

## **AP 3505 Emergency Response Plan**

### **References:**

Homeland Security Act of 2002;  
National Fire Protection Association 1600;  
Homeland Security Presidential Directive-5;  
Executive Order S-2-05;  
34 Code of Federal Regulations Part 668.46(b)(13), (e), and (g);  
Occupational Safety and Health Act of 1970 and 29 Code of Federal Regulations  
Parts 1910 et seq.;  
No Oregon statutory requirement.

### **EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

General information about the emergency response and evacuation procedures for Clatsop Community College (CCC) are publicized each year as part of the College's Clery Act compliance efforts and that information is available on the CCC website.

All members of the campus community are notified on an annual basis that they are required to notify local emergency services of any situation or incident that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and employees on campus. Each Police Department has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, the Astoria Police Department has a responsibility to respond to such incidents to determine if the situation does in fact pose a threat to the community. If that is the case, federal law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

Upon confirmation or verification by the College that a legitimate emergency or dangerous situation involving an immediate threat to the health or safety of an individual occurring on campus, the Incident Response Team will determine the content of the message and will use some or all the systems described below to communicate the threat to the campus community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population. The Incident Response Team will, take into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders, compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

In the event of a serious incident that poses an immediate threat to members of the campus community, the College's Incident Response Team (IRT) has various systems in place for communicating information quickly. Some or all of these methods of

communication may be activated in the event of an immediate threat to the campus community if possible. These methods of communication include *network emails, Bandit Alerts, and website pop-ups*. The College will post updates during a critical incident on the CCC website. If the incident is ongoing, a hotline for questions will be communicated in the emergency messaging.

The College's Public Information Officer (PIO) will be responsible for the dissemination of emergency information to the larger community. Website pop-ups, emails, press releases to local media, social media announcements and possible press conferences may be utilized to disseminate information.

## **TESTING EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

An evacuation drill is coordinated by the Safety Committee at least 1 time per year for all facilities on campuses. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. The College does not establish or publish designated locations for evaluations in advance, because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, the College staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

Evacuation drills are monitored by the Facilities Director and The Safety Committee members to evaluate egress and behavioral patterns. Reports are prepared by participating departments which identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments/offices for consideration.

The Safety Committee conducts announced and unannounced drills and exercises each year and conducts follow-through activities designed for assessment and evaluation of emergency plans and capabilities. The Safety Committee and College administration coordinate announced and unannounced evacuation drills *at least once per year*, as described above, to test the emergency response and evacuation procedures, and to assess and evaluate the emergency evacuation plans and capabilities. For each test conducted, The Facilities Director will document a description of the exercise, the date, time, and whether it was announced or unannounced. The Facilities Director will publish a summary of its emergency response and evacuation procedures in conjunction with at least one drill or exercise each calendar year.

## **Overview**

This Emergency Response Plan (ERP) provides direction in the event of an emergency. It is the goal and purpose of this plan to protect the safety and security of those associated with the College should an emergency occur. The effective use of this plan will help:

- Protect life and safety,
- Reduce property and environmental damage,
- Minimize disruption and economic losses, and
- Shorten the recovery period.

To ensure effective implementation of this plan, all personnel designated to carry out specific responsibilities are expected to know and understand the policies and procedures outlined in this document and other associated supporting documents.

The College response to a major crisis will be conducted within the framework of this plan except when directed otherwise by the President or the President's appointed representative. The plan includes a chain of command that establishes decision-making authority during an emergency.

## **Scope and Definitions**

An emergency is defined as a sudden state of danger that occurs unexpectedly and that demands immediate action to protect the health and safety of individuals within the institution. The following are examples of emergency situations:

- Bomb threat
- Earthquake
- Tornado
- Explosion
- Fire
- Hazardous materials spill/release
- Hostage situation
- Campus shooting
- Terrorist incident

## **Crisis Management Response Structure**

In the event of an emergency, individuals should call 911, then follow up with a call to the campus Incident Response Team (IRT) (503) 338-2555 to report the emergency.

The IRT will convene (via conference call if necessary) and decide whether to declare a state of emergency, start the process of notifying the community and media if necessary, and review and discharge responsibilities as detailed in the plan (below). The Incident Response Team (IRT) may consist of representatives from community safety, computer and information services, environmental health and safety, facilities services,

communications and marketing, student services, health and counseling, human resources, conference and events planning, and food services.

### **Update and Drill**

The IRT and designees will review and update this plan each year or more frequently, as needed. IRT members will practice emergency procedures on a regular basis and will obtain training or re-training as needed.

### **Incident Response Team Responsibilities**

The manner in which College personnel and equipment are utilized during an emergency will be determined by the IRT under the direction of the President or his/her designee. The IRT will remain in effect until the President or his/her designee deems the College ready to return to normal operation.

### **Emergency Level Definitions and Responses**

In all types of emergencies, once outside agencies arrive on the scene (i.e., Police Department, Fire Bureau, Emergency Management Agency personnel, etc.) these agencies will assume control of the operations. The IRT and EOC will act as resources to these responders.

