



# **SAFETY & EMERGENCY**

PREPAREDNESS PLAN



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# SAFETY AND EMERGENCY PREPAREDNESS PLAN

## Introduction

The safety and security of students and employees at the Northwest College of Art & Design (NCAD) is a top priority. The purpose of the Safety & Emergency Preparedness Plan is to provide our students and employees with a quick reference guide to use in the event of an emergency. All students and employees should familiarize themselves with this document, as it contains the recommended procedures to be followed during specific types of emergencies. While this document does include procedures that are designed to deal with a number of crises that could occur, it does not cover every condition that might develop.

In any emergency situation NCAD's overriding mission is to:

- Protect life
- Secure our critical infrastructure and facilities
- Resume the academic process

Campus safety is a responsibility we all share. All of us play a critical role in keeping students and employees safe on campus. Here is how you can do your part:

- Plan Ahead. The time to think about what you would do in an emergency is now. Please take a few minutes to read through these procedures and consider how you would respond.
- If you see something, say something. Report crimes, suspicious behavior, and safety concerns to a staff or faculty member.
- Remember – if calling 911 from a campus phone there is no need to dial 9 to get an outside line; dial 911 directly.

General emergency responses should follow these goals. Naturally the characteristics of a particular emergency (such as time or day when an incident occurs) may require some adjustments.

The plan may also be activated during a community or regional crisis that may impact students, employees or business operations. For example, a utility outage in the area, a serious toxic spill on a major highway, or a large fire in a local area may necessitate a plan of activation to coordinate safety precautions or disseminate emergency information.

## Emergency Guidelines

This plan establishes a line of communication and an **Emergency Response Team (ERT)** that ascertains the scope of an incident, establishes response strategies, deploys resources, and initiates the emergency process. The current **ERT Leader** is the Facilities Manager.

The ERT will mobilize at a central **Emergency Operations Center (EOC)**, located in front of the 1201 Pacific Ave Building. In the event of an emergency, the ERT will set up a base of communications with other campus first responders via cell phones.

The ERT will gather information and disseminate emergency bulletins and announcements.

The ERT will review the plan documents annually and meet to provide general oversight for related policies and procedures.

## Emergency Response Team (ERT)

Name	Position	Primary Responsibility	Secondary Responsibility
Kim Perigard	Director of Operations	Pacific Avenue Exit/Assembly	1 <sup>st</sup> Floor Supervisor/ Fire Captain
Ashley Jones	Registrar	Pacific Avenue Exit/Assembly	1 <sup>st</sup> Floor Supervisor/ Fire Captain
Dan Rothrock	Director of Admissions	Commerce Street Exit/Assembly	1 <sup>st</sup> Floor Supervisor/ Fire Captain
Mike Perigard	Facilities Manager	ERT Leader	Commerce Street Exit/Assembly
Skye Carlson	IT Administrator	1 <sup>st</sup> Floor Supervisor/ Fire Captain	Pacific Avenue Exit/Assembly
Julie Perigard	Financial Aid Officer	2 <sup>nd</sup> Floor Supervisor/ Fire Captain	Commerce Street Exit/Assembly
Derek Gundy	Career Services	3 <sup>rd</sup> Floor Supervisor/ Fire Captain	Pacific Avenue Exit/Assembly
Susan Ogilvie	Director of Education	5 <sup>th</sup> Floor Supervisor/ Fire Captain	Pacific Avenue Exit/Assembly

## Fire/Evacuation Drill Procedures

Practicing safe evacuation is an important component of a campus safety plan. NCAD will conduct at least one drill per year.

- The IT Administrator or designee will notify the Tacoma Fire Department, alarm company and any building tenants at least 24 hours in advance of conducting a drill.
- The Director of Education will notify faculty at least 24 hours in advance of conducting a drill.
- The ERT will meet 15-20 minutes prior to the planned drill.
- The IT Administrator or designee will send an [alert@ncad.edu](mailto:alert@ncad.edu) message to all students and employees announcing that the alarm will sound indicating the start of the drill.
- The Facilities Manager or designee will time the drill from the beginning of the sounding of the alarm until the all-clear signal is given.
- Once all students, faculty and staff have been accounted for, the Facilities Manager or designee will give the all-clear and everyone will be able to return to the building.
- Immediately following the drill, the ERT will meet for an after-action review.
- The Emergency Drill Log (maintained by the ERT) will be updated to document the details of the drill.

