

# SHANNON POINT MARINE CENTER

## EMERGENCY PLAN

### Facilities

Sundquist Lab  
Marine Education Center  
Boat Shed  
Housing  
Academic Programs Building

### Plan Maintenance

Gene McKeen

### Emergency Personnel

Gene McKeen  
Nate Schwarck  
Brian Bingham  
Kathy Van Alostyne  
Kerri Fredrickson

Review by: Gene McKeen,  
Date February 10, 2020

**SHANNON POINT MARINE CENTER  
EMERGENCY PLAN**

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## **SECTION ONE – INTRODUCTION**

### ***Goal:***

- To provide a plan to assist personnel at SPMC to act during and after an emergency.
- To provide a mechanism for creating a safe environment while working at SPMC.

### **Definitions and Terms**

Terms used in this plan that will help describe and define SPMC's plan are as follows:

- Emergency - An event that requires immediate response to protect life. It may require the assistance of local emergency response teams but does not overwhelm the ability of emergency response teams to react.
- Disaster - An event or emergency that overwhelms the ability of emergency response teams to react immediately to the situation at hand.
- Area Wardens - Personnel at SPMC that assist other personnel and students to prevent and cope with an emergency or disaster.
- SPMC - Shannon Point Marine Center
- EHS - Environmental Health and Safety
- Evacuation meeting place- a safe area away from disaster or emergency site, place may change from designated areas on maps due to the severity of emergency.

### **Unit function during an emergency**

The location of SPMC being some 40 miles from Western Washington University's main campus isolates it from emergency services for the main campus. During any emergency at SPMC local emergency response will be called upon. Likewise SPMC will pursue being self-sufficient in dealing with emergency related activities. SPMC will however be linked with main campus personnel for support and guidance. SPMC will also inform Environmental Health and Safety when emergencies occur.

### **Expectations for faculty, staff, and students:**

#### During working hours:

At the onset of the emergency faculty, staff, and students will be expected to follow the emergency procedures outlined in the Emergency Plan. SPMC encourages faculty, staff, and students to stay at an evacuation meeting place (See evacuation routes and meeting places, appendix D) that will be designated until all are accounted for and level of emergency has been determined. Understanding that the safest place will most likely be the evacuation location, persons attempting to leave may be putting themselves and others at risk. SPMC encourages people to travel in pairs when leaving the campus. SPMC recognizes that everyone will want to check on loved ones and friends. After your home life is secured, please return so effective recovery can begin.

#### Outside of Normal working hours:

Unless you are designated as essential personnel, you should stay off campus until given official notice from department head or designee to return. Call before you attempt to come back to campus.

## Recommendations for SPMC faculty, staff, and students

### Personal Preparedness

Every member of the University community is encouraged to prepare personally for emergencies at home, in their cars, and at the work location. You can visit [Ready.gov](http://Ready.gov) to build an emergency kit or download the Emergency Resource Guide from the Washington State Department of Health Emergency Preparedness [website](#). It contains information on preparing homes and families. It includes lists of supplies and equipment for home, car and on-campus. Suggestions for a work mini-survival kit include:

<input type="checkbox"/> Portable radio and spare batteries	<input type="checkbox"/> Sturdy, comfortable shoes
<input type="checkbox"/> Flashlight with spare batteries	<input type="checkbox"/> Extra clothes
<input type="checkbox"/> Small first aid kit	<input type="checkbox"/> Space blanket
<input type="checkbox"/> Bottled water	<input type="checkbox"/> Essential medication
<input type="checkbox"/> Small supply of non-perishable food, snack type	<input type="checkbox"/> Zipper seal plastic bags, toilet tissue
	<input type="checkbox"/> Heavy work gloves

### Family Plans

Developing a family emergency plan is encouraged so that your family members will know what to do during an emergency or disaster. If a major disaster occurs it is likely that commuters from Bellingham or those living off island will be required to stay as bridges to island will likely be shut down or unsafe for travel. A template to help you develop your plan can be found in Appendix F. You should include the following in your plan:

- Emergency Contact Sheet
- Immediate Actions and Action Plan
- Rally Points and Shelter Locations
- Specific Instructions/Default Actions
- Shelter in place instructions
- Communications Plan

## Levels of Emergency

Each emergency has the potential to become a disaster. The Director of SPMC, Director of EHS, and Area Wardens have the authority to act and direct actions necessary in the event of an emergency. The official designation of an emergency or disaster lies with the President of WWU.

Level 1 – Handled through normal channels, e.g., minor chemical spills, most deaths, low-level acts of violence.

Level 2 – Requires a coordinated response beyond normal channels, although no significant damage occurs to University facilities.

Level 3 – Reserved for major disasters, e.g. large fires, earthquakes, major chemical spills.

## Area Wardens

### During working hours

Area wardens will carry out procedures as planned until the level of emergency has been determined. They may be designated as essential personnel if the emergency reaches level 3.

### Outside normal working hours

Area wardens should stay away from campus until given official notice from department head or designee to return.

## Essential Personnel

Essential personnel are expected to assist in emergency operations during working and after hours and on weekends for all categories of emergencies. It is expected that if the emergency reaches disaster level, essential personnel will be released to care for their families and loved ones and return to assist in recovery as soon as possible.

### Designated Essential Personnel

1.) Dr. Brian Bingham

2) Gene McKeen

3) Nate Schwarck

4) Kerri Fredrickson  
Kelly Bright

### Responsibility

On call all emergency  
Fire alarm primary contact  
Seawater alarm primary contact

On call all emergency  
Secondary contact

On call all emergency  
Tertiary Contact

On call for emergency that  
Effect lab cultures and  
Radioisotopes Lab.

## **Communication**

Emergency contact information is vital in situations where essential personnel need to be called back to campus or be consulted for crucial decisions and information. All essential personnel should remain on campus or return to campus as soon as possible after a major emergency. Essential personnel should carry cell phones when available and practical. There may be situations where essential personnel are unavailable. Non-essential personnel may need to be kept informed about recovery procedures. An emergency phone tree will be kept in a secure location as it contains confidential information. Essential personnel and their contact information will be posted.

Communication procedure: Call 911 immediately for extreme injury or danger to personnel or property. Call campus police to report that local 911 has been reached. When reporting a crime please also contact campus police. After emergency authorities have been reached contact Director or Manager of Academic Support Services for further or local assistance.

## **Responsibility and Control**

The decision making authority is in order of succession. Communication to most senior authority with critical decisions is done if time and situation permits; however, it is important to recognize that the most senior member **present** will be making decisions. The persons listed below are given authority to make decisions on behalf of Shannon Point Marine Center during emergency situations.

- 1) Dr. Brian Bingham
- 2) Gene McKeen
- 3) Dr. Kathy VanAlstyne

## **Training**

It is the goal of SPMC to train as many individuals as possible in the emergency plan for SPMC. Evacuation drills will be held twice per calendar year.

1. Area Wardens will receive specific training for assisting during an emergency and must participate in annual evacuation drill. They should also review the following twice each calendar year.
  - a. Introduction to the emergency plan
  - b. Where the emergency supplies are located
  - c. What is in the disaster kits
  - d. Appropriate actions for each emergency level
  - e. Read the full emergency plan
  - f. Encouraged to develop own emergency kit and family plan
  - g. Have current training in CPR and first aid
2. Employees, faculty, students, and resident researchers: Should receive the following training when new and review annually thereafter. Should participate in an evacuation drill twice per calendar year:
  - a. Introduction to the emergency plan
  - b. Where the emergency supplies are located
  - c. What is in the disaster kits
  - d. Appropriate actions for each emergency level
  - e. Encouraged to read the full emergency plan
  - f. Encouraged to develop own emergency kit and family plan
  - g. Encouraged to take training in CPR and first aid

3. Visitors whose stay is greater than one week.
  - a. Brief statement of the plan
  - b. Encouraged to read plan
  - c. Evacuation routes and emergency supplies locations
  - d. Participate in evacuation drill when practical
  
4. Visitors whose stay is less than one week
  - a. Informational hand-out of SPMC facilities that includes area map of building and emergency supplies locations.
  - b. Participate in evacuation drill when practical
  
5. Sleeping Unit Areas (Dorms and House).
  - a. Evacuation/fire drill during each academic quarter and during summer session for a total of 4 drills/year.

## **ORGANIZATIONAL RESPONSIBILITIES**

<u>Personnel</u>		<u>Responsibilities</u>
Director SPMC	Dr. Brian Bingham	<ol style="list-style-type: none"> <li>1. Ultimate responsibility for plan-provide support</li> <li>2. Serve on Emergency committee</li> </ol>
Director Environmental Health and Safety	Sue Sullivan	<ol style="list-style-type: none"> <li>1. University plan consultant</li> <li>2. Make sure SPMC plan is consistent with University Safety procedures and policy.</li> </ol>
Emergency Committee	Gene McKeen Brian Bingham Nate Schwarck Kathy VanAlstyne	<ol style="list-style-type: none"> <li>1. Collectively make recommendations on procedure, equipment, placement of equipment, overall goals of plan.</li> <li>2. Conduct an annual review of plan</li> </ol>
Emergency Plan Chair	Gene McKeen	<ol style="list-style-type: none"> <li>1. Maintain and Update emergency plan.</li> <li>2. Call committee meetings when necessary.</li> <li>3. Schedule evacuation drills</li> <li>4. Train Area Wardens</li> </ol>
Essential Personnel	Gene McKeen Nate Schwarck  Kerri Fredrickson	<ol style="list-style-type: none"> <li>1. On Call for all emergencies at all times</li> <li>2. Carry Cell phone for contact</li> <li>3. Call other essential personnel for assistance</li> <li>4. Expected to return to Campus if needed</li> </ol>
Area Wardens	Gene McKeen  Nate Schwarck Brian Bingham  Kathy VanAlstyne	<ol style="list-style-type: none"> <li>1. Recommend to emergency committee needed changes in Plan.</li> <li>2. Maintain Floor Plan assignments</li> <li>3. Distribute Plan to New Personnel</li> <li>4. Carry out Plan</li> <li>5. Assess Rooms for Disaster Hazards</li> <li>6. Take part in drills at least 1 per calendar year</li> </ol>
Special Wardens	Designated Housing Resident	<ol style="list-style-type: none"> <li>1. Know the emergency plan</li> <li>2. Participate in drills</li> <li>3. Assist area wardens</li> </ol>
Instructors/Visiting Researchers/Students		<ol style="list-style-type: none"> <li>1. Know the emergency plan</li> <li>2. Communicate any special disabilities or medical needs to area wardens</li> <li>3. Participate in drills</li> </ol>



