All Hazard
Emergency Management Plan

University of Washington Bothell
Cascadia College
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INTRODUCTION

The Emergency Management Plan addresses emergency response plans for both the University of Washington Bothell and Cascadia College, which are co-located on a common campus in Bothell, Washington. The campus boundaries are outlined on the campus map shown in Figure 1. This Emergency Management Plan (EMP) addresses a multitude of potential issues and concerns the campus community may encounter during an emergency. This is a master plan that applies to all campus facilities and operations on the campus as well as in the local vicinity. This EMP complies with the National Incident Management Systems (NIMS) and Incident Command System (ICS). In addition to the guidance provided by this EMP, it is the further responsibility of departments and building occupants to discuss and develop their own “local” plans based on the recommendations and requirements of this master plan.
The EMP has 4 primary goals, listed below in priority order:

1. Life safety
2. Preservation of property
3. Protection and preservation of mission-critical campus programs and functions
4. Compliance with current federal, state and local regulations

These goals are achieved by:

✓ Meeting the needs of incidents of varying kind and size
✓ Allowing personnel from a variety of departments from across the campus to meld rapidly into a common response team
✓ Providing logistical and administrative support to operational staff
✓ Managing campus resources effectively in an emergency response
✓ Providing immediate communications and information regarding emergency response operations and campus safety

This is a dynamic document and is subject to revisions and regular updates, and shall be reviewed and updated at least annually.

While it serves the campus as a whole, the plan is a guide for those with key assignments and responsibilities during emergency activations. Its potential effectiveness is dependent upon broad input from the campus community, and all units of the campus are expected to become familiar with the concepts, policies and procedures outlined in the EMP.

PURPOSE AND SCOPE

The senior administrators of the University of Washington Bothell (UWB) and Cascadia College (CCC) have anticipated the possibility of an emergency on campus. As such they are instituting this Emergency Management Plan (EMP)

The EMP is a guide for providing a response to the campus community, including faculty, staff, and students during major emergencies that may
threaten health and safety. Personnel designated to carry out specific responsibilities are expected to thoroughly understand the procedures for which they are responsible, and be familiar with basic NIMS and ICS concepts.

This Emergency Management Plan is implemented whenever a level, 1 or 2 incident is declared on the campus.

The response to any major emergency will be conducted utilizing ICS.

The Emergency Management Plan is designed to effectively coordinate the use of campus and community resources to protect life and property immediately following a major emergency on the campus, and to provide assistance by integrating an ICS structure with off-campus local response partners. The EMP identifies departments and individuals directly responsible for emergency response and critical support services. It also provides a management structure for coordinating and deploying essential resources.

The EMP guides preparedness, response and recovery action. It applies to a broad range of hazardous incidents. This plan and related policies apply to everyone associated with the Bothell campus of The University of Washington Bothell and Cascadia College and all property owned and operated by these institutions.

LAWS AND AUTHORITIES

This EMP relies on and incorporates herein all applicable laws, policies, and authorities of the University of Washington.

Robert T. Stafford Disaster Relief and Emergency Assistance Act / Public Law 93-288, as amended (addresses the role of the Federal Government).
LEVELS OF EMERGENCY

Level 1 – Red
Level 1 is disaster conditions in which the campus must activate the full EOC in order to address an immediate emergency response. Emergency conditions are widespread and the campus must be self-sufficient for a period of hours to several days. The campus may request mutual assistance from the City of Bothell, King County, other state agencies or other outside emergency resources.

Level 2 - Orange
Level 2 is an incident which is severe and causes damage and/or interruption of campus operations. A partial or full activation of the campus EOC is needed. The Bothell campus may be the only affected entity.

Level 3 – Yellow
Level 3 is an incident which normal campus safety response services can handle. While there may be some damage and/or interruption, the conditions are localized and the Emergency Operations Center (EOC) activation may not be needed. Unless support is requested by Campus Safety, Facilities or other campus leadership.

Level 4 – Green
This is considered the “stand-by” mode. (Virtual EOC- coming soon)

PLAN ACTIVATION

Generally, the EOC is activated under Levels 2 and 3 emergencies. Appendix B provides the list of the campus EOC functions with lead and support assignments to the EOC. Appendix C provides the EOC sections’ purpose and responsibilities.
This plan is activated whenever emergency conditions exist in which normal operations cannot be performed and immediate action is required to do the following:

- Save and protect lives
- Coordinate communications
- Prevent damage to the environment, systems and property
- Provide essential services
- Temporarily assign campus staff to perform emergency work
- Invoke emergency authorization to procure and allocate resources
- Activate and staff the Emergency Operations Center (EOC)

When an incident occurs that falls under the direction of an agency outside the Bothell Campus of the University of Washington and Cascadia College, campus personnel will cooperate under a unified incident command structure.

**DIRECTION AND COORDINATION**

**Emergency Executive Policy Group (EEPG)**

The Emergency Executive Policy Group, chaired jointly by the Chancellor of the UWB and the President of CCC, is comprised of core administrators and senior staff from both institutions. The Emergency Executive Policy Group is responsible for providing policy direction and general support, defining emergency policy and determining program closures and resumptions.
Incident Commander / EOC Director
The Incident Commander is responsible for setting the incident objectives, strategies and priorities and has the overall responsibility at the incident or event.

Checklist 2
EOC Director

Primary Responsibilities

- Activates the UW Campus Emergency Operations Center
- Manage the EOC’s overall delegated authority to direct and control all university resources during the emergency response phase *(as authorized by the Emergency Policy Council directives and emergency proclamations)*
- Coordinates the overall EOC management with the University Schools and Departments, UW Tacoma and UW Bothell
- Represents the UW Campus EOC and emergency response operations to the City of Seattle, King County, State of Washington EOC and other outside agencies
- Establishes overall objectives and strategies for the UW Campus emergency response and recovery
- Handles EOC staff issues and policy regarding EOC operations
- Obtains authorization for large expenditures and/or emergency programs from the UW Emergency Policy Council
- Is succeeded by Planning Section Chief
- Deactivates the EOC
- Manages the transition to recovery

Actions

1. When aware of and informed of any emergency or pending emergency, which may affect UW Campus properties, employee and/or operations, report to the UW Campus Emergency Operations Center.

2. Assign a staff assistant to keep log of your activities and keep it current throughout the emergency response. The assistant also serves as a runner for the EOC Management Team during the activation.

3. Obtain as much information as possible about the emergency. Meet with the Operations Section Chief and the Planning Section Chief to identify the following:
   - Primary event or cause of the emergency
   - Status of operations
   - Current overall situation at the UW Campus, including:
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- Power/Utilities & Communications
- Major Damage to Buildings and Facilities
- UW Medical Center (and other medical care facilities owned/operated by the UW)
- Status of research programs and lab animals
- Status of UW employees, research departments, academic programs and students
- Major events and activities on Campus
- Other critical programs or activities at UW

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**Checklist 2**

**EOC Director - continued**

**Actions - continued**

4. Based on the above information, determine the following:
   - Level of emergency activation of the EOC (Level 1, 2, or 3)
   - Primary activity of the EOC (i.e., coordination of information to key constituents, public information, readiness in the event of escalating needs, full scale emergency coordination, etc.)

5. Call to duty, those positions and functions needed for the emergency response. If the potential for emergency response is great, it is better to overstaff initially than to try to later "catch up" to the needs of the situation.

6. Select alternate EOC Director(s) from available employees and other EOC team members.

7. The EOC Director manages all other Section Chiefs/teams and operations during prolonged emergency activations. The EOC Director meets with and confers with the EOC Management Team (Section Chiefs) to determine the overall University response and strategy, approve and authorize emergency expenditures for response operations, and coordinate operations with the other University departments. There is always an EOC Director during an activation of the UW Campus EOC.

8. As the EOC Section Chiefs arrive, meet with them to establish an initial EOC Action Plan. Follow the template provided with this checklist. Establish the immediate actions, next hour actions and short-term actions. Work with each of the EOC Section Chiefs to establish a joint process for sharing information and coordinating emergency operations. Establish a process and schedule for conducting EOC briefings and announcing major decisions and information. The EOC Director may meet with the EOC Section Chiefs more frequently to manage the operations.

9. Activate the EOC Administrative (Support) Staff to set up the EOC facility and support the EOC staff with supplies and services.

10. Notify the UW Emergency Policy Council of the activation and provide status reports and updates. Request the activation of the group, if needed, to address policy issues and executive decision-making. If the UW Emergency Policy Council will be needed for extended hours, obtain contact information and/or arrange for one or two members to serve as primary contacts during non-business hours. If the emergency is severe, request the continual activation of one or two members of the UW Emergency Policy Council.

11. Activate the External Liaison positions to support the contact and notification to the City of Seattle and other jurisdictions.

12. Activate the Internal Liaison to contact and notify UW departments, schools and the other Campuses (not represented in the EOC).

13. Address staff issues and policies regarding EOC operations. Keep in mind that people from multiple departments who may have differing policies and operational priorities, staff the EOC. It is essential that the EOC staff support the EOC management decisions, and are able to communicate the priorities of the EOC to their respective Unit Response Centers and departments.
14. Review and update the EOC Action Plan as presented by the Operations Team, with a focus on the transition to recovery as the emergency subsides. Work with the Planning Leader to continually reassess the situation and update damage and emergency response costs.

15. Continue to update the EOC Action Plan every hour or as needed. Number and post EOC Action Plans in sequence. Bring together the EOC Section Chiefs to review and implement the Action Plan. Lead periodic briefings with the entire EOC to communicate status and the EOC Action Plan. Update the UW Emergency Policy Council and recommend policy decisions, as needed.

16. Contact the City of Seattle, King County and State EMD EOCs with UW EOC activation information.

### Checklist 2

**EOC Director - continued**

**Actions – continued**

17. If this is an earthquake emergency, plan for the eventuality of aftershocks. Buildings and facilities will need to be rechecked after significant shaking.

18. With the Operations Section Chief, evaluate the Operations Action Plan to ensure the overall plan is consistent with the University’s response priorities. Pre-identified priorities are (these may not be in prioritized order, depending on the situation and conditions of the emergency):

- Life safety - protection of lives and care of the injured
- Restoration of critical utilities
- Containment of hazards - protection of University employees, students and the public
- Student care
- Animal care
- Protection of critical research project operations (power dependent)
- Protection of the environment
- Protection of property from further damage
- Support to people on-site
- Communication to all University employees and students
- Protection of research and academic work-in-progress documentation and on-site files
- Restoration of networks and information systems
- Prevention of loss and damage to high value assets
- Clean-up and occupancy of buildings
- Restoration and resumption of University business and programs

19. Ensure the Action Plan is understood by each Section Chief in the EOC and communicated to the URCs.

20. Evaluate the plan for the following:

- Staffing requirements
- Transportation problems affecting the delivery of equipment and supplies and/or the ability of individuals to move to and from home and the University.
- Weather conditions
### Checklist 2

**EOC Director - continued**

#### Actions – continued

- Work closely with the News and Information Team to provide emergency public information to the Campus and public.
- Communicate with and coordinate operations with the UWMC, as able. Determine if consolidated services and/or joint operations may be of value to the overall emergency response.
- Based on the information and advice from the Operations Section Chief and the Planning Section Chief, determine the capability of UW resources to address the overall response. If UW is about to exhaust all UW resources, determine the best sources for additional resources: mutual assistance, temporary hires, or contracted services. Each alternative has benefits and disadvantages. Also, each alternative, if used within the federal program guidelines, is eligible for cost reimbursement under the federal FEMA disaster assistance programs. If mutual aid is requested, determine the following:
  - Type of assistance needed
  - Location
  - Tasks and duties to be performed
  - UW person who will coordinate
  - Food, water, sanitation and lodging resources available for support
- If requests for UW services and resources are received from the City of Seattle, King County or other organizations, determine the availability of UW resources and assess whether these resources will be needed at the UW. The most likely request will be for the UW to provide a public shelter site for the American Red Cross to support the local neighborhoods, if there is extensive damage or a large evacuation. Determine if the UW can provide the service needed from the UW to support the public needs.
- Be prepared to support the UW Medical Center with operational responses, as needed.
- Provide staff for 24-hour EOC operations, if needed.
- Begin the development of a transition plan to support recovery and resumption of normal operations and the re-opening of the Campus (if closed or suspended operations).

#### Deactivation and Recovery

- Plan for the transfer of response operations to normal procedures. With the UW Emergency Policy Council, assign staff to the UW Recovery Team. Develop a transition and recovery plan, which allows for the resumption of normal operations and business support in UW facilities. If these services are not available, plan for resuming critical programs at alternative locations. Include a communications plan for full implementation of the UW recovery plan.
- Provide all documentation to the FEMA/Recovery Team Leader position for Disaster Public Assistance Program applications.
- Provide necessary documentation to Risk Management for claims on insured properties.
31. Lead the EOC Management Team in post-incident debriefing meetings to identify areas of improvement for EOC Operations.

**Operations Chief**  
The Operations Chief conducts tactical operations to carry out the plan. He/she develops the tactical objectives and organization and directs all tactical resources.

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### Checklist 8

**Operations Section Chief**

#### Primary Responsibilities

- Provides the overall coordination and leadership to the University’s emergency response operations  
- Leads the Operations Team in the development and implementation of the EOC Operational Action Plan, establishing response priorities and strategies  
- Relays the information to other Section Chiefs in the EOC and participates in the EOC Management Team regular update sessions  
- Serves as a backup to the EOC Director when the EOC Director and/or Management Team has not yet activated  
- Ensures the EOC Planning and Logistics functions and services are in support of emergency operations  
- Supports mutual aid and resource allocation requests, as needed (i.e. not handled by standard mutual aid channels)  
- Supports News and Information and the EOC Management Team with operational information and coordination

#### Actions

1. When aware of or notified that the University is experiencing a significant emergency or crisis, report to the EOC.

2. Assign a staff assistant to keep log of your activities and keep it current throughout the emergency response. The assistant also serves as a runner for the Operations Team during the activation.

3. Activate all necessary functions on the Team. Requests status reports on whether department-specific Unit Response Centers (URCs) are being or are available to be activated and plan accordingly.

4. Evaluate the overall emergency response operations and determine the first plan of action for the University emergency response. Establish field Incident Command Posts, as needed, to provide scene incident command on Campus. Incident Commanders may communicate directly with the EOC or with the appropriate URC. If further communications at a Command Post between the EOC and the Command Post is needed, assign staff with a radio to the Command Post to assist with communications. It is essential that communications between the EOC and the Command Post are open if needed.
## Checklist 8
### Operations Section Chief - continued

#### Actions – continued

5. Lead the Operations Team in establishing emergency response priorities, current actions and next steps. Identify the deployment and actions of each response department. Identify and report resources needed, to the EOC Management Team. As the action plan is authorized, forward requests for resources to the Logistics Team.

6. With the EOC Management Team, evaluate the Operations Action Plan to ensure the overall plan is consistent with the University’s response priorities. Pre-identified priorities are (these may not be in prioritized order, depending on the situation and conditions of the emergency):
   - Life safety - protection of lives and care of the injured
   - Restoration of critical utilities
   - Containment of hazards - protection of University Staff and the public
   - Student care
   - Animal care
   - Protection of critical research project operations (power dependent)
   - Protection of the environment
   - Protection of property from further damage
   - Support to employees and emergency responders on-scene of the incident
   - Communication to all University employees and students
   - Protection of research and academic work-in-progress documentation and on-site files
   - Restoration of networks and information systems
   - Prevention of loss and damage to high value assets
   - Clean-up and occupancy of buildings
   - Restoration and resumption of University business and programs

7. Ensure the Action Plan is understood by each Operations Team member in the EOC and communicated to the URCs. Include warnings, information on critical safety issues and information on support services, including food, water and sanitation. Each URC will need to report back to the Operations Team with their implementation plan and needs and keep the EOC updated on operations.

8. Coordinate and communicate the Action Plan to the EOC Management Team and the EOC Section Chiefs. Continually update Situation Status.
**Checklist 8**

**Operations Section Chief - continued**

**Actions – continued**

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<td>9.</td>
<td>Request support from the Planning Team for rescue operations and any condition in which building safety or structural safety is questioned.</td>
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<td>10.</td>
<td>Lead the Operations Team to efficiently utilize University resources in order to control the emergency and restore essential services.</td>
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<td>11.</td>
<td>If existing University public safety resources are not sufficient, determine the need for mutual aid requests. The Police Department will handle mutual aid requests via their URC. For all other types of mutual aid requests, forward to the EOC Management Team for authorization and follow through by the Logistics Team.</td>
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<td>12.</td>
<td>Operations with other agencies may be coordinated:</td>
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<td></td>
<td>• Directly with the URCs</td>
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<td></td>
<td>• From the UW Campus EOC to the other agencies</td>
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<td></td>
<td>• Via the External Liaison(s)</td>
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<td>13.</td>
<td>Be prepared to support the UW Medical Center with operational responses, as needed.</td>
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<td>14.</td>
<td>Continually update the Action plan and collate the overall emergency response information to keep track of the Campus response. Major operations should be posted in Situation Status.</td>
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<td>15.</td>
<td>Utilize resources directly from and with the URCs. As additional resources and support is needed, advise the EOC Management Team and Logistics Section Chief to procure resources.</td>
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<td>16.</td>
<td>If the Campus will be closed, work with the Police URC to prepare a plan for a large-scale egress from the University and for securing the University facilities during and immediately following, emergency operations.</td>
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<td>17.</td>
<td>Continue to lead the Operations Team to analyze the overall situation and identify anticipated needs, anticipated recovery operations, areas of support, and other contingencies to control and contain the emergency.</td>
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<td>18.</td>
<td>As the emergency subsides, transition to normal operations. Continue to staff the Operations Section Chief until the Operations Team is deactivated.</td>
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**Deactivation and Recovery**

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<tr>
<td>19.</td>
<td>Plan for the transition of operations to University department management.</td>
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<td>20.</td>
<td>Provide all documentation to the FEMA/Recovery Team position for FEMA Disaster Assistance Program applications.</td>
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<tr>
<td>21.</td>
<td>Provide necessary documentation to Risk Management for claims on insured properties.</td>
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<tr>
<td>22.</td>
<td>Lead the Operations Team in post-incident debriefing meetings to identify areas of improvement for EOC Operations and coordination of field emergency operations.</td>
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**Planning Chief**
The Planning Chief prepares and documents the Incident Action Plan to accomplish all objectives, collects and evaluates information, maintains resource status, and maintains documentation for incident records.

