

Clackamas Community College Emergency Management Plan



Education That Works



Letter of Promulgation

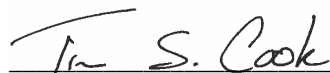
Clackamas Community College (CCC) is committed to the continued delivery of quality educational programs. The Clackamas Community College Emergency Management Plan (EMP) guides CCC's all-hazards emergency response with the goal of minimizing the negative impacts an emergency may have on College operations.

This document provides a management framework for responding to incidents that may threaten the health and safety of the College community or that disrupts its programs and operations. The plan also guides all phases of emergency management and coordination of operations as CCC works to protect people and property, while maintaining the primary mission of the College.

This plan and the contents within shall apply to all College personnel participating in mitigation, preparedness, response and recovery efforts. Departments and individuals tasked with supporting EMP roles shall develop and maintain their own procedures/guidelines for preparation, response and mitigation and actively participate in the training, exercise and maintenance needed to support this plan.

The College will use the National Incident Management System (NIMS) principles to guide emergency planning response. As part of NIMS, the Incident Command System (ICS) is CCC's basis for managing College level responses and to provide a chain of command that establishes authority for response management and support.

This EMP is approved by senior administration and made available to all CCC partners internal and external to the College.



Tim Cook, President

June 12, 2025
Date

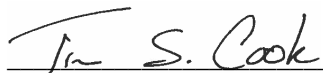
Approval and Implementation

The CCC Emergency Management Plan (EMP) was prepared to maintain a viable all-hazards response capability and to establish a comprehensive approach to emergency management across a spectrum of activities.

This plan applies to all College personnel participating in mitigation, preparedness, response and recovery efforts. Furthermore, the EMP may be applied to College-sponsored events, whether on or off-campus and to all public or private College-sanctioned activities.

The Director of College Safety shall be responsible for plan oversight and coordination with applicable stakeholders. This EMP is based on the “all-hazards” concept, which plans for natural and man-made disasters and incidents while following the National Incident Management (NIMS) guidance. The plan is flexible in that either specific parts or the entire plan may be activated, based on the emergency and decisions by College senior leadership.

This EMP supersedes and rescinds all previous editions. The EMP and its supporting contents are hereby approved, and the plan is effective immediately upon the signature of the authority listed below.



Tim Cook, President

June 12, 2025

Date

Record of Changes

The Emergency Management Plan, including annexes, will be reviewed and approved on an annual basis. All updates and revisions to the plan will be tracked and recorded in the following table. This process will ensure the most recent version of the plan is disseminated and implemented by emergency response personnel.

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Record of Distribution

This plan will be distributed to primary and secondary agencies.

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Chapter 1: Main Plan

Introduction

The Emergency Management Plan is designed to provide planning and emergency response guidelines for the College's Executive Team, Emergency Operations Center personnel, and operational units in the event that a serious threat, crisis or emergency affects members of the campus community, or occurs on or near property owned or supervised by the College. College Safety is responsible for the development and maintenance of the plan.

The basic emergency procedures outlined in this plan are designed to enhance the protection of lives and property through the effective use of College and community resources. The plan will be updated periodically to reflect changes at the College and in the surrounding community. Further basic emergency procedures can be found in the Emergency Safety Guides located in most classrooms and in other prominent locations throughout College facilities and in the Emergency Safety Procedures document available on the college website. Building maps showing escape routes and location of emergency equipment are located next to the Emergency Safety Guides.

This plan has been constructed in a modular format. In an emergency, College decision makers can quickly consult those action plans for guidance under conditions of stress when time is of the essence. Faculty, staff and students should familiarize themselves with the resource material in the Safety Guidelines and Emergency Safety Procedures so they can handle a critical incident or disaster in the most effective and safe manner.

Purpose

The Emergency Management Plan is intended to establish policies, procedures and organizational structure for response to emergencies that are of sufficient magnitude to cause a significant disruption of the functioning of all or portions of the College. This plan describes the roles and responsibilities of faculty, staff and students during emergencies. The basic procedures are designed to protect lives and property through effective use of College and community resources. Since an emergency may come suddenly and without warning, the procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes.

