

# **SHORELINE COMMUNITY COLLEGE**

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

## **EMERGENCY MANAGEMENT RESPONSE PLAN**

# Shoreline Community College Emergency Response Plan

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# Shoreline Community College

## Emergency Response Plan

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### 1. INTRODUCTION

An emergency is defined as an incident which creates an increased threat to life or property and disrupts the normal operations of 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.

The emergency management of organizations is normally 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 cannot be prevented.
- **Preparedness**        Designing strategies, processes, and protocols to prepare the college for potential emergencies or disasters.
- **Response**             Taking action to effectively contain and resolve an emergency. During the response phase, campus officials activate the Emergency Management Response Plan.
- **Recovery**             The phase which establishes procedures, resources, and policies to assist the college and our members return to functioning after an emergency.

### 2. PURPOSE & 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 locates 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.

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## 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

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### 3. ASSUMPTIONS

The SCC Emergency Response Plan is predicated on a realistic approach to the problems likely to be encountered on a campus during an emergency or disaster.

- The following are general guidelines:
  - An emergency or disaster may occur at any time of the day or night, weekend or holiday, with little or no warning.
  - 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 of the emergency.
  - Disasters may affect the availability of local, state, and federal services. Emergency services may not be available, and a delay in off-campus emergency services may be expected (up to 48 - 72 hours).
  - A major emergency may be declared if information indicates that such a condition is developing or is probable.

### 4. SCOPE

The SCC Emergency Response Plan will apply to all emergencies, major or minor, that occur on college property, or any event which significantly effects the normal operation of the college.

### 5. CONCEPT OF OPERATIONS

Depending on the type of emergency, several levels of response are provided. In some cases, a telephone call to the Security Department will suffice. In other cases, when the normal activities of the campus are interrupted, or are likely to be interrupted, the Incident Command System (ICS) will be activated, an Emergency Operations Center (EOC) may be established, and ICS staff positions put into place.

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

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- ***Life and Safety***
- ***Safety and Health***
- ***Incident Stabilization***
- ***Physical Plant***
- ***Operational Readiness***
- ***Environmental Conditions***

Each decision will consider the above criteria. Running through each of the criteria for **all** decisions with the information available at that time will lead to the soundest decisions for the incident/event.

## **6. LEVELS OF RESPONSE**

- ***Minor Emergency.***

Any incident, potential or actual emergency, which will not seriously affect the overall functional capacity of the college. Report these situations immediately to Campus Security by calling 206-235-5860 or dialing extension 4499.

- ***Major Emergency.***

It is any incident, potential or actual, which could affect a large portion of the campus and which could disrupt the overall operations of the college. Outside emergency services would probably be required, as well as major efforts from campus support services. Major policy considerations would usually be required from the campus administration during such an emergency. Immediately call Campus Security, at 206-235-5860 or extension 4499, to initiate the necessary ICS positions.

- ***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 have been sustained. A coordinated effort of all campus-wide resources would be required to effectively control the situation. Outside emergency services would be

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essential, however if the destruction is county-wide, fire/medical/police services could be delayed or not even available. The campus Emergency Operations Center (EOC) would be activated, and the Incident Command System (ICS) would be used to govern the disaster response.

## **7. AUTHORIZATION TO ACTIVATE THE EOC**

The authority to declare a campus emergency rests with one of the following individuals: Check current authorization list for names and home numbers.

President	ex. 4552
V. P. of Administrative Services	ex. 4532
V. P. of Academic Affairs	ex. 4651
V.P. of Human Resources	ex. 4694
Director of Security	ex. 4503 or 4633
On-duty Security Officer - if unable to contact one of the above listed individuals.	ex. 4499 or 206-235-5860

## **8. INCIDENT COMMAND SYSTEM (ICS)**

The Incident Command System (ICS) answers the basic questions of those involved in disaster response:

- Who is in charge?
- What is my role?
- What are my specific tasks?
- Where do I fit in the overall organization?
- Whom do I report to?

The entire operation is under the authority of the Incident Commander.

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Position descriptions are developed for each ICS position to identify basic roles, responsibilities, and specific tasks to accomplish. Refer to ICS Position Description Section.

The ICS organizational structure is broken down into major sections:

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

The organizational structure must be predetermined, accepted, and planned for. The involved departments and individuals must receive training and practice the principles of the plan. The Emergency Response Plan must also be reviewed annually by the Incident Commander.

## **ICS POSITION DESCRIPTIONS**

### **INCIDENT COMMANDER (The President or a Vice President)**

The Incident commander is responsible for determining the best overall objectives, priorities and strategies for controlling the situation.

Assess incident situation.

Conduct initial briefing with ICS staff.

Authorize establishment of Incident Action Plan, if necessary.

Ensure planning meetings are conducted.

