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Review and Updates

This document will be reviewed every two years, or on an as needed basis in response to exercises and Incident after action reports, and will be redistributed to the appropriate individuals.

Section I: Introduction, Mission and Purpose

The UW Bothell (UWB) and Cascadia College (CC) Emergency Operations Plan (EOP) provides guidance on prevention, mitigation, preparedness, response, and recovery operations in case there is an emergency event involving students, staff, and faculty, or facilities utilized by our campus community. This includes disaster and emergency responsibilities and procedures, continuity planning, training and education.

The plan includes descriptions of emergency support functions, and supporting documents, as well as the guidance for the coordination of operations during impactful events, and the most effective use of resources within Bothell campus.

The plan establishes a mutual understanding of authority, responsibilities and functions of Campus officials and provides a basis for incorporating our processes into the local emergency response structure.

The Incident Command System will be implemented for all UWB/CC incident response, the structure of which is detailed in the Coordinated Response document in appendix A.

Incident Command and General Staff may make exceptions or changes to specific procedures and priorities as outlined within the incident action plan, as needed during an emergency event.

Section II: Emergency Communications

Emergency Communications and Resources

Campus Alert

The Campus uses Omnilert alert system as a service that sends e-mails, text messages. The software is web based and hosted off site, so it is not impacted by network outage on campus. The communication system allows for rapid and direct delivery of notifications to those who may be impacted by incidents. The Director or his/her designee or any member of the Crisis Communication team may collaborate to make this determination without delay and taking into account the safety of the community. The Campus Safety Director, Public Information Officer, Emergency Preparedness will initiate the Notification system, unless issuing such would, in the judgment of first responders, compromise efforts to assist a victim or contain, respond to or otherwise mitigate the emergency.
AlertUS desktop notification system

This system will activate all UWB/CC IT controlled desktops, laptops and other IT supported devices if they are turned on and in use to display a visual and audible message.

Fire alarm, radios and Digital Readout Warning System

This fire alarm public address system uses fire alarm/speakers indoors. This allows for transmission of voice messages to the core campus buildings. The radio channel “ALL CAMPUS” can be used to make an announcement to all staff who carry a radio. There are digital readouts of the same pre-programmed messages where digital readers are placed. Digital readers are currently are located in the ARC and Discovery Hall.

Authorized personnel can access these systems in accordance to the Crisis Communications Plan in order to send Emergency Alerts to campus stakeholders.

Section III: Preparedness Phase – Policies & Authorization

Emergency Executive Policy Group (EEPG)

Emergency Executive Policy Group (EEPG). The Emergency Executive Policy Group oversees and provides policy recommendation to the University Chancellor/College President and provides policy direction for emergency preparedness, mitigation, response and recovery planning activities.

The Emergency Executive Policy Group consists of the following units and individual or designated alternates:

UWB Members
Chancellor
Vice Chancellor for Planning & Administration
Vice Chancellor for Academic Affairs
Vice Chancellor for Advancement and External Relations
Associate Vice Chancellor for Facilities Services
Assistant Vice Chancellor Organization Excellence & HR
Assistant Vice Chancellor Information Technologies
Director of Auxiliary Services
Director of Campus Safety
Director of Digital Communications
Dean of Student Affairs

Cascadia Members
President
Vice President for Administrative Services
EEPG has established delineations of authority to the Director of Campus Safety and other designees and delegated specific roles & responsibilities for the cohesive capability in all phases of Emergency Management.

Memorandums of Understanding (MOU) and Mutual Aid Agreements (MAA) are approved or initiated and signed by the authorized delegate for CC/UWB.

**Emergency Operations Center Responders**

The EOP is designed to effectively coordinate the use of campus and community resources to protect life and property before, during, and immediately following a major crisis or disturbance on or near the Bothell campus. It will be placed into operation by the Emergency Preparedness Manager, Director of Campus Safety or Associate Vice Chancellor of Facility Services, or their designee whenever an incident, crisis, or emergency affecting the Bothell campus goes beyond the control or capability of daily operating procedures.

