EMERGENCY RESPONSE MANAGEMENT PLAN

Approved February, 2012

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FOREWORD

The basic emergency procedures outlined in this plan are designed to inform and prepare the faculty and staff for College emergencies. The goal is to improve the ability of the College to protect lives and property through effective use of College and community resources in emergencies. In the event of emergency, procedures contained in this plan will be implemented as needed.

Whenever an emergency affecting the College reaches proportions that cannot be handled by routine measures, the College President or designee may declare a state of emergency, and these contingency guidelines may be implemented.

This plan has been prepared primarily for people assigned key responsibilities during emergency activations. It provides resources, guides and information to those who manage emergencies at the College and those who are responsible to restore College activities in academic learning and public service in the most efficient way possible.

This plan is designed on purpose to be flexible in handling a sudden emergency. It is the belief of the College that flexibility will allow the College to accommodate the individual magnitude of severity that each emergency may present.

The procedures outlined in this plan apply to all employees of Bates Technical College. Exception is given to those employees working at sites governed by other State or Federal agencies as well as independently or privately owned facilities not managed by the College. Those employees are expected to follow direction and procedure as dictated by the specific site.
OVERVIEW OF EMERGENCY PREPAREDNESS

The Bates Technical College Emergency Response Management Plan is based on a realistic approach to problems likely to be encountered on campus during a major emergency or disaster. General assumptions are:

- An emergency or disaster may occur at any time day or night, weekday or weekend, with little or no warning.

- The succession of events in an emergency are not predictable. Support and operational plans serve only as guidelines and checklists, and may require modification in order to meet the specific nature of any particular major emergency or disaster.

- A major disaster most likely will affect the availability of local, state, and federal services. Emergency services may not be available, and a delay in off-campus emergency services may be expected up to 72 hours.

- A major emergency may be declared if information indicates such a condition is developing or has a high probability of occurring.

- Media contact will be routed through the College Public Relations Office.

- Key personnel may not be available or unable to carry out tasks and activities during a severe emergency.
TYPES OF EMERGENCIES

Major types of emergencies covered by this manual are:

- Volcanic Eruption
- Bomb Threat
- Earthquake
- Fire/Explosion
- Hazardous Material Release
- Power Outage
- Weapon threat/Armed Intruder/Active Shooter
- Elevator Malfunction/Failure
- Public Health Emergency
- Weather and Other
EMERGENCY MAGNITUDE AND RESPONSE TYPE

Minor Emergency
Any incident, potential or actual emergency that will not seriously impact the overall operation and functionality of the College is considered a minor emergency. Emergencies at this level should be reported immediately to the Facilities and Operations Department at 253.680.7140.

Major Emergency
Any incident, potential or actual emergency that affects a large portion of the College and will disrupt the overall operation of the College is considered a major emergency. Such an event can also be called a local disaster and is included in the Emergency Response Management Plan under such a heading. Outside emergency services will probably be needed, as well as major efforts from college support services. Major policy decisions will usually be required from college administration during these types of emergencies. The Facilities Office and Campus Public Safety are to be contacted immediately.

Disaster
Any occurrence which has taken place and has seriously impaired or halted the operations of the College is considered a disaster. Disaster may in some cases have mass casualties and severe property damage associated with the incident. A coordinated effort of all college resources will be required to effectively control the situation. Outside emergency services will be contacted immediately. In cases of county or statewide disasters, it is possible that police, fire, or medical services may be delayed or not be available for up to 72 hours after the incident. An Emergency Operations Center will be activated at the time of any defined disaster, and the Emergency Response Management Plan will be used to govern the disaster response.
EMERGENCY RESPONSE PLAN GUIDELINES

I. AUTHORIZATION TO ACTIVATE COLLEGE EMERGENCY DISASTER PLAN

The College President, designee, or the highest-ranking available administrator serves as the overall emergency administrator. The College Command Center Staff list below will be used to determine that person.

College Command Center Staff:

- President
- Vice President of Human Resources/Campus Public Safety-Emergency Management
- Vice President of Instruction
- Vice President of Student Services
- Director of Facilities and Operations
- Director of Communications & Marketing
- Lead Campus Public Safety Officer
- Executive Dean of South Campus *
- Executive Director/General Manager of KBTC *

* Due to location, individuals will be contacted by emergency communications system.

The College has a procedure for designating the administrator in charge at any time. Administrators shall inform their supervisor, the College President or designee, when they leave campus or intend to be gone for a period of time.

Declaration of College State of Emergency

The authority to declare a College state of emergency rests with the President or alternate as follows:

- Vice President of Human Resources, Campus Public Safety – Emergency Management
- Vice President of Instruction
- Vice President of Student Services
During periods of campus emergency, as determined by the President or designee, only registered Bates Technical College students, faculty and staff (and persons required by their employment) are authorized to be present on the campus. Those who do not have legitimate business on campus will be asked to leave the campus. Unauthorized persons remaining on campus may be subject to arrest in accordance with the Washington Criminal Code.

In addition, only those faculty and staff members who have been assigned duties in this Plan will be allowed to enter the immediate area of the emergency.
II. COLLEGE EMERGENCY MANAGEMENT STRUCTURE

1. INCIDENT COMMAND AND EMERGENCY RESPONSE TEAM (ERT):

1.1. Incident Commander (IC)
The first person on the scene is considered the Incident Commander (IC) until he or she relinquishes it to an Emergency Response Team (ERT) member or emergency personnel. Incident Commander shall be the “decision maker” for all issues during the declared emergency. The IC will use these procedures for guidance, all available resources, and his or her best professional judgment to protect the health, welfare, and safety of the College and its community.

1.2. Incident Command Center
The Incident Command Center is a designated location from which the BTC Emergency Response Team (ERT) will coordinate and gather the appropriate resources for the emergency situation. It should remain in operation until the Incident Commander has downgraded the emergency. The Incident Command Center should be staffed by at least one person from each of the ERT areas. When an emergency occurs or is imminent, it shall be the responsibility of the Administrative Chief to set up and staff an appropriate Incident Command Center.

- **Primary Location:** The primary location for the Incident Command Center is the Human Resources department.
- **Secondary Location:** In the event that the Human Resources department is part of the emergency or is unsafe, the secondary location will be the Mohler Campus.
- **Third Location:** In the event that the two buildings listed above are part of the emergency or are unsafe, the third location will be the South Campus.
- **Outdoor Location:** If no safe areas are available in existing buildings, the location will be outdoors in an area central to, but a safe distance from, the area of the emergency.

1.3. Emergency Response Team (ERT)
In addition to setting up the Incident Command Center, the Chief of Campus Public Safety or designee shall immediately begin contacting all necessary members of the Emergency Response Team, which consists of the following personnel:

- **Incident Commander:** President
- **Operations and Planning Chief:** Vice President Campus Public Safety
- **Instructional Logistics Chief:** Vice President of Instruction
- **Student Logistics Chief:** Vice President of Student Services
- **Administration Chief:** Vice President of Human Resources
- **Medical Unit Leader:** Director of Nursing
- **Facilities Unit Leader:** Facilities Manager
- **Communications Technology Leader:** Director of IT
- **Public Information Officer:** Director of Marketing and Communications
- **Liaison Officer:** Executive Administrative Assistant to the President
- **Administrators and Deans**

CERT members are responsible to the Incident Commander for the implementation and coordination of the Emergency Operations Plan and support as they pertain to their areas.

CERT members are to keep in constant communications with the Incident Command Center. Overall responsibilities of the CERT members are outlined in this plan.

**1.3.1. Incident Commander (IC):** President or designee

The Incident Commander will be (in order of delegation):

- President
- Vice President of Campus Public Safety – Emergency Management
- Vice President of Instruction
- Vice President of Student Services
- Vice President of Human Resources or Designee
- Facilities Manager

**NOTE:** If any of the above, (as members of the ERT), are delegated the Incident Commander role, they will be responsible for appointing a replacement for their ERT role.

**Responsibilities of Incident Commander:**

- Is responsible for the overall direction of the College's incident response, and on-site decision maker during an incident. Collects and evaluates all available emergency information.
• Activates the Emergency Response Team (CERT).

