

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

VOLUME II

Responding to Emergencies and Crises

Introduction

Volume I of Seattle Pacific University's Emergency and Crisis Management Plan provides a plan for preparing for emergencies. This volume provides information regarding what should be done to respond to various types of emergencies. Both volumes should be reviewed prior to an emergency. However, during an emergency, Volume II should be consulted for emergency responsibilities, procedures and guidelines. The most important responsibilities and procedures to be followed during an emergency are highlighted in bold type.

Readers of this volume will notice that some sections contain redundant information. For example, procedures to be followed during building evacuations are discussed in several places (i.e. faculty responsibilities, building evacuation routes and assembly areas, and procedures to be followed during specific types of emergencies). This redundancy is necessary because during an emergency it is possible that individuals will consult only the section of the report that appears to be the most relevant to the particular emergency situation. However, as suggested above, it is strongly recommended that all faculty and staff become familiar with the entire contents of this volume prior to an emergency.

Section 1: Emergency Response Responsibilities

(ECMT) Emergency Management Leadership

As discussed in Volume I, an Emergency and Crisis Management Plan has been established to provide leadership and direction during emergencies. 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 Executive in Charge of the Institution is the President or the highest ranking member of the President’s Cabinet who is available during the response period.

The members of the ECMT are as follows:

Emergency and Crisis Management Team	
<u>Team Members</u>	<u>Role in ECMP</u>
VP, Business and Planning	Primary ECMT Facilitator/OHERT**
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	
Associate VP, Academic Affairs/Dean of Students	
Assistant VP, Technology Services*	
President or designated Cabinet Member ***	Executive In Charge of the Institution
* 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 Cabinet on campus during an emergency should report to the EOC.	
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.	

During an emergency, the ECMT will assemble immediately at the Emergency Operations Center. The Emergency Operations Center (EOC) will be located in the Office of Safety and Security at 601 West Emerson Street. If necessary, the following alternative locations will serve as the EOC (in order of priority):

1. President’s Dining Room in Gwinn Commons
2. Executive Suite in Demaray Hall
3. Library Seminar Room
4. Bertona Street Modular Classroom Building
5. Wallace Field (if an outdoor location is necessary)

The ECMT members will be summoned to the Emergency Operations Center by the President’s Office and/or the Office of Safety and Security, but, if not contacted directly, should report on their own accord after becoming aware of a campus emergency, including an earthquake of 6.0 or greater.

If available, 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 will

serve as facilitator. After regular business hours, if none of the above individuals are available, the ranking staff person in the Office of Safety and Security will serve as the interim facilitator, unless otherwise directed by the EIC.

Each of the ECMT members will ask at least one of their support staff members to report to the Emergency Operations Center to assist with communications, record keeping, distribution of emergency supplies, and other duties, as required. Most support staff members have been identified in advance and are aware of their responsibilities to report to the EOC during an emergency. One of the responsibilities of the support staff members will be to serve as couriers to help collect roll call information from the emergency assembly areas.

The specific responsibilities of the ECMT during an emergency include the following:

1. Assume effective control of all disaster activities of Seattle Pacific University and establish a presence at the EOC. ECMT facilitators preside over the meeting in the Emergency Operation Center. If all facilitators are unavailable, then Executive In Charge of the Institution facilitates the meeting
 - a. Contact ECMT / OHERT members to gather at EOC; others as deemed appropriate for the situation.
 - b. Discuss cooperation with other response teams, such as Seattle Police and Fire Departments
 - c. Maintain records of all disaster-related decisions and log justifications and documentation of actions.
2. Health and safety of our community: Take steps, as required, to ensure the safety and protection of faculty, staff, students and any visitors of the University by summoning aid and assistance from available resources. Status of:
 - a. University roll call process (Director, Safety and Security)
 - b. First Aid (Nurse Manager; Director of Safety and Security)
 - c. Emotional impact on members of the community and appropriate response (Director, Student Counseling Center)
3. Campus Environment / Property: Take action, after all practical steps are taken to ensure the safety of faculty, staff and students, to minimize damage to University facilities. Consider:
 - a. Buildings, grounds, infrastructure
 - b. Ability to safely occupy buildings -- housing; classrooms; offices
 - c. Public or private utilities -- potable water, electricity, natural gas, diesel, garbage, sewer
4. Critical Business Operations -- general university operations, facilities, and academic programs. What will it take to become operational
 - a. Academic programs
 - b. Student Life/Residence Life; Conference Services (summer)
 - c. Administration and Services
 - i. Information Technology -- telecommunication services, Banner, Blackboard, Blackbaud, Library system, etc
 - ii. Consider university calendar since priorities will be impacted by events (e.g.

sporting events) and cycle of normal business operations (e.g. finals week, payroll, etc.).

5. Communications/Messages -- what should be stated and how it should be delivered; determine if there is the need to establish location to meet with media representatives on campus and how to communicate this decision to key personnel. Consider:
 - a. Initial message to SPU community immediately after the event (within 1 hour)
 - b. On-going internal messages to community
 - c. Messages to SPU constituents -- Board of Trustees, alumni, and messages to media.
6. After initial debriefing, ECMT / OHERT develops action plans for the next 1-3 hours; identify outstanding issues to be investigated
 - a. Based on initial briefing, determine if anyone else be asked to join ECMT, CSOT and/or CT
 - b. Develop list of issues/concerns that need to be addressed
 - c. Assign leadership / follow-up responsibility for each action item
 - d. Determine if CT and/or CSOT should be called into action; what specifically is desired from the team.
7. Recommend to the EIC if University facilities should be made available for shelter or congregate care of individuals not associated with the University, if requested by civil authorities.
8. Return the University to normal operation as rapidly as possible following procedures consistent with safety and other requirements.
 - a. ECMT leadership remains together until the emergency situation has passed and the University moves back towards more normal operations.
9. Final step: ECMT facilitator will implement a debriefing exercise of ECMT, CT, CSOT and/or BEC's to assess the effectiveness of the university's response to the situation; plans adjusted as appropriate.

As described in Volume I, two additional teams (or, depending on specific needs, individual members of the teams) may be asked by the ECMT to convene to assist with emergency response activities. These teams include the Core Support Operations Team (CSOT) and the Communications Team (CT). The CSOT is responsible for planning and implementing the ongoing core educational and support services of the University. The Communications Team (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. The members of the CSOT and CT are identified in Volume I.

Emergency Response Teams

The Emergency and Crisis Management Team and the Operations Coordinator (the Director of Safety and Security) will form specific response teams for search and rescue, safety and security, first aid, communication, food and shelter, and facilities assessment. The composition of the teams will vary, depending on the availability of staff during an

emergency. Some individuals will be asked to serve on more than one team. For example, some Facility and Project Management staff will serve on both the Search and Rescue Team and the Facilities Evaluation Team, with the initial priority given to search and rescue activities. During some emergencies, multiple response teams may be necessary for search and rescue, first aid, and facilities assessment. The individuals serving on the emergency response teams will be recorded and displayed on a whiteboard in the Emergency Operations Center. The members of the Emergency Response Teams who assist with a response to an emergency should also be documented in a written record by the Operations Coordinator.

