



PALAU
COMMUNITY
COLLEGE

Emergency Operations Plan

April 2006, September 2018

The procedures contained herein, are essential for all employees and students to know and be familiar with upon assignment and enrollment at PCC. It is highly recommended that each person read and understand in detail, the contents of this manual so that together we can make our campus not only conducive to learning but also a safe place.

Owner of this manual: _____

Title: _____

Contact No.: _____

Date Issued: _____

Emergency Numbers: Major Emergency Responders (911); PCC Operator (0); Campus Security (488-4178); Dir. of Physical Plant (488-2470), Ext. 258; Vice President for Admin. (Ext. 343, 778-5290); President (Ext. 224, 778-2245); Assist. to President (Ext. 225, 778-2257); VP CRE (488-2746, 778-5242); Dean of Students (Ext. 269, 778-2742); Dean of Academic Affairs (Ext. 245; 778-3486); Director of Student Life (488-3036; 2690/778-3322)

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BOARD POLICY: 18- 01

Emergency Management Policy: Utilization of Incident Command System (ICS) for Emergency Management

College Finding(s)

Palau Community College, as a residential institution of higher learning, operates around the clock for the entire year. It is committed to protecting the lives and safety of its customers and guests and its properties. Based on this commitment, it has its own emergency procedures and has been active in its preparation to manage emergencies, including participation in national emergency management trainings and activities. In March of 2015, PCC sent a team of eight staff to a Federal Emergency Management Agency- sponsored L0363 Multi-Hazard Emergency Management for Higher Education Training in Guam. Upon their return, the team recommended improvements to the college's emergency management, including utilization of Incident Command System (ICS), a system that is specifically designed to provide an integrated organizational structure for emergencies, both large and small as well as major planned events and activities of college. It can grow or shrink to reflect the magnitude of a particular emergency/event.

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The President of the College concurred with the recommendations and created an Emergency Preparedness Task Force and tasked it with (1) preparation of the college to utilize Incident Command System (ICS), (2) establishment of Emergency Operations Center and (3) review of the college's Emergency Procedures Manual. The result of the task force's work included this Emergency Management Policy and its implementation guidelines.

Emergency Management Policy

This Emergency Management Policy is a statement of Palau Community College's commitment to *preventing, preparing for, and responding to* and *recovering from* an emergency through the use of an Incident Command System(ICS).

Palau Community College will ensure that emergency preparedness plans, processes and resources are in place in order to protect individuals and property and facilitate response, recovery and business continuity in the event of an emergency.

The following principles govern the Emergency Management at the College:

- Utilize the Incident Command System(ICS) structure and approach to manage emergencies.
- Maintain a primary and/or alternate Emergency Operations Center(EOC) for the ICS Team to work from during an emergency.

- | | |
|---|---|
| <i>Eoghan O. Ngirudelsang
Student Trustee</i> | <ul style="list-style-type: none">• Respond to emergencies or significant preplanned events and activate its EOC based on the emergency/event Level of Impact to operations or life-safety. |
| <i>Dr. Patrick U. Tellei
President</i> | <ul style="list-style-type: none">• Identify hazards and assess risks.• Maintain plans for: emergency response, recovery and business continuity.• Review hazards and emergency response plans regularly.• Train its ICS personnel in Emergency Management principles and exercise emergency plans regularly.• Carry out regular fire evacuation drills.• Wherever opportunities exist, work with first responders and other government agencies to learn from and gain expertise in Emergency Management.• Maintain sustainable capacity and resources to effectively implement plans, procedures and infrastructure to respond to and recover from emergencies.• Ensure all its employees fully understand their roles and responsibilities regarding plans and procedures, ICS structure and their required actions relating to response, recovery and business continuity. |

Definitions

In order to fully institutionalize the college's Emergency Management System, and to effectively implement the ICS to protect the lives, properties and to recover from emergencies, it is important for everyone to speak the same language.

Emergency: an incident or event that is outside the scope of normal operations that requires prompt coordination of resources to protect the health, safety or welfare of people or to prevent or limit damage to property and environment.

Emergency Management: planning, preventing, preparing for, responding to, and recovering from incidents for situations that have the potential to threaten life-safety or property and to minimize business interruption during and after an emergency.

Emergency Operations Center: a room/space assigned to the ICS Team during an emergency from which to plan and manage the emergency response and recovery.

Incident Command System: a proven industry standard, on-scene, all hazard incident management structure that utilizes a standardized organizational structure and approach in managing emergencies or major events. ICS is designed to grow or shrink to meet the magnitude of the emergency/event. ICS is the common structure used by emergency responders, and communities, including colleges throughout the United States and its affiliates.

Impact Level: the level of emergency is based on its potential to impact college operations or life-safety. There are three levels:

Level I - a minor incident that has little potential to affect operations or has little or no risk to life-safety. Typically managed by in-house resources. EOC is not activated.

Level II- an incident that has potential to affect operations and/or which possess moderate risk to life-safety. Emergency responders are called in. EOC may be partially activated or EOC personnel placed on alert.

Level III- a major incident or multiple incidents having significant potential to affect operations and/or which possess high risk to life-safety. Emergency responders are called in. EOC is fully activated.

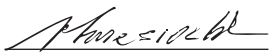
Benefits

Utilization of ICS to manage emergencies and major planned events enables the college to effectively manage its resources in the prevention, protection against, response to, recovery from, and mitigation of the effects of emergencies, major planned events and incidents, regardless of cause, size, location, or complexity, in order to save lives, prevent and reduce injuries, and loss and harm to properties and the environment.

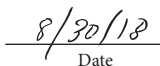
Effective Date

Board of Trustees adoption date.

Board Adoption:



Masa-Aki N. Emesiochi
Chairman, Board of Trustees


Date

I. INTRODUCTION

This information is being disseminated to assist management, faculty, staff and students in responding to different emergencies that may occur during the course of their studies and/or duties at PCC. This Manual should be disseminated to all employees and students of PCC. Copies will be distributed to students during the orientation week and to new employees during their orientation or on their first day at work.

II. OBJECTIVES OF THE PLAN

The main objectives of this plan are to:

1. Raise awareness of the diverse emergency situations that can occur on or near the college campus.
2. Assist faculty, staff, students, and community agencies to respond quickly and effectively to emergency situations.
3. Protect the life and safety of students, faculty, staff and guests.
4. Protect college property and environment.
5. Facilitate the use of the college as an emergency facility (e.g., shelter site) at the direction of lawful authority.
6. Allow for resumption of normal operation in a timely manner.

III. EXPLANATION OF TERMS

Please familiarize yourself with the terms and procedures herein. The effectiveness of our response to emergencies is dependent on us “speaking the same language”

Emergency Operations Center (EOC). Specially equipped facilities from which college officials exercise direction and control and coordinate necessary resources in an emergency situation.

Hazardous Materials (HazMat). A substance in a quantity or form posing a reasonable risk to health, safety, and/or property when manufactured, stored, or transported. The substance, by its nature, containment, and reactivity, has the capability for inflicting harm during an accidental occurrence. It is toxic, corrosive, flammable, reactive, an irritant, or a strong sensitizer, and poses a threat to health and the environment when improperly managed. HazMat includes toxic substances, certain infectious agents, radiological materials, and other related materials such as oil, used oil, petroleum products, and industrial solid waste substances.

Incident. An incident is a situation that is limited in scope and potential effects. Characteristics of an incident include:

- (1) Involves a limited area and/or limited population.
- (2) Evacuation or in-place sheltering is typically limited to the immediate area of the incident.
- (3) Warning and public instructions are provided in the immediate area, not community-wide.
- (4) One or two local response agencies or departments acting under an incident commander normally handle incidents. Requests for resource support are normally handled through agency and/or departmental channels.
- (5) May require limited external assistance from other local response agencies or contractors.