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<th>Checklist 19</th>
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<tr>
<td><strong>Planning Section Chief</strong></td>
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**Primary Responsibilities**

- Manage the collection, documentation, evaluation, analysis, and maintenance of all information relating to the emergency response
- Manage the following:
  - Situation Status
  - Building inspections
  - Damage Assessment process
  - Repair/construction
- Plan for ongoing operations
- Coordinate Damage Inspection Team (ATC-20) operations with the Operations Team
- Coordinate damage assessment with Operations and others in the EOC
- Develop a recovery plan for emergency repair jobs and emergency construction projects
- Ensure the survey of all structures, and posting and restricting entrance, are completed
- Plan for the reoccupation of University buildings and facilities
- Support the Finance Team with damage assessment information
- Support News and Information with accurate information

**Actions**

1. When aware of or notified that the University is responding to a large emergency or crisis, contact the UW Police Department and/or EOC to confirm the activation of the Planning Team.

2. If activated, report to the EOC. Sign in with the EOC Support staff. Immediately get a report on emergency conditions and situations. Begin a log of your activities and keep it current throughout the emergency response.

3. Activate Situation Status, ensuring the displays are set up and maintained and regular status reports are made to the EOC Management Team and all key EOC staff. Status reports should contain information on the type of situation, major incidents at the UW, general deployment of resources, action plan for on-going operations, resources needed, summary of known damage and recommendations.

4. If University buildings and properties are damaged or safe occupancy must be verified, activate Building Inspectors and Damage Assessment to inspect buildings, placard inspections and occupancy status on buildings, assess damage and general repair estimates, and prioritize re-occupancy of buildings. Provide a general report on the status of buildings and facilities. For the Health Sciences Building, work closely with the Health Sciences Administration representative on the Operations Team to coordinate inspections and placard posting with the on-going operations of the building.
5. Coordinate with the Operations Team for building inspectors and contract engineering services to support emergency rescues and operations in damaged buildings or buildings in which the structural safety is questioned. The Facilities services Unit Response Center will manage the actual deployment of inspectors and contractors. Ensure that the emergency response priorities of the EOC Operations Team have been communicated to the FM Unit Response Center.

6. Identify the safe buildings (green tagged buildings) for occupancy at the University. This may be a higher priority than inspecting the damaged buildings, depending on the need for shelter and temporary care for people.

7. Provide analysis and recommendations to the EOC Management Team and the Operations Team for on-going operations. Determine the primary needs, operational objectives for emergency response, status of resources and capability for sustained response and recovery, and the primary issues involved in restoring normal operations. Plan and estimate the transition to normal operations and programs. Include forecasts of weather and the impact of regional issues including utilities, transportation, safety, restricted access, scarce resources and the ability of the University to re-occupy essential buildings and restore essential services. Provide updates to this analysis as conditions change and the emergency subsides.

8. Identify and recommend immediate repair and construction projects, prioritizing for (1) critical support for research and life safety (2) public, student and employee safety, (3) containment of hazards and unsafe areas, and (4) priority use of buildings. Prepare an emergency repair and restoration plan to address immediate repair projects, anticipated capital improvement and repair projects and other alternatives for University facilities, roads and other properties that have been damaged. Prioritize based upon life safety, public health and safety, critical services, and other priorities established by the overall EOC Action Plan. Inquire if this plan addresses the UW Seattle Campus or if it should include damage to UW Bothell and/or UW Tacoma. As authorized by the EOC Management Team, initiate repair projects. Coordinate with the FEMA/Insurance position to ensure appropriate documentation and management processes to support eligibility for Federal reimbursement for qualifying projects.

9. Ensure that Situation Status information is verified for accuracy and consistency before it is recorded or reported. Do not allow the release of any information without the consent of the EOC Management Team and/or the News and Information Team. Provide updated information to both teams as soon as available.

10. Ensure that Situation Status collects and keeps track of all documentation and reports in the EOC for archive. If able, collect emails, faxed documents and other electronic reports and save on electronic media. File status updates and action plans sequentially, to assist with the after-action debriefing.

11. Monitor the list of University buildings and facilities that will be open for operations and use. Assist the EOC Management Team with planning for the resumption of critical University business operations, research operations and academic programs.

Deactivation and Recovery

12. Plan for the transition of emergency projects and programs to transfer to University department management.

13. Provide all documentation to the FEMA/Recovery Team position for FEMA Disaster Assistance Program applications.

14. Provide necessary documentation to Risk Management for claims on insured properties.
15. Be prepared to continue to provide support and updates to the recovery plan throughout the recovery phase.

Checklist 20

Situation Status & Documentation

Primary Responsibilities

- Collect, verify and process all information and intelligence on the emergency
- Maintain the information on the current status of all University buildings, facilities, systems operations, and employees
- Maintain information on the current status of UW Medical Center, UW Bothell and UW Tacoma operations
- Evaluate and disseminate information throughout the EOC
- Post and maintain status boards and other EOC displays
- Identify inconsistencies and verify information for accuracy
- Monitor radio and television broadcasts for information that may affect or impact University operations
- Maintain the EOC Master Log and collects reports, documentation and other communication for the archive of the activation
- Support News and Information with information, verification, event posting and rumor control
- Assist with tracking field operations, staff, and the progress of building inspections
- Assist Student Life with injury and student status reports

Actions

1. When aware of or notified that the University is responding to a large emergency or crisis, report to the EOC.

2. Sign in with the EOC Administration staff. Immediately get a report on emergency conditions and situations and activate the EOC Master Log and status boards.

3. Set up maps for posting information. Status reports should contain:
   - Type of situation(s)
   - Major events and ongoing incidents – posted on maps
   - Deployment of UW staff and equipment
   - Status of Students, Patients, Faculty, and Employees
   - Status of all UW buildings, properties and operations
   - Status of the UW Medical Center Operations
   - Status of UW Bothell and UW Tacoma
   - Problems outstanding
   - Weather
   - Resources needed
   - Summary of known damage
   - Estimate of financial impact (as available)
## Checklist 20

### Situation Status & Documentation - continued

**Actions - continued**

4. On the EOC Master Log, record significant information and decisions in the EOC. The log may be maintained electronically as a word file document, or kept manually on chart board notepaper. If electronic, print out at regular intervals for the Planning Section Chief and the EOC Management Team. Number and date/time stamp all pages sequentially, to serve as a record of the EOC activation.

5. Receive reports and information from the Operations Group and the teams in the EOC and summarize for posting in the EOC. Display the information in a clear manner, to allow staff to view updates and understand what is happening.

6. Provide status summary reports for the Planning Section Chief. Alert the Planning Section Chief, the Operations Section Chief and the EOC Management Team of critical information as soon as it is known. Assist with EOC briefings.

7. Monitor radio and television broadcasts for information that is of importance to emergency operations, including:
   - Weather
   - Transportation routes
   - Local sheltering sites
   - Major situations or activities in the City of Seattle, and King, Snohomish and Pierce Counties

8. Evaluate information and disseminate it to EOC staff; assist with EOC briefings.

9. Establish an email collection point and have all email reports forwarded for documentation. Review faxed reports into the EOC for information, and collect for archive and documentation.

10. Analyze and verify information as much as possible. Work with the News and Information Team to correct misinformation and inaccuracies.

11. Provide situation summary updates to visitors and guests in the EOC, as requested.

12. Take pictures of status boards at regular intervals as a record-keeping measure, to track the progress of operations.

13. Inform the Planning Team to plan for ongoing operations and extended support services.

### Deactivation and Recovery

14. Keep all original EOC logs, photos of status boards, and status summary reports in a binder or file for documentation.

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**Logistics Chief**

The Logistics Chief provides support, resources and all other services needed to meet the operational objectives.
# Checklist 26

## Logistics Section Chief

### Primary Responsibilities

- Coordinate and manage the procurement, delivery, distribution, and tracking of University emergency resources and support for the response operation, including:
  - University supplies, equipment, materials and services
  - Contracted services
  - Transportation services
  - Coordinating the external efforts and units/agencies/department(s) responsible for donations and volunteer management (To-be-developed)
  - Emergency support for UW employees and University shelter sites
- Coordinate with the Operations Section Chief in the planning for, anticipation of and pre-staging of, critical services and resources during emergency response operations
- Support the Finance Team’s emergency accounting and documentation process

### Actions

1. When aware of or notified that the University is responding to a large emergency or crisis, contact the UW Police Department and/or EOC to confirm the activation of the Logistics Team.

2. If activated, report to the EOC. Sign in with the EOC Support staff. Immediately get a report on emergency conditions and situations. Begin a log of your activities and keep it current throughout the emergency response.

3. Work with the Logistics team members to assess the damage, impacts and response operations to identify the potential need for resources – both immediate and in the recovery period. Request a general inventory of all available resources at the University. This includes fuel, food, personnel, equipment, vehicles, maintenance and services supplies, and any other services. Identify key resources that may need to be procured and plan for all logistics required with procuring and delivering supplies and services. Work with support Unit Response Centers to access resources and support services for the emergency response and recovery operations.

4. Activate the emergency purchasing process to procure resources. Work with the Finance Section Chief to ensure appropriate accounting processes. Confer as needed with the other EOC Section Chiefs to establish vendor selection criteria and processes. Existing listings of pre-qualified vendors may fulfill this requirement.

5. Contact the Operations Section Chief, Student Life and Human Resources to determine what services will be needed on Campus to care for people. Estimate the support requirements and assess the capability of supplies on hand to meet the need.

6. Coordinate with the Operations Team and determine if the shelter is to be managed by the Red Cross and if so, determine what services will, if any, be provided by the University. If the shelter service is open to the public and is completely managed by the Red Cross, it may be necessary to work closely with the Resources Team at the King County ECC or the City of Seattle EOC to coordinate support operations.
<table>
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<tr>
<th>Actions – continued</th>
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</thead>
</table>

7. If staff resources will be needed to augment the emergency response operations, follow the University's disaster volunteer management Plan *(To-Be Developed)*.

8. For any operations involved in the evacuation and movement of large groups of people, work closely with the Operations Team to support all aspects of evacuating people, including:
   - Emergency transportation
   - Delivery point
   - Temporary shelter and care needs
   - Food, water and sanitation support
   - Reuniting and notification for families
   - Crisis counseling
   - Security and safety

9. If mutual aid resources are requested and the University will be providing mutual aid to another agency, ensure the following is documented by the Operations Team or by the Logistics Team:
   - Type of mutual aid requested, including specifications for drivers, operators, fuel, power and any requirements for operation
   - Location requested
   - Name of requesting agency
   - Name and contact information for person-in-charge at the site receiving mutual aid
   - Time and duration for the provision of mutual aid
   - Personnel support available or to be provided
   
Keep track of University resources sent to support other agencies.

10. Organize and track the utilization of University major supplies, equipment and transportation. Work with the EOC Management Team and the Operations Section Chief to allocate scarce resources to the highest and best priority use. If the FEMA/Recovery Team Lead function has been activated, coordinate the documentation of the hours and costs associated with the utilization of major resources for the University’s response operations. Communicate this documentation requirement to the Unit Response Centers supporting the Logistics Team.

11. Support the Operations Team functions that are providing shelter and rest areas for staff and other emergency workers, including the EOC staff. If the activation will be prolonged, plan for extended support services. Also provide support and logistics to assist University staff that may be stranded at the University. Assist the Operations Team with services and management of care and relocation services, as requested.

---

**Checklist 26**

**Logistics Section Chief - continued**

**Actions – continued**

12. Ensure documentation for requests, costs and procurement processes are forwarded to the Finance Team.
13. Work as a team to set up the staging of the resources at each primary site where emergency response operations are in progress. If no resources are available to support a site, advise the Operations Section Chief. Estimate the support requirements for the response and assess the capability of supplies on hand to meet the need. Develop a plan to provide support through the services of other public agencies or contracting with outside services, as needed.

14. If critical research programs or other University business operations are to be relocated, provide resources and logistics support, as requested.

Deactivation and Recovery

15. Assist Finance with the collection of documentation and records.

16. Oversee the transition process of transferring all reports, files, claims and investigations, open contracts, purchases or other transactions to normal operations and the appropriate departments for follow up, final payments, and resolution.

Checklist 27

Procurement Services (Purchasing)

Primary Responsibilities

- Coordinate and manage the procurement, delivery, distribution, and tracking of University emergency resources and support for the response operation, including University supplies, equipment, materials and services
- Procure vended and contracted resources and services
- Coordinate and support documentation of emergency procurement with the Finance Team

Actions

1. When aware of or notified that the University is responding to a large emergency or crisis, contact the EOC to confirm the activation of the Logistics Team.

2. If activated, report to the EOC. Sign in with the EOC Finance staff. Immediately get a report on emergency conditions and situations. Begin a log of your activities and keep it current throughout the emergency response.

3. Activate the emergency purchasing process to procure resources and coordinate with the Emergency Accounting function to follow the EOC Accounting processes. Prepare to establish vendor selection criteria and processes, if outside resources will be needed. Existing listings of pre-qualified vendors may fulfill this requirement.

4. As a team, assess and anticipate the needs for the emergency response. This includes fuel, food, personnel, equipment, vehicles, maintenance and services supplies, and any other services. Communicate and coordinate with the Unit Response Centers to access resources and support services for the emergency response and recovery operations.

5. Arrange all logistics for purchasing, procurement and delivery of resources. Provide as much support as possible to the emergency operations by delivering resources and taking care of associated documentation. Track the involvement of procured resources and note when no longer needed and service provision has ceased.

6. If mutual aid resources are requested and the University will be providing mutual aid to another agency, as requested, document and track University resources that are provided. Include the following:
   a. Type of mutual aid requested, including specifications for drivers, operators, fuel, power and any requirements for operation
   b. Location requested
   c. Name of requesting agency
EMERGENCY MANAGEMENT PLAN

d. Name and contact information for person in charge at the site receiving mutual aid
e. Time and duration for the provision of mutual aid
f. Personnel support available or to be provided

7. If the FEMA/Recovery Team Leader has been activated, coordinate the documentation of the hours and costs associated with the utilization of major resources with the Finance Team. Communicate this documentation requirement to the Unit Response Centers supporting the Logistics Team.

8. Provide necessary documentation to Risk Management for claims on insured properties.

9. Work with the Planning Team to plan for ongoing operations and extended support services.

Deactivation and Recovery

10. Forward all information needed for FEMA documentation to the Finance Team.

11. Transition the management of contracts and services to the appropriate departments when the EOC is deactivated.

12. As requested, provide support and communication to vendors assisting with invoicing and payment procedures.

Checklist 28

**Procurement Services**

**Materials, Goods and Equipment**

**Primary Responsibilities**

- Inventory the University’s major supplies and equipment
- Allocate University supplies and equipment, as needed
- Provide for all logistical arrangements for delivery and use of University supplies and equipment
- Request the purchasing of additional supplies and equipment to support emergency operations and augment depleted supplies

**Actions**

1. When aware of or notified that the University is responding to a large emergency or crisis, contact the UW Police Department and/or EOC to confirm the activation of the Logistics Team.

2. If activated, report to the EOC. Sign in. Immediately get a report on emergency conditions and situations. Begin a log of your activities and keep it current throughout the emergency response.

3. With the Logistics team members, assess the damage, impacts and response operations to identify the potential need for resources – both immediate and in the recovery period. Identify the use of and need for, supplies and equipment. Develop a list of needed items and estimate location and time needed.

4. Conduct a general inventory of all available material resources at the University. This includes fuel, food, equipment, and supplies. Work with departments and Unit Response Centers to access resources and support services for the emergency response and recovery operations.

5. Develop an action plan for the provision of materials, goods and equipment in support of emergency operations. Provide for all logistics including transportation, delivery, receipt, and dissemination of materials, goods, and equipment. If the University does not have sufficient inventory to support operations, work with the Logistics Section Chief and the Resources Procurement staff to procure resources.

6. Track the delivery and utilization of supplies. If the emergency response phase will be prolonged, plan for the purchase of additional supplies to continue emergency support and replace used inventory.

7. Ensure University staff operators of equipment are trained in the safe use and operation of the equipment. It may be necessary to contract certified operators if the University does not have staff available.
8. As emergency operations subside, track the return of equipment and unused supplies to the departments and owners. Coordinate the return of all rental and leased equipment.

