Gillette Community College District

Incident Management Plan

Adopted:

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Section 1 – Introduction

Promulgations and Signatures

This plan is promulgated as the Gillette Community College District's (The District) Incident Management Plan (IMP). It is an integral part of the comprehensive emergency operations program at The District, and it provides the framework for The District's approach to the four mission areas of emergency management: prevention, protection, mitigation, preparedness, and response. The IMP utilizes the Incident Command System (ICS) structure focused on five primary function areas: Command, Operations, Planning, Logistics, and Administration/Finance.

The plan and its supporting documents provide a framework that outlines the institution's intended approach to managing incidents of all types and should be regarded as guidelines rather than performance guarantees. The institution's planning process is supported by collaboration, training, and exercises. The content is based upon guidance approved and provided by the Federal Emergency Management Agency (FEMA), the Department of Homeland Security (DHS), the United States Department of Education (USDE) and related industry standards and best practices. The intent of the IMP is to provide direction on how to respond to an incident from the onset, through an extended response, and through the recovery process.

All members of The District must complete all ongoing training and exercises as assigned, be familiar with the contents of the plan, and understand their role and responsibilities related to this plan.

This plan supersedes all previous plans.

Promulgated this _____3rd_____ day of _____June_____ 2024.

Janell Oberlander, President
Gillette Community College District

Record of Changes/Revisions

Date of Change	Page(s)/Section(s) Changed	Person Making Change	Summary of Change

Purpose

This Incident Management Plan (IMP) is designed as a guide for use in unusual and/or overwhelming circumstances that require actions beyond routine measures. These circumstances can include pre-planned events, as well as rapidly evolving incidents that overwhelm the scope of the Gillette Community College District (hereafter referred to as "The District") response. It is flexible in design such that sections may be used without full implementation depending on the nature of the incident(s) but is designed to be effective in response to all hazards. This plan is not intended to replace existing procedures for preplanned events or current response procedures for departments with those already existing; it is designed to guide the overall Emergency Management process and enterprise-wide response.

All stand-up emergency operations should adhere to federal National Incident Management System (NIMS) and Incident Command Systems (ICS) guidelines.

<h3 style="text-align:center">Emergency Management Cycle</h3>

The overall purpose is to maintain the safety and security of The District's people, property, and vital interests by focusing on the five mission areas of emergency management (EM):[1] Preparedness, Response, Recovery, Prevention, and Mitigation.

Procedure

The District procedures herein are expected to be followed by all. Emergency response operations will be conducted within the established framework of The District and its interaction with the

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[1] Federal Emergency Management Agency, "Guide for Developing High-Quality Emergency Operations Plans for Institutions of Higher Education", June 2013, https://rems.ed.gov/docs/School_Guide_508C.pdf

Gillette Police Department (GPD), Campbell County Fire Department, Campbell County Sheriff's Office, Wyoming State Police, City of Gillette Emergency Manager, and other local and State emergency/public safety agencies as deemed necessary. All requests for procedural changes, suggestions, or recommendations should be submitted in writing to the Risk Manager. The Risk Manager, in coordination and consultation with the Incident Management Team, is responsible for the review, revision, and administrative implementation of this plan and other critical incident and emergency response protocols on an annual basis.

The District's Incident Management Team (IMT) is responsible for enterprise-wide leadership and application of Emergency Management Principles. This responsibility is to prepare The District for any type of hazard or impact and to promulgate information prior to any type of incident, thereby facilitating a more effective response and recovery, if need be.

Key institutional personnel will be trained on this plan and all the associated response policies and protocols on an annual basis. Training includes tabletop exercises (TTX), field training exercises (FTX), exercises with other agencies and departments (members of the IMT and external emergency response partners), and specialized training to supplement one or all aspects of the All-Hazard Plan. The District will complete an annual test of emergency response and evacuation procedures, which must involve a drill and an exercise conducted in close proximity to each other along with appropriate follow-through activities including the development of an After-Action Report (AAR). The District will ensure a summary of the test along with the institution's emergency response and evacuation protocols are sent to the entire campus community at least annually in conjunction with a test. The District will follow all requirements to ensure compliance with the Clery Act. The Risk Manager, in coordination with the Vice President of Administrative Services and the IMT will be responsible for coordinating/conducting these annual tests.

The Facilities Director along with key offices within The District include representatives from Information Technology Services will, at least on an annual basis, lead the testing of all equipment (e.g., radios, flashlights, first aid kits, campus warning systems, alarms, etc.) that may be utilized in an incident or emergency.

Span of Control / Operational Jurisdiction
This Incident Management Plan should only be activated when an incident occurs within the defined campus boundaries and jurisdiction of The District unless otherwise directed by the President of The District or immediate designee.

Assumptions
- An emergency or disaster may occur at any time of the day or night, weekend, or holiday, with little to no warning.
- The expectations of responders and departments of the institution should not be the same as during normal operations. All resources and staffing will be depleted.
- The succession of events in an emergency are not necessarily predictable, hence, this Incident Management Plan will serve only as a guide and may require modification to meet the exact needs of the emergency.
- Emergencies affecting non-campus and campus resources or ones that require outside resources may involve multiple jurisdictions and a multi-agency response.

- When working with an outside agency, position names should always be prefaced with "Gillette College" to decrease confusion. For example, the "Incident Commander" should address themselves to another agency as the "Gillette College Incident Commander," as there may be other Incident Commanders (i.e., for Fire, EMS, or local Police), on scene.
- The District Incident Commander (IC) will be responsible for working within the Unified Command structure with Local Emergency Resources and for communicating information to the District IMT.
- In the cases where Gillette City and Campbell County resources respond, District personnel are responsible for facilitating the response and following the directions of local resources.
- The established perimeter of an incident may be tangible or intangible, as well as fluid (not remaining in the same place).
- Some incidents may require additional personal protective equipment (PPE) that District personnel do not possess, thereby reducing their direct involvement in the tasks outlined below.
- Some members of the IMT are direct leaders of The District response units and will typically respond to any event that would be a minor emergency or greater. This response does not constitute the activation of the entire IMT, and if the event can be managed by those members on scene, The District IC will only need to communicate the information about the event to the IMT with no additional actions from the Team. The District IC, in coordination with the Vice President of Administrative Services (Emergency Coordinator) and President of The District or their designee, may choose to activate all, or a portion of the IMT based on the needs of the response.

Threat and Hazard Types and Examples

The IMP guides preparedness, response, and recovery actions. It applies to a broad range of emergency incidents and may be activated during any threat or hazard that impacts The District or its resources.

Natural Hazards	- Earthquakes - Tornadoes - Lightning/Thunderstorms - Severe wind - Floods - Extreme temperatures - Droughts - Wildfires - Winter precipitation/Blizzards/Hail/Ice/Avalanches - Infectious diseases, such as pandemic influenza, extensively drug-resistant tuberculosis, *Staphylococcus aureus*, and meningitis - Contaminated food outbreaks, including salmonella, botulism, and *E. coli*

Technological Hazards	• Explosions or accidental release of toxins • Accidental release of hazardous materials from within The District, such as gas leaks or laboratory spills • Hazardous materials releases from major highways or railroads • Radiological releases from nuclear power stations • Power failure • Network failure • Water failure • Fire
Adversarial and Human-caused Threats	• Arson • Active shooters • Criminal threats, violence, or actions • Gang violence • Bomb threats • Domestic violence and abuse • Cyber attacks • Suicide

Summary of the IMP

At The District, emergency preparedness responsibilities are shared throughout The District, with primary responsibility for plan and procedure development being assigned to the Risk Manager, Vice President of Administrative Services, and other key members of the IMT.

When an emergency occurs, response actions are guided by overriding emergency goals:

- Protect life
- Secure critical infrastructure and facilities
- Resume business operations

Typically, the IMT, at the discretion of the President or designee, mobilizes at a central Emergency Operations Center (EOC) when the event becomes an operational alert level 3 incident (refer to the operational alert levels chart on page 14). EOC locations are considered depending upon location, size, scope, or impact of the emergency.

At the EOC, the designated Emergency Coordinator (EC) ascertains the scope of a disaster and advises the President or designee of The District. The EOC gathers emergency intelligence from key operational areas of the District and all Incident Command Post (ICP) Incident Commanders (ICs).

The Risk Manager, Vice President of Administration, and IMT members review emergency operation procedures and plans at least annually and meet regularly to provide general oversight

for related programs, policies, and procedures. The District practices its emergency plans each year by holding an Emergency Management Exercise, typically in the form of a tabletop exercise. A minimum of one exercise per academic year occurs with the entire IMT. Once each year, representatives from the local emergency responder community are invited to participate in a campus exercise. Invites typically include a representative from the Campbell County Fire Department, Gillette Police Department, Campbell County Sheriff's Office, and Campbell County Emergency Management Agency but may contain additional external partners. Each year during at least one IMT exercise, the campus' emergency evacuation plan is exercised or, at minimum, discussed and reviewed for clarity.

Priorities
The response structure created by the IMP will ensure resources are tasked to the most critical response functions first. Resources will be allocated based on the five response priorities listed below in order of importance:

• Priority 1: Life Safety
• Priority 2: Incident Stabilization
• Priority 3: Protection of District Assets and Facilities
• Priority 4: Maintenance or Reconstitution of Critical District Services
• Priority 5: Restoration of All District Operations

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Section 2 – Emergency Operations Overview

Emergency Operations Center (EOC) purpose and requirements
An EOC is a location specified to be used by the Incident Management Team (IMT) in developing responses and managing the recovery process related to a critical incident/emergency. Typically, the Vice President of Administrative Services serves as the EOC Emergency Coordinator (EC), but not always. During emergency operations, the EC is responsible for the proper functioning of the EOC. This includes the assignment of both ICS Command and General Staff positions, establishing a record of decisions made, ensuring an Incident Action Plan is developed and acted upon, and ensuring that an After-Action Report is completed to document all phases of the emergency and the institution's response.

Based on the specifics of the incident, the Emergency Coordinator will determine the location of the EOC, its hours of operation, and how it will be equipped and staffed. At The District, the primary EOC, if not impacted, will be the Pronghorn Center, Room 136D. The primary alternate EOC will be the TEC Board Room, the secondary alternate EOC will be the Main Building, Burlington Northern Room (BNR) and the third alternate EOC is Area 59 at 3207 South Highway 59. When appropriate and necessary, a virtual EOC will be established using available technology (GroupMe, Google Drive, Zoom, Uber Conference, cell phones, email, etc.).

EOC locations should include the following standard equipment:
- Telephone lines.
- Internet hookups for laptop computers and e-mail access – ethernet and/or wireless.
- Computers for e-mail and record keeping.
- Television/Video monitors for observing local and national news.
- Radios.
- Backup generator power, if possible and deemed appropriate

EOC Guidelines
- IMT personnel will be notified as soon as possible, and the EOC will be activated at the discretion of the Emergency Coordinator in consultation with the President of The District or designee.
- On-campus communications informing community members of the incident will occur as soon as possible after verification of the incident has been confirmed. This notification will include all campus crisis communications tools, as outlined within this plan.
- The District responders and other employee officials, as directed by the EOC, must be focused on crisis communications, campus evacuation or shelter-in-place, and done so in coordination with outside emergency responders.

Declaring an Operational Alert Level
The authority to determine an incident level resides with the President of The District or their designee.

Operational Alert Levels – District Related Considerations

In the event of an incident, The District may change its operational alert levels. These levels are used to mitigate a hazard or threat and its impact or potential impact on The District. These levels will be designated by the EC with input and advisement from the Risk Manager and the IMT. They will be used both as an escalation of levels and for de-escalation as the hazard, impact, or response changes.

Operational Alert Levels

Level 5 – The emergency cannot be managed using normal campus resources. The initial EOC activation is made and additional personnel are requested to respond as needed to staff the EOC. A campus state of disaster may be declared by the President of The District or their designee during a Level 5 emergency.

Level 4 – Multi-unit response in which the EOC may be partially activated. The Incident Commander (IC) is typically the first person on scene. Depending on the type of emergency, the IC may be designated by the President of The District or their designee. Based on the size and scope of the hazard, selected EOC staffing notifications will be made at the discretion of the IC in consultation with the Emergency Coordinator.

Level 3 – The District is in the preparation phase for a predicted or potential hazard that would cause the implementation of any of The District's preparedness plans. The EOC would be activated consistent with those specific plans.

Level 2: The emergency/incident can be managed using normal response operations. Rarely is an EOC activation required.

Level 1: The District is operating at normal day to day operations.

In addition to these levels of operation, the IMT should determine what threshold incidents require notification of senior officials. The term "threshold incident" is used to describe any critical or emergency incident which requires notification of senior District officials. These include serious incidents involving a loss of or threat to life, major property damage, major regulatory or legal risk, and/or significant media interest.

All Level 3 and Level 4 emergencies are considered threshold incidents. Level 2 incidents involving the following are also considered threshold incidents, even though they may not require a large-scale institutional response.

- Incidents involving the loss of or threat to life.
- Major property damage.
- Regulatory or legal risk.
- Significant media interest and/or impact on brand reputation.
- Injuries to two or more individuals from the same incident, regardless of severity.
- Assaults or other criminal activities involving deadly weapons.

Each level will have varying impacts on different aspects of The District's operations. The Human Resources department, in consultation with the Vice President of Administrative Services, is required to identify and communicate to the Incident Management Team those employees designated as essential and/or critical personnel.

- Essential Personnel are those employees who are required to report for work regardless of the hazard or impact on The District. These are functions that need to be staffed for The District operations, regardless of the level or service provided, to be maintained. Examples of essential employees are the Risk Manager, Facilities Director, Facilities personnel, Residential Life & Housing Director, Director of Marketing and Strategic Communications /PIO, designated Campus Safety Monitors, Information Services infrastructure functions, and/or any others designated by The District's management leadership as related to the situation.

- Critical Personnel are responsible for the critical functions of The District and therefore back-up personnel have been identified to ensure these functions are implemented should the primary employee be affected by the hazard or otherwise unavailable. Critical Personnel may not be required to respond to the campus during an incident, but the function that they serve must be able to continue unabated.

Incident Management Team Position Roles, and Probable ICS Assignment

The primary members of the **Incident Management Team (IMT) Leadership Group (LG)** are designated by District senior administration. LG members may operate in a response or advisory role during an incident. During an EOC activation, members of the LG will be required to focus on the strategic goals of The District and create the strategic foundation for the transition to the recovery phase of the event – to include business continuity.

The **Incident Management Team (IMT) Planning Group (PG)** members will be required to assume a response (hands-on) role in addressing the incident. All committee members will focus on the preparedness and recovery aspects of Emergency Management and will work to implement those strategic objectives developed by the Leadership Group.

Members of the Incident management Team Leadership and Planning groups will be notified of an activation by telephone, email, radio, or any combination of said methods.

Gillette Community College District
Incident Management Team Leadership Group (LG)
Purpose and Responsibilities

District Role (Resource)	Probable ICS Role	Purpose & Responsibilities
President of Gillette Community College District	Approves scope of authority and high-cost expenditures	▪ Overall leader of The District ▪ Final arbiter for major decisions relating to the campus, District's procedure, evacuation, and business continuity. ▪ Advise the Incident Management Team on all matters relating to legal and statutory issues and requirements.
Vice President of Administrative Services	Emergency Coordinator (EC) in (EOC) Through Incident Commander supports Operations, Planning, Logistics, and Finance Section Chiefs Senior Financial Officer Provides overall supervision of incident management and approves most expenditures.	▪ When the EOC is activated, serve as the Emergency Coordinator of the EOC responsible for coordinating the IMT's efforts toward managing the emergency. ▪ Advise the Incident Management Team on all matters relating to insurance and District policy. ▪ Secure emergency funding to procure emergency goods and services. ▪ Establish and maintain communication with Insurance providers. ▪ Act to ensure essential business operations continue or resume as quickly as possible. ▪ Evaluate functions deemed critical to Continuity of Operations for District operation. ▪ Implement recommendations related to business continuity (e.g., temporary suspension of classes, campus closure, or evacuations). ▪ Convey business resumption priorities and business recovery plans to IMT. ▪ Ensure departments have resources to carry out essential functions. ▪ Authorize emergency specific policies as needed. ▪ Address legal and political implementations associated with the emergency. ▪ Collaborate with the President's Office in establishing media relations, press conferences, and other high-level press releases.

