

2015

EMERGENCY MANAGEMENT MANUAL



LAKE WASHINGTON
INSTITUTE OF TECHNOLOGY

Practical. Purposeful. Promising.

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INTRODUCTION

The Emergency Management Manual (EMM) summarizes the actions that Lake Washington Institute of Technology will take to: prevent, prepare, respond, and recover from an emergency event, and will outline basic concepts for managing various types of known emergencies while allowing for flexibility and adaptability to cover multiple types of emergency. Tactical procedures and event-specific training that support EMM will be developed and maintained by Lake Washington Institute of Technology Campus Public Safety Department.

EMM procedures apply to college employees and students located on college owned properties. College employees, who work at sites governed by other state or federal agencies, or privately owned facilities not managed by the college, must follow site-specific directions and procedures determined at those locations.

In the event of an emergency, the college President (or designee) may declare a state of emergency, whereas the immediate implementation of emergency response plans, in line with best practices of the nationally recognized Incident Command System (ICS) will be initiated.

The basic emergency procedures plan will:

- Prepare college employees and students for potential campus emergencies.
- Allow the college to improve its ability to protect lives and property.
- Provide a flexible and effective plan for response to emergency events regardless of magnitude or severity.
- Ensure responders and administrators understand their respective roles within the (ICS) emergency response framework.
- Support the campus-mapping program (Rapid Responder), required by Washington State for all Washington state K-20 schools.

REMEMBER: The overriding priority during any emergency is **LIFE SAFETY** (your personal safety and the safety of others in your area). College property considerations come second to human life safety.

LEVELS OF AN EMERGENCY:

Minor emergency: A potential or actual incident that will not seriously affect overall college operations. Report minor emergencies to the Campus Public Safety office.

- Campus Public Safety Office: (425) 739-8224

Major emergency: A major emergency is a potential or actual incident that affects a large part of the college and disrupts overall operations. The college may need outside services, major efforts from college support departments, and policy decisions from college administration during major emergencies. Contact the following in the event of a major emergency (in priority order)

- 911 (on-campus phones 9-911)
- Campus Public Safety Office: (425) 739-8224
- Outside of normal college business hours: (425) 736-9972

Disaster: Any incident that seriously impairs or stops college operations. A disaster may result in mass casualties and severe property damage. It may require a coordinated effort and significant college resources to effectively manage the situation. College leadership will immediately activate emergency communication to inform Students, Staff and Faculty of status, and will contact outside emergency services as appropriate. A regional disaster may impede emergency services for up to 72 hours.

NOTE: If a regional disaster occurs, **DO NOT** come to the College unless otherwise instructed by college administrators.

THE CYCLE OF CRISIS PLANNING

The US Department of Education describes the sequence of crisis management planning to include four phases:



- **Mitigation/Prevention:** addresses what schools and districts can do to reduce, or eliminate risk to life and property.
- **Preparedness:** emphasizes the process of planning for the worst-case scenario.
- **Response:** outlines the steps to take during a crisis.
- **Recovery:** focuses on how to restore the learning and teaching environment after a crisis.

Crisis management is a process where all phases of the plan are continuously reviewed, revised and updated based on experience, research, and changing vulnerabilities. On an annual basis the Campus Public Safety team will review and where appropriate update the EMM.

MITIGATION AND PREVENTION

Readiness: To be best prepared for emergencies, Lake Washington Institute of Technology has put in place the following measure:

- Retained an engineer to provide a facility assessment in the event of a natural disaster that causes structural damage to campus facilities.
- Retained a high voltage electrical service provider to respond and restore power within two hours of a power loss.
- Installed lockdown magnets and window coverings to alleviate injuries to staff and students in crisis or potentially violent situations.
- Upgraded the intercom system throughout the campus by installing speakers in key locations to alert staff and students in the event of emergencies.
- Established a solid partnership with both the Kirkland and Redmond Police Departments.
- Completed and maintain ongoing campus assessments and audits to identify potential safety issues with the goal to ensure our Lake Washington Institute of Technology remains a safe place for students and staff.
- Engaged with Regional SWAT team to conduct on-site training to ensure knowledge of campus buildings and lay-out.
- Added communication devices throughout the campus. Portable radios are located in every building to allow staff to be able to communicate an emergency situation to Campus Public Safety.
- Conduct monthly fire extinguisher checks to ensure fire extinguishers are properly maintained.
- Provide monthly crime prevention tips, via the media boards throughout the campus and safety presentations, upon request.
- Strategically located medical aid kits and devices throughout campus, i.e., First Aid Kits (maintained quarterly) and Automated External Defibrillators (AED's) (one in each building and on every floor are inspected weekly).

EMERGENCY PREPAREDNESS

Lake Washington Institute of Technology will educate employees and students in emergency and evacuation procedures for each respective building and/or area. Site-specific disaster plans are distributed to all employees. All college employees are required to read and fully understand the EMM and procedures for emergencies, including but not limited to:

- Alerts
- First aid kits
- Emergency exits
- Specific building or all-campus evacuation procedures.
- Emergency evacuation routes to evacuation assembly areas.

All departments and programs must review and coordinate primary and alternate evacuation routes with employees and students. EMM summaries “How To Tips” that include:

- Notifying 911
- Use of fire extinguishers and pull station fire alarms.
- Securing an area by closing gas and/or water valves, shutting off lights, closing doors, and conduct and report head counts.
- Performing other emergency related responsibilities.

The Campus Public Safety office will hold trainings in emergency response techniques:

- Building Evacuation Procedures
- Electronic Door Card Access System (exterior door access control)
- Bomb Threat
- Anti-Robbery
- How to Use Emergency Communication Devices

Communications: The primary means of communication on campus is the phone system. In the event of an emergency, college phones are designated for emergency use only. In a major emergency, phone service, including local mobile coverage, may experience interruptions. The phone system should remain operational during normal power failure conditions with a back-up power generator. However, outside service to and from the college may experience interruptions.

