



Emergency Operations Plan

Prepared: September 2017

The Emergency Operations Plan (EOP) and contents within is a guide to how the College conducts all-hazards response. The EOP is written in support of emergency management and is built upon the FEMA Guide for Developing High Quality School Emergency Operation Plans. It is scalable, flexible, and adaptable in order to align key roles and responsibilities. This plan and contents within shall apply to all college personnel participating in mitigation, preparedness, response, and recovery efforts. Furthermore, tasked organizations supporting EOP guidelines shall maintain their own procedures/guidelines and actively participate in the training, exercise, and maintenance needed to support this plan.

The EOP is intended to capture specific authorities and best practices for managing incidents of any size or scope.

The EOP was prepared by Clover Park Technical College staff and approved by executive management, thereby enabling activities contained with this document to be performed within the College's capability. Furthermore, this EOP has been made available to the campus community and to external agencies that may be affected by its implementation.

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Section 1: Purpose, Scope, Situation and Assumptions

A. Purpose

The purpose of the CPTC Emergency Operations Plan (EOP) is to outline the College's approach to emergency operations and to enable local, state and federal coordination. It provides general guidance for emergency management activities. The EOP and its contents describe the College's emergency response organization and assigns responsibilities for various emergency tasks. Additionally, the EOP describes capabilities and resources, as well as establishes responsibilities and operational processes, to help protect the College from natural and manmade hazards; to save lives; to protect public health, safety, property, and the environment; and to reduce adverse psychological consequences and disruptions. Although emergencies, disasters and catastrophic incidents typically result in impacts far beyond the immediate or initial incident area, the EOP provides a framework to enable the management of cascading impacts and multiple incidents as well as the prevention of and preparation for subsequent events.

It is the responsibility of those referenced in this plan to integrate their departmental procedures, guidelines, and emergency management activities, such as task performance and organization, while also participating in training, exercises, plan integration, and maintenance needed to support a collective process.

Additionally, the EOP

1. Outlines the duties and responsibilities of College divisions and departments.
2. Empowers employees in an incident to act quickly and knowledgably.
3. Informs and trains key stakeholders on their roles and responsibilities before, during, and after an incident.
4. Provides other members of the community with assurances that the College has established guidelines and procedures to respond to incidents/hazards in an effective way.
5. Establishes intra-agency and multi-jurisdictional mechanisms for involvement in and coordination of incident prevention, response, and recovery operations.

6. Provides guidance for emergency operations and the utilization of all available College resources for the protection of lives, property, and the continuance of College operations in an emergency.

B. Scope

This plan and all contents contained herein shall apply to all college personnel participating in mitigation and prevention, preparedness, response, and recovery efforts. An incident or event affecting the College may also impact the surrounding community; therefore, this plan and all contents contained herein shall support the Pierce County Inter-jurisdictional Emergency Management Plan and any supporting Memorandums of Understanding (MOU) and/or Memorandums of Agreement (MOA).

The scope of the EOP pertains to incidents and/or events of all sizes, including those that exceed the College's response services and capabilities, and may result in mutual aid activation, multijurisdictional response, and/or EOC activation.

The College's EOP outlines the expectations of college personnel, roles and responsibilities, direction and control systems, internal and external communications, training and sustainability of the EOP, authority and references as defined by local, state, and federal government mandates, common and specialized procedures, and specific hazard vulnerabilities and response/recovery.

C. Situational Overview

Because of its geographic location, population concentration, rail, air and highway traffic, and other risk factors the College is exposed to many possible hazards, some of which have the potential for disrupting the College community and causing widespread damage and casualties.

College Demographics, Population and Building Information

For information on College demographics, population and building information, please see: <http://CPTC.edu/>.

D. Threat and Vulnerability

County stakeholders, including the College, participate in the hazard assessment process,

utilizing various methods to calculate threat and risk assessments for the College and surrounding community.

E. Capability and Mitigation Overview

The College and the surrounding emergency management community have assessed their capabilities to respond to the most likely hazards and measures are in place to address those hazards.

- A cooperative working relationship and team approach between the College and municipal governments for emergency response is a major strength on which the College relies. Prevention, protection, response, recovery, and mitigation capabilities are taken into consideration along with the adequacy of training, equipment, and personnel needs.
- The College is dependent upon local municipalities for fire and rescue services, major hazardous material response capabilities, EMS, bomb squad response, police tactical responses, and assistance in emergency operations staffing and support.
- The College maintains Security and Facility Departments.