• Works with the members of the CERT in assessing the incident situation and sets the incident objectives, strategies, and priorities.

• Authorizes the commitment of College resources as needed to address the incident.

1.3.2. Operations & Planning Chief: Vice President of Campus Public Safety

• Is responsible for overall coordination of the College's incident response. Collects, evaluates and displays incident intelligence and information.

• Assesses the type and magnitude of the emergency and sets up the appropriate Incident Command Center.

• Initiates communication with members of the CERT to advise them of the emergency and insure proper coordination of campus operations.

• Maintains incident documentation. Provides regular updates and status reports to the Incident Command Center (ICC). Prepares and submits a report to the President appraising the final outcome of the emergency. (See forms provided in Appendix).

• Notifies and conducts liaison activities with appropriate outside response organizations such as fire, law enforcement, Emergency Control Center, bomb squad, HAZMAT teams, etc.

• Maintains order during the emergency.

• Investigates and evaluates campus hazards to health and safety. Provides technical health and safety assistance to reduce hazards prior to and during emergency or disaster conditions.

1.3.3. Instructional Logistics Chief: Vice President of Instruction

• Acts as the contact point for all faculty.

• Collaborate on decisions related to faculty including reporting to work or class versus staying at home.

• Arranges for temporary relocation of educational programs and coordinates faculty to organize the resuming of classes as soon as possible following an incident.

• Establish communications for notifying family members of injured or
deceased faculty, students and employees. (To be done in conjunction with the Student Logistics Chief and Administration Chief).

- Recruit and coordinate volunteer assistance from faculty, students and employees. (To be done in conjunction with the Student Logistics Chief and Administration Chief).

- Supervise the arrangement of provisions (food and water).

- Provides updates and status to the Incident Command Center on all instructional matters.

1.3.4. Student Logistics Chief: Vice President of Student Services

- Acts as the contact point for all students.

- Collaborates on decisions related to students including reporting to class versus staying at home.

- Arranges for the notification to students of temporary relocation of educational programs.

- Establish communications for notifying family members of injured or deceased faculty, students and employees. (To be done in conjunction with the Instructional Logistics Chief and Administration Chief).

- Recruit and coordinate volunteer assistance from faculty, students and employees. (To be done in conjunction with the Instructional Logistics Chief and Administration Chief).

- Assist with the mental health and counseling of students during and after the incident.

- Provides updates and status to the Incident Command Center on all student related matters.

1.3.5. Administration Chief: Vice President of Human Resources or designee

- Acts as the contact point for all college administrative staff.

- Work with Facilities Unit to obtain appropriate equipment, furnishings and portable toilets for Incident Command Center, Triage area and Staging area.

- Collaborate on decisions related to staff including reporting to work vs. staying at home.
• Provide staff for administrative support of Incident Command Center and coordinate staff to organize the resuming of essential services as soon as possible after an emergency.

• Provides for procurement of equipment, supplies and services on a priority basis during emergencies. Obtain resources from city, county, state and federal government agencies as required.

• Identify and secure records vital to College.

• Provides temporary shelter services as required during periods of emergencies or disasters. Coordinate shelter logistics with other agencies as required. If warranted manage evacuees entering the college campus.

• Establish communications for notifying family members of injured or deceased faculty, students and employees. (To be done in conjunction with the Instruction Logistics Chief and Student Logistics Chief).

• Plan, monitor and coordinate all insurance claims on behalf of the College.

• Provides information regarding contract language and laws as they apply to employees, vendors and other agencies during an emergency.

• Coordinate and manage employee benefits related to emergencies.

• Provides updates and status to the Incident Command Center on all administrative matters.

1.3.6. Medical Unit Leader: Nursing Director

• Establish and coordinate search and rescue and emergency medical response as appropriate to the incident including coordination with Facilities Unit as to safety of buildings.

• Request assistance from and direct outside emergency agencies to scene.

• Determine appropriate space (as required) for triage, treatment, transport and morgue and work with Facilities Unit to remove debris, perform emergency repairs, perform temporary construction, and equipment protection.

• Communicate with Instructional Logistics Chief, Student Logistics Chief and Administration Chief regarding identity of injured or deceased faculty, students and employees.

• Report outbreaks of any infectious diseases.
• Provides updates and status to the Incident Command Center on all medical related matters.

1.3.7. Facilities Unit Leader: Facilities Manager

• Equip the Incident Command Center with tables, chairs, and necessary furniture items.

• Assist Medical Unit Leader in identifying appropriate space for triage (if required), remove debris, perform emergency repairs, perform temporary construction, and equipment protection.

• Assist Administration Chief in identification and set-up of appropriate space for staging area (if required), remove debris, perform emergency repairs, temporary construction, and equipment protection as necessary.

• Provides equipment and personnel to perform lock-down procedures, evacuation, shut-down procedures, hazardous area control, access control, traffic control, perimeter and internal security, search and rescue, emergency repairs and equipment protection.

• Act as a knowledge-base for building information and functions.

• Clear buildings, roads and walkways of fallen debris, ice, or snow (depending on situation).

• When warranted ensure buildings are evacuated and that all individuals go to their designated Evacuation Assembly Area.

• Establish and assign work crews to perform campus-wide damage assessment and survey habitable space for room capacity and amenities available for temporary relocation of essential services and educational programs.

• Provides vehicles, equipment and operators for movement of personnel, equipment and supplies.

• Obtains the assistance of utility companies as required and practicable.

• Furnishes emergency power and lighting system as required. Provides facilities for emergency generator fuel during actual emergency or disaster periods.

• Provides for storage of vital records at an alternate site.

• Respond to all alarms.
• Provides updates and status to the Incident Command Center on all facilities and site related matter.

1.3.8. **Communications Technology Leader**: Director of IT

• Develop an Information Technology IT disaster recovery plan and activate IT recovery teams as needed.

• Establish initial communications capability (e.g., voice and data) within the Incident Command Center and between ERT members.

• Provide for restoration of telephone and network services as required during emergencies.

• Provide for enhanced telephone capabilities with the Incident Command Center and as needed within various campus sites.

• Direct, control, and prioritize (IT) recovery efforts following the protection of life and property.

• Working with the Administration Chief, determine and acquire IT recovery resources.

• Conduct an annual IT incident planning and recovery exercise (including a post incident review).

• Provide updates and status to the Incident Command Center on all communications technology related matters.

1.3.9. **Public Information Officer**: Director of Marketing and Communication

• Develop and implement a crisis communications plan.

• Identify issues, suggest to the Incident Commander what information should be released, to whom it should be released, and when it should be released.

• In collaboration with the ERT, prepare official statements, public announcements and develop key messages.

• Release information to the Board of Trustees, College community, media and other College constituent groups, as necessary.

• Respond to special requests for information.

• Monitor media coverage for accuracy of reports.
• Establishes liaison with the local radio and television services and the news media for dissemination of information and public announcements.

• Arranges for photographic and audio visual services.

• Advises the Incident Command Center of all news concerning the extent of a disaster outside campus.

• Provides updates and status to the Incident Command Center on all public relations related matters.

1.3.10. Liaison Officer: Executive Administrative Assistant to the President

• Gather, organize and relay pertinent emergency information to Incident Commander and Emergency Response Team.

• If needed, establish and manage a team of runners for communication purposes between incident response areas.

• Assist the Public Information Officer in liaison activities with the Board of Trustees, College community, media and other College constituent groups, as necessary.

1.3.11. Administrators And Deans:
Administrators and Deans not specifically designated to a CERT role in this plan are to be available for discussion and recommendation of appropriate operational and personnel action regarding College-wide incidents. They may also be delegated any CERT role in the absence of the designated members.

Every administrator and dean has the following general responsibilities prior to and during an incident:

EMERGENCY PREPAREDNESS PLAN

• Distribute emergency preparedness information to all employees with follow-up discussions, training, or explanation as required.

• Provide time to employees for assisting in emergency preparedness planning and training.

• Allow time for training of employees in emergency techniques such as fire extinguisher usage, first aid, and CPR.
EMERGENCY SITUATIONS

- Assist the Emergency Response Team by informing all employees under their direction of the emergency situation and initiating emergency procedures as outlined in this Plan.