Building Emergency Coordinators (BEC)

In the event of emergencies, the Building Emergency Coordinators (BEC's) will play a central role in the implementation of emergency procedures. They will serve as essential contacts for each building or area in the event that emergency information must be distributed quickly. They may be called upon to take emergency actions within their buildings to lock doors or make emergency equipment available. A list of BEC's will be kept at each EOC site and at the Office of Safety and Security along with office phone numbers. BEC's may also function as a calling tree in the event that it is necessary to quickly disseminate emergency information.

In the event of building evacuations BEC's will organize assembly and accountability of evacuees at the designated evacuation locations described by this plan. After initially accounting for evacuees, BEC's will report to the EOC through the communications center at the Office of Safety and Security at 601 West Emerson Street. Due to the unpredictability of telephone services in emergencies, it may be necessary to communicate this information by runner, portable radio or other available means. Each BEC will be equipped with a kit containing the Emergency and Crisis Management Plan, along with relevant forms, signs and special procedures needed to complete their responsibility. Emergency communications equipment to assist BEC's in contacting the EOC is currently being evaluated.

Emergency Response Teams and Team Leaders

Search and Rescue Team(s):

Safety and Security Team:

Assistant Vice President for Facility Management Director of Safety and Security

- | | |
|----------|----------|
| 1. _____ | 1. _____ |
| 2. _____ | 2. _____ |
| 3. _____ | 3. _____ |

Facilities Assessment Team(s)

First Aid Team(s):

Assistant Vice President for Facility Management

Nurse Manager

- | | |
|----------|----------|
| 1. _____ | 1. _____ |
| 2. _____ | 2. _____ |
| 3. _____ | 3. _____ |

Key University Administrators' Responsibilities During an Emergency

Several University administrators who will serve as members of the Emergency and Crisis Management Team will play key roles during an emergency, as described below. Each of these administrators has identified at least two subordinates (in order of priority) who will be delegated their responsibilities if they are off-campus during an emergency. (The names of these individuals should be provided in advance of an emergency to the Director of Safety and Security.)

Director of Safety and Security's Responsibilities:

The Director of Safety and Security will serve as the Operations Coordinator during an emergency, under the direction of the Facilitator of the ECMT and the ECI. During an emergency the Operations Coordinator will have the following primary responsibilities, unless directed otherwise by the Facilitator of the ECMT or the ECI (for example, the Facilitator of the ECMT may decide to serve as the University's contact person with off-campus emergency service providers):

1. Facilitate the assembly of the Emergency and Crisis Management Team in the Emergency Operations Center, including contacting subordinates of team members who are not on campus or cannot be located.
2. Assure that impacted buildings have been evacuated and, if necessary, assist with building shutdown procedures.
3. Collect roll call information from faculty and staff at the designated evacuation assembly areas and report any missing faculty, staff, students and visitors to the Emergency Operations Team.
4. Activate emergency communications systems.
5. Dispatch the Emergency Response Truck as needed.
6. If necessary, transport first aid supplies to the First Aid Station and/or sites where injuries are being treated.
7. Serve as the leader of the Safety and Security Emergency Response Team.
8. Serve as the point of contact for off-campus emergency service providers (i.e. fire, police and FEMA).
9. Maintain all documentation necessary to the event.
10. Prepare and submit all required local, state and federal reports that are necessary as a result of the event.

Assistant Vice President for Facility Management's Responsibilities:

The Assistant Vice President for Facility Management and his staff will provide assessment of all campus facilities and maintain information regarding current status during and immediately following a disaster. He is responsible for the direction of maintenance and grounds personnel in an effort to return the campus to normal operation. He will advise the Emergency Operations Center (EOC) teams in regards to all

utility and service-related problems. The Assistant Vice President and his staff will have primary responsibility for emergency shut-down/start-up of all equipment and utilities, site safety during the emergency situation, and coordinating emergency recovery to normal business operations.

In a shutdown situation, the Assistant Vice President for Facility Management and his staff will:

1. Assist in the safe evacuation of all personnel.
2. Evaluate the feasibility of safely initiating and completing emergency shutdown procedures.
3. Provide leadership to the Facilities Assessment Team.
4. Notify the Operations Coordinator and emergency services agencies of any dangers that may present hazards.
5. Commence emergency shutdown procedures.
6. When safe, determine the extent of damage to the University buildings and equipment before any attempts are made to resume operations.
7. Supervise start-up procedures.
8. Provide assistance in maintaining campus security until it is safe to return to normal working conditions and the danger to the health and safety of the workforce has passed.

As indicated above, the Assistant Vice President for Facility Management will lead the Facilities Assessment Team. The Assessment Team is responsible for determining if the emergency assembly areas are free of hazards, if circulation routes are safe, if structures are stable enough for occupancy, and if utilities should be shut off. The Assessment Team shall act according to the following steps:

1. Survey the building from the outside.
2. Examine the site for geological hazards.
3. Inspect the structural system from inside the building.
4. Inspect for non-structural hazards.
5. Inspect for other hazards such as loose wires, broken pipes and gas lines.
6. Lock and barricade rooms and/or buildings that are unsafe and notify the Emergency Operations Center of buildings or rooms that can or cannot be reoccupied.

University Nurse Manager's Responsibilities:

The Nurse Manager of the University Health Center and her staff will assist in triage of the injured and other health related activities as needed. In the absence of a physician, the Nurse Manager will direct all personnel assisting in providing emergency first aid.

The responsibilities of the Nurse Manager and staff during an emergency include:

1. Coordinating all emergency first-aid activities.

2. Establishing first aid station(s).
3. Establishing a triage area(s) to administer first aid as needed.
4. Assisting in the evacuation of injured or disabled faculty, staff, students, and visitors.
5. Supervising continuing first aid treatment until outside medical assistance arrives.

Medical activities to be performed by the Nurse Manager and her staff at the time of a disaster include:

1. Setting up first aid station(s) and gathering appropriate supplies.
2. Posting large sign(s) designating the site as a first aid station.
3. Identifying persons who require skilled medical care. Administer first aid to the injured, helping the critically injured first.
4. Verifying, if possible, the conditions and needs of those with serious medical needs.
5. Assessing physical and psychological needs of those arriving and provide appropriate treatment.
6. "Tagging" injured with name, address and treatment given. (Write with permanent marker on arm or leg.)
7. Identifying and logging individuals with serious injuries. Maintain information and documentation for any person transported to an area hospital. (This needs to be done in conjunction with Communications and/or University ham radio operator who will assist in identifying any potential routes. Work with Safety and Security to determine availability of vans or four-wheel drives in area.)
8. Providing information regarding the number and types of injuries to the Emergency Operations Center (EOC).

Director of University Services' Emergency Responsibilities:

The Director of University Services will have the lead role in implementing measures determined to be necessary by the ECMT and CSOT for providing necessary shelter and food services during an emergency. The Director will meet on a continuous basis with representatives of Sodexo Services to provide direction in determining priorities for the distribution of food and beverages.

Faculty Responsibilities During an Emergency

Faculty members who are teaching a class during the time of an emergency will provide instructions to their students about specific emergency procedures, including how to evacuate buildings and where to assemble after building evacuations. At the emergency assembly areas, the faculty will take a roll call of their class and, through inquiries of assembled students, attempt to determine the whereabouts of any missing students (not in class today, in class today but missing, etc.).

