

RCC Emergency Operations Plan

Sean Taggart, Director of Risk Management Updated 01-05-2024



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Letter from the President

Dear Members of the RCC Community,

I am pleased to announce the development and approval of our expanded Emergency Operations Plan (EOP). Over the past year, Rogue Community College (RCC) has engaged in a thorough review process involving internal discussions within the college and consultations with external partners and stakeholders. This collaborative effort has resulted in a dynamic and responsive plan to ensure the safety and well-being of our students, employees, and the entire RCC community.

The primary objective of the EOP is to provide immediate and short-term guidelines that will help mitigate potential loss of life, property damage, and disruptions to RCC operations in the face of emergencies. It is a living document that reflects our commitment to ongoing improvement, recognizing that the threats we face may evolve. As such, the plan will be regularly updated to address emerging challenges and to incorporate lessons learned from drills, exercises, and real-world incidents.

It is important to acknowledge that not every emergency can be predicted, and individuals must exercise judgment when responding to unforeseen circumstances. The EOP serves as a valuable resource, offering a structured framework while allowing for flexibility in decision-making during emergencies or disasters.

To ensure the effectiveness of the EOP, RCC is dedicated to conducting regular drills, exercises, and plan reviews that engage the entire college community. These proactive measures aim to enhance preparedness, response capabilities, and overall resilience in the face of various emergencies.

As the College President, I have approved and endorsed this plan, which supersedes all previous college emergency operations plans. In furtherance of this commitment, I have designated the VP of People, Culture and Safety and the Director of Risk Management to lead the plan's ongoing development, distribution, implementation, and updates. It is essential to note that all revisions will receive my approval, ensuring a consistent and aligned approach to emergency preparedness.

The safety and well-being of our community are of utmost importance, and I am confident that this comprehensive EOP will contribute significantly to our collective resilience. I encourage all members of the RCC community to familiarize themselves with the plan and actively participate in related drills and exercises.

Thank you for your commitment to safety and preparedness.

Randy Weber, Ed.D.
President
Rogue Community College
541-956-7001
rweber@rogucecc.edu

Letter from the Director of Risk Management

As the Director of Risk Management for Rogue Community College, I would like to express my gratitude to the Risk Management Department and the Incident Management Team, along with all of the individual departments and employees at RCC that contributed to the development of this plan. I would also like to thank several colleges and universities that were utilized as a reference and resource in the development of this plan:

- Portland Community College
- Rio Honda College
- Binghamton University
- Everett Community College
- University of San Diego
- Lane Community College

As each member of our college community is aware, emergency management planning is a process that encompasses every aspect of community college operation and impacts every student, employee, and visitor to our campuses.

An Emergency Operations Plan is also a living document that must be reviewed, edited, and updated as our College changes and evolves and the emergencies and disasters we face change.

The Emergency Operations Plan focuses on protecting life, stabilizing the incident, and protecting the environment by providing general guidance for how individuals and the College respond to a range of emergencies and disasters. However, the Emergency Operations Plan is a guide and not an absolute. Many emergencies and disasters may occur in which individual judgment will play a vital role in the outcome of the emergency or disaster for you and the College. I encourage you to review the Emergency Operations Plan, which will be posted on the Risk Management website, and understand how it impacts you as a student, employee, or visitor.

If you have any questions, concerns, or suggestions regarding the Emergency Operations Plan or emergency management at RCC, please do not hesitate to call or email me.

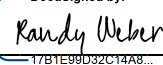
Sean Taggart
Director of Risk Management
Rogue Community College
541-956-7061
staggart@roquecc.edu

Approval and Signature Page

The Rogue Community College (RCC) Emergency Operations Plan (EOP) is written and maintained under the authority of the Director of Risk Management and the VP of People, Culture, and Safety.

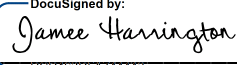
This plan supersedes all previous EOPs and shall be effective as of the date shown.

The EOP has been reviewed and approved by the RCC Senior Leadership Team.

DocuSigned by:

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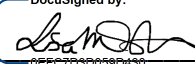
President 1/29/2024

Date

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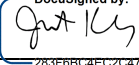
VP of People, Culture, and Safety 1/25/2024

Date

DocuSigned by:

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VP of Operations and Finance 1/25/2024

Date

DocuSigned by:

283F8BC4EC2C478...

VP of Student Learning and Success 1/29/2024

Date

Record of Changes

The record of changes captures changes, updates, reviews, and revisions made to this plan and verifies the plan has been reviewed at least every twelve months.

Change Number	Date of Change	Name	Summary of Change

Federal, State, City, and County Laws and Regulations

The Robert T. Stafford Disaster Relief and Emergency Assistance Act

The Stafford Act details the programs and processes by which the Federal Government provides disaster and emergency assistance to local, state, tribal, territorial, and insular area governments, eligible private nonprofit organizations, and individuals affected by a presidentially-declared disaster or emergency. The Stafford Act is the principal source from which the Federal Disaster Recovery Coordinator (FDRC) obtains their authority.

Presidential Policy Directive 8: National Preparedness (PPD-8)

This directive is aimed at strengthening the resilience and security of the United States through systematic preparation for threats that pose the greatest risk to the security of the nation, including major natural disasters, terrorism, cyber-attacks, and pandemics. While this directive serves to stimulate Federal Government action, it is also aimed at facilitating an integrated, all-of-nation, capabilities-based approach to preparedness.

National Preparedness Goal

The National Preparedness Goal defines the core capabilities necessary to prepare for the specific types of incidents that pose the greatest risks to the security of the nation and emphasizes actions aimed at achieving an integrated and all-of-nation preparedness approach that optimizes the use of available resources.

National Preparedness System

The National Preparedness System is the instrument the nation will employ to build, sustain, and deliver the core capabilities defined in the National Preparedness Goal in order to achieve a secure and resilient Nation. Each component of the National Preparedness system is supported by programs and processes that enable a collaborative, whole-community approach to national preparedness that engages individuals, families, communities, private and nonprofit sectors, and all levels of government.

National Disaster Recovery Framework

The National Disaster Recovery Framework (NDRF) enables effective recovery support to disaster-impacted local communities, states, tribes, territories, and insular area governments. It provides a flexible structure that enables disaster recovery efforts to be executed in a unified and collaborative manner. The NDRF focuses on how best to restore, redevelop, and revitalize the health, social, economic, natural, and environmental fabric of the community while simultaneously seeking to build a more resilient Nation.

Post-Katrina Emergency Management Reform Act

This act amended the Homeland Security Act and modified the Stafford Act with respect to the organizational structure, authorities, and responsibilities of the Federal Emergency Management Agency (FEMA). Following this Act, FEMA now leads the coordination of and supports the Nation in a risk-based, comprehensive emergency management system of preparedness, protection, mitigation, response, and recovery.

Sandy Recovery Improvement Act of 2013 (SRIA)

The Sandy Recovery Improvement Act of 2013 (SRIA) authorizes multiple changes to the way in which FEMA may deliver disaster assistance under a multitude of programs. Currently, FEMA is developing specific implementation procedures for all new authorities, which will detail the applicability of each provision, provide further guidance as to how the authority will be implemented, and may include metrics and other such assessment tools and procedures.

Americans with Disabilities Act

The RCC EOP must comply with the Americans with Disabilities Act (ADA) across the spectrum of emergency management services, programs, and activities, including preparation, notification, evacuation and transportation, temporary sheltering, first aid, and medical services, cleanup, and other emergency and disaster-related programs, services and activities. The EOP must account for students, employees, and visitors with disabilities. For example, the EOP must address notification options utilized by RCC, including interpreters, close captioning, audio and visual alerts, etc., and how they are made available to people who are deaf, hard of hearing, or visually impaired.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all educational agencies and institutions that receive funds under any U.S. Department of Education program. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when they reach the age of 18 or attend a school beyond the high school level. FERPA generally requires written consent before the Institution of Higher Education (IHE) may disclose personally identifiable information (PII) from the student's education records. However, the FERPA regulations permit IHE officials to disclose PII from education records without consent to appropriate parties only when there is an actual, impending, or imminent emergency, such as an articulable and significant threat. Information may be disclosed only to protect the health or safety of students or other individuals.

Health Insurance Portability and Accountability Act

The Health Insurance Portability and Accountability Act (HIPAA) of 1996 and its implementing regulations, the HIPAA Privacy, Security, and Breach Notification Rules, protect the privacy and security of individuals' PHI but is balanced to ensure that appropriate uses and disclosures of the information may still be made when necessary to treat an individual, to protect the nation's public health, and for other critical purposes.

ORS Chapter 401, Emergency Management and Services

Covers Emergency Management policies, procedures, structures, and other requirements in the State of Oregon.

ORS Chapter 341, Community Colleges

Covers policies, procedures, structures, and other requirements specific to Community Colleges in the State of Oregon.

Oregon Community Right to Know Act

The Oregon Community Right to Know and Protection Act (ORS 453.307-414) requires Oregon employers to report their hazardous substances to the Oregon State Fire Marshall, including where they are stored and their associated hazards.

Clery Act

Timely Warnings - The Clery Act requires IHEs to alert the campus community to certain crimes that are reported to campus security authorities or local police agencies and are considered by the IHE to represent a threat to students and employees. These alerts must be done in a manner that is timely and that will aid in the prevention of such crimes. The *Clery Act* does not include a specific definition of "timely." However, the intent of a timely warning is to enable people to protect themselves; therefore, warnings should be issued as soon as pertinent information is available. The decision to issue a timely warning should be made on a case-by-case basis, taking into account the nature of the crime, the danger to the campus community, and the possible risk of compromising law enforcement efforts. IHEs must take appropriate steps to ensure that timely warnings are communicated to individuals with disabilities, including those who have hearing or vision disabilities, as effectively as they are to others.

Emergency Notifications - The Clery Act also requires IHEs to develop and disclose emergency response and evacuation procedures, including emergency notification procedures that describe their response to significant emergency or dangerous situations occurring on campus that involve an immediate threat to the health or safety of students or employees. This requirement is intended to ensure that an IHE has sufficiently prepared for an emergency situation on campus, has tested those procedures to identify and improve on weaknesses, and has considered how it will inform the campus community and other individuals, such as parents and guardians.

Document Control, Review, Retention, and Updates

The EOP is meant to be a living document. Therefore, if deficiencies are found with emergency experiences, drills, changes in organization, etc., they will be noted, and the plan will be updated accordingly. In addition, areas of the plan where enhancements can be made to increase the overall capabilities to respond to emergencies and disasters will be incorporated into the plan. It is the responsibility of the RCC Director of Risk Management to ensure that plan updates and revisions are made as applicable. The record-of-change table located at the beginning of the EOP is meant to document changes made to the plan and allows for tracking of changes. The EOP will also be reviewed annually to ensure content is valid and accurate.

Disclosure Exemptions

Portions of the EOP contain sensitive information about the deployment, mobilization, and operations of RCC in response to emergencies. Although the vast majority of this EOP is available for public review, certain sensitive portions that include personal privacy information or information with significant implications to RCC have been redacted and are exempt from public disclosure.

Record of Distribution

An electronic version of the EOP is posted on the RCC website. An email was also sent to the following agencies, which contained an electronic link to the current RCC EOP.

- | | |
|--|------------------------------------|
| • The City of Grants Pass Police Department | Date of delivery: <u>1/29/2024</u> |
| • The City of Medford Police Department | Date of delivery: <u>1/29/2024</u> |
| • The Josephine County Sheriff's Office | Date of delivery: <u>1/29/2024</u> |
| • The Jackson County Sheriff's Office | Date of delivery: <u>1/29/2024</u> |
| • The Josephine County Emergency Management Office | Date of delivery: <u>1/29/2024</u> |
| • The Jackson County Emergency Management Office | Date of delivery: <u>1/29/2024</u> |
| • The City of Medford Fire Department | Date of delivery: <u>1/29/2024</u> |
| • Jackson County Fire District 3 | Date of delivery: <u>1/29/2024</u> |
| • The City of Grants Pass Fire Rescue | Date of delivery: <u>1/29/2024</u> |
| • The Illinois Valley Fire Department | Date of delivery: <u>1/29/2024</u> |

Overview

Introduction

RCC is committed to the safety and well-being of students, employees, and visitors. In accordance with applicable federal, state, and local laws and regulations, RCC Board Policy and Administrative Procedures 3505 that governs emergency preparedness and response, and the existing collective bargaining agreements, RCC has established an Emergency Operations Plan (EOP) to address emergencies and disasters that may threaten the health and safety of the RCC community and/or its neighbors, affect RCC facilities and resources, or disrupt RCC operations.

The EOP is designed to provide guidance for the response to and management of emergencies and disasters. An emergency is any occasion or instance - such as a hurricane, tornado, storm, flood, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, fire, explosion, nuclear accident, or any other natural or man-made catastrophe - that warrants action to save lives and to protect property, public health, and safety. A disaster is an occurrence of a natural catastrophe, technological accident, or human-caused event that has resulted in severe property damage, deaths, and/or multiple injuries.

Because this EOP is designed as a flexible management system, part or all of it may be activated as appropriate to a situation. Its procedures for managing information, activities, and operations can be applied as needed during any emergency or disaster. The overall priorities of RCC during an emergency or a disaster are the protection of lives, property, campuses, the local community, and the environment. The overall objective is to respond quickly to emergency conditions and manage the process of restoring RCC operations and services.

It is expected that divisions or departments identified as being tasked with the development and maintenance of operating procedures, processes, and checklists that are part of the RCC Continuity of Operations Plan (COOP) will actively participate in the planning process with the Risk Management Department to ensure that their assigned responsibilities actively support the implementation of the EOP and the COOP. Questions about the EOP or the COOP should be referred to the Risk Management Department at 541-956-7061.

Purpose

The EOP is designed to provide RCC with a management tool to facilitate a timely, standardized, effective, efficient, and coordinated emergency response. It is based on integrating RCC emergency response resources with those of government emergency response agencies.

The EOP is maintained by the Director of Risk Management and can be activated at any time by any member of the Incident Management Team (IMT).

Scope

The RCC EOP applies to all RCC District locations and facilities, whether owned, rented, or leased, and all off-campus activities, events, and travel sponsored by RCC. The EOP may also be activated for events not directly impacting RCC but in which RCC is serving in a support role to the community.

Response Goals and Objectives

Given RCC's susceptibility and vulnerability to emergencies and disasters, continuing emphasis is placed on the following:

1. Emergency planning.
2. Protecting life (highest priority), property, and the environment.
3. Training of all personnel on their emergency response duties.
4. RCC-wide emergency response awareness and education.
5. Meeting the immediate emergency needs of students, employees, and visitors, including rescue, initial and limited medical care, food, and shelter.
6. Ensuring the adequacy and availability of sufficient resources to cope with such emergencies.
7. Mitigating hazards that threaten life, property, and the environment. The concepts presented consider the full spectrum of emergency responses to hazardous conditions. Some emergencies, preceded by a buildup period, may provide advance warning, while others occur with little or no warning. In either event, all available elements of the College's IMT must respond promptly and effectively to minimize the damages caused to life, property, and operations.

Assumptions

RCC campuses, students, employees, and visitors can be exposed to a number of emergencies and disasters with the potential to disrupt RCC operations or services, create physical damage, and cause injury.

In the event of an emergency or disaster, RCC will operate under a set of assumptions that are incorporated into the EOP. The following assumptions may or may not apply in every emergency or disaster:

1. An emergency or disaster may occur on more than one RCC campus simultaneously.
2. Emergency functions tend to parallel day-to-day functions. Therefore, to the extent possible, the same personnel and resources used daily will be utilized during emergencies or disasters.
3. RCC may need to be self-sufficient for an extended period of time and be able to function without assistance from the community.

