WSU Everett Suspended Operations

OVERVIEW

There are emergencies that may require the University to suspend some or all operations at the WSU Everett campus. (See also BPPM 50.40 for University-wide procedures regarding suspended operations.)

This section provides an overview of the procedures regarding evaluation of and response to inclement weather situations that affect WSU Everett. See the following BPPM sections for procedures for other WSU locations:

- **BPPM 50.41** – WSU Pullman
- **BPPM 50.42** – WSU Spokane
- **BPPM 50.43** – WSU Tri-Cities
- **BPPM 50.44** – WSU Vancouver
- **BPPM 50.45** – WSU Off-Campus Locations

MOVING NORMAL OPERATIONS TO SUSPENDED OPERATIONS

At the WSU Everett campus, the Chancellor or designee, in consultation with Everett Community College leadership, may move the campus from normal operations to suspended operations when an emergency is imminent or active.

When WSU Everett moves from normal to suspended operations, the presumption is that the campus returns to normal operations the following day unless the Chancellor or designee communicates otherwise.

Students and employees should check [WSU Everett Alerts](#) for the current status of suspended operations.

WSU EVERETT EMERGENCY MANAGEMENT TEAM

The WSU Everett emergency management team is responsible for providing pertinent information to the Public Information Officer, who briefs the Chancellor.

The following positions, their alternates, and applicable emergency specialists serve as the emergency management team:

- Facilities Administrator, working with the building director, reports the condition of the campus.

  - Director of Communication reports:
    - The condition of state/county/city roads and emergency conditions;
    - The status of Everett Transit System and schools, if available; and
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EMERGENCY MGMT. TEAM (cont.)

- The status of planned activities on the University calendar that may be affected.

  - Campus Safety Officer reports the status of any public safety event, such as:
    - Active shooter, bomb threat, fire, or criminal activity;
    - Hazardous materials emergency; and
    - Public health disease emergency.

  - Other applicable emergency response resources as needed. See Types of Emergencies below.

STATUS OF EMERGENCY CONDITIONS

The emergency management team representative calls and reports the status of emergency conditions to the Chancellor or designee, who in coordination with the Everett Community College President, determines whether WSU Everett continues in normal operations or moves to suspended operations.

Personnel Notified

If WSU Everett moves to suspended operations, the emergency management team representative notifies the following personnel:

- Chief of Staff/Vice Chancellors
- Campus Communications Director, Chancellors Office designee, or alternate; upon notification:
  - Develops and distributes emergency messages,
  - Posts suspended operations information on the WSU Everett Campus RAVE Emergency Alerts website;
  - Notifies the campus community using the appropriate WSU system (see BPPM 50.40);
  - Manages internal and external communications including:
    - WSU Everett website;
    - Social media; and
    - Television and radio stations, external newspapers, and other media outlets as appropriate;
  - Releases other emergency communications deemed appropriate under the circumstances. (see BPPM 50.40).
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Personnel Notified (cont.)

- Facilities Administrator
- Facilities Manager
- Campus Safety Officer
- Area Administrator Human Resource Officer
- Other applicable emergency response resources as needed. See Types of Emergencies below.

COLLEGE/DEPARTMENT/UNIT RESPONSIBILITIES

All colleges, divisions, departments, and other operating units must develop Emergency Response Plans and Continuance of Operations Plans, in accordance with Executive Policy EP25 and BPPM 50.39. In addition to other Emergency Response and Continuity of Operations responsibilities, the purpose of these plans is to:

- Prepare for emergencies;
- Ensure that administrators, faculty, staff, and students are informed of the closure of offices within the area;
- Ensure that administrators, faculty, staff, and students are informed of the postponement of special events or activities; and
- Reinforce the communication of any decisions reached by the Chancellor or designee.

WSU Everett directors and vice chancellors are to exercise discretion in determining essential services and minimal staffing levels in accordance with BPPM 60.40 and applicable leave policies. Additional guidelines related to suspended operations are available from the Human Resource Services (HRS) Suspended Operations web page.

