

*Kenai Peninsula College – University of Alaska Anchorage*

# KRC EMERGENCY RESPONSE MANUAL



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## Contents

I.	General Emergency Response Information .....	1
1.	Emergency Response Team Statement of Purpose .....	1
2.	Team Configuration .....	1
3.	Incident Reporting Procedures .....	2
II.	Emergency Procedures.....	2
1.	General Information, Notification, and Release of Information: .....	2
2.	Emergency Closure and Evacuation Procedures: .....	3
III.	Emergency Situations .....	5
1.	Fire .....	5
2.	Explosions.....	5
3.	Earthquakes.....	6
4.	Bomb Threats.....	7
5.	Power Outages .....	7
6.	Medical Emergencies.....	8
7.	Hazardous Material Conditions .....	9
8.	Criminal Activity: .....	9
9.	Criminal Trespass: .....	10
10.	Threats .....	10
11.	After Hours/Weekend Safety Policy.....	11
12.	Domestic Violence (DV) Situations: .....	12
13.	Deaths on or Near Campus: .....	12
IV.	APPENDICES .....	14
1.	APPENDIX A: Emergency Response Team Member List.....	14
2.	APPENDIX B: KPC Emergency Phone Tree 2022-2023 .....	15
3.	APPENDIX C: Local Area Emergency Numbers .....	16
4.	APPENDIX D: Bomb Threat Check List .....	17
5.	APPENDIX E: Quick Classroom Procedures.....	18
6.	APPENDIX G: Data Security During Emergencies .....	19
7.	APPENDIX H: Campus Maps.....	20
8.	APPENDIX I: Evacuation Map .....	25

## **I. General Emergency Response Information**

### **1. Emergency Response Team Statement of Purpose**

The Emergency Response Team (ERT) is a group of Kenai Peninsula College Kenai River Campus employees designated to plan and implement responses to emergency situations that occur on the campus. The ERT configuration and membership is outlined below. The primary goal of the ERT is to create a comprehensive response to a wide variety of potential events that may adversely impact the safety of the KPC community. As the first line of response to emergencies on campus, ERT members' responsibilities vary based on their ERT level (see Appendix A).

### **2. Team Configuration**

#### **Incident Management Team (IMT)**

KPC leadership will use the National Incident Management System (NIMS) to respond to and evaluate the scope and severity of all emergencies. The College Director will serve as the Incident Commander in emergency situations, unless they have designated an identified individual to serve in this role upon The College Director's absence. The IC will be in-charge of the IMT, comprised of trained senior level staff. The following list is not exhaustive and the IC can modify the IMT staff to fit the need:

- Director of Facilities
- Campus Safety Manager
- Director of Student Services
- Director of Academic Affairs
- Director of Administrative Services
- Advancement Programs Manager

#### **Campus Emergency Response Team**

Campus Emergency Response Team (CERT) is the first line of response to emergencies on campus as directed by the IMT, until first responders arrive. Upon arrival of first responders, CERT will assist at the responders' direction. All CERT members are certified in Basic First Aid, CPR, AED, with some also trained in Mental Health First Aid procedures.

#### **Building Emergency Response Team**

Building Emergency Response Team (BERT) is the auxiliary line of response to emergencies on campus. BERT members are responsible for initial evacuation procedures, crowd control, and assisting CERT as needed.

**NOTE:** For incidents involving injury, severe illness, or threat of harm, immediately request that others help by calling 911 and calling multiple members of ERT. Call 911 FIRST if necessary, then follow the initial contact guide:

- Injury/illness: Student Health Clinic Nurse (if unavailable then Paramedic Program Coordinator)
- Evening emergencies: Evening Coordinator
- Counseling/mental health emergencies: Faculty Counselors
- Unsafe facility issues: Facilities Staff
- General safety issues (communication, training & reporting): Safety Officer

### 3. Incident Reporting Procedures

Incidents that occur at KPC must be reported to KPC's Safety Officer and to UAA's EHS at [www.alaska.edu/origami](http://www.alaska.edu/origami) utilizing the Incident Report Form. Depending on the severity of the incident more forms may be necessary; but as a minimum this form is required to be completed.

In addition, UAA's EHS must determine if an injury is OSHA reportable as it is a legal requirement. This does not affect the employee and/or the care that they receive. All reports must be submitted within 7-days of the incident.

Emergency and serious incidents must be reported immediately to senior leadership. Call, in this order, until you reach someone:

1. College Director (262-0315/0317/0318)
2. Director of Facilities (262-0325)
3. Campus Safety Officer (262-0253)
4. Director of Student Services (262-0314)
5. Director of Academic Affairs (262-0292)
6. Director of Administrative Services (262-0359)
7. Advancement Programs Manager (262-0222)

## II. Emergency Procedures

### 1. General Information, Notification, and Release of Information:

This Emergency Response Manual provides a basic contingency guide for college administrators, faculty and staff to plan for campus emergencies. While this guide does not cover every specific situation, it does supply the basic administrative guidelines necessary to cope with most campus emergencies. This guide is applicable to all campus personnel. These written procedures are expected to be followed unless situations warrant emergency changes or alternative procedures.

Kenai Peninsula College employees and students should be aware of potential hazards that are present in our day-to-day routines. These hazards can be categorized as follows:

- Natural – no human involvement such as volcanoes, weather, or earthquakes.

- Social – result from human involvement such as terrorism, vandalism, bomb threats, or personal assaults.
- Technological – result from human error or involvement such as explosions, fires, power failures, vehicle accidents, industrial accidents, or leaking roofs.

Emergency situations are difficult to predict and seldom provide adequate warning. The importance of effective planning cannot be stressed too strongly.

### **Emergency Notification Process:**

- Personal notification may occur via posted signage, email, telephone, and text message.
- Mass notification may occur via the loudspeaker (public address system on campus) and digital road sign.
- Community alerts may occur via press releases and contact with local media, Facebook & Instagram; and the KPC homepage.

### **Release of information when an emergency situation has occurred:**

Other than the College Director or designee, no one is authorized to release information regarding any incident (including the whereabouts or status of students, staff or faculty), whether in person or over the phone. ALL INQUIRIES MUST BE DIRECTED TO THE COLLEGE DIRECTOR OR DESIGNEE.

## **2. Emergency Closure and Evacuation Procedures:**

### **A. Emergency Closure:**

In the event that emergency closure of the Kenai River Campus is required, the final decision will be made by the College Director or designee. Closures may include any one of the following arrangements:

- a) Complete closure of the building and services, in which all individuals on campus must vacate the premises unless they have express permission to remain on campus from the College Director or designee:
  - a. If a complete closure has been announced before regular business hours, personal notification via the “phone tree” will be used to contact as many full-time staff/faculty members as possible (see appendix B).
  - b. Advancement initiates mass notification and/or community alerts where appropriate.
- b) Cancellation of all classes only, in which case students are excused from attending class; employees are asked to report to work; however, employees may take leave if conditions prevent them from coming to campus;
  - a. Advancement initiates personal (email) and/or mass notification where appropriate.
- c) Partial closure of services (may include early release from work).

- a. The Director's office will notify the Division Chairs and Department Heads, in which case supervisors may stagger the release of employees at intervals; however, supervisors are expected to keep offices open until the close of regular business hours.

Residence Life staff will post notices of class cancellations or building closures at each entrance/exit of the residence hall. If the residence hall is closed for an extended time, residential students will be encouraged to stay with friends or family off-campus. KRC will provide temporary housing for those who **are not** able find other accommodations for the duration of the emergency situation.