A number of two-way portable radios are maintained on campus; during an emergency only authorized IC, EOC, and others designated are authorized to use these radios for emergency related-activity only. An intercom system may be used to broadcast relevant emergency information throughout the campus.

Should the regular digital phone system not work, two (2) campus analog phone lines are have been established for emergency use only. The analog phones locations: 1) Campus Public Safety office and 2) President’s conference room.

LWTech Blueprints: Lake Washington Institute of Technology building blueprints are positioned in the East Building, second floor (via yellow stairs), across from Room E199F.

Globally Harmonized System (GHS): Specific programs and departments have individual department Chemical labels and safety data sheets and are placed in clearly marked areas.

Hazardous material spill kits: Haz-mat spill-kits, to clean small spills (1500ml or less) and involve hazardous liquids or chemicals are available in areas listed below. Notify Campus Public Safety and Facilities and Operations, or lab staff to request access to a kit.

- Tech Building biology lab, room T418 (prep room)
- East Building:
- Science lab, room E132-134 (prep room)
- Dental lab, room E106D
- Dental lab, room E106F
- Room E137
- Room E138
- Room E139

- Room E140
- Room E158
- Room E159
- Room E160
- Room E164
- Room E227
- 90-day accumulation area

Preparedness: Know The Types of Emergencies

Although difficult to list all emergency situations, following is a list of the most likely or probable scenarios that may occur:

- Accidental injury and medical emergencies
- Hazardous materials leak or spill
- Civil disturbance
- College closure: weather, other
- Earthquake
- Fire
- Lockdown
- Active shooter/Weapons on campus
- Shelter in place
- Telephone threat/bomb threat
- Volcanic eruptions

Click here to view: [The Emergency Procedures Handbook](#)

Preparedness: Reporting Emergencies

On a quarterly basis each department should review the procedures for reporting emergencies with department staff, students, and faculty.

For major, life-threatening or property damage incident, i.e., Biological, chemical, fire, medical, and/or police emergency responses:

1. Call 911 (on campus 9-911).
2. Remain calm. Alert people to clear the affected area and start life-saving or first aid measures.
3. Remove the injured person(s) from exposure if possible. DO NOT move people unless there's imminent danger.
4. Call Campus Public Safety Office: (425) 739-8224
5. Outside of normal college business hours: (425) 736-9972
6. Instruct personnel with knowledge of the incident to stand by and assist emergency responders. Stay on the phone; give building, room number, the number and extent of injury(s), and condition if known.
7. Unless in immediate danger, stay at the scene to give information to emergency responders.
8. If the injured person(s) is an employee, Campus Public Safety will notify the Human Resources office to obtain an emergency contact.
9. If the injured person(s) is a student, Campus Public Safety will contact Student Services to obtain an emergency contact.

10. Complete the college accident/incident form and turn it into Campus Public Safety.

For a minor, non-life-threatening incident:

1. Report minor incidents to Facilities and Operations and Campus Public Safety.
2. Notify people in the immediate area of the situation.

Preparedness: Building Evacuation Assembly Areas/Managers and Floor Supervisors

Building and evacuation assembly area managers and floor supervisors play an important role in emergency evacuations. In the event of an alarm, or with notice from Campus Public Safety regarding an emergency evacuation, floor supervisors will put on a white hardhat and an orange evacuation vest, turn on an emergency radio, check a list for locating people with disabilities in their area of responsibility, and begin evacuation. The college will appoint specific employees to these positions. Responsibilities include:

- Ensure staff and students in assigned areas have left the building.
- When safe, check classrooms, offices, and restrooms to determine if the evacuation is complete.
- Note and report people trapped or unable to evacuate assigned areas.
- Note and report safety hazards in the assigned area.
- Report assigned area status to the evacuation assembly area manager.

Click here for [List of Building Managers and Floor Supervisors](#)

Preparedness: Designated Evacuation Assembly Areas:

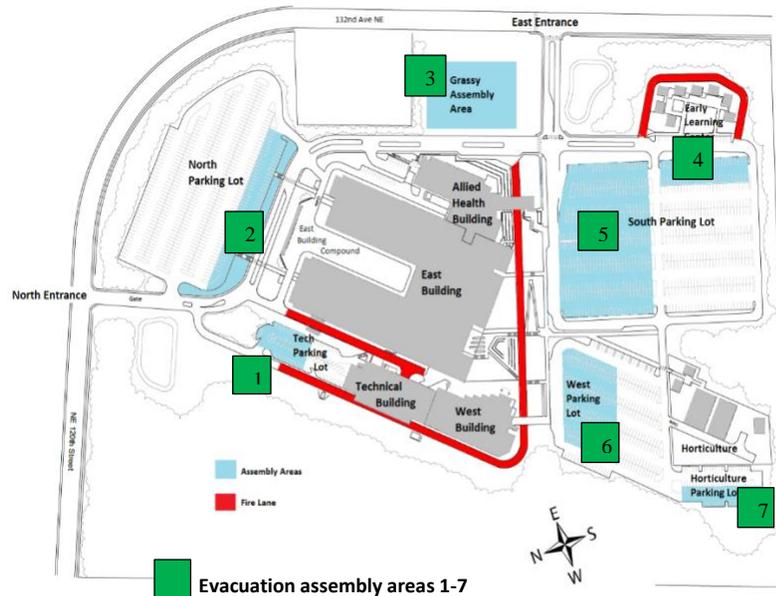
Evacuation assembly areas for both college campuses:

Building	Area Number	Location
Tech Center	1	Northwest parking lot
East Building	2	North parking lot
Allied Health Building	3 & 5	South parking lot and grassy area adjacent to main entrance
Early Learning Center	4	Grassy area adjacent to ELC
West Building	6	West parking lot
Horticulture	7	Southwest parking lot
Redmond Campus	N/A	Grassy area adjacent to the north parking lot

NOTE:

- WA State law states people cannot be within 75 feet of a building during an emergency.
- Evacuees must go to the designated **evacuation assembly area**. (map below)
- Give arriving emergency response vehicles the right of way at all times.
- College officials may move evacuees to a different **evacuation assembly area**. Evacuees must stay at the designated location until a college official releases them.

