

Statement of Intent  
Between  
The City of Seattle  
and  
Seattle Community Colleges (SCC)

**REGARDING USE OF SCC FACILITIES IN EVENT OF DISASTER**

This Statement of Intent (“Statement”), dated for reference purposes October 23, 2008, is made by The City of Seattle, a municipal corporation of the State of Washington, (the City) and Seattle Community Colleges, District 6, an agency of the State of Washington, (SCC). This Statement is intended to memorialize an understanding and plan between the City and SCC regarding the City’s possible use of SCC’s facilities in the event of a large scale disaster. This Statement is not intended to be contractually binding on either party.

**I. Introduction**

In the case of a Disaster, the City may need to operate temporary sites where people can be served, or where essential functions of the City must be carried out. SCC owns and/or leases facilities that would be appropriate temporary sites. The purpose of this Statement is to define the expectation to document Site Plans and Security Plans, define the terms for using SCC facilities, and establish the responsibilities of each organization during an incident. The City will request use of the SCC facilities only during a disaster incident requiring the emergency assistance of the community and community resources. Use of the facilities will occur based on mutual agreement, as outlined in Section V of this Statement .

Nothing in this plan should be construed as independent of or bypassing regular emergency management procedures or the provisions of county or state declarations of emergencies.

**II. Definitions**

Disaster – An occurrence of a severity and magnitude that normally results in deaths, injuries, and property damage and that cannot be managed through the routine procedures and resources of government. It usually develops suddenly and unexpectedly and requires immediate, coordinated, and effective response by multiple government and private sector organizations to meet human needs and speed recovery.

Site Plan – A site plan for each facility that includes: An arrow indicating north, the scale of the drawing such as 1” = 20’ or statement that the drawing is not to scale; property lines; adjacent streets, alleys, driveways and/or private roadways on or to the property; dimensions of the buildings, names or uses of the buildings and outdoor areas; and parking areas showing the number of stalls.

Security Plan – A security plan for each facility that includes: hours of security coverage on premises, contact numbers for security personnel, location of security cameras where applicable, and details outlining specifics unique to each facility regarding security measures/procedures.

Designated Facilities – Depending upon the type and scale of the disaster, SCC shall, after consultation with the City, identify one or more buildings and/or sites at one or more of the SCC campuses: Seattle Central Community College, North Seattle Community College or South Seattle Community College that are deemed appropriate and available for use in response to the disaster.

### **III. Designated Facilities**

SCC will designate specified facilities for use as sites for:

- a secondary location for the City’s Emergency Operations Center (EOC),
- a secondary location for meetings of the Seattle City Council and preparation for meetings,
- staging emergency supplies,
- community training, and
- emergency assistance to the community after a damaging disaster.

SCC and the City will work together to prepare a Site Plan for each specified facility that will contain pertinent information relevant to use in the event of a disaster. SCC will notify the City if any information recorded in a Site Plan changes. The specified facilities will be available for use at any time of the year and could be used 24 hours per day, if necessary.

### **IV. Security**

The City and SCC will cooperate to assess security issues pertinent to each designated facility and complete a Security Plan for each facility. Completed Security Plans shall be submitted to the City representative identified in Attachment A of this Statement. The Security Plans shall be updated as necessary and submitted to the City as identified above .

### **V. Initiation of Use of Facilities**

In the event of a disaster as defined in Section II of this Statement, the Mayor (or designee) would request use of the facilities.

The City will request use of the designated facilities at least 24 hours prior to the start of use, and will specify:

- the affected population groups
- the triage of types of persons to be served, if applicable
- the estimated number of persons to be served
- the anticipated duration of the response
- the anticipated hours of operation

SCC has the option to accept or deny the City’s request for use of any designated facilities. If accepted, SCC’s Chancellor or designee will confirm which requested facilities are available for

use and will authorize the City to proceed as quickly as possible after receiving the request.

## **VI. Responsibilities of the City During An Incident**

The City of Seattle Disaster Readiness and Response Plan outlines the responsibilities of the City during a disaster. The outlined responsibilities include the use of community resources to serve the community in providing emergency assistance for losses and damages incurred and to return the population to a state of normalcy. The City will also provide the methods and conditions for payment and reimbursement. The responsibilities in this section are specific to designated SCC emergency sites that could be temporarily made available to and operated by the City.

- Set up and operate the site. If the City creates an EOC at a designated SCC emergency site, the City will exercise the same command and control over the site as they would from a primary EOC location.
- Coordinate public information activities.
- Provide telecommunications equipment. The City will coordinate with designated contacts at each of the SCC facilities to determine what telecommunications equipment is most appropriate and request permission in writing if they choose permanent installation of land lines, wireless and satellite phone, data, radio and audio visual equipment, including antennas as needed; or install the necessary connectivity to transfer equipment from the EOC. All costs related to installation of City equipment shall be the City's responsibility. SCC may request use of City's equipment for emergency operations during events that do not elicit City use of the facility and for tests and exercises with the City Office of Emergency Management.
- Coordinate communication with city, county, state, and federal agencies, as needed.
- Provide instructions for set up of facilities.
- Provide all supplies and services.
- Provide staffing.
- Provide training in the National Incident Management System (NIMS) Incident Command System to participants designated by the City Disaster Management Committee, including representatives of SCC.
- Contract for and manage provision of janitorial services.
- Dispose of all waste.
- Return facilities to the same state they were in prior to use by the City.

## **VII. Responsibilities of SCC During an Incident, if possible:**

- Cancel events scheduled for facilities.
- Provide access to communications trunk lines and power.
- Provide internet connectivity as identified in the Site Plans.
- Set up facilities based on instructions from the City.
- Initiate security measures according to the Security Plan.
- Provide parking identified in the Site Plans.
- Provide equipment identified in the Site Plans.
- Provide refrigeration identified in Site Plans.
- Direct all SCC emergency operations outside the EOC at an SCC emergency site according to SCC's Emergency Operations Plan.

