

	Title: Comprehensive Emergency Management Plan	
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## INTRODUCTION

Disruptive events can happen suddenly, creating a situation in which the normal services of Northwest Indian College can become overwhelmed. During these events, the college requires special programs to address the needs of response operations and recovery management. To address disruptive events, the college has established this Comprehensive Emergency Management Plan ("Plan"), which is the framework for the management of the immediate actions and operations required to respond to, and recover from, a disruptive event. The overall priorities of the college during an emergency are the protection of lives, property, the community, and the environment. The overall objective is to effectively respond to events in a safe manner and manage the process of restoring college programs and services.

## KEY POINTS

- Communications shall be from the President or his/her designee with respect to emergencies/crises affecting the college.
- The Emergency Management Team (EMT) shall inform the President and in turn the Board of Trustees of any event that has occurred or that is threatening life, health, or college property, and give periodic status reports as information is available.
- The RAVE Alert system will be activated to inform staff and students of the college emergency situation. Members of the EMT will be responsible for activation of the RAVE Alert system.
- Appropriate information shall be provided routinely to college employees and students to enable their cooperation in a potential event.
- Signs and maps are to be posted on all buildings giving directions to the designated Assembly/Rally areas designated for that building.
- Trainings and drills are to be offered on a regularly scheduled annual basis on the emergency programs.
- Under no circumstances will any representative of the college reveal a victim's name in any case unless given specific permission by the victim or the victim's agent.
- Each college department/office and employee will have access to an electronic copy and a hard copy of the CEMP in each office and department will be made available. The Vice President for Campus Development & Administrative Services will consult with the EMT members on an annual basis to review and update the plan.



## **PURPOSE**

This plan provides the structure, key responsibilities, assignments, and general procedures to follow during and immediately after a disruptive event. The college has established this plan to address the immediate requirements for an event in which normal operations are interrupted and special measures must be taken to:

- Save and protect the lives of the students, residents, visitors, employees, and the public studying, living and working in college facilities and properties.
- Manage immediate communications and information regarding response operations and safety.
- Provide essential services and operations.
- Provide and analyze information to support decision-making and action plans.
- Manage college resources effectively in the emergency response.

This plan does not supersede or replace the procedures for risk management, safety, security or other procedures that are already in place for the college. It supplements those procedures with a management structure that provides for the immediate focus of management of response operations and the transition to recovery operations.

## **SCOPE**

This plan applies to the students, residents, visitors, employees, and the public at the college. Where other agencies and institutions are mentioned, the plan describes understandings or agreements about their expected actions.

The Lummi Nation, Whatcom County, the State of Washington, and U.S. Government Departments maintain separate emergency plans and operations. In general, during emergencies the college may request assistance from the other jurisdictions when its response resources are depleted, or the incident characteristics require outside expertise and/or legal notifications/response.

During a disruptive event, the college is responsible for coordinating operations within its facilities and properties.

For the purposes of this plan, the term “disruptive event” means an event that may:

- (1) Present an immediate threat to the proper performance of essential functions.
- (2) Result in material loss/damage to property, bodily injury, or loss of life.
- (3) Cause a significant economic impact.

A disruptive event may, or may not mean the situation is beyond the capabilities of the college to respond to.

This plan is consistent with the Lummi Nation Comprehensive Emergency Management Plan, the Whatcom County Comprehensive Emergency Management Plan, the Washington State Comprehensive Emergency Management Plan, and the National Response Framework (NRP) and plans of U.S. Government Departments.



In all events, the efforts of the college will proceed according to these priorities:

1. Eliminate threats to life and safety.
2. Maintain essential management continuity.
3. Protect critical assets.
4. Eliminate threats to college property.
5. Protect the environment.
6. Restore essential systems and services.
7. Minimize economic disruption.
8. Restore normal business and management operations.

## **LIMITATIONS**

The diverse nature of any emergency or disaster makes it likely that the college may not be able to handle potential events on its own. It is neither implied nor inferred that this plan guarantees a perfect response. No plan can shield the college from all events. While every reasonable effort will be made to respond to disruptive events, resources and/or systems may be overwhelmed. Some events provide little or no warning to implement operational procedures, and all emergency plans are dependent upon tactical execution that may be imperfect.



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## RECORD OF CHANGES

**NOTICE TO PLAN HOLDERS:** In order to maintain a current Northwest Indian College Emergency Management Plan, the Northwest Indian College will issue changes periodically. Please make those changes upon receipt, and record them on this page. If a previous change number shows no entry you may not have an up-to-date version of the plan.

CHANGE #	DATE MADE	LOCATION/PAGE (S) CHANGED	INITIALS
01			
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## **EMERGENCY POWERS**

### ***DECLARATION OF EMERGENCY***

The President or his/her designee has the sole authority to make a Declaration of Emergency for the college.

### ***COMMAND AND CONTROL***

The President or his/her designee(s) have the power to direct college responses, and make decisions relating to internal authority and responsibility.

### ***EMERGENCY AUTHORITY***

The responsibility for all administration and college disruptive event operations rests with the EMT.

In the event of an absence, the President may designate one or more college administrators and/or staff to act in the place of the EMT with regard to the power and duties required for response to a disruptive event.

### ***EMERGENCY CONTACTS***

When any disruptive event requires the immediate execution of a contract, the President or his/her designee is authorized to execute any contract for acquisition of materials, equipment, supplies, and services necessary to respond to the existing disruptive event at an amount not to exceed their sole spending authority.

## **LAWS AND AUTHORITIES**

This plan is established under and/or references the following laws and authorities:

- Lummi Nation Resolution #2015-086
- Memorandum of Understanding Between the Lummi Nation and the Whatcom County Health Department Relating to Disease and Contamination Control Measures
- Emergency Planning & Community Right to Know Act
- Sandy Recovery Improvement Act of 2013
- Public Law 93-288 as amended by Public Law 100-707 Robert T. Stafford Disaster Relief and Emergency Assistance Act
- Federal Civil Defense Act of 1950, as amended
- Tribal Relations Support Annex to National Response Plan
- Lummi Nation Spill Prevention and Response Plan
- Local Operating Plan Relating To Bureau of Indian Affairs/Department of Natural Resources Offset and Other Agreements (Fire Protection Services Operating Agreement)



## **NORTHWEST INDIAN COLLEGE CAMPUS LOCATIONS**

### ***NORTHWEST INDIAN COLLEGE***

Northwest Indian College is a 4-year institution located on the Lummi Reservation within the United States accredited by the Northwest Commission on Colleges and Universities. The Lummi Main Campus and Administrative Offices are located at 2522 Kwina Road, Bellingham, WA 98226.

The college owns, leases or works in numerous properties in the Pacific Northwest including the Tulalip, Swinomish, Nisqually, Nez Perce, Muckleshoot and Port Gamble Nations and Communities.

Local response organizations and the Northwest Indian College have adopted the NIMS Incident Command System as the standard for management of disruptive events.

The Lummi Nation Police Department and Whatcom County Fire Departments are the primary response agencies for incidents within the boundaries of the Northwest Indian College Main Campus. The Lummi Nation Police Department is responsible for maintaining the Lummi Nation Comprehensive Emergency Management Plan. Under the Plan they will coordinate disaster operations and resource assistance in support of the Northwest Indian College. In addition to assisting with on-scene response for disruptive events:

- The Lummi Nation Police Department may open an Emergency Operation Center (EOC) in their headquarters building. The primary location is at 2665 Kwina Road, Bellingham, WA 98226.
- The Whatcom County Sheriff's Office Division of Emergency Management may open an Emergency Operation Center (EOC) in any number of locations appropriately sized for the magnitude of the disruptive event. The primary location would likely be at Whatcom Unified Emergency Management, 3888 Sound Way, Bellingham, WA 98225.
- The State of Washington Emergency Management Division (EMD) maintains an EOC at Camp Murray in Tacoma, WA. It is responsible for maintaining the state Comprehensive Emergency Management Plan and for coordinating with local emergency management agencies, Indian Nations, the Federal Government and obtaining outside resources.
- The Federal Emergency Management Agency (FEMA) provides emergency management services and resource management under the National Response Plan. FEMA Region X maintains an EOC in Bothell, WA.

The college has properties, infrastructure and operational facilities within the boundaries of multiple jurisdictions.

### ***TULALIP CAMPUS***

Northwest Indian College is part of the Tulalip Community, operating at 7707 36<sup>th</sup> Avenue NW, Tulalip, WA, 98271. The college offers a variety of educational programs to meet academic, vocational and cultural needs. The Tulalip Tribal Police Services has jurisdictional law enforcement responsibilities within the Tulalip Reservation boundaries, while the Tulalip Fire Department has responsibility for response fire, hazardous material and emergency medical service incidents.

### ***SWINOMISH CAMPUS***

Northwest Indian College is part of the Swinomish community, operating at 11404 Moorage Way, LaConner, WA 98257. The college offers a variety of educational programs to meet academic, vocational



and cultural needs. The Swinomish Police Department has jurisdictional law enforcement responsibilities within the Swinomish Indian Tribal Community boundaries, while Skagit County Fire District 13 has responsibility for response fire, hazardous material and emergency medical service incidents. The Swinomish Indian Tribal Community Department of Emergency Management coordinates mitigation, preparedness, response, and recovery activities for the Community and provides Emergency Management assistance in disaster situations.

#### ***NEZ PERCE CAMPUS***

Northwest Indian College is an important part of the Nez Perce community and is operating at two sites in Idaho: at Lapwai, operating at 302 A Street, 83540, and one in Kamiah, operating at 401 Idaho Street, 83536. The college offers a variety of educational programs to meet academic, vocational and cultural needs. The Nez Perce Tribal Police Department has jurisdictional law enforcement responsibilities within the Nez Perce tribal boundaries, while the Nez Perce Tribe Forestry & Fire Management Division has responsibility for response wild land fire.

#### ***NISQUALLY CAMPUS***

Northwest Indian College is part of the Nisqually community, operating at 12501 Yelm Highway SE, Olympia, WA 98513. The college offers a variety of educational programs to meet academic, vocational and cultural needs. The Nisqually Police Department has jurisdictional law enforcement responsibilities within the Nisqually Indian Tribal boundaries, while the Eatonville Fire and EMS Department has responsibility for response fire, hazardous material and emergency medical service incidents.

#### ***MUCKLESHOOT CAMPUS***

Northwest Indian College is part of the Muckleshoot community, operating at 39811 Auburn Enumclaw Rd SE, Auburn, WA 98092. The college offers a variety of educational programs to meet the academic, vocational and cultural needs of the Muckleshoot people and community. The Muckleshoot Police Department has jurisdictional law enforcement responsibilities within the Muckleshoot Indian Tribal boundaries, while Mountain View Fire & Rescue (King County Fire District 44) has responsibility for response fire, hazardous material and emergency medical service incidents.

#### ***PORT GAMBLE***

Northwest Indian College is part of the Port Gamble S'Klallam community, operating at 31912 Little Boston Rd NE, Kingston, WA 98346. The college offers a variety of educational programs to meet academic, vocational and cultural needs. The Port Gamble S'Klallam Tribe Department of Public Safety has jurisdictional law enforcement responsibilities within the Port Gamble S'Klallam Tribal boundaries, while North Kitsap Fire & Rescue has responsibility for response fire, hazardous material and emergency medical service incidents.

### **NORTHWEST INDIAN COLLEGE EMERGENCY RESPONDERS**

#### ***LUMMI NATION***

On the Lummi Indian Reservation, Northwest Indian College, and on other lands owned by the Lummi Nation, the Lummi Nation Police Department have jurisdictional law enforcement responsibilities while Whatcom County Fire District #7, #8 and #17 have responsibility for response to fire, hazardous material



and emergency medical service incidents. Depending on the specific incident, Incident Command for Hazardous Materials incidents within the boundaries of, or affecting the Northwest Indian College, the Lummi Nation, the Environmental Protection Agency (EPA), the U.S. Coast Guard, Washington State Department of Ecology, Region 10 Regional Response Team, or other agencies will, depending on the location, maintain Incident Command of Hazardous Materials Incidents within Lummi Nation boundaries but at a minimum this will be coordinated through and with the Lummi Natural Resources Department.

### ***FIRE & EMS SERVICES***

Typical responsibilities of Whatcom County Fire Services include:

- Establishment and staffing of Incident Command
- Fire suppression
- Emergency Medical Services (*While all Whatcom County Fire Services have responsibilities for Basic Life Support (BLS) EMS service, the Whatcom Medic One program administered by the Bellingham Fire Department is responsible for county-wide Advanced Life Support (ALS) EMS service*)
- Specialized rescue services
- Request necessary personnel and equipment in accordance with existing mutual aid agreements and the State Resource Mobilization Plan
- Establish liaison with the responding police department for landside traffic and crowd control, scene security, and evacuation
- Hazardous materials response (*All Whatcom County Fire Services have the ability to provide basic defensive response to hazardous materials incidents. Higher-level offensive responses are referred to the Specialized Emergency Response Program (SERP) Hazmat Unit or to private contractors.*)

### ***LAW ENFORCEMENT SERVICES***

In addition to expected law enforcement activities, specialized response capabilities include:

- Boat and Dive Teams
- Bomb Disposal
- Crisis Negotiations
- Criminal Investigations
- Crowd Control
- K-9 Response
- Special Response Teams

The Federal Bureau of Investigation (FBI) is the investigative arm of the U.S. Department of Justice (DOJ). The FBI's investigative authority can be found in Title 28, Section 533 of the U.S. Code.

### ***PUBLIC HEALTH SERVICES***

The Northwest Indian College does not offer Public Health services, however the Lummi Nation provides health services through its Lummi Tribal Health Center in cooperation with the Northwest Washington Indian Health Board and the Whatcom County Public Health Department. The Public Health Department is tasked with response to public health incidents affecting populations within Whatcom County. The Lummi Tribal Health Center shall be responsible for coordination and facilitation of any response by public health authorities to events within the college's jurisdictional boundaries.



## **CONCEPT OF OPERATIONS**

### ***NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)***

Northwest Indian College has adopted the NIMS. The NIMS provides a consistent nationwide template to enable Federal, Tribal, State, Local, and private-sector and non-governmental organizations (NGOs) to work together effectively and efficiently to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity, including acts of catastrophic terrorism.