Deactivation and Recovery

9. Forward all documentation of materials, goods and equipment used in the emergency response to the Finance Team.

Checklist 29

Procurement Services
Emergency Food, Water, and Sanitation

Primary Responsibilities

- Ensure emergency food and water are provided for personnel
- Provide for EOC support
- Provide for emergency sanitation and bathroom facilities

Actions

1. When aware of or notified that the University is responding to a large emergency or crisis, contact the UW Police Department and/or EOC to confirm the activation of the Logistics Team.

2. If activated, report to the EOC. Sign in. Immediately get a report on emergency conditions and situations. Begin a log of your activities and keep it current throughout the emergency response.

3. With the Logistics team members, assess the damage, impacts and response operations to identify the requirements for food, water and sanitation – both immediate and in the recovery period. Develop a list of needs including numbers of people to be served and locations where services should be provided. Determine if food, water and sanitation services should be provided at central locations, or provided near the emergency response operations.

4. Start with providing for the EOC staff, activated Unit Response Centers and field response teams. Work with the Operations Team to plan the set-up of rest areas for University workers, including contractors and volunteers. The sites should be secured from public view and access. Ensure the following are provided for:
   - Food (at least one hot meal per day per person)
   - Water – drinking
   - Water – washing
   - Portable toilets

Additional resources include:

- Coffee/tea and other hot drinks in cold weather
- Shade from sun and/or protection from rain
- Chairs and cots for resting
- Garbage and waste collection
- Telephones and message areas, if available
- On site staff to assist and manage services
If these additional resources are needed, work with the Logistics Team members to identify inventory and services and plan to deliver, as requested.

### Checklist 29

**Procurement Services**

**Emergency Food, Water, and Sanitation - continued**

**Actions - continued**

5. Inventory all food, water and sanitation supplies that are available on-site at the University. Vended services may have food and water supplies stored on site. Make arrangements for emergency purchase of supplies from site vendors and use those first.

6. Work with the Operations Team Care and Shelter, Student Life and Emergency Staff Services to support needs for food, water and sanitation services. Plan to efficiently support emergency response operations as well as temporary care and shelter services by combining services, as possible. Note that unless directed by the EOC Management Team, these services are not intended for the general public who may be sheltered at the University. If there is a public shelter on site, it should be managed by the Red Cross and should be completely supported. It requests are received to support public shelters, confirm authorization from the EOC Management Team and the Logistics Section Chief.

7. Hot meals and water may be available from the hospital food service at the Medical Center. Ascertain if this support is available via the Internal Liaison position and/or the representative from the UW Medical Center at the EOC. Arrangements may be needed for transportation, delivery and reimbursement of costs. Additionally, the Medical Center may be seeking the same resources from the same vendors; it may be of value to coordinate large-scale services with both agencies. Discuss this possibility with the Logistics Section Chief if it appears to be viable.

8. For prolonged operations, vended services from local businesses and/or caterers may be available to support the EOC and emergency workers. Determine the cost effectiveness and efficiency of the delivery of sack or box meals to support operations. Work with the Resources Procurement function to make arrangements for vended services.

9. Ensure that services are available to contractors and any mutual aid or volunteer workers at the University.

10. Continue to provide services as needed.

### Deactivation and Recovery

11. Terminate services and transition to normal operations when the EOC is deactivated or normal services are restored.

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### Checklist 30

**Transportation Services, Vehicles**

**Primary Responsibilities**

- Track and inventory all University vehicles, fuel and maintenance equipment, and services
### Actions

1. When aware of or notified that the University is responding to a large emergency or crisis, contact the UW Police Department and/or EOC to confirm the activation of the Logistics Team.

2. If activated, report to the EOC. Sign in. Immediately get a report on emergency conditions and situations. Begin a log of your activities and keep it current throughout the emergency response.

3. With the Logistics team members, assess the damage, impacts and response operations to identify the potential need for resources – both immediate and in the recovery period. Identify the use of and need for, transportation vehicles, drivers and services. Develop a list of transportation needs and estimated location and time needed.

4. Conduct a general inventory of all available vehicles, drivers, fuel and tires at the University. Work with departments and Unit Response Centers to inventory available vehicles and drivers not already allocated to the emergency response operations.

5. Work with the other Logistics Team members to develop an anticipated transportation plan in support of the emergency response and recovery operations. If it is anticipated that the University will be evacuating or relocating large groups of people, be prepared to provide transportation support either with University assets or via public resources. Determine the priorities of transportation, as follows:
   - Emergency medical – life support – people and supplies
   - Immediate evacuation of people
   - Resource delivery to Emergency Response Operations at extremely hazardous incidents
   - Transportation of critical staff
   - Relocation of people
   - Delivery of resources and supplies
   - Public transportation

6. Ensure University staff operators of vehicles are trained in the safe use and operation of the vehicles. If vehicles are damaged or involved in accidents, document as much as possible and forward the information to the Risk Management position.

7. As drivers and vehicles are assigned to incidents and tasks, determine who will be directing the activities of the drivers and vehicles – the Operations Team or the URC. If the drivers will be coordinated by the Facilities Services Unit Response Center, ensure there is communication between the drivers and the URC.

8. Contact the City of Seattle EOC and/or King County ECC to determine the status of public transportation services. The External Liaison in the EOC may help with this request as they are in communication with the other EOCs and outside agencies.

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**Checklist 30**

**Transportation Services, Vehicles - continued**

**Actions - continued**
9. Check with Situation Status to verify safe transportation roads, highways and freeways for routing. Estimate travel times and work on alternate routes to avoid congestion.

10. If mutual aid requests are received for University vehicles and operators, confer with the Logistics Section Chief for authorization to provide mutual aid resources. Track University vehicles and transportation services provided to other agencies.

11. If private vehicles will be used voluntarily, track the use of those vehicles. This may be needed in extreme conditions to augment transportation needs.

12. As emergency operations subside, track the return of vehicles to the departments and owners.

**Deactivation and Recovery**

13. Forward all documentation of vehicles used in the emergency response to the Finance Team.

**Finance/Administration Chief**

The Administration/Finance Chief monitors costs related to the incident and provides accounting, procurement, time recording and cost analyses. In addition to the previous descriptions, depending upon the growth or complexity of the incident, the Incident Commander may also delegate authority of certain activities to the Command and/or General Staff. The following positions will be added only as needed.
# Checklist 31

## Finance Section Chief

### Primary Responsibilities

- Expense and cost summary reports of disaster related expenses for the EOC Director and EOC Management Group
- Activation of the Emergency Accounting function and FEMA/Recovery Team Lead functions
- Support to the EOC Director for business decisions regarding cost/benefit of services and strategies
- If needed, activation of the documentation process for the FEMA disaster assistance application
- Summary reports on the short and long-term financial impacts of the emergency and recommend appropriate actions

### Actions

1. When aware of or notified that the University is responding to a large emergency or crisis, contact the UW Police Department and/or EOC to confirm the activation of the Finance Team.

2. If activated, report to the EOC. Sign in. Immediately get a report on emergency conditions and situations. Begin a log of your activities and keep it current throughout the emergency response.

3. If emergency procurement will be needed, activate the Emergency Accounting function and the emergency account system. Brief EOC staff on the use of accounting codes as well as the process for providing source documents of orders, invoices and receipts to the Finance Team.

4. Assist the EOC Director and other Section Chiefs in the EOC with tracking and filing source documentation. Provide as much support as possible to other teams and functions for finance documentation during the EOC activation.

5. If there is damage or reported injuries, activate the FEMA/Recovery Team Leader function to manage the documentation process for claims and applications for reimbursement. Work with the Planning Section Chief to coordinate photographs and other documentation in support of anticipated FEMA disaster assistance programs for building and facility damage. Work with Human Resources to obtain information on injuries and casualties, which may result in case files, investigations and/or claims.

6. Working with the other Section Chiefs in the EOC, prepare summary reports on total costs and anticipated losses to UW programs and budgets. Provide estimates and other information, as requested by the EOC Director, on the fiscal impacts of continuing operations and response strategies. If requested, provide cost benefit information in support of the analysis of alternatives or strategies for emergency operations and repairs.

7. If the information is available, provide a summary report of the estimated total cost recovery anticipated from insurance and FEMA disaster assistance.

8. If normal University operations will be interrupted for more than three days, provide estimates to the EOC Director of impacts to grants, program budgets, estimated loss of revenue and other budget considerations.

### Deactivation and Recovery

9. Direct the post-emergency accounting transition to normal operations.

10. Assist with preparing a summary report of the damage and incidents that occurred.

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# Checklist 32
# Emergency Accounting (& Recovery Team Leader)

## Primary Responsibilities
- Management of the emergency accounting system for the University Emergency Operations Center
- Verification of all expenditures by the University EOC to confirm account codes, invoices and associated documentation
- Prepare and begin a process for the proper maintenance of the FEMA documentation information package (for Public Assistance cost-recovery)
- Maintain the documentation files, supporting the Federal Disaster Assistance Application process

## Actions

1. When aware of or notified that the University is responding to a large emergency or crisis, contact the UW Police Department and/or EOC to confirm the activation of the Finance Team.

2. If activated, report to the EOC. Sign in with the EOC Support Staff. Immediately get a report on emergency conditions and situations. Begin a log of your activities and keep it current throughout the emergency response.

3. If emergency procurement will be needed, set up the emergency account numbers for the EOC. This includes assigning account numbers and/or expense code numbers and arranging to receive copies of all accounting documentation. If power and/or network access is not available, a temporary manual accounting system may need to be used in the EOC.

4. Obtain copies of all purchase orders, contracts, labor-hour reports and other expense records pertaining to the emergency response, as needed, to verify expenses.

5. At the end of each 24-hour period and as directed, total all expenses and costs of the emergency. Include labor and equipment charges, as well as purchases and contracts.

6. Support and assist purchasing, as requested, with account information.

7. If it appears that the Governor and the President will declare the Seattle/King County area a disaster area for the purposes of federal disaster relief, set up the FEMA documentation process. All documentation is collected by site, and either the individual site or the University as a whole will be issued a Disaster Survey Report #. All documentation is then summarized by the Project Worksheet (PW) #. If the PW has not or will not be issued, collect documentation and data by site.

8. Review the following list of items for documenting damage and repairs. These items will be needed for both insured losses and anticipated FEMA disaster recovery program eligible losses.
   - Photographs and sketches of damage
   - Urgency of the project and reasons – for public health, safety, etc.
   - Identification of all public staff and equipment used in the response – time and expenses
   - Identification of all vended services used in the response – time, materials and expenses
   - Identification of all mutual aid services used in the response – time, materials and expenses
   - Process for selection of vended services (3 bids, lowest bid, extension of existing contract, etc.)
   - Documentation and photographs of work done
   - Other data including: hazard mitigation (upgrades so that damage will not occur in future events), co-pay by cooperating agencies, public/private partnerships, etc.

9. Provide an Accounting summary report of accounting activities, actions taken, and related information for the Finance Section Chief. Support the transition to normal operations.

## Checklist 32 – cont....
### Deactivation and Recovery

10. Consult with Risk Management about cost of continuing insurance required by FEMA public assistance program or the State of Washington. Make an assessment of the value of relief recovery compared to the cost of continuing insurance premiums.

11. The State of Washington Emergency Management Division will provide information on FEMA post-disaster briefing meetings (usually held 2 weeks after a federally-declared disaster). Make arrangements to have key UW officials attend the briefing with other UW representatives and be prepared to submit a Notice of Interest at that time. Note that FEMA makes adjustments to the Public Assistance application process from time-to-time. The most current and newest information should be reviewed thoroughly to determine the correct procedures and processes necessary for the UW to maximize its request for Federal/State funds.

12. Assist with preparing a summary report of the damage and incidents that occurred.

### Checklist 33

**Risk Management**

#### Primary Responsibilities

- Prepare and maintain insurance documentation files and manage the insurance claims process
- Assess the risk and liability issues to the University and emergency responders in the emergency response operation

#### Actions

1. Report to the EOC, if the emergency is severe. Otherwise, be available for 24/7 phone or email consultation by members of the EOC team. Obtain a briefing on all operations, damage, injuries and recovery operations. Assess the risk and liability issues to the University and emergency responders in the emergency response operation and provide recommendations, if needed, to manage risk and liability exposure.

2. If immediate investigation and reporting is needed for injury reports and claims, set up a process for reporting and gathering information. Ensure procedures are followed in reporting injuries and casualties to the appropriate staff and agencies. Protect the confidentiality of victims and injured parties, as necessary during the emergency response phase.

### Deactivation and Recovery

3. Assist with preparing a summary report of the damage and incidents that occurred.

### Checklist 34

**Payroll**

#### Primary Responsibilities

- Support the Finance Chief regarding cost/benefit of services and strategies
### Actions

1. When aware of or notified that the University is responding to a large emergency or crisis, contact the UW Police Department and/or EOC to confirm the activation of the Finance Team.

2. If activated, report to the EOC. Sign in. Immediately get a report on emergency conditions and situations. Begin a log of your activities and keep it current throughout the emergency response.

3. Assist Finance Chief to activate emergency procurement if needed, activate the Emergency Accounting function and the emergency account system. Brief EOC staff on the use of accounting codes as well as the process for providing source documents of orders, invoices and receipts to the Finance Team.

4. Assist the EOC Director and other Section Chiefs in the EOC with tracking and filing source documentation. Provide as much support as possible to other teams and functions for finance documentation during the EOC activation.

5. Support and assist purchasing, as requested, with account information.

6. If there is damage or reported injuries, work with the Finance Chief to activate the FEMA/Recovery Team function to manage the documentation of claims and applications for reimbursement.

7. Respond to payroll related issues; active disaster recovery plan. Where are we in the payroll cycle?

8. Prepare communication/response for employees payroll related issues.

### Deactivation and Recovery

9. Assist the Finance Chief to direct the post-emergency accounting transition to normal operations.

10. Assist with preparing a summary report of the damage and incidents that occurred.

11. Perform post payroll review. Where are we at in the payroll cycle? Follow Payroll’s Disaster Recovery Plan to resume normalcy.

### Checklist 35

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### Attorney General's Office

**Primary Responsibilities**

- The Attorney General Office’s representative provides advice to the EOC Director and/or Emergency Policy Council (Cabinet) in all legal matters relating to the emergency, disaster or incident. The representative assists the EOC Director in declaring a local campus emergency and implementation of emergency powers necessary to effectively respond to the incident(s), maintain public order and/or maintain basic campus services.

**Actions**

1. Identify yourself as the EOC’s legal officer and read this entire checklist.

2. Obtain a situation briefing on the extent of the emergency from the EOC Director or Finance/Administration Section Chief.
3. Advise the EOC Director on declaring an emergency and/or issuing special orders for the institution and/or Seattle Campus.

4. Advise the EOC on the legality and or legal implications of contemplated emergency actions and policies.

5. Advise the Cabinet, EOC management staff civil and criminal proceedings as necessary and appropriate to implement and enforce emergency actions.

6. Monitor response effort and advise Finance/Administration Section Chief regarding liability exposures and protection against such exposures.

7. Prepare proclamations, emergency ordinances, and other legal documents as required by the EOC and/or EPC (Cabinet).

8. Develop rules and regulations required for acquisition and/or control of critical resources.

9. Provide advice and prepare draft documents regarding the demolition of hazardous structures or abatement of hazardous conditions.

10. Develop necessary university rules and regulations to provide a legal basis for evacuation or control of the Campus population.

11. Commence civil and criminal proceedings as necessary and appropriate to implement and enforce emergency actions.

12. Maintain a log noting messages received; decisions made; actions taken; and personnel on-duty.

### Deactivation and Recovery

13. Brief relieving staff upon arrival

11. Assist the Finance Chief to direct the post-emergency accounting transition to normal operations.

12. Assist with preparing a summary report of the damage and incidents that occurred.

### Liaison Officer

The Liaison Officer serves as the primary contact for supporting agencies assisting them at an incident. The Liaison Officer serves as the primary go between for the Incident Commander and the Emergency Executive Policy Group.

### Checklist 5

**Internal Liaison(s)**
## Primary Responsibilities

- Initiate and maintain contact with UW Campuses, departments and key staff as requested by the EOC Director and EOC Management Team
- Assist with relaying essential information and/or to receive status reports, as requested by the EOC Director and the EOC Management Team

### Actions

1. Report or call into the EOC.

2. As directed by the EOC Management Team and the EOC Director, contact UW Campus Departments, UW Tacoma and UW Bothell to receive reports and exchange information.

3. Relay reports of buildings and systems status to the Operations Section Chief and others in the EOC who need to know the information.

4. Support the recruitment of volunteer staff from UW departments.

5. Support the News and Information Team’s dissemination of information.

### Deactivation and Recovery

6. Support the transition to recovery by communicating and coordinating with Campus departments.

## Checklist 6

### External Liaison(s)

## Primary Responsibilities

- Initiate and maintain contact with the City of Seattle, King County, State of Washington and other external organizations and EOCs
- Assist with relaying essential information and/or to receive status reports, as requested by the EOC Director and the EOC Management Team

### Actions

1. Report to the EOC.

2. As directed by the EOC Management Team and the EOC Director, contact:
   - The City of Seattle EOC
   - King County ECC
   - State of Washington EOC
   - Other organizations and agencies
3. Relay reports of buildings and systems status to the Operations Section Chief and others in the EOC who need to know the information.

4. Support the News and Information Team's dissemination of information.

### Deactivation and Recovery

5. Support the transition to recovery as needed by communicating with the external agencies.

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**Public Information Officer**

The Public Information Officer serves as the conduit for information to internal and external stakeholders, including the media or other organizations seeking information directly about the incident or event.

