

EMERGENCY PREPAREDNESS PLAN

*Yakima
Valley
College*

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PURPOSE, SCOPE & TYPES OF EMERGENCIES

The basic emergency procedures outlined in this plan are designed to inform and prepare the college community for an emergency. The goal is to enhance the protection of lives and property through effective use of college and community resources. Whenever an emergency affecting the college reaches proportions that cannot be handled by routine measures, the college appointed Incident Commander or designee may declare a state of emergency, and these contingency guidelines may be implemented. This plan is designed to be flexible in handling sudden emergencies.

The college continues to partner with local law and fire jurisdiction and the Department of Homeland Security to make sure procedures are up-to-date. The college will serve as incident command until local enforcement arrives on site, then the plan will default to local authorities.

These procedures apply to all employees of Yakima Valley College. Employees are expected to be familiar with the plan and follow procedure as directed by the specifics of their location. Additional procedures and considerations may apply for YVC's Grandview Campus, the Ellensburg, Toppenish, and Sunnyside learning centers, and educational sites. As well as the Student Residence Center on the Yakima Campus.

Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various magnitudes. This plan will address large scale disorders and natural / human-made disasters.

The college Emergency Preparedness Plan provides a realistic approach to the problems likely to be encountered on campus during a major emergency or disaster. The following are possible scenarios:

- Hazardous Materials Release
- Fire
- Earthquake
- Volcanic Eruption
- Bomb Threat
- Terrorism / Violent Intruder
- Armed Intruder / Active Shooter
- Civil Disturbance
- Snow
- Flooding
- Power Failure
- Medical Emergency

See the following sections for information on how to report emergencies and evacuate buildings.

Note: YVC has multiple outside agencies on-site, including Easter Seals Washington childcare center and the Grandview College/City Library. Additional considerations may apply when responding to emergencies. Other agencies with adult populations will follow YVC's Emergency Preparedness Plan.

EVACUATION PROCEDURE

BUILDING EVACUATION

1. All building evacuations will occur when an alarm sounds and/or upon notification by Campus Security or other college officials.
2. When evacuating a building during an emergency, leave by the nearest cleared exit and alert others to do the same.
3. If reasonable to do so; take personal belongings with you including identification and car keys.
4. If there are persons with disabilities in the affected area, and without endangering yourself or others, assist the individuals to a safe location where emergency response personnel can safely evacuate them. Immediately alert emergency response personnel regarding the location of persons in the building needing to be rescued. Do not use elevator in cases of fire or earthquake.

In all cases, always use reasonable and prudent discretion in the evacuation process.

5. Once outside, proceed to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.

Grandview Campus: Once outside gather at the designated meeting points on the north and east side of the building. Reference [Grandview Campus Map](#).

CAMPUS EVACUATION

1. Evacuation of all or part of the campus grounds will be announced by the Incident Commander.
2. All persons (students and staff) are to evacuate the site in question immediately.
3. If the Student Resident Center, daycare facilities or Conference Center are the affected area, additional procedures and considerations may be made for a temporary area of refuge.

PARKING LOT EVACUATION

In the event of an emergency that would require all personnel on campus to evacuate and leave the area, the following procedures and logistics will be enacted:

After ensuring that the affected building(s) have been evacuated and perimeter security has been established, the Safety and Security Supervisor under Incident Command will designate key personnel from facilities to respond to specific parking lot locations.

1. Due to the complexity and main arterials located near the Conference Center as well as faculty, staff, student (G and H Lots), emergency responders will be dispatched to the entrance/exit and mid-point areas for traffic management. Traffic cones and barricades will be secured and located behind the scoreboard on 12th Avenue to assist in traffic control. The cones will be used to prevent vehicles exiting the lot from turning left (east) on Nob Hill. The cones after being placed in the first lane traveling west on Nob Hill Blvd will provide an open lane for vehicles to turn **right only**, ensuring a quicker, and safer vehicle evacuation from the parking lots located in this

area. Other alternate routes down side streets may be used as well for large scale exiting. Once the lots have been cleared of all vehicles, the barricades will be strategically placed to secure the lots from entry/exiting.

2. Emergency responders may also be dispatched to secondary parking areas as available. These areas will also be fortified with cones and barricades to assist in emergency exiting. The Safety and Security Supervisor or designee will direct personnel to these secondary areas and give directives as to traffic flow and which routes to direct traffic.

Traffic cones and barricades will be available in the following locations for designated parking areas:

- Visitor Parking (C Lot) – 1st floor west elevator room Glenn/Anthon
- Anthon Parking (A Lot) – Storage shed in Dunbar Field
- Sundquist Parking (J & K Lots) – Facility Operations

These procedures are meant as a guide and may change as the details of the emergency unfold.

DEFINITIONS OF AN EMERGENCY

The following definitions of an emergency are provided as guidelines to assist in determining the appropriate response:

MINOR, MAJOR, DISASTER

1. **Minor Emergency:** Any incident, potential or actual emergency, which will not seriously affect the overall functional capacity of the college.
2. **Major Emergency:** Any incident, potential or actual emergency, which effects a large portion of the campus and which will disrupt the overall operations of the college.
3. **Disaster:** Any event or occurrence which has taken place and has seriously impaired or halted the operations of the college. In some cases, mass casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively help with response to this level of emergency. Outside emergency services will be essential, however if the destruction is of a large scale, fire/medical/police services may be delayed or not available. An Emergency Operations Center (EOC) will be activated, and the Incident Command System (ICS) will be used to govern the response.