## Fire Safety Plan

Fire safety should be a vitally important area of concern for every college campus. The potential loss of life or injury from a fire related incident is one of the most serious risks on campus.

An effective fire safety program requires the dedication of sufficient resources to attain code and ordinance compliance, educate the campus community to good fire safety practices, and be proactive in recognizing and evaluating fire safety risks. Risk analyses combined with fire prevention programs are key components of a comprehensive fire safety program.

In order for a fire safety program to be effective it must meet the needs of the campus, staff, students and give special attention to persons with physical disabilities. (Mobility, sight and/or hearing impaired)

***Building evacuation routes are posted in each classroom and several other areas throughout the building. Fire extinguishers are located at each end of hallway on each floor. The building is equipped with a sprinkler system and smoke detectors. An alarm will sound if smoke is detected.***

### **Upon Discovering of Fire:**

- Remove any person in immediate danger and evacuate the area.
- Call 911 giving the exact location of the fire.

A fire or emergency can strike quickly and without warning. When the evacuation alarm sounds, or at the request of ERT(s), **you must exit the building if possible**. NCAD has policies and procedures for all students and employees to evacuate during an emergency that requires evacuation. Failure to evacuate and follow instructions could result in injury to yourself or others as well as institutional disciplinary actions. Failure to evacuate may also result in criminal arrest or citation.

## **Emergency Evacuation Plan**

In case of fire or other situations requiring evacuation:

### **Evacuate Calmly and Quickly and call 911 when safe to do so.**

- Do not take extra time to gather belongings. Take only what is within easy reach as you exit, such as a phone or coat.
- Close doors and windows of rooms as you leave. This will isolate and contain the fire.
  - Doors need not be locked; lights can be left on.
  - If a stairway contains smoke or fumes use an alternate exit.
- Be familiar with the location of all exits and fire extinguishers.
- DO NOT USE ELEVATORS. They will automatically go to lowest safe floor and become unusable.
- Leave through nearest exit, alerting others as you go.
- After evacuating the building, assemble at the assigned meeting place to allow room for others to get out, for fire fighters to get in and to avoid smoke, fire and debris.
- Do not re-enter the building until permitted by responding authorities and school officials.

### **Assigned Meeting Place**

In case of fire or other situations requiring evacuation, exit building as described above and assemble at assigned assembly location:

- If exiting through front of building using the Pacific Avenue exit, assemble across Pacific Avenue in front of the 1201 Pacific Avenue building.
- If exiting through back of building using the Commerce Street exit, assemble across Commerce Street by Mad Hatter Tea.

### **Faculty Responsibilities**

- Explain basic emergency procedures to students at the beginning of each semester, including the evacuation plan and assembly location.
- Know the location of all exits and fire extinguishers.
- Supervise the safe evacuation of all students, including the evacuation of persons with physical disabilities, and make certain that evacuation is done in an orderly manner.
- Ensure that everyone has exited the classroom and that doors are closed.
- In case of blocked exit, have an alternate route and guide or instruct the class on the route to take.
- Stay with students throughout the evacuation and assemble at designated assembly point.
- Upon arrival at assembly point, take roll and verify that all students are accounted for and report the headcount to Registrar. Provide the name and last known location of any missing students.

### **Floor Supervisor Responsibilities**

A Floor Supervisor (or Fire Captain) shall be appointed and may be any full-time employee. Responsibilities may vary but shall include the following:

- Ensure that all students and employees on their floor have evacuated the building.
- Check all classrooms, offices, and restrooms to ensure evacuation is complete.
- Note and report any individuals trapped or unable to evacuate.
- Note and report any safety hazards in their assigned area.
- Report status of the area to the Director of Operations or Facilities Manager.

## Staff Responsibilities

- Whenever possible, an [alert@ncad.edu](mailto:alert@ncad.edu) message will be sent to all students and employees.
- Registrar will take a roster of all current students and employees to the assembly location.
- Registrar will account for all students and employees and report to the Director of Operations at the Pacific Avenue assembly location.
- The ERT via cell phones will update the Registrar with headcount of students and employees at the Commerce Street assembly location.
- Information will be disseminated to those at designated assembly points.

