

Peninsula College Comprehensive Emergency Management Plan CEMP (Condensed draft)

Purpose

Events which adversely affect the normal operations of the College are inevitable. The purpose of Peninsula College Comprehensive Emergency Management Plan (CEMP) is to clarify the actions, roles, and responsibilities that are to be taken by individuals and departments in the event of a crisis or emergency situation that has a major impact on the College community.

The CEMP consolidates all College emergency procedures into a single publication providing College and local emergency service response personnel with a single set of useable instructions for dealing with disasters and emergencies. All directions contained within apply to the emergency preparedness, mitigation, response, and recovery undertaken by Peninsula College to minimize the effects of a crisis or emergency and facilitate recovery activities.

Crisis and Emergency Defined

A crisis or emergency situation is defined as any situation or event that is identified by the President of the College, Executive Policy Board or Emergency Management Team as having a significant adverse impact on the campus community that will require an emergency response by College personnel.

A crisis or emergency may also be declared upon notification by local, state, or federal officials of an actual or impending emergency that will directly or indirectly affect the College.

The CEMP is not designed for routine incidents which are handled by Campus Safety; student discipline or student crises that might be handled by Student Services and Crisis Counseling Services; or employee concerns that would be handled by Human Resources (unless the incident has the potential to impact the entire community).

The following definitions are provided as guidelines in determining the appropriate action.

LOW LEVEL EMERGENCY: A low level emergency is an incident which will not seriously affect the overall functional capability of the College. These are incidents that can be managed with day-to-day standard operational procedures and do not require activation of the Emergency Operations Plan (EOP).

MODERATE LEVEL EMERGENCY: A moderate level emergency is an incident, potential or actual, that has a moderate impact to campus life and may cause a day of “Late Start” or “Early Closure” after occupants have already arrived on campus. The incident may affect a minimum number of people, an individual room(s) of a building, are localized to an outside area, or require only limited or no evacuation.

These incidents generally require activation of some or all of the College’s emergency response, and the Emergency Operations Plan activation has a limited scope and operational period.

ELEVATED LEVEL EMERGENCY: An elevated level emergency is an event, potential or actual, which affects an entire building, buildings, or grounds and which will disrupt the overall operations of the College and cause a College closure.

In many such cases the EOP will be activated and the appropriate support and operational plans will be executed. The incident will be short in duration and have a limited emergency operational period, with little to no recovery.

CRITICAL LEVEL EMERGENCY: A critical level emergency is an event or occurrence which seriously effects, impairs and halts College operations. In some cases, casualties and property damage may be incurred. Major considerations and decisions will usually be required from the Executive Policy Board. Outside emergency services may be necessary.

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In all such cases the Emergency Operations Plan (EOP) will be activated and the appropriate support and operational plans will be executed. A critical level emergency could very well cause prolonged interruption of academic and other programs of the College.

For planning purposes, it must be assumed that most critical emergencies will arrive with little or no warning, develop rapidly, and be capable of causing substantial disruption of our normal operating procedures. They will be longer in duration and may have a significant recovery phase.

STATE OR NATIONAL DISASTER: State and national disaster are incidents that have been declared as a State or National Disaster Relief (DR) Operation and any situation that the Executive Policy Board, in conjunction with the local community members, declares full activation of the Emergency Operations Plan and Emergency Operations Center (EOC). Coordination with outside emergency services will be required as well as major efforts from all College personnel.

For planning purposes, it must be assumed that this level of emergency will arrive with little or no warning, develop rapidly, and cause a complete disruption in our normal operating procedures. The incident will be long in duration and will require activation of the Business Continuity Plan.

Declaration of Emergency: Activation of the Emergency Operations Plan (EOP)

When an emergency arises, the College President or designee may declare an emergency and activate the Emergency Operations Plan.

The Emergency Operations Plan (EOP) is designed to effectively coordinate the use of College and community resources to protect life and property before, during and immediately following a major crisis or disturbance on or near any Peninsula College location. It shall be placed into operation, by the College President, or designee whenever a crisis or emergency affecting the College goes beyond the control or capability of

daily operating procedures.

Once a declaration of emergency has been invoked, the College President or designee maintains executive control of the Emergency Operations Plan.

Ground-level operational implementation and direction of the plan is responsibility of the Emergency Management Team. For the duration of the emergency, College personnel and equipment will be utilized to provide priority protection for life, preservation of property, and restoration of the academic and other programs of the College. The EMT and other affected personnel will be relieved of normal non-emergency related duties to effectively concentrate more fully on the tasks at hand. Other prior and non-emergency commitments will assume the lowest priority.

College Closure

Depending on the severity and circumstances surrounding the crisis or emergency, the College President or designee may declare a College “Closure”, “Late Start”, or “Lock Down” under any of the following circumstances:

- It is determined that maintaining the regular schedule would constitute a real and present danger to safety and welfare.
- If conditions are severe enough to prevent a substantial number of commuting students, faculty and staff from arriving to campus.
- If conditions make it impossible to continue the regular work day.