AUTHORIZATION TO ACTIVATE EMERGENCY PREPAREDNESS PLAN

The authority to declare a campus state of emergency rests with the college appointed Incident Commander or designee.

INCIDENT COMMAND SYSTEM (ICS)

A predetermined organizational system operated by campus departments to assess and handle emergencies. The Incident Command System (ICS) answers the basic questions of those involved in disaster response:

1. Who is in charge?
2. What is my role?

3. What are my specific tasks?
4. Where do I fit in the overall organization?
5. To whom do I report?

The entire emergency response operation is under the authority of the Incident Commander.

Position descriptions are developed for each ICS position to identify basic roles, responsibilities, and specific tasks to accomplish. (See ICS Position Description Section)

The ICS organizational structure is broken down into four major sections:

- Incident Commander
- Safety/Security Supervisor
- Facilities Director
- Communication Director

The organizational structure must be predetermined, accepted, and planned. Involved departments and individuals must receive training and practice the principles of the plan. The Emergency Preparedness Plan must also be reviewed annually by members in the ICS. All coordinators shall report directly to the Incident Commander. The Safety Officer will be responsible for the annual training.

ICS POSITIONS AND DESCRIPTIONS

INCIDENT COMMANDER

Safety and Security Supervisor

1. Assess incident situation.
2. Conduct initial briefing with ICS staff.
3. Authorize establishment of incident action plan if necessary.
4. Ensure planning meetings are conducted.
5. Determine information needs and inform command personnel of needs.
6. Coordinate staff activity.
7. Manage incident operations.
8. Authorize release of information to media.
9. Provide periodic updates and report any special occurrences to the Incident Commander.
10. Provide equipment and personnel to manage hazardous area control and barricades.
11. Take immediate and appropriate action to protect life and property.
12. Obtain assistance from city, county, and state government as required.
13. Provide traffic control, access control, perimeter and internal security patrols and fire prevention services as needed.
14. Provide and equip the emergency command post.

ADMINISTRATIVE/POLICY GROUP

Vice President for Administrative Services

1. Receive reports from Incident Commander.
2. Manage standard college operations.

FACILITIES SUPPORT COORDINATOR

Facility Operations Director

1. Provide equipment and personnel to perform shutdown procedures, damage assessment, debris clearance, emergency repairs, and equipment protection.
2. Provide vehicles, equipment and operators for movement of personnel and supplies.
3. Obtain the assistance of utility companies as required for emergency operations.
4. Furnish emergency power and lighting systems as required.
5. Provide fuel for equipment and vehicles.
6. Recruit, receive, and coordinate volunteer assistance.
7. Survey habitable space (including room capacity and amenities available, i.e. bathroom, cooking).
8. Supervise the establishment of temporary shelter.
9. Supervise the arrangement of providing food and water.
10. Coordinate shelter operations with other agencies as needed.

COMMUNICATION COORDINATOR

Community Relations Director

1. Reference YVC Crisis Communication Plan.
2. Prepare initial information summary as soon as possible.
3. Inform students and employees about campus closure and keep them informed about updates as available.
4. Release information to the media.
5. Establish communication center whenever possible.
6. Respond to special requests for information.
7. Establish and maintain emergency communication, organize runners, telephone hotlines as needed.

RESPONSIBILITIES

ADMINISTRATORS

Every administrator has the following general responsibilities prior to and during any emergency.

1. Emergency Preparedness
 - A. Plans shall be developed and distributed to all employees with follow-up discussions, and on-the-job training or explanation as required. The Emergency Preparedness Plan and arrangements for training shall be available through the Safety / Security Office. Plans should include procedures for alerting students/staff, evacuation, head count, emergency supplies, and other items appropriate to each building or area.
 - B. Time shall be allowed for training appropriate employees in emergency techniques such as fire extinguisher usage, first aid, CPR, and building evacuation procedures.
 2. Emergency Situations
 - A. Inform all employees of their role during emergency conditions.
 - B. Evaluate impact that an emergency might have on the activity on campus and implement appropriate responses.
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FACULTY AND SUPERVISORS

Each faculty member and supervisor have the responsibility to:

1. Inform students of the location of the Emergency Procedure Plan at the beginning of quarter.
2. Inform their students and/or staff in the event of an emergency as outlined in this guide.
3. Evaluate and survey their work area to determine the impact a fire, earthquake, or other emergency might have in their area.
4. Report all safety hazards to Yakima Campus Security.
5. Submit work orders to reduce hazards and to minimize accidents to the Facility Operations Office.

ALL EMPLOYEES

College employees have the obligation to understand and know what actions to take during an emergency. If employees have any questions, they should contact their supervisors.

EMERGENCY PROCEDURES

YVC employees on the Yakima and Grandview campuses as well as off-site Learning Centers should first call 911 Emergency Services. Local law enforcement and fire officials will respond to each of the sites. All emergencies should also be reported to the Yakima Campus Security Office at 509.574.4610. Employees should then contact the appropriate college official for their site.