## ERT Responsibilities

The ERT is to ensure that an emergency evacuation plan is in place for all NCAD buildings. The plan will include but shall not be limited to the following:

- Explain basic evacuation procedures for your area to all new employees.
- Ensure building evacuation routes are posted in each classroom near the exit.
- Be familiar with all exits out of your assigned building.
- Check assigned area ensuring everyone has evacuated and all doors are closed.
- Know where your assigned assembly point is located.
- Have a contingency plan for evacuations of persons with physical disabilities.
- At your assigned assembly point, physically account for all students and employees.
- Allow no one to re-enter the building until the all-clear has been given.

## If You Are Not Able to Evacuate

If you are trapped on a floor the following procedures should be followed:

- Feel all doorknobs you encounter before opening the door. **If it is hot do not open the door.**  
**Stay in the room.**
  - a. Seal the cracks around the door with any available material.
  - b. Call 911 and let them know your location and that you are unable to exit.
  - c. Open or break a window for fresh air and hang an object out of the window to alert the fire department to your location.
  - d. Keep low to the floor and await evacuation by emergency personnel.
- **If the doorknob is not hot**, brace yourself behind the door and open it slightly. If heat or heavy smoke is present close the door and stay in that room. Follow the procedures outlined in steps A-D above.
- If you are able to move around within the building but can't exit, find a safe room farthest from the fire.

## Evacuation for People with Disabilities

A person with a physical disability on campus may be a student, employee, or visitor. Everyone should be familiar with procedures to assist the disabled in an emergency.

1. Sight impaired persons should develop a buddy system, or a volunteer be assigned to assist the individual during the evacuation.
2. Alert the hearing impaired to an emergency and initiate their evacuation.
3. If not located on a ground level floor, there are two schools of thought concerning mobility-impaired persons. Rescue of mobility impaired or disabled persons will be the first priority of fire and law enforcement departments.
4. Mobility impaired or disabled person should go to an emergency exit and wait while the main flow of people passes. They should remain at the same exit until emergency personnel (fire or police) can arrive and safely complete their evacuation.
5. If assisting mobility impaired/disabled person in an emergency, be prepared to possibly abandon wheelchair or other devices used for mobility.
6. Ask the person the safest method people can use to assist them. Seek out volunteers and make sure you have enough people to provide assistance.
7. Once the person(s) with physical disabilities has been evacuated, proceed to assigned assembly area and make them as comfortable as possible.
8. Faculty and staff are to assist the physically disabled in evacuating the building by whatever method is most appropriate and safe for the given circumstances.
9. Mobility limitations—Wheelchair user

- Discuss needs and preferences. Non-ambulatory persons' needs and preferences vary widely and therefore require you to ask them how they would like to be assisted.
- Individuals who use wheelchairs may choose to evacuate themselves from the ground floor with minimal assistance.
- If debris is present, it may be necessary to clear a path to the exit.
- If there is no imminent danger, the person may choose to remain in the building or to be directed to an Area of Refuge (stairwell or designated room) until emergency personnel arrive. Fire Department personnel, who are trained in emergency rescue, can then enter the building and assist the person in exiting the building, either down the stairs or using the emergency elevator recall.
- If danger is imminent and the individual does not wish to be removed from his or her wheelchair, direct the person to the nearest Area of Refuge (stairwell or designated room) and notify emergency personnel immediately. While staying in place, the wheelchair user should keep in direct contact with FIRE DEPARTMENT by dialing 911 from a cell phone and reporting directly pertinent information including the location.
- Most wheelchairs are too heavy to carry down stairs. If the person wishes to be carried down the stairs without the wheelchair, consult with him or her on the best carry options, e.g., two-person cradle carry, office chair evacuation, or, if available, an evacuation chair.
- Notify emergency personnel immediately about any individuals remaining in the building and their locations.

### **CARRY TECHNIQUES TO BE USED ONLY IN EMERGENCY SITUATIONS WHERE DEATH OR SERIOUS BODILY INJURY IS IMMINENT!**

#### **One-person Carry Technique (The Cradle Lift)**

- The Cradle Lift is the preferred carry method when the person to be carried has little or no arm strength. It is safer if the person being carried weighs less than the carrier.
- Place one arm under the person's knees and one around their back.

#### **Two-person Carry Technique (The Swing Carry or Chair Carry)**

- Carry partners stand on opposite sides of the individual.
- Wrap individual's closest arm around one carry partner's shoulder.
- Grasp carry partner's forearm behind the individual in the small of the back.
- Reach under the individual's knees to grasp the wrist of carry partner's other hand.
- Both carry partners should then lean in close to the individual and lift on the count of three.
- Continue pressing into the individual being carried for additional support in the carry.

