State of Washington
Higher Education

Campus Emergency Preparedness Study

HOUSE BILL 2507

FINAL REPORT

November 1, 2008

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Serving the Law Enforcement Community and the Citizens of Washington

October 31, 2008

Governor Christine Gregoire
Office of the Governor
PO Box 40002
Olympia, WA 98504-0002

Dear Governor Gregoire:

Subject: Higher Education Campus Safety Report

On behalf of the Washington State Patrol and the Washington Association of Sheriffs and Police Chiefs, we are pleased to forward the *Campus Emergency Preparedness Study* required by EHB 2507, Laws of 2008. The legislation requires that the study address three primary areas: 1) campus preparedness; 2) notification of first responders, students, faculty, staff, and the general public; and 3) timelines and costs of mapping.

This report presents in summary form the survey responses from representatives of 55 Higher Education campuses across the state; its findings provide a comprehensive picture of the safety and security preparedness of our college campuses. The surveys were completed by all 35 community colleges, 10 main and branch campuses of the state baccalaureate institutions, and the 10 members of the Independent Colleges of Washington.

As required, the study also provides a recommended timeline and cost proposals for the continued critical incident mapping of college campuses. Each (4-year) college building in the state was "scored" for its priority for mapping. The report recommends the completion of the community college system for $983,000 in the upcoming biennium. It also recommends the mapping of the four-year institutions for a cost of approximately $7 million, spreading these costs over the next three biennia.

Please feel free to contact us or the authors of this report for further information.

Sincerely,

John Batiste, Chief
Washington State Patrol

Don Pierce, Executive Director
Washington Association of
Sheriffs and Police Chiefs

Cc: Members of the Washington State Legislature

Acknowledgment

WASPC would like to thank the Washington State Patrol and the Department of Information Services for their support in the development and completion of this study.

This study would not be possible without the assistance from the Washington State Council of the Presidents and their Public Baccalaureate Institutions, the Independent Colleges of Washington and their Independent Baccalaureate Institutions, the State Board for Community and Technical Colleges and the Center of Excellence Homeland Security, and their Community and Technical colleges for participating in this very extensive study.

WASPC would also like to thank Washington State University Division of Governmental Studies and Services, Dr. Nicholas P. Lovrich and Yu Sheng (Linus) Lin, A.B.D. for their contribution to the development and analysis of the survey.

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Washington Association of Sheriffs and Police Chiefs

Campus Emergency Preparedness Study
House Bill 2507

Executive Summary

E2SHB 2507, Laws of 2008 required the Washington State Patrol (WSP) and the Washington Association of Sheriffs and Police Chiefs (WASPC) to study the emergency preparedness of our Public and Independent Baccalaureate institutions and the Community and Technical colleges. (See Appendix A.)

WSP contracted with WASPC to conduct the study. WASPC consulted with WSP, the Council of Presidents (COP), the Department of Information Services (DIS), the State Board for Community & Technical Colleges (SBCTC), and the Independent Colleges of Washington (ICW) on the design and conduct of the study. A first draft of the findings was shared with representatives of these groups on October 7, 2008. The report addresses three primary areas:

- Preparedness
- Notification
- Timelines and costs of mapping

The report recognizes that there is no clear and complete consensus on "best practices" for campus security and safety. However, the report identifies a number of elements provided by campus officials that will lead to improved campus security.

Preparedness: All of the campuses surveyed have taken significant steps to address the safety and security of students, faculty, and staff. A majority of the campuses have detailed written plans for a variety of campus emergencies. Over half of the institutions report they have developed written response plans for a violent intruder or active shooter on their campuses. Three-quarters of the campuses surveyed have reviewed and updated their written emergency plans in the last two years. Additionally, 69.1% of the campuses surveyed have incorporated within their emergency/critical incident plan a written "Special Needs" preparedness plan for those individuals requiring additional services in an emergency situation.

Statewide, in the past two years, campuses have conducted drills and exercises at the following rate: Drills 65%, Tabletop Exercises 52.7%, Functional Drills 29.10%, and Full Scale Exercises 18.1%. Seventy percent of the campuses report that they maintain an index of the hazardous materials/agents on their respective campuses. Half of the campuses which maintain an index provide a copy to their local first responders.

Notification: HB 2507 recognizes the importance of early and effective notification of university and college communities. The legislative intent includes the following statement: *". . . how a higher education institution achieves the ability to alert students, faculty, and staff quickly, accurately, and dependably in an emergency situation is not a one size fits all solution."* The study includes the following key findings:

First Responders: The main campuses of the state university system and WSU-Vancouver have commissioned law enforcement agencies on their campuses. An additional ten campuses report that they have developed direct communication with their first responders via two-way radio systems on common frequencies, and twenty-five campuses have direct connections with the dispatch agencies.

Students, Faculty, and Staff: Thirty-three of the 55 campuses report that they operate electronic instant notification systems which use text messaging, email, and other electronic means to notify those who have signed up for this service. Campuses also use a wide variety of other means to notify people on campus, including public address systems, sirens, and phone trees.

General Public: A small number of campuses report using the following means to notify the general public of emergencies on their campuses – the public broadcast system, web-site postings, and electronic signs on campus.

Timelines and Costs of Mapping: The report recommends the following priorities for mapping of the higher education system:

- First Biennium (2009-2011)
    - Complete the mapping of the community college system - $983,000
    - Map the first priority buildings on all 20 4-year college and university campuses - $3,810,000
- Second Biennium (2011-2013)
    - Complete the mapping of the 4-year campuses - $2,547,000
    - Map the first priority buildings operated by the schools, off the main campuses - $133,000

- Third Biennium (2013-2015)
    - Map the remaining buildings off-campus - $490,000. Consider their prioritization in the context of other public buildings.

Summary: The higher education system reports having taken many steps to address issues of campus safety, but work remains to be done to make the preparations comprehensive and regularly exercised. Mapping the campuses can address many of these issues, such as providing first responders with instant access to emergency plans and the locations of hazardous chemicals. Other issues, such as additional purchases and installation of notification systems, may need funding support from the legislature.

Campus Emergency Preparedness Study

The Washington State Patrol (WSP) and Washington Association of Sheriffs and Police Chiefs (WASPC) were directed by the 2008 Legislature to conduct a study that would assess campus emergency and critical incident plans to establish if they are up-to-date, comprehensive and regularly exercised. The report was required to address issues of notification, interoperability, and the timelines and costs of mapping higher education campuses.

This final report includes an evaluation and analysis of a survey that was sent to fifty-five campuses across the state of Washington. This included Public Baccalaureate institutions, Independent Baccalaureate institutions, and Community & Technical colleges across the state. Collectively these schools teach approximately 330,340 students yearly in the state of Washington. This report includes an assessment of the potential risks associated with individual types of buildings on four year campuses, and a recommendation of buildings to be deemed high priority for addition to the Critical Incident Planning and Building Mapping System (CIPMS). A financial analysis and timelines associated with adding the priority campus buildings to the CIPMS is included. The analysis details campus emergency systems or devices that are being used by all institutions, the campus use of radio systems and operational compatibility with radio systems and frequencies utilized by state and local responding agencies.

The report is not designed to represent a prioritization of the campus safety needs statewide. It does not represent the opinions of the participating

agencies and institutions; rather it is a description of the current status of campus preparedness as reported to WASPC in the survey.

Research Design

The Washington Association of Sheriffs and Police Chiefs (WASPC) developed a survey that focused on the issues required by House Bill 2507. The survey considered recommendations of the Federal Emergency Management Agency (FEMA) and the National Incident Management System (NIMS) in its structuring of the questions for campus emergency preparedness. Questions for the survey focused on the recommendations made by FEMA.

- **Preparedness** – includes plans and preparedness made to save lives and property and to facilitate response operation;
- **Response** – includes actions taken to provide emergency assistance, save lives and minimize property damage, and speed recovery immediately following a disaster;
- **Mitigation**- refers to activities that eliminate or reduce the change of occurrence or the effects of disasters; and
- **Recovery** – includes actions taken to return to a normal or improved operating condition following a disaster.

Mitigation and Recovery were addressed briefly, however, the remainder of the survey focused on the other two elements: *Preparedness* and *Response*.

To ensure that all institutions participating in the study were familiar with House Bill 2507, meetings were scheduled with representatives from the State Board for Community and Technical Colleges: Tom Henderson - *Director* of Capitol Programs; Mike Campbell - *Director* of Center of Excellence Homeland

Security, Pierce College; Public Baccalaureate institutions: Terry Teale – *Executive Director* Council of Presidents; and for the Independent Colleges: Violet Boyer - *President/CEO*, Independent Colleges of Washington, and Greg Scheiderer, *Director* of Government & Public Relations Independent Colleges of Washington. A meeting was scheduled with Doug Mah, *Staff* to the State Interoperability Executive Committee from the Department of Information Services, to discuss the operational compatibility of radio systems and frequencies between campus officials and state and local responding agencies.

Directors from the Public and Independent colleges arranged a meeting to be held between the WASPC Tactical Operations Support Manager, the WASPC Higher Education Coordinator and designated representatives responsible for campus safety from each of the participating colleges to discuss the contents of the survey and to familiarize them with the mapping system. These meetings were aimed to answer and address any concerns that were directly related to the survey questions, campus building survey, and to answer questions about the mapping system and House Bill 2507.

Study Design

Both qualitative and quantitative analyses were employed to evaluate the campus emergency preparedness survey. The campuses were asked to provide information about their emergency plans, dates and types of drills conducted on their respective campuses, whether or not the campus used a campus emergency service system and the name of the service. Campuses were asked to disclose if they are up-to-date on identifying the types of chemical agents, biological agents, nuclear radiological materials, and explosive materials on and around their campus. They were asked if a written index of these hazards is maintained and kept updated, and if the index is made available to local responders. Survey questions addressed the means of communication with local responders, students, faculty, and administration and the general public during an emergency situation.

The survey addressed the National Incident Management System (NIMS) and Federal Emergency Management Agency (FEMA) areas of planning. Campuses statewide provided the name of their fire department, health department, and emergency medical service providers. The survey asked the campuses to verify if the emergency responders were provided with their respective campus emergency plans, and in what format. Additionally, campuses were asked to report if their local police departments had a copy of their emergency/critical incident plans.

All of the institutions completed an electronic survey that addressed ten areas of Emergency Preparedness (Appendix B):

1. Campus Emergency and Critical Incident Plans
2. Types of Emergency/Critical Incident Exercises Performed on Campus
3. Detailed Written Action Plans
4. Detailed Written Hazard Plans
5. Detailed Written Incident Plans
6. List and Location of Hazard Agents on Campus
7. Means of Emergency Notification to Staff, Faculty, and Students
8. Means of Communication During an Emergency with Local Responders
9. National Incident Management Systems (NIMS) Level of Planning and Training
10. Campus Emergency Service Systems

The four year institutions were required to complete a Campus Building survey that addressed square footage, maximum capacity, primary and secondary functions of the building, identify if hazardous materials are located in respective buildings, would a threat to the building shut down the campus, and priority level for mapping each individual building.

Online Campus Building survey (Appendix C):

1. Building Square Footage
2. Maximum Building Occupancy
3. Primary and Secondary Use for Each Building
4. Recognizing if the location of Chemical, Bio-Hazards, Nuclear, Explosive or Incendiary Materials is known, are the agents/materials indexed, and are local responders provided with the written index
5. How a Hazard or Incident Threat to Each Respective Building will Affect Campus Operation (i.e., would it shut down the campus)
6. Provide a Priority between 1-Highest, 2-Medium, and 3-Lowest Level for Mapping

The institutions were asked to complete the surveys and submit them to WASPC via email for analysis purposes. Completed surveys were received from all 55 campuses.

Institutions that participated

Community & Technical Colleges:

Bates Technical College
Bellevue Community College
Bellingham Technical College
Big Bend Community College
Cascadia Community College
(co-located with UW Bothell)
Centralia College
Clark College
Clover Park Technical College
Columbia Basin College
Edmonds Community College
Everett Community College
Grays Harbor College
Green River Community College
Highline Community College
Lake Washington Technical College
Lower Columbia College
North Seattle Community College
Olympic College
Peninsula College
Pierce College – Fort Steilacoom
Pierce College - Puyallup
Renton Technical College
Seattle Central Community College
Seattle Vocational Institute
Shoreline Community College
Skagit Valley College
South Puget Sound Community College
South Seattle Community College
Spokane Community College
Spokane Falls Community College
Tacoma Community College
Walla Walla Community College
Wenatchee Valley College
Whatcom Community College
Yakima Valley Community College

Public Baccalaureate Institutions:

Central Washington University
Eastern Washington University
The Evergreen State College
University of Washington Seattle
University of Washington Tacoma
Washington State University Pullman
Washington State University Vancouver
Washington State University Spokane
Washington State University Tri-Cities
Western Washington University

Independent Baccalaureate Institutions:

Gonzaga University
Heritage University
Pacific Lutheran University
Saint Martins University
Seattle Pacific University
Seattle University
University of Puget Sound
Whitman College
Whitworth University
Walla Walla University

1. Findings from Quantitative/Qualitative Analysis of the Campus Emergency and Critical Incident Plans

Through a number of questions, institutions were asked to report their level of preparedness. The following information is broken down by campus type: 1. Community & Technical College, 2. Public Baccalaureate Institutions, and 3. Independent Baccalaureate Institutions. According to the self reports, 34 of 35 Community & Technical colleges reported having written campus emergency/critical incident plans, and all of the Public and Independent Institutions reported having written plans for their campuses.

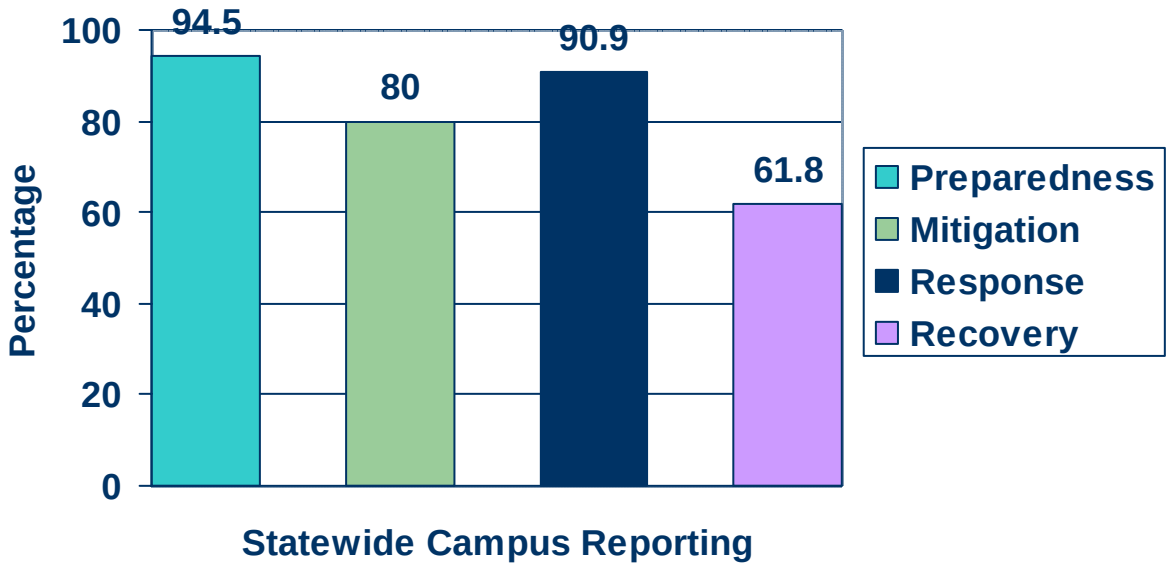
Campuses were asked to report their level of compliance with FEMA's recommendations in areas of: Preparedness, Mitigation, Response, and Recovery. All of the Public and Independent institutions reported that their campus had met the guidelines of FEMA *Preparedness*, followed by thirty-two campuses (91.4%) for the Community & Technical colleges. The Public and Independent institutions reported that 90% of their campuses (nine campuses each) were FEMA *Mitigation* compliant, followed by twenty-six Community & Technical campuses (74.2%). The Independent institutions reported that 100% of their campuses were FEMA *Response* compliant, followed by nine campuses (90%) for the Public institutions, and thirty-one campuses (88.5%) for the Community & Technical colleges. The Public institutions reported that nine campuses (90%) were FEMA *Recovery* compliant, followed by eight campuses (80%) for the Independent institutions and seventeen campuses (48.5%) for the

Community & Technical colleges. The following table provides the results of the college self report.

Table 1: FEMA Recommendations

Types of Institutions	Preparedness	Mitigation	Response	Recovery
35/ Community & Technical College	32 91.4%	26 74.2%	31 88.5%	17 48.5%
10/ Public Four Year	10 100%	9 90%	9 90%	9 90%
10/ Independent Four Year	10 100%	9 90%	10 100%	8 80%
Statewide Total	52 94.5%	44 80%	50 90.9%	34 61.8%

Statewide, 94.5% of the colleges are FEMA *Preparedness* compliant, 80% FEMA *Mitigation* compliant, 90.9% FEMA *Response* compliant and 61.8% are FEMA *Recovery* compliant. The following graph reveals the statewide reporting.



Graph 1

Campuses were asked to report if their emergency/critical incident plans were made available on the institution's website. In addition they reported whether or not their plans were made available to local emergency responders, and the means by which they chose to make that availability.

Of the thirty-five Community & Technical colleges that reported, twenty-one campuses (60%) reported having their plans on the website, and fourteen reported (40%) that they did not use the campus website. Of the ten Public institutions that reported, eight campuses (80%) reported having plans posted on the website and two campuses (20%) reported they did not, and eight Independent institutions (80%) reported having plans posted on the website and two Independent campuses (20%) reported they did not.