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Determine information needs and inform command personnel of needs.

Coordinate staff activities.

Manage incident operations.

Authorize release of information to media.

### **FACILITIES COORDINATOR** (Director of Facilities)

Provide periodic updates and report any special occurrences to the Incident Commander.

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.

### **SAFETY/SECURITY COORDINATOR** (Director of Security)

Take immediate and appropriate action to protect life and property.

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.

Provide and equip the EOC.

### **SUPPORT COORDINATOR** (Appointed by Incident Commander)

Recruit, receive, and coordinate volunteer assistance.

Survey habitable areas, including bathrooms, kitchens, etc..

Supervise the setting up of temporary shelters.

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Supervise the provision of food and water.

Coordinate shelter operations with other agencies if the college is asked to provide shelter.

## **COMMUNICATION COORDINATOR** (Director of Public Information)

Establish single incident information center whenever possible.

Prepare initial information summary as soon as possible.

Release information to the media.

Respond to special requests for information.

Establish and maintain emergency communications (runners).

Inform students and staff about campus closure and keep them informed.

## **9. EMERGENCY OPERATION CENTER**

When a major emergency occurs, or is imminent it shall be the responsibility of the Director of Safety and Security to set up and staff an appropriate Emergency Operation Center 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 Safety/Security Coordinator is to select an alternate location.

- ***EQUIPMENT***

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

Radios & cellular telephones.

Maps.

Emergency supplies.

Shut down procedures & drawings.

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Emergency and evacuation plans.

- **COMMUNICATIONS**

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

All use of campus phones must be restricted to official use.

If the campus phone system has been interrupted, ICS/EOC staff will communicate with field units by using two way radios and cell phones.

All radio and cell phone transmissions will be restricted to official ICS/EOC use.

### 10. STAFF RESPONSIBILITIES

- **PRESIDENT**

The President, or his 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 condition.

Evaluate impact that the emergency has on their activity and, in concert with established command structure, take appropriate action. It 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 command structure.

- **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.

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## 11. GENERAL EMERGENCY PROCEDURES

### INTERNAL CONTACTS:

Main Campus Line.....	206-546-4101
Campus Operator.....	Dial 0
Emergency:.....	9-911
Campus Security Emergency Phone:.....	4499 (extension only)
On-duty Security Officer	206-235-5860
Campus Security Non-Emergency:.....	4633
Director of Safety and Security.....	4503
Plant Operations.....	4514
Counseling Center.....	4559
Women’s Center.....	4715

### EXTERNAL CONTACTS:

Police Department - Emergency.....	911 (9-911 on-campus)
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 1(800) 621-4636
Center for Battered Women - 24 Hour Crisis Line.....	(425) 25-ABUSE (425-252-2873)

### EMERGENCY/SAFETY PHONE LOCATIONS:

1. 800 building      North Side Upper Level
2. 1300 building    North side
3. 1500 building    NW Corner
4. 1800 building    NE Corner
5. 2000 building    South End Lower Level



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6. 2500 building      North End Lower Level
7. 3000 building      West Side - Upper Level
8. 9000 building      South End on phone tower
9. 9000 building      North End on phone tower

Resource: Talk-a-phone

### 12. CLASSROOM EMERGENCY PROCEDURES FOR SCC FACULTY

#### **INSTRUCTOR'S RESPONSIBILITY:**

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

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

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

#### **FACULTY MEMBERS AND TEACHING ASSISTANTS ARE NOT RESPONSIBLE FOR DETERMINING WHETHER A STUDENT IS DISABLED, HOWEVER STUDENTS WHO SELF-IDENTIFY THEMSELVES AS DISABLED, MUST**

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### **RECEIVE ADEQUATE ASSISTANCE IN THE EVENT OF A BUILDING EMERGENCY.**

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

### **13. FIRST AID:**

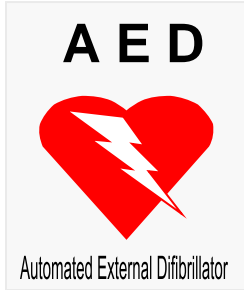
- 1) Immediately notify the on-duty Security Officer at 206-235-5860, ext. 4499, or the Security Department during regular hours at 206-546-4633. If the injury is severe, call 9-911 and your supervisor and/or department head.
- 2) Information to Communicate:
  - a. Give your name
  - b. location
  - c. department
  - d. telephone extension you are calling from.

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

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

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**AED LOCATIONS:**

1. 9000 Building (PUB) 2<sup>nd</sup> level; Main corridor
2. 3000 Building (GYM) main floor across from Athletic Offices.
3. 2500 Building (Dental Hygiene)

**14. BOMB THREAT:**

1. Listen very carefully to the caller and sounds that are in the background.
  - Don't hang up.
  - Be professional and show interest.
2. Keep the caller on the line and note the phone number of the caller if your telephone has a display.
3. Ask appropriate questions, if possible.

