

**Community Colleges of Spokane**

**EMERGENCY MANAGEMENT  
PLAN**



<http://inet.ccs.spokane.edu/Security/EMP/EMPdefault.htm>

# COMMUNITY COLLEGES OF SPOKANE EMERGENCY MANAGEMENT PLAN

## FOREWORD

Community Colleges of Spokane (CCS) includes Spokane Community College (SCC), Spokane Falls Community College (SFCC), the Institute for Extended Learning (IEL), and the District Office. In a geographically challenging environment, CCS pursues educational excellence by promoting a learning environment that is accessible, diverse, responsive, and innovative. Opportunities for academic achievement, workplace preparation, and service to the community are hallmarks of every institution within the CCS extended family.

Since an emergency is, by definition, an incident that may occur suddenly, without warning, at any time, any place, Community Colleges of Spokane has developed this Emergency Management Plan (EMP) to provide the basic administrative structure and procedures necessary to cope with emergency situations. This plan, along with adequate training, drills, and exercises, will enhance the protection of lives, the environment, and property of CCS and enable resumption of normal operations in the shortest possible time.

This EMP is organized with ***Immediate Actions For Specific Emergencies*** directly after the “Table of Contents.” These ***Immediate Actions*** are designed to guide individuals to a safe response during specific emergencies. All campus personnel should know the steps outlined for these emergencies.

The second section of the EMP provides significant detail regarding how the colleges will organize to best prepare and respond to emergency situations, and includes:

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| <i>1.0 Purpose and Scope</i>             | <i>6.0 Sheltering</i>                           |
| <i>2.0 Levels of Emergency Incidents</i> | <i>7.0 Equipment and Resources</i>              |
| <i>3.0 Responsibility and Control</i>    | <i>8.0 Documentation</i>                        |
| <i>4.0 Incident Command System</i>       | <i>9.0 Emergency Termination &amp; Recovery</i> |
| <i>5.0 Emergency Response Actions</i>    | <i>10.0 Review and Update of the EMP</i>        |
|  | <i>11.0 Facilities and Population</i>           |

To facilitate understanding of emergency planning and response, the third major section of the EMP includes a **Glossary** of terms commonly used by professional emergency responders, along with a listing of **Resources and Internet Links** related to emergency preparedness and response.

The **Appendices** contain information that may be vital during an emergency such as campus specific protocols for emergency communications and crisis response teams, evacuations; contact numbers for contractors, governmental officials and the media; and forms for tracking the status of the campus populations and facilities. These *Appendices* are intended to facilitate common understanding, provide useful tools, serve as a resource, and assist professional emergency responders.

**All personnel should be familiar with the contents of the Emergency Management Plan and the roles, responsibilities, and functions outlined. Individuals with designated emergency leadership roles must know and understand their responsibilities.**

The Emergency Management Plan is designed to provide basic guidelines and operational procedures for campus personnel during emergency situations. While it has not been developed to cover every conceivable situation, emergency operations at any Community Colleges of Spokane facility will be conducted within the framework of this document, and any variations to these procedures will be implemented only by or with the approval of the appropriate CCS unit executive.



Gary A. Livingston, Chancellor/CEO