Scope

This plan is a College-level plan that guides the emergency response of College personnel and resources during an emergency. It is the official emergency response plan of the College and precludes actions not in concert with the intent of this plan or the organization created by it. *However, nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan.*

This plan and organization is subordinate to federal, state, county and local plans during a disaster declaration by those authorities. This Emergency Management Plan is consistent

with established practices relating to coordination of emergency response. Accordingly, this plan incorporates the use of the National Incident Management System (NIMS) and Incident Command System (ICS) to facilitate interagency coordination, promote the use of common emergency response terminology and command structure and facilitate the flow of information between responding agencies.

Description

CCC is a public funded Community College with 3 campuses. They are located in Oregon City, Milwaukie and Wilsonville. The college provides certificates as well as Associate Degrees in several areas.

The Oregon City campus is located on Molalla Ave with entrances off Hwy 213, Beavercreek Rd and Meyers Rd. All 3 entrances are open 24/7. The Oregon City campus also has a transit center for Trimet, the metropolitan transit system. There are 23 buildings on approximately 180 acres of land. The campus is open to the public at all times.

The Harmony campus is located on Harmony Rd in Milwaukie. There are two buildings on this campus that house the allied health professional programs. There is a community room in one of the building that hosts a variety of programs. There is a chemistry and biology lab in one of the building as well as regular classrooms.

The Wilsonville campus is in partnership with Portland General Electric (PGE), one of the power companies for the metropolitan area. The campus houses several apprentice programs. There is a pole yard for the PGE program to train on climbing poles and working on powerlines.

Threat/Hazard Assessment

CCC campuses are exposed to many threats, hazards, and vulnerabilities. All of these have the potential for disrupting the college community, causing casualties, and damaging or destroying public or private property.

In the Hazard Assessment, each of the hazards and threats described is scored using a formula that incorporates four independently weighted rating criteria (history, vulnerability, maximum threat, and probability) and three levels of severity (low, moderate, and high). For each hazard, the score for a given rating criterion is determined by multiplying the criterion's severity rating by its weight factor. The four rating criteria scores for the hazard are then summed to provide a total risk score for that hazard. Note that while many hazards may occur together or as a consequence of others (e.g., dam failures cause flooding, and earthquakes may cause landslides), this analysis considers each hazard as a singular event.

Hazard	History (WF=2)	Vulnerability (WF=5)	Max Threat (WF=10)	Probability (WF=7)	Total Score
Air Quality	H	H	H	H	240
Network down	H	H	H	H	240
Cyber Attack	H	H	H	H	240
Weather Extremes	H	H	H	H	240
Pandemic	H	H	H	M	205
Seismic	L	H	H	M	187
Active Threat	L	H	H	L	159
Strike	L	H	H	L	159
Riot/Protest	M	M	M	H	155
Volcanic	L	L	H	M	142
Utility issues	H	L	L	H	105
Fire	L	M	M	L	84
Bomb Threat	L	M	M	L	84
Mass Casualty	L	L	M	L	64
HazMat	L	L	M	L	64
Flooding	L	L	L	L	24
Transportation	L	L	L	L	24

Score for each rating criteria=

Rating Factor (High=10 points; Moderate=5 Points; Low=1 Point) X Weight Factor (WF)

Notes regarding Hazard Analysis chart:

History addresses the record of previous major emergencies or disasters. Weight Factor is 2.

Rating factors: High = 4 or more events in the last 100 years; Moderate = 3 events in the last 100 years; Low = 1 or 0 events in the last 100 years.

Vulnerability addresses the percentage of population or property likely to be affected by a major emergency or disaster. Weight Factor is 5

Rating Factors: High = more than 10% affected; Moderate = 1%-10% affected; Low = less than 1% affected.

Maximum Threat addresses the percentage of population or property that could be affected in a worst-case incident. Weight Factor is 10.

Rating Factors: High = more than 25% could be affected; Moderate = 5%-25% could be affected; Low = less than 5% could be affected.

Probability addresses the likelihood of a future major emergency or disaster within a specified period of time. Weight Factor is 7.