The Emergency Operations Center Responders will consist of delegates or designees from the following critical functions of the university and the college to facilitate response and recovery operations. These personnel will be designated as “Essential Personnel” during campus emergencies or suspended operations on an “As Needed” basis.

Essential personnel will be notified by their supervisory chain if they are required to report and/or respond to a particular emergency event. Employees on the EOC may also be notified via UWB/CC alerts set up to specifically notify them to report. Employees are responsible for keeping their contact information up-to-date in the UWB/CC alert system and with their respective Human Resources Office.

The Campus EOC members may be selected to staff Command Staff or Section Chief functions in the Emergency Operations Center (EOC) depending on the size and complexity of the incident. The Command Staff will have training in both Unified Command and functional training to command and coordinate the UW/B/CC Campus emergency operations. All other staff will have training commensurate with expected duties.

EOC members will work with the Emergency Preparedness Manager to select appropriate staff to be designated and trained in the roles of Command Staff and General Staff in the EOC or other Response and Recovery functions. EOC members will also assist in identifying personnel best suited to fill deputy positions, using job title and description as guidance.
In addition, through coordination by the Emergency Preparedness Manager, shall keep a record of the completion of National Incident Management and Incident Command Systems compliance training and that all response activities are NIMS and ICS compliant. EOC members shall hold designated staff who report to them accountable for completing required NIMS training.

Section IV: Response Phase – Emergency Operations

Emergency Response Levels

The emergency response operations structure is established for identified levels of emergency, crisis, or incident as it impacts the campus day-to-day operations.

Level 4: Emergency Operation Mode – Standby- Virtual Monitoring (normal operations, maintaining situational awareness, minor incidents able to be handled with available resources)

**Definition:** Incidents that can be managed by following Standard Operating Procedures. While there may be some damage and/or interruption, the conditions are localized and the Emergency Operations Center does not need to be activated. If notified of the event, Bothell Campus Emergency Operations Center will operate in “standby” mode.

**Actions:**

- The onsite lead dept. handles the situation following standard operating procedures. The lead responder to an incident is the Incident Commander, until/unless relieved by someone with more experience/knowledge of the situation.

- If a situation requires additional resources, the Incident Commander contacts Director of Campus Safety to help monitor and provide additional guidance, or boundary control.

- The Emergency Operations Center is placed on stand-by mode, or monitoring the situation.

- A virtual EOC and or Rapid Responder event can be created for ease of information sharing and documenting.

Level 3: Emergency Operation Mode – Minor Incident- Activation (small scale incidents able to be managed with available resources but may have potential to escalate; notification of campus leadership for awareness)

**Definition:** The incident is minor and causes no interruption to campus operations. Coordination of resources and campus services may be needed to respond effectively.
**Actions:**
- A virtual EOC and or Rapid Responder event shall be set up for ease of information sharing and documentation.
- Activation of recording the event in Rapid Responder will be implemented immediately
- EOC Team members are notified via UWB/CC Alert, telephone, or Google Hangouts (trial testing coming 2019) to set up the EOC and call in support staff for assistance
- Some operations and classes may be suspended
- Unified command with local police, fire, and/or EMS will be implemented
- EOC Director in consultation with the EEPG will designate a Liaison to serve as a connection between the EOC and EEPG and to the external agencies if necessary

**Level 2: Emergency Operation Mode – Increased Readiness (incident requires some coordination of resources such as UW system, UW/Cascadia, community responders, or media; may be a virtual command setup or smaller scale EOC with selected responders)**

**Definition:** The event / incident can impact the campus resources. The EOC may be activated to address immediate response, recovery or other needs required to manage the incident.