Emergency. A situation in which normal operations cannot continue and immediate actions are necessary to prevent a disaster. It is larger in scope and more severe in terms of actual or potential damages or impact than an incident. Characteristics include:

1. Involves a large area, significant population, or important facilities.

2. May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
3. May require community-wide warning and public instructions.
4. Requires a sizable multi-agency response operating under an incident commander.
5. May require some external assistance from other local response agencies, contractors, and limited assistance from state or federal agencies.
6. The EOC will be activated to provide general guidance and direction, coordinate external support, and provide resource support for the incident.

Disaster. A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of college and the surrounding community to handle with its own resources. Characteristics include:

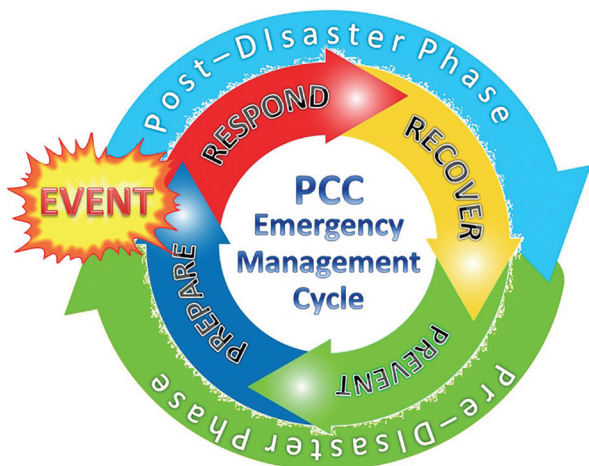
1. Involve a large area, a sizable population, and/or important facilities.
2. May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
3. Requires community-wide warning and public instructions.
4. Requires a response by all local response agencies operating under one or more incident commanders.
5. Requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.
6. The EOC will be fully activated to provide general guidance and direction, provide emergency information to the public, coordinate state and federal support, and coordinate resource support for emergency operations.

Incident Command System

The Incident Command System (ICS) provides clear guidelines for responses to different emergencies. In the ICS, the Incident Commander is given the authority to assume command, initiate the appropriate emergency plans and procedures, activate internal and external resources, and order an evacuation, both inside and outside a facility.

Phases of Emergency Management

The four phases of an emergency management are preparedness, response, recovery and mitigation/prevention. The Emergency Operations Plan (EOP) is designed to address primarily the first two of these phases - preparedness and response. To be more specific, this EOP is to be used to prepare for emergencies by pre-designating roles, responsibilities, and procedures to be used to respond to an emergency. Examples of key tasks associated with the four phases of emergency management include:



Preparedness

- Establish an emergency management team and describe the roles and responsibilities of each member.
- Annually review and update this EOP.
- Create site plan maps of entire campus showing evacuation routes, assembly/shelter sites, location of emergency supplies, etc.
- Establish, practice, and document emergency drills for fire, earthquake, lockdown, etc.

Response

- Evaluate nature of emergency and determine appropriate immediate response actions.
- Notify appropriate local emergency responders.
- Activate emergency management team and perform duties listed in job descriptions and while awaiting arrival of professional emergency responders; then continue to assist as needed.
- Implement specific emergency procedures described in sections V. and VI. as appropriate.

Recovery

- Crisis counseling and stress management
- Restoration of damaged facilities
- Determining and recovering costs
- Applying for state and federal assistance programs
- File for insurance assistance.

Mitigation/Prevention

- Conduct safety audits and vulnerability assessments of buildings and grounds
- Implement violence prevention strategies
- Pre-plan and coordinate with local emergency responders.

Annual Plan Review

The college's Safety Officer, with the assistance from the Emergency Operations Committee, will see to it that the information required by the plan is supplied and that this information is reviewed and updated annually. Because of the need for clear understanding of policies and procedures to be followed during an emergency, the college's Safety Officer or designee(s) shall lead the review the EOP for the purpose of:

- Updating faculty and staff assignments
- Verifying status and location of supplies and equipment
- Modifying emergency procedures
- Planning for faculty and staff in-service activities and training
- Reviewing emergency signals for evacuation through the coordination of emergency personnel, and supervisory personnel.

This annual review will be completed by the first week of September of each year and any changes to the EOP will be submitted to the college President in the form of recommendation(s).

Incident Commander(IC)

The IC is responsible for the overall command of the incident and the establishment of the goals and objectives at the scene. The IC assesses the emergency based on information provided to the Incident Command Team.

Incident Command Team

To support the IC, the following Incident Command Team (ICT) positions are established: Administrative Officer, Logistics Officer, Planning Officer, Operations Officer, Safety Officer, and Liaison/Public Information Officers.

Administrative Officer

The Administrative Officer (AO) who heads the Administrative Unit is responsible for all costs and financial considerations of the emergency incident, including future payments, future budgeting, payment of personnel costs and cost recovery.

The AO will keep receipts and process payment of expenses charged to the incident. The AO also monitors long-term needs and expenses (beyond 3 days) and provides an information exchange with the Planning Section.

Administrative Officer's duties include:

- Use Emergency payment method as needed to obtain cash to purchase, rent or lease emergency supplies if normal channels are unavailable.
- Assist the Logistics Section to keep track of expenditures.
- As much as possible, follow established policies and procedures contained in the Administrative Procedures Manual.

Logistics Officer

The Logistics Officer (LO) will act as an aid to the Incident Commander. The Logistics Unit responsibilities include, but is not limited to: acquisition of needed resources (personnel and equipment) keeping detailed chronological record of all actions taken, all persons present, and any deviations from the policy. LO coordinates mutual aid requests with assistance from external agencies responding to the emergency. LO is responsible for organizing and staging all necessary support resources, including supplies, medical care, and transportation.

The LO will mobilize, order and distribute support equipment and supplies, respond to the emergency incident as directed by the IC, and deploy resources to assure that essential services are available during an emergency incident. In addition, the LO will update the campus Operations Officer regularly on the status of assigned activities, personnel, equipment and resources.

The LO will provide documentation of expenses and damages to the Administrative Officer during and following the incident.

Planning Officer

The Planning Officer (PO), who heads the Planning Unit is responsible for the collection, evaluation, dissemination, and use of information about the development of the emergency and the status of resources. The PO and support personnel will prepare the campus emergency action plan.

The PO will monitor changes in the situation, identify and/or anticipate future needs in the short range (1-2 days) and long range (3 days and beyond) or as appropriate to the incident.

The PO will also provide documentation of the expenses to the Administrative Officer during and following the incident.

Planning Officer:

- Will continually gather information from the Operations Section on the current situation and repeat this process on a regular interval throughout the incident/event.
- Gather information from the Logistics Section on the current status of the resources and supplies - repeat this process on a regular basis during the event.
- Display incident/event changes and resources available or incoming on the “status board” or flip charts for use by all sections.
- Gather information from community responders (fire, law enforcement, search & rescue, EMS) on the status of the external disaster (events occurring in areas other than on campus). Include the information in “situation reports” and on Status Boards.
- Generate periodic “situation reports” and “resources status reports” and give them to the IC and all EOC Officers.

Operations Officer

The Operations Officer is responsible for managing the development of all response activities related to the emergency. The Operations Units are responsible for the specific tactical and strategic operations on campus during an emergency.

The Operations Officer will organize, mobilize, direct and dispatch available personnel, supplies, equipment, services, materials and other resources to specifically designated areas impacted by the emergency incident, and will report the status of each resource to the Incident Commander during scheduled briefings. Interactions between the Logistics Officer and Planning Officer are keys to assisting the Operations Officer.