Rating Factors: High = one incident within a 10-year period; Moderate = one incident within a 50-year period; Low = one incident within a 100-year period.

The assessment identified a fault line that runs from Lake Oswego through Oregon City less than 1 mile away from the Oregon City campus. Geologists say this fault, along with 2 others in the Portland Metropolitan area, are capable of earthquakes between 6.8 and 7.2 magnitude. The Cascadia Subduction Zone lies off the Oregon coast and runs between northern California and British Columbia. History shows this line produces 8.0 to 9.0 magnitude earthquakes every 300-700 years. The last one occurred in 1700 and was a 8.0 magnitude quake. Earthquakes from any of these faults will cause major damage to all 3 campuses making some building non-occupiable.

In 1962 the remnants of a typhoon struck the Willamette Valley causing major wind damage to structures in the Portland Metropolitan area. There has also been several EF0 and EF1 tornados in nearby communities over the last several years. Although none have come across any of the three campuses, there is a possibility that one may occur. These types of events could cause some major damage to the campuses and buildings.

With Wildland fires occurring more often in Oregon, the smoke from them cause health hazards to humans. In 2020 the AQI was over 400, which is extremely unhealthy for humans. People were told to stay inside, especially those with respiratory issues.

Also, in 2020 a nationwide pandemic occurred which affected the college for a long time. Faculty members had to quickly transition to an online format for all classes. Minimal personnel were allowed on campus during this time.

In 2024 the college was hit with a cyber-attack, which took down the entire network for the college for a week. This caused departments to look at alternative ways to complete essential functions. Damage to the college servers was minimal because of the safeguards that were in place before the incident occurred but it took the week to make sure and to bring things back online.

Policies

The following policies are intended to guide the College's preparedness and response efforts. This section is not all inclusive. There are Continuity of Operations Plans (COOP) and other policies not stated here that are relevant during a specific emergency or incident.

Departmental Responsibility

A crisis or emergency can strike anytime or anywhere and may affect part of or the entire campus community. Planning ahead for emergencies is part of normal business planning and campus life, and all members of the campus community share a responsibility for preparedness. Therefore: departments are expected to maintain their own departmental Continuity of Operations Plan to protect personnel and programs. Each department must be familiar with the college emergency response plans to support campus emergency response and recovery. College leaders including the Provost, Vice Presidents, Deans, Directors, and faculty officers should encourage departmental coordination to develop departmental plans that are consistent with College policies, plans, and procedures.

All departments should maintain contact information for their employees. Each department is responsible for sharing information and recalling personnel, as necessary. Each department is responsible for identifying mission critical personnel before an incident occurs.

Personal Responsibility

All employees have a personal responsibility for knowing what to do before, during, and after an emergency to protect their safety and work.

Capability and Mitigation

CCC works frequently with local city and county jurisdictions to assess the response capabilities to the most likely hazards and collaboratively develop response plans accordingly.

- CCC campuses and properties are dependent upon local agencies for fire, rescue, EMS and law enforcement. The Oregon City campus has contracted with the Oregon City Police Department to provide on-campus law enforcement.
- CCC maintains contracts and vendor lists to provide supplemental response capabilities in the event of incidents.

The College continually looks for opportunities to mitigate hazards through current and future infrastructure construction, conducting integrated team planning, conducting on-site drills/exercises and participating in local agency and community planning/exercises.

Resources

CCC recognizes the importance of having agreements in advance of an incident in order to access critical resources. The Inter-Governmental Agreements in place are in Chapter 5 of this plan and kept in a separate binder for reference.

Planning Assumptions

Emergency planning requires a commonly accepted set of assumed operational conditions that provide a foundation for establishing protocols and procedures. These assumptions are called planning assumptions and the standard practice is to base planning on the worst-case conditions. Using these models, this plan incorporates the following planning assumptions:

- Utilities – including water delivery, electrical power, natural gas, telephone communications, microwave and repeater-based radio systems, cellular telephones and information systems may be interrupted.
- Facilities may be damaged and unsafe.
- Regional and local services may not be available.
- Major roads, overpasses, bridges and local streets may be damaged.
- Damage and shaking may cause injuries and people may be displaced.
- Normal suppliers may not be able to deliver materials.
- Contact with families may be interrupted.
- People may become stranded at the College. Conditions may be unsafe to travel off campus.
- The College will need to conduct its own rapid damage assessment, situational analysis and deployment of on-site resources and management of emergency operations on campus.