LIMITATIONS

The procedures above are not intended to cover all possible eventualities. The University administration assumes that the decision-making and relevant communications will be adapted, as appropriate, to suit the circumstances. The University administration does not assume that all individuals who may be coming to campus or on campus can be notified of an emergency.

TYPES OF EMERGENCIES

Various types of emergencies may occur at WSU Everett that could require differing responses and affect different units on campus.
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**Campus Conditions**  
The designated department personnel and triage team, based on University impact, presents University leadership with relevant information and updates regarding campus conditions, public safety, and applicable health impacts after an emergency.

**Decision Timeline**  
As soon as possible before or during an emergency, University leadership make decisions about the operational status of the campus and related facilities. In the case of imminent danger to people and/or buildings (i.e., fire or active shooter), decisions are made after the affected area is secure and the scene is stable.

**Applicable Suspended Operations Resources**  
*Table 1* below lists possible emergencies that may occur on the WSU Everett campus. Responsible WSU Everett department(s) and/or personnel that work with the triage team and keep University leadership abreast of the situation are identified in the table, along with other resources that may assist the triage team as needed.

<table>
<thead>
<tr>
<th>Emergency</th>
<th>Responsible Dept.</th>
<th>Other Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inclement Weather</td>
<td>See <a href="#">Inclement Weather Emergency</a> below.</td>
<td></td>
</tr>
<tr>
<td>Active Shooter</td>
<td>Campus Safety</td>
<td>Human Resource Svcs. and Counseling Svcs., and local law enforcement and response agencies</td>
</tr>
<tr>
<td>Bomb Threat/Explosive Device</td>
<td>Campus Safety</td>
<td>Facilities, and local law enforcement agencies</td>
</tr>
<tr>
<td>Wildfire Smoke</td>
<td>Environmental Health &amp; Safety (EH&amp;S)</td>
<td>Facilities</td>
</tr>
<tr>
<td>Hazardous Materials – Biological/Radioactive Releases</td>
<td>EH&amp;S</td>
<td>Facilities, Campus Safety, WSU Pullman Office of Research Assurances (ORA), and local response agencies</td>
</tr>
<tr>
<td>Hazardous Materials – Chemical Releases</td>
<td>EH&amp;S</td>
<td>Facilities, Campus Safety, WSU Pullman Office of Research Assurances (ORA), and local response agencies</td>
</tr>
</tbody>
</table>
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Table 1: WSU Everett Emergency Response Resources (cont.)

<table>
<thead>
<tr>
<th>Public Health Communicable Disease</th>
<th>Campus Safety</th>
<th>Local response agencies / public health officials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Utility</td>
<td>Facilities</td>
<td>EH&amp;S, Campus Safety, WSU Pullman ORA, and local response agencies</td>
</tr>
</tbody>
</table>

Inclement Weather Emergency

Campus Conditions

Designated personnel consult with professional weather information services and collect relevant information regarding campus conditions. The emergency management team representative provides the Chancellor with regular updates on campus conditions throughout the weather emergency.

In the event of an inclement weather emergency, WSU Everett refers to the Everett Community College (EvCC) Campus Closure Advisory Policy 3070, as applicable.

Decision Timeline

While a weather emergency may be declared at any time if conditions necessitate it, the following are the most likely weather scenarios with target timelines for reaching decisions.

*During Night or Early Morning Hours*

If the inclement weather occurs during the night or early morning hours, the emergency management team reports pertinent information on the inclement weather event no later than 5:00 a.m. Such a report initiates the inclement weather procedures listed above. The emergency management team representative reports a summary of weather factors and operational concerns based on best available information to the Chancellor or designee no later than 5:15 a.m.

If there is advance warning of a potential weather event, the emergency management team representative notifies the emergency management team the previous evening to be on standby for a 5:00 a.m. call the following morning.

*During the Day*

If the inclement weather event occurs during the day, the emergency management team representative collects the pertinent weather information from the emergency management team and reports the information to the Chancellor or designee as soon as possible. Such a report initiates the inclement weather procedures listed above.
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Evening Classes and Operations

If an inclement weather event is expected to affect evening classes and operations, a decision should be reached no later than 4:00 p.m. to allow time to provide appropriate notice.