
EMERGENCY PREPAREDNESS PLAN

October 2020

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

**2600 N. 20th Ave., Pasco, WA 99301
Security: 509-542-4777 or ext. 7777**



Table of Contents

Introduction	2
I. Four Phases of Emergency Management	2
A. Operations.....	2
II. Authorization to Activate Emergency Preparedness Plan	3
A. Alert/Threat Levels & Types of Incidents	3
III. Responsibilities	4
A. Incident Commander	4
B. Emergency Operations Center	4
C. All Employees	5
D. Building Captains	6
IV. Definitions and Other Information	6
A. Definitions	6
B. Emergency Communication Tools.....	8
V. Emergency Procedures	9
B. Lockdown	9
C. Evacuation	10
Building Evacuation	10
Pasco Campus Evacuation	10
Richland Campus Evacuation	13
D. Armed Intruder/Hostage Situation	14
Guidance to faculty, staff and students	15
E. Bomb Threats	17
F. Hazardous Materials Release	19
G. Earthquake	20
H. Medical	21
I. Fire.....	21
J. Volcanic Eruption	22
K. Civil Disturbance.....	22
L. Flooding.....	23
M. Power Failure.....	23
N. Suspicious Package.....	24
VI. Emergency Evacuation for Persons with Physical Disabilities	25
VII. Emergency Operation Center - Equipment	26

Introduction

The basic emergency procedures outlined in this Emergency Preparedness Plan (the “Plan” or “EOP”) are designed to inform and prepare Columbia Basin College faculty, staff and students in the event of 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 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. Columbia Basin College will operate an Emergency Operations Center (EOC) in the event of an emergency. The Incident Commander shall be the President or designee. CBC 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, but 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. This Plan will address large scale disorders and natural/human-made disasters.

Note: CBC has various entities and partners located on the CBC campus, such as private contractors, local school districts, apprenticeship programs, etc. Special considerations may apply given the population served for and by those entities, such as the Childcare Center in the A Building. Other entities with adult populations will follow the Plan.

I. Four Phases of Emergency Management

The EP 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:

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	Campus opening delayed due to inclement weather. CBC ENS Alert indicates delayed start due to inclement weather. Staff will report to work at the time indicated and classes begin at time indicated, which may be different or the same.
	All campuses are closed. CBC ENS Alert indicates closed campus(s) due to inclement weather. All operations, classes and activities are canceled and administrative offices closed.
	CBC campuses will close early for operations, classes and activities due to inclement weather. CBC ENS Alert will indicate time of closure resulting in closed campus.

II. Authorization to Activate Emergency Preparedness Plan

The authority to declare a campus state of emergency rests with the Incident Commander or designee 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 escalation to a higher 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 or designee. 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
A community, region or nationwide emergency that seriously impairs or halts the operation of the College.	A serious emergency that completely disrupts one or more operations of the College and may affect mission-critical functions or life safety.	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.	Incidents that happen during daily operations that require minimal internal or external resources and do not affect the daily operations of the College.

<ul style="list-style-type: none"> ▪ Mass casualties ▪ 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 ▪ Violent criminal behavior ▪ Campus-wide power outage ▪ Bomb threat ▪ Laboratory explosion ▪ Suicide ▪ National terrorist incident ▪ Workplace violence ▪ Public health threat ▪ Severe weather ▪ 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 ▪ 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
EOC Activated	EOC Activated	EOC Notifications	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 Campus 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 Campus 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, CPR and building evacuation procedures.

A. Incident Commander

The Incident Commander or designee 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 and 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

