning environment is behavior which disrupts the educational process. Disruptive class behavior for this purpose is defined by the instructor. Such behavior includes, but is not limited to: verbal or physical threats, repeated obscenities, unreasonable interference with class discussion, making/receiving personal phone calls or pages during class, leaving and entering class frequently in the absence of notice to instructor of illness or other extenuating circumstances, and persisting in disruptive personal conversations with other class members. For purposes of this policy, it may also be considered disruptive behavior for a student to exhibit threatening, intimidating, or other inappropriate behavior toward the instructor or classmates outside of class.

PROCEDURE

When disruptive behavior occurs in the class, the instructor shall make reasonable effort to address the disruption with the student, preferably in private. Shoreline Community College encourages faculty members to try to resolve problems informally whenever possible. Toward that end, the instructor and student may consult with the division dean, office of the vice president of student services, or the department of safety and security to discuss ways to resolve a situation. Individual deans may have supplementary procedures to deal with disruptive student behavior so long as those procedures are consistent with college policy.

INSTRUCTOR'S RESPONSE TO DISRUPTIVE BEHAVIOR

When disruptive behavior occurs in a class:

1. The instructor will warn the student. The warning will consist of orally notifying the student that his/her behavior is disruptive and that it must cease immediately or the student will face removal from the class.
2. If the student fails to comply with the instructor's warning, the instructor may require the disruptive student to immediately leave the classroom for the remainder of the class period. If the student refuses to leave, the instructor may summon security to remove the student.
3. If the instructor believes the disruptive behavior poses an immediate threat to the safety of the instructor, the student, or any other students or persons, the instructor may summon security to remove the student, regardless of whether a warning has been issued. This action should be immediately reported by the instructor to their dean, the vice president for student services for review with respect to whether the student's behavior poses an imminent threat to self or others such that s/he should be removed from the college, pending disciplinary proceedings.

IF AT ANYTIME YOU FEAR FOR YOU PERSONAL SAFETY OR THAT A SITUATION MAY BECOME UNSAFE, ATTEMPT TO REMOVE AND/OR RELEASE STUDENTS AND OTHERS WHO MAY BE IN DANGER. IMMEDIATELY CONTACT 911 AND SECURITY AT 206-546-4633 OR EXT. 4633; AFTER HOURS – 206-235-5860.

32. WORKPLACE VIOLENCE:

Depending on the stage of the incident, call security at 206-546-4633, or ext. 4633, or call 911. If 911 is called first, then also call security.

1. If there is a threat of violence, leave the area immediately. If not possible, try to lock yourself in a secure office or area away from the suspected subject.
2. When safe to do so, call security and 9-911 on any campus phone. Give security or police as many descriptions and details as requested.

EXAMPLES OF WORKPLACE VIOLENCE:

- Verbal threats of any kind whether direct or implied
- Physical conduct, such as pushing, shoving or striking, that harms or is perceived as having the potential to harm any person or property
- Conduct that harasses, disrupts, or interferes with another individual

POTENTIAL WARNING SIGNS:

- Veiled or actual verbal threats of any kind, whether perceived or actual
- Demonstrated fascination with weapons or violence
- Expressions of hopelessness or anxiety
- Insubordinate behavior
- Dramatic change in work performance
- Other violent behaviors, including destruction of property
- Drug or alcohol abuse

RISK FACTORS THAT CONTRIBUTE TO WORKPLACE VIOLENCE:

- Termination of employment
- Disciplinary actions
- Ongoing conflicts between employees
- Domestic or family violence
- Financial problems

33. REPORTING EMERGING OR POTENTIAL THREATS

An emerging or potential threat is one where you believe a situation has the potential for becoming violent over time because it exhibits one or more of the violence warning signs. Take these concerns seriously and report them so intervention can be taken.

Step 1: Report the situation to security at ext. 4633.

Step 2: Alert your supervisor and/or the human resources department to the situation.

Step 3: If a student is involved, alert a member of the College's Shoreline Threat Assessment Team (STAT). Visit the STAT website on how to report at:

<http://www.shoreline.edu/stat/default.aspx>

34. PSYCHOLOGICAL CRISIS

A psychological crisis exists when an individual is threatening harm to himself/herself or to others, or is out of touch with reality due to a severe drug reaction or a psychotic break. Hallucinations, uncontrollable behavior, or complete withdrawal may manifest a psychotic break.

