

Southwestern Oregon Community College

AP 3505 Emergency Response Plan

References:

Homeland Security Act of 2002;
National Fire Protection Association 1600;
Homeland Security Presidential Directive-5;
Executive Order S-2-05;
34 Code of Federal Regulations Part 668.46(b) (13), (e), and (g);
Occupational Safety and Health Act of 1970 and 29 Code of Federal Regulations Parts 1910 et seq.;
NWCCU Standard 3.A.5
No Oregon statutory requirement.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

General information about the emergency response and evacuation procedures for the Southwestern Oregon Community College (SWOCC) is publicized each year as part of the SWOCC's Clery Act compliance efforts and that information is available at <https://www.socc.edu/staff-administration/administrative-services/campus-security/> or by calling Campus Security at 541.888.1623.

All members of the campus community are notified on an annual basis that they are required to notify SWOCC Campus Security of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and employees on campus. Campus Security has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, Campus Security has a responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community. If that is the case, federal law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

Upon confirmation or verification by Campus Security that a legitimate emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurs on campus, Campus Security will immediately notify the Vice President of Administrative Services or designee and the Emergency Management Team (EMT). The EMT will determine the content of the message and will use some or all the systems described below to communicate the threat to the campus community or to the appropriate segment of the community if the threat is limited to a particular building or segment of the population. The EMT will, without delay, consider the safety of the community, determine the content of the notification and initiate the notification

system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to: Coos Bay Police), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

In the event of a serious incident that poses an immediate threat to members of the campus community, SWOCC has various systems in place for communicating information quickly. Some or all these methods of communication may be activated in the event of an immediate threat to the campus community. These methods of communication include the College Emergency Notification System (RAVE), the Emergency Information Website, social media channels, and college and private telecommunication services such as voice, text messaging and email communications, *the* SWOCC website, and emergency messages that scroll across computer screens when logged into SWOCC's computer system. The EMT will post updates during a critical incident on SWOCC's website at <http://alert.socc.edu>. Individuals can call SWOCC's recorded information telephone line at 541-888-1503 for updates. You can register to receive alerts on the "Home" tab of myLakerLink by clicking on the "register" link under "Rave for Emergency Contact"

SWOCC's Public Information Officer will be responsible for the dissemination of emergency information to the larger community through, the SWOCC website, social media, news outlets, or other methods deemed appropriate.

TESTING EMERGENCY RESPONSE AND EVACUATION PROCEDURES

An evacuation drill is coordinated by Campus Security at least once per year for all facilities on campus. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. Campus Security does not establish locations for evacuation in advance of the designated locations for evacuations because those decisions are affected by the time of day, the location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, Campus Security and SWOCC staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

Evacuation drills are monitored by the Campus Security department and Administrative Services to evaluate egress and behavioral patterns. Reports are prepared by participating departments that identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments/offices for consideration.

SWOCC conducts numerous announced and unannounced drills and exercises each year and conducts follow-through activities designed for the assessment and evaluation of emergency plans and capabilities. Campus Security and Administrative Services coordinate announced and unannounced evacuation drills at least once per year, as described above, to test the emergency response and evacuation procedures, and to assess and evaluate the emergency evacuation plans and capabilities. For each test conducted, the Director of Emergency Management will document a description of the exercise, the date, the time, and whether it was announced or

unannounced. SWOCC will publish a summary of its emergency response and evacuation procedures in conjunction with at least one drill or exercise each calendar year.

Overview

This Emergency Response Plan (ERP) provides direction in the event of an emergency. It is the goal and purpose of this plan to protect the safety and security of those associated with SWOCC should an emergency occur. The effective use of this plan will help:

- Protect life and safety,
- Reduce property and environmental damage,
- Minimize disruption and economic losses, and
- Shorten the recovery period.

To ensure the effective implementation of this plan, all personnel designated to carry out specific responsibilities are expected to know and understand the policies and procedures outlined in this document and other associated supporting documents.

SWOCC's response to a major crisis will be conducted within the framework of this plan except when directed otherwise by the President or the President's appointed representative. The plan includes a chain of command that establishes decision-making authority during an emergency.

Scope and Definitions

An emergency is defined as a sudden state of danger that occurs unexpectedly and that demands immediate action to protect the health and safety of individuals within the institution. The following are examples of emergency situations:

- Bomb threat
- Earthquake
- Explosion
- Fire
- Hazardous materials spill/release
- Hostage situation
- Campus shooting
- Violent Demonstration
- Terrorist incident

Specific information about SWOCC's response plan for a potential outbreak or pandemic can be found [here](#). Other emergency procedures can be found [here](#).

Crisis Management Response Structure

In the event of an emergency, the Director of Emergency Management will contact the EMT to report the emergency.

The above managers will convene (via conference call if necessary) and decide whether to declare a state of emergency, start the process of notifying the community and media if necessary, and review and discharge responsibilities as detailed in the plan (below). The Director of Emergency Management will convene the EMT and activate the Emergency Operations Center (EOC) if necessary to participate in the execution of the plan.

Update and Drill

The EMT and designees will review and update this plan each year or more frequently, as needed. EMT members will practice emergency procedures on a regular basis and will obtain training or re-training as needed.

Emergency Management Team Responsibilities

The manner in which college personnel and equipment are utilized during an emergency will be determined by the EMT under the direction of the President or designee. The ERP will remain in effect until the President or designee deems the college ready to return to normal operation.

