



# Emergency Preparedness Newsletter

May 2009



**Washington Association of Sheriffs and Police Chiefs**

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### Request Rapid Responder Username & Password

If you need to request access to Rapid Responder for your school or can't remember your username or password? Please email WASPC at [mapping@waspc.org](mailto:mapping@waspc.org)



Did you know that you can easily copy information from Personnel to Contacts and vice versa?

### WASPC Creates New Customer Service Unit

The Washington Association of Sheriffs and Police Chiefs manages the statewide Mapping System, formally known as the Critical Incident Planning and Mapping System (CIPMS). Many users know the system by the name of the software, Rapid Responder. Now, system users can receive customer service directly from WASPC, by calling this toll-free number:

**1- 877- 879- 5187**

or by email at [mapping@waspc.org](mailto:mapping@waspc.org)

Please call between 8:00 a.m. and 4:00 p.m. on business days, or email any time. WASPC staff have been trained to handle users' questions and deal with system issues. Please don't hesitate to contact WASPC for any issue related to the mapping system in the State of Washington. We will answer most questions as soon as we receive them, and all questions within one business day of the request. We will also use the new Go To Meeting® system (see full article below) to assist users when appropriate, and arrange for on-site orientation and training as necessary.

### Community College Mapping

WASPC is nearing the completion of Phase I of mapping the community colleges of the state. Eighteen of the state's 35 community and technical colleges have been mapped with state funding from the 2008 Legislature. A very successful tabletop exercise was conducted on April 27 at **Green River Community College** in Auburn. This exercise incorporated the mapping system into the college's emergency response, and brought police, fire, emergency medical, and the communication agency (Valley Com) onto the campus to improve the response by the college and first responders.

The 2009 Legislature has approved partial funding to continue the mapping of two-year community college campuses. Orientation meetings for these colleges will begin this summer.



### SB 5097 Reporting

Senate Bill 5097 (RCW 28A.320.125) requires schools across the state to keep their mapping system information up to date. Specifically, schools are required to annually review their emergency plans, chemical inventory list, and the principal's completion of Incident Command System (ICS) training into the statewide mapping system. The mapping system also contains an area to document completion of the monthly drills required by the law.

WASPC has been reviewing schools' completion of these reports, and would like to recognize the **Woodland School District** as the first school district in the state to have 100% of their school reporting completed. Many other districts are

### To Copy Information from Personnel to Contacts:

1. Log into <https://prodadmin.rapidresponder.com>
2. Choose desired location (Site, Building, Floor or Room)
3. Under *Administrative>Manage Data*, click on Personnel.
4. Click staff member name you wish to administrate.
5. Click the Contact Data tab.
6. Provide contact information in text fields. Complete as much information as is available.
7. Check the Make Contact box, by clicking inside it. This will copy all the personnel data over to the Contacts Category of Rapid Responder.
8. Click Save.

### To Copy Information from Contacts to Personnel:

1. Under *Administrative>Manage Data*, click Contacts.
2. Click the name you wish to administrate.
3. Click Create New Personnel. This will copy all information into Personnel.

## UPCOMING EVENTS

**May 18th - 21st** **WASPC Spring Expo & Training Conference - Kennewick, WA**

## CIPMS TRAINING

**5/29 1PM - 4PM** **Edmonds Community College**

### TO REGISTER:

Call (866) 862-7741, or email us at [training@preparedresponse.com](mailto:training@preparedresponse.com). Include the location, date and time (am/pm) of the training you wish to attend, as well as your name, the school and the school district.

For details and a complete list of [Upcoming Training Sessions](#) please visit our website.

entering the information, but some have a long way to go. If you would like to know if your school district has completed these requirements please contact the WASPC Mapping Program at the new contact number or email listed above. Assistance is available in the form of quick answers to questions, regional or on-site training, or the new "Go To Meeting®" method (see article below).

## Woodland Public Schools

Where Community & Learning Connect

### CIPMS User Accounts

Did you know that every school district, every first responder agency, and other mapped facilities have a "Site Administrator" who can add and delete users? This same person can reset your password, add, delete, or modify contacts. These are very important functions for the security of the system.

If your school district, agency, or facility hasn't paid attention to these functions recently, now would be a good time to log in to the administrative site to review your information. The site is <http://prodadmin.rapidresponder.com>. If you don't know who your site administrator(s) are, or need your own username and password, please contact the WASPC Mapping Program at the numbers listed above.