District Role (Resource)	Probable ICS Role	Purpose & Responsibilities
Chief Information Officer (ITS)	Intelligence and Infrastructure. Operations, assist PIO, Planning, Logistics, and Cybersecurity	- Advise the Incident Management Team on all matters relating to information technology and infrastructure. - Appoint an individual(s) to support the EOC and response activities with appropriate technology and access via remote capabilities. - Secure District data. - Assist with campus alert messages. - Establish / maintain network connections, web presence, manage servers, and other system equipment to support the increased demand.
Vice President for Academic and Student Affairs	Logistics, Planning, and Operations support	- Advise the Incident Management Team on all matters relating to identifying instructional scheduling, facilities issues, and other related needs. - Advise and participate in any communications with faculty and coordinate any faculty response. - Direct the securing of on-going research. - Coordinate faculty evacuation and/or re-location. - Designate alternate locations for continuation of academic process. - Oversee Student Affairs Operations.
Human Resources Director	Planning, Logistics, and Operations	- Advise the Emergency Response Committee on matters related to employees. - Coordinate employment policy interpretation and implementation. - Coordinate deployment of essential personnel. - Coordinate emergency employee placement service to match up employees that are willing and able to work with units that have a need for their skills. - Identify critical personnel and their ability to continue to work. - Assist with temporary housing or shelters pertaining to personnel. - Provide temporary employees to support the response and recovery efforts.

District Role (Resource)	Probable ICS Role	Purpose & Responsibilities
Dean of Student Affairs, Director of Res Life & Housing, and Athletics	Operations and Planning Safety Officer to Students Logistics (or) Operations (for students) Assist Communications	▪ Advise the Incident Management Team on all matters relating to students, their location and movement from one part of campus to another or off campus. ▪ Advise and participate in any communications with students via the campus alert system. ▪ Assist in coordination of all non-academic needs of students including shelter, food, physical and mental health, religious needs, transportation, and housing; secure all necessary student records; and advise and participate in any communications with parents regarding the incident. ▪ Coordinate with the Incident Management Team in the possible provision of secure shelter, evacuation from campus, or the postponing/cancelling of hosted events. ▪ Coordinate student medical information if needed by responders. ▪ Identify both internal and external partners (consider local mental health agencies that may be able to assist and develop a structure for support) and consider partnership agreements. ▪ Participate in the threat assessment teams and processes. ▪ Develop procedures for mobilizing residential life personnel and pre-positioning resources.
Executive Director of Marketing and Strategic Communications	Under guidance of the President of The District or their designee, serves as the Public Information Officer (PIO) Planning or Scribe	▪ Advise the Incident Management Team on all matters relating to communications with media, students, parents, faculty, and staff. ▪ Serve as or appoint a media spokesperson. ▪ Coordinate the creation of all media responses/updates. ▪ Promulgate the location of the Media Staging Area and designate staff to facilitate media check-in and provide a timeline for updates and statements. ▪ Provide timelines for updates and statements. ▪ With President or designee, or Risk

District Role (Resource)	Probable ICS Role	Purpose & Responsibilities
Executive Director of Marketing and Strategic Communications (continued)	Under guidance of the President of The District, serves as the Public Information Officer (PIO)	Management, oversee emergency communication messages content pushed out to campus including Alert system messages. ▪ With IT services, oversee update of the website and other campus communications. ▪ Serve as or appoint a member of the IMT to perform duties as the Public Information Officer (PIO)/campus spokesperson during campus emergency incidents and operations. ▪ Ensure the development, maintenance, and implementation of a clear crisis communications policy and procedures.

Incident Commander Reports to EC but is not a part of the EOC Leadership Group due to being on-scene.

First Person on Scene	Incident Commander	▪ Take charge as (IC) of the affected area until such time as proper authority provides relief. ▪ Assess the situation, request necessary emergency response resources, establish Incident Command (IC), establish a Command Post, identify access routes, establish appropriate security and safety perimeters, identify staging areas and landing zones; and aid in the treatment and evacuation of the injured until medical help arrives. ▪ Transition the IC to the appropriate emergency service upon arrival. ▪ Provide radio communication from the scene or incident command post to the Risk Manager and/or Emergency Operations Center. ▪ Initiate protocols to direct emergency notifications to The District. ▪ Assist deployment of Campus resources responding to contain an emergency incident.

Gillette Community College District
Incident Management Team Planning Group (PG)
Purpose and Responsibilities

District Role (Resource)	Probable ICS Role	Purpose & Responsibilities
Residence Life Director	Operations (student logistics)	▪ Coordinate temporary housing or alternate housing. ▪ Account for on-campus residents. ▪ Assist with communications to students to include disabled and international student needs. ▪ Identify emergency needs for residents. ▪ Coordinate food services.
Student Life Representative	Operations (student logistics)	▪ Outreach to campus community to provide mental health assistance and referrals to medical assistance. ▪ Liaison with hospitals and other medical and mental health facilities for assistance if necessary.
Enrollment Services	Operations, Planning, and Logistics	▪ Provide information to the Incident Management Team on visiting students and families. ▪ Assist with shelter needs, evacuation, or postponing / cancelling hosted events. ▪ Coordinate with communications to develop a response for postponing / cancelling hosted events.

District Role (Resource)	Probable ICS Role	Purpose & Responsibilities
Enrollment Services (continued) *Coordinate with Food Services*	Operations, Planning, and Logistics	- Identify possible threats and mitigation strategies relating to food safety. - Develop procedures for providing food to students, staff, faculty, and community partners during a major emergency. - Develop vendor contractual agreements for obtaining, preparing, and distributing food. - Develop plans for preparing food for the campus at an alternate site separate from the main campus food venues. - Develop a food storage and distribution plan for a long-term incident.
Health Services/Nursing Department If a task is outside the scope of licensure it is transferred to the **Risk Manager** (**or designee**)	Operations and Planning Possible Safety Officer (to Staff or Students)	- Identify both internal and external partners and partnership agreements. - Participate in the threat assessment teams and processes. - Assist in developing procedures to determine if there are adequate supplies and equipment to triage for an emergency and to support community health partners. - Develop procedures for potentially mobilizing healthcare personnel on campus during a significant incident involving mass casualties. - Assist the IMT in considering potential mutual aid agreements relative to healthcare support. - Collaborate with Risk Manager regarding medical safety hazards and concerns. - Assist in developing pandemic flu and infectious disease operational plans in supplement to the IMP. - Develop a system for disease surveillance and tracking. - Coordinate with local and state public health partners.

District Role (Resource)	Probable ICS Role	Purpose & Responsibilities
Risk Manager (or designee)	Safety Officer and Liaison (to staff and responders) Possible Incident Commander, Operations, Planning, Logistics	- Mobile Liaison between EOC, ICP, IMT, External agencies, first responders, Red Cross, food services, and other local businesses & partners. - Monitor health and safety conditions concerns for employees and responders. - Collect and disseminate intelligence information for planning and operational decision-making through the emergency. - Make decisions with respect to actions to be taken and the mobilization of on campus security support and external emergency responders sufficient to mitigate the emergency. - Coordinate with organizations or groups reference response procedures for conferences, camps, and external groups. - Coordinate with facilities reference staging, scheduling, etc. - Collaborate with Facilities Management and Finance to ensure accurate tracking of expenses. - Identify potential public health risks and implementation of appropriate prevention measures to protect employees, students, and the community. - Assess potential or actual public health, safety and environmental risks associated with the emergency. - Assist with notifications to relevant regulatory agencies as required. - Coordinate with HR regarding health, safety, and wellbeing of personnel during operational periods.

District Role (Resource)	Probable ICS Role	Purpose & Responsibilities
Facilities Director	Possible Incident Commander Operations, Logistics, and Planning	▪ Advise the Incident Management Team on all matters related to facilities, roadways, or property damage. ▪ Coordinate response relating to facilities or property damage. ▪ Coordinate with all campus utility providers and survey all utilities for latent damage to gas, electric, steam, water, and sewer damage. ▪ Coordinate structure damage evaluations to facilities. ▪ Coordinate set up of any temporary housing or shelters in collaboration with Residence Life Director. ▪ Provide access to support response and recovery. ▪ Coordinate emergency power and light systems. ▪ Initiate and oversee appropriate response, recovery and mitigation of public health, safety, and environmental risks. ▪ Make estimates of the extent and character of the emergency or disaster and report this information immediately to the Emergency Coordinator, Risk Manager, and IMT. ▪ Collect and disseminate intelligence information for planning and operational decision-making through the emergency. ▪ Make decisions with respect to actions to be taken in guidance of on campus security support and external emergency responders sufficient to mitigate the emergency. ▪ Take charge as (IC) of the affected area until such time as proper authority provides relief.

Emergency Response Process

The IMT draws from The District's senior administrative and academic leadership and coordinates the campus response to major incidents.

- The President or designee, and the Vice President of Administrative Services provide executive supervision for the entire emergency response process.

  - The President or designee determines whether to activate the Incident Management Plan and whether to convene all or part of the IMT, after emergency conditions have been verified by an Incident Commander or the Risk Manager in consultation with the Vice President of Administrative Services. The Vice President of Administrative Services typically serves as the Emergency Coordinator when the IMP and EOC are activated.

- Initially, an Incident Commander (IC) may be someone not usually in a position of authority. They may simply be the first person on scene until they are relieved of command by a person with more experience and/or authority. An ICS chain of command develops as the incident unfolds but must be adhered to once identified and defined.

  - The Incident Commander, requests authorization from the President or designee, Emergency Coordinator, or Risk Manager to alert the IMT that mobilization is required.

- Once the IMT assembles, its responsibilities are to:
  - Determine the scope and impact of the incident (see key definitions below).
  - Prioritize emergency actions.
  - Deploy and coordinate resources and equipment.
  - Communicate critical information and instructions.
  - Monitor and re-evaluate conditions.
  - Coordinate with government agencies, if applicable.
  - Conduct Damage Assessments.
  - Establish Continuity of Operations Planning (COOPs).

When emergency conditions abate, the President of The District or designee, Emergency Coordinator, Risk Manager, Facilities Director, and Incident Commander determine the appropriate time to deactivate the Incident Management Plan.

Key Emergency Incident Definitions to Establish Scope and Size

An emergency is generally defined as any incident or event causing or potentially causing serious injury to persons, extensive property damage, loss of life, or disruption of District operations. The District recognizes that many emergency situations have great potential for harm but do not necessarily require activation of all campus emergency resources. To efficiently match the appropriate emergency response to the incident, the following designations will be used when describing an emergency event.

- An **Incident** is a situation or series of situations, potential or actual, which will not seriously affect the overall operation of The District but requires response from District entities or single unit response from local emergency response agencies (one ambulance, one Gillette PD unit, etc.).

- A **Minor Emergency** is any situation that affects a localized number of people or a small geographic area (less than a floor in a building, concurrent areas outside, etc.) that requires response from District resources and will require support from outside emergency response/public safety agencies. This designation is used for definition purposes only and would not change the Alert Levels of the institution unless the type of incident is a threshold incident (the term "threshold incident" is used to describe any emergency incident which requires notification of senior District officials).

- A **Major Emergency** is any situation, potential or actual, which affects many people or people who are not co-located, more than a small geographic area, or which disrupts the overall operation of the District. Outside emergency services will likely be required as well as a major response from campus support services. A Major Emergency will prompt the opening of the Emergency Operations Center. Some examples of a major emergency are a severe power outage impacting most of the campus, fire, bomb threat, hazmat spill, or a shooting on campus.

- A **Disaster** is any event or occurrence that seriously impairs or halts the operations of The District and may require immediate evacuation of the campus community. A disaster will prompt the opening of the Emergency Operations Center. Some examples of a disaster are tornado, serious fire, or significant hazardous materials release. For either a disaster or an emergency that requires evacuation of areas, the IMT will designate buildings of Safe Haven; these are buildings that have not been affected and may be used to house or shelter evacuees until a tactically sound time to move them. Safe Havens will be communicated to individuals through various communication modes and may be determined or established in cooperation and collaboration with external emergency responders/public safety officials.

Pre-planned event: A non-critical incident that utilizes the principles of Emergency Management and Incident Command System for a successful completion of the event.

Rapidly evolving event: A critical Incident where the hazard and its effects progress with a pace that does not allow for preplanning and may overwhelm responders' attempts to stabilize the incident.

Slowly evolving event: A critical Incident where the hazard and its effects progress with a pace that allows for preplanning and deployment of resources, including obtaining assistance from outside agencies and sources. This type of event still may overwhelm attempts to stabilize the incident.

Shelter-in-Place: The primary action by all individuals in an emergency who are not responding to the scene on campus unless they are in the affected area. This allows responders the ability to appropriately respond and resolve the hazard and prevents others from entering the affected area and becoming impacted.

Resource Unit: A unit that aids emergency units in the form of information, expertise and/or procurement of materials and services. Whether a resource unit responds immediately to an

emergency site is determined by the specific situation. A resource unit will be designate by the IC as the primary point of contact to responding emergency units.

Response Unit: A unit that is properly trained and equipped to handle specific emergencies, and provides, on a 24-hour basis, immediate response to bring the emergency under control. This unit of key personnel will be pre-established by The District Incident Management Team.

NOTE: Beginning with FY 2024, The District established an MOU with the Gillette Police Department for the dedicated presence of an armed police officer on campus during normal business hours. This dedicated officer should be part of The District's response unit if not called out in a different law enforcement capacity.

Pre-Incident Planning Best Practices

Steps in the Planning Process

Members of the IMT Planning Group also act as the emergency management core planning team. Lessons learned indicate that operational planning is best performed by a team. The District's core planning team is diverse in thought, function, experience, tenure, and position.

Succession

During emergency situations, the President or designee has assigned the responsibility of managing the IMP in their absence, as follows:

1. Vice President of Administrative Services
2. Vice President for Academic and Student Affairs
3. Executive Director of Marketing and Strategic Communications

Activating the Emergency Operation Center (EOC)

IMT members may be notified of an incident requiring full activation. Decisions made on scene by the IMT members who have responded will dictate whether a full or partial IMT activation is necessary. Even with an IMT activation, the scope of the event may not require activation of the EOC. IMT members may support the response and recovery from the scene of the event, or remotely, based on the needs of the response. EOC activation should occur when there is a need for the IMT to gather in one place to best support the response and recovery and to streamline the communication process.

The Emergency Operations Center may be a virtual or a physical workspace. The activation of members of the IMT to support response operations is not automatically considered an EOC activation if the support is of a short duration. The activation of the EOC is to support complex or long-term incidents.

- An IC may establish an ICP but only the President or designee can establish an operational alert level! (page 14).

Upon notification of an EOC activation, the Incident Management Team members will:
- Immediately proceed to the Emergency Operations Center or contact the EOC through video or voice communication.
- Advise the President of the District or designee on major decisions and facilitate the overall response to the incident by utilizing resources in each team member's department.
- Support emergency response decisions as a deliberate corporate body to ensure proper coordination and effective use of resources. This does not include tactical level decisions that need to be made expediently on the scene of the situation; those decisions should be made by the Incident Commander (IC) in conjunction with other responders. The IC may seek counsel from the Risk Manager or Incident Management Team for intermediate to long range planning and strategic level issues.