- Assist the Emergency Response Team in their efforts to meet Incident objectives, strategies and priorities.

- Evaluate the impact the emergency has on their area and, in collaboration with the ERT, take appropriate action.

- Maintain official communications from their own area (or from alternate area if necessary).

1.3.12. Teaching Faculty And Supervisors
Each faculty and staff supervisor has the responsibility to:

- Educate their students and/or employees concerning College emergency procedures as well as specific procedures for their building and/or area.

- Inform their students and/or employees of an emergency and initiate emergency procedures as outlined in this Plan.

- Faculty and supervisors are responsible for taking actions appropriate to the emergency in the areas of their responsibility.
2. EMERGENCY PLAN PRIORITIES

The Emergency Response Team will concentrate efforts on Priority I objectives until those objectives are substantially met. Priority II and III objectives will be addressed as resources become available. The ERT will keep a record of all activities and decisions.

2.1. PRIORITY I - Health and Safety of Students, Employees and Visitors  
- Evacuation/Lockdown/Secure in Place - Deploy campus-wide warning system as warranted.
  
  Resources:  
  - Tacoma/Lakewood Police Department  
  - Tacoma/West Pierce Fire & Rescue Department  
  - Building Alarms  
  - Phone Announcement System  
  - CERT Facilities Unit  
  - Trained volunteers

- Site Survey - Evaluate campus buildings and surrounding grounds for structural (snow/ice, broken glass, collapsing/unstable buildings, rooms, stairways, walkways, etc.) and non-structural hazards (hazardous substance spills, steam, gas & sewer line ruptures, faulty electrical wiring, unstable/falling shelving, etc.) and deploy resources to mitigate.
  
  Resources:  
  - Tacoma/West Pierce Fire & Rescue Department  
  - CERT Facilities Unit  
  - Trained volunteers

- Fire Suppression - Evaluate fires or fire hazards and deploy resources to control and evacuate.
  
  Resources:  
  - Tacoma/West Pierce Fire & Rescue Department  
  - CERT Facilities Unit  
  - Trained volunteers

- Campus Search and Rescue - Appoint search and rescue teams and provide equipment and vehicles as required.
  
  Resources:  
  - Tacoma/West Pierce Fire & Rescue Department  
  - Tacoma/Lakewood Police Department  
  - CERT Facilities Unit
Trained Volunteers

- **Medical Aid** - Evaluate medical services needed and available and direct rescue forces regarding location of treatment areas for injured.

  **Resources:**
  - Tacoma/West Pierce Fire & Rescue Department
  - CERT Medical Unit
  - Trained volunteers
  - American Red Cross

- **Communication Network** - Establish an emergency communication network using available resources (telephone system, cell phones, handheld radios, bullhorns, pagers, Website, BTC Intranet, etc.)

  **Resources:**
  - CERT Communications Technology Unit
  - Volunteers as runners
  - Vendors – (Sprint)

2.2. **PRIORITY II - Shelter and Building Recovery**

- **Facility Survey** - Evaluate facilities for occupancy and seal off hazardous areas.

  **Resources:**
  - CERT Facilities Unit
  - Volunteers

- **Shelter** - Identify usable locations and organize personnel moves as needed.

  **Resources:**
  - CERT Administration Chief
  - ERT Facilities Unit
  - Volunteers

- **Drinking Water and Food** - Identify and inventory supplies and establish distribution and rationing system.

  **Resources:**
  - CERT Facilities Unit
  - CERT Instructional Logistics Chief
  - Food Services Program
  - Culinary Arts Program
  - Volunteers
- **Utilities Survey** - Evaluate condition of utilities systems (water, sewer, gas, electric, steam, etc.) and shut-down or restore as able. Install alternatives (latrines, generators, portable lighting & heating, etc.) if needed.

  **Resources:**
  - CERT Facilities Unit
  - CERT Administration Chief
  - Utilities providers (City of Tacoma, Power Co, ....)
  - Vendors
  - Volunteers

- **Communications** - Establish a communications system with the campus community and advise everyone regarding status and availability of basic services.

  **Resources:**
  - CERT Communications Technology Unit
  - Volunteers as runners
  - Vendors – (Sprint)

- **Constituent Relations** - Establish a communications system with the media, other agencies and College constituents as appropriate.

  **Resources:**
  - CERT Public Information Officer
  - CERT Communications Technology Unit

- **Criminal Activity Control** - Establish security system to control potential crime.

  **Resources:**
  - Tacoma/Lakewood Police Department
  - CERT Facilities Unit
  - Outside Security vendors
  - Volunteers

- **Psychological Assistance** - Establish a system to deal with cases of psychological trauma and crisis intervention.

  **Resources:**
  - Tacoma/West Pierce Fire & Rescue Department
  - CERT Student Logistics Chief
  - Human Resource Office
2.3. PRIORITY III - Recovery of Valuables and Records

- **Valuable Materials Survey** - Identify, survey and secure valuable campus materials, supplies and equipment.

  **Resources:**
  - CERT Administration Chief
  - CERT Facilities Unit
  - Library Staff
  - Volunteers

- **Records Survey** - Identify, survey and secure all College records.

  **Resources:**
  - CERT Administration Chief
  - Staff from all administrative areas
  - Volunteers

- **Instructional Survey** - Survey instructional departments and determine requirements to begin academic operations.

  **Resources:**
  - CERT Instructional Logistics Chief
  - Deans
  - Instructional Faculty and Staff
  - Volunteers

- **Supplies and Equipment** - Develop system to renew flow of supplies and equipment from outside sources.

  **Resources:**
  - CERT Administration Chief
  - Purchasing Staff
  - Business Services Staff

- **Return to Normal Operations** - It is expected that, as operations progress from Priority I through Priority II and III, the administrative control of the College will move from the Emergency Response Team back to the normal College organizational structure. The President or designee will determine when to deactivate the Emergency Operations Plan.
3. COLLEGE EMERGENCY EQUIPMENT

COMMUNICATIONS
The Telephone system is the primary means of communication. During emergencies, college phones must be restricted to official college communication only. It is possible that during severe emergencies, telephone service may be interrupted. The local cellular phone system is expected to be jammed and not available immediately after a major area disaster, specifically an earthquake or possibly a large windstorm. Expect cellular communications to be sporadic for at least one hour after a major area event.

The College’s telephone system is designed to operate during normal power failure conditions. It is possible that even though the college telephone system is operational outside services may be interrupted.

The College maintains a number of cellular phones with two-way radios. These phones and radios are assigned to the President’s Office, Vice Presidents, Facilities Staff, Campus Public Safety, Director of Communications & Marketing, Executive Deans of South Campus and Mohler Campus. These phones will be the primary College emergency communications system.

A listing of all College Administrators, including College and home telephone numbers, will be maintained by the Vice President over Campus Public Safety. Upon receiving notification of a College emergency, all College administrators are to pass the same information along to all those departments/offices under their direction.

The Director of IT is responsible for maintaining an emergency notification system.

COLLEGE BLUEPRINTS
Blueprints for the College are located in the Facilities Office, room M102B, at the Downtown campus.

EMERGENCY KITS
The College has prepared and distributed emergency kits to each administrative office and instructional program. Each kit is designed to meet immediate needs when a major emergency strikes. Following a major earthquake or equally serious natural disaster, there is a likelihood the College will be on its own with little or no outside help from outside agencies for up to 72 hours.

Each kit provides first aid supplies, flashlights/radio, blankets, towels, whistle, rubber gloves dust masks and a small tool kit. It is intended to provide enough basic items to assist in a medical and/or rescue situation.
HAZARDOUS MATERIALS

HAZARDOUS MATERIALS SAFETY DATA

A master set of Material Safety Data Sheets are located in the Facilities Office, room M102B, at the downtown campus. Locations of hazardous materials are listed on the Rapid Responder website.

Individual department files are located within each department.

HAZARDOUS MATERIAL SPILL KITS

The College has placed hazardous spill-control kits in areas listed below. These kits are for use in cleaning up small spills (1500ml or less) involving hazardous liquids or chemicals. Each kit contains materials to clean up a small spill of hazardous material.

