

**Seattle Pacific University
Emergency and Crisis Management Plan**

VOLUME I: Preparing for Emergencies and Crises

Section 1: Emergency Preparedness Responsibilities

The specific responsibilities for preparing for an emergency are described below. However, it is the responsibility of all faculty and staff to become familiar with the Emergency and Crisis Management Plan and to be prepared for emergencies. Deans, directors and department chairs have a special responsibility to assure that the faculty and staff within their departments are prepared to respond appropriately during an emergency. In addition, students must be made aware of the procedures that they will be expected to follow during an emergency, including building evacuation plans.

Our plans include quickly notifying the campus community upon confirmation of a significant emergency or dangerous situation which threatens health and safety, and will notify the appropriate segments of the community via one or more methods of communication.

Clearly defining key leadership roles during an emergency is essential to being prepared to respond effectively. During an emergency, there will be little or no time to establish a leadership plan that defines the University's response, communications and core services responsibilities. Accordingly, an Emergency and Crisis Management Plan has been developed to assure that appropriate University leadership will be available to respond to emergencies. Additional information about the responsibilities of the leadership teams is provided in Volume Two.

The Plan provides for an Emergency and Crisis Management Team (ECMT), a Core Support Operations Team (CSOT), a Communications Team (CT) and the Executive in Charge of the Institution (ECI) working in coordination with each other. The ECMT is the supervising team and when all teams meet together, the facilitator of the ECMT leads the joint meeting. There is overlap on each team and the facilitators from each team also serve on the ECMT.

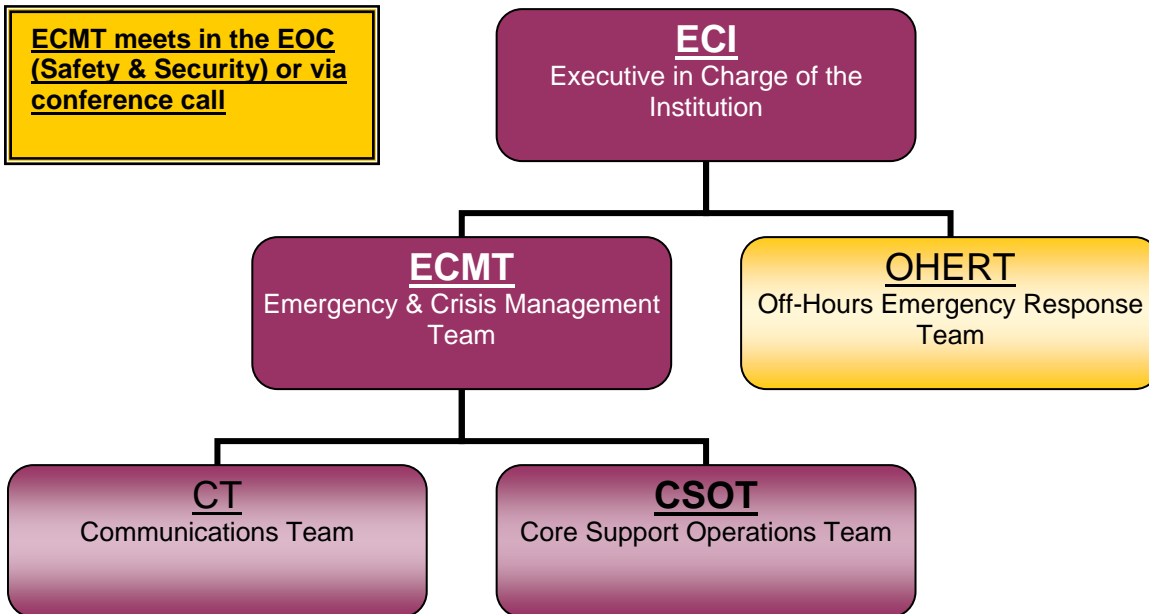
The members of ECMT are individuals who have been trained on the plan and who have special expertise and knowledge, relative to other members in the community, regarding emergency response.

The Executive in Charge of the Institution (ECI) is the President or other highest ranking member of the President's Cabinet available during the period of emergency response to authorize emergency actions, closures and communications recommended by the ECMT.

In the event of an emergency the ECMT will immediately convene either in person at the designated Emergency Operations Center or via conference call, depending on the type of emergency situation that has occurred and what protocol is warranted (evacuation versus lockdown/shelter in place). In addition to other response actions the ECMT will determine whether the CSOT and CT need to convene for further response and action and what other personnel should join the ECMT if available for managing the emergency.

Emergency Management Leadership

CHART



ECMT: Planning SPU’s Emergency Response and Decision-makers: Emergency and Crisis Management Team (ECMT)

The Emergency and Crisis Management Team (ECMT) will serve as the lead team for the University in the management of emergency response activities, in consultation with, and under the direction of, the Executive in Charge of the Institution (ECI). The Vice President for Business and Planning will serve as the facilitator of the ECMT. In his absence, the Assistant Vice President for Facility Management will serve as the facilitator. If neither of these individuals is available, the Director of Safety and Security (the Emergency and Crisis Management Plan Administrator) will serve as the facilitator. The ECMT in its initial response to an emergency may elect to call other staff and faculty to join the team if it is deemed appropriate and useful to appropriately respond to the specific emergency. It is anticipated, but not required, that these additionally called individuals will most likely come from either or both of the CSOT and CT described below.

The ECMT will also serve as the lead team in assuring that the University is prepared for emergencies. The Team will meet at least annually to review the Emergency and Crisis Management Plan and provide recommendations for improvements. Members of the ECMT also have an on-going responsibility to assist with emergency preparedness activities related to their individual areas of administrative responsibility and expertise.

Depending on the type of emergency (evacuation versus lockdown/shelter in place) the ECMT will either convene in person at the Emergency Operations Center (located in the Office of Safety and Security at 601 West Emerson Street) or via conference call utilizing the conference phone and identification numbers provided to them. See Volume II for greater details.