Public Information/Communications Officer(PICO)

This is a spokesperson for the college during an incident. The primary responsibility of a PICO is to provide information to the college community, the media and the public. He/she acquires all the necessary information about the incident(s) from all appropriate members of the incident command team and provides a single, clear statement about the incident, using the most direct method of communication(s) available at the time of incident to the public.

The PICO has three primary functions during an emergency:

- To ensure a communications network is established and maintained that enables timely reports of student and personnel status.
- To disseminate accurate and timely information to campus and the news media.
- To establish a method of communicating status updates to the EOC, college personnel, the Board of Trustees, and relevant government agencies.

Factual, accurate, and timely communications are vital in executing an effective response. The PICO will facilitate internal campus communications, as well as communications with concerned students, families, and community members, news media, Board of Trustees, government agencies, and other relevant stakeholders as determined by the IC.

PICO unit members may include representatives of students and faculty, HR staff, computer services unit and security unit.

PICO must provide evidentiary documentation of the emergency incident, including damages and use of resources and may include photos as appropriate.

Safety Officer

The Safety Officer oversees all activities to assure the safety of students, personnel, campus visitors, and emergency responders during an emergency.

The Safety Officer and Safety Unit members will take action during the emergency to protect the health and safety of college employees, students, visitors, on-campus responders, and emergency response personnel.

The Safety Unit will maintain a presence throughout the population to keep people calm, and move to and stay at assembly points during shelter-in-place or evacuation events. If the Safety Unit is activated or volunteers participate in emergency response activities, the Safety Officer will have responsibilities for assuring that all possible safety precautions are in place to protect them.

While professional emergency responders are responsible for developing their own site safety plans, the Safety Officer, in coordination with the Operations Officer, must be available to

provide them with information regarding the campus and any campus-unique hazards. The Safety Officer will provide documentation of its expenses and damages to the Administrative Office following the incident.

Emergency Operations Center

The emergency operations center (EOC) is the centralized base of operations during an emergency. It should be easily accessible to emergency service vehicles, have access to the shelters on campus, cooking facility and water source and preferably within close proximity to the campus residential population.

The President of the College may designate an alternative site for a particular incident depending on the nature and scope of the emergency.

EOC is equipped with:

- Telephone (preferably direct line)
- Flashlights
- Gas and electric cooking equipment
- AM/FM Radio
- Markers
- Fire Extinguishers
- Safety Hats
- Two-way radios
- Restroom
- Television
- 4 sets of Easel/Flip Charts
- Generator
- Sleeping Quarters equipped with bunk beds

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IV. SITUATION AND ASSUMPTIONS

A. Situation

The college is and will continue to be exposed to many hazards, all of which have the potential for disrupting the college community, causing casualties, and damaging or destroying public and private property. The following is a summary of major hazards:

Hazard Summary

Hazard Type	Likelihood of Occurrence * (see below)	Estimated Impact on Public Health/Safety			Estimated Impact on Property		
		Limited	Moderate	Major	Limited	Moderate	Major
Natural							
Draught	Occasional		«-----	-----»	«-----	-----»	----
Earthquake	Occasional	«-----	-----»		«-----	-----»	
Flood	Occasional	«---»			«---»		
Typhoon	Highly Likely	«-----	-----	-----»	«-----	-----	-----»
Tornado	Unlikely	N/A			N/A		
Tsunami	Occasional	«-----	-----»		«-----	-----»	
Technological							
Water System Failure	Occasional	«-----	-----	-----»	«---»		
Electrical System Failure	Likely	«-----	-----»		«-----	-----»	
Major Structural Fire	Occasional	«-----	-----»		«-----	-----»	
Energy/Fuel Shortage	Occasional	«-----	-----»		«---»		
HazMat	Occasional	«-----	-----»		«---»		
Nuclear Incident	Unlikely	N/A			«-----	-----	-----»
Communications Failure	Occasional	«---»			«---»		
Airplane Crash	Unlikely	N/A			«---»		
Security							
Civic Disorder	Likely	«-----	-----»		«-----	-----»	
Military Attack	Unlikely	N/A					
Terroristic Act/Active Shooter	Unlikely		«-----	-----»	«-----	-----»	
Sexual Assault	Occasional	«-----	-----»		N/A		
Missing Student	Occasional	«---»			N/A		

*Likelihood of Occurrence: **Unlikely, Occasional, Likely and Highly Likely**

B. Assumptions

1. The College will continue to be exposed to and subject to the impact of those hazards described above as well as lesser hazards and others that may develop in the future.
2. It is possible for a major disaster to occur at any time and at any place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible. However, some emergency situations occur with little or no warning.
3. Outside assistance may be available in most emergency situations affecting our college. Since it takes time to summon external assistance, it is essential for us to be prepared to carry out the initial emergency response on an independent basis.
4. Proper mitigation actions can prevent or reduce disaster-related losses. Detailed emergency planning, training of emergency responders and other personnel, and conducting periodic emergency drills and exercises can improve our readiness to deal with emergency situations.
5. The College will always have the presence of students, staff and visitors on campus.
6. The College will continue to support the national emergency responses by providing needed resources such as emergency shelters on campus.

V. NOTIFICATION SYSTEM AND EVACUATION**A. Authorized and Official Emergency Notification Systems are:**

- Telephone PA system
- Text messages
- Phone Calls
- Word-of-mouth

B. All Clear Signal

All Clear Signal will be issued using the same notification means. Signal may only be issued by, or activated at the instruction of the College President or designated official of the College. It is at this time that one may return to and enter the buildings.

C. Evacuation Procedure

1. Anytime the Notification System is sounded/issued, or upon other authorized means of notification, regardless of whether it is a real emergency or just a drill, everyone will proceed to the Designated Safe Assembly Areas in a calm, quiet, and orderly manner. (see Appendix 1)
2. Everyone means all students, faculty, staff, and visitors
3. Instructors and supervisors will ensure that everyone under their immediate supervisory jurisdiction is aware of the location of and routes to the Designated Safe Assembly Areas in relation to their respective classrooms, offices, buildings or locations.
4. Instructors will account for all students during the evacuation process. Instructors will ensure that those with mobility, sight, and/or other disabilities are evacuated to the Designated Safe Assembly Areas. No students will be left behind or allowed to return to the building to retrieve personal belongings.
5. Department Heads/Supervisors will account for all employees directly under their supervision, especially those with mobility, sight, and/or other disabilities. No employee will be allowed to return to the building to retrieve personal belongings.

6. The Dean of Academic Affairs and Dean of Students will ensure that instructors and supervisors are aware of those students with disabilities and who may require assistance during the required evacuation, whether actual emergency or drill. A system for tracking each student's (who requires assistance during Evacuation) whereabouts within the college, must be in place. This is to ensure that everyone is properly assisted to the Designated Safe Assembly Areas.
7. All staff or other persons who will be assigned the responsibilities of assisting those persons with disabilities must be properly trained and participate in emergency drills.
8. Instructors and supervisors must routinely check exits, alternate exits, and all routes from their classrooms, labs, offices, or shops leading to the Designated Safe Assembly Area to make sure that there are no obstructions to a quick and orderly evacuation. They must check to see that the routes are accessible for persons with disabilities.
9. Instructors and supervisors will conduct all evacuations in a brisk, calm, quiet, and orderly manner. Running Will Not Be Permitted.
10. Designated staff and Evacuation Leaders (ELs), may be assigned to assist in proper emergency evacuation of buildings. They should be instructed to hold doors open in the line of march or to close doors where necessary to prevent spread of smoke or fire.
11. The searching of restrooms or other common areas that are adjacent to classrooms, labs, offices, and/or shops, will be the responsibility of the instructor or supervisor closest to these areas, unless other staffs are pre-assigned these duties.