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**Checklist 7**

**Media Relations & Communications (PIO)**

**Primary Responsibilities**

- Develop official messages for all groups of the University Emergency Response, UW Emergency Policy Council, EOC Management Team and the EOC staff. Oversee activities of the most-current [UW Crisis Communications Plan](#).
- Coordinate with and support the UWMC EOC Public Information Officer (PIO)
Serve as the point of contact for the EOC for media

Serve as the primary conduit of critical EOC/event/incident information to the off-site Crisis Communications Team (coordinated via the Media Relations and Communications Office) – see Crisis Communications Plan in Annex 1

Assist in the collection, preparation and dissemination of information to:
- University faculty and staff
- Students
- UWMC EOC
- News media
- The public

Coordinate all news media contacts

Prepare news releases, employee bulletins, and the basic message for recorded messages

Update and monitor various Social Networking sites (e.g. Twitter, Facebook)

Hold news conferences and arrange for interviews (in coordination with Medical Relations and Communications)

Implement rumor control procedures

Assist in the participation of joint press releases and broadcasts with other agencies, as appropriate

Support the Academic and Administration Departments with disseminating information regarding the resumption of programs and processes for alternative classes, etc.

**Actions**

1. Report to the University Campus EOC. Establish communication and coordination between the University Campus EOC, a Media Center (may be at the News and Information Offices), UWMC EOC and the Crisis Communications Team

2. Serve as the official University spokesperson to the news media and for all public information purposes, or select appropriate staff, as needed to respond to specific inquiries. Coordinate such selections with the Emergency Policy Council. If the crisis is severe, consider requesting the President to be the official spokesperson to national media and federal agencies.

3. Work with UW Information Technology as soon as possible and if the telephone service is operational, have a recorded message on the Employee Hot Line. Work with the Internal Liaisons to augment outgoing notifications and calls, as needed.

**Safety Officer**

The Safety Officer monitors all safety conditions and develops measures to ensure the safety of all assigned personnel.

**Checklist 3**

**Safety Officer**

**Primary Responsibilities**

- Obtain briefing from Incident Commander and/or from EOC Director.
- Identify and mitigate hazardous situations associated with the incident.
- Exercise emergency authority to stop and prevent unsafe acts.

### Actions

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<tbody>
<tr>
<td>1.</td>
<td>Obtain a briefing from the EOC Director</td>
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<tr>
<td>2.</td>
<td>Ensure adequate levels of protective equipment are available, and being used.</td>
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</table>
| 3. | Staff and organize function, as appropriate:  
   a. In multi-discipline incidents, consider the use of an Assistant Safety Officer from each discipline  
   b. Multiple high-risk operations may require an Assistant Safety Officer at each site  
   c. Request additional staff through incident chain of command |
| 4. | Debrief Assistant Safety Officers prior to Planning Meetings. Ensure adequate sanitation and safety in food preparation |
| 5. | Prepare Incident Action Plan safety and risk analysis plans |
| 6. | Participate in Planning and Tactics Meetings:  
   a. Listen to tactical options being considered. If potentially unsafe, assist in identifying options, protective actions, or alternate tactics  
   b. Discuss accidents/injuries to date. Make recommendations on preventative or corrective actions |
| 7. | Participate in the development of an incident action plan:  
   a. Review and approve Medical Plan  
   b. Provide safety message and/or approved document |

### Deactivation and Recovery

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<tr>
<td>8.</td>
<td>Participate in post-incident debriefing meetings to identify areas of improvement for safe EOC operations and coordination of field emergency operations.</td>
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<tr>
<td>9.</td>
<td>Prepare accident report as per UW policies, procedures, and direction.</td>
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<td>10.</td>
<td>Recommend corrective actions to EOC Director, Incident Commander(s) and Risk Management.</td>
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</tbody>
</table>

### EOC Admin and Support Staff

**Checklist 4**

**EOC Administration and Support Staff**

**Primary Responsibilities**

- Assist in the Set-up and provide ongoing support staff to the EOC facility (primarily EOC switchboard and sign-in/out table)
- Support the EOC Management Team and all staff in the operation of the EOC.
• UW-IT computer and phone support

### Actions

1. Assist staff with setting up their positions. Keep track of EOC activities and facilitate the exchange of information between teams and staff.

2. Provide ongoing support to the EOC Management Team, EOC Director and EOC Team Leads to facilitate EOC briefings and operations.

3. Manage the main EOC switchboard phones and route calls as appropriate.

4. Update the various “current EOC staff” organization chart

5. Work with appropriate food services and building management staff to ensure that visitors are aware of delivery locations for food/drinks as well as the current condition of custodial and restroom conditions.

6. Assure that all EOC responders sign in and out of the EOC.

7. UW-IT staff to work with EOC responders to ensure that they have access to phones, computers, network systems, and printers. Provide assistance and trouble-shooting services as needed.

### Deactivation and Recovery

8. Shut down the EOC and forward all logs and reports to the Situation Status position for documentation.

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**Campus Safety**

The Campus Safety prepares and documents the Incident Action Plan to accomplish all objectives, collects and evaluates information, maintains resource status, and maintains documentation for incident records.

**Checklist 9**

**Campus Safety**

**Primary Responsibilities**

- Coordinate between the Police Command Center, Incident Command Post and the EOC Ops Chief
- Communicate with Police Incident Commanders, as needed
- Provide police and law enforcement analysis and intelligence to the Operations Team Action Plan
- Communicate EOC priorities and operational information to the Police Command Center
**EMERGENCY MANAGEMENT PLAN**

- Provide back-up to the Operations Section Chief

### Actions

1. Report to the EOC. Establish communication with the Police Command Center (Police Department Unit Response Center). Provide a report on of Police Department operations, indicating where police resources are deployed and how many units are available.

2. Based on the Operations Team Action Plan, coordinate with the Police Command Center how the police resources will be assigned and who will be in charge of incidents on Campus. Determine if the EOC Operations Team should be in direct communication with Incident Commanders. If so, establish radio contact with the Police Incident Commander(s).

3. As the police representative on the Operations Team, provide action plans for police operations as part of the plan, including:
   - Search and rescue of trapped victims
   - Large structural fires (it may be necessary to request a Fire Department Liaison in the EOC)
   - Law enforcement and crime investigation
   - Security and individual protection
   - Evacuation or relocation
   - Traffic control, access and egress
   - Police support to other operations

   Coordinate the details of these plans and tasks with the Police Command Center and incorporate into the Operations Team Action Plan. Provide ongoing communication and coordination between the Police Command Center and the EOC.

4. During large-scale events involving a large population on Campus, traffic issues often become an immediate concern and can impede emergency response operations. Anticipate the need for an overall traffic control plan. Work with the Police Command Center to develop an overall traffic flow pattern, routing exiting traffic to clear access for emergency vehicles, or to remove the public from unsafe areas. It may be necessary to work with the Facilities Services URC regarding University public transportation services and major transportation routes to and from the Campus.

5. If the emergency involves fatalities, ensure that the Police Department is handling all arrangements on-site and with the County Medical Examiner’s office. If there are mass fatalities beyond the capability of the County Medical Examiner’s office, coordinate with the Health Services Administration representatives to set-up a temporary morgue capacity on the UW Campus (locations: TBD).

6. Staff the EOC Operations Team as long as police resources are involved in the emergency response. Provide back-up to the Operations Section Chief, as requested.

### Deactivation and Recovery

7. Participate in the Operations Team in post-incident debriefing meetings to identify areas of improvement for EOC Operations and coordination of field emergency operations.

---

### Facility Services

The Planning Chief prepares and documents the Incident Action Plan to accomplish all objectives, collects and evaluates information, maintains resource status, and maintains documentation for incident records.

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### Checklist 10

#### Facilities Services

**Primary Responsibilities**
### Actions

1. **Report to the EOC.** Establish communication with the Facilities Services Unit Response Center. Provide a report on Facilities Services operations, the known status of building services and utilities, the condition of roadways and grounds and other damage and operational information. If the incident or damage is limited to only one building or involves utilities (i.e. power outage), the Facilities Services Department will lead the Operations Team.

2. **As the Facilities Services representative on the Operations Team,** provide action plans for Facilities Services operations as part of the plan, including:
   - Status and restoration of Energy utilities on Campus and the status of Puget Sound Energy
   - Status and response of water and waste water systems and services
   - General status of buildings and building control systems, including HVAC – Note: if this is an earthquake, the Planning Team will manage the overall safety inspection and posting process
   - General status of roadways and access
   - Plan for restoring utilities and services

3. **Work with the EH&S representative in the EOC to analyze and determine the overall hazards and priorities in the buildings.** Support the development of the Operations Team Action Plan with coordinated strategies to contain hazards and restore services.

4. **If the primary area of damage and response is the Health Sciences Building,** work closely with the Health Sciences Administration representative to prioritize response operations and contain hazardous conditions. Coordinate and communicate with the Facilities Services Unit Response Center to ensure the field teams are working together on responding to the building.

5. **In support of EOC actions and communications,** provide messages and information to the Facilities Services Unit Response Center to be disseminated to the Building Coordinators. Building Coordinators may also provide status reports and additional information to the Facilities Services Unit Response Center that is needed in the EOC.

6. **Coordinate the details of these plans and tasks with the Facilities Services Unit Response Center and incorporate into the Operations Team Action Plan.** Provide ongoing communication and coordination between the Facilities Services Unit Response Center and the EOC.

7. **Staff the EOC Operations Team as long as Facilities Services are involved in the emergency response.**

### Deactivation and Recovery

8. **Participate in the Operations Team in post-incident debriefing meetings to identify areas of improvement for EOC Operations and coordination of field emergency operations.**

### ATC- 20

The Logistics Chief provides support, resources and all other services needed to meet the operational objectives.
**ATC-20 EOC Liaison (Building Inspections)**

### Primary Responsibilities
- Manage the inspections, posting, reporting, and documentation of University buildings and facilities
- Coordinate with Facilities Services Unit Response Center and Capital Projects to deploy the ATC-20 Building Inspection Teams
- Receive and evaluate the initial damage reports and damage reports from the Unit Response Centers
- Maintain complete records and files of all damage by site
- Track the occupancy status of buildings, posting and securing of unsafe buildings
- Support the Operations Team with rescue operations and sheltering sites
- Support emergency projects in identifying projects

### Actions

1. When aware of or notified that the University is responding to a large emergency or crisis, contact the UW Police Department and/or EOC to confirm the activation of the Planning Team.

2. If activated, report to the EOC. Sign in with the EOC Administration staff. Immediately get a report on emergency conditions and situations. Begin a log of your activities and keep it current throughout the emergency response.

3. Contact the Facilities Services Unit Response Center and Capital Projects Unit Response Center to establish communication and coordination of building inspection teams. Contact EH&S in the EOC to determine if the EH&S staff should work on the teams with the Building Inspectors.

4. If there will be a delay before the teams are ready to be deployed, coordinate with the Operations Team to send out teams to conduct rapid surveys of the Campus to ascertain the general condition of buildings, roads and utilities. If the URCs are not activated, have the teams communicate directly with you or the Operations Team via cell phones or radios. These teams do not need special training, they are to report only on what they see and not enter buildings or hazardous areas.

5. Coordinate with Facilities Services and EH&S to obtain initial safety reports on buildings. Determine if Building Inspection Teams will be needed to assist with emergency rescues or other operations. Coordinate the deployment or provide Building Inspection Teams needed for emergency operations.

6. Coordinate with the Planning Section Chief to determine the priorities for the initial building inspections and develop a priority list. Communicate this list to the URCs for assignments to teams.

7. Determine how many Building Inspection Teams will be needed. If the URCs do not have sufficient staff, work with the URCs and the Logistics Section Chief to activate contracted services of engineers. The contractors should report to the URCs for assignments.

8. Check with Facilities Services to determine if a building manager or other facilities department staff will be available in the field to meet the Inspection Teams. Coordinate inspection operations with the Health Sciences Administration representative in the EOC. Inspections may need to be coordinated with the HSA URC.

9. If the Operations Team is planning for sheltering and care operations, determine the buildings that are safe for occupancy (green tagged buildings) and provide this information to the Operations Team. Inspecting buildings for safe occupancy may become the highest priority after rescue operations are completed.

10. Keep track of building inspections and forward to Situation Status and Damage Assessment. Maintain a list or keep track on the map. Note the color of placards and tags of buildings. For hazardous buildings (red tagged), forward to the Operations Team for security operations.

---

**Checklist 21**
ATC-20 EOC Liaison (Building Inspections)- continued

Actions - continued

11. Forward completed damage assessment reports and other information to the Damage Assessment position for loss estimation and documentation and to Emergency Projects for information relating to repairs.

12. If the disaster is an earthquake, be prepared to send Building Inspection Teams to re-inspect buildings following any aftershocks.

Deactivation and Recovery

13. Transition the coordination of inspection operations to Facilities Services when the EOC is deactivated. Forward all information to the Facilities Services Department when the EOC is deactivated. Summary reports are forwarded to Situation Status.

Checklist 22

Damage Assessment Liaison

Primary Responsibilities

- Manage the collection, evaluation and calculation of damage information and loss estimates
- Provide current and ongoing damage estimates to the EOC
- Provide estimates of content loss for buildings and facilities
- Identify salvage opportunities for content and assets
- Prepare reports for the Preliminary Damage Assessment (PDA) report for submission to FEMA
- Supports inspections and emergency repair with estimates for emergency projects
- Supports FEMA/Recovery Team Leader with damage estimates and summaries to support application and program eligibility

Actions

1. When aware of or notified that the University is responding to a large emergency or crisis, contact the UW Police Department and/or EOC to confirm the activation of the Planning Team.

2. If activated, report to the EOC. Sign in with the EOC Administration staff. Immediately get a report on emergency conditions and situations. Begin a log of your activities and keep it current throughout the emergency response.

3. Verify with the Planning Section Chief the type of assessment needed:
   - Loss estimates are generally based on damage to known value which results in a loss
   - Repair/reconstruction estimates are based on projects and restoration estimates, and are higher than losses
   - Financial impacts include loss of revenue, inventory, medical, fees, liability and/or other incurred expenses
- Initial damage assessment reports are usually a calculation of loss. However, FEMA program information may include the other costs, as appropriate

4. **DO NOT RELEASE DAMAGE ASSESSMENT INFORMATION OUTSIDE OF THE EOC UNLESS APPROVED BY THE EOC MANAGEMENT TEAM.**

5. As damage becomes known and inspection reports are available, prepare summary reports on the status of University buildings, facilities and systems and the estimated dollar amounts of damage. The following criteria may be used in the general assessment of damage to buildings and facilities:
   - Building Value (may be known)
   - Estimated damage percent
   - Calculation of loss based on value or replacement value per square foot
   - Calculation of loss of contents based on value or replacement value
   - Calculation of cost of repair to utilities

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### Checklist 22

**Damage Assessment Liaison - continued**

**Actions - continued**

6. Identify the departments and occupants of damaged buildings. As able, estimate damage and loss to contents and assets – **AS AN ESTIMATE FOR PRELIMINARY REPORTS.** If able, contact department representatives to get general reports of contents and/or damage. Please note that detailed information on actual losses must be obtained from each school or department and will be needed to complete either FEMA Disaster Assistance Program applications or insurance reimbursement. Forward all detailed information to the University department that will manage the recovery and replacement of lost and damaged assets.

7. Keep track of damage assessment and loss estimation on a spreadsheet and list by building or address. Update as information becomes available.

8. Provide damage summary reports by FEMA categories, if requested. The categories are (based on current application forms – this may change in the future):
   - Category A: Debris removal
   - Category B: Emergency protective measures
   - Category C: Road systems and bridges
   - Category D: Water control facilities
   - Category E: Public buildings and contents
   - Category F: Public utilities
   - Category G: Parks, recreational, and other

**Deactivation and Recovery**

9. Forward all documentation to the FEMA/Recovery Team Leader position for post-disaster recovery documentation.

10. Provide necessary documentation to Risk Management for claims on insured properties.
**Checklist 24**

**Space and Planning**

**Primary Responsibilities**

- Communication with Real Estate Office on status of off-campus/leased UW facilities.
- Update EOC building and facility databases, maps and reports with status of off-campus/leased facilities

**Actions**

1. When aware of or notified that the University is responding to a large emergency or crisis that is regional in-nature, contact the UW Police Department and/or EOC to confirm the activation of the Planning Team.

2. If activated, report to the EOC. Sign in. Immediately get a report on emergency conditions and situations from the Planning Chief. Begin a log of your activities and keep it current throughout the emergency response.

3. Communicate with Real Estate Office responders to assess the damage, impacts and response operations in off-campus/leased UW Facilities to identify the priorities for immediate repair, clean up and service restoration. Generally, the priorities are:
   - Utilities
   - Safety shore-up to prevent collapse or further damage
   - Access and debris removal
   - Clean-up and removal of hazardous conditions
   - Service restoration to critical buildings for emergency operations
   - Service restoration to protect live assets and critical research inventory
   - Service restoration for business resumption
   - Building re-occupancy

4. With this information, develop an Emergency Projects Plan with cost estimates and schedule projections. Summarize and present to the Planning Leader for authorization.

5. Provide Damage Assessment with updated project cost estimates and related information.

6. Ensure building posting and occupancy status is updated as repairs are made.

**Deactivation and Recovery**

7. Forward all documentation related to off-campus/leased UW Facilities to the FEMA/Recovery Team leader and/or UW Risk Management for post-disaster recovery documentation and claims processing.