NIMS is comprised of several components that work together as a system:

- Command and Management
- Preparedness
- Resource Management
- Communications and Information Management
- Supporting Technologies
- Ongoing Management and Maintenance

### ***LEVELS OF EMERGENCY***

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

1. **Level 1** Disruptive Event is handled by the college through “normal” checklists and/or response activities. While there may be some damage and/or interruption, the conditions are localized and the college can coordinate and manage the event and site of the event remains open. Implementation of the college’s internal Notification Policy should be considered (see Notifications on page 18).
2. **Level 2** Disruptive Event exceeds the capabilities of the college to manage the event and the disruptive event causes damage and/or interruption to college operations. The college may be the only affected entity but outside resources are needed to stabilize or mitigate the emergency. On-scene command should be established. Activation of the EMT may or may not be needed. The college’s internal Emergency Notification Policy must be implemented (see Notifications page 18).
3. **Level 3** – Disruptive Event exceeds the capacity of the college to address immediate emergency response. The event may involve a single location or may be widespread. The college may need to be self-sufficient for a period of hours to several days. On-scene command will be established. Activation of the EMT will be needed. The college’s internal Emergency Notification Policy must be implemented (Notifications see on page 18).

### ***PLAN ACTIVATION***

This plan is activated whenever disruptive events occur in which normal operations cannot be performed and immediate action is required to:

1. Eliminate threats to life and safety
2. Eliminate threats to college property
3. Protect the environment
4. Maintain essential management continuity



5. Protect critical assets
6. Restore essential systems and services
7. Minimize economic disruption
8. Restore normal business and management operations

***NORTHWEST INDIAN COLLEGE EMERGENCY COORDINATION CENTER (NWIC ECC)***

The college's conference room ("The Board Room") in Building 1 at 2522 Kwina Road, Bellingham, WA is designated as the primary Emergency Coordination Center for the college. The room has sufficient infrastructure to accommodate the data hubs and telecommunications needed in an Emergency Coordination Center.

The Northwest Indian College does not currently have an alternate Emergency Coordination Center formally identified. Other possible alternate locations include the Lummi Nation Police Department (2665 Kwina Road, Bellingham, WA 98226) or the Lummi Silver Reef Casino Hotel and Spa (4876 Haxton Way, Ferndale, WA).



## NOTIFICATIONS

For the purposes of this plan, all disruptive events need to be reported that:

1. Present a real immediate threat to the proper performance of essential Northwest Indian College functions, or;
2. Will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken, or;
3. Has a likelihood of attracting media attention.

Upon the discovery of a disruptive event, immediate actions to mitigate or stabilize the event will be undertaken to the best of the ability of the person(s) witnessing the disruptive event. This includes, but is not limited to, rendering first aid, contacting 911 and the EMT.

The EMT is responsible for ensuring the emergency is reported directly via voice to the President, administrators, students, faculty and staff of the Northwest Indian College as soon as practical. **Leaving a voice-mail does not constitute an acceptable notification.**

The EMT must ensure that additional notifications are made in accordance with the NWIC Internal Communication Process:

- RAVE message system activated with appropriate message to staff and students.
- Telephone and speaker phones utilized with appropriate message relayed campus wide.
- Campus email sent with appropriate message sent to all staff and all students.
- Blue light activated for the North campus.
- Assigned Building Managers post appropriate messages on main entrances and exits doors or windows in respective buildings if applicable and safe to do so.
- Updated information is provided to staff and students during the emergency as needed.

The EMT must ensure that additional notifications are made in accordance with the NWIC External Communication Process:

- Contact appropriate agencies of the emergency or situation.
- Coordinate with responding agencies requests and directives.
- In turn, the President will contact Board of Trustees and Tribal officials on the emergency and actions taken and will provide to media information when available and appropriate.



## **ESSENTIAL OPERATIONS**

The following are regarded as essential internal operations of the college during disruptive events:

1. Command, Control & Communications
2. Logistical /Maintenance Operations
3. Finance & Administration
4. Legal Counsel



## INCIDENT COMMAND SYSTEM (ICS)

Northwest Indian College has adopted the ICS. All levels of government and NGOs responding to the college's disruptive events use the ICS. The Incident Command System is designed to enable effective and efficient incident management by integrating facilities, equipment, personnel, procedures, and communications to operate within a common organizational structure. The ICS can be used to organize operations for a wide spectrum of emergency incidents, near-term and long-term, from small to complex, whether natural or man-made. The system is flexible and provides for the inclusion of private-sector representation that may not be familiar with the principles of Incident Command. The ICS is normally structured to facilitate the activities in five functional sections: Command, Operations, Planning, Logistics, and Finance/Administration.

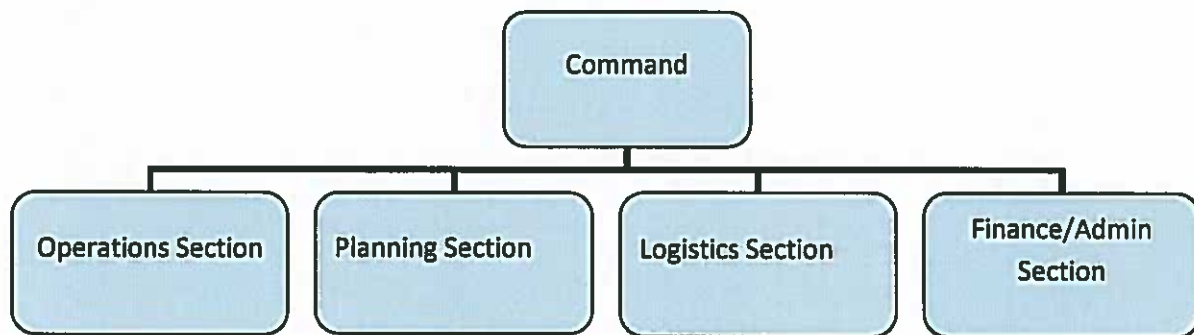


Figure 1 - Incident Command System Functional Structure

Unified Command is the application of this same functional structure during a multi-jurisdictional, multi-agency/organization response. A Unified Command overcomes much of the inefficiency and duplication of effort that can occur when a diverse response community operates without a common system or organizational framework. Under a Unified Command, representatives of the various groups work together to determine incident response objectives, strategies and priorities. This teamwork method is accomplished without affecting individual entity authority, responsibility or accountability. Whenever possible, decisions with regard to the response will be made by consensus and documented through a single Incident Action Plan (IAP). When a consensus cannot be reached, the agency commander with the primary responsibility under the circumstances will have ultimate decision-making authority.

There are three possible ways that the college may be involved with Incident Command System (ICS) structures:

- An outside agency such as a fire department may respond to an incident at the college with college personnel interacting as "agency representatives" with the outside agency's ICS structure.
- The college may provide personnel to serve in various ICS positions at an On-Scene Command Post or in an Emergency Operation Center.
- The college may initiate the ICS in its own On-Scene Command Post and/or Emergency Coordination Center.



Jurisdictional agencies and organizations that may be involved in the Unified Command structure during an emergency incident with the college include:

***Tribal Agencies / Authorities***

- Tribal On-Scene Coordinator (TOSC)
- Lummi Nation Police Department
- Lummi Natural Resources
- Office of the Chairman
- Lummi Tribal Health
- Northwest Indian Health
- Indian Health Services
- Other Tribal Government Representatives

***Local Non-Governmental Organizations (NGOs)***

- American Red Cross Mount Baker Chapter (ARC)
- Business Owner / Operators
- Puget Sound Energy (PSE)
- Peace Health St. Joseph Hospital

***Local Jurisdictional Response Agencies / Authorities***

- Local On-Scene Coordinator (LOSC)
- Bellingham Fire Department / Medic One
- Ferndale Police Department
- Whatcom County Division of Emergency Management (DEM)
- Whatcom County Fire Districts #7, #8 and #17.
- Whatcom County Health Department
- Whatcom County Medical Examiner
- Whatcom County Sheriff's Office (WCSO)
- Lummi Nation Police Department

***State Agencies / Authorities***

- State On-Scene Coordinator (SOSC)
- Washington State Office of Superintendent of Public Instruction (OSPI)
- Washington State Department of Social & Health Services (DSHS)
- Washington State Department of Public Health (DOH)
- Washington State Emergency Management Division (EMD)
- Washington State Department of Ecology (DOE)
- Washington State Labor and Industries (L&I)
- Washington State Patrol (WSP)

***Federal Agencies / Authorities***

- Federal On-Scene Coordinator (FOSC)
- Center for Disease Control (CDC)
- Environmental Protection Agency (EPA)
- Federal Bureau of Investigation (FBI)
- Federal Emergency Management Agency (FEMA)



- U.S. Customs and Border Protection (CBP)
- U.S. Coast Guard (USCG)
- U.S. Immigration and Customs Enforcement (ICE)
- U.S. Army Corps of Engineers (COE)

### ***UNIFIED COMMAND REPRESENTATIVE / INCIDENT COMMANDER***

The Northwest Indian College Command Representative represents the college in the Unified Command and/or when appropriate serves as the Incident Commander (IC).

The President, or his/her appropriate delegate, is responsible for all incident management at the college. The first person on-scene is responsible for initiating command. As long as successive levels of management are satisfied that the incident is being well managed, they may continue to monitor events. It is critical that all stakeholders of the college are kept aware of the incident details, objectives and management. If a transfer of command occurs, it must be communicated to all on-scene response and to incoming response.

The transfer of command is best accomplished when done face-to-face with the out-going Incident Command. It should include a briefing that covers:

- Incident History (what has happened)
- Priorities and Objectives
- Current Plan
- Resource Assignments
- Incident Organization
- Resources Ordered/Needed
- Facilities Established
- Status of Communications
- Any Constraints or Limitations
- Incident Potential

### **Incident Commander's Responsibilities:**

- Responsible for incident management and coordination
- Initiate and maintain an incident position log
- Establish and announce the Command Post (CP) location
- Validate incident assessment and determine scale of the college's response
- Ensure all required internal and external notifications have been made
- Assign personnel to appropriate Command and General staff positions
- Establish incident operational periods and objectives
- Implement sufficient resources to achieve the objectives for the operational period
- Provide incident response guidance to tenant(s)
- Facilitate communications between the Command Post and the college and/or Lummi Nation Emergency Coordination Center (if activated)

**Primary:** President or designee

**Alternate:** Director of the department responsible for location where incident is occurring or building administrator of the location where incident is occurring



**Applicable Checklists:** Facility specific Plans and/or Checklists, Incident Command Position Checklist as contained in the National Incident Management System Incident Command System Emergency Responder Field Operations Guide, and External Notifications Policy



### **COMMAND STAFF**

In the ICS, command staff consists of various special purpose staff positions. The special staff positions are specifically designated, report directly to the Incident Commander, or Unified Command, and are assigned responsibility for key activities that are not a part of the general staff functional elements. Typically, three special staff positions are utilized during a major incident: Safety, Liaison, and Public Information. For the purposes of this plan, a Legal Officer has been added to the command staff. The command staff positions may be activated as needed for the college's disruptive events or to be assigned to multi-agency Unified Command structures.

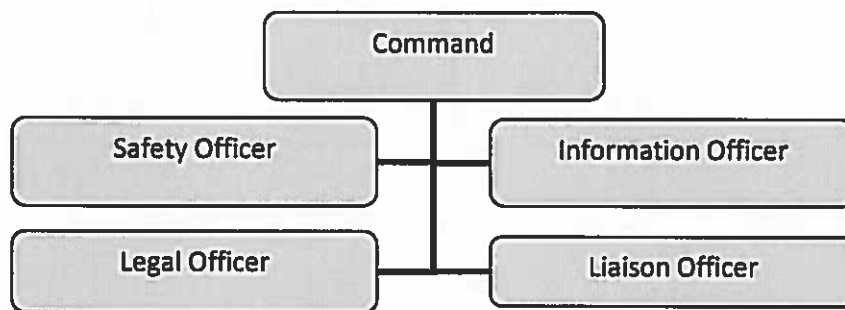


Figure 2 - Incident Command System Command Staff

### **LIAISON OFFICER (LO)**

The Liaison Officer is the initial point of contact for representatives of other governmental agencies, NGOs and/or private entities. Representatives from responding agencies and organizations coordinate through the LO. Assistants and personnel from other agencies or organizations may be assigned to the LO to facilitate interagency coordination.

In some situations, the college may assign an appropriate Liaison to another Emergency Operations Center, Coordination Center or Command Post to represent the college's interests and to keep the college informed of incident developments.

#### **Liaison Officer's Responsibilities:**

- Oversee all liaison activities, including coordinating outside agency representatives assigned to the incident.
- Initiate and maintain an incident position log.
- Establish and maintain a central location for incoming agency representatives, providing workspace and support as needed.
- Ensure that position specific checklists, directives, situation reports and a copy of the current Incident Action Plan (IAP) is provided to agency representatives upon check-in.
- Maintain a contact roster of agency representatives not assigned to specific sections of the Incident Command System.
- In coordination with Incident Command and security, provide orientations for VIPs and other visitors to the Emergency Operations Center, Coordination Center or Command Post.



**Primary:** Vice President for Campus Development & Administrative Services or designee

**Alternate:** Human Resources Director or other Representative from the EMT

**Applicable Checklists:** Liaison Officer Checklist as contained in the National Incident Management System Incident Command System Emergency Responder Field Operations Guide



***SAFETY OFFICER (SO)***

The safety of staff and personnel from responding agencies is a high priority objective. The Safety Officer advises Command on all matters relating to operational safety, including the health, safety and accountability of the emergency response personnel. A Safety Officer may not be necessary for every scene or in the Emergency Operations Center, Coordination Center or Command Post. Command, however, should strongly consider appointing a Safety Officer when an on-scene incident has or could develop health or safety hazards. Unless delegated, the scene safety remains the responsibility of the Command.

Depending on situational hazards and/or responding agencies, the Safety Officer may be selected from college operations staff that is most familiar with the health and safety hazards of the incident. Responding agencies often will designate a Safety Officer who may need technical assistance from knowledgeable college staff.

**Safety Officer's Responsibilities:**

- Organize, assign tasks and supervise all personnel mobilized to support the safety functions.
- Implement procedures necessary to ensure ongoing assessment of hazardous environments.
- Implement measures to promote emergency responder safety and general safety of incident operations.
- Provide coordination of multi-agency safety efforts.
- Maintain awareness of active and developing situations and ensures the preparation and implementation of the incident response Safety Plan.
- Conduct safety briefs as necessary.
- Stop and/or prevent unsafe acts during incident operations.