## PHONE LIST

Anacortes emergency services (local line) .....911  
Whatcom County Emergency Services (Bellingham line).....9911  
WWU Campus Police (Bellingham line).....3911

Environmental Health and Safety .....1-360-650-3064

### Director of EHS

Sue Sullivan .....1-360-650-6512(EHS office)  
..... 1-360-739-0185 (cell phone)  
..... 1-360-758-1728 (pager)  
..... 1-360-647-9394 (home)

Shannon Point Marine Center .....1-360-650-7400 (Campus number)  
..... 1-360-293-2188 (Anacortes number)

### Director of SPMC

Brian Bingham ..... 1-360-650-7400 ext. 228 (w)  
1-360-550-7518 (cell)

### Emergency Plan Personnel

Gene McKeen ..... 1-360-650-7400 ext.223 (w)  
.....1-360-540-3195 (cell)

Nate Schwarck ..... 1-360-650-7400 ext. 229 (w)  
.....1-360-319-1474 (cell)

Kathy Van Alstyne.....1-360-650-7400 ext 226(w)  
1-360-840-6496 (cell)

Kerri Fredrickson.....1-360-650-7400 ext. 225(w)  
1-360-420-6003 (cell)

Alethea Macomber.....1-360-650-7400 ext.222 (w)  
1-360-920-1809 (home)

### Local Radio Frequencies

KLKI 1340 A.M.  
KBRC 1430 A.M.

## **SECTION TWO - EMERGENCY PROCEDURES**

### **INTRODUCTION**

In general all emergencies will be controlled by the following procedure:

1. Identify the emergency type.
2. Communication of the emergency by at least one of following:
3. Direct communication to emergency personnel
4. Fire alarm
5. Phone
6. Evacuation of Building
7. Floor sweeps by Area Wardens
8. Communication to local emergency services, i.e. 911.

Emergency types considered for this plan include emergencies that pose a threat of personal injury. Each emergency type may have specific procedure details related to its hazards. Controlling each emergency type should be left to qualified personnel. It is strongly urged that all persons become knowledgeable of the emergency types and become qualified to help control the emergency.

#### **Emergency types:**

1. Fire
2. Personal injury or illness
3. Chemical / Biological / Radiological spills or releases
4. Earthquakes
5. Tsunami
6. Wind Storms
7. Threats of Violence
  - a. Bomb Threats

In the following sections you will find procedures for each type. Condensed general procedures have been developed for General emergencies, Chemical emergencies, and Earthquakes. These procedures are posted on each floor of the main building and in the Commons Building.

Each floor of each building may have special hazards, emergency equipment, and evacuation routes unique to its area. You will find this information in the section for specific floor plans.

#### **FIRE**

1. If you discover or suspect a fire.
  - a. Sound the alarm immediately. From a safe place call 911
    1. Tell the officer exact location of the fire and any special hazards at the location. Don't assume that someone else has called.
    2. The following letter codes designate each building:
      - Sundquist Lab – MC
      - Marine Education Center- ME
      - Storage Shed – SS
      - Academic Programs Building – SM
      - Dormitory – SD
      - Commons – SC
      - House – SR

- b. If the fire is in a room and no one is in the room, try to close the door to retard the spread of smoke and heat. If the fire is small and can be easily extinguished, do so, but do not take any unnecessary risk in doing this. When fire fighters arrive, direct them to the fire and leave the area.

## 2. Fire Alarm

- a. If the fire alarm sounds, shut down your equipment, close the doors and windows, grab removable first aid kits and/or disaster bags and leave the building.
- b. Keep low to the floor if smoke is present, and use the nearest exit.
- c. Supervisory personnel should check their individual work areas to see that everyone is out.
- d. After you are outside, stay clear of the building and follow the instructions of emergency personnel. Area wardens should meet at the Handicap Parking Pad so everyone can be accounted for.

## 3. Fire Fighting

- a. It is not intended that you will take the place of the fire department. However, if a minor fire occurs that requires only the use of a portable fire extinguisher and you have been trained in how to use it; you should know how to cope with it quickly and effectively. When fighting a fire, stay low and do not breathe any more vapors than is necessary. Avoid exposure to extreme heat. Stay between the fire and the exit to avoid being trapped. Do not stay in any room or area where there is a significant amount of smoke or where other airborne toxic, biohazardous, or radioactive vapors may be present. Do not use water on flammable liquid, grease, electrical, or combustible metal fire. Using water on these can cause spattering or explosive spreading of the fire. Putting water on energized electrical equipment creates a shock hazard. If possible turn off electrical equipment involved in fire by turning off the switch or circuit breaker or pulling the plug. For flammable liquid, grease, or electrical fires, use a carbon dioxide, halo, dry chemical or multipurpose dry chemical portable fire extinguisher. Carbon dioxide might cause some moisture to collect on equipment. Halon is best for use on computers and other delicate electronic equipment. Special dry powder is required for fires involving combustible metals.

## 4. Clothing Fire

- a. If a safety shower is immediately at hand, get under the shower and let water flow until medical assistance arrives. See area maps to locate nearest shower. The universal instruction for clothing fire is Stop, Drop, and Roll. Immediately drop to the floor and roll over and over to extinguish the flames, holding your hands over your face to protect it from the flames. A fire blanket may be used if one is present, but as soon as the fire is out, remove the blanket to release the heat to prevent increasing the severity of the burns. Get burned areas under cool water as soon as possible. Be aware that flames may flare with the introduction of oxygen. Do not apply creams or other medications. Get help without delay.

## **INJURY OR ILLNESS**

If someone is injured or becomes suddenly ill and requires emergency medical attention, Call 911 and tell the communications officer the location of the victim and the nature of the injury or illness.

Do not move the victim except to protect her/him from a dangerous situation. If the victim has been contaminated by radioactivity or a hazardous material, tell the officer the name of the material involved and the potential hazards if known.

Review the locations of the first aid kits in your area. Review the list of CPR and First Aid certified personnel in your area.

In general, if an injury or illness occurs, take the following steps:

1. Call 911
2. If victim is involved in a chemical or biological injury contact Environmental Health and Safety (EHS): 1-360-650-3064
3. Keep the victim as comfortable as possible
4. Do not move the victim any more than is necessary for her/his safety
5. Never administer liquids to an unconscious victim, and
6. Do not remove objects that may be embedded in the victim's skin

## **CHEMICAL OR BIOLOGICAL EMERGENCIES**

- In the event of an emergency which involves hazardous chemicals or biological agents, call 911 for an aid car. Inform the communications officer of the chemical and its hazards if known. Also call Environmental Health and Safety (EHS) at 1-360-650-3064
- If a sudden accidental release of possibly hazardous vapors, particulate, or gas should occur, follow the same alarm and evacuation procedures that would be used in case of fire. Leave the area quickly and avoid breathing the vapors as much as possible.
- From a safe location, contact EHS 1-360-650-3064. Remain in safe location until help arrives, and be available to provide information to emergency responders.
- Principal investigators and persons directly involved should remain available to the fire department command center if the fire department is involved.
- In the event of an accidental spill of hazardous material notify all persons in the area and evacuate the area where vapors might be present or to which they might spread. Contact EHS 1-650-3064, EHS will provide information and equipment for contamination and protection. Clean up the spill and dispose of all materials as directed by EHS.
- **Shelter In Place.** If a chemical release should occur outside a building or even off campus, University personnel may be asked to "shelter in place" that is, go to a safe designed room in your building. While people may be asked to evacuate, shelter in place is safer in many situations. Shelter in place using the following procedure:

### Designated Shelter-in-Place Rooms

Top Floor- Office Room, MC 217/218  
Mid Floor- Conference Room, ME 145  
Lowest Floor- Student Project lab, MC 04

- a. Assess the safety of the above locations
  - i. Does the location appear structurally sound or stable?
  - ii. Is there any broken glass, damage or exposure of electrical equipment or any other physical hazard?
  - iii. Are there any chemicals present that are currently or may become a hazard?
  - iv. Do you smell Natural Gas
- b. Mitigate minor hazards, and begin shelter-in-place **or** choose another location
- c. Locate the Emergency Tool kit. Remove the following items:
  1. Two rolls of duct tape
  2. One roll of plastic sheeting
- d. Locate the Disaster Kit for your area.
- e. Close and lock doors and windows to seal out contaminated air. Turn off or block all outside sources of air.
- f. Cover window, door and ventilation openings with plastic sheeting and duct tape. Stuff cloth or clothing (preferably wet) at the bottom of the door.
- g. If you smell contaminants in your room, cover your nose and mouth with a wet towel.
- h. Tune to the emergency broadcast station on your radio from the disaster kit. Stay inside until you are notified by local radio, television, or other means that it is safe to go outside.
- i. When emergency is over, go outdoors to ventilate yourself. Open all doors and windows to ventilate the area.

## **EARTHQUAKES**

The possibility of earthquake exists in our geographical area. The greatest seismic activity has occurred within the Puget Lowland between Olympia and the Canadian border.