Kit Locations:

**Downtown Campus:**
Main Building – 1st Floor Mechanical Room
East Annex – 1st Floor Mechanical Room
West Annex – 1st Floor Mechanical Room

**South Campus:**
Building B – Custodial closet B109
Building C – Custodial closet C204
Building D – Custodial closet C220

**Mohler Campus:**
Access is limited to Facilities and Operations staff.
EMERGENCY PROCEDURES

Specific Emergency Procedures for Employees

This section covers procedures for what actions staff should take for the following emergencies:

- Reporting Emergencies
- Personal Injuries
- Evacuation Procedures
- Fire/Explosion
- Earthquake
- Bomb Threat
- Power Outage
- Volcanic Eruption
- Hazardous Material Release
- Weapon Threat/Armed intruder/Active Shooter
- Elevator Malfunction/Failure
- College Closure – Weather, Other
- Public Health Emergency

It is expected that every person working for the College will act responsibly in any College emergency. In most cases, anyone at the scene of an emergency is faced with a decision to leave the scene to summon help or stay and provide help. Unless you are sure that you are not putting yourself in danger and you know you can make a difference, **SUMMON HELP!**
REPORTING EMERGENCIES

MAJOR INCIDENT: Immediate Procedures

- Remain Calm;
- Initiate life-saving measures if required;
- Alert people in the immediate area to clear the area;
- Call for EMERGENCY RESPONSE.

FIRE: Call 9-911

CHEMICAL SPILL: Tacoma Fire Department 591-5737 or 9-911

BIOLOGICAL SPILL: Tacoma Fire Department 591-5737 or 9-911

PERSONAL INJURY: Call 9-911

- Attend to the injured person(s) and remove them from exposure if possible;
- Do NOT move injured person unless there is danger of further harm;
- Notify Campus Public Safety & Facilities Office: Ext. 7111 or 7140
- Have anyone knowledgeable with the incident stand by to assist the emergency personnel.

MINOR INCIDENT: “Non Life Threatening”

- Report the emergency to the Campus Public Safety & Facilities Office at Ext. 7111 or 7140;
- Notify the people in the immediate area, potentially affected by the emergency, of the situation;
- Refer to the specific section of the Emergency Management Plan and take specified action.
GENERAL PROCEDURES

I. WHEN THE ALARM SOUNDS:

1. DO NOT USE THE ELEVATORS.
2. All College personnel, students, and visitors shall leave the building regardless of the activities in which they are engaged.
3. Remain Calm. Speed should be subordinate to control and order. There shall be no talking, running, pushing, or skipping steps on stairs.
4. All staff and students shall stop work immediately; students in shops shall turn off motors, torches, gas, and water outlets, etc. in accordance with a prearranged plan.
5. Staff and students shall not stop to take books, coats or other personal belongings with them (Exception: valuables, immediately accessible, such as a purse).
6. The first person to reach any door shall open it.
7. Staff and students shall proceed to assigned places on grounds, sidewalks away from the building:
   A. Students in restrooms or otherwise out of their class shall join the nearest lines in making exit; proceed to stopping place and with permission of those in charge, join their class and report to their instructor.
   B. In no case shall any group stop less than 150 feet from a building.
   C. Staff and students shall not stop in front of gates or other entrances that may be used by Emergency Personnel.
8. Each floor of every wing will have an assigned Floor Supervisor and an alternate to ensure evacuation procedures are followed and will be the last person out of the area.

II. INSTRUCTOR RESPONSIBILITIES:

1. Instructors shall know the location of the fire alarm for the building to which they are assigned.
2. Instructors shall know the location of the primary and alternate exits for their class.
3. The instructors shall supervise the exit of the students and make certain that evacuation is done in an orderly manner. The instructor may assign a senior student to assist in leading the class.

4. For a blocked exit, the instructor shall know the alternate route and shall guide or instruct the class as to the course to take. The instructor’s position shall be such that maximum control shall be maintained.

5. The instructor shall pick up class attendance record or register and proceed with the class. (Recommend instructor be at back of group)

6. The instructor shall see that the class goes to its assigned position on the grounds, after which attendance shall be called to ensure all class members are accounted for. Instructor must remain with the class.

7. The instructor is to report to the Floor Supervisor the name and last known location of any student missing.

8. Programs with motors, torches, gas and water outlets are to turn off such prior to the departure of the area.

9. The instructor should be the last person to leave the room and shall check to ensure that everyone is out and that the doors and windows are closed.

III. FLOOR/BUILDING SUPERVISORS RESPONSIBILITIES:

A Floor Supervisor (this should be an assigned C-Cert team member if possible) shall be appointed and may be any full time faculty or staff. Responsibilities may vary but shall include the following:

1. Ensure that all staff and students in their assigned area have evacuated the building.

2. Check all classrooms, offices, and restrooms to determine evacuation is complete.

3. Note and report any individuals trapped or unable to evacuate.

4. Note and report any safety hazards in their assigned area.

5. Report the status of the area to the Director of Facilities or the Dean of Instruction for the campus.

6. If faculty, assume responsibility for your program area.
IV. COLLEGE COMMAND AND CONTROL CENTER

The College’s Emergency Command and Control Center Staff will meet in the Human Resources office immediately to assess the situation and determine course of action. In the event of evacuation, the designated meeting place will be on the corner of 12th and Yakima. Emergency communication system will be utilized in the event individuals are unable to reach designated locations.

The Director of Facilities will report to the President and Vice-Presidents the status of the evacuation or situation. The Facilities Office will coordinate with Emergency Personnel.

V. EVACUATION ROUTES

Building evacuation routes have been identified for each of the campuses. Maps are posted in buildings to identify the appropriate routes. Each department/program should review and coordinate both a primary and an alternate route for evacuation purposes.
PERSONAL INJURY

ACCIDENT AND MEDICAL EMERGENCY:

- Apply first aid;
- If needed, call Medic I (9-911);
- Stay on the line, provide the building and room number;
- Provide information on the number and extent of injury(s)/condition;
- Indicate if transport to a hospital will be required;
- Promptly inform the area supervisor or instructor;
- Supervisor shall contact Campus Public Safety to provide escort for Emergency Personnel;
- Unless it is a dangerous situation, stay at the scene to direct help when it arrives;
- If the injured person(s) is an employee, contact Human Resources (Ext. 7170);
- If a student(s) is injured, contact Student Services (Ext. 7019) to contact family members of the injured;
- Complete the required College accident forms and turn the form into the Facilities Office.
EVACUATION PROCEDURES

Protecting lives and clearing nonessential persons from critical areas are of primary concern. The following instructions regarding evacuation will be disseminated by the Vice President of Administrative Services.

1.1. BUILDING EVACUATION

- All building evacuations will occur when an alarm sounds continuously and/or upon notification by college personnel.

- All faculty, staff, students and visitors will immediately evacuate the building upon the sounding of the evacuation alarm or when instructed to do so by College authorities. Information regarding the nature of the emergency will be provided once occupants are outside the building.

- If necessary or if directed to do so by College authorities, activate the building alarm.

- When the building evacuation alarm is sounded, or when told to leave the building, walk quickly to the nearest marked exit and alert others to do the same.

- ASSIST THE DISABLED IN EXITING THE BUILDING: Remember that elevators are reserved for disabled persons' use. DO NOT USE ELEVATORS IN CASE OF FIRE.

- Once outside, proceed to a clear area that is at least 300 feet away from the affected building. Keep the street and walkways clear for emergency vehicles and personnel.

- Assist emergency personnel if requested.

- DO NOT return to an evacuated building unless directed to do so.

1.2. EVACUATION OF DISABLED

- In the event of an emergency, occupants of wheelchairs and other disabled persons should observe the following evacuation procedures:
All persons shall move toward the nearest marked exit. As a first choice the wheelchair occupant or person with mobility impairment may use the building elevators but never in the case of fire or other natural disasters.

As a second choice, when wheelchair occupant or others with mobility impairment reaches an obstruction such as a staircase, he/she should request assistance from others in the area.

If assistance is not immediately available the wheelchair occupant or person with mobility impairment should stay in the exit corridor on the stairway or landing. He/she should continue to call for help until rescued. Persons who cannot speak loudly should carry a whistle or have other means of attracting the attention of others.