The following are a list of specific procedures for faculty involvement during an emergency:

1. Direct students to a prearranged assembly area in accordance with warning signals, written notification and/or verbal orders.
2. Conduct a roll call at the assembly area to determine if there are students who are unaccounted for.
3. Report any missing students to the Emergency Operations Center via the Building Emergency Coordinator or via runners. The EOC will collect roll call information.
4. Remain with your assigned students until relieved by authority of the Operations Coordinator.
5. Send ambulatory students in need of first aid to the designated First Aid Station. Injured personnel who are not ambulatory should not be moved until cleared by authorized personnel, unless required to protect them from further injury.
6. Faculty members with specialized training, such as nursing and physical education instructors, may be requested to assist in providing first aid and identifying students with specialized training for a given area.
7. Faculty are expected to provide and/or delegate assistance to students with disabilities in the event of an emergency.
8. If absent from a classroom at the time of an emergency, report at once to the designated assembly area for the building in which your office is located (see Appendix C).
9. Contact the Emergency Operations Center to determine if your help is needed on emergency response teams. Keep the Emergency Operations Center informed of your whereabouts during any emergency.

Staff Responsibilities During an Emergency

Many staff members will be expected to assist with emergency responses related to their departmental responsibilities, as determined in advance by their supervisors.

For example, all Safety and Security and most Facility and Project Management staff will have specific assigned responsibilities. Some support staff members who have been identified as Emergency Operations Leadership support staff should report immediately to the Emergency Operations Center. Other support staff may be asked to participate in various emergency response operations, including search and rescue activities, record keeping, and building monitoring. **Staff members who have not been contacted for an assignment, but are willing and able to assist with emergency response activities should make their availability and whereabouts known to the Emergency Operations Center, either directly or through their supervisors.**

Student Responsibilities During an Emergency

Students have a responsibility to clearly follow the directions of faculty and staff in charge during an emergency, including the procedures for the orderly evacuation of buildings and assembly at the emergency assembly areas. No students should leave the

assembly areas until permission has been granted. Buildings, including residence halls, should not be reentered until official notification has been provided that it is safe to do so.

Students should render assistance to disabled students in their class or elsewhere during building evacuations. Those students with special skills that might be useful during an emergency response should identify themselves to a faculty or response team member immediately following the roll calls at the assembly areas.

Section 2: Emergency Operations Centers; First Aid Stations; and Emergency Tools, Equipment and Supplies

As discussed in Volume I, emergency operations centers and first aid stations have been identified to serve as the focal points for emergency response activities during an emergency. In addition, emergency equipment and supplies have been stored on campus for use during emergencies.

Emergency Operation Centers

During an emergency, the Emergency Operations Center (EOC) will serve as the command post for the University's emergency response activities. The Office of Safety and Security, located at 601 West Emerson Street, has been designated as the primary EOC. If phone service is available during an emergency, the EOC can be contacted directly by calling 281-2911. 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
5. Wallace Field, (If an outdoor location is needed).

For outdoor locations such as Wallace Field, the feasibility of purchasing and storing a large tent for use as the EOC is being investigated. All of these locations, except Wallace Field, have been equipped with copies of the Emergency and Crisis Management Plan, multiple copies of forms that should be used during an emergency, emergency contact information, communications devices and first aid kits. The emergency response truck will also be located at or dispatched from the EOC.

First Aid Stations and Supplies

The primary First Aid Station to be used in case of an emergency is located in the Health Center in Watson Hall. If for some reason, this station is not available, or if additional space is required to treat injuries, a temporary station will be established in the Weter Student Lounge. If still additional space is required for treating injuries, or if the other stations are not available, a temporary First Aid Station will be established on the third floor of Gwinn Commons.

Medical supplies sufficient to treat 300 patients will be located at the First Aid Station. More limited first aid supplies are available at the following locations:

1. Office of Safety and Security
2. Residence Halls
3. Royal Brougham Pavilion (trainers area)
4. Motor Pool Garage (25 West Nickerson Street)
5. Facility Operations Center (2 West Dravus Street)
6. Beegle Hall (scene shop area)

The locations of the first aid stations and supply areas are shown on a map in Appendix B. Couriers may be asked to assist with the transfer of first aid supplies from the supply areas to the First Aid Station or to disaster sites where immediate first aid is required.

The emergency response truck is also equipped with first aid supplies. Each University vehicle is equipped with a small first aid kit.

Emergency Tools, Aid and Supplies

Tools and other equipment that might be required during an emergency may be found at the following sites:

1. Motor Pool Garage (25 West Nickerson Street)
2. Facility Operations Center (2 West Dravus Street)
3. Garage at 3210 4th Avenue
4. Grounds Maintenance Yard (650 West Barrett Street)

A map showing the location of each of these sites, along with a list of equipment stored at each site, is provided in Appendix B.

Some tools and other equipment that might be needed during an emergency are also available in the emergency response truck.

Emergency generators have been provided at many campus locations, as shown by a map in Appendix B. Facility and Project Management staff will have the responsibility to activate these generators and determine their priority for use.

Food and water has been stored for emergency use at Gwinn Commons and the Student Union Building. However, during an emergency, the distribution of food and water may have to occur at alternative sites, including outdoor locations. Information regarding these locations will be provided at the emergency assembly areas and will also be available at the Emergency Operations Center. Distribution of food and water will be coordinated by Sodexo Services, under the direction of the Director of University Services, who will consult with the Emergency and Crisis Management Team regarding priorities, if rationing is necessary.

Supplemental emergency water supplies are available at other locations on campus, including the domestic hot water storage tanks in Ashton, Hill, McKinley and Peterson Halls. However, this water is not safe for consumption until it has been purified by boiling or some other means. No water should be drained from the domestic hot water storage tanks for use during an emergency without the permission and involvement of a Facility and Project Management staff member who is authorized to do so.

Blankets and bedspreads (typically utilized by Conference Services) that are stored in Ashton and Hill Halls are available for use in the emergency shelters. If necessary, some bedding from residence hall rooms that are deemed unsafe for use may be moved to the emergency shelters.

Section 3: Evacuation and Assembly

Evacuation Routes

Maps showing evacuation routes have been posted in all University buildings, classrooms and laboratories. Faculty members will provide specific directions to students regarding evacuation routes and assembly areas and will lead the students to the designated assembly areas.

If, for some reason, the suggested evacuation route is not available, faculty should use their discretion in determining the best alternative route. However, during all emergencies, elevators should not be used, due to the possible loss of power.

Evacuation of Persons with Disabilities

Faculty members are expected to provide and/or delegate assistance to students and others on campus with disabilities in the event of an emergency in accordance with the following procedures.

Procedures for Non-Ambulatory Persons (in wheelchairs):

Most ambulatory persons will be able to exit from the ground floor safely without assistance. However, assistance may be necessary in the event that elevators have stopped working from upper and lower floors or in the case of fires, when elevators should never be used.

