

# **PORTLAND COMMUNITY COLLEGE**

## Emergency Operations Plan

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## EMERGENCY OPERATIONS PLAN

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# PORTLAND COMMUNITY COLLEGE EMERGENCY OPERATIONS PLAN

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## SECTION I EMERGENCY OPERATIONS PLAN

### Purpose

The Emergency Operations Plan (EOP) outlined in this document is designed to protect lives and property through the effective use of the College and community resources. The plan is in conformance with the Emergency Preparedness Policy established by Portland Community College. This plan is to be implemented whenever an emergency affecting the College reaches proportions **THAT CANNOT BE HANDLED BY ROUTINE MEASURES**. There are two general types of emergencies that may result in the implementation of this plan: large-scale civil disorder or large-scale natural or man-made disasters. Since an emergency may be sudden and unforeseen, these procedures are intended to be flexible to accommodate contingencies of all types and magnitudes.

Emergency actions not at the level of a disaster are outlined in the PCC Emergency Guide. Those procedures are available from every College department, posted throughout each campus, and are also available from the Safety and Risk Services office. They provide response actions for criminal activities, bomb threats, active shooter, chemical or hazardous waste spills, fires, medical and first aid incidents, natural disasters, evacuation of persons with disabilities, utility failures, and building evacuations.

### Definition of an Emergency, Disaster, and Recovery

The following definitions are guidelines in determining the appropriate actions.

**Emergency:** An incident, potential or actual, which will not seriously affect the overall functional capability of the college. Refer to the PCC Emergency Guide for your respective campus to determine the needed actions and resources.

**Disaster:** An event or occurrence which has seriously impaired or halted the operations of the College. In some cases, severe personnel casualties and property damage may be incurred. The coordinated effort of all designated personnel and available equipment is required to effectively control the situation. Outside emergency services will be necessary. In all cases of a disaster, the Emergency Operations Center and/or campus command posts will be activated and the appropriate support and operational plans detailed in this document will be executed.

**Recovery:** The process of successfully dealing with the disaster and returning the College to normal operations.

## **Types of Disasters**

The types of disasters covered by this plan include:

- Major Natural Disasters affecting the College and Community such as earthquakes or floods
- Confirmed Bomb/Threat incidents
- Active Shooter
- Major or violent civil disturbances or demonstrations
- Explosion, aircraft crash or similar incidents

## **Responsibility and Control**

The Emergency Operations Plan is under the executive control of the College President and under the operational direction of the Incident Commander, or as otherwise assigned by the Emergency Operations Executive.

The listing of College staff and outside responders for emergencies and disasters is listed in the PCC Emergency Notification list (Appendix A). This list is updated quarterly by Facilities Management Services and Safety and Risk Services, and is maintained by Public Safety central dispatch.

The manner in which College personnel and equipment will be utilized will be determined by the Emergency Operations Group, as outlined in Section II of this plan.

## **General Responsibilities**

### **College President**

The College President, or alternate, is responsible for overall direction of disaster operations as outlined in the Emergency Policy Group section of this manual. The College President has delegated to the Executive Vice President the duty to serve as the Emergency Operations Executive and the Emergency Policy Group Leader.

### **Executive Vice President**

The Executive Vice President shall assume the role of the Emergency Policy Group Leader.

### **Campus Presidents**

The Campus Presidents, if available, will be consulted on appropriate campus action.

### **Department Heads**

Through their respective reports, insure that each individual under their direction is made aware of College disaster evacuation and general emergency procedures.

## **Department Administrators, Supervisors, and Building Response Teams**

Every administrator, supervisor, and Campus Emergency Response Team member (Emergency Coordinators and Floor Monitors) has the following general responsibilities:

### **Prior to a Disaster:**

- \* Distribute emergency preparedness information to all employees with follow-up discussions, training, or explanation as required in the PCC Safety Manual.
- \* Provide time to employees for assisting in Emergency Operations Plans.

### **During a Disaster:**

- \* Assist the Emergency Operations Group in their efforts to meet Emergency Plans and Objectives as outlined in this Emergency Operations Plan and Emergency Guide.
- \* Evaluate the impact the disaster has on their area and take appropriate action, as may be directed by the Incident Commander.
- \* Maintain communications, as necessary, with the Emergency Operations Center.
- \* Inform their employees and students of the disaster and initiate disaster procedures as outlined in this plan.

## **Plan Assumptions**

A disaster may occur at a time when certain College officials are not present, readily available, or cannot be contacted. While the structure of this plan will remain intact, actual implementation of the plan may vary depending on the resources and College personnel that are available, and the totality of the circumstances that are present. Until sufficient key staff members specifically designated and trained for lead roles in this plan become available, the highest ranking available College officials should seek to follow, as nearly as possible, the guidelines set forth in this plan while simultaneously making an effort to notify the designated officials of the circumstances, and obtain verification or advice on their actions.

- The succession of events in a disaster is not predictable; therefore, support and operational plans at time of execution may be modified to meet the requirements of the situation.
- Disasters may affect residents in the geographical location of any campus or center; therefore, City, County, State and Federal Emergency Services may not be available.
- An emergency will be declared if information indicates that such a condition is developing or is probable.