4. Critical lifeline utilities may be interrupted, including water delivery, electrical power, natural gas services, telephone communications, cellular telephones, and information technology systems.
5. Regional or local services, including first responders, may not be available.
6. Major roads, overpasses, bridges, and local streets may be damaged.
7. Buildings and structures may be damaged.
8. Unsafe conditions, including structural and toxic environments, may exist.
9. Damage and shaking may cause injuries and displacement of people.
10. Normal suppliers may not be able to deliver materials.
11. Contact with family and homes may be interrupted.
12. People may become stranded at RCC as conditions may be unsafe to travel off campus.
13. From the RCC Emergency Operations Center (EOC), while emergency conditions exist, RCC will need to conduct a rapid damage assessment, situation analysis, deployment of on-site resources, and management of emergency operations.
14. Communication and information exchange will be among the highest priorities at the campus EOC. Alert notifications and warnings decrease the potential for life and property loss; however, the internet may be out of service.

Family Educational Rights and Privacy Act (FERPA)

In some situations, RCC may determine that disclosing non-directory information to appropriate parties is necessary to address an emergency or disaster. FERPA permits RCC officials to disclose, without consent, education records or personally identifiable information from education records to appropriate parties in connection with an emergency if knowledge of that information is necessary to protect the health or safety of the student or other individuals. This exception to FERPA's general consent requirement is limited to the emergency period and generally does not allow for a blanket release of personally identifiable information from the student's education records. Under this health or safety emergency provision, an educational agency or institution is responsible for deciding whether to disclose personally identifiable information on a case-by-case basis, taking into account the totality of the circumstances pertaining to a threat to the health or safety of the student or others.

If RCC determines that there is an articulable and significant threat to the health or safety of the student or other individuals and that a third party needs personally identifiable information from education records to protect the health or safety of the student or other individuals, it may disclose that information to such appropriate party without consent. During a declared State of Emergency, the approval for releasing FERPA-protected information rests with the Incident Commander (IC) in consultation with the Director of Enrollment Services.

Declaration of Emergency or Disaster

An RCC State of Emergency is a declaration that usually suspends normal functions of RCC on a specific campus or district-wide and alerts students, employees, and visitors to change their normal behaviors or implement parts or the whole of the EOP. RCC may declare a State of Emergency during a time of natural or man-made disaster.

The authority to declare a State of Emergency rests with the College President or their designee. If a State of Emergency is declared, it may become necessary to restrict access to only essential personnel to all or portions of a specific campus or district-wide. Only those essential personnel assigned emergency or resource duties will be allowed to enter the area affected by the incident. A detailed list of essential personnel can be found on page 38 of the EOP.

Declaration Notice

WHEREAS, on or about [_____], a [_____] has caused or threatens to cause injury, damage, and suffering to the persons and property of RCC; and

WHEREAS, the [_____] has or threatens to interrupt or severely interfere with RCC operations; and

WHEREAS, the [_____] has endangered the health, safety, and welfare of a substantial number of students and employees at RCC and threatens to create problems greater in scope than RCC may be able to resolve through standard operating procedures and policies; and

WHEREAS, emergency management measures are required to reduce the severity of this disaster to protect the health, safety, and welfare of affected employees at RCC and the immediate College community and to allow continuity of operations;

NOW, THEREFORE, as President of RCC or their designee and by the power entrusted to me by the Board of Education, I declare the existence of a Level [_____] State of Emergency at RCC.

Further, I direct activation of the EOC as per the EOP to initiate the activities of the emergency response, to take all appropriate action needed to alleviate the effects of this disaster, to aid in the restoration of the essential student and employee services, and to take any other emergency response action deemed necessary to respond to the emergency or disaster.

This Declaration takes effect immediately and remains in effect until I declare the emergency has ended.

Signed: _____ Date: _____
Dr. Randy Weber, President or their designee

Delegation of Authority

To: Incident Commander

From: President or their designee of Rogue Community College

Date: _____

Re: Delegation of Authority: (Incident Name)

You are hereby delegated authority as the IC for the above-listed incident. You have full authority and responsibility to expend assigned emergency funding and manage incident operations within the framework of legal statutes, existing contracts and agreements, current Board Policies and Administrative Procedures, Collective Bargaining Agreements, and the broad direction provided in both your oral and written briefing materials. You will report to _____, who will facilitate a closeout and formal evaluation of your performance before you depart from the assignment.

Your primary responsibility is to organize and direct your assigned and ordered resources for efficient support of emergency activities within the framework of the Emergency Operations Plan.

Your team shall assume responsibility for this incident precisely at _____ (day/time). Your team will be released from responsibility for this incident precisely at _____ (day/time).

You are specifically tasked with the following items:

Objective

1. Protection of Life, including emergency response personnel, at-risk campus community members, and the general public.

Objective

2. Stabilization of the Incident, including bringing the situation to a point of order, determining a course of action, preventing the incident from expanding, and isolating the scene.

Objective

3. Protection of the Environment to include confining, containing, or neutralizing hazardous materials that may be released and ensuring, to the extent practical, that emergency response efforts do not adversely impact the environment.

Objective

4. Protecting College property with an emphasis on facilities used for emergency response, facilities necessary for the shelter and care of students, employees, and visitors, facilities used for educational and operational purposes, and critical College records.

Objective

5. Restoration of Critical Services to include services necessary for emergency response, services critical to the wellbeing of students, employees, and visitors, and services critical to the integrity of educational services.

Definitions

Decontamination

The reduction or removal of a chemical, biological, or radiological material from the surface of a structure, area, object, or person.

Disaster

An occurrence of a natural catastrophe, technological accident, or human-caused event that has resulted in severe property damage, deaths, and/or multiple injuries. A “large-scale disaster” is one that exceeds the response capability of the local jurisdiction and requires State and potentially Federal involvement. As used in the Stafford Act, a “major disaster” is “any natural catastrophe [...] or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under [the] Act to supplement the efforts and available resources or States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.”

Emergency

Any occasion or instance - such as a hurricane, tornado, storm, flood, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, fire, explosion, nuclear accident, or any other natural or man-made catastrophe--that warrants action to save lives and to protect property, public health, and to ensure safety.

Emergency Management

The efforts of higher education institutions to develop, plan, analyze, conduct, provide, implement, and maintain programs for emergency/disaster prevention, mitigation, preparedness, response, and recovery.

Emergency Operations Center (EOC)

The protected site from which State and local civil government officials coordinate, monitor, and direct emergency response activities during an emergency.

Emergency Operations Plan (EOP)

A document that describes how people and property will be protected in disaster and disaster threat situations; details who is responsible for carrying out specific actions; identifies the personnel, equipment, facilities, supplies, and other resources available for use in the disaster; and outlines how all actions will be coordinated.

Exercise

A planned event realistically simulating an emergency or disaster, conducted for the purpose of evaluating the higher education institution's coordinated emergency management capabilities, including but not limited to testing emergency operations plans.

Hazard Mitigation

Any action taken to reduce or eliminate the long-term risk to human life and property from hazards. The term is sometimes used in a stricter sense to mean cost-effective measures to reduce the potential for damage to a facility or facilities from a disaster event.

Hazardous Material

Any substance or material that, when involved in an accident and released in sufficient quantities, poses a risk to people's health, safety, and/or property. These substances and materials include explosives, radioactive materials, flammable liquids or solids, combustible liquids or solids, poisons, oxidizers, toxins, and corrosive materials.

Incident Command System (ICS)

A standardized organizational structure used to command, control, and coordinate the use of resources and personnel that have responded to the scene of an emergency. The concepts and principles for ICS include common terminology, modular organization, integrated communication, unified command structure, consolidated action plan, manageable span of control, designated incident facilities, and comprehensive resource management.

National Incident Management System (NIMS)

A comprehensive, national approach to incident management that is applicable at all jurisdiction levels and across functional disciplines. It provides a consistent nationwide template to enable all government, private sector, and non-governmental organizations to work together during domestic incidents.

Preparedness

Actions taken and programs and systems developed prior to an emergency or disaster to support and enhance response to and recovery from an emergency or disaster.

Prevention

Action taken to reduce or eliminate the likelihood of death, injury, or property damage for emergencies that can be prevented.

Recovery

Restoration actions and programs associated with recovering from an emergency or disaster, including but not limited to academic recovery, physical and structural recovery, business and fiscal recovery, and psychological and emotional recovery for students, employees, and visitors.

Response

Actions taken to address the immediate and short-term effects of an emergency or disaster.

Resource Management

Those actions taken by RCC to identify sources and obtain resources needed to support disaster response activities; coordinate and oversee the supply, allocation, distribution, and delivery of resources so that they arrive where and when most needed; and maintain accountability for the resources used.

Standard Operating Procedure (SOP)

A set of instructions constituting a directive, covering those features of operations that lend themselves to a definite, step-by-step process of accomplishment. SOPs supplement EOPs by detailing and specifying how tasks assigned in the EOP will be carried out.

List of all Rogue Community College Campuses and Facilities

Redwood Campus	3345 Redwood Hwy Grants Pass, OR 97527 Illinois Valley Learning Center 24353 Redwood Hwy Kerby, OR 97531
Table Rock Campus	A Building 7800 Pacific Ave White City, OR 97503 B Building 7832 Pacific Ave White City, OR 97503 C Building 7731 Pacific Ave White City, OR 97503 Jackson County Fire District 3 8383 Agate Rd White City, OR 97503
Riverside Campus	Student Success Center 227 E 9 th St Medford, OR 97501 Library 114 S Bartlett Medford, OR 97501 Higher Education Center 101 S Bartlett St Medford, OR 97501

Emergency Contact Information

Campus Security

Campus Security at the Redwood Campus may be reached 24 hours per day, seven days per week via cell phone at 541-218-2930 or in Building A.

Campus Security at the Riverside Campus may be reached between 7 a.m. and 11 p.m. Monday – Friday and from 7 a.m. – 7 p.m. on Saturday via cell phone at 541-218-2931 or in the Student Success Center next to the entrance to the library.

Campus Security at the Table Rock Campus may be reached between 7 a.m. and 10:30 p.m. Monday – Friday and between 7 a.m. and 7 p.m. on Saturday via cell phone at 541-218-3639 or in Building A, Room 131.

Risk Management

Risk Management
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541-956-7059

Facilities Management, Planning, and Construction

Main Office: 541-956-7333

Switchboard

Main number: 541-956-7500

Community Partners and Third Party Vendors

American Red Cross 541-779-3773	Pacific Power 1-877-508-5088 or 1-888-221-7070	AVISTA (Gas) 800-936-6629
Asante Three Rivers Medical Center 541-472-7000	Jackson County Emergency Management 541-774-6821	Josephine County Expo 541-476-3215
Rogue Valley Transportation District 541-779-5821	Josephine County Emergency Management 541-474-5300	Oregon DEQ 503-229-5696
Asante Rogue Regional Medical Center 541-789-7000	Jackson County Fair Grounds 541-774-8270	Rogue Valley Sewer Services 541-664-6300
Johnson Controls 1-800-753-4524	Oregon OSHA Report employee injury or fatality 541-776-6030	Josephine County Community Transit 541-474-5452
Providence Medford Medical Center 541-732-5000	LOGO's Charter School 541-842-3658	Southern Oregon University Campus Public Safety 541-552-6911 or 541-552-6258
Southern Oregon Head Start 541-956-7309	Josephine County Public Health 541-474-5325	Jackson County Public Health 541-774-8200

Emergency Response Agencies for each Campus or Facility

Grants Pass Police Department

726 NE 7th St
Grants Pass, OR
911 Emergency
541-450-6260 Non-Emergency

Medford Police Department

219 S Ivy
Medford, OR
911 Emergency
541-774-2250 Non-Emergency

Jackson County Sheriff's Office

5179 Crater Lake Hwy
Central Point, OR
911 Emergency
541-774-6800 Non-Emergency

Grants Pass Fire Rescue

800 E Park St
Grants Pass, OR
911 Emergency
541-450-6200 Non-Emergency

Josephine County Sheriff's Office

1901 NE F St
Grants Pass, OR
911 Emergency
541-474-5123 Non-Emergency

Jackson County Fire District 3

8383 Agate RD
White City, OR
911 Emergency
541-826-7100 Non-Emergency

Medford Fire Department

200 S Ivy St
Medford, OR
911 Emergency
541-774-2300 Non-Emergency

American Medical Response

401 NW F St
Grants Pass, OR 97526
541-474-6303 Non-Emergency

Mercy Flights

2020 Milligan Way
Medford, OR 97504
541-858-2600 Non-Emergency

Illinois Valley Fire District

681 Caves Hwy.
Cave Junction, OR 97523
541-592-2225

Phases and Levels of Emergency Management

Prevention

Prevention includes actions intended to avoid an incident or to intervene to stop an incident from occurring and to protect lives and property in that order. The process usually involves applying gathered intelligence and other information helpful in designing a prevention strategy. This can be accomplished by conducting inspections, improving surveillance, and looking into the actualities of a perceived or expected threat. Areas of concern could be public health or specific security threats that could be clarified by specific operations aimed at deterring, preempting, interdicting, or disrupting the threat, thus preventing the incident.

Preparedness

The preparedness phase consists of conducting hazard or risk analysis, identifying roles and responsibilities, developing emergency response plans and procedures, mutual aid or assistance agreements, response resources, and conducting training, drills, and exercises to test the plans, procedures, and training. It can also include a medical surveillance program to protect the health and safety of College employees who are assigned response roles.

Mitigation

Mitigation encompasses the elimination of hazards, reduction in the probability of hazards causing an emergency or disaster, and/or lessening consequences from unavoidable hazards. Mitigation should be a pre-disaster activity, although mitigation may also occur in the aftermath of an emergency or disaster to avoid repetition of the situation.

The goal of mitigation is to decrease the need for a response instead of simply increasing response capability. Mitigating emergencies is also important from a legal standpoint. If an organization does not take all necessary actions in good faith to develop a safe and secure living environment, it may be vulnerable to charges of negligence.

RCC developed a Natural Hazard Mitigation Plan in the summer and fall of 2019. A copy of the plan can be found on the [RCC Risk Management website](#).

Response

The response to emergencies and disasters includes measures such as the implementation of emergency plans, activation of emergency operation centers, mobilization of resources, issuance of health and safety warnings and directions, evacuations, provision of medical and social services assistance, enforcement of RCC emergency policies, and declaration of emergencies. This phase is designed to eliminate or control the immediate, acute threat to RCC, its students, employees, visitors, and the environment. The nature of RCC emergency operations will depend on the characteristics and requirements of the situation. RCC IMT will be activated as required to cope with the specific situation, and each element will operate according to the provisions of the EOP.

When RCC resources are committed to the maximum, and additional material and/or personnel are required to respond to the emergency, requests for mutual aid will be initiated.

Recovery

The recovery phase restores RCC and the environment to pre-emergency conditions. It includes measures such as investigation and cleanup of remaining hazardous substances contamination, physical restoration and reconstruction of damaged facilities and the environment, counseling victims, performing economic impact studies and implementing financial assistance programs, and providing health and safety information. As the recovery phase is transitioning from the response phase to a pre-emergency condition, post-incident critique and follow-up are considered important parts of the recovery phase. They are conducted as soon after the incident as possible. RCC will work with local government in developing educational recovery plans, mitigation plans for campus property or programs, and RCC strategies necessary to promote recovery. RCC developed a COOP in 2017. A copy of the plan is available to RCC administrators but is not available for public disclosure.

Levels of Emergency Response

Level 1

Campus emergencies are managed using existing internal RCC resources or vendor contracts with limited outside assistance and are typically on College property. The RCC EOC and the IMT are placed in standby mode. A virtual EOC may be established for ease of information sharing and documentation.

Level 2

A major emergency that affects an area or building of the campus community and that may significantly affect life safety concerns and/or impact the operations of RCC. External emergency resources will likely be required and may assume command of the emergency response effort with input from the RCC IMT. The RCC IMT will be activated to handle internal College command functions and may participate in Unified Command with local responders. The EOC will be activated either in virtual or full mode at the discretion of the IC. The RCC IC will designate the Liaison officer to serve as a connection to external agencies.

