



SEATTLE UNIVERSITY

Emergency Operations Plan

April 2025

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Executive Summary

The Emergency Operations Plan (EOP) for Seattle University delineates procedures for managing emergencies, aiming to ensure the safety of lives and the well-being of the university community in the face of disasters. This plan is designed to be adaptable, allowing the activation of specific components or the entire plan as deemed appropriate for the given situation. Offering an organizational framework and protocols, the EOP guides the university in handling information, activities, and operations during emergencies. Throughout the document and its accompanying materials, Seattle University emphasizes its commitment to programs addressing the prevention, preparation, response, and recovery phases related to natural, unintentional human, and intentional human disasters.

Following the structure recommended by the Department of Education's Guide for Developing High-Quality Emergency Operations Plans, the EOP comprises a foundational plan complemented by appendices that focus on functionality and hazard-specific details. The foundational plan acknowledges existing plans, identifies potential threats to the university, and defines the overall structure and functions of key entities such as the Executive Policy Group, Emergency Response Management Team, and Emergency Operations Center.

Record of Changes

Regular review of this Emergency Response Plan will be conducted at least annually. Revisions and updates will be made based on operational changes, best practices, and corrective actions identified through exercises, incidents, and assessment processes.

Change Number	Date of Change	Date Entered	Change Made by (Signature)

Promulgation Statement

Seattle University,

In the event of a natural, technological, or human-induced emergency or incident impacting the university, we must be equipped to execute plans and protocols to safeguard lives and property. While each campus emergency or incident will present unique circumstances, the overarching management of such events will be guided by this comprehensive plan.

This document is disseminated as the Emergency Operations Plan of Seattle University. Its design ensures compliance with all pertinent policies, regulations, and contemporary standards governing emergency management within the university, the City of Seattle, King County and the State of Washington.

President's Signature

A. Comprehensive Emergency Management Framework

Purpose:

This plan is designed to establish a holistic, university-wide strategy for emergency management, encompassing a range of activities such as mitigation, preparedness, response, and recovery. It outlines the structure for collaboration with university departments, stakeholders, municipal governments, the private sector, and non-governmental organizations in the context of emergency management initiatives. The plan delineates capabilities and resources aimed at safeguarding against natural, unintentional human, and intentional human hazards. Its overarching goal is to preserve lives, protect public health, safety, property, and the environment while minimizing adverse consequences and disruptions to the University's academic and business operations.

Furthermore, this plan acts as the foundational document for crafting detailed plans, policies, procedures, and annexes to implement emergency management activities tailored to specific incident types efficiently.

Scope:

This plan encompasses all incidents and events that pose a threat to stakeholders, academic processes, or business operations of the university due to natural, unintentional human, or intentional human hazards. It applies to all university departments and buildings.

Planning Assumptions:

Emergency planning relies on commonly accepted operational conditions, known as planning assumptions, forming the basis for establishing protocols and procedures. This plan operates under the following assumptions:

- Emergencies or disasters may occur at or near Seattle University at any time, with pre-disaster indicators varying from non-existent to spanning hours or months.
- Seattle University holds ultimate responsibility for managing emergencies and disasters directly impacting the university
- Emergency management activities adhere to the principles of the National Incident Management System (NIMS)
- Mitigation and preparedness are ongoing processes requiring participation from the entire university community for success
- Initial responses to emergencies and disasters are typically handled by local, county, and state public safety agencies, including police, fire, and EMS
- Local public safety agencies may be overwhelmed during a major emergency or disaster, resulting in delayed support or assistance to the university
- Individuals on campus, including students, faculty, staff, and visitors, may be unable to leave for hours
- Members of the surrounding community may seek assistance, care, and shelter at the university

- Communication and exchange of information will be one of the highest priority operations at the campus EOC. The internet services and/or cellular services may be interrupted.
- The overall response, short-term, and long-term recovery may extend over days, weeks, months, or even years for completion.

Access and Functional Needs

Emergency management programs must be made accessible to people with disabilities and is required by the Americans with Disabilities Act of 1990 (ADA). An access and functional needs approach more broadly includes, but is not limited to, considering mobility (including lack of transportation), vision, hearing, cognitive disorders, mental illnesses and language barriers.

The University recognizes the importance of including access and functional needs requirements in all aspects of emergency management.

A. Situation overview and Campus Maps

Seattle University spans 52 acres in Seattle's First Hill district, featuring over 50 buildings with varied terrain. Structures primarily date from 1963 onward, with a few older exceptions, and house around 7,500 students and 1,400 employees on a typical day, including 2,200 resident students and Jesuits. The campus is heated by steam and gas from off-site providers, while Seattle Public Utilities manages electricity, water, waste, and sewer services.

Seattle's diverse infrastructure includes buildings constructed from 1889 to the present, with numerous older structures made of unreinforced masonry or non-ductile concrete. The city's steep topography, vulnerable soil prone to liquefaction, and proximity to waterways complicate emergency planning. The transportation network includes bridges, tunnels, railways, and industrial hubs like Duwamish and Georgetown, while hazardous material facilities are monitored by the Seattle Fire Department, with petroleum being the most common hazard.

Seattle experiences a moderate climate, with average temperatures ranging from 35.2°F to 75.2°F and annual precipitation of 37.9 inches. Snow, hail, and ice are rare but most severe in winter. The city is also prone to high winds. Earthquakes are a significant risk, with over 1,000 annually across Washington State and a history of destructive events, some causing extensive damage and fatalities. Geological studies reveal that most of the state is at risk, despite a limited historical record.