Non-Responder Shelter-in-Place Option
The primary action by all individuals who are not responding to the scene on campus should be to Shelter-in-Place for any type of emergency unless they are in the affected area. This does not include fire alarms. In the event of a fire alarm, all persons must evacuate outside to predetermined gathering points.

Sheltering in place is only taken if community members are not in the affected area and the length is based on their location relative to the site of the incident; it consists of remaining in the space where they are and assessing their next step. This prevents unnecessary evacuation and promotes decision making based on information as it develops. Most often, the safest place for those people not affected by the situation is to remain where they are; this provides for better accountability of people and allows responders a clear path to and clear picture of the affected area.

When an incident occurs on campus, The District will notify the campus based on the legal requirements in the Clery Act. This notification will include the type of incident, the location(s) on campus and instructions to the community based on the information available at the time, which includes areas to avoid until the incident has been stabilized. There will be follow-up communication as necessary with any additional instructions, especially as the incident evolves. The District's policy is that community members who are not in the affected area should shelter in place and wait for instructions via established communication methods.

Crisis Communication Plan
In the event an emergency presents an ongoing threat to campus safety, as determined by the President or designee, or Vice President of Administrative Services in consultation with the Risk Manager, a designated staff member from the IMT will be immediately assigned to liaise with The

District's President and designated senior leadership. The Risk Manager will likely play this critical role in most situations.

Information for The District's key constituent groups will be sent out through one, or all, of the core technologies: telephone, fire alarm systems, web, e-mail, and text messaging. Once fully installed and operational, the Alertus notification system will also be utilized.

Regardless of the effectiveness of core technologies to communicate, The District must be assured that human methods of communication remain in place and are effective. The Director of Student Affairs is responsible for directing and coordinating Student Life staff to provide crisis communication with students in the residence halls, dining areas and other student activity areas and the Vice President for Academic and Student Affairs is responsible for ensuring the accomplishment of the above for academic facilities. The Human Resources Director is responsible for notifying employees. The Facilities Director (or department) is responsible for providing human notification (utilizing designated Security Monitors and Building Captains/Coordinators) for administrative and academic facilities.

The President or designee and Executive Director of Marketing and Strategic Communications, in coordination with the Vice President of Administrative Services, will organize and disseminate information relating to any incident that is deemed necessary. The Executive Director of Marketing and Strategic Communications or designated Public Information Officer (PIO) will communicate, as appropriate, information to the following constituencies: students, faculty, staff, parents, alumni, media, and the public. If media outlets are expected on campus, the Facilities Director, in coordination with Executive Director of Marketing and Strategic Communications, the Vice President of Administrative Services, and President of The District will organize a media staging area and staff that area to facilitate these messages and assign the designated spokesperson to handle all requests for information from media outlets. The primary method of communication is currently the NWCCD Regroup Emergency Notification System and The District website. The District is in the process of acquiring Alertus notification capabilities for future implementation.

Warnings and Public Information
All incidents must be evaluated to determine if a Timely Warning (TW) or Emergency Notification (EN) is required. Refer to the distinctions listed below and refer to Appendix K for additional distribution process information. If neither is required, a public service announcement may be distributed on request from the Emergency Coordinator or authorized member of the Incident Management Team.

Refer to the chart on page 30 to identify the differences between TWs and ENs.
A Clery geography map is included in appendix J.

Timely Warning
To provide timely warning to The District community in the event of a criminal situation that occurs on or within the Clery Geography (On Campus, Public Property and Non-campus property), that in the judgment of the Risk Manager, Facilities Director, or IMT may pose a serious or continuing threat to members of the campus community, a Timely Warning will be issued.

Timely Warnings will be distributed as soon as pertinent information is available, in a manner that is timely, that withholds the names of victims as confidential. The goal of Timely Warnings is to aid in preventing similar crimes or occurrences. <u>Follow up notices to Timely Warnings must be issued as soon as possible.</u>

Emergency Notification

The District has developed a process to notify the campus community in cases of emergency. While it is impossible to predict every significant emergency or dangerous situation that may occur on campus, the following identified situations are examples which may warrant an emergency notification after confirmation: armed/hostile intruder; bomb/explosives (threat); communicable disease outbreak; severe weather; terrorist incident; civil unrest; natural disaster; hazardous materials incident and structural fire.

Emergencies occurring on or within any of The District's Clery geography should be reported to outside emergency responders by dialing 9-1-1. Non-emergencies and 24/7 requests for Facilities, RAs, or Risk Management must be reported to the established on-call phone numbers for respective departments who may also be contacted through the non-emergency Campus non-emergency safety line; 307-681-6050 (listen and follow the correct prompt).

In the event of an emergency, an effective Campus-wide communications process is vital to provide the greatest safety possible for The District community. As part of its Incident Management Planning and Operations, The District has adopted a formalized procedure for issuing emergency notifications to the campus community when a threat is imminent and the need for action is instant, overwhelming, and leaves no moment for deliberation. Such situations would include, but are not limited to, a hazardous materials incident requiring shelter-in-place or evacuation, an armed intruder on or near campus, an approaching tornado, or active fires in a campus building. <u>Follow up notices to Emergency Notifications are mandatory.</u>

Emergency Notification and Timely Warning: Sorting Out the Differences[2]

Emergency Notification	Timely Warning
Scope: Wide focus on any significant emergency or dangerous situation (e.g., crime, severe storm, chemical spill, disease outbreak).	**Scope:** Required for certain crimes (Clery Act Crimes).
Why: Emergency notification is triggered by an event that is currently occurring on or imminently threatening the campus. Initiate emergency notification procedures for any significant emergency or dangerous situation involving an immediate threat to the health or	**Why:** Timely warnings are triggered by crimes that have already occurred (but may be continuing) that may represent an ongoing threat. An institution of higher education must issue a timely warning for certain crimes that are reported to its campus security authorities or a local law enforcement agency and is

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[2] FEMA, "Guide for Developing High-Quality Emergency Operations Plans for Institutions of Higher Education", 2013

safety of students or employees occurring on campus.	considered by the institution to represent a serious or continuing threat to students and employees.
Where: Applies to situations that occur on campus.	**Where:** Applies to crimes that occur on campus (including on campus residential facilities), in or on non-campus buildings or property, and on public property.
When: Initiate procedures immediately upon confirmation a dangerous situation or emergency exists or threatens.	**When**: Issue a warning as soon as the pertinent information is available.
Per federal guidance, an institution that follows its emergency notification procedures is not required to issue a timely warning based on the same circumstances; however, the institution must provide adequate follow-up information to the community as needed.	

Section 3 –National Incident Management System (NIMS) and Incident Command System (ICS)

All stand-up emergency operations should adhere to federal National Incident Management System (NIMS) and Incident Command Systems (ICS) guidelines. The District Incident Management Team (IMT) members are expected to complete FEMA training IS-700, IS-800, IS-100, and IS-200. In addition, the incident commander, command staff, and general staff positions should be filled by individuals who have completed the additional course of ICS-300 (if possible). For additional guidance, refer to FEMA's National Incident Management System (NIMS) and Incident Command Systems (ICS) overview located in appendix B.

The District Application of the Incident Command Structure
If ICS is implemented for an incident on campus, The District may be requested to provide support and resources for all facets of the command structure. Requests for support from The District by the Incident Commander will be considered by the President or designee, or Vice President of Administrative Services, who will determine the feasibility of the request. Functional units within The District may be required to provide support to the Incident Commander. For larger scale incidents, College personnel from appropriate departments may be assigned to serve as liaisons to the Incident Commander.

Support Functions – Command Staff
The EOC Command Staff include the President or designee, the Emergency Coordinator or Vice President of Administrative Services, the Risk Manager who can perform functions as the Liaison and Safety Officer, and the Executive Director of Marketing and Strategic Communications/PIO or any other IMT member designated by the President or designee to perform functions as the Public Information Officer (PIO).

Command Staff Roles and Responsibilities

Safety
- Responsible for monitoring and assessing hazards and unsafe situations and developing measures for assuring The District personnel safety.
- Correct unsafe measures through proper chain of command, although they may exercise emergency authority to stop or prevent unsafe acts when immediate action is required.
- Monitor stress levels of personnel involved in the response and monitor their time "on scene."

Liaison
- Responsible for initiating mutual aid agreements and serves as a point of contact for assisting and cooperating agencies.
- Identify agency representatives from and maintain contact with each responding agency, including communication links and locations of all assisting personnel.
- Liaise with the IC and IMT regarding incident updates and requests for assistance from the EOC.
- If possible, this person should be at or near to the other agencies' command post.

Log / Scribe
- Responsible for maintaining a written log of the events of the incident and major personnel involved.
  - Access FEMA Command Post/EOC Activity Log at: ICS Form 214, Activity Log (fema.gov)
- Maintain an updated map of the incident area or location. This map should include at least the following:
  - Area(s) affected (Hot Zone)
  - Inner and Outer perimeter
  - Command Post
  - Staging areas
  - Areas requiring evacuation or that have been evacuated
  - Location of personnel (when available)
  - Location of responding agencies (when available)
- Maintain custody of all documents prepared for briefing by the IC; ensure that the date, time, and all personnel present for the briefings are properly recorded.

Public Information Officer (PIO) – This will most likely be the Executive Director of Marketing and Strategic Communications or other member of the IMT designated by the President of The District or their designee to be responsible for dealing with and promulgating appropriate information to the public and media.

Support Functions – General Staff
Operations Section

The operations function is responsible for the coordinated tactical response directly applicable to, or in support of the mission(s) in accordance with the Incident action plan (IAP). The Operations function can be involved in the development of the IAP with specific responsibility for formulating the tactical objectives and operations strategies. Other primary responsibilities include:

- Obtain briefing from the Incident Commander and/or Emergency Coordinator.
- Supervise and direct the activities of all personnel assigned to the operations section.
- Select or recommend perimeter assignments, staging area locations and other resource requirements/availability to the IC.
- Provide the IC with frequent incident status updates.
- Assist with demobilization planning for returning to normal operations.
- Examples of tactical objectives that the Operations Branch is responsible for include, but are not limited to: conducting evacuations, monitoring and securing the Command Post and the scene, assisting outside law enforcement as necessary, and controlling the process of re-occupation of the evacuated buildings and areas.

Planning Section

The Planning Section collects information on the status of the situation and available resources and uses that information to develop the IAP. The Planning Section is also responsible for compiling and displaying incident status information and establishing information requirements and reporting schedules for other units within the ICS. The Planning Section also determines the need for specialized resources and develops alternate strategies. The Planning Section is also instrumental in preparing to de-mobilize resources as the situation stabilizes.

Primary responsibilities include:
- Obtain briefing from the Incident Commander and/or Emergency Coordinator.
- Prepare the Incident Action Plan for approval by the Emergency Coordinator and Incident Commander.
- Deploy and supervise personnel as needed to gather, assess, and disseminate necessary intelligence information.
- Obtain photographs, videos, etc. of incident activities where appropriate to assist the EOC in developing the IAP.
- Concentrate on obtaining information needed for decision-making.
- Assist with demobilization planning for returning to normal operations.

Logistics Section

The Logistics Section provides all incident support needs, including facilities, transportation, communications, supplies, equipment maintenance, food services for responders, and medical services for responders. The Logistics Section also provides logistical input to the IAP and is responsible for anticipating and identifying support requirements.

Primary responsibilities include:
- Obtain briefing from the Emergency Coordinator and/or Incident Commander.
- Supervise and direct the activities of all personnel assigned to the Logistics Section.
- Coordinate, process, and provide specific resources in support of the IAP.
- Provide, maintain, and control selected equipment, supplies, transportation, facilities, and services required by the Operations Section. This can include bringing in more personnel as needed.
- Establish and maintain communications.
- Request any specialized units or equipment, including additional campus resources.
- Stage resources so that they are readily available.

- Maintain a chart of resources requested and advise the IC and Operations Section when resources are available for deployment.
- Direct that meals and refreshments be provided as needed for all incident personnel. For long term incidents, this may include sleeping, bathing, and washing facilities.

Finance/Administration Section

The Finance Section is responsible for managing all financial aspects of an incident. The Finance Section provides financial and cost analysis information, ensures that personnel time records are accurately completed and transmitted to home agencies, briefs administrative personnel on all incident-related financial issues, and ensures that compensation and claims functions are being addressed relative to the incident.

Primary responsibilities include:
- Obtain a briefing from the Emergency Coordinator and/or Incident Commander.
- Activate necessary elements to support finance section activities including tracking of personnel time, procurement, compensation, and costs.
- Assist logistics with procurement of equipment, supplies or other resources needed.
- Ensure that all personnel time records are maintained.
- Record and document all expenses, any responder injuries, and any liability issues that may arise from the incident or the response.
- Participate in planning sessions, concentrating on financial cost analysis issues.

NOTE: Given the nature of incidents likely managed by The District, the Operations Section, Planning Section, and Logistics Section are often combined to one person. This streamlines processes and communications when large structures aren't necessary for incident management. Section Chiefs for each General Staff functional areas are often determined by the Emergency Coordinator and may be assigned to individuals whose District positions, knowledge, skills, or abilities, align with the responsibilities of those functional areas and depending on the type of incident or emergency.

Coordination with Local Emergency Management.
When the emergency involves the local community and the Gillette City or County Operations Center is activated, the IMT will maintain liaison with and operate in coordination with the Local Emergency Management System. The IMT must provide the required liaison with the Gillette City or County Emergency Operations Centers.

Incident Command Post (ICP)
The ICP signifies the location of the tactical-level, on-scene incident command and management organization. It is typically comprised of the Incident Commander and minimal staff to effectively complete incident operations. The ICP is commonly located at or in the immediate vicinity of the incident site to direct on-scene control of tactical operations. Incident planning is also conducted at the ICP; an incident communications center also would normally be established at this location. The ICP may perform local EOC functions in the context of smaller and less complex incident scenarios.

If the emergency involves only one building or a small part of campus, a vehicle or utility vehicle may serve as the on-scene command center if placed near the scene and reasonably allows clear

and easy access for fire or other emergency vehicles that may be responding. Normal office equipment may be needed at the scene (clipboard, note-pads, pencils etc.).

Continuity of Operations (COOP) Plans
In coordination with the Risk Manager, each business unit of The District must develop a Continuity of Operations Plan that addresses the business continuation needs of the department/building during and in response to an emergency or disaster. COOPs must be created, updated, and maintained within the respective District department for accuracy and efficiency.

 At minimum the plan should address the following:
- Pre-emergency planning;
- Appropriate response during the emergency to protect data/property;
- Plans to resume the business function as quickly as possible;
- Plans for alternate housing, if necessary;
- Plans to protect and retrieve electronically stored data;
- Plans to acquire all hardware necessary to resume business; and
- Plans to capture all costs associated with business recovery following the emergency.

Nine Key Principles in Emergency Management:[3]

- Effective emergency management begins with senior leadership on campus.
- An Institution of Higher Education (IHE) emergency management initiative requires partnerships and collaboration.
- An IHE emergency management plan must adopt an "all-hazards" approach to account for the full range of hazards that threaten or may threaten the campus.
- An IHE emergency management plan should use the four phases of emergency management to effectively prepare and respond to emergencies.
- The IHE emergency management plan must be based on a comprehensive design, while also providing for staff, students, faculty, and visitors with special needs.
- Campuses should engage in a comprehensive planning process that addresses the circumstances and environment of their institution.
- An IHE should conduct trainings based on the institution's prevention and preparedness efforts, prioritized threats, and issues highlighted from assessments.
- Institutions should conduct tabletop exercises prior to fully adopting and implementing the emergency management plan.
- After adoption, disseminate information about the plan to students, staff, faculty, community partners, and families.

Section 4 – Preparedness and Training

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[3] Reference - Action Guide for Emergency Management at Institutions of Higher Education (IHE) (U.S. Department of Education, Office of Safe and Drug-Free Schools 2009)

Equipment Testing

The Facilities Director along with key offices within the District to include representatives from Information Technology Services and Risk Management will, at least on an annual basis, lead the testing of all equipment (e.g., radios, flashlights, first aid kits, campus warning systems, alarms, etc.).