Level 3

A disaster, which by nature and impact extends beyond RCC, that not only disrupts and/or halts the operation and functions of RCC but also those of the surrounding community.

External emergency resources may assume command of the emergency response effort. RCC will provide support as requested and able. The IMT is fully activated, and the EOC is activated in full or virtual mode and staffed for continuous operation. The RCC IMT will be activated to handle internal RCC command functions and may participate in Unified Command with local responders if requested.

Continuity of Authority

The ultimate responsibility for emergency management at RCC belongs to the President. To ensure the orderly continued operations of RCC, the President may delegate functions to other administrators. However, this delegation does not remove final authority and responsibility from the President.

The Director of Risk Management or their designee is delegated the authority to take necessary and appropriate actions on behalf of the President when:

1. Neither the President, VP of People, Culture, and Safety, VP of Operations and Finance, or VP of Student Learning and Success can be contacted within a reasonable amount of time, given the immediacy and other circumstances of the threatened or actual event.
2. A violent or time-sensitive event is in progress, and immediate action is necessary to protect persons or property from further injury or damage.

Line of Succession

The line of succession for the President is:

1. VP of People, Culture, and Safety
2. VP for Operations and Finance
3. VP of Student Learning and Success

The line of succession for the Director of Risk Management is:

1. Risk Management Coordinator
2. Risk Management Specialist

Risk Analysis

Based on the Risk Management Threat Matrix outlined below, RCC has determined that the College faces the following potential threats with the attached level of significance or severity.

Rogue Community College Risk Matrix

Impact	High	Medium	High	Critical
	Medium	Low	Medium	High
	Low	Low	Low	Medium

Low Moderate High
Likelihood

Flood	LOW
Facility Fire	LOW
Active Shooter	MEDIUM
Severe Weather	LOW
Wild Fire	HIGH
Earthquake	MEDIUM
Pandemic	MEDIUM
Cyber Attack	MEDIUM
Utility Loss	MEDIUM
Bomb Threat	LOW
Chemical or Hazardous Materials Release	MEDIUM
Suspicious Package	LOW

Emergency Response Roles

Role of the Board of Education

Ensure the protection of the lives of students, employees, and visitors and the property and assets of Rogue Community College.

Designate the President as having ultimate responsibility for emergency management.

Role of the President

Ultimate authority rests with the President of the College. All decisions concerning the discontinuing of College functions, cancellation of classes, or cessation of operations rest with the President or their designee. The President or their designee shall be responsible for declaring an Emergency or Disaster.

Authorizing and delegating an IC.

Approving and signing a written Delegation of Authority for the IC.

Role of Individual Departments

Each department's first priority in an emergency or disaster is the protection of persons (students, employees, visitors, etc.), property, and the environment.

During an emergency or disaster, the accountability of people is critical. If your department(s) has employees on multiple campuses or facilities and the emergency or disaster has impacted numerous areas on campus, the department director, dean, or their designee shall initiate internal procedures to account for departmental personnel and provide information to them.

In the event of an emergency or disaster, the department(s) shall rapidly organize to assess the impacts of the event on its operations and determine needed actions. Initial status reports may be verbal or written, depending on the situation and as requested by the department director, dean, or their designee. The director, dean, or their designee will then forward this information to the EOC via email, phone call, or other available means that will be posted by the EOC.

Departments will conduct operations under the control of their respective director or supervisor unless otherwise assigned by the IC.

Utilization and implementation of any other department-specific response procedures.

Employee's Roles and Responsibilities

An emergency or disaster can strike anytime or any place and may affect everyone. All RCC employees are responsible for knowing what to do before, during, and after an emergency or disaster to ensure their own safety.

In accordance with College policies, all RCC employees are expected to cooperate with the implementation of the procedures contained in the EOP during emergencies, disasters, drills, and exercises designed to test these procedures. Employees who do not follow these procedures may be found to have violated College policies and may be subject to disciplinary actions.

RCC employees should know the locations of emergency exits, fire extinguishers, first aid kits, Automated External Defibrillators (AEDs), and emergency phone numbers to communicate with RCC Campus Security and the EOC. The measures outlined in this EOP, together with common sense, are intended to prevent injury and minimize property damage.

It is important to remember that while first responders and the College will do their best to assist people during an emergency, individuals are ultimately responsible for their own safety.

Student's Roles and Responsibilities

Cooperate during emergency drills and exercises and during an incident.

Be responsible for themselves and assist others in an incident.

Understand the importance of reporting situations of concern.

Take an active part in RCC incident response/recovery activities, as appropriate.

Emergency Management Structure

The IMT is responsible for planning, coordinating, and managing responses to campus emergencies and disasters. The IMT consists of the following key campus personnel:

- VP of People, Culture, and Safety/CHRO
- VP of Student Success and Learning/CAS/CSSO
- VP of Operations & Finance/CFO
- Director of Risk Management
- Risk Management Coordinator
- Risk Management Specialist
- Chief Information Officer
- Chief Facilities Management Officer/CFMO
- Director of Facilities Management, Planning, and Construction
- Director of Marketing and Communications / PIO
- Director of Contract and Procurement

As required by the National Incident Management System (NIMS), RCC's response operations will be managed and directed by RCC personnel using the ICS. During an incident or an emergency, the first member of the IMT that is available will initially act as the IC, and the level of response may be escalated based on the judgment of the IC in coordination with the IMT at the time. The first member of the IMT and subsequent line of personnel are expected and fully empowered to act as the IC and direct all response activities until the emergency terminates or until a person with a higher level of experience and training in emergency response relieves them. The Director of Risk Management is typically assigned the responsibility of IC; however, that designation is at the direction of the RCC President or their designee and is based on the type of emergency or disaster.

The IC will direct RCC's overall response to an emergency. The IC will manage the campus-wide or district-wide response from the RCC EOC, along with the Command Staff and General Staff, depending on activation levels. During the assessment period, emergency response, and recovery phase, all appropriate staff will be under the direction of the IC. This transfer of responsibilities is critical to ensure that all actions will be properly organized and coordinated. While every attempt will be made to align the organizational structure of the IMT with the normal day-to-day organizational structure of RCC, that may not always be possible. Employees may report to other employees with whom they do not usually have a reporting relationship.

Key IC responsibilities include:

1. Evaluating the risk potential;
2. Determining the source and possible effect;
3. Delegating responsibility and authority based on incident type;
4. Assessing priorities in terms of allocating workforce, materials, and equipment;
5. Mobilizing and managing proper response efforts, both internal and external; and
6. Establishing communications with internal and external stakeholders.

IMT members may be assigned to staff Incident Command or General Staff functions in the EOC, depending on the size and complexity of the incident. Command and General Staff shall receive functional training in order to command and coordinate the campus emergency operations. All other employees will have training commensurate with expected duties.

IMT members shall work with the Director of Risk Management to select appropriate staff to be designated and trained in the roles of Command Staff and General Staff to include Deputy positions in the EOC or other Response and Recovery functions.

In addition, IMT members shall ensure all assigned National Incident Management System (NIMS) and Incident Command Systems compliance training is completed and that all response activities are NIMS and ICS compliant.

Incident Commander (IC)

1. The first ICS-trained member of the IMT that is available will implement ICS and serve as the IC until relieved by a member of the IMT with a higher level of experience and training in emergency response. The IC will establish the EOC and provide an assessment of the situation to RCC officials and local emergency responders.
2. The IC, in coordination with the Command and General Staff, when activated, will identify the resources required and direct the response from the EOC in coordination with the Operations Section Chief. The RCC IC will be prepared to remain a Unified Command (UC) member if an outside agency assumes Incident Command with expectations of remaining accountable for students, employees, visitors, and property.
3. In a large disaster or an incident affecting the community, Josephine and/or Jackson County may activate their EOC to manage initial response actions. A representative from RCC may be sent to the county EOC to support and coordinate RCC activities as needed.
4. After assessing the situation, the IC, in coordination with the Command and General Staff when activated, must establish realistic first goals and objectives focused on saving lives, caring for the injured, stabilizing the incident, and minimizing harm.
5. The IC, in coordination with the Command and General Staff, when activated, must make a fundamental decision on stabilizing and controlling the incident to meet the initial goals and objectives.
6. The IC, in coordination with the Command and General Staff, when activated, will determine additional requirements. In serious emergencies involving facility damage or casualties, initial response resources will not be adequate to stabilize, control, and terminate the incident. The IC must determine resource needs and promptly initiate the appropriate requests for additional personnel, apparatus, material, equipment, or other assistance as required.
7. The IC, in coordination with the Command and General Staff, when activated, will activate the incident command system. Closely related to the function of establishing goals and objectives is the deployment of personnel in support of those goals and objectives. An integral element of establishing first actions is initiating the Incident Command System and issuing specific, objective-oriented assignments.

8. The IC, in coordination with the Command and General Staff, when activated, will establish a briefing schedule. Obtain the estimated time of arrival for administrative campus leaders to arrive at the EOC and establish initial times and intervals schedule when all Incident Command System leaders will receive a briefing of the current situation and anticipated first plan of action.
9. The IC may request local, county, and state mutual aid resources. These specifically include fire, medical, and police resources, although other specialized resources may be requested through specific procedures.
10. The IC is the only position within the ICS structure that is always activated. The IC is on call 24 hours per day, 365 days per year.
11. The Director of Risk Management is typically designated as the IC.

Safety Officer (Command Staff)

1. Reports to the IC.
2. The Safety Officer will designate a Deputy who must be qualified to function as the Safety Officer in their absence.
3. The Safety Officer oversees all activities and will take action during an emergency to protect and assure the health and safety of College students, employees, visitors, on-campus responders, and emergency response personnel during an emergency. During an incident, the Safety Officer shall advise the Operations Officer and the IC of activities judged to be unsafe that may need to be altered, suspended, or terminated.
4. The Safety Officer functions to identify the known and potential hazards associated with campus facilities, materials, and equipment that emergency responders may encounter during their activities. Professional emergency response agencies are responsible for developing their site safety plans and protecting their employees; however, in coordination with the Operations Officer, the Safety Officer must be available to provide them with information regarding the campus and any unique hazards.
5. The Safety Officer will provide documentation of their expenses and damages to the Finance Officer and IC following the incident.
6. The Risk Management Specialist is typically designated as the Safety Officer.

Liaison Officer (Command Staff)

1. Reports to the IC.
2. The Liaison Officer will designate a Deputy who must be qualified to function as the Liaison Officer in their absence.
3. The Liaison Officer is the point of contact for assisting or coordinating agencies. Liaison management provides lines of authority, responsibility, and communication with outside agencies. The Liaison Officer will often act as a diplomat between agencies in cases of a lack of familiarity with ICS and/or a lack of joint training among agencies.
4. The Liaison Officer will remain the primary point of contact with the College's insurance provider and coordinate any crisis communication services offered by PACE with the IC and Public Information Officer (PIO).

5. The Liaison Officer will provide documentation of their expenses and damages to the Finance Officer and IC following the incident.
6. The Risk Management Coordinator is typically designated as the Liaison Officer.

Public Information Officer (PIO) (Command Staff)

1. Reports to the IC.
2. The PIO will designate a Deputy who must be qualified to function as the PIO in their absence.
3. The PIO's primary objective is to interact with the media and other agencies and disseminate accurate and timely information to the College community during an emergency incident. Factual, accurate, and timely communications are vital in executing an effective response.
4. All public information disseminated to interested parties and news media regarding RCC, the emergency, students, employees, and visitors will be released only with the approval of the PIO and the RCC IC.
5. The PIO will provide documentation of their expenses and damages to the Finance Officer and IC following the incident.
6. The PIO has these primary functions during an emergency:
 - a. Coordinate with the IC and others as assigned by the IC to develop the content of the information being released to the public.
 - b. Following the initial emergency notification released by Risk Management via Alert Sense and the digital reader board system, the PIO will continue to coordinate with the IC on the release of information through social media utilizing existing RCC Marketing procedures.
 - c. To disseminate approved information and facilitate requests for information from news media.
 - d. To serve as, or appoint, a PIO Coordinator as the sole source of public statements and the point of contact for all media.
 - e. To accompany news media during any incident tours, videography, or interviews.
 - f. Coordinate interviews between media and RCC employees and research any statistical or data-related questions to ensure accurate answers.

Operations Section Chief (General Staff)

1. Reports to the IC.
2. The Operations Section shall have a designated Chief who will interface with the College's IMT and Command Staff during emergency operations. The Operations Section Chief will designate a Deputy who is qualified to function as the Chief in their absence.
3. The Operations Section Chief is responsible for:
 - a. Coordinating with on-scene responders to identify and meet needs related to first aid, emergency services, infrastructure, and operations management, among other capabilities.
 - b. Coordinating with internal and external organizations to clarify resource requirements, deploy available resources, and identify gaps in resource availability.

- c. Provide the Planning Section with updates from the on-scene contacts.
 - d. Preparing descriptions of tasks/statements of work for task orders, contracts, mission assignments, and purchase orders.
 - e. Coordinating with staff in the Logistics Section to implement mutual aid or purchasing agreements when internal resources cannot meet a requirement.
 - f. Coordinating with internal and external organizations and stakeholders to identify long-term incident impacts and recovery requirements.
 - g. Continually update the IC regarding unusual occurrences, the status of incident situations, and accomplishments of tasks.
 - h. Serve as a conduit of information between the EOC staff and operational personnel on the ground or at other locations.
 - i. Coordinating the process for initial and ongoing assessments of incident-related damage.
 - j. Maintain the unit log, including operation times, significant events, equipment purchased, and the names of Operations Section personnel.
 - k. Secure operations and forward all reports and logs to the IC when requested.
 - l. Coordinating with the Planning Section to develop incident-specific recovery plans.
 - m. Integrate hazard mitigation into recovery activities.
4. The designation of the Operations Section Chief will be based on the incident type as determined by the IC.

Planning Section Chief (General Staff)

1. Reports to the IC.
2. The Planning Section will have a designated Chief who will interface with the College's IMT and Command Staff during emergency operations. The Planning Section Chief will designate a Deputy who must be qualified to function as the Chief in their absence.
3. The Planning Section Chief is responsible for:
 - a. Displaying various types of information, including maps and overhead projections.
 - b. Gathering and maintaining situational awareness.
 - c. Initiating the planning process.
 - d. Documenting all EOC actions, decisions, and expenditures.
 - e. Assisting the IC in developing objectives and ensuring objectives are achievable.
 - f. Facilitating the EOC action planning process and developing and distributing the EOC Action Plan.
 - g. Anticipating long-term impacts and possible cascading effects, including potential resource requests and policy issues, and conducting contingency planning as needed in conjunction with the Operations Section Chief.
 - h. Collating data from initial and ongoing assessments of incident-related damage and needs, conducting impact analyses, and informing plans and resource decisions with assessment results.
 - i. Facilitating information sharing across various areas involved in an incident and with College leadership.
 - j. Meeting information requirements to support decisions.

4. The designation of the Planning Section Chief will be based on the incident type as determined by the IC.

Logistics Section Chief (General Staff)

1. Reports to the IC.
2. The Logistics Section will have a designated Chief who will interface with the College's IMT and Command Staff during emergency operations. The Logistics Section Chief will designate a Deputy who must be qualified to function as the Chief in their absence.
3. The Logistics Section provides facilities, services, personnel, equipment, and material and is responsible for:
 - a. Identify, service, and support requirements for EOC operations.
 - b. Obtain critical resources.
 - c. Log and display resource request status.
 - d. Develop the EOC communications plan and oversee EOC communications.
 - e. Coordinate care and feeding of staff.
 - f. Order and track the arrival of commodities, teams, and personnel ordered or arranged by EOC staff to support the continuity of operations and on-scene incident management operations.
 - g. Activate mutual aid agreements and existing contracts as necessary to obtain required resources and services.
 - h. Develop mission assignments and draft statements of work for new contracts using requirements provided by the Operations Section.
 - i. Provide support and maintenance for all technology used during an activation.
 - j. Plan, prepare, implement, and evaluate all logistics functions needed to support the EOC and EOC staff.
 - k. Maintain the EOC Facility during activation.
4. The Director of Contract and Procurement is typically designated as the Logistics Section Chief.