## **Elevator Emergency Evacuation Plan**

In the event of an emergency issue with the elevator (person stuck in a stalled elevator) please conduct the following steps:

1. Make contact with the person(s) in the elevator to assess their condition and assure them that a call for assistance is being made.
2. Contact Thyssen Krupp at **(800) 326-1407**.
  - a. Provide the following information:
    - i. Building Name - **Northwest College of Art & Design (NCAD)**
    - ii. Building Address - **1126 Pacific Avenue, Tacoma, WA 98402**
    - iii. Your name and contact information
    - iv. Description of situation
3. If the person(s) in the elevator are experiencing a medical emergency or a more rapid response is required, **Call 911**.
  - a. Provide the following information:
    - i. Building Name - **Northwest College of Art & Design (NCAD)**
    - ii. Building Address - **1126 Pacific Avenue, Tacoma, WA 98402**

- iii. Your name and contact information
- iv. Description of situation

The safest place for person(s) in a stalled elevator is in the elevator until a trained professional arrives to help. Do **NOT** attempt to open the hoistway doors or try to remove the person(s) as a fatality or critical bodily injury may occur and put others at risk.

## Shelter-in-Place

Shelter-in-place is designed to keep you safe while indoors if dangerous environmental conditions exist, such as extreme weather or a hazardous materials release.

If a Shelter-in-Place is ordered:

- Seek shelter in an interior room with few windows.
- Close and lock all exterior doors, windows, and any other openings to the outside.
- Avoid overcrowding by using several rooms, if necessary.
- Monitor NCAD email alerts, text messages and social media.
- Report any emergency or unusual conditions to an ERT Member.
- Do not leave the building until receiving the “all clear” from police, emergency responders, or ERT Member.

## Medical Emergency

If a medical emergency exists:

- Assess the condition of the victim. Do not leave the victim or attempt to move an injured person.
- Call 911 if the emergency requires priority response and calmly explain the situation.
- Do not hang up the phone until told to do so by the 911 operator.
- Keep the victim calm and reassured that help is on the way.
- If trained, perform CPR on the victim if they are not breathing and do not have a pulse.
- As soon as safely possible, document and report the incident to the Director of Operations or other ERT Member.

## Student in Distress

If you are in contact with a student who appears to be an immediate threat to his or her own safety or that of others, contact the Director of Operations or other ERT Member immediately. Quick Reference for helping students having difficulties:

Recognize Symptoms

- Significant change in academic performance or classroom conduct.
- Unusual behavior or appearance.
- Traumatic event or change in relationships.
- Reference to suicide, homicide, or death.

Respond to the Student

- Speak privately with the student.
- Directly and candidly discuss your observations and concerns.
- Offer support and assistance.

Refer the student to a Mental Health Professional

- Be caring, firm, and straight-forward in your referral.

## Violent or Criminal Behavior

If you witness violent or criminal behavior:

- If the disruption occurs in the classroom, the instructor should try to diffuse the behavior.
- If the person continues the disruptive behavior, the instructor may ask that person to leave class immediately.



- Call 911 if necessary.
- As soon as safely possible, document and report criminal behavior. This documentation is to be turned in to the Director of Operations, and should include the date, time, location, description of criminal behavior, and name of person involved or name of person providing information on the criminal behavior

## Weapons

For the safety of everyone, all types of weapons are prohibited on campus. This includes, but is not restricted to, firearms, illegal knives, ammunition, explosives, gas or spring-loaded guns, crossbows, bows and arrows, spring-type guns, slingshots, firecrackers, fireworks and cherry bombs. Anyone possessing or using any of these weapons can and will be subject to disciplinary action or arrest.

## Person with a Weapon

The use or possession of firearms or other instruments commonly used to inflict bodily harm is prohibited at NCAD. If you observe or become aware that a person on the school grounds is in possession of a weapon:

- Do not approach the violator.
- Move to a safe location.
- If the violence is threatening or placing others in fear or bodily harm, immediately call 911.
- Notify the appropriate person.
  - Students – Notify your instructor.
  - Employees – Notify the Director of Operations or other ERT Member.
- Document the circumstances that made you aware of the existence of the weapon including the violator's location.

