This **Emergency Response Reference** is designed to provide a basic contingency manual for college administrators, faculty, and staff in order to plan for campus emergencies. While it does not cover every specific situation, it does supply the basic administrative guidelines necessary to cope with most campus emergencies.

Disasters are difficult to predict and may not provide adequate warning. Therefore, the importance of effective advanced planning to cope with natural disasters, fire, industrial accidents, mechanical failure, and bomb threats cannot be stressed too strongly. This guide is applicable to all campus personnel, facilities, and operations. The basis for this Reference is the *Peninsula College Health and Safety Plan*, which can be obtained from Support Services (6550) or Human Resources (6212).

**NOTE:** ADD THE PREFIX 417 TO ANY 6000 SERIES EXTENSIONS TO CREATE A DIRECT DIAL NUMBER. Campus switchboard 452-9277

**Basic Emergency and Chain of Command Procedures**

When notification is received of an emergency, the Switchboard Operator will call 911. The **Campus Security Officer on duty (460-0211)** or the Support Services Office (ext 6551) will then be contacted immediately, the location given, the type of emergency identified, and the name of the caller supplied. Campus Security will notify the President, if necessary, the Vice President for Administrative Services and Support Services personnel, other departments, and local police and/or fire departments, if needed. The officer on duty will assume direct control of campus security, assess the scope and magnitude of the emergency, establish pedestrian and vehicular control at the scene, and supervise the activities at the scene until relieved by the President, Vice President, or Support Service supervisor and/or the police/fire departments. Other college administrators and supervisors shall assist in crowd control, evacuation of employees and students, and other duties as prearranged and/or assigned.

**Introduction**
Emergency Call: From Campus Phones – 911
From Pay Phone located on the north side of U building and at the bus stop on Lauridsen Blvd. – 911 (free call).
Free phone in the PUB at Student Activities Desk – 911

Medical/Fire/Police 911
School Information: Peninsula College
1502 East Lauridsen Boulevard
Major cross street: Ennis

Main Campus Phone Number: 452-9277
Campus Security 460-0211
President’s office 6200
Vice President
  Administrative Services 6202
  Instruction 6246
  Student Services 6225
Support Services 6551
  Director 6550

Call Campus Security immediately after placing 911 calls. Security will dispatch College staff to help with the emergency. After 5:00 pm and on weekends call 460-6869 or 460-0680 for on call maintenance services.
Serious Injuries or Illness

If a person receives a serious injury or is seriously ill on campus, always apply approved first-aid procedures (if you are trained) and call 911 and Campus Security at 460-0211 from 8:00 a.m. to 5:00 p.m. M-F or 460-6869 after 5:00 p.m. M-F and weekends. Campus Security and the switchboard (452-9277) will notify Administration and Support Services.

**Do not move a seriously injured person** unless they are in a life threatening situation. Assess the person’s injuries and make them as comfortable as possible.

College employees should never attempt to transport a seriously injured or ill person in a personal or campus vehicle. Seriously injured or ill persons should only be transported from campus by emergency vehicle or other means arranged by the injured or ill person.

Paramedics and ambulance should be requested if:

1. The victim is unresponsive,
2. There is massive bleeding,
3. The victim requests an ambulance.

*Stay on the line with the 911 emergency dispatcher until instructed by the dispatcher to hang up. Stay with the victim and ask someone to call security or support services to guide rescue and ambulance personnel to the scene.*

Minor Injuries

Minor injuries, not requiring emergency care, may be treated by first-aid certified personnel. If no first-aid trained individuals are available, call campus security or support services for assistance.

First-aid kits are available in one or more locations in each building. Employees should familiarize themselves with locations of first-aid kits for their area.

**Medical Emergencies**
Alarm Systems

The College has a Fire Alarm System, which is activated by smoke detectors or by pulling building alarm stations. Other emergency instructions may be given by Campus Security or Maintenance Staff.