The following table identifies if their local responders are provided the campus emergency/critical incident plans.

Table 2: Emergency/Critical Incident Plans Made Available to Local Responders

Community & Technical College

Emergency Responder	Yes	No
Local Law Enforcement	30	5
Campus Police	2	32 (Campus Does Not Have Commissioned Law Enforcement)
Local Fire Department	27	8
Emergency Medical Service	22	12
Local Health Department	14	21

Public Baccalaureate

Emergency Responder	Yes	No
Local Law Enforcement	10	0
Campus Police	7	3 (Campus Does Not Have Commissioned Law Enforcement)
Local Fire Department	9	1
Emergency Medical Service	8	2
Local Health Department	8	2

Independent Baccalaureate

Emergency Responder	Yes	No
Local Law Enforcement	7	3
Campus Police	0	8 (Campus Does Not Have Commissioned Law Enforcement)
Local Fire Department	9	1
Emergency Medical Service	8	2
Local Health Department	6	4

Local emergency responders were provided the campus emergency/incident plans via: electronically, hard copy, lock boxes, Pierce Responder, Rapid Responder, “upon request”, and via campus website.

In addition to providing local responders with the campus critical incident plans the survey asked campuses to identify how they educated students, faculty, and staff of the necessary campus emergency plans. The campus website was reported by forty-three campuses (78.2%), thirty-nine campuses (70.9%) reported using email and campus-wide posts, thirty-five campuses (63.6%) use hand-outs, and freshman orientation is a source used by twenty-

nine campuses (52.7%). Other sources mentioned were training sessions, residence hall programs, student handbook, and campus newsletter/newspaper.

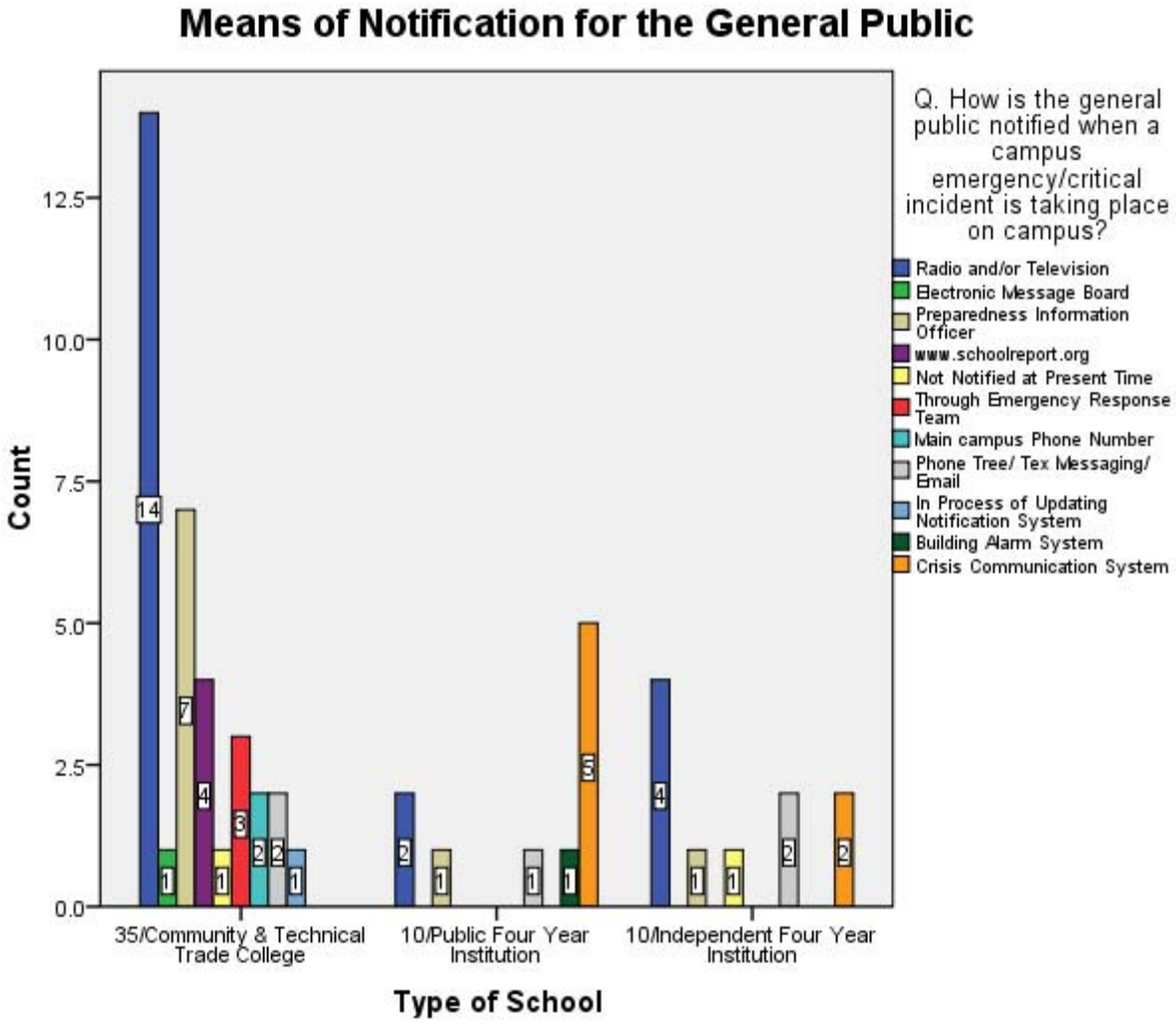
The campuses were asked to identify the last time their emergency/critical incident plans were updated. The following table identifies the three different institutions and when the plans were last updated.

Table 3: Emergency/Critical Incident Plans Last Updated

Type of Institution	Within the year 2008	Within the year 2007	Two – Four Years ago	More than Five Years ago	Never Done
35/ Community & Technical College	18	7	2	1	5
10/ Public Baccalaureate Institution	5	2	1	0	2
10/ Independent Baccalaureate Institution	5	4	0	0	1
Statewide Total	28 (50.9%)	13 (23.6%)	3 (5.4%)	1 (1.8%)	8 (14.5%)

Eighteen Community & Technical campuses (51.4%) reported updating their emergency/critical incident plans within the year 2008, and 50% of the Public and Independent Institutions reported updating their plans within the year 2008. Campuses reporting having never updated their plans: five Community & Technical campuses (14%), two Public institutions (20%), and one Independent institution (10%). Two Community & Technical colleges did not report.

The campuses were asked to identify how they would notify the general public that an emergency situation was taking place on their campus. The use of local radio stations and/or television stations was reported by twenty campuses (36.4%), followed by nine campuses (16.4%) using a Public Information Officer, seven campuses (12.7%) rely on a crisis communication system; five campuses (9.1%) rely on phone tree, text messaging, and email, and two campuses (3.6%) reported that they do not currently notify at the present time. Other means of notification included: main campus phone number, through emergency response team, building alarm system, and electronic message board. Graph 2 reveals data by individual campuses.



Graph 2

The survey asked respondents to identify what level of preparedness did their campus plans have for 'special needs' individuals. They were first asked whether or not they had a plan for 'special needs' individuals in place, and if so by what means did the plan include 'special needs' emergency preparedness.

Table 4: Does the Campus Emergency/Critical Incident Plan Include 'Special Needs' Emergency Preparedness

Types of Institution	Yes	No
35/ Community & Technical College	22 62.8%	13 37.1%
10/ Public Baccalaureate Institution	8 80%	2 20%
10/ Independent Baccalaureate Institution	8 80%	2 20%
Statewide Total	**38** **69.1%**	**17** **30.9%**

The survey asked campuses to report how they addressed 'Special Needs' emergency preparedness on their respective campuses: twenty-two campuses (40%) reported that 'Special Needs' preparedness was included in their written evacuation plans, twenty campuses (36.4%) chose not to respond to the question, three campuses (5.5%) acknowledged that their campus had designated areas of rescue for assistance in place, and three campuses (5.5%) acknowledged that they had not addressed special needs at the time the survey was completed. Additional information: one campus currently updating their plans, two campuses rely on building officers, and one campus felt that it was the duty of the emergency responder to handle special needs preparedness.

The survey additionally wanted to know if the campus had an established backup location that could be used as a shelter in case of a mass evacuation. Of the fifty-five campuses reporting, twenty-one campuses (38.2%) have established shelters, and thirty-one campuses (56.4%) do not have backup

locations established for shelters. Ten Community & Technical colleges, six Public Institutions and five Independent Institutions report having backup locations for shelters.

The final subsection of the emergency/critical incident preparedness asked respondents to answer if their campus maintained campus security cameras, and if the information is recorded. Statewide, twenty-five campuses (45.5%) reported having a campus security camera system of which 100% of those systems have recording functions. The campuses who maintained security cameras provided additional information about their camera systems: some campus cameras were unmonitored, some were monitored, and a few reported limited campus coverage. This left a remaining thirty campuses (54.5%) who reported their campus did not have a campus security camera system.

2. Findings from Quantitative/Qualitative Analysis of Data Surrounding the Types of Emergency/Critical Incident Exercises Performed on the Campus

This portion of the survey was aimed at identifying the dates and types of drills conducted on campus. This included:

- **Drills:** a coordinated, supervised activity usually employed to test a single specific operation or function in a single agency. There is no attempt to coordinate organization or fully activate the Emergency Operation Center,

- **Table Top Exercise**: an activity in which officials and key staff or others with emergency responsibilities are gathered together informally to discuss simulated emergency situations scenarios. It is a facilitated analysis of an emergency situation in an informal, stress-free environment,

- **Functional Exercise:** an activity designed to test or evaluate the capability of individual or multiple emergency management functions. Activities are usually under time constraints and are followed by an evaluation or critique. No field units are used,

- **Full Exercise**: an activity intended to evaluate the operational capability of emergency management systems in an interactive manner over a substantial period of time. It involves the testing of a major portion of the emergency plan and organization in a highly stressful environment. Includes the mobilization of personnel and resources to demonstrate coordination and response capabilities. It simulates a real event as closely as possible.

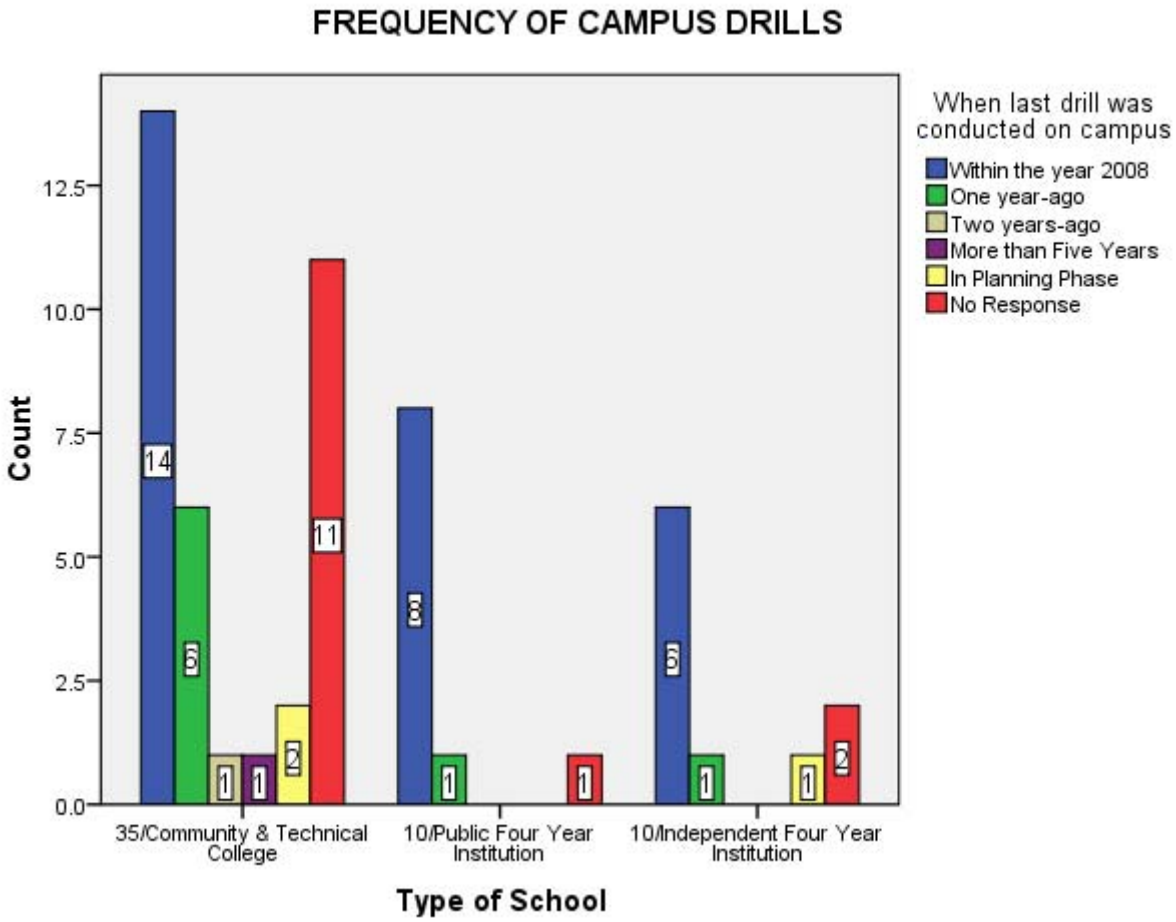
The following report will identify when campuses conducted each exercise on their respective campuses, and the various types of exercises performed.

Table 5: **Dates and Types of Emergency/Critical Incident Exercises Performed on Campus**

Type of Exercise **Drills**	**Within the year 2008**	**Within the year 2007**	**2 – 4 years ago**	**5 years or more**	**In the planning phase**	**Did Not Respond**
35/ Community & Technical College	**14**	**6**	**1**	**1**	**2**	**11**
10/ Public Baccalaureate Institution	**8**	**1**				**1**
10/ Independent Baccalaureate Institution	**6**	**1**			**1**	**2**
55/ Statewide Total	**50.9%**	**14.5%**	**1.8%**	**1.8%**	**5.5%**	**25.4%**

Table Top Exercise						
35/ Community & Technical College	9	4	2		3	17
10/ Public Baccalaureate Institution	8	1			1	1
10/ Independent Baccalaureate Institution	6	1			2	2
55/ Statewide Total	41.8%	10.9%	3.6%	0%	10.9%	36.3%
Functional Exercise						
35/ Community & Technical College	6					29
10/ Public Baccalaureate Institution	6	2				2
10/ Independent Baccalaureate Institution		2	1	1		6
55/ Statewide Total	21.8%	7.3%	1.8%	1.8%	0%	67.2%
Full Exercise						
35/ Community & Technical College	5				2	28
10/ Public Baccalaureate Institution	2	1	2			5
10/ Independent Baccalaureate Institution	1	1			1	7
55/ Statewide Total	14.5%	3.6%	3.6%	0%	1.8%	72.7%

The results reveal that 65% of the college campuses have performed a standard drill on their respective campuses within the past two years. Graph 3 represents each institution and when the last drill was conducted on their respective campuses.



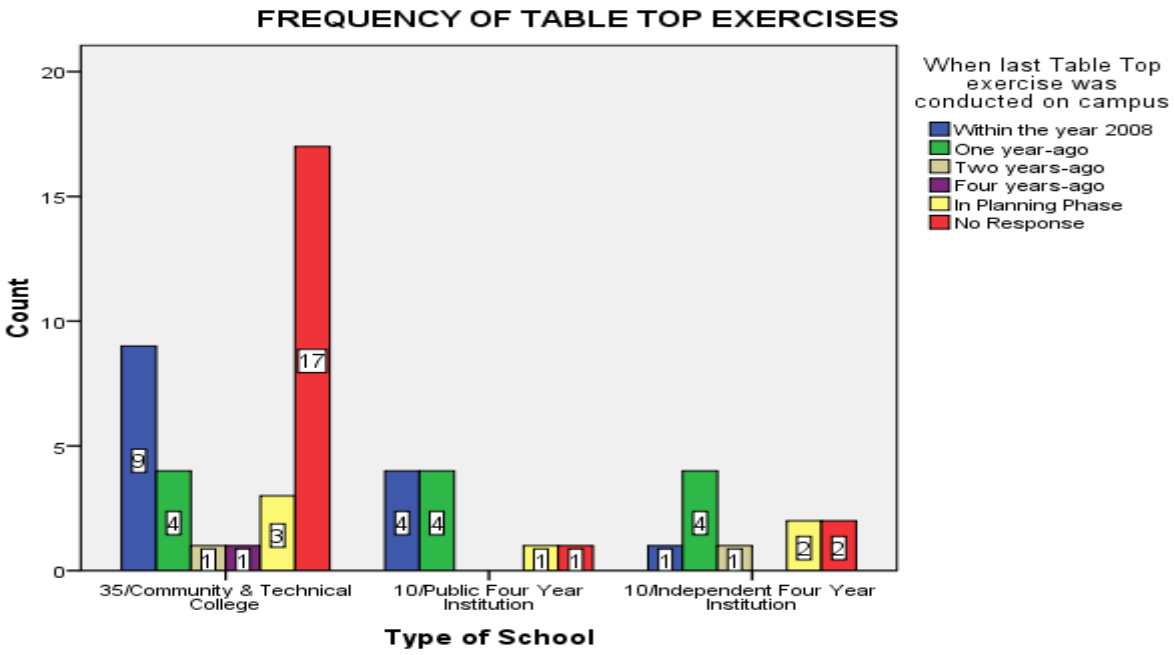
Graph 3

Of the most recently conducted drills performed within the past five years, the following types were included:

- Campus-wide Fire Alarm (14.5%)
- Earthquake drill (10.9%)
- Evacuation of Select Campus Buildings (9.1%)
- A test of the campus Emergency System (9.1%)
- Campus-wide Evacuation (7.3%)
- Campus Child Day Care Center Fire Alarm (3.6%)
- Active Shooter (1.8%)

Other drills included: lockdown, threatening message, violent intruder, civil disturbance, and pandemic flu.