The ECMT is composed of the following persons:

Emergency and Crisis Management Team	
<u>Team Members</u>	<u>Role in ECMP</u>
VP, Business and Planning	<u>Primary ECMT Facilitator/OHERT**</u>
Assistant VP, Facility Management	Secondary
Director, Safety and Security	Tertiary
<u>Communications Team</u>	
VP, Administration & University Relations	Primary Facilitator
Director, University Communications	Secondary/ OHERT**
Assistant VP, Technology Services*	Other CT Member
<u>Core Support Operations Team</u>	
Associate VP, Information and Data Management	Primary Facilitator
Associate VP, Business and Finance	Secondary
Associate VP, Academic Affairs/Dean of Students	Other CSOT Members
Assistant VP, Technology Services*	
President or designated Cabinet Member ***	<u>Executive In Charge of the Institution</u>
* CIS administrator serves on both Communications and Core Support Operation Teams	
** OHERT: Off Hours Emergency Response Team; see Appendix G for details	
*** All members of President’s Cabinet on campus during an emergency should report to the EOC, or in the case of a lockdown, participate in the ECMT conference call.	
Others may be asked to join ECMT based on the specific emergency situation – e.g. Academic Deans, members of CT or CSOT planning teams, etc.	

*** OHERT: Off Hours Emergency Response Team:** OHERT is called into action if an emergency occurs outside of regular business hours, on weekends and/or during holidays. Regular business hours are defined as Monday through Friday, 8:00am to 5:00 pm. Members to OHERT are selected due to proximity to campus and University-wide expertise. See Appendix G for additional information.

Executive in Charge of the Institution (ECI)

The Executive in Charge of the Institution (ECI) will provide the authorization for any major decision recommended by ECMT, including school closures, major communications, significant expenditure of funds and other critical actions that need to be taken.

The following persons, in order of priority, will serve as the ECI but all President’s Cabinet members present during an emergency should report to the EOC or participate in the ECMT conference call:

- President (also a member of OHERT)
- Vice President for Administration and University Relations
- Vice President for Academic Affairs

Vice President for University Advancement (also a member of OHERT)

Vice President of Business and Planning (also a member of OHERT)

Communications Team (CT)

The CT is responsible for developing and delivering communications to the SPU Community (faculty, staff and students), media, parents of students, alumni, donors and other external groups on the status and actions of the University in response to an emergency. It will plan for and provide the communication link to others that need to know status of plans, facilities, people and decisions that are made by the Executive in Charge of the Institution or ECMT.

Unless otherwise determined by ECI or ECMT, the official spokesperson for the University is the Director of University Communications and this position will provide official releases to the community and media.

The CT is composed of the following persons:

Communications Team:	
Team Members	Role/Area Representation
VP, Administration & University Relations Director, University Communications	<u>Facilitators</u> Primary Secondary/ OHERT**
Assistant VP, Technology Services*	<u>Business and Planning</u> ECMT, CSOT
Director, Alumni & Parent Relations Director of Development-Major Gifts	<u>University Advancement</u> ----- -----
News and Media Relations Manager Director, Admissions (UG)	<u>University Relations</u> ----- -----
* CIS administrator serves on both Communications and Core Support Operation Teams	
** OHERT: Off Hours Emergency Response Team; see Appendix G for details	

CT Facilitators are responsible for the following:

1. Meeting with CT at least annually.
2. Forwarding recommendations for additional training and/or budgetary concerns on to ECMT for further consideration.
3. Annually reviewing the protocols with ECMT, OHERT and CSOT.
4. When planning extended absences, notifying other CT facilitator(s) and EMCT leadership on dates when away from campus.
5. Maintaining an electronic copy of protocols developed for various emergency scenarios off-site as back-up to the EOC files.

The CT will:

1. Plan and prepare in advance the communication protocols and relationships to be relied upon during

various emergency scenarios. Protocols will include samples of messages to be provided to internal as well as to key external constituents and the media.

The following chart provides the most likely scenarios to occur.

Scenario	Earthquake:	Chemical Spill	Armed Intruder
1. Outline Message Components 2. Potential Delivery Mode	1. Minor 2. Major – injuries / death 3. Disruption of operations (days/wks)	1. Building lockdown 2. Building evacuation 3. Injuries / death 4. Disruption of operations	1. Building lockdown 2. Stand-off over period of time 3. Injuries /death 4. Disruption of operations
Faculty & Staff	e.g. What message should be placed on office phones if building is closed for extended period?		
Students			
Parents			
Alumni / Friends			
Board of Trustees			
Media			

2. Develop a training plan focused on effectively handling questions posed by media representatives for ECMT and selected other administrators. Determine appropriate cycle for administering the training.
3. With the Associate Vice President/Dean of Student Life, determine what level of training may be useful for student leaders to prepare them for potential questions by the media.
4. Determine appropriate location to meet with multiple media representatives on campus to facilitate timely updates to an unfolding story. Example: Royal Brougham Pavilion.

In the event of major emergency: CT Responsibilities

If a major event were to occur (e.g. earthquake, armed intruder), members of ECMT would quickly convene either in person in the Emergency Operations Center or via conference call while CT members are expected to first manage the initial response within their department by:

- ◆ Caring for their people and seeing to their safety – faculty, staff and students
- ◆ Following directions provided by Safety and Security, Building Emergency Coordinators, or other first responders (e.g. Seattle Police and Fire Department personnel)
- ◆ Assessing the status of business operations, systems and/or critical records required to become operational
- ◆ If time allows and if safe to do so, assess the physical environment and notify Safety and Security of potential hazards.

After the first hour has passed any member of the CT may be asked to join the ECMT, or CT may be asked to meet to review the situation and to provide recommendations for ECMT’s consideration. CT members will be notified to come to the Emergency Operations Center or to call in to participate in a conference call to discuss the emergency. CT Members will be notified by one of several means - phone, cell phone and email, SPU web page, or via runner.

Core Support Operations Team (CSOT)

The Core Support Operations Team (CSOT) is responsible for planning for the preparedness and response to emergencies as it relates to the ongoing core educational and support services of the University. CSOT develops the guidelines to be used for each department required to submit an emergency plan and to recommend additional areas where training may be required to better prepare the community for managing through an emergency situation. The departments listed in the chart below are expected to annually review and forward an updated plan to the CSOT facilitator no later than September 1st, so updated plans are posted prior to the start of the academic year.