For on-site assistance:

Yakima Campus: 509.574.4610

Grandview Campus: 509.882.7000

Learning Centers: 911, then contact YVC Campus Security at 509.574.4610

The following procedures shows actions staff should take for the following emergencies: ***Hazardous Materials Release, Fire, Earthquake, Volcanic Eruption, Bomb Threat, Terrorism/Violent Intruder, Armed Intruder/Active Shooter, Civil Disturbance, Snow, Flooding, Power Failure, and Medical Emergency.*** A RAVE Alert may be a consideration as the incident is reported and assessed.

HAZARDOUS MATERIALS RELEASE

Report all suspected gas leaks or suspicious odors. If material spills and presents an imminent hazard including but not limited to injuring people, causing a fire, creating a risk - call 911.

Contact the appropriate college official for your location, and call Campus Security at 509.574.4610. Provide:

- Exact location of spill, including room number if inside a building
- Name of spilled product
- Quantity
- Appearance, solid, liquid, odor, color, etc.
- Injuries, or physical effects to those who have been exposed
- Area of contamination
- Your name, department, and the phone number of your current location

Clear the affected area at once and seal it off to prevent further contamination of other areas until arrival of emergency personnel.

If an emergency exists, assign someone to activate the fire alarm. Move to an area at least 500 feet away from affected buildings. Stay out of the way of emergency personnel and vehicles. Do not return to an evacuated building unless authorized to do so by emergency personnel.

SDS online provides Safety Data Sheets (SDS) to Yakima Valley College students, faculty, and staff. This resource is available on the YVC website at <https://www.yvcc.edu/services/safety-procedures/>

PANDEMIC/INFECTIOUS DISEASES

This document guides Yakima Valley College’s strategies for three anticipated phases of response:

- Level 1 – Yakima Valley College (YVC) becomes aware of a potential situation
- Level 2 – Local area experiences suspected or confirmed cases
- Level 3 – YVC learns of suspected or confirmed cases involving YVC students, personnel, or known campus visitors (including suspected or confirmed cases at medical/care facilities in which YVC students are active)

The severity of the outbreak may escalate and accelerate the timeline for level response.

Level 1: In the event of a pandemic outbreak, YVC will begin assessing the local impact and appropriate response to include the following considerations:

- The Community and Public Relations office will coordinate with YVC administration regarding communication to the campus community.
 - YVC will establish communication with state and local public health resources.
 - Communication will include any links or resources in an effort to diminish or minimize the onset of outbreak.
- The Emergency Preparedness committee will meet to review and recommend essential personnel who will help plan pandemic prevention and response procedures.
 - Preventative measures will be instituted as information is received to include, but not limited to, the disinfecting and sanitizing of “key touch points”.
 - The committee will help to establish protocols if pandemic progresses locally.
 - Exploring all avenues for shifting our operating model to allow for even more of our academic and administrative work to be accomplished remotely.
 - In instances in which remote or online interaction creates barriers to student completion, we will explore every possible avenue to provide accommodations and remove those barriers in the safest way possible, working with the guidance of local health officials and in consideration of CDC guidelines. These accommodations may include offering some limited in-person academic activity essential to course completion or industry certification.

Level 2: Local area experiences suspected or confirmed cases:

- Depending upon the severity and proximity of the situation, it may be necessary to suspend classes and events, which may result in limited operations.
 - The college will consider directives of state and local officials.
 - Depending on the impact of the outbreak to the college, administrative personnel

- will determine short and long-term college operations.
- A list of on campus activities will be provided to the executive team or its designee for assessment.
- Faculty, staff, and student travel will be assessed on an ongoing basis.
- Depending upon the severity and proximity of the situation, it may be necessary to monitor employee absences and evaluate reported illnesses.

Level 3 – YVC learns of suspected or confirmed cases involving YVC students, personnel, or known campus visitors (including suspected or confirmed cases at medical/care facilities in which YVC students are active):

- Access to campus may be limited to essential personnel based on information gathered in working with the guidance of local health officials and in consideration of CDC guidelines.
 - Campus activities will be cancelled.
 - Faculty, staff, and student travel will be cancelled.

FIRE

Know the location of fire extinguishers, exits, and pull stations in your area and know how to use them. Training and information are available through Yakima Campus Security for all sites.

IN ALL CASES OF FIRE, FIRST DIAL 911

Contact the appropriate college official for your location, and call Campus Security at 509.574.4610.

When you discover a fire, assign someone to call 911 and pull the fire alarm. Give the following information: building and room number, location of the fire, extent of the fire, your name and telephone number.

If possible, attempt to extinguish the fire, avoiding possible injury to yourself and others.

If the fire is large, very smoky, rapidly spreading, or uncontrollable, evacuate the building immediately, closing all doors and windows to confine the fire and reduce the oxygen. **DO NOT LOCK DOORS.**

Inform others to evacuate. Use stairway exits. **DO NOT USE ELEVATORS.** Use reasonable and prudent discretion when exiting the building.