Finance Section Chief (General Staff)

1. Reports to the IC.
2. The Finance Section will have a designated Chief who will interface with the College's IMT and Command Staff during emergency operations. The Logistics Section Chief will designate a Deputy who must be qualified to function as the Chief in their absence.
3. The Finance Section is responsible for:
 - a. Participating in the preparation of action plans.
 - b. Executing the management plan.
 - c. Developing cost estimates and projections.
 - d. Providing accounting, procurement, time recordings, and cost analyses.
 - e. Initiating a record-keeping system to monitor, track, and record expenditures.
 - f. Coordinating payment of supplies, equipment, personnel, and contracts.
 - g. Collecting cost estimates of damage to College facilities.

- h. Coordinating with appropriate personnel on procedures for handling emergency expenditures.
 - i. Ensuring that all services utilizing private vendors or contractors are documented utilizing accurate records of equipment and personnel time.
 - j. Reporting costs to the IC.
 - k. Providing the IC with input on cost-related information.
 - l. Developing periodic emergency or disaster cost reports.
 - m. Ensuring that all time and cost records are kept current and are posted in a timely manner.
 - n. Attending the business process meeting.
 - o. Keep logs of calls, assignments, and actions.
 - p. Displaying pertinent financial information.
 - q. Forwarding necessary messages, reports, and logs to the IC.
 - r. Coordinating and Participating in after-action recovery planning.
4. The designation of the Finance Section Chief will be based on the incident type as determined by the IC.

Incident Management Team Required Training

RCC is committed to ensuring that the EOP is a flexible and dynamic plan. The EOP will be tested and evaluated regularly to ensure maximum preparedness. Identified staff will participate in tabletop and full-scale exercises to enhance skills and evaluate plan protocols. RCC employees will be required to have a basic understanding of the EOP, including their role in the successful execution of critical tasks. Any RCC employees that are assigned to the IMT or a role in the EOC will be expected to complete the following FEMA courses within one year of assignment to the IMT, depending on the availability of all courses:

1. IS-100: Introduction to the Incident Command System
2. IS-200: Single Resources and Initial Action Incidents
3. IS-700a: National Incident Management Systems (NIMS)
4. IS-800.b: National Response Framework, an Introduction
5. ICS-300: Intermediate Incident Command System for Expanding Incidents
6. ICS-400: Advanced Incident Command System, Command and General Staff
7. IS-42: Social Media in Emergency Management (IC and PIO and Deputy roles only)
8. IS 230: Fundamentals of Emergency Management
9. IS 235: Emergency Planning
10. IS 360: Preparing for Mass Casualty Incidents: A Guide for Schools, Higher Education, and Houses of Worship
11. IS 363: Introduction to Emergency Management for Higher Education

The following courses are recommended but not required for members of the IMT.

1. E/L 950: All-Hazards Position Specific Incident Commander (IC role only)
2. E/L 952: All-Hazards Position Specific Public Information Officer (IC, PIO, and Deputy roles only)

3. E/L 954: All-Hazards Position Specific Safety Officer (IC, Safety Officer, and Deputy roles only)
4. E/L 956: All-Hazards Position Specific Liaison Officer (IC, Liaison Officer, and Deputy roles only)
5. E/L 958: All-Hazards Position Specific Operations Section Chief (IC, Operations Section Chief, and Deputy roles only)
6. E/L 962: All-Hazards Position Specific Planning Section Chief (IC, Planning Section Chief, and Deputy roles only)
7. E/L 967: All-Hazards Position Specific Logistics Section Chief (IC, Logistics Section Chief, and Deputy roles only)
8. E/L 973: All-Hazards Position Specific Finance Section Chief (IC, Finance Section Chief, and Deputy roles only)

Emergency Operations Center (EOC)

Activation of the Emergency Operations Center

In any emergency or disaster, it is critical to establish control and a chain of command so that necessary decisions can be made quickly and vital information is centrally coordinated and communicated. The EOC serves as the centralized point to manage overall emergency response operations. The EOC provides:

1. Communication, response, planning, and financial support;
2. Coordination with external organizations;
3. Resource allocation;
4. Policy implementation;
5. Recovery activities to restore facilities in a timely manner and
6. Communications with local government agencies.

The EOC is the centralized facility, either in person, via phone, or online, where emergency response and recovery activities are planned, coordinated, and supported. Because emergencies and disasters are not typically something that can be predicted in advance, the physical EOC at RWC remains in standby mode, which means that it is available for use with less than 15 minutes notice during normal business hours and within 60 minutes outside of normal business hours. All necessary equipment, documentation, and other necessary resources are available.

EOC Location

The key factor for any physical EOC location is that it contains a robust support infrastructure. An EOC should have a backup electrical generator with a minimum fuel supply for three days of continuous operation. It would benefit from break-out rooms where meetings or briefings can be held. There should be parking, an area where food can be stored and reheated, and restrooms. If a physical location for the EOC is not feasible, a virtual EOC will be established using Microsoft Teams.

Primary and Alternate EOC Locations

Redacted per ORS 192.345 (23)

Depending on the dynamics of an incident, it may be necessary to relocate to another location to perform the EOC functions. The incident may either disrupt the functionality of the primary EOC, the primary EOC may not be reachable, or the use of the primary EOC may jeopardize the safety of staff working at the EOC. If this location is damaged or unsafe, a determination will be made by the IC as to an appropriate location, either on campus or off campus. Notifications will be made to appropriate staff and the external agencies of the new EOC location.

1. EOC setup is the responsibility of the Risk Management Coordinator and the Risk Management Specialist. However, if those individuals are unavailable, the first personnel arriving in the EOC should commence setup.
2. One of the EOC's major purposes is accumulating, verifying, and sharing information to ensure a coordinated, timely response. Each Section Chief is responsible for the accurate and timely display of information within their section. All display charts, whiteboards, and materials, such as colored markers and administrative supplies, will be supplied by Risk Management. Each section is responsible for determining display needs (such as utility schematics, department-specific information, list of available resources, etc.) and maintaining accurate and up-to-date information on the charts and maps.
3. The Risk Management Coordinator and the Risk Management Specialist are responsible for the operational readiness and maintenance of the primary RCC EOC. They will also coordinate the readiness of alternate EOC facilities.
4. The IC establishes the duration of operational periods. Based on the tactical situation, operational periods may be extended to 12-hour periods to meet response requirements. Relief shifts should arrive 30 minutes before the start of their shift so that briefings can be conducted on what has occurred, what decisions have been reached, and what issues still need to be addressed.
5. Operational briefings for the IC and PIO should be scheduled at 2 to 4-hour intervals. Briefings for the President should be scheduled at a 6 to 8-hour interval based on the situation. The Planning Section Chief should schedule an Action Plan Meeting during each operational period. The Planning Section is responsible for coordinating all briefings and planning meetings. The PIO will schedule briefings for the news media on an as-required basis (based on the tactical situation) and as directed by the IC. Section Chiefs will prepare summaries for briefings and meetings.
6. Access to the EOC will be controlled by IMT when necessary. Before being allowed access, additional staff must be granted authorization from the IC. All EOC staff must sign in upon arrival and sign out when departing.
7. Utility needs
 - a. Power
 - b. Internet
 - c. Water
 - d. Restroom Facilities

8. Equipment needs
 - a. Computers
 - b. Projector
 - c. Screen
9. Access and Security needs (Keys, cards, maps, etc.)

EOC security will be assigned to RCC Campus Security. A Campus Security Officer will be positioned at the front entrance to the EOC. EOC access will be restricted to members of the assigned EOC staff and specific external agency representatives. All persons entering or leaving the EOC will be documented on a log with their name, representing agency, time in, and time out. EOC Campus Security may ask for picture identification and proof of agency representation. Campus Security will also issue all visitors visible name badges to identify them once their entry has been approved by the IC. All EOC staff will be issued name tags to be worn at all times while in the EOC. If security is breached or threatened during an operation, the IC will order additional Campus Security officers or request the presence of law enforcement, if available, to control the situation.

After Action Review and Debrief

1. After the incident has been resolved, an After-Action Report (AAR) will be compiled to include information about the incident, the response actions taken, and lessons learned.
2. The IC and the Risk Management Department develop the AAR. Information for the AAR will be gathered from the members of the IMT. The AAR will serve as the official record describing the incident and RCC's response efforts. The lessons learned will be used to update the EOP and incorporated into future College training exercises.
3. After the end of the State of Emergency, the Director of Risk Management will assume the responsibility for continuing the After-Action Report process in coordination with other departments.
4. AAR documents serve the following important functions:
 - a. Provide a source for documentation of response activities.
 - b. Identify the intended outcome of the incident vs. the actual outcome of the incident and understand what decisions, procedures, and processes occurred that resulted in a different outcome than intended.
 - c. Identify problems/successes during emergency operations.
 - d. Analyze the effectiveness of the College's response components.
 - e. Describe and define a plan of action for implementing improvements.
 - f. Emphasize the improvement of emergency management at all levels.
 - g. Provide a vehicle for documenting system improvements and a work plan for implementing these improvements.
 - h. Assist with coordinating the after-action report process when multiple agencies/jurisdictions are involved in the emergency.
5. The information gathered in the AAR is considered "For Official Use Only" and should be handled as sensitive information not to be disclosed. These documents should be safeguarded, handled, transmitted, and stored in accordance with appropriate RCC security procedures. The reproduction or sharing of information contained in these documents, in

whole or in part, without prior approval from the Director of Risk Management is prohibited.

Essential vs. Non-Essential Personnel

1. During an emergency or disaster, essential personnel provide services that relate directly to the health, safety, and welfare of the College, ensure the continuity of key operations, and maintain and protect College properties.
2. In a State of Emergency, the College may suspend normal operations in whole or part. If normal activities are suspended in any way, all employees whose positions are designated as essential must report to campus either in person or remotely when feasible and as soon as conditions reasonably permit to ensure the continuation of critical College operations, tend to the needs of students, employees, and visitors, and protect College assets. Employees not designated as essential should only come to campus with approval from the IC. This is done to limit employee injuries and accidents and allow emergency responders space to conduct emergency operations. The IC is responsible for assigning essential vs. non-essential positions on an incident-by-incident basis; however, the following positions at RCC are permanently designated as essential.
 - a. President
 - b. Director of Risk Management
 - c. Risk Management Coordinator
 - d. Risk Management Specialist
 - e. All Campus Security Officers
 - f. VP of People, Culture, and Safety/CHRO
 - g. VP of Student Learning and Success/CAO/CSSO
 - h. VP of Operations & Finance/CFO
 - i. Chief Information Officer
 - j. Chief Facilities Management Officer/CFMO
 - k. Director of Facilities Management, Planning, and Construction
 - l. Director of Marketing and Communications/ PIO
 - m. Director of Contract and Procurement

Coordination with Internal and Community Partners

1. Redwood Campus Southern Oregon Head Start
2. All Campus Facility Use and Rentals
3. Lane Community College PTA Program
4. Linn Benton Community College OTA Program
5. LOGOS Public Charter School
6. Contract Food Service Vendors
7. County Bus Services
8. Southern Oregon University
9. FedEx, UPS, USPS
10. Commercial facilities in proximity to the campus
11. Practicum, Apprentice Locations, CWE
12. Contractors and vendors on campus

Emergency Communications and Alerts

Timely Warnings

Timely Warnings are issued for crimes against persons or property, including arson, burglary, aggravated assault, criminal homicide, motor vehicle theft, robbery, and sex offenses. Timely Warnings also may be issued for other crimes as deemed necessary. Upon receipt of all relevant information, such warnings will, as circumstances warrant, be issued in a manner to best protect the campus community.

Please reference RCC Administrative Procedure 3506 Timely Warnings for additional information.

Emergency Notifications

RCC will immediately issue an Emergency Notification to the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employees, or visitors or staff on campus. The system is designed to be used only during emergencies that require immediate action by the recipient.

Please reference RCC Administrative Procedure 3507 Emergency Notifications for additional information.

Radios

Campus Security officers, FMPC staff, and Shipping and Receiving staff use two-way radios for routine and emergency communication. Two-way radios are powered by rechargeable batteries with an anticipated service life of 10 hours during normal use before recharging is necessary. The RCC radios are not interoperable with anyone outside of RCC and cannot be used to talk between RCC Campuses. Additional radios are available from FMPC or Risk Management.

General Guidelines

1. Radio channels are used to transmit official business only. Avoid discussing sensitive or medical issues on open channels unless directed by the IC or EOC.
2. Good radio etiquette demands that all users limit their communication to essential radio calls only.
3. Consistency is important! Everyone communicating the same way reduces mistakes.
4. Listen to radio communication that may indicate special instructions needed in your area.
5. Keep your radio with you at all times.
6. Avoid stepping on other transmissions.
7. Avoid "keying" your microphone (PTT held down).
8. Normal Transmitting.

Cell Phones

During a localized emergency that includes loss of landline or internet-based phone service, cellular phones may provide a vital link with emergency response agencies, contractors, utilities, and other off-campus entities. However, during an area-wide emergency, high-volume cellular phone use often overwhelms the service, and calls made from cellular phones may not be possible due to communication overload. Personal cell phones are widely used by College students, employees, and visitors on campus and may provide an available means for individuals to communicate with people on and off campus. RCC issues cell phones to Campus Security and some FMPC personnel. All other employees are expected to utilize personal cell phones during emergencies.

Crisis Communication Plan

1. An Emergency Communication Center (ECC) may be established by the IC to assist with inquiries. Only information approved by the IC and the PIO will be given out through the ECC, which is co-located with the EOC either physically or virtually.
2. The following locations, which receive high volumes of incoming telephone calls to the College, should be notified regarding the key facts of the emergency and where to refer calls about the emergency:
 - a. Risk Management and Campus Security
 - b. Switchboard
 - c. President's Office
3. Social media channels are essential tools in crisis communications. Only the RCC institutional social media sites (listed below) will be updated with official information by the PIO/crisis communications team. All other RCC-affiliated social media pages—such as departmental program pages—should point users to the official RCC social media locations. No College department or employee unit should post to RCC-affiliated social media sites during an emergency.
4. The IC or the PIO will approve all information posted on official RCC social media sites used during a crisis:
 - a. RCC Twitter feed: <https://twitter.com/roguecc>
 - b. RCC page on Facebook: <https://facebook.com/roguccommunitycollege>
 - i. The RCC Facebook page will serve as a one-way information channel. Comments on posted information will be temporarily disabled to streamline the dissemination of safety information to the community.
 - c. The Rogue CC App
5. Web pages
 - a. The RCC Homepage (<https://www.roguecc.edu>) will serve as a hub for emergency information during a crisis.
6. Media Contact
 - a. As soon as verifiable facts are available, the PIO will prepare a brief media release regarding the incident. If possible, a time will be announced in the statement when the next statement/release will be made or when a press conference will be held. An on-campus media area may be established.

- b. RCC employees should refer all media inquiries to the EOC or the PIO. College employees are only authorized to speak to the news media in an emergency with clearance from IC and the PIO.
- c. The following media outlets may be contacted by the PIO:
 - i. Ashland News
 - ii. Bi-Coastal Media
 - iii. IV News
 - iv. Jefferson Public Radio
 - v. KAJO
 - vi. KDRV
 - vii. Klamath Radio
 - viii. KOBI 5
 - ix. KRRM
 - x. KSKQ
 - xi. KTVL
 - xii. KXCJ
 - xiii. Medford Alert
 - xiv. OPUS Radio
 - xv. Rogue River Press
 - xvi. Rogue Valley Magazine
 - xvii. Rogue Valley Times
 - xviii. Rogue Valley Tribune
 - xix. The Daily Courier
 - xx. The Dove
 - xxi. The Oregonian
 - xxii. World Link

7. Resources

- a. Resources specific to the Crisis Communication Plan should be available at the primary and backup EOC, to wit:
 - i. Access to any electronic notification systems used during emergencies.
 - ii. Access to the RCC website to post updates.
 - iii. Access to social media accounts.
 - iv. Access to local area network or remote server and emergency message templates.