If assistance is needed and not life threatening to the carriers, allow the person to instruct the carrier(s) as to the safest method of lifting and/or carrying the person. This may include removing the person from the chair or carrying the person in the chair. (Battery operated chairs are extremely heavy.)

As conditions allow, ask the person's preference with regard to:

1. Method(s) of being removed from the chair.
2. The number of persons necessary for assistance (in the event the person must be carried more than three flights of stairs, a relay team concept may be necessary.)
3. Whether it is necessary to bring along a seat cushion or pad for the person to rest upon.
4. Whether the person should be carried forward or backward.
5. Whether after care is necessary if the person is removed from the chair, and whether a stretcher, chair with cushion or pad, car seat, or medical/ambulance assistance is necessary.
6. Some persons have no upper body strength. If a seat belt is available on the wheelchair, secure the person in the chair.

If the wheelchair is left behind, remove it from the stairwell to avoid blocking other persons. Remove the batteries (from battery powered chair) before attempting to move it. Make sure that the footrests are locked and the monitor is off. An unoccupied wheelchair should be removed from the building if at all possible.

If the person has a manual wheelchair, it may be possible to carry the person and the wheelchair down the stairway. At least two or three people may be required.

If the person has a battery-powered wheelchair, it is normally advisable to carry the person first and then the wheelchair. In the event that the batteries have been removed, it may be possible to carry the person in the chair and then return for the batteries. (Returning for the batteries should only be done following notification that the building is safe to re-enter.) Two to three persons are required.

The wheelchair occupant or a person with a mobility limitation should stay in the exit corridor or on a landing. These areas are marked with signs and are protected with self-closing fire rated doors. Rescue personnel will check those areas first for trapped persons.

Persons using crutches, canes or walkers for evacuation purposes should be treated as if they were injured persons. Carrying options include a two-person locked arm (fireman's) position or having the person carried while sitting in a sturdy chair.

Procedures for the Visually Impaired:

In the event of an emergency, tell the visually impaired person the nature of the emergency and guide them to the nearest exit. Inform the person of any obstacles while guiding them. When you reach safety, orient the person as to their location and answer any questions if further assistance is needed.

Procedures for the Hearing Impaired:

Hearing impaired persons should know new fire alarm systems often include flashing lights. However, some buildings have only audible alarms. Therefore, persons with impaired hearing may not perceive an emergency and might require special assistance.

Emergency Assembly Areas

Emergency assembly areas have been established for all University buildings, as identified in Appendix C. Faculty will conduct roll calls at each of these assembly areas. It will be the responsibility of individual faculty members to assemble their students in a specific portion of the designated assembly area. This will be especially important in those areas, such as the Tiffany Loop, where students from many classes will be assembling. All students must stay within these designated areas until roll calls have been completed. Roll call information plays an essential role in resolving the chaos during and after an emergency. Information collected will be used to determine those who need assistance and reassure families that community members are safe and accounted for.

Staff and faculty who are not in class during the time of an emergency should also assemble in specific areas, in accordance with their departmental affiliation. Through discussions with each other, it should be determined if anyone is unaccounted for and may need assistance. Roll calls and other evacuation results or questions should be presented to the Building Emergency Coordinator for each building or department. Building Emergency Coordinators will provide status reports and updates from their assembly area to the EOC.

Separate assembly areas have been established for each residence hall. Residence Life Coordinators and Peer Advisors should play lead roles in determining if all students who were known to be in the buildings have been accounted for. Missing and accounted for students should be reported to the EOC via the Office of Safety and Security at 601 West Emerson or (206)281-2911.

Section 4: Search and Rescue Operations

During an emergency requiring search and rescue operations, Search and Rescue Teams will be established by the Operations Coordinator and dispatched from the Emergency Operations Center. Most individuals on these teams will be trained staff members of Safety and Security and Facility and Project Management, who will be notified in advance of the need to assemble at the Emergency Operations Center during an emergency. However, other staff, faculty and student volunteers who are available at the site of search and rescue operations may also be asked to participate. Search and rescue operations can be dangerous and should not be attempted without the supervision of a search and rescue team leader.

Using a pre-established sweep pattern, Search and Rescue Teams will visually inspect every room in every building to determine if individuals are trapped or need medical assistance. Assistance will be provided to those who are trapped or need help in evacuating a building. If medical assistance is needed, the Response Team will immediately report the specific location of the injured individual to the Emergency Operations Center, who will summon a First Aid Team. In some cases, Search and Rescue team members with first aid training may provide emergency care (i.e. applying a bandage or tourniquet to stop bleeding). A search and rescue accounting form should be used by each team member to record the rooms that are inspected, the location and number of any killed or injured individuals, and structural damage or other hazards. A copy of the recommended form is included in Appendix A. Multiple copies of this form will be available at the Emergency Operations Center.

Search and rescue teams should be equipped with master keys, fire extinguishers, shovels, crow bars, gloves, hard hats, flashlights, first aid kits and appropriate communications equipment. If additional equipment is necessary, the Emergency Operations Center should be notified.

Section 5: Providing First Aid During an Emergency

As described in Section 2, a First Aid Station will be established at the Health Center and/or, if necessary, alternative sites in Weter Hall and Gwinn Commons. The First Aid Station will serve as the primary location for the treatment of injured individuals.

The Health Center Nurse Manager will be responsible for coordinating the activities at the First Aid Station.

On-site first aid will be provided by the First Aid Emergency Response Teams. These teams will be dispatched from the Emergency Operations Center and First Aid Station upon receiving requests for first aid assistance. The First Aid Response Teams will administer on-site first aid and record the extent of injuries treated or needing treatment. The critically injured will be treated first. **The First Aid Response Teams will also determine the need for additional medical assistance and arrange for the transfer of seriously injured individuals to the First Aid Station or a hospital.**

The First Aid Team will keep a written record of treatment provided on-site, including the names of the injured individuals and a brief description of the first aid provided. All treated individuals who are ambulatory (can walk without assistance) will be asked to report to the First Aid Station for evaluation and follow-up treatment, if necessary.

When individuals need to be transported from a disaster site for medical treatment, the First Aid Team will use a form to note the name of the individual, the type and extent of injury, transported by whom, and transported to where. A copy of a first aid/medical form is provided in Appendix A. Multiple copies of this form will be available at both the Emergency Operations Center and the First Aid Station.

Section 6: Communicating During an Emergency

The Emergency Operations Center will serve as the communications center during an emergency. The EOC has been equipped with satellite phones and ham radio equipment. A supply of satellite mobile phones will be available for use by response teams and runners. During an emergency, support staff of the Emergency and Crisis Leadership Team members will be asked to serve as couriers to assist with communication between the EOC and the emergency assembly and disaster sites. (Each member of the leadership team should have identified at least one support staff member who is aware that he or she should report to the EOC immediately during an emergency.) Among other duties, the couriers will assist the Operations Coordinator in collecting roll call information from each of the emergency assembly areas.

Unless determined otherwise by the Communications Team (CT), the Director of University Communications will function as the official University spokesperson during an emergency. Working closely with the CT, the Director will facilitate the preparation of any official releases, web postings or press conferences and will act as a liaison with representatives of the news media. Any University student, faculty or staff member contacted by the media should politely decline comments and refer the media representative(s) to the Director of University Communications (281-2051) or the Operations Center (281-2911). If the Director of University Communications is not available, the Facilitator of the EMCT will determine who should respond.