The CSOT is composed of the following persons:

Core Support Operations Team	
Team Members	Role/Area Representation
Associate VP – Information and Data Management Associate VP – Business and Finance Director, Residence Life/Chief Judicial Officer	<u>Facilitators</u> Primary Secondary Tertiary/OHERT**
Associate VP- Academic Affairs, Dean of Student Life Director, Counseling Center Health Center Nurse Manager	<u>Academic Affairs</u> ECMT ----- OHERT**
Director, Athletics Director, University Ministries/Center for Worship Director, Perkin’s Center Director, Student Academic Services	<u>University Relations</u> ----- ----- -----
Director, University Services General Manager, Sodexo Director, Human Resources Director, Safety and Security Assistant VP – Facility Management Assistant VP – Technology Services*	<u>Business & Planning</u> ----- ----- ----- ECMT ECMT ECMT, CT
Director, Annual Giving & Advancement Services	<u>University Advancement</u> -----
Area vice presidents	<u>Ex officio</u>

The following areas annually review and update departmental emergency plans. Administrators from the following areas may be called to join ECMT and/or CSOT – depending on the emergency.	
College of Arts and Sciences School of Business and Economics School of Education School of Health Sciences School of Psychology, Family and Community School of Theology	<u>Academic Affairs</u> Deans for:
Graduate Center Student Financial Services Undergraduate Admissions	<u>University Relations</u> Directors for:
* CIS administrator serves on both Communications and Core Support & Operation Teams	
** OHERT: Off Hours Emergency Response Team; see Appendix G for details	
Others may be asked to join CSOT based on the specific emergency situation – e.g. Academic Deans, members of CT, etc.	

CSOT Facilitators are responsible for the following:

1. Meeting with CSOT at least annually.
2. Working with deans and directors (from the departments noted in the CSOT chart) in developing the appropriate window of opportunity for annually reviewing and editing their emergency plan; the plan includes educating individuals in their department on their departmental emergency plan. Plans due by September 1st. Plans are posted to CSOT’s public folder under “Preparing for an Emergency”. Each year a new folder is created (e.g. 2009-10) and contains:
 - ◆ CSOT Facilitator Guidelines (excel):
 - Worksheet 1: Instruction to the facilitators to use when CSOT called to meet in response to an emergency
 - Worksheet 2: List of critical/strategic operations that need to be addressed to insure the University is able to continue
 - Worksheet 3: Outline for Departmental Emergency Plan
 - ◆ Roster of CSOT members along with their back-ups (secondary and tertiary)
 - ◆ Individual Departmental Emergency Plans
3. Working with CIS to administer the University’s approved on-line emergency response tutorial for all faculty (includes adjuncts) and staff.
4. Annually reviewing and updating the on-line tutorial with input from ECMT, CSOT and CT leadership. Notify VP’s and deans when faculty and/or staff have not completed the tutorial.
5. Forwarding recommendations for additional training and/or budgetary concerns on to ECMT for further consideration.
6. When planning extended absences, notifying other CSOT facilitator(s) and EMCT leadership on dates when away from campus.
7. Maintaining an electronic copy of all departmental emergency plans off-site as back-up to the EOC files (Primary and Secondary).

Departmental Emergency Plans Components include:

1. Contact Information: Primary, secondary and tertiary (name, title, office location, office phone number and email; home and/or cell phone number)
2. Identify the Key Goals to be addressed in the plan, such as:
 - ◆ Do as much ahead of time as possible
 - ◆ After an event -- tend to people first: safety, physical and emotional wellness
 - ◆ Get the department operational as soon as possible after an event
 - ◆ Identify and organize resources and assets
 - ◆ Develop documents and training for departmental staff
 - ◆ Develop documents and training for vendors, consultants or other non-SPU organizations with whom the department works
 - ◆ Be prepared for emergencies such as: nature (earthquake, storms), fire, hazardous waste spill, assaults against the University (armed intruder, bomb threat), loss of utilities, and other types of infrastructure damage
 - ◆ If CIS is damaged, expect disruption of computer systems for up to one month and potential loss of data (7-13 days) which the department may need to recover.
3. Identify Key Business Operations &/or Services and outline what it would take to become operational.
This includes:
 - ◆ Listing of potential problems that may arise connected to:
 - People -- SPU employees, students, parents, visitors, etc.
 - Systems, operations, and/or critical records
 - Campus environment - buildings, infrastructure
 - External groups -- vendors, government agencies, or other organizations
 - ◆ Outlining departmental response depending on the duration of the service disruption, (e.g. from a few hours to several days to one month).
4. Address resources required and actions tied to each of the emergency response phases:
 - ◆ Pre-event planning efforts – includes annual review of the plan and training departmental faculty and/or staff.
 - ◆ After an event: Initial Response (1-3 hours)– Identify departmental priorities for becoming operational
 - ◆ After an event: Extended Period: What is your planned approach to an extended disruption of service (hours/days/weeks)?; identify available assets and resources required to become operational.

In the event of a major emergency: CSOT Responsibilities

If a major event were to occur (e.g. earthquake), members of ECMT would quickly convene either in person in the Emergency Operations Center or via conference call while CSOT members are expected to first manage the initial response within their department by:

- ◆ Caring for their people and seeing to their safety – faculty, staff and students
- ◆ Following directions provided by Safety and Security, Building Emergency Coordinators, or other first responders (e.g. Seattle Police and Fire Department personnel)
- ◆ Assessing the status of business operations, systems and/or critical records required to become operational
- ◆ If time allows and if safe to do so, assess the physical environment and notify Safety and Security of hazards.

After the first hour has passed any member of the CSOT may be asked join the ECMT or CSOT may be asked

to meet to review the situation and to provide information leading to recommendations for ECMT's consideration. CSOT members will be notified to come to the Emergency Operations Center or to call in to participate in a conference to discuss the emergency. CSOT members will be notified by one of several means - phone, cell phone and email, SPU web page, or via runner.

The level and extent of housing, food, education, scheduled events, and other primary services of the University will vary depending on the circumstances. The CSOT will implement decisions made by ECMT as it relates to core educational and support services of the University and will work in coordination with the CT as necessary to communicate changes to normal service levels and expectations.

The CSOT in its initial response to an emergency may elect to call other staff and faculty to join the team if it is deemed appropriate and useful in response to the specific emergency.

Emergency Preparedness Responsibilities of Key Administrators

The Vice President for Business and Planning, the Assistant Vice President for Facility Management and the Director of Safety and Security have key roles in assuring that the University is prepared for emergencies. Their major responsibilities are described below.

A. Responsibilities of the Vice President for Business and Planning

The Vice President for Business and Planning will serve as the lead administrator on the President's Cabinet in making certain that the University is prepared for emergencies. The responsibilities of the Vice President will include the following:

1. Convening the Emergency and Crisis Management Team at least annually to review the Emergency and Crisis Management Plan.
2. Serving as the Facilitator of the Emergency and Crisis Management Team when it meets to discuss emergency preparedness issues. Providing periodic briefings to the President's Cabinet and the Board of Trustees on the status of the University's Emergency and Crisis Management Plan and related issues.
3. Holding ECMT meetings as needed for emergency preparedness planning and event response issues. Schedule meetings with OHERT as appropriate.
4. Approving the schedules for University-wide emergency response drills.
5. Reviewing and approving requests for major expenditures associated with emergency preparedness needs.