Seattle's environment and geography make it vulnerable to hazards like earthquakes, floods, hazardous material incidents, severe weather, and more. These events can lead to cascading disasters, where one hazard triggers secondary issues such as dam breaks, structural collapses, or power failures. Past occurrences and historical research help estimate the likelihood and potential impact of these threats.

B. Hazards and Vulnerabilities

Seattle University recognizes its susceptibility to a diverse range of hazards and threats. To assess and understand these risks, the university conducts Hazard, Vulnerability, and Impact Assessments (HVIA). This evaluation reviews selected hazards, gauges their potential impact on life, operations, and property, and assesses the likelihood of occurrence. The assessment involves collaboration with internal and external emergency management stakeholders and subject-matter experts.

C. Concept of Operations – Mitigation

Seattle University consistently identifies, avoids, and/or diminishes the potential impact of hazards through a continuous process of prevention and mitigation activities. These efforts yield numerous benefits, including a reduced risk of loss of life, property, and essential services. Aligned with the National Fire Protection Association (NFPA) Standard 1600, the university takes actions to avoid or reduce injury, disruption, and damage from hazards. The university also stays informed about the local hazard mitigation plan.

The university employs the following measures designed to prevent loss from hazards:

- Employee background reviews
- Immediate Action Response Training
- Workplace Ergonomics
- Risk Communications Plan
- Workplace Violence Policy
- Threat Assessment and Management Team

D. Concept of Operations – Preparedness

The preparedness phase maintains the campus in a constant state of readiness, fostering operational capabilities for disaster response. This involves emergency planning, resourcing, training, public education, and exercises. Departments with designated Emergency Support Functions (ESF) should prepare standard operating procedures (SOPs) and checklists outlining personnel assignments, policies, notification rosters, and resource lists. SOPs for Continuity of Operations and Recovery for department functions are also crucial. Regular training ensures personnel are familiar with these procedures.

Seattle University emphasizes a capability development process encompassing:

- Planning
- Coordinating
- Resource development and maintenance
- Training of students, faculty, and staff
- Public awareness and education
- Exercising
- Review and adjustment of operations

E. Vital Records

Each department within Seattle University identifies, maintains and protects its vital records essential for maintaining and resuming operations. Vital records encompass those necessary to:

- Protect and preserve rights and interests
- Conduct emergency response and recovery operations
- Re-establish normal functions

Record depositories are strategically located away from danger zones or housed in facilities designed to withstand destructive forces.

F. Resource Maintenance

Maintaining equipment, supplies, and relationships with service providers capable of supporting the university's response to emergencies and disasters is vital. Seattle University maintains three levels of resources:

- Internal resources stored and maintained on campus
- Resources from neighboring colleges and universities
- External resources supplied by screened vendors

G. Public Education and Awareness

The University community's response to emergencies or disasters hinges on understanding their nature, associated hazards, and likely emergency service responses. Pre-disaster awareness and education programs are equally crucial to all other emergency preparations. These programs are coordinated among local, county, state, and federal officials to align with emergency preparedness and response operations at various levels.

Currently, the university provides the following emergency preparedness public education and awareness programs:

- Immediate Action Response training for students, faculty, and staff
- Emergency action posters displayed in all classrooms, common areas, and offices
- Up-to-date website with emergency preparedness resources and information.

Emergency Levels and University's Response Framework

Emergency Levels and Responses:

Seattle University Emergencies are categorized into Levels one to three based on severity and impact on campus operations. Each level corresponds to specific responses detailed below. Lower-level emergencies can typically be managed by the relevant department or unit. In contrast, higher-level emergencies involve mobilizing the Emergency Response Management Team (ERMT) and, if necessary, additional members of the Executive Policy Group (EPG).

Level 1 - Monitoring:

- a) Monitoring occurs when an incident on or near the university property will not likely impact academic or business processes.
- b) The Executive Director of Public Safety & Emergency Management or designee assesses the situation, may activate the Emergency Operations Center (EOC), and mobilize the ERMT and EPG.
- c) The Director has discretion in including relevant departments, faculty, and staff in the monitoring process.
- d) Monitoring may be remote and doesn't necessarily require EOC usage.

Level 2 - Partial Activation (ERMT Only):

- e) Partial activation occurs when an incident actively impacts an academic or business process within a single department, building, or business unit.
- f) The Executive Director, designee, President, or EPG member may request ERMT activation.
- g) The ERMT, chaired by the Executive Director, is activated, and EOC usage is requested.
- h) Full Level 3 activation may be recommended if the incident expands beyond a single department, building, or business unit.
- i) The Executive Director designates a liaison to the incident scene for communication with the ERMT.
- j) The Executive Director determines demobilization processes.

Level 3 - Full Activation (EPG and ERMT):

- k) Full activation occurs when an incident impacts multiple departments, buildings, or business units.
- l) ERMT reports to the EOC or designated area, and EPG reports to the President's Office or designated area.
- m) The Director chairs the ERMT, and the President chairs the EPG.
- n) Communication between EPG and ERMT is channeled through the Director or designee.
- o) In consultation with the EPG, the Director decides demobilization processes.

Response Priorities:

1. Protection of Life:

- Students
- Faculty and Staff
- General Public

2. Stabilization of the Event:

- Prevent incident expansion
- Bring the situation to order
- Isolate scene and control entry
- Determine course of action

3. Protect the Environment:

- Confine, contain, or neutralize hazardous materials
- Ensure minimal adverse impact on the environment

4. Protect University Property:

- Facilities for student protection
- Research
- Critical university records and collections
- Facilities used for education and operations

5. Restoration of Critical Services, Education, and Research Programs:

- Services critical to student well-being
- Educational services
- Facilities services
- Restoration of essential services with priority on power, water, communications, etc.