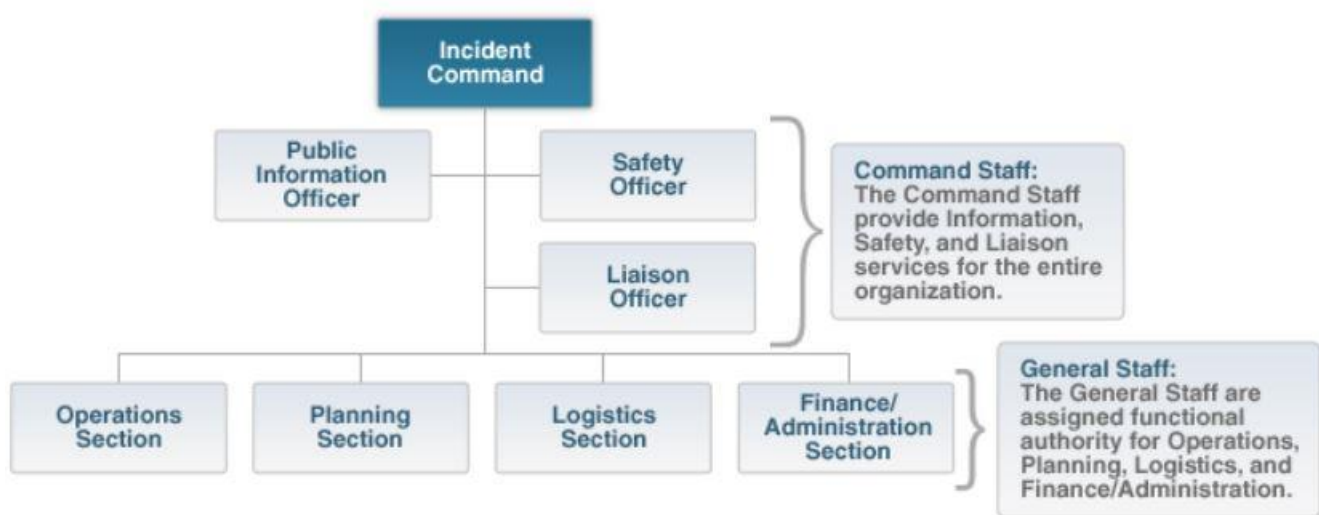
The Emergency Operations Center is the designated location from which the CBC Emergency Operations Team will coordinate and gather the appropriate resources for the situation. The primary location for the EOC is the Administration Building Boardroom. In the event that the Boardroom is part of the emergency or is unsafe, the secondary location will

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be determined elsewhere on campus outside of the emergency area or adjacent to the campus, such as the Red Lion Hotel. The EOC will use established procedures for guidance to protect the health, assets and safety of the College and its community.

The 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
- Administrative Services
- Instruction
- Residential Life



The organizational structure must be predetermined, accepted and planned. The Plan must also be reviewed annually by members in 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 Captains

Full-time (administrative/exempt/classified/faculty) employees employed with the College volunteer and serve as Building Captains. The primary responsibility of a Building Captain is to help with building evacuation and security, casualty reporting and communication with the Campus Security Office on building status. Each building, regardless of size, will have two Building Captains (with the exception of the Columbia Basin Access Center (CBAC)). Those Building Captains will then 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 Captains should pre-plan and review with building staff, on a quarterly basis, the appropriate evacuation process for their assigned buildings:

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.).

During an emergency, Building Captains are responsible for reporting to Campus Security at 509-542-4777 or ext. 7777 to report the building is clear of people.

IV. Definitions and Other Information

A. Definitions

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

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

Campus Operational Statuses:

- **Campus Open:** Columbia Basin College is observing normal operating hours and activities.
- **Campus Closed:** All CBC campuses are closed due to inclement weather conditions. All operations, classes and activities are canceled. Only those employees identified as essential personnel will remain on campus. During emergencies, no one should return until a returning procedure or notification is announced.
- **Early Release/Closure:** All CBC campuses will close early for operations, classes and activities due to inclement weather or other safety issues such as pending interruption of power, etc. CBC ENS Alert will indicate time of closure resulting in closed campus.
- **Campus Emergency:** An emergency that threatens the campus will be announced by several means of communication.

- **Delayed Start:** Campus opening and classes delayed due to inclement weather or other safety issues, such as pending interruption of power, etc. CBC ENS Alert indicates delayed start due to specified reason. Staff will report to work at the time indicated and classes begin at time indicated, which may be different or the same.
- **Lockdown:** The directive “lockdown” 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 – 3 Levels:

- **Minor Emergency:** Any incident, potential or actual emergency, which will not seriously affect the overall functional capacity of the College. Possible examples include but are not limited to weather incidents, small fires, small electrical outages and contained floods.
- **Major Emergency:** Any incident, potential or actual emergency, which affects a large portion of the campus and which will disrupt the overall operations of the College. Possible examples include but are not limited to major weather incidents, explosion/fire, demonstration, power outage, contained hazardous material spill, structural failure and major flooding.
- **Disaster:** Any event or occurrence which has taken place and has seriously impaired or halted the operations 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, wide spread 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 CBC.