The following report identifies that 52.7% of the college campuses have performed a Table Top exercise within the past two years. Graph 4 represents that last time Table Top exercises were conducted on the respective campuses.



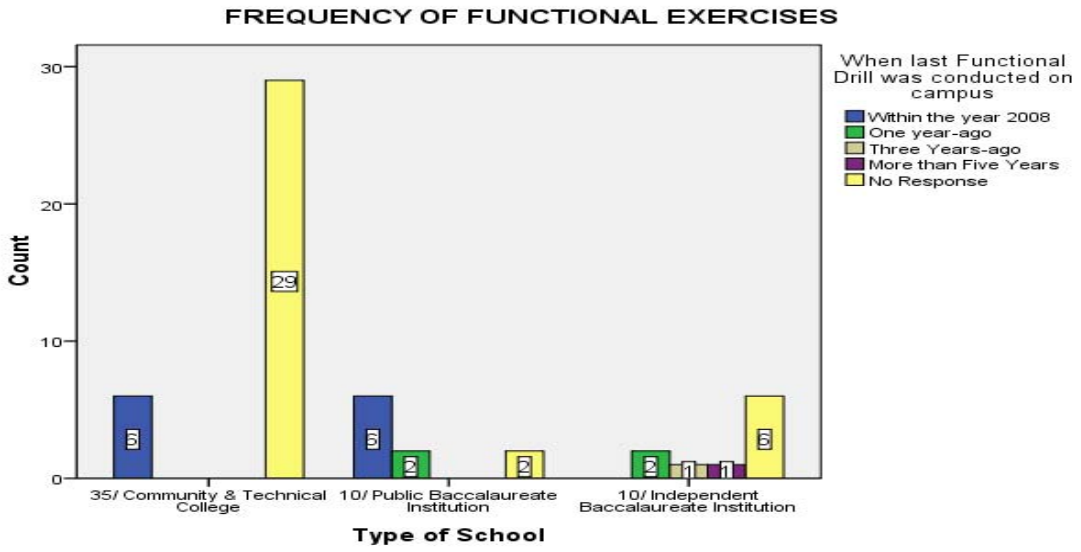
Graph 4

Of the most recently conducted tabletop exercises performed within the past five years, the following types were included:

- Active Shooter (20%)
- Earthquake (10.9%)
- Emergency Response Team Training (5.5%)
- Pandemic Flu (3.6%)
- Civil Disturbance (3.6%)
- Hazardous Materials (3.6%)

Other table top exercises included: power outage, lockdown, campus-wide evacuation, and familiarization with emergency dispatch.

Functional drills conducted within the past two years on campuses statewide were reported by 29.1% of the colleges statewide. Graph 5 represents when the last Functional drill was conducted on the respective campuses.



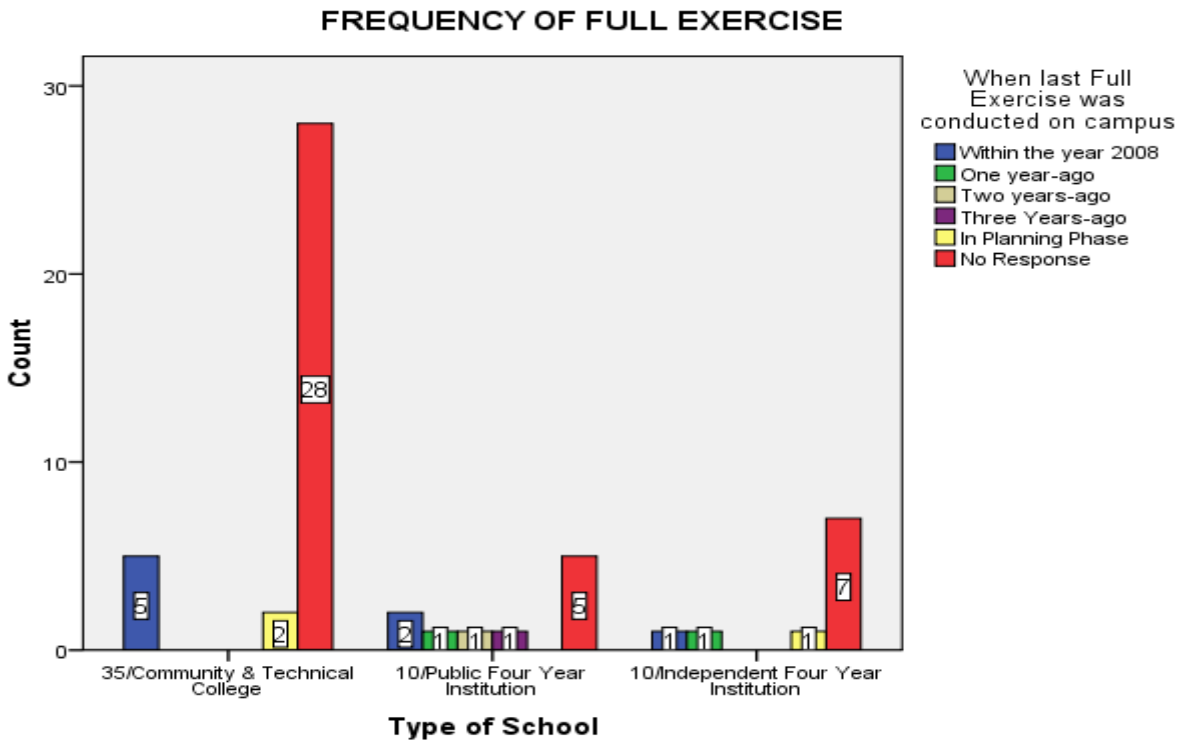
Graph 5

Of the most recently conducted functional exercises performed within the past five years, the following types were included:

- Earthquake (9.1%)
- Active Shooter (5.5%)
- Emergency Response Team Training (5.5%)
- Testing Campus Alert System (5.5%)
- Bomb Threat (3.6%)

Other types of functional drills included: terrorist threat, severe weather, and emergency medical dispatch training.

The Full Exercise drill, which is the mobilization of personnel and resources to demonstrate coordination and response capabilities in a real event situation, has been conducted by 18.1% of the campuses statewide within the past two years. Graph 6 represents when the last full-scale exercise was conducted on the respective campuses.



Graph 6

Of the most recently conducted full-scale exercises performed within the past five years, the following types were included:

- Active Shooter (5.5%)
- Earthquake (5.5%)
- Bomb Threat (3.6%)
- Terrorist Activity (3.6%)
- In Planning Phase (3.6%)

Other drills included: evacuation and hostage situation.

3. Findings from Quantitative Analysis for Campus Response Plans

To evaluate campus compliance with FEMA's recommendations for *Response,* respondents were asked to identity if their campus had written plans for particular actions, hazards, and incidents. This section outlines the various written plans maintained at the respective campuses across the state.

Fifty campuses (90.9%) report that their campuses have written plans for evacuation, followed by thirty-five campuses (63.6%) having detailed plans for declaring a campus state-of-emergency. Other written action plans reported were: employee safe rooms, military related disasters, and one school reported plans still in development phase. Table 6 reveals the reported action plans by campus type.

Table 6:

A. Detailed Written Action Plans

Written Action Plans	Evacuation	Declaring a Campus State-of-Emergency	Lockdown	Mass Casualty Response	Shelter-in-Place	Procedures for Animal Care
35/ Community & Technical Colleges	**30** **85.7%**	**20** **57.1%**	**18** **51.4%**	**9** **25.7%**	**17** **48.5%**	**6** **17.1%**
10/ Public Baccalaureate Institutions	**10** **100%**	**9** **0.9%**	**7** **0.7%**	**5** **0.5%**	**8** **0.8%**	**2** **0.2%**
10/ Private Baccalaureate Institutions	**10** **100%**	**6** **0.6%**	**3** **0.3%**	**4** **0.4%**	**5** **0.5%**	**0**
Statewide Total	**50** **90.9%**	**35** **63.6%**	**28** **50.9%**	**18** **32.7%**	**30** **54.5%**	**8** **14.5%**

Fifty-one campuses (92.7%) report having written plans that outline procedures for handling fire emergency preparedness on campus, followed by forty-eight campuses (87.3%) reporting written plans for severe weather, and forty-seven campuses (85.5%) have prepared written plans for a chemical spill. Other written hazard plans include: aircraft crash, vehicle accident and one school reported that their plans are in the development phase. It should be noted that not all campuses would be exposed to all the hazards in the before mentioned list. Some of the hazards are location specific, so it would not be necessary for a campus to maintain plans for hazards that would not apply to their campus. Table 7 summarizes the written hazard plans by campus type.

Table 7:

B. Detailed Written Hazard Emergency Plans

Written Hazard Plans	35/ Community & Technical Colleges	10/ Public Baccalaureate Institutions	10/ Independent Baccalaureate Institutions	Statewide Total
Avalanche	0	1	1	3.6%
Biological	10	6	5	38.2%
Chemical Spill	28	9	10	85.5%
Dam Failure	1	2	0	5.5%
Earthquake	31	7	7	81.8%
Fire	32	10	9	92.7%
Flood	11	7	2	36.4%
Lahars	2	1	1	7.3%
Mud Flow	2	1	0	5.5%
Nuclear/Radiological	4	4	1	16.4%
Pandemic Influenza	21	9	8	69.1%
Power Outage	26	10	8	80.0%
Severe Weather	30	10	8	87.3%
Tornado	2	2	0	7.3%
Tsunami	3	2	1	10.9%
Volcanic Eruption	23	7	4	61.8%
Wind Storm	18	8	5	56.4%

Forty-nine campuses (89.1%) report that their campuses have written plans that deal with an accident or injury, followed by forty-eight campuses (87.3%) addressing a bomb threat. Table 8 reveals the written incident plans by campus type.

Table 8:

C. Detailed Written Incident Plans

Written Incident Plans	35/ Community & Technical Colleges	10/ Public Baccalaureate Institutions	10/ Independent Baccalaureate Institutions	Statewide Total
Accident / Injury	29	10	10	89.1%
Bomb Threat	29	10	9	87.3%
Civil Protest	20	8	2	54.5%
Hate Crimes	14	6	5	45.5%
Hostage	11	7	2	36.4%
Explosion	15	7	4	47.3%
Rape	13	8	9	54.5%
Run-Away Animals	0	4	0	7.3%
Shooter	18	8	6	58.2%
Suicide Attempt	8	7	7	40.%
Suspicious Pkgs.	17	9	7	60.%
Violent Intruder	22	8	7	67.3%

4. Findings from Quantitative Analysis of Campus Known Location and Index of Hazard Agents

Respondents were asked to identity if their respective campuses maintained chemical agents, biological agents, nuclear/radiological materials, and explosive/incendiary materials. In addition to knowing if their campus had the hazard agents they were asked if it was known what buildings on their campus had each agent (yes, no, or not applicable), if there is an index of materials/agents available, and if the index list is provided to their local responders (yes, no, or not applicable). The following report will provide a break-down of the responses.

The following table identifies each campus type and how many campuses reported knowing where chemical agents, biological agents, nuclear materials, explosive and incendiary materials are located on their respective campuses.

Table 9:

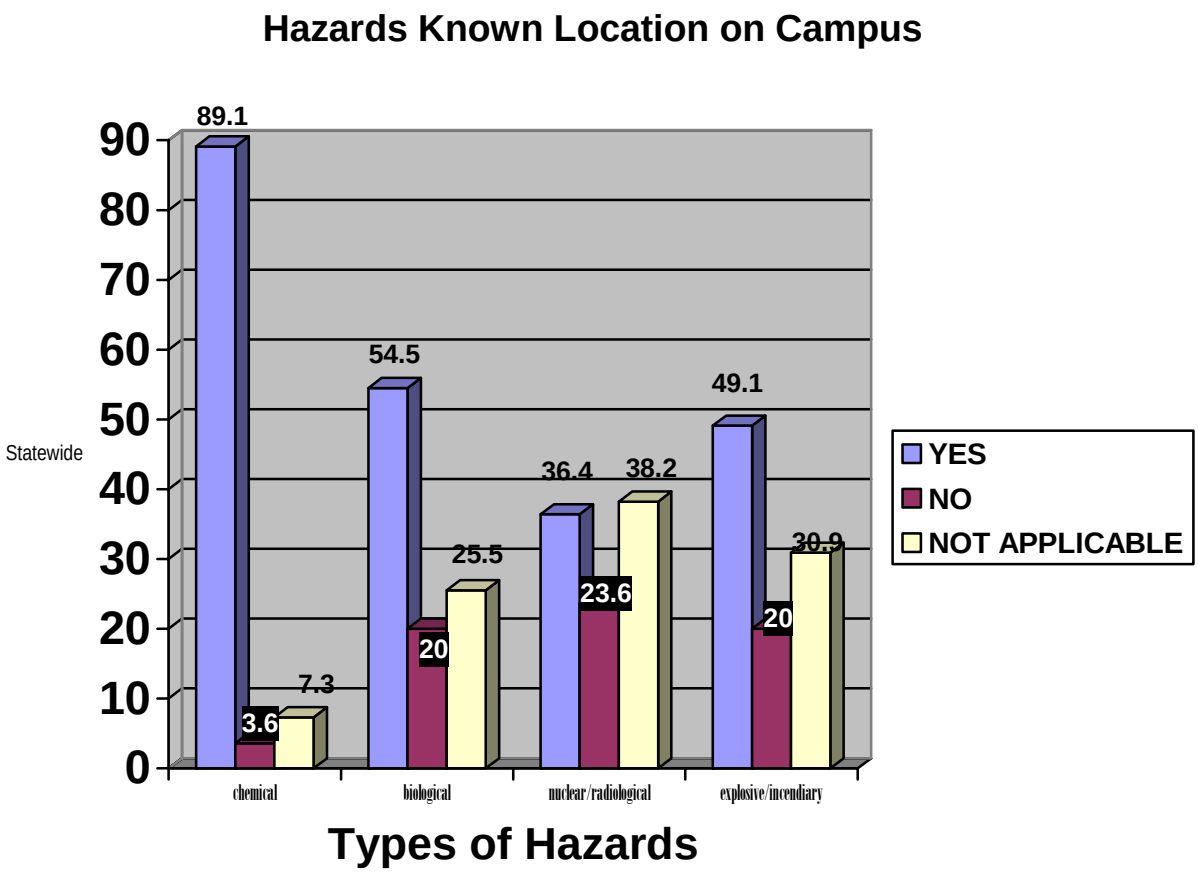
A. Known Location on Campus for Chemical Agents, Biological Agents, Nuclear/Radiological Materials, and Explosive/Incendiary Materials

Type of Hazards	YES	NO	Not Applicable
Chemicals Agents			
35/ Community & Technical College	31	2	2
10/ Public Baccalaureate Institution	8	0	2
10/ Independent Baccalaureate Institution	10	0	0
55/ Statewide Total	49 89.1%	2 3.6%	4 7.2%
Biological Agents			
35/ Community & Technical College	18	7	10
10/ Public Baccalaureate Institution	5	2	3
10/ Independent Baccalaureate Institution	7	2	1
55/ Statewide Total	30 54.5%	11 20%	14 25.4%
Nuclear / Radiological Materials			
35/ Community & Technical College	7	10	17
10/ Public Baccalaureate Institution	7	1	2
10/ Independent Baccalaureate Institution	6	2	2
55/ Statewide Total	20 36.4%	13 23.6%	21 38.1%

Explosive / Incendiary Materials

35/ Community & Technical College	**17**	**6**	**12**
10/ Public Baccalaureate Institution	**4**	**2**	**4**
10/ Independent Baccalaureate Institution	**6**	**3**	**1**
55/ Statewide Total	**27** **49.1%**	**11** **20%**	**17** **30.96%**

Forty-nine campuses (89.1%) report knowing the locations of chemical agents on their respective campuses, followed by thirty campuses (54.5%) knowing the location of their biological agents, twenty campuses (36.4%) for their nuclear/radiological materials, and twenty-seven campuses (49.1%) for their explosive/incendiary materials. Additionally, two campuses (3.6%) report not knowing the locations of their chemical agents, eleven campuses (20%) report not knowing the locations of their biological agents, thirteen campuses (23.6%) do not know the locations of their nuclear/radiological agents, and eleven campuses (20%) report not knowing the locations of their explosive/incendiary materials. Graph 7 represents these statewide percentages including those campuses that reported ‘not applicable’.