Generally, actual earth movement doesn't cause death or injury. Buildings and other structures shake, crack, or collapse as a result of the earth movement. Casualties may result from:

1. Falling objects or debris,
2. Breaking glass,
3. Fires, and
4. Panic.

The best protection from an earthquake is preparedness. Thinking ahead, planning ahead, and providing appropriate equipment or supplies will greatly increase your ability to survive an earthquake and deal with the aftermath.

## **BEFORE AN EARTHQUAKE**

Identify hazards in places you spend time, both during and away from your work. If you identify a possible hazard report it to the area warden for correction. Give consideration to the hazards from:

1. Objects on high shelves
2. Tall bookcases
3. Windows or skylights
4. Brick walls and
5. Unsecured furniture

Whenever possible, remove objects away from above your desk or work areas. Identify safe areas in each room you spend time. These areas may include:

1. Under tables
  2. Beneath desks
- Know the disaster plan
  - Know the emergency exit and a secondary exit from your work place.
  - Know the emergency meeting place for your area.
  - Know where the physically impaired persons are located to assist them.
  - Know the location of safety gear and emergency kits.
  - Learn CPR and First Aid
  - People who take medication regularly should have extra medicine available.

### DURING AN EARTHQUAKE

The most important thing to do during any emergency is to stay calm. Act quickly to take “quake-safe” action at the first indication of ground shaking. Think through consequences of any action.

Don't try to run away. Stay in the area you are located, but take action to protect yourself. Be aware of objects that might fall. Move away from windows and heavy objects. Don't enter or exit a building during shaking due to danger from falling debris.

*INSIDE:* Move to a safe area away from flying glass or objects. Examples of safe positions include: place your head between your knees to protect your face from flying glass or objects; get under a table; physically locate yourself in an innermost corner of the room; crouch under a desk or table away from windows.

*OUTSIDE:* Move as far away as possible from buildings or structures which will pelt you with broken glass or debris. Move away from utility poles, power lines, and trees.

*IN A VEHICLE:* Drive away from underpasses and overpasses. Avoid stopping near buildings overpasses, or utility wires. Stay in the vehicle until the shaking stops. When the shaking stops, proceed cautiously. Avoid bridges and elevated structures that may have been damaged.

*IN A CLASSROOM OR LABORATORY:* Turn off gas burners. Extinguish all open flames. Beware of chemical hazards present in rooms. Faculty should remain in control of the class and keep students inside until the shaking has stopped, unless an identified hazard such as fire or toxic fumes exists.

*IN THE LECTURE ROOM OR LARGE ROOM:* Crouch in the aisles of the room covering your head and neck. Stay calm and keep others calm.

### AFTER AN EARTHQUAKE

The most important thing is to stay calm. Think through the consequences of your actions, and act to prevent further injury and damage. Recognize that if you are inside the electricity and lights are probably out. Don't move any seriously injured persons unless they are in danger of further injury. Be prepared for aftershocks. They will generally be milder but may cause additional damage to already weakened structures. Evacuate to a safe location. The Handicap Parking lot is the designated meeting area but use sound judgment to assess a safe location. Don't use the telephone except for true emergencies. Turn the radio on for instructions and information. Check for fire hazards. Turn off gas lines and water lines if breaks are suspected. Watch out for falling debris from trees when outside. Don't drink from tap water until lines have been deemed safe. Avoid flushing toilets until sewer lines are deemed safe.

### **TSUNAMI OR TIDAL WAVE**

Tsunami may occur after an earthquake. These waves can move fast and can cause little damage in one area and catastrophic damage in another. Heed all tidal wave warnings by moving to higher ground. Listen to the radio for instructions and information given by local authorities. Tsunamis are series of waves, do not return to area until local authorities deem it safe.

### **WIND STORMS**

The strongest winds in our area are capable of bringing down large trees. When there is a high wind warning issued, stay inside until winds diminish. If you must be out during a wind storm be cautious about falling limbs and debris from trees. Know where the emergency flashlights and batteries are located. Have them ready in case of a power outage.

### **THREAT OF VIOLENCE PLAN**

While the threat of violence at SPMC is low, events over the past few years have led to increased concern by faculty, staff, administrators, and students for their security and safety at work. In general, threats of violence arise from three sources:

1. Clients angry with service providers, who may deny or limit services.
2. "Outside violence" randomly directed against an office without apparent reason.
3. Current or former employees who are angry with the organization or another employee.

While other possibilities for violence, such as deliberate acts of terrorism, may occur, primary concerns are directed at the above three scenarios. Good security measures are able to reduce a large portion of the risk in all three situations. Workplace violence is committed by people. Therefore, potential sources of violence include people who work at, are affiliated with, or visit a department.

The following procedures have been established to minimize the threat of violence.

- Communication - staff to report security issues, threats, or violence from any source to leadership who can then determine what action is appropriate.
- Secured area control – secured areas are clearly designated by signs so non-authorized persons know that they are not allowed in a secured area.
- Receptionist Area – receptionist area clearly indicated so visitors know where to check in. Visitors sign in and note the date, time and reasons for visit.

- Petty cash transactions are witnessed by third party and only done when authorized persons are present.
- The office keeps a record of all individuals who have keys and a way to identify which keys are missing.
- The office performs an annual inventory of keys.
- Late night – a person is designated to ensure that the office is closed and locked for the night. Anyone who works after hours is responsible for ensuring that the office is properly locked.
- Mail – all packages or letters that are unidentified should be reported before opening.

## BOMB THREATS

University personnel receiving telephoned bomb threats should attempt to get the exact location where the bomb has been planted or is going to be planted. Also attempt to get as much information as possible about the caller, for example, male or female, etc. Listen for background noise which may indicate the location of the caller.

Whether a bomb threat is received by mail or by phone, report *immediately* to campus police x3911 and Anacortes police x911. Complete the following form as soon as possible.

Date\_\_\_\_\_ Time of Call\_\_\_\_\_ Length of Call\_\_\_\_\_ Local/Long dist\_\_\_\_\_

Call received by\_\_\_\_\_ Phone No.\_\_\_\_\_

Record the exact language of the threat\_\_\_\_\_

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Keep the caller on the phone. Ask **WHEN** it is set to go off\_\_\_\_\_

**WHERE** is it \_\_\_\_\_

**WHY** are you doing this \_\_\_\_\_

**WHO** are you \_\_\_\_\_

Voice on the phone:

Man\_\_\_\_\_ Woman\_\_\_\_\_ Child\_\_\_\_\_ Age\_\_\_\_\_

Spontaneous\_\_\_\_\_ Rehearsed\_\_\_\_\_ Reading \_\_\_\_\_

Intoxicated\_\_\_\_\_ Accent\_\_\_\_\_ Speech Impediment\_\_\_\_\_

Other\_\_\_\_\_

Background Noise:

Music\_\_\_\_\_ Children\_\_\_\_\_ Airplane\_\_\_\_\_ Talk\_\_\_\_\_

Traffic\_\_\_\_\_ Typing\_\_\_\_\_ Machines\_\_\_\_\_ Other\_\_\_\_\_

If you are asked to leave your area, take the following precautions if it is safe to do so. ***These activities must not significantly delay your departure. Exercise good judgment.***

- Take personal belongings such as coat and handbag.
- Leave doors open behind you as you leave
- Shut off heat-producing equipment (Bunsen burners, etc.).
- Return hazardous materials to proper storage units.



If you receive suspicious mail or discover an object that appears suspicious, do not move or touch it. Call the University Police x3911 or Anacortes Police x911 immediately. Without endangering yourself or others, try to keep people away from the object until the police arrive.

Persons with responsibility for others are to ensure that those for whom they are responsible exit the building safely. For example, ensure that classes exit appropriately.

## **PROCEDURES FOR AREA WARDENS**

1. When notified of a fire, explosion, chemical release, or other hazardous situation requiring emergency assistance in his/her zone, the area warden should take the following action, but at no time should an area warden jeopardize her/his own personal safety.
  - a. Activate the closest fire alarm - see floor map to locate the nearest fire alarm.
  - b. Call 911 for emergency assistance.
  - c. Call Environmental Health and Safety when appropriate: 1-360-650-3064
  - d. On the way out take the emergency equipment (Personal Safety Kit, AED, First Aid Kit, Disaster Bag) and see that all occupants leave the area
  - e. Take command until emergency personnel arrive. Assist emergency personnel with any information available concerning the incident, its origin, and individuals involved. Remain available to emergency personnel as assistance may be required.
  
2. If a fire alarm sounds
  - a. Assist persons on your floor to evacuate
  - b. Take the emergency gear( Personal Safety, AED, First Aid, and Disaster Kits) with you
  - c. Determine if anyone is missing at your meeting place.
  - d. Assist in keeping people out of the building until emergency personnel release it for occupancy.
  
3. Emergencies  
    **IN ANY SITUATION REQUIRING EMERGENCY ASSISTANCE**  
        **\*FIRE, EXPLOSION, INJURY\***  
            **CALL 911**  
    **IF NO PHONE IS AVAILABLE, PULL NEAREST FIRE ALARM.**
  
4. **BEFORE AN EMERGENCY OCCURS**
  - a. **KNOW** the established emergency procedures for your area
  - b. **KNOW** the location of fire alarm pull stations
  - c. **KNOW** the location of portable fire extinguishers and how to use them
  - d. **KNOW** the location of safety showers, eyewash stations, and personal protective equipment available to you.
  - e. **KNOW** two exits from your area and where they lead.
  - f. **KNOW** the special hazards in your area, what materials and equipment you are handling and the precautions necessary to work safely with them.

## SECTION THREE – SPECIFIC PLAN BY BUILDING AND FLOOR

### Sundquist Lab (MC), Marine Education Center (ME)

#### Top floor:

The rooms and areas located in the MC and ME buildings on the uppermost floor. All new personnel entering these areas should be informed or made available to them the emergency and disaster plans.