Training

For additional guidance, refer to the National Incident Management System (NIMS) and Incident Command Systems (ICS) appendix J.

Incident Management Team:
- o IMT members are responsible for familiarizing themselves with the IMP and its protocols and ensuring it remains updated and effective.
- o The District IMT members are expected to complete FEMA training IS-700, IS-800, IS-100, and IS-200. In addition, the incident commander, command staff, and general staff positions should be filled by individuals who have completed the additional course of ICS-300.
- o IMT members may be asked to complete select online NIMS certification course(s) (FEMA Emergency Management Institute: https://training.fema.gov/nims/) as additional certification requirements. Some members of the IMT may be asked to complete advanced NIMS courses, programs, or certifications.

- Campus-Wide Training: Students
  - o The Dean of Students in conjunction with the Director of Residence Life/Housing, the Risk Manager, and key officials from Student Life and Residence Life will ensure all students receive training during orientation or upon arrival as a transfer student on the institution's emergency procedures. While they will primarily be instructed to shelter-in-place for incidents, they will also be provided information on fire safety, building evacuation processes and routes, and campus alerts/emergency notifications.

- Campus-Wide Training: Employees
  - o The Risk Manager and Human Resources Director will ensure all employees receive training on The District's emergency procedures either during orientation or upon hire. This training will focus on key emergency management operations related to shelter-in-place, building and campus evacuation processes and routes, fire safety, and campus alerts/emergency notifications.

- Campus Wide Training: Drills
  - o Emergency Evacuation Drills and Fire Prevention Programming

    - Fire/emergency evacuation drills are conducted at least once per semester in residence halls and academic and administrative buildings. Emergency evacuation drills are conducted to familiarize occupants with emergency egress from a building and to establish conduct of the drill to a matter of routine.

- Drills will include suitable procedures, such as room-to-room checks, to ensure that all persons subject to the drill participate. In the conduct of drills, emphasis shall be placed on orderly evacuation rather than speed. Drills shall be held at expected and unexpected times, and under varying conditions to simulate the unusual conditions that can occur in an actual emergency.

  Participants shall relocate to a designated safe location outside each building and remain at such location until a recall signal is given or further instruction and information are provided.

  o As stipulated earlier, The District will conduct at least one (1) annual test (tabletop, functional or full-scale exercise) to evaluate and assess The District's emergency response and evacuation plans. The exercise will be considered the Higher Education Opportunity Act (HEOA) exercise for the year and will include coordination with the Incident Management Team as well as external emergency responders/resources and will include a discussion of the plan to evacuate the entire campus, should it become necessary. Follow-through activities in the form of an after-action report will assess and evaluate the overall success of the exercises, identifying strengths and areas for improvement and any necessary changes or modifications to the IMP or related processes based on the learning outcomes of all those participating.

- Notification Training
  o The District will conduct at least one drill each year, which is a test of a single procedural operation. This drill will typically consist of testing the campus alert system and will occur within 3 days of the HEOA annual exercise.

  o The Risk Manager will send an email to all members of the campus community following the annual HEOA test (exercise and drill) that will include basic information about the exercise and drill (date, time, location, and brief description of both). The email will include a summary of the emergency response and evacuation procedures for the campus.

Structural Protection Preparedness

Campus Safety Team:

- Facilities Director: The Facilities Director reports to the Vice President of Administrative Services and is responsible for:

  o Overall safety of the physical plant and locations owned or controlled by The District, including physical or structural alterations required to eliminate and/or control hazards.

  o Creating and maintaining a system for trained Security Monitors, primarily based on campus building areas.

- o Acting as the Incident Commander when incidents occur, to include identifying key staff roles, which may include the initiation of the IMT and ICS.

- ▪ Campus Safety Monitors: Campus Safety Monitors are assigned by the Facilities Director and are comprised of members of the facilities management department and other employees as designated by the Vice President of Administrative Services, the Facilities Director, and Risk Manager. Campus Safety Monitors are typically assigned a specific geographic area of campus which may or may not include buildings. Monitors are responsible for:

  - o Performing duties as observers and reporters by paying attention to the surroundings and activities happening within their assigned areas/buildings.

  - o Establishing relationships with individuals frequenting the area/buildings.

  - o Alerting the appropriate authority when/if something seems out of place or is wrong.

  - o Becoming familiar with all appropriate communication systems, which may include radios, intercom systems, and/or the use of the Regroup Mass Notification system.

Emergency Building Coordinator Program

The District has established an Emergency Building Coordinator Program comprised of staff and faculty members throughout campus and within campus buildings trained to assist emergency responders in the event of an emergency. The District has assigned Building Captains/Coordinators for each building on campus. The number of Building Captains/Coordinators is based on the size and location of the building. Building Captains/Coordinators are used as an extension of The District's response unit. Volunteer building captains/coordinators are trained to better understand, assess, and appropriately assist with campus safety plans and emergency responses. The Building Captain/Coordinator Program has helped The District bolster confidence among various campus community members concerning their level of preparedness for emergency situations and has greatly assisted in communication and coordinated response efforts.

The District schedules annual training sessions to ensure team members are fully knowledgeable and competent in their primary duties and responsibilities and then provides annual refresher training.

Major Areas of Responsibility:
- • Assess the situation.
- • Report information.
- • Follow guidelines and procedures.
- • Assist with building lockdowns and evacuations.
- • Assist with Shelter-in-Place.
- • Assist with providing a Safe Haven.

- Beware of occupants with disabilities.
- Communicate with Emergency Responders.
- Communicate with building occupants.
- Communicate with The District community.

Primary Objectives:
- Become familiar with their assigned building.
- Know where all the exits are located.
- Know what and where the fire alarm enunciator panel is located.
- Know where stairwells are located.
- Know evacuation routes.
- Know where the designated evacuation areas are (if applicable).
- Know fellow Building Captains/Coordinators.

Specific Responsibilities during an emergency:
- Put on building monitor apparel (if properly trained).
- Assist with and pass on information and instructions.
- Inform and reassure occupants if the situational response is to shelter-in-place.
- Assist and ensure the occupants evacuate the building if evacuation is recommended.
- Assess and report problems in their area.
- Notify responding personnel of non-ambulatory individuals.
- Report pertinent information to emergency responders on the scene.
- Monitor check-in activities at evacuation sites.
- Keep evacuated persons out of the building until the "all clear."

Threat Assessment

The District regularly and periodically conducts campus threat and vulnerability assessments as part of its institutional risk management strategy. Threat assessments are typically conducted by the IMT Planning Group and consider the full spectrum of threats (e.g., natural, criminal, terrorist, accidental, etc.) for the campus. The results of these assessments help guide the college on protective measures and emergency planning assumptions.

Hazard Analysis & Types of Hazards (also see appendix F)

The Incident Management Plan (IMP) identifies three different types of hazards The District, and its operations may have to withstand: natural, human-made, and technological. Each type of hazard may impact the safety and security of the campus community differently. It is essential to train an all-hazards approach.

Regardless of the root cause of a hazard, enhanced situational awareness, through a greater understanding of potential hazards and their respective effects, can significantly improve The District's ability to make successful, timely decisions regarding saving lives and property, as well as an effective and timely restoration of operations.

See Appendix F for a chart listing various types of hazards and their level of impact.

Section 5 – Campus Assessment Response and Evaluation (CARE)

Behavioral Threat Assessment

The District has a multidisciplinary Campus Assessment Response and Evaluation (CARE) Team comprised of key stakeholders from across campus and an established District Case Management process.

CARE Team Members

The care team will be made up of voluntarily selected administrators. Additional administrators and local/regional community resources will be asked to participate on a case-by-case basis.

The District CARE Team (Feb 2024)	
Dean of Student Affairs	307-681-6082
Coordinator of Campus Life and Housing	307-681-6504
Academic Advisor	307-681-6012
Faculty Member Representative	307-681-6242
Risk Manager (for Clery)	307-681-6336
Director of Access & Success	307-681-6081
As needed:	
Director of HR (Employee Cases)	307-681-6321
Vice President of Academic and Student Affairs	307-681-6071
Veteran's Advisor	307-681-6460
Faculty Members -Asst Dean Student Dev	307-681-6015
Club/Org Advisors	
President of The District	307-681-6201
OFF CAMPUS PARTNERS	
Campbell County Memorial Hospital	307-688-1000
Gillette Abuse Refuge Foundation	307-686-8071
Department of Vocational Rehabilitation	307-682-2672
Victim Advocacy Center	307-686-5252
Veterans Affairs Hospital	307-685-0676 or 866-621-1887
Local Law Enforcement	307-682-5155

Purpose of the CARE Team

- Serve as a coordinating network for members within The District community.
- Focus on prevention for District community members.
- Provide early intervention for members displaying/experiencing distress or engaging in harmful/disruptive behaviors.
- Oversee the case coordination and intervention/support plan for each individual case.
- Continually review, evaluate, and respond accordingly.

CARE Team Responsibilities
- Assess risk level of individual(s) and to the campus community.
- Respond to CARE reports within 24 hours.
- Evaluate process of intervention and effectiveness.
- Educate The District community on the signs and symptoms of distressed, disruptive and/or medically distressed individuals.
- Identify appropriate resource and interventions for each CARE case.
- Provide recommendations to District officials on appropriate action consistent with District policies and procedures.
- Engage in ongoing refinement of Team procedures and protocols to foster optimal team functioning and interface with The District community.
- Analyze the effectiveness of the CARE team and processes on an on-going basis.

CARE Team Meetings
- The CARE Team will convene weekly, barring campus closures for breaks and holidays. The team will meet as needed over summer session. When notified of a threat or act of violence, the team will initiate a full and prompt investigation.
- Additional meetings may be needed in emergent situations.

Case Assignment
Through routing and/or a brief email or phone discussion after a report has come in, the CARE Team chair or designee will assign a lead to the case.

- The team member identified as "Lead" will be responsible for the following:
  - Develop an intervention plan.
  - Contact student(s) involved.
  - Provide appropriate resources and referrals.
  - Note interactions in Maxient.
  - Provide updates to the Team during weekly meetings.
  - Close the loop with the person who submitted the report.

  - Routing:
    - Academic Alerts: Advisor and Director of Student Affairs.
    - Conduct Cases: Director of Campus Life and Housing, Director of Student Affairs, Risk Management (if Clery reportable).
    - General CARE alerts: entire team.

Reporting Threats and Acts of Violence
- All members of The District community are encouraged to be alert to the possibility of violent acts on the part of employees, students, former employers, visitors, contractors, or others. Any time a campus member becomes aware of a threat, intimidating conduct, or an act of violence, they must report to the police. If there is perceived imminent danger, always call 9-1-1.

Responsibilities for Departments/Units and Faculty/Staff
- It is the responsibility of every department/unit and faculty/staff to:
    o Be familiar with the Student Code of Conduct.
    o Report any conduct violations to the CARE Team.
    o Cooperate with the CARE Team to implement recommended action to mitigate the threat.

Note*:* Any report of violence or threats of violence will be handled in a private manner with information released only on a need-to-know basis.

CARE Best Practices
- If you see something, say something.
- No handwritten notes should be taken in CARE meetings.
- When exchanging emails, DO NOT use student names or other personal identifiable information (PII)
- If in doubt, complete the CARE Report
- Keep care case information confidential if possible and private at the very least.

The Care Team is trained on the use of the National Association for Behavioral Intervention and Threat Assessment (NABITA) assessment/decision matrix or rubric to determine immediate response and actions. This assessment focuses on actions, communications, and specific circumstances that might suggest that an individual poses a threat to self or others. Individuals carrying out a threat assessment gather information, evaluate facts, and determine whether a given individual reasonably poses a threat to self or others.

Risk and Intervention Protocols Regarding Persons "In Need"

Level 1 High Risk	• Person has overtly threatened self or others. • Person evidences sudden, dramatic behavioral changes with no discernible precedent. • Person evidences bizarre behavior. • Person evidences behavior that threatens the safety or wellbeing of others.
Level 2 Possible Risk	• Person is currently causing SIGNIFICANT concern or disruption to the community; could be one significant event or repetitive smaller events. • Person has many risk factors.
Level 3 Unlikely Risk	• Person is causing SOME concern or disruption to the community. • Person has experienced a significantly stressful or traumatic event. • Person has some risk factors.

Level 4 No discernible risk	• Person has <u>NEVER</u> been a level 1 or 2. • Stressful or traumatic event has resolved through passage of time or other event/intervention. • Person has graduated or left their employment.

FACTORS IN DETERMINING LEVEL & DISPOSITION: Presence/Absence of known risk factors, including:

- Sensitivity to rejection
- Real or perceived victimization
- Psychiatric symptomatology
- Poor problem-solving/coping
- Impulse/Control problems
- Legal/Judicial involvement
- Substance use/abuse
- Minimal awareness of/concern for behavioral consequences
- Marked change in appearance
- Marked change in habits
- Poor academic performance or poor attendance
- Violation of social norms
- Presence/Absence of known predisposing factors, including:
    - Psychiatric illness
    - History of violence towards others
    - History of suicidal behavior in self, family, friends
    - History of abuse/victimization
    - History of rejection by others
    - History of heightened rejection sensitivity
- Other observed factors to consider:
    - Responsiveness to intervention
    - Honesty
    - Cooperation
    - Presence of significant health issues

- APA and The Trust Websites
    *Assessing and Managing Risk in Psychological Practice: An Individualized Approach, (*Bruce E. Bennett, PhD, Patricia M. Bricklin, PhD, Eric Harris, JD, EdD, Samuel Knapp, EdD, Leon VandeCreek, PhD, and Jeffrey N. Younggren, PhD, 2006)

- FBI website
    The School Shooter: A Threat Assessment Perspective (Mary Ellen O'Toole)
    Campus Attacks: Targeted Violence Affecting Institutions of Higher Learning

Section 6 - Evacuation, Relocation, & Shelter-in-Place

Emergency Evacuation Procedures
The emergency evacuation procedures are tested on at least an annual basis. Students and employees learn the locations of the emergency exits in the residence halls, as well as the academic and administrative buildings, and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. The District officials do not tell building occupants in advance about the designated locations for <u>long-term</u> evacuations. Those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. The District officials and/or emergency responders on the scene will communicate information to students and employees regarding a developing situation or evacuation status changes. The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. Campus Safety Monitors, Building Captains/Coordinators, and residence life professional and student staff are responsible for the safe evacuation of all persons utilizing The District's facilities in the event of natural disasters, civil disturbances, and active threats. The level of necessity will determine the response by District officials.

If large-scale events occur that are beyond the resource capabilities of The District, campus officials will request assistance from outside emergency resources, such as the Gillette Police Department, Campbell County Sheriff's Office, Campbell County Fire Department, Wyoming Highway Patrol, Campbell County Emergency Management, and/or other departments of first responders or emergency management. The need to implement evacuation from a campus building or the entire campus shall be based upon information received by or furnished to The District. The information may be in the form of instructions or advice from the Campbell County Emergency Management Agency or other officially recognized agency. Full or partial evacuations may be necessary to reduce exposures to a hazard. Protective actions reduce TIME of exposure, create DISTANCE, or provide SHIELDING from a specific hazard.

Hazards that may require an evacuation include:
- Fire
- HAZMAT release
- Bomb threat or suspicious device/package
- Hostile intruder
- Massive utility failure
- Severe weather conditions
- Hazard that renders facilities uninhabitable

Exercise of Judgment and Contingencies
The actions described are basically standard by nature. When situations arise and procedures to be followed are not fully prescribed in The District's Incident Management Plan (IMP), responsible personnel will be expected to exercise good judgment, make appropriate decisions, and provide support necessitated by the situation.