Hazards Known Location on Campus
Statewide
90
80
70
60
50
40
30
20
10
0
89.1
3.6
7.3
54.5
20
25.5
36.4
23.6
38.2
49.1
20
30.9
chemical
biological
nuclear/radiological
explosive/incendiary
Types of Hazards
YES
NO
NOT APPLICABLE

Graph 7

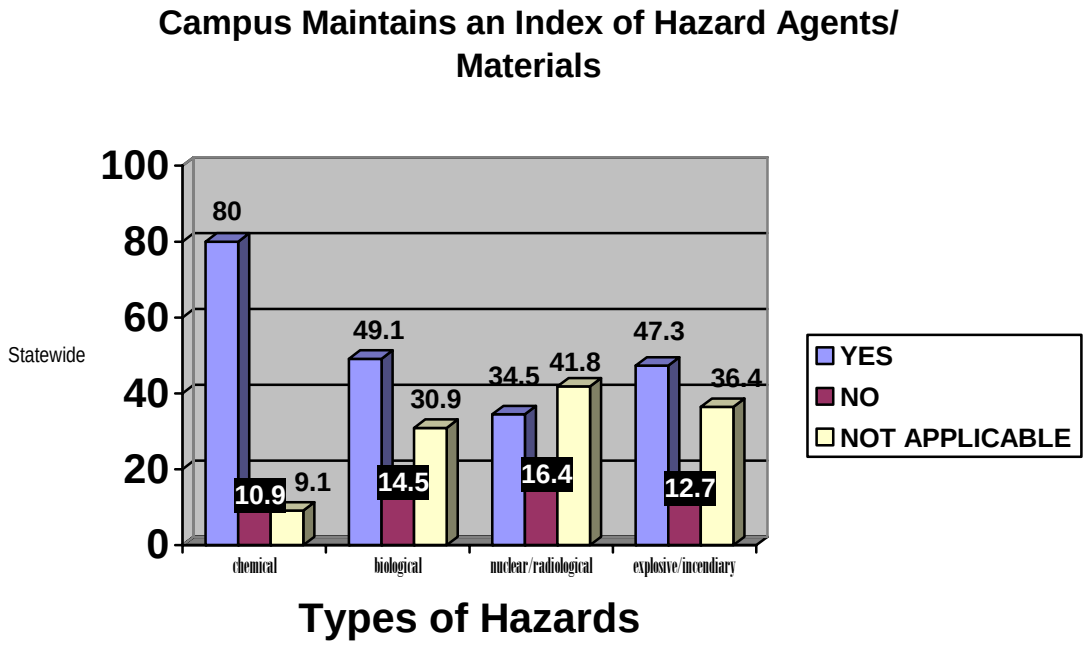
Table 10 identifies whether or not a campus maintains an index (or listing), of their hazard agents.

Table 10:

B. Does the Campus Maintain an Index of Known Hazard Agents/ Materials

Type of Hazards	YES	NO	Not Applicable
Chemicals Agents			
35/ Community & Technical College	27	5	3
10/ Public Baccalaureate Institution	7	1	2
10 /Independent Baccalaureate Institution	10	0	0
55/ Statewide Total	44 80.%	6 10.9%	5 9.1%
Biological Agents			
35/ Community & Technical College	15	6	12
10/ Public Baccalaureate Institution	5	1	4
10/ Independent Baccalaureate Institution	7	1	1
55 / Statewide Total	27 49.1%	8 14.5%	17 30.9%
Nuclear / Radiological Materials			
35/ Community & Technical College	6	6	20
10/ Public Baccalaureate Institution	7	1	2
10 /Independent Baccalaureate Institution	6	2	2
55/ Statewide Total	19 34.5%	9 16.4%	23 41.8%
Explosive / Incendiary Materials			
35/ Community & Technical College	16	4	14
10/ Public Baccalaureate Institution	4	1	5
10/ Independent Baccalaureate Institution	6	2	1
55/ Statewide Total	26 47.3%	7 12.7%	20 36.4%

Statewide. forty-four campuses (80%) maintain an index of their chemical agents, twenty-seven campuses (49.1%) maintain a biological index, nineteen campuses (34.5%) have an index of their nuclear/radiological materials, and twenty-six campuses (47.3%) maintain an index of their explosive/incendiary materials. Additionally, six campuses (10.9%) report that they do not index their chemical agents, eight campuses (14.5%) do not index their biological agents, nine campuses (16.4%) report that they do not index their nuclear/radiological materials, and seven campuses (12.7%) do not index their explosive/incendiary materials. Graph 8 represents these statewide figures including those campuses that reported 'not applicable'.



Graph 8

Table 11 identifies if the indexes, or lists of hazards, are made available to local responders.

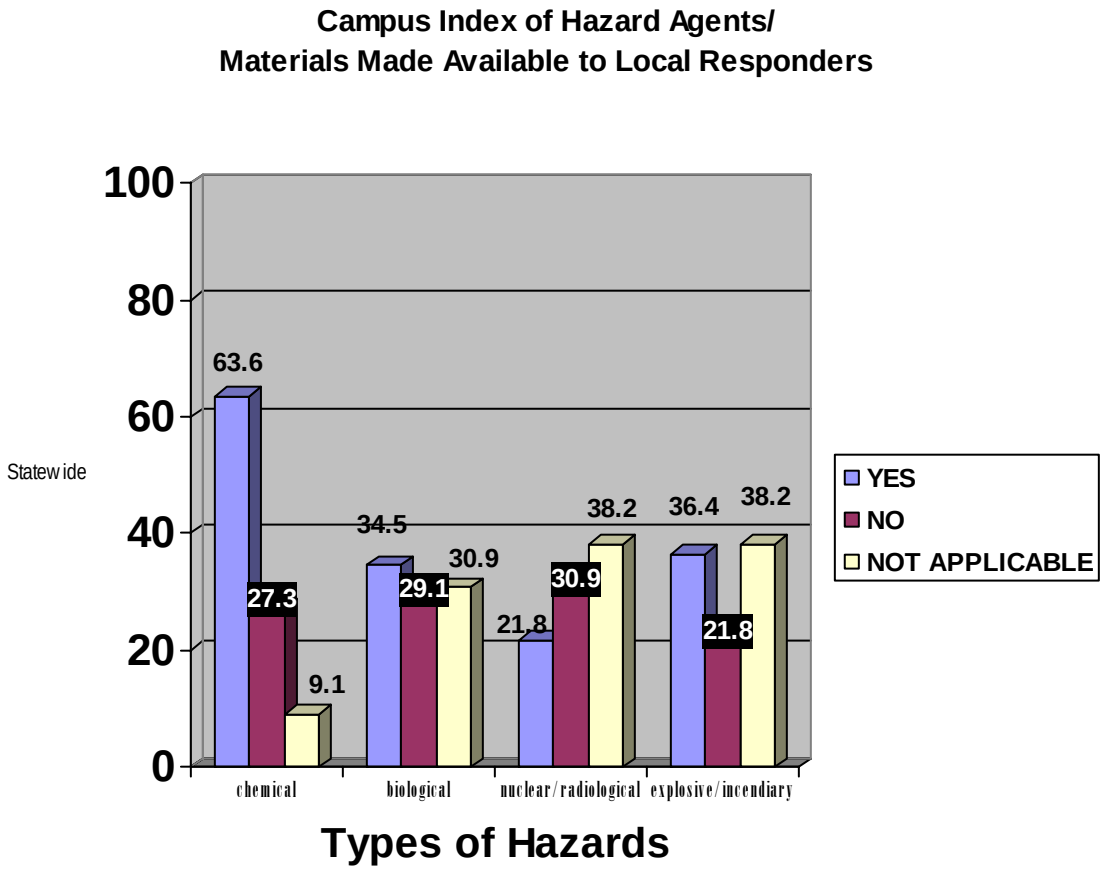
Table 11:

C. Is the Index of Known Hazard Agents/ Materials Index Made Available to Local Responders

Type of Hazards	YES	NO	Not Applicable
Chemicals Agents			
35/ Community & Technical College	22	10	3
10/ Public Baccalaureate Institution	6	2	2
10/ Independent Baccalaureate Institution	7	3	0
55/ Statewide Total	35 63.6%	15 27.3%	5 9.1%
Biological Agents			
35/ Community & Technical College	11	10	12
10/ Public Baccalaureate Institution	3	3	4
10/ Independent Baccalaureate Institution	5	3	1
55/ Statewide Total	19 34.5%	16 29.1%	17 30.9%
Nuclear / Radiological Materials			
35/ Community & Technical College	4	9	18
10/ Public Baccalaureate Institution	5	3	2
10/ Independent Baccalaureate Institution	3	5	1
55/ Statewide Total	12 21.8%	17 30.9%	21 38.2%
Explosive / Incendiary Materials			
35/ Community & Technical College	13	6	15
10/ Public Baccalaureate Institution	3	2	5
10/ Independent Baccalaureate Institution	4	4	1
55/ Statewide Total	20 36.4%	12 21.8%	21 38.2%

Statewide, thirty-five campuses (63.6%) provide emergency responders with an index of their chemical materials, nineteen campuses (34.5%) with an index of their biological materials, twelve campuses (21.8%) provide responders

with an index of their nuclear/radiological materials, and twenty campuses (36.4%) provide responders with an index of their explosive/incendiary materials. Graph 9 represents these statewide figures including those campuses that reported 'not applicable'.



Graph 9

5. Findings from Quantitative/Qualitative Analysis for Means of Notification to Staff, Faculty, and Students when an Emergency is Happening on Campus

Means of notification, or resources used to alert people that an incident is occurring, are essential elements of preparedness and response. Respondents were asked to identify how they alert campus staff, faculty, students and the general public when an emergency situation is taking place on the campus. The campuses were given sixteen various means from which to choose (they could choose more than one); in addition, they were given the opportunity to provide additional sources that were not listed. The following summary is based on statewide reporting for each type of institution: Community & Technical College, Public Baccalaureate Institution, and Independent Baccalaureate Institution.

Table 12 represents Community & Technical Colleges' means of notification.

Table 12: 35/Community & Technical Colleges

MEANS of CAMPUS NOTIFICATION	Total
Call-Based Emergency Notification System	18 51.4%
Classroom Alerting System	11 31.4%
Campus Mobile Message Signage	10 28.5%
Campus Web Page	32 91.4%
Campus-wide Mass Email	30 85.7%
Campus-wide Sirens	5 14.2%
Desktop Notification	12 34.2%
Local TV/Radio/Emergency Broadcast System	29 82.8%
Campus Door-to-Door Messenger	16 45.7%
Outdoor Alerting System	7 20.%
Phone Message on "Weather Line"	17 48.5%
Phone Tree	25 1.4%
Public Safety "Vehicle Public-Address"	6 17.1%
Text Messaging	22 62.8%
Two-Way Radio System	26 74.2%
Voice Mail	27 77.1%

The survey revealed that thirty-two Community & Technical campuses (91.4%) use the campus web page as a primary source for notification, with thirty campuses (85.7%) using campus-wide mass email, and twenty-nine campuses (82.8%) using the local TV/Radio/Emergency Broadcast system. Table 13

represents Washington State Public Baccalaureate institutions means of notification.

Table 13: 10/ Public Baccalaureate Institutions

MEANS of CAMPUS NOTIFICATION	Total
Call-Based Emergency Notification System	8 80%
Classroom Alerting System	2 20%
Campus Mobile Message Signage	2 20%
Campus Web Page	10 100%
Campus-wide Mass Email	10 100%
Campus-wide Sirens	4 40%
Desktop Notification	2 20%
Local TV/Radio/ Emergency Broadcast System	8 80%
Campus Door-to-Door Messenger	6 60%
Outdoor Alerting System	4 40%
Phone Message on "Weather Line"	5 50%
Phone Tree	8 80%
Public Safety "Vehicle Public-Address"	9 90%
Text Messaging	10 100%
Two-Way Radio System	10 100%
Voice Mail	9 90%

Statewide, 100% of the Public Baccalaureate institutions use their campus web page, campus-wide mass email, text messaging, and two-way radio systems. Public safety "Vehicle Public Address" and voice mail are used by nine campuses (90%).

Table 14 represents Washington Independent Baccalaureate institutions means of notification.

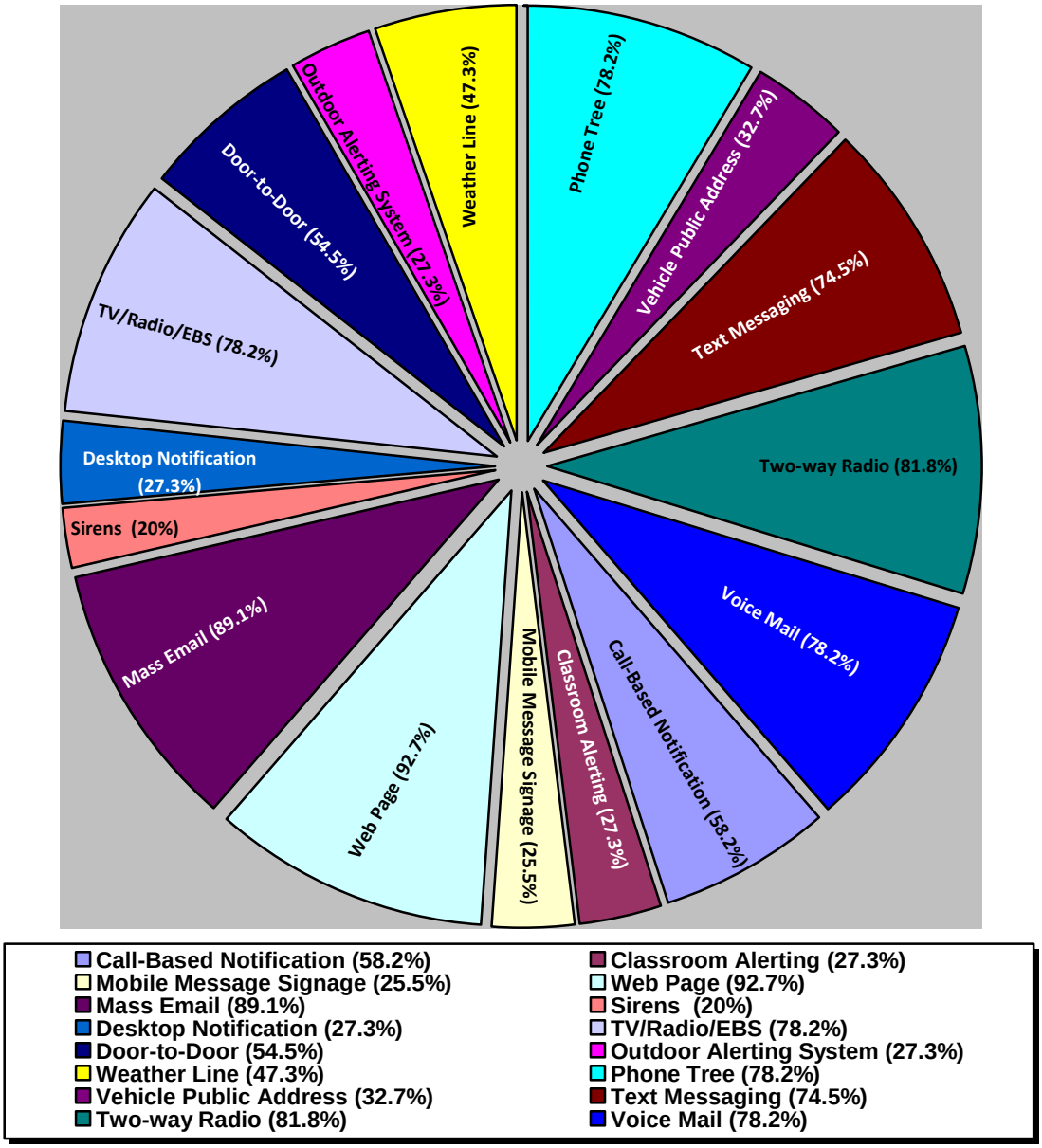
Table 14: 10/ Independent Baccalaureate Institutions

MEANS of CAMPUS NOTIFICATION	Total
Call-Based Emergency Notification System	6 60%
Classroom Alerting System	2 20%
Campus Mobile Message Signage	2 20%
Campus Web Page	9 90%
Campus-wide Mass Email	9 90%
Campus-wide Sirens	2 20%
Desktop Notification	1 10%
Local TV/Radio/Emergency Broadcast System	6 60%
Campus Door-to-Door Messenger	8 80%
Outdoor Alerting System	4 40%
Phone Message on "Weather Line"	4 40%
Phone Tree	10 100%
Public Safety "Vehicle Public-Address"	3 30%
Text Messaging	9 90%
Two-Way Radio System	9 90%
Voice Mail	7 70%

Statewide, 100% of the Independent institutions use a phone tree as their means of notification, with nine campuses (90%) using the campus web page, campus-wide mass email, text messaging, and two-way radio systems.

Graph 10 represents the resources used by campuses statewide to notify staff, faculty, students and the general public that an emergency situation is happening on the campus.

Statewide College Campus Means of Notification



Graph 10

Respondents were asked to detail how their campus obtained contact information for recipients receiving notification, and how the list was maintained or kept updated. Table 15 provides detail information surrounding those two questions by campus type.

Table 15:

A. How Contact Information is Obtained

Type of Institution	Voluntary registration for Text Mail, or Cell Phone Notification	Enrollment and Hiring Records	Building Representatives Perform Notification	List Serves	In Development Phase
35/ Community & Technical College	7	9	2	6	1
10/ Public Baccalaureate Institution	6	3	0	0	0
10/ Independent Baccalaureate Institution	2	5	1	0	0
Statewide Total	**15 (27.3%)**	**17 (30.9%)**	**3 (5.5%)**	**6 (10.9%)**	**1 (1.8%)**

B. How is the List Kept Updated

Type of Institution	Periodic Review	Annual Review	Re-Populated Every Two Years	Quarterly	Human Resource	Automatically Through Emergency Service Provider	In Development Stage	No Procedure in Place
35/ Community & Technical College	4	6	1	2	7	0	2	1
10/ Public Baccalaureate Institution	3	0	0	1	0	6	0	0
10/ Independent Baccalaureate Institution	3	1	0	1	2	1	0	0
Statewide Total	10 (18.2%)	7 (12.7%)	1 (1.8%)	4 (7.3%)	9 (16.4%)	7 (12.7%)	2 (3.6%)	1 (1.8%)

The results reveal that seventeen campuses (30.9%) maintain their contact list through the use of enrollment and hiring records, followed by fifteen campuses (27.3%) relying on the voluntary registration for cell phone and text messaging notification. The lists for notification are under periodic review by ten campuses (18.2%); nine campuses (16.4%) rely on their human resource department for the updating of contact information; and seven campuses (12.7%) rely on their emergency service provider to keep their notification list updated. It should be noted that 13 campuses (23.6%) did not respond to the question.