**Area wardens:**        **Nate Schwarck**

**Office 213    650-7400**

**Intercom 229**

**Cell Phone 319-1474**

**Kelley Bright**

**Office 217    650-7400**

**Intercom 231**

**Home        293-8106**

#### Specific Hazards on this floor:

- Hazardous areas: chemicals in Lanai laboratories, the Sample Storage room, and the radioisotopes lab.
- Computer Lab on Mezzanine of ME
- Elevator, enclosed glass stairwell
- Connection point of MC and ME buildings

**Fire, Injury or illness emergency:** follow the General Emergency procedures (**Appendix A**)

**Chemical or Biological emergency:** follow the Chemical Emergency procedures (**Appendix C**)

**Earthquakes:** follow the Earthquake Emergency procedures. (**Appendix B**)

Evacuation after an earthquake could be hazardous; it could be just as dangerous to be outside near trees and falling debris than inside. Use your best judgment to choose the least dangerous site. Evacuate to the handicap parking lot.

**Tsunami:** follow General Emergency procedures (**Appendix A**)

Evacuate when warning is given by local authorities or Area warden. Meeting place is the commons building at Housing.

**Wind Storms:** Follow General Emergency procedures (**Appendix A**)

**\*\*\*\*Unless otherwise noted the emergency meeting place for all emergencies is the Handicap Parking Lot.\*\*\*\***

The following people are likely to be on your floor

Name	CPR/First aid	Other special training
<b>WWU PERSONNEL</b>		
Nate Schwarck	Yes _____	
Dr. Strom	_____	<u>Radioisotopes</u>
Kelley Bright	_____	
Kerri Fredrickson	_____	<u>Radioisotopes</u>
Ahna Van Gaest	_____	
Jay Dimond	Yes _____	<u>Radioisotopes</u>
Dr. Brooke Love	_____	_____

**Emergency equipment locations for Top Floor:**

<b>Fire Extinguishers(Type)</b>	<b>Location</b>
ABC #5, MC015	top floor break room
CO2 #5, MC016	top floor hall across from sample storage rm
CO2 #5, MC017	top floor hall by rm 212
ABC #5, MC018	top floor hall by rm 211
ABC #5, MC011	top floor lanai #1
CO2 #5, MC012	top floor lanai #2
CO2 #5, MC013	top floor lanai lab #1
CO2 #5, MC014	top floor lanai lab #2
<b>Fire Alarm Pulls</b>	MC near west exit outside room 211 MC near east exit outside rooms 217/218 MC Lanai office near exit ME computer lab exit to MC building
<b>First Aid Kits</b>	
10 man kit	MC 109 in Kitchen area
25 man with CPR shields	MC Main Hall outside room 215
25 man	ME Room 231, computer lab
25 man	MC room 225, lanai lab
25 man	MC room 224, lanai offices
<b>Disaster Kit</b>	
Earthquake/Power outage	MC Room 210 by plant stand
<b>Eye Wash Stations</b>	MC Room 225

## **SPECIFIC PLAN BY BUILDING AND FLOOR**

### **Sundquist Lab (MC), Marine Education Center (ME)**

#### **Mid Floor:**

The rooms and areas located in MC and ME on the middle floor. All new personnel entering these areas should be informed or made available to them the general and specific emergency plans.

**Area wardens: Gene McKeen**

**Room 144 – 650-7400  
Intercom 223  
Cell Phone 540-3195**

**Dr. Brian Bingham**

**Office 140 – 650-7400  
Intercom 228  
Cell 1-360-550-7518**

#### **Specific Hazards on this floor:**

##### **Hazardous areas:**

- Glass ware on shelves in Live lab (MC 107) and student lab (MC 102).
- Sea Tank Room (MC 106) with flowing seawater.
- Large glass windows in Lobby and Library of ME

**Fire, Injury or illness emergency:** follow the General emergency procedures (**Appendix A**)

**Chemical or Biological:** follow the Chemical emergency procedures (**Appendix C**)

**Earthquakes:** follow the Earthquake emergency procedures. (**Appendix B**)

Evacuation after an earthquake could be hazardous; it could be just as dangerous to be outside near trees and falling debris than inside. Use your best judgment to choose the least dangerous site.

**Tsunami:** follow the General emergency procedures. (**Appendix A**)

Evacuate when warning is given by local authorities or area warden.  
Meeting place is the commons building at Housing.

**Wind Storms:** follow the General emergency procedures. (**Appendix A**)

**\*\*\*\*Unless otherwise noted the emergency meeting place for all emergencies is the Handicap Parking Lot.\*\*\*\***

The following people on your floor with CPR and First Aid Training

<b>Name</b>	<b>CPR/First aid</b>	<b>Special training</b>
Gene McKeen	Yes _____ _____	
Dr. Shawn Arellano	_____	
Dr. Brian Bingham	Yes _____	
Dr. Kathy VanAlstyne	_____	
Dr. Brady Olson	_____	
Alethea Macomber	_____	
Dr. Sylvia Yang	_____	

**Emergency equipment locations for Mid Floor:**

<b>Fire Extinguishers(Type)</b>	<b>Location</b>
CO2 5BC	MC 102 near west exit
Dry Chemical 2A10BC	MC 102 east wall between sink and chalk board
ABC	MC 103 outside room 104
ABC	MC 107 near east exit
CO2 5BC	MC 107 west end near exit to room 103
ABC 10#	ME 135 kitchen area

<b>Fire Alarm Pulls</b>	<b>Location</b>
	MC 102 near west exit
	MC 103 near entrance to sea table room
	MC 107 near east exit
	ME 131 near reception area, inside by lobby door
	ME 131 hallway to elevator from lobby
	ME 139 end of hall near room 140

<b>Drench Shower</b>	<b>Location</b>
	MC 103 Middle of room

<b>Emergency Defibrillator</b>	<b>Location</b>
	ME 147 Entrance to library from lobby

<b>First Aid Kit</b>	<b>Location</b>
25 man	MC 102 Student lab east wall
25 man	MC 103 east wall
25 man	MC 130 entrance to student lab
25 man	ME 135 kitchen
25 man	ME 146 library east wall

<b>Disaster Kit</b>	<b>Location</b>
Earthquake/power outages	MC 103 east wall

<b>Eye Wash Station</b>	<b>Location</b>
	MC 107 end of sink area
	MC 102 end of sink area
	MC 102 near sink next to exit door

## **SPECIFIC PLAN BY BUILDING AND FLOOR**

### **Sundquist Lab (MC), Marine Education Center (ME)**

#### **Lowest Floor:**

The rooms and areas located in main building on the lowest or basement floor. All new personnel entering these areas should be informed or made available to them the general and specific emergency plans.

<b>Area wardens:</b>	<b>Kathy Van Alostyne</b>	<b>Office 142</b>	<b>650-7400</b>
		<b>Intercom 226</b>	
		<b>1-360-840-6496</b>	
	<b>Horng-Yuh Lee</b>	<b>Office 39</b>	<b>650-7400</b>
		<b>Intercom 263</b>	

#### **Specific Hazards on this floor:**

##### **Hazardous areas:**

- Student chemistry (MC-3) Lab chemicals and glassware, fume hoods with Formaldehyde solutions
- Electrical Vault (MC-5) and (ME-33)
- Under outside overhang- exposed sea water drain lines
- Student wet lab (MC-4) glassware, instrumentation
- Chemical Stockroom (ME-34) hazardous chemicals
- Marine Chemistry Lab (ME-35) hazardous chemicals and glassware
- Instrument Lab (ME-38) hazardous chemicals, compressed gas cylinders, and glassware

**Fire, Injury or illness emergency:** Follow the General emergency procedures (**Appendix A**)

**Chemical or Biological:** Follow the Chemical emergency procedures (**Appendix C**)

**Earthquakes:** Follow the Earthquake emergency procedures. (**Appendix B**)

Evacuation after an earthquake could be hazardous; it could be just as dangerous to be outside near trees and falling debris than inside. Use your best judgment to choose the least dangerous site.

**Tsunami:** Follow the General emergency procedures. (**Appendix A**)

Evacuate when warning is given by local authorities or area warden.  
Meeting place is the commons building at Housing.

**Wind Storms:** Follow the General emergency procedures. (**Appendix A**)

**\*\*\*\*Unless otherwise noted the evacuation meeting place for all emergencies is the Handicap Parking Lot.\*\*\*\***

The following people on your floor with CPR and First Aid Training

<b>Name</b>	<b>certification date CPR/First aid</b>
Horng-Yuh Lee	_____
Kathy Van Alstyne	_____
_____	_____
_____	_____
_____	_____

**Emergency equipment locations for Lowest Floor:**

<b>Fire Extinguishers(Type)</b>	<b>Location</b>
ABC 10#, ME002	ME 035, by rm 034
ABC 10#, ME003	ME 038, in rm 38
ABC 10#, MC001	MC 3. by exit door
CO2 10#, MC002	MC 4, by sink
ABC 5#, MC003	MC 6, maintenance office/shop
ABC 5#, MC005	MC 13, corridor to stairwell, outside exit
CO2 5#, MC004	MC 5, electrical vault, maintenance office/shop

**Fire Alarm Pulls**

- MC 3 near west exit
- MC 4 near building exit
- MC 6 near building exit
- MC 7 near building exit
- MC 13 near building exit
- ME 031 in hall way
- ME 38 near building exit
- ME 39 near building exit

**First Aid Kit**

Major with CPR shield	MC 3 near west exit
Major with CPR shield	MC 4 near building exit
10 man	ME 35 near east exit
10 man	ME 38 near building exit
10 man	ME 41 near building exit
Minor kit	MC 6 near building exit
10 man and 2 CPR shields	MC 13 near building exit

**Chemical Spill**

Spill Cart with containment	MC 3 near west exit
	ME 35 near north exit
	ME 38 near building exit
Outside area spill kit, major	MC outs, by mens bathroom

**Disaster Kit**

Earthquake/power outages	MC 13 on west wall
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**Eye Wash Stations**

MC 3, sink by hoods



MC 7 (wash area near sink)  
ME 35 wash area next to dish washer  
ME 38 near west exit

**Drench Showers**

MC 7 (wash area near sink)  
MC 3 (**outside** near exit door)  
ME 35 near east exit  
ME 38 near east exit

**Blood Born Pathogens Kit**

MC 06, maintenance office/shop



The following people in this building with CPR and First Aid Training.