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**Environmental Health & Safety**

The Planning Chief prepares and documents the Incident Action Plan to accomplish all objectives, collects and evaluates information, maintains resource status, and maintains documentation for incident records.

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**Checklist 11**
### Environmental Health & Safety (EH&S)

#### Primary Responsibilities

- Coordinate between the EH&S URC and the EOC Operations Center
- Provide Environmental Health and Safety analysis and intelligence to the Operations Team Action Plan for hazards, safety concerns, public health concerns, and chemical, biological and radiological issues, including public warning and safety information
- Communicate EOC priorities and operational information to the EH&S Unit Response Center
- Coordinate with Health Sciences Administration for response operations in health sciences
- Coordinate contracted services for emergency response and clean-up of spills and contamination
- Activate Pre-Entry Assessment Team (PEAT) when directed to do so by EOC (see Checklist #15)

#### Actions

1. Report to the EOC. Establish communication with the EH&S Unit Response Center. Provide a report of EH&S operations, including safety issues, spills, contamination, public health risks, toxic environments, and hazardous materials releases. If the incident is primarily an environmental health or safety incident, the Director of EH&S will lead the Operations Team.

2. As the EH&S representative on the Operations Team, provide action plans for EH&S operations as part of the plan, including:
   - Status and assessment of hazards and unsafe conditions on Campus
   - Status and assessment of public health risk
   - Response, containment and clean-up plans for spills, releases and toxic environments
   - Development of associated safety and warning and advisement messages
   - Coordination with contract services, as needed

3. If the primary area of damage and response is the Health Sciences Building, work closely with the Health Sciences Administration representative to prioritize response operations and contain hazardous conditions. Coordinate and communicate with all Operations Team members to ensure the field teams are working together on responding to the building.

4. In support of EOC actions and communications, provide messages and information on all departments regarding safety conditions and requirements to protect personal safety, health and limit exposure.

5. Coordinate the details of these plans and tasks with the EH&S Response Center and incorporate into the Operations Team Action Plan. Provide ongoing communication and coordination between the EH&S Unit Response Center and the EOC.

6. Staff the EOC Operations Team as long as EH&S is involved in the emergency response.

#### Deactivation and Recovery

7. Participate in the Operations Team in post-incident debriefing meetings to identify areas of improvement for EOC Operations and coordination of field emergency operations.

8. Participate in recovery planning and implementation.
Library Administration
The Planning Chief prepares and documents the Incident Action Plan to accomplish all objectives, collects and evaluates information, maintains resource status, and maintains documentation for incident records.

<table>
<thead>
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<th>Checklist 12</th>
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<td>Health Sciences Administration</td>
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**Primary Responsibilities**

- Represent and coordinate Health Sciences Building operations with the EOC and the Academic Services Unit Response Center
- Manage the care, safety and security of University animals
- Manage the temporary morgue, if needed

**Actions**

1. Report to the EOC. Establish communication with the Academic Services Unit Response Center. Provide a report of the status of the Health Sciences Building (HSB).

2. As the HSB representative on the Operations Team, provide action plans for HSB operations as part of the plan, including:
   - Status of HSB utilities, departments and operations
   - HSB priorities for response
   - Status of all animals on the Campus

3. If the primary area of damage and response is the Health Sciences Building, work closely with all departments of the Operations Team to prioritize response operations and contain hazardous conditions. Coordinate and communicate with the Academic Services Unit Response Center to ensure the field teams are working together on responding to that building.

4. Provide status reports and requests for animal care.

5. If there are mass fatalities on the Seattle Campus and at the request of the Police Department and/or King County Medical Examiner's Office work with UWMC and others technical experts to identify and establish temporary morgue capacity on the Seattle campus (either in current UW facilities capable to meet the minimum needs and/or procure temporary mobile refrigeration units for this purpose). Notify the EOC Operations Section Chief of any activities in this area.

6. Support the UW's volunteer coordinator function by coordinating requests for specialized health science student and staff healthcare volunteers.

7. Staff the EOC Operations Team as long as a Health Science facility/unit is involved in the emergency response.

**Deactivation and Recovery**
8. Participate in the Operations Team in post-incident debriefing meetings to identify areas of improvement for EOC Operations and coordination of field emergency operations.

**UWB Information Technology**

The Planning Chief prepares and documents the Incident Action Plan to accomplish all objectives, collects and evaluates information, maintains resource status, and maintains documentation for incident records.

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### Checklist 14

**UW Information Technology (UW-IT)**

#### Primary Responsibilities

- Coordinates between UWB Information Technology (UWB-IT), EOC, and other campus emergency responders.
- Provides status for campus communications and computing services.
- Provides technical support for Crisis Communications.
- Plans for and establishes alternate and emergency computing in support of the EOC and critical campus operations.
- Plans for and coordinates the repair/restore of campus communications/computing services.
- Coordinates the deployment of emergency communication tools.

#### Actions

1. Report to the EOC. Sign in. Follow other EOC start-up procedures.

2. If multiple UW-IT responders arrive:
   - Establish a staffing plan (i.e. who is going to work which shifts? Generally, two responders per 12 hour shifts)
   - Establish work plan with remaining responders (i.e. who is going to do which checklist items?).

3. Establish communications with the UW-IT URC Manager.

4. Conduct assessment of EOC IT tools and services. Communicate service issues to UW-IT URC and other EOC responders.

   Tools and services include:
   - EOC main telephone
   - EOC telephones (Node UW01)
   - EOC telephones (Node 2)
   - EOC telephones (Century Link)
   - EOC computers (Nebula login/internet access)
   - EOC computers (UWNetID login/internet access)
   - EOC wireless connectivity
5. Conduct assessment with EOC Public Information Officer (PIO) of Crisis Communications services. Communicate service issues to UW-IT URC.

Services include:
- UW Alert (Mass Notification vendor, Facebook, and Twitter)
- UW Emergency Webpage
- Banner headers on UW web pages, including UW Homepage, MyUW
- UW Telephone Hotline
- UW Outdoor Alert
- UW Indoor Alert

6. Consult with relevant EOC partners/responders (e.g. Payroll, Student Life) to identify critical administrative processing and activities that are or will be occurring during the incident.

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**Checklist 14**

**UW Information Technology - continued**

7. Refer to relevant IT disaster recovery and business continuity documentation and information to help provide status and make prioritization decisions.

8. Working with the EOC Operations Section, plan for communications support to all operations at the Campus. The Operations Action Plan and Operations Section Chief will determine priorities.

9. Communicate with UW-IT URC (URC Manager).

Topics include:
- Health and safety issues
- Status
  a. Campus and region
  b. URC responders and facilities
  c. EOC responders and facilities
  d. EOC and Crisis Communications IT tools and services
  e. UW-IT staff, facilities, and services
    i. Facilities (buildings, security, data centers, router centers, fiber, copper)
    ii. Networks (medical centers, voice, data, K-20, PN Gigapop, and wireless)
    iii. Systems (communications, servers, storage, email, web)
    iv. Applications (facilities/safety, HR/payroll, academic/student, alumni/donor, financial).
- EOC priorities and needs
- URC priorities and needs
- On-going communications plan between EOC and URC. Elements include:
  a. Method of communication (e.g. telephone, WebEOC, email, chat, runners)
  b. Contingency communication methods if needed
  c. How often to communicate
  d. When next communication will occur

10. Coordinate and/or provide technical support to EOC PIO and Crisis Communications Team with the dissemination of emergency communication.

11. If IT services are not operational, coordinate with UW-IT URC and EOC Operations Section for:
- Repair and restoration of IT services for EOC and other emergency response activities
- Repair and restoration of IT services for critical campus business processes
- Installation of new and alternate IT services (i.e. workarounds)
12. Coordinate with EOC PIO for content and messaging for communication to campus community about the status of IT services.

13. Staff the EOC Operations Section as long as needed or until relieved.

**Relief, Deactivation, and Recovery**

14. If you are being relieved:
   - Clean your work area and complete all required documentation
   - Brief the person relieving you and provide contact information
   - Sign out of the EOC

**Checklist 14**

**UW Information Technology - continued**

15. If the EOC is deactivated by the EOC Director:
   - Clean your work area and complete all required documentation
   - Assist with the breakdown/deactivation of EOC communications
   - Sign out of the EOC
   - Participate in after action review meetings to identify areas of improvement for the EOC and coordination of field emergency operations.
   - Participate in all appropriate post-incident recovery and reimbursement activities.

**Auxiliary Housing & Food Services**

When a student or students are involved in an incident that is of significant scope, the CARE Team is activated at the discretion of the Incident Commander.

**Checklist 16**

**Housing & Food Services**

**Primary Responsibilities**

- Coordinates between the Housing & Food Services (HFS) Unit Response Center and the EOC Operations Center to support the safety and security of residential students
- Plans for emergency housing and food services for residential students
- Communicates the status of HFS facilities, personnel, and operations within the EOC
- Identify additional resources required to support the HFS response priorities

**Actions**

1. Report to the EOC. Establish communication with the Housing & Food Services Unit Response Center and the Student Life EOC representative, if present.

2. Determine the status of HFS facilities, residents, and personnel and identify immediate response priorities.
3. Based on identified needs and priorities, coordinate with Operations and Logistics to ensure resources are available to ensure safety and security of HFS residents, personnel, and facilities as well as continuation of residential food service.

4. Communicate the availability of excess resources, if present, to Logistics for reallocation.

5. Communicate with the Student Life URC to determine how families can find out the status of their students and provide that information to the HFS URC.

6. Communicate incident status reports from the EOC to the HFS URC.

7. Continue to represent HFS in the EOC as long as coordination is needed during the emergency response.

**Deactivation and Recovery**

8. Participate in the Operations Team in post-incident debriefing meetings to identify areas of improvement for EOC Operations and coordination of field emergency operations.

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**Student Life**

When a student or students are involved in an incident that is of significant scope, the CARE Team is activated at the discretion of the Incident Commander.

### Checklist 17

**Primary Responsibilities**

- Coordinates between the Student Life Unit Response Center and the EOC Operations Center for student care and welfare services
- Plans for emergency housing and food services for students
- Plans for the messages and information to families of students
- Provides counseling services to students

**Actions**

9. Report to the EOC. Establish communication with the Student Life Unit Response Center.

10. Determine immediate needs for students based on the nature and duration of the emergency.

11. Coordinate the plan for providing emergency housing services to students with the Operations Team members. For service requests and needs not available from the Student Life Unit Response Center, coordinate emergency procurement with the Logistics Team.

12. Provide information to the News and Information Team regarding how families can find out the status of their students.
13. If additional counseling services are needed, coordinate requests with the Logistics Team. Services may be co-located with Care & Shelter operations, as available.

14. Continue to represent Student Life in the EOC as long as coordination is needed during the emergency response.

**Deactivation and Recovery**

15. Participate in the Operations Team in post-incident debriefing meetings to identify areas of improvement for EOC Operations and coordination of field emergency operations.

**Human Resources**

When a student or students are involved in an incident that is of significant scope, the CARE Team is activated at the discretion of the Incident Commander.

**Checklist 18**

**Human Resources**

**Primary Responsibilities**

- Coordinate with EOC teams to provide emergency services for employees who may be stranded
- Plans for emergency transportation, housing or care and shelter or employees
- Plans for emergency crisis counseling services for employees

**Actions**

1. Report to the EOC. Receive reports regarding the status of University employees on Campus. If there are reports of employees stranded on site or needing specialized emergency care, plan for support to employees in the Operations Team Action Plan.

2. If other employee support services are needed, coordinate requests with the Logistics Team.

3. Continue to represent Employee Services in the EOC as long as coordination is needed during the emergency response.

**Deactivation and Recovery**

4. Participate in the Operations Team in post-incident debriefing meetings to identify areas of improvement for EOC Operations and coordination of field emergency operations.
CARE Team
When a student or students are involved in an incident that is of significant scope, the CARE Team is activated at the discretion of the Incident Commander.

EMERGENCY AUTHORITY

The President of CCC and the Chancellor of UWB serve as the head of the Emergency Executive Policy Group, which activates for Level 2 and 3 emergencies or whenever executive policy issues must be addressed. In the event of any threatened or actual disaster or civil disorder on the campus at a time when the President and or the Chancellor of the Bothell Campus are absent from the campus, the authority to take all necessary and appropriate actions on behalf of the President and/or the Chancellor is hereby delegated to the following officers in the order listed below, with such authority being delegated to the highest ranked officer on the list whom the Campus Safety Department is able to contact:

- Chancellor, University of Washington Bothell
- President, Cascadia College
- Vice Chancellor for Administration and Planning Services, UWB
- Vice President for Administrative Services, CCC
- Director of Campus Safety
- Associate Vice Chancellor for Facilities Services, UWB/CCC
- Emergency Preparedness Manager UWB / CC

NOTE: For civil disturbances only, the Director of Campus Safety, in the Presidents/Chancellors absence, the senior on-call Safety Officer is hereby delegated the authority to take all necessary and appropriate actions on behalf of the Bothell Campus:

(1) When neither the President/Chancellor nor any of the campus officers listed above can be contacted in a timely fashion, given the immediacy and other circumstances of the threatened or actual civil disorder.
(2) When an actual civil disorder is in progress and immediate action is necessary to protect persons or property from further injury or damage.

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**Checklist 1**

**UW Bothell Emergency Executive Policy Group (EEPG)**  
*(Chancellor’s Management Team)*

**Primary Responsibilities**

- Proclaim University emergencies and authorize the activation and coordination operations of the UW Bothell Campus Emergency Operations Center (EOC)
- Notify and inform key University constituents and stakeholders, including Cascadia College, the Board of Regents, the Governor’s Office, and local elected officials
- Issue directives regarding the overall status of the University Campus, programs and operations
- Provide direction for the resumption of research and educational programs
- Coordinate policy matters with the University schools and departments

**Actions**

1. **When notified of an emergency that threatens the University or interrupts University operations and/or programs, convene in the EEPG room at the EOC to address the situation status, collect information and issue emergency communications.** EOC will be set up in Husky Hall room 1160 located at 10909 NE 185th St. If you can’t report to the EOC please call in the conference call number 1-800-619-1583. You will be prompted to put in a code. Participant code is 82304781#

2. **If the event is severe and the University Campus Emergency Operations Center has activated the Campus-wide plan, issue an Executive Declaration of a Disaster at the University. Communicate this officially to the UW President’s Office, and other key constituents.**

3. **Notify and communicate with the Academic and Research Departments (via Deans), Administrators and Student Affairs regarding the University’s status.**

4. **Issue official emergency policy statements, orders and notices to support and manage the University’s Emergency Response and Recovery Operations.**

5. **Establish emergency task forces and committees to address special contingencies for urgent program support or critical decisions, pertaining to key University programs and processes.**

6. **Provide direction and vision to the University and the University Campus EOC for the recovery of programs and post-event plans of restoration.**
7. If the emergency is contained or as it lessens, the Emergency Policy Group should appoint one representative to be the 24-hour contact to the EOC. The full group can be convened again if needed for emergency business, or for regular status reports.

Deactivation and Recovery

8. Issue executive policies to direct and support the recovery of services and programs.

9. Provide official contact to UW Seattle, Board of Regents and elected officials to petition state and federal disaster assistance programs for the University. Officially assign an "Applicant Agent" to apply for federal funds.

10. Conduct post-disaster briefings to identify key lessons and learn’ings for the improvement of the University’s disaster preparedness program.

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

UWB Members
Chancellor
Vice Chancellor for Administration, Planning and Finance
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 Communications
Dean of Students, UWB

Cascadia Members
President
Vice President for Administrative Services
Vice President of Academic Affairs
Executive Director of Human Resources
Vice President of College Relations and Advancement
Responsibilities
Determination of the forms of response activities
Acquisition of resources
Short- and long-term plans for Residence Life and Dining Services
Formulation of general public information
Prioritization of salvage operations
Financial/legal issues
Short-term building replacement program
Faculty/staff replacement
Coordination of records preservation and recovery
Establishment of date for resumption of disrupted programs
Call list development
Fatality/survivor notification
University emergency response policy review

Emergency Operations Group (EOG)
The Emergency Operations Group (EOG) consists of the following units and individuals or designated alternates:

Members
Associate Vice Chancellor for Budget, Fiscal Services, & Auxiliaries, UWB
Environmental Health and Safety (TBD), UWB
Director of Communications, UWB
Executive Director of College Relations, CCC
Director of Operations, UWB Information Technologies Technology
Construction Project Manager, UWB/CCC
Associate Vice Chancellor, Undergraduate Learning, UWB
Dean of Students, UWB
Responsibilities
Activates the UW Campus Emergency Operations Center
Authority to direct and control all university resources during the emergency and response phase
Coordinates overall EOC management and all UWB/CCC units
Establishes overall objectives and strategies for response and recovery Obtains authorization for large expenditures and/or emergency programs from the Emergency Executive Policy Group
Deactivates the EOC
Manages the transition to recovery

Incident Command Team
The Incident Command Team consists of the following units and individuals or designated alternates:

Emergency Unit
Incident Commander (The most senior representative or person with the greatest technical expertise to manage the incident.)

