

EMERGENCY REFERENCE GUIDE

BELLINGHAM, WA 98226
(360) 383-3000

Auxiliary Services Building, 620 W. Kellogg Road
Baker Hall, 233 W. Kellogg Road
Cascade Hall, 288 W. Kellogg Road
Foundation Building, 333 Calluna Court
Heiner Center, 231 W. Kellogg Road
Health Professions Education Center, 475 Stuart Road
Kelly Hall/Headstart, 230 W. Kellogg Road
Kulshan Hall, 236 W. Kellogg Road
Laidlaw Center, 237 W. Kellogg Road
Pavilion, 241 W. Kellogg Road
Roe Studio, 400 W. Kellogg Road
Syre Student Center, 235 W. Kellogg Road

Revised June 2014

Nearest Assembly Area: _____

Nearest Fire Extinguisher: _____

Nearest AED: _____

Whatcom
COMMUNITY COLLEGE
www.whatcom.ctc/emergency

**WHATCOM COMMUNITY COLLEGE
DESK REFERENCE FOR EMERGENCIES**

EMERGENCY (MEDICAL/FIRE/POLICE/HAZARDOUS MATERIALS).....911

During business hours, notify the Campus Operator by dialing 0 (or ext. 2284) from any campus phone. If no answer, call Administrative Services at x3350 (383-3350) and advise that 911 has been called. An Online Incident Report (www.whatcom.ctc.edu/incident) should also be submitted.

FACILITIES/MAINTENANCE.....383-3370

- General Facilitiespress 1
- HVAC, plumbing, electrical, alarms,press 2
- Custodial,press 3
- Grounds,press 4

After hours, call campus assistance service at 715-2418 immediately after placing a 911 call so that College staff can be dispatched to help with the emergency and 911 personnel can be directed to the appropriate location.

LIBRARY (5-9 PM, M-Th, 12-4 PM, Saturday –ask for senior person on duty)..... 383-3300

AFTER HOURS CAMPUS ASSISTANCE (Answering Service) 715-2418

EMERGENCY NUMBERS

LOCK DOWN PROCEDURES

1. Immediately lock doors.
2. Once doors are locked do not open until "All Clear" is officially announced.
3. Turn off lights.
4. Close blinds.
5. Turn off computers, silence cell phones and other equipment.
6. Minimize exposure:
 - a. Gather everyone into the safest area of the room away from windows.
 - b. Crouch down.
 - c. Consider creating extra barricading if possible (desks turned on side, etc.)
7. Remain quiet/minimize noise.
8. Stay in "Lock Down" until "All Clear" is announced.

SHELTER IN PLACE PROCEDURES

1. "Shelter in Place" is announced.
2. Close all doors and windows.
3. If in a hallway or outside, go immediately to nearest classroom or office.
4. You may conduct business as usual while remaining in "Shelter in Place."
5. Do not leave room until "All Clear" is officially announced.

LOCKDOWN / SHELTER IN PLACE

BOMB THREAT

1. As soon as you realize the call is a bomb threat, pull a copy of the "Bomb Threat Worksheet" on the next page.
2. Try to get as much information from the caller as you can. While you and the caller are talking, fill out whatever you can on the worksheet.
3. Call 911 and be prepared to give specific information from your worksheet.
 - a. During business hours, notify the Campus Operator by dialing 0 (or ext. 2284) from any campus phone. If no answer, call Administrative Services at x3350 (383-3350) and advise that 911 has been called. An Online Incident Report (www.whatcom.ctc.edu/incident) should also be submitted.
 - b. Call After Hours Campus Assistance (715-2418) and advise that 911 has been called.
4. The decision to evacuate the building will be made by the emergency personnel or the senior administrator available.
5. If you spot a suspicious object, package, etc., report it to College authorities, but under no circumstances should you touch it, tamper with it, or move it in any way.