Rescue personnel, fire and police will first check all exit corridors and exit stairwells for trapped persons.

1.3. CAMPUS EVACUATION

- Evacuation of all or part of a campus will be announced.

- All students and employees are to immediately vacate the area in question and either leave or move to another part of campus as directed.
FIRE/EXPLOSION

All College employees are expected to know the location of fire extinguishers, alarm pull stations, first aid and emergency kits, and emergency exits in their area. Supervisors are expected to provide this information to all employees they supervise.

- **In the event of fire, call Fire Department, 9-911 IMMEDIATELY**

- When you discover a fire, close the door to the room where the fire is located and PULL the nearest fire alarm.

- Assign someone if possible to call 9-911 and Campus Public Safety (Ext. 7111) and report the location of the fire.

- Fire extinguishers located in or near by rooms may be used at the discretion of the individual to control the fire. If an attempt is made to extinguish a fire, abandon the effort if 2 extinguishers fail to stop the fire.

- If the fire is large, very smoky, rapid spreading, or appears uncontrollable, evacuate the area immediately. All efforts should be made to close doors to confine the spread of the fire and reduce oxygen to the fire. Do not lock the doors. Inform all others in the area to evacuate. Advise all persons coming into the area to leave immediately.

- Contact Campus Public Safety & Facilities Office if you suspect anyone is still in the area.

- Follow general evacuation plans. Use stairway exits only. Do not use elevators.

- If you become trapped in a building during a fire and a window is available, place an article of clothing on the window as a marker for the Fire Department.

- If trapped, stay near the floor where the air will be less toxic.

- Shout at regular intervals to alert the Fire Department crews of your location.
EARTHQUAKE

Bates Technical College’s procedures for an earthquake follow the State of Washington’s Drop, Cover and Hold procedures.

In the event of an earthquake:

- Keep calm and remain where you are unless you are: in a stairway, elevators, walkways close to and under buildings. If so seek shelter away from these areas.

- If you are indoors, stay indoors.

- Take shelter snug to the side of your desk, a table, near an inside wall, a corner, and around building columns. Stay away from windows, glass walls, shelves, equipment, or outside doors.

- If you are outdoors, stay there until after the quake subsides. Keep away from buildings, trees, and wires. Go to an open space such as a college parking lot.

- Do not attempt to enter or leave a building during a quake. You will be advised by the emergency team when it is safe to enter or exit a building.

- Remain in sheltered or safe areas until you are advised it is safe to do otherwise.

- Assemble at predetermined areas so that a head count can be taken.

- After the initial earthquake shock will be “after shocks”. After shocks are less intense than the initial shock, but may cause additional damage.

- After the initial shock, evaluate the situation. An effort should be made to notify your supervisor of serious hazards or injuries. The injured should be attended to and protected from aftershocks. If able, locate and shut off utilities, gases, etc.

- Locate the emergency and first aid kit in your area. These should be sufficient to handle immediate need responses.

Depending on the degree of the earthquake, it may be necessary to evacuate the building(s). Elevators should not be used during or immediately following an earthquake due to possible damage.

- Follow the general evacuation plan.
• Assist persons with injuries and those with disabilities in exiting the buildings.

• Use phones only to get help (injury, fire). Call Facilities Office/Campus Public Safety at extension 7140 or 7111.

• Due to the many people attempting to call others it is expected that phone lines will be busy for a minimum of 4 hours after the quake.
POST EARTHQUAKE RECOVERY PROCEDURES

The Emergency Control and Command Center will immediately be setup to direct post earthquake operations and assessment of the situation.

The Emergency Center will initiate the following:

- Attempt contact with outside agencies using direct connection phone line if possible. It is expected that all phone systems will be curtailed immediately after the event to prevent meltdown of the telephone companies switching equipment.
- The Director of Communications & Marketing will be designated as the main communications point during the emergency.
- Command Center staff will utilize the emergency phone system to communicate.
- One Command Center staff member will be responsible to handle all activity with employee identification, specifically tracking who is accounted for and who is missing.
- Assess extent of damage and injuries to the best of their ability.
- Define safe areas if possible where injured people may be brought for medical attention. Provide first aid as needed.
- Implement necessary facility safety measures such as shutting off natural gas, water, and electricity to buildings until it is proven safe and there are no known breaks, leaks, electrical problems.
- Implement following procedures for hazardous materials release.
- Provide fire control if needed and if volunteers are available.
- Start defining which areas or buildings may be used for shelter. Assessment should start as soon as possible after immediate health and safety issues have been addressed.
- Assign one or more people to start moving people to safe zones and to act as coordinator of each safe zone.
BOMB THREAT AND EXPLOSION

When a bomb threat is received during normal business hours, report threat to Campus Public Safety or Facilities immediately. Campus Safety will take down all pertinent information.

- Take all bomb threats seriously.
- Check out and document every threat.
- If you receive the threat, get as much information as possible.
  - Time of Call
  - Man, woman, child calling/any accent or inflection
  - Location of the bomb
  - Time set for detonation
  - What it looks like
  - The type of explosive
  - Why was it placed
  - Any other information able to obtain
- Do not use two way radios or cellular equipment in the vicinity of a reported bomb.
- If you see a suspicious device or package, do not touch it in any way.
- Immediately notify Campus Public Safety or Facilities.
- The College Command and Control Team staff will immediately be notified;
  Local authorities will be notified. Team Command staff will assess the situation and determine if the building(s) are to be evacuated.
- Campus Public Safety will direct or lead responding officers to the area. Facilities staff will provide building maps and keys.
- The General Evacuation Alarm will be sounded; Facilities staff will initiate a lock down of the facilities.
- The General Evacuation Procedures will be followed.
- No one is to re-enter facilities without clearance.
• The College Command team will determine and initiate the “all clear” process and remain in operation for approximately 30 minutes to assist in returning to normal operations.

BOMB THREAT AND EXPLOSION PROCEDURES FOR EVENING, EARLY MORNING HOURS, WEEKENDS AND HOLIDAYS - 5:00 PM TO 7:00 AM

Upon receiving word of a possible bomb threat, the on duty Continuing Education Coordinator or the Campus Public Safety Officer will be the designated incident coordinator and activate the Emergency Management Plan.

• Take down all pertinent information regarding the threat.
• Evaluate the situation; contact local authorities immediately.
• Initiate general evacuation procedures. Campus Safety will lead or direct responding officers to the area.
• Facilities staff will initiate a lock down of the facilities.
• Campus Safety will immediately contact Director of Facilities and Operations to notify and apprise of the situation. The Director of Facilities will contact the Vice President of Human Resources & Campus Public Safety to commence the emergency command team communications.
• The on-duty Continuing Education Coordinator will determine if classes are to be cancelled for the remainder of the evening.
• No one is to re-enter College facilities without clearance.
POWER OUTAGE

Definitions:

- Power Failure: The loss of power for more than two minutes.
- Emergency Lighting: Lighting that will activate if power is not restored within 30 to 60 seconds which will provide limited lighting for 10 to 30 minutes.

Actions to be taken:

- Remain calm; this is not a life threatening situation. If it appears to be an isolated power outage in your building, notify your supervisor. The supervisor will notify Facilities.
- College Facilities & Campus Public Safety are primarily responsible for the safety of persons within the buildings.
- Facilities will contact Tacoma Public Utilities for an assessment of the outage and estimated time for restoration of power.
- The College’s Command Center team will be notified and apprised of the situation.
- If the regular phone system is not functioning, the emergency communication system will be utilized.
- Information Technology staff will initiate necessary actions to ensure the backup and safety of the College network and systems.
- The Command Center team will assess the situation and determine if the College will have to close as a result or if it is anticipated that power will be restored shortly to wait.
- Supervisors will be notified of appropriate action to take with regard to students and/or staff.
- Instructors are to keep students in the class until contacted by their supervisor.
- Supervisors should direct individuals to areas with natural lighting such as the foyers, main corridors, or to locations where extended emergency lighting may be provided.
- Emergency kits contain a flashlight to assist in leaving an area.
• If the power outage occurs outside of the normal business hours of the College, the on-duty Continuing Education coordinator will be responsible to determine if classes should be cancelled.