### **B. Evacuation Procedures:**

Only the College Director or designee may authorize the evacuation of the campus, except in the event of a fire alarm. The evacuation order will specify that *all* people are either to:

- a) Leave the entire campus property, including the residence hall
- b) Evacuate the academic and administrative buildings only
  - a. Exit the buildings and gather at the staging areas in the farthest parking lots at each end of the campus (see Appendix I). It is important that the entrances and drive ways stay clear as emergency vehicles may arrive.

The notice to evacuate will be facilitated by personal and mass notification. All employees are expected to aid in the calm and orderly evacuation of students and student workers in their immediate areas and proceed to the nearest of the staging areas at the back of each parking lot (CTEC, Ward and Steffy). BERT members should ensure that no one re-enters the buildings until directed to do so by the College Director or designee.

The residence hall public announcement system will be utilized to initiate the evacuation procedure in the residence hall. The residence hall staging area is the northern grass yard near the walking path adjacent to East Poppy Lane and the residence hall parking lot. During an inclement weather fire alarm, residential students will relocate to the CTEC building, if the residence hall fire alarm is the only one sounding.

### **C. Lockdown Procedures**

Lockdown panic buttons have been placed throughout campus in the event of a violent critical incident. To activate the on-campus lockdown incident message, lift the cover, and push the button in. Once activated the message will disseminate through the PA system to all locations on campus (including inside bedrooms at the ResHall). Activation of the lockdown panic buttons does not notify law enforcement; they will need to be contacted immediately. Once the alarm is initiated it must be silenced and reset manually by facilities staff. Lockdown Panic Button Locations are listed in the KPC Policy Manual.

When a call for "lockdown" is received, employees are to immediately:

- a) Direct students and employees into, or remain in, lockable areas of campus;
- b) Immediately lock all doors, secure windows and turn lights off if possible;
- c) Direct everyone in the area to get on the floor and away from windows if possible; keep out of sight of someone looking in;
- d) Remind everyone to stay as quiet as possible (phone ringers on vibrate only; no talking except for emergency information);
- e) Remain in lockdown position until first responders arrive or an ERT member unlocks the door.

All employees are required to comply immediately with the lockdown order and are expected to aid students in the orderly performance of lockdown procedures in their area. Employees who routinely work and teach near common areas must be prepared to help individuals in common spaces seek appropriate shelter.

### **III. Emergency Situations**

#### **1. Fire**

Determine what is on fire and the extent of the fire. If the fire is the size of a trash can or smaller and you have the appropriate training, use of a fire extinguisher can be attempted. Certain areas of campus are equipped with fire blankets as well (See Appendix H). If the fire is beyond control or involves potentially explosive materials, pull the fire alarm. Call 911 and report the fire: describe the nature and exact location of the fire.

Faculty, staff, and students will evacuate to the designated evacuation areas (See Appendix I), keeping the entrances clear for emergency vehicles. During an inclement weather fire alarm, residential students will relocate to the CTEC building, if the residence hall fire alarm is the only one sounding.

Once evacuated to the safe location, BERT members are to work with faculty and staff to account for all the persons who were in their area. Notify the KPC CERT or IMT team if you suspect that someone may be trapped in the building. IMT will communicate with first responders to coordinate rescue efforts.

CERT members will remain (split into aid teams) and offer assistance to first responders. BERT members will ensure that no one re-enters the building until authorized.

**NOTE:** The silencing of the fire alarm DOES NOT mean it is safe to return.

#### **2. Explosions**

Explosions can be the result of accidents, natural disasters, or deliberate acts of terrorism. In the event of an explosion:

- a) Pull the fire alarm to prompt evacuation of the building.

- b) Call 911 and report the explosion. Clearly describe the explosion and your exact location, including any information on injuries.
- c) Once in a safe location or designated evacuation area, notify the College Director and/or ERT members.

CERT members will remain (split into teams) and offer assistance to first responders. BERT members ensure that no one re-enters the building until authorized.

**NOTE:** Keep in mind that there could be a second explosion, and be alert for electrical hazards and gas leaks.

### 3. Earthquakes

During the earthquake, employees should take charge and advise others to stay calm and practice good sense procedures:

- a) immediately get away from windows and glass doors,
- b) take cover under sturdy furniture, and
- c) do not allow people to run outside.

After the earthquake:

- Determine if any injuries have occurred in your area. Call 911 or find a CERT member to provide First Aid if needed.
- Look for major damage in your immediate area, such as; arcing electrical circuits, gas leaks, flooding, or any other major damage. If possible, clear the area of people and report the damage to the College Director and Facilities.
- Try to keep all phone lines clear.
- First responders will determine whether the building should be evacuated.

If the building is evacuated, no one is allowed to re-enter the building until the building is declared safe. If the residence hall is closed for an extended time, residential students will be encouraged to stay with friends or family off-campus. KPC will provide temporary housing for those who are **not** able to find other accommodations for the duration of the emergency situation.

- Be prepared for aftershocks.

CERT members will remain to offer assistance to first responders (by providing the medical assistance for which they are qualified, assist survivors who can move on their own to evacuate, and search for any injured or trapped persons). First responders may also evoke CERT team to inspect for: structural soundness, electrical wiring, oil, gas, or other fuel systems, water distribution, and boiler and heating systems.

Only authorized personnel will be allowed in a building during this inspection. All employees assisting will function only under the supervision of the College Director or designee, first responders, or ERT members.



#### 4. Bomb Threats

Assume the threat is real; a bomb threat is a felony offense. In the event of a bomb threat:

- If the threat is received by someone on campus, the recipient will record complete information using the “Bomb Threat Checklist” (See Appendix D).
  - It is important that the person who received the call be made available to the police for a follow-up investigation; make sure that this person immediately writes down everything they remember about the call.
  - It is each Supervisor’s responsibility to keep cards available near all department phones. All employees are responsible for being familiar with this form and keeping it available.
- Call 911 and report the threat.
- Report the incident to the College Director or a member of the ERT to start evacuation procedures.
  - Evacuate the building, but do not pull the fire alarm to do so.

The police will perform a security check of the building. No one is allowed to re-enter the building until the building is declared safe by the police and UAA Emergency Management.

#### 5. Power Outages

The Director’s Office will attempt to determine the length of the power outage; however, all KRC buildings have backup generator power. The decision to cancel classes and/or close the campus will be made by the College Director or designee. The notice of class cancellation will be facilitated through personal and mass notification. After-hours contact information is stored with the director’s office via the phone tree.

If the power outage impacts the residence hall for an extended time, residential students will be encouraged to stay with friends or family off-campus.

##### **Power Outage Notification Procedure:**

1. During business hours at:
  - a. KRC:
    - i. 8am – 5pm, M-F: Contact Facilities directly (262-0325).
    - ii. From 5-7pm, Mon – Thurs, contact the Evening Coordinator (262-0346) who will contact a facilities representative.
  - b. KBC: Call the Maintenance Service Worker (235-1674) or Campus Director (235-1656).
2. All other times:
  - a. KRC: Contact Director of Facilities (262-0325) or College Director (262-0315).
  - b. KBC: Contact the Maintenance Service Worker ( 235-1673) or the Campus Director (235-1656).
3. Facilities will contact HEA and work with Department heads as needed.

NOTE: If the outage is expected to last more than 30 minutes and if the standby generator power is not operating, IT will need to be contacted in this order to shut down the servers:

- a. IT Services Manager (262-3524)
- b. Net Technician 7 (262-0238)
- c. Educational Technology Technician (262-0299)

## 6. Medical Emergencies

Determine the nature of the problem. If the injury or illness appears serious (potentially life-threatening), and you are qualified to provide First Aid, provide aid and ask another person to call 911 and notify ERT members. Make sure that:

- a) the caller understands the nature of the injury or illness;
- b) the person sent to call knows your exact location, and
- c) someone is sent outside to direct first responders to your location.