BOMB THREAT

BOMB THREAT

Use this page as a worksheet if you receive a bomb threat

1. Keep the caller on the line as long as possible.
2. Remain calm and courteous and listen carefully.
3. While talking with the caller, try to obtain the following information:

When is the bomb going to explode? _____

Where is the bomb right now? _____

What does the bomb look like? _____

What will cause the bomb to explode? _____

What kind of bomb is it? _____

Did you place the bomb? _____

Why did you place the bomb? _____

What is your name? _____

Address? _____

Phone number? _____

4. Listen for the following details and circle those that apply:

Description: male, female, adult, juvenile

Voice: loud, soft, high pitched, deep, raspy, pleasant, intoxicated

Speech: fast, slow, distant, stutter, slurred, precise, distorted, nasal, does the message sound as though it were taped or is being read

Language: well spoken, foul, use of certain words or phrases

Accent: local, foreign

Manner: calm, irrational, coherent, righteous, angry, emotional, laughing

Background noises: office machines, factory machines, animals, quiet, street traffic, airplanes, voices, music, party atmosphere

5. After the conversation has terminated call **911**.
 - a. During business hours, notify the Campus Operator by dialing 0 (or ext. 2284) from any campus phone. If no answer, call Administrative Services at x3350 (383-3350) and advise that 911 has been called. An Online Incident Report (www.whatcom.ctc.edu/incident) should also be submitted.
 - b. Call After Hours Campus Assistance (715-2418) and advise that 911 has been called.
6. The decision to evacuate the building will be made by the emergency personnel or the senior administrator available.

BOMB THREAT WORKSHEET

COLLEGE CLOSURE

In the event of inclement weather, the decision to close or delay the opening of the institution will be made by the College president or her/his designee, the Vice President for Administrative Services. The notification will be posted on the College's website, www.whatcom.ctc.edu/emergency, and/or updated information can be received by phoning the College's general telephone line at (360) 383-3000. In addition, the following media groups will be notified. This notification satisfies "prior notification" requirements.

KPUG	1170 AM
KGMI	790 AM
KAFE	104.1 FM
KOMO TV	Channel 4
KING TV	Channel 5
KIRO TV	Channel 7

Whatcom Community College strives to stay open to fulfill its mission whenever possible. However, there are a number of factors that are weighed when arriving at a decision to delay the start of operations, close operations early, or suspend operations altogether.

Individuals must make decisions to protect their own health and safety when conditions make it unsafe to travel to campus. Employees should work with their supervisor or division chair to make other arrangements in an emergency.

FACULTY

If the College is open but an instructor is unable to get to work, the instructor should promptly notify the Class Cancellation Line at 360.383.3250, option 1. Instructors are not to call local radio stations to cancel a class. Faculty members are encouraged to update voicemail greetings and course-related websites with class cancellation information. It is expected that instructors who cannot get to work and must cancel class will take appropriate leave time.

In the event of inclement weather, all online courses, including the online portion of hybrid courses, will be conducted as scheduled. Closures or delays announced for the Whatcom Community College campus will not apply to online instruction. Additional information can be found on the eLearning website.

CLASSIFIED STAFF

Classified staff should reference Article 17, "Suspended Operations," in the WFSE Collective Bargaining Agreement for information related to leave pay, overtime, employees required to work, and other relevant information in the event of late starts, early closures, and total suspended operations. The current WFSE Collective Bargaining Agreement is located on the WCC Staff Web.

EXEMPT STAFF

Exempt staff members who are not able to get to work are required to take annual (vacation) leave, personal holiday, or make up work time.

COLLEGE CLOSURE

EARTHQUAKE

During the Earthquake:

1. Stay indoors.
2. Do not use elevators.
3. **DROP** to the ground,
4. Take **COVER** by getting under a sturdy desk or table, cover your head and
5. **HOLD ON** to it until the shaking stops.
6. Stay away from glass, shelves and heavy equipment.

After the Earthquake:

1. Report serious injuries, hazards or damaged facilities. Call 911 if appropriate.
 - a. During business hours, notify the Campus Operator by dialing 0 (or ext. 2284) from any campus phone. If no answer, call Administrative Services at x3350 (383-3350) and advise that 911 has been called. An Online Incident Report (www.whatcom.ctc.edu/incident) should also be submitted.
 - b. Call After Hours Campus Assistance (715-2418) and advise that 911 has been called.
2. Assist the injured and disabled.
3. Prepare for aftershocks.
4. Request utility shut-offs from Maintenance (x3370) and turn off motorized equipment.
5. If ordered to do so by emergency personnel or a senior administrator, evacuate building.
6. Do not use elevators to evacuate building.
7. Do not make cell phone calls (signals will be overloaded). If necessary, text instead.
8. Return to building only when it is declared safe to occupy by a senior administrator or emergency personnel.