As part of the decision-making process relative to an evacuation, the evacuation must be able to be completed well before the arrival of a hazard. When there is little to no warning time, a shelter-in-place decision/order may be more appropriate. Additional factors to consider beyond warning time when deciding on whether to evacuate include:

- Size and geographical area affected.
- Population density of the surrounding area.
- Capacity and condition of the road network.
- Are sufficient transportation resources available: District transportation, public transportation, and private transportation?
- Are there safe alternatives?
- Ability of District facilities to provide shielding from the hazard.
- Ability of facilities to support the population.
- Local considerations and local police and emergency resources support.

Scope of an Evacuation
The scope of an evacuation may include a single building, a group of buildings, or a large geographical area. The scope could go beyond the borders of The District and may be impacted by an evacuation initiated by the local authorities. Size and scope considerations must be included in the overall decision-making process.

Building Evacuation
• All building occupants are required to evacuate when the fire alarm sounds or upon the order of an authorized District official or emergency responder, such as a Campus Safety Monitor or fire fighter. If possible, assist ADA evacuees.

• If time permits, stabilize lab/shop procedures, turn off stoves and ovens, and unplug or disable any device that could make a dangerous situation even worse.

• Move to the closest exit and proceed outside to the designated muster area in a safe and orderly manner. Only take immediately available personal belongings. Do NOT use elevators.

• Remain at the muster area at least one hundred feet (100) outside of the building and await further instructions. Do not leave without reporting accountability unless it is not safe to remain. Doing so endangers first responder safety. Keep roadways open and beware of approaching emergency vehicles. Notify emergency responders of anyone trapped, especially anyone with physical limitations that may require assistance.

General Evacuation Procedures
At the sound of a fire alarm or if you are instructed to evacuate, leave your work area immediately and proceed to the nearest exit, and leave the building. If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location muster point using the nearest exit, and call 9-1-1 for outside emergency response, then call the Campus non-emergency safety line; 307-681-6050.

- Remain Calm and insure you are accounted for.

- Do NOT use elevators, **use the stairs**.
- Assist those with physical limitations that may require assistance. If they are unable to exit without using an elevator, secure a safe location near a stairwell, and immediately inform campus safety and first responders of the individual's location.
- Proceed to a pre-established muster area at least 100 feet from the building and keep all walkways clear for emergency vehicles.
- Do not re-enter the building.

Shelter-in-Place Procedures –What It Means to "Shelter-in-Place"

District officials may instruct campus community members to "shelter-in-place" if a condition exists that is potentially life threatening and has an immediate threat to the health and personal safety of The District community. Immediate threats would include, but are not limited to active shooter incidents, mass acts of violence, tornadoes, terrorist attacks, or hazardous materials incidents. Thus, to "shelter-in-place" means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside. Community members should remain in a shelter-in-place status until the all-clear is communicated by emergency response personnel.

Basic "Shelter-in-Place" Guidance

If an incident occurs and the building you are in is not damaged, stay inside an interior room until you are told it is safe to come out. If the building is damaged, take your personal belongings (purse, wallet, access card, etc.) and follow evacuation procedures (close the door, proceed to the nearest exit, and use the stairs, NOT the elevators). Once you have evacuated, seek shelter at the nearest undamaged District building. If police or fire department personnel are on the scene, follow their directions.

How You Will Know to "Shelter-in-Place"

A shelter-in-place notification may come from several sources: District Officials, Residence Life, other District employees, local law enforcement, outside emergency services, or other authorities utilizing The District's emergency communications tools.

How to "Shelter–in-Place"

No matter where you are located, the basic steps of shelter-in-place will generally remain the same. Follow these steps, unless instructed otherwise by local emergency personnel:

• If inside, stay where you are. Collect emergency shelter-in-place supplies and a telephone to be used in case of emergency. If outdoors, quickly proceed to the closest building or follow instructions from emergency personnel on scene.

• Locate a room to shelter inside. It should be:

- o An interior room. If there is a large group of people inside a particular building, several rooms may be necessary.
- o Above ground level.
- o Without windows or with the least number of windows.
  - Shut and lock all windows to create a tighter seal and close exterior doors.

- Turn off air conditioners, heaters, and fans. This will be completed by facilities personnel in no access areas.
- Close vents to ventilation systems as you are able. District staff will turn off the ventilation as quick as possible.
- Make a list of the people with you and call or ensure someone calls the list in to District officials and the Campus non-emergency safety line; 307-681-6050. The purpose is so that District officials know where you are sheltering. If only students are present, one of the students should call in the list.
- If possible, and not hazardous, turn on a radio or TV and listen for further instructions.
- Make yourself comfortable. Depending on the situation, the wait could be lengthy.

Off-campus Emergencies

District officials may receive emergency information from 9-1-1 dispatch or from Threat Liaison Officers (TLOs) regarding incidents in Campbell County that could imminently impact the safety of The District. When appropriate, District officials notify The District community of off-campus threats that could also represent a threat to the health or safety of students or employees.

Section 7– Post Incident Actions

Demobilization

Demobilization involves those actions that return responding units to their normal operational functions or duties. This may occur at the end of the entire incident or in phases to control size and cost of the response. When determining the appropriate level of demobilization, the IC, Emergency Coordinator, and IMT must consider all the factors at hand as well as the potential for the hazard to increase in scope. It is important to note that demobilization must be a structured de-escalation of resources as this allows for a more organized cleanup of equipment and debris as well as reducing the traffic issues related to large scale responses. As The District resources (mainly personnel) are finished with on-scene responsibilities, they must be told whether to return to their normal duties or to report to the EOC for a debriefing.

Debriefing

If necessary, the Incident Commander may request all units to report to the command post for a verbal debriefing before re-deployment to their regular duties.

When emergency conditions are stabilized and normal District operations can resume, the Incident Management Plan will be de-activated by the Incident Commander, Risk Manager, and Emergency Coordinator in consultation with The District President or designee. A formal announcement will be disseminated, using all emergency information and notification systems.

If the nature of the incident requires an extension of some emergency services, special EOC work groups may be appointed to coordinate those continuing activities. Continuing issues may include:

- Ongoing repairs and their staging.
- Academic or administrative space adjustments.

- Support services for impacted students, faculty, or staff.
- Community relief efforts.

After Action Reports (AAR)
(See Sample AAR, Appendix C)

Any incident in which this Incident Management Plan is utilized (for an actual event or a test) an after-action report (AAR) should be prepared. This involves engaging all personnel involved in the incident and soliciting their feedback on what went well, what needs improvement and whether the Incident Management Plan needs updated or modified. The Incident Management Team will review this feedback for completeness and accuracy and then summarize the responses in the AAR. The designee will forward the After-Action Report Debriefing documents to the President or their designee.

The After-Action Report and subsequent review serve to document the response activities, identify problems and successes during the emergency response, and recommend suggestions for change. This brings the response full circle and will better prepare The District and individual departments for the next incident.

Cost Recovery
One of the final EOC actions may be to appoint an Emergency Cost Recovery Work Group. The composition of the Work Group will be related to the nature and magnitude of the emergency, but will include members from the Leadership Group representing:

- The President
- Vice President of Administrative Services/CFO
- Vice President for Academic and Student Affairs
- Risk Manager
- Director of Facilities Management
- Dean of Student Affairs
- Senior Human Resources

Appendix A – Glossary and Abbreviations

District Specific Definitions

After Action Report: A method of identifying and tracking the correction of key issues in an operation or exercise after it has been completed. An AAR may contain statements of lessons learned and recommended changes in plans, training, and resources.

Comprehensive Incident Management Plan: A comprehensive IMP contains procedures, authorities, concepts of operations, legal constraints, responsibilities, and emergency functions to be performed in any incident. More specific agency and response plans are developed from this strategic document.

Continuity of Operations Planning: The internal efforts of an agency or other entity to ensure continuance of its minimum critical functions across a wide range of potential emergencies.

Critical Incident: An incident that the effects may have a negative impact on District persons, property, operations, or interests.

Disaster: Any event or occurrence that seriously impairs or halts the operations of The District and may require immediate evacuation of the campus community or where the effects are so severe that a governmental declaration is sought and used to assist with recovery process.

Emergency: A critical incident that overwhelms the resources of The District and requires support from surrounding jurisdictions.

> A **Minor Emergency** is any situation that affects a localized number of people in a small geographic area (less than a floor in a building, concurrent areas outside, etc.) that requires response from District resources and may require support from outside Public Safety agencies. This designation is used for definition purposes only and would not change the Alert Levels of the institution unless the type of incident is a threshold incident.

> A **Major Emergency** is any situation which affects many people or people who are co-located in a small geographic area, or which disrupts the overall operation of The District. Outside emergency services will likely be required as well as a major response from campus support services. A Major Emergency prompts the opening of an Emergency Operations Center. Some examples of a major emergency are power outage, fire, major vehicle accident, snow emergency, bomb threat, hazmat spill, or an active shooter on campus.

Emergency Operations Center: A pre-defined physical location from which management officials coordinate information and resources in an emergency or disaster. It is equipped and staffed to provide support in coordination and guidance of emergency/disaster operations. EOCs are activated on an as-needed basis. It can be internal or external to a facility, with a secondary site defined in case the primary site is rendered unusable. Refer to Section 2 (EOC) of this document.

Federal Emergency Management Agency: FEMA's primary purpose is to coordinate the response to a disaster that has occurred in the U.S. and that overwhelms the resources of local and state authorities. FEMA also plays a role in preparedness and mitigation efforts.

Hazard: A situation or condition that presents the potential for causing damage to life, property, and/or the environment.

Hazardous Material: Substances or materials, which because of their chemical, physical, or biological nature, pose a potential risk to life, health, or property if they are released. A "release" may occur by spilling, leaking, emitting toxic vapors, or any other process that enables the material to escape its container, enter the environment, and create a potential hazard.

Hazard Mitigation: Any action taken to reduce or eliminate the long-term risk to human life and property from hazards. The term is sometimes used in a stricter sense to mean cost-effective

measures to reduce the potential for damage to a facility or facilities from a disaster event.

Incident: A situation or series of situations, potential or actual, which will not seriously affect the overall operation of The District but require response from District entities.

Pre-planned Event: A non-Critical incident that utilizes the principles of Emergency Management and Incident Command System for a successful completion of the event.

Rapidly Evolving Event: Critical Incident where the hazard and its effects progress with a pace that does not allow for preplanning and may overwhelm responder attempts to stabilize the incident.

Shelter in Place: The primary action by all individuals in an emergency who are not responding to the scene unless they are in the affected area. This allows responders the ability to appropriately develop a response and resolve the hazard while preventing others from entering the affected area and becoming negatively impacted.

Slowly Evolving Event: Critical Incident where the hazard and its effects progress with a pace that allows for preplanning and deployment of resources, including obtaining assistance from outside agencies and sources. This type of event may still overwhelm attempts to stabilize an incident.

NIMS Definitions

Command: The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

Command Staff: In an incident management organization, the Command Staff consists of the Incident Command, Emergency Coordinator and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required. They may have an assistant or assistants, as needed.

Check-In: The process through which resources first report to an incident. Check-in locations include the incident command post, resources unit, incident base, camps, staging areas, or directly on the site.

Emergency Operations Center (EOC): The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribal), or some combination thereof.

Evacuation: Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Event: A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

Function: Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function. A sixth function, Intelligence, may be established, if required, to meet incident management needs.

General Staff: A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Incident: An occurrence or event, natural or human-caused, which requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan (IAP): An oral or written plan that contains general objectives reflecting overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments providing directions and important information for management of the incident during one or more operational periods.

Incident Command Post (ICP): The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be co-located with the incident base or other incident facilities. External agencies may identify an ICP by utilizing a green rotating or flashing light. The District does not use a green light.

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Objectives: Statements of guidance and direction necessary for selecting appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

Management by Objective: A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following:

- o Establishing overarching objectives.
- o Develop and issue assignments.
- o Plan procedures and protocols.
- o Establish specific, measurable objectives for various incident management functional activities and direct efforts to fulfill them in support of defined strategic objectives.
- o Document results to measure performance and facilitate corrective action.

Mitigation: The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often informed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

Mobilization: The process and procedures used by all organizations (Federal, State, local, and tribal) for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

National Incident Management System (NIMS): A system mandated by Homeland Security Presidential Directive five (HSPD-5) that provides a consistent nationwide approach for Federal, State, local, and tribal governments, the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as ICS; Multi-agency Coordination Systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

Operational Period: The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths but rarely over 24 hours.

Preparedness: The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all

levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

Prevention: Actions to avoid an incident or intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include countermeasures such as deterrence operations; heightened inspections; improved surveillance and security operations. It also includes investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolations, or quarantines; and, as appropriate, law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity. Finally, prevention includes apprehending potential perpetrators and bringing them to justice.

Recovery: The development, coordination, and execution of service and site restoration plans; the reconstitution of government operations and services; individual, private sector, non-governmental and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

Resources: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Response: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to reduce or eliminate the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

Safe Havens: Areas and buildings that have not been affected by a hazard and may be used to house or shelter evacuees until a tactically sound time to move them. Safe Havens will be communicated to individuals through various identified communication modes: radio, phone, email, social media, in-person notification, or Alertus notification system (once operational).

Strategic: Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities, the establishment

of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

Threat: An indication of possible violence, harm, or danger.

Unified Command: An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross-political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.

Abbreviations
- **AAR** After Action Report
- **ALS** Advanced Life Support
- **CDC** Centers for Disease Control and Prevention
- **COOP** Continuity of Operations Plan
- **CRC** Crisis Response Coordinators
- **DHS** Department of Homeland Security
- **EC** Emergency Coordinator
- **EM** Emergency Management
- **IMP** Incident Management Plan
- **EMS** Emergency Medical Services
- **IMT** Incident Management Team
- **EOC** Emergency Operations Center
- **FEMA** Federal Emergency Management Agency
- **FTX** Field Training Exercise
- **HAZMAT** Hazardous Material
- **HEOA** Higher Education Opportunity Act
- **IAP** Incident Action Plan
- **IC** Incident Commander
- **ICP** Incident Command Post
- **ICS** Incident Command System
- **IHE** Institution of Higher Education
- **NCOIC** Non-Commissioned Officer in Charge (used mainly by military)
- **NIMS** National Incident Management System
- **OIC** Officer in Charge
- **PIO** Public Information Officer
- **PPE** Personal Protective Equipment
- **SOP** Standard Operating Procedure
- **TTX** Tabletop Exercise
- **UC** Unified Command
- **VP** Vice President
- **WHO** World Health Organization

Appendix B – National Incident Management System and Incident Command System (ICS)

National Incident Management System (NIMS)
NIMS is the first-ever standardized approach to incident management and response. Developed by the Department of Homeland Security, it establishes a uniform set of processes and procedures that emergency responders at all levels of government will use to conduct response operations.

The National Incident Management System (NIMS) integrates effective practices of emergency services response into a comprehensive national framework for incident management.

NIMS will enable responders at all levels to work together more effectively and efficiently to successfully manage domestic incidents, no matter the cause, size, or complexity, including catastrophic acts of terrorism and disasters. Federal agencies are required to use the NIMS framework in domestic incident management and in support of state and local incident response and recovery activities.
The Benefits of NIMS:

- Standardized organizational structures, processes, and procedures.
- Standards for planning, training, and exercising.
- Personnel qualification standards.
- Equipment acquisition and certification standards.
- Interoperable communications processes, procedures, and systems.
- Information management systems with a commonly accepted architecture.
- Supporting technologies – voice and data communications systems, information systems, data display systems, and specialized technologies.
- Publication management processes and activities.

Incident Command System (ICS)
ICS is a standardized on-scene incident management concept designed specifically to allow emergency responders to adopt an integrated organizational structure equal to the complexity and demands of any single incident or multiple incidents without being hindered by jurisdictional boundaries.