B. Responsibilities for the Assistant Vice President for Facility Management

The Assistant Vice President for Facility Management will assist the Vice President for Business and Planning in making certain that the University is prepared for emergencies. The responsibilities of the Assistant Vice President and his staff include the following:

1. Assisting the Vice President for Business and Planning in convening the Emergency and Crisis Management Team to review the Emergency and Crisis Management Plan and related issues.
2. In the absence of the Vice President for Business and Planning, serving as the Facilitator of the Emergency and Crisis Management Team when it meets to discuss emergency preparedness issues.
3. Being prepared to serve as the Facilitator of the Emergency and Crisis Management Team during an emergency.
4. Soliciting suggestions from the University community on how the Emergency and Crisis Management Plan might be improved.
5. Conducting an annual review of the Emergency and Crisis Management Plan to determine the need to respond to changing conditions, personnel, procedures and supplies.
6. Meeting at least quarterly with the Director of Safety and Security and the Assistant Director for Safety and Emergency Preparedness to review the status of the emergency preparedness activities that have been identified in this Plan as being their specific responsibilities.

7. Providing recommendations to the Vice President for Business and Planning on the scheduling of University-wide emergency response drills.
8. Providing recommendations to the Vice President for Business and Planning on requests for major expenditures related to emergency preparedness needs.
9. Maintaining facilities in a manner that minimizes hazards.
10. Maintaining critical facilities records.
11. Developing emergency shutdown procedures.
12. Selecting and training an adequate number of personnel to affect the safe shutdown procedures of all operations and processes.
13. Participating in all emergency drills.
14. Maintaining emergency equipment in a state of readiness for any emergency.
15. Confirming that the designated evacuation routes and emergency assembly areas would be safe during an emergency and recommending alternative routes and areas, if necessary.
16. Administering a process to annually verify that all classrooms have prominently posted the University's Stop. Think. Act. booklet.

C. Responsibilities of the Director of Safety and Security (Emergency and Crisis Management Plan Administrator)

The Director of Safety and Security, under the supervision of the Assistant Vice President for Facility Management, will serve as the University's Emergency and Crisis Management Plan Administrator. Serving as the Administrator, the Director has the following responsibilities in assuring that the University is prepared for emergencies:

1. Providing training to the designated and alternate Building Emergency Coordinators (BEC's), Operations Coordinators and Response Team Leaders.
2. Ensuring that all University employees and contractors are aware of their individual responsibilities and knowledgeable of the operational aspects of the Plan during an emergency.
3. Scheduling emergency drills and providing for the evaluation of these drills, including the preparation of reports to the Emergency and Crisis Management Team.
4. Reviewing evacuation plans for all University buildings and assuring that shelter and fallout protection areas are designated.
5. Keeping University personnel informed of the latest warning signals of a pending emergency situation.
6. Working with appropriate staff to ensure sufficient amount of emergency supplies and equipment to implement the operational requirements of the plan, and regularly reviewing the status and suitability of emergency equipment.
7. Coordinating with the Associate VP-Information and Data Management, Associate VP-Business and Finance, Assistant VP-Technology Services, and CSOT members as well as other University personnel responsible for record keeping and data storage to insure the safe storage and availability of important University records.
8. Insuring that a phone list of all emergency agencies and officials, including law enforcement, fire, medical, and FEMA, is available in the Safety and Security Office, the President's Office and any other locations designated as potential Emergency Operations Centers.
9. Coordinating with various emergency service agencies in the local vicinity to determine their responsibilities and expected roles during different types of emergencies.
10. Providing a copy of SPU's Emergency and Crisis Management Plan and any updates to appropriate public agencies, including the Seattle Fire and Police Department.
11. Annually updating the departmental emergency plans received from CSOT in the Emergency Operations Center (August/September) to insure most current plans are available.

During emergencies, the Emergency and Crisis Management Plan Administrator will serve as the Operations Coordinator. (See Volume II for specific responsibilities during an emergency.)

Emergency Preparedness Responsibilities of Building Emergency Coordinators (BEC)

A Building Emergency Coordinator will be appointed for each University building by the Vice President for Business and Planning in consultation with the coordinator's supervisor. For large buildings containing more than one department, Building Emergency Coordinators may be designated for individual departments. Building Emergency Coordinators will play a lead role in emergency preparedness and response for individual buildings. For Residence Halls, the Residence Life Coordinators will also serve as the Building Emergency Coordinators.

Building Emergency Coordinators should:

1. Enter cell phone and other pertinent information in the SPU-Alert System to ensure that notifications of any emergency situation that arises are received in a timely manner. (See Appendix H for more information regarding the SPU-Alert System, including how to enter your personal information.)
2. Meet at least annually with all building occupants to review the procedures that would be followed during an emergency.
3. Confirm that maps showing evacuation routes have been posted in conspicuous locations in the building(s) for which they are responsible. If maps indicating evacuation routes have not been posted in circulation areas, classrooms and laboratories, the Emergency and Crisis Management Plan Administrator should be contacted and asked to install appropriate signage.

The Emergency and Crisis Management Plan Administrator or designate should meet at least annually with all of the Building Emergency Coordinators to review the progress that has been made in preparing buildings and their occupants for emergencies, and to review and update BEC emergency training (e.g. building evacuation and lockdowns).

Emergency Preparedness Responsibilities of Faculty Members

Faculty members have a special responsibility for their students during emergencies that take place while classes are in session. As described in Volume II, faculty members are responsible for:

1. Annually reviewing and updating SPU emergency contact information form in Banner.
2. Entering cell phone and other pertinent information in the SPU-Alert System to ensure that notifications of any emergency situation that arises are received in a timely manner. (See Appendix H for more information regarding the SPU-Alert System, including how to enter your personal information.)
3. Providing on the first day of the academic quarter evacuation routes and assembly site information to class members either as a separate handout or as part of the course syllabi.
4. Providing appropriate directions to students during drills and emergencies.
5. Promptly responding to directions given during an emergency or emergency drill by Safety and Security, Building Emergency Coordinators, and emergency responders (e.g. Seattle Police or Fire Department personnel).
6. Implementing evacuation plans in classrooms and laboratories by shepherding students to the evacuation sites where Building Emergency Coordinators will initiate a roll call process.
7. Remaining with their students during and after an emergency situation (e.g. building evacuation, lockdown) until released by an University official.
8. Keeping up-to-date rosters of their classes available at all times, as it will be used during roll calls at emergency assembly areas.
9. Reviewing the University's emergency response booklet Stop. Think. Act., which provides instructions on the evacuation site for each building, how to respond during different emergencies (e.g. earthquake, hazardous chemical spill, building lockdown), etc.
10. Participating in the University's on-line tutorial for SPU's emergency response.
11. Notifying Safety and Security of an emergency situation that arises after regular business hours, during the evenings, weekend and/or holidays. Regular business hours is defined as Monday-Friday, 8:00am to 5:00pm.