Campus Emergency Evacuation Assembly Area Map



LWIT EMERGENCY EVACUATION SAFE ASSEMBLY AREA MAP

9/20/12

In the map green boxes show the **evacuation assembly areas** where evacuees, building managers, and floor supervisors must assemble. The first building manager or floor supervisor on site at an evacuation assembly area is that location's area manager and has responsibility to keep evacuees at least 75 feet away from buildings under evacuation. The manager will act as the point of contact to receive information and let people know when they can re-enter campus buildings.

Preparedness: Rapid Responder, The LWTech Critical Incident Planning and Mapping System

“Rapid Responder”, is a comprehensive critical incident planning and mapping system. This Washington state program includes complete building floor plans and site maps, and a listing of all campus and community infrastructure. This system stored online, houses data on CDs, and submits the data to emergency response agencies for use by emergency responders such as police and fire.

Site data includes internal and external pictures of both college campuses, and the following:

- Pre-designated locations for the EOC.
- Media sites.
- Staging areas for emergency response vehicles.
- Evacuation assembly areas.

- Potential road-block points.
- Helicopter evacuation areas.
- Triage locations.
- Potential police and fire response entrance routes.
- Family, student, and employee reunification areas.

All local emergency response agencies train on a regular basis with specific college employees and Rapid Responder to identify appropriate responses and locations. Campus Public Safety updates the Rapid Responder data and distributes to appropriate agencies.

EMERGENCY RESPONSE

Response: Employee Actions

For a major criminal, medical, or natural disaster emergency immediately call 911 (on-campus 9-911). Stay on the line to help emergency responders with available information. Campus Public Safety and Facilities staff act as the initial emergency first responders.

Employees are trained to act responsibly in an emergency and consider the following:

- Whether to leave and summon help <or>
- Stay and provide help
- If unable to make a difference do escalate the danger, summon for help.

Campus Public Safety and Facilities staff will:

- Inform employees and students of the emergency and start an emergency response.
- Evaluate the impact of the emergency and recommend appropriate action.
- Report the current situation, and any action taken, to the designated staff.

Response: General Evacuation Plan

Note: During a fire evacuation fire alarms may stop ringing. Always continue evacuation until administrative officials release building occupants back to buildings.

Building managers and floor supervisors must stay calm and assertive in their role. Evacuees should use the fastest and safest route possible. Floor supervisors will delegate evacuation helpers as needed. Maps posted throughout both college campuses outline primary and secondary evacuation routes. All departments and programs must review and coordinate evacuation routes with employees and students.

- All employees, students, and visitors must leave the building at every alarm. No Exceptions.
- If safe to do so, turn off electrical equipment, secure vital information and valuables, and close doors and windows.

- Employees and students should stay together during an emergency. This helps college employees and emergency responders to assess if everyone has safely evacuated.
- At doorways, look both ways to determine direction of emergency, and then proceed with the evacuation.
- Do not use elevators to evacuate buildings. Elevators recall to the bottom floor during an alarm. People unable to evacuate should use the emergency intercoms located at the elevator safe areas.
- All buildings have floor supervisors to help with evacuations and will leave that area last.
- Stay calm. Do not run, push, or skip steps on stairs.
- Leave personal belongings unless time allows you to safely take them or if you have an immediate medical need for items in your belongings.
- Stop at doors, listen for sounds or fire or feel heat on the other side of the door. Do not open the door if these conditions exist. Find alternative exits if possible. If not, get close to the floor at a wall far away from the door as possible. If you can safely open the door, stop and look both ways to determine the safest way to exit.
- Go to the nearest designated evacuation assembly area as quickly and safely as possible. Use caution crossing fire lanes to avoid danger from emergency service vehicles.

Response: Faculty Duties during an Evacuation

Faculty must:

- Know the location of the primary and alternate exits for their class.
- Ensure classroom and lab doors and windows are closed.
- Turn off any equipment before leaving the room, such as motors, torches, and gas and water.
- Supervise the students' exit and ensure everyone gets out safely.
- Make sure students evacuate in an orderly manner.
- Ensure their students get to the designated evacuation assembly area. Report name and last location of missing students to the area floor supervisor or building managers, when possible.

Response: Evacuating Persons with Disabilities

The college asks all its employees to help people with disabilities in an evacuation. People with disabilities who need help should convey their information to the Campus Public Safety office and area floor supervisors. Those employees will then:

- Communicate the nature of the emergency and ask how they can help the person.
- Evacuate mobility aids with the person, if possible.
- Escort the person to the emergency evacuation safe area if he or she cannot evacuate the building, and use the monitored emergency intercom in that area.

How to Aid People with Visual Disabilities: Describe the nature of the emergency to the person and offer to guide him or her to the nearest exit. Ask the person to take your elbow and describe any obstacles such as stairs, narrow passageways, or overhanging objects. At the designated evacuation assembly area, describe the area to the person and ask them if he or she needs further help.

How to Aid People with Hearing Disabilities: Communicate with the person using writing, hand gestures, or lip reading. Offer to go to the evacuation assembly area with them.

How to Aid People Who use Wheelchairs, Crutches, Canes, or Walkers: Ask what method of help the person prefers. Evacuate mobility aids with the person if possible.

If the person prefers to use a wheelchair to evacuate, remember:

- Ask if the person wants to move forward or backward down the stairs.
- Wheelchairs have many moveable or weak parts.
- Some persons have no upper trunk or neck strength.
- You may need to use an evacuation chair and retrieve the wheelchair later. The south stairwell on the 4th floor of the West Building has one of these chairs.
- If the wheelchair or evacuation chair has a seat belt, use it.