Resource Management

Resource management refers to supplies, equipment, personnel, and funding available to respond to and recover from an emergency or disaster and is typically a function of the EOC. Any resources requested in order to respond, mitigate, and recover from an emergency will be submitted to the Logistics Section chief. The Logistics Section is responsible for procuring any equipment, facilities, materials, supplies, and services to support the emergency. The Logistics Section chief will remain in close contact with the Finance Section regarding the procurement of the aforementioned supplies, materials, etc., to respond to the emergency.

Every effort will be made to maintain an inventory list of resources available for use in an emergency. This list will constantly change as new resources are contracted or procured and will be included as an attachment to this EOP. In order to ensure this list remains current, it should be reviewed and updated a minimum of annually by the Director of Risk Management and the Director of Facilities Management, Planning, and Construction.

Administration and Logistics

Existing administrative, fiscal, and procurement procedures will be followed whenever possible. Normal College procurement rules may be suspended in accordance with ORS 279B.080 to appropriately respond to an emergency. Documentation to substantiate reimbursement for emergency expenditures, including both time and materials, will be maintained by each involved department. This will be coordinated by the Finance Section Chief in the EOC and will follow appropriate guidelines. Priority for the use of resources will be given to activities essential for the survival and welfare of people, the protection of property, and the assurance of the continuity of operations.

Functional Annexes

Functional annexes focus on the College's response to specific threats, emergencies, or disasters. Multiple functional annexes may be utilized at the same time. Additional annexes may need to be developed over time and will be added to the EOP as needed. Annexes may be available for public access or may have access restricted to specific RCC employees in order to protect sensitive information.

Annex A Preservation of Records

A major emergency or disaster could result in damage and destruction of records fundamental to day-to-day RCC college-wide operations. To assist in the recovery period following an emergency or disaster, proactive measures must be taken to protect essential records. Essential records are defined as those records that are essential to the operation of the RCC and which, if destroyed, would seriously impair or disrupt normal College affairs or which, by their loss, might place the College in a state of legal or fiscal jeopardy. Essential records are to be secured by one or more of the means listed below.

- Duplication (either hard copy or electronic).
- Fireproof containers.
- Off-site storage, such as cloud storage, that is backed up on a predetermined schedule by the RCC IT Department or other third-party services.

Examples of essential records include but are not limited to:

- Accreditation Documentation
- Accounts Receivable and Payable Records
- Administration Records for Grants/Contracts
- Billing Source Documents
- Blueprints of Facilities
- Board of Education Minutes
- Consent Forms
- Contracts and Agreements, including leases
- Deeds for College-Owned Property
- Employee Records
- Endowment Fund Records
- Environmental Health and Safety related records
- Equipment Inventory Reports (Physical Inventories)
- Grievances, Misconduct Investigations, Adjudications, and Disciplinary Actions
- Insurance Policy Information
- Litigation Files
- Patient Medical Records maintained by RCC
- Payroll Records
- Petitions and Waivers
- Policies and Procedures
- Retirement Records
- Social Security Records
- Student Admission/Degree Applications
- Student Transcripts and Academic Records
- Vehicle Titles

Individual College departments are responsible for implementing essential records protection measures regardless of the format in which they are stored.

Annex B Training and Exercises

The main objective of RCC is to implement an efficient and timely response during emergencies or disasters. A good plan is the first step toward that objective. Planning alone will not guarantee preparedness. Training is essential in preparing emergency operations personnel to respond effectively. The EOP includes provisions for training. One element of this training program will be emergency exercises that allow personnel to become familiar with the procedures, facilities, and systems used in emergency situations. These exercises are carried out in several forms.

1. Orientation Meetings are used to introduce or refresh participants to planning and procedures. They may involve lectures, panel discussions, media presentations, or case studies. Such meetings involve all levels of campus employees, particularly departments involved in emergency response.
2. Tabletop Exercises will provide a convenient and low-cost method of introducing IMT and EOC members and staff to scenario-related problems for discussion and problem-solving. Such exercises are a good way to see if policies, procedures, and plans exist to effectively handle certain issues.
3. Functional Exercises will be utilized to simulate actual emergencies. They will involve the complete IMT and are designed not only to exercise procedures but also to test the readiness of personnel, communications, and facilities.
4. Full-Scale Exercises are the most complex type of exercise and the ultimate goal of the training program. These are functional exercises that add a field component to interact with the EOCs through simulated messages. These exercises test the planning process, the deployment of resources, and the operations of field personnel. The scope of these exercises may vary.

Emergency Management Training and Exercise Structure

1. Orientation meetings for designated staff annually.
2. At least once annually, a fire drill will be conducted in the following buildings in accordance with Oregon Fire Code:
 - a. RVC-HEC
 - b. TRC-A
 - c. TRC-C
3. At least once annually, a Lockdown/Lock In(Shelter in Place) functional exercise will be conducted at each campus.
4. At least once annually, an Earthquake functional exercise will be conducted at each campus simultaneously.
5. At least twice per year, the IMT will conduct a tabletop exercise using different types of emergency situations.
6. At least every four years, a full-scale exercise will be conducted.

Annex C Medical Emergencies

Campus Security Officers, when required, will provide first aid during emergency situations and will notify 911 as necessary. During normal operations, all injuries requiring more than simple first aid will be referred to 911 and emergency services and will not be treated by Campus Security or RCC employees. Risk Management maintains varying levels of first aid kits in multiple locations on each campus that are accessible and available for use.

If the EOC is activated, a member of the Counseling department will serve in the EOC as needed to address all mental health concerns for students. A member of the Counseling Department and the Director of Human Resources and Payroll Operations will work in coordination to address any post-incident mental health concerns for employees.

Annex D Wildfire / Vegetation Fire

Individual Actions

1. If You See a Wildfire on or near RCC property
 - a. Call 911. Don't assume that someone else has already called. Describe the location of the fire, speak slowly and clearly, and answer any questions asked by the dispatcher. If the wildfire endangers the campus, you will receive an emergency notification from RCC in accordance with Administrative Procedure 3507 Emergency Notifications, with additional information once RCC has been notified; however, please follow all directions from emergency personnel.
 - b. If safe to do so, call RCC Campus Security for the affected campus.
2. Preparing to Leave
 - a. Leave a light on in every room to make the building more visible in heavy smoke.
 - b. Don't lock up. It may be necessary for firefighters to gain quick entry into your space to fight the fire.
3. Survival in a Vehicle
 - a. This is dangerous and should only be done in an emergency, but you can potentially survive the firestorm if you stay in your car. It is much less dangerous than trying to run from a fire on foot.
 - b. Roll up windows and close air vents. Drive slowly with headlights on. Watch for other vehicles and pedestrians. Be careful driving through heavy smoke, which may limit visibility.
 - c. If you have to stop, park away from the heaviest trees and brush with your headlights on.
 - d. Get on the floor and cover up with a blanket or coat.
 - e. Stay in the vehicle until the main fire passes.
 - f. Stay in the car. Do not run! Air currents may rock the car. Some smoke and sparks may enter the vehicle. The temperature inside will increase; however, metal gas tanks and containers rarely explode.
4. If Caught in the Open
 - a. If a road is nearby, lie face down along the road cut or in the ditch on the uphill side. Cover yourself with anything that will shield you from the fire's heat. Stay down until after the fire passes.

RCC Actions

1. Emergency notifications will be issued in accordance with either Administrative Procedure 3506 Timely Warnings or Administrative Procedure 3507 Emergency Notifications.
2. Each RCC campus has predetermined fire hydrants located on or near campus. A complete list, exact location, and capacity of each fire hydrant can be accessed by authorized College employees in the Campus Optics system.
3. If a decision is made by the IC to evacuate a building or a campus, the procedures outlined in Annex Q Building and Campus Evacuations will be utilized.

4. During and after a wildfire or vegetation fire that impacts a College campus, the IC will work directly with the IMT and emergency responders in order to monitor air quality concerns, evaluate the safety of the impacted campus and facilities, and determine a plan for reopening the impacted campus.

Annex E Structure Fire

Fire and the associated dangers of smoke, structural damage, or toxic releases can pose serious threats of injury and death to students, employees, visitors, and emergency response personnel. RCC has more than 59 buildings spread across three different campuses that range from more than 50 years old to less than a year old. The type of fire suppression system in each building varies by building occupancy, size, and fire codes that were in place at the time of construction. Do not assume that the building you are in has a fire alarm system or fire sprinkler system. A list of each building and what fire alarm or suppression system is installed, including account information, is available to authorized College employees in the Campus Optics system. If a decision is made by the IC to evacuate a building or a campus, the procedures outlined in Annex Q Building and Campus Evacuations will be utilized.

Individual Actions

1. In order to control a fire and minimize its damage, the following steps should be taken immediately:
 - a. If an alarm sounds in your area, begin immediate evacuations.
 - b. If you discover a fire and your building has pull stations, activate the nearest pull station and call 911.
 - c. You may attempt to put out a small fire using an available fire extinguisher (typically no larger than a wastebasket). If the fire is too large or you are uncomfortable or unfamiliar with the proper use of a fire extinguisher, simply close but do not lock the door, evacuate, and call 911.
 - d. If the fire alarm does not work, call 911 and notify occupants verbally of the emergency and the need to evacuate.
 - e. If time allows and it is safe to do so, turn off any compressed gas tank valves and external piped gas.
 - f. Once a fire alarm has been activated, fire-rated doors will automatically close but not lock. This is intended to slow the spread of fire and smoke.
 - i. Fire-rated doors are found in TRC A, RVC G, and the HEC.
2. Evacuate via the nearest stairwell or ground-level exit.
 - a. Close but do not lock all doors and windows if you can safely do so to help contain the fire.
 - b. Do not block/wedge exit doors in an open position. The doors must remain closed to keep smoke out and slow the spread of the fire.
 - c. Leaving stairwell doors open makes the stairwells dangerous and unusable and can allow the fire to move between floors faster.
 - d. When a fire alarm is sounded, elevators may not be available. Only use an elevator if it is your only means of accessing a safe exit.
 - e. Stay as low as possible to avoid smoke and heat.
 - f. Reach a safe distance from the fire and await further instruction from emergency personnel or Campus Security.
3. If you are trapped:

- a. Alert emergency responders of your location by whistling, shouting, or using an object to beat on walls or floor in a rhythmic manner. If a telephone is available, call 911 and Campus Security and notify them of your location.
 - b. You may open a window, but do not break it in order to place an article of clothing or another device to use as a signal. Make sure to close the window quickly and do not break the window in order to minimize the introduction of fresh air into the space, which in turn feeds the fire.
 - c. Stuff material in door cracks to minimize smoke and try to stay low, near the floor, where heat, smoke, and contaminants may be less.
 - d. Cover your mouth with a wet cloth.
 - e. Do not open a door if smoke is pouring in or around the bottom or feels hot.
 - f. Watch for and comply with assistance from emergency personnel.
4. If you are trapped in an elevator:
- a. Use either your cell phone or the elevator emergency phone to call for help.
 - b. Elevator emergency phones or intercoms are answered by the OTIS Elevator Company, who will, in turn, contact RWC Campus Security and then the Director of FMPC.

RCC Actions

1. Emergency notifications will be issued in accordance with either Administrative Procedure 3506 Timely Warnings or Administrative Procedure 3507 Emergency Notifications.
2. Each RCC campus has predetermined Knox boxes located at various locations on campus. A complete list and exact location of each Knox box can be accessed by authorized College employees in the Campus Optics system.
3. Each RCC campus has predetermined fire hydrants located at various locations on campus. A complete list and exact location of each fire hydrant can be accessed by authorized College employees in the Campus Optics system.
4. During and after a structure fire that impacts a College campus or building, the IC will work directly with the IMT and emergency responders in order to evacuate the building and or campus, evaluate the safety of the impacted campus and facilities, and determine a plan for reopening the impacted campus or building.

Annex F Chemical or Hazardous Materials Release

Guidelines for Chemical or Hazardous Materials Spills or Releases

Individual Actions

1. Chemical spills:
 - a. Evacuate the area as needed.
 - b. Call 911 depending on the size and scope of the spill.
 - c. Call the Director of Risk Management immediately.
 - d. If possible, review the Safety Data Sheets (SDS) for health hazards and required personal protective equipment, precautions, and cleanup procedures.
 - e. Seal the area off. Only trained personnel should be permitted to enter the area.
 - f. If you are approved by the Director of Risk Management to conduct a cleanup of the spill, it is a requirement to wear appropriate personal protective equipment (gloves, respirator, shoe covers) based on the type of chemical spilled.
 - g. Clean up spill following precautions listed in SDS for that chemical.
 - h. Use appropriate absorbent and neutralizing material or a spill kit to clean up.
 - i. Risk Management will determine appropriate methods for disposal of hazardous waste generated during a spill cleanup.
2. Chemical splash on body or eyes:
 - a. Remove contaminated clothing. Then, flush skin or eyes with water for at least 15 minutes. Contaminated clothing should be placed in plastic bags and sealed to prevent further contamination.

RCC Actions

1. Emergency notifications will be issued in accordance with either Administrative Procedure 3506 Timely Warnings or Administrative Procedure 3507 Emergency Notifications.
2. External Chemical Release or Hazardous Material Spills or Release:
 - a. A hazardous material incident may occur at any time. The incident may be on campus or nearby, such as a transportation accident involving a railroad, highway, or airway or an industrial accident at a nearby business.
 - b. Report any incident involving hazardous materials on or near the RCC campus by calling 911 and Campus Security immediately. Provide as much information as possible, including:
 - i. Location of the incident
 - ii. Material involved (if known), or identifying placards or shipping labels
 - iii. Amount of hazardous material involved
 - iv. How many people may have been affected
 - v. Whether the area has been evacuated
3. Campus response procedures for a hazardous material incident will vary according to the location of the incident, the quantity and type of chemical involved, time of day, day of the week, and weather conditions. However, it may include shutting off the HVAC systems for

specific buildings or campuses, temporarily canceling outdoor activities or the shelter in place, or evacuation of specific buildings or campuses.

4. Depending on the nature and extent of the incident, students and employees may be directed to:
 - a. Evacuate the building;
 - b. Relocate to another location within the building or to another building;
 - c. Remain inside the building until the situation is stabilized or
 - d. Evacuate the campus.
5. In the event of evacuation, students and employees will be directed to the safest evacuation route based on the following:
 - a. Wind direction
 - b. Chemical runoff
 - c. Traffic congestion
 - d. Time of day
 - e. Day of the week
6. When evacuating:
 - a. Move in the opposite direction that the chemical is moving, and monitor shifts in wind direction.
 - b. Do not enter the hazardous or contaminated area for ANY reason, including rescue.
 - c. Secure the scene if you can safely do so to keep others out of the hazardous area.
 - d. Avoid contact with spilled hazardous materials or empty containers.
 - e. Avoid inhalation of fumes, smoke, and/or vapors, even if no dangerous materials are known to be involved or gases or vapors appear harmless.
 - f. Assist those with functional impairments.
7. Contamination by hazardous materials can occur through physical contact or inhalation. At the College, hazardous material containers are required to be labeled with information regarding the health hazards of the substance. Individuals who believe they have been contaminated by contact with or inhalation of a known or suspected hazardous material should immediately seek emergency assistance. The Risk Management Department maintains an inventory of all chemicals on campus in the Campus Optics system, which can be accessed remotely.
8. The Director of Risk Management (IC) or their designee, upon notification of a hazardous materials incident, will:
 - a. Determine the extent and nature of the accident.
 - b. Ensure that the scene is cordoned off to the distance listed on the SDS guidelines for that particular chemical.
 - c. Request contamination control assistance from FMPC, Operations, and Security Officers if needed.
 - d. Request medical assistance if indicated.
 - e. Request local emergency services support as appropriate.
9. During and after a chemical or hazardous materials release that impacts a College campus or building, the IC will work directly with the IMT and emergency responders in order to evacuate the building and or campus, evaluate the safety of the impacted campus and facilities, and determine a plan for reopening the impacted campus or building.

