

Emergency preparedness training Oct. 17



Former Student Affairs Administrative Assistant Susan Muir, *left*, and Student Life Program Supervisor Sami Lelo show off their emergency preparedness at a 2013 evacuation drill.

In the event of a major emergency, it is very possible that we will be our own first responders.

Are you prepared? It does not have to be as overwhelming as you may think. Learn what you need, why you need it, and how not to spend a lot of money on it. You may already have many of the items; now learn how to pull them all together.

The Emergency Management Planning Committee (EMPC) will be sponsoring a no-cost Emergency Preparedness Training on October 17, 1:00 – 3:00 p.m. in PUB 258C. Any Clark College

employee is welcome to attend.

The presentation itself will go from about 1:00 – 2:30, with an opportunity to find out more and mingle from 2:30 – 3:00.

Information to be covered includes:

- Why do you need an emergency kit?
- What are the top 5 priorities?
- How do you start?
- Where can you get some help?
- What is the Community Emergency Response Team (CERT) and how can I join?

Also, there will be an opportunity for you to make your own emergency response kit, try out some emergency food “rations” and a raffle to win your own emergency preparedness backpack and supplies.

Jodi Blackwood, Clark County CERT Volunteer Program Manager, is delivering this workshop. She is responsible for coordinating, planning, organizing, and supporting the program’s development through-out the county. In addition, she speaks to neighborhood associations, business groups, and community organizations and clubs about the importance of emergency preparedness.

Photo: Clark College/Jenny Shadley

In case of emergency



May 9, 2013 Clark College Evacuation Drill.

Clark College is committed to creating a safe learning environment for students, employees, and guests, but public safety is also the responsibility of each member of our community. Being prepared—both mentally and physically—for the unexpected is the first and best defense to minimize accidents, emergencies, and other incidents.

One aspect of Clark's preparation efforts is the Emergency Management Planning Committee, which provides leadership, guidance, and solutions on safety and security issues. The committee recently welcomed Michael See, emergency manager, to the team. As a part of his role, See is responsible for helping to communicate emergency procedures to the college community.



Michael See

“In the recent campus climate survey, we found that many Clark employees felt less prepared and knowledgeable about emergency procedures than in previous survey periods,” said See. “We view this as an opportunity to provide further education, resources, and training to our community so that we all can be proactive participants in maintaining a safe environment.”

See, who was hired in November will be working over the summer to update Clark’s emergency procedures and the emergency-preparedness area of the Clark website, which can be accessed via www.clark.edu/emergency.

Small preparations, such as practicing emergency response procedures or knowing the location of designated Assembly Areas on campus, not only help keep us safe as individuals, but also contribute to the well-being of those around us.

Below, you will find guidance on emergency procedures, as well as links to resources and information on how to request additional training.

What is considered an emergency?

An emergency is any incident—caused by human or nature—that disrupts the standard operations of Clark College or its educational activities and requires immediate, responsive action. Large-scale emergencies can include natural disasters, facilities hazards such as fires or power outages, and acts or

threats of violence.

How will I know when there is an emergency on campus?

Clark College has implemented a multi-tiered mass notification system to alert people on campus about emergencies. We have the ability to transmit emergency alerts through multiple methods including:

- The digital telephone system installed in most offices and classrooms
- Networked computer terminals
- Loudspeakers in many of the common areas
- Alerts sent to Clark College email
- Alerts posted to the college's website

Faculty, staff and students can also opt-in to receive text alerts on their mobile devices by subscribing to RAVE, a no-cost service. All members of the Clark community are encouraged to sign up. Click the link for more information about Clark's mass notification system.

What am I supposed to do?

If you discover an emergency, no matter the type, your first priority should be to ensure your own personal safety and the safety of those around you, to the best of your ability.

Once you are safe, notify Campus Security at extension 2133 for Main Campus or 6133 for CTC. Calling 911 may also be appropriate. Emergency Procedures posters, which are widely distributed across the campuses, and Emergency Response Guides, available in all work areas, provide specific directions based on the type of emergency.

Messages delivered through the mass notification system will

also provide information about the nature of the emergency. More importantly, it will provide you with some instructions. The most common instructions you can expect will be to either *lockdown* or *evacuate*.