Levels of Emergency

Emergency conditions vary with each incident and activation. As a guide, three levels of emergency are generally specified in campus emergency plans, as follows:

- Level 1 – Minor Emergency: Any incident, potential or actual, that will not seriously affect the overall functional capacity of the College.
- Level 2 – Major Emergency: Any incident, potential or actual, that affects an entire building or area and will disrupt the overall operations of the College. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the College during a major emergency. The Emergency Operations Center may be activated depending on conditions.
- Level 3 – Disaster: Any event or occurrence that seriously impairs or halts the operations of the College. In some cases, mass casualties and severe property

damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential, but may not be available. In all cases of a level 3 disaster, the Emergency Operations Center will be activated and the appropriate support and operational plan will be executed.

Response Plan Priorities

In an emergency situation, the College has identified these general mission goals and priorities to guide response. The Incident Commander (described in the Incident Command Section) is responsible for determining specific goals and priorities based upon the type of incident and its characteristics.

- Save and protect lives
- Secure and preserve College assets
- Prevent damage to the environment, systems and property
- Preserve and resume teaching and other educational programs

Emergency Declaration

The College President, in consultation with the Executive Team and Incident Commander, shall declare a local campus state of emergency when deemed necessary.

During the period of any major campus emergency, College Safety, as required, shall place into immediate effect the appropriate procedures necessary to meet the emergency, safeguard life and property and maintain educational facilities.

When a declaration is made, only registered students, faculty, staff and contractors are authorized to be on campus. Those who cannot present proper identification showing a legitimate purpose for being on campus will be asked to leave. Unauthorized persons remaining on campus may be subject to arrest in accordance with ORS 164.255. Exceptions may be granted in the event that shelter facilities must be provided to area residents or for mutual aid. Only those faculty and staff members who have been assigned by the Emergency Operations Center or granted permission by College Safety will be allowed to enter the immediate disaster area. In the event of earthquakes, aftershocks, fires, storms or other major disasters on or about campus or involving College property, College Safety and/or Campus Services will be dispatched to determine the extent of any damage or potential threat to College property.

Special Note – In the case of an emergency, an Emergency Declaration is not required in order to activate the Emergency Management Plan. The first qualified responder may summon whatever resources deemed necessary to deal with the emergency.

Delegation of Authority/Line of Succession

In the event of the President or Officer in Charge is not available, the command order shall be:

Provost/Vice President Instruction and Student Services

Vice President Operations and Finance

Chief Culture and Impact Officer

Person designated by the President

Each of these positions have full Authority when they are filling the position of being in charge of the college.

Immediate Notifications

Students, faculty, staff and visitors are encouraged to report all crimes and public safety related incidents to College Safety in a timely manner to aid in providing accurate Immediate Notifications or Timely Warnings to the College community. In the event of a serious incident which may pose an immediate or on-going threat to members of the College community, an Immediate Notification or Timely Warning will be sent to students and employees. The notifications and warnings are generally written and distributed to the College community by the Public Information Officer or the Director of College Safety.

Notifications and warnings may be distributed via the College's mass notification system, which includes e-mails, text messages or voice mails. Notifications and warnings may also be posted on the College's website or other means of social media. College Safety Alert posters may also be posted by the Department of College Safety in campus buildings when deemed necessary.

Immediate Notifications will be issued upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the College community. The College will post updates during a critical incident utilizing the same distribution systems.

Timely Warnings

Timely Warnings will be issued to inform the College community of crimes or situations that may represent a serious or continuing threat. The warnings will be issued in the same manner as Immediate Notifications.