• Supervisors will assist in returning students and/or staff to their classrooms or offices as appropriate.

• Assess your class or office for any electrical shorts or problems.

• Inform your supervisor of any problems with electrical or computer equipment immediately. Supervisors will notify IT or Facilities of any problems.
VOLCANIC ERUPTION

In the event of an eruption of any magnitude from either of the local mountains:

- All Heating, Ventilation, and Air Conditioning equipment will be shut down to prevent intake of ash into the buildings.
- Every effort will be made to notify the main computing operations of the College prior to the shut down.

If a severe ash condition exists similar to that experienced in Eastern Washington, all efforts are to be made to prevent inhalation of particulates.

- Close all doors; post signs asking that doors be kept closed for the duration of the emergency.

Filter masks will be available in office emergency kits and College Facilities.

Staff:

- Immediately turn off all electronic equipment. Damage to equipment is minimized when equipment is turned off and fans are not running.
- Do not leave the buildings. Interior air contamination will be reduced if the doors are kept closed.
- Wait for status report from your supervisor.

Faculty:

All efforts should be made to calm students and persuade them to stay in the classroom until more information as to the extent of the eruption is known.

- Turn off any electronic equipment in your office and classroom to prevent possible damage from ash in air.
HAZARDOUS MATERIAL RELEASE

General:

Any time a spill or leak of a hazardous material occurs; specific information is needed in order to properly respond to the spill or leak.

- A spill is defined as an unexpected release of any hazardous material from a container.
- A leak is a release from a container via a puncture or weak spot in the container.

What to Do

- Any spill of less than a gallon, or slow leak may be cleaned up by an employee at their discretion, following the instructions outlined in the appropriate MSDS sheet.
- All leaks/spills must be reported to the College Facilities Office.
- In the event of a large spill, the Facilities Office must be notified immediately.
- All employees, students, and faculty are to evacuate the area immediately. The spill area will be quarantined until the problem is corrected and safe conditions exist.
- Suspected gas leaks and/or suspicious odors may indicate the presence of hazardous materials and the space should be evacuated until the extent and degree of spill is known.

If the spill presents an imminent hazard (injuring people, fire risk) call 9-911 immediately.

Provide:

- Exact location of spill, including room number inside a building.
- Name of spilled material.
- Quantity.
- Appearance.
- Injuries or physical effects to those who have been exposed.
● Area of contamination.

Clear the affected area and close all doors AND WAIT FOR ASSISTANCE.

All hazardous material spills have specific instructions that must be adhered to after the hazard has been contained. They include disposal instructions; follow-up notifications; and procedures for restoration of services. College Facilities staff has been designated as the lead group for handling the follow-up for all hazardous material spills.

**FIGHTING A SPILL OR LEAK**

**Emergency Conditions**

College Facilities staff are to follow HAZMAT emergency response procedures when dealing with any leak or spill regardless of the situation.

- Leave the immediate area while donning appropriate personal protective equipment as advised on the MSDS sheet.
- If the spill is large, do not reenter the contaminated area until someone from Facilities arrives.
- Identify the spilled material if possible (MSDS); write down all information you have immediately.

**Spill Clean Up Procedures**

1) Select the appropriate spill fighting equipment and agents as instructed by the MSDS sheets.

2) Contain the spill by diking with appropriate material.

3) Absorb all free liquid.

4) Follow any (MSDS) instructions for the neutralization or detoxification of the spilled hazardous material.

5) Place all spilled materials in the appropriate container.

6) Thoroughly decontaminate the area following instructions given on the MSDS sheets.

7) Clean, repair, and recondition all emergency response equipment.

8) Complete HAZMAT spill report and file with Facilities Office.
Special Instructions

1) Everyone working in the immediate area of the effected building is to be made aware of the emergency, and if necessary removed to a safe location.

2) The Director of Facilities is to be informed of any spill.

3) The Vice President of Student Services is to be notified in the absence of the Director of Facilities or if the spill is considered major.

4) If a danger to health or the environment exits – notify the appropriate local authorities as dictated by the nature of situation or danger.

5) In conjunction with local authorities, Facilities employees are to affect the evacuation of the building if necessary.

6) If a real and present danger exists, the building is to be evacuated immediately.

7) During the emergency, the Facilities Department is to take all reasonable measures to limit the extent of the threat.
WEAPON THREAT/ARMED INTRUDER/ACTIVE SHOOTER

Every situation is different and the threatened individual will have to rely on his/her best judgment as to the best course of action, given the unique situation. Don’t let curiosity mislead you. Assume the worse first. Don’t assume, for instance, that the popping sound you hear must be a firecracker or sound from a movie being played in another classroom and go out to investigate. Wait, listen, and if you believe at all that a dangerous situation is evolving, put this plan into action. Your own safety and the safety of others are the top priority.

**NOTE:** At no time should any faculty, staff, or student confront an armed intruder, unless you absolutely have to.

General guidelines include:

**Immediate or Imminent Violence**

- Upon hearing shots or being notified an active shooter or armed intruder is on campus take the following steps:
  - Immediately clear all students and staff from hallways. But do so only if safety permits.
  - Close and lock all office and classroom doors.
  - Shut off all lights.
  - Pull blinds down on windows if blinds are available and do so only if it can be done safely.
  - Get yourself and others down on the floor and up against a solid interior wall.
  - Stay out of sight and out of the line of fire of any windows.
  - If possible, place yourself and others behind a solid object between you and any doors or windows (desks, file cabinets, chairs, and tables).
  - If a door cannot be locked, begin piling and interlocking tables, chairs, and desks—anything available—against the door to block it and create a barrier.
  - After securing the room, maintain absolute silence. Turn off radios, computer monitors, and silence all cell phones.
  - Allow no one to leave the secured area.
  - If you find yourself in an open area and unable to find a secure office or room to lockdown in, run away from the sounds of gunfire as fast and far as possible.
  - If running away may somehow put you in danger, try to get behind a solid barrier. If possible, try to hide in a location this is out of sight.
● If you have been alerted that a shooter or armed intruder is on campus, assume police have been notified. However, if you are responding to hearing shots being fired, immediately call 911 when you are in a secure area. Realize the 911 lines may be jammed with other callers and you may receive a busy signal. If you do get through, say: “This is Bates Technical College. We have an active shooter on campus. Gun shots fired. I’m calling from ______ building.”

● If you have the information, you may inform the dispatcher of:
  ○ Number of shooter(s)
  ○ Director of travel through our from building
  ○ Color of clothing and garment type
  ○ Physical features: height, weight, hair color, facial hair, glasses, tattoos
  ○ Type of weapon
  ○ Name of the shooter(s) if know
  ○ Number of injured
  ○ Types of injuries

● Follow law enforcement instructions. Remain in your secure location and do not come out until the all-clear has been given by law enforcement or an administrator known to you. An unfamiliar voice or voices may be the shooter or shooters attempting to lure you from your place of safety. Do not respond to any voice commands until you can verify with certainty that the commands are being issued by a police officer or administrator whose voice you recognize.

● Additionally, once you are aware an active shooter is on campus, ignore any fire alarms. The alarm may be a trick to draw you out into the open. Again, stay in your secure area, be quiet, and wait for the all-clear be given.

What If You Can’t Speak Freely

● REMEMBER DR. ARMSTRONG!!

● “Dr. Armstrong” is a code word that will alert us that you are in trouble and need the police. The “Dr. Armstrong” code should only be used if you cannot speak freely.

● If you cannot talk freely, suggest to the threatening individual that “Dr. Armstrong” may be able to help with the situation.

● If you can, call the BTC mainline extension 7000. Identify yourself and your locations and indicate that you would like to talk with “Dr. Armstrong.”
When the switchboard person hears this code they will ask you a few questions to verify your location and to determine if a weapon is involved.

If at all possible, do not hang up until you are sure the switchboard has finished asking you questions. These are the same questions asked by emergency response people so do not be offended. We are only trying to help you.

If you can’t call the switchboard, communicate with staff in the general vicinity that “Dr. Armstrong” is expected soon. They will know that law enforcement is needed.