Building Evacuation

1. Evacuate buildings when fire alarms sound and/or if directed to do so by Security or Maintenance. Move briskly with the traffic flow.
2. Remain calm. Do not panic. Leave the building by the nearest clear exit and ask others to do the same. Keep aisles and doors open for passage.
3. Assist persons with disabilities in exiting the building.
4. Check restrooms, elevators, and other isolated areas if time and situation permit.
5. Proceed to a clear area away from the affected building(s) and keep streets, fire lanes, fire hydrants, and walkways clear for emergency vehicles and personnel.
6. Return to building(s) only when declared safe to occupy.
7. Any door with an automatic closure must not be prevented from closing by means of stops or blockages. These doors are part of the firewalls and must be able to close to prevent or slow down the spread of fire from one area to another.

College Evacuation

Evacuation of all or part of the College grounds will be announced by the President or designee.

Evacuation Procedures
Peninsula College will be open on all scheduled work days unless, in the judgment of the College President, or in the President’s absence, a designated administrator, it is determined that maintaining the work schedule would constitute a real and present danger to the safety and welfare of the college employee, or conditions make it impossible to continue the regular work day (Board Policy 265). The procedures outlined below are intended as prescribed guidelines to be followed during heavy snowfall or other inclement weather.

- **Director of Support Services** or designee will evaluate conditions. Director will contact necessary personnel or agencies to access and direct steps for solutions.

- **President** or designee will be made aware of all problems and informed of all actions throughout the adverse conditions. *Problems or weather conditions which may require closure will be brought to the attention of the President or designee at the earliest possible time.*

- **Vice President for Educational Services** or designee will contact all Instructional Deans to start a phone tree to notify all personnel who need to be informed by means other than the media.

- **Vice President for Administrative Services** or designee will contact all Directors and lead persons to start a phone tree to notify all personnel who need to be informed by means other than the media.

- **Public Information Director** or designee will contact all Media or other information dissemination sources to inform them of the closure, the reason for the closure, and any other pertinent information.

- **Director of Support Services** or designee will contact the necessary person or agency to take care of any situation which could cause closure including:
  - Snow or other inclement weather condition
  - Bomb threat
  - Power outage
  - Natural disaster

  *Closure during school hours will require Administrative Staff to make personnel contacts throughout the campus. The Public Information Officer will be required to call all media and information sources.*

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**Inclement Weather**
1. Upon discovering a fire or smoke in a building, **activate the building fire alarm.** The fire alarm automatically notifies the fire department. **Leave the building immediately.**

2. After sounding the alarm, call the Switchboard Operator, and that person will call Campus Security and Support Services. Please provide: Building Name/Number, Room Number, and Type of Incident.

3. After sounding the alarm, attempt to contain a **small** fire by utilizing available fire extinguisher **if you are trained to do so.** If fire is beyond control or involves potentially explosive materials, evacuate the building.

4. When the fire alarm sounds, **complete evacuation is required.** Walk, do not run, to the nearest exit. The alarm may not sound continuously. If the alarm stops, continue the evacuation and warn others who may attempt to enter the building after the alarm stops. Note: Have all personnel assemble in a predesignated area for roll call. Treat all fire alarms as a “**REAL**” fire unless prenotified.

5. Leave the building and move away from it, leaving walks and drives open for fire fighters. Do not return to the building until directed to do so by police, fire, or Campus Security officers.

6. Campus Security, or someone familiar with the situation and who knows the area involved, should meet the fire department.

7. Everyone must follow the orders of the fire and police departments when they arrive.

8. Notify fire fighters on the scene if you suspect someone may be trapped inside the building.
CHEMICAL SPILLS (immediate danger)

If a chemical spill takes place which, in the opinion of the person(s) responsible for such material, poses a threat to themselves or other building occupants, the following steps should be taken:

1. Sound the building fire alarm. If you have body contact with spilled material, remove any contaminated clothing immediately and flush areas of bodily contact with copious amounts of water. (Emergency eye wash stations and safety shower are located in G-15)
2. Call Support Services at ext. 6550 or 6551 and Campus Security at 460-0211. Provide Building name and/or number, room number, type of incident, and name of chemical substance.
3. Notify your supervisor/departmental administrative office.
4. Evacuate the building to a safe distance and leave a clear access for arriving emergency personnel. Do not return to the building until instructed to do so.
5. Obtain assistance for those injured or exposed (eye-wash stations and safety shower are located in G-15). Bodily contact areas should be rinsed with copious amounts of water.