Community & Building Emergency Response Teams

In the event of a major emergency, the College will need manpower, in addition to College Safety and Campus Services staff, to evacuate persons, direct traffic, provide security, perform search and rescue, provide transportation, perform damage assessment and other duties. In conjunction with area emergency responders (when available) the College's Building Emergency Response Teams (BERT) will assist College Safety.

Building Emergency Response Teams (BERT) are formed and trained in how to respond to emergencies. New volunteers for the CCC BERT Teams should be sought, especially those

with skills based on medical, law enforcement, fire or military experience. BERT members will be supplied appropriate safety equipment.

Faculty and Staff

Faculty and staff are seen as leaders by students and should be prepared to direct students to evacuation assembly areas in the event of an emergency and account for every student. Every member of the faculty and staff should read and become familiar with applicable emergency plans, procedures and evacuation routes. Faculty and staff must be prepared to assess situations quickly, but thoroughly, and to use common sense in determining a course of action. All faculty and staff are responsible for securing their work areas in preparation of an emergency situation.

Students

Students should familiarize themselves with the emergency procedures and evacuation routes in the facilities they frequently use. Students should be prepared to assess situations quickly, but thoroughly, and to use common sense in determining a course of action. They should evacuate to evacuation assembly areas in an orderly manner when directed to do so by emergency personnel or when an alarm sounds.

Faculty, staff and students should also be able to execute emergency lockdown and other safety procedures as outlined in this Emergency Management Plan and the Emergency Safety Guides.

Incident Command System

The Incident Command System (ICS) is a modular emergency management system designed for all hazards and levels of emergency response. This system creates a combination of facilities, equipment, personnel, procedures and communications operating within a standardized organizational structure. The system is used by the Federal Emergency Management Agency (FEMA) and organizations throughout the United States as the basis for emergency response management. Use of the Incident Command System at the College facilitates the College's ability to communicate and coordinate response actions with other jurisdictions and external emergency response agencies.

Key Principles of the Incident Command System

- Modular organization based on activating only those organizational elements required to meet the current objectives.
- Common terminology applied to organization elements, position titles, facility designations and resources.
- Unified command structure so that organizational elements are linked to form a single overall structure with appropriate span-of-control limits.
- Comprehensive resource management for coordinating and inventorying resources for field responses.

- Integrated communications so that information systems operate smoothly among all response agencies involved.
- Generic positions whereby individuals are trained for each emergency response role and follow prepared action check lists.
- Consolidated action plans that contain strategies to meet objectives at both the field response and Emergency Operations Center levels.

Designation of College Incident Commander

It is essential to all emergency response planning and action that a single Incident Commander be designated. This person must be in a position to bring the needed response to whatever incident may occur and as such will be at a Director level or higher. The Incident Commander responsibilities include:

- Assume overall direction of all incident management procedures based on actions and procedures outlined in this Emergency Management Plan.
- Take steps deemed necessary to ensure the safety of students, faculty, staff and visitors.
- Determine whether to implement incident management protocols (e.g., evacuation, shelter in place, lockout, lockdown, etc.) as described more fully in the functional annexes in this plan.
- Work with emergency services personnel
- Keep the President and Executive Team informed of the situation.

College Incident Command Structure Roles and Responsibilities

President

Ultimate authority rests with the President of the College. All decisions concerning the discontinuation of College functions, cancellation of classes or cessation of operations rest with the President or their designee. After consulting with the Executive Team and Incident Commander, the President shall be responsible for declaring a major institutional emergency.

Executive Team (Policy Group)

College President

Provost/VP Instruction & Student Services

VP Finance & Administration

Chief Culture and Impact Officer

Dean of AFaC

Executive Assistant to the President

Chief Human Resource Officer

The Executive Team will advise the President on policy decisions during the emergency. The Incident Commander elevates policy issues to the Executive Team, including, but not limited to:

- Policy-level decisions, including fiscal authorizations, presented for consideration.
- Coordination with other executive authorities which may include regional stakeholders.
- High-level conflict resolution.
- Strategic policy and direction for resumption of normal College operations and community recovery priorities.

The Executive Team is apprised of situations and major operations, but is not directly engaged in tactical response operations.