**Primary:** Director of Facilities Maintenance or designee

**Alternate:** Personnel from responding outside agencies

**Applicable Checklist:** Safety Officer Checklist as contained in the National Incident Management System Incident Command System Emergency Responder Field Operations Guide



**PUBLIC INFORMATION OFFICER (PIO)**

The Public Information Officer serves two critical functions at the scene of an emergency: (1) to coordinate and control the interface with the media, the public and other agencies with incident-related information requirements, and (2) to activate or represent the college in a Joint Information Center (JIC) when activated.

**Public Information Officer's Tasks and Responsibilities:**

- Ensure that only authorized information is released.
- Organize, assign tasks and supervise all personnel mobilized to support on-scene public information functions.
- Identify staffing needs for support of public information functions and direct mobilization or demobilization of personnel.
- Develop accurate and complete information on the incident's cause, size, current situation, resources committed and other matters of general interest for both internal and external consumption.
- Monitor public information coverage of the situation.
- Manage social media and communications.
- Activate or represent the college in a Joint Information Center as needed.
- Supervise the preparation for and conduct on-scene media briefing(s).
- Supervise VIP tours of the incident site including providing for controlled/guided escorts.

A Joint Information Center (JIC) is a location where public information specialists and volunteers from local, state, tribal, federal jurisdictions, NGOs and/or private companies meet to coordinate the dissemination of emergency public information. The goal of the JIC is to provide accurate, timely, and coordinated information during an emergency to the media and the public. Some of the services provided are:

- News briefings and conferences to keep the media abreast of new developments.
- Background data to help news media.
- Spokespersons to elaborate on and explain the event.
- An information center the public can contact regarding the emergency.

**Primary:** President or Designee

**Alternate:** Not Identified

**Applicable Checklists:** Public Information Officer Checklist as contained in the National Incident Management System Incident Command System Emergency Responder Field Operations Guide



**LEGAL OFFICER (LO)**

The appointment of a Legal Officer is not typical, however, in complex or extended incidents or in events that may have civil or criminal complications the addition of legal counsel to the command staff can be very useful. The LO may be assigned to advise Command on legal matters, such as emergency proclamations, the legality of evacuation orders, and legal rights and restrictions pertaining to media access.

**Legal Officer's Responsibilities:**

- Advise Command on related matters.
- Interpret laws and regulations as they pertain to achieving incident objectives.
- Ensure the protection of incident records and documents that may be needed for future legal actions.
- Represent the college on all outside legal matters

**Primary:** Northwest Indian College Attorney or Designee

**Alternate:** Not Identified

**Applicable Checklists:** None as of date

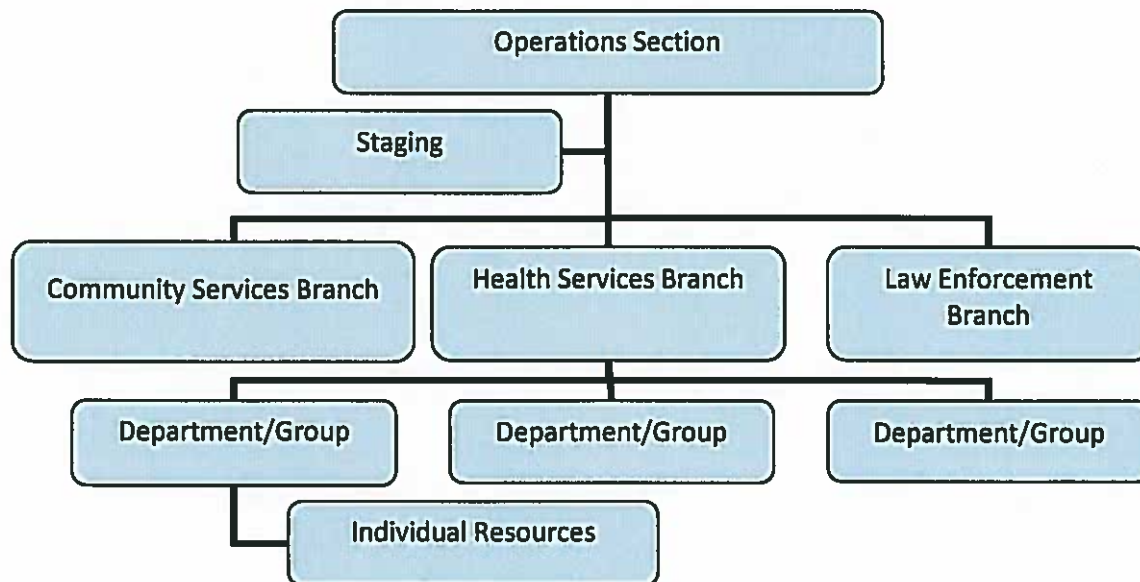


### **GENERAL STAFF**

The General Staff represents and is responsible for the functional aspects of the incident command structure. When fully activated the General Staff typically consists of the Operations, Planning, Logistics and Finance/Administration Sections. The General Staff positions may be activated as needed for the college's disruptive events or to be assigned to multi-agency Unified Command structures.

### **OPERATIONS SECTION**

The Operations Section is responsible for the management of all operations directly applicable to the primary mission. The Operations Section, led by the Operations Section Chief, activates and supervises organization elements in accordance with the Incident Action Plan (IAP) and directs its execution. This Section also directs the preparation of Unit operational plans, requests or releases resources, makes expedient changes to the IAP, as necessary, and reports such to Incident Command / Unified Command. A typical Operations Section organizational structure is shown in Figure 3.



**Figure 3 - ICS Operations Section**

#### **Operations Section Responsibilities:**

- Manage all incident-related operational activities.
- Develop and implement appropriate tactical strategies to meet operational objectives and priorities.
- Establish an appropriate level of staffing and continuously monitor the effectiveness of the organization and modify as required.
- Ensure section objectives as stated in the IAP are accomplished.
- Keep Command informed of all significant issues relating to the section.
- Facilitate communications between on-scene Operations and the college's Emergency Coordination Center when activated.
- Interface with the Planning and Logistics Sections.



- Within a Unified Command, represent the college in Operations Section discussions, decisions and actions.

**Primary:**

- For building-specific incidents, the Director of Facilities Maintenance or Director of the impacted Department.
- For college-wide incidents, the Director of Facilities Maintenance or his/her designee.

**Alternate:**

- For building-specific incidents, the manager or administrator of the impacted Department.
- For college-wide incidents, the Vice President for Campus Development & Administrative Services or designee

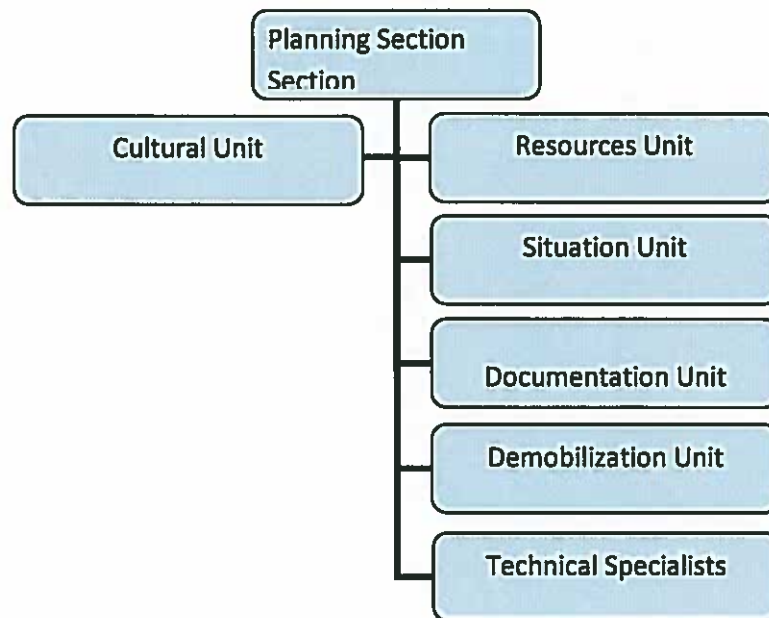
**Applicable Checklists:** Operation Section Checklists as contained in the National Incident Management System Incident Command System Emergency Responder Field Operations Guide



### **PLANNING SECTION**

The Planning Section is responsible for the collection, evaluation, and dissemination of tactical information pertaining to an incident. This section maintains information and intelligence on the current and predicted situation, as well as the status of logistics assigned to the incident. The Planning Section prepares and documents the IAP, incident maps and gathers and disseminates information and critical intelligence. The Planning Section also maintains all records associated with the incident. The organizational structure of a fully implemented Planning Section is shown below in Figure 4:

Planning Section Responsibilities:



**Figure 4 - ICS Planning Section**

- Collect, analyze and display situation information.
- Prepare periodic Situation Reports.
- Prepare and distribute the Incident Action Plan.
- Evaluate the impact on cultural sites and traditional cultural properties.
- Facilitate planning meetings.
- Plan for incident demobilization.
- Document and maintain incident files.
- Establish an appropriate level of staffing and continuously monitor the effectiveness of the organization and modify as required.
- Ensure section objectives as stated in the IAP are accomplished.
- Keep Command informed of all significant issues relating to the section.

**Primary:** Vice President for Campus Development & Administrative Services or his/her designee

**Alternate:** Human Resources Director

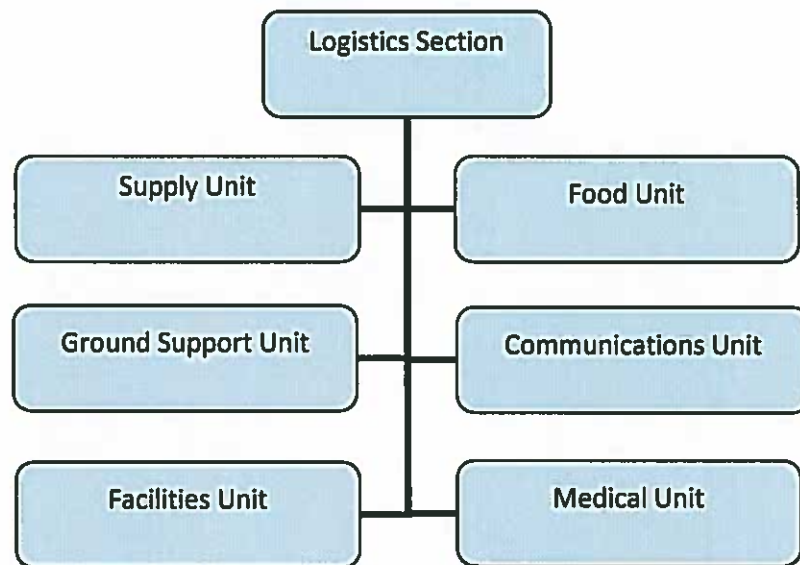


**Applicable Checklist:** Planning Section Checklists as contained in the National Incident Management System Incident Command System Emergency Responder Field Operations Guide



### **LOGISTICS SECTION**

The Logistics Section is tasked with meeting incident support needs, including ordering resources through appropriate procurement authorities from off-incident locations. It also provides facilities, transportation, supplies, equipment maintenance and fueling, food service, lodging, communications, and medical services for incident personnel. The organizational structure of a fully implemented Logistics Section is shown below in Figure 5:



**Figure 5 - ICS Logistics Section**

#### **Logistics Section Responsibilities:**

- Ensure that incident logistical requirements are met. This includes providing communications, resource tracking, and the acquisition of equipment, supplies, personnel, facilities and transportation services.
- Arrange for food, lodging and other support services as required.
- Establish an appropriate level of staffing and continuously monitor the effectiveness of the organization and modify as required.
- Ensure section objectives as stated in the IAP are accomplished.
- Closely coordinate with the Operation Section Chief to establish priorities for resource allocations.
- Keep Command informed of all significant issues relating to the section.

**Primary:** Security Manager or his/her designee

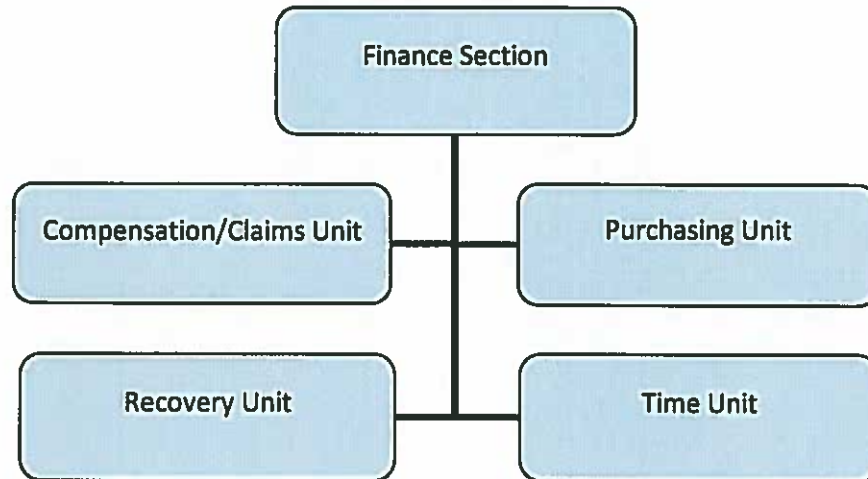
**Alternate:** Not Identified

**Applicable Checklists:** Logistics Section Checklists as contained in the National Incident Management System Incident Command System Emergency Responder Field Operations Guide



### **FINANCE/ADMINISTRATION SECTION**

The Finance Section is responsible for addressing specific needs for financial, reimbursement and/or administrative services to support incident management activities. Not every incident will require a Finance Section. Such a single position can best be placed under planning as a technical specialist. In large, complex or extended incidents a Finance Section is an essential part of the organization. The organizational structure of a fully implemented Finance Section is shown below in Figure 6:



**Figure 6 - ICS Finance Section**

#### **Finance Section's Responsibilities:**

- Ensure financial records are maintained throughout the event.
- Ensure all on-duty time is recorded for all response personnel.
- Ensure all on-duty time sheets are collected from supervisors.
- Ensure there is a continuum of the payroll process for all employees.
- Ensure all contracts are consistent with federal and state requirements and college procurement policies.
- Process all travel and expense claims within a reasonable time.
- Provide administrative support to all sections as required.
- Ensure recovery documentation is accurately maintained during the response and ensure the information is submitted on appropriate forms for reimbursement from insurance or FEMA Public Damage Assistance.
- Establish an appropriate level of staffing and continuously monitor the effectiveness of the organization and modify as required.
- Ensure section objectives as stated in the IAP are accomplished.
- Keep Command informed of all significant issues relating to the section.