**Actions:**
- The Emergency Operations Center may be activated at a “light level” to monitor and or coordinate. This “light level” is an incident dependent on needs. Not all sections will need to be activated. Only the necessary sections that are needed will be activated. All normal campus operations are still ongoing.
- Key campus departments will be made aware of the incident to be ready to respond with more staff and/or resources if needed.

**Level 1: Emergency Operation Mode – Full Activation (major incident requiring full response and physical setup of EOC)**

**Definition:** The event / incident may exceed the campus or local authorities’ ability to manage within available resources; the EOC will be fully activated to address immediate response and long term recovery planning. Damages are widespread and the campus may need to be self-sufficient for several days. The Bothell campus may request mutual assistance from the local Police, Fire and EMS agencies, UW Seattle, UW Tacoma, City of Bothell, King County Emergency Management, The American Red Cross, King County EM Zone 1 Partners, and/or other agencies.
Actions:

- The Emergency Operations Center is fully activated. All normal campus operations are suspended.
- Staff vacations and planned leaves may be terminated.
- The Emergency Operations Center coordinates efforts with City of Bothell Emergency Responders and King County Emergency Management as needed.
- A plan to rotate Essential Personnel will be established.

The UWB/CC EOP is organized under the National Incident Management System (NIMS). Established by Homeland Security Presidential Directive-5 (HSPD-5) on March 1, 2004. HSPD-5 requires local jurisdictions, including higher education institutions, to implement NIMS in response to all-hazards that may affect their locality.

The purpose of NIMS is to provide a common approach for managing incidents. NIMS uses a core set of concepts that are intended to be a flexible and standardized set of management practices. The Six Components of NIMS are:

1. Command and Management (the Incident Command System);
2. Preparedness (planning, training, and exercises);
3. Resource Management (mobilize, track, and recover resources);
4. Communications and Information Management (framework for all communications and information sharing);
5. Supporting Technologies (voice and data communication systems);
6. Ongoing Management and Maintenance (strategic direction and oversight for NIMS development).

The UWB/CC EOC will operate using the Incident Command System (ICS). Campus Personnel identified as “Essential Personnel” or other members of EOC and Campus Emergency Response Team (CERT) are trained to document information for emergency responders. In the event of an incident, employees will contact Campus Safety or 911, provide first aid, and follow Incident Command instructions.

The primary objective of the Incident Command System is the management of assigned resources for effective control of any situation. The ICS organization expands and reduces in size and scope based upon the type and complexity of incident. Functions are delegated to the command and operational staff, who are trained and equipped to manage the “hands-on” details of the incident.

One of the most important best practices that has been incorporated into the NIMS is the Incident Command System (ICS); a standard, on-scene, all-hazards incident management system already in use by firefighters, hazardous materials teams, rescuers and emergency medical teams. The Bothell campus has adopted this protocol for use in responding to and
managing emergencies on campus. Further, the campus commits to supporting this program with appropriate resources and training as required and/or possible.

ICS is listed as the “Command and Management” concept of NIMS. It provides a standard organizational structure for incident management. The system is designed to be flexible in order to meet demands of particular emergencies. ICS allows incident managers to identify needs and concerns while managing resources that are necessary for responding to any incident.

** Incident Commander (IC) **

Under ICS, the first person on the scene takes command of the incident until someone more qualified arrives. The Incident Commander will be the first dispatched fire or police unit that arrives on scene. This person will eventually be relieved by a higher trained first responder. They will assume control of the incident until it is transitioned into Unified Command.

Depending on the size and complexity of the operations, the initial IC may request to activate the Emergency Operations Center, according to protocols established and transfer command to the best-qualified designee.

** EOC Manager **

When the campus EOC is activated, the command structure changes to coordination and the incident commander remains on-scene to coordinate with local, county or state jurisdictional response operations. The EOC Manager, typically the campus's Emergency Preparedness Manager or their designee, will interface with the designated jurisdictional EOC, activate the required command and general staff for the EOC, and initiate the Incident Action Plan and Operational Period to support response and recovery operations of the crisis, emergency, or disaster. If the incident is isolated to the premises of the campus, the EOC Manager may demobilize the operation once all objectives have been met and the campus resumes normal operations.