## **Declaration of College State of Emergency**

This emergency plan will be activated when a declaration of a College state of emergency is issued. The authority to declare such an emergency rests with the College President, or in his/her absence is delegated in the following order:

- Vice President, Finance and Administration
- Vice President, Academic and Student Affairs
- Associate Vice President, Technology

## **Remaining on campus during a Declared Emergency**

When a College-wide declaration of emergency is issued, only designated “essential personnel”, and other college employees who have been assigned duties within the scope of this plan and issued emergency identification cards by the Director of Public Safety will be allowed to enter or remain in the immediate area of the disaster. If a campus shelter has been established, the Red Cross workers and sheltered victims will, however, be allowed to remain until conditions allow for their safe movement and departure.

## **Refusing to leave the campus**

Unauthorized persons refusing to leave, or remaining on campus without proper permission and authority, will be subject to arrest and prosecution in accordance with the Oregon Criminal Code.

## **Review of Procedures and Practices**

### **Bi-Annual Review of Procedures**

Each spring, the Director of Public Safety, the Manager of Safety and Risk Services, and other appropriate College officials will review a portion of the Emergency Operations Plan and other college emergency procedures to insure that they remain current.

Even years the Emergency Operations Plan, including the Appendices will be reviewed.

Odd years the Annexes will be reviewed.

These documents may also be reviewed and modified if changes are required because of changing personnel, policies, or changing standards or laws.

Before any major written changes are actually made, they will be submitted for review and approval to the Executive Vice President in consultation with the Cabinet.

## **Drills, Exercises and Practice**

The plan will be exercised at least once a year under the direction of the Director of Public Safety. The Campus Safety Committees may assist with the drills, and all college emergency personnel and occupants of the affected building(s) are to participate fully in the exercises.

## SECTION II

### DIRECTION AND COORDINATION OF THE EMERGENCY PLAN AND RECOVERY

#### Incident Command System

This plan is based on the use of the National Incident Management System (NIMS) Incident Command System that is commonly used in the United States by most emergency responders including fire and police departments. NIMS is a required element of The National Response Plan (NRP). It is especially useful in bringing a sense of organization, communications, and operational efficiency when various agencies or departments must work together during a disaster or widespread emergency.

When the College Emergency Operations Plan is activated and the Emergency Operations Center is established, the Incident Command organizational structure will be placed in effect, and the various members of the incident management team (Policy and Operations groups) will assume their respective duties and responsibilities. It is particularly important for Emergency Operations Group team members to use their respective Section Chief to communicate with the Incident Commander. For example, the persons responsible for Traffic Control and Transportation would send and receive information to/from the Incident Commander through the Operations Section Chief. This rigid system for managing the flow of information and resources ensures that no one person is given control for more information than they can effectively manage.

#### Effectively Operating Within The Emergency Operations Center (EOC)

To assist each incident management team member in assuming and performing their respective duties and responsibilities, a position specific "**Emergency Checklist**" has been developed for most of the positions. For those positions that do not have specific checklists, the "**General Checklist**" will be used. Copies of the checklists can be found in Appendix B, labeled " Incident Command System position check lists". Such checklists will serve as a guide for the actions of each disaster response team member serving within the Emergency Operations Center.

The approach for conducting business in the EOC may be much different than the approach used by EOC members in the course of normal (non-emergency) college business. It is quite likely that persons in the EOC will have to collect and analyze tremendous amounts of information and then make decisions based on this information in a very short period of time. To help function in this type of an environment, the following general approach should be used:

- Collect Information
- Share Information
- Recognize and follow established priorities, first addressing life safety, followed by preservation of infrastructure and facilities, and disaster recovery/restoration of academic programs.
- Plan and think for an operational period of time (commonly a period of 72 hours broken into 12 hour shifts)



This approach, coupled with the "Emergency Checklist" for the assigned function will provide the basic tools for operating in the Emergency Operations Center. Position specific kits may be assigned to individuals, or stored in the EOC so that all necessary information is available enabling them to immediately go into action.

## **Emergency Management Structure**

The emergency management organizational structure is composed of two separate groups:

1. **Emergency Policy Group:** Reports to the Emergency Policy Executive (College President) and is composed of the senior College executives and special support staff. The policy decisions of this group will be implemented by the Emergency Operations Group.
2. **Emergency Operations Group (Incident Management Team) (IMT):** Reports to the Incident Commander and includes emergency operations representatives who will carry out the tactical and operational aspects of the response.