The College is committed to developing comprehensive robust plans, and training and exercising College emergency responders in coordination with local emergency responders.

F. Planning Assumptions

The CPTC EOP is based on the following planning assumptions and considerations as presented in this section:

- Any employee of CPTC may be tasked by this EOP.
- Incidents are typically managed at the lowest possible geographic, organizational, and jurisdictional level.
- External resources may be requested to assist the College if the nature of the incident overwhelms local capability.
- Incident management activities will be initiated and conducted in accordance with the National Incident Management System (NIMS).

- Local emergency response resources will be available in emergency situations affecting the College.
- It is possible for a major disaster to occur at any time and place in or near the College. In some cases, timely dissemination of warnings and increased readiness measures may be possible. However, many disasters do occur with little or no warning.
- Proper implementation and understanding of these guidelines through training and exercising will reduce or prevent disaster-related losses.
- The local police and fire departments will respond where support or mutual aid agreements exist.
- The College is included in the South Sound 911 District.
- Emergencies on the College campus may involve multiple responding departments and agencies which could include, but not be limited to the Security Department, Environmental Health and Safety, Facilities Services, Marketing and Communications Services and other appropriate College, city, county, state and federal agencies or departments.
- Often the fire department or law enforcement personnel will assume Incident Command, depending on the type of emergency.
- Hazardous conditions may follow any major disaster thereby increasing the risk of injuries and death.
- Casualties will be transported to local area hospitals.
- Other College entities or system components operating on the campus shall coordinate their emergency actions with this EOP.
- Regardless of the threat or type of emergency, it is possible that the following results may be encountered:
 - Death, injury, or illness of people and/or animals
 - Interruption or disruption to transportation

- Interruption or disruption to normal communications
- Interruption or disruption to utilities and other essential services
- Congregation of large numbers of people at the scene, at central locations, at shelters, etc.
- Significant numbers of people being displaced, requiring some, or all of the following: evacuation, shelter, feeding, welfare, and other assistance
- Structural damage to streets, buildings, utilities, and other property
- Contamination of food, water, personnel, vehicles, property, and other substances
- Shortages of essential items
- Periods of civil unrest or disorder, including looting, rioting, mob scenes, violence, etc.
- Initial confusion of the affected population, with probable delays in response due to system overloads
- Extensive need for public information
- Disruption of business activities
- Other

Section II: Concept of Operations

A. General

To the extent feasible, the College protects persons and property from the effects of disasters within its own campus. CPTC has primary responsibility for initial emergency management activities. Information located in this section is designed to give an overall picture of incident management. It will primarily clarify the purpose, and explain the College's overall approach to an emergency (i.e., what should happen, when, and at whose direction) to include the division of local, state, federal, and any intermediate inter-jurisdictional entities.

Top priorities for incident management are to:

- Save lives and protect the health and safety of students, faculty, staff, visitors, responders and recovery workers
- To the extent feasible ensure the security of the College
- Protect and restore critical infrastructure and key resources
- Protect property and mitigate damages and impacts to individuals, the community, and the environment
- Facilitate recovery of individuals
- Recover operations

This EOP is based on the “all-hazards” approach. The plan is flexible in that part of the plan or the entire plan may be activated based on the specific emergency and decision by College executive management.

The College’s concept of operations is that the emergency functions of various agencies/organizations/divisions/departments involved in emergency management will generally parallel normal day-to-day functions or operations. To the maximum extent possible, the same personnel and material resources will be employed in both cases. Day-to-day functions that do not contribute directly to the emergency response may be suspended for the duration of any emergency. The efforts that would normally be required for those functions may be redirected to the accomplishment of emergency tasks by the department, division, or agency concerned.

The EOP addresses all preparedness activities embedded within the key areas of emergency planning.

B. Key areas of emergency planning and incident management

In the event of an incident, the College will utilize the definitions below that are predicated on an all-hazards approach. The College acknowledges that most responsibilities and functions performed during an emergency are not hazard specific. Likewise, these guidelines account for activities before, during, and after the incident; consequently, key areas are noted as the following:

- **Mitigation and Prevention** – Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters and emergencies. It involves the structural and non-structural measures taken to limit the impact of disasters and

emergencies. Prevention focuses on preventing human hazards, primarily from terrorist attacks and involve those activities that help detect and prevent an incident from occurring.