If electric power and communications systems are operable during an emergency, faculty, staff and students are encouraged to check the SPU homepage for information. To minimize calls made to the University checking on the status of specific individuals, faculty, staff and students are also encouraged to individually email or phone family members to provide them with information about their whereabouts and condition during an emergency.

Section 7: Providing Food and Shelter During an Emergency

The Emergency and Crisis Management Team, in consultation with members of the Core Support Operations Team, will determine the need for providing emergency food and shelter during an emergency. The Core Support Operations Team will be responsible for implementing plans for emergency food and shelter and will work with the Communications Team to provide information, including notifications of changes to normal service expectations. Although an emergency food and shelter contingency plan has been developed by University Services, in consultation with Residence Life, the locations where emergency food and shelter will be provided are impossible to determine in advance. However, if feasible, residence hall lounges, the third floor of Gwinn Commons, and the Royal Brougham Pavilion will be used to provide temporary shelters. Residence hall students may also be asked to temporarily accommodate additional students in their rooms. Blankets and bedspreads (typically utilized by Conference Services) will be moved from storage areas in Ashton and Hill Halls for use in the emergency shelters. If necessary, some bedding may also be moved from residence hall rooms that are deemed unsafe for use.

If possible, food service will be provided at Gwinn Commons and the Student Union Building. However, it is possible that food may have to be prepared and served at outdoor locations, such as the Tiffany Loop area.

Students and others who may require emergency food and shelter should be aware that it will not be possible to provide full meals and bedding. Therefore, everyone who has emergency supplies available, including food and water and space blankets, should bring such supplies to the emergency shelter areas for their personal use.

If emergency shelter is limited, commuters may be asked to take refuge in their vehicles. First priority for emergency shelter will be given to those with special needs and residence hall students who might be temporarily displaced from their rooms.

Section 8: Procedures for Specific Types of Emergencies

This section provides more specific information regarding what to do in case of different types of emergencies. The evacuation and assembly procedures described previously in Section 3 should be used for all types of emergencies when the evacuation of buildings is necessary. Faculty and members of the Emergency and Crisis Management Team should also consult Section 1 for descriptions of their specific responsibilities.

Earthquake

During an earthquake, in classrooms, offices, residence halls and other non-laboratory spaces, everyone should take cover where they are (e.g. under a desk or table) until the shaking stops and evacuation of the building begins. Faculty members in classrooms have a responsibility to instruct their students to “duck and cover” and not leave the building until instructed to do so.

In laboratories containing hazardous materials, building evacuation should occur immediately, after turning off gas burners. In Otto Miller Hall, students should head toward the south hallway to be farthest away from all chemicals and glassware that are stored along the north hallway area. When the laboratories have been evacuated and a roll call completed, faculty should report to the Building Emergency Coordinator and describe the lab conditions prior to evacuation, including the potential for explosion, fire or chemical spills. This information should be made available to Emergency Response Teams prior to their entry of a laboratory building that has suffered earthquake damage

Fire or Explosion

Except for very small, localized fires, no individual should attempt to extinguish a fire before implementing the procedures listed below.

Procedures to be followed in case of fire or explosion are:

1. Sound the fire alarm.
2. Evacuate the building.
3. Phone 911 and notify the Office of Safety and Security at x2911.
4. Notify response team and other emergency officials of anyone who you suspect may be trapped in the building.

Hazardous Material Spill

Any chemical spill or offensive odors in a laboratory building should be reported to the Laboratory Services Manager and the Office of Safety and Security, who will call the Seattle Fire Department. Any major incident will be reported to Philip Environmental Services for assistance in clean-up. Individuals should not attempt to clean up a spill until it has been assessed by trained personnel.

If you are inside a building in which a spill has occurred, immediately evacuate the building.

If you are outside when an incident occurs:

- ◆ Move uphill and upwind; hazardous materials can be transported quickly through air and water.
- ◆ Don't touch or step in spilled materials.
- ◆ Notify the Office of Safety and Security from a safe location as soon as it is practical to do so (206)281-2911.

If you are indoors when an incident occurs outside of the building that you are occupying:

- ◆ Close all windows and doors. Seal gaps under doorways and windows with wet towels and duct tape or similar thick tape.
- ◆ Close as many internal doors as possible.
- ◆ If local authorities warn of an explosion, close all shades and draperies. Stay away from the windows to prevent injury from flying glass.
- ◆ The Office of Facility and Project Management will turn off all ventilation systems or switch to 100 percent re-circulation (based on consultation with the Seattle Fire Department) so that no outside air is drawn into the building.
- ◆ If you suspect that gas or vapors have entered the building, take shallow breaths through a cloth or towel.
- ◆ Remain in protected, interior areas of the building where toxic vapors are reduced.

After an accident involving:

Corrosives: *Corrosives are substances that cause visible destruction or permanent changes of the skin tissue on contact. They are especially dangerous to the eyes and respiratory tract.*

- ◆ Wash your eyes for 15 to 20 minutes if they are affected. Eyelids must be open; do not rub the injured area.
- ◆ Get under a shower; remove all clothing; wash with soap and water.

Flammables: *Flammables are liquids with a flash point below 100 degrees F with gases that burn readily.*

- ◆ Turn off the main electricity and gas jets.
- ◆ Evacuate the building.

Toxics: *Toxics are poisonous substances.*

- ◆ Wash your hands.
- ◆ Discard contaminated clothing or objects.
- ◆ Use the appropriate antidotes.

Reactives: *A reactive is a substance that can undergo a chemical or other change that may result in an explosion, burning and corrosive or toxic conditions.*

- ◆ Close all doors.
- ◆ Evacuate the danger area.
- ◆ Follow decontamination instructions from local fire or health authorities. Depending on the chemical, you may be advised to take a thorough shower or you may be advised to stay away from water and follow another procedure.

Volcanoes and Ash Fallout

Ash fall from volcanoes is not only a nuisance; it is damaging and potentially dangerous. Not really ash, but pulverized, harsh, acidic, gritty rock can damage the lungs of small infants, the very old and infirm or those already suffering from severe respiratory illnesses. Heavy ash fall can obscure light creating a heavy demand for electric light that in turn can cause power supplies to "brown out" or fail.

Procedures if Ash is Falling:

- ◆ Ensure all staff, students and visitors in buildings remain inside.
- ◆ Shut off all ventilators that bring in outside air (both central and individual classroom units). Do not run fans or air conditioning units.
- ◆ Keep everyone inside until an all-clear sign has been given.

Procedures if You Are Outdoors:

- ◆ Seek shelter (i.e., car, building), use mask or handkerchief (dampened if possible).
- ◆ Go directly to University buildings and/or residence halls.
- ◆ Listen to radio for information.
- ◆ Persons who are experiencing respiratory difficulty should notify the Office of Safety and Security at (206)281-2911.

Winter Storm

A winter storm with substantial snow and ice has the potential for immobilizing the campus and preventing commuters from leaving the campus. In such instances, the President will declare an emergency and direct that contingency plans for emergency food and shelter be implemented.