Annex G Suspicious Package

1. Suspicious packages may be biological or chemical threats targeting individuals or departments. Letters containing threatening information, hate mail, and potentially explosive items or items contaminated with infectious substances need to be handled with care. Identifying suspicious packages prior to opening minimizes the threat of exposure and increases the potential for evidence. RCC Shipping and Receiving is the first point of review for any letter or package received at the campus. However, all employees who handle mail should be familiar with the indicators of a suspicious package or letter. Everyone should be diligent in reviewing mail for anything suspicious or harmful, such as explosives, chemicals, or biological agents.
2. Potential indicators of concern for letters and packages may sometimes include:
 - a. Unprofessionally wrapped with excessive tape or several types of tape. Special handling endorsements such as "Confidential," "Handle with Care," "Rush Order," or "Personal."
 - b. Crystals, powder, or powder-like substances leaking from the package.
 - c. Ticking or other unusual sound.
 - d. Marked with threatening language.
 - e. Inappropriate or unusual labeling.
 - f. Excessive packaging material such as masking tape and string.
 - g. Misspelling of common words.
 - h. Addressed to someone no longer with the College or outdated.
 - i. Incorrect titles or titles without a name.
 - j. Not addressed to a specific person.
 - k. No return address, fictitious return address, or return address different than the postmark.
 - l. Misspelled words, badly written or typed address.
 - m. Addressed to title only or wrong title with name.
 - n. Strange odor, excessive amounts of perfume or cologne, oily stains on a package, or protruding wires.

Individual Actions

1. What to Do.
 - a. Do not move or open any suspicious mail.
 - b. Leave the mail where it is, exit, and secure the room.
 - c. Inform your supervisor and notify Campus Security.
 - d. If a bomb is suspected:
 - i. Evacuate the area immediately and notify Campus Security from a safe distance
Do not use a cell phone or radio to make a call or any notifications.
 - e. If a biological or chemical agent is suspected:
 - i. Put the package down and minimize all contact with the substance.
 - ii. Cover the envelope, package, or spill with an empty waste basket.

- iii. Examine your clothing. If an outer garment is contaminated with the substance, remove it, place it in a plastic garbage bag, and seal the bag.
- iv. Wash your hands gently with soap and water.
- v. Immediately contact Campus Security from a safe distance.
- vi. Isolate individuals that may have been exposed and start a list of names and telephone numbers. Exposed individuals and their clothes may need to be decontaminated. They may also be monitored by local public health to ensure appropriate treatment and follow-up.

RCC Actions

1. Risk Management will notify FMPC, who may turn off the HVAC system for the impacted area to prevent further contamination if needed.
2. During and after a suspicious package incident that impacts a College campus or building, the IC will work directly with the IMT and emergency responders in order to evacuate the building and or campus, evaluate the safety of the impacted campus and facilities, and determine a plan for reopening the impacted campus or building.

Annex H Active Shooter

Active Shooter

Hearing gunfire may be the first indication that something is wrong. Individuals need to assess the situation as best they can and take appropriate action. If you determine or fear a situation poses a threat, take immediate action to protect yourself. “Run, Hide, Fight” are basic response options in an active shooter situation.

Individual Actions

1. RUN: Run and get away. If you can safely evacuate, do so. Notify others as you leave when safe to do so.
 - a. If you think you can safely make it out of the building by running, then do so. If you decide to run, do not run in a straight line. Keep any objects you can between you and the hostile person(s) while in the building. Use trees, vehicles, or any other object to block you from view as you run. When away from the immediate area of danger, summon help any way you can and warn others. When in an open area lacking obstacles to place between you and the hostile person(s), run in a zigzag pattern.
2. HIDE: Hide and Lockdown (Lockdown is explained in detail in the next section). Move to a secure area and follow the instructions for lockdown.
 - a. You can try to hide, but make sure it is a well-hidden space, or you may be found as the intruder moves through the building looking for victims.
 - b. If you cannot safely evacuate the building, lock yourself in the room you are in at the time of the threatening activity.
 - c. If the building involved is equipped with a lockdown alarm or button and it is safe to, activate it. A list of each building and where the building has lockdown alarms installed, including account information, is available to authorized College employees in the Campus Optics system.
 - d. If telephone communication is safe to do so, call 911.
 - e. Don't stay in an open hall or other common areas.
 - f. Do NOT set off the fire alarm in a lockdown. People may become endangered by attempting to leave the buildings in an orderly manner and gathering outside as done for a fire alarm. If a fire alarm goes off while in lockdown or sheltering in a safe room, assess the situation before leaving the shelter. If smoke or fire is present, exit the area in a safe manner; otherwise, barricade yourself in the room with furniture or anything else you can push against the door.
 - g. Lock the window and close blinds or curtains. Do not unlock the door for anyone. Law Enforcement will have keys to unlock the door.
 - h. Stay away from windows.
 - i. Turn all lights and audio equipment off, including dimming the light on your cell phone.
 - j. Try to stay calm and be as quiet as possible.

3. FIGHT: Attacking an armed or violent individual is not recommended. However, this is a personal choice when there are no other apparent options.
 - a. The last option you have, if caught in an open area, may be to fight back. This is dangerous, but depending on your situation, this could be your last option. Utilize any object you can that may interrupt the intruder from attacking you, such as a fire extinguisher, chair, or other objects.
 - b. If you are caught by the intruder and are not going to fight back, follow their directions and don't look the intruder in the eyes.
4. Once the police arrive, obey all commands. This may involve you being handcuffed or being made to put your hands in the air. Do not bring any items with you that must be carried in your hands or on your back. This is done for safety reasons, and once circumstances are evaluated by the police, they will give you further directions to follow.

RCC Actions

1. Emergency notifications will be issued in accordance with either Administrative Procedure 3506 Timely Warnings or Administrative Procedure 3507 Emergency Notifications.
2. All electronically controlled interior and exterior doors in the impacted buildings will be locked by Risk Management.
3. All electronic access cards will be deactivated, with the exception of Campus Security and select members of the IMT. This prevents the threatening individual from entering the building in the event they have an electronic access card.
4. Campus Security will respond to the area but will remain outside and be ready to guide first responders when they arrive.
5. If a decision is made by the IC to evacuate a building or a campus, the procedures outlined in Annex Q Building and Campus Evacuations will be utilized.
6. During and after an active shooter incident that impacts a College campus or building, the IC will work directly with the IMT and emergency responders in order to evacuate the building and or campus, evaluate the safety of the impacted campus and facilities, and determine a plan for reopening the impacted campus or building.

Some actions to consider based on the situation are:

1. It must be an individual decision whether it is best to try to run, hide, or fight. There are risks and benefits to all three options, and a decision will need to be based on the individual situation.
2. Are there individuals in the vicinity with disabilities/special needs to evacuate? If so, develop a plan to assist them in a safe manner if safe to do so and if you are able to.
3. Do NOT use elevators unless this is your only way to get away from the known intruder.
4. In general, the more distance individuals can put between themselves and the shooter(s), the better.
5. Do not go toward the sounds of gunfire to investigate and/or try to help. Get away from the area if it is safe to do so.

6. Try to be a moving target vs. a non-moving target if the decision is made not to stay in place. If vehicle traffic is backed-up trying to exit campus, it may be quicker to leave campus on foot.
7. When leaving, only take your keys and cell phones; do not take personal items that will slow you down or go back into a space to retrieve personal items.
8. If it is not safe to get out of the area, but your location is somewhat distant from the shooting, consider locking down as an option. Individuals may choose to try to secure the room they are in or go to a nearby room that can be secured. Close blinds, turn off all lights, silence cell phones, radios, etc., and keep quiet. Get down near the wall, which is most out of sight from external windows and doors. The goal is to keep the shooter from entering the room.
9. Quietly come up with a plan involving the other people in the space if the shooter enters the room and you need to fight back. If that happens, do not "duck for cover." If you do, it is likely you will become a partially exposed, passive target. Try to get away if possible.
10. Keep in mind that during an active shooter incident, emergency response personnel will prioritize eliminating the threat over taking care of wounded individuals. Also, remember that a shelter-in-place or lockdown may last for an extended period of time, depending on the circumstances. This could make it difficult or impossible to utilize restrooms, obtain water, or have access to food or medication.

Annex I Earthquake

Earthquakes strike suddenly, violently, and without warning. There is a likelihood of a large earthquake occurring in our region. However, it is unknown when it will occur.

Individual Actions

Earthquake if you are indoors

1. Take cover next to or under a heavy piece of furniture (such as a desk or table) or against an inside wall and hold on.
2. Avoid areas where glass, mirrors, and pictures could shatter or where heavy bookcases or other furniture could fall.
3. Watch for falling objects such as light fixtures, bookcases, cabinets, shelves, or furniture that might slide or topple.
4. If possible, do not seek cover under laboratory tables or benches. Chemicals could spill and cause harm.
5. Stay inside while the earthquake is occurring. Running outside increases the risk of being injured.
6. Do not use elevators.
7. When it is safe to do so, evacuate the building to a safe place.

Earthquake if you are outdoors

1. Move into the open – away from buildings, trees, light poles, and utility wires that could fall.
2. Once in the open, stay there until the shaking stops.
3. If driving, pull over to the side of the road and stop. Avoid overpasses, trees, and downed power lines. Stay inside the vehicle until the shaking is over.

After the Earthquake

1. Be prepared for aftershocks, which can be as intense as the initial earthquake.
2. Check for injured persons in your building or area. Do not move the injured individual unless there is a serious danger to the person's safety.
3. Check for fires or fire hazards such as spills of flammable or combustible liquids or leaks of flammable gases.
4. Turn off the ignition and heat sources if it is safe to do so. Shut off all gas sources.
5. Do not use any open flames or permit smoking.
6. If you smell gas in your building, evacuate the area immediately and notify Campus Security.
7. Stay away from fallen or damaged electric wires.
8. Contact Campus Security to notify them of any needed assistance and emergencies that may exist.

Evacuation Procedures after an Earthquake

1. Walk – do not run – to the nearest exit if you are indoors.
2. Take your personal belongings with you.
3. If you are on an upper floor, take the stairs.
4. Do not use the elevators.
5. If able, assist any disabled or injured persons who are not able to leave the area quickly by themselves.
6. Go to a safe location away from the buildings.
7. Do not re-enter the buildings until instructed that it is safe by the Campus Security or emergency services personnel.

RCC Actions

1. Emergency notifications will be issued in accordance with either Administrative Procedure 3506 Timely Warnings or Administrative Procedure 3507 Emergency Notifications.
2. If a decision is made by the IC to evacuate a building or a campus, the procedures outlined in Annex Q Building and Campus Evacuations will be utilized.
3. During and after an earthquake incident that impacts a College campus or building, the IC will work directly with emergency responders in order to evacuate the building and or campus, evaluate the safety of the impacted campus and facilities, and determine a plan for reopening the impacted campus or building.

Annex J Severe Weather –

RCC Actions

If inclement weather prevents the College from opening on time in the morning or continuing operations throughout the day, the College may elect to use a delayed start or decide to close. Given the wide-ranging weather impacts and geographical differences between college campuses, the decision to delay or close may be made on a campus-by-campus basis or district-wide.

Weather can vary quite a bit in different parts of the region, and while the campus might be open, an individual's home area or road might be unsafe for travel. Individuals should determine whether to stay home or come to campus based on their circumstances and contact their supervisor or instructor(s) as soon as it is reasonable if they will miss work or class.

A delayed start means the designated campus or campuses will open at a specified delayed time. Employees can come onto campus 30 minutes before the announced opening time. Before that, the campus will be closed, and entrance gates may be locked to allow Facilities Management, Planning, and Construction time to address inclement weather concerns, including snow and ice removal, to ensure safety for the campus community.

A closure means the designated campus or campuses will remain closed for the day. All day and evening events, services, and classes will be canceled.

The process for making a determination regarding a potential delayed start or a closure is as follows:

1. When inclement weather is predicted in the region, Risk Management will notify the vice presidents as far in advance as reasonable. VPs will convene before the predicted inclement weather to discuss potential impacts, such as the class and campus event schedule.
2. The Director of Risk Management and the Director of FMPC will consult at 3 a.m. in the event of severe inclement weather. At that time, a recommendation will be made on whether or not to notify FMPC staff to start their shifts at 4 a.m. The recommendation of the Director of Risk Management and the Director of FMPC will be communicated to the VP of People, Culture, and Safety, who will decide in consultation with the President.
3. If the decision is made to have FMPC staff arrive at 4 a.m. to address inclement weather issues, the Director of Risk Management and the Director of FMPC will consult again at 5:15 a.m. Based on the progress made on campus by FMPC and the following additional factors, the Director of Risk Management will recommend to the VP of People, Culture, and Safety, who will decide regarding a delayed start or closure in consultation with the President.
 - a. A review of scheduled instruction and campus events;
 - b. A review of the Oregon Trip check system to identify potential road closures in Jackson and Josephine County that could impact students' or employees' ability to access campus;
 - c. A review of local school districts and other government agencies' closures; and

- d. A review of the local transit system for any closures that could potentially impact students' or employees' ability to access campus.
4. A delayed start or closure decision will be made as soon as practicable, generally by 5:30 a.m. on the inclement weather day. All initial communication to the college community will be sent via the Alertsense system at least two hours before the scheduled opening. If severe weather or road conditions are predicted in advance, the decision may be made the previous day.
5. In the event of a delayed start with conditions not sufficiently improved, the decision to close will be made as soon as is practicable. All communication to the college community will be sent via the Alertsense system at least two hours before the scheduled opening.
6. If the conditions deteriorate later in the day, the decision to close will be made as needed and communicated via the Alertsense system as soon as practicable.
7. In the event of a delayed opening, essential personnel (as defined in the RCC EOP) should report to their work locations unless otherwise notified.
8. All other employees should remain off campus until at least 30 minutes before the campus reopens.
9. All classes with at least 1.5 hours remaining at the time of campus opening will be held starting when the campus opens. For example, if a class is scheduled from 9 a.m. until 11 a.m., and the campus opens at 9:30 a.m., the class will start at 9:30 a.m. and end as scheduled at 11 a.m.
10. All classes with less than 1.5 hours remaining at the time of campus opening will be canceled. For example, if the class is scheduled from 9 a.m. until 11 a.m. and the campus opens at 10 a.m., the class will be canceled.
11. In the event of a campus-specific closure, employees should contact their supervisor regarding impacts and potential options such as alternative work locations and remote work.
12. In the event of a district-wide closure (all campuses and work locations), employees' regular work duties and responsibilities will not be expected or required unless otherwise assigned by a supervisor. Please refer to the applicable collective bargaining agreement, contract, or handbook for further specifics.
13. All campus events, facilities, and venues are open and on schedule after the delay or closure period has ended.

Annex K Cyber Attack

Redacted per ORS 192.345 (23)

Annex L Power Loss or Utility Failure

This Annex outlines appropriate actions that should be taken and which notifications must be made during a power outage or other utility failure.

Individual Actions

1. Employees should contact their supervisor for further guidance and await updates from the IMT.
2. If the power loss or utility failure represents a safety issue, employees should exit the building immediately.
3. Students should contact the nearest RCC employee for assistance.