** Safety Officer **

The priority of life, safety and security is foremost in all operations of the Incident Action Plan. The Safety Officer has direct communication to the person in charge, the initial IC or EOC Manager. The role and responsibility of the Safety Officer designated for the incident is to ensure all response operations personnel are able to conduct operations safely and without endangerment to their life. The Safety Officer will interface with the appropriate department officers for coordination in operations for Levels as needed.
Public Information Officer (PIO)

The designated Public Information Officer for the incident will be the point of contact for public, media and all external affairs information processing. The PIO will ensure that the message is unified and accurate to manage the public perception of the incident and support the needs of the command staff.

The campus PIO's will interface with the Joint Information Center (JIC) of the jurisdictional response operation if required. The PIO is a member of the command staff and answers directly to the EOC Manager, while coordinating to keep the University Chancellor and College President up to date on all information.

Liaison Officer(s)

In direct support of the operations, Liaison Officers are activated depending on the impact, complexity, and size of the operation. Liaison Officers may be staffed by respective entities within the campus that are functionally capable to interface with internal affairs of the college or the jurisdictional local, county, or state support provided to campus operations. Liaisons are members of the Command Staff in the Incident Command System Structure and may have ad hoc positions added depending on the complexity of the incident.

The incident response operations will drive the requirements for liaisons to support the mission. Examples of these may include: Critical Incident Stress Management; Public Utilities; Private sector infrastructure; Public Health; Environmental Protection Agency; Law Enforcement; Transportation; Red Cross or other voluntary agencies; and other internal or external functions.

Operations Section (OPS)

The operations section will have a designated Chief who will interface with the Command Staff of the emergency operations. The Ops Section Chief may designate a Deputy who must be qualified to function as the Chief in his/her absence.

Staffing for the Operations Section will be trained, equipped and credentialed personnel for ensuring adherence to Incident Command System span of control and chain of command. The Operations Section will be made up of teams to ensure coverage during and after normal business hours. Teams may be placed on call during declared incidents.

Logistics Section (LOG)

The logistics section will have a designated Chief who will interface with the Command Staff of the emergency operations. The Log Section Chief may designate a Deputy who
must be qualified to function as the Chief in his/her absence.

All logistical needs of the operations will be coordinated through the Logistics section for National Incident Management System recommendations on resource management and interoperability with local jurisdictional response operations.

Logistics will ensure that operational needs are met with the facility, equipment, supplies and needs of personnel to meet the objectives of the operations.

**Planning Section**

The Planning Section will have a designated Chief who will interface with the Command Staff of the emergency operations. The Planning Section Chief may designate a Deputy who must be qualified to function as the Chief in his/her absence.

The Planning Section will maintain incident action planning process and documentation of the incident status. Members of the Planning Section will be trained to the Incident Command System planning process, including the applications used for mapping and data analysis.

The Planning Section will coordinate with other general staff sections to provide Command Staff with up to date status of the operations for strategic planning and operational period objectives.

**Finance & Administration Section**

The Finance & Administration section will have a designated Chief who will interface with Command Staff of the emergency operations. The Logistics Section Chief may designate a Deputy who must be qualified to function as the Chief in his/her absence.

All personnel assigned to the operations will check in and out with the Finance and Administration Section. Additional human resource requests will be made through this section.

Documentation for all of the Emergency Operations including contract administration, exercised Memorandums of Understanding or Mutual Aid Agreements will be maintained by this section.

Emergency Operations Plan rosters and credential or qualification plans of personnel will be maintained by this section. This section will assist other section leads to conduct after action assessment of participants to coordinate the facilitation of ad hoc training needs of the operation.
**Incident Command Post (ICP)**

The Incident Command Post is a temporary site established by the Bothell Police department for direct command and control of an incident. It will be established in a safe zone. Security personnel will be involved with any campus ICP to coordinate with the local jurisdictional response. The primary ICP is located in the 10900 block of NE 185th street (along Husky Hall) and the secondary ICP is located in the 10900 block of NE 180th street (near the cemetery).