Emergency Response Framework

In an emergency or hazardous condition, immediate reporting to the University's Public Safety Department (DPS)) is crucial. The DPS Dispatcher will adhere to the following response sequence:

1. Dispatch Officers and initiate appropriate fire and medical rescue calls.
2. Notify the Director of Campus Security and Preparedness or their designee.
3. The Director will decide whether to notify all individuals on the emergency list or selectively contact those in the affected area, as established by the President or a designee.

If the emergency notification list is activated, the President or their designee, in consultation with the Provost will determine the emergency level and the extent of involvement of the Executive Policy Group (EPG) and the Emergency Response Management Teams (ERMT). This may include the transmission of an mass emergency alert system ("omnilert"), issued by personnel authorized by the President for composing and directing such alerts.

Note: While this sequence applies to most emergencies, certain situations might require slight deviations. However, complete communication with university officials is imperative in all circumstances.

Level 1 Emergencies: These emergencies are typically spontaneous, unfolding rapidly, and do not necessitate a formal declaration of emergency. Often related to facilities, they can be resolved between the University's Facilities Department and other relevant groups.

Level 2 Emergencies: The university administrative staff is critical in evaluating Level 2 situations. The Vice Provost or their designee convenes this group to assess conditions and potential impacts. Examples include assaults, sexual assaults, building occupations, and hate crimes.

Level 3 Emergencies: The President or their designee declares a Level 3 emergency, initiating emergency procedures that may result in campus closures. On-scene responders (ERMT) are authorized to make operational decisions, and the Executive Policy Group (EPG) assembles to address the situation. The President or their designee is responsible for declaring the end of the state of emergency.

Emergency Management Teams: Organization and Responsibilities

Executive Policy Group (EPG):

The Executive Policy Group (EPG) comprises senior administrators and University officials with ultimate responsibility for all emergency management activities. This group provides strategic oversight to the Emergency Response Management Team (ERMT) and plays a key role in coordinating incident-specific communications to the University community. Responsibilities include:

- Deciding whether to convene for less severe incidents, with immediate responses handled by designated units.
- Developing priorities and offering strategic guidance to the ERMT, Emergency Operations Center (EOC), and the Seattle University community.
- Assigning a Liaison Officer to interact with executive governmental and non-governmental officials.
- Determining the need for campus closure, class suspension, administrative leave, and other strategic decisions.

The Executive Policy Group includes:

- University President (Chair)
- Executive Vice President
- University Provost
- Vice President for Finance and Business Affairs
- Vice President for Student Development:
- Vice President for Communications
- Vice President for Human Resources and University Services

Alternates will be trained on the duties and responsibilities, and the President or designee will appoint replacements if needed.

Emergency Response Management Team (ERMT):

The ERMT is responsible for developing and maintaining the Emergency Operations Plan (EOP) and staffing the EOC as directed by the EPG. In some situations, a partial activation may be required. Additional responsibilities include:

- Developing plans and procedures within their functional areas for emergency operations.
- Providing logistical and policy support to the Incident Commander/s or the EOC.
- Developing strategies and objectives based on EPG priorities for response, recovery, and business continuity.

The Emergency Response Management Team comprises:

- Public Safety
- Facilities
- Office of Marketing and Communications
- Environmental Health and Safety
- Residence Life
- Provost's office
- Human Resources
- Student Health Services
- Information Technologies
- Procurement Services
- Administrative Services

Essential Employees:

Essential employees, defined as those required to report during emergencies, ensure essential functions or departments' operations. They remain on campus to complete specific tasks, such as evacuation assistance, system shutdowns, and communication management. Designated ERMT members communicate with essential employees. Essential employees include:

- All employees within the Facilities Management Division
- Department of Public Safety staff

Representatives from each campus and extended day/weekend employees are identified as essential to ensure appropriate staffing at all times and locations during emergencies.

A. Responsibilities of the Executive Policy Group

1. Executive Vice President

- a. Declare and end a state of emergency in the absence of the President.
- b. Supervise and direct all emergency team members, with orders originating from the Vice President for Planning and Finance.
- c. Authorize emergency purchasing for funding.
- d. Receive all information directly from emergency team members.

Note: The Director of Campus Security and Preparedness assumes these responsibilities in the Vice President for Administration and Finance's absence.

2. Provost:

- a. Advise Academics during emergencies.
- b. Advise and update appropriate Deans about emergencies.
- c. Notify faculty members about emergencies, including changes to classes.

3. Executive Director of Public Safety:

- a. Assume initial on-site command and control of emergency response.
- b. Maintain temporary command logs at the command center.
- c. Provide supplemental emergency communications between the EOC and the emergency site.
- d. Provide portable radios and cellular phones. e. Request assistance from city agencies as required.
- f. Coordinate evacuation of personnel as needed.
- g. Video recording for documentation.

At all times, responsible for:

- a. Posting and updating a checklist of equipment and emergency telephone numbers.
- b. Conducting periodic drills for effective evacuation procedures.
- c. Maintaining a list of individuals needing assistance in evacuation. *In the absence of the Vice President for Administration and Finance, the Director of Campus Security and Preparedness commands operations.*

4. Director of Campus Facilities:

- a. Provide facility information.
- b. Mitigate damage to facilities and grounds.
- c. Restore facilities and grounds to a safe and functional level.
- d. Assist Public Safety in creating a safety perimeter at the emergency site.