12. Upon arrival at the Designated Safe Assembly Area, everyone will remain there until the **All Clear** signal is given to return to the buildings. Instructors and supervisors will take a head count of all students or employees under their immediate supervision. This information will be included in the PCC Emergency Evacuation Status Report Form, Appendix 2 (full size form available at Administration Office).

D. Persons With Disabilities

1. In the event of an Emergency Evacuation, persons with special needs that require assistance during an emergency evacuation will be provided with the appropriate assistance in order to fully and safely accomplish the emergency evacuation process.
2. If for any reason assistance is not immediately available, the persons with disabilities, should call for assistance. Persons with a speech disability should carry a whistle or have other means of attracting the attention of others.
3. All students with special needs are encouraged to file an Emergency Status Card with the Office of the Dean of Students. This is to help the college in providing necessary assistance to anyone who needs it.

VI. COLLEGE RESPONSE TO EMERGENCY**A. Medical Emergency**

In case of major medical emergency,

1. Call 911 (Emergency Responders). Give your name, location and telephone number. Give as much information as possible regarding the nature of the injury or illness, whether or not the victim is conscious.. The Emergency Responders will arrange for an ambulance if required. Follow all instructions given to you by the Emergency Responders.
2. Secure the area and the safety of victim(s) and the individual(s) present.
3. Return to the victim. Administer First Aid if certified, or enlist the help of someone who is certified. Keep the victim as calm and comfortable as possible. Remain with the victim until emergency personnel arrive.
4. Follow instructions from Emergency Responders

Note: Only certified and qualified personnel should administer First Aid. It is highly recommended that every department or section maintain a list of the names of persons in their area who are trained, qualified, and certified in First Aid, Cardiopulmonary Resuscitation (CPR), or trained and certified as an Emergency Medical Technician (EMT).

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Staff who are trained to administer First Aid & CPR.

NAME	LOCATION
Willes Tmecherur	Maintenance Office
Terry Ngirmang	Academic Affairs
Todd Ngramengior	Office of the President
Gibson Towai	Bookstore
Allins Nobuo	Academic Affairs (Faculty)
Ezra Takeo	Cafeteria
Norman Sato	Student Life (Recreation)
Ephraim Ngirachitei	Student Life (Dorm)
Bellarmino Fagolur	Student Life (Dorm)

B. Fire**Steps to Take When Fire is Observed**

1. Upon discovering a fire, evacuate the room and close the door.
3. Call Fire Department (911). Give your name, department/office and the location of the fire.
4. Inform appropriate department head, supervisor or instructor.
5. By this time, the Emergency Evacuation Procedures should have been signaled. Proceed to the nearest Designated Safe Assembly Area. If time permits, and you are able to, you may do the following:
 - a. Turn off electrical main switch.
 - b. If the fire is small, you may wish to fight it with a fire extinguisher. Be sure you are using the proper extinguisher for the type of fire you are fighting. If you are not sure, ask for assistance.
 - c. If the fire is large, smoky, or spreading rapidly, evacuate the building immediately and leave it to the professionals.
 - d. Call PPUC (488-3870) to shut off the power.
 - e. Inform others in the building who may not have responded to the alarm. Warn others who may attempt to enter the building.

Things to Know and to Do

1. Portable fire extinguishers located on campus are meant and designed to extinguish small fires or fires at their incipient stage. Do not attempt to use them on large or uncontrollable fires.
2. Know where the nearest Fire Alarm Pull Station is from your present location.
3. Know where the nearest Portable Fire Extinguisher is from your present location.
4. Know where the Fire Exits are from your present location.
5. Know where the nearest designated Safe Assembly Area is from your present location.
6. The fire alarm pull stations located throughout campus are for real emergencies and evacuation drills. They are installed for everyone's safety in case there is an actual need to evacuate the area.
7. It is against the law to tamper with, destroy or abuse any fire protection equipment or fire alarm systems. Anyone caught or found guilty of such an offense, can be prosecuted in the court of law. Such action shall be considered just cause for termination of employment or enrollment from the College.

C. Typhoon/Storm Preparedness**Official Source of Forecast**

The National Emergency Management Office (NEMO) is the source of weather forecasts and warnings. NEMO advises the community of threatening weather conditions. Based on analysis of wind warnings in relation to Palau, it announces the condition readiness to the community.

Typhoon Conditions

The stages or conditions of a storm are relative to the estimated time of arrival on Palau and its proximity. The estimation of the arrival has no correlation to the strength of the storm, except its title, e.g., tropical storm, typhoon, or super typhoon. The following are the stages or conditions:

Condition IV. (4): Weather condition may be normal. A tropical storm or typhoon may hit Palau within seventy-two hours. College conducts its business as usual.

Condition III. (3): A tropical storm or typhoon may hit Palau within forty-eight hours. PCC will remain open for classes and business. The authorized college official may decide whether the securing of classrooms, shops, offices, and other critical areas is necessary at this time, or such preparatory measure will wait until Condition II is announced.

Condition II. (2): A tropical storm or typhoon may hit Palau within twenty-four hours. If Condition II is officially announced while classes are in session, the College President or his authorized representative will be the authority for students' dismissal. At this time, students and staff must leave the campus with the exception of residential students and those specifically authorized by the Emergency Operations Center Manager (College President) to remain on campus for the purpose of securing the facilities and students.

Condition I. A tropical storm or typhoon is expected to hit Palau within twelve hours. At this time only residential students and those tasked with providing

services to them may remain on campus. The Emergency Operations Center Manager (College President) may make exception and allow a limited number of staff to be on campus to secure the facilities, and those who are authorized to remain on campus to provide other essential services such as residential student life personnel.

Official Instructions

1. All Official announcements regarding the impending storm or typhoon will be disseminated by NEMO. Therefore, the authority to release PCC employees will be based on the official instructions that are being disseminated for a particular condition.
2. When the official announcement dictates that only essential employees may be allowed to remain or report in for duty during Condition II, the following, at the minimal, will remain or report in for duty:
 - a. all Vice Presidents
 - b. all Deans
 - c. Director of Physical Plant
 - d. Security Supervisor and Security Guards
 - e. Maintenance Crew
3. It will be the responsibility of all designated essential employees to stay tuned to the appropriate radio station for any and all NEMO official instructions during non-duty days and hours, when storm or typhoon conditions are established or announced. All official instructions must be adhered to. Report of non-compliance will be submitted to the President within one workday following the storm. Appropriate disciplinary action(s) may be imposed for non-compliance.

Responsibilities

1. Upon official announcement of the impending storm or typhoon, (Condition III), during work-days, all staff, faculty, and maintenance employees, including custodians, will begin a pre storm or typhoon security of designated areas. This will occur only upon instructions from the President or his/her authorized representative.
2. Supervisors and instructors will inspect their respective areas (inside and outside) for potential hazardous conditions.
3. Supervisors and instructors will be officially released by their department heads once their pre storm or typhoon activities are complete.

Securing of Workplaces and Classrooms

The following procedures will serve as guidelines in securing of workplaces and classrooms in preparation for the officially announced storm or typhoon. These guidelines are applicable to all divisions, departments, and divisions:

1. Meetings and Other Scheduled Events Department and Division heads will review their activity calendars and officially announce the cancellation of non-essential meetings and other activities.
2. Employees will secure all official documents and/or working papers in their desks or filing cabinets away from windows and doors where such items may be exposed to wind and water.
3. Electronic and Computer Equipment All electronic and computer equipment that can be damaged by wind or water will be covered with a waterproof material such as plastic and secured in metal cabinets or drawers or in typhoon proof storage areas.

If this is impractical, then these items will be covered with a waterproof material, place on top of desks, and moved away from windows and doors.