College Incident Commander

The College Incident Commander is in charge of the Emergency Operations Center. The College Incident Commander is the individual responsible for the command and control of all aspects of an emergency.

Liaison Officer

The Liaison Officer is responsible for coordinating with representatives from cooperating and assisting agencies.

Public Information Officer (PIO)

The Public Information Officer is responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

Safety Officer

The Safety Officer is responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

Emergency Operations Center General Staff

Operations Section

The Operations Section develops tactical objectives, conducts tactical operations and directs resources. The Operations Section provides safety, security, first aid, evacuation direction, crowd control, traffic direction, search and rescue, damage assessment and other activities needed as the result of critical incidents.

Logistics Section

The Logistics Section provides support to meet incident needs including providing and managing various resources to meet the needs of incident personnel, including procuring supplies, food, communications, medical services, facilities, ground support and transportation. The Logistics Section also coordinates with the Planning Section to estimate future support and resources.

Finance Section

The Finance Section provides emergency funding, procurement and administrative support including monitoring costs related to the incident, maintaining accounting, procurement, personnel time records and conducting cost analyses.

Planning Section

The Planning Section prepares all incident documentation, resource management and provides general support to Emergency Operations Center personnel.

Activity Logs

The section chiefs or designee will maintain accurate logs recording incident management activities, including:

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

Incident Costs

The finance section will maintain detailed records of costs for incident management and operations to include:

- Personnel costs, especially overtime costs,
- Equipment operations costs,
- Costs for leased or rented equipment,
- Costs for contract services to support incident management operations and
- Costs of specialized supplies expended for incident management operations.

Training and Exercises

CCC understands the importance of training, drills, and exercises in maintaining and planning for an incident. To ensure that CCC personnel and community responders are aware of their duties and responsibilities, the following training, drills and exercises will occur. College Safety will be responsible for coordinating training and exercise efforts.

Training

All staff members assigned to positions within the Emergency Operations Center (EOC) will be required to complete on-line FEMA training courses ICS 100, ICS 299 and ICS 700 at a minimum. It is recommended all General Staff take ICS 300 and ICS 400 as well. All

EOC personnel will also receive periodic training associated with their EOC position and responsibilities.

College Safety will provide students and staff, training associated with threat/hazard awareness and response and orientation to CCC's Emergency Management Plan.

Exercises and Drills

College Safety will be responsible for organizing and conducting the following exercises and drills. All exercises and drills will be conducted in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP) and include after-action assessments and recommendations.

- Fire evacuation drills – conducted quarterly in various buildings across all campuses coordinated by the College Safety Director.
- Test of the emergency notification system – conducted during the fall and spring terms coordinated by Executive Director of College Relations and Marketing and the College Safety Director.
- Tabletop and other exercises – conducted at least once per year.

Emergency Operations Center

The purpose of the Emergency Operations Center (EOC) is to coordinate response to major emergencies or large-scale events at the College.

The EOC serves as the emergency headquarters, communications and information center and meeting location for the Emergency Operations Team during the emergency.

The EOC may operate on a 24-hour, 7-day basis during extended events with rotating shifts until the emergency is over. Normal shift rotation is 12-hours on, 12-hours off. The Incident Commander determines when the incident no longer requires coordination from the EOC.

Location of Emergency Operations Centers:

- Oregon City
Primary – Roger Rook 111
Alternate – Lewelling Conference Room
Alternate – Holden Industrial Technology Center (several rooms could work)
- Harmony
Primary – Harmony West 150
Alternate – Harmony East 135
- Wilsonville