5. Vice President, Human Resources and University Services

- a. Designate staff as "essential personnel" for emergency response.
- b. Direct staff to unaffected areas, designating on-site and off-site locations.
- c. Create lists of staff, their room numbers, and telephone numbers.
- d. Communicate with unions during labor strikes.
- e. Keep accurate records of staff working hours.

6. Vice President for Student Development:

- a. Establish and maintain communications with students for all situations affecting them.
- b. Monitor student involvement and support of protests.
- c. Offer emotional support to students and/or their families during emergencies.
- d. Develop a procedure for identifying safe and injured students.

Note: Local Police will notify the families of student casualties.

7. Executive Assistant to the President:

- a. Advise the President during emergencies.
- b. Notify people on the secondary notification list as needed.
- c. Act as a recording secretary.

8. Vice President for Communications:

- a. Receive emergency-related information directly from the Vice Provost for Student and Campus Life
- b. Gather information promptly.
- c. Determine the severity of the emergency.
- d. Prioritize affected groups (students, parents, department heads, faculty, staff, and the general public).
- e. Contact legal counsel.
- f. Determine the best communication methods.
- g. Inform and consult with representatives of affected groups.
- h. Determine resources and personnel needed for responses to inquiries.
- i. Update media and groups as necessary.
- j. Maintain accurate records of inquiries and keep written records of all statements.

- k. Notify local television and radio stations about school closings.

9. Faculty Senate Representative:

- a. Facilitate communications with the Faculty Senate.

B. Emergency Response Management Team and Their Responsibilities

In response to emergencies, members of the Emergency Response Management Team (ERMT) may be activated, and various university offices are expected to assume specific roles for a coordinated response. Depending on the emergency nature, faculty or staff members might be temporarily assigned roles beyond their regular duties, considering their ability to perform these temporary responsibilities. For departments without assigned roles, such as the Center for Career Development, Admissions, and Financial Aid, their personnel will automatically form a reserve pool, available to assist as directed by those coordinating the emergency response.

Emergency Response Management Team Members and Their Responsibilities:

1. Academic Deans and Chairs:

- a. Identify and address instructional issues, including reassigning classrooms, instructors, and coordinating faculty resources.

2. Athletics:

- a. Coordinate the utilization of the gym complex as a temporary shelter, staging area, or for other emergency purposes.

3. Registrar:

- a. Provide classroom rosters.
- b. Coordinate classroom rescheduling and relocation in collaboration with the Provost and Academic Deans.

4. Director of Purchasing:

- a. Obtain emergency supplies and services.
- b. Organize deliveries to and from the emergency site.

5. Counseling Services and EAP:

- a. Provide counseling for employees and students to cope with trauma.

6. University General Support Staff:

- a. Offer staffing support to various support functions.

7. Facilities Management:

- a. Provide staffing and additional support functions for Physical Plant and operations.

8. Communications Director (PIO)

- a. Draft emergency messaging for university leadership
- b. Establish liaison with news media for dissemination of information in consultation with the university President or other leaders
- c. Liaison with any outside agency Public Information Officers
- d. Perform other duties as directed by the university President or Incident Commander

Emergency Operations Center

The Emergency Operations Center (EOC) is a central location where the Executive Policy Group and Emergency Management Team direct and coordinate response and recovery activities. The space needs to be able to support the following functions:

- Coordination;
- Information gathering, analysis, and dissemination;
- Resource management;
- Documentation.

Locations

The university's primary Emergency Operations Center is located at:

Columbia Building Room 021

Equipment and Resources

The primary EOC is equipped with the following equipment:

State, county, town, and campus maps	Dry-erase whiteboard
EOC event/incident log (major events)	Television
Operational status log	Projector
Bulletin board	Satellite Phone
Personal Protective Equipment (PPE)	Incident Command Vests
Lap Top Computers	National Weather Service (NOAA) Radio

Information collection, analysis, and dissemination

Notifications and Warnings

Emergency Communications

All emergencies should be reported to Department of Public Safety:

(206) 296-5911

Seattle Police Department dial 911.

Communication/Notification systems

Seattle University employs various emergency notification systems to promptly distribute crucial information to its students, faculty, and staff. Presented below is a compilation detailing the communication systems currently in use along with their respective functions:

System	Function	Platform	Owner
OmniAlert	Mass Communication	Text messaging, Voice and Email	Campus Security and Preparedness/Marketing

C. Potential hazards

Seattle University has performed Threat/Hazard Probability and Severity Assessments. In general, hazards that can occur in our community include:

Human Intentional		
Cyber Adversary	Radiological Release	Active Shooter
Adversarial Subject	Nuclear Incident	Civil Disturbance
Biological Release	Chemical Release	Kidnapping/Abduction
Arson	Drug Offenses	Sex Crimes
Explosive Device		

Human Unintentional		
Gatherings/Planned Events	Electrical Disruption	Structural Collapse
ITS Disruption	Generator Failure	Sewer Disruption
Labor/Workforce Disruption	Telecommunications Disruption	Water Disruption
Transportation Disruption	HVAC Disruption	Fuel Disruption
Fire	Hazardous Materials Release	Natural Gas Disruption
Structural Collapse		

Natural		
Temperature Extremes	Severe Storms	Epidemic
Snowstorm	Hurricane/Tropical Storm	Flood
Earthquake	Ice Storm	Wildfire
Tornado		

Activation triggers

As a general practice, the ERMT should be activated any time a hazardous condition has the potential to reach or has reached, proportions beyond the capacity of routine operations to resolve.