**IMMEDIATELY NOTIFY:**

- Campus emergency number at ext 4499
- or Campus Security Office at 206-546-4633
- or Security Cell Phone: 206-235-5860
- Your supervisor and/or department head

**WHEN YOU CONNECT WITH 9-1-1:**

1. Tell the call taker:
  - Your name
 Then say, "I have just received a bomb threat".
2. If you are calling from a pay phone or one of the buildings emergency phones you will need to tell the call taker:
  - "I'm on the emergency phone or pay

**QUESTIONS TO ASK:**

- When is the bomb going to explode?
- Where is it right now?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- What is your address?
- What is your name?
- Sex of caller:
- Does the voice sound familiar?
- Race or nationality of caller:
- Who did it sound like?
- Age of the caller:
- Length of call:
- Time of the call:

**CALLER'S VOICE:**

- Calm
- Disguised
- Angry
- Accent
- Excited
- Familiar
- Slow
- Deep
- Rapid
- Nasal
- Soft
- Stutter
- Loud
- Lisp
- Laughter
- Raspy

**THREAT LANGUAGE:**

- Crying
- Normal
- Well spoken
- Deep breathing
- Educated
- Taped
- Cracking voice
- Distinct
- Reading
- Foul
- Irrational
- Ragged
- Clearing throat
- Slurred

**EXACT WORDING OF THE THREAT:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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phone in building \_\_\_\_\_ ”.

- What extension or telephone number the bomb call came in on (if you use a different phone to report the incident).
- What time you received the call
- Approximately how long the caller remained on the line.

## 15. EARTHQUAKE



A.Duck B.Cover C.Hold

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

### After an Earthquake:

- Keep students safe and relaxed. Carefully evaluate the situation.
- Use caution when moving students and staff to safe area(s).
- Make sure everyone is alright. Take class rosters and account for all students.

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- Do not move the seriously injured unless they are still in danger. Administer first aid, if necessary.
- Wear sturdy shoes in areas near fallen obstacles and broken glass.
- Check natural gas, water, and electrical lines for damage.
- Do not use the telephone, light switches, matches, candles, or other open flame unless you are absolutely certain there is not natural gas leaking.
- Do not touch electrical power line
- Be prepared for aftershocks.

### **16. FIRE**

Immediately contact the Safety & Security Department by calling the on-duty Security Officer at 206-235-5860, the Security Office 206-546-4633 or call ext. 4499; If the fire is large, immediately call 911.

1. Tell the call taker
  - Your Name
  - The building number
  - If anyone is injured
2. Close all windows and doors in your immediate work area.
3. Pull the nearest fire alarm pull station
4. Gather only your necessary personal belongings
5. Evacuate the building using the nearest exit

Do not re-enter the building for any reason until you are instructed to do so by the proper authority.

### **17. FIRE EXTINGUISHER INSTRUCTIONS**

**Using the PASS Method:**

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**Pull** the pin: This unlocks the operating lever and allows you to discharge the extinguisher. Some extinguishers may have other lever-release mechanisms.



**Aim** low: Point the extinguisher nozzle (or hose) at the base of the fire



**Squeeze** the lever above the handle: This discharges the extinguishing agent. Releasing the lever will stop the discharge. (Some extinguishers have a button instead of a lever.)



**Sweep** from side to side: Moving carefully toward the fire, keep the extinguisher aimed at the base of the fire and sweep back and forth until the flames appear to be out. Watch the fire area. If the fire reignites, repeat the process.

Resource: [roundrocktexas.gov](http://roundrocktexas.gov)

## FIRE EXTINGUISHERS WITH A.B.C ON THE LABEL ARE CLASSIFIED FOR:

- Fires involving Wood
- Cotton
- Flammable liquids
- Grease
- Electrical wiring
- Live machineries etc.

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**The blanketing effect of ABC powder decomposes fire quickly.**

### **18. BUILDING EVACUATION**

SEE SUPPLEMENTAL FULL EVACUATION PLAN AND MAP OF CAMPUS

1. Know at least two ways out of the building from your regular workspace.
2. Grab only necessary personal items.
3. Know where the nearest evacuation assembly areas are.
4. Try to make sure that all those near your location evacuate the area quickly and check nearby rest rooms, copier rooms, storage rooms, etc., as you exit.
5. Use the nearest stairway. Do not use the elevator.
6. If requested, accompany and assist persons with disabilities.
7. Shut doors (close doors can slow the spread of fire, smoke and water).
8. Evacuate as quickly as possible but in an orderly manner. Do not push or shove.
9. Once outside, move at least 100 feet from the building and follow the instructions of Campus Security, other Emergency Personnel, or other college officials on the scene.
10. Stay away from building entrances to avoid interfering with Emergency Personnel or equipment.