When directed to lockdown:

- Close and lock all doors and windows
- Close blinds or cover windows
- Leave all computers on and turn up the volume on all desk telephones
- Silence all cell phones, but leave them turned on
- When possible, turn off room lights
- Limit movement and be as quiet as possible until the “All Clear” message is transmitted through the mass notification system

When directed to evacuate:

- Leave your belongings where they are
- Walk in an orderly fashion towards the nearest exit, helping others that may need assistance, if you are able
- Each building has an Emergency Building Coordinator (EBC) assigned to guide people out safely; follow any instructions given by an EBC
- Move to a designated Assembly Area
- Wait for further instructions or an “All Clear” message

Clark College and the EMPC are committed to providing a safe environment for the entire college community. Michael See and the rest of the Clark College Emergency Management staff are available to address groups during meetings or other discussions upon request. Please contact emergencymanager@clark.edu to schedule or to submit specific questions or concerns.

Emergency Drill on Main Campus



Clark College and the Vancouver Police Department will conduct a joint training exercise around the Health Sciences Building on Clark College's main campus on August 26.

On Wednesday, August 26, from 7:30 a.m. to 3:30 p.m., individuals on or near the Clark College main campus will notice a high level of police activity as Clark College partners with the Vancouver Police Department on a joint exercise.

During the exercise, the Health Sciences Building and the Brown Parking Lot will be closed. There will be a high

concentration of police activity in the area as the groups work together on a daylong scenario.

This exercise builds on the college's ongoing security efforts and helps strengthen ties with the Vancouver Police Department. In preparation for the exercises, the VPD is reaching out to affected neighborhoods, and on campus the college is making sure that all groups affected are informed in advance of the event.

There will be no live weapons used in the drills, nor will there be unusual amounts of noise or simulated explosions. Most individuals should not be affected other than seeing an unusually high number of VPD officers.

This drill is intended to help both the college and the police improve their emergency response procedures.

Clark College's main campus is located at 1933 Fort Vancouver Way. The Brown Lot and Health Sciences Building are located in the northeast corner of the campus, south of Water Works Park and east of E. Reserve St. at E. 18th St.

Safety Steps



Among the many events organized by the Emergency Management Planning Committee was this evacuation drill held on May 9, 2013.

The Emergency Management for Higher Education (EMHE) federal grant period concluded Sept. 30, 2013. Over the three-year performance period, the \$744,402 Department of Education grant successfully supported expansive steps to create a safer college environment for students, personnel and guests.

Grant-funded activities were overseen by members of the Emergency Management Planning Committee. Key accomplishments include staff development, support and training; equipment and supply selection and acquisition; and creation of detailed plans such as the Emergency Operations Plan and Continuity of Operations Plan. During the grant period, the college accomplished all seven grant objectives. In its summation, the independent third-party evaluation team “found Clark College’s efforts to fulfill the intent and requirements of the EMHE grant to be exemplary. The college took its commitment to the

Department of Education seriously and has found a way to overcome each obstacle that surfaced throughout the grant period. Not only did Clark College meet the goals and objectives of its integrated emergency program under the EMHE grant, in the opinion of the third-party evaluation team they exceeded them.”

A video entitled “Clark College: Development of a Community College Emergency Management Program (2010-2013)” was produced by emergency management staff. The project was developed as a “show-and-tell” piece for both contemporary and historical use and to share with other community and technical colleges. Key components of Clark College’s emergency program are featured in the 3:43 piece, which illustrates program building blocks, personnel contributions and the related college culture shift that has occurred. It is open-captioned for accessibility. EMHE grant-funding allowed staff to hire local government CVTV to film the video.

A new Emergency Response Guide was completed and distributed in October. The bright yellow, spiral-bound, 24-page guide serves as a detailed desk reference on college emergency procedures. The guide was revised and enhanced to reflect the content of the college’s Emergency Operations Plan. The cost was paid by the federal Emergency Management for Higher Education grant. Distribution was handled by Environmental Health and Safety staff and student employees, and includes all work sites throughout the college. An electronic version is also available on ClarkNet [login required], with a student version available on Clark’s website.