VOLCANIC ERUPTION

If there is advance warning of eruption and ash fall, the College Closure procedure will be followed.

If time does not permit College closure, follow these procedures:

1. Remain in the building.
2. If ash is in the air, cover mouth and nose with handkerchief or other cloth.
3. Close windows and outside doors.
4. Shut down computers, photocopiers and other equipment.
5. Maintenance will shut down building ventilation systems.
6. Wait for instructions from the President or designee.

EARTHQUAKE OR VOLCANIC ERUPTION

EVACUATION PROCEDURES

Building Evacuation:

1. Evacuate building when fire alarm sounds and/or if directed to do so by appropriate authority.
2. Direct people to stairs and exits. Tell them not to use elevators.
3. If possible, assist people with disabilities to designated evacuation areas. They are shown on the building maps in the back of this book, with this symbol. **Y** If you are unable to help them exit, have someone stay with them until emergency personnel arrive.
4. Leave the area.
5. Proceed to a clear area at least 500 feet from the building and away from the path of emergency vehicles.
6. Return to the building only when it is declared safe to occupy by a College administrator or emergency personnel.

College Evacuation:

Evacuation of all or part of the College will be announced by the President or the appointed designee.

Elevators:

Do not use elevators in case of fire, explosion or earthquake. In the event someone is trapped in the elevator, call 1-877-615-4204 and report the situation immediately.

EVACUATION PROCEDURES

EXPLOSION OR SIMILAR INCIDENT

1. Take cover under desk, table or other object that will give protection from glass or debris.
2. If emergency personnel are not on the scene as soon as the effects of the explosion have subsided call 911.
 - a. During business hours, notify the Campus Operator by dialing 0 (or ext. 2284) from any campus phone. If no answer, call Administrative Services at x3350 (383-3350) and advise that 911 has been called. An Online Incident Report (www.whatcom.ctc.edu/incident) should also be submitted.
 - b. Call After Hours Campus Assistance (715-2418) and advise that 911 has been called.
3. If it is necessary to summon help, activate the building fire alarm.
4. Assist others in evacuating the building or evacuate the building yourself. (See Evacuation Procedure)
5. Be extremely careful while evacuating; the structure may be unstable.
6. Notify emergency personnel on the scene of injured or trapped people still in the building.
7. Proceed to a clear area at least 500 feet from the building and away from the path of emergency vehicles.
8. Return to the building only when it is declared safe to occupy by a College administrator or emergency personnel.

EXPLOSION OR SIMILAR INCIDENT

FIRE PROCEDURES

1. If a fire alarm is close by, **pull the fire alarm**.
2. If the **fire is minor and if you are comfortable with using a fire extinguisher**, try to put it out with a fire extinguisher. Follow these steps with the extinguisher: **Pull, Aim, Spray, Sweep (PASS)**. Do not devote a great deal of time to trying to extinguish the fire yourself. If you are not immediately successful, go to Step 1, above.
3. If possible, **isolate the fire** by closing the door to the area.
4. **Evacuate** the area. Direct people to stairs and exits. Tell them not to use elevators.
5. If possible, **assist people with disabilities** to designated evacuation areas. They are shown on the building maps in the back of this book, with this symbol. **Y** If you are unable to help them exit, have someone stay with them until emergency personnel arrive.
6. **Leave** the area. If you were unable to call 911 and were unable to pull a fire alarm, pull the fire alarm on your way out.
7. **Proceed to a clear area** at least 500 feet from building and away from the path of emergency vehicles.
8. **Call 911 to provide further information.**
 - a. During business hours, notify the Campus Operator by dialing 0 (or ext. 2284) from any campus phone. If no answer, call Administrative Services at x3350 (383-3350) and advise that 911 has been called. An Online Incident Report (www.whatcom.ctc.edu/incident) should also be submitted.
 - b. Call After Hours Campus Assistance (715-2418) and advise that 911 has been called.
9. **Wait for instructions** from fire fighters and/or administrators.