RCC Actions

1. Upon notification that a situation exists:
 - a. The Director of Risk Management will communicate with the Director of FMPC to determine the nature of the loss, scope, and duration. The Director of Risk Management will notify the VP of People, Culture, and Safety, who will determine if College activities can be continued, reduced, or closed as appropriate. The Director of Risk Management may convene the IMT if needed.
 - b. A utility failure is any disruption in services necessary for the safe and proper operation of a building, buildings, or campus. This includes electricity, water, natural gas/heating, ventilation, air conditioning, telephone, or internet/network. A utility failure may be widespread or limited to a specific building or area within a building. Some power and utility outages may be scheduled in advance. Students and employees will be notified in advance in order to plan appropriately.
 - c. Planned utility outages are often communicated through emails to affected departments/campuses and/or posted on the affected building. In the event of a utility failure, actions are to be taken to protect equipment and assist in the safe evacuation of the affected area.
 - d. Most building areas are equipped with emergency lighting or illuminated emergency exit signs.
 - e. Some equipment may require an uninterruptible power supply system to ensure that the equipment does not sustain damage during a power outage, lose valuable data, and to ensure it maintains power long enough to power down through a routine or emergency shutdown sequence. Special attention will be paid to the RWC O building and RVC HEC Science Department labs and prep areas.
 - f. Response Procedures
 - i. The following procedures must be followed whenever a critical (i.e., power, water, heating or ventilation and air conditioning) utility failure occurs:
 1. Report the utility failure to the FMPC Department, who will notify the local utility provider as needed.
 2. If a building evacuation is ordered due to a utility failure, the building may not be re-occupied until the IC has coordinated with any

applicable outside entities and with the Director of FMPC. If individuals are ordered to evacuate a building, they should take all personal belongings and secure the area before leaving.

- g. Suspension of Work/Classes
 - i. Authority to suspend and/or cancel class/work functions will be at the discretion of the President or their designee. Utility outages may require that all activities within the affected spaces be suspended until utilities are restored. Some College buildings are equipped with an emergency generator; however, emergency generators are designed to supply power to critical building systems, not to serve as an alternative source of energy to support normal operations. Evacuation may not occur if the evacuation jeopardizes the safety of the building occupants, such as:
 - 1. Severe weather.
 - 2. Downed power lines adjacent to or blocking building exits.
 - 3. A hazardous materials spill or other condition which makes it unsafe to exit the building.
- 2. Emergency notifications will be issued in accordance with either Administrative Procedure 3506 Timely Warnings or Administrative Procedure 3507 Emergency Notifications.
- 3. If a decision is made by the IC to evacuate a building or a campus, the procedures outlined in Annex Q Building and Campus Evacuations will be utilized.

Annex M Bomb Threat of Explosions

Colleges and Universities have received bomb threats in the past and will have to handle bomb threats in the future. A bomb threat can turn into an explosion, and precautionary plans are necessary to prevent or minimize damage.

Bomb threats usually occur by telephone, mail, email, social media, or a written note on campus. Motives vary, as does the desired outcome. The most important thing to remember when a bomb threat is received is to take the threat seriously. Dissemination of any bomb threat information to students and employees will only be done at the direction of the President or the IC.

Individual Actions

1. If a bomb threat is received by telephone:
 - a. Remain calm and courteous while trying to obtain information. Keep the caller talking as long as possible while alerting a co-worker to call 911 and Campus Security.
 - b. Record the time of the threat and the exact words of the threatening person or caller.
2. For an in-person bomb threat:
 - a. The person involved may be unstable and/or delusional and directing the threat at an individual, group, or himself.
 - b. Try to draw the attention of one or two others so they can contact Campus Security and call 911.
 - c. Stay calm and do not approach the person.
 - d. Talk to the individual in a calm and rational manner. Put the person and yourself at ease as much as possible. Try to get the individual to speak. Let the person do much of the talking. Ask questions about the bomb, its location, and its description.
 - e. If possible, try to put some space between the individual and others.
 - f. When you are able to disengage, immediately write down everything you remember.
3. Bomb Threat Received via Text Message or Social Media
 - a. Immediately report the threat by calling 911.
 - b. Read the bomb threat message to the dispatcher exactly as written.
 - c. Report the identity of the sender, the date and time the text message or email was received, who the message is intended for, who received carbon copies, and the subject line from the email message.
 - d. Notify Campus Security as soon as possible, or have someone else notify them while you are calling 911.
 - e. Do not respond to the sender.
 - f. Do not delete the bomb threat message.
 - g. Print a copy of the bomb threat message, if possible.
 - h. Meet with responding officers to provide any additional information or answer any questions they may have regarding the email.

- i. Students and employees should follow the directions of emergency response personnel regarding necessary announcements or evacuations.

RCC Actions

1. Campus Security will immediately respond to the location and assist in any building evacuation if necessary.
2. If a suspicious package, container, or object is found, report it immediately to Campus Security. Do not search for a bomb, pick up, shake, handle, or touch any suspicious objects.
3. Do not use radios or cell phones to communicate.
4. If instructed to move away from the building/location, move a safe distance away or into another building. Do not return or re-enter the building until instructed that it is safe to do so by Campus Security or emergency services personnel.
5. Any evacuation ordered due to a bomb threat is mandatory. All occupants of the area being evacuated shall immediately move toward a safe exit and remain outside the area until emergency responders determine it is safe to re-enter.
6. Students and employees will take all personal property with them.
7. Emergency notifications will be issued in accordance with either Administrative Procedure 3506 Timely Warnings or Administrative Procedure 3507 Emergency Notifications.
8. If a decision is made by the IC to evacuate a building or a campus, the procedures outlined in Annex Q Building and Campus Evacuations will be utilized.
9. During and after a bomb threat that impacts a College campus or building, the IC will work directly with the IMT and emergency responders in order to evacuate the building and or campus, evaluate the safety of the impacted campus and facilities, and determine a plan for reopening the impacted campus or building.

Annex N Demonstrations and Protests

Civil Disturbances

Demonstrations, protests, or work stoppages can have various consequences for the College. They can adversely affect the normal delivery of educational services. These events can also pose a threat to the safety and security of students and employees when coming to, using, and departing from College property.

A demonstration or protest is considered a planned event if the College has been notified and the event appropriately scheduled. The Director of Risk Management or their designee will coordinate with local authorities to ensure access to and from the College and will request any necessary assistance to ensure students, employees, and properties are provided the highest degree of protection available. Every effort will be made to maintain a positive learning environment in accordance with existing College Board Policy and Administrative Procedure 3900 Speech: Time, Place, and Manner.

If an event occurs without notice, the College will take all necessary actions to maintain normal operating activities. The Director of Risk Management or their designee will coordinate with appropriate law enforcement and judicial officials to obtain support for the protection of College students, employees, and property as soon as possible.

Individual Actions

1. If individuals observe unapproved demonstrations or protests or if demonstrations or protests are taking place at unapproved locations, contact Campus Security at the respective campus.
2. If you are not comfortable with what is being said, do not stay in the area. Avoid provoking or obstructing demonstrators.
3. In the event of a civil disturbance, continue with normal routines as much as possible. If the disturbance is outside, stay away from doors and windows.
4. If destructive behavior is observed at any time, contact Campus Security at the respective campus. Provide the Security Officer with your name, what you saw, and any other pertinent details.
5. Leave immediately if violent behavior is observed and proceed to the normal work area or an area away from the demonstration.
6. Advise the appropriate manager and wait for instructions. If on campus after hours and no one is available from the immediate department or division, contact Campus Security at the respective campus.

RCC Actions

The Director of Risk Management or their designee, upon notification of the event, will:

1. Advise the IMT.

2. Assess the potential impact on College operations.
3. Recommend convening of other resources.
4. Implement procedures to protect students, employees, and property.
5. Emergency notifications will be issued in accordance with either Administrative Procedure 3506 Timely Warnings or Administrative Procedure 3507 Emergency Notifications.
6. If a decision is made by the IC to evacuate a building or a campus, the procedures outlined in Annex Q Building and Campus Evacuations will be utilized.

Annex O Building and Campus Evacuation

Environmental threats and natural disaster emergencies may warrant the evacuation of a building or campus. The methods of communication will depend on the event, potential harm to people and property, and the urgency required. Always ensure individuals with disabilities/special needs are assisted as needed.

An effective emergency evacuation and subsequent response require the coordination of many occupants in a building. All building occupants, including students and employees, need to be aware of their roles and responsibilities in case of an emergency. It is a requirement and expectation that emergency procedures are pre-planned and that planning should have regard for the needs of all occupants. However, RCC will primarily rely upon the intervention of the Fire and Rescue Services when it comes to the evacuation of individual with disabilities, specifically mobility related disabilities, when those individuals are on a floor above or below ground level and elevators are out of service.

Building Evacuations

Individual Actions

Personnel Duties and Responsibilities

1. Employees are responsible for the following:
 - a. Being familiar with and following all emergency evacuation guidelines.
 - b. Participating in drills and training as required.
 - c. Orienting students with a brief overview of emergency evacuation procedures each academic quarter to ensure that:
 - i. They are aware that evacuation is required when an alarm is activated.
 - ii. They know where the nearest exits are located.
 - d. Informing and assisting visitors unfamiliar with the building procedures as appropriate prior to and during an emergency evacuation.

Additional Guidance for Evacuation of People with Disabilities

1. Temporary safe place
 - a. A temporary safe place is a place of reasonable safety in which people can rest or wait for evacuation assistance.
 - b. If possible and safe to do so, people with disabilities should not be left alone in a temporary safe place while waiting for assistance with evacuation from the building.
 - c. It may not be necessary to evacuate from the temporary safe place if the situation does not pose a risk.
 - d. When possible, the temporary safe place that is protected by fire-resisting construction and could be a lobby, corridor, part of a public area or stairway, or an open space such as a roof or balcony, or similar place which is sufficiently protected from fire or other hazards.

- e. A temporary safe place is the first stage in the evacuation procedure for people needing assistance, but it is not the solution.
- f. During an emergency, it will be necessary to notify emergency services so that they can move a person with disabilities to a final place of safety.

RCC Actions

1. Initiate evacuation of a building, buildings, or the entire campus in coordination with the IMT.
2. Emergency notifications will be issued in accordance with either Administrative Procedure 3506 Timely Warnings or Administrative Procedure 3507 Emergency Notifications.
3. When a fire is detected or when notified to evacuate the building, students and employees should immediately leave the building by the nearest marked exit and alert others to do the same.
4. Take purses and backpacks when evacuating and leave all other personal items behind. Do not hesitate to leave if you cannot quickly gather your personal effects. Close doors but do not lock them, except in an earthquake when doors are to remain open.
5. As the building is evacuated, assist those with disabilities to exit the building if you are able to do so. The elevators should not be used during a fire or earthquake.
6. Once outside, proceed to a clear area away from the affected building. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency response vehicles and personnel.
7. Provide assistance to emergency response personnel and emergency crews as requested and as they are able.
8. An emergency command post may be set up in the area by RCC and or First Responders. Stay away from the command post unless you have official business.
9. After any evacuation, report to an assembly point designated by the class instructor or College official. Stay there until advised that it is safe to return to the building or that the campus is closed.
10. Upon notification of a campus-wide evacuation, evacuate the campus as directed by Campus Security, Fire Officials, and Law Enforcement Officers.
11. Follow all directions as given by Campus Security, Fire Officials, and Law Enforcement Officers.

Annex P Special Activities, Off-Campus Events and Activities, and Travel

Under development – Scheduled for release July 2024.

Annex Q Shelter in Place

Sheltering may be necessary on campus, depending on the magnitude and type of incident. College facilities may be used to “shelter-in-place” students, employees, and visitors who are on campus and to provide shelter for displaced individuals during a building or campus evacuation. It is important to remember that during a Shelter in Place, individuals may move around freely inside a building.

Individual Actions

1. Employees should contact their supervisor for further guidance and await updates from the IMT.
2. If the power loss or utility failure represents a safety issue, employees should exit the building immediately.
3. Students should contact the nearest RCC employee for assistance.

RCC Actions

Campus Sheltering

1. Shelter for Campus Evacuations
 - a. During a campus evacuation, there may be individuals who do not have transportation to leave campus immediately. In the event this occurs, shelter will be provided, if possible, on campus.
 - b. A security/safety sweep of the designated building will be performed prior to opening a facility as a shelter.
 - c. Potential Campus Shelter locations:
 - i. RWC Primary Campus Evacuation Shelter: Building U
 - ii. RWC Alternate Campus Evacuation Shelter: Building R
 - iii. TRC Primary Evacuation Shelter: Building A Room 184
 - iv. TRC Secondary Evacuation Shelter: Building C room 140
 - v. RVC Primary Evacuation Shelter: Building HEC Room 132
 - vi. RVC Secondary Evacuation Shelter: Building SSC Room B13
2. Shelter in Place
 - a. If the College sends out a message that an incident has occurred that makes it unsafe for the public to move about outdoors, all RCC building occupants in the affected area will be notified.
 - b. Emergency notifications will be issued in accordance with either Administrative Procedure 3506 Timely Warnings or Administrative Procedure 3507 Emergency Notifications.
 - c. The exterior doors to all affected buildings will be locked. Individuals outside the building will not be granted access to the inside of the building until the Shelter in Place is lifted. Employee access cards will be temporarily deactivated until the Shelter in Place is lifted.

- d. Everyone will be asked to remain in the building for their own safety. However, no one will be held against their own will. When the College gives the “all clear,” building occupants will be notified through the same emergency communications process described above.

Annex R Communicable Disease Plan

RCC will respond to emergencies or disasters involving infectious diseases in accordance with RCC Administrative Procedure 5210 Communicable Diseases – Students and Administrative Procedures 7330 Communicable Diseases – Employees. The Risk Management Department is responsible for coordinating with both the Jackson County and Josephine County Public Health Departments and also with the FMPC regarding building decontamination. Limited decontamination can be completed by RCC FMPC. Additional decontamination will require the use of a third-party contractor.

Annex S Memorials

RCC Actions

1. Permanent Memorials

- a. A decision to erect permanent memorials requires thoughtful consideration for not only students and employees, but also the families of the victims. These considerations include, but are not limited to, the following:
 - i. Retraumatization. Erecting memorials may have the potential for re-traumatizing students and employees who knew the victim, as well as families and possibly the surrounding community, depending on the scope of the event. Memorials erected at the College will be a constant physical reminder of the victim and may continue to trigger trauma responses in students and staff long after the event took place.
 - ii. Design. When designing a memorial, it is important to consider how students and employees will perceive the death of the individual(s) in the future. It may be difficult for those planning the memorial, those who are acutely impacted, to see this perspective. A memorial should not be spontaneous because of the intense emotions at the time. The memorial design and planning may need to respond to political, community, or parental pressures.
 - iii. Maintenance resources. Once the memorial is constructed, it is important to identify resources to maintain the memorial. Permanent memorials such as gardens, monuments, benches, plaques, a reading area, a sundial, special trees, walkways, walls, and engraved tiles or bricks will all require long-term ongoing maintenance.
 - iv. Memorial policy. A College policy with guidelines regarding memorials should be part of the emergency management plan. The policy should include guidance on who will be honored, when, where, and how. Memorials should be simple, meaningful, and life-affirming. Memorials set a precedent for the future and thus need to be equitable.
 - v. Others' input. Students, employees, and the community should be on the planning committee so that all may have input on the design of the memorial.
 - vi. Cultural norms. It is important to consider cultural norms in planning and designing the memorial. RCC officials should be sensitive to these traditions and confer with the family to honor any cultural and ethnic traditions.
 - vii. Time commitment. The planning process may take several years.
 - viii. Location. Consider locating the memorial away from the main entrance to avoid triggering of traumatic reactions. The key is to locate the memorial, so viewing it is a choice, not a daily occurrence.
 - ix. Long-term implications. Consider future students and employees when designing the memorial because future generations will view the event differently than those who experienced it. The memorial should reflect remembrance but should not overly dramatize the circumstances and should be appropriate in scale and scope.