**Primary:** Vice President of Finance & Business or Designee

**Alternate:** Chief Financial Officer

**Applicable Checklists:** Finance Section Checklists as contained in the National Incident Management System Incident Command System Emergency Responder Field Operations Guide



## **RESPONSIBILITIES**

### ***ASSIGNMENT OF GENERAL RESPONSIBILITIES***

This section covers general emergency responsibilities of the college's various departments. Additional "department specific" responsibilities follow the general responsibilities.

Each department is responsible for the following:

1. Ensuring the safety and protection of the college Community (life/safety).
2. Securing buildings and facilities where the disruptive event occurred.
3. Providing for the continuation of essential departmental services and functions after a disaster.
4. Providing for the identification and preservation of essential department records.
5. Ensuring appropriate notifications are made in accordance with this plan.
6. Providing damage assessments and situation reports.
7. Appointing a liaison to work with the EMT in the development and maintenance of this plan.
8. Establishing 24-hour departmental contacts.
9. Developing the capability to continue operations in an emergency/disaster and to carry out the responsibilities outlined herein.
10. Developing procedures that address the following:
  - a. The department's chain of command
  - b. Location of the departmental emergency coordination center and alternate locations including equipment and supplies
  - c. The resources needed to manage departmental emergency operations
  - d. The information needed to manage departmental emergency activities and how it will be obtained
  - e. Departmental capabilities and responsibilities
  - f. Departmental resources
  - g. How the department will coordinate with the Emergency Coordination Center
  - h. Ensuring that department staff is aware of the contents of this plan.

Departments are expected to make staff available for appropriate training and emergency assignments, such as Emergency Coordination Center (ECC) activities, documentation, damage assessment, and liaison with other agencies and organizations.



**ASSIGNMENT OF DEPARTMENT SPECIFIC EMERGENCY MANAGEMENT RESPONSIBILITIES  
NORTHWEST INDIAN COLLEGE BOARD OF TRUSTEES**

1. Exercise the powers provided to the Board of Trustees by the college's bylaws.
2. Develop strategic goals, objectives and policies.
3. Ensure that sufficient administrative powers and duties have been delegated to the President to allow an effective operational response to disruptive events.
4. Evaluate and adopt the Presidents' findings of emergencies.

**PRESIDENT**

1. Exercise the delegation of administrative powers and duties as provided by the Board of Trustees.
2. Assume or delegate the position of Incident Commander to ensure effective management of incidents involving the college.
3. Establish spending authorities and delegate administrative authorities to college personnel.
4. Make and issue orders that shall have management authority on matters reasonably related to the protection of life and property as affected by disruptive events.
5. Make findings of an emergency as needed and take or authorize the taking of immediate actions to address emergency situations.
6. Ensure the Board of Trustees is kept informed of the situation and the actions being taken to address the situation.
7. Seek Board of Trustees approval of emergency findings as prescribed in the delegation of authority resolution.
8. Activate this plan and the Emergency Coordination Center as needed.
9. Ensure that a written log of all actions taken to address the emergency is maintained.
10. Seek local Proclamations of Emergency as may be needed to implement extraordinary spending authorities or to obtain state or federal assistance.
11. Participate in "After Action Reviews" and support identified corrective actions.

**LEGAL COUNSEL**

1. Respond on-scene or to the Emergency Coordination Center upon request of the Incident Commander.
2. Obtain briefings and situation reports.
3. Provide legal counsel as needed.

**PUBLIC INFORMATION OFFICER**

1. Maintain up-to-date contact information for local and regional media outlets.
2. Assume the position of Public Information Officer (PIO) for all incidents.
3. Establish or participate in a Joint Information Center (JIC) as needed.
4. Obtain briefings on all emergencies.
5. Monitor media for accuracy and for any new information.
6. Establish rumor controls as needed.
7. Develop news releases for approval by the President or Incident Commander.
8. Manage Social Media.
9. Participate in PIO/JIC training.
10. Update the Northwest Indian College website as needed.

**DIRECTOR OF FACILITIES MAINTENANCE**

1. Serve as a member of the EMT.
2. Provide pre-disaster structural mitigation expertise.
3. May be assigned to the Logistics Section, Operations Section for direct operational response or the Planning Section as Technical Specialist.



4. Serve as the college's Structural Evaluation Team (SET) to assess the safety of Northwest Indian College facilities and infrastructure following significant events.
5. Make recommendations on occupancy based upon an evaluation of structural integrity.
6. Provide damages assessments as needed.
7. Provide floor plans, drawings, maps and aerial photographs as needed.
8. Work with project sponsors and outside contractors as needed, analyzes damages and designs, permits and constructs capital improvements and major repairs.
9. Develop project cost estimates as needed for assistance or insurance claims. Oversees site cleanup, regulatory compliance and environmental stewardship within the college's jurisdictional authority.
10. Conduct post-disaster assessments to ensure containment of hazardous substances.
11. Perform emergency and planned repairs.
12. Provide ground transportation support.
13. Arrange for suitable facilities to meet incident requirements.
14. Facilitate the setting up and taking down of facilities as needed.
15. Assist in the setting up of the Emergency Coordination Center and Alternate Coordination Center as needed.
16. Assist community response and recovery by lending available assets as directed by the Incident Commander.

#### ***HUMAN RESOURCES DIRECTOR***

1. Serve as a member of the EMT.
2. Maintain up-to-date personnel files for all staff members.
3. Account for on-site personnel during emergencies.
4. Maintain off site employee/emergency contact roster.
5. Establish/maintain systems for continued benefit(s) enrollment/cancellation.
6. As needed, provide liaison with all personnel and their families.
7. Maintain up-to-date lists of employment agencies.
8. Support HR staff that is processing worker compensation claims.
9. Manage the college's worker's compensation insurance program.
10. Receive Incident reports and monitors incidents for possible claims.
11. Process claims when they occur.

#### ***VICE PRESIDENT FOR CAMPUS DEVELOPMENT & ADMINISTRATIVE SERVICES***

1. Serve as a member of the EMT.
2. Develop and maintain the Comprehensive Emergency Management Plan.
3. Ensure for staff training and exercise of the plan.
4. Act as the college's primary liaison with outside emergency management agencies.
5. As needed, develop and maintains hazard and site-specific guidelines.
6. Employ pre-disruptive event mitigation strategies to prevent or minimize disaster impacts to college properties.
7. Ensure compliance with the National Incident Management System.
8. Maintain a college accountability management program.
9. Activate this plan and the Emergency Coordination Center as needed.
10. Conduct "After-Action Reviews" to capture lessons learned and needed improvements following significant incidents.
11. Following college rules and guidelines establish and coordinate regular agency safety meetings.



#### **CHIEF FINANCIAL OFFICER**

1. Maintain all financial records and produce and maintain budget documents and financial reports.
2. Provide adequate internal controls to ensure financial accountability.
3. Assume or delegate the position of Finance Section Chief as needed.
4. Supervise Accounting staff's response to an emergency incident.
5. Account for all college employees' time during and following an emergency incident.
6. Provide a continuum of the payroll process for all employees, including the ability to pay via physical check.
7. Function as the college's Applicant Agent in seeking post-disaster federal public assistance for eligible response and recovery expenses.

#### **DIRECTOR OF INFORMATION SYSTEMS TECHNOLOGY**

1. Oversee the college's computer network infrastructure and telecommunication networks.
2. Provide vital record protection for all digital information.
3. Provide technical assistance to activate the Emergency Coordination Center.

#### **DIRECTORS AND MANAGERS**

1. Act as a Liaison Officer(s) to interface with outside agencies and jurisdictions.
2. May be assigned as a liaison to represent the college in activated city or county EOCs.
3. Develop or provide assistance in the development of grant applications as needed.
4. Employ pre-disaster mitigation strategies to prevent or minimize disaster impacts to tenant and college properties.
5. Coordinate classroom interruption resources.

#### **EMERGENCY MANAGEMENT TEAM (EMT)**

The EMT is created under the authority of the President of the College. The authority to activate The Emergency Response Team is designated to each team member. Emergency Response Teams shall be determined by the Emergency Management Team prior to each fall quarter and provide appropriate and timely training.

The EMT consists of the following designated individuals:

1. Vice President of Campus Development & Administrative Services
2. Human Resources Director
3. Director of Facilities Maintenance
4. Security Manager

In the event that all members of the EMT are all away from campus for more than one day, the President shall designate an alternate team with the advice of the available Executive Team members.

#### **ADVANCE WARNING OF EVENT**

1. Meet, plan, and prepare for worst-case scenarios.
2. Inform the President of any emergency situations.
3. Develop and implement Internal and External Communication Plan, including activation of appropriate RAVE Alert System message.
4. Involve and inform key college personnel.
5. Plan for and conduct evacuation or lock down or other appropriate actions to be implemented.
6. Notify Essential Services (Lummi Police, Fire, Medical Emergency personnel, Lummi Tribal officials) as necessary.
7. Complete incident reports to document emergency situations.
8. Debrief after critical incidents with ERT and appropriate administrators and staff.



#### EMERGENCY IN PROGRESS

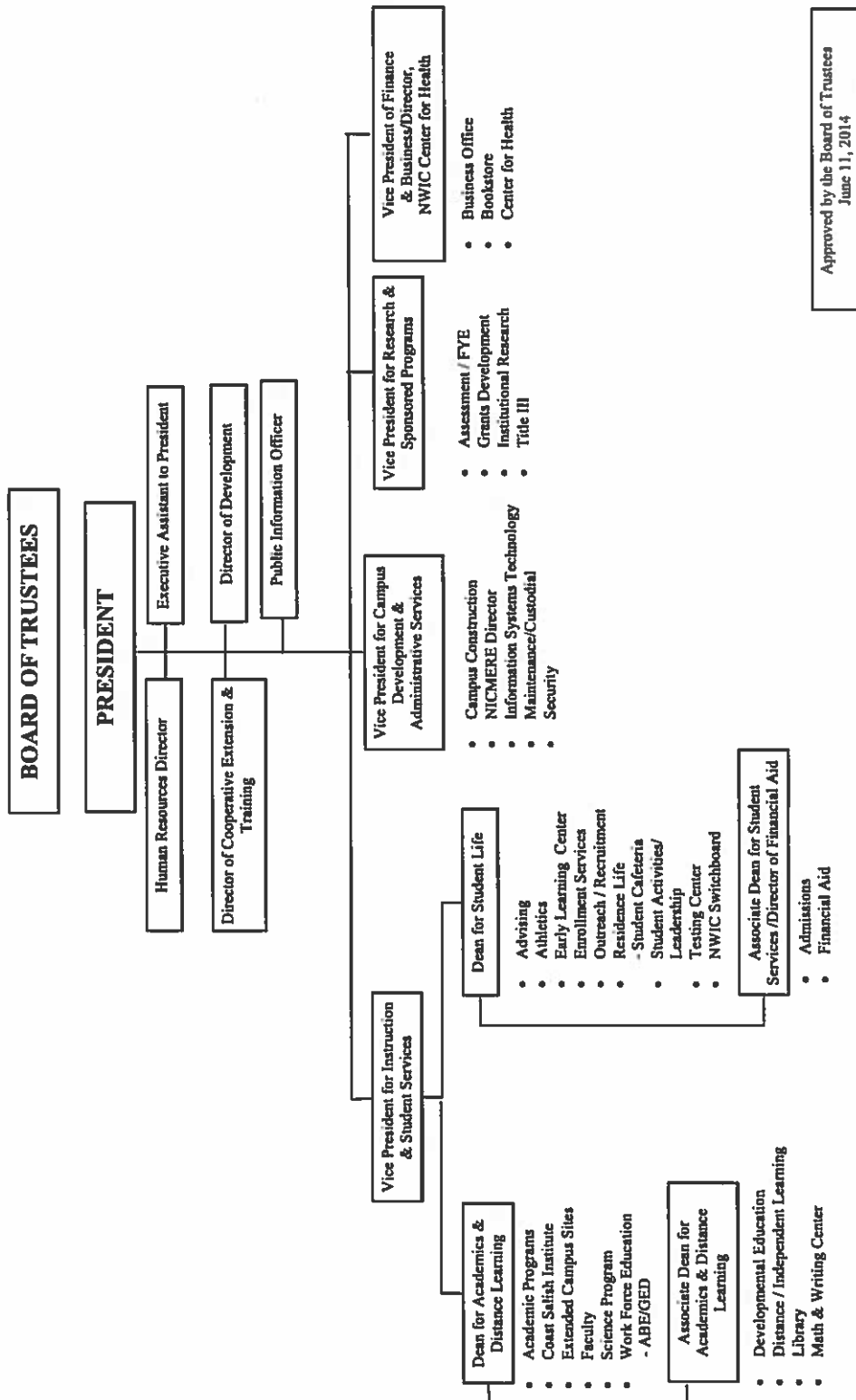
1. Notify all members of Emergency Management Team; the Vice President of Campus Development and Administrative Services will serve as the team leader.
2. Notify Essential Services, if necessary.
3. Communicate decisions made and implemented.
4. Initiate the college's Internal and External Communication Plan, including activation of the RAVE Alert system. Contact key personnel, such as Lummi Police, Fire, Medical Emergency personnel, Lummi Tribal officials) as necessary.
5. Set up command post.
6. Coordinate activities-evacuations, lock down, shelter, etc. if necessary.
7. Contact emergency responders.
8. Initiate damage control, with appropriate administrators.
9. Draft and issue immediate Notifications issued for a significant emergency or dangerous situation involving an immediate or imminent threat to the campus.

#### POST EMERGENCY

1. Complete incident reports with appropriate staff involved.
2. Debrief and continue communication with the College community, general community and the media if necessary, in coordination with the President's Office.
3. Ensure counseling arrangements are made for those that need it.
4. Record events and prepare/maintain permanent records, with appropriate staff.
5. Assess changes needed to Emergency Management Plan.
6. Follow up details for incident reports.
7. Draft and issue Timely Warning Notices issued for crimes that have already occurred but represent an ongoing threat to the campus community. The goal is to aid in the prevention of similar crimes.