If you are able to give assistance to persons with a disability, take them a safe distance away from the fire. Immediately alert emergency rescue personnel regarding the location of persons in the building needing to be rescued.

In the case of a second-floor evacuation for persons with disabilities do not attempt to move them down the stairs. If you are able, instead assist the individual to a safe area removed from the fire or hazards where response personnel can safely evacuate them. Alert emergency personal about people in these areas.

Deccio Higher Education Center: The second-floor south stairwell is designated as an Area of Refuge. When possible, assist individuals to this area, if it is not affected and alert emergency personal about people in this area.

DO NOT RE-ENTER THE BUILDING

Evacuate to a safe distance of at least 500 feet from the building and stay out of the way of emergency personnel. Do not return to the building until cleared to do so by emergency personnel or college officials.

Grandview Campus: Evacuate to the north and east sides of the buildings as to not block fire lanes. Reference the [Grandview Campus Map](#).

NOTE: If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) on the window as a marker for rescue crews. Stay near the floor where the air will be less toxic. Shout out at regular intervals to alert emergency crews of your location.

EARTHQUAKE

If an earthquake happens, remain in place. If indoors, take shelter under a desk or table, along an inner wall, or stand in a corner or doorway. Stay away from windows, glass, shelves, and heavy equipment. If outdoors, do not attempt to enter or leave buildings until you are advised to do so. Move to an open area away from trees, buildings, walls, and power lines. Always avoid utility lines as they may be energized. If you are in or near a vehicle, exit the vehicle and position yourself on the ground beside the vehicle. Do not get under the vehicle.

After the initial shock, evaluate the situation and report serious hazards or injuries in your area. Protect yourself at all times and be prepared for after-shocks.

Contact the appropriate college official for your location, and call Campus Security at 509.574.4610.

Report damaged facilities to either Yakima Campus Security or the Facility Operations Office. Gas leaks and power failure create special hazards. Be aware of your surroundings and report all hazards.

Depending upon the situation, it may be necessary to evacuate a building. Elevators should not be used during a fire/earthquake (or after an earthquake, due to possible damage). Notify emergency personnel of anyone needing to be assisted in evacuation.

If instructed to evacuate, keep clear of buildings, trees, and power lines. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews. Do not return to an evacuated building unless cleared to do so by emergency personnel or college officials.

VOLCANIC ERUPTION

If you are indoors, remain in place. If you are outdoors seek indoor cover at its nearest point. Monitor your local radio and television stations for updated information.

Contact the appropriate college official for your location, and call Campus Security at 509.574.4610

BOMB THREAT

Note: To ensure the safety of everyone, all bomb threats must be considered real until proven otherwise.

1. Bomb threats usually occur by telephone. Remain calm and attempt to obtain as much information as possible from the caller, such as voice, gender, background noises, and location of bomb.
 - Note the time of the call.
 - Note the exact words said.
 - Try to get answers to these questions:
 - What time will the bomb explode?
 - Where is the bomb now?
 - What kind of bomb is it?
 - What does it look like?
 - Why did you place the bomb?
2. Do not use radios as frequency can detonate or actuate a bomb circuit.
Immediately, call 911. Then contact the appropriate college official for your location, and call Campus Security at 509.574.4610. Give your name, location, and the telephone number. Provide all the information you received from the caller.
3. Make a cursory inspection of your area for anything suspicious but do not open drawers or cabinets or turn lights on/off. If you should spot suspicious objects and/or packages, report it to Campus Security and law enforcement, but under no circumstances should you touch it, tamper with it, or move it in any way.
4. Campus authorities will be responsible for building evacuation.
5. If instructed to evacuate, move a safe distance away from the building (at least 500 feet). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews. Do not re-enter an evacuated building until instructed to do so.

CIVIL DISTURBANCE

(Any unplanned or violent act or actions that might disrupt the course of college business or pose a threat or danger to persons on campus property)

Call 911, then contact the appropriate college official for your location, and call Campus Security at 509.574.4610.

DO NOT UNDER ANY CIRCUMSTANCES MAKE CONTACT WITH INVOLVED PARTICIPANTS.

Continue to monitor the situation and keep emergency personnel apprised of status.

TERRORISM / VIOLENT INTRUDER

(Any individual who you believe places yourself or others in imminent danger)

DO NOT CONFRONT THE INTRUDER. If the intruder does not appear to pose an immediate danger, have one person talk to the intruder while another person observes without threatening the intruder. Always consider your safety and the safety of others before taking action.

Call 911, if possible, without angering the intruder. Contact the appropriate college official for your location, and call Campus Security at 509.574.4610.

Lock access between yourself and the intruder. Evacuate only if necessary and possible without coming in contact with the intruder.

Stay away from doors and windows.

If lockdown is announced immediately begin a lockdown, if available, in your building. A lockdown indicates that you should immediately lock any door between yourself and the intruder which will prevent access to you, even if you cannot see or hear the intruder. Do not leave the area until notified to do so by identifiable individual such as Campus Security, a supervisor, or the police.

ARMED INTRUDER / ACTIVE SHOOTER

Note: The following is for informational use only and is not meant to frighten, it is intended to inform and to enhance personal safety.