Name	Certification Date CPR / First Aid
Nate Schwarck	_____
Gene McKeen	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Emergency equipment locations for the Storage Building and area.**

**Fire extinguishers (type)**

CO2 5  
 ABC 5  
 CO2 5  
 ABC

**Location**

Storage building near west building exit  
 Shop, near east building exit  
 Shop, southwest wall by welding bench  
 Storage building near entrance to shop

**Fire Alarm Pulls**

NONE

**First Aid Kit**

Shop near east exit  
 Storage building near west exit

**Eye Wash stations**

Shop east wall, part of drench shower

**Drench Shower**

Shop by east wall

**Disaster Kit**

Storage building near west exit

**Emergency Tool Kit**

Storage building near west exit

## **SPECIFIC PLAN BY BUILDING AND FLOOR**

### **Dormitory (SD) and Commons (SC) buildings**

The buildings at the near the top of the hill, south central part of SPMC property. All new personal entering these areas should be informed or made available to them the general and specific emergency plans.

<b>Area wardens:</b>	<b>Housing Resident (special warden)</b>	<b>phone 360-293-2188 Intercom 270 Cell phone _____</b>
<b>Name:</b> _____		

#### **Specific Hazards in this Area:**

- Natural gas line feeding boiler unit at east end of dormitory.

**Fire, Injury or illness emergency:** Follow the General emergency procedures. (**Appendix A**)

**Chemical or Biological:** Follow the Chemical emergency procedures. (**Appendix C**)

**Earthquakes:** Follow the Earthquake emergency procedures. (**Appendix B**)

Evacuation after an earthquake could be hazardous. It could be just as dangerous to be outside near trees and falling debris. Use your best judgment to choose the least dangerous site.

- Evacuate to parking lot.
- Shut off natural gas line

**Tsunami:** Follow the General emergency procedures. (**Appendix A**)

- Evacuate when warning is given by local authorities or area warden.
- Meeting place is the commons building at Housing.

**Wind Storms:** Follow the General emergency procedures. (**Appendix A**)

**\*\*\*\*Unless otherwise noted the emergency meeting place for all emergencies is the Parking Lot.\*\*\*\***

The following people in this building with CPR and First Aid Training

**Name** **certification date CPR/First aid**  
List will Change each year

**Emergency equipment locations for Housing**

**Dormitories**

<b>Fire Extinguishers(type)</b>	<b>Location</b>
Dry Chemical 2A10BC	Middle of East Units
Dry Chemical 2A10BC	Middle of West Units

**Fire Alarm Pulls**

<b>First Aid Kits and 2 CPR shields</b>	Each bathroom
<b>Disaster Kit</b>	Each bathroom

**Commons**

<b>Fire Extinguisher(type)</b>	<b>Location</b>
Dry Chemical 2A10BC	Main building near south exit
Dry Chemical 2A10BC	Main building near north exit
Dry Chemical 2A10BC	Main building near kitchen area
Dry Chemical 2A10BC	Commons 2 Hall between bathrooms

**Fire Alarm Pulls**

<b>First Aid Kit and 2 CPR shields</b>	Main building near kitchen area
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<b>Disaster Kit</b>	Main building near north exit Commons, 2 in Laundry room
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<b>Emergency Tool Kit</b>	Commons, 2 in Laundry room
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## **SPECIFIC PLAN BY BUILDING AND FLOOR**

### **Academic Programs Building (SM)**

The building located to the east of the main building and to the south of the storage building. All new personnel entering these areas should be informed or made available to them the Condensed emergency procedures and the Specific plan.

**Area Warden: Nate Schwarck**

**Office 213 650-7400  
Intercom 229  
Cell phone 360-319-1474**

### **Specific Hazards for these areas:**

- Electrical hazards

**Fire, Injury or illness emergency:** Follow the General emergency procedures. (**Appendix A**)

**Chemical or Biological emergency:** Follow the Chemical emergency procedures. (**Appendix C**)

**Earthquake emergency:** Follow the Earthquake emergency procedures. (**Appendix B**)

Evacuation after an earthquake could be hazardous. It could be just as dangerous to be outside near trees and falling debris. Use your best judgment to choose the least dangerous site.

**Tsunami:** Follow the General emergency procedures. (**Appendix A**)

- Evacuate when warning is given by local authorities or Area Warden.
- Meeting place is the Commons building at Housing.

**Wind Storms:** Follow the General Emergency procedures. (**Appendix A**)

**\*\*\*\*Unless otherwise noted the emergency meeting place for all emergencies is the Handicap Parking Lot.\*\*\*\***

**The following people in this building with CPR and First Aid Training**

<b>Name</b>	<b>certification date CPR/First aid</b>
_____	_____
_____	_____

**Emergency equipment locations for APB**

**Lecture Room**

**Fire Extinguishers (type)**  
ABC

**Location**  
SM, outside between entrances into building

**Fire Alarm Pulls**

by Exit doors

**First Aid Kits**

by Exit door

**North Hall**

**Fire Extinguisher (type)**  
ABC

**Location**  
SM, outside between entrances into building

**Fire Alarm Pulls**

by Exit door

**First Aid Kit**

by Exit door

**Lower Floor, storage area**

**Fire Alarm pull**

by Exit door

## SECTION FOUR – RECOVERY PLAN

### INTRODUCTION

- **Goals**  
*To provide a plan to assist personnel at SPMC during and after a level 3 emergency or disaster.*  
*To provide a mechanism for creating a safe environment while working at SPMC.*
- **What is a disaster?**  
Each emergency situation has the potential to become a disaster. Emergency procedures should be followed in the emergency plan. The area wardens, director or acting director of SPMC, and the director of Environmental Health and Safety have the authority to designate an emergency a disaster at SPMC.

**A Disaster is an emergency that overwhelms the ability of emergency response teams to react immediately to the situation at hand.**

Due to SPMC's locality, emergency response teams are identified as those in Skagit County. Disasters are often community wide events causing major damage to facilities and have great potential for loss of life.

- **What could cause a disaster?**  
Many emergencies have the potential to become disasters. In our area the emergency most likely to cause major damage on a community wide basis is an earthquake. The disaster plan is written with the potential threat that an earthquake of 9.0 scale is predicted to hit Puget Sound in the next 1000 years.

### RECOVERY

#### BEFORE A DISASTER OCCURS

Recovery after a disaster begins with the preparation and planning.

- **Building contents safety:** Area wardens will conduct "walk through" in the areas assigned noting potential hazards in their area. A reasonable effort will be made to make each area "earthquake proof". Any hazards that have been identified by staff, faculty, or students should be communicated to the area warden. Hazards should be corrected in a timely fashion.
- **Unit function:** Because of SPMC's remote location it will act as a separate unit from the Main Campus. Action taken by SPMC will remain consistent with the Main Campus emergency and disaster plan.
- **Unit priorities for response and recovery:**

*Hazardous substances:* Proper storage of hazardous materials are covered under the Chemical Hygiene Plan. When and where hazardous chemicals discovered they should be kept in cabinets with appropriate latches. When located on shelves the shelves must have lips. The cabinets or shelves when appropriate should be secured to the wall. Reagent bottles and containers of stock chemicals should be used immediately and then returned to proper storage area.



*Computer back-up/data procedures:* It is advised that individual researchers backup their computer systems regularly. Copies of important data and files should be sent off site. Individuals using automatic computer systems should have data backup system and power shutdown plan. Administrative computing services (x3502) are available to help you design procedures should this occur.

*Continuity of Operations:* Each Research Group should develop their own individual list of essential tasks needed for their operation. A copy of these tasks should be filed with the emergency plan documents.

Essential tasks identified for the continued operation for the General Shannon Point Marine Center operations are listed below with alternative workarounds. The task needs will be carried out based on criteria in *laboratory plans section c*.

Essential tasks:

**Office:** Securing or submission of records/purchasing/time submitting/scheduling/billing.

Needed Resources: Electricity, computer, Banner access, Internet

Workaround 1: Emergency generation of electricity, paper submittal if internet is not functioning, phone communication.

Workaround 2: Move office operation to Commons building and use nonwestern internet connection.

**Aquaria areas:** sustain biological organisms for teaching and research.

Needed Resources: Electricity, computer, internet: for pumps, seawater delivery system, monitoring systems

Workaround 1. Emergency generation for seawater pumps, fuel for generator

Workaround 2. Triage organisms for release back to wild, hand deliver fresh seawater to aquaria.

**Research labs:** Maintaining biological experiments

Needed Resources: Electricity, computers: for incubators, compressors, data collection computers, various meters and sampling gear.

Workaround 1. Emergency generation for incubators, compressors, critical computer systems.

**Chemistry Labs:** Maintain chemistry experiments and chemical storage

Needed Resources: Electricity, computers: for ventilation of critical rooms, temperature controlled chemical storage, instruments for analysis, computer monitoring systems.

Workaround 1: Emergency generation for fume hoods, critical refrigerators, computer systems.

**Field Operations:** Maintain ability to sample via vessels, and vans.

Needed resources: fuel for boats, vans, and other transportation devices.