6. Findings from Quantitative Analysis for Means of Communication During an Emergency with Local Emergency Response Agencies

Operational Capacity of Radio Systems

The study shall: . . . Assess campus emergency notification systems, including emergency radio systems and operational compatibility with the radio systems and frequencies used by state and local responding agencies.

Background

Many of the institutions surveyed operate branch campuses and other facilities away from their main campus. The issue of interoperability of their radio systems could be as broad as the issue of interoperability for the state. WASPC staff chose to study those aspects of operational capability that could be gathered from a survey instrument.

The larger issue of interoperability is the responsibility of the Washington State Interoperability Executive Committee (SIEC), a permanent sub-committee of the Information Services Board (ISB). It was formed by legislation effective on July 1, 2003. The SIEC is supported by staff from the Washington State Patrol (WSP) and the Department of Information Systems (DIS).

The SIEC ensures that the state's investment in radio communications facilities, and spectrum licensed to the state is managed in such a way as to ensure economic efficiencies by coordinated planning, development, and management.

College campuses are a part of this interoperability issue to the extent that they are served by a commissioned campus police force, a non-commissioned campus security department, and/or by the public commissioned law enforcement agency having legal jurisdiction. In addition, efforts have been made to allow direct radio communications between non-commissioned security departments and the agencies providing emergency dispatching services.

Community Colleges:

None of the thirty-five community colleges surveyed have commissioned law enforcement officers. However, the survey indicated that six campuses (17.1%) have direct communication via police radio with dispatch. In addition, seventeen campuses (48.5%) reported that they have direct communication with emergency responders via two-way radio on a common frequency.

Public Baccalaureate Institutions

Of the ten public four-year institutions campuses considered part of this study, seven have commissioned law enforcement departments:

- Central Washington University
- Eastern Washington University
- The Evergreen State College
- University of Washington
- Washington State University
- WSU - Vancouver
- Western Washington University

The commissioned law enforcement officers communicate with dispatch (and each other) by the same means as their neighboring law enforcement agencies – i.e., via police radios with interoperable frequencies.

The other three campuses are served by the law enforcement jurisdiction in which they are located. The survey indicated that one of these campuses has direct communication via police radio with dispatch. In addition, all three reported that they have direct communication with emergency responders via two-way radio on a common frequency.

Independent Baccalaureate Institutions

The Independent institutions do not have commissioned law enforcement officers, however, the survey indicated that three campuses have direct communication via police radio with dispatch. In addition, five reported that they have direct communication with emergency responders via two-way radio on a common frequency.

Overall Responses

The survey asked respondents to identify from a list of communication utilities which of those utilities were available to them. Table 16 details the statewide findings.

Table 16:

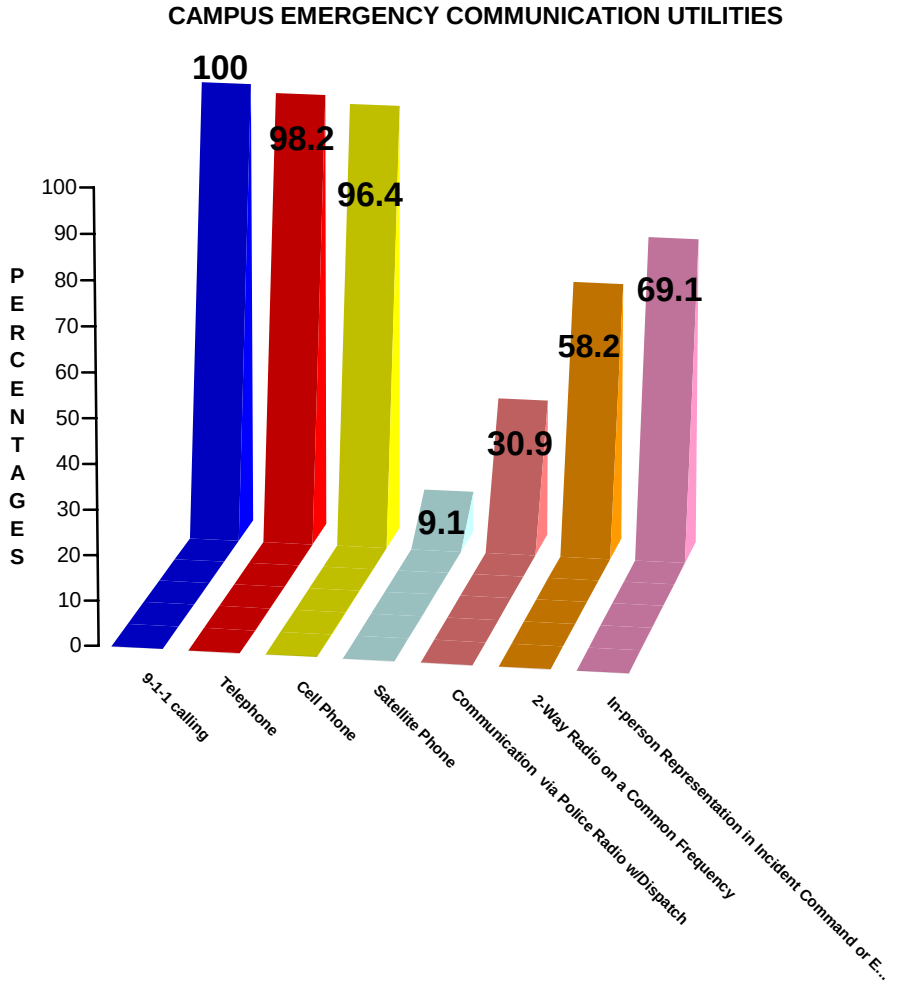
Emergency Communication Utilities	35/ Community & Technical College	10/ Public Baccalaureate Institution	10/ Independent Baccalaureate Institution	Statewide Total
9-1-1	35 100%	10 100%	10 100%	100%
Telephone	34 97.1%	10 100%	10 100%	98.2%
Cell Phone	33 94.2%	10 100%	10 100%	96.4%
Satellite Phone	1 .02%	2 20%	2 20%	9.1%
Direct Communication via Police Radio w/Dispatch	6 17.1%	8 80%	3 30%	30.9%
Direct Communication via 2-Way Radio on a Common Frequency	17 48.5%	10 100%	5 50%	58.2%
In-person Representation in Incident Command or Emergency Operations Center (EOC)	20 57.1%	10 100%	8 80%	69.1%

The report identifies statewide that 100% of all campuses use 9-1-1 followed by fifty-four campuses (98.2%) reporting they use the telephone service, and fifty-three campuses (96.4%) use cell phone service as a means of communication with emergency responders.

All of the Public Baccalaureate institutions reported having direct communication via 2-way radio on a common frequency, in-person representation in the incident command or emergency operations center, and eight campuses (80%) reported having direct communication with dispatch via police radio.

The Independent Baccalaureate institutions reported that eight campuses (80%) have in-person representation in an incident command or emergency

operations center, followed by twenty Community & Technical colleges (57.1%). Half of the Independent institutions have direct communication via 2-way radio on a common frequency, followed by seventeen Community & Technical colleges. The Independent institutions reported that three campuses (30%) have direct communication with dispatch via police radio, followed by six Community & Technical college campuses (17.1%). Graph 11 represents the statewide reporting.



Graph 11

7. Findings from Quantitative Analysis Outlining Statewide Campus Compliance with the National Incident Management System (NIMS) Planning of Preparedness

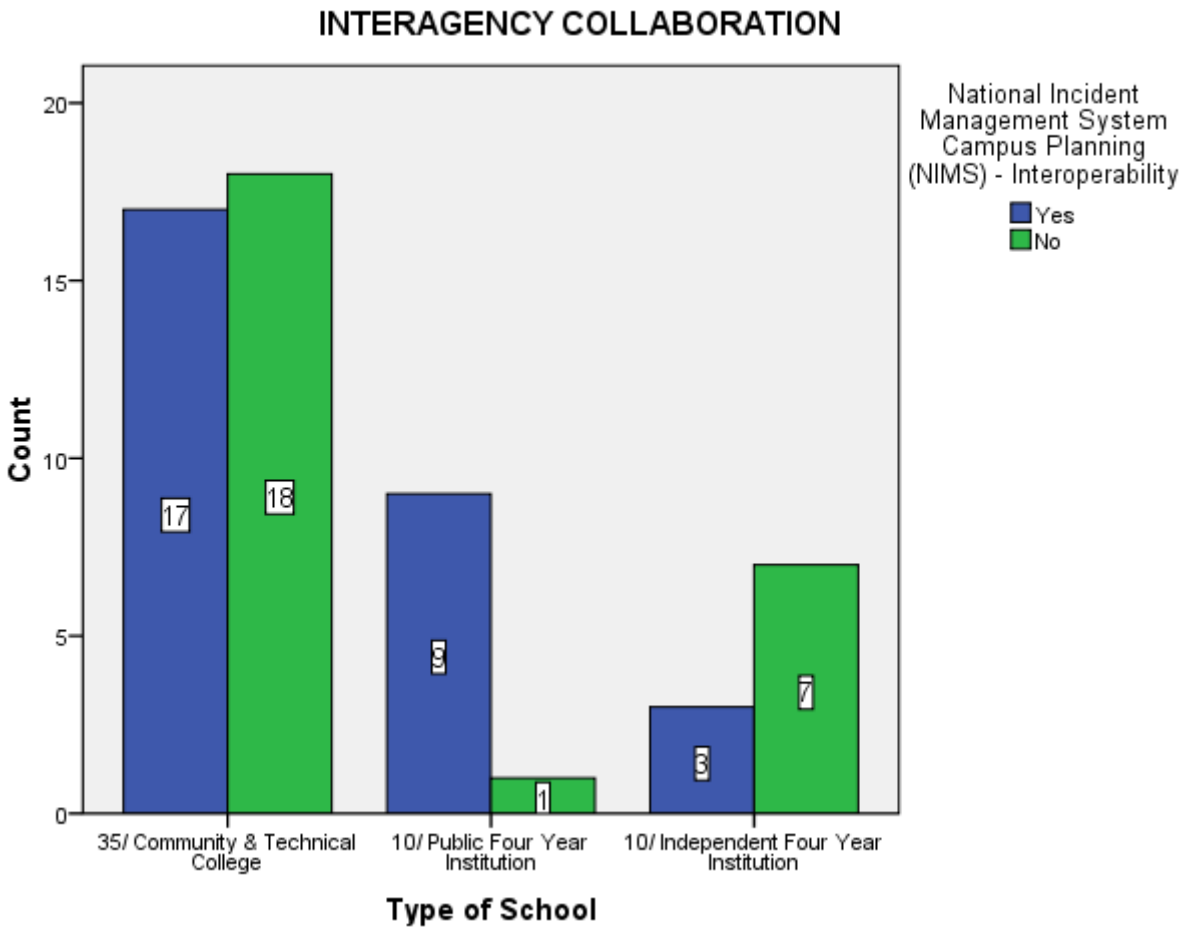
The following data addresses the institutions' level of planning as outlined by NIMS according to the campus Emergency Operations Plan (EOP). The survey asked campuses to report if their preparedness plans involved all responding agencies, private organizations, and nongovernmental organizations in planning, training, and exercise activities. Table 17 provides details by campus type and an overall statewide summary.

Table 17: Interagency Collaboration

Types of Institution	Yes	No
35/ Community & Technical College	17 48.5%	18 51.4%
10/ Public Baccalaureate Institution	9 90%	1 10%
10/ Independent Baccalaureate Institution	3 30%	7 70%
Statewide Total	**29** **52.7%**	**26** **47.3%**

The reported totals reveal that 52.7% of all campuses have emergency operating plans that are considered to be interoperable with all responding agencies. Public Baccalaureate institutions reported 90% compliance,

Community & Technical colleges reporting 48.5% compliant, and Independent Baccalaureate Institutions reporting 30% compliance.



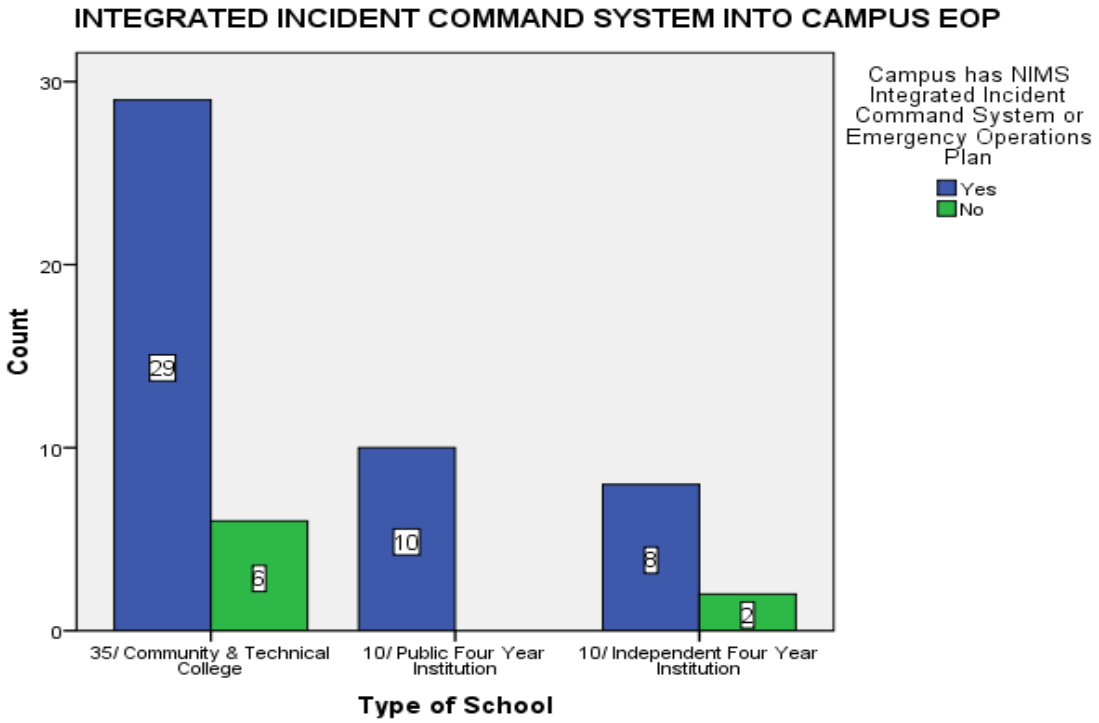
Graph 12

Campuses were asked if their campus had integrated the Incident Command System (ICS) into their Emergency Operations Plan (EOP). Table 18 provides details by campus type and an overall statewide summary.

Table 18: Campus Integrated Incident Command System

Types of Institution	Yes	No
35/ Community/Technical College	29 82.8%	6 17.1%
10/ Public Baccalaureate Institution	10 100%	0
10/ Independent Baccalaureate Institution	8 80%	2 20%
Statewide Total	**47** **85.5%**	**8** **14.5%**

Public Baccalaureate institutions report that they are 100% compliant with the integration of having an incident command system established within their EOP, followed by twenty-nine campuses (82.8%) for the Community & Technical colleges, and eight campuses (80%) for the Independent institutions. Graph 13 reveals the statewide reporting.



Graph 13

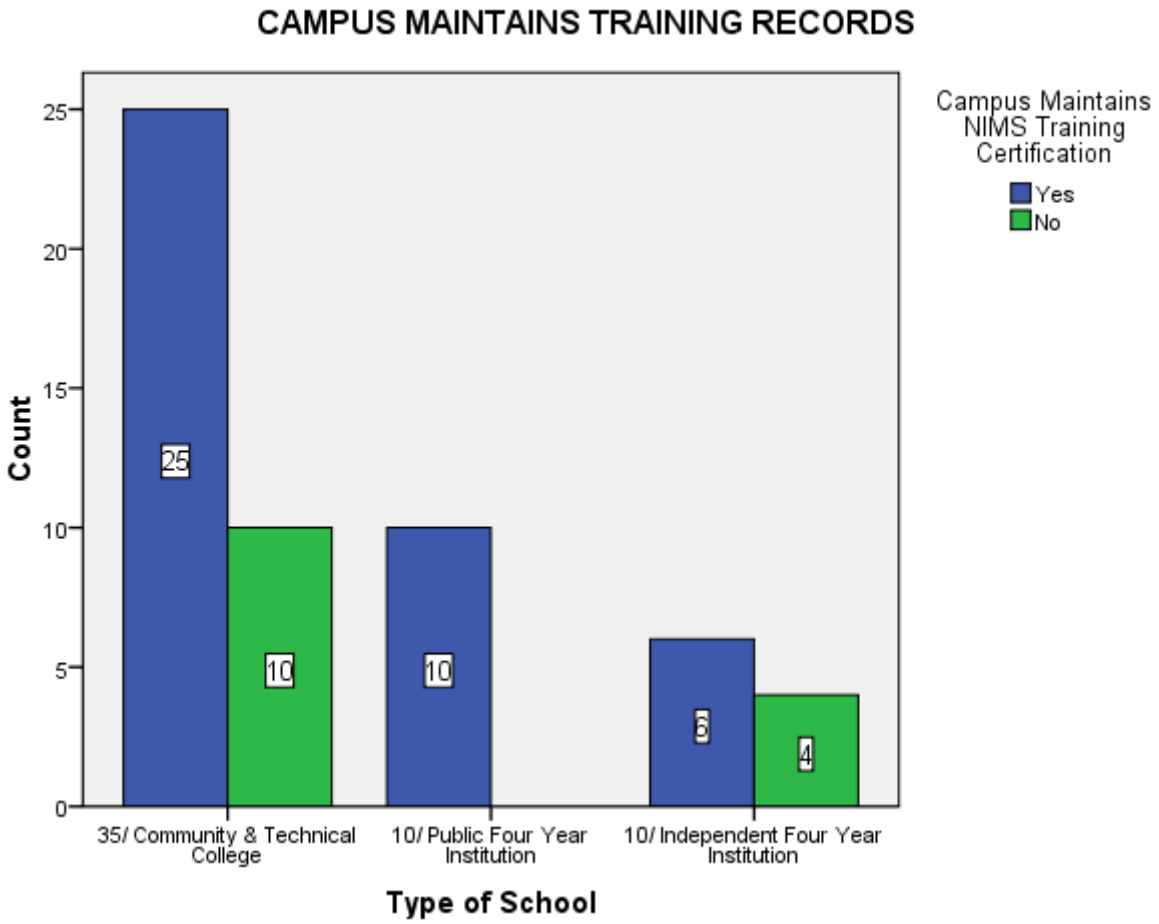
Campuses were asked to report if they maintained records for training certificates and at what level have campus safety and emergency personnel been NIMS trained. Table 19 identifies if the campus maintains training certification records and at what level their safety personnel have completed the various NIMS proficiency certification.