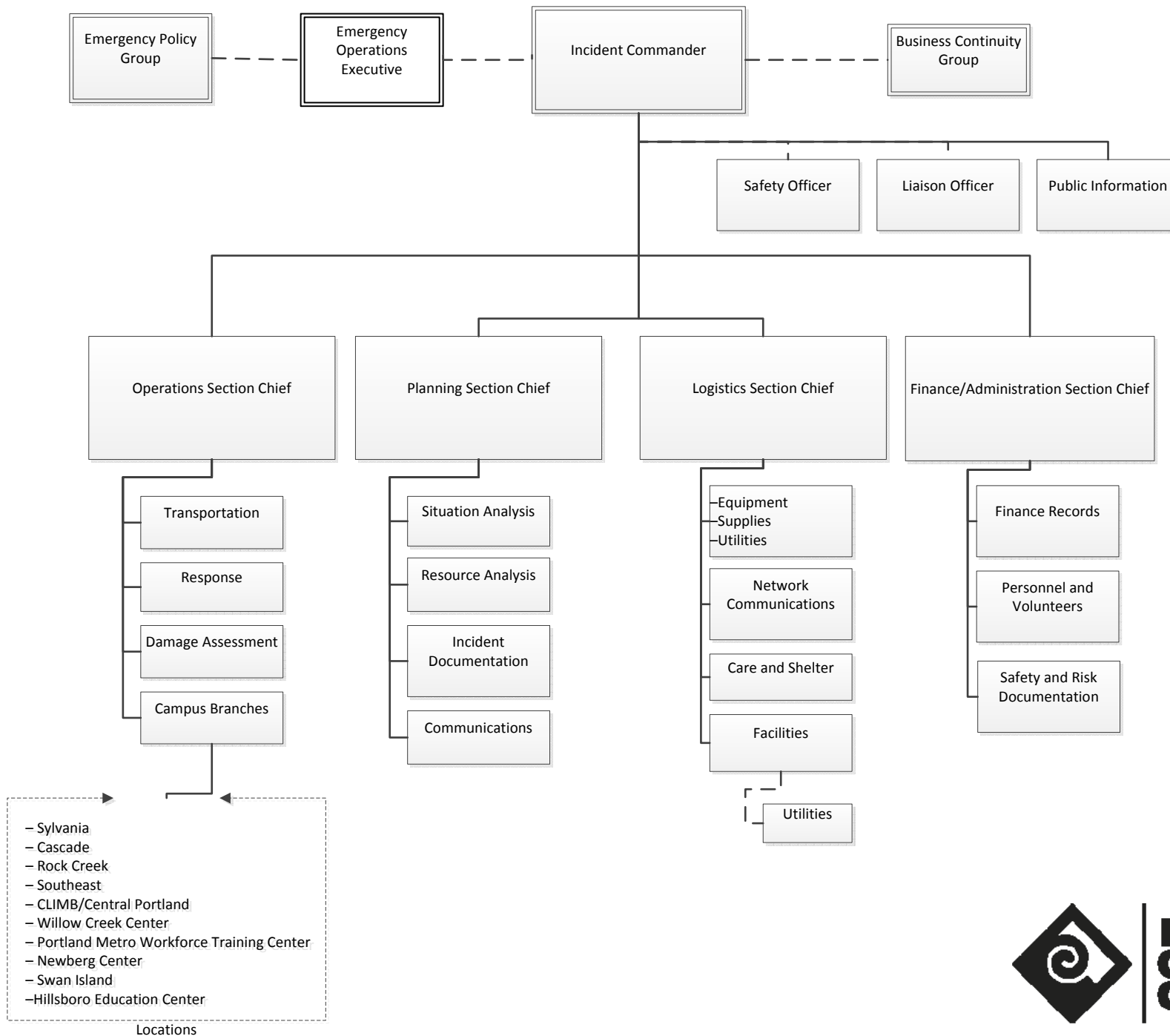
The organizational structure of the emergency management team (composed of both groups) is used to facilitate priority setting, interagency cooperation, and the efficient flow of information and utilization of resources during a disaster. The Plan utilizes the Incident Command System (ICS), which divides the emergency operations group (IMT) into four sections which all report to the Incident Commander:

<b>Operations:</b>	Implements priorities established by management.
<b>Planning:</b>	Gathers and assesses information and tracks situation and resources.
<b>Logistics:</b>	Obtains the resources to support the operations.
<b>Finance/Administration:</b>	Tracks all costs related to the disaster.

The following organizational chart and position rosters illustrate and detail Portland Community College's Emergency Management structure and Emergency Policy and Operations Group assignments.

# Emergency Management Structure

## INCIDENT COMMAND SYSTEM



## **Brief Summary of Position Responsibilities**

**Emergency Operations Executive** - The Vice President, Finance and Administration will ensure the emergency organization performs in accordance with established procedures, oversees the operation of the emergency plan and serves as the primary liaison between the Emergency Policy Group and the Emergency Operations Center.

**Incident Commander** - Establish the appropriate level of organization, and continuously monitor the effectiveness of that organization. The incident commander is responsible for the overall management of the incident, the development and implementation of strategic goals and objectives, and approving the ordering and release of resources. Any functions not assigned by the incident commander remain the responsibility of the incident commander.

**Safety Officer** - Responsible for monitoring and assessing safety hazards or unsafe situations and developing measures for ensuring personnel safety.

**Liaison Officer** - Serves as the contact person and inter-agency coordinator between outside agencies/resources and college response teams.

**Public Information Officer** - Responsible for interface with the media or other appropriate agencies requiring information direct from the incident scene.

**Operations Section Chief** - Oversees on-scene personnel, helps formulate and interpret strategies, requests or releases resources, makes expedient changes to the Incident Action Plan as necessary, and reports such changes to the Incident Commander.

**Communications** - Responsible for the set up and operation of the Emergency Operations Center dispatch function.

**Transportation** - Responsible for all transportation needs associated with the incident.

**Damage Assessment Team Leader** - Facilitates the necessary field inspection of college structures, facilities, and grounds for damage, obstructions, and utility failures. Assesses use and occupancy restrictions of college structures. Coordinates and supervises structural engineering assessment teams.