### **If a shooting has occurred:**

- Call 911.
- If you are wounded or are with someone who is wounded, police officers will bypass you to search for and stop the shooter. Rescue teams will follow shortly to aid you and others.
- Stay calm and patient during this time and do not interfere with police operations. If you know where the shooter is and/or have the shooter's description, tell the police.
- If it is possible to escape the area and avoid danger, do so by the nearest exit. Keep your arms above your head and listen for instructions that may be given by police officers.

## Imminent Threat of Violence

A threat of violence may include, but is not limited to, a person on or near campus with a weapon, the lockdown of nearby schools, or significant law enforcement action in the adjacent neighborhoods. If you observe or become aware that a person on the school grounds is in possession of a weapon one must do as follows:

- Do not approach the violator.
- Move to a safe location.
- If the violence is threatening or placing others in fear or bodily harm, immediately call 911.
- Students are to notify their instructor if they are in class. If they are not in class, they should notify a staff member.
- Faculty or staff members are to immediately notify the Director of Operations or other ERT Member.
- Document the circumstances that made you aware of the existence of the weapon including the violator's location and if a shooting has occurred (this information is imperative when calling 911).
- If you are wounded or are with someone who is wounded, police officers will bypass you to search for and stop the shooter. Rescue teams will follow shortly to aid you and others.
- Stay calm and patient during this time and do not interfere with police operations. If you know where the shooter is and/or has the shooter's description, tell the police.
- If it is possible to escape the area and avoid danger, do so by the nearest exit. Keep your arms above your head and listen for instructions that may be given by police officers.

# Active Shooter

Recent national tragedies remind us that the risk is real. An active shooter incident can happen in any place, at any time. The best ways to make sure you stay safe is to prepare ahead of time and be ready. Taking a few steps now and mentally rehearsing what to do can help you react quickly when every second counts.

## Be alert, be aware

- If something doesn't look right or feel right. Do something.
- You can stop something before it happens.
- There is no one size fits all response.
- Be prepared to use all aspects of Run, Hide, Fight together, individually, and in any order.
- **CALL 911 AS SOON AS IT IS SAFE TO DO SO.**
  - Don't assume someone else has.
  - If someone has called, you may have information they don't.

## RUN! (flee, escape, evacuate...)

- Always the best option!!
  - Even if you have to hide, always be prepared to run.
- Put distance between you and the threat.
- Know multiple ways out.
- Pay attention to sounds, location and description of shooter.
- Don't take time to take belongings.
- Encourage others to follow but don't hinder your own escape.
- Look for alternate routes.
  - Break a window.
  - Control fall from 2<sup>nd</sup> story, if possible.
  - Move through internal doors.
- Get far from building, find cover.
- Don't engage police. Keep hands visible so they know you are not a threat.

## Practice Running

- Know all exits.
- Keep ID, phone, keys on person.
- Change your routine to practice routes.
- Think about escape every time you walk into a building. If you don't know, ask.
- Have a rally point.

## HIDE! (shelter, lockdown...)

- If you can run, run. Always be ready to run.
- You may need to hide first but always look for an opportunity to escape.

### Try to slow the intruder and make it more difficult for them.

- Steps
  1. Secure door.
    - A lot of doors don't lock or open out...
    - Use belts, zip ties, or cords to secure handle or hinge.
  2. Barricade.
    - Stack desks or chairs in front of door.
    - Move large pieces of furniture.
  3. Spread out in room.
    - Avoid clusters of people.
    - Doors attract bullets.
  4. Get ready.
    - Create plan to escape.
    - Create plan to confront.
  5. Silence!
    - Silence all phones and audio equipment.

## **FIGHT! (attack, counter, etc....)**

- LAST RESORT!
  - Use only if you are cornered and faced with immediate harm.
  - Don't go looking for a confrontation with shooter.
- Goals.
  - Interrupt shooter's thought process.
  - Cause confusion.
  - Force decisions.
  - Buy time.
- Fighting is your choice, no one else's.
  - Communicate your stance.
- Use distraction.
  - Throw things.
  - Make loud noise.
  - Spray cans/fire extinguisher.
  - Mass movement.
- Overpower.
  - Use swarm technique.
  - Everyone willing, charge and hold down a limb.
- All legal actions are justified to stop a shooter.
  - Don't worry about causing pain.
  - Don't worry about breaking policy.
- Secure the weapon.
  - Move the weapon from shooter.
  - DO NOT HOLD THE WEAPON OVER THE SHOOTER! Police may assume you are the bad guy.
  - Place weapon in trash can, desk or other area and guard.
- Inform police as soon as able.