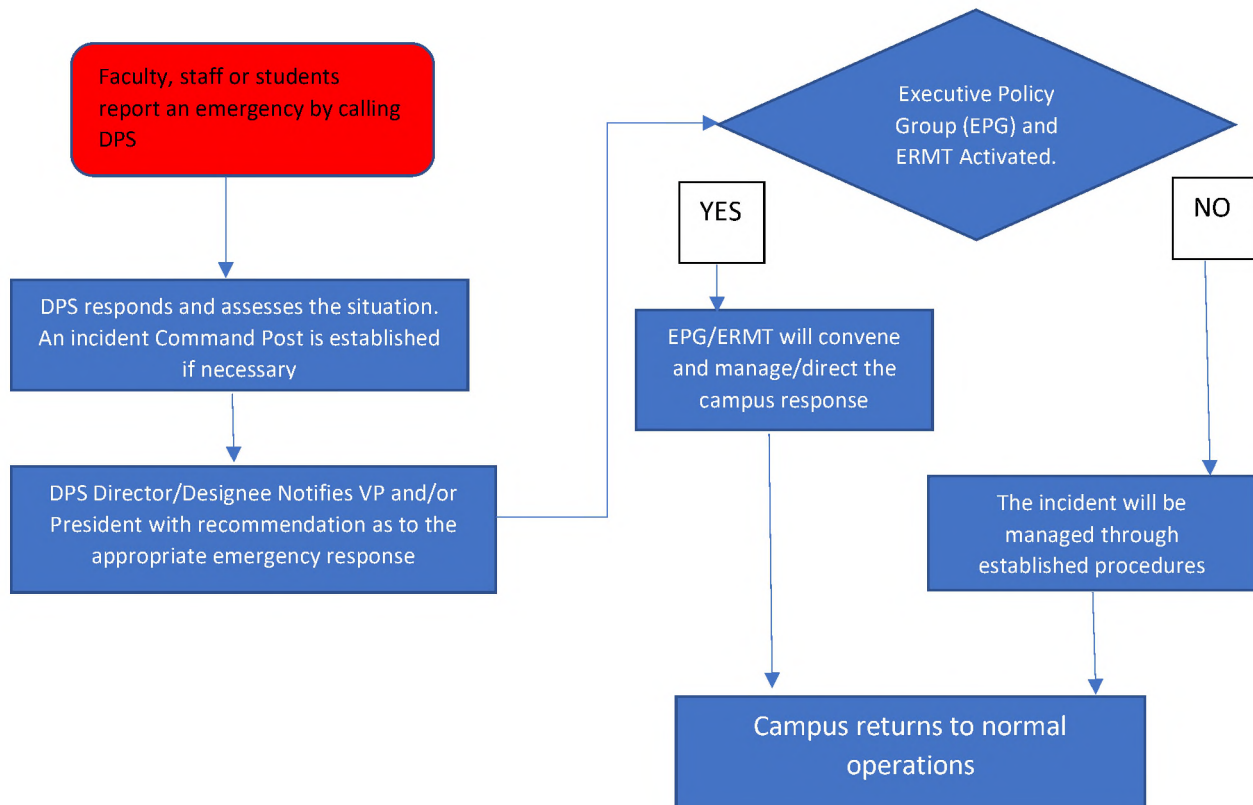
The EOC will be activated and the ERMT will respond under any of the following conditions:

- A severe weather warning issued by the National Weather Service;
- Any unscheduled event with a concerning level of disruption;
- A situation of active violence in the greater community with the potential to place the university community at risk;
- An emergent situation is evolving beyond the capacity of routine operations to resolve; A situation involves more than one department (for coordination);
- At the direction of the President or designee;

- In addition, the President, his designee, or any on-call member of the EPG can activate the EOC and/or convene the ERMT at his or her discretion if an emergent situation is likely or occurring that threatens the university or its stakeholders, or operations.

Activation Process

Campus Emergency Response Flow Chart



Campus State of Emergency

The President, or his or her designee, upon consultation with the EPG, may declare a campus state of emergency for any incident when he or she deems it necessary to place into immediate effect emergency procedures to close all or part of the University. The President, or his or her designee, will rescind the state of emergency once the incident has been stabilized and campus safety and security has been restored.

Training and Exercises

The EPG and ERMT will conduct regular training and exercising of University staff in the use of this plan and other specific training as required for compliance with The National Incident Management System (NIMS) NIMS. Campus Public Safety is responsible for coordinating, scheduling, and documenting training, exercises, and After-Action Reports. The objective is to train and educate the University community, emergency/disaster response personnel and potential volunteers. Both training and exercises are important components to prepare personnel for managing disaster operations.

Training includes classroom instruction and drills. All staff who may participate in emergency response in the EOC, in department operations, or at the field level must receive appropriate NIMS/ICS training (Incident Command System).

Regular exercises are necessary to maintain the readiness of operational procedures. Exercises provide personnel with an opportunity to become thoroughly familiar with the procedures, facilities, and systems which will be used in a disaster. Annual exercises are required by both the Clery Act and NIMS. There are several forms of exercises:

- Tabletop exercises provide a convenient and low-cost method designed to evaluate policies, plans and procedures and resolve coordination and responsibility issues. Such exercises are a good way to test the effectiveness of policies and procedures.
- Functional exercises usually take place in the EOC and simulate an emergency in the most realistic manner possible, without field activities. They are used to test or evaluate the capabilities of one or more functions, such as communications, public information or overall university response.
- Full-scale exercises simulate an actual emergency in real-time, typically involving personnel in both the field and EOC levels and are designed to evaluate operational capabilities.