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.

Staging Area: A protected location where occupants who require assistance respond during the initial stages of an emergency. The individual requiring assistance and the building captains 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 Email: CBC will use college email to communicate with students and employees during and after an emergency. Timely notifications in compliance with the Clery Act will also be sent through campus email from the Campus Advisory email address.

Columbia Basin College Website: The College website may flash notices or a banner notifying the campus and public of an emergency.

Emergency Notification System (ENS): An emergency text messaging system that allows the college to disseminate important information via text message directly to the cell phone of subscribed users. [Sign up for CBC's ENS.](#)

Local Media: The Campus Security Office and/or the Communications Department will send press releases and make calls to contacts on a local media list.

Social Media: CBC uses its [Facebook](#) page and [Twitter](#) feed to communicate with students, employees and the community during and after an emergency.

The implementation of each tool described above is assigned to an EOC member 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 President's Office or the EOC will send an all staff, faculty and student notification by email. Additionally, division office staff, deans, and/or Campus Security will notify instructors and students in classrooms. ENS text messages will also be sent out to those staff, faculty and students that have signed up to receive ENS text messages.
- **Evening:** Campus Security will notify all faculty, staff and students still on campus by 3:30 pm (if possible).
- **Overnight:** If severe conditions develop overnight (or continue from the previous day), the decision to close campus will be made by 5:15 am (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. Columbia Basin College will do everything it can to prevent the loss of life and property during an emergency.

Minimum Guidelines:

- Always assess if anyone is injured and the severity of injuries. CBC employees should *first call 911 Emergency Services*. Local law enforcement and fire officials will respond to each of the campuses. All emergencies should also be reported to the Campus Security Office at 509-542-4777 or ext. 7777. Employees should then contact their supervisor at their campus.
- 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 Campus Security or the Communications Department.
- Closely monitor all communication channels to keep informed of developments before traveling to campus.

Specific Procedures:

B. Lockdown

Emergency lockdown (or “shelter-in-place”) notification will be announced by campus email system, ENS, landline telephones and/or the EOC. 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 Campus Security and provide as much information as possible. Staff should follow individual building plans, as well as directions from the Building Captains. The goal is to lock exterior doors, lock interior and/or office doors, put up lockdown signs if possible, turn out lights and remain calm and quiet until the all clear. Fire alarms are not to be sounded for a lockdown.

C. Evacuation

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



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

DO



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

DON'T



- DO NOT use the elevator – take the stairs
- DO NOT return to the building until notified by officials

Building Evacuation

- All building evacuations will occur when an alarm sounds and/or upon notification by Campus 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.
- 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.
- In all cases, always use reasonable and prudent discretion in the evacuation process.
- Once outside, proceed to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.

Pasco 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:

After ensuring that the affected building(s) have been evacuated and perimeter security has been established, the Incident Commander or designee, using the EOC, will designate key personnel from facilities to respond to specific parking lot locations.

Due to the complexity and main arterials (A and H Lots), emergency responders will be dispatched to the entrance/exit and mid-point areas for traffic management. Traffic cones and barricades will be secured and located at the stations listed below to assist in traffic control. The cones will be used to prevent vehicles entering the lot from 20th Avenue and Argent Road.

Emergency responders may also be dispatched to secondary parking areas as available. These areas will also be fortified with cones and barricades to assist in emergency exiting. The Incident Commander or designee will direct personnel to these secondary areas and give directives as to traffic flow.

Traffic cones and barricades will be available in the following locations for designated parking areas:

- Each area has a station number below.
 - Take the items from the trailer to assigned station.
 - All stations need signs.
 - Stations with cones (5 each) and signs will not be manned.
 - Place cones and signs and move on to a barricade station.