4. Vehicles

All College owned vehicles and other equipment that can potentially be damaged or cause damage during storm or typhoon, will be properly secured in areas least prone to damaging winds, preferably in shops' bays or in authorized buildings.

5. Personal Items

PCC will not be responsible for lost or damaged personal items.

Post Typhoon Procedures

1. Responsibilities

a. Division & Department Heads

- i. Immediately after the official announcement of the Condition IV, following the passing of the wind and heavy rain from the storm or typhoon, all division and department heads will report for duty as required to conduct damage assessment of their respective areas, including R & D Station and Multi-Species Hatchery in Ngaremlengui. The damage assessment will be on all building structures, any fixed or installed property, such as street lights, poles, temporary storage buildings, major electrical or plumbing damages or malfunctions, vehicles, or other equipment which are determined to be reportable by the Emergency Operations Center Manager (President).
- ii. The initial report may be telephonically or personally reported to the Emergency Operations Manager (President) immediately following the storm or typhoon. A more detailed written report will be submitted to the President within two days of the storm or typhoon.

b. Supervisors

- i. After the assessments have been performed, supervisors and instructors will have the responsibility for ensuring that duties pertaining to clean up that are considered feasible for their units to perform are accomplished.
- ii. A progress report, either verbal or written, will be submitted to the Emergency Operations Center Manager through appropriate department heads on a daily basis until the storm/typhoon clean up related tasks are accomplished. Remnants from the storm/typhoon will not be left around the work area, or building, to become an eyesore, or hazard. A progress report, either verbal or written, will be submitted to the Emergency Operations Center Manager through appropriate department heads on a daily basis until the storm/typhoon clean up related tasks are accomplished. Remnants from the storm/typhoon will not be left around the work area, or building, to become an eyesore, or hazard.
- iii. Any tasks considered beyond the capabilities or scope of the supervisor's duties, will be reported to the PCC Maintenance Office on a Work Order form.

c. Employees

- i. PCC employees are highly encouraged to tune in to the appropriate radio station for all official government of Palau and PCC instructions.
- ii. Employees will make every effort to contact their respective supervisors for further instructions.

D. Earthquakes Preparedness

Because of Palau's location in relation to seismic prone activity areas, we can expect that an earthquake can happen at any time, and with no advance warning to alert us. Due to an earthquake's potential destructive nature, it is imperative that each of us know and understand how to react to it properly and calmly.

Be Prepared

1. Although we have no control over earthquakes and the after-shocks that come with them, as responsible individuals, we do have control over loose items or objects stored or placed on top of shelves and cabinets. Items or objects stored or placed on shelves and cabinets must be secured to keep from being potential falling hazards.
2. All shelves and/or cabinets that are five feet or higher must be properly secured or anchored to the floor or wall to be prevented from falling in the event of an earthquake.

Steps to Take in the Event of an Earthquake:

1. Indoors

Instructors and supervisors will give the "duck, cover and hold" command. Have students and employees do any of the following that best applies:

- a. Take cover under any sturdy furniture or desk.
- b. Drop on your knees with your back toward the window, bury your face in your arms and close your eyes.
- c. Sit with your back against the wall, your head and shoulders bent forward slightly, your arms and hands crossed over your head.

- d. Hold books, notebooks, jacket, etc. over your head for added protection.
 - e. Stay clear of windows, bookcases, refrigerators, light fixtures, or other heavy objects which might slide or fall.
2. Outdoors
- a. Move to open area away from building, trees, fallen wires, etc.
 - b. Do not enter building until it is determined to be safe.
3. General Instructions for Instructors and Supervisors
- a. Check for injuries. Unless they are in immediate danger of further injury, do not move seriously injured person. Cover the injured with blankets. Give or get first aid help. Report the situation up the chain of responsibility as soon as possible.
 - b. Take Roll. Report missing students and employees to your respective instructors or division/departments heads.
 - c. Check for hazards. Report all hazards or potential hazards. Seal off the hazardous area. Post warning signs.
 - d. Do not touch or attempt to move broken glass or anything that could cause laceration, skin punctures, or other potentials for personal injuries without the proper personal protective equipment such as gloves, eye protection, etc.
 - e. If instructed by an authorized college official to evacuate the buildings, start the Evacuation Procedures. Special consideration should be given to exit routes.

- f. Do not return to the building for any reason until an All Clear signal has been issued by authorized College official.
- g. Assist persons with mobility, sight, or any disability that may prevent or limit that person's ability to reasonably accomplish evacuation requirements.
- h. If time and resources permit, post guards at a safe distance from all entrances to see that no one return or re-enter the buildings without proper authority.
- i. Do not attempt to turn light switches on, or light a fire after the earthquake, due to the possibility of a gas leak.
- j. Avoid touching or moving electrical wires which may have fallen.
If driving pull over to the side of the road and stop.
- k. Avoid covered-walkways, bridges, trees, power lines, or tall buildings. Remain inside vehicle until the shaking is over.

E. Bomb Threats

1. Anyone receiving a threat of a bomb by telephone or other means will immediately refer the threat to the immediate supervisor or instructor. The person receiving the threat or the immediate supervisor or instructor, if possible, will obtain as much information as possible from the caller or source. The checklist in **Appendix 3** can assist the receiver in getting the response needed by the proper authorities, who are responsible for responding to situations such as this.
2. The immediate supervisor or instructor will immediately call the Police (911), then notify College President (Ext. 222), Vice President for Administration (Ext. 343) and Assistant to the President (Ext. 225).

3. When the President or his/her representative gives the instruction to evacuate the building(s), the Emergency Evacuation System will be triggered at which time everyone must follow the evacuation procedures and proceed to the nearest Designated Safe Assembly Areas.
4. In cases where a College employee is notified that a telephoned bomb threat directed at the College has been received by the Palau Police Department (PPD), Palau Fire Department (PFD) or other reliable source, he/she must immediately notify President (Ext. 222), Vice President for Administration (Ext. 343) and Assistant to the President (Ext. 225).
5. If a suspicious object, package, etc., is found, it must be quickly reported to your immediate supervisor or instructor. Under no circumstances, should the suspicious object or packages be moved or tampered with. Let the proper authorities, who are trained and certified, handle the situation.

F. Explosion or Threat of Explosion

1. If the explosion occurs within the buildings, or threatens the buildings, instructors and supervisors will immediately implement actions to evacuate the building.
2. Locate the nearest Fire Pull Station and activate the alarm.
3. Notify the immediate supervisor or authorized officials.
4. Proceed to the Designated Safe Assembly Area.
5. If trained and certified in administering first aid, render it as necessary.
6. Once at the Designated Safety Assembly Area, **Do Not Return** to the building until the All **Clear** signal is given.

G. Aircraft Accidents

Should an aircraft accident occur within the surroundings of the College or on the island, one must exercise extreme caution as the accident may contain potential hazards including flammable and toxic materials that can pose danger to the community. The following safety steps must be taken:

1. Call 911 for emergency response.
2. Exercise extreme caution as the accident may contain potential hazards including flammable and toxic materials.
3. Follow emergency procedures as directed by emergency response officials.
4. If the President or authorized college official issues the Emergency Evacuation Signal, proceed to the Designated Safe Assembly Areas.
5. Remain at the Designated Safe Assembly Areas until an All Clear signal or other instructions are issued by authorized officials.