If the person prefers removal from the wheelchair, ask:

- The way to remove him or her from the wheelchair.
- Whether or not to move extremities.
- Moving forward or backward down stairs.
- Whether to bring seat cushions or pads.
- What he or she might need after the evacuation.

Response: Emergency Management Plan Activation

The highest ranking trained college administrator on-site has authority to declare an emergency. The staff member with authority to declare an LWTech state of emergency include:

- College President
- Vice President of Administrative Services
- Vice President of Instruction
- Vice President of Student Services
- Executive Director of Human Resources
- Director of Facilities and Operations
- Manager, Campus Public Safety

Response: ICS (Incident Command System)

The highest ranking ICS trained administrator on-site serves as the on-site emergency incident commander, until relieved by someone of higher authority.

ICS and EOC (Emergency Operations Center) are organized and structured systems designed to manage any size emergency. The size of the situation determines the level of its response. ICS designates trained personnel to manage any situation:

- Small situations require minimal response.
- Large emergencies may expand ICS response into a large multi-layered unit.
- College ICS and EOC organizational charts and general staff duties can be found on the LWTech security webpage. <http://www.lwtech.edu/safety>

For ICS:

- The first person on scene with training and experience become the IC (Incident Commander) and controls on-scene emergency management.
- The IC establishes the location of the ICP (Incident command Post) and assigns qualified staff to necessary ICS positions.
- From the ICP, the IC initiates emergency response with the ICS Command and General Staff as needed, and coordinates that response through the EOC and local Emergency Services.

Note: the EOC does not normally activate unless significant interruption or total disruption of normal business and operations occurs. When it does activate, the EOC handles emergency response with outside agencies, employee and student issues, continuity of business operations, or contingencies for ceasing operations.

Incident Commanders, ICS, and EOC staff receive FEMA (Federal Emergency Management Administration) and Department of Homeland Security ICS and EOC training. For more detailed information on roles and responsibilities, please visit this webpage. <http://www.fema.gov/>

The college may use ICS for criminal and fire responses such as:

- HAZMAT spills.
- Natural Disasters.
- Search and Rescue.
- Air, Rail, Water, or ground transportation accidents.
- Planned non-disaster events. Such as visiting dignitaries.
- ICS may start small with an IC and one or two subordinates to help with the emergency or event at hand. If the situation requires additional response, the IC will call for appropriate people to fill those slots. At the start of an emergency response, the IC along with ICS staff, will develop an IAP (Incident Action Plan) that has objectives that reflect the overall strategy, specific tactical actions, and supporting information for the emergency response, ICS may develop a written or verbal IAP before an incident, and the IAP may include safety, traffic, and communications plans and maps. They may be for small or large events but in both cases are flexible.

Response: Multi-Agency Emergency Response Coordination

In any large scale emergency response the college will coordinate emergency management with these agencies as needed or required by law:

- [Washington State Department of Emergency Management.](#)
- [King County Office of Emergency Management.](#)
- [Federal Emergency Management Agency.](#)
- [U.S. Homeland Security.](#)
- [American Red Cross.](#)
- [The Institute for Business and Home Safety.](#)
- [Kirkland and Redmond Police, Fire, & Building Departments.](#)

RECOVERY PLAN

The timing for moving from a response focus to a recovery focus will depend upon the nature and magnitude of the emergency and the extent of damage to campus structures and infrastructure. Once the immediacy of the emergency subsides, efforts at returning the campus to normal operation begin.

Note: Once the incident is in the recovery phase, the leadership structure may change from the Incident Command System (ICS) to the normal LWTech organizational structure.

LWTech leaders will work to assure an organized recovery that maximizes safety of personnel and mitigates further damage to facilities and assets. The Incident Commander will work with the EOC to assure an organized recovery. The timetable for recovery, will be communicated to all interested parties. Note: recovery activities may continue long after resumption of normal business operations.

Recovery: Business Continuity

A Business Continuity Group may be assembled should the President (or designee) determine the emergency has wide-ranging or long lasting effects. The Business Continuity Group is responsible for restoration of campus operations after a major emergency event that has impacted our ability to provide normal business services.

Recovery: Continuity of Business Group actions may include

- Conducting structural surveys of campus buildings and properties impacted by the event to establish habitability and functionality.
- Evaluating the status of utilities, communication infrastructure and building systems in the area(s) impacted by the event.
- Determining estimates of probable cost for structural & infrastructure repair.
- Developing a funding plan to include reimbursement from state/federal sources if applicable.
- Developing plans for relocation of services if necessary, feasible and appropriate.
- Developing agreements and contracts if necessary for short term after emergency needs.
- Ensure that traumatized employees & students have access to appropriate counseling services.
- Inform LWTech personnel and, through the PIO, news media on recovery progress and status of post-emergency recovery activities.

This group will function under the direction of the EOC. The specific make-up of this group will depend upon the extent of damage to campus structures and infrastructure. The team may consist of the following individuals:

- President
- Vice President of Administrative Services
- Vice President for Student Services
- Vice President for Instruction

- Public Information Officer
- Manager, Campus Public Safety (oversees the college emergency management program)
- Chief Information Officer (when computing or telecommunications are affected)
- Director of Human Resources (when employees are involved)
- Director of Facilities & Operations (when physical structures are affected)

Recovery: Emergency Resources

LWTech has established agreements with a number of companies to facilitate a smooth and rapid recovery process. The Emergency Resource Matrix provides a list of categories of emergencies and associated resources & contact numbers to expedite recovery. This matrix is to provide emergency managers with immediate access to the resources they may need in order to recover from an emergency.