- **Preparedness** – Preparedness activities serve to develop the response capabilities needed should an emergency arise. Planning and training are among the activities conducted under this phase.
- **Response** – Response is the actual provision of emergency services during a crisis. These activities help to reduce casualties and damage, and speed recovery. Response activities include warning, fire response, evacuation, rescue, and other similar operations.
- **Recovery** – Recovery is both a short-term and long-term process. Short-term operations seek to restore vital services to the College and provide for the basic needs of students, faculty, and staff. Long-term recovery focuses on restoring the college to its normal pre-disaster, or an improved state. The recovery period is also an opportune time to institute future mitigation measures, particularly those related to the recent emergency.

C. National Incident Management System (NIMS)

According to Homeland Security Presidential Directive 5 and the U.S. Department of Education, Institutions of Higher Education are among the local agencies that must adopt NIMS if they receive Federal grant funds.

The National Incident Management System (NIMS) is a set of principles adopted by the College. NIMS provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment. This system ensures that those involved in incident response/recovery understand what their roles are and have the tools they need to be effective.

The College has adopted NIMS and the use of the Incident Command System (ICS) and in accordance with the U.S. Department of Education (ED) guidance, has identified “key personnel” such as Executive Leaders, General Personnel, Command Staff, and Incident Managers to complete specific courses in order for individuals to meet organizational NIMS compliance.

The College participates in local governments' NIMS preparedness programs. Identified College personnel participate in training and exercising the EOP's procedures and hazard-specific annexes. To the extent feasible, the College ensures that the training and equipment necessary for an appropriate response will be available.

In a major emergency or disaster College facilities may be damaged or need to be evacuated, people may be injured, and/or other incident management activities may need to be initiated. These activities must be organized and coordinated to ensure efficient incident management. The Incident Command System (ICS), a component of NIMS, will be used to manage all incidents and major planned events.

D. Resource designation levels

Most emergencies follow some recognizable build-up period during which actions can be taken to achieve readiness. Actions of specific departments involved in emergency response are detailed in the appropriate sections of these guidelines; however, it is acknowledged that disasters are unique occurrences, which require specific resources dependent upon the type, nature, and extent of the emergency. In this regard, this document is not all-inclusive, nor does it limit or restrict reasonable or prudent actions.

If an incident occurs, the College should immediately designate it as a Campus Incident, a Community Incident or State Level Incident. The following Resource Designation Levels will be used as a means of delineating resource requirements:

- **Campus Incident:**

College response services and capabilities meet the needs of the circumstance with or without activation of the EOC. Minor injuries to individuals or little damage to facilities may apply.

- **Community Incident:**

College response services and capabilities are exceeded by the demands and needs of the circumstance. The EOC may be activated for a coordinated response in support of the Incident Commander.

- **State Level Incident:**

The College's and the community's response services and capabilities are exceeded by disastrous conditions resulting in activation of the EOC. Mass casualties, severe injuries to persons, and/or severe damage to property exist. MOUs/MOAs are put into effect in coordination with additional support requested from local, state and federal entities.

E. Emergency Operations Plan Activation Authority:

The Director of Compliance is the College's Emergency Management Director (EMD) and the responsible authority for coordinating emergency measures for the College. If the College's EMD should be unavailable, the order of succession is:

1. Vice President for Strategic Development
2. Vice President for Finance & Administration
3. Manager of Security

The College EMD, or designee, will obtain a briefing from the Incident Commander (IC) on the nature of the incident and assessment of the situation. Following the incident briefing and a brief discussion of next steps, the EMD will brief executive management.

F. Outside Request for Assistance

Requests for emergency support may be received from any number of entities.

- Requests should be communicated to the Director of Compliance and the Vice President for Strategic Development. Information on the request will be forwarded through the chain of command to the Office of the President for concurrence.
- Commitment of resources such as food services, transportation, security, etc. to these requests should only be granted if excess capacity - beyond that needed by the College - is available.

Section III: Organization and Assignment of Responsibilities

A. Organization

Emergency Management for CPTC is comprised of the following:

- **Director of Compliance**

As the College's Emergency Management Director (EMD), the Director of Compliance is responsible for emergency management planning and operations for the College. Upon the activation of the EOC for a College incident, the Director of Compliance may assume the role as EOC Manager, unless delegated.