In the early 1970s, ICS was developed to manage rapidly moving wildfires and to address the following problems:

- Too many people reporting to one supervisor (span of control concerns).
- Different emergency response organizational structures.
- Lack of reliable incident information.
- Inadequate and incompatible communications (lack of interoperability).
- Lack of structure for coordinated planning among agencies.
- Unclear lines of authority (chain of command issues/concerns).
- Terminology differences among agencies, and unclear or unspecified incident objectives.

An ICS enables integrated communication and planning by establishing a manageable span of

control. An ICS divides an emergency response into five manageable functions essential for emergency response operations: Command, Operations, Planning, Logistics, and Finance and Administration.

Principles of the Incident Command System
Every incident, regardless of the scale, can be managed according to the principles of the Incident Command System (ICS). Incident Command is a management system that is a component of the National Incident Management System (NIMS) with the basic principles including:

- Incident Command is established when an authorized individual (Supervisor) assumes, and then announces or communicates their authority to all responding personnel.

- Awareness of their responsibility for the five primary functions (command, operations, planning, logistics, and administration/finance).

- Establishing objectives for the incident, including (in no set order):

  o Establish Command – The Incident Commander (IC) needs to ensure that all responders are aware that command has been established and a specific person is in command of the response. The responding District official on scene will be designated as the IC until relieved by a higher-ranking member of The District, typically the Facilities Director or designee.

  o Establish Communications – The Incident Commander will designate what communication mode should be used and should indicate whether information about the response should go directly to the IC or the Emergency Operations Center (EOC).

  o Establish an Incident Command Post (ICP) – The Command Post is established between the inner and outer perimeters near the incident to allow the IC to manage the response.

  o Identify the "Hot Zone", Inner and Outer Perimeters – This must be communicated clearly to all responders to maintain safety. The Hot Zone is the area directly affected by the hazard that constitutes a threat to persons or property. The size of the Hot Zone will depend on the type and scope of the hazard; only appropriately equipped responders are permitted in the hot zone. The inner perimeter is designed to provide a demarcation that separates response units with a direct responsibility from those who are either preparing for their assignments or just completing an assignment. Units who are conducting operations responding to the hazard are the only ones that should be inside of the inner perimeter.

  o The Outer perimeter is designed to separate the responders from the non-responders and allow them areas to prepare (stage) or to follow procedures upon completion of assignments. The Outer perimeter requires traffic control and direction as well as pedestrian traffic control to ensure that people not already

affected by the hazard do not enter places that will place them at risk. Staging areas, the ICP, the Media staging area, and the triage and transport areas will all be located between the inner and outer perimeters. Perimeters can be adjusted or changed based on the size, scope, duration, and severity of the hazard.

  o Identify and Establish Staging Areas – A staging area is where response units will wait until given an assignment. Units should be informed of the location of said staging area and asked to check in with the individual responsible for managing the staging area.

  o Identify and Request Additional Resources – The IC will be responsible for identifying the type and number of additional resources that are needed for the response. The IC may designate someone to contact those resources (the EOC) or may make direct contact (9-1-1 Dispatcher) themselves.

- Establishing an Incident Action Plan (may be verbal or written) – Components include a statement of objectives that are measurable and attainable within the defined operational period, tactics, and assignments, and supporting material such as maps, weather, and safety precautions.

- Provide personnel accountability and safety.
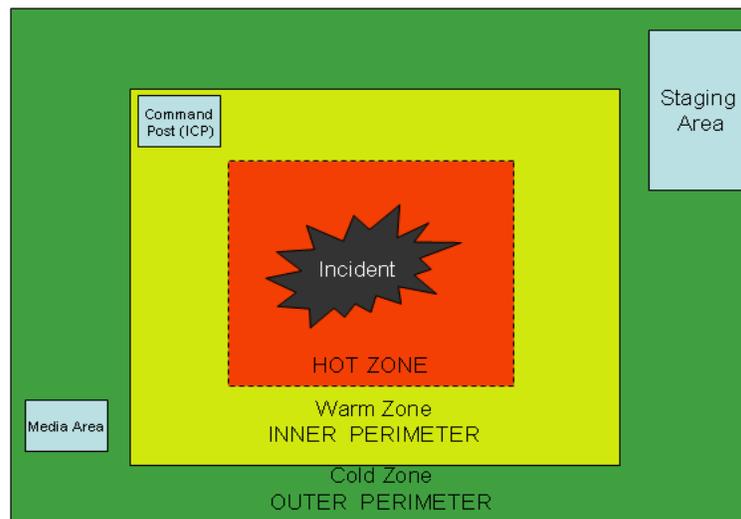
Incident and Perimeter Illustration

Training for the various NIMS and ICS courses can be found at http://training.fema.gov/EMI/.

Incident Command Structure

There are five primary functions (Command, Operations, Planning, Logistics, and Administration and Finance) within the ICS management structure. These functions correspond to the titles of the Incident Commander (Command) and the General Staff positions that are listed below. These functions are the components of a successful response, regardless of the type of hazard or incident. ICS provides the built-in capability for modular development, such that the structure can expand

and collapse to correspond with the functional need. For example, not all five primary functions will need to be filled by separate people. As delineated below, the Incident Commander may be responsible for some or all the critical functions depending on the severity and nature of the incident. However, there always needs to be an established Incident Commander. The Incident Commander does not need to be the highest-ranking member on scene; it should be the individual who is most qualified to lead the tactical level response to the situation who will receive support and strategic level guidance from the senior leadership.

Some of the more important transitional steps that are necessary to apply ICS in a field incident environment include the following:

- Recognize and anticipate organizational elements will be activated and take necessary steps to delegate authority as appropriate.

- Establish incident facilities as needed, strategically located to support field operations.

- Establish use of common terminology for organizational functional elements, position titles, facilities, and resources.

- Rapidly evolve from providing verbal direction to developing a written Incident Action Plan.

The figure below demonstrates a typical ICS structure:
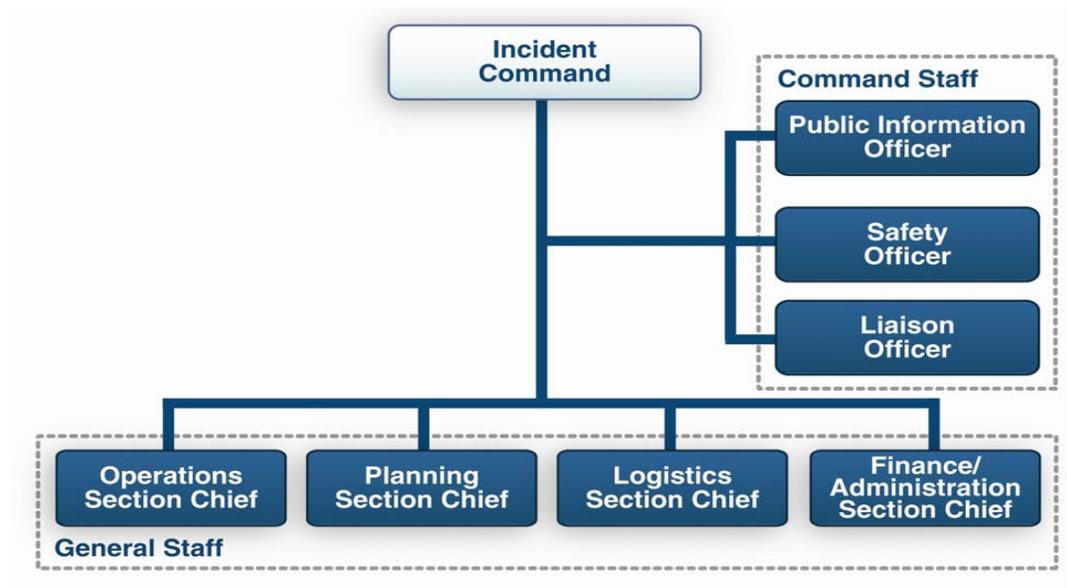
Incident Command System (ICS) Structure

Incident Command Functions
NOTE: Due to minimal staffing levels at The District, members of the IMT may perform multiple functions related to both the Command and General Staff Functions.

The on-scene command of an incident or event is carried out by the Incident Commander (IC). The IC will be the Supervisor on scene unless designated to another individual by the President or designee or the Vice President of Administrative Services. The IC has the overall responsibility for effective management of an incident and must ensure adequate organization is in place to effectively manage the situation. The IC can be directly in charge of ICS functions which have not been formally activated.

The primary responsibilities of the IC include:

- Assume and announce command on behalf of The District and activate appropriate ICS functions.
- Take action to stabilize the scene by implementing incident Objectives:

> Incident Objectives:
> - Establish Command
> - Establish Communications
> - Establish an Incident Command Post (ICP)
> - Identify the "Hot Zone", Inner and Outer Perimeters
> - Identify and Establish Staging Areas
> - Identify and Request Additional Resources

- Complete a scene size up that includes a 360 degree walk around the incident site and observation of areas above and below the incident site, where appropriate.
- Establish a Unified Command with external responding agencies.
- Develop and implement the Incident Action Plan (IAP).
- Monitor, manage, and coordinate all incident activities.
- Conduct planning meetings and revise IAP.
- Approve requests for additional personnel, equipment, or other resources.
- Activate and facilitate applicable Continuity of Operations Plan (COOP) for general Public Safety.
- Set objectives and approve plans for returning to normal operations.
- Collect documentation from all Senior Leadership and personnel and complete an After-Action Report (AAR).

Several command models may be used depending upon the size, type, and scope of the incident.

1. *Single Incident Command* - Most incidents involve a single incident commander. In these incidents, a single person commands the incident response and is the decision-making final authority.

2. *Unified Command* - A Unified Command is used on larger incidents usually when multiple agencies are involved. A Unified Command typically includes a command representative from major involved agencies and one from that group acts as spokesperson though not designated as an Incident Commander. A Unified Command acts as a single entity.

3. *Area Command* - During multiple-incident situations, an Area Command may be established to provide Incident Commanders at separate locations. Generally, an Area Commander will be assigned - a single person - and the Area Command will operate as logistical and administrative support.

Incident Action Plan

Access FEMA Incident Action Plan fillable form at:

- ICS Form 215A, Incident Action Plan Safety Analysis (fema.gov))
- ICS Form 201, Incident Briefing (fema.gov)
- Emergency Management Institute | ICS Fillable Forms (fema.gov)

Sound, timely planning provides the foundation for effective domestic incident management. The NIMS/ICS planning process represents a template for strategic, operational, and tactical planning that includes all steps an Incident Commander and other members of the IMT should take to develop and disseminate an Incident Action Plan (IAP).

The planning process may begin with the scheduling of a planned event, the identification of a credible threat, or with the initial response to an actual or impending event. The process continues with implementation of the formalized steps and staffing required in development of a written IAP.

A clear, concise IAP template is essential to guide initial incident management decision process and continued collective planning activities of incident management teams. The planning process should provide:

- Current information accurately describing incident situation and resource status.
- Predictions of probable course of events.
- Alternative strategies to attain critical incident objectives.
- An accurate, realistic, IAP for the next operational period.

Five primary phases must be followed, in sequence, to ensure a comprehensive IAP. These phases are designed to enable the accomplishment of incident objectives within a specified timeframe. The IAP must provide clear strategic direction and include a comprehensive listing of the tactical objectives, resources, reserves, and support required to accomplish each overarching incident objective. The comprehensive IAP will state the sequence of events in a coordinated way for achieving multiple incident objectives.

The primary phases of the planning process are essentially the same for the Incident Commander who develops the initial plan; the Incident Commander and Operations Section Chief, revising the initial plan; and for the Incident Management Team developing a formal IAP. Each must follow a similar process. During initial stages of incident management, planners must develop a simple plan that can be communicated through concise oral briefings. Frequently, this plan must be developed very quickly with incomplete situational information. As the incident management effort evolves, additional lead-time, staff, information systems, and technologies enable more detailed planning and cataloging events and lessons learned.

The five primary phases in the planning process are:

1. **Understand the Situation**. The first phase includes gathering, recording, analyzing, and displaying situation and resource information in a manner that will ensure a clear picture of the magnitude, complexity, and potential impact of the incident; and the ability to determine resources required to develop and implement an effective IAP.

2. **Establish Incident Objectives and Strategy**. The second phase includes formulating and prioritizing incident objectives and identifying an appropriate strategy. The incident objectives and strategy must conform to legal obligations and the management objectives of all affected agencies. Reasonable alternative strategies that accomplish overall objectives are identified, analyzed, and evaluated to determine the most appropriate strategy for the situation. Evaluation criteria include public health and safety factors; estimated costs; and various environmental, legal, and political considerations.

3. **Develop the Plan**. The third phase involves determining tactical direction and specific resources, reserves, and support requirements for implementing selected strategies for one operational period. This phase is usually the responsibility of the Incident Commander, basing decisions on resources allocated, to enable a sustained response. After determining available resources, the Incident Commander develops a plan that makes the best use of resources.

   Prior to the formal planning meetings, each member of the Leadership Group and functional Section Chiefs are responsible for gathering information to support these decisions. During the IMT planning meeting, the Section Chiefs collectively develop the plan.

4. **Prepare and Disseminate the Plan**. The fourth phase involves preparing the plan in a format appropriate for the level of complexity of an incident. For initial response, the format is a well-prepared outline for an oral briefing. For incidents projected to span multiple operational periods, the plan will be developed in writing according to ICS procedural guidelines.

5. **Evaluate and Revise the Plan**. The planning process includes evaluating planned events and checking accuracy of information to be used in planning for subsequent operational periods. The Leadership Group should compare planned progress with actual progress at regular intervals.

   When deviations occur or when new information emerges, that information should be included in the first step of the process used for modifying the current plan or developing the plan for subsequent operational periods.

(Intentionally left blank)

Gillette Community College District After-Action Report

[Pick the date]

[Year]

CONTENT

EXPANATION OF TERMS
INTRODUCTION

AFTER ACTION REPORT OVERVIEW

STRENGTHS

AREAS OF IMPROVEMENT

RECOMMENDATIONS

CONCLUSION AND NEXT STEPS

EXPLANATION OF TERMS

Examples:

AAR   After Action Report
CMS   Centers for Medicaid/Medicare
EPP   Emergency Preparedness Program

EOP   Emergency Operations Plan
FSX   Full Scale Exercise
HPP   Hospital Preparedness Program
HSEEP   Homeland Security Exercise Evaluation Program
HVA   Hazard Vulnerability Assessment
IC   Incident Command
ICS   Incident Command System
IP   Improvement Plan
MHOAC   Medical Health Operational Area Coordinator
NIMS   National Incident Management System
OEM   Office of Emergency Management
PIO   Public Information Officer
TTX   Tabletop Exercise

INTRODUCTION

Include brief synopsis of incident here.

Sequence of events:

Include detailed sequence of events here, if available.

AFTER ACTION REPORT OVERVIEW

This report is a compilation of information from the different departments and staff who participated in the response to [*list incident/exercise/event here*]. The information was gathered by [*list departments here and various sources of information for the report*]

The recommendations in this AAR should be viewed with considerable attention to the needs for providing safe care to residents. Each department should review the recommendations and determine the most appropriate action and time needed for implementation.

The issues outlined in this AAR will be addressed in the Improvement Plan and will list corrective actions to complete. This Improvement Plan will serve as a summary of the AAR and as a guide for corrective action over the course of the following year's training program for staff.

Incident Overview:

[Insert incident/exercise/event location here]

Duration:

[Insert incident/exercise /event time]

Focus *(Check appropriate area(s) below):*

☐ Prevention

- ☐ Response
- ☐ Recovery
- ❏ Mitigation
- ☐ Other

Activity or Scenario (Check appropriate area(s) below):

- ☐ Fire
- ☐ Severe Weather
- ☐ Hazardous Material Release
- ☐ Bomb Threat
- ☐ Medical Emergency
- ☐ Power Outage
- ☐ Evacuation
- ☐ Lockdown
- ☐ Special Event
- ☐ Exercise/Drill
- ☐ Other

Location:

[Insert incident/exercise/event location here]

Participating Organizations:

[Insert organizations here]

STRENGTHS

List strengths here.