Emergency Resources Matrix	Phone	Structural Damage	Power Outage	Natural Gas HVAC	Water Sewer Flooding	Fire or Explosion
EMERGENCIES – POLICE or FIRE	9-911					✓
Schreiber Starling & Lane (Emergency Structural Damage Assessment –within- 24hrs) Ross Whitehead, Campus Architect	206 682-8300 T 206-682-8300 M 206-498-9960	✓				
JC Enterprises - Emergency structural repairs Carl Hurt, Owner & Account Manager	T 425-643-7986 M 425-445-6727	✓				
Puget Sound Energy - Electrical Restoration Kirkland Electric Act: 200004246498 Redmond Electric Act: 200007350362 PSE System Operations Dept. Justin Anderson, Business Account Manager & Services	888-539-4773 T 425-462-3657 M 425-471-8148		✓			
Prime Electric - Electrical Restoration Marc Schmoll, Project Manager	1-800-377-8230 T 425-747-5200 M 425-429-5232		✓			
Puget Sound Energy - Natural Gas Restoration - main meter Kirkland Gas Act: 200022118414 Redmond Gas Act: 200007837855 PSE System Operations department Justin Anderson, Business Account Manager & Services	888-539-4773 T 425-462-3657 M 425-471-8148			✓		
McKinstry Consulting Construction Energy Facility Services (Natural gas and HVAC restoration) Jacob Wilson, Account Executive	T 206-832-8352 T 206-755-7699			✓		
Kirkland Public Works Emergencies: Street/signals/water/storm water. Operation and Maintenance Center Mon-Fri 6:30am – 3:30pm Engineering Mon-Fri 8:00am – 5:00pm	T 425-587-3900 T 425-587-3800				✓	
Puget Sound Plumbing Plumbing Emergencies - 24 hour Emergency Service	T 425-458-5126 T 206-938-3219				✓	
ServiceMaster of Seattle Smoke and water cleanup - 24 Hour Disaster Restoration Services	T 425-998-8963				✓	✓
RestorX DKI 24 Hour Disaster Restoration Services Restoration: Water, Fire Cleanup: Sewage, Tear Gas, Trauma Scene, Biohazard Smoke & Soot Damage, Mold Mitigation, Thermal Imaging Full Contents Packing & Storage	T 800-767-2394				✓	✓
LWTech Campus Public Safety Anthony Bowers, Manager	T 425-739-8224 M 425-765-0579	✓	✓	✓	✓	✓
LWTech Facilities Tim Wheeler, Director	T 425 739-8252 M 425-772-8800	✓	✓	✓	✓	✓
Casey Huebner, Manager	T 425 576-5807 M 425 770-3980					

APPENDIX A: TYPES OF EMERGENCIES AND RELATED RESPONSES

ACTIVE SHOOTER SITUATIONS: An Active Shooter can happen on-Campus, or in the nearby, off-Campus community. Depending on the situation, the LWTech response may vary.

- If an Active Shooter situation occurs on Campus, on the advice of Law Enforcement Officials, LWTech will not lock-down exterior doors so as not to impede Law Enforcement Response from building to building.
- If an Active Shooter situation occurs in the nearby off-Campus community local Law Enforcement will advise LWTech of the situation. Should this happen, our response will deviate from that of an On-Campus Active Shooter situation. LWTech will initiate exterior door Lock-Down Procedures:

For a comprehensive look at emergency response to Active Shooter events, you are strongly urged to view, and know, the suggestions made in the “Run, Hide, Fight” video (provided by the Houston Texas Mayor’s Office of Emergency Preparedness and Homeland Security) located at Security@lwtech.edu. Select Campus Safety and Security, select Basic Safety Tips and Videos and then click on “Run, Hide, Fight” LWTech Lock-Down Procedures are also located at this site. “Run, Hide, Fight” may also be seen at: www.readyhouston.tx.gov

ON-CAMPUS:

- Call 911 (Campus phones 9-911) and LWTech Security at 425-739-8224
- Refer to the suggestions made in the “Run, Hide, Fight” video
- LWTech will make announcements through the College Emergency Communications Systems
- Designated Staff will notify Early Learning Center and the Horticulture Complex to lock-down
- Lock and close room doors and windows, blinds and curtains. Shut off lights.
- Barricade doors if possible
- Sit or lay against a wall out of the line of sight of doors and windows
- Turn off or silence cell phone ringers; quietly call 911
- Quietly await further instructions
- REMAIN IN LOCK-DOWN until released by LWTech or Police Officials, regardless of the type of weapon used

OFF-CAMPUS:

- Call 911 (Campus phones 9-911) and Campus Public Safety at 425-739-8224
- LWTech will initiate exterior door Lock-Down Procedures
- LWTech will make announcements through the College Emergency Communications Systems
- Designated Staff will notify Early Learning Center and the Horticulture Complex to lock down
- Lock and close room doors and windows, blinds and curtains. Turn off lights.
- Barricade doors if possible
- Sit or lay against a wall out of the line of sight of doors and windows
- Turn off or silence cell phone ringers; quietly call 911
- Quietly await further instructions
- REMAIN IN LOCK-DOWN until released by LWTech or Police Officials, regardless of the type of weapon/s used

AGGRESSIVE BEHAVIOR:

WHEN DEALING WITH POTENTIALLY AGGRESSIVE PEOPLE TAKE ALL THREATS OF VIOLENCE SERIOUSLY AND REPORT THEM TO YOUR SUPERVISOR. IF A PERSON BECOMES AGGRESSIVE OR AGITATED OR IS UNDER THE INFLUENCE OF ALCOHOL OR DRUGS:

- Stay calm; listen without interrupting; maintain personal space (7 feet)
- Continue to provide courteous, respectful service
- Talk in a slow, low tone; maintain caring composure. Let the person know you're listening and taking their concerns seriously
- Unless the situation escalates focus on the person's problem rather than their behavior; if it escalates Get assistance from another staff person or supervisor Explain the individual's options, direct the person to another staff person if appropriate as appropriate