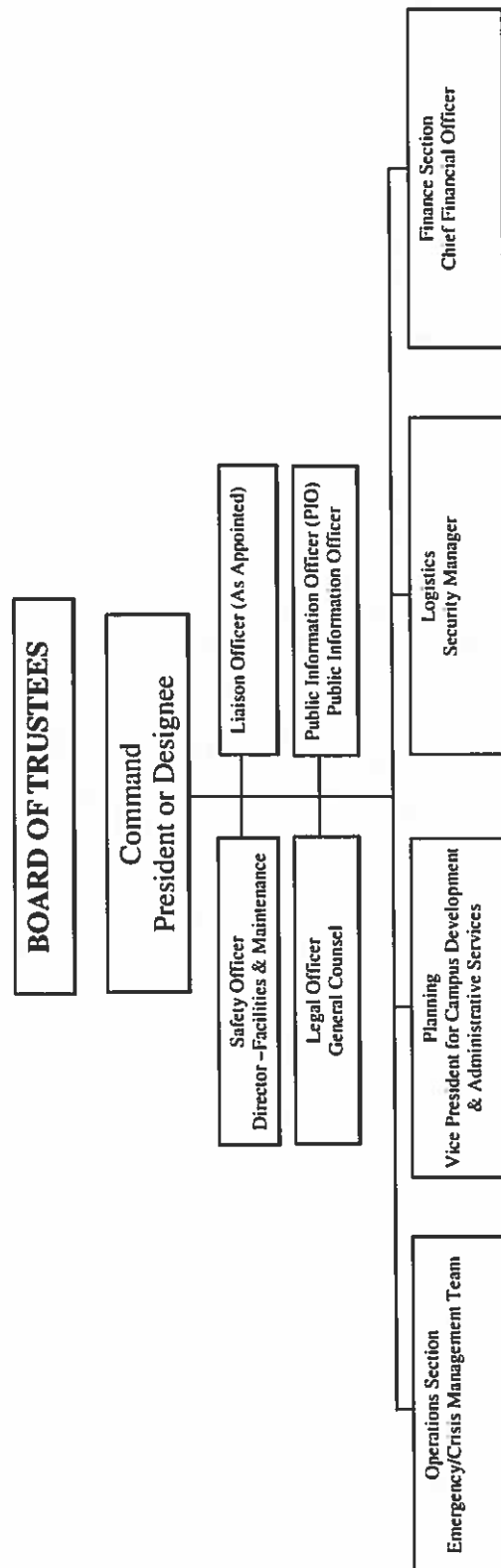
# NORTHWEST INDIAN COLLEGE ORGANIZATIONAL CHART



Approved by the Board of Trustees  
June 11, 2014

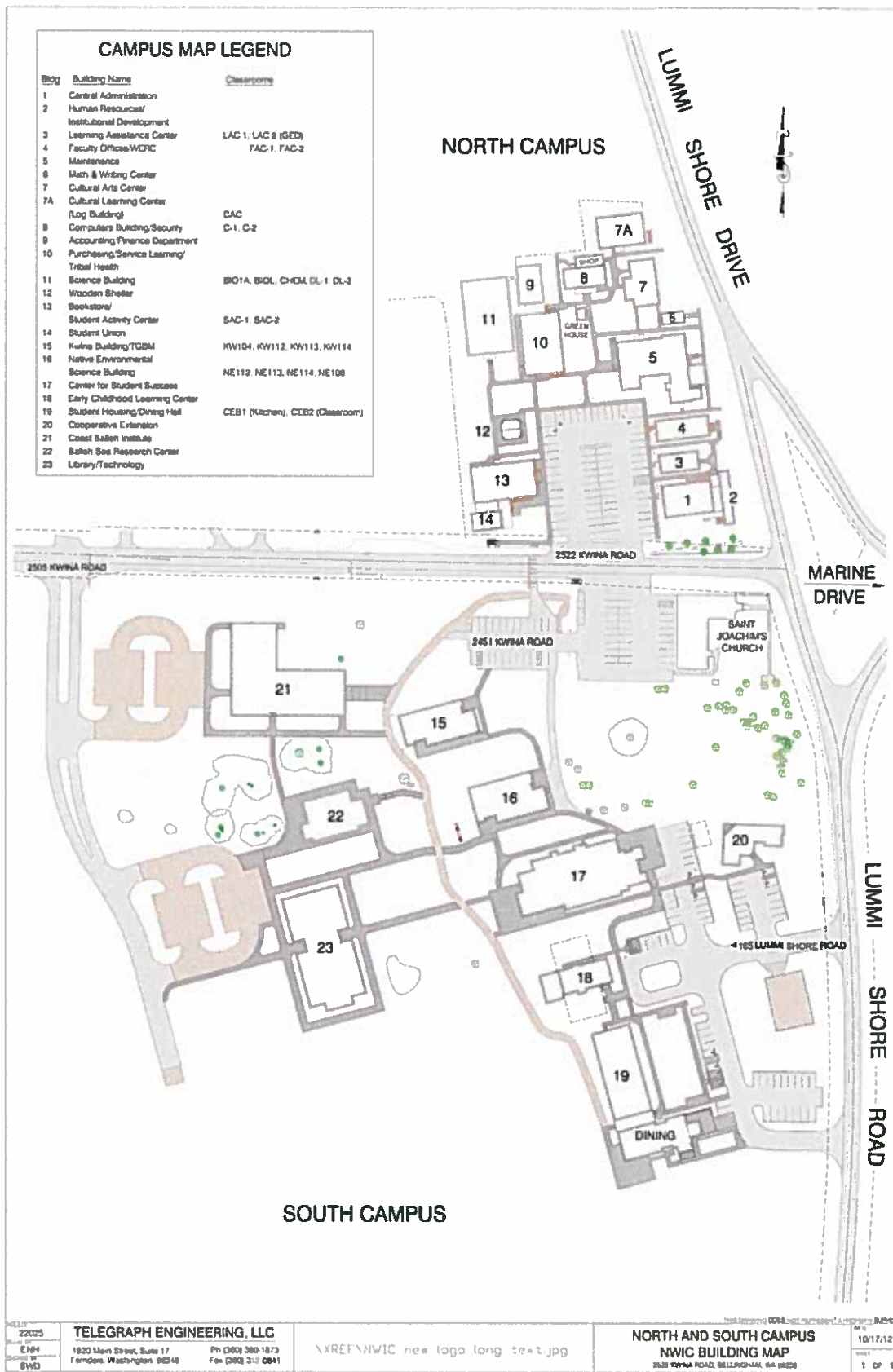


## NORTHWEST INDIAN COLLEGE ICS ORGANIZATION





# NORTHWEST INDIAN COLLEGE MAIN CAMPUS MAP





## EMERGENCY CONTACT NUMBERS

Name	Direct	Emergency
Lummi Nation Police Department	(360) 312-2274	911
Fire Department / Medic One	(360) 778-8400	911
Northwest Indian College Security	(360) 927-5880	
EMT, VP for Campus Development & Administrative Services	(360) 393-7546	
EMT, Human Resources Director	(360) 220-0585	
EMT, Security Manager	(360) 927-5880	
EMT, Director of Facilities Maintenance	(360) 815-4781	



## **NORTHWEST INDIAN COLLEGE GUIDELINES**

The following pages provide specific details on actions to be taken for specific types of events. These guidelines are to be used by administrators, faculty, staff and students in the preparation and general understanding of actions that the college's plans for specific types of events. While every reasonable effort will be made to respond to events, resources and/or systems may be overwhelmed. Some events provide little or no warning to implement operational procedures, and all emergency plans are dependent upon tactical execution that may be imperfect.

### ***REPORTING AN EMERGENCY***

To report an emergency, contact 911 then contact any one of the following EMT members. Names and phone numbers of campus team members shall be provided all NWIC employees at the fall pre-service of each year and as part of new employee hire packets. The Emergency Preparedness Brochure contains current contact information for the EMT and related responses to various emergency or closure situations. Employees are expected to keep an updated copy at their workstation.

#### **EMT Member contact information:**

1. VP for Campus Development & Administrative Services	(360) 393-7546
2. Human Resources Director	(360) 220-0585
3. Security Manager	(360) 927-5880
4. Facilities Maintenance Director	(360) 815-4781

Upon calling 911, state the following:

- The nature of the emergency
- Name
- Phone number calling from
- Location/building number, South Campus or North Campus location

The college's Lummi Campus address is 2522 Kwina Road. The main campus number is 676-2772. Each NWIC site shall post this address and phone number by each building phone, and building numbers are posted.

Do not hang up until you are sure no further information is required, unless there is an immediate threat to your safety. After notifying emergency personnel, notify the EMT and your building staff. Watch for the arrival of emergency personnel and assist by directing them to the appropriate location.



### ***SAFETY AND ACCESS TO NORTHWEST INDIAN COLLEGE CAMPUS FACILITIES***

The college's goal is to provide a campus environment that is as safe and secure as possible. Generally, campus buildings and facilities are accessible to members of the campus community and the public during normal business hours. However, classrooms and office buildings not in use will generally remain locked.

### ***MAINTENANCE ON NWIC FACILITIES***

The college's facilities management personnel are responsible for general repair and maintenance of the campus facilities. This includes defective doors and locking mechanisms. In addition, exterior lighting is an important part of the college's commitment to campus safety. All members of the campus community are encouraged to report any known problems or hazards to a security officer, any member of the Facilities Maintenance Department, any member of the EMT, or the employee's immediate supervisor. Prompt reporting enhances campus safety for all concerned.

### ***REPORT OF UNSAFE CONDITIONS***

All members of the campus community are encouraged to report any safety, potential safety, or security hazards. The EMT, Facilities Maintenance Director, Security Manager, and all division/department offices should have Incident Report forms. In the event of unsafe conditions, employees are expected to fill out all the necessary information regarding the hazard and return the form to any member of the EMT, Facilities Maintenance Department, or Security Manager. The EMT and/or Security Manager will initially investigate the hazard. The report and the findings will be forwarded to the appropriate department/division for action. The EMT will intervene when necessary. A supervisor or one of the EMT members can address questions regarding the process or how to fill out the form.

### ***CRIME PREVENTION***

Part of prevention is individual safety consciousness and awareness of personal environment. The following crime prevention measures can contribute to the safety and security of the college community:

1. Keep vehicle locked at all times.
2. Keep valuables or purse locked in your office out of site (or locked in vehicle out of sight).
3. Take and keep office and car keys available and accessible at all times.
4. Keep laptop in a secure area.
5. Do not park in isolated areas.
6. Leave items of high value at home.
7. Do not leave personal property unattended.
8. Do not carry large amounts of cash and do not disclose/advertise valuables.
9. Keep purse, backpack, wallet or briefcase close to body.
10. Mark personal items, including textbooks, phones, laptops, briefcase, calculators and radios.
11. Have no weapons on/in possession.
12. Weapons on campus are prohibited and subject to disciplinary action.
13. Be alert – do not take unnecessary chances.
14. Avoid dangerous situations whenever possible.
15. Take common sense precautions – the best defense.
16. Report incidents to 911 and Lummi Police.



17. If afraid of going to vehicle or from building to building, call Security Manager for an escort.
18. If suspicious persons are on campus, call 911 and Security Manager.
19. If working late, lock building door and office door, and contact campus security so they may check in or provide an escort out when ready to leave.
20. Exterior campus lighting is essential in creating a safe campus environment. Report any exterior lighting issues to Security Manager or the Facilities Maintenance Director.



## **ACCOUNTABILITY GUIDELINES**

**Note – This is included as reference and should be copied and tailored for each campus location to include students and staff as appropriate.**

<b>Student and Staff Accountability Checklist</b>							
✓	Last Name	First Name	Office Phone	Cell Phone	Department	Office Location	Notes

### **Instructions**

#### **Staff Accountability Checklist**

1. After assembling at the primary or secondary assembly point, use the checklist to systematically perform a roll call of everyone at the assembly point.
2. For everyone who answers the roll call, place a checkmark (✓) in the left hand column next to his or her name.
3. Check with supervisors for known explanations as to the whereabouts of individuals who did not answer the roll call, such as vacation, illness, is out of the building on other business, etc. Use the notes section of the checklist to record the explanation.
4. If there are still unaccounted for individuals, check with their co-workers for any viable explanations as to their whereabouts.
5. If there are still individuals who have not been accounted for or there are doubts about the whereabouts of any individual, attempt to call their cell phone (if listed) to determine their well-being.
6. If you cannot account for everyone on the list, report the missing person(s) to emergency responders.



## **ACTIVE SHOOTER GUIDELINES**

1. Remain calm and take all safe and prudent actions to protect lives and ensure safety.
2. Call 911 for immediate threat to life, safety or property and be prepared to answer other questions asked by the 911 Operator.
3. If a non-immediate threat to life, safety or property, notify NWIC Security (360) 927-5880

**Prepare** – Be aware that an active shooter scenario could happen and be ready for it by training, exercising and discussing what can be done with law enforcement and first responders.

**Run** - The first instinct may be to freeze and hide, but if possible, you should get yourself and others out. If there's a special needs student or someone else who may be disoriented, grab him or her if possible.

**If You Are Outside When A Shooting Occurs** - Drop to the ground immediately, face down as flat as possible. If you are within 15-20 feet of a safe place or cover, duck and run to it. Otherwise, move or crawl away from gunfire, trying to utilize any obstructions between you and the gunfire. Remember that many objects of cover may conceal you from sight, but may not be bulletproof. When you reach a place of relative safety, stay down and do not move. Do not peek or raise your head in an effort to see what may be happening. Wait and listen for directions from Public Safety and/law enforcement personnel.

**Leave The Personal Items**– The last thing you want to worry about are the items you entered the building with. You want to get out of the building.

**If You Can't Run, Hide** - do all you can to prevent the shooter from entering the room and causing injury. Lock the door and use a doorstop if there is one. Put a chair, a sofa, and even a desk in front of the door. Turn the lights off. The more weight and objects, the greater the distraction to the shooter trying to get in. This not only makes it harder for him to shoot at you, it lets time be your ally. Stay on the floor, away from doors or windows, and do not peek out to see what may be happening. Make a plan with others in the room about what you will do if the shooter enters. Make a total commitment to action and act as a team with others. If possible and safe to do so, report the location of the assailant.

**Silence Your Cellphone** - When you get everything set up in the room, if you have not already done so, silence your cellphone and using a landline call 911 and, whispering, let them know what floor you're on and what you're seeing and hearing. If you're calling from a landline, and something happens and you drop the phone, the address is going to be displayed in the dispatch center. That is not necessarily true for a cellphone.

**Fight** – If it comes to no other choice, and then fight for your life and those around you. Scissors, hot coffee, the coffee carafe, other glass objects from an office pantry, for example are potential weapons. Fire extinguishers, either engaged or as a weapon to inflict blunt force trauma, are good.

**Whatever You Do, Do Something** - The first five seconds of an active shooter incident are critical. Don't freeze in disbelief, react immediately.