Table 19:

Campus Maintains Records of Training Certifications

Types of Institution	Yes	No
35/ Community & Technical College	25 71.4%	10 28.5%
10/ Public Baccalaureate Institution	10 100%	0
10/ Independent Baccalaureate Institution	6 60%	4 40%
Statewide Total	**41** **74.5%**	**14** **25.5%**

Public Baccalaureate institutions are 100% compliant in keeping records of safety personnel training, followed by twenty-five campuses (71.4%) for Community & Technical colleges, and six campuses (60%) for Independent institutions. Statewide forty-one campuses (74.5%) of college campuses maintain records of training certifications. Graph 14 reveals the statewide reporting.



Graph 14

Table 20 is a summary of the percentage of campuses who reported that their safety personnel had completed the various NIMS proficiency certifications.

Table 20: NATIONAL INCIDENT MANAGEMENT CERTIFICATION

NIMS PROFICIENCY CERTIFICATIONS	35/ Community & Technical College	10/ Public Baccalaureate Institutions	10/ Independent Baccalaureate Institutions	55/ Statewide Total
ICS – 100: Introduction to Incident Command System	28 80%	10 100%	7 70%	45 **81.8%**
ICS – 200: Single Resources & Initial Action Incidents	22 62.8%	8 80%	6 60%	36 **65.5%**
ICS – 300: Intermediate ICS or Equivalent	6 17.1%	6 60%	1 10%	13 **23.6%**
ICS – 400: Advanced ICS or Equivalent	6 17.1%	4 40%	0	10 **18.2%**
IS – 700 NIMS: National Incident Management System, an Introduction	26 74.2%	10 10%	6 60%	42 **76.4%**
IS – 800 NRP: National Response Plan, an Introduction	15 42.8%	6 60%	0	21 **38.2%**

Statewide, forty-five (81.8%) of college campus safety personnel have completed the ICS – 100: Introduction to Incident Command System training certification, followed by forty-two campuses (76.4%) completing the IS – 700: Introduction to National Incident Management Systems. (All of the proficiency courses can be taken online except for ICS 300 and ICS 400 which are classroom-based, multi-discipline or multi-jurisdiction courses intended for persons with supervisory responsibilities, such as the incident commander or planning section chief.)

8. Emergency Service Systems Utilized by Washington State Higher Education Campuses

A challenge that all college campuses encounter is the ability to notify a large group of people that an event is happening on campus. College administrators across the country have sought outside resources commonly known as *emergency notification systems* to assist with the notification of employees, students and the general public in the event of an emergency. The primary goal of emergency notification systems is the ability to disseminate information that will be received quickly and by a large number of people.

The survey asked Washington state campuses to identify which services they currently are using. Some of the campuses reported using more than one emergency service to assist with the campus safety and security. The following list is a report of those services used by higher education in the state of Washington.

Table 21:

EMERGENCY NOTIFICATION SERVICE SYSTEMS

Notification Service	Services Provided	35/ Community & Technical College	10/ Public Baccalaureate Institutions	10/ Independent Baccalaureate Institutions	55/ Statewide Total
Blackboard	Voice messages can be sent to recipients' landlines, cell phones, and e-mail accounts and text messages can be sent to recipients' cell phones, e-mail accounts, networked digital signage, other text receiving devices, such as PDAs, and to TTY/TDD (text telephone) devices.	**1**	**2**	**2**	**5** **9.1%**
e2Campus	Sends an omnilert to all standard text communication devices: mobile phones (via SMS text messages), email accounts, RSS readers, text pagers, wireless PDAs, web site pages, as well as digital signage and alert beacons across the campus.	**5**	**2**	**4**	**11** **20.%**
MASSMAIL	Electronic distribution of official information through administrative channels on campus.	**1**	**2**		**3** **5.5%**
National, Notification Network (3N)	Communicates with students, staff, faculty, and parents in minutes via: text messaging, cell phones, BlackBerry® devices, email, and instant messaging. Notification system cycles through every contact path available for each person you want to contact.	**1**	**4**	**1**	**6** **10.9%**
Reverse 911	Alert students via: Cell Phone, Text Message, PDA, Email, Landline Phone (dorm or residence), Fax, TTY/TDD Device, Code Blue™ Emergency Outdoor Phone Boxes	**1**	**3**	**2**	**6** **10.9%**

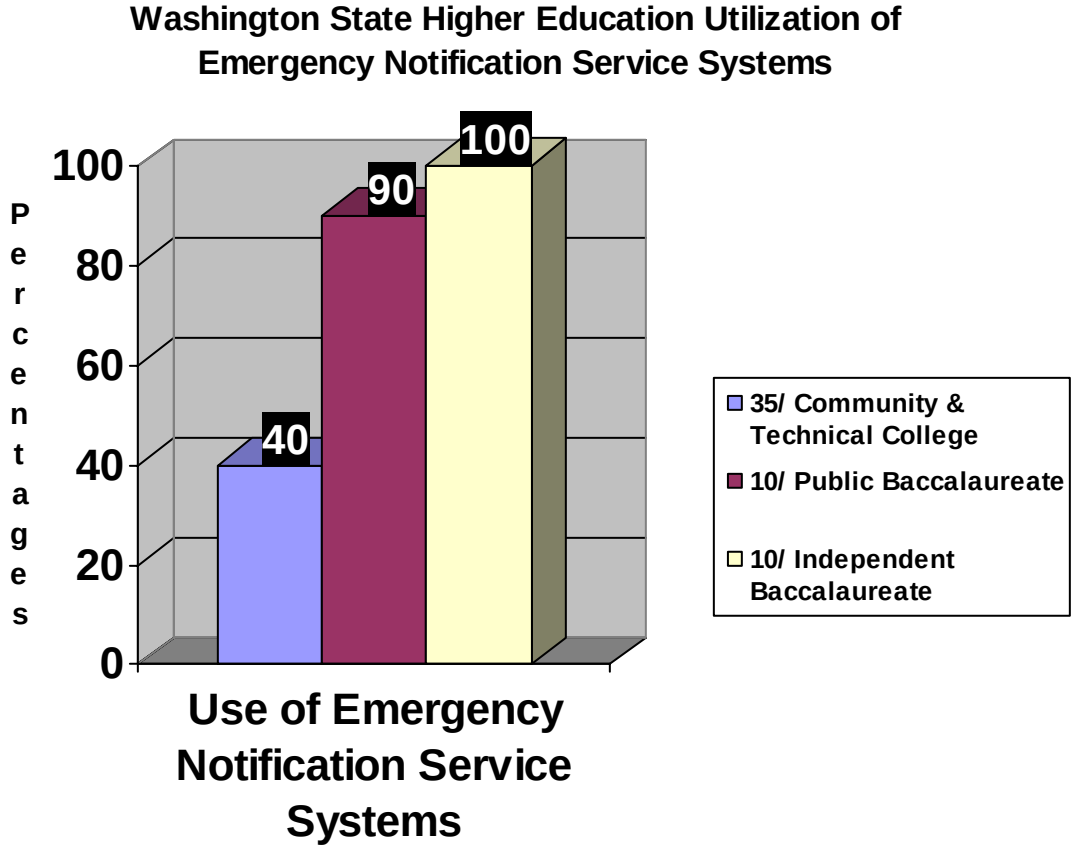
	Instantly distribute vital information: Communicate with parents, Notify first responders, Alert university buildings, Mobilize campus security, faculty or any other group				
PIER	Send messages instantly via: SMS Text Messages, Text-to-voice phone messages, Email, Fax, Social Media Sites, Websites (one or many, public or private)		**1**		**1** **1.8%**
E911 via VOIP	Voice Over Internet Protocol: Allows the capability to transfer a 9-1-1 call to a response agency	**1**			**1** **1.8%**
Jyngle	Mobile and online messaging service: phone, SMS, and internet			**1**	**1** **1.8%**
Verizon/Nextel	Capabilities allow the university to send notices via text, voice or e-mail or a combination, using any end-user device	**1**			**1** **1.8%**
Schoolreport.org	Member schools relay timely and accurate emergency-related information through local radio and TV broadcasts and the internet.	**4**			**4** **7.2%**
Informz	Email			**1**	**1** **1.8%**
Telephone Alert System Directory (TASD)	Transmitting special messages throughout the campus using a pyramid telephone call schedule	**1**			**1** **1.8%**
Bellevue Alert System	Text message/Email alerts	**1**			**1** **1.8%**

Red Alert	Alerts can be triggered by: web, phone call, automated process, such as a database or e-mail update. Responders can be notified by: email, pager, wireless message, automated phone call, SMS text messaging.			**1**	**1** **1.8%**

Note: some college campuses use more than one system

Community & Technical colleges report that one campus uses a proprietary system and two campuses are currently researching notification systems that will meet their campus needs. Statewide, fourteen Community & Technical campuses reported using some type of emergency notification system, and nine Public Baccalaureate and ten Independent Baccalaureate institutions reported using some type of emergency notification system.

Statewide, eleven campuses (20%) use the e2Campus notification system, followed by six campuses (10.9%) using either Reverse 911 or 3N's, and five campuses (9.1%) are using the Blackboard emergency notification system. These notification systems and others provide a package that includes text messaging, voice mail, email alerts, faxes, digital signage, alert beacons across the campus, and Code Blue Emergency Outdoor Phone Boxes to name a few of the services provided on college campuses. Graph 15 represents a statewide summary of colleges using an emergency notification system.


Washington State Higher Education Utilization of Emergency Notification Service Systems
Percentages
100
80
60
40
20
0
40
90
100
Use of Emergency Notification Service Systems
35/ Community & Technical College
10/ Public Baccalaureate
10/ Independent Baccalaureate

Graph 15

9. *Background of Critical Incident Planning and Mapping System (CIPMS)*

Public Schools (K-12): In the 2001-2003 biennium, the Legislature funded the mapping of 60 pilot sites, primarily high schools. The success of these pilots led to the creation of the statewide system.

RCW 36.28A.060 formally created the statewide first responder building mapping information system, now known as the Critical Incident Planning and Mapping System (CIPMS, called "mapping" in this report) in 2003. The law requires that "*All state and local government-owned buildings that are occupied by state or local government employees must be mapped when funding is provided."*

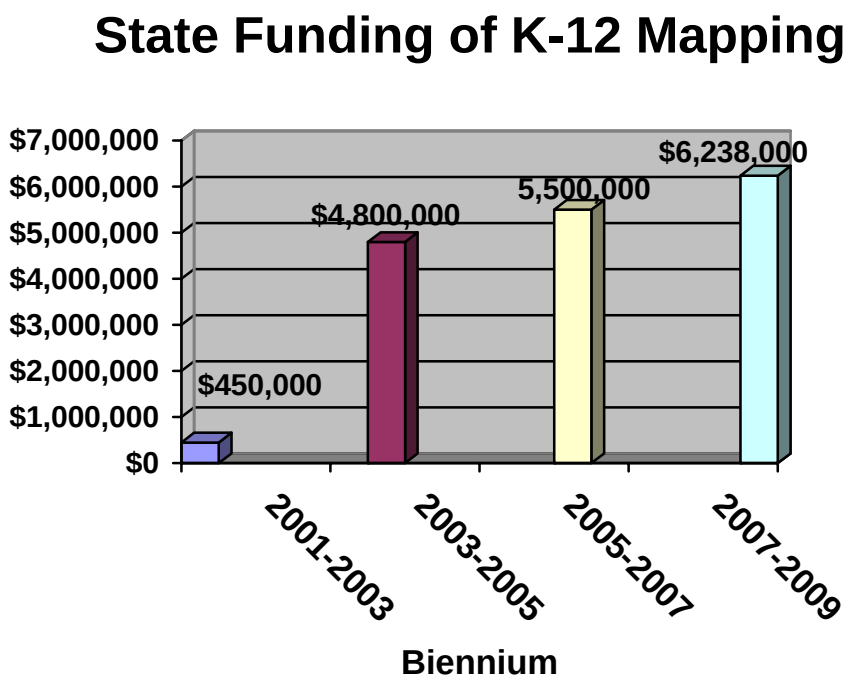
Beginning with the pilots, the Legislature has funded the mapping of public schools in each biennium's capital budget. The chart below provides the details of what funding has been provided:

Table 22: State Funding of K-12 School Mapping

Biennium	State Funding	Schools	Other Funding	Total
2001-2003	$ 450,000	60		
2003-2005	$ 4,800,000	400		
2005-2007	$ 5,500,000	565	189	1214
2007-2009	$ 6,238,000	810	112	922
Totals	**$ 16,988,000**	**1835**	**301**	**2136**

The "Other" column includes schools which were funded by other sources, such as grants from the U.S. Department of Education, or migrated into the

CIPMS from other mapping systems. By the end of this calendar year 2008, WASPC will complete the mapping of every K-12 public school in the state.



Graph 16

Other Public Facilities: WASPC has identified federal, local, and other funding to map the following types of facilities.

Table 23:

Building Type	Full Mapping	BZPP	CIKR
Arenas / Stadiums	5	3	3
Bridges	1	5	5
Communication Centers	4		4
Courthouse Buildings	13		6
Dams		2	2
Hospitals		4	4
Office Buildings / Other	46	4	33
Port Facilities	9	2	9
Special	4		
TOTALS	**82**	**20**	**66**

"Full Mapping" in this chart indicates that the facility has been fully mapped according to WASPC standards. "BZPP" refers to a Buffer Zone Protection Plan that has been developed for the site, and some of the critical information from that plan is available in the mapping system. "CIKR" refers to facilities that have been identified as Critical Infrastructure Key Resources by either the state or a local government process. The "Special" designation includes mapping sites that are not building based – for example, a tsunami evacuation plan for Pacific County.

Community Colleges: The 2008 Legislature continued the process of funding the mapping of public buildings through the capital budget. An appropriation of $1,000,000 was allotted to begin the mapping of the state community colleges. Based on the square footage provided by the State Board of Community & Technical Colleges (SBTCC) last year, an additional $746,000 was originally identified as needed in the next biennium to complete the mapping of the community college system.

This study identified buildings totaling 17,972,000 square feet in the community college system. Of this total, buildings totaling 8,250,000 square feet will be mapped with this year's appropriation, completing eighteen of the thirty-five community colleges. The main campuses of Spokane Community College (SCC) and Spokane Falls Community College (SFCC) were previously mapped as pilots, accounting for 1,584,000 sf, so a total of twenty of the thirty-five colleges will have been mapped by the end of this fiscal year. (The remote

buildings operated by SFCC in Pend Oreille, Stevens, and Ferry counties remain to be mapped.)

Thus, 7,862,000 sf remain to be mapped to complete the community college system. In addition to the appropriation of $746,000 estimated last year by the SBTCC, $237,000 will be required to complete the mapping of all existing buildings in the community college system. The total estimate for the next biennium is $983,000.

One reason for the increase is that the SBTCC did not request funding for the five Pierce County community colleges mapped under the Pierce Responder system. This report recommends the mapping of all of the Pierce County community colleges, to bring them into the statewide CIPMS system.

4-year Institution Campus Description Summary

The ten colleges of the Independent Colleges of Washington reported 465 buildings, totaling 11,451,000 square feet. They range in size from Heritage College with 21 buildings and 110,900 square feet to Seattle University with 46 buildings, 2,278,000 square feet. In numbers of buildings, Gonzaga University is largest with 114, and St. Martin's University is smallest, with 16.

Of course, the University of Washington and Washington State University are the largest state institutions. WSU's main campus in Pullman has 561 buildings totaling 10,285,000 sf; UW's main campus in Seattle has 326 buildings, 15,820,000 square feet. (This is the number of square feet remaining to be

mapped – Husky Stadium and the Hec Edmundson Pavilion were mapped earlier this year with federal funding.)

For purposes of this study, the branch campuses of UW and WSU were considered separate entities. They range in size from eight buildings and 340,000 sf (WSU – Vancouver) to 31 buildings and 730,000 sf at UW – Tacoma. The UW Bothell is co-located with Cascadia Community College; because it is impractical to map parts of buildings on a campus of this size, WASPC chose to map the joint campus as a single site with its community college funding from the 2008 legislature. (That mapping is underway, but not yet completed as of this writing).

The other four state institutions range in between these two extremes:

- Western Washington University: 127 buildings = 3,245,783 sf
- Central Washington University: 81 buildings = 2,643,424 sf
- The Evergreen State College: 65 buildings = 1,563,832 sf
- Eastern Washington University**:** 73 buildings = 2,768,825 sf

Eastern Washington University's figures include some buildings (and over 700,000 sf) that were identified in this study. They do not include Robert Reid Elementary School, which has already been mapped with K12 public school funding.