IF THE PERSON REMAINS HOSTILE OR BECOMES MORE AGGRESSIVE:

- In a calm, but firm voice, inform the person they will need to leave the campus until they can calm down, at which time they may return and someone will attempt to resolve their issue
- If the individual refuses, disengage call Police at 911 (9-911 on-campus) or Campus Public Safety at 425-739-8224

IF THE PERSON IS UNCONTROLLABLE OR THREATENS VIOLENCE, CALL 911 (9-911 ON-CAMPUS) IMMEDIATELY FOR POLICE ASSISTANCE AND NOTIFY CAMPUS PUBLIC SAFETY AT 425-739-8224):

- Stay on the line, give your name, LWTech address, Building Name and Room Number
- Advise Police/Campus Public Safety of the situation and specific location with as much detail as possible
- Staff and witnesses are required to complete a written report and submit same to Campus Public Safety Manager, East Building, Room E-145A within one day of the incident

IF THE PERSON BRANDISHES A WEAPON REFER TO THE ACTIVE SHOOTER SECTION

GENERAL LOCK-DOWN PROCEDURES: LWTech may initiate a Lock-down for reasons other than for an Active Shooter. In the event of a non-active shooter situation, LWTech will refer to the following Lock-down procedures:

- LWTech will make announcements through the College Emergency Communications Systems
- LWTech will advise 911 (Campus phones 9-911) and Campus Public Safety at 425-739-8224 of the lock-down
- Refer to the "Hide, Fight" suggestions made in the "Run, Hide, Fight" video
- Designated Staff will notify Early Learning Center and the Horticulture Complex to lock-down
- Lock and close room doors and windows, blinds and curtains. Turn off lights.
- Barricade doors if possible
- Sit or lay against a wall out of the line of sight of doors and windows
- Turn off or silence cell phone ringers; quietly call 911
- Quietly await further instructions

REMAIN IN LOCK-DOWN until released by LWTech or Police Officials.

BOMB THREAT: BOMB THREAT PROCEDURES:

All bomb threats are taken seriously. Campus Public Safety will check out and document each and every threat. When a bomb threat is received on Campus call 911 (Campus phones 9-911) and Campus Public Safety at 425-739-8224. Security will record received information and report to College Administration. If you receive a Bomb Threat Report, try to collect the following information:

- 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

DURING A BOMB THREAT (OR A SUSPECTED BOMB THREAT):

- Use of two way radios or cellular equipment in the vicinity of a reported bomb is prohibited
- Do not touch a suspicious device or package
- Facilities/Campus Public Safety will initiate the LWTech Incident Command System (ICS). The initial Incident Commander is the first person on-scene with experience and training to handle the LWTech ICS Response
- The IC will initiate an evacuation and LWTech building lock-down procedures. Once secure, only authorized emergency responders are allowed entry until conclusion of the event and the IC gives the "All Clear" announcement to re-enter buildings

COLLEGE CLOSURE – WEATHER, OTHER

The President or designee will make all decisions in regard to closure, late starts, or early dismissal of LWTech operations. Closure or adjusted hours of operation may be required due to inclement weather, power failure, room or building damage, public health and safety issues, etc. During school hours, LWTech Officials will notify employees via established phone trees of change in operating hours or status (open/closed) for non-emergency conditions. After- hours, students and employees should listen to the following media for school closure/delayed operation reports:

KOMO TV 4 and radio (1000 AM); www.komotv.com

KING TV 5 and radio (1150 AM); www.king5.com

KIRO TV 7 and radio (770 AM); www.kirotv.com

KCPQ TV 13; <http://q13.trb.com>

School Report – www.flashalert.org

Call the LWTech main phone line, 425-739-8100, for a posted voice-mail for information or up-dates.

ALL EMERGENCIES AND EMERGENCY CLOSURES AND/OR MODIFICATIONS OF HOURS OF OPERATIONS will be conveyed via the LWTECH e-2 Campus Emergency Notification System, Flashalert.org, Face Book, Twitter, and Campus e-mail to employees, community and family members, and students. Contact the Manager, Campus Public Safety for information on how to register for the e-2 Campus emergency information service or, to subscribe, click on the following link: www.e2campus.net/my/LWTech/ There is a 50 cent per-text fee for the e2 Campus service.

EARTHQUAKE:

LWTech earthquake procedures follow Washington State's "Drop, Cover and Hold" procedures as outlined by Washington State Emergency Management at www.emd.wa.gov

- Keep calm. Remain in place unless you're in a stairway, elevator, or walkway close to/under buildings. Seek shelter away from these areas. If indoors, stay there until the quake subsides. Take shelter under or against 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, and exterior doors
- If outdoors, stay there until 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 an earthquake. You will be advised by LWTech Officials when it is safe to enter or exit a building
- Go to designated Emergency Assembly Area; remain there until you are advised to do otherwise
- After the initial earthquake there will be "after-shocks." After-shocks may be less intense than the initial shock, but may nonetheless cause additional damage
- After the initial shock, evaluate the situation. If possible, notify LWTech Officials of serious hazards or injuries. Attend to injured and protect them from after-shocks. Shut off utilities, gases, etc.
- 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 to a designated Emergency Assembly Area
- Assist persons with injuries and disabilities in exiting the buildings
- Use phones only to get emergency help (injury, fire); expect busy or down phone lines.