Emergency Level Definitions and Responses

In all types of emergencies, once outside agencies arrive on the scene (i.e., Police Department, Fire Bureau, Emergency Management Agency personnel, etc.) these agencies will assume control of the operations. The EMT and EOC will act as resources for these responders.

The following definitions of emergency levels determine the type of response:

LEVEL 1 EMERGENCY (least serious)

Characteristics

- May involve threat of incident rather than actual incident.
- May be addressed with college personnel and resources.
- Outside assistance may be called upon.
- May be limited to small area of campus.
- Potential impact on health, safety, or property.
- May interrupt classes and college operations for limited time (up to half a day).

Examples

- Unplanned power outage.
- Approaching blizzard, storm, or other natural event.
- Water pipe break.
- Unidentified odor.
- Injured, missing, or deceased individual.
- Mild pandemic outbreak.

Response Profile

- Campus Security notifies Director of Emergency Management.

- Director of Emergency Management notifies the EMT.
- Director of Emergency Management, with consult from the EMT, activates the EOC.
- Assess extent of incident impact on health, safety, property.
- Decide whether evacuation is required; initiate as needed.
- Decide whether medical or other outside assistance is required; contact as needed.
- Decide on notification to community; send message(s); update web site as needed.
- Account for students, personnel, and visitors involved in incident.
- Decide on continuity of classes and college operations; notify community.
- Update community on progress and final resolution of incident.
- Determine incident follow-up plan.

LEVEL 2 EMERGENCY

Characteristics

- Requires outside assistance, primarily from local services.
- May involve large portions or all of campus.
- Potential loss of life.
- Potential serious impact on health, safety, or property.
- Will interrupt classes and college operations for more than half a day.
- Pandemic outbreak.

Examples:

- Weather event.
- Earthquake (minimal structural damage).
- Bomb threat.
- Hazardous materials release/spill.
- Widespread/prolonged power outage.
- Violence or civil disturbance.

Response Profile:

- Campus Security notifies Director of Emergency Management.
- Director of Emergency Management notifies the EMT.
- Director of Emergency Management, with consult from the EMT, activates the EOC.
- Assess extent of incident impact on life, health, safety, property.
- Decide whether evacuation is required; initiate as needed.
- Decide whether medical or other outside assistance is required; contact as needed.
- Notification to community; send message(s); update web site.
- Account for all students, personnel, and visitors.
- If no evacuation needed, ensure adequate food, water, heat, medical supplies, waste disposal, etc. for campus residents.
- Decide on continuity of classes and college operations; notify community.
- Establish media center; establish communication channels with relatives, government agencies, vendors, the public, etc.

- Update community on progress and final resolution of incident.
- Determine incident follow-up plan.

LEVEL 3 EMERGENCY (most serious)

Characteristics

- Requires outside assistance from local, possibly state and federal services.
- Involves all of campus.
- Potential loss of life.
- Severe impact on health, safety, or property.
- Classes and college operations suspended for an extended period.
- Long-term effects on the college.

Examples:

- Shooting.
- Uncontained fire.
- Severe weather event.
- Major earthquake (serious structural damage).
- Explosion.
- Uncontained bio, chemical, or nuclear hazard.
- Terrorist incident.
- Pandemic outbreak.

Response Profile

- Contact emergency responders and assist them as needed.
- Campus Security notifies Director of Emergency Management.
- Director of Emergency Management notifies the EMT.
- Director of Emergency Management, with consult from the EMT, activates EOC.
- Assess extent of incident impact on life, health, safety, property.
- Decide whether evacuation is required; initiate as needed.
- Decide whether medical or other outside assistance is required; contact as needed.
- Notify the community by sending message(s) to media outlets and updating SWOCC's web site.
- Activate emergency web site and other emergency communications channels as needed.
- Account for all students, personnel, and visitors.
- If no evacuation needed or possible, ensure adequate food, water, heat, medical supplies, waste disposal, etc. for campus residents.
- Decide on resumption of classes and college operations; notify community.
- Establish media center; establish communication channels with relatives, government agencies, vendors, the public, etc.
- Update community on progress and final resolution of incident.
- Determine incident follow-up plan.

EMERGENCY TELEPHONE NUMBERS

CAMPUS SECURITY: 541-297-4200

AMERICAN RED CROSS: 541-344-5244

FBI: 503-224-4181 or 800-225-5324

FIRE/POLICE/MEDICAL - EMERGENCY: 911

HEALTH SERVICES: 541-266-6700

Administrative Services: 541-888-7206

NORTHWEST NATURAL GAS – EMERGENCY: 800-882-3377

POISON CONTROL CENTER: 800-222-1222

PACIFIC POWER _ EMERGENCY: 877-508-5088

POLICE/LOCAL LAW ENFORCEMENT Emergency: 911

Non-emergency: 541-269-8911

LOCAL HOSPITAL: 541-269-8111

Additional Resources/Information

There are several additional resources that are available regarding crisis response. These include the following:

Federal Emergency Management Agency

www.fema.gov

Red Cross

www.redcross.org

The Office of Homeland Security

www.whitehouse.gov/homeland/

A Guide to Citizen Preparedness

Are You Ready: A Guide to Citizen Preparedness brings together facts on disaster survival techniques, disaster-specific information, and how to prepare for and respond to both natural and human disasters.

www.fema.gov/areyouready/

DisasterHelp

The DisasterHelp website is an initiative of the federal government is aimed at greatly enhancing disaster management on an inter-agency and inter-governmental basis.

www.disasterhelp.gov

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