As necessary – Determined by the IC:
Operations Chief
Planning Chief
Logistics Chief
Administration/Finance Chief Officers
Public Information Officer
Safety Officer
Liaison Officer

Department
The unit with functional expertise in the given emergency

PLAN CONTROL AND COORDINATION
During incidents and emergency conditions in which the immediate activation of the EMP is needed, the following campus personnel may activate this plan and, if necessary, the EOC:

- Chancellor, UWB
- President, CCC
- Vice Chancellor for Administration and Planning, UWB
- Vice President for Administrative Services, CCC
- Director of Campus Safety

The Emergency Executive Policy Group is under the direction of the Chancellor, UWB and the President, CCC and will designate the Incident Commander. The EEPG will determine the manner in which campus personnel and equipment will be utilized.

The Vice Chancellor for Administration and Planning, UWB (VCAPUWB) and Vice President for Administrative Service, CCC (VPASCCC) will coordinate the utilization of University and College personnel and resources required to address the emergency.

If the incident is of a criminal nature, the unit will be Campus Safety working with local police, state police or federal authorities in accordance with jurisdiction control.

The campus and both institutions have Emergency Communication Plans in place as referenced in Appendix G.

**IMPLEMENTATION OF THE EMERGENCY MANAGEMENT PLAN**

A. In the event of a Level 2 or 3 emergency, the Emergency Management Plan shall be implemented using the following steps:

*If Normal Telephone Services ARE Operational*

- Depending on who is on site, the VCAPUWB or VPASCCC, in consultation with the Chancellor/President, will activate the Emergency Management Plan. He/she will designate the Emergency Operations
Center (EOC) and Policy Center locations and appoint an Emergency Operations Center Communicator. The VCAPUWB/VPASCCC will designate alternate locations if the primary locations are not available.

- After notifying the Emergency Executive Policy Group, the Emergency Operations Center Communicator or designee will contact the members of the Incident Command to advise them of the designated location of the Emergency Operations Center.

- The Emergency Operations Center Communicator or designee will periodically advise the Incident Commander of the availability and estimated time of arrival of the members of the Emergency Operations Group.

**If Normal Telephone Services ARE NOT Operational**

1. The VCAPUWB and the VPASCCC shall maintain a list of cellular phone numbers for the Emergency Executive Policy Group and the Emergency Operations Group. The VCAPUWB/VPASCCC shall activate the EMP as outlined above in the event normal telephone services are not operational.

2. If cellular phone services are not operational, then activation of the Emergency Response Plan shall be as follows:

- The designated members of the Emergency Executive Policy Group will immediately travel to the previously EOC, and the APUWB/VPASCCC, in consultation with the Chancellor/President, will activate the Emergency Management Plan as soon as he/she is aware that a major disaster affecting the campus may have occurred; he/she will also appoint an Emergency Operations Center Communicator.

- If the designated members of the Emergency Executive Policy Group do not respond to the designated location in a reasonable amount of time, the Emergency Operations Center Communicator will dispatch messengers to locate the members and alert them to the activation of the EMP.
3. In the event of the loss of power or other circumstances which disrupt normal communication systems, direct, personal communication, loudspeakers, and shortwave radios shall be employed as needed.

B. Appointment of Incident Command Staff
The Incident Commander will immediately appoint individuals with appropriate skills to fill each of the Incident Command positions in the event the primary representative has not responded. These appointments will remain in effect until the primary representative or a more qualified replacement has been located and available. The acting representative will then become the assistant to the replacement. An appropriate call list will be developed as part of this plan so that the Emergency Operations Center Communicator or designee will have an appointment plan.

C. Events During Non-Building Hours
If an emergency occurs before or after regular building hours, the structure of this plan remains the same. Its implementation may vary depending upon the available resources and employees available until the proper officials can be notified. Until that time, the individuals assuming the most responsibility will necessarily be those officials/individuals of highest rank and/or expertise who are available at the time. These individuals should seek to follow (as nearly as possible) the guidelines discussed in this plan, while simultaneously making an effort to notify supervisory officials of the situation to obtain verification or advice on their actions.

INCIDENT COMMAND POST

When an emergency occurs or is imminent, it shall be the responsibility of the Incident Commander to set up and staff an appropriate Incident Command Post as directed.

A. Field Incident Command Post
If the emergency involves only one building or a small part of the campus, a Campus Safety vehicle is to be placed as near the emergency scene as is reasonably possible. At least one identified Safety Officer is to staff the Command Post at all times or until the emergency ends. A small office with a
desk, chairs, computer and a telephone may also be required near the scene. If necessary, Campus Safety will establish a perimeter around the emergency scene with the Incident Command Post being included in that perimeter. Individuals entering and/or leaving the scene must check in at the Command Post.

Incident Command Post Equipment should include:

- Barricades, barrier tape and signs for the scene
- Portable handheld radios
- Portable public address system
- First aid kit
- Telephone access (i.e., cell phone)
- Campus telephone directory, local telephone directory, Yellow Pages

The Incident Commander shall maintain at a staging area the equipment items necessary to establish an Incident Command Post.

**B. Incident Command Post**

If the incident involves a large part of the campus, the Incident Command Post is to be established in a location that has been previously identified by the Emergency Preparedness Committee in consultation with the Emergency Preparedness Coordinator and the Director of Campus Safety. If this site is unavailable, the Incident Commander is to select an alternate location. At least one identified Safety Officer or Dispatcher is to staff the Incident Command Post at all times until the emergency situation ends. The Campus Safety Director or designee, for operations of the combined on-site emergency response team, shall establish a staging area for outside and local agency assistance. Also, a conference room with facilities for emergency teams or media crews, and the ability to accommodate multiple telephones and/or electrical appliances, is desirable.
EMERGENCY MANAGEMENT PLAN

The Emergency Operations Center (EOC) is the central command and control facility during a campus emergency. It functions at a strategic level in an emergency situation, ensuring the continuity of Campus operations. The EOC will also serve as the Campus’s emergency communications center.

DEPARTMENT/BUILDING EMERGENCY MANAGEMENT PLANNING

A. Purpose of the Plan
The purpose of a department/building level Emergency Management Plan is to familiarize faculty, staff and students with emergency procedures for situations specific to the department or facility, including evacuation routes and hazardous materials spill response. The plan should be used as a training document, and all personnel should become familiar with it.

B. Plan Development and Multiple Plan Components
This revised draft plan is one of several emergency preparedness plan components in effect for the co-located University of Washington Bothell/Cascadia College campus. Additional emergency response procedures, including Emergency Communications Plans, Annually Updated Inclement Weather Procedures, Emergency Evacuation and Emergency Operations Plans serve as companion documents and will be used in conjunction with this EMP.

Additional detailed plans are developed for protection in place procedures, training procedures and a list of positions assigned responsibilities under the plan, including annually updated assignment of “essential personnel” duties to various staff positions.

The plan should also include emergency guidelines to be used in the event of a major disaster when professional emergency response assistance is unavailable or is unable to respond quickly. In such cases, the department or building occupants may need to be self-reliant for an extended period of time. Additional information on emergency procedures such as rescue, building security, area(s) of refuge, rescue assistance and command post locations should be included. This revised draft should be considered an actively updating document as the campus grows. Copies will be sent to the University of Washington
EMERGENCY MANAGEMENT PLAN

Environmental Health and Safety Department and the UWB and CCC safety committees for review and comment.

Upon approval by the campus leadership, four official copies will be maintained. One will be retained at the Bothell campus Library, one at the Environmental Health and Safety Department at the Seattle campus, one at the University of Washington Seattle Police Department and one will be retained at the Bothell Fire Department. Additional copies will be distributed to administrators and responders referenced in the EMP.

DEANS AND DIRECTORS

Building/Facility Coordinator to plan and respond to any emergency activity under their control. The Building/Facility Coordinator has the following general responsibilities prior to and during an emergency or incident:

A. Emergency Preparedness
• Distribution of building evacuation information to all employees with follow-up discussions, on-the-job training or explanation as required.

• Training employees in building evacuation procedures. It is recommended that employees receive training in areas such as fire extinguisher usage, AEDs, first aid and CPR.

B. Emergency Situations
• Inform all affected employees under their direction of the emergency condition.

• Evaluate the impact the emergency has on their activities and take the appropriate action. This may include ceasing operations and initiating building evacuation.

• Maintain emergency telephone communications with officials, material safety data sheets, keys and cards.
FACULTY AND SUPERVISORS

Each faculty and staff supervisor has the responsibility to do the following:

• Be familiar with and educate faculty, staff and students concerning University emergency procedures as well as evacuation procedures and stressing the importance of evacuation for their building and/or activity.

• Inform faculty, staff and students of an emergency and initiate emergency procedures as outlined in this guide.

• Survey and evaluate their assigned building, facility or activity in order to determine the impact a fire or other major event could have on their facility and activities.

• Inform all faculty, staff and students to conform to building evacuation guidelines during an emergency and to report to a designated campus assembly area where a headcount can be taken.

APPENDIX A
EMERGENCY OPERATIONS CENTER LOCATION

Primary Location:  Husky Hall
                   10909 185th St NE
                   UWB/CCC Campus
                   Bothell, WA 98011

Secondary Location:  City Of Bothell
                      Police Department
APPENDIX B

UW EMERGENCY OPERATIONS CENTER FUNCTIONS / REPORTING UNITS

In the event of an emergency that has required the activation of the EOC, the following responders should all report to the EOC and remain until dismissed. Utilization of individuals and teams is dependent on the nature and duration of the incident.

Chancellor, UWB
President, CCC
Vice Chancellor for Administration and Planning, UWB
Vice Chancellor for Academic Affairs, UWB
Vice President for Administrative Services, CCC
Director of Campus Safety, UWB/CCC
Associate Vice Chancellor for Facilities Services, UWB/CCC
Associate Vice Chancellor for Budget, Fiscal Services, & Auxiliaries, UWB
Dean of Students, UWB
Vice Chancellor for Advancement and External Relations, UWB
Director of Communications, UWB
Executive Director of College Relations, CCC
Assistant Vice Chancellor Information Technologies, UWB
Associate Vice Chancellor for Budget, Fiscal Services, & Auxiliaries, UWB
Director UWB Housing and Food Services
Environmental Health and Safety (TBD), UWB
Director of Communications, UWB
Executive Director of College Relations, CCC
Director of Operations, UWB Information Technologies Technology
Construction Project Manager, UWB/CCC
Associate Vice Chancellor, Undergraduate Learning, UWB
Director, Physical Planning and Space Management, UWB
Director, Human Resources, UWB
Director, Human Resources, CCC
### APPENDIX C
#### UWB/CCC EMERGENCY OPERATIONS CENTER

**PURPOSE/RESPONSIBILITIES**

*(In Development – Continue to Adapt for UWB/CCC Roles)*

<table>
<thead>
<tr>
<th>OPERATIONS SECTION FUNCTION</th>
<th>PURPOSE/RESPONSIBILITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>INCIDENT COMMANDER</td>
<td>Responsible for setting the incident objectives, strategies and priorities and has the overall responsibility at the incident or event. Ensures incident safety, provides information services to internal and external stakeholders, and establishes and maintains liaison with other agencies participating in the incident.</td>
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<tr>
<td></td>
<td>In addition to the above responsibilities, depending upon the growth or complexity of the incident, may also delegate authority of certain activities to the Command and/or General Staff.</td>
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<tr>
<td></td>
<td>Operations Chief is always activated; the additional following positions will be added only as needed.</td>
</tr>
</tbody>
</table>

*65*
**OPERATIONS CHIEF**  
Provides overall direction, management and coordination for all operational functions of the EOC that are part of the Operations Team. Establishes operational priorities and strategies.

Coordinates to ensure effective field incident response and the management of operational resources, and provides senior operational representation to the EOC Director.

This position is always activated and serves as a back up to the EOC Director.

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**CAMPUS SAFETY**  
Responsible for managing police functional operations at the EOC and serving as the Operations Section Chief for incidents in which the police field units are the Incident Commanders.

Coordinates general field assignment with the UW Seattle Police Department Command Center and may, as needed, communicate directly with field Incident Commanders and units. Has the lead for the Operational Action Plan for law enforcement, security, traffic control, access control, and crime scene preservation.

Coordinates with the county Medical Examiner’s office for incidents involving fatalities and has primary authority for establishing priority for field response and police resource allocation. Responsible for managing search and rescue and fire suppression if the Bothell Fire Department is not immediately available.
| FACILITIES SERVICES/ENVIRONMENTAL HEALTH & SAFETY | Manages and coordinates the environmental health and safety functions of the emergency response on the UWB/CCC campus and provides consultation for emergency response at other UW locations, including giving input for suspected problems with hazardous chemical, biological or radiological materials or spills, or basic public health concerns related to contaminated water, sewage or air contaminants. Provides consultation to assist in the assessment of unsafe conditions, manages and coordinates on-site hazard assessments, and coordinates Haz-Mat contractor consistency with EOC priorities. Advises and provides information to other campus departments and emergency response personnel on safety and health of planned operations and responses. Provides advice and consultation on Pre-entry Assessment Team (PEAT) deployment and provides input for the Operational Action Plan for evaluating and prioritizing response operations relative to hazardous situations, fire risks, and health and environmental risks. |

| FACILITIES SERVICES/ENVIRONMENTAL HEALTH & SAFETY | Manages and coordinates the environmental health and safety functions of the emergency response on the UWB/CCC campus and provides consultation for emergency response at other UW locations, including giving input for suspected problems with hazardous chemical, biological or radiological materials or spills, or basic public health concerns related to contaminated water, sewage or air contaminants. Provides consultation to assist in the assessment of unsafe conditions, manages and coordinates on-site hazard assessments, and coordinates Haz-Mat contractor consistency with EOC priorities. Advises and provides information to other campus departments and emergency response personnel on safety and health of planned operations and responses. Provides advice and consultation on Pre-entry Assessment Team (PEAT) deployment and provides input for the Operational Action Plan for evaluating and prioritizing response operations relative to hazardous situations, fire risks, and health and environmental risks. |
**FACILITIES SERVICES**

Responsible for managing and coordinating the prioritized response and exchange of operational information for all buildings, power and water utilities, roadways, and grounds. Has the lead for the Operational Action Plan for emergency inspection, repair and restoration operations for all campus power and water utilities, facilities roadways, and grounds. Assists with emergency power and support for all field operations and the EOC.

Responsible for providing reports from outside utilities and transitioning emergency operations to clean up and repair operations.

**INFORMATION TECHNOLOGIES**

Provides status for campus communications/computing services for disaster response. Plans for and establishes alternate and emergency computing in support of the EOC and critical campus operations. Maintains, operates, and deploys emergency communication tools. Provides technical support for emergency communications.

**UWB HOUSING AND FOOD SERVICES**

Responsible for coordinating care and shelter operations for all populations who may be stranded on campus. Coordination may be in support of other activities on campus or with public services through King/Snohomish County or the State of Washington.

Additionally, may need to address requests from the City of Bothell, King/Snohomish County, Red Cross or other agencies to host temporary shelters for citizens.

**STUDENT AFFAIRS**

Represents all student life for the UWB during the emergency response and recovery. Coordinates and provides housing and food services, information to families of students, and counseling services to students.
<table>
<thead>
<tr>
<th>Function</th>
<th>Purpose/Responsibilities</th>
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</thead>
<tbody>
<tr>
<td>COUNSELING</td>
<td>Responsible for coordinating with Human Resources and other administrative departments to manage emergency services and support for staff stranded at campus or needing emergency services from campus resources. May work with other entities to coordinate care and shelter and emergency transportation. Also, may work with Medical First Aid to coordinate crisis-counseling services.</td>
</tr>
<tr>
<td>PLANNING SECTION CHIEF</td>
<td>Provides for overall management and analysis of disaster/incident information and assessment of impact and damage to campus systems, properties, facilities and capability to occupy buildings. Provides analysis and consultation regarding extended operations and the impacts of the emergency. Runs the hourly EOC Section Chief Planning meetings. Manages the receipt, posting, tracking and documentation of disaster/incident information. Supports the financial accounting of all incurred costs and estimated expenditures. This position is always activated whenever there is significant information, extended operations or property damage.</td>
</tr>
<tr>
<td>EMERGENCY PROJECTS</td>
<td>Implements and manages maintenance, repair and construction projects for critical University services and facilities, as authorized by the EOC Director.</td>
</tr>
<tr>
<td>FACILITIES PLANNING OFFICE</td>
<td>Responsible for coordination, information gathering and dissemination of information to UW tenants and property-owners of off-campus leased space.</td>
</tr>
<tr>
<td>LOGISTICS SECTION FUNCTION</td>
<td>PURPOSE/RESPONSIBILITIES</td>
</tr>
<tr>
<td>Role</td>
<td>Responsibilities</td>
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<tr>
<td>LOGISTICS CHIEF</td>
<td>Provides overall management of resources and logistical support for operations and planning functions. Accesses and procures resources to support the emergency response and operations, when support beyond normal department assets is needed. Supports the EOC activation and temporary emergency care for people and workers. Coordinates the management of volunteer resources to support emergency operations. Coordinates with the Finance Team to ensure appropriate processes for procurement and contracting.</td>
</tr>
<tr>
<td>PROCUREMENT</td>
<td>Sets up all logistics for procurement and delivery of resources, both campus resources and outside goods and services. Arranges for field receipt and acknowledgement. Procures private and vended services, which may include contracted services, equipment purchases, supplies or support (meals, etc.) for emergency operations. If resources are not purchased through the EOC, sets up an allocation and tracking process to assure vendors know whom to invoice and how they will be paid. Responsible for tracking and distributing the equipment and supplies requested by the EOC to support campus emergency response and recovery activities. Coordinates with Finance in the record keeping, planning and budgeting for funding authorization.</td>
</tr>
<tr>
<td>HUMAN RESOURCES</td>
<td>Responsible for managing emergency human resource operations, including temporary or emergency hires, critical processes for benefits and employee services, and other HR-related activities in support of the emergency response and recovery. Responsible for coordinating all</td>
</tr>
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</table>
staff volunteer resources to support the campus' needs. Sets up a registration process for ensuring staff volunteers are working under the management of an appropriate manager of UWB or CCC. Registration includes obtaining emergency contact numbers, signed statement indicating complete and voluntary participation and willingness to work as assigned. May need to address work requirements, e.g., lifting, hazard exposure.