If you are not qualified to provide First Aid, call 911 and notify an ERT member immediately to provide aid. ERT members will meet first responders at the door of the building and direct them to the scene and help keep bystanders away.

Employees will NEVER transport injured or seriously ill persons; only first responders are to transport injured or ill persons.

First aid kits, paramedic response bags, and emergency kits are located throughout campus (see Appendix H for locations). KRC is equipped with nine Automatic External Defibrillator (AED) machines. These machines can restore normal heart rhythm in victims of sudden cardiac arrest. Cardiopulmonary resuscitation (CPR) alone cannot restore normal heart rhythm in this event. Contact 911 and an ERT member IMMEDIATELY if you suspect a heart event may be involved, and continue to follow proper procedures as detailed in this manual.

Report the injury or illness to the Campus Safety Officer so that a written report can be made.

### AED Locations

- **Main Campus:** McLane Building; across from Student Services and Ward Commons near vending machines.
- **Residence Hall:** 1<sup>st</sup> floor lobby area, 2<sup>nd</sup> floor recreation common area, end of the long wing hall on the 1<sup>st</sup> and 2<sup>nd</sup> floors.
- **CTEC:** 1<sup>st</sup> and 2<sup>nd</sup> floor across from elevator.
- **STEFFY:** Main Office

An alarm will sound if the box is opened. The AED machine is not intended for use by anyone without the proper training. CERT members are trained in the use of this machine.

## 7. Hazardous Material Conditions

When a chemical spill or a hazardous gas leak that presents a danger or potential threat has occurred:

1. Assist evacuation in the location immediately affected by the escape of the hazardous material and pull the fire alarm at the first opportunity to prompt evacuation.
2. Be alert to wind direction. Evacuation areas should be upwind of the chemical or gas release. The IMT may need to modify evacuation area locations based on wind direction.
3. Call 911. Describe the nature of the emergency, the exact location, and any information regarding injuries.
4. If any injuries have occurred, provide First Aid if you are qualified; or notify an CERT member to provide aid.
5. Report the condition to the College Director and/or ERT members.

ERT members will be assigned to the entrance of the building to direct first responders to the affected area and offer assistance.

## 8. Criminal Activity:

Criminal activity includes theft, physical assaults, sexual assaults, and the possession of weapons and/or illegal substances on campus.

If you are the victim of a crime, or if you observe a crime in progress or observe behavior that you suspect is criminal, immediately call 911. Report as much information as possible, including:

1. What happened and the exact location.
2. The extent of any injuries, and whether this was a sexual assault.
3. Who is involved, including a physical description of the person(s).
4. Whether or not weapons are involved.
5. Vehicle description, including license # and direction of travel.

**For injuries** provide First Aid if you are qualified, or notify a CERT member to provide aid. If it is safe to move the victim, the victim should be helped to a quiet, safe place such as the Counseling and Advising office, and given support until the first responders arrive. The victim should be encouraged to stay to give information about the crime to the police.

**For sexual assault crimes** immediate efforts should be made to provide the victim with a secure, private place and counselor. The victim should be encouraged to wait without washing until law enforcement arrives to aid the victim and preserve evidence.

**NOTE:** All Clery reportable incidents **MUST** be reported to the Director of Student Services.

**For illegal substance possession and /or use** notify the Director of Student Services. An ERT member, or Evening Coordinator (after hours) to ask the person to leave according to the procedures under the next section of this handbook: “Criminal Trespass.”

**For weapons possession:** The act of bringing a gun on campus is a crime (except for law enforcement). If you suspect that anyone on campus is carrying a gun or if you observe a gun in a vehicle, report them immediately.

For all criminal activity, notify the College Director, Campus Safety Officer, an ERT member, or the Evening Coordinator (after hours). Any criminal activity occurring in or around the residence hall should be reported to the Residence Life Coordinator or Associate Director of Residence Life.

## **9. Criminal Trespass:**

In the event that a person on campus becomes disruptive or appears under the influence of drugs or alcohol, or if a person's behavior is likely to present a significant danger to themselves, or to others, the following procedures are to be followed:

1. **DO NOT ATTEMPT TO RESTRAIN THE INDIVIDUAL.** If the individual is directly in acute and immediate danger of their life or directly harming another, call 911 and notify Director of Student Services, Evening Coordinator (after hours), the College Director, or an ERT member immediately.
2. If the individual is not in danger or putting another person at immediate risk, notify Director of Student Services, Evening Coordinator (after hours), the College Director, or an ERT member as soon as possible. The College Director or designee will ask the person to leave the campus for a specified period of time (a day, or more). Only the College Director or designee can "suspend" a person from the campus.
3. If the person refuses to comply with the College Director's request to leave, the person is in violation of the Criminal Trespass Statute. The College Director or designee will call the police to have the person arrested for Criminal Trespass.

If the person appears to be intoxicated but not seriously ill:

1. Tell the person they need to go home, and that KRC will call a cab.
2. Call the Director of Student Services, Evening Coordinator (after hours), Counselors, Campus Safety Officer, and/or other ERT members for help.
3. Try to walk the person to Student Services to be supervised while the cab is called.
4. If the person refuses the cab and has a vehicle on campus, **DO NOT** attempt to restrain the person.
5. Attempt to identify the person's vehicle, license #, and direction of travel.
6. Call 911 with this information.

## **10. Threats**

If a student, staff, or faculty member is directly threatened by a person while on campus, immediately call 911. Notify College Director, Campus Safety Officer, an ERT member, or the Evening Coordinator (after hours). The threatened person should go to a lockable, secure area or the nearest securable area.

If a person threatens a third person who is not present, the threatened person must be warned immediately, then make a report to 911, then make a report to the College Director, Campus Safety Officer, an ERT member, or the Evening Coordinator (after hours). The threatened person, if on campus, should go to a lockable, secure area.

If a threat is received over the phone, the same procedures apply.

The possession of a firearm within a campus building is considered a threat and must be reported to 911 and Director of Student Services, Evening Coordinator (after hours), or the College Director. It is against the law for any person other than a law enforcement to carry a gun inside a college building or in a vehicle on campus property without prior approval from the College Director, so any person who does so can be charged whether the person has made a verbal threat or not.

### 11. After Hours/Weekend Safety Policy

As a KRC staff or faculty member working on campus after hours, you have a responsibility to respond to emergency situations, safety issues, or suspected illegal activity.

1. Contact Central Emergency Services or the Soldotna Police Department when there is an emergency, an injury, or suspicious activity on KRC property (because there are no staff available to assist after hours and on the weekends).
2. Contact your chair or supervisor. Assess the situation – is it serious enough to warrant a phone call (if a student was injured or is in danger, yes. If there was a break-in on campus, yes). Email if the situation is not urgent.
  - a. The chair or supervisor will reach out to the College Director in whatever means they deem appropriate (phone or email).
3. If you cannot get in contact with your chair/supervisor, leave a message; and, if the situation warrants it, contact the College Director yourself.
  - a. The College Director will notify others who may need to know, such as the Facilities Supervisor, Director of Student Services, KRC Counselors or the Campus Safety Officer.
4. If there was an accident or a safety issue on campus, the staff or faculty member who responded to the incident **must** submit an online incident report as soon as possible. To access the reporting form, called [Origami](#), click on the link or go to the [Campus Safety](#) page on the KPC website. The Campus Safety Officer can answer questions and assist with this process during regular business hours.