POST EARTHQUAKE RECOVERY PROCEDURES:

The Emergency Operation Center (EOC) will set up to direct post-earthquake operations. The EOC will:

- Initiate the LWTech Emergency Management Plan
- The EOC Public Information Officer (PIO) is the Official LWTech point of communications during an emergency. The PIO will attempt contact with outside emergency services as well as coordinate site communications with the ICS Public Information Officer (PIO)
- EOC staff will communicate via the emergency phone system
- EOC staff will receive status from Emergency Assembly Area Managers and note missing and/or accounted for students and staff
- Document property damage, injuries, internal and outside emergency responders, equipment, etc.
- Assess requirements and define locations to shelter in place, if needed. Begin assessment as soon as possible once scope of emergency and immediate health and safety issues have been determined
- When applicable, define and implement continuance of, or return to, operations (business) plan

ELEVATOR MALFUNCTION/FAILURE:

Elevator malfunctions/failures are not considered life-threatening events unless the cause is due to a major disaster. Elevator malfunctions are emotionally traumatic to those riding in an elevator car and care must be taken to reassure trapped occupants that help is on the way. Each elevator has an Emergency Phone monitored by an off-site company that can be called in an emergency. Always notify Facilities at 425-736-9972 and Campus Public Safety at 425-739-8224 immediately of any elevator malfunction/failure. ***Provide the following information:***

- Your name, location of the elevator that is malfunctioning (include LWTech Address, 11605 132nd Avenue NE, Kirkland, WA 98034, Building Name, and the Floor Number elevator is stuck on/near. Example: Lake Washington Institute of Technology, 11605 132nd Avenue NE, Kirkland, WA 98034, West Building, Elevator on North end of building, stuck on/near the 3rd. Floor)
- A brief description of the problem and how many persons, if known, are trapped in the elevator

FIRE: All LWTech employees are expected to know fire extinguisher, fire alarm pull station, first aid and emergency kit, emergency exit, and evacuation map locations for their area. LWTech Employees:

- Upon discovery of a fire will immediately pull the nearest fire alarm to initiate an evacuation and emergency response, then call 911 (on-campus call 9-911), and Campus Public Safety at 425-739-8224 for evacuation and emergency assistance response
- Do not try to fight a fire that is large, very smoky, or is spreading rapidly. Deploy fire extinguishers only if safe to do so; otherwise, evacuate immediately. When safe, close (but don't lock) doors and windows to reduce oxygen to the fire. Only Emergency Responders may enter an area you are evacuating.
- Contact arriving Fire personnel and Campus Public Safety if you suspect anyone is still in the area
- Follow general evacuation plans, use stairway exits only, DO NOT TRY TO USE ELEVATORS
- If trapped in a building place an article of clothing in a window, shout or tap walls or floors periodically to alert the Fire personnel of your location. Stay near the floor where the air is cooler and less toxic

HAZARDOUS MATERIAL SPILLS/LEAKS:

When a Hazardous Material spill/leak occurs, specific information is needed to properly respond to the incident. 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. All hazardous material spills have specific instructions that must be adhered to after the hazard has been contained. Call 911 (Campus phones 9-911), Facilities X8611, and Campus Public Safety 425-739-8224 for instructions, follow-up notifications, and procedures for restoring effected Campus services. LWTech Facilities and Campus Public Safety staff is designated to handle Hazardous Material spills.

HAZARDOUS MATERIAL SPILLS/LEAKS THAT MAKE IT TO A SURFACE-WATER STORM DRAIN ARE ILLEGAL NO MATTER HOW SMALL, OR LARGE, AND MANDATES NOTIFICATION OF THE WA STATE DEPARTMENT OF ECOLOGY.

WHAT TO DO:

- Suspicious odors may indicate the presence of a Hazardous Materials spill/leak; the area will be evacuated until the cause of the odor is found and an appropriate response concludes the incident
- Clear the affected area and close all doors and wait for assistance

- Promptly report all leaks/spills to Campus Public Safety at 425-739-8224
- A spill (or slow leak) of less than a gallon may be cleaned up by an employee at their discretion, following instructions outlined in the appropriate safety data sheets
- All employees, students, and faculty will immediately evacuate the area of a Hazardous Materials spill/leak; the area will remain quarantined until an appropriate response is concluded

IF REPORTING A SPILL OR LEAK CALL SECURITY AND PROVIDE THE FOLLOWING INFORMATION:

- Exact location of spill/leak, including Building name and Room number
- Name of spilled/leaked material (if known)
- Quantity of spilled/leaked material (if known)
- Appearance of spilled/leaked material (color, consistency, etc., if known)
- Injuries or physical effects to those who have been exposed to the spill/leak (if known)
- Size (area) of spill/leak contamination (if known)
- Notify the Manager, Campus Public Safety of a spill/leak; if the spill/leak presents an immediate danger to personal health or environment – notify appropriate authorities (WA State Dept. of Ecology, Federal EPA, King County Health Dept., Kirkland Health Dept. and advise same of the nature of the spill/leak
- Campus Public Safety will notify everyone working in the immediate area of the spill/leak and direct them to evacuate to a designated Safe Assembly Area.

SPILL/LEAK CLEAN-UP PROCEDURES:

- LWTech Staff will follow HAZ-MAT emergency response procedures when dealing with any spill/leak
- Identify the spilled material if possible (Chemical labels and Safety Data Sheets); write down all information.
- Select the appropriate spill clean-up equipment as instructed in safety data sheets; don appropriate Personal Protective Equipment (PPE) per safety data sheets
- Contain the spill by diking with appropriate material
- Absorb all free liquid with appropriate absorbents
- Follow (Safety Data Sheets) instructions to neutralize or detoxify the spilled/leaked Hazardous Material
- Place all spilled materials in an appropriate container
- Thoroughly decontaminate the area following instructions given in the safety data sheets
- Clean, repair, and recondition all emergency response equipment
- Complete Hazardous Material spill/leak report and file with Campus Public Safety (Office E-145)

UTILITY OUTAGE/EMERGENCY SHUTDOWN PROCEDURES:

LWTech considers a power failure/outage as the loss of power lasting for more than ten minutes. Campus Emergency Lighting will activate if power is not restored within the initial 30 to 60 seconds. Emergency Lighting provides lighting for up to 30 minutes. Shutdown procedures for the three primary utilities (gas, electricity, and water) serving LWTech are coordinated through the Facilities Department. In an emergency all shops are responsible for program-related equipment shut down and related shunt switches.