**Planning Section Chief** - Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

**Situation Analysis** - Collects and analyzes information critical to the incident and provides such information to the Planning Section Coordinator.

**Resource Analysis** - Maintains an on-going, accurate knowledge of current resources now engaged in responding to the incident, additional resources that are needed, and sources of such resources that may be requested.

## **Brief Summary of Position Responsibilities Continued**

**Incident Documentation** - Maintains an on-going written or recorded record of significant occurrences related to the incident and the resultant response and action taken.

**Logistics Section Chief** - Responsible for providing facilities, services, and materials in support of the incident. Ensures that the logistics function is carried out including telecommunications, transportation, medical supplies, facilities, food and ground support. Provides logistical support for the Emergency Operations Center (EOC). Participates in development and implementation of the Incident Action Plan.

**Equipment/Supplies/Utilities** - Responsible for accurate and current information on the availability, use, and additional needs regarding equipment, supplies, and utilities associated with the incident.

**Network Communications** - Responsible for the overall telecommunications systems established within the college community during the incident.

**Care and Shelter** - Responsible for food and shelter arrangements associated with the incident and interaction and coordination of meeting such needs with outside assistance that may be provided by agencies such as the Red Cross or Salvation Army.

**Facilities Unit Manager** - Provides fixed facilities for the overall response needs to the incident. Such facilities may include the incident base, feeding and sleeping areas, sanitary facilities, and a formal command post or emergency operations center. Responsibilities will also include damage inspection and assessment on all college structures, facilities, and grounds for obstructions and utility failures, assessing use and potential occupancy limits for college structures, and the coordination and oversight of structural engineering and assessment teams.

**Facilities Unit Leader** - Assists the Facilities Unit Manager by assuming responsibility for the layout and activation of incident facilities (including the EOC), sleeping facilities as needed, sanitation services for incident personnel, and the oversight of base or satellite operations within the college district.

**Facilities Team Leader** - Assists the Facilities Unit Manager by prioritizing facilities for essential repair operations, debris removal, and clearance to resume normal use.

**Finance/Administration Section Chief** - Responsible for all costs and financial consideration of the incident, including, but not limited to: Financial and cost analysis, tracking and recording of personnel time, ensuring all obligation documents initiated at the incident are properly prepared and completed, briefing administrative personnel on all incident related financial issues needing attention or follow-up, processing all purchase orders and contracts, processing all worker's compensation claims or other claims that may result in civil liability risk to the college, procurement, storage, and inventory of all equipment and supplies, preparing documentation for cost reimbursement.

**Financial Records** - Maintaining complete, accurate, and current financial records associated with the incident.

## **Brief Summary of Position Responsibilities Continued**

**Personnel and Volunteers** - Responsible for the maintenance of complete, accurate, and current information on all personnel engaged in response efforts associated with the incident. Responsible for all worker's compensation claims, maintaining record of hours worked, answering personnel related questions, including status of those engaged in the response efforts.

**Safety/Risk Documentation** - Maintain complete, accurate and current information on all matters related to safety and risk assessment associated with the incident.

**Procurement - Responsible** for ordering equipment, supplies, and material; receiving and storing such supplies, and servicing non-expendable supplies and equipment.

## **EMERGENCY POLICY GROUP MEMBERS**

<b><u>Assignment/Function</u></b>	<b><u>Designee</u></b>
Emergency Operations Executive – Primary	College President
Emergency Operations Executive – Alternate	Executive Vice President
Emergency Policy Group Member	Vice President, Academic and Student Affairs
Emergency Policy Group Member	Chief of Staff
Emergency Policy Group Member	Campus President- Sylvania Campus
Emergency Policy Group Member	Campus President- Rock Creek Campus
Emergency Policy Group Member	Campus President- Cascade Campus
Emergency Policy Group Member	Campus President- Extended Learning Campus
Emergency Policy Group Member	Vice President, Finance and Administration
Emergency Policy Group Member	Associate Vice President, Technology
Emergency Policy Group Member	Associate Vice President, Finance
Emergency Policy Group Member	Associate Vice President, Workforce Development & Community Education

## **BUSINESS CONTINUITY PLAN**

### **Business Continuity Overview**

Portland Community College (PCC) has a responsibility to ensure the safety of its employees, students, visitors and facilities; to provide continuing student services; and to safeguard the assets of the college. To fulfill these responsibilities, PCC maintains an Emergency Operations Plan (EOP), a Business Continuity Plan (BCP) that encompasses information technology infrastructure systems and business unit recovery plans and a Crisis Prevention Mitigation and Management Plan for managing emergencies and other crises.

PCC's BCP provides the college the means to withstand business interruptions up to and including catastrophic events of accidental, man-made, or natural origin, and to resume vital operations in an efficient, and effective manner. The plan is designed to enable management to provide the swift and decisive leadership necessary for a successful recovery.



## SECTION III

### EMERGENCY OPERATIONS CENTER AND COMMAND POSTS

When a College state of emergency is declared pursuant to the provisions of this plan, the Director of Public Safety (Incident Commander), or his/her authorized alternate will activate the Emergency Operations Center. If a localized emergency occurs with limited impact on the immediate area of the involved campus, Public Safety staff may, as an alternative, establish a field emergency command post at an appropriate location on the involved campus. In either circumstance, the regular Public Safety central dispatch will continue operations.