"Active shooter" is the term used to describe a person who appears to be actively engaged in attempting to kill people in a populated area; in most cases, active shooters use firearm(s) and there is no pattern or method to their selection of victims. An armed intruder/active shooter can be anyone, young or old; avoid stereotypes. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims. Past experience shows us that these situations are usually over very quickly, and you need to be prepared to protect yourself before law enforcement can get there.

This document provides guidance to members of the college community who may be caught in an armed intruder/active shooter situation and describes what to expect from responding police officers. Local law enforcement has adopted nationally accepted law enforcement response procedures to contain and neutralize such threats. Other area law enforcement agencies will provide assistance as needed.

Guidance to faculty, staff, and students

In general, how you respond to an armed intruder/active shooter will be dictated by the specific circumstances of the encounter, bearing in mind there could be more than one shooter involved in the same situation. If you find yourself involved in an armed intruder/active shooter situation, try to remain calm and focused. The following information will aid you in deciding which course of action might be the best option depending on your situation. Use these strategies to help form a plan for survival.

If you hear what sounds like gunshots or popping:

Immediately assume they are gunshots and don't investigate; quickly decide one of three courses of action:

1. Can you stay where you are and secure yourself from the shooter?
If so, take action to secure your position, and if it is safe, immediately call 911.
2. Can you escape the building or get to an area where you are secure from the shooter (or at least some place where the shooter can't see you)?
Get to a secure area if possible, and immediately call 911.
3. Are you unable to escape from the shooter?
If you can't escape, you need to assess the situation to see if you can shield yourself, or if you need to prepare to take aggressive action to protect yourself.

If an active shooter is outside the building:

- If possible, proceed to a room that can be locked and if available to a room with a door that has no sidelight, or one too small for a body to enter.
- Close and lock all the windows and doors and turn off all the lights.
- If possible and time allows assure windows are covered.
- If the room cannot be locked, barricade the door with heavy furniture such as desks, tables, and bookcases, or whatever is available.
- Attempt to get everyone down on the floor and ensure that no one is visible from outside the room.
- One person in the room should call 911. Advise the dispatcher of what is taking place and inform him/her of your location.
- Remain in place until the police or a campus administrator known to you gives the "all clear." Unfamiliar voices may be the shooter attempting to lure victims from their safe spaces. Do not respond to any voice commands until you can verify with certainty that they are being issued by a police officer.

If an active shooter is in the same building as you:

- Determine if the room you are in can be locked, and if so, follow the same procedure described above.
- If your room cannot be locked, determine if there is a nearby location that can be reached safely and is securable, or if you can safely exit the building.
- If you decide to move from your current location, run and attempt to alert others as you exit the area/building. After exiting, warn others from entering the area/building of danger and call 911 as soon as you've reached a safe place.
- If you cannot safely exit the building and the room cannot be locked, barricade the door with heavy furniture such as desks, tables, and bookcases, or whatever is available and follow the same procedure described above.

If an armed intruder/active shooter enters your office or classroom:

- Try to remain calm.
- Dial 911, if possible, and alert police to the shooter's location. If you can't speak, leave the line open so the dispatcher can listen to what's taking place. At times, the location of a 911 call can be determined without speaking.
- If there is absolutely no opportunity to escape or hide, attempt to shield yourself with any available object

(i.e., desk, book bags, computers, etc.).

- It might be possible to negotiate with the shooter.
- If you and others decide there is no other choice but to make an attempt to overpower the shooter, realize this will involve significant risk and cannot be accomplished half-heartedly. If the decision is made to confront and attempt to overpower the shooter, experts recommend spreading out and not standing in a group.
- It may be possible to disorient the shooter by yelling and throwing items. Remember, this will involve significant risk and may involve final attempts to preserve innocent lives. If the shooter leaves the area, proceed immediately to a safer place and do not touch anything that was in the vicinity of the shooter.

No matter what the circumstances, if you decide to flee during an armed intruder/active shooting situation, make sure you have an escape route and plan in mind, and follow these guidelines:

- Do not attempt to carry anything while fleeing.
- Move quickly, keep your hands visible, and follow the instructions of any police officers you may encounter.
- Do not attempt to remove injured people. Instead, leave wounded victims where they are and notify authorities of their location as soon as possible.
- Do not try to drive off campus until advised it is safe to do so by police or campus administrators. Law enforcement authorities will want to speak with you to obtain information.

What to expect from responding police officers:

Police officers responding to an armed intruder/active shooter are trained to proceed immediately to the area in which shots were last heard. Their purpose is to stop the shooting as quickly as possible. The first responding officers will normally be in teams of four or possibly fewer. They may be dressed in regular patrol uniforms, or they may be wearing external bullet resistive vests, helmets, and other tactical equipment. The officers may be armed with rifles, shotguns, or handguns, and might be using pepper spray or tear gas to control the situation.