Workaround 1: Keep fuel in vessels, vans, ect. topped off (storage of max fuel)

Workaround 2: hand deliver fuel if Marine is effected by emergency.

**Housing Dorms:** Maintain safe living conditions for housing residents.

Needed resources: electricity, computer, internet

Workaround 1: Move residents to alternate spaces, temporary space will be lecture room.

Workaround 2: Rent an emergency generator for housing complex

*Laboratory plans:* Research groups or individuals should design plans specific to their research with the following criteria.

- a. The Seawater System will be shut down until the building is deemed safe to enter. With the many pipes involved with the seawater system, even after power is restored, the system may be down for a lengthy period of time.
- b. Even though SPMC has an emergency generator for power outages, power will not be turned on until building is safe to enter and electrical circuits checked.. This will effect culture boxes, refrigerators, freezers, emergency egress lighting, sewage lift stations ect.
- c. Personnel and available resources at SPMC will make every effort to help recover from a disaster. The following priorities have been established.
  1. Personnel safety and recovery
  2. Building and electrical safety and recovery
  3. Seawater system recovery
  4. Building contents safety and recovery
  5. Funded research activities
  6. Faculty research activities
  7. Graduate research activities
  8. General research activities
  9. Educational activities
  10. Boats and boating activities

## RECOVERY

- **Emergency supplies:**

Each employee is strongly advised to supply their own disaster and/or emergency kit. SPMC recognizes that housing students and visitors may not have the necessary kits. SPMC has located disaster kits, at least one, on every floor of the main building and one in every bathroom at SPMC dormitories. These kits will help cope with the disaster for at least 48 hours. The kits are inspected annually for their completeness and condition.

SPMC has also recognized that in our area many trees and obstruction will be down during a disaster. Two emergency tool kits are available to aid in clearing ground and dealing with the disaster. One is located in the boat shed and the other is located in the laundry room facility at housing.

### DURING AND AFTER A DISASTER (level 3 emergency)

- **During:** At the onset of emergency follow the procedures outlined in the general emergency procedures. Most likely event to cause a major disaster is earthquake; follow the earthquake procedures in emergency plan.

- **After the disaster (next 72 hours):**

*Personal safety:* On the way out of the building, be careful of your movements, grab any first aid and disaster kits you pass and evacuate to the meeting area. Check yourself and others for injuries and apply immediate first aid.

*Accounting and assessment:* In the disaster kits you will find pens and paper, forms and a copy of this plan. Try to account for as many people as you can. Take names of survivors and note injuries. Encourage people to stay at location until accounting and assessment survey is completed. When appropriate take notes on building structural damage and contents. Do not re-enter building if deemed unsafe. Tune radios into local broadcast for information on range of disaster etc. From a safe location assess the phone communication ability. If working call 911 and give the above information to emergency responders.

### Emergency records and expenses:

During and after the emergency, records should be kept in case the university is able to apply for financial disaster assistance. SPMC financial liaison with the University Application Agent is Dr. Brian Bingham, Director of SPMC. In his absence Gene McKeen, Manager of Academic Support Services will be SPMC liaison, with assistance from Alethea Macomber Administrative Service Manager. The following information should be kept and sent to the application agent when requested.

1. The department, organization, and identification code.
2. A brief description of the damaged facility, grounds, and protective measures taken.
3. Date of the emergency or disaster.
4. Compile the following, as appropriate, for any time or expenses incurred.
  - a. Labor. Time sheets, position titles, regular and overtime pay.
  - b. Equipment. Rates, mileage costs, mileage percentages, invoices.
  - c. Materials and supplies. Invoices, purchase orders, central store orders, store issues, material transfers.

- d. Contracts. Invoices, purchase orders, other internal documentation of services provided, other agreements used to purchase services of outside contractors, vendors, installer, consultants, etc.

## **DISASTERS**

*Travel:* Many people will be in a panic state, try to calm them. Many will want to leave. Encourage them to stay until vital information has been gathered. The people that feel compelled to leave the compound should be encouraged to travel in pairs. Area wardens are to return to SPMC as soon as their families are safe and taken care of.

*Available personnel:* Whoever has taken charge should survey the personnel. Note the people who are staying and returning. Give as many people tasks as you can. Take volunteers for tasks. Do not force people to do tasks their not capable of doing. Information is vital at this point. Keeping people busy is the best way to help them through the next few days.

*Shelter/food/water.* Use available materials to construct a shelter if structures have been deemed unsafe. The emergency tool kits have materials that one could construct a shelter out of doors. Ask for volunteers who have experience in this area. Assess the food and water availability. The disaster kits have emergency food kits. Make plans to conserve before the need exists.

*Command post.* Set up in one location if possible and make as visible as possible. Choose a location that is safe. Set up chain of command. As essential personnel or emergency responders begin to return be prepared to give up authority giving them all the information you have gathered to this point.

*Communication:* Determine the means of communication. Make plans to communicate both on and off site. Have one person in charge of this area. If appropriate take notes about the communications made noting time.

*Building structure:* If any of the personnel have had building structural training, put them in charge of assessing the building structure. A visual complete walk around on the outside of the building can be done with little experience. Maintain a safe distance from building when attempting assessment. Be extremely cautious. Do not enter the building until deemed safe by someone with structural experience.

*Emergency actions if necessary:* Depending on the extent of damage occurred, the following items should be considered but at no time should you put yourself or others in danger to accomplish these tasks.

1. Shut down the sea water system. At the beach turn all pumps to the off position. Drain the Head tank located on the hill behind the main lab building.
2. Shut down electrical systems. Main building and housing, locate the main power terminal switch located in the meadow in front of the dormitory building.
3. Shut down emergency generator. Open the panel on end of generator put small rocker switch in off position. Middle position.

4. Turn the natural gas supply lines to off position. There are two lines at the main building one line is located outside behind the lobby concrete wall. The other is at the end of fenced area of the storage building. This shut off controls the two regulators for the Academic program building and the storage shed. There are two lines at the commons dorm area. One is located in front of the commons building in parking lot. The other is at the west end of the dormitory building near the maintenance room. With a wrench from the emergency tool kit, turn the main valve so it is perpendicular to the pipe.

**APPENDIX A - General Emergency Procedures**  
**Anacortes Emergency Services – 911 (Local Line)**  
**Environmental Health and Safety – 3064 (Bellingham Line)**  
**Whatcom Emergency Services – 9911 (Bellingham Line)**  
**Campus Police – 3911 (Bellingham Line)**

***Medical emergency***

1. Call 911 for serious injury.
2. Call 911 for police assistance and first aid.
3. Provide first aid as training permits.  
Washington has Good Samaritan Law
4. Whenever possible, notify supervisor or area warden

***Fire or Explosion***

1. Notify persons in the area
2. Evacuate the room, area, or building.
3. On the way out, take disaster kits and first aid kits if possible.
4. Pull the nearest fire alarm.
5. Confine as possible.
6. Use fire extinguisher, if trained.
7. Close doors and windows if possible.
8. Assemble in emergency meeting area.
9. One person meet, inform, and assist emergency responders.

***Clothing Fire***

1. “STOP, DROP, AND ROLL”
2. Do not run or allow victim to run.
3. Drop to the floor.
4. Roll the victim to extinguish flames. Bring blanket to victim if available.
5. Cool the victim with water or ice packs. Go to drench shower if nearby.
6. Call 911 / seek medical assistance.

***Burns***

1. Carefully remove smoldering clothing or hot material.
2. Cool burned area with cold fresh water.
3. Call 911 / seek medical assistance.

***Power outages***

1. Move about carefully if outage occurs at night.
2. Flashlights are located in the disaster kits.
3. Turn off unnecessary equipment and computers.

***Reporting and Follow-up***

1. For safety related incidents, notify Environmental Health and Safety.
2. Complete and accident report for all injuries.
3. For all fires/explosions/chemical spills, notify Building Services / leave message at 1-360-650-3932.

**APPENDIX B - Earthquake Procedures**  
**Anacortes Emergency Services – 911 (Local Line)**  
**Environmental Health and Safety – 3064 (Bellingham Line)**  
**Whatcom Emergency Services – 9911 (Bellingham Line)**  
**Campus Police – 3911 (Bellingham Line)**

***During an Earthquake:* STAY CALM, THINK OF CONSEQUENCES**

1. Take “quake safe” action at the first indication of ground shaking.
2. Stay where you are located.
3. Protect yourself: **Drop** to the floor, **Cover** yourself, **Hold** on to your shelter.
4. Be aware of objects that might fall. Move away from windows or heavy objects.

**Inside**

1. Place your head between your knees to protect your face.
2. Crouch under a table or desk.
3. Physically locate yourself in an innermost corner of the room.
4. Avoid inner doorways, windows, book shelves, and heavy objects.
5. **Do not use elevators during a quake.**

**Outside**

1. Move as far away from buildings as possible.
2. Move away from utility poles, power lines, and trees.

**In a vehicle**

1. Drive away from underpasses and overpasses. Avoid buildings and power lines.
2. Stay in the vehicle until shaking stops.
3. When shaking stops proceed cautiously. Avoid bridges and elevated structures.

**In a class room or laboratory**

1. Turn off gas burners, extinguish open flames. Beware of hazardous chemicals.
2. Faculty remains in control and keep students inside until shaking has stopped, unless identified hazard such as fire or toxic fumes exists.