Exposure to the cold without proper warm clothing or heat can produce hypothermia that can be fatal if not treated in time. Because the likelihood of power outages increases during storms, preparing for the possibility of a loss of heat is essential. Residence hall students are less vulnerable than commuters, since the residence halls have been equipped with emergency generators. During a winter storm in which power is lost, commuters will be provided shelter in the third floor of Gwinn Commons and, if necessary, other campus buildings that are equipped with emergency generators.

Bomb Threat

The Office of Safety and Security should be contacted immediately about a bomb threat. They will contact the Seattle Fire and Police Departments, notify the Executive Office, and evaluate the seriousness of the threat to determine if the evacuation of buildings is necessary.

Bomb and other threats may be delivered in writing, in person, over the telephone or through a secondary source. The most common method is by telephone.

A person receiving a telephoned bomb threat should attempt to:

- ◆ Keep the caller on the line as long as possible.
- ◆ Immediately notify the Office of Safety and Security and the Executive Office.
- ◆ Write down all the information obtained, using as many exact words as possible. Use the bomb threat report form provided in Appendix D.

Staff procedures following a bomb threat:

- ◆ The Assistant Vice President for Facility Management or his designee will work with authorities to determine if gas or fuel lines should be shut off.
- ◆ The Director of Safety and Security or on-duty security officers will assist authorities with a visual search of the area(s) as appropriate.
- ◆ If a bomb is discovered prior to local authorities arriving, evacuate all remaining individuals immediately.
- ◆ Do not touch, move or cover the object. Make note of its description and exact location.
- ◆ Do not use walkie-talkie devices in the area.
- ◆ Restrict all access to the building(s) to authorized personnel only.
- ◆ Following an evacuation, do not let anyone re-enter building(s) until authorized.
- ◆ File appropriate reports as required.

Assaults or Rape

Procedures if You Are a Victim of the Crime of Rape:

- ◆ If you are on campus, phone the Office of Safety and Security at x2911. If you are off campus, phone police at 911.
- ◆ Do not answer questions except those asked by appropriate law enforcement officials.
- ◆ Do not wash, bathe or change your clothes.
- ◆ If off campus, go to a hospital emergency room or Harborview Hospital at 325 Ninth Avenue, Seattle, WA. The Harborview Emergency Trauma Center can be reached at 206-731-3074. For TDD Users (Hearing and Speech Impaired), call 206-731-3246
- ◆ Contact doctors or counselors who are trained in the treatment of sexual assault within 72 hours of the assault. They can provide help to people with physical or emotional problems.
- ◆ Assistance can be provided by the SPU Counseling Center and the Health Center. Off-campus assistance can be obtained from the Harborview Sexual Assault Center – 24 Hour Community Care Line – 206-731-2500.

Food Poisoning and Communicable Diseases Involving Multiple Students

In case of food poisoning involving multiple students:

- ◆ Notify the Office of Safety and Security and the University Health Center.
- ◆ Call 911 if help is needed immediately.
- ◆ If it is suspected or determined that the food poisoning resulted from food served at Gwinn Commons the Nurse Manager or Director of Safety and Security will notify the Sodexo food service manager.
- ◆ The Health Center and/or the Office of Safety and Security will provide status reports to the President's Office, the Director of University Services and the Director of University Communications.

In the case of communicable disease involving multiple students:

- ◆ Notify the Office of Safety and Security and the University Health Center.
- ◆ The Health Center and the Office of Safety and Security will provide status reports to the University's President's Office and the Director of University Communications.
- ◆ The Health Center will provide information regarding the University's communicable disease policy.

Death

Death is always shocking and usually unexpected, especially when it involves a young adult. When it occurs on campus, it can have a great impact on the person's classmates, friends and acquaintances. The University has an important role to assist faculty, staff and students in the event of the death of a "University family" member. This section provides some recommended procedures to follow in the event of the death of a student, faculty or staff member. The individual(s) responsible for following the procedures (except for the immediate actions) should be determined for students by the Dean of Student Life, and for faculty and staff, the dean or director of the department in which the individual was located. The recommended procedures regarding contacting the family and announcing and discussing the loss should be carried out in consultation with the Communications Team and the Director of University Communications.

Immediate Actions:

- ◆ If you discover or witness a death while on campus, phone the City of Seattle police at 911 and the Office of Safety and Security at 281-2911.
- ◆ If you discover or witness a death, remain on the scene until a statement is provided to law enforcement authorities. Encourage any other witnesses to remain on the scene until authorities arrive. Do not disturb the scene and prevent others from doing so.
- ◆ If a student death occurs in a residence hall a Residence Life Coordinator, a Peer Advisor, or Campus Security, (whoever is first on the scene) should close off his or her room until authorities arrive and assure that the deceased student's roommate is notified and escorted to a counselor.
- ◆ The Office of Safety and Security will contact key University staff, including the President or his designee, the Director of University Communications and the Dean of Student Life. In the case of the death of a faculty or staff member, the dean or director of the department in which the individual was located should also be contacted.
- ◆ The Emergency Response Leadership Team should assemble in the Emergency Operations Center to discuss the circumstances of the death and determine the responsibilities for the actions described below.

Contact the Family:

- ◆ Establish a University contact person for family members who will contact the family personally and offer support.
- ◆ Obtain information about funeral arrangements, flowers and home visits. (Be sensitive to cultural norms in expressing help and encouragement.)
- ◆ Check University records to verify if there are any siblings on campus.

Announce and Discuss the Loss:

- ◆ Make every effort to notify all faculty and staff members as quickly as possible.
- ◆ Provide faculty with recommendations for dealing with a loss (especially important for faculty members who had the student in their class this quarter.)
- ◆ Review the procedures for referring students to counseling.
- ◆ Provide a statement to be read in classrooms.
- ◆ Be aware of any faculty member who feels that he or she cannot go directly to class, or may be sensitive due to a recent death in his/her immediate family.
- ◆ Check the emotional needs of other University staff such as administrative assistants who may have had daily contact with the deceased.
- ◆ If new and pertinent information becomes available, update the faculty, staff and students through printed messages.
- ◆ De-brief faculty, staff and students at the end of the day. Give them an opportunity to express their feelings and offer suggestions.
- ◆ Identify any students who may be at risk and have counselors contact the students.
- ◆ Postpone and reschedule tests in classes where the student attended.
- ◆ Give students an opportunity to discuss the loss.
- ◆ Make funeral information available to students, faculty and staff members.
- ◆ If a student was a member of a sports team or club, determine if his or her fellow members wish to attend the funeral as a group.

Counseling Responsibilities:

- ◆ University counselors should be available to work with large and small groups as well as individuals.
- ◆ Identify and contact students, faculty and staff who may be most in need of counseling.
- ◆ University counselors should cancel appointments and meetings that are not emergencies.
- ◆ Counselors should be provided additional secretarial or volunteer help to answer phones.
- ◆ Keep a list of everyone who is counseled.
- ◆ If an individual seems distressed, make a follow-up call.