#### Emergency Operations Center

When a declaration of College emergency is issued, the Incident Commander/Director of Public Safety shall activate the Emergency Operation Center.

The Emergency Operations Center is a central location where all members of the campus Emergency Policy Group and Emergency Operations Group gather to coordinate the response to a disaster. **The primary EOC is currently located in conference room A and conference room B for the Operations Group, in the Amo De Bernardis College Center building, Sylvania Campus and the Emergency Policy Group may meet in the office of the College President.** Conditions may also require that an alternative EOC site be established. **The secondary EOC is located in room 111, for the Operations Group, in Building Two at the Rock Creek Campus.**

For small incidents that do not require the full activation of all the Emergency Operations Group, **room 316, College Services Building, Sylvania Campus** may be utilized by the necessary Command and General Staff.

#### Temporary Appointment of EOC Staff

Until designated emergency operations personnel arrive, the Incident Commander will immediately appoint available individuals to fill the critical - Emergency Operations Group Assignments. The first four appointments will be

- Operations Section Chief
- Planning Section Chief
- Logistics Section Chief
- Finance/Administration Section Chief

These appointments will remain in effect until the individual designated for the position arrives or a more suitable temporary appointment is made by the Incident Commander.

## **Field Emergency Command Posts**

If it is determined that a field emergency command post is appropriate and needed, a site should be selected that is safe, but as close as possible to the emergency. Such location will be staffed by a uniformed Public Safety officer, and a marked patrol vehicle may be utilized. To facilitate appropriate contact with outside emergency responders, an effort should be made to establish the command post at a location between the main entrance and the problem area. A staging area for outside responders should also be established. This may be designated as a Branch within Operations.

## **SECTION IV**

### **College Notification System**

The telephone system, the two-way radio systems utilized by Public Safety staff, the cell telephone system, Blackboard Connect, Flash Alert, Mass Notification System, and the e-mail system, including “Announce emails, are the primary means of emergency notification at Portland Community College. These systems will be used for the immediate transmission of specific information regarding a declared college emergency.

The Department of Public Safety is the focal point for the two-way transmission of official emergency communications to College Administrators. Upon receiving notification of a College emergency, all college administrators are to pass the same information along to all departments/offices under their direction.

### **Emergency Notification Information**

A listing of all key College officials, administrators, and building coordinators, including college and home telephone numbers, will be maintained in the Public Safety Central Communications Center and in the office of the Manager of Risk and Safety.

During a declared College emergency, telephone use must be restricted to College emergency use only.

### **The Mass Notification System (MNS)**

Mass Notification Systems (MNS) are designed to alert and protect people. Through concise, timely and well-directed messages, a Mass Notification Systems communicate how people should behave in a variety of emergency situations:

Performs both fire alarm and emergency communications functions

#### **A Mass Notification System:**

- Rapidly warns and informs people of an imminent danger.
- Efficiently controls public response before, during and after an attack or disaster.
- Broadcasts safety sirens, live and recorded voice announcements and visual alerts.
- Alerts only the effected personnel and/or public.
- Concise, Accurate Information



- Event-Specific Instructions (Live or Pre-Recorded)
- Coherent and Intelligible Voice/Visual Message
- Affected Zones
- Building/Floor
- Facility/Campus
- Entire Community
- Personal Notification – Onsite/Offsite
- Indoor/Outdoor Coverage

## SECTION V

### EMERGENCY PLAN AND RECOVERY PRIORITIES

#### Emergency Management Priorities

The Emergency Operations Group will be guided by the following fundamental priorities while directing an operational response to a disaster through the application of College resources:

1. **Life Safety**
2. **Preservation of Property**
3. **Disaster Recovery /Restoration of Academic Programs**

These fundamental objectives will be met in the following manner:

#### Priority 1 - Life Safety

Will receive top priority and will be addressed until such concerns are adequately met.

#### Priority 2 - Preservation of Property

#### Priority 3 - Disaster Recovery/Restoration of Academic Services

Will be addressed as time and resources become available.

#### Recovery from a Disaster:

The College President after consultation with the Executive Vice President and the Incident Commander will convene the Emergency Policy Group once Priority 1 (Life Safety) and Priority 2 (Preservation of Property) have been substantially completed to begin implementation of the PCC Business Recovery Plan following the general guidelines found in the Plan.

<b>PRIORITY 1. - Life Safety Issues - To be addressed immediately</b>
---

- A. **Communication Network** - Establish an emergency communications network for managing the disaster using available resources.

#### Resources:

- |                                |                               |
|--------------------------------|-------------------------------|
| 1. Telephone Services          | 5. Available Ham Radio Groups |
| 2. Public Safety Radio Systems | 6. Local media                |
| 3. Messengers (Volunteers)     | 7. Flash News/Flash Alert     |
| 4. Computer e-mail.            | 8. Black Board Connect        |

- B. **Medical Aid** - Evaluate medical services available and direct rescue forces to treatment location for injured.