FIRE

HAZARDOUS MATERIALS

Hazardous Material Spill/Release on College Property:

1. Evacuate the building/area immediately and alert others to do the same.
2. Seal off a spill/release in a building by closing the door to the area.
3. Activate a fire alarm on the way out of the building if the spill presents an imminent danger such as fire, explosion, injuries, etc.
4. Report the spill/release to Facilities Department at x3370 or call 911 from a safe location.
5. Move to an area at least 500 feet from the affected building/area and keep streets, walkways, and fire lanes and hydrant areas clear for emergency vehicles and personnel. Instructors and supervisors have the responsibility of assuring that all students and staff have evacuated their classrooms and work areas.
6. Return to the building only when it is declared safe to occupy by a College administrator or emergency personnel.

Minor Hazardous Material Spill:

Call the Facilities Department at x3370 for assistance in cleaning up the spill.

When cleaning up a hazardous material spill:

1. Use appropriate personal protective equipment.
2. Contain the spill.
3. Clean up the spill.
4. Dispose of spill material properly.

Hazardous Material Spill/Release Off College property:

1. Seek shelter inside a building. Follow "Shelter in Place" instructions.
2. Stay inside, do not evacuate buildings or "peek" outside buildings.
3. Close all building doors and windows.
4. If in a hallway or outside, go immediately to nearest classroom or office.
5. You may conduct business as usual while remaining in "Shelter in Place."
6. Call Facilities Department at x3370 to shut off building ventilation.
7. Do not leave room until "All Clear" is announced.

HAZARDOUS MATERIALS

MEDICAL EMERGENCY

Serious Injuries or Medical Emergencies:

Before you treat an injury, read the section on blood borne pathogens below. Serious injuries or medical emergencies should be reported by dialing 911. Paramedics and an ambulance should be requested if:

1. The person is unconscious.
2. The person complains of chest pain, pain in the left arm or left jaw, shortness of breath, irregular heartbeat, or dizziness or back pain accompanied by any of the preceding symptoms.
3. There is massive bleeding.
4. The person requests an ambulance.

Do not move a seriously injured person. Stay with the victim until help arrives. The 911 dispatcher may ask questions about the symptoms and responsiveness of the victim. Get someone to help you relay information to the 911 dispatcher (you are with the victim and your "partner" is on the phone with 911).

- a. During business hours, notify the Campus Operator by dialing 0 (or ext. 2284) from any campus phone. If no answer, call Administrative Services at x3350 (383-3350) and advise that 911 has been called. An Online Incident Report (www.whatcom.ctc.edu/incident) should also be submitted.
- b. Call After Hours Campus Assistance (715-2418) and advise that 911 has been called.

Four Automated External Defibrillators (AEDs) are available on campus and located in LDC, PAV HPC, and CAS.

Minor Injuries:

First aid kits are available at various locations in each building (refer to the building maps for locations). Use the first aid kit in your area to treat minor injuries.

Blood-borne Pathogens:

Blood-borne pathogens are microorganisms that are present in human blood and body fluids and may cause disease in humans. Use the following procedures when you are administering first aid and blood or body fluids are present:

1. **Treat all blood and body fluids as if they are infectious.**
2. Use barrier protection such latex gloves, CPR masks, goggles, face masks, etc., to prevent contact with blood and body fluids. Latex gloves and CPR masks should be hanging next to the first aid kit in your area.
3. Wash your hands after first aid or blood/body fluid clean-up procedures.
4. Call Facilities Department at x3370 for clean-up of blood/body fluid spills.

MEDICAL EMERGENCY

SECURITY/SAFETY ISSUES

Immediate Emergency, call 911: Life or physical well-being threatened, weapon present, property threatened, crime in progress. If you are uncomfortable with a situation, even if none of the foregoing is present, call 911. It is more prudent to follow your instincts than to wait for a situation to escalate to a critical point.

- a. During business hours, notify the Campus Operator by dialing 0 (or ext. 2284) from any campus phone. If no answer, call Administrative Services at x3350 (383-3350) and advise that 911 has been called. An Online Incident Report (www.whatcom.ctc.edu/incident) should also be submitted.
- b. Call After Hours Campus Assistance (715-2418) and advise that 911 has been called.