- Barricade stations need to be manned at all times.

- Signs are two sided, one side to guide traffic out, other side to stop entry.

- Stations:
 1. Barricade at 20th and Sun Willows, sign #1 with arrow right turn/campus closed.
 2. Barricade at East T Lot, sign #2 with arrow right turn/campus closed.
 3. Barricade at Tech Way and Argent, sign #3 with arrow left turn/campus closed.
 4. Barricade at main entrance east side, sign #4 with arrow left turn/campus closed.
 5. Barricade at main entrance west side, sign #5 with arrow left turn/campus closed.
 6. Cones at bus stop roundabout area (use five cones) sign #6/campus closed.
 7. Barricade at Farm Road and Argent, sign #7 with arrow left turn/campus closed.
 8. Cones across road, sign #8 with no entry on both sides.
 9. Cones at corner of south campus loop and Farm Road, sign #9 left arrow exit.
 10. Cones across road, sign #10 with arrow left turn/campus closed.
 11. Barricade at corner of West G Lot and south campus loop, sign #11 arrow left turn/campus closed.

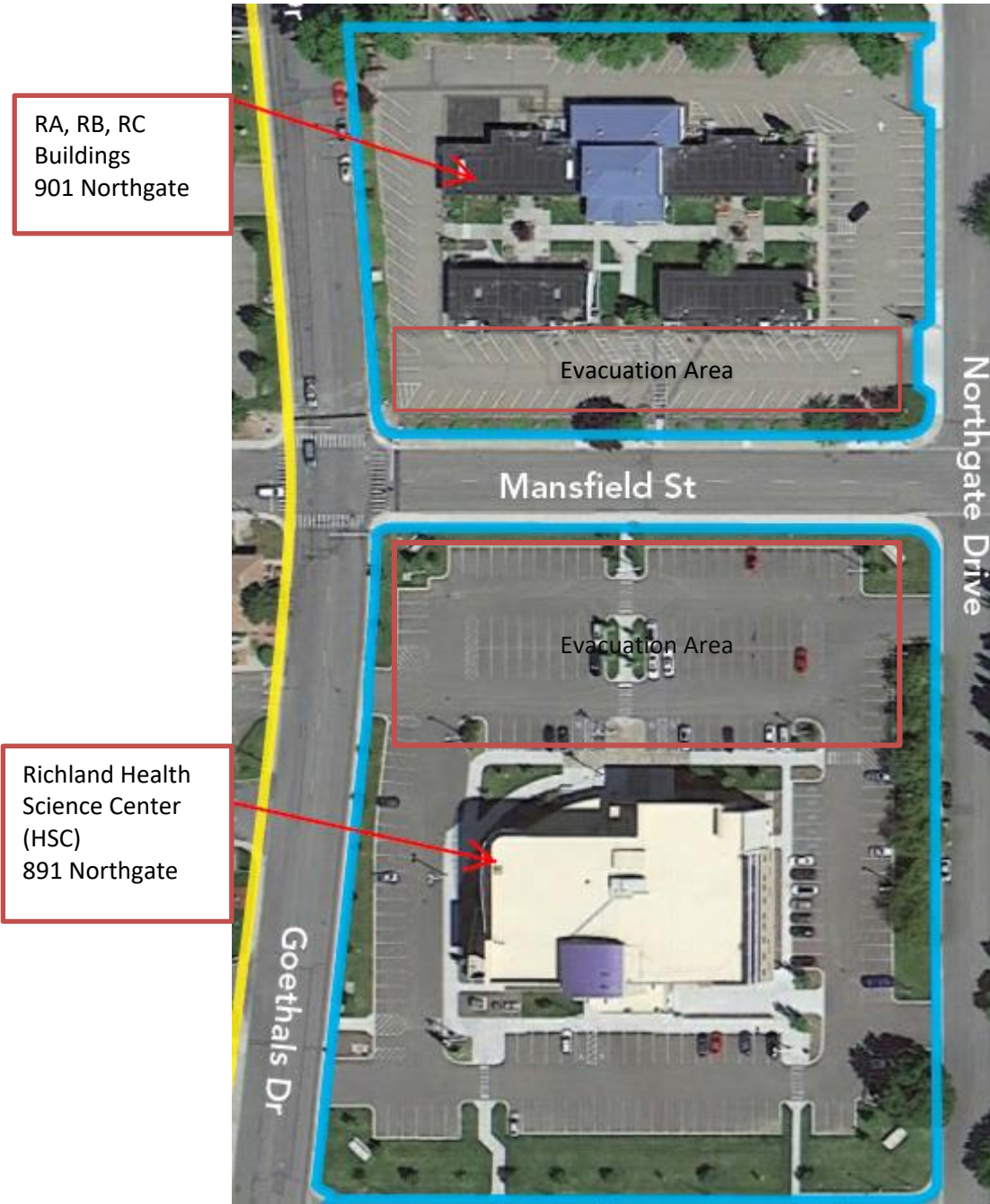
Reference Pasco Campus Rally Point Map:



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Richland Campus Evacuation

Given the size of the parking lots, head safely to the nearest exit. Once outside, gather at the designated meeting points on the Mansfield St. side of the building. Reference Health Science Center, RA, RB, RC Buildings Map:



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Richland Medical Science Center
(MSC)
940 Northgate



These procedures are meant as a guide and may change as the details of the emergency unfold.

D. 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.



- Lock and barricade doors.
- Close curtains, stay quiet and away from windows.
- HIDE and turn off/silent computer monitors, radios, cell phones and other audio devices.

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- If outside, run away from the gunshots or armed intruder.

DO



- Stay calm and keep thinking.
- Shelter in place.
- Call Campus Security at 509-542-4777 or ext. 7777 and dial 911, if you can.
- 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.

DON'T



- 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**. CBC has an open campus with several 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 stay where you are and secure yourself from the shooter?
If so, take action to secure you position, and if it is safe, immediately call 911.
- 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.
- Are you unable to escape from the shooter?
If you can't escape, you need to assess the situation to see if you can shield yourself, or if you need to prepare to take aggressive action to protect yourself.

Outside the Building:

If an active shooter is outside the building:

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- 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 him/her of your location.
- Remain in place until the police or a campus administrator known to you gives the "all clear." Unfamiliar 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 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, or if you can safely exit the building.
- 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.).
- It might be possible to negotiate with the shooter.
- 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.
- Do not try to drive off campus until advised it is safe to do so by police or campus administrators. Law enforcement authorities will want to speak with you to obtain information.

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 external bullet resistive vests, helmets, and other 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. If you have questions, please contact Campus Security at 509-542-4777 or ext. 7777.

The [Department of Homeland Security](#) and [Ready.gov](#) have instructive Active Shooter videos to improve public awareness, safety and response to such acts of violence.

Monitor the local media outlets for information about campus closures. Employees should contact the appropriate College official with your location, and call Campus Security at 509-542-4777 or ext. 7777.

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

E. Bomb Threats

In the event of a bomb 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 Richland or Pasco Police Department and assists in the campus evacuation (if determined necessary) and/or a campus-wide interior and exterior search.



DO

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

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509-542-4777 CBC Security



- Try to signal other people so they can call 911 or Campus Security at 509-542-4777 or ext. 7777.
- Talk to the individual in a calm and rational manner.

DON'T



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

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

1. Be calm.
2. Be courteous.
3. Listen. Do not interrupt the caller.
4. Write the message as precise as possible.
5. Note date, time of call.
6. **If possible, ask the following questions.**
 - a. When will the bomb go off?
 - b. Where is it located?
 - c. What kind is it?
 - d. Why was it placed?
 - e. How do you know so much about it?
 - f. Who put it there?
 - g. Where are you calling from?
 - h. What is your name and address?
7. **After the caller hangs up;**
 - a. Call 911 first, then Campus Security immediately at 509-542-4777 or ext. 7777.

F. Hazardous Materials Release

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 Security at 509-542-4777 or ext. 7777 from a campus phone.
- Evacuate the immediate area, avoid the area of the spill, and close doors behind you.

DO



- 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.

DON'T



- 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.