AREAS OF IMPROVEMENT

List Areas of Improvement here.

RECOMMENDATIONS

List Recommendations here.

CONCLUSION AND NEXT STEPS

Insert Conclusion here.

Appendix D – Emergency Telephone Numbers for Outside Assistance

Agency	Contact Telephone Number	Agency Representative or website
American Red Cross	307-686-8407	www.redcross.org
FBI - Casper	307-237-3451	https://www.countyoffice.org/casper-wyoming-fbi-office-casper-wy-1b9/
ATF-Cheyenne	307-633-9400	https://www.atf.gov/contact/local-atf-offices
Campbell County Behavioral Health Services	307-688-5000 307-688-5050 (Crisis)	https://www.cchwyo.org/services/behavioral-health/
The Counseling Center	307-682-6699	https://www.thecounselingcenterofgillette.com/
Campbell County Public Health	307-682-7275	https://www.campbellcountywy.gov/296/Public-Health
Campbell County Memorial Hospital	307-688-1000	https://www.cchwyo.org/
Campbell County Sheriff's Office	307-682-7271	https://www.campbellcountywy.gov/186/Sheriffs-Office
Gillette City Hall	307-686-5200	https://www.gillettewy.gov/home
Gillette Fire/EMS	307-682-8411	https://www.ccfire.us/
Gillette Police Department	307-682-5155	https://www.gillettewy.gov/city-government/departments/police
Poison Control	800-222-1222	https://www.poison.org/
Suicide Prevention	800-273-8255	https://988lifeline.org/current-events/the-lifeline-and-988/
US Department Environment protection Agency	800-227-8917 or 307-332-3047	https://www.epa.gov/

US National Weather Service – Riverton	307-857-3898	https://www.weather.gov/
Wyoming Division of Criminal Investigation or Attorney General (Riverton)	307-682-1796 or 307-856-0918	https://wyomingdci.wyo.gov/
Wyoming Department of Homeland Security	307-777-4663	https://hls.wyo.gov/home
Wyoming Highway Patrol	307-686-1131 307-777-4301	https://whp.wyo.gov/
Wyoming Department of Health	307-777-7656 or 866-571-0944	https://health.wyo.gov/

Appendix E – Network Security/Information Technology Plan

(To be included upon completion)

Hold for ITS

Appendix F – Hazard Types & Impact Charts

Types of Hazards[4]

Natural
These events are emergencies caused by forces extraneous to humans in elements of the natural environment. Natural hazards cannot be managed and are often interrelated. Natural hazards can occur and cause no damage to humans or the built environment; however, when a hazard and development intersect, significant damage to the built environment occurs, causing a natural disaster.

Human Made
These are disasters created by humans, either intentionally or by accident. Examples of such hazards are acts of terrorism, school violence, and cyber events.

Technological
These events are emergencies that involve materials created by humans and that pose a unique hazard to the public and environment. The District needs to consider events that are caused by

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[4]FEMA, "Developing and Maintaining Emergency Operations Plans", November 2010, https://www.fema.gov/sites/default/files/2020-05/CPG_101_V2_30NOV2010_FINAL_508.pdf

accident (e.g., mechanical failure, system, and process breakdowns) or result from an emergency caused by another hazard (e.g., flood, storm) or are caused intentionally.

Below is a table that summarizes some hazards that The District could potentially face. Significance rankings are based on likelihood of an incident occurring, possible consequences of an incident, and the vulnerability of The District to the incident.

Natural Hazards

Hazard	Likelihood	Consequences	Vulnerability	Significance Ranking
Structure Fire	Significant	Significant	Moderate	**Significant**
Smoke	Significant	Significant	Moderate	**Significant**
Landslides	Low	Moderate	Low	**Low**
Strong Damaging Winds	Moderate	Moderate	Moderate	**Moderate**
Tornado	Moderate	Extreme	Significant	**Significant**
Severe Winter Weather	Significant	Moderate	Moderate	**Moderate**
Severe Summer Weather	Significant	Moderate	Moderate	**Moderate**
Pandemic/Biological	Moderate	Moderate	Significant	**Moderate**
Flood	Moderate	Significant	Moderate	**Moderate**
Seismic Event	Low	Significant	Moderate	**Moderate**
Drought	Moderate	Moderate	Moderate	**Moderate**
Wildfires	Significant	Moderate	Low	**Moderate**

Human-Made Hazards

Hazard	Likelihood	Consequences	Vulnerability	Significance Ranking
Medical Emergencies	Significant	Significant	Moderate	**Significant**
Utility Failure	Moderate	Moderate	Moderate	**Moderate**
IT/Network Failure	Low	Significant	Moderate	**Moderate**
Chemical	Low	Moderate	Moderate	**Moderate**

Violent Crime	Moderate	Significant	Significant	**Significant**
Crimes Against Persons	Moderate	Moderate	Moderate	**Moderate**
Property Crime	Moderate	Moderate	Low	**Moderate**
Sexual Assault	Low	Significant	Moderate	**Moderate**
Transportation	Low	Low	Low	**Low**
Active Shooter	Low	Extreme	High	**Moderate**
Bomb Threat	Moderate	Low	Moderate	**Low**
Terrorism	Low	Extreme	High	**Moderate**

Appendix G – Hazard Response Plans

Fires

Preferred Means of Reporting a Fire

In the event of a fire or other emergency a report shall be made immediately by calling emergency responders by dialing 9-1-1. District officials should then be notified by calling The District Campus non-emergency safety line; 307-681-6050. This report shall include the location and nature of the emergency. Once the emergency has been reported, the Risk Manager, Facilities Director, or designee shall set into motion the emergency action required to address the situation.

Visible fire or the presence of smoke provides sufficient cause to evacuate a building.

Emergency Fire Alarm System

Buildings on the campus are linked to a central fire alarm system and monitored by Simplex Grinnell. Each building is equipped with several zones of sensitive smoke detectors and other fire detection equipment that sound the building fire alarm whenever any detector is tripped. The alarm in any building can also be manually activated to affect a building evacuation for a cause other than a fire. Residential facilities on campus are equipped with full sprinkler alarm suppression systems.

Campus Safety Responsibilities

When an audible alarm is activated in any building, an alarm is also activated in the Simplex Grinnell central monitoring center. Simplex will immediately notify local fire authorities and The District. The Facilities Director and/or Building Captains in conjunction with designated Safety Monitors will respond to investigate and assist with building evacuations.

If the investigation reveals a fire in progress, investigating personnel will call 9-1-1 (if not already initiated) and then notify the Facilities Director and Risk Manager to verify information has been relayed to the Campbell County Fire Department. The fire location and the campus entrance closest to the fire will be relayed to the fire department.

Notice to District officials of a fire by telephone by an appropriately identified person shall be treated as a confirmed fire.

Pending the arrival of the Campbell County Fire Department, responding personnel shall undertake only those immediate and reasonable actions in which they have been trained to minimize or extinguish a fire.

In the event of the failure of the audible feature of a building's fire alarm system during an alarm, Campus Safety personnel and respective Building Captain(s) will contact building occupants, if it is practical and safe to do so, and advise them of the alarm condition or emergency.

Any incident or occurrence that results in the implementation of this plan and either injury to persons or damage to property will be reported to the Risk Manager, Vice President of Administrative Services, and the Facilities Director as soon as practical.

Facilities Management Responsibilities
- Respond to any building in an alarm condition.
- If a fire is in progress, shut down or disconnect any energized equipment that could present a hazard to responding emergency personnel.
- If time permits, shut off the building's gas and fuel oil valves and all electrical power not required by the emergency response personnel.
- Make themselves continuously available to the emergency responders to provide critical building information or to perform other tasks.
- Assure that a supply of water for sanitary purposes is available if the emergency disrupts the normal water supply.
- Ensure notifications are made for Clery Fire Log inclusion.

Shooting and Other Acts of Violence
Violent incidents, including but not limited to acts of terrorism, active shooters, assaults, or other incidents of workplace violence can occur on District grounds or in proximity with little or no warning. An "active shooter" is an individual actively engaged in killing or attempting to kill people in a confined and populated area.

The Gillette Police Department along with other local law enforcement agencies are responsible for implementing response procedures to active shooter reports to contain and terminate such threats as quickly as possible. Call 9-1-1, implement Shelter-In-Place procedures outlined in this plan, and take appropriate protective actions. In the event of an active shooter on campus, evaluate Run, Hide, Fight options. These instructions are intended for incidents that are of an emergent nature (i.e., imminent or in progress).

Quickly determine the best way to protect your life:
> **Evacuate If Possible (RUN)**
> - Have an escape route and plan in mind.
> - Leave your belongings behind.
> - Keep your hands visible to responding police officers.

Hide Out (HIDE)
- Hide in an area out of the active shooter's view.
- Block entry to your hiding place and lock doors.
- Silence cell phones.

Take Action (FIGHT)
- As a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the shooter.
- Act with physical aggression. Throw items at the shooter if possible.
- Call 9-1-1 when it is safe to do so.

Hazardous Material Spills and Releases

In the event of a hazardous material spill or leak the person who initially becomes aware of the incident should notify The District non-emergency Safety Line: 307-681-6050 and, if necessary, call 9-1-1. This person should provide all significant information relating to the spill or release, e.g., the location, the material, the hazard level of the material, the estimated quantity and the number of people exposed.

Upon notification of a spill or leak, the Facilities Director, Campus Safety Monitors, and/or Risk Manager, if warranted, will respond, secure the area, and provide additional assistance as necessary. The Facilities Director or their designee shall make the determination if evacuation of the building or area is necessary. The Facilities Director or Risk Manager shall ensure that the Vice President of Administrative Services is immediately notified. The Facilities Director and Risk Manager are responsible for ensuring investigation of hazardous materials incidents on campus.

Note: Only employees who have received special training are permitted to remediate chemical spills or hazardous material releases.

Non-Emergency Spill Response

S.W.I.M. for all spills:

S: Stop the spill. Cover with absorbent material.

W: Warn others. Alert people in the immediate area of the spill.

I: Isolate the spill and secure the area. Close doors if possible.

M: Minimize your exposure by wearing personal protective equipment (PPE) and avoiding contact by absorption, inhalation, or ingestion. Vacate the area if necessary. Wash hands after handling spill materials.

Reaction to Riot or Civil Unrest

In the event of civil unrest, the primary goal of The District is to provide for the safety of students and employees, protect District property when and where practical, and to disperse persons involved in the civil unrest. Any potentially riotous situation will be monitored by District officials,

Risk Management, Facilities personnel, and Campus Safety Monitors along with local law enforcement personnel, as deemed necessary and appropriate. As the situation dictates, District officials will confer with and act with guidance from local and state law enforcement agencies.

At first indication an unauthorized assembly or demonstration is in progress, the person witnessing the activity should notify The District Safety Line: 307-681-6050 and, if necessary, 9-1-1. The Campus Police Officer, Risk Manager, and Campus Safety Monitors shall conduct an inquiry to determine the cause of the disturbance and attempt to identity the parties involved.

After cursory evaluation, responding staff shall notify the President and Vice President of Administrative Services of the situation and provide them all available information relevant to the situation. The Vice President of Administrative Services, in consultation with the President, will determine from the information provided if the assembly or demonstration is within The District's regulations.

In the event of an incident during which the President or Vice President of Administrative Services is unavailable, the Risk Manager or their designee shall take such actions as are reasonable and prudent to preserve order.

All requests for information or other inquiries from the media or public regarding the situation will be directed to the President of The District, the Executive Director of Marketing and Strategic Communications/PIO, or their designee.

The Gillette Police Department shall, at minimum, be provided with an advisory notice of any such situation. If the event occurs during the time when a Gillette Police Officer is assigned to the campus, that officer will respond and assist with assessing the situation.

Response to an Explosion or Building Collapse
If there is an explosion or building collapse in a building for which a bomb threat has not been received, notify local emergency responders. District personnel will immediately notify the Campbell County Fire Department and County EMA. The Risk Manager or designee serves as liaison between Facilities Management and Senior Administrators who respond to the building with all available personnel to assist with evacuation, securing the area and facilitating access by emergency response personnel. Campus responders also provide guidance and assistance to the building occupants to safely evacuate.

Reaction to a Severe Work Injury.
When a work-related accident occurs resulting in a severe injury to one or more employees, do not move the injured employee(s) unless absolutely necessary to protect them from further injury. Shut down any machines or operating equipment in the area that could present a hazard to the injured employee(s) or responding rescue personnel. When possible, and reasonable under the circumstances, persons possessing necessary training should administer first aid to the injured employee pending arrival of emergency personnel at the scene. Beware of circumstantial hazards.

Call 9-1-1 and then call the campus non-emergency safety line: 307-681-6050 regarding an incident and provide the specific location of the accident and nature of all injuries. The Facilities Director or designee and appropriate Campus Safety Monitors should respond to the scene. The Facilities Manager should contact the Vice President of Administrative Services, Human Resources, and Risk Manager and advise them of the incident, condition of the injured employee(s), and provide as many details of the incident as are available at the time.

After injured employee(s) have been transported to the nearest hospital, the supervisor with responsibility for the area in which the injury occurred and/or the supervisor of the injured employee shall assist the Facilities Director and Risk Manager in securing the area and begin an immediate incident investigation.

The supervisor conducting the investigation should take photographs or make sketches of the location of any machines or equipment involved in the accident as well as the location of the injured employee(s) when discovered. The supervisor should question every witness and obtain the names of anyone who may have any information concerning the accident (observed, heard, smelled, felt, or other).

All records relating to the incident should be factual and should not attempt to fix blame. No admission of liability should be made until all facts have been collected and reviewed. Written records should only contain facts and not speculate relative information that has not been confirmed. During an investigation, do not allow anyone other than authorized District personnel or appropriately identified governmental investigators into the area of the incident without the permission of the Vice President of Administrative Services or Risk Manager. A copy of the incident report and investigative notes should be provided to Human Resources. The Human Resources Department representative must report the injury to workers compensation in accordance with District procedures.

If a work-related accident results in a fatal injury, or the hospitalization of an employee, the Occupational Safety and Health Administration (OSHA) must be notified within eight hours of the incident. Primary OSHA notification is responsibility of Human Resources or the Facilities Department. Secondary OSHA notification falls to Risk Management. In their absence, the Vice President of Administrative Services shall assure that this notification is made.

Reaction to Injuries and Medical Emergencies
If an incident involves criminal activity or Death, it must be investigated by law enforcement with minimal disturbance of evidence. If the incident is related to student conduct, it should be investigated in compliance with District policy and procedure associated with student conduct. If in doubt, do not investigate or initiate clean up without law enforcement release of scene. Evacuate the area if toxic fumes or environmental hazards exist.

Student
In the event of an injury or medical emergency involving a student, call 9-1-1 and then the campus non-emergency safety line: 307-681-6050. Emergency dispatch should be provided a brief description of the injury or medical emergency and the location of the student involved. When

possible, and reasonable under the circumstances, persons possessing the necessary training should administer first aid to the injured student pending the arrival of emergency personnel at the scene. The District employee responsible for the welfare of the student the time of incident shall ensure an incident report is filed documenting the incident. A copy of this incident report shall be sent to the Vice President of Administrative Services, Risk Manager, Director of Student Affairs, and to the supervisor responsible for the location where the student was injured.

Student illnesses involving reportable communicable disease must be reported to the Department of Health. The Department of Health will provide guidance in the manner the situation should be addressed.