**Resources:**

1. Public Safety
2. Nursing Program Faculty
3. Medical programs or first aid trained volunteers
4. American Red Cross

C. **Fire Suppression** - Evaluate fires or fire hazards, and control and evacuate.

**Resources:**

1. Portland Fire and Rescue
2. Tualatin Valley Fire and Rescue
3. Employees trained in fire extinguisher use

D. **Search and Rescue** - Appoint search and rescue teams and acquire transportation vehicles and required equipment.

**Resources:**

1. Public Safety Officers (Fire and Police)
2. Facilities Management Services employee
3. Volunteers
4. Parking and Transportation employees

E. **Utilities Survey** - Evaluate condition of utilities and roads. Shut-down, close off, or restore as appropriate and possible. (gas, electric, steam, water, sewer).

**Resources:**

1. Facilities Management Services
2. Portland General Electric and Pacific Power & Light
3. Public Safety Officers
4. Northwest Natural (formerly Northwest Natural Gas Company)

F. **Hazardous Substance Control** - Survey critical area and secure or cleanup as needed (radiological, biological, and chemical).

**Resources:**

1. Portland Fire and Rescue
2. Tualatin Valley Fire and Rescue
3. Newberg Fire Department
4. PCC Safety and Risk
5. Hazardous Chemical Spill Clean-up Teams (Contractors or public agency teams)
6. Public Safety Officers
7. Vendors under contract

<b>PRIORITY 2. - Preservation of Property - Addressed as resources become available</b>
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- A. **Facility Survey** - Evaluate facilities for occupancy. Identify and seal off contaminated areas.

**Resources:**

1. PCC Safety and Risk
2. Facilities Management Services
3. Portland Fire and Rescue or Tualatin Valley Fire and Rescue

- B. **Shelter** - Identify usable housing structures and organize moving individuals to shelter(s).

**Resources:**

1. Facilities Management Services
2. Food Services
3. Campus Dean of Students
4. American Red Cross

- C. **Food/Drinking Water** - Identify supplies and establish distribution system.

**Resources:**

1. Facilities Management Services
2. Food Services
3. American Red Cross

- D. **Sanitation System** - Evaluate sewer system and identify resources that can be used. Develop plan for portable toilets if needed.

**Resources:**

1. Facilities Management Services

- E. **Communications** - Establish a communications system with the campus community and advise everyone regarding availability of basic services. Utilize the Mass Notification system when possible.

**Resources:**

- |   |                           |
|---|---------------------------|
| 1. Telephone Services                     |                           |
| 2. Loudspeakers on Public Safety Vehicles | 5. Flash News/Flash Alert |
| 3. Bullhorns (Volunteers)                 | 6. Local media            |
| 4. Computer e-mail                        | 7. Black Board Connect    |

E. **Animal Control** - Contain, control and care for housed animals on campus.

**Resources:**

1. Veterinary Technology Staff
2. Volunteers

<b>PRIORITY 3. - Disaster Recovery / Restoration of Academic Programs</b>
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A. **Valuable Materials Survey** - Identify, survey and secure valuable materials on campus.

**Resources:**

1. Library/Museum/Art Department Staff
2. Volunteers
3. Technology Solution Services staff

B. **Records Survey** - Identify, survey and secure all College records.

**Resources:**

1. Financial Services Staff
2. Human Resources Staff
3. Registrar Staff
4. Safety and Risk Staff
5. Volunteers
6. Technology Solution Services staff

C. **Academic Survey** - Survey academic departments and determine requirements to begin academic operations.

**Resources:**

1. Deans
2. Department Chairs
3. Faculty

D. **Supplies and Equipment** - Develop system to renew flow of supplies and equipment from outside sources.

**Resources:**

1. Financial Services Staff
2. Procurement Staff

**As operations progress from Priority 1 through Priorities 2 and 3, the administrative control of the College will move back to the normal College organizational structure. The College President or the Vice President of Finance and Administration, in consultation with the Incident Commander and the Cabinet, will determine when to deactivate the EOC.**

## **SECTION VI**

### **RECOVERY**

#### **Plan Deactivation**

When emergency conditions have stabilized and normal College operations resume, the Emergency Operations Plan will be deactivated. If the nature of the incident requires an extension of certain emergency services, then special task groups may be established to coordinate these continuing activities. These groups may need to consider:

- Academic or administrative space reallocations
- Support services for impacted students, faculty or staff
- Cost recovery issues

#### **Incident Debriefing**

Immediately following the cessation of emergency operations, a debriefing of the Emergency Policy and Emergency Operations Groups will be conducted to evaluate the effectiveness of the response effort. Results of such debriefing will be used to determine if the Emergency Operations Plan must be modified to address any deficiencies which were discovered during its activation.

An "After-Action Report" will be compiled and distributed to members of the incident management team.

## **APPENDIX A: RESOURCES & EMERGENCY NOTIFICATIONS**

## **APPENDIX B: INCIDENT COMMAND SYSTEM POSITION CHECK LISTS**



## **APPENDIX C: GLOSSARY OF TERMS**

## **APPENDIX D:      TRAINING**

## **APPENDIX E:    FACILITIES MANAGEMENT SERVICES BUSINESS RECOVERY OF CORE FACILITIES OPERATIONS**

The following tables provide a summary of the type of emergency, estimated time for restoration, and College or outside resources to ensure rapid function recovery.