**Assembly or Staging Areas**

Assembly areas will be designated for the accountability of staff, faculty, students or visitors when evacuations or other protective actions are required for the safety and security of the campus population. All buildings on campus have a designated Evacuation Assembly Point (EAP).

In the event of an incident that requires the coordination of access or egress of emergency responders, a staging area has been identified by the Bothell Police located at the Downtown Fire House Station 42 (10726 Beardslee BLVD). This is to ensure expeditious response operations.

Assembly or Staging areas are temporarily designated as required.

**Medical Triage and Treatment Area**

Campus CERT will coordinate to set up Medical Triage areas. These areas are designated for large operations with possible Emergency Medical Services access to transport critical patients to medical care. First responders will identify medical triage areas.


**Emergency Operations Center**

The Emergency Operations Center (EOC) is a designated location from which the Emergency response and recovery operations will coordinate the appropriate resources for the emergency operations.

There are two pre-designated locations within the campus premises that have been identified for activation of an EOC.
Primary Location

The primary location for the EOC is Husky Hall room 1160.

Secondary Location

In the event that the primary EOC has been deemed unsafe, the secondary location will be the parking lot of Husky Hall.

Joint Information Center (JIC)

In an event where coordination of public information officers PIO from other agencies or entities are required, a Joint Information Center (JIC) may be activated from a mutual verbal agreement with the campus but will not necessarily be in direct response to an incident on campus.

When an incident of large geographical effect or a disaster declaration requires a coordinated communication to the media or public, such as a pandemic, the campus PIO's may be deployed to the JIC at the City of Bothell, King County or State level.

Primary Location

The primary location for the JIC is Husky Hall room 1160a.

Secondary Location

In the event that the primary JIC is unavailable, the secondary location will be at Bothell City Hall

For questions about anything in this document, please contact the Campus Emergency Preparedness Manager, Darren Branum at 425-352-3763
Appendix A - Coordinated Response

MEMORANDUM

University of Washington Bothell & Cascadia Community College
Memorandum of Joint Responsibilities / Coordinated Response
for Building Emergencies and Fire Alarm Systems Activation

January 20, 2018

The purpose of this document is to outline responsibilities of Facility Services, UWB & Cascadia College Evacuation Coordinators and Evacuation Wardens, and Campus Safety Security Officers and UW Bothell Emergency Management in response to Campus Incident / Emergency as defined by the UWB / CC All Hazard Emergency Management Plan. Bothell Fire Department (BFD) roles and responsibilities are included for reference.

Required Training- UW Bothell/ Cascadia College Emergency Responders
In compliance with WAC 296-824-300, all University of Washington Emergency Responders on the Bothell Campus will attend and maintain the following training above that mandated by their daily position:

a) Annual 4 hours of Haz-Mat awareness level training provided by UWB EM.

b) Basic Incident Command System-ICS/ICS for Initial Action Incidents/National Incident Management System-NIMS (ICS 100, 200 & 700), with minimum annual 1 hour refresher provided by UWB EM.

The definition of a University Emergency Responder is any individual who is designated by Campus Safety, UWB EM, or UWB Facilities with duties to perform in cooperation with Police, Fire and EMS response at an emergency scene on UW Bothell property.

CAMPUS SAFETY:

a) Campus Safety Dispatch receives building alarm signal via the campus monitoring system (or by telephone - 911).