- **Executive Policy Group (E-Team)**

The Executive Management Team is the executive level oversight and strategic decision-making body during a crisis situation and performs the role of the Executive Policy Group in the ICS.

B. College position roles and expected actions

Upon learning of an incident occurring on College grounds, the following position roles and actions should guide implementation of the EOP:

- **The Director of Compliance:**

- Serve as the College's Emergency Management Director (EMD) and is responsible for directing all emergency measures within the College.
- If the situation warrants activation of the EOC, the College EMD may assume the role of the EOC Manager, unless delegated. The EOC Manager is responsible for coordination and collaboration with the Cities of Lakewood, Tacoma and Puyallup upon activation of the EOC.
- In conjunction with the PIO and VP for Strategic Development ensure effective communications to the college community including overseeing activation of emergency notification systems, communications with the college executive management and appropriate emergency response entities.

- **The Security Office:**

- Provide support and resources to the incident commander as requested
- Assist with EOC readiness if activated
- Staff positions in the EOC as needed

- **Administrative Departments (non-academic):**
 - Shall support the activation of the EOP accordingly from the onset of notification of an incident.
 - Shall retain administrative and policy control over their employees and equipment, during emergency operations. However, personnel and equipment may be utilized to support the mission assignments directed by the Incident Commander, or the EOC.
 - Should begin to formulate a plan to provide adequate time for personnel and crew rest while maintaining continuous relief efforts. *Initial reaction to a major incident may require extended operations with work crews operating in shifts.*
 - Upon EOC activation, personnel, as assigned, will direct the efforts of their departments or organizations from the EOC, unless advised otherwise, according to their respective guidelines for emergency operations or standard operating procedures (if applicable) or send a liaison to the EOC if managing their efforts from a departmental operation center.

- **Supervisors:**
 - At all levels must repeatedly emphasize safety of students, faculty, staff, visitors, and the public.

- **Requests for additional resources and coordination with other jurisdictions/agencies:**
 - If the EOC is not activated, requests for additional support may be made to the Security Department, Facilities Services, and as appropriate, from the incident command post. In the event of EOC activation, requests will be made in accordance with EOC guidelines.

C. Notification and warning

Timely warnings of emergency conditions are essential to preserve the safety and security of the College community and are critical to an effective response and recovery. Detailed information on Notification and Warning may be found in Annex A: Communication Plan.

D. Emergency notifications

Reliable and interoperable communications systems are essential to obtain the most

complete information on emergency situations and to direct and control the resources responding to those incidents.

Detailed information on communications for first responders may be found in Annex A: Communication Plan.

E. Emergency public information

The Emergency Team-PIO has primary responsibility for communication efforts during an emergency.

F. Non-emergency external communication

- During an incident, the College will likely receive a high volume of calls seeking information as to the welfare of students, staff, and faculty from concerned parents, relatives, spouses, friends, and loved ones. The surge in volume of calls to the College's main numbers may quickly exceed the system's capabilities.
- It is essential that call centers are activated and staffed as soon as possible to handle the anticipated volume of non-emergency calls related to the incident.
- Call centers may also be a resource in helping to control the spread of misinformation.
- Call centers will only release information that has been approved by the Incident Commander and the PIO.

Section IV: Direction, Control, and Coordination

A. Community Emergency Operations Center (EOC) and Incident Command Post (ICP) Interface

A clear division of responsibilities between the ICP and the EOC (if activated) during an emergency is critical to an effective and timely operation. A general division of responsibilities is outlined below. The division of responsibilities may be modified based upon unique incidents and operations.

If an incident warrants additional resources, the College EMD or Incident Commander would

initiate activation of the Emergency Operations Center (EOC). Upon activation of the EOC for a College incident, the College EMD, or designee, may serve as the EOC Manager.

- CPTC has the responsibility for emergency disaster operations within its jurisdiction. Other local government agencies responding to a request for assistance will normally be under the authorities granted by their jurisdiction; however, they must operate under the direction of the incident commander.

B. Incident Command Post (ICP)

The Incident Command Post is located within safe, yet convenient, proximity to the emergency site and is the center for incident response management as follows:

- Serves as a temporary field location for tactical-level on-scene incident command and management.
- Functions as the on-site headquarters for the Incident Commander, Command Staff, and General Staff.
- Serves as a field collection point for tactical intelligence and analysis.
- All operations are conducted using the Incident Command System (ICS).
- Is typically established prior to activation of the EOC.
- Provides the initial securing of the perimeter of the area, coordinates the actions of operating units, and remains operational during the field actions (rescue, response, recovery, etc.) phases, as required.