Closure information will be posted in the following ways:

- Posted on the Front Page of the College website/Facebook
- PCAAlertMe message will go out to those who have opted in to participate
- Information Center’s Main phone message
- Notification to media

The Following Closure Guidelines will apply:

For your safety and the safety of others, classes will be cancelled and College Operations will be suspended for the duration of closure. Buildings will remain locked, and on limited emergency power. Only essential

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response personnel are required to report for work. All other College personnel will remain home.

Faculty: During Closure, classes will be cancelled; faculty should not hold face to face classes on their own. Once the College is operational, missed material may be made up during normal class time; however, makeup of class hours is not mandatory within the first 2 days of closure. (Refer to PCFA/PC CBA Article 18)

Classified Staff: During Closure, with exception of essential response personnel, classified staff are not to report to work without permission from your supervisor. Classified staff options are outlined in WFSE Suspended Operations Article 17.

Exempt Administrative Staff: During Closure, administrators should coordinate with their immediate supervisor and only those employees whose work presence on campus is essential should report to work.

Extension Sites: Due to differing geographical conditions, extension sites may close or remain open independent from the main campus announcement. The decision will be made by the College President or designee. This will include Forks, Lincoln Center, Port Hadlock, Port Townsend, and Sequim sites.

After consultation with the remaining members of the Executive Policy Board and the Emergency Management Team, the College President will determine when it is appropriate to deactivate the plan and return to the normal college schedule.

Executive Policy Board (EPB)

The EPB will aid the College President in establishing delineation of authority, activating the Emergency Operations Plan (EOP), delegating specific roles & responsibilities, and overseeing the activities of the Emergency Management Team (EMT) during major crises and emergencies reaching critical level emergencies.

The Executive Policy Board will receive National Incident Management,

Incident Command Systems and designated functional training to the level necessary to oversee the Emergency Operations Plan.

Emergency Management Team (EMT)

The Emergency Management Team (EMT) shall consist of delegates or designees responsible for the critical functions of the College required to facilitate the planning, response and recovery operations of the Comprehensive Emergency Management Plan.

The EMT will make up the members of the Command Staff, once the size and complexity of the incident has reached a level necessary to establish the Emergency Operations Center (EOC). Immediately following any crisis situation, the Emergency Management Team will meet to review its performance and inform the Executive Policy Board of strategies for improvement.

As part of the Hazard Mitigation Plan, the Emergency Management Team (EMT) will identify, assess, plan for, and possibly conduct pre-emptive intervention strategies against risks that have the potential of adversely affecting the college and its inhabitants.

EMT members will receive National Incident Management, Incident Command Systems and designated functional training to the level necessary to command and coordinate the Emergency Operations Plan.

Academic Deans

The Academic Deans represent the Academic Faculty and have responsibility for assessing the impacts of emergency conditions on students and academic programs. Their basic responsibilities are to:

- Determine the impacts to students and faculty and identify programs that may or have been impacted by the emergency.
- Be knowledgeable of emergency responsibilities and necessary actions to take to secure classroom during incident requiring Lock down.
- Participate in training opportunities and drills.
- During extended class suspensions or campus closures, work with faculty to provide remote course work and/or classes where possible.

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Emergency Floor Stewards

Emergency Floor Stewards are responsible for assisting with evacuation. Floor stewards are trained individuals from each building or department whose responsibilities are to:

- Assist people during the evacuation process in particular people needing special assistance
- Sweep the building as they exit to ensure no one is left behind.
- Keep track of evacuees.
- Relay information between emergency responders and evacuees.

Emergency Responsibilities of All Others

Faculty

Faculty are responsible for informing students of emergency procedures and aiding students during an emergency. In preparation for an emergency, the Faculty's basic responsibilities are to:

- At the beginning of each quarter, provide students with a review of the emergency procedures and direct their attention to the emergency evacuation maps in each building.
- Be knowledgeable of emergency responsibilities and necessary actions to take to secure classroom during incident requiring Lock down.
- Participate in training opportunities and drills.

Supervisors

Supervisors are responsible for ensuring that staff are familiar with the emergency procedures, accounting for staff whereabouts during an emergency, and designating a person(s) from their area to serve as an Emergency Floor Steward. In preparation for an emergency, the supervisor's basic responsibilities are to:

- Review emergency procedures and the location of emergency supplies with staff.

- Direct their attention to the emergency evacuation maps in each building.
- Be knowledgeable of emergency responsibilities and necessary actions to take to secure area during incident requiring Lock down.
- Know staff schedule and be able to provide it to the police, and/or designated college official on site.
- Encourage staff to participate in training opportunities and drills.

Staff

In preparation for an emergency, staff are responsible for familiarizing themselves with emergency procedures, including evacuation routes. They should know where basic emergency supplies are in their building or area and the necessary actions to take during an incident requiring Lock down. Staff will participate in training opportunities and drills. Trainings and drills will generally fall within normal working hours, for those rare times they do not, staff will be compensated as outlined in WFSE Suspended Operations Article 17.

Students

In preparation for an emergency, students are responsible for familiarizing themselves with emergency procedures, including evacuation routes. They should know where basic emergency supplies are in their building or area and the necessary actions to take during incident requiring Lock down. Students will participate in drills.

People with Disabilities

People who feel they need extra assistance in an emergency are responsible for completing an individual evacuation plan and keeping friends, faculty and/or staff aware of your plan.