If the situation involves a KRC Residential Student and you are aware of this, call 262-0256 to notify Res Life Staff. Res Life Staff should only be contacted if there is a situation with their student, or if a KRC student needs non-emergency assistance (a place to stay to wait for a ride, to make a phone call, etc...).

## **12. Domestic Violence (DV) Situations:**

Domestic violence is the #1 cause of serious injuries to women. Anyone can be victims. DV situations on campus can also include parent-child relationships. Domestic violence threats must always be taken seriously. If a person is being threatened, refer to the “Threats” section of this guide.

If you suspect that a person on Campus is in a DV situation, be supportive and encourage the person to make use of the counseling services on campus and the crisis line of the Lee Shore Center: 283-7257.

If you suspect that a student under the age of 18 is being abused by a parent or partner, notify the College Director and Counselors so that the required report to the Office of Children’s Services can be made.

If a Protective or Restraining Order is in effect, and we are aware of it, we are obligated to call 911 if we see that order being violated. If the person in violation of the order has already left the campus, the violation must be reported as the authorities will still respond.

A person against whom a Protective or Restraining Order has been filed is likely to be in violation if they follow the other person to campus or is waiting near campus grounds, so this also must be reported.

## **13. Deaths on or Near Campus:**

Deaths are defined as either “attended” (deaths due to natural causes, and at which witnesses are present), or “unattended” (suicides, homicides, accidents, and deaths at which there were no witnesses).

### **A. Attended Deaths:**

Remember that no one on campus should try to pronounce a person dead. Call 911 immediately and either attempt First Aid or, if not qualified, notify a ERT member to provide aid.

ERT members will secure the area to keep people away from the scene. An ERT member will remain with the person until first responders arrive. An ERT member will wait at the door of the building to direct first responders when they arrive. Help by keeping the area free of bystanders.

### **B. Unattended Deaths:**

Any unattended death is always initially considered a homicide.

1. It is imperative that the body and the scene not be disturbed and that no one is allowed into the area.
2. Keep people away from the area and send someone to call 911 and notify the College Director or an ERT member.
3. Other than if it is necessary to check vital signs, do not touch the body. Do not cover the body as this can remove valuable evidence.
4. ERT members will either secure the scene by locking up the area or by posting members to secure as large an area as possible.
5. ERT members are to identify themselves to first responders.

6. If there is a witness to a suicide, homicide, or accident, contact KPC Counseling and encourage the witness to go into a quiet, safe area and be supportive until the police arrive.
7. DO NOT GIVE OUT ANY INFORMATION TO ANYONE. Only the College Director or designee can issue information regarding the incident. The police, *not* employees, will notify family members.
8. The police will keep the body at the scene to gather evidence for a period of 24 hours up to several days.
9. Depending on the prominence of the area where the incident took place, the College Director may decide to close part of a building, or cancel or relocate classes.
10. The Counseling and Advising Department will arrange follow-up services as needed.

If a student dies on campus in the residence hall, Residence Life staff will immediately call 911, and the scene will be secured. Residence Life has a Standard Operating Procedure that outlines their process.

## IV. APPENDICES

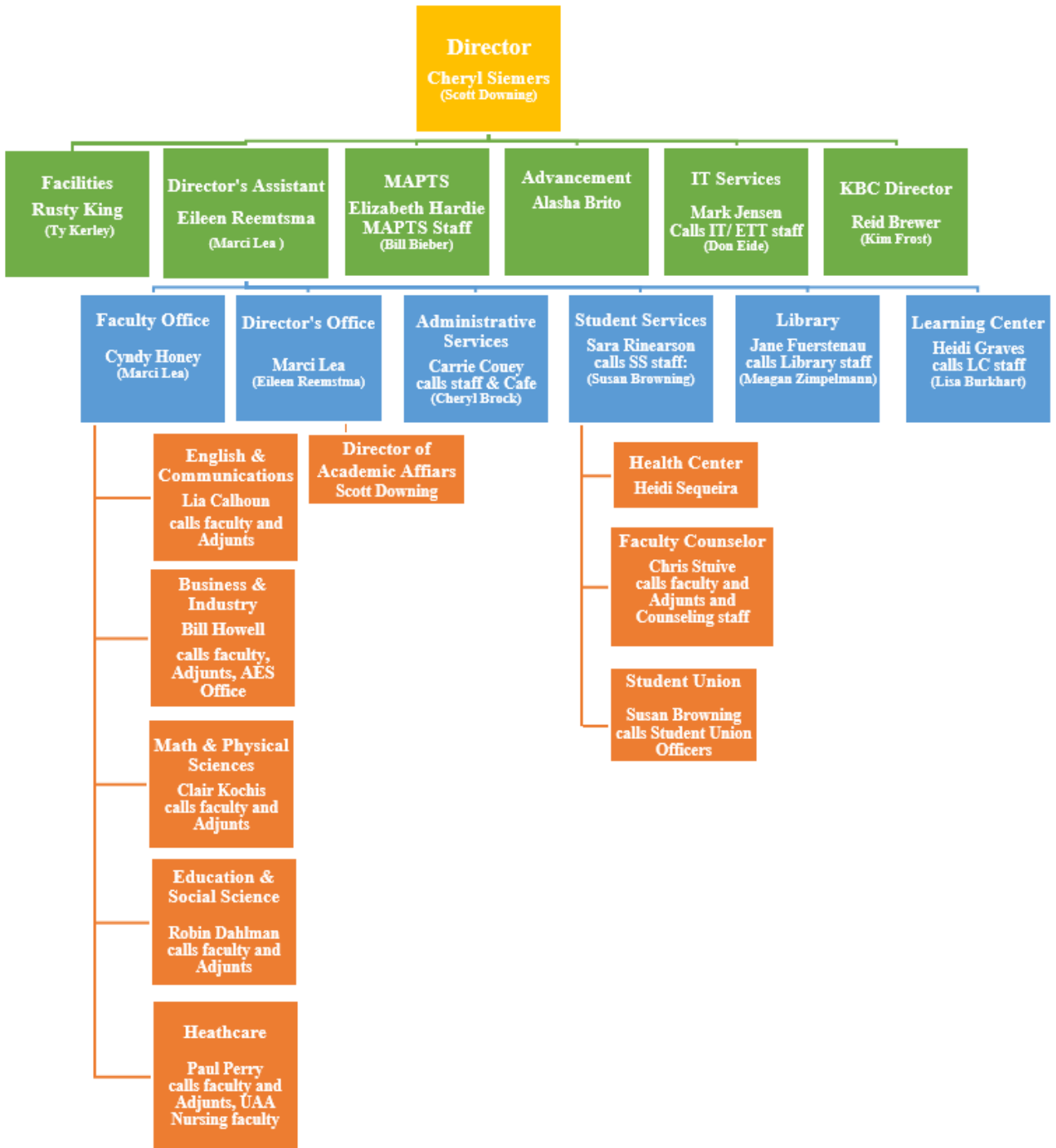
### 1. APPENDIX A: Emergency Response Team Member List