Procedure does not need to be done for any volunteers who are coordinated by an official organization, such as the American Red Cross or the National Search and Rescue Association.

<p>| TRANSPORTATION SERVICES, VEHICLES | Responsible for providing transportation to support emergency operations, including transport of emergency personnel, equipment and supplies, and injured persons. Manages the campus pool vehicles, parking operations, garage, and coordinates the provision of municipal transit services to campus. Maintains inventory of all available transportation (vehicles) and support (fuel, supplies, and drivers). |
| EMERGENCY FOOD, WATER &amp; SANITATION | Responsible for obtaining and allocating food and water supplies to support emergency staff needs. Coordinates with all campus resources to obtain hot meals and supplemental food for emergency workers on campus. |</p>
<table>
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<tr>
<th>Role</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>FINANCE CHIEF</strong></td>
<td>Provides overall management of financial accounting and analysis for the emergency response, including keeping the EOC Director and Emergency Executive Policy Group advised of the total cost-to-date of the emergency response, estimated losses and financial impacts of the emergency to UWB/CCC businesses, programs and facilities. Also, begins the tracking and documentation process for FEMA application and insurance claims.</td>
</tr>
<tr>
<td><strong>ACCOUNTING</strong></td>
<td>Establishes an accounting process for tracking expenses for procurement of services, contracts and/or mutual aid from the EOC. Establishes accounting numbers for tracking expenses.</td>
</tr>
<tr>
<td><strong>PAYROLL</strong></td>
<td>Coordinates the payment of employees and staff during and after an emergency or disaster and develops alternate payment methods if the primary payroll processes are impacted.</td>
</tr>
<tr>
<td><strong>INSURANCE/CLAIMS</strong></td>
<td>Assists EOC staff (either on-site or via phone consultation) with insurance and liability claims information and information-sharing. Provides subject matter expertise on both issues as the event evolves toward the recovery stage.</td>
</tr>
<tr>
<td><strong>LEGAL COUNSEL</strong></td>
<td>Available through UW Seattle Attorney General’s Office for advice and consultation on all legal matters involving the University’s emergency response activities. May not be physically present in the EOC but must be available electronically (via phone) to the EOC and/or Emergency Executive Policy Group. State Board of Community and Technical Colleges may provide independent advice and consultation on legal matters involving issues specific to CCC.</td>
</tr>
</tbody>
</table>
APPENDIX D
REFER TO CCC/UWB EMERGENCY EVACUATION AND OPERATIONS PLAN

APPENDIX F
SPECIFIC EMERGENCY PROCEDURES

FIRE

Designated Emergency Response Number: 911
Bothell Fire Department

1. In case of fire, activate the nearest fire alarm. Take the appropriate precautions to ensure your personal safety.

2. Evacuate the building by the nearest uninvolved exit and assist the disabled with evacuation if necessary (do not use elevators – the fire alarm system will send the elevator car to the first floor and disable it).

3. When you are in a safe area away from the fire call the Bothell Fire Department at the designated emergency response number (911). Give your name and the exact location of the fire (building, floor, room, etc.). Remain on the phone until released by the emergency operator.

4. If comfortable in doing so, attempt to extinguish a minor fire and then contact the Bothell Fire Department.

5. Once outside, move to a clear area that is at least 600 feet from the affected building. Keep streets and walkways clear for emergency vehicles and personnel.

6. Do not return to an evacuated building unless authorized by a Bothell Fire Department official.

EARTHQUAKE

Designated Emergency Response Number: 911 Facilities Services (to report damage to facilities): 2-5466

1. INDOORS: Move away from glass, windows, shelves, filing cabinets and heavy equipment. Seek refuge in a doorway or under a desk or table.

2. OUTDOORS: Move rapidly away from buildings, windows, utility poles and other structures. Avoid power or utility lines (they may remain energized).
3. **VEHICLE**: Pull to the side of the road away from underpasses, bridges and buildings. Remain in the vehicle until the shaking stops. Remain in the vehicle if a power line has fallen on or near it.

4. When the shaking stops, evaluate the situation. If emergency help is necessary, call the Designated Emergency Response Number (911). Report any injuries.

5. Evacuate the building and help the disabled if necessary. Move away from buildings, windows, utility poles and other structures in preparation for aftershocks.

6. Report any damage to facilities or odors from possible natural gas leaks to Facilities Services (425) 352-5466.

7. Do not reenter the building until authorized to do so by the Bothell Fire Department official.

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**SEVERE WEATHER**

Refer to Inclement Weather Procedures Updated Annually Severe Weather Designated Emergency Response Number: 911

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**MEDICAL AND FIRST AID**

Designated Emergency Response Number: 911

1. If a serious injury or illness occurs on campus, immediately call 911 for an ambulance. Give your name, describe the nature and severity of the medical problem, and provide the location of the victim. Do not hang up until released by the emergency operator.
If conscious and oriented, the individual has the right and responsibility to determine his/her own health care needs and response to those needs. Under such circumstances, University staff should refrain from recommending specific health care providers. When in doubt, call 911 and let responding police/EMTs help the individual with that assessment.

In circumstances involving a person who is unconscious and/or disoriented, calling the designated emergency response number (911) is the appropriate response.

2. Keep the victim still and comfortable until help arrives. Avoid moving the victim. Precautions should be taken to avoid contact with human blood and bodily fluids.

3. In case of minor injury or illness, students may go to the Student Health Center or have a trained person provide the appropriate first aid.

4. Individuals whose position description does not require them to provide first aid are acting as Good Samaritans.

5. Persons with serious or unusual medical problems should be encouraged, before an incident, to notify their supervisors or instructors of the medical problem and the standard emergency treatment related to that problem.

6. Contact Facilities Services Help Desk 2-5466 or regarding area clean-up of blood, glass or other debris that may cause a hazard.

CHEMICAL SPILL

Designated Emergency Response Numbers Immediately Dangerous to Life and Health: 911 All Other Spills: Facilities Services Help Desk 2-5466

1. If the situation is life or health threatening, evacuate the area, close the door, and call, or have someone call the Designated Emergency Response Number (911).
2. Restrict entry to the affected area.

3. Remove contaminated clothing. Rinse contaminated skin, eyes or hair with water for a minimum of 15 minutes.

4. When reporting, provide the following information:
   - Your name
   - Name of spilled substance (if known)
   - Approximate amount of spilled substance
   - Exact location of spill
   - Injuries sustained (if any)
   - Actions taken

5. DO NOT PANIC

6. If a building emergency exists, activate the fire alarm. Evacuate the building by the nearest exit. Assist the disabled to evacuate if necessary.

7. Once outside, move to an area at least 600 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and personnel.

8. Do not return to an evacuated building unless authorized by a representative of the Environmental Health and Safety Department, the Fire Department or Campus Safety.

INFECTIONIOUS AGENT EMERGENCY

Designated Emergency Response Number 8:00 a.m. – 5:00 p.m.
____________________ After hours: ______________________________

1. Take care of medical emergencies first. If contamination is airborne, leave area as soon as possible and close the door. If life-threatening conditions exist, call 911 for emergency help. Decontamination can occur when the victim is in stable condition.
2. If a skin wound occurs, call 911. Gently and thoroughly wash the wound with running water. Allow some bleeding and then bandage using items from the first aid kit.

3. In case of an emergency call Environmental Health and Safety _______________ (or _______________ after hours). Clean up the spill following the directions of the Environmental Health and Safety Manual.

4. If any clothing items are contaminated with infectious materials or blood, remove them and place in labeled collection containers. These items will be cleaned or disposed of by Environmental Health and Safety.

5. Restrict access into the spill area for 20 minutes. Personnel entering the spill area must wear appropriate protective equipment.

RADIATION EMERGENCY

Designated Emergency Response Number 8:00 a.m. – 5:00 p.m. _______________ After hours: ___________________________ Environmental Health and Safety Department

1. Take care of medical emergencies first. If health or life threatening conditions exist, call 911 for emergency help. Decontamination can occur when the victim is in stable condition.

2. If a skin wound occurs, call 911. Thoroughly wash the wound with running water, allow some bleeding and then bandage using items from the first aid kit. Once the bleeding has stopped, the Radiation Safety Officer or other medical personnel will monitor the wound for radioactive contamination.

3. Check for contamination of individuals. Decontaminate as quickly as possible. In case of an emergency, call Environmental Health and Safety (__________________). If necessary contact ________________ Hospital (911) for decontamination assistance.
• Thoroughly wash hands and other exposed body areas until radioactive contamination levels are as low as reasonably achievable.

• If any clothing items are contaminated with radioactive materials, remove them and place in labeled collection containers. These items will be cleaned or disposed of by Environmental Health and Safety.

4. Restrict access into the spill area until decontaminated and radioactive levels are within allowable limits. Personnel entering the spill area must have the appropriate personal protective equipment and radiation dosimetry (badge, ring, etc.).

5. For radioactive materials incidents, notify the Principal Investigator or your supervisor as soon as possible.

6. Clearly label any contaminated surfaces as demonstrated by your instructor/supervisor. Clean up the spill following previously conveyed directions as provided in the Environmental Health and Safety Manual.

7. Any loss of radioactive material must be reported to Environmental Health and Safety (________________________) as soon as possible after the loss is noted.

BOMB THREAT

Designated Emergency Response Number: 911 University of Washington-Bothell/Cascadia College Bomb Threat Policy

GOAL
The goal of this document is to establish guidelines for an acceptable, safe response by the University of Washington community to bomb threats and actual bomb emergencies and to provide maximum public safety while minimizing disruption to normal university business.

I. POLICY
The policy of the University of Washington-Bothell/Cascadia College is to regard all bomb threats as serious and to evaluate each individually to assess the credibility of the threat and to determine an appropriate response.

II. PURPOSE
The purpose of this policy is to establish procedures to be followed for dealing with bomb threats and actual bomb emergencies.

III. PROCEDURES

A. THREATS

1. Report any bomb threat to the UW Police Department immediately (911).

2. Front-line staff, including secretaries, receptionists and anyone with frequent telephone contact with the public will be provided with a standard format of questions to be used to attempt to gather information from the individual making the threat.

3. The University Police Department will provide training for university personnel on how to respond to bomb threats and bomb emergencies to promote consistent understanding of these policies and procedures.

B. EVACUATION

1. The decision to evacuate a building will be made by the University Police Department. The Chief of Police or designee, in consultation with management officials, will make this decision.

2. The University Police Department will assist in coordination of the evacuation effort.

3. When the decision to evacuate a building has been made, all individuals must leave the building. Failure to do so may result in civil charges.

4. Employees evacuating a building should move to a location at least 600 feet away and out of the potential path of flying debris.
should an explosion occur. This location should be agreed upon in advance so that all employees can be accounted for and so that officers investigating the threat can have access to people who might have information relating to the threat.

C. SEARCH
1. Bomb searches are most effective when conducted by persons familiar with the area. Upon being informed of an evacuation due to a bomb threat, employees should check their respective work areas for any unusual or out-of-place packages. Suspicious items shall be reported to Campus Safety. Evacuees should remove items such as lunch boxes, purses, attaché cases, backpacks and other personal packages which might cause unnecessary wasted effort during the building search phase. When possible, work areas which have been checked should be locked when employees leave.

2. Whenever possible, the building or location will be thoroughly checked and cleared by Bothell Police using an Explosive Detection Canine.

3. After the building is evacuated and a preliminary check has been made by employees immediately prior to evacuation, the University Police Department shall coordinate the building search.

D. BUILDING RE-OCCUPATION
The decision to re-occupy a building shall be made by the University Police Department.

E. COMMUNICATION
University Police Department will provide notification to the administration and the public.

CIVIL DISTURBANCE / DEMONSTRATIONS
Civil Disturbance/Demonstrations Designated Emergency Response Number: 911

1. Keep calm. Resistance may only increase the destruction of property and/or the threat of bodily harm. Do not confront demonstrators.

2. Call the University Police at the designated emergency response number (911). Provide the following information:
   a. Location (building, entrance, floor, room, etc.)
   b. Approximate number of leaders
   c. Size of group
   d. Obvious objective or demand of group
   e. Group’s mindset: rational, organized, violent, etc.

3. When the University Police arrive, provide them with an update. Follow their instructions.

EXPLOSION

Designated Emergency Response Number: 911

In the event of an explosion on campus, take the following actions:

1. Immediately take cover under tables, desks, or other objects, which will give protection against falling glass and debris.

2. After the initial effects of the explosion have subsided, notify the Bothell Fire Department at the designated emergency response number (911). Give your name and describe the location and nature of the emergency.

3. Activate the building fire alarm

4. Evacuate the building by the nearest exit, assisting those with disabilities.
5. Do not use elevators. Do not panic.

6. Once outside, move to a clear area that is at least 600 feet from the affected building. Keep streets and walkways clear for emergency vehicles and personnel.

7. Do not return to an evacuated building unless authorized by a Bothell Fire Department Official or University Police.

**PSYCHOLOGICAL CRISIS**

**Designated Emergency Response Number: 911**

A psychological crisis exists when an individual poses a physical threat of harm to himself/herself or others or cannot seem to come in contact with reality. Uncontrollable behavior and/or hallucinations could be manifested. If a psychological crisis occurs, do the following:

1. **REMAIN CALM.** If threat of harm to him or herself or others dial 911.
   a. Provide the following information:
      1. Your name
      2. Location
      3. Observed symptoms
      4. Name of individual (if known)
      5. Description of individual
   b. Until help arrives, be pleasant, patient, considerate and understanding to avoid escalating the situation.
   c. Do not argue with the individual. Be accepting of the individual’s point of view. Do not confront or try to detain a violent individual.
d. If another person is available and able to leave the area, have that person meet the University Police and provide up-to-date information.

2. Use of Emergency Buttons at UWB will immediately contact Campus Safety and Campus Safety Office will respond. If immediate threat of harm exists, call 911 first, then contact Campus Safety.

TRANSPORTATION

In case of medical emergencies and when transport is necessary, an ambulance will provide transportation. Emergency transport is requested through the 911 emergency dispatch center.

Generally, it is not advised that individual faculty, staff or students take responsibility for transporting a person involved with any health emergency.

In the case of protective custody or emergency detention where a restraint is necessary, University Police or the City of Bothell Police will be involved directly with transportation.

BUILDING FLOOR PLANS

Updated building floor plan maps will be posted on each floor within all campus buildings. The maps provide information on evacuation routes.

EMERGENCY PHONE NUMBERS

<table>
<thead>
<tr>
<th>NAME</th>
<th>PRIMARY NUMBER</th>
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<tbody>
<tr>
<td></td>
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<tr>
<td>OFF CAMPUS CONTACTS</td>
<td>PRIMARY NUMBER</td>
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<table>
<thead>
<tr>
<th>BUILDING COORDINATORS</th>
<th>PRIMARY NUMBER</th>
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</tbody>
</table>
APPENDIX G
CRISIS COMMUNICATIONS PLAN

Disaster Coordination with Local, County and State Agencies.
The University of Washington is a state level public agency in the State of Washington, as is the State Board for Community and Technical Colleges, with the shared campus of UWB/CCC located in the City of Bothell in King County. During a full scale, region-wide emergency, the campus will coordinate with local, county and state agencies.
Planning Assumptions

Emergency planning requires a commonly accepted set of assumed operational conditions that provide a foundation for establishing protocols and procedures. These assumptions are called planning assumptions, and the standard practice is to base planning on the worst-case conditions.

For Cascadia College and University of Washington Bothell, as for all organizations in high seismic regions, the worst-case conditions are represented by the earthquake hazard. Using the earthquake model, the planning assumptions incorporated into this plan include:

- Critical lifeline utilities may be interrupted including water delivery, electrical power, natural gas, telephone communications, microwave and repeater based radio systems, cellular telephones and information systems.
- Regional and local services may not be available.
- Major roads, overpasses, bridges and local streets may be damaged.
- Buildings and structures, including homes, may be damaged.
- Damage and shaking may cause injuries and displacement of people.
- Normal suppliers may not be able to deliver materials.
- Contact with family and homes may be interrupted.
- People may become stranded at the campus– conditions may be unsafe to travel off campus.
- The campus will need to conduct its own rapid damage assessment, situation analysis, and deployment of on-site resources and management of emergency operations on campus, from the Campus EOC while emergency conditions exist.
Communication and exchange of information will be one of the highest priority operations at the Campus EOC. The internets/intranets may be down.

**Emergency Plan Concept of Operations**

This plan provides the organized management system for the campus to follow during emergencies. It is designed as a flexible system in which part or the entire plan may be activated, as appropriate to the situation. It is based on a worst-case scenario and provides for the critical functions and roles of the campus during a response.

It is considered a management tool, in that it provides an overall organization and general procedures for the management of information, activities, and operations during an emergency. The planning is based on the Incident Command System (ICS), the management structure adopted throughout the United States and internationally, and a requirement of the State of Washington Emergency Planning Guidance and various US Department of Homeland Security Presidential Decision Directives and NIMS guidance. This approach to emergency management is based on a five-section structure and the sections, or teams, contain functional positions for each critical operation of the campus during an emergency. It provides for a smooth transition to restoration of normal services and the implementation of programs for recovery.