12. Minimizing hazards in the workplace (see Volume I, Section 2).
13. Developing a personal preparedness plan including an agreed upon “out-of-state” emergency contact for your family. If local phone lines are inoperable, the long-distance lines may be functioning. This person may be able to get the news to others about your whereabouts and condition.
14. Entering “ICE” (In Case of Emergency) number(s) on your cell phone so emergency workers will know whom to contact if you are hurt (i.e. “ICE-Husband John” and phone number).
15. Keeping ample emergency supplies in their office or vehicle. The following guidelines are recommended:
 - ◆ Water: 1 gallon per person per day
 - ◆ Food: non-perishable items, granola bars, protein bars, "comfort" foods
 - ◆ Extra set of clothes with sturdy shoes
 - ◆ Flashlight with extra batteries or light stick
 - ◆ Whistle
 - ◆ First Aid kit including a three-day supply of prescription drugs

Remember, emergency supply kits should be designed to fit your needs.

Deans, Department Chairs and Building Emergency Coordinators should routinely provide reminders to faculty of their responsibilities during an emergency. Contact Safety and Security if you, a member of your department, or a classroom need a copy of the Stop. Think. Act. booklet.

Emergency Preparedness Responsibilities of Staff Members

Many University staff members will be delegated specific emergency preparedness responsibilities by members of the Emergency and Crisis Management Team and the Building Emergency Coordinators. Although not every staff member will be actively involved with emergency preparedness activities, all staff have the responsibility to inspect their own work area for potential hazards, help to reduce hazards in the workplace, and become familiar with the procedures to be followed during an emergency. Every staff member should take the time now to review the University’s emergency response booklet Stop. Think. Act. and to contact their supervisor if there are any questions regarding the Plan and their role in emergency preparedness activities. Contact Safety and Security if you, a member of your department, or a classroom needs a copy of the booklet Stop. Think. Act.

Staff members are responsible for:

1. Annually reviewing and updating the SPU emergency contact information form in Banner.
2. Entering cell phone and other pertinent information in the SPU-Alert System to ensure that notifications of any emergency situation that arises are received in a timely manner. (See Appendix H for more information regarding the SPU-Alert System, including how to enter your personal information.)
3. Promptly responding to directions given during an emergency or an emergency drill by Safety and Security, Building Emergency Coordinators, and emergency responders (e.g. Seattle Police or Fire Department personnel).
4. Reviewing the University’s emergency response booklet Stop. Think. Act., which provides instructions on the evacuation site for each building, how to respond during different emergencies (e.g. earthquake, hazardous chemical spill, building lockdown, etc.).
5. Participating in the University’s on-line tutorial for SPU’s emergency response.
6. Notifying Safety and Security of an emergency situation that arises after regular business hours, during the evenings, weekend and/or holidays. Regular business hours defined as Monday-Friday, 8:00am to 5:00pm.
7. Minimizing hazards in the workplace (see Volume I, Section 2).
8. Developing a personal preparedness plan including an agreed upon “out-of-state” emergency contact

for your family. If local phone lines are inoperable, the long-distance lines may be functioning. This person may be able to get the news to others about your whereabouts and condition.

9. Entering “ICE” (In Case of Emergency) number(s) on your cell phone so emergency workers will know whom to contact if you are hurt (i.e. “ICE-Husband John” and phone number).
10. Keeping ample emergency supplies in their office or vehicle. (See emergency supply list above under “Emergency Preparedness Responsibilities for Faculty Members). **Remember, emergency kits should be designed to fit your unique needs.**

Emergency Preparedness Responsibilities of Students

Although most students will not be actively involved with emergency preparedness activities, all students have the responsibility to ensure that they are personally prepared and are familiar with the procedures to be followed during an emergency.

Students are responsible for:

1. Annually reviewing and updating the SPU emergency contact information form in Banner.
2. Entering cell phone and other pertinent information in the SPU-Alert System to ensure that notifications of any emergency situation that arises are received in a timely manner. (See Appendix H for more information regarding the SPU-Alert System, including how to enter your personal information.)
3. Developing a personal preparedness plan including an agreed upon “out-of-state” emergency contact for your family.
4. Entering “ICE” (In Case of Emergency) number(s) on your cell phone so emergency workers will know whom to contact if you are hurt (i.e. “ICE-Mother Susan” and phone number).
5. Keeping ample emergency supplies in their residence hall room or vehicle for commuter students. (See emergency supply list above under “Emergency Preparedness Responsibilities for Faculty Members). **Remember, emergency kits should be designed to fit your unique needs.**
6. Promptly responding to directions given during an emergency or an emergency drill by Safety and Security, Residence Life Coordinators/Peer Advisors, Building Emergency Coordinators, and emergency responders (e.g. Seattle Police or Fire Department personnel).

Section 2: Minimizing Hazards

Minimizing Structural Hazards

The Assistant Vice President for Facility Management is responsible for assuring that all University buildings are structurally sound. This is a routine, on-going responsibility that involves both University staff and consultants. It also will periodically involve identifying and documenting the need for substantial University funds to provide for major repairs. If any building is suspected as being structurally unsound, immediate steps will be taken by the Office of Facility and Project Management to determine if its continued occupancy would result in unacceptable risks.

All University students, faculty, and staff have a responsibility to immediately report any suspected structural hazards to the Office of Facility and Project Management. Such reports should be made by calling Facility and Project Management at 206-281-2330, or if after hours, Safety and Security at 206-281-2922.

Minimizing Non-Structural Hazards

Most injuries sustained during and after an earthquake come from inside a building. Windows implode or shatter, bookshelves fall over, and heavy items can fall from top shelves. Building Emergency Coordinators will provide the leadership in minimizing non-structural hazards, including the formation of inspection teams. All employees should take the time and effort now to thoroughly inspect each room, including common areas and to identify and record all items that should be secured, either by you or with the assistance of the Building Emergency Coordinator and the Facility and Project Management staff.