After Action Meetings and Reports

Seattle University will strive for continual advancement by identifying program deficiencies and areas for improvement by conducting After-Action meetings and developing After Action Reports and Corrective Improvement Plans that will identify actions needed to improve capability. The meetings will be comprised of members from the EPG, ERMT and the university community.

Following every declared emergency (regardless of the level) or following a campus-wide drill or exercise the Director of Public Safety (Director) shall convene an after-action meeting. Following current emergency response best practices, The Director shall prepare an after-action report and, based on the lessons learned from the incident, one or more corrective improvement plans.

The Director will maintain all after-action reports for a period of not less than seven years. Such reports will be made available to the President's Office or any member of the Executive Policy Group upon request.

Administration, finance, and logistics

Records and Reports

Seattle University is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support incident management operations. These administrative controls will be done by the established fiscal policies and standard cost accounting procedures.

The ERMT members assigned to the EOC will maintain accurate logs recording key incident management activities including:

- Activation or deactivation of incident facilities;
- Significant changes in the incident situation;
- Major commitments of resources or requests for additional resources from external sources;
- Issuance of protective action recommendations to the staff and students;
- Evacuations;
- Casualties among students, faculty, staff, or visitors;
- Containment or termination of the incident.

Agreements and Contracts

If university resources prove to be inadequate during an incident, Seattle University will request assistance from local emergency services, other agencies, and businesses by existing mutual aid agreements and contracts. Such assistance includes equipment, supplies, and/or personnel. All agreements are entered into by authorized university officials only and must be in writing. Agreements and contracts identify university administrators authorized to request assistance under those documents.

Plan Development and Maintenance

Development

The Emergency Response Management Team (ERMT), in collaboration with designated subject matter experts and/or consultants, assumes responsibility for coordinating the emergency planning process and crafting the Emergency Operations Plan (EOP). Monthly meetings are convened by the ERMT to deliberate on events, procedures, and operational results. Additionally, the ERMT conducts periodic reviews of the Emergency Operations Plan document to identify necessary revisions, updates, omissions, or supplementary information in accordance with best practices and emerging developments.

Maintenance

The ERMT is tasked with maintaining the EOP. Any updates or modifications to the plan will be meticulously logged and documented in the Record of Changes table positioned at the forefront of the plan. This record will encompass the change number, date of modification, and the identities of individuals effecting the change.

Copies of the plan and its annexes will be disseminated to designated personnel as specified in this document. A signed record of distribution will be retained as evidence of acknowledgment, review, and/or acceptance of the plan by the assigned individuals and departments. Every recipient of this plan, including members of both the EPG and ERMT, will be required to sign an acknowledgment of receipt. The Director will note the recipient's title and name, department affiliation, delivery date, and quantity of copies delivered. A public version of the plan may be made accessible at the discretion of the President, following consultation with legal counsel.

Emergency Procedures

Understanding how to respond in an emergency is crucial for your safety. Presented below are various emergency scenarios and corresponding procedures that you should familiarize yourself with. When faced with an emergency situation on campus, it's vital to be prepared to take appropriate actions to safeguard yourself from harm.

Fire outbreaks, severe weather conditions, hazardous material incidents, discovering suspicious packages, or encountering individuals with harmful intentions are all plausible scenarios on university campuses worldwide. Reacting with prompt and decisive actions during emergencies can make the difference between life and death or sustaining serious injuries.

The fundamental principle for ensuring safety during emergencies revolves around knowing when to Evacuate, Lock Down, or Shelter-In-Place.

Hazard Specific Annex

To review the definitions and subsequent procedures, refer to the specific scenario below.

Evacuation	Pg. 27
Disasters	Pg. 28
Earthquake	Pg. 29
Chemical and Hazardous Materials	Pg. 30
Adversarial Subject	Pg. 31
Fire	Pg. 32
Civil Disturbance	Pg. 33
Shelter in Place	Pg. 34
Hostile Intruder (formally Active Shooter)	Pg. 35
Building Lock Down	Pg. 36
Acts of Terrorism	Pg. 37

EMERGENCY RESPONSE PLAN:

Evacuation

General: In instances where the safety of students, faculty, and staff within a building or a particular area is compromised, an evacuation protocol is enacted. This necessitates the relocation of occupants to designated safe areas within or outside the building premises. Evacuations are typically initiated in response to potential fire hazards or the presence of hazardous materials within the building.

IF ORDERED TO EVACUATE

Establish an emergency assembly point.

Keep calm and conduct the evacuation carefully.

Turn equipment off, **if possible**.

Exit as a group if possible.

Account for personnel.

Wait at the emergency assembly point for further instructions.

Do not, under any circumstances, enter the building until authorized to do so by
emergency personnel.

- Call DPS @ (206) 296-5911 or dial 911 for Police/Fire Services.

The Department of Public Safety (DPS) will:

Notify the university community via “Omnilert” when directed by the ERMT.

Ensure that the building is evacuated by checking each room/office.

Assist the disabled and those needing assistance in evacuation.

Establish a safe perimeter and prevent re-entry of persons into the building.

Send an “all-clear” message when directed by the ERMT.

EMERGENCY RESPONSE PLAN:

DISASTERS

General:

Disasters included in this plan are both natural and man-made.

Natural Disasters include hurricanes, tornadoes, and floods.

Man-made Disasters include radiation leaks, hazardous chemical spills, and water main ruptures.