## **After the incident**

- Help law enforcement.
  - Keep hands visible and empty.
  - Know that law enforcement's first task is to end the incident, and they may have to pass injured along the way.
  - Follow law enforcement instructions.
- Seek out medical help.
- Help others survive.
- Seek help to cope with psychological trauma.
  - Consider seeking professional help for you and your family to cope with the long-term effects of the trauma.

## **Hostage Situation**

IF YOU HEAR OR SEE A HOSTAGE SITUATION: Immediately remove yourself from any danger and call 911. Provide them with the following information:

- Location and room number of the incident.
- Number of possible hostages and hostage takers.
- Physical description and name of hostage taker(s), if known.
- Any weapons the hostage takers may have.
- Your name, location, and phone number.

IF YOU ARE TAKEN HOSTAGE:

- Remain calm, be polite, and cooperate with your captors.
- DO NOT attempt to escape unless there is an extremely good chance of survival. It is safer to be submissive and obey your captors.
- Speak normally. DO NOT complain and avoid being belligerent or argumentative.
- DO NOT draw attention to yourself with sudden body movements, statements, comments, or hostile looks.

- Observe the captors and try to memorize their physical traits, voice patterns, clothing, or other details that can help provide a description later.
- Avoid getting into political or ideological discussions.
- Try to establish a relationship with your captors and get to know them. Captors are less likely to harm you if they respect you.
- If forced to present terrorist demands to authorities, either in writing or on tape, state clearly that the demands are from your captors. Avoid making a plea on your own behalf.
- Try to stay low to the ground or behind cover from windows or doors, if possible.

#### IN A RESCUE SITUATION:

- DO NOT run. Drop to the floor and remain still. If that is not possible, cross your arms, bow your head, and stay still. Make no sudden moves that a responder may interpret as hostile or threatening.
- Wait for instructions and obey all instructions you are given.
- Do not be upset, resist, or argue if a rescuer is not sure whether you are a terrorist or a hostage.
- If you are handcuffed and searched DO NOT resist. You will be taken to a safe area where proper identification and status will be determined.

## Lockdown Procedures

A lockdown procedure will be used in an attempt to minimize the risk of violence and increase the safety of students, employees and guests by restricting access and visibility by a threatening person or event internal or external to the campus.

- Stay inside! Do not leave the building unless an imminently dangerous situation arises inside. If outside, seek shelter in the nearest building.
- Take shelter in a lockable room, if possible.
- Avoid being seen from the outside, if possible.
- Monitor text and/or email alerts for updates and further instructions. A description of the threat will be disseminated as soon as possible using these methods.
- Report any emergency or unusual condition to the Director of Operations or other ERT Member.

#### Staff and Faculty Procedures:

- Make sure you have your keys at all times.
- A campus alert message will notify you that we are in lockdown.
- When you receive the lockdown announcement, do not call for information. Do not allow students to use phones.
- Instructors should quickly check halls/common areas and usher students into classrooms – even if they aren’t in your class.
- Secure your room: Lock all doors (interior and exterior) if possible, close blinds, turn off lights, and keep students down and away from the windows and door. Stay out of sight.
- During lockdown, common areas should remain clear except for Campus Security and Police.
- Staff without students should remain in or find a secured room or seek shelter in the nearest classroom.
- Remain in lockdown until a uniformed officer provides instructions or an “all clear” code is sent via the campus alert system.

## Soft Lockdown Procedures

A Soft Lockdown is employed when there is a threat outside the school but no immediate threat to the students inside the school. During a Soft Lockdown the building perimeter is secured, and staff stationed at the doors to ensure that nobody enters or leaves the building. Instructors should conduct classes as usual being aware of their surrounding in case of a Hard Lockdown. Depending on the situation, class changes may also take place. A Soft Lockdown might be appropriate if the police are looking for a felon in the area, during a toxic spill event near the school, or other threat where students are safer and better managed inside.