<b>ELECTRICAL SERVICES RECOVERY</b>		
<b>FUNCTION</b>	<b>ESTIMATED TIME TO RESTORE</b>	<b>RESOURCES AVAILABLE</b>
PCC owned transformer failure	12 hours	Utility Company Service Crew Electrical Contractor PCC Staff Electrician (assistance)
General Outage or Utility owned transformer	Unknown	Priority listing with utility: (24 hour page)
Building Specific Outage due to internal failures	2 - 24 hours	24 hour coverage with Electrical Contractor and parts available through contractor
PCC System Wide Campus Failure	4 - 5 hours to determine cause - estimate recovery after cause known	Electrical Contractor Staff Electrician Emergency Generators run critical functions (emergency phones, lights, computers, fuel pumps) through a single by-pass

<b>BUILDING STRUCTURAL INTEGRITY RECOVERY</b>		
<b>FUNCTION</b>	<b>ESTIMATED TIME TO RESTORE</b>	<b>RESOURCES AVAILABLE</b>
Damaged Windows/doors/walls	1 - 4 hours initial response 4 - 8 hours for damage mitigation 24 - 48 hours for repair	24 hour contractor response Specialized contractors PCC site temporary repair items
Major Building(s) Damage due to earthquakes, fire, wind	Unknown Case by Case to develop a long term plan for the facilities	Initial Damage assessment Plants Services Staff Engineering/Building Office Evaluation Administration - alternative site locations for College functions.

WATER SERVICES RECOVERY		
FUNCTIONS	ESTIMATED TIME TO RESTORE	RESOURCES AVAILABLE
Domestic Water Pipe Failure	1 - 2 hours to stop damage 6 - 12 hours to restore temporarily	24 hour coverage with plumbing contractor PCC staff mechanical response Hoses and parts at site or contractor available
Major leak - mitigation of damage	10 minutes - 2 hours to stop damage 1 - 4 days to restore service	Mitigation Equipment PCC site - Dehumidifiers - Water pick-up equipment - Portable sump pumps - Carpet Dryers - Wet/dry vacuums Utility Company or Plumbing Contractor for restoration
Water Failure due to underground distribution system	2 - 6 hours to stop damage 12 - 30 hours to restore	24 hour coverage with plumbing contractor PCC heavy equipment & backhoe One Campus (Cascade) has multiple water sources limited outage to single building.
Outdoor water floods	2 - 3 hours response Restoration variable due to cause	24 hour response with contractors Heavy Equipment Available Sylvania and Rock Creek Trailer available to mobilize equipment

CAMPUS ACCESS RESTORATION		
FUNCTION	ESTIMATED TIME TO RESTORE	RESOURCES AVAILABLE
Ice/Snow	Varies based on storm See Inclement Weather Policy	PCC Staff and Equipment
Trees/debris over roadways or light poles down, disabled vehicles blocking access.	1 - 12 hours	PCC Staff and Heavy Equipment and small equipment: chain saws, generators, pumps Contractor available on short notice.

HEATING RESTORATION		
FUNCTION	ESTIMATED TIME TO RESTORE	RESOURCES AVAILABLE
Fuel Source Disruption	Variable as to source of problem	Sylvania & Rock Creek: Dual Fuel Capabilities - limited time switch over. Other Sites: NW Natural Gas response. 24 hour response PCC #2 on priority lists of 10 types of gas customers Electric: Cap Center: see electrical outages
Leak in Hot Water System	10 minutes - 2 hours isolation 1 - 2 days complete restoration	24 hour Plumbing Contractor Coverage Boiler Repair: Contract
Electrical Power or Water Failure see previous tables.		

HAZARDOUS MATERIALS SPILL OR RELEASE RESPONSE & RECOVERY		
FUNCTION	ESTIMATED TIME	RESOURCE AVAILABLE
Outdoor Release	10 minutes - 1 hour for initial response to stop spill Final clearance depends on size/type of spill	Spill kits stored at each campus and Contractors identified Procedures for governmental reporting
Indoors	10 minutes - 1 hour for initial response Final clearance up to 72 hours	Spill kits stored at each campus and 24 hour Contractors identified Procedures for governmental reporting Site training at all major chemical areas for initial staff response Computerized MSDSs for rapid information for response team

## **APPENDIX F: PCC BOARD EMERGENCY PREPAREDNESS POLICY**

### **Emergency Planning and Preparedness – B 708**

It is the policy of Portland Community College to protect our students, staff, visitors and facilities in the event a natural disaster or other emergency threatens the achievement of the College's educational mission. The College will implement reasonable measures to prepare for such events, and will integrate the College's planning and emergency management activities with other appropriate agencies. The College will strike a "logical balance" that ensures that open access to education is maintained simultaneous with reasonable assurance of the safety and well-being of the communities we serve.

The policy of the Board of Directors is that:

- PCC will develop and maintain a comprehensive Emergency Preparedness and Business Continuity Program whose elements and scope will include preparation for those hazards most likely to affect the college community. The elements of this program will address the phases of prevention-mitigation, preparedness, response and recovery;
- PCC will develop and regularly test emergency communication and warning protocols, systems and procedures to support the program and to advise those people potentially impacted by an actual or impending emergency or other potential threats;
- PCC will designate a Program Coordinator to administer and keep the program current to comply with applicable regulations and standard practices, develop and manage the program budget, and ensure appropriate College personnel are trained;
- PCC will develop agreements where practicable with other agencies that allow PCC facilities to serve the public interest in the event of an emergency;
- The Incident Command System (ICS) will be used as the incident management system for managing emergencies and other critical incidents at PCC so that PCC's efforts will effectively integrate with the incident management efforts of other agencies in the PCC District.