Notification can come from many sources including

News and social media

Federal Agencies including EPA, and FEMA.

City Government including Campus specific Fire Departments or the Office of Emergency Management

National Weather Service

Individuals

Witnesses

If you witness, discover, or learn of a disaster:

- Call DPS @ (206) 296-5911 or dial 911 for Police/Fire Services

Department of Public Safety

When advised of a disaster situation or one is discovered immediately notify The Director, the ERMT, and EPG. (The DPS Executive Director will make notifications to the ERMT and EPG)

Make other emergency notifications as directed.

Secure buildings and university property as needed.

Assist others in taking shelter if necessary.

EMERGENCY RESPONSE PLAN:

Earthquake

General:

Inside: Take cover immediately

Under a sturdy desk

Between seating rows in lecture halls or auditoriums

Against a corridor wall (cover head and neck)

Outside: Proceed to an open area away from objects that could fall on you (trees, buildings, towers)

Be alert for **aftershocks**.

Post-Earthquake procedures:

Minor Quake (brief rolling motion)

Examine your area for injuries, property damage, and hazardous material releases

Report injuries, damage, and hazardous materials releases to

Await further instructions – evacuations are unlikely

Major Quake (Violent shaking)

Examine your area for injuries, property damage, and hazardous materials releases

Report injuries, damage, and hazardous materials releases to

Call DPS @ (206) 296-5911 or dial 911 for Police/Fire Services

Do Not use elevators

Try an account for all individuals

If Ordered To: Evacuate carefully

Report unaccounted for individuals to the Department Head or DPS

Notes:

Do Not Reenter a Building until it has been examined and cleared for occupancy. Await further instructions, be patient, help others.

EMERGENCY RESPONSE PLAN:	Chemical and Hazardous Materials
General: In the event of a chemical spill or release, or an incident involving a hazardous material that requires a response beyond the normal laboratory routine practices and procedures the following steps shall be taken: Evacuate the immediate area of all non-essential persons Essential personnel shall: Put on any necessary Personal Protective Equipment Close all doors leading into the area Isolate area from adjoining labs and prep rooms Leave all fume hood ventilation running or start ventilation Determine the material involved, if possible, and safe to do so. Call the Department of Public Safety: Call DPS @ (206) 296-5911 or dial 911 for Police/Fire Services	
DPS will: Notify Facilities Management or Engineering to report the incident. Notify the ERMT and EPG. If directed by the ERMT alert the University Community via Omnilert Notify 911 and request a response from the Hazardous Materials Unit of the Fire Department. Dispatch personnel to safely contain the area and await response. Order an evacuation of the building if necessary.	

EMERGENCY RESPONSE PLAN: **Adversarial Subject**

General:

Adversarial subjects may involve fights, physical assaults, robbery, or attempted robbery, or an individual acting in an extremely aggressive, hostile, or belligerent manner.

If you witness an individual who appears to be posing a threat to the safety of the university community, please

Call DPS @ (206) 296-5911 or dial 911 for Police/Fire Services

Do not confront the individual

Keep a safe distance from the individual.

Observe from a safe distance and report to DPS (x5911) or dial 911.

Report injuries and assist if you can do so safely.

EMERGENCY RESPONSE PLAN:

FIRE

General:

IF YOU DISCOVER A FIRE

Activate the Fire Alarm

IF YOU ARE SAFE

Call DPS @ (206) 296-5911 or dial 911 for Police/Fire Services

Report the type and location of the fire.

Use a Fire Extinguisher only on small fires and it is safe to do so.

Alert others and GET OUT

Move others away from the fire

Walk, do not run

Do Not Use Elevators

Check all closed doors for heat (top and bottom) with the back of the hand. If hot do not open.

Assist people with disabilities.

If you are caught in heavy smoke

drop to hands and knees and crawl

hold your breath if possible

breathe through the nose and use a cloth object as a filter

If your clothes catch on fire

Do Not Run - Stop, Drop and Roll

Notes:

ALL ALARMS SHOULD BE TAKEN SERIOUSLY. If you hear a fire alarm, evacuate the building. Familiarize yourself with evacuation routes.

EMERGENCY RESPONSE PLAN: CIVIL DISTURBANCE

General: Most campus demonstrations such as marches, meetings, picketing, and rallies will be peaceful and non-obstructive. A student demonstration should not be disrupted unless its participants are violating the Student Code of Conduct (as outlined in the *Student Handbook*).

Non-violent, Non-obstructive Demonstrations:

In most cases, peaceful demonstrations should proceed without interruption, and protestors should not face obstruction or provocation. Nonetheless, the university reserves the right to designate specific areas for demonstrators if deemed necessary. Demonstrations may be initiated by students or community members, and the university's response may vary based on factors such as the nature of the protest, its leadership, and actions taken by those leading the demonstration, ensuring proportional responses are maintained.

If possible, DPS Officers should monitor the demonstrations.

Non-violent, Disruptive Demonstrations:

If demonstrators are interfering with the normal operations of the university:

The Vice Provost for Student and Campus Life his/her designee will assemble a Response Team from the Conflict Resolution Committee (CRC).

The CRC Response Team will assist in diffusing the situation by speaking with the students involved. They will interview witnesses and elicit information to establish the cause of the incident. The Response Team will attempt to establish communication between the various factions or individuals involved in the incident. Their goals should be to get the students to understand why the incident happened and the dynamics that led to the incident.

At no time can any parties be detained against their will. Disciplinary action can take place independently of the action of the Response Team.