Potential Emergency:

No imminent danger to person(s) or property but may become dangerous if there is no intervention, disruptive person(s), arguments with verbal threats of physical violence. This category includes incidents that can best be handled by on-campus personnel such as a supervisor, a WCC counselor or after hours administrator through Campus Assistance (715-2418).

Disruptive Person(s): See the following section STUDENTS or OTHERS IN CRISIS

Domestic Violence/Stalking:

Victims of domestic violence or stalking need to contact the Vice President for Educational Services if they fear the would-be perpetrator might come onto the College campus. If immediate attention is required, call 911.

- a. During business hours, notify the Campus Operator by dialing 0 (or ext. 2284) from any campus phone. If no answer, call Administrative Services at x3350 (383-3350) and advise that 911 has been called. An Online Incident Report (www.whatcom.ctc.edu/incident) should also be submitted.
- b. Call After Hours Campus Assistance (715-2418) and advise that 911 has been called.

EMERGENCY NOTIFICATION SYSTEM:

In the event of a campus wide emergency or security breach, the College's emergency notification system will be used to alert students and employees. Emergency information will be distributed by text, email, or via speakers that are located in all common areas. In classrooms and offices, the telephones serve as speakers. In the event of a silent notification, telephone screens will convey a written message. Instructions will be given in each instance.

The codes FE and PS appear on the following maps.

Y= DISABLED WAITING AREA

FE = FIRE EXTINGUISHER

PS = ALARM PULL STATION

AED = AUTOMATED EXTERNAL DEFIBRILATOR

Guidelines for Classroom Management and Dealing with Disruptive Student Behavior

Creating a positive classroom climate and setting expectations for students is *primarily* the responsibility of the instructor. The way you engage students on the first day and week sends powerful messages about the level of involvement and interaction you expect from students.

Prevention: Clearly Outline Your Expectations

Many students do not know what is expected of them in college. Some students may lack basic social skills or like to test limits; others may have turmoil in their lives that they bring to their interactions on campus.

Prevention of disruptive student behavior begins with your **making a connection with each student** through eye contact and by being welcoming and encouraging. It is also critical to **clearly outline your expectations and consequences in your syllabus**. **Review** these the first day or week of the course. Even more effective, **involve your students** in adding their **ground rules** for interacting with each other and **periodically review** these throughout the quarter.

Ask yourself, "What specific behavioral expectations do I have for students in my class?" While some instructors might not mind students eating in class, quietly texting, or having side conversations, other instructors might consider these behaviors disrespectful and disruptive. Determine which classroom behaviors are unacceptable to you and what are reasonable consequences. Some instructors deduct points from the participation score for infractions. Below are a few examples of behavioral expectations adapted from WCC faculty.

- Respect the ideas of others and their right to express themselves. Express differences in a considerate and constructive manner. Keep a balance between speaking and listening.
- Actively contribute to class discussions by sharing comments or questions that are directly related to the topic and express interest in the course content. Avoid inappropriate comments that are disrespectful, monopolize the discussion, or are unrelated to the topic.
- Please turn off or silence cell phones prior to class. During tests, no cell phones or electronic devices allowed.
- Please make every effort to arrive to class on time. If you arrive late, please minimize the disruption to the class by taking your seat quietly.
- Please do not leave class early unless you have informed your instructor in advance.
- If you are absent, it is your responsibility to contact a classmate to obtain notes or handouts.

Several instructors include an excerpt from the WCC Student Rights and Responsibilities Policy: *According to the **WCC Student Responsibilities and Prohibited Conduct** (WAC 132U-125-020), As members of the Whatcom Community College community, students have an obligation to demonstrate academic and personal honesty and integrity. Students are expected to respect individual rights, recognize their impact on others, and take responsibility for their actions. Students may be subject to disciplinary action for any activity that unreasonably disrupts the operations of the college or infringes on the rights of another member of the college community.*

1. *Obstruction or Disruption: Obstruction or disruption of any instruction, services, research, administration, disciplinary proceeding, or other college activity.*
2. *Failure to Comply with Directive. Failure to comply with the direction of a college officer or employee who is acting in the legitimate performance of his or her duties.*
3. *Academic dishonesty. Any act of academic dishonesty, including but not limited to cheating, plagiarism, and fabrication. (See: [Guidelines for instructors in dealing with academic dishonesty](#))*

Dealing with Difficult or Disruptive Student Behavior

Most disruptive student behavior can be prevented and effectively managed by instructors, but it is **important to intervene early**.