**In an auditorium**

1. Crouch in aisles covering your head and neck.
2. Stay calm and urge others to stay calm.

***After an Earthquake:* STAY CALM, THINK OF CONSEQUENCES**

1. Electricity and lights may be out, be cautious.
2. Don't move seriously injured persons unless they are in danger of further injury.
3. Be prepared for aftershocks.
4. Don't use telephones except for true emergencies.
5. Locate emergency first aid, disaster kits, and emergency tool kits.
6. Tune in portable radio to KLKI 1340 AM, KBRC 1430 AM.
7. Check for fires and fire hazards. Do not use open flames.
8. Turn off main gas lines.
9. Report gas, water, and sewer breaks to emergency service personnel.
10. Avoid the following:
  - a. use of elevators
  - b. broken glass
  - c. drinking from open containers, they may contain glass.
  - d. drinking tap water until they have been determined to be safe.
  - e. flushing toilets until sewer lines have been checked.
  - f. downed power lines.

**APPENDIX C - Chemical Emergency Procedures**  
**Anacortes Emergency Services – 911 (Local Line)**  
**Environmental Health and Safety – 3064 (Bellingham Line)**  
**Whatcom Emergency Services – 9911 (Bellingham Line)**  
**Campus Police – 3911 (Bellingham Line)**

***Major Chemical Spill***

1. Notify persons in the area.
2. Evacuate the room, area, or building.
3. Pull the nearest fire alarm station if necessary.
4. Confine as much as possible. Close doors on the way out.
5. Assemble in safe place.
6. Notify area warden or instructor.
7. Meet, inform, and assist emergency responders.

***Minor or Small Chemical Spills***

1. Notify persons in the immediate area.
2. Leave the Hazardous area.
3. Turn off ignition sources and establish or maintain exhaust ventilation.
4. Close doors and windows if possible.
5. Notify area warden or instructor.
6. Call Environmental Health and Safety at X3064; leave message on pager.
7. Follow specific instruction on Material Safety Data Sheets.
8. Confine and clean spill with appropriate protective clothing and equipment.
9. Dispose of waste properly.

***Chemical Splash to Skin Be Prepared - Read Material Safety Data Sheet (MSDS)***

1. Generally, remove clothing and wash with water for 10 minutes.
2. Call 911, seek medical assistance immediately.
3. Notify area warden or instructor.
4. Call Environmental Health and Safety for information.
5. Follow instructions on Material Safety Data Sheets.
6. Take MSDS to emergency providers.

***Chemical Splash to Eyes***

1. Immediately wash with potable water for 15 minutes.
2. Hold eyes open, Get the victim to roll eyes while irrigating.
3. Call 911, seek medical assistance.
4. Notify area warden or instructor.

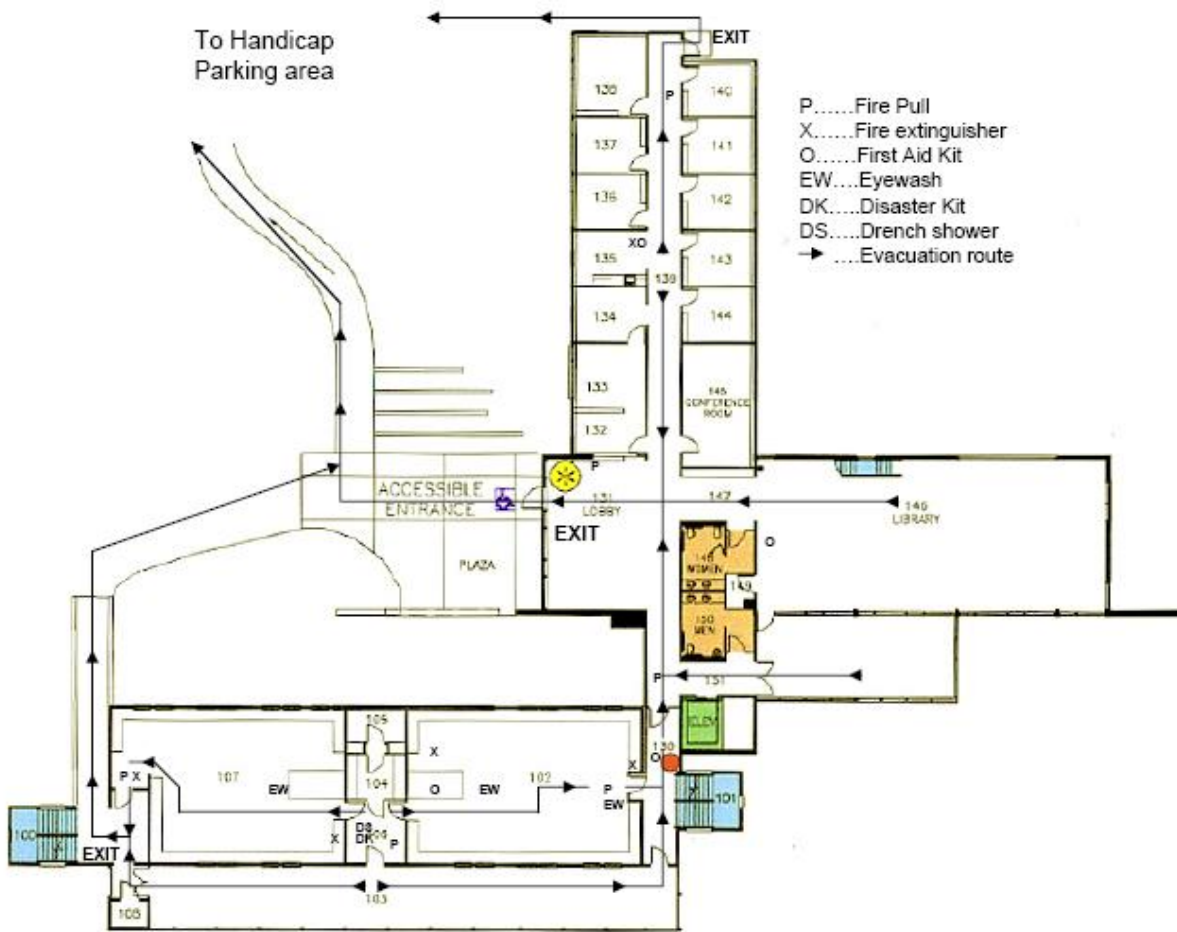
***Reporting and Follow-up***

1. Notify area warden or instructor.
2. For Safety related incident notify Environmental Health and Safety x3064
3. Complete an accident report for all injuries.
4. For all Fires / explosions / chemical spills, notify Building Services / leave message at 1-360-650-3932.