**The benefits of the ICS process are:**

1. **History**
   
   A. Thirty-year history of successful implementation for emergency response management in the field.
   
   B. Ten-year history as the International (Global) Standard for Emergency Management organization.

2. **Proven Best Practices in Emergency Management**
   
   A. Flexibility in application – allows for scale-up, scale-down and transition.
b. Team-based, bundled and linked processes and cross-functional efficiency within the organization.

c. Easy-to-understand for the users.

d. Action oriented – focuses on results and output.

e. Starts and stops – designed for rapid deployment and smooth de-activation.

f. Wide application to unique settings.

3. Aligned with Adjacent and Contiguous Agencies
   a. Standardized functions.

   b. Standardized processes.


Plan Objectives

The objectives of this plan are to:

1. Organization

   a. Provide clear and easy-to-follow checklist based guidelines for the most critical functions and liaisons during an emergency response.

   b. Organize and format this plan into an easy-to-follow format in which users can quickly determine their role, responsibility and primary tasks.

   c. Link and coordinate processes, actions and the exchange of critical information into an efficient and real-time overall response in which all entities have access into the emergency response process, and know what is going on at Cascadia College and University of Washington Bothell.
2. Communications and Information Management

a. Serve as the central point of communications both for receipt and transmission of urgent information and messages.

b. Serve as the official point of contact for the University during emergencies when normal channels are interrupted.

c. Provide 24-hour full service communication services for voice, data and operational systems.

d. Collect and collate all disaster information for notification, public information, documentation and post-incident analysis.

e. Provide a basis for training staff and organizations in emergency response management.
3. Decision–Making

   a. Determine through a clear decision process, the level of response and extent of emergency control and coordination that should be activated when incidents occur.

4. Response Operations

   a. Utilize efficiently, the resources at the campus to implement a comprehensive and efficient emergency management response team.

   b. Continuously be prepared with a pro-active emergency response management action plan, for the possibilities and eventualities of emerging incidents.

5. Recovery Operations

   a. Transition response operations over to normal management processes, as able.

   b. Support business resumption plans and processes, as needed, during restoration phases.

   c. Provide documentation and information support to FEMA disaster assistance program application.

Levels of Emergency

Emergency conditions vary with each incident and activation. As a guide, three levels of emergency are specified, as follows:

Level 1 **Red** – disaster conditions in which the campus must activate the full EOC in order to address immediate emergency response. Emergency conditions are wide spread and the campus must be self-sufficient for a period of hours to several days. The campus may request mutual assistance from the City of Bothell, King County, other State agencies or request federal assistance via the State of Washington EOC.
Level 2 **Orange** – emergency incident in which normal the campus emergency response services can handle. While there may be some damage and/or interruption, the conditions are localized and the EOC is not needed. The campus EOC operates, by default, under Level 1, unless it is upgraded to Levels 2 or 3. This is considered the “stand-by” mode.

Level 3 **Yellow** – emergency incident is severe and causes damage and/or interruption to campus operations. A partial or full activation of the campus EOC is needed. The campus may be the only affected entity.

Level 4 **Green** - Not activated- standby mode- vEOC capable.

- Appendix A- provides the list of the campus EOC functions with lead and support assignments to the EOC.
- Appendix B- provides the contact list for the staff assigned to the EOC.
- Appendix C- of this plan provides information on the campus EOC facility.

**Plan Activation**

This plan is activated whenever emergency conditions exist in which normal operations cannot be performed and immediate action is required to:

- Save and protect lives.
- Coordinate communications.
- Prevent damage to the environment, systems and property.
- Provide essential services.
- Temporarily assign campus staff to perform emergency work.
• Invoke emergency authorization to procure and allocate resources.

• Activate and staff the Emergency Operations Center (EOC).

**Emergency Operations Center (EOC)**

During incidents and emergency conditions in which the immediate activation of the campus EOC is needed, the following the campus positions may activate this plan and the campus EOC:

- Emergency Preparedness Manager UWB/CC
- Chancellor University of Washington Bothell
- President of Cascadia College
- Vice Chancellor for Administration and Planning UWB
- Vice President for Student Learning Cascadia
- Vice President for Administrative Services CCC
- Campus Safety Director UWB/CCC
- Associate Vice Chancellor for Facilities Services UWB/CCC

In the event that none of the above is available, an overview of the process for the activation of the campus Emergency Management Plan and EOC is on the following page in Figure 2:

---

**Crisis Event Occurs- Figure 2-**
EMERGENCY MANAGEMENT PLAN

Cascadia Community College and University of Washington Bothell Campus EOC General Activation Process

1. CRISES EVENT OCCURS
   - Cascadia Community College and University of Washington Bothell Campus EDC is notified of an incident via Security and Campus Safety.
   - Campus Staff, City/County, media, etc.

2. Log entry made in Security and Campus Safety Dispatch Log
   - Security and Campus Safety Director continues to monitor situation for changes.

3. Cascadia Community College and University of Washington Bothell Campus Staff are activated, notified and report to the EOC.
   - Security and Campus Safety Director activates Cascadia Community College and University of Washington Bothell Campus EOC; determines level of activation and required functions of the EOC.

4. Security and Campus Safety Director/EOC Manager notifies the Executive Policy Council/President of Cascadia Community College and Chancellor of the University of Washington (Bothell) & confers regarding level of EOC activation.

5. DOES THIS REQUIRE A GOVERNOR'S PROCLAMATION OF A DISASTER? (Emergency Policies or require state wide resources? (i.e. Incident Management Team)
   - YES
     - The Emergency Policy Council activates for emergency policies and coordinates with the appropriate agencies.
   - NO
     - The EOC coordinates and compiles event information and status reports, and sends to State/Federal agencies as needed.

6. CRISIS/DISASTER/Emergency Over?
   - YES
     - EOC de-activated. Cascadia Community College and University of Washington Bothell Campus conducts de-briefing. Recovery team activates recovery plan & continues federal reimbursement and restoration activities.
   - NO
     - Activate Public Information for Campus Community.

7. Does this require a Governor's Proclamation of a disaster? Emergency Policies or require statewide resources? (i.e. Incident Management Team)
   - YES
     - The Emergency Policy Council activates for emergency policies and coordinates with the appropriate agencies.
   - NO
     - The EOC coordinates and compiles event information and status reports, and sends to State/Federal agencies as needed.

8. Public Information Team activates and coordinates with the Regional JIC and/or local media.

9. Crises/Disaster/Emergency Over?
   - YES
     - EOC de-activated. Cascadia Community College and University of Washington Bothell Campus conducts de-briefing. Recovery team activates recovery plan & continues federal reimbursement and restoration activities.
   - NO
     - Activate Public Information for Campus Community.

10. Collect damage and needs assessments?
    - NO
        - Building inspections, damage assessment and FEMA/Insurance actions activated. All departments to provide initial damage reports and costs.
    - YES
        - Public Information Team activates and coordinates with the Regional JIC and/or local media.

Plan Usage-
This plan is established as a supplement to the campus administrative policies and procedures. Under activation and implementation, it serves as an emergency manual setting forth the authority to direct operations, direct staff assignments, procure and allocate resources, and take measures to restore normal services and operations. Users are to follow and complete the checklists contained in this document during emergency response (and training activations and exercises). The forms are then retained on file as official records of the emergency response. Users are also encouraged to supplement this manual with additional individual materials and information required for emergency response and recovery. This plan is designed to be updated after each activation or exercise. A debriefing session will be conducted to identify “lessons learned” and areas of improvement to the campus emergency plans and processes. The procedural checklists and forms are to be reviewed and revised each time they are reprinted for electronic update and distribution.

Plan Content and Format

This plan is organized as listed below. Also, refer to Figure 3. Section 1 Introduction

Section 2 The campus EOC Organization, Position Responsibilities and Assignments

Emergency response management requires the establishment of a strategic organization comprised of the most important or critical functions of the Cascadia College and University of Washington Bothell. Consistent with the international Emergency Management standards of the Incident Command System, the Cascadia College and University of Washington Bothell Emergency Operations Center organization plan follows the standard five-unit (team) structure as the basis for organizing emergency planning and response.

The five General Staff sections are color-coded as follows:
(1) Incident Command (Management) (Royal Blue) (2) Operations (Red)
(3) Planning (Light Blue) (4) Logistics (Yellow) (5) Finance & Administration (Green)
EMERGENCY MANAGEMENT PLAN

The Incident Commander Command Staff will be color coded as follows:

Safety Officer  *(Teal)* Public Information  *(Orange)* Liaison  *(Plum)*
Cascadia College & University of Washington Bothell Emergency Operations Center Functions-

Figure 3-

- **Incident Commander / Manager**: Sets the Incident objectives, strategies, and priorities and has overall responsibility at the incident or event.

- **Liaison**: Acts as a point of contact for external agencies and communicates with the public.

- **Public Information**: Manages communication with the public and media.

- **Safety Officer**: Ensures the safety of personnel and resources.

- **OPERATIONS**: Conducts tactical operations to carry out the plan. Develops the tactical objectives and organization and directs all tactical resources.

- **PLANS**: Prepares and documents the Incident Action Plan to accomplish the objectives. Collects and evaluates information, maintains resource status, and maintains documentation for incident records.

- **LOGISTICS**: Provides support resources and all other services needed to meet the operational objectives.

- **FINANCE & ADMINISTRATION**: Monitors costs related to the incident. Provides accounting, procurement, time recording, and cost analyses.
The Campus Incident Command Position Titles

<table>
<thead>
<tr>
<th>Function</th>
<th>Purpose/Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unified Executive</td>
<td>Provide executive leadership to the unified command structure put into place to develop the overall priorities and action strategies for the emergency response.</td>
</tr>
<tr>
<td>Emergency Policy Council</td>
<td></td>
</tr>
<tr>
<td>Unified/Incident</td>
<td>Sets the incident objectives, strategies, and priorities and has overall responsibility at the incident or event</td>
</tr>
<tr>
<td>Command/Manager</td>
<td></td>
</tr>
<tr>
<td>Operations</td>
<td>Conducts tactical operations to carry out the plan. Develops the tactical objectives and organization, and directs all tactical resources.</td>
</tr>
<tr>
<td>Plans</td>
<td>Prepares and documents the Incident Action Plan to accomplish the objectives, collects and evaluates information, maintains resource status, and maintains documentation for incident records.</td>
</tr>
<tr>
<td>Logistics</td>
<td>Provides support, resources, and all other services needed to meet the operational objectives.</td>
</tr>
</tbody>
</table>
Table 2

| Finance & Administration | Monitors costs related to the incident. Provides accounting, procurement, time recording analyses. |

<table>
<thead>
<tr>
<th><strong>Organizational Level</strong></th>
<th><strong>Title</strong></th>
<th><strong>Support Position</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Incident Command</td>
<td>Incident Commander</td>
<td>Deputy</td>
</tr>
<tr>
<td>Command Staff</td>
<td>Officer</td>
<td>Assistant</td>
</tr>
<tr>
<td>General Staff (Section)</td>
<td>Chief</td>
<td>Deputy</td>
</tr>
<tr>
<td>Branch</td>
<td>Director</td>
<td>Deputy</td>
</tr>
<tr>
<td>Division/Group</td>
<td>Supervisor</td>
<td></td>
</tr>
<tr>
<td>Unit</td>
<td>Leader</td>
<td>Manager</td>
</tr>
</tbody>
</table>

Table 2-B

The Campus Incident Command General Staff Management Functions
Table 2
### The Campus Planning Section Position Titles

<table>
<thead>
<tr>
<th>Function</th>
<th>Responsibility</th>
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</thead>
</table>
| Planning Section Chief | Responsible for the collection, evaluation, dissemination and use of information about the development of the incident and the status of resources. Information is needed to:  
- Understand the current situation  
- Predict the probable course of incident events; and  
- Prepare alternative strategies for the incident. |
| Resource Unit          | Conducts all check-in activities and maintains the status of all incident resources. The Resources Unit plays a significant role in preparing the written Action Plan. |
| Situation Unit         | Collects and analyzes information on the current situation, prepares situation displays and situation summaries, and develops maps and projections. |
| Documentation Unit     | Provides duplication services, including the written Incident Action Plan. Maintains and archives all incident-related documentation. |
### EMERGENCY MANAGEMENT PLAN

<table>
<thead>
<tr>
<th>Demobilization Unit</th>
<th>Assists in ensuring that resources are released from the incident in an orderly, safe, and cost-effective manner.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Specialists</td>
<td>Dependent on assignment- Weather Specialist- Collects weather Data Human Resource Specialist- responsible for providing direct human resources services to the response organization, including ensuring compliance with all labor-related laws and regulations. If it is necessary to form a Human Resources Unit, it is sometimes placed in the Finance/Administration Section. Legal Specialist- Advise on legal issues</td>
</tr>
</tbody>
</table>
### The Campus Logistics Section Position Titles

<table>
<thead>
<tr>
<th>Function</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Logistics Section Chief</td>
<td>Provides support, resources, and all other services needed to meet the operational objectives</td>
</tr>
<tr>
<td>Incident Communications Leader</td>
<td>Responsible for developing plans for the effective use of incident communications equipment and facilities; installing and testing of communications equipment; supervision of the Incident Communications Center; distribution of communications equipment to incident personnel; and the maintenance and repair of communications equipment</td>
</tr>
<tr>
<td>Facility Unit Leader</td>
<td>Responsible for the layout and activation of incident facilities.</td>
</tr>
<tr>
<td>Supply Unit Leader</td>
<td>Responsible for ordering personnel, equipment and supplies; receiving and storing all supplies for the incident; maintaining and inventory of supplies; and servicing nonexpendable supplies and equipment.</td>
</tr>
<tr>
<td>Ground Support Unit Leader</td>
<td>Support out-of-service resources, transportation of personnel, supplies, food, and equipment; fueling, service, maintenance, and repair of vehicles and other ground support equipment and implementing the Traffic Plan</td>
</tr>
</tbody>
</table>
Table 2-

E  
The Campus Finance/Administrative Section Position Titles

<table>
<thead>
<tr>
<th>Function</th>
<th>Responsibility</th>
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</thead>
<tbody>
<tr>
<td>Finance/Administrative Section Chief</td>
<td>Monitors costs related to the incident. Provides accounting, procurement, time recording analyses</td>
</tr>
<tr>
<td>Time Unit Leader</td>
<td>Responsible for equipment and personnel time recording.</td>
</tr>
<tr>
<td>Procurement Unit Leader</td>
<td>Responsible for administering all financial matters pertaining to vendor contracts, leases, and fiscal agreements.</td>
</tr>
<tr>
<td>Compensation Specialist</td>
<td>Responsible for the overall management and direction of all administrative matters pertaining to compensation for injury and claims related activities (other than injury) for an incident.</td>
</tr>
<tr>
<td>Cost Unit Leader</td>
<td>Responsible for collecting all cost data, performing cost effectiveness analyses and providing cost estimates and cost saving recommendations for the incident.</td>
</tr>
</tbody>
</table>

F  
The Campus Incident Command Staff Position Titles

<table>
<thead>
<tr>
<th>Function</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Officer Type</td>
<td>Responsibilities</td>
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<tr>
<td>---------------------------</td>
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</tr>
<tr>
<td>Public Information Officer</td>
<td>Responsible for developing and releasing information about the incident to the news media, to incident personnel, and to other agencies and organizations. Only one PIO will be assigned for each incident, including incidents operating under Unified Commander (UC) and multijurisdictional incidents. The PIO may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions. The Joint Information Center (JIC) Manual should be reviewed regarding the organization and duties of the IO.</td>
</tr>
<tr>
<td>Safety Officer</td>
<td>Develop and recommend measures for assuring personnel safety, and to monitor and/or anticipate hazardous and unsafe situations. Only one SO will be assigned for each incident.</td>
</tr>
<tr>
<td>Liaison Officer</td>
<td>Only one LO will be assigned for each incident, including incidents operating under UC and multijurisdictional incidents. The LO may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions. The LO is assigned to the incident to be the contact for assisting and/or cooperating Agency Representatives</td>
</tr>
</tbody>
</table>
Appendix A

**Incident Command/Unified Command Functions with Lead and Support Assignments**

<table>
<thead>
<tr>
<th>Function</th>
<th>Lead Departments</th>
<th>Support Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Group</td>
<td>President of Cascadia College &amp; Chancellor of University of Washington Bothell</td>
<td>Vice Chancellors</td>
</tr>
<tr>
<td>EOC Manager</td>
<td>Emergency Preparedness Manager</td>
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</tr>
<tr>
<td>Operations</td>
<td>Facility Services, Campus Safety</td>
<td>IT, Transportation Services</td>
</tr>
<tr>
<td>Plans</td>
<td>Physical Planning &amp; Space Management</td>
<td>Event &amp; Conference Services</td>
</tr>
<tr>
<td>Logistics</td>
<td>Auxiliary Services</td>
<td>HR</td>
</tr>
<tr>
<td>Finance &amp; Administration</td>
<td>Fiscal Services</td>
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</tr>
<tr>
<td>Liaison</td>
<td>Government &amp; Community Relations</td>
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<tr>
<td>Public Information</td>
<td>Communications</td>
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<tr>
<td>Safety</td>
<td>Campus Safety</td>
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