Primary – W147

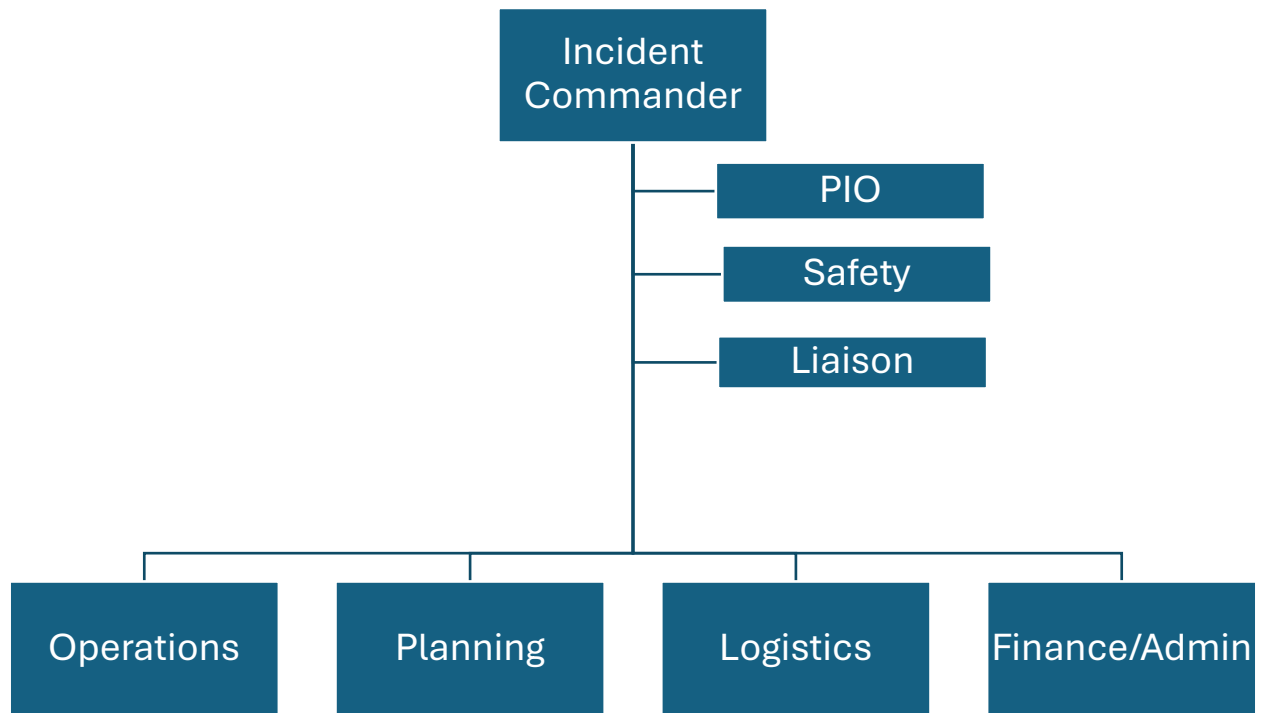
The Emergency Operations Center will be activated when a major emergency or disaster occurs at the College. It will be activated on the orders of the College President, Executive Team member or Incident Commander.

Special Note – In the case of an emergency, the first qualified responder may summon whatever resources deemed necessary to deal with the emergency including activation of the Emergency Management Plan and Emergency Operations Center.

The Planning Section is responsible for preparing the EOC facility for operation. Upon activation, the Planning Section will begin a chronological incident log of all conditions and actions taken during the emergency. The log will be continued until the Emergency Operations Center is deactivated. The completed log will be forwarded to the Incident Commander.

A Unified Command may be established when there is more than one agency within the incident jurisdiction or when multiple jurisdictions are working together to respond to an incident. In the event that a Unified Command is established, the CCC Incident Commander will represent the College's response operations.

Below is an example of the command structure that may be used to manage a major event on campus.



Equipment

The Emergency Operation Center should be equipped as follows:

- Uninterruptible power supply
- Multiple telephone lines
- Extra digital telephone sets
- Cellular telephones
- College radios
- Multiple computer jacks with Internet access
- Laptop computers
- College CCTV feed
- Flashlight and extra batteries
- Television monitor (one or more) with cable TV connection and outdoor TV antenna
- AM/FM/weather band radio (AC and battery powered)
- Office supplies
- Large campus map covered in plastic with free-standing easel
- Campus phone books and other directories
- Food and water
- Cots and blankets

Demobilization Process

The Incident Commander will decide when the situation is under control and the EOC can be demobilized. The Planning Section is responsible for the EOC demobilization and collection of incident related documentation.