Level I - IMT	Phone	Title/Department	Tactical Call Sign	LEGEND
Cheryl Siemers	262-0315	College Director	<b>Command 01</b>	<b>Located in:</b>
Sara Rinearson	262-0314	Student Services Director	<b>Command 04</b>	Brockel 1st
Leslie Byrd	262-0346/0253	Safety Officer/Student Services	<b>McLane 1</b>	McLane 1st
Rusty King	262-0325	Facilities Supervisor	<b>Command 02</b>	McLane 2nd
Alasha Brito	262-0222	Advancement Programs Manager	<b>Command 03</b>	Goodrich 1st
Scott Downing	262-0390/0292	Faculty/Interim AD Academic Affairs	<b>Command 05</b>	Goodrich 2nd
				Ward 1st
Level II - CERT	Phone	Title/Department	Tactical Call Sign	LEGEND
Emily Knight	262-0373	Recruitment/Student Services	<i>check in at rally pt</i>	Ward 2nd
Quincy Fuller	262-0353	C&A Student Advisor	<b>McLane 2</b>	(Ward) Annex
Paul Perry	262-0378	Paramedic Program	<b>Goodrich 2</b>	CTEC 1
Kennaty Kerley	262-0326	Facilities	<b>Goodrich 1</b>	CTEC 2
Jacob Keisling	262-0356	Faculty	<b>Annex 1</b>	ResHall
Bill Howell	262-0243	Faculty	<b>CTEC 1</b>	Steffy
Level III - BERT	Phone	Title/Department	Tactical Call Sign	LEGEND
Eileen Reemtsma	262-0317	Director's Assistant	<i>share w/Cheryl</i>	
Marci Lea	262-0318	Director's Office Admin. Assistant	<b>Brockel 1</b>	
Jane Fuerstenau	262-0385	Faculty/Library	<b>Brockel 2</b>	
Heidi/Lisa	262-0327/8	Learning Center	<i>check in at rally pt</i>	
Susan Browning	262-0336	Student Services Assistant	<i>check in at rally pt</i>	
Cheryl Brock	262-0224	Admin. Services Snr. Accountant	<b>McLane 3</b>	
Tiffani Perry	252-5747	Paramedic Program	<i>Share w/Paul</i>	
Ashley Pass	262-0243	Paramedic Program	<i>Share w/Paul</i>	
Dave Stang	262-0217	Facilities	<i>check in at rally pt</i>	
Robert Lewis	262-0214	Information Tech	<b>Ward 1</b>	
Cyndy Honey	262-0344	Faculty Services Admin. Assistant	<b>Ward 2</b>	
Heidi Sequeira	262-0362	Nurse Practitioner/Student Services	<b>Ward 3</b>	
Hannah Prisk	262-0356	Faculty	<i>Share w/Jacob</i>	
Duwain Aadmot	262-0356	Faculty	<i>Share w/Jacob</i>	
Rich Kochis	262-0369	Faculty	<i>check in at rally pt</i>	
Jim Titus	262-0341	Faculty	<i>check in at rally pt</i>	

\*Home and cell phone numbers for team members are listed in a separate, confidential document.



## 2. APPENDIX B: KPC Emergency Phone Tree 2022-2023



Supervisors are responsible for calling student employees  
 Chairs/supervisors are responsible for calling hotel guests with temporary KRC Offices.

### 3. APPENDIX C: Local Area Emergency Numbers

Emergency	911
Poison Control	1-800-222-1222
Soldotna Police Dept.	(907) 262-4455
AK State Troopers	(907) 262-4453
Soldotna Central Emetgency Services (CES)	(907) 262-4792
Kenai Animal Shelter	(907) 283-7353
Peninsula Community Health Services (PCHS) of Alaska	(907) 262-3119
24-Hour Mental Health Emergency Crisis Line	(907) 714-5353
CPH (Hospital)	(907) 714-4404
Central Peninsula Behavioral Health Department Intake Office	(907) 714-4521
Lee Shore Center	(907) 283-9479
Lee Shore Center Crisis Line	(907) 283-7257
Division of Public Assistance	(800) 478-7778
Local Road Conditions	511
UAA EHS/RM and Emergency Management	(907) 786-1149
Homer Electric	(888) 868-8243
ENSTAR	(907) 262-9334

#### 4. APPENDIX D: Bomb Threat Check List

**INSTRUCTIONS:** Be courteous, listen, and do not interrupt the caller's message. Do not hang up. Gather as much information as possible then bring this form with you when you evacuate the building.

**DATE:** \_\_\_ / \_\_\_ / \_\_\_ **CALL BEGAN:** \_\_\_\_\_ am/pm **CALL ENDED:** \_\_\_\_\_ am/pm

**CALLER'S EXACT WORDS:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

#### QUESTIONS TO ASK CALLER:

When is the bomb going to explode? \_\_\_\_\_

Where is the bomb now? \_\_\_\_\_

What type of bomb is it? \_\_\_\_\_

What does it look like? \_\_\_\_\_

Did you place the bomb & why? \_\_\_\_\_

What is your name and call back number? \_\_\_\_\_

Where are you? \_\_\_\_\_

#### TRY TO DETERMINE THE FOLLOWING:

**Caller Is:** \_\_\_ Male \_\_\_ Female \_\_\_ Adult \_\_\_ Juvenile \_\_\_ Child (age/years): \_\_\_\_\_

**Voice:** \_\_\_ Loud \_\_\_ Soft \_\_\_ Low \_\_\_ High \_\_\_ Raspy \_\_\_ Pleasant  
\_\_\_ Intoxicated \_\_\_ Familiar Voice: \_\_\_\_\_ Other (describe): \_\_\_\_\_

**Accent:** \_\_\_ Local \_\_\_ Regional (describe): \_\_\_\_\_  
\_\_\_ Foreign (country/region): \_\_\_\_\_

**Speech:** \_\_\_ Fast \_\_\_ Slow \_\_\_ Distinct \_\_\_ Distorted \_\_\_ Stutter \_\_\_ Nasal \_\_\_ Lisp  
\_\_\_ Excellent \_\_\_ Good \_\_\_ Fair \_\_\_ Poor \_\_\_ Foul  
\_\_\_ Other (describe): \_\_\_\_\_

**Manner:** \_\_\_ Calm \_\_\_ Angry \_\_\_ Rational \_\_\_ Irrational \_\_\_ Coherent \_\_\_ Incoherent  
\_\_\_ Deliberate \_\_\_ Emotional \_\_\_ Righteous \_\_\_ Laughing  
\_\_\_ Other (describe): \_\_\_\_\_

**Background Noises:** \_\_\_ Traffic \_\_\_ Trains \_\_\_ Planes \_\_\_ Street \_\_\_ Voices  
\_\_\_ Music \_\_\_ Party \_\_\_ Bedlam \_\_\_ Animals \_\_\_ Quiet \_\_\_ Factory Machines  
\_\_\_ Office Machines \_\_\_ Other (describe): \_\_\_\_\_

## 5. APPENDIX E: Quick Classroom Procedures

### Emergency Procedures in Case of Classroom Illness or Injury

**STEP 1:** If anyone, student or instructor, is in need of emergency assistance—if they have passed out (fainted), are unconscious, have difficulty breathing for any reason, are experiencing chest pains, are confused/disoriented, or are bleeding profusely—**immediately call 9-1-1.**

You will never be penalized for calling Emergency Medical Services. Let trained first responders make the decision whether or not the individual requires emergency treatment.

Every semester, make note of the telephone nearest your classroom. Most students and instructors have cell phones and there are phones located in the common areas of the campus, from which you can dial emergency services (9-1-1).

**STEP 2:** Contact Campus Services (262-0330). Several Campus Services employees are members of the KRC Emergency Response Team, including the Director of Student Services, Director of Administrative Services, and others. They will contact others to help with the situation.

If it's after 5pm: Contact the Evening Coordinator at extension 262-0346.

If there is a situation that does not appear to be an immediate medical emergency: the ill or injured person is conscious, skin color looks good, and breathing appears to be normal, skip Step 1 and call Student Services first.