1. **Step One: Informal Warning:***

- Ask the student to meet with you before or after class. Be sure to maintain the student's privacy rights by meeting with the student privately.
- Briefly review your classroom expectations and indicate your desire for the student to be successful in this course. Identify the specific behavior that is disruptive and describe the impact it has on others. Actively listen to the student and ask for the student's ideas about solving the problem.
- Offer assistance to the student that is within your limits and professional role. Have a range of options prepared along with consequences. Summarize the actions that each of you will take.
- If the student mentions personal problems, refer the student for counseling (360-383-3080) in LDC 116, but return the focus of the discussion to your classroom expectations. (If the student needs help for an immediate crisis, refer the student to the Care Crisis Line 1-800-584-3578.)
- If you are not able to meet with the student privately, hand the student a written note that outlines your concerns and expectations. Since privacy is not assured with email, it is better to use the online course management system when communicating privately with a student.
- Be sure to document the conversation and the student's behavior in your personal notes.

***Problem-Solving Assistance:** If you are uncomfortable with having this conversation on your own or you anticipate having difficulty with the student, it may be helpful to discuss your concerns with a colleague or the [Behavioral Intervention Team](#). Please email: bit@whatcom.ctc.edu

2. **Step Two: Report the Conduct Issue**

- If the student continues to be disruptive or shows a pattern of concern, you need to contact the Judicial Conduct Office to initiate the student disciplinary process. Please call 360-383-3140 to arrange a phone appointment to problem-solve the situation or email judicialaffairs@whatcom.ctc.edu
- Although you might be reluctant to ask for assistance, this process is necessary to help you to transform difficult situations into positive learning experiences for students. It is important to notify the Judicial Conduct Office about an ongoing problem because that student might also be causing problems in other classes. It is better to document smaller issues early rather than growing problems later.

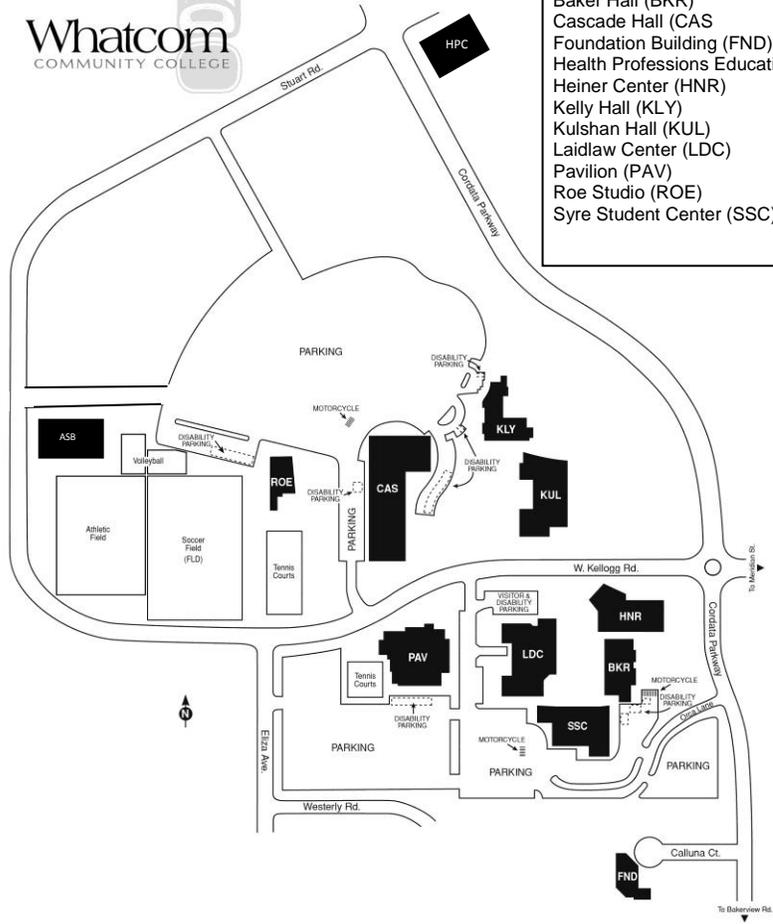
3. **Step Three: Formal Disciplinary Process**