(June 2008)

## **Local Declaration of Emergency**

# **SAMPLE**

**WHEREAS**, the Portland Community College has reported that beginning at (enter date and time), an (enter emergency description).

**WHEREAS**, persons and property are and will be threatened and damaged unless further efforts are taken to reduce the threat to life and property; and

**WHEREAS**, this disaster is causing an undesignated amount of damage; and

**WHEREAS**, the severity and magnitude of this disaster is beyond the response and recovery capability of College resources; and

**WHEREAS**, there is an emergency present that necessitates activation of the Portland Community College Emergency Operations Plan and utilization of emergency powers delineated therein.

**BE IT PROCLAIMED BY THE PORTLAND COMMUNITY COLLEGE  
PRESIDENT, DR. JEREMY BROWN**

### **SECTION 1**

That it is hereby declared that there is an emergency due to an (describe emergency) and secondary hazards affecting campuses of the Portland Community College District; therefore designated departments of Portland Community College are authorized to enter into contract and incur obligations necessary to combat such emergency to protect and provide emergency assistance to victims of such emergency.

### **SECTION 2**

Each designated department is authorized to exercise the powers vested under Section 1 of this Resolution in light of the exigencies of an extreme emergency situation without regard to time consuming procedures and formalities prescribed by law (excepting mandatory constitutional requirements).

DATED this 20<sup>h</sup> day of April 2015

[Signed] Dr. Jeremy Brown, Portland Community College President

**APPENDIX H: EMERGENCY OPERATIONS PLAN – RECORD OF CHANGES**

**PORTLAND COMMUNITY COLLEGE**

**EMERGENCY OPERATIONS PLAN**

**RECORD OF REVISIONS**

<b>Change Number</b>	<b>Subject</b>	<b>Date</b>	<b>Entered By</b>
	Draft 6 DPP (Disaster Preparedness Plan)	042399	JWS
	Draft General Editing DPP	050399	JWS
	Draft General Editing DPP	101101	JWS
	Draft General Editing DPP	030202	JWS
	General Editing DPP	052902	JWS
	General Editing DPP	062304	JWS
	General Editing DPP	120104	JWS
	General Editing DPP	052005	JWS
Changed Name to EOP (Emergency Operations Plan), and to PDF online.			August 2005 JWS
	General Editing EOP	082307	JWS
	General Editing EOP	092007	JWS
	General Editing EOP	111607	JWS
	General Editing EOP	111407	JWS
	General Editing EOP	121107	JWS
	General Editing EOP	121307	JWS
	Edit Appendix H, Board Policy	073008	JWS



# PORTLAND COMMUNITY COLLEGE

## EMERGENCY OPERATIONS PLAN

### RECORD OF REVISIONS

Change Number	Subject	Date	Entered By
	Edit Emergency Operations Group Assignments: Plans Chief and Finance and Admin	090908	JWS
MORE CHANGES TO BE LISTED AFTER APPROVAL.			
<b>REVISIONS</b> as of 021611			
EOP review by Derrick Foxworth and Jim Slauson 062910. The following changes were noted as needed and are recommended. The draft changes were reviewed with Ken Goodwin 080310.			
1.	Global change of title Physical Plant to Facilities Management Services.		
2.	Question on page five whether the Executive VP or VP of Administration is the Policy Group leader? Decision to edit out the Executive Vice President position from the EOP.		
3.	Page 7, authority to declare an emergency, from the President, then to the Vice President, Finance and Administration and so on.		
4.	Page 7, “essential personnel” and I.D. cards questions. Wording pretty much the same. We need to better define who the essential personnel are.		
5.	Page 7, change to a bi-annual review.		
6.	Page 7, question as to who to review and submit to the cabinet?		
7.	Page 9, adding “Incident Management Team and IMT to the EOC Group title.		
8.	Page 10, changes campuses to CLIMB and Willow Creek		
9.	Pages 12 and 13, question on the necessity of these pages?? Eliminated as unnecessary ICS positions in relation to assigned persons college position.		
10.	Page 11, Emergency Operations Executive		
11.	Page 11, added to Planning Section Chief definition.		
12.	Page 13, question on who to be listed??		
13.	Page 15, add Mass Notification system info.		

14. Page 16, question on priority and some titles.

15. Page 17, some title changes, such as Portland Fire and Rescue.

16. Page 18, title and Mass Notification was added.

17. Page 19, question on titles of “who”

18. Have Appendix E reviewed by Facilities Management Services to see if still valid and current.

**REVISIONS** as of 111612 by JWS

1. Page 2, added Business Continuity Information.

2. Page 3, minor reformatting.

3. Page 7, added the word “major” to the line “Before any major written changes are actually made, they will be submitted for review,,,,,,,”

4. Page 10, added Newberg Center to Table of Organization.

5. Page 13, added Business Continuity Information.

6. Page 15, deleted Nextel Systems and added Black Board Connect to College Notification Systems.

7. Page 17, added Black Board Connect to **Communication Network** Resources.

8. Page 18, renumbered and added Newberg Fire Department to **Hazardous Substance Control** Resources.

9. Page 19, added Black Board Connect to **Communications** Resources.

Annex J Evacuation **PENDING**