Incident Command or Unified Command:

- Coordinate the actions of Fire, Police, EMS, and all other responding emergency units to the scene through a Unified Command System.
 - **The Lakewood Police Department assumes Incident Command/Unified Command** in all civil disturbances, bomb incidents, and terrorist activity operations (local and state police will coordinate with arriving FBI at a suspected terrorist event).
 - **The West Pierce Fire Department assumes Incident Command/Unified**

Command in all emergencies except those specifically assigned to the police department.

- Command all field activities and has the authority to direct all on site incident activities within the College's jurisdiction.
- Establish an ICP and provide an assessment of the situation to the College EMD or other officials, identify incident management resources required, and direct the on-scene incident management activities from the command post.
- The first trained emergency responder on-scene will assume the role of Incident Commander until a more qualified individual can assume command.

The Incident Commander will also ensure the following, if applicable to the incident:

- Isolate the incident site and maintain control of the inner and outer perimeters
- Establish tactical communications and designate a primary radio channel
- Facilitate tactical planning and contingency planning
- Brief first responder personnel
- Designate a staging area for supporting agencies
- Ensure documentation of tactical decisions and activities
- Provide situational updates to the EOC at regular intervals
- Approve requests for additional resources or for the release of resources (demobilization) through Security or the EOC
- Approve additional alerts as needed
- Establish immediate priorities
- Coordinate any specific transportation issues (such as helicopter landing zones, EMS locations, morgue location, etc., as appropriate)
- Determine security boundaries
- Notifies Security or EOC of needs, including personnel recall from other departments as required
- Perform other duties as required by the situation
- Approve emergency public information messaging prior to release by the Public Information Officer
- Participate in the after action review process
-

C. Emergency Operations Center (EOC)

Upon activation, the EOC becomes the centralized communication and coordination facility

for CPTC's emergency response. The EOC is the key to successful coordinated efforts and is responsible for supporting the Incident Commander and consequential management actions. More detailed information may be found in the EOC Standard Operating Guidelines. The EOC:

- Serves as the central meeting and gathering location for critical management and support personnel, and serves as the incident support operations and resource center.
- Facilitates the flow of communication and coordination between different operating agencies, levels of government, and the public.
- Supports the Incident Commander by mobilizing and deploying resources as requested.
- Assembles accurate information about the incident and provides situational analysis.
- Issues community-wide warnings and alerts.
- Provides public information services and coordinating activities with the on-scene Public Information Officer (PIO) and the Joint Information Center, if established.
- Communicates and implements policy-level decisions from the Executive Policy Group.
- Organizes and implements evacuation.
- Coordinates traffic control beyond the incident scene.
- Obtains local, state, and federal assistance as needed.

EOC Locations Include:

- The Primary EOC
 - Building 17, room 260
- The Alternate EOC
 - Determined by Lakewood Police Department or Incident Commander

Section V: Administration, Finance, and Logistics

A. Finance

Finance will issue a project number for the incident response effort, and will disseminate

the project number for use by all departments participating. This project number will be utilized in conjunction with the applicable accounting org code to document all response and recovery costs associated with any disaster or emergency that requires a substantial response effort. Finance will prepare and submit support documentation such as reimbursement costs, etc.

B. Funding and Tracking of Resources Expenditures

Emergency operations may require significant resources. Tracking those resources is vital for several reasons:

- Knowing what resources are on hand and available
- Anticipating what will be needed
- Tracking resources and returning resources at the conclusion of the operation
- Tracking costs as necessary for reimbursements

FEMA reimbursable expenditures should be tracked using FEMA forms, which can be found via the FEMA website at <http://www.in.gov/dhs/files/reimburse.pdf>

Section VI: Plan Development and Maintenance

The EOP utilizes existing program expertise and personnel to provide prevention, protection, mitigation, preparedness, response and recovery efforts of post event consequences. Structured as demonstrated in the principles of the National Incident Management System (NIMS) and the Homeland Security Exercise and Evaluation Program (HSEEP), the EOP addresses response, training, exercises, equipment, evaluation, and corrective action practices.