### **19. ASSISTING PERSONS WITH DISABILITIES**

- **THINGS TO KNOW**

- People with disabilities may need more time than others to make necessary preparations 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 hard of hearing may not receive early disaster warnings and emergency instructions. Be sure that you or another coworker are their source of emergency information as it comes over the radio or television.
- Some individuals, such as people who are blind or visually impaired, 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.

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- 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.
- Guide dogs or other service animals will usually be allowed to stay in emergency shelters with their owners. Check with your local emergency management officials for more information.
- People with impaired mobility are often concerned about being dropped when being lifted or carried. Find out the proper way to transfer or move someone in a wheelchair and what exit routes from buildings are best.
- 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 regimens that cannot be interrupted without serious consequences. Some may be unable to communicate this information in an emergency.

### **THINGS TO DO**

- Prepare an emergency plan. Work with neighbors who are disabled to prepare an emergency response plan. Identify how you will contact each other and what action will be taken.
- If a disaster warning is issued, check with neighbors or coworkers who are disabled. Offer assistance whenever possible.
- Be a source of emergency information as it comes over the radio or TV for people who cannot hear the information. Communication can be accomplished by writing brief notes on a piece of paper explaining the situation and plan of action.

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- 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.
- 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.

### **20. HAZARDOUS WEATHER RELATED EMERGENCIES**

In Case of Impending Threatening Weather:

1. While you are at work:

- Check DAAG the college e-mail system. Decisions will be made in a timely manner to close the college.

2. If threatening weather is about to effect the campus with limited advance warning:

- 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.
- Sit on the floor away from doors and windows.
- Do not attempt to go back to your work area or leave the campus.

3. If you are at home and hazardous weather conditions have been forecast:

Media outlets will broadcast the college operational schedules or a message will be recorded on the college's main directory number 206.546.4101. Inclement weather school closing will also be posted on the college's Web site.

### **SUSPENDED OPERATIONS**

#### POLICY 6030

It is the policy of Shoreline Community College District VII that its on- and off-campus facilities will be open on a regular schedule. All employees are expected to report to work as scheduled including some weekend or evening work, as pre-arranged and pre-scheduled. In circumstances of emergency conditions (hazardous weather conditions, natural disaster, or other emergency) the president of the college may suspend operation of all or any portion of the district, and release employees from work in

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accordance with the procedures for reporting employee absences and determining compensation during college closure or suspended operations.

### PROCEDURES FOR POLICY 6030

1. The president or his/her designee will evaluate the circumstance presented, determine if public 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, an all campus e-mail, the college website and/or the college's automated phone greeting. 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 administrative units will develop in advance and share with affected staff an emergency employee work plan.
4. If conditions may warrant partial/full closure before the work day begins, employees should utilize one or more of the following:
  - access their own phone mail from home to listen for a campus-wide broadcast regarding closure;
  - listen to Seattle radio and television stations for broadcast of closure due to inclement weather;

<ul style="list-style-type: none"><li>• 1.1 Radio<ul style="list-style-type: none"><li>• KIRO - 710 AM</li><li>• KOMO - 1000 AM</li></ul></li></ul>	<ul style="list-style-type: none"><li>• 1.2 Television<ul style="list-style-type: none"><li>• KIRO - Channel 7</li><li>• KOMO - Channel 4</li><li>• KING - Channel 5</li></ul></li></ul>
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  - 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:
  - communication, via memo, e-mail or voice-mail, will come from the President to supervisors, who will then notify employees.
  - for evening operations, the decision to close the college will be made, if at all possible, by 3:00 p.m.

# Shoreline Community College

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- for weekend operations, the same procedures listed above will apply.

Employees should plan to be at 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.

### **21. UTILITY FAILURES**

**Campus Security:** on-duty security officer 206.235.5860 Ext. 4633  
(Emergency Ext. 4499)

**Facilities Operations:** Ext. 4514 or 6678

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

Always notify Campus Security 206.235.5860 & ext 4499, if there is potential danger or if failure occurs after hours.

### **PLUMBING FAILURE / FLOODING**

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

### **SERIOUS GAS LEAK**

Stop all operations. Do not use phone, light switches, or ANY electrical equipment. Get out of the building. Electrical arcing can trigger an explosion! Call Facility Operations at ext. 4514.

### **VENTILATION PROBLEM**

If smoke odors come from the ventilation system, notify Facility Operations Ext. 4514 or 6678 as instructed above. If necessary, vacate the area. If visible smoke comes through, Call 9-1-1 and Campus Security

### **ELEVATOR FAILURE**

If you are trapped in the elevator, notify Campus Security using the Emergency Call Box located on the front panel, which will signal for help.