H. Boating Accidents**1. Boat Safety Requirements**

- a. All College owned boats must be properly inspected, maintained and approved for use by the Small Engine instructor prior to any operation of the boat.
- b. No employees of the College may operate a College owned boat without a valid Boat Operator's License, and proper training in CPR and First Aid.
- c. No College owned boat may embark on any trip without:
 - i. Safety jackets or other life preserving floatation devices equivalent to the number of passengers, including operator and crew members
 - ii. Marine radio or cell phone

- iii. Anchor line of not less than 500 feet in length and an anchor, preferably Danforth type
 - iv. Flashlight
 - v. First Aid Kit
 - vi. Dry chemical fire extinguisher
- d. Prior to departure, the operator must leave the following information with appropriate official of the College:
- i. Destination and route
 - ii. Estimated time of return
 - iii. Number of people on board
 - iv. Contact information such as phone number or VHF Channel.

2. Accidents

a. Man Overboard

- i. Turn the steering wheel in the same direction to move the propeller away from the person overboard.
Post a lookout person to keep the person overboard in sight at all times.
- ii. Throw a ring buoy/float overboard as close to the person as possible.
- iii. Maneuver the boat to pick up the person in the water.
- iv. Reach out and pull the person in the boat. Unless warranted, avoid leaving the boat to rescue a person.
- v. The boat operator will do a quick injury assessment and take necessary actions, including administering CPR and/or First Aid.

- vii. When necessary, abort the trip and return. If injury is major or life threatening, contact:
- Emergency Responders (911).
 - Koror State Rangers (488-2150) or nearest state rangers.
 - College Officials.

If a person is not immediately located, contact nearest state rangers and Marine Law Office (488-3911/6875/5206) and continue the search until help arrives, then, follow their instructions.

b. Fire and Explosion Onboard

- Immediately cut off air and fuel supply.
- Use portable fire extinguisher at the base of the fire. Use coast guard approved dry chemical type extinguisher since most boat fires involve flammable liquid such as gasoline.
- Maneuver boat to minimize effects of wind and fire.
- If unable to control the fire, immediately notify nearest state rangers, Marine Law Office (488-3911/6875/5206) and other boats in the vicinity.
- Move passengers away from the fire and have them secured with life preservers. Be prepared to abandon the boat, if necessary.
- Perform injury/damage assessment and take appropriate actions.

c. Collision and Other Boat Accidents

- Secure everyone from further injuries, particularly drowning.

- ii. Perform injury/damage assessment.
- iii. If injuries are life threatening, or the boat is non operational, contact:
 - National Police (911)
 - Marine Law Office (488-3911/6875/5206)
 - Koror State Rangers (488-2150) or nearest state rangers
 - PCC Officials
- iv. Continue to provide assistance and wait for help to arrive. Once help arrives, follow instructions from Emergency Responders.

3. Reporting

All boat related accidents must be reported by the Boat Operator telephonically or personally to the appropriate department head immediately upon arrival from the sea and to the President of the College within 24 hours of the incident using the PCC Emergency Incident Report Form (Appendix 4).

I. Hazmat/Chemical Accidents

Should a Hazardous Material or Chemical spill or leak occur or if there is a potential for a hazardous material or chemical spill, the following response will be followed:

1. Call the Palau Fire Department (911), EQPB (488-1639), Division of Environmental Health (488-6073) to report the incident.
2. Call your immediate supervisor or instructor to report the problem.
3. If indoors, shut all windows and doors to the classrooms, labs, shops, or offices and shut, if applicable, all mechanical ventilating systems to keep the HazMat/Chemical vapors and/or fumes from spreading to the other parts of the building.

4. If directed by authorized College or Government Official to evacuate, then the Evacuation Procedures in Section V.C.,(page 13) should begin immediately.

L. Epidemic Diseases

Avian Influenza (Bird Flu)

If you identify or suspect a case of Bird Flu on campus:

1. Notify your immediate supervisor or instructor.
2. The supervisor or instructor shall immediately notify, in this order, Emergency Room(488-2558), Division of Environmental Health (488-6073), and College President (778-2245).
3. Do not touch sick or dead bird.
4. Secure the reported scene/site from the general public.
5. Post Security Guards at the scene to warn others of the danger until appropriate officials arrive.
6. Post signs to warn others of the danger.
7. The Security Guard on duty or college official present at the scene is responsible to prepare and submit to immediate supervisor or instructor an incident report using the PCC Emergency Incident Form (**Appendix 4**).

Sudden Acute Respiratory Syndrome (SARS)

Any incident of SARS on campus, shall be handled as follows:

1. Call Emergency Room at 488-2558 and Belau National Hospital at 488-2555.
2. Notify the instructor or immediate supervisor who will in turn inform the appropriate college officials.
3. Wait for the response team and follow their instructions.

4. The Security Guard on duty or college official present at the scene is responsible to prepare and submit to immediate supervisor or instructor an incident report using the PCC Emergency Incident Form (**Appendix 4**).

J. Responding to Criminal Activities

The College has invested in major campus improvement plans designed to make our campus safer. These include installation of outside lights, security fences and surveillance cameras in areas that were considered isolated. Security guards have been increased to provide security for our students, visitors, staff and our facilities. However, criminal activities cannot be totally eliminated.

1. Preventive Measures
 - a. Always be alert to the fact that criminal activities could happen anywhere and to anyone.
 - b. Do not park your vehicle in an unlit or isolated area. Look for an area that looks crowded with people. Do not park next to a vehicle that is occupied and appears suspicious. Try not to park at the same parking space every time, unless you know it is a safe place.
 - c. Always ensure that all vehicle doors and windows are locked.
 - d. Do not place or keep expensive items that may entice predators out in plain view in the vehicle.
 - e. When returning to your vehicle, always look out for anything that may look suspicious. Do not walk to your vehicle if you feel or see that the situation does not look right. Call for assistance.

2. Response to Criminal Activities

- a. Report any criminal activity, including crime in progress, to PCC Security Guard Officer on duty who will notify the Supervisor, and the Police when necessary. The nearest College office will assist you in notifying the Security Guards, appropriate college officials, and public safety officials. The PCC Operator “0” can also assist.
- b. During evening hours, weekends, and holidays Security Guards remain on duty. However, in the event you are unable to locate them, call the Police (911) if deemed necessary, then call:

Director of Physical Plant	779-9092
Vice President for Admin.	778-5290
Asst. to President	778-2257
- c. When reporting a crime in progress, please provide the following information:
 - i. Nature and location of incident
 - ii. Time of incident
 - iii. Description of the person(s) involved
 - iv. Description of property involved
- d. Assist the College official and/or the Public Safety when they arrive by providing them additional information and ask other witnesses to do the same.
- e. The person who witnessed the crime or was involved in the handling of the incident must complete the Emergency Incident Report Form (**Appendix 4**) and submit it to the immediate supervisor or instructor. The Security Guard on duty or the official who handled the incident must complete the Incident Report Form and submit it to the College President within 24 hours of the crime’s occurrence.

K. Sexual Assault/Misconduct

Palau Community College is firmly committed to maintaining an educational environment free of any form of sexual assault or gender-based harassment, in which any form of sexual assault or gender-based misconduct is not tolerated and persons reporting such offenses are provided support and protection. When sexual misconduct is brought to the attention of the college officials, the college will take prompt and appropriate action(s) to end the assault/misconduct, prevent its recurrence, and address its effects.

Students and employees of the college who engage in sexual assault/misconduct - aiding, abetting, or enticing sexual assault or retaliation - will be subject to disciplinary action up to and including permanent separation or expulsion from school for a student and termination of employment for an employee.

The following procedures should be followed in the event of sexual assault/misconduct:

For The Victim:

1. Go to a safe place.
2. Call emergency responders (911) or law enforcement (499-1422) for assistance and to report the assault.
3. Do not bathe, wash hands, or clean fingernails. It is important that victims preserve evidence that may be necessary to prove criminal sexual assault.
4. Do not remove clothing worn during or following the assault, as these frequently contain valuable fiber, hair and fluid evidence.
5. Do not apply or take any medication.
6. If officials have not been contacted, call someone you can trust to take you to the hospital.