Contact Campus Security at 509-542-4777 or ext. 7777 and provide the following information:

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 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.

SDS online provides Safety Data Sheets (SDS) to CBC students, faculty and staff. This resource is available on the [CBC intranet](#).

G. Earthquake



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

DO



- 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 the Campus Security Office.

DON'T



- 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 Campus Security at 509-542-4777 or ext. 7777.

Report damaged facilities to Campus Security and the Facility Operations Office at 509-542-4747 or ext. 2747. 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.

H. Medical

For medical emergencies, call 911. For minor emergencies, contact Campus Security at 509-542-4777 or ext. 7777. Be prepared to give the following information:

1. Building and room number.
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 Security Office regardless of the severity from all CBC campuses or sites. For a medical emergency that results in bloodborne pathogens, please see the College's [Bloodborne Pathogen Exposure Plan](#).

I. Fire



- Pull the alarm.
- Call Campus Security at 509-542-4777 or ext. 7777.
- Evacuate the building, close the doors.

DO



- Smother or douse a small, minor fire if you feel you can control it without endangering others.
- Call Campus Security at 509-542-4777 or ext. 7777 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.

DON'T



- 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.

J. 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 Security at 509-542-4777 or ext. 7777.



- Avoid going outside if possible. If you do go 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 Security at 509-542-4777 or ext. 7777.

K. Civil Disturbance

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 Security to be sure they are aware. Campus Security will monitor the demonstration for vandalism or signs of escalation. Campus Security will notify law authorities if needed.

If any civil disturbance poses a threat of danger to persons on campus or becomes destructive or violent, call 911, then notify Campus Security at 509-542-4777 or ext. 7777. **DO NOT UNDER ANY CIRCUMSTANCES MAKE CONTACT WITH INVOLVED PARTICIPANTS.** Continue to monitor the situation until Campus Security and/or law authorities arrive.

L. Flooding

The EOC will be responsible for announcing and coordinating the evacuation of the Pasco and Richland campuses, unless prior instruction is provided by city officials, emergency planners or local law enforcement. Both campuses may, or may not, be evacuated simultaneously. 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.

While the main campus may not be impacted directly by flooding, indirect impacts could include the loss of utilities - electricity, natural gas, sanitation/sewer, and transportation, to name a few. The main campus could also be impacted by large number of employees and students, who could not for various reasons report to work or school. 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. Flooding might indirectly impact the main campus.
3. The main campus is an emergency evacuation site.
4. Recovery resources will be available from the Federal Government through FEMA.
5. 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 will be coordinated by the EOC in conjunction with Campus Security and Facilities. Faculty and staff 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.

M. Power Failure



DO

- Call Campus Security at 509-542-4777 or ext. 7777 from a campus phone.



- 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.

DON'T



- 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.

Notify call Campus Security at 509-542-4777 or ext. 7777. Notify Facilities at 509-542-4747 or ext. 2747. If outside of normal business hours or on the weekend, contact CBC Campus Security at 509-542-4819.

If there is no other emergency (fire, explosion, etc.) remain in place and await instructions.

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.

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

1. Loss of computer network capability: Information Services at ext. 2353.
2. Loss of power: Facilities at extension 2747.

N. Suspicious 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 Security at 509-542-4777 or ext. 7777 from a campus phone.

DO



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

DON'T



- 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 Security at 509-542-4777 or ext. 7777 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 Security at 509-542-4777 or ext. 7777. 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.

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.

Note to Persons with Disabilities

You are strongly encouraged to contact the Resource Center (students) or Human Resources (employees) to discuss safety issues and the College's evacuation plan.

CBC 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 people with disabilities may need more time to make necessary preparations in an emergency.
- 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 people 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 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.

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.

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, police and/or fire personnel immediately.

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 the Administration Board Room. If this location is unavailable or unstable, the Incident Commander or designee will arrange for an alternate location.

The EOC will be equipped with:

- | | |
|------------------------------------------------------------------------------------------|----------------------|
| Two flashlights and extra batteries | Notebook and pencils |
| Portable public access 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 | |
| Flash drives including electronic documents: Emergency Preparedness Plan/Evacuation Maps | |