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### **HOT WATER LINE FAILURE**

Immediately notify Facility Operations. If necessary, vacate the area.

### **ELECTRICAL/LIGHT FAILURE**

Campus building lighting may not provide sufficient illumination for safe exiting. Keep flashlight and portable radio available for emergencies.

### **POWER OUTAGE**

#### **ALL STAFF**

- Stay calm
- Safety is of primary concern: remind students that conditions could be dangerous
- Wait for instructions from Campus Security or Facilities Personal
- Once you have exited the building, do not re-enter the building unless instructed to do so
- We anticipate the power outage will be short in duration. We will resume normal operations ASAP

#### **FACULTY**

- If sufficient light exists for safety and instruction, classes should continue. Otherwise, students are to be assisted from the building.
- A faculty member will designate a responsible person to stay with any students with physical disabilities until assistance arrives. Do not leave students with disabilities alone in the classroom

#### **SUPPORT STAFF**

If the power outage occurs during the day, staff should stay in place and await instructions from their supervisors

Turn off office equipment/light switches

Shut off computer systems (CPU, monitor and printer) according to established procedures

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### 22. HAZARDOUS MATERIALS LEAK OR SPILL

#### (Flammable, Toxic, Corrosive, Oxygenic, Cryogenic)

If a gas cylinder or other chemical container should begin leaking, 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:

1. Confine the smoke/fumes or fire by shutting the room door.
2. Sound the building fire alarm so evacuation can begin.
3. Call the **Campus Emergency Number at (Cell) 206.235.5860, Ext. 4499, or the Safety and Security Department at 206.546.4633, or dial 9-911** giving your name, department, and location of the emergency.
4. Evacuate to a safe area away from the building. Do not return to the building until instructed that it is safe to do so.
5. Suspected gas leaks or suspicious odors should also be reported to the **Campus Emergency Number at [Cell] 206.235.5860, Ext. 4499, or the Safety and Security Department at Ext. 4633, or dial 9-911** so that appropriate action can be taken.

If a hazardous material comes into contact with your skin or eyes, flush the area of contact immediately with water for at least 15 minutes. Notify the Safety and Security Department at Ext. 4499 or Ext. 4633 or 206.235.5860 for on-duty security officer.

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## 23. SUSPICIOUS MAIL OR PACKAGE



1. Do not try to open it.
2. Isolate, if possible.
3. Don't open, smell, touch or taste.
4. Call Campus Security at 235.5860; ext 4499

### 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.

NOTE: IF YOU ARE EXPECTING A LETTER OR PACKAGE WITH THE ABOVE CHARACTERISTICS, PLEASE DISREGARD.

### IF YOU OPEN A PARCEL CONTAINING SUSPICIOUS MATERIAL OR ALLEGED TO CONTAIN SUSPICIOUS MATERIAL:

- Set 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.

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- Close the door to the area where the suspicious parcel was opened and do not allow others to enter the area.

### **CONTACT:**

Campus Emergency Number: Dial ext. 4499 and Cell Phone - 235.5860 or Dial 911

Other campuses dial 911 or contact on-site campus security

**Stay at the scene to answer questions from Campus Security or Shoreline Police**

## **24. INTRUDER OR SHOOTER ON CAMPUS**

### **What to do if you see someone with a weapon/shooter on campus or you are told someone has a weapon?**

If an armed or threatening intruder comes on to college property it is very important that you report it immediately and take protective actions. Situations where one or more individuals are using deadly force against many people are very fluid and changing. It is impossible to anticipate exactly how the situation will evolve.

It is impossible to provide absolute guidelines. Thinking through possible actions now, may give you an important advantage. Active shooter incidents can happen at any location where people gather and usually start quickly and without warning. Call 911 and also call 206.235.5860 as soon as you can do so with relative safety.

2. Remain in the classroom or office and immediately lock all doors, if possible.
3. Call 9-911 and alert the Shoreline Police Department. Give an accurate description of the person or person(s).

- \_\_\_\_\_ Clothing
- \_\_\_\_\_ Height
- \_\_\_\_\_ Weight
- \_\_\_\_\_ Sex

and any other characteristics/physical items that are particular to the individual(s). Report the type of weapon (if known) and direction of travel or building entered.

Call Safety & Security at ext. 4499 or 206.235.5860 (cell phone) and report the above information.

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- Lock the windows and close blinds or curtains.
- Turn off lights and all audio equipment.
- Stay out of the open areas and be as quiet as possible.
- Spread out.
- Remain as calm as possible.
- Keep classroom or offices secure until police or Safety & Security arrive and give directions.

Tell the call taker:

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

### **25. IF YOU SEE OR HEAR A HOSTAGE SITUATION:**

Immediately remove yourself from danger.