The following definitions of emergency levels determine the type of response:

#### **LEVEL 1 EMERGENCY** (least serious)

##### **Characteristics**

- may involve threat of incident rather than actual incident
- may be addressed with College personnel and resources
- outside assistance may be called upon
- may be limited to small area of campus
- potential impact on health, safety, or property
- may interrupt classes and College operations for limited time

##### **Examples**

- unplanned power outage
- approaching blizzard, storm, or other natural event
- water pipe break
- unidentified odor
- injured, missing, or deceased individual
- mild pandemic outbreak

##### **Response Profile**

- Reporter or Administrator on Duty notifies the President

- President ensures that emergency services have been notified.
- President (or designee) notifies Incident Response Team (IRT).
- Assess extent of incident impact on health, safety, property
- Decide whether evacuation is required; initiate as needed
- Decide whether medical or other outside assistance is required; contact as needed
- Decide on notification to community; send message(s); update web site as needed
- Account for students, personnel, and visitors involved in incident
- Decide on continuity of classes and College operations; notify community
- Update community on progress and final resolution of incident
- Determine incident follow-up plan

## **LEVEL 2 EMERGENCY**

### **Characteristics**

- requires outside assistance, primarily from local services
- may involve large portions or all of campus
- potential loss of life
- potential serious impact on health, safety, or property
- will interrupt classes and College operations for more than half a day
- pandemic outbreak

### **Examples**

- serious weather event
- earthquake (minimal structural damage)
- bomb threat
- hazardous materials release/spill
- widespread/prolonged power outage
- violence or civil disturbance

### **Response Profile**

- Reporter or Administrator on Duty notifies the President
- President ensures that emergency services have been notified.
- President (or designee) notifies Incident Response Team (IRT).
- Assess extent of incident impact on life, health, safety, property
- Decide whether evacuation is required; initiate as needed
- Decide whether medical or other outside assistance is required; contact as needed
- Notification to community; send message(s); update web site
- Account for all students, personnel, and visitors
- If no evacuation needed, ensure adequate food, water, heat, medical supplies, waste disposal, etc. for campus residents
- Decide on continuity of classes and College operations; notify community

- Establish media center; establish communication channels with relatives, government agencies, vendors, the public, etc.
- Update community on progress and final resolution of incident
- Determine incident follow-up plan

### **LEVEL 3 EMERGENCY** (most serious)

#### **Characteristics**

- requires outside assistance from local, possibly state and federal services
- involves all of campus
- potential loss of life
- severe impact on health, safety, or property
- classes and College operations suspended for an extended period
- long-term effects on the College

#### **Examples**

- shooting
- uncontained fire
- severe weather event
- major earthquake (serious structural damage)
- explosion
- uncontained bio, chemical, or nuclear hazard
- terrorist incident
- pandemic outbreak

#### **Response Profile**

- Contact emergency responders and assist them as needed
- Reporter or Administrator on Duty notifies the President
- President ensures that emergency services have been notified.
- President (or designee) notifies Incident Response Team (IRT).
- Assess extent of incident impact on life, health, safety, property
- Decide whether evacuation is required; initiate as needed
- Decide whether medical or other outside assistance is required; contact as needed
- Notify the community by sending message(s) to media outlets and updating the College's web site
- Activate emergency web site and other emergency communications channels as needed
- Account for all students, personnel, and visitors
- If no evacuation needed or possible, ensure adequate food, water, heat, medical supplies, waste disposal, etc. for campus residents
- Decide on resumption of classes and College operations; notify community
- Establish media center; establish communication channels with relatives, government agencies, vendors, the public, etc.



- Update community on progress and final resolution of incident
- Determine incident follow-up plan

## **EMERGENCY TELEPHONE NUMBERS**

AMERICAN RED CROSS: 1-800-733-2767

CAMPUS EMERGENCY: (503) 338-2555

FBI: 503-224-4181

FIRE/POLICE/MEDICAL EMERGENCY: 911

THE GAS COMPANY: 800-882-3377

POISON CONTROL CENTER: 800-222-1222

THE ELECTRIC COMPANY: 888-221-7070

POLICE/LOCAL LAW ENFORCEMENT:

Emergency: 911

Non-emergency: 503-325-4411 (Astoria Police Department)

503-325-2061, option 1 (Clatsop County Dispatch)

## **Additional Resources/Information**

There are a number of additional resources that are available regarding crisis response. These include, but are not limited to, the following:

### **Federal Emergency Management Agency**

[www.fema.gov](http://www.fema.gov)

### **Red Cross**

[www.redcross.org](http://www.redcross.org)

### **The Office of Homeland Security**

[www.whitehouse.gov/homeland/](http://www.whitehouse.gov/homeland/)

### **A Guide to Citizen Preparedness**

Are You Ready: A Guide to Citizen Preparedness brings together facts on disaster survival techniques, disaster-specific information, and how to prepare for and respond to both natural and human disasters.

[www.fema.gov/areyouready/](http://www.fema.gov/areyouready/)

**DisasterHelp**

The DisasterHelp website is an initiative of the federal government is aimed at greatly enhancing disaster management on an inter-agency and inter-governmental basis.  
[www.disasterhelp.gov](http://www.disasterhelp.gov)

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