**If Confronted By a Threatening Person**

- Remain as calm as possible. Be cooperative and patient. Time is on your side.
- Offer to listen. Do not judge or argue with perceptions. Treat each concern as important and valid. A person in a crisis will only respond to someone who is willing to listen, understanding, respectful, and non-threatening.
- Allow the hostile person his or her personal space (at least 3 feet).
- If you are standing, stand at an angle to the individual rather than face-to-face.
- Keep your hands in plain view, preferably at your sides.
- Do not make gestures of physical contact that might seem threatening.
- Maintain polite eye contact. Keep gestures and body language open and non-threatening. Use a low, soft, slow voice when speaking. Ask/tell the person before you make any moves.
- Be truthful - to lose credibility can be catastrophic. Assure the person you will do everything you can to resolve his or her grievances in a fair manner.
- Ask the aggrieved party to suggest a solution. A person in crisis will be more accepting of a solution that he or she helped formulate.
- Always look for a win-win outcome. Retaining dignity (saving face) is paramount to the person in crisis.
- Be observant. Note as much as possible about the aggressor, including type and number of weapons, state of mind, what was said. Pay attention to details about the space you are in. If you are released or decide to escape, this information will be needed by police to ensure the safety of others.
ELEVATOR MALFUNCTION/FAILURE

General

Elevator malfunctions/failures are not considered life-threatening events unless the cause has occurred as part of a major disaster. Elevator malfunctions are emotionally traumatic to anyone riding in an elevator car. Care must be taken to reassure any trapped occupants that help is on the way and that they will be gotten out of the car safely.

MALFUNCTION/FAILURES DURING NORMAL COLLEGE HOURS

The Facilities Office is to be notified immediately if there is an elevator malfunction/failure.

Provide the following information:

- Your name;
- Which elevator is malfunctioning;
- A brief description of the problem;

If you know there is someone trapped in the elevator car, try to assure them help is on the way.

CRIME IN PROGRESS STEPS

1. Do not attempt to apprehend or interfere with the criminal.

2. Immediately call Campus Safety at 253.680.7111. Provide your name and location. Advise the responding officer of the situation and remain where you are until the officer arrives.

3. If safe to do so get a good description of the criminal. Attributes or characteristics to note are height, weight, sex, race, approximate age, clothing, identifying marks or tattoos, method and direction of travel and name, if known. If the criminal is entering a vehicle, note the license plate number and state, make and model, color and any other distinguishing characteristics.

4. Do not interfere with those persons creating the disturbance or with the law enforcement authorities on the scene.
**COLLEGE CLOSURE – WEATHER, OTHER**

College Closure or adjusted hours may be required due to inclement weather, power failure, room or building damage, public health and safety, etc.

The President or designee will decide on closure, late start or early dismissal.

During school hours, your supervisor or designee will notify you.

After school hours, listen to major media broadcasters for school closure reports.

- KOMO TV 4 and radio (1000 AM); [www.komotv.com](http://www.komotv.com)
- KING TV 5 and radio (1090 AM); [www.king5.com](http://www.king5.com)
- KIRO TV 7 and radio (710 AM); [www.kirotv.com](http://www.kirotv.com)
- KCPQ TV 13; [http://q13.trb.com](http://q13.trb.com)
- School Report – [www.schoolreport.org](http://www.schoolreport.org)

Notice will also be made to the College voice mail system and the main telephone recorded messages.

Departments will utilize established telephone tree to inform employees of status.

To access your voice mail from home:

- Dial 253.680.7050 to access the voice mail system.
- When you hear “welcome”. press # key and dial your extension number;
- When your greeting begins, press the # key before your greeting finishes;
- Enter your pass code;
- Play the message.

You may also access the College Weather and Schedule line by dialing 253.680.7060 for updated information regarding closure, delayed start, or normal operations.

Inform your students to tune to major radio or TV stations or their websites for the latest information or to call the College main phone lines to hear the recorded message.
INCLEMENT WEATHER/CLOSURE OR MODIFIED SCHEDULE

1. The Director of Facilities & Operations assesses road conditions.

2. Director of Facilities & Operations reports road conditions to the President and a decision regarding college closure or modified schedule is made by 5 A.M.

3. Director of Facilities & Operations contacts President’s executive assistant to initiate the message tree.

4. President’s Executive Administrative Assistant calls:
   - Director of Communications & Marketing
   - Vice President of Instruction
   - Vice President of Student Services
   - Director of Fiscal Services
   - Vice President of Human Resources
   - Executive Director of KBTC
   - Executive Dean, South Campus

5. Each department initiates its own telephone tree.

THE COMMUNICATIONS & MARKETING DEPARTMENT WILL IMPLEMENT THE FOLLOWING IF OPERATIONS ARE DELAYED OR CANCELLED DUE TO INCLEMENT WEATHER:

Weather Closure Information Line (680.7060)
Outgoing message will be updated by 5:30 am with current information.

Broadcast Voicemail - Employees
A broadcast voicemail with current information will be circulated to all Bates employees by 5:30 am.

Bates Website (www.bates.ctc.edu/weather)
This web page will be updated by 5:30 am with current information

Regional School Information & Media Notification (www.schoolreport.org)
Information will be submitted by 5:30 am. (This site is regional media’s source for broadcast information.)

Broadcast Email - Students
A broadcast email will be sent to the Bates student email distribution email list by 5:30 am.
PUBLIC HEALTH EMERGENCY

The Governor or local public health officials may declare a state of emergency for public health reasons such as a pandemic or epidemic. A pandemic is an outbreak of a disease in many countries at the same time. An epidemic is an outbreak of a disease that occurs in one or several limited areas, like a city, state, or country.

In the event of a public health concern of a pandemic or epidemic nature, the President or designee, may declare a state of emergency for the College and implement emergency procedures including the closure of the College. Please refer to the College Closure section of this document.

What can you expect if a pandemic or epidemic occurs? It’s not possible to prevent or stop a pandemic or epidemic once it begins. A person may be infected and contagious before the onset of symptoms, making it extremely easy for the virus or bacteria to spread rapidly to large numbers of people. When a pandemic or epidemic occurs, antiviral drugs will be prioritized for people who work in essential occupations such as health care and public safety. Measures to slow the spread of an outbreak could include temporarily closing schools, sports arenas, theaters, restaurants, and other public gathering places and facilities. Basic services such as health care, law enforcement, fire department, emergency response, communications, transportation, and utilities could be disrupted for many weeks.

Employees of the College can do some things to help prevent the spread of disease. Following are some tips to prevent the spreading of germs to others:

Respiratory infections and many other contagious diseases including influenza (“the flu”), colds, pertussis (whooping cough) and severe acute respiratory syndrome (SARS) are spread by germs (viruses and bacteria) from person to person in droplets from the nose, throat and lungs of someone who is sick.

Employees can help stop the spread of germs by practicing “respiratory etiquette” or good health manners.

- Cover your nose and mouth with a tissue when sneezing, coughing or blowing your nose.
- Throw out used tissues in the trash as soon as you can.
- Always wash your hands after sneezing, blowing your nose, or coughing, or after touching used tissues or handkerchiefs. Wash hands often if you are sick.
- Use warm water and soap or alcohol-based hand sanitizers to wash your hands.
• Try to stay home if you have a cough and fever.

• See your doctor as soon as you can if you have a cough and fever, and follow their instructions. Take medicine as prescribed and get lots of rest.

• Wash your hands before eating, or touching your eyes, nose or mouth.

• Wash your hands after touching anyone else who is sneezing, coughing, blowing their nose, or whose nose is running.

• Don’t share things like cigarettes, towels, lipstick, toys, or anything else that might be contaminated with respiratory germs.

• Don’t share food, utensils or beverage containers with others.

Employees should prepare and protect themselves. Following are some tips:

• Stock enough food, water, and other supplies for at least a week. If you become ill, you won’t be able to make a trip to the local grocery store.

• It is recommended that those at risk get the regular seasonal flu shot.

• Have extra items for personal comfort on hand to make your time at home more comfortable like soap, shampoo, toothpaste, toilet paper, and cleaners.

• Make sure to have some cash on hand. If necessary, you may be able to have items delivered to your home.