Call Shoreline Campus Security at 206.235.5860 (cell) or 911. Give the following information:

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

If you are taken hostage:

- Remain calm, be polite and cooperative
- DO NOT attempt escape unless there is an extremely good chance of survival
- Speak normally. Do not complain. Avoid being belligerent. Comply with all instructions.
- Do not draw attention to yourself with sudden body movements, statements, comments or hostile looks.
- Observe captors and try to memorize physical traits, voice patterns, clothing or other details that can help provide a description later.
- Avoid getting into political or ideological discussions with the captors.
- Try to establish a relationship with your captors and get to know them. Captors are less likely to harm you if they respect you.

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- If forced to present demands to authorities, either in writing or on tape, state clearly that the demands are from your captors. Avoid making a plea on your own behalf.
- Try to stay low to the ground or behind cover from windows or doors.

### **IN A RESCUE SITUATION:**

- DO NOT RUN. Drop to the floor and remain still. If that is not possible, cross your arms, bow your head and stand still. Make no sudden moves that a tense rescuer may interpret as hostile or threatening.
- Wait for instructions and obey all instructions you are given.
- Do not be upset, resist, or argue if a rescuer isn't sure whether you are a captor or a hostage.
- Even if you are handcuffed and searched, do not resist. Just wait for the confusion to clear.
- You will be taken to a safe area, where proper identification and status will be determined.

### **26. FIGHTS OR PHYSICAL ABUSE**

**Notify Campus Security immediately** at 235.5860 (ext. 4499) **when you observe the following:**

- A hostile situation that is in progress, such as a yelling, threatening language or physical confrontation.
- Acts of violence or threats in the workplace or other conduct reasonably indicating that violence is imminent.
- If you witness a criminal or violent act or whenever you notice a person(s) acting suspiciously on campus, immediately notify Campus Security. Let them know whether the person is armed or has any weapons, 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 but immediately contact campus security 206.235.5860 (ext 4499).

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### **27. 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 Campus Security at 206.235.5860 or 206.546.4633**

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

1. Immediately call Campus Security at ext. 4499 or 206.235.5860, or Police at 911.
2. Lock doors if 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. Encourage others to leave the area.

### **28. CRIME IN PROGRESS OR SUSPICIOUS PERSON**

1. Do not attempt to apprehend or interfere with the suspected criminal except for self-protection.
2. If safe to do so, stop and take time to get a good description of the suspect.
  - Suspect's description (height, weight, sex, color, approximate age, hair color, distinguished physical marks, and clothing), method and direction of travel, and suspects name, if known.
  - All this takes only a few seconds, and is of the utmost assistance to the investigating officers. If the suspect is entering a vehicle, note the license number, make and model, color, and outstanding vehicle characteristics.
3. Call the **on-duty security officer cell phone at 206.235.5860** (Ext. 4499), or 911. Give your name, location, and department.

Advise them of the situation, and remain where you are until contacted by an officer.

4. In cases of theft, property damage, illness, or injuries, contact the Safety and Security Department at 206.235.5860 (Ext. 4633).

### **29. DISRUPTIVE STUDENT BEHAVIOR**

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### **DEFINITION:**

Disruptive student behavior is student behavior in a classroom or other learning environment (to include both on and off campus locations), 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.

### **PREAMBLE:**

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 Office of the Vice President of Student Services and the Department of Safety and Security to discuss ways to resolve the situation informally at any time during the process set forth in this policy. Should the instructor elect to withdraw the disruptive student, the following procedures should be followed. Individual college or academic units may have supplementary procedures to deal with disruptive student behavior so long as those procedures are consistent with this policy. Where this policy conflicts with the Student Code of Conduct, this policy will prevail with respect to disruptive behavior in the academic setting.

### **PROCEDURE:**

#### **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 classes.
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 campus security to remove the student.

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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 the campus security to remove the student, regardless of whether a warning has been issued. This action should be immediately reported by the instructor to 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, REMOVE YOURSELF, STUDENTS AND ANY OTHERS WHO MAY BE IN DANGER AND CONTACT 911 AND CAMPUS SECURITY AT 235.5860, EMERGENCY EXT. 4499

### **30. WORKPLACE VIOLENCE:**

**Call the On-duty security officer at 206.235.5860**

1. Leave the area immediately, if possible.  
If not possible, try to lock yourself in a secure area away from the suspected subject.
2. If possible, call ext. 4499 (security department) or 9-911 on any campus phone.  
Give security or police as many details as possible.

#### **EXAMPLES OF WORKPLACE VIOLENCE:**

- 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:**

- 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.
- Any violent behavior, including destruction of property.
- Drug or alcohol abuse.