What to look for:

- ◆ Shelves not bolted to a wall.
- ◆ Heavy objects on shelves that may fall.
- ◆ Potentially unstable computers and peripherals.
- ◆ Free-standing objects that have a short, insufficient base: (i.e., a tall filing cabinet).
- ◆ Desks or seating areas directly under plate glass windows.
- ◆ Heavy, mounted pictures, mirrors or plants.
- ◆ Cupboards or cabinets without secure, “automatic” latches.
- ◆ Objects on wheels that are not locked into position, (i.e., audiovisual cart).
- ◆ Heavy, breakable items not on the lowest possible shelves.
- ◆ Doorways that might be blocked by falling objects.
- ◆ Any concerns specific to an area (i.e. animal cages, chemicals, valuable documents stored under water sprinklers).

Once these items have been identified, the Building Emergency Coordinator should organize the information into categories and provide advice on how to move or secure objects. Facility and Project Management should be contacted if assistance is needed in moving or securing any objects.

Suggestions for Securing Specific Objects:

- ◆ Apply “Quake Grip” Velcro or non-slip material for typewriters, computers and wall-hangings.
- ◆ Install brackets to secure furniture, cabinets and shelving to the wall.
- ◆ Install straps for water heaters, filing cabinets and for holding heavy materials on shelves.
- ◆ Install spring-loaded or heavy-duty latches on cupboard and cabinet doors
- ◆ Miscellaneous (for example, wedges or brakes for carts, closed loop hooks for plants).

Facility and Project Management personnel can install most of these items. For some small tasks, individuals can get the necessary supplies from a hardware store and secure items themselves. Assorted Velcro tabs, which can be used to secure many items, may be purchased from the SPU Bookstore or the Corporate Express catalog.

The costs of securing most items should be covered by departmental budgets. However, if extraordinary costs would be involved, which cannot be covered by departmental budgets, the Building Emergency Coordinator should contact the Emergency and Crisis Management Plan Administrator to determine if supplemental sources of funding are available.

Minimizing Hazards in Laboratories

Laboratories are unique in that they contain chemicals that can result in extremely hazardous conditions during an earthquake. Building Emergency Coordinators for buildings containing laboratories are responsible for preparing for an earthquake or other type of emergency that could result in chemical spills and other hazardous conditions. Each lab area should be examined on a regular basis to determine how hazards can be minimized and mitigated. The following are some guidelines that should be used in preparing laboratories for emergencies:

- ◆ Chemicals stored on open shelves may fall and intermingle during a quake. Acids, bases and solvents should be stored separately and all chemicals should be anchored with seismic restraint bars.
- ◆ Be sure that all cabinets equipped with hinged doors have positive latching devices. Sliding doors should be kept closed when not in use. Install refrigerator clasp locks.
- ◆ Secure all expensive analytical instrumentation and equipment, including gas chromatography, microscopes, lasers, etc. with clamps, stands, or QuakeGrip Velcro. Water stills should be secured firmly with straps and blocked to resist movement.
- ◆ Gas cylinders must be secured individually to the lab bench or wall with welded-link chains. Gas cylinders may not be secured to mobile furniture, such as carts or tables.
- ◆ Never store hazardous materials - chemical and/or radioactive - on wheeled carts.
- ◆ Glass aquariums can fall and break open during a quake. They must be firmly mounted. Glass should be replaced with plastic, if possible.
- ◆ Be sure that tall bookcases are not freestanding in the middle of rooms and are not used as partitions. All furniture over 72" tall must be fastened to the walls.
- ◆ There should be no overhead storage of large containers, boxes or glassware.
- ◆ Clearly post evacuation procedures and ask instructors to review the procedures with their students at the beginning of each quarter.
- ◆ Examine the hallway outside your lab to ensure clear and unobstructed access to emergency exits.

Establishing Building and Utility Shutdown and Opening Procedures

The Assistant Vice President for Facility Management and his staff will provide assessments of all campus buildings following an emergency to determine if they can safely be occupied. The Facility and Project Management staff will also have the responsibility for emergency shutdown and start-up of all equipment and utilities. Specific emergency shutdown procedures will be developed in written form by the Assistant Vice President and provided to Facility and Project Management staff and the Emergency and Crisis Management Plan Administrator. The Assistant Vice President will select and train an adequate number of staff to affect the safe shutdown and opening procedures, who will participate actively in all emergency drills.

Section 3: Preparing for Building Evacuations & Lockdowns

Identifying Evacuation Routes

Evacuation routes have been identified for all University buildings. Building Emergency Coordinators should confirm that maps showing evacuation routes have been posted in conspicuous locations in the building(s) for which they are responsible. If maps indicating evacuation routes have not been posted in circulation areas, classrooms and laboratories, the Emergency and Crisis Management Plan Administrator should be contacted and asked to install appropriate signage.

Identifying Emergency Assembly Areas

Emergency assembly areas have been identified in Appendix C for each University building, as well as in the University's booklet Stop. Think. Act. Both primary and secondary locations have been identified, using the following criteria:

- ◆ The areas should be open, away from buildings, power lines, poles and trees that can fall and injure people.
- ◆ The areas should be large enough to hold the estimated number of people who might gather at each site.
- ◆ The areas should be easily and safely accessible from building exits.
- ◆ The areas should be accessible to emergency service personnel.
- ◆ The areas should not hinder access to fire hydrants and primary emergency access routes.

Developing Awareness and Conducting Emergency Drills

The University's Emergency and Crisis Management Plan cannot be effective if faculty, staff and students are not familiar with the procedures that should be followed during an emergency. It is the responsibility of the Emergency and Crisis Management Plan Administrator to develop and maintain awareness of the University's Emergency Response Plan.

During the year, emergency drills will be conducted to help evaluate the effectiveness of the University's emergency plan as well as to train people on the appropriate emergency response procedures. The buildings affected and the time of the drills will vary from drill to drill so that the occupants of all campus buildings will have the opportunity to practice for an actual campus emergency.

If a violent incident occurs on campus, there would likely be a campus-wide lockdown. The SPU-Alert System will be used to notify the campus community that a lockdown is being put in effect. In a lockdown, campus building entrances will be locked, and all persons inside should find a secure location to which to take shelter. Most office and classroom doors can be locked by pushing a button or other mechanical device on the door lock. Individuals who are outside at the time of a lockdown should immediately leave the area and seek safe shelter off campus. It can be assumed that, unless specific notice is given to the contrary, all remaining classes and events for the day have been cancelled. The purpose of this default policy is to avoid confusion, so that any person who is off campus when violence occurs and hears a notice of such an event can assume that they should not come to campus. A communication will go out via a number of avenues (email, snow closure hot-line, web page, Seattle media, etc.) if classes or events will resume as originally scheduled.