HAZARDOUS GAS LEAKS (flammable, toxic, corrosive, oxygen, cryogenic)

If a gas cylinder or gas piping should begin leaking, and if, in the judgment of the person(s) responsible for such materials, they present any danger to them or other building occupants, the following steps should be taken:

1. Sound the building fire alarm so evacuation can begin.
2. Call Support Services at ext 6550 or 6551 and Campus Security at 460-0211. Provide building name or number, room number, type of incident, and name of specific gas involved.
3. Notify your supervisor/departmental administrative office.
4. Evacuate building to safe area, leaving access for emergency personnel. Do not return to the building until instructed to do so.

Suspected gas leaks or suspicious odors should be reported to Support Services so that appropriate departments can be notified and the source of the odor investigated.
Peninsula College recognizes the importance of maintaining a safe and healthy work environment. **Universal Precautions: Treat all blood and body fluids as if they are infectious;** work practice controls should be followed by all employees. These may vary by department.

“Bloodborne Pathogens” are pathogenic microorganisms, such as Hepatitis B Virus (HBV) and the Human Immunodeficiency Virus (HIV), that are present in human blood and may cause disease in humans. Exposure to bloodborne pathogens may occur by skin, eyes, mucous membranes, or coming in contact with blood or body fluids.

Often, one of the more unfortunate results of emergencies/natural disasters is injured persons. First aid/spill clean-up procedures involving blood/body fluids can potentially put responders at risk to exposure to bloodborne pathogens. The following precautions will greatly reduce the risk of exposure during first aid or spill clean-up procedures.

1. **Treat all blood and body fluids as if they are infectious.** This principle is the cornerstone of the infection control for healthcare professionals. It is known as the **“Universal Precaution.”**
2. Use barrier protection, such as latex gloves, CPR mask, goggles, face masks, etc., to prevent contact with blood and body fluids. Clean-up kits are available in Support Services, the gymnasium, and cafeteria.
3. Use rigid, puncture proof, nonporous containers—referred to as “sharps” containers—for used needles, contaminated sharp medical/first aid instruments, and contaminated broken glass.
4. Wash hands after first aid or blood/body fluid cleanup procedures.
5. Contact Support Services (6551) to facilitate the proper disposal of medical/first aid waste. Medical/first aid waste contaminated with blood/body fluids should be bagged separately and **NOT** placed in the regular trash.
6. Label contaminated sharps/medical/first aid waste containers with the word “BIOHAZARD” and/or the color red.
7. Contact your supervisor if you have been exposed to bloodborne pathogens.
8. Call Support Services (6551) for the clean-up of blood/body fluids.

Please use all precautions when dealing with infectious waste. If you have any questions, you may contact Support Services or refer to the OSHA Bloodborne Pathogen Standard 29CFR 1910.1030. The purpose of the Bloodborne Pathogens Standard is to “reduce occupational exposure to Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV), and other bloodborne pathogens” that employees may encounter in their workplace.”
At Work:

1. Know the location of fire extinguishers, telephones, exits, and fire alarm pull stations in your work area.
2. Survey your work area for potential hazards, such as overloaded or unsecured shelves/file drawers.
3. Move heavy objects from upper to lower shelves.
4. Call Support Services (6551) for suggestions/assistance in mitigating potential work hazards.
5. Facilitate contacting family members during an emergency by providing emergency numbers and contacts to supervisors and personnel.

At Home:

1. Create a “Family Emergency Plan.”
2. Establish an emergency contact number for family members so family members don’t worry unnecessarily. Out-of-state contact numbers are recommended by emergency planners as they are often easier to reach during a disaster.
3. Prepare a disaster supplies kit which includes water, nonperishable food supply, first aid kit, prescription medications, blankets, change of clothing, battery powered radio, flashlight, extra batteries, fire extinguisher, water purification tablets, credit cards, cash, an extra set of keys, children’s supplies, etc.
4. Teach responsible family members to turn off utilities, such as water, electricity, water heaters, and gas.
5. Secure important family documents in waterproof, fireproof containers.
6. Plan home escape routes and/or safe locations in the home in which to take cover during an earthquake.
7. Plan a post-disaster family meeting place in case family members are separated.
In case of utility failure, immediately call Support Services (6551 or 6550). Be prepared to give:

1. Building name/number
2. Room number
3. Nature of problem
4. Person to contact or extension

During power failures, areas that do not have natural light to clearly see exit corridors or exit doors should be evacuated while emergency lights are on. Entry to buildings should not be made until power is restored. Emergency lighting is temporary and is not provided to continue normal building operations.
CRIMINAL ACTIVITY

If you observe a crime in progress or behavior which you suspect is criminal, or if you are the victim of a crime on campus, call 911. Report as much information as possible, including what the person(s) is/are doing, where it is happening, physical and clothing description of those involved, if weapons are involved—and if so, what type, vehicle description and license number if appropriate, and direction of travel when last seen.

DO NOT APPROACH OR ATTEMPT TO APPREHEND THE PERSON(S) INVOLVED.

Stay on the telephone with the dispatcher and provide additional information as changes with the situation occur until the first police officer arrives at your location. You should also notify Campus Security at 460-0211 or ext 6551, and Campus Administration.

SAFETY, CRIME, AND SELF-PROTECTION INFORMATION

Peninsula College expends considerable effort to make the campus a safe, healthy environment in which to study and work. It does not have a commissioned police force, but does have security guards who patrol the buildings, grounds, and parking lots. Security can be reached by calling 460-0211. In addition, our Support Services employees are alert to security breaches that might occur during the normal course of duties. Additionally, close coordination with local law enforcement agencies ensures periodic patrols through campus on a 24-hour basis. Peninsula College strongly encourages students and employees to report criminal offenses that occur on campus property to local law enforcement agencies for investigation. The Port Angeles Police Department business number is 452-4545.

EMPLOYEE EMERGENCIES

When an employee is being threatened by another employee or a person is in danger of physical attack, the person of concern should attempt to use the following steps:

1. Inform the threatening person that the request cannot be carried out because of procedure, law, or other directives.

2. Direct them to contact the supervisor.

3. If the discussion rises to heated conflict, attempt to leave the workstation and/or tell the individual that you need to close the discussion.

4. Make attempts to contact your supervisor or administrators.

5. If needed, call Campus Security as 460-0211 and explain the problem/seek assistance.

6. If there is no answer or response, call police by dialing 911.
INDUSTRIAL EXPLOSIONS, ACCIDENTS, AND GAS LEAKS

There are a number of local industries and utility services which could present a problem in terms of accidents, explosions, and/or dangerous gas leaks. Such things as chlorine leaks can be extremely dangerous, and rapid evacuation is essential. When alarms are sounded with no prior announcements, employees and students are urged to evacuate as quickly and orderly as possible. Departments and individuals should pay heed to directions from Campus Security as well as local city/county authorities.

EXPLOSION

Whether an explosion is the result of an accident, sabotage, or some other preceding disaster, we must be prepared to deal with the danger and property loss that can be expected as a consequence.

The alternative to loss of life and property from an explosion is an aggressive program of prevention. For example, a delivery vehicle involved in an ordinary traffic accident could easily explode or a normally safe cleaning chemical could ignite a harmless substance that becomes explosive when brought into contact with other safe materials. Continuous awareness and caution are the best deterrents.

If an explosion occurs, these steps should be followed.

1. Call local police and fire departments – 911

2. Set up a command post and direct emergency procedures until police/fire units arrive.

3. Secure area. Coordinate/assist in further search. Follow all instructions from the fire and police departments. Be especially alert for electrical hazards and gas leaks.

4. Evacuate all survivors who can move on their own and have a Campus Security Officer detain them for medical/police evacuation.

5. Begin an immediate search for injured and those who may have been trapped by the debris. Keep in mind there could be a second explosion.
NO BOMB THREAT IS TO BE IGNORED. TREAT EVERY BOMB THREAT AS A POTENTIAL DANGER TO HUMAN LIFE. CHECK AND DOCUMENT EVERY THREAT.