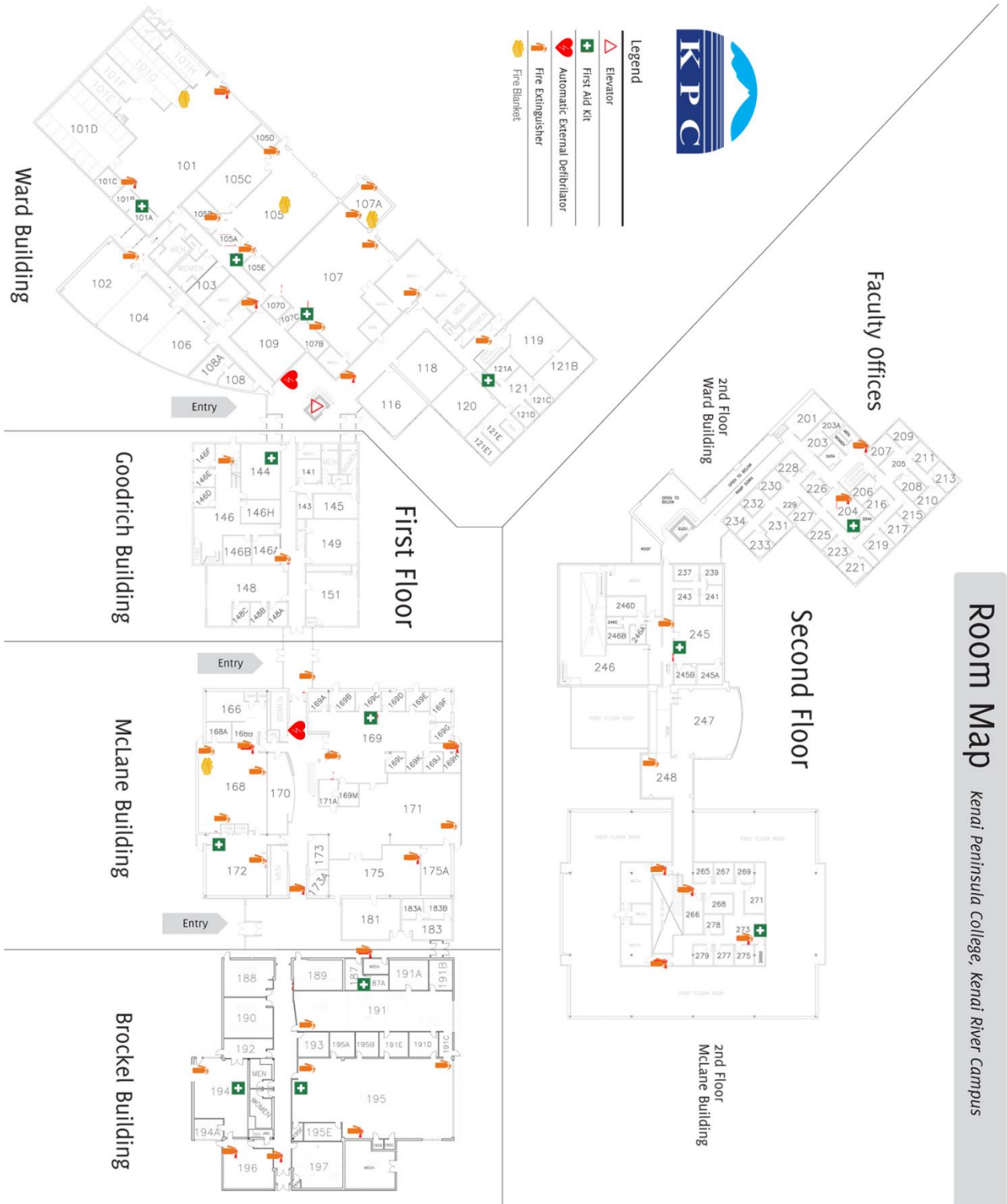
Other members of the KRC Emergency Response Team are scattered throughout campus, including but not limited to: The Paramedic Program Coordinators, the Health Clinic Nurse, Facilities Staff, and Director's Office staff.

## 6. APPENDIX G: Data Security During Emergencies

In the event of a serious and sustained campus emergency, IT personnel will take the following steps to maintain data security and survivability when directed by either the College Director or designee:

- Secure electrical power to the server rooms, after a controlled server shutdown (if feasible).
- Secure cooling water to the server rooms, after servers have cooled (if it is feasible to delay).
- Physically remove servers to a secure location off-campus if the physical structure of the campus has been compromised by the nature of the casualty.
- If the servers are removed and time and resources permit, remove other supporting equipment from the server rooms to secure off-campus storage.