Regardless of how they appear, remain calm, do exactly as the officers tell you, and do not be afraid of them. Do not ask questions, but provide important information such as the location of the shooter if you are certain of such information. In an active shooter scenario, police officers may not be able to immediately differentiate a shooter from a non-shooter if the weapon is hidden. The assailant may attempt to blend in with the crowd to avoid detection. The police officers' verbal commands will be loud and extremely insistent; do not be offended. Put down any bags or packages you may be carrying and **keep your hands visible at all times**. The first officers to arrive will not stop to aid injured people; rescue teams composed of other officers and emergency medical personnel will follow the first officers into secured areas to treat and remove injured persons. Keep in mind that even once you have escaped to a safer location, the entire area is still a crime scene. Police will usually not allow anyone to leave until the situation is fully under control and all witnesses have been identified and questioned. Until you are released, remain at whatever assembly point authorities designate. If you have questions, please contact Campus Security at 509.574.4610.

A video was prepared by the city of Houston, Texas and is designed to improve public awareness, safety, and response to such acts of violence. This video is available on the YVC website along with the information included above. You can access it here: <https://www.yvcc.edu/services/safety-tips/>



SNOW

Monitor the local media outlets for information about campus closures. Stay up-to-date on college closures through the college website at <https://www.yvcc.edu/services/safety-security/alerts/> Please ensure that you are signed up for Rave Alerts to receive updated information regarding campus access.

Snow removal routes are available online:

[North Campus Map](#)

[South Campus Map](#)

Employees should contact the appropriate college official for your location, and call Campus Security at 509.574.4610.

FLOODING

Monitor the local radio and television stations for information about campus closures.

Contact the appropriate college official for your location, and call Campus Security at 509.574.4610.

POWER FAILURE

Contact the appropriate college official for your location, and call Campus Security at 509.574.4610.

Yakima Campus: Notify Facility Operations at 509.574.4692. If outside of normal business hours or on the weekend, contact Yakima Campus Security at 509.574.4610. If there is no other emergency (fire, explosion, etc.) remain in place and await instructions.

Grandview Campus: Dean or designee will call the Power Company at 877.548.3768, the city at 509.882.9211, and Facility Operations 509.574.4692 to get a status update and then notify the Vice President of Administrative Services 509.574.4668 and Campus Security at 509.574.4610. If there is no other emergency (fire, explosion, etc.) remain in place and await instructions. If instructed to evacuate, follow the campus evacuation procedures.

MEDICAL EMERGENCY

For medical emergencies, call 911.

For minor emergencies, contact the appropriate college official for your location, and call Campus Security at 509.574.4610.

Be prepared to give the following information:

- Name or number of the building
- Type of problem or injury
- Individual's present condition
- Sequence of events leading to the emergency
- Type of aid being rendered

In regard to medical response on campus, employees responding to a medical incident should not treat the patient for anything that goes beyond their certified level of training, i.e. first aid CPR training provided by designated on-campus responders. Once a determination has been made that the medical issue goes beyond the certified training of a campus responder, 911 must be called for emergency medical attention to the injured or ill patient. Under no circumstance will an employee of the college transport an injured or ill patient from the campus. 911 must be called for the transport of any ill or injured person from campus.

BLOODBORNE PATHOGENS EXPOSURE

The complete Bloodborne Pathogens Exposure Control Plan is available at <https://www.yvcc.edu/services/safety-procedures/>

The Exposure Control Plan (ECP) includes a job analysis of all personnel who may be at risk of coming into contact with potentially contaminated blood and body fluids. The ECP outlines:

- The proper procedures to handle and dispose of blood, blood spills, contaminated laundry and other potentially infectious items.
- Personal protective equipment to be used.
- Procedures to follow if an exposure occurs.

If there is an incident, contact YVC Campus Security at 509.574.4610.

An accident report must be filed with the Campus Security Office regardless of the severity from all Yakima Valley College campuses or sites.

EMERGENCY OPERATION CENTER

When an emergency occurs, or is imminent, it shall be the responsibility of the Campus Security Department to set up and staff (this may include using personnel from outside the Campus Security Department) an appropriate Emergency Operation Center (EOC), as directed.

If the emergency involves a large part of the campus, the EOC is to be located in the Security Office. If this location is unavailable or unstable, the Safety / Security Coordinator will arrange for an alternate location. The EOC will be staffed at all times. The EOC will be equipped with:

1. Two portable radios
2. Cellular telephone and charge adapter
3. Two flashlights and extra batteries
4. Portable public access system (bullhorn)
5. Portable radio (AM-FM) (battery & electrically operated)
6. First aid kit
7. Fire extinguisher
8. Campus directory and telephone book
9. Notebook and pencils
10. Campus maps
11. Reflective vests
12. Blankets
13. Master set of Safety Data Sheets (SDS)
14. Portable gas powered generator
15. Utility shut-off locations
16. Flash drives including electronic documents: Emergency Preparedness Plan and Evacuation Maps
17. Surface/laptop computer