PROCEDURES:
When a report is received, the recipient will record complete information using the form below (if possible). Record exact wording of the message and listen intently for any voice or speech peculiarities and background noises. The recipient should be alert for repeated use of certain words or phrases. Close attention should be paid as to how the caller talks.

Exact date and time of call: __________________________________________________________

Exact words of caller: ______________________________________________________________

Questions to ask:
1. When is the bomb going to explode? 6. Did you place the bomb?
2. Where is the bomb? 7. Why?
3. What does it look like? 8. Where are you calling from?
4. What kind of bomb is it? 9. What is your address?
5. What will cause it explode? 10. What is your name?

Caller’s voice: (circle)
Calm Slow Crying Slurred Stutter Deep Loud Broken
Giggling Accent Angry Rapid Stressed Nasal Lisp Excited
Disgusted Sincere Normal squeaky

If the voice is familiar, whom did it sound like? __________________________________________

Were there any background noises? ____________________________________________________

Person receiving call. ________________________________________________________________

Telephone extension number and location where call was received. __________________________

Remarks__________________________________________________________

Campus Security will:
1. Contact Support Services and ask for assistance
2. Notify local police and fire departments
3. Maintain an air of calmness in order to avert panic
4. Be alert for unusual or suspicious persons, vehicles, or objects. Ask persons who normally frequent the area to point out any such circumstances.
5. In evaluating the threat, Campus Security will consider the following factors:
   • Time and day of the week
   • Building population and usage
   • The actual nature and wording of the threat
   • Any recent racial, religious, or labor problems in the area
   • Receipt of any recent letters, telephone calls, or other evidence of a real/imagined grudge against some College department or member
6. Campus Security will assist the local police and fire departments

If a device is found:
1. Do not touch the device in any way. Evaluate and seal off the area using fire drill procedures
2. Call the police (911) to alert them that a device has been found
3. Wait for a trained squad to examine and dispose of the device
4. Notify President’s Office and Public Information Office
Western Washington is vulnerable to earthquakes. The major risk in the event of a strong earthquake is not the direct effect of the quake itself, but the result of panic and hysteria. This is particularly true now that the population of our state includes so many residents who have not experienced a strong earthquake. College staff members should take charge and give instructions in a firm, calm voice to reassure the nervous, thereby helping to prevent the possibility of hysteria or panic. During an earthquake, remain calm and quickly follow the steps outlined below.

**Pre-Earthquake**
Take action now to prepare for an emergency. Establish a work and home emergency plan of action.

**During an Earthquake**

**Indoors**
- People should be told not to run, to remain indoors, and to be alert for falling objects. Everyone should be advised to take positions against a weight-bearing wall or crawl under a desk or chair, paying particular attention to keeping the head covered. Experience has shown that the greatest point of danger is just outside of entrances and close to the outside of buildings.
- Stay away from windows, light fixtures, and suspended objects. After the quake is over, evacuate the building and move personnel to a safe outdoor area until the building has been inspected and declared safe by competent personnel.

**Outdoors**
- Move away from buildings. Avoid utility poles and overhead wires.
- If you are in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.

**Post-Earthquake**
- After the initial shock, evaluate the situation. If emergency help is necessary, call Campus Security. Protect yourself at all times and be prepared for aftershocks.
- Damaged facilities should be reported to Support Services (6551) and Campus Security (460-0211). NOTE: Gas leaks and power failures create special hazards. Please refer to the section on Utility Failures.
- ASSIST THE DISABLED IN EXITING THE BUILDING. REMAIN CALM.
- Once outside, move to a clear area at least 500 feet from the affected building(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews. Have a plan with your work group to have a meeting place outside the building and be sure to take roll. Report missing people to your supervisor, Campus Security and emergency personnel.
- If requested, assist emergency crews as necessary.
- A campus emergency command post may be set up near the emergency site. This may be in the form of an office, a lobby, a van, or a recreational vehicle. Keep clear of the command post unless you have official business.
- **DO NOT RETURN TO AN EVACUATED BUILDING** until instructed to do so. Re-entry to the building will be permitted only when the “ALL CLEAR” has been received by Support Services.
- Only authorized personnel will be allowed in buildings during inspection.
- All personnel assisting in the emergency will function under the supervision of Support Services or a designated representative of the President.