#### **RISK FACTORS THAT CONTRIBUTE TO WORKPLACE VIOLENCE:**

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

### 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.

Any threat or real risk that puts lives in immediate danger is an emergency and should be reported by calling 911. You can help save lives by calling 911 or Security:

Step 1: Report the situation to the Department of Safety and Security at 206.235.5860.

Step 2: Alert your supervisor and/or the Human Resources Department to the situation.

### 31. SEXUAL HARASSMENT

Shoreline Community College, as a place of work and study for employees and students, is to be maintained free of sexual harassment. The College will not tolerate any form of sexual harassment, provides regular training and directions to prevent sexual harassment, and will take prompt action to stop and correct any sexual harassment. Individuals who engage in sexually harassing behavior in any place under the jurisdiction of the College, may be subject to corrective or disciplinary action up to and including dismissal. Retaliation against employees or students who report sexual harassment or who participate in an investigation is strictly prohibited and will not be tolerated. Any employee or student found to have retaliated may be subject to disciplinary action up to and including dismissal. All complaints shall be kept as confidential as is reasonably possible, but are also subject to legal requirements for disclosure. The College is not responsible for the confidentiality maintained by the parties involved and cannot guarantee confidentiality to any participant.

The Board of Trustees, the administration, faculty and staff are committed to providing an environment free from sexual harassment. Sexual harassment can happen to both men and women. An informal and a formal process are in place if you feel that you have experienced any such behavior. In addition, Shoreline Community College will not tolerate retaliation by the alleged offender or others in the system.

**Behaviors that may constitute sexual harassment include but are not limited to actions described by the complainant as:**

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- Any unwanted and unnecessary physical contact, including but not limited to intentional brushes or touches, pinching, patting or grabbing any part of another person's body or clothing;
- Any type of request or pressure for sexual activity, expressed or implied;
- Any form of unwanted verbal or nonverbal sexual advances;
- Any sexually offensive remarks, written communications, or graphic images, including those intended as humor;
- Any offensive verbal or written communication about any individual's sexual orientation or gender.

### **What can you do if you are being harassed?**

- Don't delay. Pay attention to cues or comments indicating harassment.
- If a person's behavior makes you uncomfortable, say so.
- Say no. Tell the harasser that actions, comments, or advances are unwanted, unwelcome, and you want them to stop.
- Report the incident to one of the individuals responsible for dealing with sexual harassment.
- Keep a record. Keep track of dates, times, places, and statements. This information can be used to support your complaint.

### **Who can help you deal with a sexual harassment problem?**

If you are uncomfortable with another person's behavior, believe you may be being harassed, you can seek help from any of the following College resources:

- Vice President for Human Resources - Room 1013A - 546.5880
- Vice President for Student Services - Room 5202 - Ext. 6910
- Student Advocate - Student Govt. Office - Room 9301 - Ext. 4542
- Counseling Services - Room 5229 - 546.4559

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### How can these people help?

These individuals will assist you in understanding your rights, exploring options, and will explain the relevant college policies and procedures to you.

If you decide to make a formal complaint, you will personally be assisted with the process. These individuals are assigned the responsibility of responding to any complaint fairly and as confidentially as possible.

### Other legal rights

If you believe you are being harassed, you also have the right to contact the following agencies. Generally, you must report to an external agency within 180 days of the last incident.

- Equal Employment Opportunity Commission  
Seattle District Office  
909 First Avenue, Suite 400  
Seattle, WA 98104-1061  
Phone: 206-220-6883
- Human Rights Commission  
Melbourne Tower, 9<sup>th</sup> Floor  
1511 Third Avenue, Suite 921  
Seattle, WA 98101-1626  
Phone: 206-464-6500
- U.S. Department of Education  
Office of Civil Rights  
915 Second Avenue, Room 3310  
Seattle, WA 98174-1099  
Phone: 206-220-7900

### 32. SUICIDE PREVENTION

**To report any suspicious circumstances call Campus Security at 235.5860 (ext. 4499)**

People of all ages complete suicide, men and women as well as young children, the rich as well as the poor. No one is immune to this tragedy.

Why would anyone willingly hasten or cause his or her own death? Mental Health Professionals who have been searching for years for an answer to that question generally agree that people who took their own lives felt trapped by what they saw as a

**24 - Hour Crisis Line**  
866.4.CRISIS (866.427.4747)  
206.461.3222 TDD 206.461.3219  
**Resource: [www.crisisclinic.org](http://www.crisisclinic.org)**

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hopeless situation. Whatever the reality, whatever the emotional support provided, they felt isolated and cut off from life, friendship, etc. Even if no physical illness was present, suicide victims felt intense pain, anguish, and hopelessness.

The following are some "warning signs" of suicide.

