

# **EvCC Emergency Management Plan**

## **ANNEX #03 – Emergency Service Units**

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### **1. INTRODUCTION**

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In a declared emergency, the campus may be closed. If closed all students, visitors, and college employees not essential to the emergency at-hand will be instructed to leave the campus.

In extreme circumstances when campus self-sufficiency is required, there may be a need to dispatch and mobilize individuals with specialized knowledge or skills willing to assist during an emergency. This Emergency Response & Management Plan identifies several Emergency Service Units (ESU); others may evolve throughout the course of a major emergency.

Personnel possessing the knowledge, skill, or belonging to the work functions identified in this section should report to the EOC and Planning Officer during an emergency for specific assignments.

The Emergency Service Units identified in this Emergency Response & Management Plan are listed in this section.

Participation in an Emergency Service Unit is voluntary unless the service provided is included as part of a person's regular job duties or job description.

**NOTE:** Safe and orderly evacuation of students, staff and visitors from classrooms and campus is the responsibility of all Everett Community College employees.

An employee, student, or visitor is not required to place their self at risk, nor participate in emergency response activities if s/he feels the circumstances are unsafe or pose an undue risk.

The highest priority for all individuals participating as part of an Emergency Service Unit is personal safety.

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### **2. EMERGENCY SERVICE UNITS**

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#### **A. Campus C-CERT Emergency Service Unit**

Campus Community Emergency Response Team (CERT) ESU members will help the Operations Officer stabilize conditions for first responders, coordinate evacuations, promote calm, and relay information extending the resources of facilities and campus security. Campus CERT Team members will have an emergency kit (one for each member) that contains equipment

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and materials to assist them in their duties; team members will be trained in First Aid/CPR, Blood borne Pathogens, CERT, and fire extinguisher use.

### **B. Food and Respite Emergency Service Unit**

The Food and Respite ESU will operate campus facilities to shelter and/or feed emergency response personnel and the campus population, as needed during an emergency and resources permit. The food service facilities of the Cascade Range cafe will be activated as required, and the café's director will report to the Logistics Officer. The Food and Respite Emergency Service Unit will seek on-campus resources available to provide temporary shelter as designated by the EvCC Incident Commander. This unit will:

- Arrange for auxiliary kitchens or food sources for mass feeding.
- Prepare designated campus facilities for sleeping purposes and assign spaces. This may involve buildings not normally used for shelters.
- Record expenditures for the purpose of financial recovery at a later date.

### **C. Medical Volunteers Emergency Service Unit**

This unit will triage and initially treat injured victims during an emergency incident and will assist medical responders by coordinating and implementing an effective medical response.

Under the direction of a volunteer with the highest degree of medical training and certification, the Medical Volunteers ESU will:

- Establish Medical Teams and provide triage, basic life support, and other medical treatment to injured individuals.
- Establish on-campus Victim Treatment & Collection Point(s) when there are more than 5 victims.
- Coordinate patient identification and flow to the Victim Treatment and Collection Point(s) and Providence Hospital.
- Record the name of the injured individual; location of injured person; sex and approximate age of the injured person; identify the person as a student, faculty, staff or campus visitor. Report this information to the PIO or designee.
- Supervise student volunteers with first aid skills if student volunteers are activated.

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- Establish and operate a temporary morgue in the event of fatalities – request a refrigerated trailer as the indicated by the situation and weather conditions.
- Instruct all volunteers in the Medical Volunteers Emergency Service Unit to provide only the first aid or medical care they are trained to provide.
- If an emergency involves mass casualties, campus medical volunteers with first aid skills will report to the Operations Officer for assignment.

**NOTE:** Medical treatment requiring special training and/or equipment shall not be conducted by personnel untrained or unequipped to perform such activities.

If an emergency involves mass casualties, campus medical volunteers with first aid skills will report to the Safety and Security Officer.

### **D. Interpreters/ESL Emergency Service Unit**

Under the direction of the Public Information Officer (PIO), individuals with foreign language and sign language skills will serve as a point of contact for families of any member of the campus community injured during the emergency. This unit will:

- Attempt to contact families of the injured, and
- Communicate the status and location of the injured family member in such a manner as to minimize panic.
- Carry out other duties as assigned.

### **E. Information Relay Emergency Service Unit**

Under the direction of the Public Information Officer (PIO), this unit will carry written communications, timely situation reports and requests for personnel and/or equipment from Building Captains, or other Emergency Service Unit Leaders to the Emergency Operations Center. This unit may also provide messages to the on-campus population during an emergency from the Incident Commander, in a manner that minimizes panic. The primary responsibility will be to keep the Emergency Operations Center, EvCC Incident Commander, Operations Officer, Logistics Officer, Planning Officer and Emergency Service Unit members apprised of the situation, as well as others on campus, on the telephone, or inquiring by email.

The Information Relay Emergency Service Unit members may be required to physically “run” messages.

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### **F. Child Care Emergency Service Unit**

The Child Care ESU will report to the campus Early Learning Center to provide assistance in calming and caring for the Center’s children when there is an evacuation. This may include hand carrying them to the assembly point and, if necessary, remaining with them they are to be transported to an alternate off-campus site. When only the Early Learning Center is being evacuated and operations on the rest of campus are normal, the Center director will use an emergency communications telephone tree to notify volunteers of the evacuation and the portable radio to contact the Campus Security Office for assistance. The Early Learning Center requires all members of this emergency service unit to be approved by the center director prior to participation.