## **BOMB THREAT GUIDELINES**

- |   |
|---|
| 1. Remain calm and take all safe and prudent actions to protect lives and ensure safety.  |
| 2. Call 911 for immediate threat to life, safety or property and be prepared to answer other questions asked by the 911 Operator. |
| 3. If a non-immediate threat to life, safety or property, notify NWIC Security (360) 927-5880.                                    |

All bomb threats should be considered as real and appropriate action taken. The first consideration should be for the safety of the students and employees of Northwest Indian College, then facilities and property. Doing the right thing at the right time can minimize the risk factor as well as reduce disruption.

### **PHONE CALL THREAT**

The person receiving the threatening phone call should make every attempt to keep the caller on the line as long as possible. Most phones today have the caller I.D. feature. Note the number that the call is being made from and jot it down, if possible. If someone else is in the office at the time the call is received, get him or her to call the local police department at 911. Call this number first, then the Tribal Police number, while the caller is still on the line. Give the police the phone number the call is being received on. The Police Department will then make any necessary attempts they can to trace the call. Do not be afraid to ask pertinent questions, for example ask for his or her name and address. Always remain calm and business like and always listen for background noises, which may help pinpoint the location that the call is being made from. Contact any member of the EMT to inform them of the threat.

### **LETTER OR NOTE THREAT**

The person finding the note should immediately call 911 and a member of the EMT as soon as possible. Do not pass the letter or note around to other persons and handle as little as possible. Comply with law enforcement and EMT members when they arrive.

### **POTENTIAL EVACUATION AND/OR CLOSURE OF CAMPUS BUILDING(S):**

1. Source of bomb threat communicated to any College staff or administrator.
2. Letter, note, phone call or message relayed to 911 and EMT.
3. Law Enforcement and EMT will assess situation and call the President to inform him/her of the situation.
4. Activate RAVE Alert system and campus communication network, if needed.
5. All staff and students are to be directed to leave all buildings and move toward and congregate in assigned "Rally areas" to await further instructions.
6. EMT and response teams to assess situation, control areas of threat, assess threat potential, make further recommendations for action.
7. Final determination of threat assessment and campus evacuation, closure, and reopening decisions to be made and communicated to all staff and students at Assembly/Rally areas by Emergency Responder and EMT.



## ***BUILDING MANAGER EVACUATION/LOCK DOWN GUIDELINES***

1. Remain calm and take all safe and prudent actions to protect lives and ensure safety.
2. <b>Call 911 for immediate threat to life, safety or property</b> and be prepared to answer other questions asked by the 911 Operator.
3. If a non-immediate threat to life, safety or property, notify NWIC Security (360) 927-5880.

Each building on campus shall have an assigned “Building Manager” and an assigned alternate. The assignment of a Building Manager is critical to Lock Down and other related emergency situations on campus.

The college will have an annual review of emergency procedures during the fall in-service. New employees shall be provided a review of procedures during site supervisory orientation. Where deemed appropriate by NWIC administrators, additional training shall be provided.

### ***BUILDING EVACUATION***

The role of the Building Manager will be to gather and direct all persons in the building to the designated Assembly or Rally Area for their assigned building. Keep everyone together, walk calmly and wait patiently. Wait for further instructions from the EMT or emergency responders as to next steps.

### ***LOCK DOWN***

The role and responsibility of the Building Manager is to secure his/her building when a “lock down or related emergency” has been announced. The Building Manager will lock all entries and exits to their respective building, inform all staff and students in the building of the immediate situation, and keep everyone in the building away from windows and doors. The EMT has been advised by Lummi and external Law Enforcement agencies not to allow anyone in the building, including someone you recognize. If no immediate danger is present, keep everyone updated as information is communicated, call 911 and EMT if unusual circumstances or unknown or suspicious individuals are nearby, and wait for all clear notification or further instructions from EMT or emergency responders. If emergency responders ask the building occupants to evacuate the premises, follow all the instructions as they are given and move as directed to the location given.



### **CHILD INCIDENT GUIDELINES**

1. Remain calm and take all safe and prudent actions to protect lives and ensure safety.
2. <b>Call 911 for immediate threat to life, safety or property</b> and be prepared to answer other questions asked by the 911 Operator.
3. If a non-immediate threat to life, safety or property, notify NWIC Security (360) 927-5880.

Child incidents do happen in schools and anywhere kids play, are enrolled in or are active. When an incident happens, the actions taken are to be based on what has occurred. The best way to guard against a child incident is to take mitigation measures that might include:

- Provide paths through hallways, stairways, kitchens, gymnasiums, and locker rooms that are uncluttered and of adequate size to support the number of students and staff members using each space.
- Ensure flooring surfaces are slip-resistant.
- Confirm that stairways have sturdy guardrails.
- Ensure that poisons and chemical hazards in custodial areas, chemistry laboratories, arts classrooms, and vocational education classrooms are labeled and stored in locked cabinets. Students and faculty are instructed regarding the proper use of these chemicals.
- Verify that shop and vocational education equipment is maintained and functioning properly, and safety equipment is in its proper place.
- Ensure that first aid equipment is available throughout the facility or building as well as notices describing procedures to be followed in the event of an injury.
- Be aware of areas that are not readily observable by school staff members so ensure that both inside and outside school buildings are regularly monitored by staff members or adult volunteers.
- Verify that sufficient lighting is installed in dark or dimly lit areas.



### **CRIME IN PROGRESS GUIDELINES**

1. Remain calm and take all safe and prudent actions to protect lives and ensure safety.
2. <b>Call 911 for immediate threat to life, safety or property</b> and be prepared to answer other questions asked by the 911 Operator.
3. If a non-immediate threat to life, safety or property, notify NWIC Security (360) 927-5880.

- Do not attempt to apprehend or interfere with the criminal except in case of self-protection or the protection of others.
- If safe to do so, stop and take time to get a good description of the criminal. Note height, weight, age, sex, race, hair and eye color, tattoos or facial hair, clothing, weapons if present/used, method and direction of travel and name if known.
- If the criminal is entering a vehicle, note the license plate number, make, model, color and outstanding characteristics.
- If safe, remain at location until contacted by an officer.



### **CRIMINAL ACTIVITY GUIDELINES**

1. Remain calm and take all safe and prudent actions to protect lives and ensure safety.
2. Call 911 for an immediate threat to life, safety or property and be prepared to answer other questions asked by the 911 Operator.
3. If a non-immediate threat to life, safety or property, notify NWIC Security (360) 927-5880.

All crimes that have been reported to the EMT and that fall within the definitions established by the FBI will be included in the college's Annual Security Report. Reportable crimes are not limited to FBI-defined offenses.

### **REPORTING CRIMINAL ACTIVITIES**

The college expects administrators, faculty, staff and students to promptly report *all* criminal activity and emergencies that have occurred at an NWIC location. Security personnel are available on the NWIC main campus. Criminal activity should be reported to the Security Manager and a member of the EMT and local law enforcement in the appropriate jurisdiction.



## **EARTHQUAKE GUIDELINES**

1. Remain calm and take all safe and prudent actions to protect lives and ensure safety.
2. <b>Call 911 for immediate threat to life, safety or property</b> and be prepared to answer other questions asked by the 911 Operator.
3. If a non-immediate threat to life, safety or property, notify NWIC Security (360) 927-5880.

- When an earthquake starts duck and cover.
- When the shaking stops, look around to make sure it is safe to move, and then exit the building.
- Help injured or trapped persons. Give first aid where appropriate. Do not move seriously injured persons unless they are in immediate danger of further injury. Call for help.
- Look for and extinguish small fires. Fire is the most common hazard after an earthquake.
- Inspect utilities.
- Check for gas leaks. If you smell gas or hear blowing or hissing noise, open a window and quickly leave the building. If possible, turn off the gas at the outside main valve. Do not turn the gas back on.
- Look for electrical system damage. If you see sparks or broken or frayed wires, or if you smell hot insulation, quickly leave the building. If possible, turn off the electricity at the main fuse box or circuit breaker. Do not step in water to turn off electricity. Do not turn electricity back on.
- Check for sewage and water line damage. If you suspect sewage line(s) are damaged, avoid using the toilets. If water pipes are damaged, do not use water from the tap.
- Expect aftershocks. These secondary shockwaves are usually less violent than the main quake but can be strong enough to do additional damage to weakened structures and can occur in the first hours, days, weeks, or even months after the quake.
- Listen to a battery-operated radio or television for the latest emergency information.
- Use the telephone only for emergency calls.
- Stay away from damaged areas unless police, fire, or rescue organizations have specifically requested your assistance.
- After it is determined that it is safe to return, your safety should be your primary priority as you begin clean up and recovery.



### **EMERGENCY SHELTER AND EVACUATION/ASSEMBLY AREA GUIDELINES**

1. Remain calm and take all safe and prudent actions to protect lives and ensure safety.
2. Call 911 for immediate threat to life, safety or property and be prepared to answer other questions asked by the 911 Operator.
3. If a non-immediate threat to life, safety or property, notify NWIC Security (360) 927-5880.

#### **TEMPORARY EMERGENCY SHELTER**

The Student Resident Hall (Building 19) may be used as a temporary emergency shelter if available and if temporary emergency housing is needed. Supplies and equipment list needs to be made ready and positioned for immediate use by the EMT.

#### **EMERGENCY EVACUATION AND ASSEMBLY AREAS/RALLY AREAS**

The following areas have been identified as all staff and student Emergency Evacuations, Assembly/Rally Areas for the college. If any of the designated areas listed below are not accessible the EMT will inform staff and students of alternate Assembly/Rally areas. Each designated Building Manager is responsible for ushering staff and students to and from the designated Assembly or Rally areas:

- North Campus: Wooden Shelter area between Building 11 and 13
- South Campus: Grassy area near the Welcoming Totem Pole near buildings 16 and 17 South Campus: East Side of Building 19 near the Kwina Totem Pole



## **EMPLOYEE INJURIES GUIDELINES**

1. Remain calm and take all safe and prudent actions to protect lives and ensure safety.
2. <b>Call 911 for immediate threat to life, safety or property</b> and be prepared to answer other questions asked by the 911 Operator.
3. If a non-immediate threat to life, safety or property, notify NWIC Security (360) 927-5880.

- If an injury is life threatening, call 911, and inform them of location and the nature of the injury.
- All emergency assistance will be coordinated through a member of the EMT or supervisor or an employee trained in First Aid and CPR until medical emergency personnel arrive at the scene.
- No matter how minor an injury seems, employees are required to report their injuries to their supervisor immediately.
- Within 48 hours, the supervisor is required to complete the First Report of Injury and Incident Report Form.
- After notifying their supervisor, and if the injury is not life threatening but medical treatment is required, the employee is to obtain an Injury/Incident Authorization Form from Human Resources.



## ***FIRE EMERGENCY RESPONSE GUIDELINES***

1. Remain calm and take all safe and prudent actions to protect lives and ensure safety.
2. Call 911 for immediate threat to life, safety or property and be prepared to answer other questions asked by the 911 Operator.
3. If a non-immediate threat to life, safety or property, notify NWIC Security (360) 927-5880.

### ***PREPARE IN ADVANCE***

Students and staff should be thoroughly familiarized with all possible routes available to exit a building during a fire. Identify and practice walking through alternate exit routes. Remember, during a fire, smoke may obscure normally visible exit signs. Avoid creating fire hazards. Do not store things in corridors; overload electrical circuits, put up flammable decorations, use candles or prop open doors. Report any problems with fire alarms, utility failures, and gas leaks to the Facilities Maintenance Director.

### ***ACTUAL FIRE***

1. All alarms should be taken seriously. If a fire alarm is heard, evacuate.
2. REMAIN CALM and evaluate the situation.
3. Initiate building evacuation and call 911, reporting address and building number.
4. Activate fire alarm.
5. Notify a member of the EMT.
6. Move everyone away from area of fire, close (but do not lock) all doors in order to slow down spread of fire.
7. Walk; do not run. Keep noise to a minimum. Walk carefully to avoid tripping.
8. Do not use elevator.
9. On stairways, use handrails and keep to right.
10. Check all doors for heat (top and bottom) with back of hand. If hot, do not open.
11. Assist people with disabilities.
12. If caught in heavy smoke, drop to hands and knees and crawl; hold breath as much as possible; breathe shallowly through nose and use blouse, shirt or jacket as filter.
13. If relocated away from the building, do not return until notified that it is safe to do so.
14. If clothing catches fire, do not run. Stop, drop and roll.
15. If trapped by fire in classroom or office, place cloth material around/under door to prevent smoke from entering.
16. Retreat - close as many doors as possible between person and fire. Be prepared to signal from windows, but do not break glass unless absolutely necessary. (Outside smoke may be drawn in.)



## ***FIRE/FIRE ALARM GUIDELINES***

1. Remain calm and take all safe and prudent actions to protect lives and ensure safety.
2. <b>Call 911 for immediate threat to life, safety or property</b> and be prepared to answer other questions asked by the 911 Operator.
3. If a non-immediate threat to life, safety or property, notify NWIC Security (360) 927-5880.

- Unless faced with immediately life threatening circumstance, gather personal belongings (keys, purses, coats) and evacuate the building, escorting any guests or visitors. Walk; **do not run**, to the nearest exit.
- Fire extinguishers are located throughout all facilities. Employees are neither obligated nor expected to use the extinguishers in an effort to suppress a fire if such actions exceed the employee's level of training.
- **Do not use the elevator.**
- Give assistance to anyone having difficulty using the stairs. If necessary, carry disabled people to safety. Request assistance if **you have mobility impairment**. In the event no one renders help, go to the nearest stairway landing, shout for help and wait there until help arrives.
- Close, but **do not lock**, doors as you leave. The last person leaving a room or floor should do a final check to make sure no one is left behind.
- Do not allow anyone except emergency responders back into the building.
- Once clear of the building, proceed to the primary assembly point identified for your building. If the primary assembly point is unsafe, please go to the secondary site identified for your building.
- Do not interfere with responding emergency personnel except to assist in their gaining entry into the building or to answer any questions they may have.
- Participate in efforts to account for all who were known to be in the building and follow any further instructions.
- Do not return to the building until permitted by fire officials.
- Do not leave the area until released by your supervisor.



## **FLOODING GUIDELINES**

1. Remain calm and take all safe and prudent actions to protect lives and ensure safety.
2. <b>Call 911 for immediate threat to life, safety or property</b> and be prepared to answer other questions asked by the 911 Operator.
3. If a non-immediate threat to life, safety or property, notify NWIC Security (360) 927-5880.