BUILDINGS: NUMBERS, NAMES & CODES REFERENCE

YAKIMA CAMPUS

Building #1	Prior Hall
Building #3	Weston D. Brown Dental Hygiene Clinic
Building #4	Glenn Anthon Hall
Building #6	Sherar Gymnasium
Building #7	Raymond Hall
Building #8	Deccio Higher Education Center
Building #9	Hopf Union Building (HUB)
Building #10	N. Boiler Room
Building #11	Clocktower
Building #12	Kendall Hall
Building #13	Larson Gallery
Building #14	Pedestrian Overpass
Building #16	Soccer Field
Building #17	Dunbar Field
Building #19	Parker Faller Field
Building #20	Palmer Martin Hall
Building #21	Sundquist Hall
Building #23	Allied Health Technology Programs
Building #24	Technology Complex
Building #25	Resource Center
Building #26	Jane's House Early Learning Center
Building #28	Campus Operations Shop
Building #29	Campus Operations
Building #30	Student Residence Center (SRC) including Hopf Hall and Lyon Hall
Building #32	Skills Center
Building #33	Skills Center Annex
Building #34	Engineering and Physics Center
Building #35	Central Receiving
Building #36	Larson Gallery
Building #37	Allied Health
Building #38	Conference Center

GRANDVIEW CAMPUS

Building #56	Grandview Main Building
Building #51	Workforce Education Center YVC's Teaching Winery and Tasting Room
Building #52	Grandview Activity Center
Building #55	Grandview Library

LEARNING CENTERS

Building #40	Ellensburg
Building #41	Toppenish
Building #42	Sunnyside

CAMPUS DIRECTORY CAMPUS UTILITY SHUT-OFFS

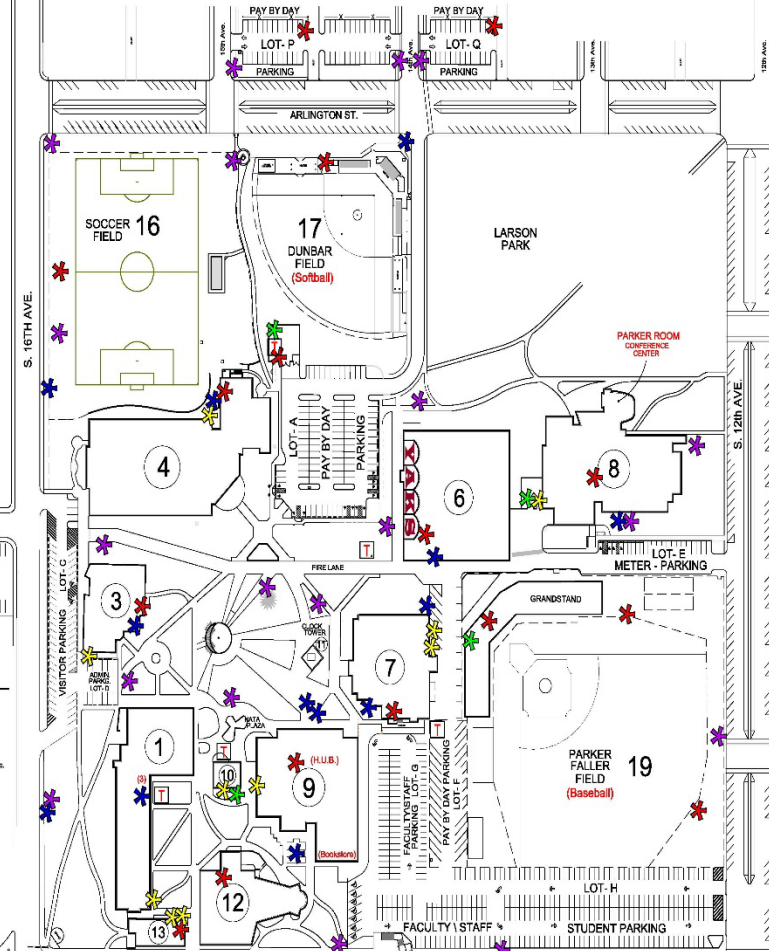


YAKIMA CAMPUS

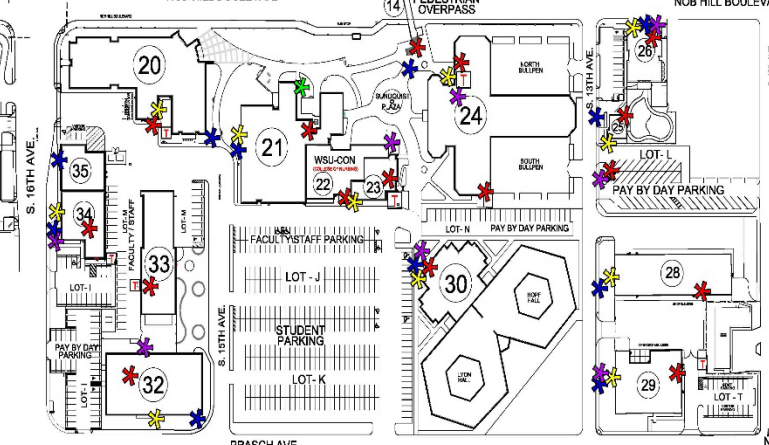
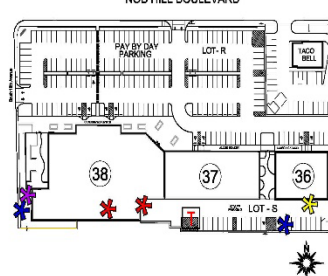
- GAS METER SHUT-OFFS
- WATER METER VALVE SHUT-OFFS
- ELECT. / POWER MAIN SERVICE SHUT-OFFS
- ELECT. PAD MOUNT TRANSFORMERS SHUT-OFFS
- BACKUP POWER GENERATORS
- IRRIGATION WATER DIV / ISOLATION VALVE SHUT-OFFS