7. If the attack occurred on campus you should notify: for a student - your instructor, counselor/advisor or Dean of Students, and for employee - your supervisor and/or Director of Human Resources.

For Someone Assisting a Victim:

1. Provide support.
2. Advise the victim of the procedures listed above.
3. Inform the Dean of Students or Director of Human Resources.

Note: Protection of the identity of victim and person reporting the assault and confidentiality of information surrounding the incident is crucial.

Emergency Numbers: Major Emergency Responders (911); PCC Operator (0); Campus Security (488-4178); Dir. of Physical Plant (488-2470), Ext. 258; Vice President for Admin. (Ext. 343, 778-5290); President (Ext. 224, 778-2245); Assist. to President (Ext. 225, 778-2257) ; VP CRE (488-2746, 778-5242); Dean of Students (Ext. 269, 778-2742); Dean of Academic Affairs(Ext. 245; 778-3486); Director of Student Life (488-3036)

M. Missing Student

Palau Community College takes student safety very seriously. To this end, the following policy and procedure has been developed in order to assist in locating PCC student(s) living in on-campus housing, which based on the facts and circumstances known to the College are determined to be missing. This policy is a requirement by the Clery Act, Higher Education Act, and the U.S. Department of Education Regulations.

Anyone who believes a student to be missing should report his/her concern to the Dean of Students. Every report made to the campus will be followed up with an immediate investigation once a student has been missing for 24 hours. Depending on the circumstances presented to the Dean of Students or designee, parents and/or guardians of missing student(s) will be notified. In the event that parental notification is necessary, the Dean of Student or designee will place the call.

At the beginning of each academic year, students living on campus or dormitories students will be asked to provide emergency contact information in the event she/he is reported missing while enrolled at PCC. This emergency information will be kept in the office of Student Services and will be updated annually.

General Procedure:

1. The Dean of Students or designee receiving the report will collect and document the following information at the time of the report:
 - a. The name and relationship of the person making the report.
 - b. The date, time, and location the missing student was last seen.

- c. The general routine or habits of the suspected missing student (e.g. – working at a job off campus, visiting friends/family members who live off-campus) including any recent changes in behavior.
 - d. The missing student's cell phone and other phone numbers of friend/family members (if known by the reporter).
2. The Dean of Students (or designee) will ascertain if/when the Vice President of Administration/Finance and the President need to be contacted.
3. Upon notification from anyone that a student may be missing, PCC may use any or all of the following resources to assist in locating the student.
 - a. Go to the student's room.
 - b. Talk to student's roommate and other residents to see if anyone can confirm the missing student's whereabouts and/or confirm the date, time, and location the student was last seen.
 - c. Secure a current student ID (from Dean's office or other photo of the student from a friend).
 - d. Call and text the student's cell phone and call any other numbers on record.
 - e. Send the student an e-mail.
 - f. Check all possible locations off-campus mentioned by the parties above.
 - g. Ascertain the student's car make, model, and license plate number, if the missing student owns vehicle.
4. Once all information is collected and documented the Dean of Students (or designee) may contact the local police to report the information.

(Note: If in the course of gathering information as described above, foul play is evident or strongly indicated, the police should be contacted immediately). If it is necessary to contact the public safety office, police procedure and protocol will be followed by the College.

N. Active Shooter/Terroristic Act

Active Shooter: An individual(s) actively engaged in killing or attempt to kill people in a confined and/or populated area; in most cases, active shooters use firearm(s) and there is no pattern or method of their selection of victims.

Terroristic Acts: Calculated use of violence or threat of violence against civilians to instill intimidation, coercion or fear.

The potential for these acts exists on every college campus. Although ownership, possession and use of firearms are prohibited in Palau, past shootings on college campuses and other violent attacks dictate the need for a response for a shooting or violent attack on our campus.

Because active shooting and violent attacks are often over within minutes before law enforcement officials arrives on the scene, individuals must be prepared both mentally and physically. The College employs the Run-Hide-Fight approach to active shooting or terroristic acts on campus:

RUN

- Have an escape route or plan in mind.
- If you feel it is safe to do so, run away from the attacker.
- If possible, help others escape.
- Leave your belongings behind.
- Call 911 and report the attack when safe to do so.

- Provide the police with the location, number and description of attacker(s).
- Remain calm and follow officer's instructions.
- Keep your hands raised and keep them visible at all times.
- Avoid making sudden moves or grabbing the police officer.
- Do not stop the officer(s) to ask for assistance; other emergency personnel following the officer(s) will assist you.

HIDE

- If an evacuation is not possible, find a place to hide where the attacker(s) is less likely to find you.
- Lock and barricade the doors by moving heavy objects, such as desks or cabinets in front of the door.
- Move away from windows and close any blinds or shades.
- Hide behind something substantial.
- Remain quiet and calm.
- Silence all cellphones, radios and televisions.
- Dial 911, if possible, to alert the police to the attack.
- If you cannot speak, leave the line open and allow the dispatcher to listen.

FIGHT

- Only when your life is in imminent danger and you cannot run away or hide - Fight. **Taking action is the last resort.**
- Do not be afraid to fight.
- Act aggressively as possible against the attacker(s).
- Use common items as weapons, such as chairs, backpack or purse, books, fire extinguishers or other heavy items.
- Enlist assistance of others close to you. Use numbers to overwhelm the attacker(s). There is strength when you work together.

It is important to record and report detailed accounts of incidents to assist law enforcement and to improve our future emergency responses.

The Security Guard on duty or the official who handled the incident must complete the Emergency Incident Report Form (**Appendix 4**) and submit it to the College President within 24 hours of the incident's occurrence.

O. Emergency Drills Policy

Campus Safety & Security: Emergency Preparedness Drills

Palau Community College will take all necessary steps to prepare its students, employees and guests for emergency situations on campus and the surrounding community. Preparedness and emergency response exercises help reinforce skills and knowledge needed during an actual emergency. Palau Community College conducts the following drills/exercises:

Residence Hall Evacuation Drills

Residence Halls Only. One scheduled mandatory drill is conducted at the dormitories in fall and one unannounced mandatory drill is conducted in spring. At least one of the scenarios of the two drills will be that of a fire evacuation.

Fire Alarm and Building Evacuation Drills

Academic and Administrative Buildings Only. One scheduled Fire Alarm and Building Evacuation Drill is conducted for the academic and administrative buildings in the upper campus and the shop area in fall and one unannounced drill is conducted in spring. The fall semester drill is announced ahead of time while the spring drill is unannounced.

Emergency Numbers: Major Emergency Responders (911); PCC Operator (0); Campus Security (488-4178); Dir. of Physical Plant (488-2470), Ext. 258; Vice President for Admin. (Ext. 343, 778-5290); President (Ext. 224, 778-2245); Assist. to President (Ext. 225, 778-2257); VP CRE (488-2746, 778-5242); Dean of Students (Ext. 269, 778-2742); Dean of Academic Affairs (Ext. 245; 778-3486); Director of Student Life (488-3036)

Mass Notification System Test and Drills

The College's mass notification test (voice, PA system, email alert, text messages) will be in conjunction with announced and unannounced drills.