In the case of a building evacuation (such as with a fire or earthquake), most classrooms contain a wall plaque or poster near the classroom door showing both the evacuation route and assembly site for the building. In addition, all campus buildings have evacuation signs posted near each building entrance. The knowledge of how to evacuate quickly and appropriately may be critical to the safety of students, employees, and visitors during an actual emergency.

Faculty must be especially aware of their role during drills and actual emergencies. It is each faculty member's responsibility to provide appropriate directions to students during drills and emergencies. (See Volume II for specific procedures and recommended responses during various types of emergencies.) Faculty members must have up-to-date rosters of their classes available at all times, to be used during roll calls at emergency assembly areas. At the first day of each academic quarter, faculty members should review with their students the evacuation routes and assembly areas for classrooms and laboratories.

Section 4: Identifying and Equipping Emergency Operation Centers (EOC) and First Aid Stations

Identifying and Equipping Emergency Operation Centers

Emergency operation centers have been identified and will be equipped to serve as the focal point for directing and coordinating activities during responses to emergencies. If the highest priority center is not available for any reason during an emergency, the operations will shift to the next highest priority. The locations of the emergency operations centers, in priority order, are as follows:

1. Safety and Security Office (601 West Emerson Street)
2. Gwinn Commons, President’s Dining Room
3. Demaray Hall, Executive Suite
4. University Library, Seminar Room

The primary EOC has been equipped with at least three copies of the Emergency and Crisis Management Plan; multiple copies of forms that would be used during an emergency (including those in Appendix A); up-to-date directories of individuals and agencies that might be asked to assist during an emergency response; current lists of Emergency Response Team members; emergency contact information; emergency food and water rations; appropriate communications devices; and first aid kits. An additional kit that includes these documents and supplies is stored in the Facility and Project Management Emergency Response Vehicle and will be deployed to the alternate EOC location if the primary location is deemed unavailable. The Emergency and Crisis Management Plan Administrator will be responsible for equipping the Emergency Operation Centers and assuring that all supplies and directories are present and kept up-to-date.

Safety and Security will maintain on file the most recent Core Support Operations Team departmental emergency plans. Plans are annually reviewed and updated prior to the start of the academic year, and are to be submitted by September 1st.

Identifying, Equipping and Staffing First Aid Stations

The primary First Aid Station to be used in case of an emergency is located in the Health Center in Watson Hall. It is estimated that approximately 50 minor injuries and 10 serious injuries can be handled at one time at the Health Center. If, for some reason, this station is not available, or if additional space should be required to treat injuries, a temporary station will be established in the Weter Hall Student Lounge. If still additional space is required for treating injuries, or if the other First Aid Stations are not available, a temporary First Aid Station will be established on the third floor of Gwinn Commons.

The following medical supplies should be maintained at the primary and secondary First Aid Stations (estimated quantity for 300 patients at each of the three locations):

Use	Item	Quantity for 300
Bleeding	Gauze sponge pads, 2” x 2”; 2 per envelope	100
	Gauze sponge pads, 4” x 4”	200
	Eye dressing pads, 4 sets per package	5
	Sanitary napkins, maxi pads	5
	Band-Aids, 1” x 3”	200
	Band-Aids, 2” x 4½”	100

Sprains	Cold packs	10
Fractures	Wood splints, 18" x 2 3/8"	12
	Tongue depressors	12
Dressings	Surgical tape, 1" x 12 yd. roll	6
	Triangular bandages	10
	Safety pins, 1" size	50
	King elastic gauze, 4" x 5 yd. roll	12
Shock	Rescue blankets, 54" x 80"	11 – 20
	Coats, as available	
Sterilization	Betadine, package	20
	Matches, large box (waterproof)	1
	Soap, large	1
	Alcohol, 32 oz. plastic bottle	2
	Water, bottled gallons	5
Medication	Aspirin or Tylenol, 100 tablets	2
Information	Red Cross First Aid Manual	2
Eye Irrigation	Eye stream, bottle	4
Hypothermia	Garbage bags, large plastic (to use as ponchos and/or space blankets)	450
Diabetes	Sugar (to be given only by qualified individual)	
Hyperventilation	Brown bags, lunch size	100
Miscellaneous	Tweezers, needle nose	2
	Scissors, 4"	2
	Paper cups	1,000
	Cotton balls, 250 per page	2
	Blood pressure cuff	1
	Thermometer	1

Substantial, but more limited, first aid supplies are kept at the following locations:

- ◆ Safety and Security Office
- ◆ Residence Halls
- ◆ Royal Brougham Pavilion (trainer's area)
- ◆ Motor Pool Garage (at 25 West Nickerson Street)
- ◆ Facility Operations Center (shop area)
- ◆ Beegle Hall (scene shop area)

A Facility and Project Management Emergency Response Vehicle also contains substantial first aid supplies. In addition, each University vehicle is equipped with a small first aid kit.

A map showing the location of substantial First Aid supplies on campus (excluding vehicles) is available to authorized University personnel.

Section 5: Planning for Providing Essential Services During an Emergency

Planning for Providing Food and Water During an Emergency

Sodexo will be responsible for providing food services during an emergency, including food for University commuters who might be unable to leave campus. Sodexo has indicated that it typically has enough food to feed faculty, staff and resident students for three to five days. However, full meals will not be available. In the case of an emergency that would render kitchens unusable, barbecue grills and portable stoves would be used for cooking.

Since power will most likely be lost, personnel will make use of items in freezers first. Sodexo staff will gather food items from campus stores and vending machines and redistribute as necessary. Adequate water supplies must be maintained for emergencies, since utilities may be disrupted. Potable water sufficient to provide two gallons per day, per individual should be stored on campus. Supplemental sources of water that could be used, if necessary, are provided by the University's domestic hot water storage tanks located in Hill, Ashton, McKinley and Peterson Halls. However, this water is not safe for consumption until it has been purified by boiling or some other means. Sodexo and the Office of Facility and Project Management will jointly develop more specific plans for the storage and distribution of water and other beverages.

This plan acknowledges that commuter students, staff and faculty will likely remain on campus for at least 24 hours in the event of a disaster occurring during class hours. All individuals who park an automobile on campus are strongly encouraged to keep ample emergency supplies in their automobiles. A recommended list of items to store for use during an emergency (in addition to the contents of emergency boxes referenced above) is available from the Emergency and Crisis Management Plan Administrator and the Building Emergency Coordinators.