BUILDING LEGEND

- NORTH CAMPUS**
1. NORTH CAMPUS OFFICE BLDG. LOCATED WEST OF BUILDING. WATER METER LOCATED WEST OF BUILDING. ELECTRICAL TRANSFORMER LOCATED SOUTH OF BUILDING. MAIN ELECTRICAL SERVICE LOCATED SOUTH OF BUILDING.
 2. NORTH CAMPUS OFFICE BLDG. LOCATED WEST OF BUILDING. WATER METER LOCATED WEST OF BUILDING. ELECTRICAL TRANSFORMER LOCATED SOUTH OF BUILDING. MAIN ELECTRICAL SERVICE LOCATED SOUTH OF BUILDING.
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 14. NORTH CAMPUS OFFICE BLDG. LOCATED WEST OF BUILDING. WATER METER LOCATED WEST OF BUILDING. ELECTRICAL TRANSFORMER LOCATED SOUTH OF BUILDING. MAIN ELECTRICAL SERVICE LOCATED SOUTH OF BUILDING.



- WEST CAMPUS**
15. LABORATORY & CHEMISTRY. WATER METER LOCATED WEST OF BUILDING. ELECTRICAL TRANSFORMER LOCATED SOUTH OF BUILDING. MAIN ELECTRICAL SERVICE LOCATED SOUTH OF BUILDING.
 16. ALLIED HEALTH SERVICES. WATER METER LOCATED WEST OF BUILDING. ELECTRICAL TRANSFORMER LOCATED SOUTH OF BUILDING. MAIN ELECTRICAL SERVICE LOCATED SOUTH OF BUILDING.
 17. PAUL GORE JAVITS CENTER. WATER METER LOCATED WEST OF BUILDING. ELECTRICAL TRANSFORMER LOCATED SOUTH OF BUILDING. MAIN ELECTRICAL SERVICE LOCATED SOUTH OF BUILDING.



- SOUTH CAMPUS**
18. PARKER CENTER. WATER METER LOCATED WEST OF BUILDING. ELECTRICAL TRANSFORMER LOCATED SOUTH OF BUILDING. MAIN ELECTRICAL SERVICE LOCATED SOUTH OF BUILDING.
 19. PARKER CENTER. WATER METER LOCATED WEST OF BUILDING. ELECTRICAL TRANSFORMER LOCATED SOUTH OF BUILDING. MAIN ELECTRICAL SERVICE LOCATED SOUTH OF BUILDING.
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 31. PARKER CENTER. WATER METER LOCATED WEST OF BUILDING. ELECTRICAL TRANSFORMER LOCATED SOUTH OF BUILDING. MAIN ELECTRICAL SERVICE LOCATED SOUTH OF BUILDING.
 32. PARKER CENTER. WATER METER LOCATED WEST OF BUILDING. ELECTRICAL TRANSFORMER LOCATED SOUTH OF BUILDING. MAIN ELECTRICAL SERVICE LOCATED SOUTH OF BUILDING.
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 34. PARKER CENTER. WATER METER LOCATED WEST OF BUILDING. ELECTRICAL TRANSFORMER LOCATED SOUTH OF BUILDING. MAIN ELECTRICAL SERVICE LOCATED SOUTH OF BUILDING.

Yakima Valley College does not discriminate against any person on the basis of race, color, nation origin, disability, sex, genetic information or age in admission, treatment, or participation in its programs, services and activities, or in its employment. All inquiries regarding compliance should be directed to the Director of Human Resource Services, YVC South 16th Ave. & Nob Hill Blvd., Yakima, Washington 98902 or call 509.574.4670.

Revised: 12.04.2018

CONTACT INFORMATION

- **Yakima Campus** **509.574.4600**
South 16th & Nob Hill Blvd
1015 South 16th Avenue
Yakima, WA 98902

Community Relations 509.574.6870
Facility Operations 509.574.4692
Security 509.574.4610
- **Grandview Campus** **509.882.7000**
500 West Main Street
Grandview, WA 98930

Dean's Office, Grandview Campus 509.882.7049
Evening Administrator 509.882.7052

Learning Centers

- **Ellensburg Learning Center** **509.925.4011**
401 East Mountain View
Ellensburg, WA 98926
- **Sunnyside Learning Center** **509.837.9623**
2590 Yakima Valley Highway
Sunnyside, WA 98944
- **Toppenish Learning Center** **509.834.4550**
720 W. Third Avenue
Toppenish, WA 98948

DIRECTORY FOR INCIDENT COMMAND

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Safety and Security Supervisor
- **ADMINISTRATION/POLICY GROUP**
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Vice President for Administrative Services
- **FACILITIES OPERATIONS**
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Director of Facility Operations

Rudy Perez
Assistant Director of Facility Operations 509.574.4691 rperez@yvcc.edu

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Director of Technology
- **AUXILIARY SERVICES**
Sophia Juarez 509.574.4880 sjuarez@yvcc.edu
Director of Auxiliary Services