(Note: Campus Safety would report other fire/Haz-Mat emergencies by telephone)

b) Campus Safety Dispatch dispatches Officers and Sergeant if available to the location. Responding Officers / Sgt. switch their radios to channel ERT 2.
c) Upon arrival, Campus Safety Officers / Sgt. Will provide a size up and report via radio. Officers will set up unified command at the Coordinated Response Point with UWB Facilities and other responding resources.

d) Campus Safety Dispatch contacts Bothell Fire Dispatch via phone to provide any critical or life safety updates (confirmed fire, Haz-Mat, people trapped).

e) Depending on the scope of the event, Campus Safety Dispatch will assist with generating a “UWB ALERT”, advising of the event and requesting people avoid the area.

f) Campus Safety will provide building access, secure the area and facilitate communication with Evacuation Coordinators, building administrators, and make proper notifications.

g) Campus Safety Dispatch notifies UWB Emergency Management if not already not on the scene if there is a real event (Fire, Haz-Mat Incident, Explosion or any significant threat to the Campus) directly by calling, texting and emailing:

   - UWB Emergency Preparedness Manager;
   - Director of Campus Safety;
   - Associate Vice Chancellor for Facility Services.

h) Campus Safety Officers provide scene security, traffic and crowd control.

UNIVERSITY OF WASHINGTON BOTHELL EMERGENCY MANAGEMENT (UWB EM):

a) Notification for UWB Emergency Preparedness Manager occurs through the 24/7 UWB EM Duty Phone: 425-219-2409 and email.

b) The UWB Emergency Preparedness Manager should be notified any time an incident threatens the larger campus or requires a more sophisticated coordination of response by the University, particularly with outside agencies.

c) UWB EM responds to the Command Post as needed to assist the Incident Commander in a supportive planning and coordination role. UWB EM helps support the implementation of the Incident Command System (ICS) and helps determine when more sophisticated resources, such as the UWB Emergency Operations Center (UWB EOC) needs to be activated.

d) If the situation merits, the UWB EM Duty Officer and or designee, will begin advance planning for a partial or full-EOC activation to coordinate the support and logistics of a larger-scale incident or prolonged event.
FACILITIES SERVICES:

a) **Facilities will switch to ERT 2** and respond to the location and connect with BFD, Campus Safety, Unified Command and other emergency responders.

b) Provides support to responding agencies with building systems and utilities and, if accessible without risk, operates fire alarm control panel, building fans, utilities and other equipment as instructed by the BFD or other agencies.

c) Proactively offers and presents building plans and any other relevant pre-fire, utility, and other information to the BFD if available on site or accessible at the time (pre-fire plans are located at the fire alarm panel or enunciator in some buildings).

d) Silence and reset the fire alarm panel when authorized by the BFD.

e) Will provide an “All Clear” over the radio once it is determined that the situation is under control.

f) Will give the “OK” to let people in once all doors and roll up doors are back in an unlocked position.

EVACUATION COORDINATORS / WARDENS:

a) **UWB Evacuation Coordinator / Wardens** will transmit and receive on the ERT 2 channel on their radio. UW Evacuation Coordinators can get on the radio to pass on information on ERT 2 channel.

b) **Cascadia Evacuation Coordinator / Wardens** will transmit and receive on the CCC channel on their radio. Evacuation Coordinators may switch to ERT 2 to get updated information and pass down to Floor Wardens on CCC.

c) Ensure that everyone is evacuated to their assigned EAP.

d) Ensure that everyone is accounted for and out of the building.

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Implementation

For purposes of administration of this agreement:

- The Campus Safety representative will be the Director / Assistant Director or appropriate command officer.

- The UWB EM representative will be the Emergency Preparedness Manager or designee.

- The Facilities Services representative will be the Campus Operations-Facilities Services Manager or appropriate designee.

- The BFD representative will be a battalion fire chief or other appropriate command officer.

These representatives, or their designee, will meet periodically, but at least annually before July 1 to evaluate this agreement, review its implementation, and advise their respective department heads on any need for revision.

As of January 20, 2015, this document will be maintained by UWB Emergency Management as an annex to the All-Hazards Emergency Management Plan for the University of Washington Bothell Campus.
## CASCADIA COLLEGE

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