### JLARC K-12 Facility Condition and Inventory Pilot

The Joint Legislative Audit and Review Committee (JLARC) has chosen WASPC's Mapping System as the vehicle for gathering detailed information about school buildings in ten pilot school districts. School personnel are responding to a detailed survey in *Rapid Responder* for selected buildings on representative K-12 school campuses. The mapping system provides a "platform" to collect the information and relate it to buildings already mapped in great detail (photos, floor plans, etc.).

According to the study's Scope and Objectives, "This pilot may include data elements such as facility location, facility condition, enrollment and space by grade level, specialized educational spaces, energy efficiency, functionality, original construction, and remodeling information." WASPC believes that at least some of the information gathered will be useful to first responders if the Legislature extends the pilot statewide in the future. For example, facility condition information may be valuable to emergency responders in the event of earthquake.

JLARC will issue a report to the Legislature in January 2010 detailing the results of the pilot, the feasibility of extending the pilot statewide, and possible interaction of the data with WASPC's Mapping System. A summary of the project may be found at the following link, [K-12 Pilot Facility Inventory, Condition & Use System: Progress Report](#). For more information, please contact Nina Oman, PhD at (360) 786-5186 or [oman.nina@leg.wa.gov](mailto:oman.nina@leg.wa.gov).

### GoToMeeting ®

As part of its new Customer Service Unit, WASPC has recently purchased the GoToMeeting ® software to allow more efficient technical assistance to mapping system users. The software allows one or more users to see what is on the WASPC computer, while the WASPC staff and the user discuss the issue on the phone. With your permission, the software also allows the user to give access to his or her computer, so the WASPC staff person can see what's on the screen.

Here's a good example of the use of this system: a school principal calls WASPC to learn how to enter a lockdown drill into the mapping system. The WASPC staff sends an email GoToMeeting ® request to the principal, who receives it and clicks on a link. Quickly, a dialogue box opens to give accept the meeting invitation and the principal can see what's on WASPC's screen. WASPC can call up the school's site, and enter the drill while the principal watches the steps. Or, the principal can call up his or her own school, and give the WASPC staff permission to watch while the information is

## CIPMS WASHINGTON STATE STATISTICS\*

**Buildings Protected:** 8,751  
**School Campuses Protected:** 2,004  
**First Responder Agencies:** 493

\*(4/30/09)

### Let us know

How are you using the CIPMS? Do you have a story you would like to share about how your facility is using the system? Send stories to:

Gary Sabol at

[gsabol@preparedresponse.com](mailto:gsabol@preparedresponse.com) or to Bruce Kuennen at [bkuennen@waspc.org](mailto:bkuennen@waspc.org)

### Talk to WASPC

#### **Bruce Kuennen**

*WASPC Mapping Program Manager*  
(360) 486-2389 [bkuennen@waspc.org](mailto:bkuennen@waspc.org)

#### **Teri Herold-Prayer**

*Education Coordinator*  
(360) 486-2414

#### **Steve Snover**

*Responder Coordinator*  
(360) 486-2396  
[ssnover@waspc.org](mailto:ssnover@waspc.org)

#### **Christina Cruz**

*Administrative Assistant*  
(360) 486-2403  
[ccruz@waspc.org](mailto:ccruz@waspc.org)

input.

This is the same software used by Prepared Response for its weekly "Webinar" training, which you can register for at,

<http://www.preparedresponse.com/training/wastate.html>.

Classes are currently scheduled each Wednesday from 9:00 to 11:00 a.m. All classes are free for Washington state users.

### Thank You!

WASPC would like to acknowledge and thank the following locations and people for allowing us to come to their facilities and conduct Senate Bill 5097 and *Rapid Responder* admin training to K-12 administrators throughout the state of Washington: Principal Rocky Roquin at Aberdeen High School; Principal Darrell Kuhn at Rosalia High School; Peninsula Community College, Yakima Valley Community College, Clark Community College, and Columbia Basin Community College. If you would like us to come to your district to conduct a 1.5 hour Senate Bill 5097 or other training session please contact the WASPC Mapping Program at the numbers listed below.

You are receiving the Emergency Preparedness Newsletter because you are designated as an administrator/user of the Washington State Critical Incident Planning and Mapping System. To update your contact information or e-mail address, please contact Cristina Cruz ([ccruz@waspc.org](mailto:ccruz@waspc.org)) at WASPC.

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