• Take care of your pets. Make sure you have enough food and water for them.

• If you take medications on a regular basis, be sure to have enough supply to last for several days.

• Garbage service may be disrupted or postponed for days. Have garbage bags on hand to store garbage safely.

• Make sure to have a plan to check in with family and friends, particularly, elderly parents and children.

You can find additional information about pandemic and epidemic diseases on the following websites:

Washington State Department of Health  [www.doh.wa.gov](http://www.doh.wa.gov)
Centers for Disease Control and Prevention  [www.cdc.gov](http://www.cdc.gov)
Please refer to the College Closure section on sources to obtain information on the College, closures, status, etc.
EMERGENCY SHUTDOWN PROCEDURES FOR UTILITIES

All utility shutdown procedures are coordinated through Facilities and Operations. Program shop areas are responsible for program related equipment shut down and area related shunt switches. This applies to the three primary utilities serving the college (Gas, Electricity and Water).

EMERGENCY MANAGEMENT OVERVIEW

Five parts to Emergency Management

• Preparedness
  o Be aware of surroundings and environment
  o Know your exits and safe locations
  o Keep alert and knowledgeable of various types of hazards
  o Identify best likely responses to various emergency situations
  o Be familiar with availability and location of physical resources

• Contingency
  o Have a back-up plan
  o Know alternate routes and safe locations
  o Identify secondary responses to various emergency situations

• Mitigation
  o Remove unsafe conditions
  o Stay away from unsafe environments and situations
  o Report potential hazards
  o Keep emergency kits and supplies current
  o Practice good housekeeping in your work areas. Most emergencies are the result of or compounded by poor housekeeping.

• Response
  o Stay calm and orderly
  o Follow established procedures
  o Notify appropriate personnel
  o Protect yourself
  o Assist others

• Recovery
  o Report damage
  o Restore critical operations
  o Document losses
  o Restore normal operations
MULTI-AGENCY EMERGENCY RESPONSE COORDINATION

Bates Technical College coordinates emergency management with the following agencies:

- Pierce County Department of Emergency Management
- Tacoma Police/Fire and Rescue
- Pierce Responder
- National Incident Management System (NIMS)
- Region 5 Pierce County Homeland Security
- Tacoma/Pierce County Health Department
- State of Washington Military Department – Emergency Management Division
- American Red Cross
INCIDENT TRACKING AND REPORTING FORMS
Appendix I

BOMB THREAT CHECKLIST

Questions to Ask:
When is the bomb going to explode? __________________________
Where is it right now? __________________________
What does it look like? __________________________
What kind of bomb is it? __________________________
What will cause it to explode? __________________________
Did you place the bomb? __________________________
Why? __________________________

What is your address? __________________________
What is your name? __________________________
Sex of caller ________ Age ________ Race ________ Length of call ________

Caller’s Voice:
Calm Slow Laughing Slurred Lisp Distinguished
Angry Rapid Crying Stutter Raspy Accent
Excited Soft Normal Cracking Voice Ragged Clearing throat
Loud Distinct Deep Nasal Familiar Deep breathing
If familiar, whom did it sound like? __________________________

Background Sounds:
Street noise House noises Factory noises Music Clear
Crockery Motor Animal noises Booth Long Distance
Voices Office machines PA system Local Static
Other ___________________________________________________

Threat Language:
Well spoken Foul Incoherent Message read by threat maker
(Educated) Irrational Taped
Remarks: ___________________________________________________

Fill out completely, immediately after bomb threat: Date: __________________________
Name ___________ Position ___________ Phone ___________

Dial 911 immediately
# CERT MULTI-ROOM BUILDING SEARCH

<table>
<thead>
<tr>
<th>Building Name:</th>
<th>Address:</th>
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<tbody>
<tr>
<td>Search Team Name or #:</td>
<td>Date:</td>
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</table>

<table>
<thead>
<tr>
<th>Room #</th>
<th>Time Entered</th>
<th>Number of Victims</th>
<th>Hazards</th>
<th>Time exited</th>
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<tbody>
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<td>Red</td>
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For Search & Rescue

Document number of victims in each triage level and the hazards encountered in each room.

5/6/2006
# DAMAGE ASSESSMENT

<table>
<thead>
<tr>
<th>TIME</th>
<th>LOCATION/ADDRESS</th>
<th>FIRES</th>
<th>HAZARDS</th>
<th>STRUCTURES</th>
<th>PEOPLE</th>
<th>ROADS</th>
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<th>X</th>
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FOR USE BY EVERYONE

Summary of all hazards in area - fill out this form on your way to Command Post and give it to Incident Command.

(" for structure damage: h=heavy, m=moderate, l=light)

Incident Command: Choose an incident, put a slash in the assignment completed column, copy the address/location to the incident name section on Incident Briefing, and give Incident Briefing and Assignment Status to incident team leader. Copy address/location to Post-Incident Status and enter start time. When incident is complete, put a backslash in the assignment completed column and the incident end time on the Post-Incident Status form.
# EQUIPMENT RESOURCES

<table>
<thead>
<tr>
<th>DATE:</th>
<th>PERSON REPORTING:</th>
<th>PAGE #:</th>
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<tr>
<th>TIME:</th>
<th>LOANED TO:</th>
<th>FIRE EXTINGUISHER</th>
<th>WRENCH</th>
<th>FLASHLIGHT</th>
<th>FIRST AID KIT</th>
<th>BLANKETS</th>
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FOR USE BY LOGISTICS AND STAGING

Enter equipment and supplies as they come in and out. Total periodically.
If an item is returned empty (for instance, a fire extinguisher), add it back in and circle the number, so you don’t include it in your next total.
### PERSONNEL RESOURCES

<table>
<thead>
<tr>
<th>DATE:</th>
<th>PERSON REPORTING:</th>
<th>PAGE #:</th>
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<table>
<thead>
<tr>
<th>PRINT NAME AND TIME IN</th>
<th>TIME IN</th>
<th>TIME ASSIGNED</th>
<th>SKILL SPECIALTY</th>
<th>RANK FROM 1-5 OR PRINT &quot;NO&quot;</th>
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<tbody>
<tr>
<td>NAME</td>
<td></td>
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<td>FIRE</td>
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<td>TRANSPORT</td>
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<td>DOCUMENT</td>
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<td>OTHER</td>
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Have people sign in and mark their special skills. When you assign someone to a team, circle that team's box next to their name and enter the time assigned. When someone returns from an assignment, draw a line through their name and all boxes and have the person sign in again. Remember to check how long people have been assigned and who hasn't been assigned yet.
# VICTIM TREATMENT AREA RECORD

<table>
<thead>
<tr>
<th>DATE:</th>
<th>PERSON REPORTING:</th>
<th>PAGE #:</th>
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<table>
<thead>
<tr>
<th>TIME IN</th>
<th>NAME OR DESCRIPTION</th>
<th>TRIAGE TAG</th>
<th>CONDITION</th>
<th>MOVED TO:</th>
<th>TIME OUT</th>
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FOR MEDICAL TREATMENT AREA

Document each person brought to the treatment area. If victim cannot give name, write a brief description, e.g., sex, approximate age, hair color, race, etc.

Tag color: red=Immediate, yellow=Delayed, green=Minor, black=DEAD.
# INCIDENT BRIEFING

<table>
<thead>
<tr>
<th>PREPARED BY:</th>
<th>DATE:</th>
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<tbody>
<tr>
<td>INCIDENT NAME:</td>
<td>TIME:</td>
</tr>
<tr>
<td>MAP SKETCH:</td>
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</tbody>
</table>

| CURRENT ORGANIZATION: | INCIDENT COMMANDER: | BATTALION: |

**SUMMARY OF CURRENT ACTIONS:**

Be aware of hazards! Work as a team!

---

Incident Command: Transfer an incident from Damage Assessment sheet. Sketch a map of the incident area, if known, with any hazards. Enter Incident Commander's name and Battalion number under current organization. Give to incident team leader with Assignment Status sheet.

Incident team leader: Sketch a map of the incident area with any hazards, if not done by Incident Command. Summarize the actions of your teams. When incident is complete, return this form, along with Assignment Status, to Incident Command.