10. Higher Education Building Prioritization

E2SHB 2507 included the following requirement:

The study shall: . . . (b) Evaluate the potential risks associated with individual types of buildings on all campuses and recommend buildings that are a high priority for adding to the statewide first responder building mapping information system; (c) Determine the costs and timelines associated with adding priority campus buildings to the statewide first responder building mapping information system;

WASPC staff created a methodology for the prioritization of the buildings owned or operated by the state universities and the Independent Colleges of Washington. Representatives of each institution were asked to prioritize their own buildings according to the following criteria:

- **Identify the square footage of each building**
    - Each state baccalaureate institution was provided with a spreadsheet including every building reported to the Office of Financial Management (OFM) through the "Comprehensive Framework". This report included the square footage of each building.
    - For the ICW schools, WASPC staff created a spreadsheet of the buildings from public sources such as college websites. The ICW schools were asked to identify the square footage of each building from their own sources, and add or subtract buildings as appropriate

- **Identify maximum capacity** –many schools were able to provide the actual maximum capacity of each building; others used a formula method to estimate the maximum number of persons likely to be in the building; still others made good faith estimates of the maximum; for a small number of buildings the capacities were not provided

- **Identify primary and secondary use of building** – WASPC created a common building use categorization which was more specific than that provided to OFM; schools rated each building by its primary and secondary use

- **Identify whether hazardous materials are commonly located in building** – schools were asked to use a common sense definition of hazardous materials. Which buildings contain materials that would be of interest to first responders in the event of an emergency affecting that building?

- **Identify whether building is critical to the operation of the school** – the survey asked schools to identify whether the loss of the function of each building would shut down the operation of the campus. This question was asked for both human-caused incidents (such as active shooters) and naturally-caused incidents (e.g., earthquake).

- **Priority for mapping:** Based on above considerations, schools were asked to prioritize each building – first, second, or third priority

Upon receipt of the data, WASPC staff reviewed the spreadsheets carefully. Prior to analysis, a number of data adjustments were made:

- Buildings which were marked as "not in use" or "planned for demolition", were eliminated.
- Buildings listed by one institution already included in the mapping of another institution (a community college) were eliminated.
- Buildings already mapped or planned to be mapped with other dollars were also eliminated from this analysis
- A few buildings not categorized by the institution were set to third priority (for the institution's score).
- A few buildings for which the square footage was not provided were estimated by WASPC staff .
- Buildings in states other than Washington were deleted.
- A few buildings clearly miscoded according to use were re-coded.
- When the square footage of individual buildings was aggregated into a separate line, the total square footage was disaggregated evenly across the buildings of the group, as an estimate.

This data-gathering process yielded a very complete and complex picture of the campuses. Upon analysis, WASPC staff learned that the methodology was very useful, but that it was not sufficient to use the institutions' prioritization number for the prioritization recommendations of this report. In WASPC staff's

opinion, the self-prioritization was too subjective. More importantly, it was not uniformly applied at each campus. One large campus scored only 3.3% of its square footage as first priority, while six campuses scored over 80% of their campus square footage as priority number one.

For these reasons, WASPC staff conducted further analysis of the data supplied by the schools. The school's priority for each building was still weighted heavily; however, it is not the only criteria used in this report's final recommendations.

WASPC's analysis assigned a higher or lowere priority to each building based on the following factors reported by the institutions:

Table 24:

Factor	Rationale
Priority reported by institution	The school's representatives know their campuses
Building size, 50,000 square feet or more	The consequences of an incident at or damage to larger buildings are more significant than smaller buildings. Also, colleges can serve as community resources in the event of a community disaster. Larger buildings should be mapped because they can serve as shelters and serve as other resources in a larger disaster.
Capacity greater than 100	The more human occupants of a building, the more likely that it will be seen as a target source for an active shooter
Capacity greater than 500	Even larger groups of people represent targets for terrorists, bombers, and other criminals looking to inflict maximum casualties
Presence of hazardous materials	If a building contains hazardous materials, it has the potential to cause more harm; this impact could extend beyond the building itself

Mission criticality	Facilities whose functions are essential to the mission of the institution should be given higher priority for mapping
Analysis of function	WASPC assigned first priority to stadiums, student union buildings, theaters, medical facilities, and other facilities (regardless of their "score") based on the high amount of use of these types of facilities by the general public, their high visibility, and / or their significance to the operation of campuses. (See next section.)

Analysis of Function

Classrooms: Since much of the impetus for this legislation was the recent shooting events at Virginia Tech and Northern Illinois Universities, it is only logical to look at classrooms as high priorities. In the final analysis, the report recommends as a first priority the mapping of all classroom buildings which have a capacity of 500 or more students.

Residence Halls: For much the same reasons, the report recommends the priority mapping of residence halls with a capacity of 100 or more students.

Apartments: In the school's analysis of priority, only 6% of apartments were ranked as first priority. This report proposes using this assignment for apartments; only this 6% would have been mapped in the first priority. Nineteen of 25 apartment buildings were reduced to lower priority, because no prioritizing factors were reported.

Student Unions / Dining Facilities: The report recommends the first priority mapping of all of these facilities on all of the campuses. (See notes below for off-campus operations and buildings)

Medical Facilities: The report recommends the first priority mapping of all medical facilities on all of the campuses.

Theaters: The report recommends the first priority mapping of all of these facilities on all of the campuses.

Utilities: Utilities are recommended as first priority if they were scored as such by the institution, or if the institution scored them as critical to the mission of the school.

Emergency support facilities: These facilities are not recommended as first priority even if they were scored as such by the institution, because such facilities are always backed up. In other words, if one of these facilities was damaged, its functions could be duplicated at another site or by a mobile command vehicle.

Laboratories: In the school's analysis of priority, only 5.5% of laboratories were ranked as first priority. This report used this assignment for labs; all of the facilities in this 5.5% would be mapped in the first priority. Only one facility was lowered in priority because of its lack of priority factors. In addition, laboratories which were considered mission critical were added to the first priority list. (This is the only category where facilities were both added and subtracted from the institutions' first priority lists.)

Animal Facilities: In the school's analysis of priority, less than 6% of these facilities were ranked as first priority. This report proposes using this assignment, unless the facility has no criteria to indicate the need for a first priority ranking. Nine of twelve facilities were moved to second priority by this method.

Athletic Facilities: Only eighteen of one hundred and eighteen athletic facilities were marked by the institutions as first priority. However, these facilities can serve as resources to both the school and the larger communities in which they are located. Mapping these facilities gives emergency planners and first responders critical data for their use. In addition to the mapping of the eighteen facilities considered first priority by the institutions, the report recommends mapping all athletic facilities which are larger than 50,000 square feet.

Bookstores / Retail Facilities: The report recommends the first priority mapping of all of these facilities on all of the campuses, because of high visibility and public access they afford.

Offices: In the schools' analysis of priority, 12.5% of office buildings were ranked as first priority. This report proposes using this assignment for offices, unless there were no criteria listed to justify this ranking. Nine of thirty-two office buildings were moved to second priority by these criteria.

Museums / galleries, Parking, Religious, and Conference Facilities: The report recommends the second priority mapping of all of these facilities on all of the campuses, essentially agreeing with the scoring by the institutions for these types of facilities.

Maintenance Facilities: In the school's analysis of priority, less than 10% of these facilities were ranked as first priority. This report proposes using this assignment, unless the facility reported no criteria to indicate the need for a first

priority ranking. Eight of twenty-six facilities were moved to second priority by this method.

11. Recommended Mapping Timelines and Costs

WASPC staff recommends the following timelines and costs for mapping the state's Public and Independent Baccalaureate institutions.

Table 25:

Biennium	Priority	Comment	Cost
2009-2011	All first priority buildings on all campuses, but not the off-campus buildings of the University of Washington or Washington State University	This approach will bring the mapping system to all 10 remaining Public Baccalaureate and to the 10 Independent campuses in the first two years of funding, mapping 57% of the existing square footage	**$ 3,810,000**
2011-2013	All remaining buildings on the campuses	Completing the campus mapping in four years is an achievable timetable; off-campus buildings should be considered in the context of mapping other public buildings statewide	**$2,547,000**
	All first priority buildings of the UW and WSU off the main campuses, but excluding the second and third priority buildings off-campus		**$133,000**
	Second Biennium Total		**$2,680,000**
2013-2015	Remaining buildings off-campus	The study recommends considering these buildings with other public buildings statewide	**$490,000**
Total Cost over Three Biennia	All known buildings reported in the summer of 2008	Does not include new construction and major remodeling underway or which will be completed by the end of 2015	**$6,980,000**

Recommended Costs in Context

This final section seeks to place the recommended costs of this study into the context of previous funding of the CIPMS by the Washington State Legislature. The chart and graph below demonstrate this relationship.

As noted, the legislature has funded the mapping of the K12 system over four biennia, for a total cost of nearly $17 million, to map 2,136 schools, with an expected completion date of December 2008. This $17 million investment is described by graph 15 above.

In 2008, the Legislature also appropriated $1 million to begin the mapping of the community college system. This report recommends completing that project in the 2009-2011 biennium, at a cost of $983,000.

The recommendations of this report would add $7 million additional dollars to those costs, spread over the next three biennia, to map the state's 4-year higher education institutions.

The graph below "layers" these actual and recommended costs. The first four columns in the chart and bars in the graph show how the total biennial expenditure for mapping has grown from $450,000 in FY 2001-03, to over $7 million in FY 2007-09.

The next three columns and bars are comprised of the following components, spread over each of the next three biennia:

- The estimated cost to continue to map new K-12 facilities as they come on line.
- The estimated costs to complete the mapping of the existing buildings of the Community & Technical colleges.

- The costs to map the existing buildings of the 4-year colleges as recommended by this report.
- In the second and third upcoming biennia, a final estimate is added for the continued mapping of new higher education facilities as they come on line.

The K-12 estimates are based on the following rationale:

- Training / quality control - $250,000 per biennium. WASPC will request that this function be separately funded. The contractor will still be required to train new school personnel as new facilities are mapped, but WASPC would take the primary responsibility for ongoing training of schools previously mapped.
- Mapping 95 schools at $7,500 per school – these 95 schools were imported into the current mapping system from previous systems; they are not of the same quality as school's mapped by WASPC.
- Mapping the estimated square footage of new construction funded by OSPI (at 12.5 cents per square foot in the first biennium, 13.5 cents in the second, and 14.5 cents in the final biennium of this analysis).
- Mapping the estimated square footage of new K12 school construction funded locally – based on a good-faith estimate of 20% of the OSPI-funded construction, times the same per square foot cost estimates.

The community & technical college estimate is detailed elsewhere in this report. Likewise, the cost analysis of the mapping of the 4-year schools is described in great detail in this report, and detailed for each college in Appendix D.

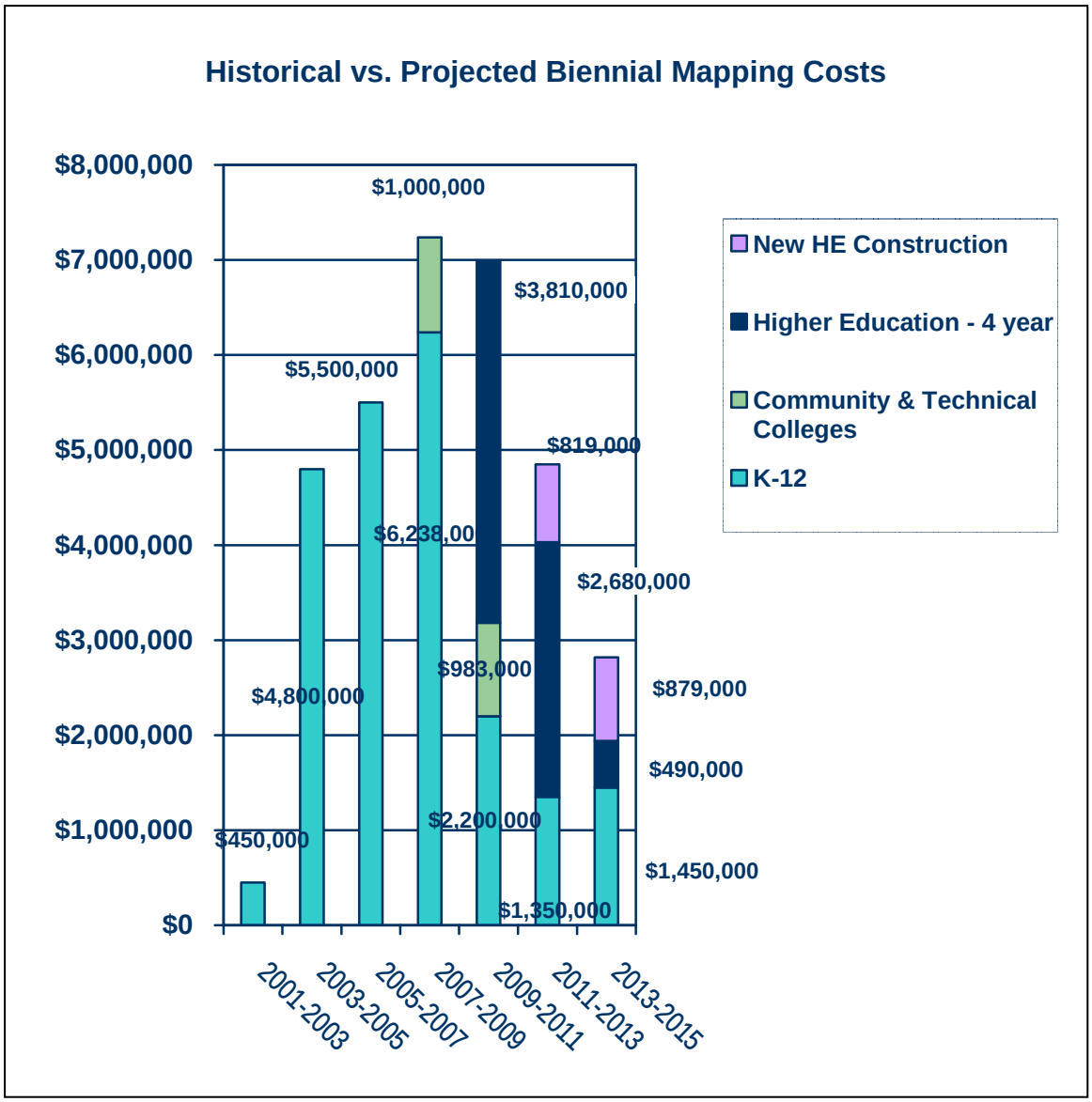
Finally, the estimate of the mapping of new construction costs for higher education is based on an estimate by Meng Analysis to the Higher Education

Coordinating Board. The report, titled *HECB Higher Education Facility Comparable Framework 2008, Meng Analysis Summary Report 06-24-08*, provides an estimate of a 6.9% increase in square footage per biennium. Applying this estimate to the known square footage from the Comparable Framework report yields the following cost estimates:

- Existing sf times 6.9% times 13.5 cents = $ 711,000
- Resulting sf time 6.9% times 14.5 cents = $764,000

A proportional adjustment (15.1%) was added for new construction on the ICW institutions. This report estimates the square footage of the 10 ICW institutions at 11,500,000, or approximately 15% of the state totals. The resulting biennial estimates are:

- 2011-2013: $819,000
- 2013-2015: $879,000


Historical vs. Projected Biennial Mapping Costs
$8,000,000
$7,000,000
$6,000,000
$5,000,000
$4,000,000
$3,000,000
$2,000,000
$1,000,000
$0
$1,000,000
$5,500,000
$3,810,000
$819,000
$6,238,00
$2,680,000
$983,000
$4,800,000
$879,000
$490,000
$2,200,000
$450,000
$1,450,000
$1,350,000
2001-2003
2003-2005
2005-2007
2007-2009
2009-2011
2011-2013
2013-2015
New HE Construction
Higher Education - 4 year
Community & Technical Colleges
K-12

Graph 17

APPENDIX A

Text of E2SHB 2507, Laws of 2008

CERTIFICATION OF ENROLLMENT
SECOND SUBSTITUTE HOUSE BILL 2507
Chapter 293, Laws of 2008
60th Legislature
2008 Regular Session
EMERGENCY SYSTEMS--HIGHER EDUCATION INSTITUTIONS
EFFECTIVE DATE: 06/12/08

SECOND SUBSTITUTE HOUSE BILL 2507

AS AMENDED BY THE SENATE
Passed Legislature - 2008 Regular Session

State of Washington 60th Legislature 2008 Regular Session

By House Capital Budget (originally sponsored by Representatives O'Brien, Ormsby, Hurst, Goodman, VanDeWege, Liias, Barlow, Green, Kelley, Warnick, and Simpson)

READ FIRST TIME 02/12/08.

AN ACT Relating to expanding the statewide first responder building mapping information system to higher education facilities; and creating new sections.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF WASHINGTON:

NEW SECTION. **Sec. 1.** The legislature finds that coordinated planning ensures preparation for all future crises. While it is impossible to eliminate the threats posed to our higher education campuses by crime or disaster, natural or person-caused, it is necessary to mitigate impact through effective all hazard emergency preparedness. The legislature also finds that notifying college and university campus communities of an impending, ongoing, or diffused emergency situation is one of the most critical capabilities that a college or university must have. But how a higher education institution achieves the ability to alert students, faculty, and staff quickly, accurately, and dependably in an emergency situation is not a one size fits all solution. While colleges and universities should maintain their autonomy in choosing how to address safety and security risks, certain consistent protocols are essential for making campuses safer. The legislature further finds that higher education

institutions need to ensure that campus law enforcement or security communications equipment, as well as communication systems used by colleges and universities during an emergency, meet technical standards and are compatible with other responding agencies' communication systems. Therefore, it is the intent of the legislature to carefully examine best safety practices at the state's institutions of higher education, examine the use of technology to improve emergency communications, and consider the financial implications of safety and security enhancement plans, as well as the funding sources to support them, in order to maximize limited resources and public benefit.