To report a psychological crisis call security at 206-546-4633 and tell the call taker or officer the following:

- Your name
- Your location
- The nature and location of the incident
- Clearly state that you need immediate assistance
- If it is safe to do so, stay on the line until an officer arrives.
- Never try to deal with a potentially dangerous situation by yourself
- Report any suicide attempt to security and/or call 911.

24 - Hour Crisis Line
866-4-CRISIS (866-427-4747)
206-461-3222 TDD 206-461-3219
Resource: www.crisisclinic.org

35. PANDEMIC AND COMMUNICABLE DISEASE

One of the most important public health issues our nation and the world faces is the threat of a global pandemic disease outbreak. Influenza, SARS, or other diseases have the potential to cause more death and illness than any other health threat. Institutions of higher education will be severely impacted due to the nature of campus life such as international travel by students, faculty, and staff and the proximity by which members of each campus community function day to day. In order to lessen the impact a pandemic disease outbreak can have on a college, local, state, national and international organizations recommend a pandemic response plan be in place.

COMMUNICABLE DISEASE CONTROL PROCEDURES

Shoreline Community College is very concerned about the health and well-being of the faculty, staff, students and campus community and includes this set of procedures in an effort to ensure that everyone has a basic knowledge of how to help protect themselves from person to person transmission of communicable diseases.

This document is not intended to be a medical reference and anyone with personal health concerns should contact his/her physician. The following are common sense recommendations provided by the Centers for Disease Control (CDC) to prevent or slow the transmission of a viral respiratory disease.

All persons should frequently wash their hands after direct hand contact with others, or after contact is made with surfaces that may have been contaminated such as doorknobs, phones, keyboards or classroom desks. When washing your hands use the following technique:

- **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
- **Lather** your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.
- **Scrub** your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
- **Rinse** your hands well under clean, running water.
- **Dry** your hands using a clean towel or air dry them.
- Avoid infecting others. Cover your mouth and nose with tissue, a handkerchief, or shirt sleeve when coughing or sneezing.
- Employees who are ill are advised to call a supervisor to discuss staying home until the employee is healthy.

- Those designated as critical employees and who are not ill should consider using disposable gloves, a surgical mask or workplace respiratory mask known as an N95 when working.
- Discuss with a supervisor whether some or all of an employee's work could be performed via internet from home.

The president or his/her designee will evaluate the circumstance presented, consult with the King County Department of Public Health to determine if public health, property, or safety is jeopardized, and if necessary, declare that either all or part of the college operations are suspended.

If conditions warrant partial/full closure before the work day begins, employees should utilize one or more of the following:

- Access their work phone mail, work email, emergency alert messaging via text message; or visit the college's website
- Call the main campus telephone number 206-546-4101 to listen for a message regarding the status of college closure.

36. HELPFUL LINKS & ADDITIONAL RESOURCES

Please visit: <http://new.shoreline.edu/safetyandsecurity/>

1. Active Shooter Training Videos
2. Stryker Chair Training Video
3. Stryker Chair and AED Location Map
4. Evacuation Map
5. Parking for Cars, Bicycles and Motorcycles Maps
6. Smoking shelter locations
7. Citation Appeal Forms and Instructions; Frequently Asked Questions
8. Shuttle Service hours and locations for off-campus parking
9. Disaster Preparedness Links
10. Emergency information and “Emergency Procedure” Poster
11. Intruder/Suspicious Person Procedures
12. Information regarding Registered Sex Offenders on campus
13. Safety Tips
14. Relationship/Domestic Violence - Informational links, phone numbers and assistance with relationship and domestic violence.

37. PLAN MAINTENANCE & IMPROVEMENT

This plan will be updated as needed with to include changes in procedures, contact information, resources and organizational changes; including changes in the chain-of-command and line-of-succession. At a minimum the entire plan will be assessed and updated annually. Updated plans and revisions shall be submitted to SCC Emergency Management for posting on the SCC website. Revisions and changes to the plan will be tracked in Appendix C.

APPENDICES

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