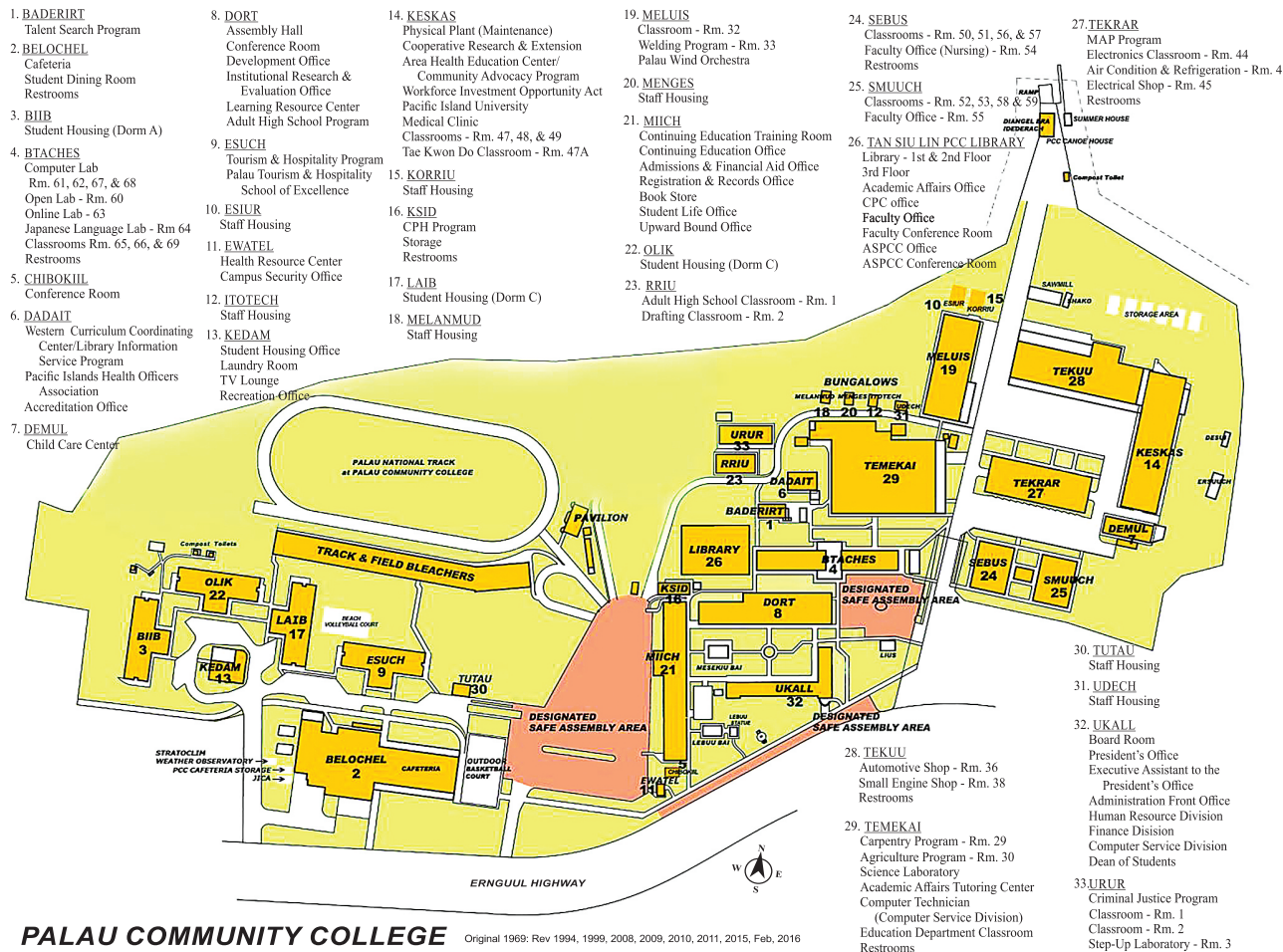
Implementation Guidelines:

This policy is published in (1) General Catalog, (2) Emergency Operations Plan and (3) PCC website: www.palau.edu

Effective Date: April 23, 2018

Emergency Numbers: Major Emergency Responders (911); PCC Operator (0); Campus Security (488-4178); Dir. of Physical Plant (488-2470), Ext. 258; Vice President for Admin. (Ext. 343, 778-5290); President (Ext. 224, 778-2245); Assist. to President (Ext. 225, 778-2257); VP CRE (488-2746, 778-5242); Dean of Students (Ext. 269, 778-2742); Dean of Academic Affairs (Ext. 245; 778-3486); Director of Student Life (488-3036)

Appendix 1



Emergency Numbers: Major Emergency Responders (911); PCC Operator (0); Campus Security (488-4178); Dir. of Physical Plant (488-2470), Ext. 258; Vice President for Admin. (Ext. 343, 778-5290); President (Ext. 224, 778-2245); Assist. to President (Ext. 225, 778-2257); VP CRE (488-2746, 778-5242); Dean of Students (Ext. 269, 778-2742); Dean of Academic Affairs (Ext. 245; 778-3486); Director of Student Life (488-3036)

PCC Emergency Evacuation Report**Date:** _____ **Person Reporting:** _____Name and location of emergency: _____

Source of Information: _____

Time evacuation began: _____ Time evacuation ended _____

Number of people evacuated (list name if possible on separate sheet): _____

List names of those who provided assistance, including Evacuation Leaders:

List names of those who did not comply with evacuation procedures:

Evacuation Effectiveness (rate the effectiveness of the evacuation on a scale of 1 – 5, 5 being the highest): 1 2 3 4 5

List problems encountered:

Recommendations for improvements:

Signature_____
Date**Emergency Numbers:** Major Emergency Responders (911); PCC Operator (0); Campus Security (488-4178); Dir. of Physical Plant (488-2470), Ext. 258; Vice President for Admin. (Ext. 343 , 778-5290); President (Ext. 224, 778-2245); Assist. to President (Ext. 225, 778-2257) ; VP CRE (488-2746, 778-5242); Dean of Students (Ext. 269, 778-2742); Dean of Academic Affairs(Ext. 245; 778-3486); Director of Student Life (488-3036)

Bomb Threat Checklist**Questions to Ask:**

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. Where are you calling from?
10. What is your name?
11. How old are you?
12. Where are you now?
13. Length of call: _____

Record your observation of the caller:

Caller's Voice: (Circle Applicable Descriptions)

Calm Angry Excited Loud	Slow Rapid Soft Distinct	Laughter Crying Normal Deep
Slurred Stutter Cracking Voice Nasal	Lisp Raspy Ragged Distinguished	Accent Deep Breathing Familiar

Background Sounds: (Circle Applicable Descriptions)

Street Noise Crockery Voices Large Crowd	House Noise Motor Office Machines	Factory- Noises Animal- Noises PA System
Boat Airplane Booth Ship	Local Phone Call Long Distance Call Church Bell	Static Music Clear

Threat Language:(Circle Applicable Descriptions)

Palauan English	Japanese Tagalog	Chinese Other: _____	Foul Irrational
Incoherent Taped	Message Read by Threat Maker		

Remarks:

(1) Additional Information: (Fill out completely, immediately after a bomb threat).

- a. Date: _____
- b. Time: _____
- c. Name: _____
- d. Job Title: _____
- e. Division/Department: _____
- f. Telephone No.: _____

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**PALAU COMMUNITY COLLEGE
EMERGENCY INCIDENT REPORT**

Date: _____

To : _____

From : _____ Date of Incident _____

(Please print)

Nature & Place (exact location) of Incident: _____

Name of individuals involved: _____

Witness(es): _____

Name

Signature

Name

Signature

Use space below to give more details of the incident. Please be specific. (Be sure to indicate WHO, WHEN, WHERE, HOW, AND WHY).

Note: Submit report promptly no later than 24 hours after incident

Action Taken: _____

Proper Authority:

Title: _____ Name: _____ Signature _____

*Distribution: Immediate Supervisor, Dept. Head, VP-Administration & Finance,
President, Compliance Officer*

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National Preparedness Month



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Learn How

SEPTEMBER 2018

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