Administrative Responsibilities:

- ◆ Update staff and students as new information becomes available.
- ◆ Identify faculty and staff members who need mental health support.
- ◆ Emphasize the need to use prepared statements to control rumors.
- ◆ If the incident occurred on campus and was of a violent nature, be highly visible to show your presence, support and control of the situation. Make sure faculty, staff and students feel safe.

Respond to the Media:

- ◆ All media inquiries should be directed to the Director of University Communications.
- ◆ The Director of University Communications will ensure all information is current. Emergency and Crisis Management Team members and the designated contact person may be asked to assist the Director of University Communications in developing news releases and responding to media inquiries.
- ◆ A written statement should be prepared for faculty to read in classes and administrative assistants and volunteers to read in response to telephone inquiries.

Memorial Services and Special Activities:

- ◆ Consult with family members in determining appropriate recognition.
- ◆ Encourage faculty, staff and students to be involved.

Things that are Frequently Overlooked:

- ◆ Prior quarters' professors, advisors and mentors.
- ◆ Lowering the flag to half-staff.
- ◆ How to deal with inappropriate phone calls.
- ◆ How to respond to offers of unsolicited and unneeded help.
- ◆ Who will answer cards and letters sent to the University?
- ◆ The University newspaper - the circumstances of the death should dictate appropriate coverage.

How to respond to enhanced campus safety concerns.

- ◆ One-year anniversary
- ◆ Graduation, if student was a senior

Suicide Threats and Intervention

If a student threatens suicide or manifests other self-destructive behaviors, a faculty or staff member's reaction and responsiveness could result in a positive crisis resolution. Successful intervention involves establishing a supportive relationship with the student. Intervention can be easy technically, but difficult emotionally. A University employee is not liable for a breach of confidence when action is taken on behalf of student whose behavior may be harmful to him, her or others. (Note that although the following descriptions of what to do and what not to do reference suicide threats by students, the actions would be similar in responding to suicide threats by faculty or staff.)

What to do if a student makes a suicidal statement:

- ◆ Show concern but avoid being consumed by the student's emotional distortions of what is occurring.
- ◆ Listen with genuine interest.
- ◆ Ask questions in a calm, straightforward manner.
- ◆ Accept and encourage appropriate expression of grief or anger.
- ◆ Help clarify the issues.
- ◆ Don't leave the student.
- ◆ Accompany the student to a member of the University's Mental Health staff (psychologist, counselor, nurse or administrator.)

What to ask if a student makes a suicidal statement:

- ◆ Questions to determine how serious the student is about committing suicide
- ◆ What feelings have prompted the desire to commit suicide
- ◆ Questions about the student's relationships with family and friends
- ◆ If the student has talked with anyone else about suicide
- ◆ If the student has considered the means of suicide and what steps were taken to secure those means

What not to do if a student makes a suicidal statement:

- ◆ Don't refuse to talk about it.
- ◆ Don't lecture.
- ◆ Don't offer platitudes or simple answers.
- ◆ Don't analyze the person's motives or try to impose your own value system about suicide and death.
- ◆ Don't argue or try to reason.
- ◆ Don't try to challenge the student or use scare tactics.
- ◆ Don't be sworn to secrecy.
- ◆ Don't involve yourself in therapy.

Armed Intruder

Recently, armed intruders have resulted in an alarming number of injuries and deaths on college, university and high school campuses. Usually an intruder is an angry student or employee or someone from off-campus who is extremely upset with a specific student, faculty or staff member. However, armed intruders can also include several individuals, such as members of a gang or persons who are bound together by a common cause or grudge. Although the motive of the intruder(s) might be to kill or injure a single individual, events involving armed intruders often escalate to include large numbers of people, including the taking of hostages.

The Office of Safety and Security will notify the President or the highest ranking person available in the President's Office in any cases involving known or suspected armed intruders. Depending on the circumstances and time of the event, it may be determined by the President or his representative to be necessary and feasible to convene the Emergency and Crisis Management Leadership Team to assist with response activities, including making a decision to initiate lock-down procedures. Under circumstances where a delay in seeking direction from the President or the Emergency and Crisis Management Leadership Team would result in significant risks to the lives of the University community, lock-down procedures will be initiated immediately by the Office of Safety and Security. However, in any cases involving the need to initiate lock-down procedures, the President's Office will be notified immediately and the Emergency and Crisis Management Leadership Team will be asked to convene in the Emergency Operations Center to provide further direction with regards to University response activities.

Lock down procedures will include: calling tree notification of Building Emergency Coordinators to begin the lock down process, physical securing of campus buildings by the BEC's and campus security and positing signs indicating that a lock-down is in place.

If armed intruders are present on campus, the Seattle Police Department will be contacted immediately by the Office of Safety and Security (or through a 911 call from an individual) and will assume the responsibility of apprehending the intruders. The Office of Safety and Security will serve as the liaison with off campus law enforcement officials and assist with the coordination with other University units and the Emergency and Crisis Management Leadership Team.

What to do if you suspect an event involving an armed intruder may possibly occur on campus:

- ◆ Notify the Office of Safety and Security if you are aware of any threats or have other information that makes you suspect an event involving an armed intruder might be possible. If you are a resident student, also notify your Residence Life Coordinator.
- ◆ Trust your instincts. Better to be wrong than to ignore warning signs of possible tragic events.

What to do if you know or suspect an armed intruder is present on campus:

- ◆ Call the Office of Safety and Security and/or 911 and provide the information requested. Stay on the line until being told that it is okay to disconnect.
- ◆ If indoors, remain in your room, behind a locked door (if possible) and away from windows. If you suspect an armed intruder is in close proximity, try to find a safe hiding place.
- ◆ If outdoors, find refuge in a nearby building.
- ◆ Remain calm and quiet.
- ◆ Wait for police to arrive.
- ◆ If instructed by authorities to evacuate a building or the campus grounds, follow directions exactly.

- ◆ If you should witness any injuries or deaths, identify yourself to authorities as soon as it is safe to do so.

What not to do if you know or suspect an armed intruder is on campus:

- ◆ Do not leave your room to try to “see what’s happening”.
- ◆ Do not confront or try to apprehend the intruder.
- ◆ Do not assume that someone else has called the Office of Safety and Security and/or 911.

What to do after an armed intruder has been apprehended:

- ◆ Contact the Office of Safety and Security if you have any information to share about the incident.
- ◆ Contact your friends and families to let them know you are okay.
- ◆ Check the SPU homepage for information and announcements regarding possible changes to safety and security provisions.
- ◆ Contact the Counseling Center if you are in the need of counseling.

After an immediate crisis involving an armed intruder, the Emergency and Crisis Management Team will meet to discuss the event and determine if anything needs to be done to improve campus safety and security. The Communications Team will meet to determine how news of the event and related issues involving campus safety and security should be communicated to the SPU community, media, parents of students, alumni, donors and other external groups.

Terrorist Attacks or Other Off-Campus Disasters Potentially Affecting the University

Unfortunately, we have learned recently that terrorist attacks are now a fact of life and could occur at any time. Other off-campus disasters that are not the result of terrorist attacks, such as a crash of a jetliner in a populated area near campus or the rupture of a major gas line also have the potential of directly or indirectly affecting the campus. Even events that occur thousands of miles from the campus, such as the recent terrorist attack on the World Trade Center in New York City, can have significant impacts on our lives and mental well-being. While we cannot live in fear, it is important that we do what we can to be prepared for such events.