**Note: The diagnosis and treatment of depression and other psychiatric disorders requires trained medical professionals. The information provided below is to be used for educational purposes only. It should NOT be used as a substitute for seeking professional care for the diagnosis and treatment of any mental/psychiatric disorders.**

### Potential Emotional Indicators

#### Potential Emotional Indicators

- Hopelessness/Helplessness
- Panic/Anxiety
- Feelings of guilt and/or shame
- Depression
- Moodiness
- Irritability/Anger
- Increased crying
- Persistently sad or "empty" mood
- Sudden euphoria or happy/calm mood
- Feelings of worthlessness

#### Potential Behavioral Indicators

- Talking about suicide, making a plan or preoccupations with death
- Giving prized possessions away
- Changed in weight/appetite
- Increase or decrease in sleep
- Dangerous or impulsive behavior
- Self- injurious behavior (i.e. cutting or burning oneself)
- Drug or alcohol abuse
- Previous suicide attempts
- Family history of suicide attempts
- Withdrawal from family/friends, isolating
- Preparation for death (i.e. setting one's affairs in order)
- Loss of interest in things that normally one cares about

If you suspect that someone is considering suicide, take your suspicion seriously.

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### 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 Campus Security at 235.5860 (ext. 4499) and tell the 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 Public Safety

### 33. BLOODBORNE PATHOGENS FIRST AID PROGRAM

SHORELINE COMMUNITY COLLEGE will provide first aid training for employees who wish to receive their certification. This is to ensure the availability of bloodborne pathogen and first aid assistance at all times when there are employees and students present.

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 mucus membranes, mouth or eyes. Infected persons commonly do not know they are infected during periods when they are highly infectious to others. Any blood or OPIM will be handled as if it were infectious. Disease specific information is attached.

If you are stuck by a needle or other sharp objects, or get blood or other potentially infectious materials in your eyes, nose, mouth, or on broken skin:

- Immediately flood the exposed area with water and clean any wound with soap and water or a skin disinfectant if available.
- Report this immediately to your employer.
- Seek immediate medical attention.

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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 (OPIM)
- 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

This program is intended to apply to employees who perform infrequent, voluntary, good samaritan first aid activities. These activities, described as incidental encounters or contacts, are exempt from the bloodborne pathogens regulation. This program is also intended to apply to employees and students who may have unanticipated, potential occupational exposures to blood or other potentially infectious body fluids or materials.

**Individual departments may have supplemental protocols required by WISHA and/or other regulatory bodies.**

### **First Aid Kits:**

All first aid kits should be equipped with the following:

- Medical examination gloves (vinyl or nitrile)
- Personal protection device for pulmonary resuscitation (CPR)
- Disinfecting towelettes for instances when running water and soap are not immediately available
- Bandages, gauze, and/or tourniquets

Possible additions: surgical mask, eye protection, clothing protection

All Shoreline Community College employees and students must take precautions to prevent injuries caused by needlesticks, 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 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.

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### **34. 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 or university, local, state, national and international organizations recommend a pandemic response plan be in place.

If a person becomes ill with the flu and has reason to believe he or she has been exposed to avian flu, the individual should report it immediately to the local health department.

#### **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 and effort to ensure that everyone has some basic knowledge of how to help protect themselves from person to person transmission of communicable disease.

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 CDC and OSHA to prevent or slow the transmission of the virus.

- All persons should follow proper hand washing hygiene regularly using soap and warm water before and after meals, after direct hand contact with anyone who appears to be ill and anytime contact is made with surfaces that may have been contaminated such as classroom desks.
- All persons should be aware of others and cover their mouth and nose with tissue, a handkerchief or their sleeve when coughing or sneezing.
- Practice social distancing techniques by avoiding large gatherings such as movies, parties, school plays or community events.
- Employees who are ill are advised to call a supervisor discuss staying home until the employee is healthy.
- Those designated as critical employees and who are not ill should consider using a disposable 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,

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

- Access their own phone mail or email from home to listen for a campus-wide broadcast regarding closure; visit DAAG or college website (homepage)
- Call the main campus telephone number (206-546-4101) to listen for a message regarding the status of college closure.

### 35. HELPFUL LINKS & ADDITIONAL RESOURCES

**Please visit: [www.shoreline.edu/safetyandsecurity/](http://www.shoreline.edu/safetyandsecurity/)**

1. Parking for Cars, Bicycles and Motorcycles including a map of parking and bike rack locations.
2. Citation Appeal Forms, Instructions and Frequently Asked Questions
3. Shuttle Service - hours and locations
4. Disaster Preparedness Links
5. Emergency information and “Emergency Procedure” Poster
6. Intruder/Suspicious Person Procedures
7. Information regarding Sex Offenders on campus
8. Safety Tips
9. Relationship/Domestic Violence - Several helpful links, phone numbers and information on domestic violence.

### APPENDICES

Appendix A: Evacuation Pan.....	A-1
Appendix B: Evacuation Map.....	B-1