Violent, Disruptive Demonstrations:

In the event of a violent demonstration, in which injury to persons or property damage occurs or appears imminent, the Non-violent Disruptive Demonstration procedures should be followed if circumstances allow. Additionally:

The ERMT, EPG, BITA and President's Office will be notified.

DPS will investigate the disruption and take immediate steps to mitigate any damage or injuries.

The Civil Affairs Unit of the Police Department will be contacted when deemed necessary.

Notes: If possible, attempts should be made to communicate with protestors to convince them to desist from engaging in illegal activities. However, the Department of Public Safety are authorized to call for police assistance without counsel from others if doing so is deemed to be of immediate importance to the safety of persons or property.

EMERGENCY RESPONSE PLAN:

Shelter in Place

General: Sheltering-In-Place hinges on the fundamental idea of creating a protective barrier between yourself and potential danger, all while staying vigilant, connected, and safe. Employ your common sense and the information at hand to evaluate the circumstances and ascertain whether there's an imminent threat necessitating sheltering-in-place. Prompt action is paramount in adhering to a Shelter-In-Place directive. While each situation varies, the subsequent steps typically apply across most shelter-in-place scenarios:

Shelter-in-Place:

Move indoors and remain in a classroom, office, etc.
Locate yourself near solid interior walls, under furniture, or large objects
Use cell phones and text messages for emergencies only
If in a vehicle, immediately leave campus
Help others if you can
Leave your shelter only when informed that it is okay to do so by an official University communication such as university-wide email or "Omnilert" (Emergency Text messaging)

Notes:

EMERGENCY RESPONSE PLAN: Active Shooter/ Hostile Intruder

General: An active shooter is an event in which one or more persons commit harm to multiple victims, in a short period, through the use of firearms.

Procedures: If faced with an active shooter incident, there are THREE things you can do that make a difference. RUN, HIDE, FIGHT.

RUN – When an active shooter is in your vicinity:

- If there is a way out, and you can get out, GET OUT! This is your first and best option.
- Get out whether others agree to it or not.
- Leave your belongings behind.
- Help others from entering the danger zone.
- Call The Department of Public Safety

Call DPS @ (206) 296-5911 or dial 911 for Police/Fire Services

HIDE – If evacuation is not possible, find a place to hide.

- Lock and/or barricade the door.
- Silence your cell phone, including the vibrate feature.
- Hide behind large objects if possible.
- Remain very quiet and do not leave until directed by law enforcement officers.
- Your hiding place should:
 - Be out of the shooter's view.
 - Protect yourself if shots are fired in your direction.
 - Do Not trap or restrict your options for movement.

FIGHT – AS A LAST RESORT, and only if your life is in danger:

- Attempt to incapacitate the shooter.
- Act with physical aggression.
- Improvise weapons.
- Commit to your actions.
- Once the shooter is incapacitated,

Call DPS @ (206) 296-5911 or dial 911 for Police/Fire Services

EMERGENCY RESPONSE PLAN:

Lockdown

General: A lockdown is a short-term safety measure designed to minimize exposure to an incident by barring entry to unauthorized or hazardous individuals from buildings or specific rooms. Situations warranting a lockdown encompass but aren't restricted to, active shooter scenarios, civil unrest, or domestic violence intrusions. While akin to sheltering-in-place, the terms are occasionally used interchangeably. Nevertheless, the key divergence lies in the lockdown's emphasis on physically securing doors to impede access by potentially harmful individuals.

When a lockdown is declared you should not exit or enter the building. If you are in a room that can be locked, you should lock the door and stay where you are since evacuating may endanger your safety. If you or others are in a hallway you should go to the nearest room or office. The following general steps should be taken:

Lock and or barricade classroom and office doors.

Turn off lights, radios, TVs, close blinds, and silence cell phones.

Keep occupants calm, quiet, and out of sight.

If gunshots are heard, lie on the floor and try to use desks, file cabinets, or concrete walls for additional protection.

If you are outside when a lockdown is declared, seek safe shelter (e.g. unlocked building, large trees, walls, cars in a parking lot) away from the danger area (if known).

Wait for the "all clear" to be given before leaving the safe shelter.

Call DPS @ (206) 296-5911 or dial 911 for Police/Fire Services

Notes:

EMERGENCY RESPONSE PLAN: **Acts of Terrorism**

General: The Department of Homeland Security maintains important resource information on terrorism. Their website on Counterterrorism is a useful resource in understanding the mission of Homeland Security; preventing terrorism and the roles and responsibilities you can have in helping to prevent acts of terrorism. Visit <http://www.dhs.gov/> for more information.

Reporting Terrorism:

If you have information regarding suspicious activity related to terrorism you can contact your local Police Department by dialing 911 or call

Call DPS @ (206) 296-5911 or dial 911 for Police/Fire Services

Notes:

Authorities and References

Authorities

- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), As Amended
- Homeland Security Presidential Directive 5
- Presidential Policy Directive 8
- The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act 2016

References

- Guide for Development High-Quality Emergency Operations Plans for Institutions of Higher Education, June 2013
- Comprehensive Preparedness Guide (CPG) 101: Developing and Maintaining State, Territorial, Tribal, and
- Local Government Emergency Plans, March 2009.
- Homeland Security Exercise and Evaluation Program (HSEEP), April 2013
- National Incident Management System (NIMS), Department of Homeland Security, December 2008
- National Response Framework, Federal Emergency Management Agency, January 2008
- Emergency Response Planning, Paul Erickson 1999
- Developing and Maintaining Emergency Operations Plans 2010, FEMA