- x. Costs. Allocate resources for maintaining the memorial and restoring it in the event of vandalism. Establish an endowment for maintaining the memorial to avoid a financial burden for the College.
2. Memorials Activities
- a. Memorial activities provide an opportunity for people to express emotions and to be supported by the College community. Activities symbolize that every student and staff member is important and help to unite and strengthen those impacted by the death(s). The activities provide a forum for collective grief and bring people together to reduce feelings of isolation and vulnerability and illustrate the universality of grief. Memorial activities can serve a larger purpose as well—to promote positive action toward a cause, such as tolerance, mental health services, or safety. Planning a variety of activities offers people options for remembering the victims. Some planning considerations are similar when preparing for permanent memorials or organizing memorial activities, including forming a planning committee and being sensitive to culturally specific rituals, traditions, beliefs, activities, and practices.
 - b. Holding a Memorial Service
 - i. It can be appropriate to hold a memorial service at the College to commemorate the loss of a student or employee. For example, in some communities, the College is the only venue large enough to accommodate the memorial attendees. In other circumstances, such as when an employee or student dies, the students, employees, and community may want to sponsor a memorial service at the College because that is where the deceased is most remembered.
 - ii. It is recommended that the service be held after hours and that students, and employees be involved in the planning process.
 - iii. Community partners, both on and off campus, should also be notified.
 - iv. Limit media coverage on the campus during a service.
3. Spontaneous memorials
- a. Spontaneous or temporary memorials will most likely be established following a death on campus because the community is looking for solace. However, employees need to monitor messages left at a spontaneous memorial and be ready for unusual or unexpected circumstances. The College must determine how and when to manage and, ultimately, remove the items. The College should develop and provide guidance about spontaneous memorials. It is best to do this with planning, involving students and employees in the decisions. The College should avoid removing the items in a sudden or unexpected way, as this can create feelings of anger and resentment in addition to the grief already being experienced. When possible, a positive atmosphere should be created through a celebration of life or other ritual that honors the deceased while removing the items. The timing of the removal should be considered carefully, for example, a natural break in the College calendar if possible, such as a weekend, vacation, or holiday. In general, it is not recommended that temporary memorials be left up past the academic year in which the death occurred.

Annex T Mass Care and Sheltering

RCC Risk Management is responsible for coordinating and providing mass care services to persons affected by an emergency or disaster.

RCC will work closely with different RCC departments and with the American Red Cross to determine the availability of shelter and feeding facilities; however, RCC only has limited capacity to operate a shelter at the Redwood Campus and does not have facilities to shelter animals or to accommodate Recreational Vehicles. The facilities at the Redwood Campus include limited showers and personal hygiene areas, and limited sleeping areas. The facilities are also not on backup power.

Annex U Mass Decontamination of a Facility

In the event a College facility or facilities become unavailable following an emergency or disaster, the IC will work with the Operations Section Chief and the Logistics Section Chief to close off access to the building or buildings and to identify potential third-party vendors that are available to assist with decontamination. Depending on the size and scope of the decontamination, coordination with the College's insurance provider may also be required. The key to remember with decontamination of a facility regarding an emergency or disaster is that the responsibility remains with the College and will not be coordinated by emergency response agencies.

Annex V Donation Management

All RCC Campuses are at risk from a number of emergencies or disasters that could threaten the College, students, and employees. Should an emergency or disaster occur where there is a high level of media interest, many individuals may want to donate money, goods, and/or services to assist the victims or participate in the recovery process. The amount of donations offered could be sizable, and RCC could face extreme difficulties in receiving, storing, securing, sorting, transporting, accounting for, and distributing the donations to the disaster victims, as well as supervising volunteer workers desiring to assist in the effort.

RCC does not wish to operate a system to collect, process, and distribute donations to disaster victims. RCC does, however, desire to coordinate its donation management efforts with volunteer organizations and agencies. Such a system is best operated by community-based organizations and other voluntary agencies that have successfully handled donations in the past.

Annex W Reunification Plan

1. A vital part of the response phase and of beginning a supportive recovery phase is developing a formalized, controlled reunification process based on the specific emergency or disaster. RCC recognizes that as an open-access community college with students, employees, and visitors coming and going on campus throughout the day, it is difficult to implement reunification plans that cover the entire College. The plan will need to be incident, campus, and building-specific and will need to be developed and coordinated with emergency responders at the time of the incident. The following are guiding statements that will be used in the drafting of the plan.
 - a. Every person responds to traumatic events differently; therefore, resources should be made available to help individuals recognize and seek help after the incident. In cases where someone has lost a family member, it is critical that the family members receive the support they need in their personal recovery.
 - b. A solid reunification plan ensures the reunification process will not further complicate what is probably already a chaotic, anxiety-filled scene. In fact, putting an orderly reunification plan into action will help defuse the emotion building at the site. Once developed, reunification plans should be disseminated to the college community.
 - c. When reunification is not possible because a family member is missing, injured, or killed, how and when this information is provided to families is critical. The College will follow the procedures outlined in AP 5541 Deceased Student or HR Handbook for Deceased Employees.

Annex X Death of a Student or Employee (Current and Former)

RCC will respond to the death of a current student or employee as it relates to an emergency or disaster in accordance with RCC Administrative Procedures 5541 Deceased Student and the internal Human Resources handbooks for employees. The IC, in coordination with the RCC PIO, first responders, and other applicable government agencies, may alter the procedures and handbooks mentioned above based on the totality of the circumstances and the scope of the emergency or disaster.

Annex Y Snow Removal

A snow removal plan is maintained by FMPC. It includes a list of all available resources for snow removal operations, a process to initiate snow removal operations, and a prioritization process for each campus.

Annex Z Resource Management

All responding College departments manage people, equipment, facilities, and supplies to accomplish their tasks. However, emergencies can require more specialized resources than the responding College departments may have available. The resource management function is necessary to ensure that:

- A complete picture of available resources is known to decision-makers.
- All available resources are used appropriately and arrive where and when they are most needed.
- Additional resources can be secured for responders as their own resources are expended or damaged.
- Critical resource needs of the college community are met despite the disruption of commerce and infrastructure.
- Accountability is maintained for the College's use of resources.

Resource management is a process that ranges from determining needs to finding and staging resources to meet these needs.

A resource management annex describes the means, organization, and process by which the College will find, obtain, allocate, and distribute resources to satisfy needs that are generated by an emergency.

A complete listing of resources will be maintained in an attachment to the EOP, including but not limited to the following:

- Personnel (including skilled labor and professionals).
- Communications equipment.
- Vehicles for passengers, cargo, and debris removal (e.g., dump trucks and garbage trucks).
- Heavy equipment (e.g., cranes, road graders, etc.) and materials handling (e.g., forklifts, conveyor belts).
- Pumps.
- Useful materials and tools such as fuel, sand and sandbags, plastic sheeting (for roof repair, etc.), shovels, picks, chainsaws, hatchets, etc.
- Mass care supplies such as medicine and first aid supplies, potable water, food, bedding, blankets, and cots, sanitation supplies (e.g., portable toilets), and lighting (lanterns, candles, etc.).
- Portable generators.

Attachment A EOC Activation Checklist

EOC Activation Checklist

1. Call the Risk Management Coordinator and/or Risk Management Specialist to establish EOC security measures (only one way in and one way out; everyone signs in and out and shows ID). Arrange for EOC security and registration.
2. Assess EOC for damage.
3. Establish communications.
4. Set up – arrange tables.
5. Put out supplies for each Section Chief to pick up upon arrival.
6. Ensure that each area has paper, pencils, pens, an inbox, an outbox, and a copy of the RCC EOP, COOP, and any other relevant plans.
7. Ensure the following are available for display:
 - a. Regional map
 - b. State map
 - c. County maps (large and small scale) for each county PCC operates in
 - d. City maps (large and small scale)
 - e. Campus maps (large and small scale)
 - f. Campus Utility Maps
 - g. Standard FEMA Forms
 - h. Bulletin Board
 - i. Building Floor Plans
 - j. Operational Status Log
8. Risk Management will maintain an emergency response kit to be distributed to the local emergency response agencies during a declared emergency. At a minimum, the kits should include the following items:
 - a. One set of keys to campus buildings.
 - b. One Card Key Door Access Card.
 - c. One Campus Security radio.
 - d. One flash drive with a PDF version of campus floor plans.
 - e. One paper copy of campus floor plans.

Attachment B EOC Deactivation Checklist

Deactivation

1. The IC will determine when to deactivate the EOC and transition to normal campus operations. The process of demobilizing includes demobilizing all staff, documenting the incident in preparation for requests for city/state/federal disaster recovery funds, and documenting the incident in preparation for the After-Action Report and updates to College plans and procedures. To accomplish this:
 - a. The IC will notify sections when they are no longer required in the EOC.
 - b. All staff must ensure that any open actions yet to be completed will be handled after deactivating.
 - c. All staff must ensure that all required forms or reports are completed before deactivation and have copies of all logs, reports, messages, and documents used and received in the EOC. The Risk Management Department maintains all copies and originals after deactivating the EOC.
 - d. Official notification will be sent to all internal and external participants that the EOC is deactivated.

Attachment C Resource List

Under development

Attachment D Bomb Threat Checklist

Instructions: Remain calm and be courteous with the caller. Do not interrupt the caller. Pretend you can't hear the caller and try to keep the caller talking. Fill out the form below with as much information as possible.

1. Where is the bomb going to explode?	5. What will cause the bomb to explode?
2. When is the bomb going to explode?	6. Did you place the bomb? If so, why?
3. What does the bomb look like?	7. What is your address?
4. What kind of bomb is it?	8. What is your name?
Exact wording of the threat: _____ _____ _____ _____ _____ _____ _____ _____	

Time of Call:		Date:	Phone Number Call Received From:	
Accent: <input type="checkbox"/> Slavic <input type="checkbox"/> Local <input type="checkbox"/> Southern <input type="checkbox"/> Middle East <input type="checkbox"/> Northern <input type="checkbox"/> Hispanic <input type="checkbox"/> Midwestern <input type="checkbox"/> African <input type="checkbox"/> Other: _____	Manner: <input type="checkbox"/> Angry <input type="checkbox"/> Calm <input type="checkbox"/> Irrational <input type="checkbox"/> Rational <input type="checkbox"/> Incoherent <input type="checkbox"/> Coherent <input type="checkbox"/> Emotional <input type="checkbox"/> Deliberate <input type="checkbox"/> Laughing <input type="checkbox"/> Righteous <input type="checkbox"/> Other: _____	Background: <input type="checkbox"/> Trains <input type="checkbox"/> Machines <input type="checkbox"/> Animals <input type="checkbox"/> Music <input type="checkbox"/> Voices <input type="checkbox"/> Office <input type="checkbox"/> Airplanes <input type="checkbox"/> None <input type="checkbox"/> Other: <input type="checkbox"/> Traffic _____		
Voice: <input type="checkbox"/> Soft <input type="checkbox"/> Loud <input type="checkbox"/> Deep <input type="checkbox"/> High Pitch <input type="checkbox"/> Pleasant <input type="checkbox"/> Raspy <input type="checkbox"/> Other: <input type="checkbox"/> Intoxicated _____	Speech: <input type="checkbox"/> Slow <input type="checkbox"/> Fast <input type="checkbox"/> Stutter <input type="checkbox"/> Distinct <input type="checkbox"/> Nasal <input type="checkbox"/> Distorted <input type="checkbox"/> Other: <input type="checkbox"/> Slurred _____	Language: <input type="checkbox"/> Excellent <input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Poor <input type="checkbox"/> Other: <input type="checkbox"/> Foul _____ <input type="checkbox"/> Other: _____		
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		<input type="checkbox"/> Adult <input type="checkbox"/> Juvenile Age: ()	Call Origin: <input type="checkbox"/> Local <input type="checkbox"/> Non-Local	
Your Name:		Your Phone Number:		
Your Position:		Date of Report:		

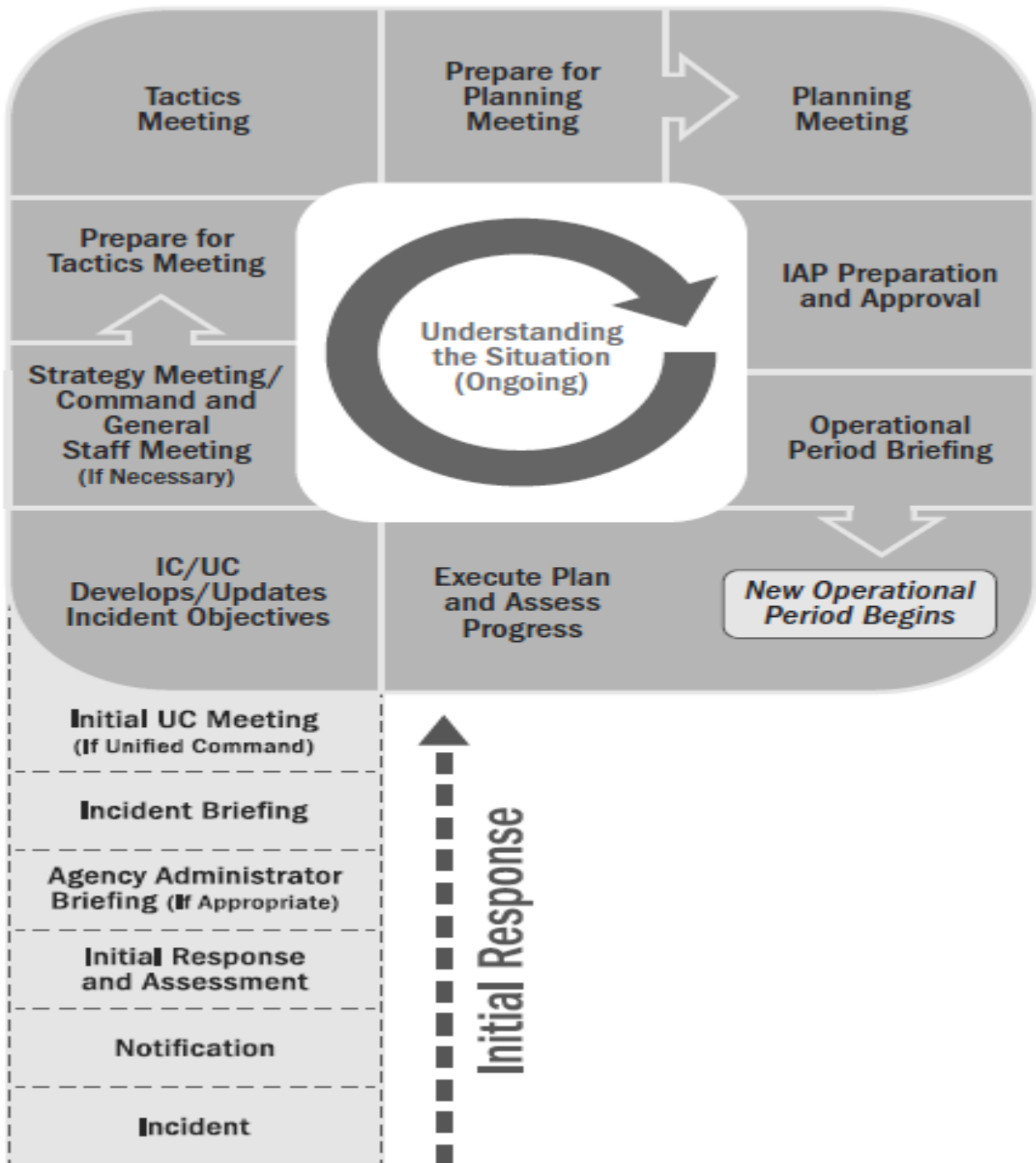
Attachment E Southern Oregon Head Start Emergency Operations Plan

Under development

Attachment F LOGOs Emergency Operations Plan

Redacted per ORS 192.345 (23)

Attachment G Example Planning Cycle



Attachment H List of Current Memorandums of Understanding and Memorandums of Agreement

RCC will use its own resources and equipment to respond to incidents until response agencies arrive. If RCC resources prove to be inadequate during an incident, the College will request assistance from local emergency services, other agencies, and the community in accordance with existing agreements and contracts. Such assistance includes equipment, supplies, and personnel.

All agreements are entered into by authorized College officials and in writing when applicable. All pre-negotiated agreements are to remain on file in the Risk Management Department and with Contract and Procurement.