NEW SECTION. **Sec. 2.** The Washington state patrol and the Washington association of sheriffs and police chiefs, in consultation with the state board for community and technical colleges, the council of presidents, the independent colleges of Washington, and the department of information services, shall conduct a needs analysis and fiscal impact study of potential college and university campus security enhancements, including the addition of two-year and four-year public and independent higher education institutions to the statewide first responder building mapping information system as provided under RCW 36.28A.060.

(1) The study shall:

(a) Assess public and independent colleges and universities to determine whether campus emergency and critical incident plans are up-to-date, comprehensive, and regularly exercised;

(b) Evaluate the potential risks associated with individual types of buildings on all campuses and recommend buildings that are a high priority for adding to the statewide first responder building mapping information system;

(c) Determine the costs and timelines associated with adding priority campus buildings to the statewide first responder building mapping information system; and

(d) Assess campus emergency notification systems or devices, including emergency radio systems, to determine functionality in the campus environment, the adequacy of coverage throughout a campus, and operational compatibility with the radio systems and frequencies utilized by state and local responding agencies.

(2) The Washington state patrol and the Washington association of sheriffs and police chiefs shall report findings and recommendations to the governor and the legislature by November 1, 2008.

NEW SECTION. **Sec. 3.** If specific funding for the purposes of this act, referencing this act by bill or chapter number, is not provided by June 30, 2008, in the omnibus capital appropriations act, this act is null and void.

Passed by the House March 12, 2008.

Passed by the Senate March 11, 2008.

Approved by the Governor April 1, 2008.

Filed in Office of Secretary of State April 2, 2008.

APPENDIX B

Campus Survey

2008

WASHINGTON ASSOCIATION of SHERIFFS and POLICE CHIEFS (WASPC)
and
WASHINGTON STATE PATROL (WSP)

HOUSE BILL 2507

THANK YOU FOR YOUR COOPERATION WITH THIS VERY IMPORTANT PROJECT

The Legislature has identified the need for each of the State's colleges and universities to update their campus plans for emergency preparedness and response procedures and to provide this information to students, faculty, and staff. By November 1, 2008 WASPC and WSP, in consultation with the State Board for Community and Technical Colleges, the Council of Presidents, the Independent Colleges of Washington, and the Department of Information Services must submit a report to the Governor and State Legislature.

This survey instrument addresses topics required by the state legislature: an assessment to determine whether campus emergency and critical incident plans are up-to-date, comprehensive, and regularly exercised. For the four year institutions an evaluation is of the potential risks associated with individual types of buildings on all campuses required and recommended buildings that are a high priority for addition to the Critical Incident Planning and Building Mapping System (CIPMS). A financial analysis and timelines associated with adding priority campus buildings to the mapping system are required, and an assessment of campus emergency notification systems or devices, including emergency radio systems is needed to determine functionality in the campus environment, the adequacy of coverage throughout a campus, and operational compatibility with the radio systems and frequencies utilized by state and local responding agencies.

Additionally this survey will provide important primary contact information for further assessment needs. Any questions concerning the survey, or the CIPMS system please contact Bruce Kuennen or Teri Herold-Prayer at WASPC.

Bruce Kuennen, Manager
WASPC Tactical Operations Support
bkuennen@waspc.org
w: (360) 486-2389 c: (360) 561-0807

Teri Herold-Prayer
WASPC Higher Education Coordinator
therold-prayer@waspc.org
(360) 486-2414

SECTION ONE

This section will require information about the institution, primary point of contact, and additional contact information.

1. Provide full name of Institution:	

***Primary* Point of Contact:**		
2. Name:	**3. Title:**	
4. Address:	**5. Zip:**	**6. Phone #:**
7. Email:		**8. Alt. Phone #:**

***Secondary* Contact:**		
9. Name:	**10. Title:**	
11. Address:	**12. Zip:**	**13. Phone #:**
14. Email:		**15. Alt. Phone #:**

Person completing survey:		**20. Date:**
16. Name:	**17. Title:**	
18. Phone #:	**19. Email:**	

21. Additional information you feel pertinent to contact information:

SECTION TWO

Campus Emergency and Critical Incident Plans.
Please check the boxes that apply.

22. Does your campus have written campus emergency/critical incident plans? yes ☐ no ☐

23. Do your emergency/critical incident plans address the following recommendations by FEMA: (check all that apply)

☐ ***Preparedness-*** includes plans and preparations made to save lives and property and to facilitate response operations;

☐ ***Mitigation –*** refers to activities that eliminate or reduce the chance of occurrence or the effects of disasters;

☐ ***Response –*** includes actions taken to provide emergency assistance, save lives and minimize property damage, and speed recovery immediately following a disaster; and

☐***Recovery –*** includes actions taken to return to a normal or improved operating condition following a disaster.

Source: http://www.fema.gov/library/viewRecord.do?id=1565

24. Are pertinent sections of the emergency/critical incident plans available on the Institution's website? yes ☐ no ☐

25. Are the emergency/critical incident plans available to local law enforcement? yes ☐ no ☐

26. If you answered <u>yes</u> how is it made available?

Describe:

27. If your campus has <u>commissioned</u> law enforcement, are the emergency/critical incident plans made available to the campus police department?

***commissioned law enforcement does not include standard campus security**

yes ☐ no ☐

Campus does not have commissioned law enforcement ☐

28. If you answered <u>yes</u>, how is it made available?

Describe:

29. Are the emergency/critical incident plans made available to the <u>local</u> fire department? yes ☐ no ☐

30. If you answered <u>yes</u>, how are they made available?

Describe:

31. Name of your Emergency Medical Service (EMS)?

Name:

32. Are the emergency/critical incident plans made available to the local EMS? yes ☐ no ☐

33. If you answered <u>yes,</u> how is it made available?

Describe:

34. Name of the local Health Department that has jurisdiction over your campus?

Name:

35. Are the emergency/critical incident plans made available to the local Health Department? yes ☐ no ☐

36. If you answered <u>yes</u>, how is it made available?

Describe:

37. How are students, faculty, and staff made aware of the emergency/critical incident system on campus? (check all that apply)

Freshman orientation ☐ College/University Email ☐

Hand-Outs ☐ Facebook ☐

College/University web site ☐ Campus-wide postings ☐

Other means of communication, describe:

38. When were your emergency/critical incident plans last updated?

Date:

39. How is the general public notified when a campus emergency/critical incident is taking place?

Describe:

40. Does your plan include special needs emergency preparedness (disabled, foreign students, children, etc.)? yes ☐ no ☐

41. If you answered <u>yes,</u> please describe your plan.

Describe:

42. Do you have arrangements for back-up locations to serve as emergency shelters in the event part or all of the institution had to be evacuated? yes ☐ no ☐

43. Does your campus make use of security cameras ?

yes ☐ no ☐

44. If you answered <u>yes</u> to having security cameras on your campus are they:

Internet Protocol (IP) Based	yes ☐	no ☐
Is information recorded	yes ☐	no ☐

45. Describe your security camera system:

Describe:

SECTION THREE

Types of emergency/critical incident exercises performed on your campus. Check <u>all</u> that apply.

46. ☐ ***Drill –*** A coordinated, supervised activity usually employed to test a single specific operation or function in a single agency. There is no attempt to coordinate organizations or fully activate the EOC.

Most Recent Date:
Describe Drill:

47. ☐ ***Table Top –*** An activity in which officials and key staff or others with emergency responsibilities are gathered together informally to discuss simulated emergency situations scenarios. It is a facilitated analysis of an emergency situation in an informal, stress-free environment.

Most Recent Date:
Describe Exercise:

48. ☐ ***Functional –*** An activity designed to test or evaluate the capability of individual or multiple emergency management functions. Activities are usually under time constraints and are followed by an evaluation or critique. No field units are used.

Most Recent Date:
Describe Exercise:

49. ☐ ***Full Exercise –*** An activity intended to evaluate the operational capability of emergency management systems in an interactive manner over a substantial period of time. It involves the testing of a major portion of the emergency plan and organization in a highly stressful environment. Includes the mobilization of personnel and resources to demonstrate coordination and response capabilities. It simulates a real event as closely as possible.

Most Recent Date:
Describe Exercise:

50. Does your campus schedule regular drills and exercises?

yes ☐ no ☐

51. If you answered <u>yes</u>, please describe your exercise schedule and its frequency.

Describe:

SECTION FOUR

Detailed Action Plans. Please check <u>all</u> that apply.

52. The following is a list of action plans:

Evacuation ☐	Declaring a campus state of emergency ☐
Lockdown ☐	Mass Casualty Response ☐
Shelter in Place ☐	Procedures for Animal Care ☐

Other:

53. Does your campus have a behavioral threat assessment team (representatives from: law enforcement, human resources, student and academic affairs, legal counsel, mental health, etc.)?

yes ☐ no ☐

SECTION FIVE

Please identify all hazards for which your campus has established written emergency plans. Please check <u>all</u> that apply.

54. The following is a list of hazards:

Avalanche ☐	Biological ☐	Chemical Spill ☐
Coastal Erosion ☐	Dam Failure ☐	Earthquakes ☐
Fire ☐	Flood ☐	Lahars ☐
Mud Flow ☐	Nuclear/Radiological ☐	Pandemic Influenza ☐
Power Outage ☐	Severe Weather ☐	Tornado ☐
Tsunami ☐	Volcanic Eruption ☐	Wind Storm ☐

Other:

SECTION SIX

Detailed Incident Plans. Please check <u>all</u> that apply.

55. The following is a list of incidents:

Accident, Injury ☐	Bomb Threat ☐	Civil Protest ☐
Hate Crimes ☐	Hostage Situation ☐	Explosion ☐
Rape ☐	Run-Away Animals ☐	Shooter ☐
Suicide Attempt ☐	Suspicious Packages ☐	Violent Intruder ☐

Other:

SECTION SEVEN

List and Location of Hazard Agents on Campus.
Please provide an answer for each category.

56. Click on each drop-down box and select the appropriate answer for your institution: Yes, No, Not Applicable

	Known location on Campus	**Index of materials/agents available**	**Index of material/agents made available to local responders**
Chemical Agents	select answer	select answer	select answer
Biological Agents	select answer	select answer	select answer
Nuclear/Radiological Materials	select answer	select answer	select answer
Explosive/Incendiary Materials	select answer	select answer	select answer

SECTION EIGHT

Means of notification to Staff, Faculty, and Students that an emergency is happening on campus.

Please check <u>all</u> that apply.

57. The following is a list of notification means, please check <u>all</u> that are utilized by your institution:

Call-Based Emergency Notification System ☐

Classroom Alerting System ☐ Campus Mobile Message Signage ☐

Campus Web Page ☐ Campus-wide mass email ☐

Campus-wide Sirens ☐ Desktop Notification ☐

Local TV/Radio/Emergency Broadcast System ☐

On Campus Door-to-Door Messenger ☐ Outdoor Alerting System ☐

Phone Message on "Weather Line" ☐ Phone Tree ☐

Public Safety "Vehicle Public-Address" ☐ Text Messaging ☐

Two-Way Radio System ☐ Voice Mail ☐

Other:

58. How do you compile your source list for notification?

Describe:

59. How is it kept updated?

Describe:

SECTION NINE

Means of communication during an emergency with emergency response agencies.

Please check <u>all</u> that apply.

60. The following is a list of communication utilities, please check all that apply to your institution:

9-1-1 ☐ Telephone ☐ Cell phone ☐

Satellite phone ☐

Direct communication via police radio with dispatch ☐

Direct communication via two-way radio on a common frequency ☐

In-person representation in Incident Command or Emergency Operations Center (EOC) ☐

Other:

SECTION TEN

In accordance with the National Incident Management System (NIMS) the following questions will address your institution's level of planning as outlined by NIMS. Please provide the answer that best represents your campus preparedness according to your Emergency Operations Plan (EOP).

61. Plans involve all responding agencies, private organizations, and nongovernmental organizations in planning, training, and exercise activities? yes ☐ no ☐

62. Campus has integrated the Incident Command System (ICS) into their Emergency Operations Plan (EOP)? yes ☐ no ☐

63. Campus maintains complete records of training certifications?

yes ☐ no ☐

64. Are personnel who could be involved in a response trained and certified to the NIMS proficiency standards? (check <u>all</u> that apply)

ICS -100: Introduction to Incident Command System ☐
ICS -200: Single Resources & Initial Action Incidents ☐
ICS -300: Intermediate ICS or Equivalent ☐
ICS -400: Advanced ICS or Equivalent ☐
IS-700 NIMS: National Incident Management System, an Introduction ☐
IS-800 NRP: National Response Plan, an Introduction ☐

SECTION ELEVEN

If your campus utilizes one of the following emergency service systems please check the box(s) that apply to your campus.

65. The following is a list of emergency service systems, please check all that are utilized by your institution:

Abctext.com ☐ Biopop ☐ Blackboard Connect Ed. ☐

E2campus ☐ eSponder ☐ IPcelerate ☐

IRIS (Immediate Response Information System) ☐

MadahCom's Waves (Wireless Audio Visual Emergency System) ☐

MASSMAIL ☐ Media Retrieval and Distribution System ☐

National Notification Network (3n's) ☐ PIER ☐

Rave ☐ Reverse 911 ☐ Roam Secure ☐

Telephone Alert System Directory (TASD) ☐ Tele-Works ☐

Verizon ☐

Other:

SECTION TWELVE

Please provide any additional information you feel pertinent to this survey.

66. Information:

Upon completion of the survey please *save* the document before exiting the survey. Attach completed survey as an attachment in an email to be submitted via internet.

Thank you for your assistance in this very important study.

Please check the box if you would like a copy of the completed report: ☐

APPENDIX C

Building Prioritization Spreadsheet Headings

1. The Building survey asked the following questions:

Name of College			Most Critical Use or Function of the Building					
Building Name	Gross Square Footage	Building Capacity (Max. Number of Persons)	Primary Use or Function	Secondary Use or Function	Chemical, Bio-Hazards, Nuclear/Radioactive, or Explosive/Incendiary materials are located in this building? Y or N (999 if unsure)	A Natural Hazard Incident or threat to this building will shut down campus? Y or N (999 if unsure)	An Incident or threat to this building will shut down the campus? Y or N (999 if unsure)	Provide a priority # for mapping: 1=Highest Level 2=Medium Level 3= Lowest Level

2. Function Choice List:

Animal Facility
Apartments
Athletic/Recreational
Bookstore/Retail
Classroom
Communications
Conference
Emergency Support
Galleries/Museum
Laboratories
Library/Computer Lab
Maintenance/Warehouse/Facilities
Medical Facility
Observatory
Offices
Parking
Religious
Research Vessel
Residence Hall
Student Union/Dining
Theatre
Utilities
Not in Use
Planned for Demolition

APPENDIX D

Recommended Building Priorities by Campus

Summary of Building Survey Data By Report Priority	# Buildings			
Independent Institutions	**2009-2011**	**2011-2013**	**2013-2015**	**Total**
Gonzaga	22	91		113
Heritage	2	19		21
PLU	21	21		42
Seattle Pacific	15	21		36
Seattle U.	18	28		46
St. Martins	7	9		16
UPS	13	42		55
Walla Walla U.	14	28		42
Whitman	15	37		52
Whitworth	27	13		40
	154	309	0	463
Public Institutions				
CWU	34	47		81
EWU	45	28		73
TESC	10	55		65
UW - Off Campus		7	315	322
UW - Bothell	Being mapped this fiscal year with Cascadia CC			
UW - Seattle	111	210		321
UW - Tacoma	15	15		30
WSU - Off Campus		9	310	319
WSU - Pullman	50	511		561
WSU - Spokane	1	8		9
WSU - Tri-Cities	2	9		11
WSU - Vancouver	1	13		14
WWU	48	79		127
	317	991	625	1933
All Schools	**471**	**1300**	**625**	**2396**

Summary of Building Survey Data	Square Footage				Total
Independent Institutions	**2009-2011**	**2011-2013**	**2013-2015**	**Total**	**Percentage #1**
Gonzaga	1,420,000	811,000		2,230,000	63.7%
Heritage	38,800	71,700		111,000	35.0%
PLU	1,000,000	375,000		1,380,000	72.5%
Seattle Pacific	740,000	178,000		918,000	80.6%
Seattle U.	1,550,000	731,000		2,280,000	68.0%
St. Martins	340,000	156,000		496,000	68.5%
UPS	751,000	448,000		1,200,000	62.6%
Walla Walla U.	579,000	500,000		1,080,000	53.6%
Whitman	622,000	372,000		995,000	62.5%
Whitworth	663,000	119,000		782,000	84.8%
	7,700,000	3,760,000		11,500,000	67.0%
Public Institutions					
CWU	1,710,000	935,000		2,640,000	64.8%
EWU	2,170,000	311,000		2,480,000	87.5%
TESC	1,070,000	489,000		1,560,000	68.6%
UW - Off Campus		957,000	2,600,000	3,560,000	26.9%
UW - Bothell					
UW - Seattle	10,900,000	4,960,000		15,800,000	69.0%
UW - Tacoma	364,000	355,000		718,000	50.7%
WSU - Off Campus	0	26,800	802,000	829,000	3.2%
WSU - Pullman	3,780,000	6,510,000		10,300,000	36.7%
WSU - Spokane	146,000	367,000		512,000	28.5%
WSU - Tri-Cities	175,000	84,300		259,000	67.6%
WSU - Vancouver	15,200	325,000		340,000	4.5%
WWU	2,490,000	757,000		3,250,000	76.6%
	22,800,000	16,100,000	3,400,000	42,300,000	53.9%
All Schools	**30,500,000**	**19,800,000**	**3,400,000**	**53,700,000**	**56.8%**

All Higher Education	Buildings	SF	Per SF	Cost
2009-2011	476	30,500,000	0.125	3,810,000
2011-2013	1,295	19,800,000	0.135	2,680,000
2013-2015	625	3,400,000	0.145	490,000
Total	**2,396**	**53,700,000**		**6,980,000**