IN A POWER FAILURE/OUTAGE:

- Remain calm. Notify your supervisor. The supervisor will notify Facilities at X8611 (on-Campus phones), Campus Public Safety at 425-739-8224, and IT at 425-949-9564
- Facilities will contact Puget Sound Energy to assess the outage and estimate time to restore power
- LWTech Administration will be notified and apprised of the situation
- If the regular phone system is not functioning, emergency communications will be used
- Information Technology Staff will initiate actions to ensure LWTech network backup and safety
- LWTech Administration will determine status (to close or remain open). Instructors and Staff Supervisors will be notified of action to take with regard to students and/or staff
- Instructors will keep students in class until contacted by their Supervisor; however, direction may be given to move to areas such as foyers, main corridors, or to locations with emergency lighting
- For power outages after normal business hours LWTech will initial Emergency Communications
- Supervisors will assist returning students and/or staff to their classrooms or offices as needed
- LWTech Officials will assess classrooms and/or offices for any electrical-related problems

VOLCANIC ERUPTION:

- LWTech will assess and inform the College community of the event
- Facilities May shut down Heating, Ventilation, and Air Conditioning (HVAC) equipment to prevent the intake of ash into Campus buildings
- Information Technology (IT) may shut down contingencies for College computing operations prior to the HVAC shut down
- Exterior doors will be closed; signs will advise doors are kept closed for the duration of the emergency
- All efforts will be made to prevent inhalation of particulates. Filter masks will be available from Campus Public Safety Office (E-145)
- LWTech Faculty will remain calm; advise students to stay in the classroom until further notice; turn off electronic equipment in offices and classrooms to prevent damage
- LWTech Staff will turn off all electronic equipment to minimized damage and wait for status report from supervisors
- LWTech Administration may suspend operations depending on the severity of the event and/or by direction of local officials.

APPENDIX B: PUBLIC HEALTH EMERGENCY

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 LWTech President or designee, may declare a state of emergency for the College and implement emergency response procedures and will/or may:

- Notify the LWTech community of the Public Health Emergency
- Suspend LWTech operations as per the College Closure Procedures
- Take all necessary precautions

Higher Education will be among the most severely impacted because of international travel by faculty, staff, and students and by nature of the open and accessible campuses. According to the CDC, those most susceptible to death from a Flu Pandemic are aged 15 to 35 and the very old. The CDC projects workplace absentee rates as high as 25% over a 4 - 9 month period. The impact on College operations will include unprecedented demands on student health services, residence halls, quarantine sites, and debilitating sickness among faculty and staff causing severe reductions in the work force, essential services, and significant loss of tuition revenues from closure of the Institution and non-returning students.

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 events, theaters, restaurants, and other public gathering places and facilities. Health care, police, fire, emergency response, communications, transportation, and utility services could be disrupted for many weeks.

Respiratory infections, other contagious diseases (flus, colds, pertussis (whooping cough), and severe acute respiratory syndrome (SARS), are spread by viruses and bacteria from the nose, throat and lungs of someone who is sick. People can help prevent the spread of germs and disease by following and practicing "respiratory etiquette," or good health manners:

- Wash hands often; cover your nose and mouth with a tissue when sneezing, coughing or blowing nose
- Throw out used tissues in the trash as soon as you can
- Wash hands after sneezing, blowing nose, coughing, or touching used tissues or handkerchiefs
- Use warm water and soap or alcohol-based hand sanitizers to wash your hands
- Stay home if you have a cough and fever
- See your doctor for cough and fever, follow instructions; take medicine as prescribed and get lots of rest
- Wash your hands before eating, or anytime you touch your eyes, nose, or mouth
- Wash hands after touching others when sneezing, coughing, blowing noses, or who have a runny nose
- Don't share things contaminated with respiratory germs (food, towels, drink containers, etc.)

Employees should prepare and protect themselves and their families for a variety of emergency situations. Having an Emergency Preparedness Plan for your home will go a long ways to give employees peace of mind that family is able to effectively respond to the emergency at hand. Following are some tips:

- Stock food, water, and other supplies to last a week
- It is recommended that those at risk get a regular seasonal flu shot
- Have extra personal comfort items on hand (soap, shampoo, toothpaste, toilet paper, cleaners, etc.)
- Make sure to have cash on hand; if necessary, have items delivered to your home
- Take care of your pets; stock plenty of 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; have extra 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. Home communications may not be possible for up to several days post-emergency
- Purchase or put together an Emergency Survival Kit for your home and car

In the event of an Epidemic or Pandemic, the CDC states access to vaccines and antiviral drugs will be limited; it often takes time to isolate the origin of and particular source of the Epidemic or Pandemic and then develop not only the medicine to combat it, but the strategy as to who to serve first, and the method of distribution. It is possible that non-medical intervention may be the only way to delay the spread of the disease. One such intervention is Campus closure. Essential services are those functions that keep a campus running; electrical power, drinking water, transportation, and telecommunications are examples. It is up to each Institution to define, based on its mission and priorities, what essential services are required.

LWTech has no Residence Halls; with this in mind, LWTech is extremely limited as to how many people could be sheltered in place and also to the extent it could provide quarantine services for those who become contagious. Although the College does have a Nursing Program, there is no supply of medications, or Physicians on hand to diagnose and treat Epidemic and/or Pandemic patients. The most logical course of action for LWTech may be to close and ride out the disease and reopen when conditions allow healthy return of faculty, staff, and students. With that in mind, LWTech Officials will assess the situation and make the determination as to whether to curtail or close Campus business and educational activity. Additional information in regard to pandemic and epidemic diseases and other emergency information is available through the following websites:

Washington State Department of Health www.doh.wa.gov
U.S. Centers for Disease Control and Prevention www.cdc.gov