# 7. APPENDIX H: Campus Maps







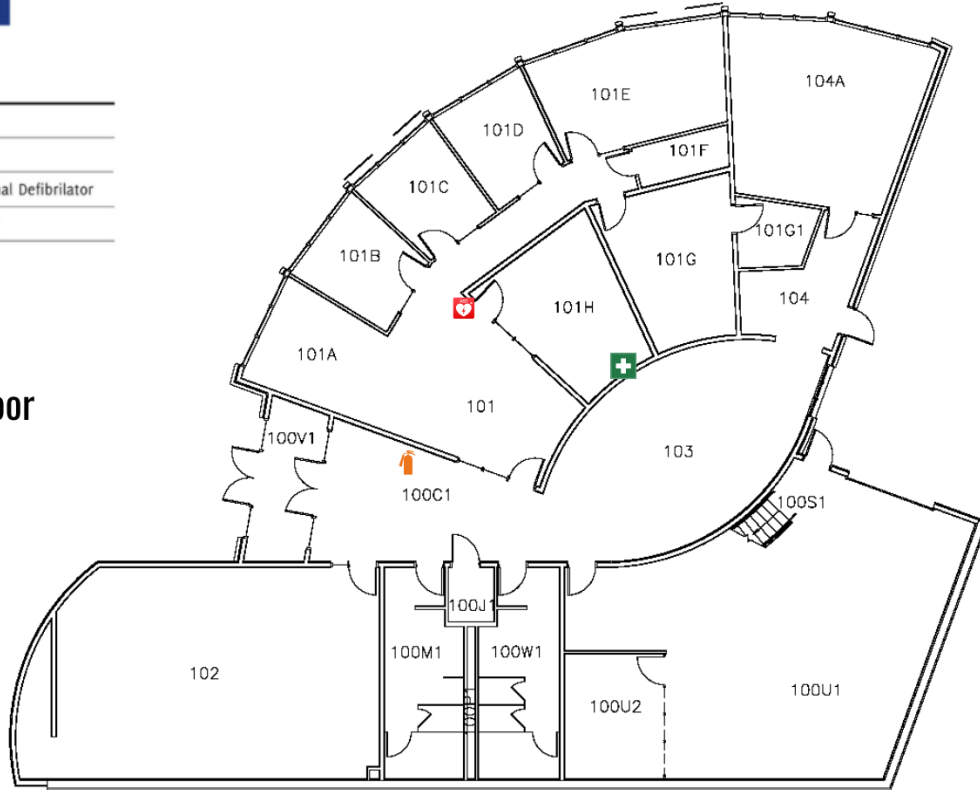
# Steffy Building Map

Kenai Peninsula College, Kenai River Campus

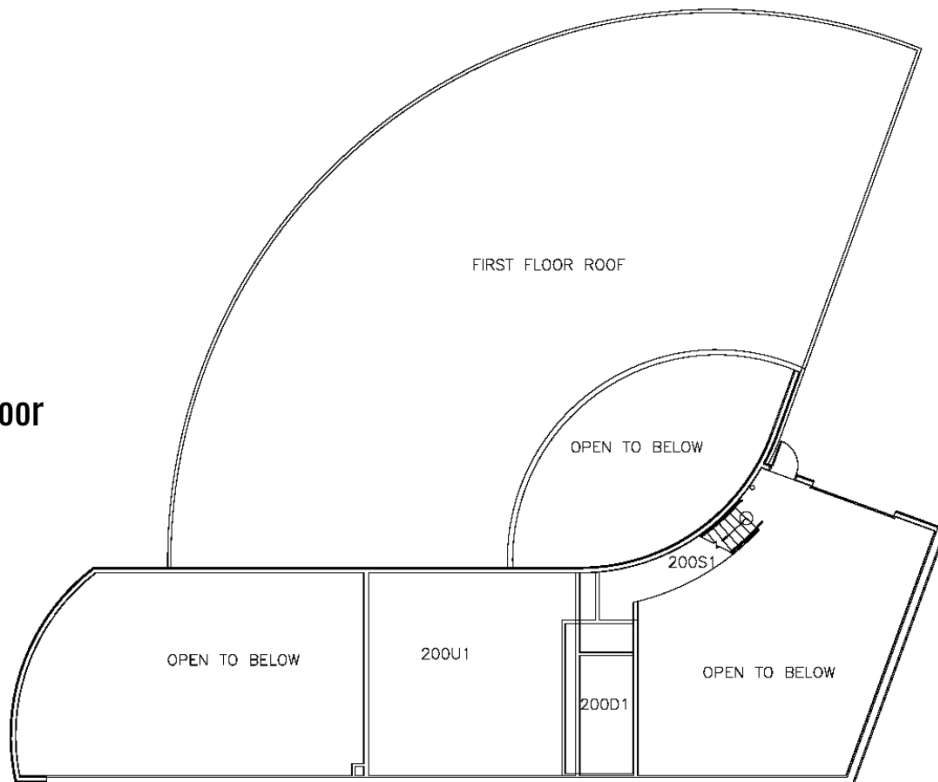
### Legend

- Elevator
- First Aid Kit
- Automatic External Defibrillator
- Fire Extinguisher