The College's Emergency Management Officer shall oversee and/or coordinate with applicable partners the following EOP actions:

- The EOP shall be reviewed annually and modified as necessary by the Emergency Management Officer. Final results of the reviews and any changes to the EOP shall be presented to the Vice President for Finance and Administration for approval before being submitted to the President. The plan will be submitted for signatures every three years or sooner if significant changes are proposed.
- Each College unit or department identified as having a role in this EOP is responsible

for communicating the content of the EOP to their staff and ensuring key staff have the opportunity to attend EOP training and exercise activities.

- The organization and upkeep of the EOP includes process changes such as an EOP review and update schedule. The review cycle includes basic updates by the Emergency Management Officer and the generation of a draft document that will be sent to the relevant partners for review and recommendations. After a review period and consideration of stakeholder comments, the document will be finalized and signatures obtained. Substantive changes between review periods such as changes in roles or responsibilities will prompt notification to listed stakeholders. Minor edits such as grammar or spelling changes will require no notification.
- Ensure EOP compliance with the state and federal guidelines listed in Section VII: Authority and References below.

Section VII: Authority and References

These guidelines apply to CPTC. The organizational and operational concepts set forth in these guidelines are promulgated under the following authorities:

- Federal Civil Defense Act of 1950, PL 81-920 as amended.
- The Disaster Relief Act of 1974, PL 93-288 as amended.
- Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 100- 707
- Emergency Management and Assistance, Code of Federal Regulations, Title 44.
- Superfund Amendments and Reauthorization Act of 1986, PL 99-499 (Title III, “Emergency Planning and Community Right-to-Know Act of 1986”).
- Comprehensive Environment Response Compensation and Liability Act of 1980, PL 96510 (CERCLA or “Superfund”).

- Clean Water Act, (Section 311 of USC 1251).
- Clean Air Act, (40 CFR Part 51).
- Resource Conservation and Recovery Act (RCRA).
- Public Health Security and Bioterrorism Preparedness and Response Act (42 CFR Part 73)
- Agricultural Bioterrorism Protection Act of 2002; Possession, Use and Transfer of Biological Agents and Toxins (7 CFR Part 331 and 9 CFR Part 121)
- Higher Education Act of 1965 as amended by the Higher Education Opportunity Act (HEOA) of 2008, Public Law 110-31
- Homeland Security Act of 2002 (CIKR, Intro-2, CPG 101)
- Homeland Security Presidential Directive: HSPD 3, 5 and 8
- National Response Framework
- National Protection Framework

Section VIII: Testing, Training and Exercise

Exercises shall be held annually to train response personnel and evaluate the adequacy of the EOP. A full scale exercise shall be performed at least once every three years. An After Action Report (AAR) as appropriate, for each exercise shall be developed and submitted to the Emergency Management Officer.

After Action Reviews

After action reviews of emergency responses can yield valuable feedback to the emergency planning process and enable CPTC to improve future emergency responses. The scope of after action reviews may range from small to large depending upon the complexity of the response and the number of departments and outside entities involved.

Criteria for Conducting an After Action Review:

- Activation of the Emergency Operations Center (EOC)
- Death of an employee, student or visitor
- Significant release of a hazardous substance, e.g., natural gas release in occupied space, laboratory fire or explosion, and environmental release of hazardous materials
- At the discretion of the College Security Department, Facilities Services, the Emergency Management Coordinator or College Executive Management.

After action reviews are intended to be examinations of the emergency response effort and/or the ensuing recovery efforts. Investigations into the root cause of an incident are not the focus of this section. Input for the after action report may come from after action debriefings or follow-up meetings or from written comments provided by any person involved in or observing the emergency response action.

The after action report should be written and, at a minimum, provide the information to include a summary of the incident, participating response organizations, and major strengths and areas for improvement regarding the response. A copy of the report should be provided to involved responders, the administrator(s) of the responding departments, and the Emergency Management Coordinator (EMC). The EMC shall retain a copy of the report, including any recommendations for corrections or improvements, for a minimum of two years.

Plan Contact Information

Name and Position	Phone Number	Email
Lisa R. Beach Director of Compliance	(253) 589-5603	Lisa.Beach@cptc.edu

Record of distribution

CPTC distributes an email annually to all students, faculty, and staff with information about emergency procedures and links to electronic version of the emergency operations plan.

Annexes to Basic Plan

Annex A – Communication Plan

Attachment 1
EOC Org Chart



Section Chiefs

Group Supervisors