If you park on campus, maintain emergency supplies in your vehicle.

- ◆ Water: 1 gallon per person per day
- ◆ Food: non-perishable items, granola bars, protein bars, "comfort" foods
- ◆ Extra set of clothes with sturdy shoes
- ◆ Flashlight with extra batteries or light stick
- ◆ Whistle
- ◆ First Aid kit including a three-day supply of prescription drugs

Remember, emergency supply kits should be designed to fit your needs.

For additional information, the following web sites provide additional suggestions:

- a. <http://emd.wa.gov/5-prog/prgms/pubed/fpp96.pdf>
- b. http://www.fema.gov/pdf/areyouready/basic_preparedness.pdf

Planning for Providing Shelter During an Emergency

Following most types of emergencies, it is likely that the majority of university housing will be usable after initial safety checks by Facility and Project Management staff to determine if they can be opened. However, it is possible that some housing may not be habitable, especially in the case of a major earthquake or a serious fire in an individual residence hall. Therefore, plans must be in place for emergency shelter. The first priority for emergency shelter will be to utilize student lounges in residence halls that are deemed suitable for occupancy. The second priority will be to use other habitable space for shelter. The third floor of Gwinn Commons and Royal Brougham Pavilion are potential areas that could be utilized as shelters. Decisions regarding which building areas are suitable for emergency shelters and temporary housing will be made jointly by Facility and Project Management, University Services and Residence Life.

Blankets and bedspreads stored in Ashton and Hill Halls (typically used during the summer by Conference Services) are available for use in the emergency shelters. It may be necessary to move some additional bedding from residence hall rooms that are deemed unsafe for use to the emergency shelters.

Planning for Providing Health Services and Counseling During an Emergency

As discussed previously, emergency first aid and other types of health care normally provided during an emergency will be provided at the Health Center (or an alternative First Aid Station if the Health Center should not be available). Students should be aware that Health Center appointments for routine health care that is not of a life threatening nature might have to be cancelled and rescheduled during an emergency.

The Student Counseling Center will provide counseling services during and after emergencies, including student deaths and suicides. Counselors should be prepared to work with both large and small groups as well as individuals. Specific procedures and recommendations for counseling are discussed in Volume II. However, prior to an emergency, it is important that those who will be involved with counseling give some thought to their roles and responsibilities. An excellent resource regarding procedures to be followed during a violent or traumatic event is provided in “Violence and Trauma for Counseling and Health Services and Residence Life”, which will be made available to individuals who are likely to serve as counselors during and after emergencies. Additional copies may be obtained from the Emergency and Crisis Management Plan Administrator and the Student Counseling Center.

Planning for Maintaining Computer Information Systems During an Emergency

Prior to an emergency, it is important that essential University records be safeguarded. Since most records are now computerized, this will require the leadership of the Assistant Vice President for Technology Services, working in collaboration with the Vice President for Business and Planning.

The plan shall include the following provisions:

- ◆ Incorporate procedures for the regular back up of all computerized University records. The data will be removed from the University and stored in a secure location in case of an event that would prohibit the recovery of records and computer data.
- ◆ In collaboration with CSOT members develop appropriate guidelines for departments required to submit an annual departmental emergency plan (see CSOT section) related to system back-up and records retrieval.
- ◆ Duplicate and retain off-site all critical business records and other documents, as determined by the President’s Staff. A listing of these documents will be maintained by the Assistant Vice President for Technology Services and reviewed annually with the Vice President for Business and Planning.
- ◆ With approval of the Vice President for Business and Planning, obtain a back-up computer system, compatible with the University's computers to establish an off-premises "hot site" as an alternate operating location in the event of a catastrophe that renders the University's computer systems inoperable.
- ◆ Advise all appropriate University administrators of the location of an alternate operations site.
- ◆ Incorporate the Computer Room Emergency Manual into the appropriate documentation for this area and maintain and update all information including, but not limited to, all serial numbers, floor plans, etc.

Section 6: Purchasing and Storing Emergency Equipment and Supplies

Purchasing Emergency Equipment and Supplies

Much of the equipment and supplies needed during an emergency is already available on campus. However, it is recognized by the University administration that additional equipment and supplies will be required. It is the responsibility of the Emergency and Crisis Management Plan Administrator to prepare annual reports to the Vice President for Business and Planning containing a prioritized list of needed equipment and supplies. After determining funding sources, the Vice President or his designee(s) will initiate purchase requests, following normal University procedures.

Storing Emergency Equipment and Supplies

Equipment and supplies (including tools) that are available for use in an emergency are located on campus at the following locations:

1. Motor Pool Garage (25 West Nickerson Street)
2. Facility Operations Center (2 West Dravus Street)
3. Garage at 3210 4th Avenue West
4. Grounds Maintenance Yard (650 West Barrett Street)
5. Office of Safety and Security (601 West Emerson Street)
6. Emergency Response Vehicle

Blankets and bedspreads (typically utilized by Conference Services) are available in storage rooms in Ashton and Hill Halls. Maps showing the locations of these storage areas are available to authorized University personnel. Up-to-date lists of the equipment kept at each location should be maintained in the Emergency Operations Center.

Section 7: Maintaining Records and Forms

Maintaining Building and Utility Records

The Assistant Vice President for Facility Management is responsible for maintaining up-to-date building and utility records. Master copies of these records are available in the records vault at the Facility Operations Center at 2 West Dravus Street. Duplicate copies or microfilms of those facilities records that the Assistant Vice President for Facility Management and the Emergency and Crisis Management Plan Administrator identify as being potentially helpful to emergency response activities (i.e. building floor plans) will be kept at the Emergency Operations Center at the Office of Safety and Security.

Maps showing the locations of stationary and portable generators are included as Appendix D, which should be updated by the Assistant Vice President for Facility Management as changes are made.

Providing Forms for Use During Emergencies

The following forms have been developed for use during an emergency:

- ◆ Building Site Security – Ingress/Egress Form
- ◆ Crisis Referral List
- ◆ Disaster Shelter Registration Form
- ◆ Emergency First Aid/Medical Form
- ◆ Emergency Response Teams
- ◆ Search and Rescue Accounting Form
- ◆ Site Status Report EOC Message Form

These forms are included in Appendix A. They may be modified or supplemented at any time by the Emergency and Crisis Management Plan Administrator.