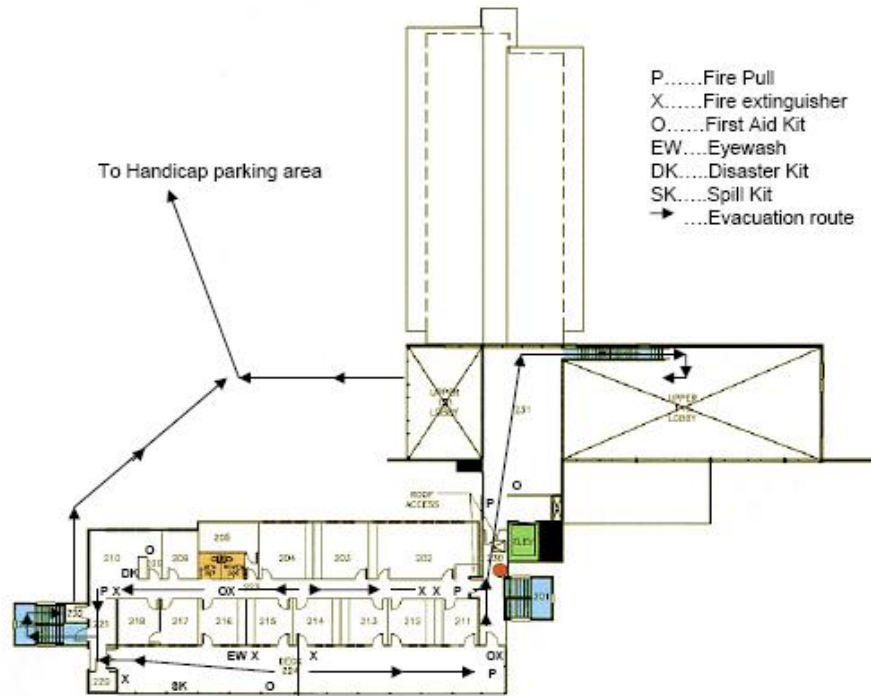


## **APPENDIX D – Floor Maps**

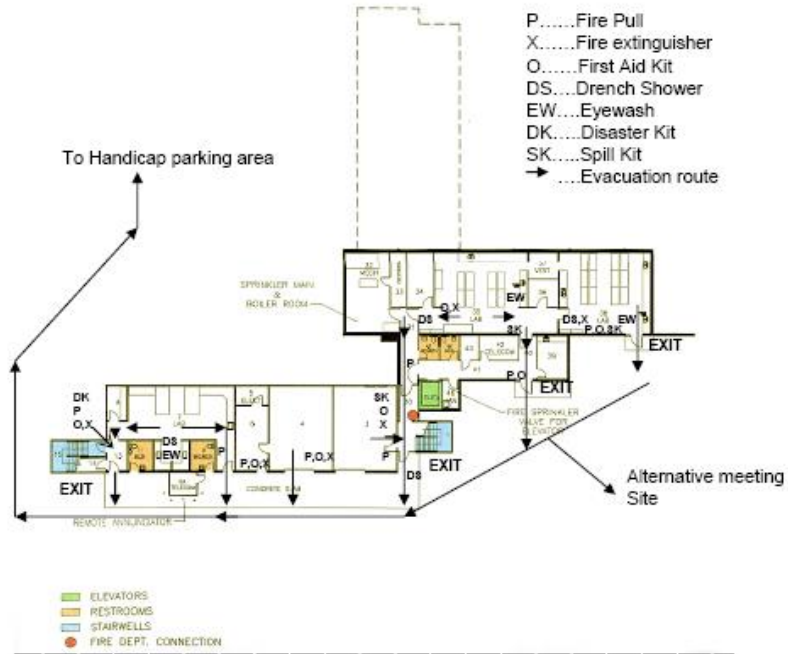
# Main Floor



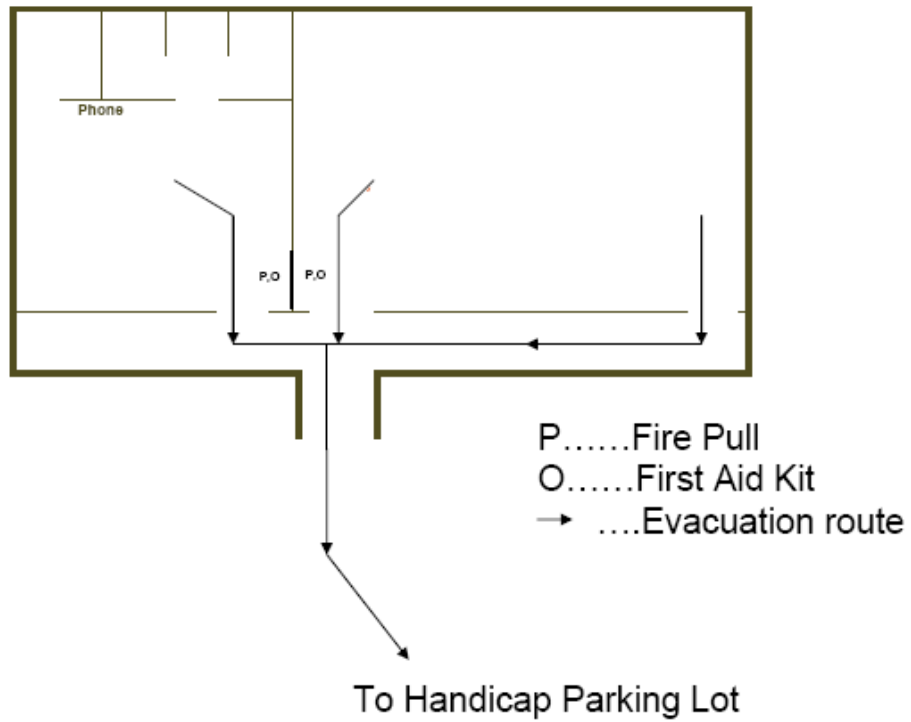
# Top Floor



# Bottom Floor



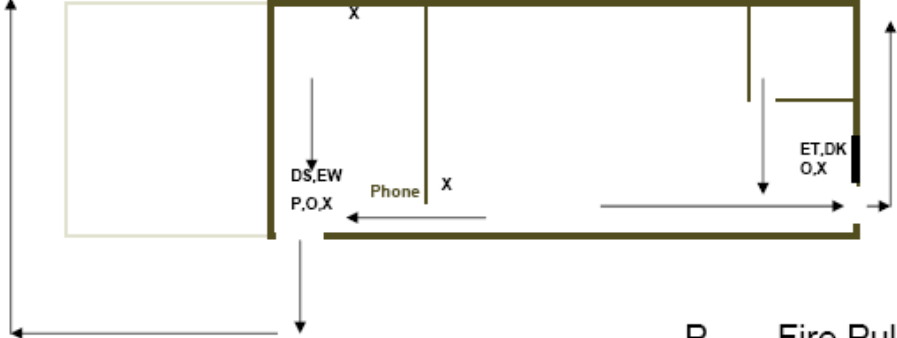
# Academic Program Building



# Storage Shed

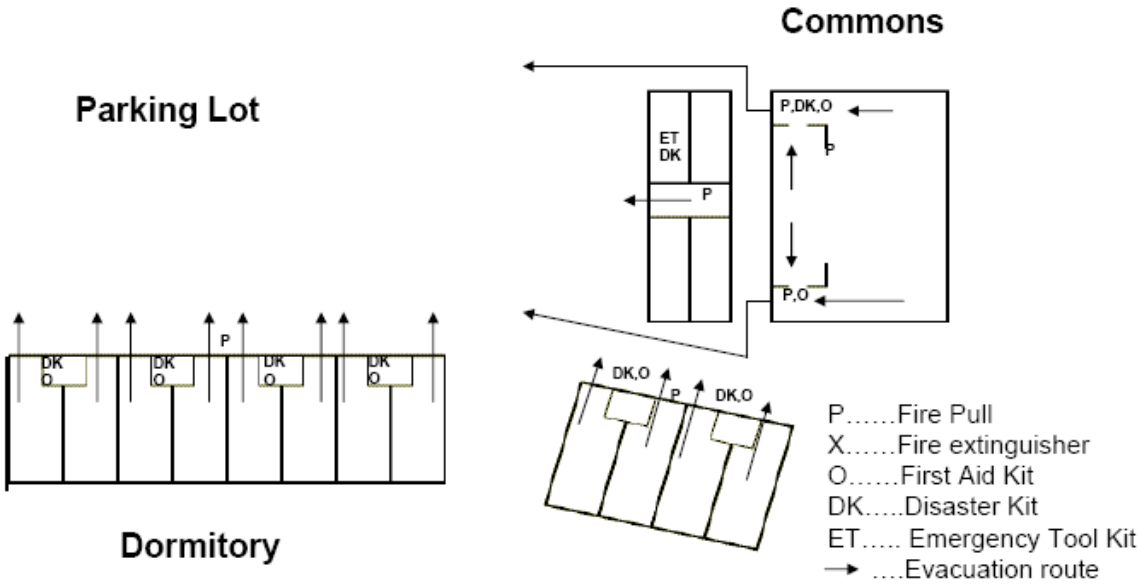
To Handicap Parking Lot

To Handicap Parking Lot



- P.....Fire Pull
- X.....Fire extinguisher
- O.....First Aid Kit
- DS....Drench Shower
- EW....Eyewash
- DK.....Disaster Kit
- ET..... Emergency Tool Kit
- ....Evacuation route

# Housing



## **APPENDIX E – Emergency Equipment**

### **First Aid Kit (25 Man)**

32	Plastic Adhesive Bandages, Sterile, 1" x 3"
20	Flexible Fabric Bandages, Sterile, 1" x 3"
5	Dressing Pads, Sterile, 2" x 2"
10	Dressing Pads, Sterile, 3" x 3"
2	Stretch Bandages, Sterile, 2"
2	Oval Eye Pads, Sterile
1	Triangular Bandage
1	Adhesive Tape, ½" x 5 yds
1	Elastic Bandage, 2" x 5 yds
10	Antiseptic Wipes
1	First Aid Cream, 0.5 oz tube
1	Instant Cold Pack, large, 6" x 8"
1	CPR Microshield Mouth Barrier Mask
8	Tylenol Tablets, Packaged in 2's
4	Examination Gloves, Latex
1	Sani-Dex AntiMicrobial Hand Wipes
1	Scissors
1	Forceps
1	Red Biohazard Bag
1	First Aid Manual
1	Contents Card

### **Disaster Kits**

1	25 Man First Aid Kit
2	Flash Lights with Batteries
1	Pocket Radio AM/FM with Batteries
5	Dust Masks
1	Writing Tablet, Pens and Pencils
2	Ark III Food Kits for 1 person up to 3 days
1	Map of Local Area
1	SPMC Emergency and Disaster Plan Documents

### **Emergency Tool Kits**

1	Shovel
1	Bow Saw
1	12" Crescent Wrench
1	Hammer
1	Machete
1	Hard Hat
1	Pair of Leather Gloves
1	20' x 40' Poly Tarp
1	Roll of Plastic Sheeting
2	Rolls of Duct Tape
1	Disaster Kit
	Extra Ark III Food Kits



## APPENDIX F – VERTEBRATE ANIMAL CARE DURING AN EMERGENCY

Animal Coordinator: Gene McKeen, Manager of Academic Support Services (MASS)

Department Head: Dr. Brian Bingham, Director of SPMC

Date: 2-10-2020

Building/Facilities that may hold fish

- Outdoor Tank Area 1- The area located immediately behind the Sundquist Marine Lab on platform outdoors.
- Outdoor Tank Area 2- The fenced area at the end of the storage shed
- Aquarium Room- MC 106, located on middle floor of Sundquist lab, Flow through seawater system.
- Live Lab- Room MC 107, located on middle floor of Sundquist lab, individual aquarium in incubators, static systems.

### Emergencies and Disasters

In the case of a pump, power failure, or disaster a triage protocol for organisms held at SPMC guides staff in maintaining environmental conditions critical to the survival of certain organisms. During a disaster human safety will take priority and as quickly as possible animal care especially for fish is top priority. The triage system is based on organism type, i.e., whether it is a sensitive or 'hardy' species, and whether the organism is used in education or research.

Level of 1 are typically those used in funded research, graduate thesis research, rare organisms, or vertebrates, e.g., fishes.

Level 2- aquaria typically hold organisms that are rare but are mainly used in class research or for observational purposes only.

Level 3 aquaria hold organisms that are not rare and could be immediately returned to the wild, if necessary.

The MASS has the authority to return or sacrifice organisms in case of seawater emergencies or disasters. The highest priority will be given to level 1 aquaria. The triage board is located just outside the west entrance to the aquarium room, but applies to all aquaria fed by the flow-through seawater system.

**Vertebrate organisms:** All Investigators or Stewards of vertebrate organisms are required to have on file with the MASS approved ACUC protocols that include approved euthanasia techniques. The MASS has the authority to carryout releases to wild or euthanasia techniques if deemed necessary in the absence of the investigator or steward.

**Procedure for releases or euthanasia:** If water quality has dropped below safe levels as stated in ACUC approved protocol, release of local species via bucket to water from beach. Non-local species or species that have been determined unlikely to survive shall be euthanized according to the techniques on file with the MASS.

-Shannon Point research/education does not require triage for special animal needs or preservation of any irreplaceable animals.