## Suspicious Package

- Do not open any suspicious items. If you have already opened it, remain calm.
- Call 911 and the Director of Operations or other ERT Member immediately.
- Do not move the letter or package or examine it further.
- Get all people out of the area. Close the area off, if possible.
- Limit the use of two-way radios and mobile phones near the suspicious item.
- If the package is leaking a substance or powder and you came into contact with it, keep your hands away from any part of your face. Do not touch others and do not let others touch you.
- Wash your hands and arms from the elbows down in hot soapy water.
- Don't attempt to clean or cover anything that may have spilled from package.
- Follow all instructions from emergency responders

## Bomb Threat

A large percentage of bomb threats are hoaxes, but all must be handled seriously. Normally a bomb threat call will not be directed to an individual but rather to the person who first answers the call. It is imperative that all employees are fully aware of how to handle a bomb threat call.

If a bomb threat is received:

- Do not use a cell phone or radio as they could activate the bomb.
- Remain calm and keep the caller on the phone for as long as possible. Try to get answers to the following questions:
  - When will the bomb explode?
  - What kind of bomb is it?
  - What will cause it to explode?
  - Where is it right now?
  - What does it look like?
  - Did you place the bomb? If not you, then who?
  - Why did you place the bomb?
  - How many bombs are there?
  - What is your name and address?
- Try to determine the following by listening carefully:
  - What is the approximate age and gender of the caller?
  - Did the caller have any noticeable voice characteristics?
  - Were there any noticeable background noises?
- Immediately call 911.
- Do not touch suspicious objects.
- If an evacuation of the building is ordered, follow the emergency evacuation plan and take the information from the call outside to the police.
- Instructors will take roll of students after being evacuated and supervise in designated areas until otherwise instructed.
- Do not return to the evacuated building unless told to do so by emergency responders or school officials.

## Bomb Discovery

If a bomb is discovered:

- Do not use a cell phone or radio as they could activate the bomb.
- Do not attempt to move or manipulate the object.
- Evacuate the building following the emergency evacuation plan.
- Call 911.
- Instructors will take roll of students after being evacuated and supervise in designated areas until otherwise instructed.
- Do not return to the evacuated building unless told to do so by emergency responders or school officials.

## Explosion

If an explosion occurs:

- Immediately take shelter under your desk or other object which will provide protection.
- As soon as safely possible, call 911 and give the location of the incident.
- If evacuation is necessary, follow the emergency evacuation plan.
- Instructors will take roll of students after being evacuated and supervise in designated areas until otherwise instructed.
- Do not return to the evacuated building unless told to do so by emergency responders or school officials.
- If you are trapped in debris:
  - Avoid unnecessary movement so that you do not create dust.
  - Cover your mouth and nose with anything you have and try to breathe through the material.
  - Try to signal to rescuers. Shout as a last resort as this can cause a person to inhale dangerous amounts of dust.

## Blood and Body Fluid Exposure

All blood or body fluids should be treated as potentially infectious. When cleaning up blood and body fluids:

- Wear disposable gloves and absorb fluids with disposable towels.
- Clean area of all visible fluids with soap and water. Also use appropriate disinfectant on contaminated surfaces.
- Double bag all items saturated with blood and properly dispose of materials.
- If you come in contact with blood or bodily fluid:
  - If contact is made with skin, immediately wash the area with soap and warm water.
  - If contact is made with eyes, immediately flush eyes with water.
- Notify the appropriate person.
  - Students – Notify your instructor.
  - Faculty and Staff – Notify the Director of Operations or other ERT Member.

## Hazardous Material Spills

Report spills/releases of hazardous chemicals, suspected gas leaks or suspicious odors to the Facilities Manager or other ERT Member. They will notify the appropriate response personnel. Call 911 if the spill/release presents an imminent danger (injuries, fire or explosion).

### Hazardous Material Spill or Release on College Property

- **Evacuate** the building/area immediately and alert others to do the same.
- Seal off a spill/release in a building by **closing the door** to the area.
- **Activate a fire alarm** on the way out of the building if the spill/release presents an imminent danger such as (fire, explosion, injuries, etc.)
- Report the spill/release to the Facilities Manager or other ERT Member and/or 911 from a safe location.
- Move to an area at least **500 feet upwind** from affected building/area and keep streets, fire lanes and sidewalks clear for emergency vehicles and personnel. Instructors and supervisors have the responsibility of assuring that all students and staff have evacuated their classrooms and work areas.
- Return to building(s) only when they are declared safe to occupy.

### Hazardous Material Spill or Release off College Property

This section is referring to an airborne chemical release caused by a natural disaster or an industrial, railway or freeway accident occurring near the campus.

- Seek shelter inside the building.
- Stay inside, do not evacuate building or “peek” outside buildings.
- Close all building doors and windows.