- Typically, the Judicial Conduct Office will impose a disciplinary probation with specific behaviors the student must adhere to in order to remain in the class. As a team, the Judicial Conduct staff work closely with instructors to effectively curb disruptive behaviors and restore a positive learning climate.
- The State of Washington has strict regulations and due process rights for all students. No matter how frustrated you may feel with a student who is disruptive, you cannot just kick a student out of the course. If a student is seriously disruptive or abusive, instructors may dismiss a student from a single class. After the class, this must be immediately reported to the Judicial Conduct Office.
- Although this is rare at WCC, if you believe the student is an imminent threat to your safety or the safety of others, call 911. After the police intervene, complete an Incident Report online at: <http://www.whatcom.ctc.edu:8080/about-wcc/governance-or-general-information/policies-and-consumer-info/emergency-communications/incident-report-information/> and notify the Judicial Conduct Office, at judicialaffairs@whatcom.ctc.edu or 360-383-3140, who will initiate the disciplinary proceedings and may summarily suspend the student.

CAMPUS MAP



- Auxiliary Services Building (ASB)
- Baker Hall (BKR)
- Cascade Hall (CAS)
- Foundation Building (FND)
- Health Professions Education Center (HPC)
- Heiner Center (HNR)
- Kelly Hall (KLY)
- Kulshan Hall (KUL)
- Laidlaw Center (LDC)
- Pavilion (PAV)
- Roe Studio (ROE)
- Syre Student Center (SSC)



**FIRST AID KITS LOCATION AND MONITORS
As March 2014**

Center	Location	Unit	Monitor
Laidlaw	Info Desk	AED (Automated External Defibrillator)	
	Info Desk	24	Chris Evans
	Mailroom (Portable)	16	Cynthia Hoskins
	Faculty Support, Rm. 228	24	Faculty Support
	Maintenance, Rm. 104	16	Carl Adams
Baker Hall	Faculty Support, Rm. 126	24	Faculty Support
	Lab, Rm. 1	24	Faculty Support
	Business Lab	16	Darryl Rowher
Cascade Hall	Faculty Support, Rm. 140	24	Faculty Support
	Copy/Dup, Rm. 124	24	Diane Cronk
	Outside CAS 145	AED (Automated External Defibrillator)	
Foundation Building	Maintenance	16	Sharon Maupin
	Learning Center, Rm. 113	16	Sherri Winans
	Graphic Design Lab	16	Karen Blakley
	Art Studio, Rm. 163/164	16	Karen Blakley
	Community Education	16	Lynne Swann
Heiner Center	Library, Rm. 201	16	Linda Smith
	Rm. 103A (inside closet)	16	Fran Hudson
	Theater, Rm. 205	24	Fred Abitia
Health Prof Ed Center	Rm 104	16	Luanne Moore
Kelly Hall	Faculty Support, Rm. 112	24	Div Coordinator
Kulshan Hall	Faculty Support, Rm. 107	24	Div Coordinator
	Prep Lab, Rm. 120	24	Blanche Bybee
	Soccer Cage	24	Athletic Director
Orca Field	Soccer Cage (portable)	24	Athletic Director
	Rm. 109 Cage	36	Athletic Director
Pavilion	Rm. 109 Cage (portable)	24	Athletic Director
	Fitness Center	16	Athletic Director
	Room 109 Cage	AED (Automated External Defibrillator)	
Roe Studio	Office	24	Rob Beishline
ASB 118	Main	16	Carl Adams
Syre Student Center	Student Center	16	Matthew Santos
	Student Center (portable)	24	Matthew Santos
Vehicles	(7 total)	10	Carl Adams
Total Kits:	10 Unit = 8	16 Unit = 14	24 Unit = 15