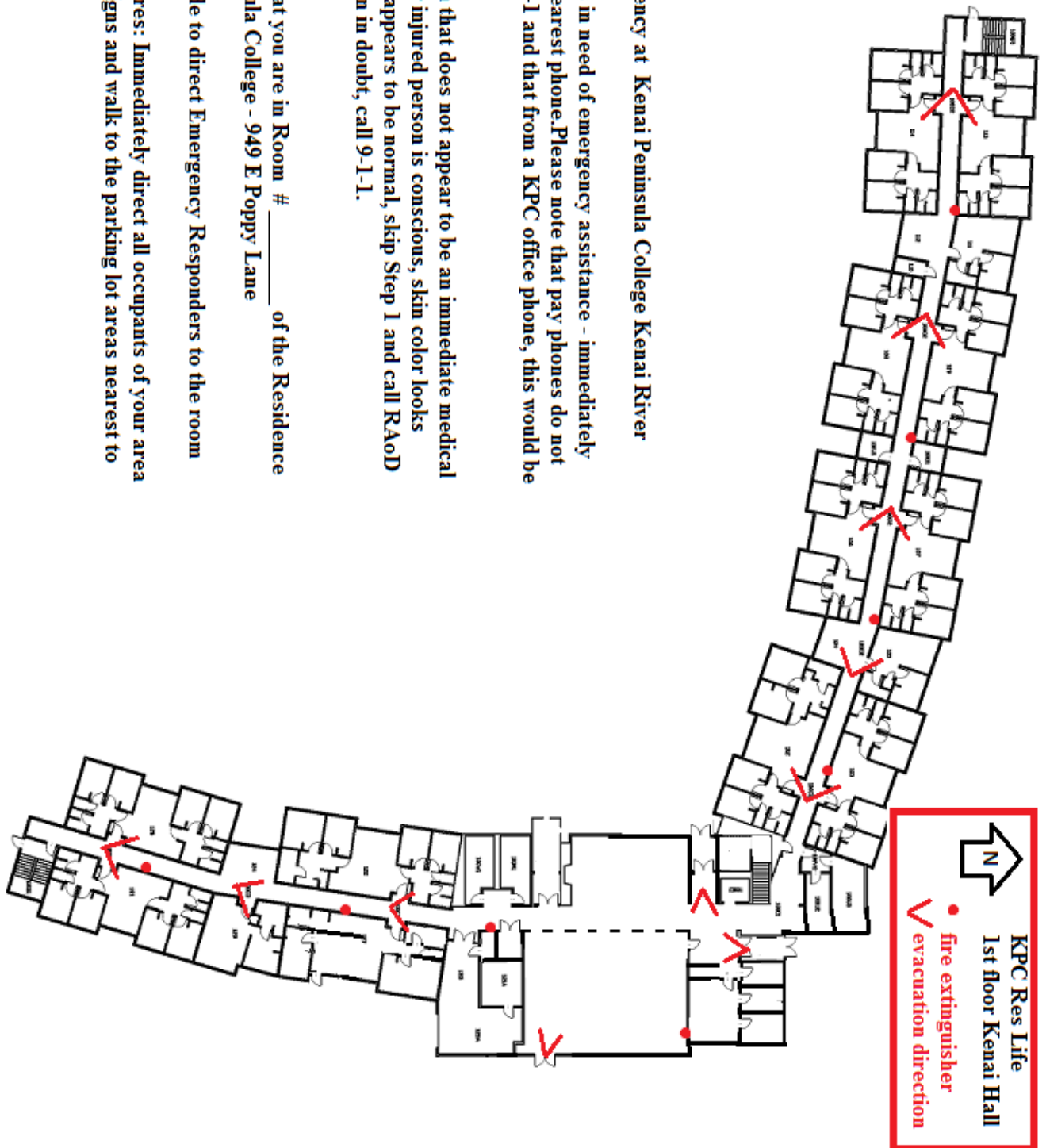
## First Floor



## Second Floor







**Calling in an Emergency at Kenai Peninsula College Kenai River**

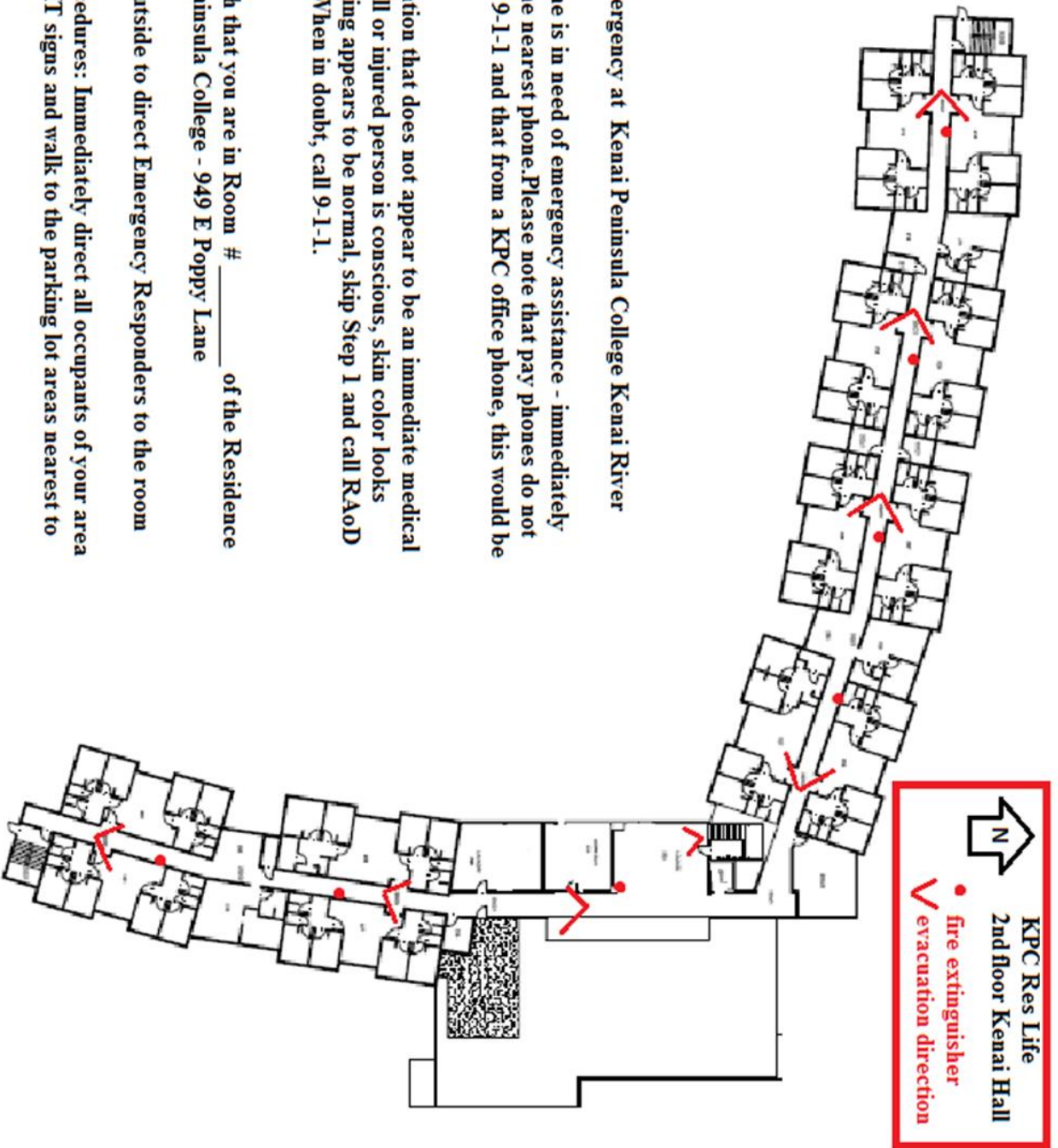
**STEP 1:** If anyone is in need of emergency assistance - immediately call 9-1-1 from the nearest phone. Please note that pay phones do not require coins for 9-1-1 and that from a KPC office phone, this would be 8-9-1-1.

If there is a situation that does not appear to be an immediate medical emergency: the ill or injured person is conscious, skin color looks good, and breathing appears to be normal, skip Step 1 and call RAoD first (2620256). When in doubt, call 9-1-1.

Tell 911 Dispatch that you are in Room # \_\_\_\_\_ of the Residence hall at Kenai Peninsula College - 949 E Poppy Lane

Send someone outside to direct Emergency Responders to the room

Evacuation Procedures: Immediately direct all occupants of your area to follow the EXIT signs and walk to the parking lot areas nearest to College Road.



**Calling in an Emergency at Kenai Peninsula College Kenai River**

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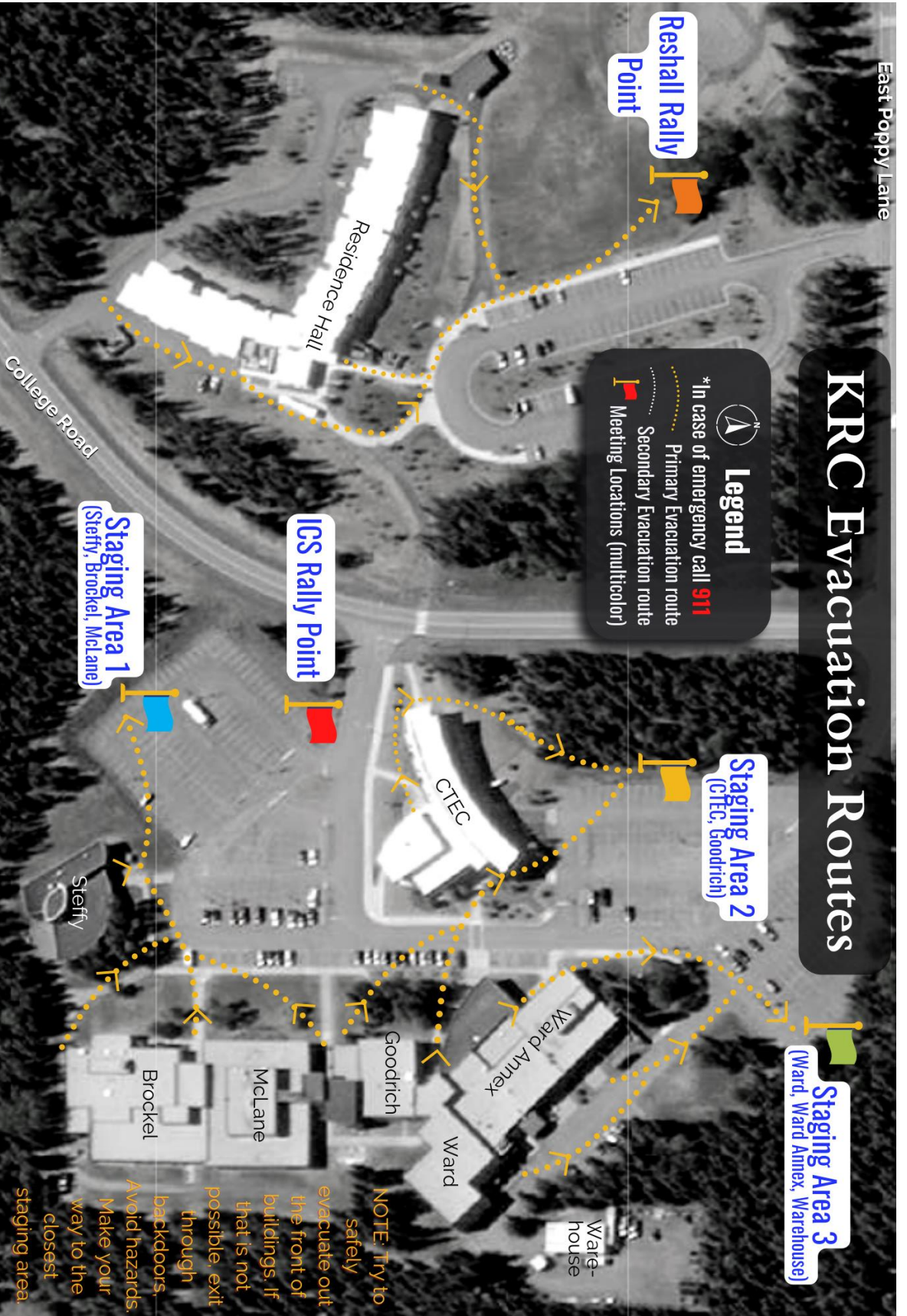
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## 8. APPENDIX I: Evacuation Map



### In the event of an evacuation:

- Leave immediately; do not take time to gather your things.
- Keep clear of road/driveways to allow for emergency vehicles.
- Need help? Look for someone in a reflective vest and hardhat.
- To help us account for everyone on campus: do not wait in your vehicle or leave. Try to stay with your class, activity, or department.



Kenai Peninsula College  
University of Alaska Anchorage