- Notify Facilities Manager or other ERT Member to shut-off building ventilation.
- Wait for instructions from the Director of Operations or other EMT Member.

## Earthquake Response Plan

### Drop, Cover & Hold

Regardless of your location on campus (hallway, classroom, or outside) it is important to know what to do and how to protect yourself in an earthquake. Practice what to do during an earthquake and teach yourself how to react automatically when the shaking starts.

If you are outside when the shaking starts, get into an open area away from trees, buildings, walls and power lines. Remain in the clear until the shaking stops. If you are on a sidewalk near a building, duck into a doorway to protect yourself from falling bricks, glass, plaster, or other debris. Once the shaking stops, move to the assigned assembly point and await instructions from the ERT.

### Procedures Inside Building

- **Drop**
  - Drop down to the floor.
- **Cover**
  - Take cover under a sturdy desk, table, or other furniture. If that is not possible seek cover against an interior wall. Protect your head and neck with your arms. Avoid danger spots near windows, hanging objects, mirrors or tall furniture.
- **Hold**
  - If you take cover under a sturdy piece of furniture, HOLD onto it and be prepared to move with it. Hold the position until the ground stops shaking and it is safe to move.
- **High-Rise or Multi-Story Buildings**
  - If you are in a multi story building and an earthquake hits, follow the drop, cover and hold procedures. If you are not near a desk or table, move against an interior wall and protect your head and neck with your arms. Do not be surprised if the fire alarm is activated. Once the shaking has stopped and it is safe to move evacuate the building as quickly as possible.
- **Wheelchair**
  - If you are in a **wheelchair**, stay in it. Move to cover if possible, lock your wheels and protect your head and neck with your arms.
- **Move**
  - Once the shaking has stopped and it is safe to move, proceed to designated assembly point and await instructions from emergency responders or school officials.
- **Injured/Trapped**
  - Once the shaking stops, if you have been injured or are trapped by falling debris, yell for help to notify others of your situation. If window is available hang a piece of clothing out the window to alert others of your location.

## Media Calls

The Director of Operations serves as the point of contact for all media inquiries. During an emergency situation, it is especially important that reporters be directed to the Director of Operations who speaks on behalf of NCAD and has the most accurate and up-to-date information. In addition, the Director of Operations works closely with emergency responders to coordinate what information can or should be released to the general public. When receiving any calls from media representatives, please take the following steps:

- Direct all media inquiries to the Director of Operations.
- To assist the Director of Operations in responding as quickly as possible, obtain the following information and forward to the Director of Operations:
  - The reporter's name and phone number.
  - The media organization he/she represents.
  - The type of information he/she is seeking.
  - The reporter's deadline.

- Regardless of situation or what the questions might be, never say “No Comment.” A better response is “Thanks for calling. Allow me to refer you to our Director of Operations who handles media questions and she will be able to assist you.”
- Never talk “off the record” with the media. Always assume that they will use any and all information they obtain in their report.

## Severe Weather

- Weather “Watch” = Weather conditions are favorable to develop during the next 24-36 hours. No severe weather currently exists within the County. Therefore, no action other than preparation is required.
- Weather “Warning” = Weather conditions have produced severe weather within the County. Actions should be taken to protect lives and property.
- Tornado/Hurricane/High Winds
  - Stay inside and away from doors, windows and heavy equipment.
- Earthquake
  - Stay inside and away from doors, windows and heavy equipment.
  - Seek shelter under a desk or other sturdy object. If an object is not available, brace yourself in a doorway.
- School Closings and Cancellations
  - The school will provide timely updates on school closings and delays due to inclement weather through alerts@ncad.edu.

## Business Improvement Area (BIA) Security

### Useful Security Numbers:

- BIA Bike Patrol: (253) 383-1131
- TPD Non-Emergency: (253) 798-4721
- Emergency: 911

### BIA Security Patrol

BIA provides a constant security presence in downtown 24 hours on weekdays and most weekend hours. The BIA Security Patrol, in their yellow and black uniforms are a readily identifiable fixture in downtown Tacoma.

Working in partnership with Tacoma Police Department, University of Washington Security, Pierce Transit and other security entities, the patrol provides a security presence and responds to calls throughout the BIA service area.

In addition to regular patrols and incident response, BIA Security is available for security escorts anytime during operating hours. Call BIA Security directly for assistance.