- Listen to local radio and television stations for possible flood warnings and reports of flooding in progress or other critical information such as local road closures.
- Be prepared to evacuate at a moment's notice.
- When a flood or flash flood warning is issued for your area, contact your supervisor and determine if operations should be suspended.
- Stay away from floodwaters if you come upon a flowing stream where water is above your ankles, stop, turn around and go another way.
- If you come upon a flooded road while driving, turn around and go another way.
- If you are caught on a flooded road and waters are rising rapidly around you, get out of the car quickly and move to higher ground. Most cars can be swept away by less than two feet of moving water.
- Keep children out of the water.
- Be especially cautious after dark when it is harder to recognize flood danger.



## **HAZARDOUS MATERIALS GUIDELINES**

- |   |
|---|
| 1. Remain calm and take all safe and prudent actions to protect lives and ensure safety.  |
| 2. Call 911 for immediate threat to life, safety or property and be prepared to answer other questions asked by the 911 Operator. |
| 3. If a non-immediate threat to life, safety or property, notify NWIC Security (360) 927-5880.                                    |

- Upon detection or notification of a spill of any hazardous materials, notify 911.
- If Shelter in Place Procedures are implemented, close off all outside air intakes and curtail all outdoor activities.
- If Evacuation Procedures are implemented, discuss closing facilities or buildings.
- Determine evacuation procedure in conjunction with Incident Commander.
- If evacuation is to an off-site location, notify Public Information Officer.
- All persons evacuated from the facility/facilities or building/buildings are accounted for when everyone has reached the assembly area. Missing persons should be reported to emergency personnel.
- Based on advice from responders, curtail or cease operations.
- Notify the President of the Hazmat event.
- Notify the Lummi Nation Police Department.
- With assistance of responders, determine cause and extent of incident.
- If necessary for cleanup, notify the EPA to assist with development of a cleanup plan.
- Incident Commander gives the all clear and normal operations resume.
- Call staff meeting to hold a review of the incident and discuss changes to procedures.

The college has a Hazardous and Toxic Materials Policy that contains important information to be followed in the event of such an emergency.



### **HOSTAGE TAKING GUIDELINES**

1. Remain calm and take all safe and prudent actions to protect lives and ensure safety.
2. Call 911 for immediate threat to life, safety or property and be prepared to answer other questions asked by the 911 Operator.
3. If a non-immediate threat to life, safety or property, notify NWIC Security (360) 927-5880.

- Evaluate the situation. Can this person be approached or controlled without the use of force? How many individuals are involved? What kinds of weapons do they have? What is their demeanor? Is negotiation an option?
- Isolate the perpetrator from other innocent bystanders or potential victims.
- Secure the perimeter.
- Evacuate individuals who can be safely removed from the vicinity.
- Remain calm. The more intense the situation, the greater the need for calmness.
- Get help immediately from whatever source is possible.
- Report the incident to law enforcement.
- Negotiate, if possible.
- Avoid heroics. Don't threaten or intimidate. Keep a safe, non-intimidating distance. Keep your hands clearly visible. Avoid abrupt, sporadic movements.
- Look for a place to dive or jump. Be thinking about a potential escape plan for yourself and others.



## **LOCKDOWN GUIDELINES**

1. Remain calm and take all safe and prudent actions to protect lives and ensure safety.
2. Call 911 for immediate threat to life, safety or property and be prepared to answer other questions asked by the 911 Operator.
3. If a non-immediate threat to life, safety or property, notify NWIC Security (360) 927-5880.

All potential safety situations should be considered as real and appropriate action taken. The first consideration should be for the safety of the students and employees of Northwest Indian College, then facilities and property. During the danger of violence on campus, doing the right thing at the right time can minimize the risk factor as well as reduce disruption.

1. Call 911.
2. Call EMT about the situation for RAVE Alert activation.
3. EMT to set up Command Post on North or South Campus as appropriate.
4. Building Manager or alternate to close, lock, and cover (if possible) all windows.
5. Post Lock Down signs on doors.
6. Make sure everyone is as invisible as possible (on the floor, in the middle of a room, away from all windows and doors).
7. Make sure all doors are locked, and windows are locked and covered (including internal doors and windows).
8. Move into the nearest secure room and wait for further instructions.
9. Wait for instructions from EMT or emergency responders and follow directions explicitly.



## **LOSS OF BUILDING INFRASTRUCTURE GUIDELINES**

<b>1. Remain calm and take all safe and prudent actions to protect lives and ensure safety.</b>
<b>2. Call 911 for immediate threat to life, safety or property and be prepared to answer other questions asked by the 911 Operator.</b>
<b>3. If a non-immediate threat to life, safety or property, notify NWIC Security (360) 927-5880.</b>

In the event of the loss of any of the infrastructure of a building, including the loss of electricity, water, propane, or the failure of the heating, ventilation, air conditioning or cooling (HVAC) the following guidelines are to be followed:

- If the electricity is out, unplug computers or other sensitive electronic equipment until the power is restored.
- Determine, as soon as possible, when the utilities that are out may be restored.
- Determine what actions may be taken in the event the outage may be longer term.
- In classrooms, labs or workshops that use natural gas turn off the gas to devices that are accessible in the rooms.
- Ensure that there is an understanding that actions are being taken to understand the situation and that decisions will be made shortly.
- If it is winter and heat has been lost, consider having affected persons put on a jacket or hat to preserve warmth.
- If the water is out, consider alternative plans for bathroom needs.



### ***OFF-CAMPUS ACCIDENTS INVOLVING STUDENTS, FACULTY AND/OR STAFF GUIDELINES***

1. Remain calm and take all safe and prudent actions to protect lives and ensure safety.
2. <b>Call 911 for immediate threat to life, safety or property</b> and be prepared to answer other questions asked by the 911 Operator.
3. If a non-immediate threat to life, safety or property, notify NWIC Security (360) 927-5880.

1. EMT will notify President and college administrators of conditions, status, location of personnel involved in the accident.
2. EMT will contact insurance company, if applicable.
3. EMT will contact President's Office for Media Release.



## ***OUTDOOR ENVIRONMENTAL AND CHEMICAL EMERGENCY GUIDELINES***

- |  |
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| 1. Remain calm and take all safe and prudent actions to protect lives and ensure safety.   |
| 2. <b>Call 911 for immediate threat to life, safety or property</b> and be prepared to answer other questions asked by the 911 Operator. |
| 3. If a non-immediate threat to life, safety or property, notify NWIC Security (360) 927-5880.   |

1. Call 911 and Lummi Police immediately.
2. Call EMT.
3. Encourage people outside to come inside quickly. Wait 3 minutes before locking exterior doors.
4. Post Lock Down signs on doors.
5. Notify everyone in the building to close and lock all windows, doors, and sources of outside air (such as Air pump furnaces and fireplace dampers).
6. Usher people to an interior room on the highest floor of the building.
7. Do NOT use the elevator.
8. For each room, verify that all electrical equipment, water faucets, local gas valves, lights, and locally controlled ventilation systems are turned off.
9. Move into an interior room on the highest floor of the building and wait for further instructions.
10. Do not open doors to anyone – even someone you know.
11. Wait for further instructions from Emergency responders or EMT.



## PANDEMIC GUIDELINES

1. Remain calm and take all safe and prudent actions to protect lives and ensure safety.
2. Call 911 for immediate threat to life, safety or property and be prepared to answer other questions asked by the 911 Operator.
3. If a non-immediate threat to life, safety or property, notify NWIC Security (360) 927-5880.

Pandemic Response Grid		
Outbreak Trigger Points	Characteristics/	Response Strategy or Tactic
Sustained Human-to-Human transmission with seasonal flu-like virulence		Review plan with planning team
		Planning team meetings as needed
		Consider reassignments of personnel as needed to fulfill critical functions
		Consider deploying hand sanitizers and disinfectant wipes
Sustained Human-to-Human transmission with unknown virulence		Engage with local Pandemic Command Structure
		Planning team meetings as needed
		Consider reassignment of personnel as needed to fulfill critical functions
		Consider deploying hand sanitizers and disinfectant wipes
Sustained Human-to-Human transmission with Mortality less than 10%?		Review plan with planning team
		Engage with local Pandemic Command Structure
		Planning team meetings as needed
		Deploy hand sanitizers and disinfectant wipes
		Implement pandemic leave policy
		Implement an employee communication plan
		Consider implementation of "social distancing" practices
Sustained Human-to-Human transmission with Mortality greater than 10%?		Review plan with planning team
		Engage with local Pandemic Command Structure
		Planning team meetings as needed
		Deploy hand sanitizers and disinfectant wipes
		Implement pandemic leave policy
		Implement an employee communication plan
		Implement "social distancing" practices
		Deploy N95 masks
		Provide family support
		Consider policies to assist with business survivability and recovery
		Consider the need for a college declared emergency



### **PERSONS IN CRISIS GUIDELINES**

1. Remain calm and take all safe and prudent actions to protect lives and ensure safety.
2. <b>Call 911 for immediate threat to life, safety or property</b> and be prepared to answer other questions asked by the 911 Operator.
3. If a non-immediate threat to life, safety or property, notify NWIC Security (360) 927-5880.

The following national toll-free telephone numbers are provided to assist any member of the College community who may have a drug or alcohol problem:

- Al-Anon 1-800-356-9996
- American Council on Alcoholism 1-800-527-5344
- National Council on Alcoholism 1-800 NCA-Call (622-2255)
- National Institute on Drug Abuse Hotline 1-800-662-HELP (662-4357)
- National Institute on Drug Abuse Help-line 1-800-843-4971

These agencies can provide guidance and assistance in identifying a counseling, treatment, or rehabilitation program that meets individual needs.

NWIC Student Support Services personnel are able to assist with any crisis involving an NWIC student.

Please contact any staff member in student services for advice and support in assisting students in need of services. NWIC has an active Student Assistance Program (SAP) to help students.

NWIC Human Resources Department is available to assist employees in crisis. NWIC maintains an on-going Employee Assistance Program (EAP) through an affiliation with an off-site provider. Contact the Human Resources Director (360) 392-4268 or Human Resource Specialist (360) 392-4230 for assistance.



### ***PROTESTS, DEMONSTRATIONS, AND NON-SANCTIONED EVENTS GUIDELINES***

1. Remain calm and take all safe and prudent actions to protect lives and ensure safety.
2. Call <b>911</b> for immediate threat to life, safety or property and be prepared to answer other questions asked by the 911 Operator.
3. If a non-immediate threat to life, safety or property, notify NWIC Security (360) 927-5880.

- Notify Emergency Management Team or 911 if violence or damage to property is imminent.
- EMT to notify Emergency Services if necessary.
- Move to a safe environment, if possible.
- EMT to initiate communication plan.
- EMT to set up command post if necessary.
- EMT to arrange counseling or victims services for those affected by situation as needed by Human Resources or Student Services, as applicable.
- EMT to coordinate media communication for the President's Office for release.



## **PROTECTION AGAINST VIOLENCE GUIDELINES**

1. Remain calm and take all safe and prudent actions to protect lives and ensure safety.
2. <b>Call 911 for immediate threat to life, safety or property</b> and be prepared to answer other questions asked by the 911 Operator.
3. If a non-immediate threat to life, safety or property, notify NWIC Security (360) 927-5880.

Violent behavior or the threat of violent behavior will not be tolerated if directed at or caused by college employees, students, visitors to the campus, or damage to college property or facilities. Such behavior may result in corrective action up to and including termination of employment or expulsion from the college and/or criminal charges when appropriate. This zero tolerance approach extends to violence and threats of violence including, but not limited to: 1) any act of physical assault (exercise of physical force against another person) or act that results in damage to physical property; 2) intimidation/psychological aggression (an act towards another person, the purpose of which is to coerce, and the result of which would reasonably cause the other person to fear for his safety or the safety of others); or 3) threats of violence (a communicated intent to inflict physical or other harm on any person or on property). Threats may include: 1) veiled, conditional or direct threats in verbal or written form or hostile behavior which is interpreted by a reasonable person to carry the potential to harm or endanger the safety of others or an act of aggression; or 2) to vandalize, arson, sabotage, bring weapons on campus, or other acts of this type clearly inappropriate to the workplace. Jokes or comments regarding violent acts, which are interpreted by a reasonable person to be a threat of imminent harm, or encouraging others to engage in the negative behaviors is also prohibited.

### **Actions to be taken:**

- Call 911 immediately if any person exhibits imminent harm or violence in verbal or physical form.
- Contact nearest college employee of the situation, and relay the situation and location of the event to a member of the EMT.
- Wait and direct Lummi Police to the event and allow Lummi Police to handle the situation.
- Complete an Incident Report Form.



## **SEVERE WEATHER GUIDELINES**

1. Remain calm and take all safe and prudent actions to protect lives and ensure safety.
2. Call 911 for immediate threat to life, safety or property and be prepared to answer other questions asked by the 911 Operator.
3. If a non-immediate threat to life, safety or property, notify NWIC Security (360) 927-5880.

### **SEVERE WEATHER NOTIFICATIONS**

The decision to officially close the college will be made by the President upon the recommendation of the Vice President of Campus Development and Administrative Services or other EMT member. Radio and TV stations will be notified of the closure and the RAVE Alert system activated notifying staff and students of the status of college operations. A list of these radio and TV stations, and website will be publicized annually in Emergency Preparedness and Response Brochure.

When possible, notification will be released to radio and television stations and the RAVE Alert notification system and the NWIC website by 6:00 a.m.; evening closures will be made by no later than 4:00 p.m. Notification will be sent to all campus departments. Supervisors may contact employees using typical phone calls or text messaging or email.

### **SEVERE WEATHER WATCH**

A watch is an indication of where and when the probabilities are highest that severe weather could occur. A watch is a statement that severe weather conditions are present and could occur. The National Weather Service will issue a watch bulletin to local authorities as well as to the local radio and TV stations. Current or updated information may be communicated to all staff and students using the website, email or phone systems.

### **SEVERE WEATHER WARNING**

When a severe weather warning occurs, the National Weather Service alerts all weather stations and local authorities. Current or updated information may be communicated to all staff and students using the RAVE Alert system, website, email or phone systems.

#### **Actions to be taken:**

- Move quickly in an orderly fashion toward interior walls of lower floors, interior areas such as restrooms or halls.
- Stay away from all windows and exterior doors.
- All individuals have the responsibility to become familiar with the safe areas.
- Do not attempt to leave the building until danger has passed.