Nature and Detection of the Hazard

The nature of hazards resulting from terrorist attacks or other off-campus disasters range from chemical, biological, nuclear/radiological and/or explosive. The initial detection of a terrorist attack will likely occur through responses to 911 calls where unusual multiple injuries and deaths have occurred or unusual symptoms have been noticed. In the case of chemical attacks, general indicators of a terrorist attack include unexplained casualties and

an unusual liquid, spray or vapor. In the case of a biological attack, hospitals and health centers may notice an unusual illness and a definite pattern inconsistent with natural disease. If the SPU Health Center notices any such illnesses and inconsistent patterns they will report them immediately to local health authorities.

Investigation and Containment of Hazards

Local first respondents usually provide the initial assessment or scene surveillance of a hazard caused by an act of terrorism. At the University, the local first respondent is likely to be a security officer. If a terrorist event is even remotely suspected, the Office of Safety and Security will immediately notify State and City emergency responders. If a terrorism event is determined to have occurred, the State and City responders will notify Federal departments and agencies with counter-terrorism roles.

Response Activities

If a terrorist event or other off-campus disaster that would have direct or significant indirect impacts on the campus should occur, the Emergency and Crisis Management Team (ECMT) will assemble immediately at the Emergency Operations Center to determine what role the University should play in the response activities. It is likely that major assistance from Federal, State and City agencies will be necessary to respond to a major event. However, using the same basic procedures and leadership structure that has been identified for responding to other types of emergencies will help to assure that the safety and health of the University community is given a high priority. The ECMT will play an important role in making certain that the University's needs are well understood by those agencies and organizations involved with emergency response activities.

In the case of a major event that does not directly impact the University, the President will decide if the ECMT should be assembled to help to determine if any special University actions are necessary. For example, the ECMT might be asked to help plan special Chapel services, assemblies, and discussion and prayer groups to provide the University community with increased opportunities to come together during a period of crisis. The ECMT might also be asked to meet to provide assistance in immediately developing and publicizing revisions to the Emergency and Crisis Management Plan to respond to any special circumstances.

In some types of terrorist attacks there could be a significant number of casualties and/or damage to University buildings or infrastructure. This could lead to the need to consider the temporary closure of the University or major changes in University operations. If such circumstances should occur, the President will convene an emergency meeting of the Board of Trustees to receive their advice and direction regarding University operations and facilities.

What individuals should do in case of a known or potential terrorist attack:

- ◆ Notify the Office of Security and Safety if you notice any suspicious activities that might indicate a potential terrorist attack. These could include a rental truck parked in an unusual location where many students congregate, an unusual object or package that you suspect could be a bomb, unusual odors or powders, or even sticky substances that appear to have been applied to doorknobs or computer keyboards.
- ◆ Notify the Health Center if you are ill, especially if you notice that others have similar symptoms. Remember that illness such as smallpox and anthrax initially result in flu-like symptoms that you might typically ignore. Cures are likely if treated early, but many deaths could occur if symptoms are ignored. Don't try to self-medicate with antibiotics that you or your friends might have available. Remember that the National Center for Disease Control can provide vaccines and antibiotics for most types of biological agents within only a few hours, once they are notified of a problem by local health and disease control agencies.
- ◆ Keep yourself informed of opportunities to receive inoculations to protect yourself from bacteria that could be spread by terrorists. If in doubt, contact the Health Center or your family physician.
- ◆ Obey all instructions if quarantine is determined by University or local health officials to be necessary. You may feel fine, but if you leave the campus while infected, your disease can easily be spread to others who have not previously been exposed, including members of your family.
- ◆ If you suspect or know that a chemical agent has been sprayed into the air on or near the campus grounds, get into a building as soon as possible, close any open windows, and turn-off or block all heating and ventilation systems. Use towels or your clothes, if necessary, to block passage of air from underneath doors.
- ◆ If you suspect or know that a chemical agent is being distributed or is likely to be distributed through a building's heating and ventilation system, evacuate the building immediately.
- ◆ If you suspect or know that you have come into contact with a chemical agent, shower as soon as possible and discard your outer clothing.
- ◆ In the case of an explosion or fire, evacuate your building immediately and proceed to your assembly area.
- ◆ Be wary of mail sent to you by an unknown person, especially if the envelope or package appears to contain any sort of powder, stain or unusual odor. If you do open mail that contains an unusual substance, leave your room immediately, tell others in or near your room to evacuate the building, and contact the Office of Safety and Security. Do not return to your room until you have been notified that it is safe to do so. Seek medical help immediately for evaluation to determine if you have been exposed to an infectious disease or chemical agent.
- ◆ Check your emails and the University web page for accurate information regarding the nature of any known or potential terrorist attack. Unless the University computer information system is affected, accurate information and advice regarding emergency procedures will be provided via emails and the University web page. If computers are not operating and you reside in a residence hall, consult with your Peer Advisor

- and Residence Life Coordinator to obtain up-to-date information.
- ◆ In the case of a terrorist attack affecting the campus, the University will have to rely very heavily on outside assistance provided by government agencies trained and equipped to respond to various types of emergencies. Potential responders include, but are not limited to, the Seattle Police and Fire Department, the State Police, the National Guard, the Federal Emergency Management Agency, the Federal Bureau of Investigation and the Center for Disease Control. Non-governmental agencies, such as the American Red Cross, may also be asked to provide assistance. Your cooperation with all of these agencies and organizations will be necessary. However, if you should have any serious doubts about the authority of any representatives of these agencies and organizations with regards to your personal activities and property, contact the Office of Safety and Security immediately for advice. If possible, information will also be posted on the University's
 - ◆ web-page regarding the role of off-campus agencies and organizations in responding to an event that directly affects the University.

Section 9: Violence and Trauma Counseling

During and after an emergency involving violence and trauma, many students and some faculty and staff will require counseling. The Student Counseling Center will be responsible for directing and providing counseling services but it is likely that many other individuals, including Residence Life Coordinators, Peer Advisors, and faculty members, will be involved either formally or informally.

The first few hours following a traumatic event are the most critical. During this period, debriefing sessions are needed to allow individuals to vent their emotions and establish a sense of balance. The highest priority for debriefing sessions should be given to those who were at the scene of a disaster. Debriefing of these individuals should take place within 12 hours to avoid internalization of the event and minimize post-traumatic stress disorders. However, in some instances, law enforcement officers may need to talk to victims and witnesses first, to obtain critical information.

Residence Life Coordinators and Peer Advisors are encouraged to hold debriefing sessions for students residing in the residence halls. Requests for assistance in holding these sessions should be made to the Health Services Office, with the understanding that first priority must be given to counseling those who were injured or personally witnessed traumatic events.

An excellent guide for violence and trauma counseling is provided in a paper written by Roy Barsness and Wendy Fisher, which was adapted from a workshop, held on the SPU campus in June 1991. Copies of this paper, entitled, "Violence and Trauma for Counseling and Health Services and Residence Life" are available at the Health Center and the Office of Safety and Security. Copies also have been provided to Residence Life Coordinators.