- Provide SCC-appointed representative(s) to participate in the City Disaster Management Committee and to remain on-site at any EOC established at an SCC emergency site.
- Provide SCC-appointed representative(s) to be available for City-sponsored NIMS training

**VIII. Costs and Payments**

SCC shall provide the facilities without rental cost to the City. Consistent with this Statement, the City shall pay SCC for valid and invoiced "assistance costs," defined as direct material costs, equipment rental fees, fuel, and labor costs incurred in providing the facilities. If applicable, the City will provide instructions to SCC regarding cost-tracking required for federal emergency assistance, and SCC will track costs accordingly, but SCC shall not be required to contravene existing governmental cost accounting requirements or its internal cost accounting procedures.

**IX. Term and Termination**

This Statement is effective upon signature by both parties and ends December 31, 2013, unless extended or terminated by either party prior to the termination date.

Both parties agree to meet on an annual basis to review this Statement of Intent in its entirety, update Attachment A, and to evaluate any needed changes. This meeting should occur in August of each year.

Either party may request an extension of the Statement prior to the termination date through an amendment process.

Either the City or SCC may terminate this Statement at any time upon written notification.

**X. Contacts**

Contact information is provided on Attachment A. and shall be updated annually by the City and SCC in August.

**XI. Signatures**

CITY OF SEATTLE	SEATTLE COMMUNITY COLLEGES
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Fred Podesta Director Department of Finance and Administrative Services	Dr. Jill Wakefield Chancellor

## Attachment A. Contacts

LETTER OF AGREEMENT BETWEEN SEATTLE COMMUNITY COLLEGES AND THE CITY OF SEATTLE	PRIMARY CONTACT PER CAMPUS FOR THE SEATTLE COMMUNITY COLLEGES <b>Revised May 2012</b>	SECONDARY CONTACT PER CAMPUS FOR THE SEATTLE COMMUNITY COLLEGES <b>Revised May 2012</b>
<b>CAMPUS</b>	<b>North Seattle CC</b>	
<b>Address</b>	9600 College Way N, Seattle, WA 98103	
<b>Name</b>	Jeff Caldwell	Orestes Monterey
<b>Title</b>	Director, Safety/Security	VP, Administrative Services
<b>Phone/Office</b>	206.934.3646	206.934.3628
<b>Phone/Cell</b>	206.931.1621 or 206.799.6072	206-713-7348
<b>Phone/Home</b>		
<b>Email</b>	<a href="mailto:Jeff.caldwell@seattlecolleges.edu">Jeff.caldwell@seattlecolleges.edu</a>	<a href="mailto:orestes.monterey@seattlecolleges.edu">orestes.monterey@seattlecolleges.edu</a>
<b>CAMPUS</b>	<b>Seattle Central CC</b>	
<b>Address</b>	1701 Broadway, Seattle, WA 98122	
<b>Name</b>	Chuck Davis	Elman McClain
<b>Title</b>	Director, Facilities & Plant Operations	Director, Safety & Security
<b>Phone/Office</b>	206.934.4340	206.934.5437
<b>Phone/Cell</b>	206.856.3247	425.999.2335
<b>Email</b>	<a href="mailto:chuck.davis@seattlecolleges.edu">chuck.davis@seattlecolleges.edu</a>	<a href="mailto:elman.mcclain@seattlecolleges.edu">elman.mcclain@seattlecolleges.edu</a>
<b>CAMPUS</b>	<b>South Seattle CC</b>	
<b>Address</b>	6000 16 <sup>th</sup> Ave SW, Seattle, WA 98106	
<b>Name</b>	James Lewis	Steve Morgan
<b>Title</b>	Director, Safety & Security	Director, Facilities & Plant Operations
<b>Phone/Office</b>	206.934.5157	206.934.6424
<b>Phone/Cell</b>	206.349.0911	831.236.7757
<b>Email</b>	<a href="mailto:james.lewis@seattlecolleges.edu">james.lewis@seattlecolleges.edu</a>	<a href="mailto:steve.morgan@seattlecolleges.edu">steve.morgan@seattlecolleges.edu</a>
<b>Seattle Community Colleges</b>	District Office	
<b>Name</b>	<b>Betty Lunceford</b>	Kurt Buttleman
<b>Title</b>	Dtr, Telecommunications&Facilities	CFO/CIO
<b>Phone</b>	206.934.4195	206.934.4111
<b>Phone/Cell</b>	<u>206 909-8657</u>	206.372.1633
<b>Email</b>	<a href="mailto:Betty.lunceford@seattlecolleges.edu">Betty.lunceford@seattlecolleges.edu</a>	<a href="mailto:Kurt.buttleman@seattlecolleges.edu">Kurt.buttleman@seattlecolleges.edu</a>
<b>Address</b>	Arthur Siegal Administrative Center 1500 Harvard Avenue Seattle, WA 98122-3803	

LETTER OF AGREEMENT BETWEEN SEATTLE COMMUNITY COLLEGES AND THE CITY OF SEATTLE	PRIMARY CONTACT FOR THE CITY OF SEATTLE	SECONDARY CONTACT FOR THE CITY OF SEATTLE
<b>Name</b>	Elenka Jarolimek	Fred Podesta
<b>Title</b>	Emergency Management Coordinator	FAS Director's Office
<b>Address</b>	700 5 <sup>th</sup> Ave, Suite 5200 Seattle, WA 98124-4689	700 5 <sup>th</sup> Ave, Suite 5200 Seattle, WA 98124-4689

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