## ***SPECIAL POPULATIONS DURING EMERGENCIES GUIDELINES***

- |   |
|---|
| 1. Remain calm and take all safe and prudent actions to protect lives and ensure safety.  |
| 2. Call 911 for immediate threat to life, safety or property and be prepared to answer other questions asked by the 911 Operator. |
| 3. If a non-immediate threat to life, safety or property, notify NWIC Security (360) 927-5880.                                    |

### ***PERSONS WITH DISABILITIES***

Students, faculty and staff with disabilities may have special needs and barriers to overcome in the event of an emergency. Preparation is very important. In advance of an emergency, persons with disabilities who may need assistance during an emergency should arrange with volunteers from their classes for assistance to safe evacuation areas. The campus community can help by assuring that disabled individuals receive emergency warnings and are accounted for during the response effort.

### ***NON-EMERGENCY EVACUATION OF PERSONS WITH DISABILITIES***

During non-emergency evacuation such as a power outage involving a person with a physical disability the following steps will be taken:

- The individual with the disability will be asked what they would like to do due to the circumstances and the detail method for evacuation if that is their request by staff or volunteer helper.
- The EMT may be called to assist.
- If assistance is needed for the suggested method of evacuation, the EMT member will contact assistance from others nearby and/or emergency responders and request assistance to be given.

### ***VISUALLY IMPAIRED PERSONS***

- Tell a visually-impaired person the nature of the emergency and offer to guide him/her.
- As you walk, tell them where you are and advise of any obstacles.
- When you have reached safety, orient them to where they are and ask if any further assistance is needed.
- Remain with them as long as you are needed.

### ***HEARING IMPAIRED PERSONS***

Persons with impaired hearing may not be aware of emergency alarms and an alternative warning technique may be required. It may be necessary to get the individual's attention by writing a note or turning the light switch on and off, then indicating through gestures or in writing what is happening and what to do.



## ***SUSPICIOUS PERSONS GUIDELINES***

<b>1. Remain calm and take all safe and prudent actions to protect lives and ensure safety.</b>
<b>2. Call 911 for immediate threat to life, safety or property and be prepared to answer other questions asked by the 911 Operator.</b>
<b>3. If a non-immediate threat to life, safety or property, notify NWIC Security (360) 927-5880.</b>

### **General Guidelines for Identifying Suspicious Persons**

A suspicious person may exhibit the following behaviors:

- Wearing oversized or inappropriate attire that may conceal a hidden object (e.g. wearing a long heavy coat in warm weather).
- Entering premises without prior notification or on the pretext of being engaged to perform some form of work within the facility or building.
- Loitering near facility or building for an extended period of time.
- Wandering within the facility or building without a valid pass authorizing entry.
- Asking specific questions concerning the security of the premises (e.g. the number of security guards deployed at the premises and the type of security hardware installed at the premises).
- Asking questions about the personal movement of a specific staff or students (e.g. arrival & departure times).
- Not able to provide a reasonable explanation or are uncooperative when asked for their purpose of visit.
- Making an unexpected delivery of a package to an office or to a specific person.
- Placing an object or a parcel within or outside facility or building and departing from the area.



### ***VIOLENT CRIME OR BEHAVIOR GUIDELINES***

1. Remain calm and take all safe and prudent actions to protect lives and ensure safety.
2. <b>Call 911 for immediate threat to life, safety or property</b> and be prepared to answer other questions asked by the 911 Operator.
3. If a non-immediate threat to life, safety or property, notify NWIC Security (360) 927-5880.

### ***WITNESSING A VIOLENT CRIME OF BEHAVIOR***

1. Stay calm, assess situation and meet demand if possible.
2. Notify 911 and indicate emergency as soon as possible.
3. Secure area and move to safe location as soon as possible.
4. Contact EMT as soon as possible.
5. EMT will initiate communication plan for the President's Office response.
6. EMT will set up Command Post if required.
7. Arrange counseling for victim(s) and other affected individuals by Human Resources or Student Service as applicable.
8. Disseminate information regarding "Victims of Crime" Services.
9. Complete Incident Report Form (EMT, applicable employee or administrator)

### ***DISCOVERY OF VIOLENT CRIME (AFTER THE FACT)***

1. Call 911. They will notify necessary emergency responders. Contact EMT.
2. Move victim or yourself to safe place and wait for emergency responders, if applicable.
3. Report anything relevant to the authorities.
4. EMT will arrange for counseling or victims services for those affected.
5. Notify family if required by Human Resources or Student Services, as applicable.
6. EMT will prepare media communication if necessary for the President's Office release.
7. EMT will assist family as appropriate.



## **WEAPONS ON COLLEGE PROPERTY GUIDELINES**

1. Remain calm and take all safe and prudent actions to protect lives and ensure safety.
2. Call 911 for immediate threat to life, safety or property and be prepared to answer other questions asked by the 911 Operator.
3. If a non-immediate threat to life, safety or property, notify NWIC Security (360) 927-5880.

Firearms and dangerous weapons of any kind are not permitted on campus. Possessing firearms, ammunition, explosives, fireworks, clubs, swords, and knives greater than 3 inches in length and other dangerous weapons or instruments resembling them which may cause fear in or harass another person within or upon the grounds, buildings, or other College-controlled property or any college-sponsored or supervised function or event is strictly prohibited. Any person(s) in violation of this regulation shall be subject to corrective action, as well as subject to referral by a member of the EMT for criminal prosecution in the appropriate Tribal or county judicial jurisdiction.

### **Actions to be taken:**

- Contact 911 and Lummi Police to report person(s) with weapon(s) on campus.
- Contact campus Security Manager or a member of the EMT to report person(s) with weapon(s) on campus.
- Contact Human Resources or the Dean of Students to take appropriate actions regarding employee or student conduct.
- Complete Incident Report Form.



## **WORKPLACE VIOLENCE GUIDELINES**

1. Remain calm and take all safe and prudent actions to protect lives and ensure safety.
2. <b>Call 911 for immediate threat to life, safety or property</b> and be prepared to answer other questions asked by the 911 Operator.
3. If a non-immediate threat to life, safety or property, notify NWIC Security (360) 927-5880.

Violence in the workplace or threatening violence in the workplace is not tolerated. No talk of violence or joking of violence is tolerated. "Violence" includes physically harming another, shoving, pushing, harassing, intimidating, coercing, brandishing a weapon, and threatening or talking of engaging in those activities. The college believes that everyone associated with the institution, including students, employees, and visitors should never feel threatened by another's actions or conduct.

### **Actions to be taken:**

- Report actions or conduct about someone's violent behavior to a supervisor (or appropriate administrator) and Human Resources Office immediately.
- An Incident Report form is to be completed and submitted to the appropriate supervisors and to Human Resources.
- Human Resources and appropriate supervisors will assess the situation and implement appropriate actions.



## **APPENDIX A – PUBLIC DISCLOSURE**

### ***ANNUAL CRIME STATISTICS POLICY***

In accordance with the definitions used in the Uniform Crime Reporting System of the U.S. Department of Justice and FBI, as modified by the Hate Crimes Statistics Act, the college will publish annual crime statistics on the NWIC website and available upon request in the Center for Student Success. These statistics will be accessible electronically to all current students, faculty and staff. Upon request, prospective students, faculty and staff will be informed of the availability of the annual crime statistics, and provided opportunity to request a copy of the report.

### ***PUBLISHED NOTICE AND ANNUAL REPORT OF CRIME STATISTICS***

The Northwest Indian College Annual Security Report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by the college, and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other related matters. You can obtain a copy of this report by contacting the Center for Student Success or by accessing the NWIC Web site: [www.nwic.edu](http://www.nwic.edu).

### ***NOTICE OF STATISTICS TO CURRENT STUDENTS, FACULTY AND STAFF***

All current students, faculty and staff will be provided through printed or electronic publications, shall receive a copy of the campus safety policies. The NWIC annual crime statistics are posted on the NWIC website.

### ***NOTICE OF STATISTICS TO PROSPECTIVE STUDENTS, FACULTY AND STAFF***

All prospective students, faculty and staff will be provided through printed or electronic publications, a notice that contains a brief description of the college's Campus Safety Policies and Annual Crime Statistics. The notice will announce that the college's annual crime statistics are available on the NWIC website. The notice will contain the exact electronic Web site address, and will state that anyone is entitled to a paper copy of the information upon request. The notice will be provided annually to current students, faculty and staff by October 1 of each year.

### ***PROCEDURE FOR GATHERING AND DISCLOSURE OF THE COLLEGE'S ANNUAL CRIME STATISTICS***

The cumulative data for the annual crime statistics is monitored by the Vice President for Campus Development & Administration and the Security Department. These two offices will receive notification of incidents on NWIC property and verify with local law jurisdictions the circumstances of each incident and keep vital information available to be reported in the annual Crime Statistic Reports made to the Department of Education.

### ***TIMELY WARNING CRIME ALERTS/NOTICES TO THE CAMPUS COMMUNITY***

The Vice President for Campus Development and Administrative Services and the Security Manager will post "crime alerts" advising the campus community when there has been known systematic patterns of crimes that pose a threat to the safety, welfare, or property of the campus community. These timely reports will be made available through staff emails, posted bulletins in visible and accessible areas on the campus.



***IMMEDIATE NOTIFICATIONS***

In the event of a serious incident that poses an immediate threat to members of the college community, the college has various systems in place for communication information quickly. Some of all of these methods for communication may be activated in the event of an immediate threat to the college community. These methods of communication include network emails, emergency text messages that can be sent to a cellular phone (individuals can sign up for this service on the NWIC website), and emergency loudspeaker notifications. The college will post updates during a critical incident on the NWIC website. Individuals can call the main telephone switchboard line at (360) 676-2772 for updates.



## **APPENDIX B – SEX OFFENDER NOTICES**

### **SEX OFFENDER NOTIFICATION**

Lummi Nation Police, along with other local county and state law enforcement agencies, place a high priority on protecting the community from convicted sex offenders.

In 1990 the Washington State legislature passed the Community Protection Act that allows police to provide notice to the community concerning sex offenders who will be residing in the community. Revisions to that act have included requirements for sex offenders to register with officials if they enroll in an institution of higher education.

Convicted kidnappers and sex offenders are required to register with the Sheriff of the county in which they reside. If they are enrolled at an institution of higher education they are required to inform the Sheriff's Office within 10 days, or by the first business day after arriving at the institution, whichever is earlier. A failure to register is a violation of the law. The Sheriff's Office is required to notify the college of any registered offender who has indicated attendance at the college to the Vice President for Campus Development and Administrative Services. Sex offenders are required to register with the Lummi Law and Order if residing on the Lummi Reservation and if they are enrolled at NWIC. Lummi Law and Order will contact the Vice President for Campus Development and Administrative Services, if and when a sex offender will be in attendance at the institution.

By Washington State statute (RCW 4.24.550) officials may release information that is relevant and necessary to protect the public when a sex offender enters their community *"(if) the public is provided adequate notice and information, the community can develop constructive plans to prepare themselves and their children for the offender's release."*

There are three levels of sex offenders under state law:

1. Level I offenders are low-risk and not likely to re-offend. These individuals may be first-time offenders and are usually known by their victims. They generally have not exhibited predatory-type behavior. Most have successfully completed or are participating in approved treatment programs. Campus authorities cannot do a general notice for Level I sex offenders. The following contact procedures will be implemented Low Risk Offenders:
  - a. The Vice President for Campus Development and Administrative Services will notify the EMT and Security staff, Vice President of Instruction and Student Services and Dean for Student Life
2. Level II offenders have a moderate risk to re-offend. They generally have more than one victim and the abuse may have been long-term. They are considered to have a higher risk of re-offending than a Level I offender because of a lifestyle (drug and alcohol abuse and other criminal activity) and because of the nature of their crimes. Some may have refused to participate in treatment programs. Campus authorities cannot do a general notice for Level II offenders. The following contact procedures will be implemented for Intermediate Risk Offenders:
  - a. All Level 1 Notifications
  - b. College President
  - c. Dean of Academics and Distance Learning
  - d. Residence Life Director (if student is a resident student)



- e. Human Resources Director (if offender is an employee)
  - f. Community advisory flyer prepared and distributed to campus departments, library, food service, and bookstore (with the appropriate notice of confidentiality – for staff only and email appropriate for communication).
  - g. Early Learning Center Director
  - h. Extended Site Managers, if applicable
3. Level III offenders pose the greatest risk to the community. Most Level III offenders are predatory, have violent crime convictions, have refused treatment and are often substance abusers. State law permits public notifications about Level III offenders that include relevant, accurate and necessary information. The EMT Leader will do a general notice concerning Level III Sex Offenders believed to be on or near proximity to the campus. The following contact procedures will be implemented for High Risk Offenders:
  - a. All Level 1 and 2 Notifications
  - b. Community Advisory flyer distributed to all staff and students, email as applicable
  - c. Posting of Community advisory flyer in Residence Hall and Early Learning Center
  - d. Posting on NWIC website
  - e. Methods of publication and notification to students, faculty, and staff shall be by newsletter, posted flyers, telephone, email, or other means to reasonably benefit the institutional awareness of the risk imposed by the High Risk Offender. Information about the offender may include: name, aliases, picture photo, physical description, conviction charges, and authorities to contact in case of suspected stalking or improper behavior or re-offending.

#### ***EXTENDED SITE NOTIFICATIONS REGARDING SEX OFFENDER NOTIFICATION***

Extended sites are authorized to utilize these methods of publication and notification to benefit students, faculty and staff based on the appropriate level of risk and positive identification of a registered sex offender on or near and extended campus site. Staff and faculty at extended sites will report actions taken regarding Sex Offender Notification Policy to the Vice President of Campus Development and Administrative Services.

#### ***SEX OFFENDER REGISTRY WEBSITES***

- National Sex Offender Registry: <http://www.familywatchdog.us/>
- US Department of Justice National Sex Offender Public: <http://www.nsopr.gov/>
- Sex Offender Notices – City of Bellingham, WA: <http://www.cob.org/PIRSexOffenders/>
- Washington Sex Offender List, Washington State:
- <http://www.theoffenderlist.com/Washingtonsexoffenderlis.html>

*Campus authorities will publish information about serious sex offenders known to be on or near our campus. The Vice President for Campus Development and Administrative Services will maintain regular contact with law enforcement to increase the communication regarding such offenders. Publication shall occur by posting in a minimum of two public locations designated as public boards for Level III offenders.*