General Public

In the event of an injury or medical emergency involving someone other than a college student, staff, or faculty member, call 9-1-1 and provide dispatch with a brief description of the injury or medical emergency and the location of the event. The Reporting person or witness should call the campus non-emergency safety line: 307-681-6050. When possible, and reasonable under the circumstances, persons possessing the necessary training should administer first aid to the person involved pending the arrival of emergency personnel at the scene. The Facilities Director and Risk Manager or designee should be notified and provided with the particulars of the incident. The group leader in charge or the Facilities Director or designee, in consultation with Risk Management shall file an incident report for properly documenting the incident. If the injury or emergency is life threatening, the Vice President of Administrative Services and Risk Manager must be notified immediately. A copy of the incident report must be sent to Risk Management.

Employees

In the event of an injury to a college employee, no matter how insignificant, an investigation must be conducted. An accident report must be filed with the Vice President of Administrative Services, Human Resources Department, and Risk Management for review.

Reporting procedures for work-related injuries should be followed in accordance with the College's Workers' Compensation procedures. Normally, it is the responsibility of the immediate supervisor of the injured employee to conduct the investigation.

In the event of a medical emergency, involving an employee, follow the "Reaction to a Severe Work Injury" protocols previously covered in this document. If emergency services have not already been dispatched, the Risk Manager in coordination with other District officials will make the determination if medical care is required and notify the local ambulance service.

Psychological Crisis & Counseling Services

A psychological crisis exists when an individual is threatening harm to self or to others or is out of touch with reality due to severe drug reactions or a psychotic episode. Hallucinations or uncontrollable behavior may manifest as a psychotic episode.

If a psychological crisis occurs:
- Never try to handle a situation you feel is dangerous on your own.

- If exigent circumstances exist, call 9-1-1 and clearly state that you need assistance; give

your name, your location, and the area involved. If it is not urgent, notify the campus non-emergency safety line; 307-681-6050 and/or

Counseling Services/Crisis Intervention:
- If a crisis occurs, the District Counselor can assist the person through use of problem solving and stress management skills to regain a sense of control and return to their prior level of healthy functioning.

- If the incident has exigent circumstances, assistance from local law enforcement and/or EMS may be necessary. This may include:

    o The person in crisis requests immediate psychological assistance.
    o The person is engaging in homicidal or suicidal threats or gestures and may involve the possession of weapons (actual or conceptual).
    o It appears to The District official on the scene the person in crisis is manifesting emotionally disordered behaviors (e.g., hearing voices, catatonic state) while in non-drugged or in non-alcoholic conditions.
    o The District official on-scene is concerned about their own personal safety in managing the incident.

Hostage/Barricade Situation

Definitions
Hostage Situation - A situation where a person is held against their will by a perpetrator who intends to use the safety of the person held as a means of escape or as a bargaining instrument.

Barricade Situation - A situation where a person has restricted their own movement and defied authorities, indicating by their actions that they intend to harm themselves or jeopardize the safety and welfare of others. The barricaded person may or may not have taken a hostage or made a threat to their own life.

The local police authorities have assigned personnel who are well trained, equipped, and experienced in this specific area. In the event of a hostage or barricade situation that is a physical threat to any person, it is The District's procedure to immediately request assistance from the police department having concurrent jurisdiction, and once the assisting jurisdiction has taken command of the incident, to assist and support the agency as needed.

Upon receipt of the initial report of a hostage or barricaded person, The District will notify the Campus Police Officer and/or local authorities by immediately calling 9-1-1. District responders and officials will assist outside law enforcement response by relaying all essential information that may be available, including:

- The number and description of hostage takers and/or barricaded subjects.

- The exact location of the incident, and the number of hostages.

- The type of weapon(s) that may be involved.

- The location(s) for additional units to respond to, and locations to stay clear of.

- The type of incident thought to have preceded the hostage taking or barricading of subjects (if known, do not speculate without some credible information).

The Facilities Director or designee and Safety Monitors shall immediately establish an outer perimeter to secure the area from traffic and bystanders yet allow for emergency access to the area. Adjacent buildings may be evacuated, or community members may be ordered to shelter-in-place. Campus responders should maintain a safe distance so as not to jeopardize their safety or the safety of other campus community members. If available, the Risk Manager should liaise between first responders and District Administration personnel.

Reaction to a Bomb Threat
The most popular method of making bomb threats is by telephone. It is important that as much information as possible be received from a caller. The attached checklist, Appendix F, should be filled out as completely as possible by the party who receives the initial call. The information requested could be beneficial to the police or other authorities in their investigation as well as determining the validity of the call.

All bomb threats should be taken seriously. However, experience has shown that most anonymous threat calls are a hoax, intended to create an atmosphere of anxiety and panic to interrupt normal operations. The District's procedure is to notify District administration and advise of immediate evacuation regarding the threat.

Threats by Phone
All persons who could receive a telephone bomb threat should be taught how to handle the situation effectively. In the event a call is received, the following procedure should be followed:

- Stay calm, be courteous, and do not display fear.
- Listen carefully. During or immediately after the conversation, take notes of the exact time the call was received, the exact words of the caller, and all details such as sex of caller, accent, attitude, background noises, and motive. Use a bomb threat checklist to record the details of the call.
- Advise the caller that the building may be occupied, and the explosion could result in death or serious injury to innocent people (stress innocent).
- Keep the caller talking; the more they say, the more helpful the information. If the caller does not indicate the location of the bomb or the time of detonation, ask them what time it is to go off and where it is located.

- After the phone call, notify 9-1-1 first and then call Campus non-emergency safety line; 307-681-6050.
- Do not discuss the call with anyone outside of Risk Management or District Cabinet members and Incident Management Team unless authorized to do so or required to by law.

Threats by Mail

The following are the instructions on how to handle bomb threats received by mail. The most likely recipients are those who regularly receive mail for each department or facility.

- Place all papers and envelopes associated with the threat in a bag or large envelope (clear plastic bag if possible). Pick up any bomb threat note ONLY by the edge.
- Do not handle written threats any more than absolutely necessary.
- Do not allow anyone else to touch the package or note.
- Evacuate the immediate area and alert the authorities.
- Call 9-1-1 first and then the Campus non-emergency safety line; 307-681-6050.

Note: If the threat is received by email, social media or text message, preserve the message(s) for investigative purposes. Do <u>not</u> respond to the messages or try to engage the message sender in any way.

When notified of a bomb threat, District officials will immediately notify the Gillette Police Department by calling 9-1-1 and the Risk Manager, Facilities Director, or designee. The Risk Manager or designee in coordination with the Emergency Coordinator and IMT leadership group and local law enforcement, will make all decisions relative to the evacuation of the affected building or area. If time permits, Facilities Management personnel shall shut off the natural gas main valve, the fuel oil main valve and electricity not required for emergency equipment. **Water must remain on**.

If it has been determined that an evacuation is warranted, all students, faculty and staff located in the affected building(s) shall be evacuated to a building not affected and at least 100 yards from the building receiving the threat. If local law enforcement officials determine that sufficient time remains before the bomb is expected to explode, an area search should be made.

The Facilities Director, Safety Monitors, Building Captains (as appropriate) and Facilities Management personnel should assist the police as they can by providing access to locked areas and identify objects foreign to the area. If an object suspected to be a bomb is found, **do not touch the object,** leave it to the experts. Leave all doors and windows in the area in their present state or condition. retreat a safe distance but able to prevent others from entry into the area.

Re-entry Search Plans

When Law Enforcement (usually Gillette Police Department) provides an "all clear" and the building can be reoccupied, a search should be conducted. It is not effective to delegate the search to the police alone because they are unfamiliar with the area and do not know which objects in the facility would look unusual or out of place. Security Monitors or other members of the IMT should be organized to search common areas. A search team leader should be designated, and a notification protocol developed to report search results to the The District IMT Leadership Group. The most effective search concludes when all employees are calmly told that the building has been cleared and that it is prudent to check their areas for suspicious objects upon return.

The objective of the search activity is to identify and report suspicious objects. There are several points to be stressed within search plans:

- The search should be systematic (divide the facility into search areas), it should be thorough, and done calmly. Identify areas most accessible to outsiders and areas most vulnerable and search those areas first.

- When searching a room, first search from floor to waist height, then from waist height to eye-level, and finally from eye-level to ceiling. If the room has a false ceiling, the false ceiling should also be inspected and searched.

Nobody should move, touch, or jar any suspicious object or anything attached to it. The removal or disarming of a bomb must be left to law enforcement professionals.

No Bomb Found
If no bomb (or suspicious object) is found, the Facilities Director, Risk Manager, or designee will inform Senior District Leadership.

Suspicious Object Found
If a suspicious object is found, the Building Team Captains should:

- Stress to personnel not to touch or move the object.
- Evacuate personnel from the surrounding area.
- Prevent re-entry to the evacuated area.
- If police are on site, inform them of the situation.
- If police are not on site, call or have someone call 9-1-1 then call or have someone call the campus non-emergency safety line; 307-681-6050.

Bomb Explosion
If there is a bomb explosion, the facilities or security staff should take these steps:

- Call or have someone call 9-1-1.
- Call or have someone call the campus non-emergency safety line; 307-681-6050.
- If able, determine if there are any injuries needing immediate treatment and, if possible, evacuate the building.
- Ensure no one goes near the scene of the explosion except to remove the injured.
- Control access to the area. Be aware other bombs may have been set to detonate at intervals.

Mail-Handling Procedures
The following guidelines have been taken from the USPS Message to Customers and a Center for Disease Control (CDC) Health Advisory.

What constitutes a suspicious letter or parcel?
- Powdery substance on the outside.
- Unexpected or from someone unfamiliar.
- Has excessive postage, handwritten or poorly typed address, incorrect titles or titles with no

name, or misspellings of common words.
- Is addressed to someone no longer with the organization or are otherwise outdated.
- Has no return address, or one that can't be verified as legitimate.
- Is of unusual weight, given their size, or are lopsided or oddly shaped.
- Has an unusual amount of tape.
- Is marked with restrictive endorsements, such as "Personal" or "Confidential".
- Has strange odors or stains.

Each of these indicators alone does NOT necessarily constitute a suspicious letter or parcel. Since these criteria are broad, common sense and good judgment must be used, a large amount of mail and parcels received by The District could easily be considered suspicious.

If you receive a suspicious letter or package:

- Handle with care, don't shake or bump.
- Don't open, smell, touch, or taste.
- Isolate it immediately. Can it be safely placed in a plastic bag or some other type of container, to prevent leakage?
- Treat it as suspect.
- Call the campus non-emergency safety line; 307-681-6050 and/or 9-1-1.

Mail Handling Response Checklist
A printable checklist is available at [Response Checklist: Suspicious Packages & Mail (dc.gov)](#).

CHECKLIST OF ACTIONS TO TAKE

1. Leave the mail piece or substance where it was found. Do not disturb. Do not try to clean up the substance.

2. Clear the immediate area of all persons and keep others away.

3. Instruct people in the immediate area to wash hands and other exposed skin with soap and water.

4. Direct these people to a designated area away from the substance to await further instruction.

5. List the names of the persons in the immediate area of the mail piece or substance.

6. Cordon off the immediate area.

7. Shut down all equipment in the immediate area and HVAC systems (heating, ventilation, and air conditioning).

8. If possible without disturbing the mail piece or substance, document:

Location of mail piece or substance:

_____
_____
_____
_____

Description of substance:

_____
_____
_____
_____

Description of mail piece (markings, labels, declarations, postage):

_____
_____
_____
_____

Addressee's name and address:

_____
_____
_____
_____

Mailer's name and address:

_____
_____
_____
_____

9. Contact and pass information to the appropriate agency. A list of Contacts in Case of Emergency is provided at right.

10. Take actions and make appropriate notifications as directed or as published in your local emergency plan.

Contacts in Case of EMERGENCY

FEDERALLY LEASED OR OWNED FACILITIES

Life-threatening Emergencies
Dial 911 & follow your building's procedures, then:
Notify the Federal Protective Service (FPS) National Toll Free Number:
1-877-4FPS-411 (1-877-437-7411)

Non-Life-threatening Emergencies
Security Issues
Contact local building security management representative, then call:
Federal Protective Service (FPS) National Toll Free Number:
1-877-4FPS-411 (1-877-437-7411)

NEBRASKA AVENUE COMPLEX PROCEDURES

Medical Emergencies
Dial 911, then call:
NAC Security Desk
Phone: (202) 282-9700

Non-Life-threatening Emergencies
NAC Security Desk
Phone: (202) 282-9700

NON-FEDERAL BUILDINGS

Dial 911 or follow your building's procedures.

Reaction to Severe Weather Conditions

If the National Weather Bureau has predicted severe weather conditions, the Facilities Director and Risk Manager in consultation with the President of The District or designee will determine if it is necessary to cancel classes and/or close the campus. On call facility personnel and the Risk Manager will maintain a check on weather conditions by the best means available. Information relative to The District's open/closed status will be communicated to students through the Sheridan Regroup App. via blast email. Additionally, students and staff can obtain information relative to the open/closed status of campus by logging on to The District's website. District staff will also be notified via email.

In the event severe weather conditions occur during normal business hours, the Facilities Director and Risk Manager in consultation with the President of The District or designee will arrange for students and staff to be dismissed before the normal close of business if warranted. The facility will be prepared for severe weather and possible power outages.

Weather Conditions

- WATCH: Indicates conditions are right for the storm to develop.
- WARNING: Indicates a storm has been detected by radar or confirmed and contact is imminent.

Blizzards/Heavy Snows
- Blizzards produce winds of 35 mph or more with temperatures below 20 degrees and dry blowing snow creating zero visibility.
- Blizzards usually only last a couple of hours. If it is not necessary, DO NOT go out. If you get caught in a blizzard or blizzard-like conditions, look for a place to go inside, out of the weather, or stay in your vehicle.

Suggestions for a Winter Emergency Road Kit:
-	traction mat or snow chains	-	flashlight and batteries
-	snow shovel	-	wool blanket
-	"call for help" sign	-	jumper cables

Flooding - Heavy Rainstorms
- Be prepared to move out of low-lying areas if a flood crest is expected.
- Be aware that flooding may occur along rivers and even small tributaries.
- If you are traveling during heavy/severe rainstorms, you should drive slower than normal and avoid areas where the roadway is not visible.
- Flooding may cause washed out roads and bridges, while deep water may obstruct the view of fallen trees and washed-out manhole covers.
- During severe storms, if possible, it's best to stay indoors.
- Secure enough provisions for several days, and do not forget to obtain prescriptions and other items of personal need.

Severe Winds
High wind warnings are typically issued when sustained winds of 40 mph or greater or gusts of 58 mph or greater are expected.
- Postpone outdoor activities if a wind advisory or high wind advisory warning has been issued.
- Facilities personnel and Security Monitors should work collectively to ensure items that could become flying debris are secured or safely stored ahead of a storm with the potential for severe winds.
- Security Monitors should be alert to report damage, downed tree limbs or trees, downed power lines, etc. to ensure such areas can be avoided by campus personnel and appropriate resources can be dedicated to clear hazards to reduce potential injuries, etc.

If people are caught outside during high winds:
- Take cover next to a building or under shelter.
- Stand clear of roadways or train tracks, as a gust may blow you into the path of an oncoming vehicle.
- Use handrails where available on outdoor walkways and avoid other elevated areas such as roofs without adequate railing.
- Watch for flying debris. Tree limbs may break, and street signs may become loose during strong wind gusts. Keep an eye toward nearby balconies for loose objects that may fall.
- Be prepared to shelter-in-place.

Thunderstorms
- Stay indoors and away from electrical appliances while the storm is overhead.
- If lightning catches you OUTSIDE, keep yourself lower than, and a safe distance from, the nearest high conductive object.

Tornadoes
- TORNADO WATCH: Conditions exist for a tornado to develop.
- TORNADO WARNING: A tornado has been sighted or indicated on radar.

*Note***:** Thunderstorms that produce hail can indicate tornados could develop. The larger the hail stone, the more likely that a tornado will occur.

When a tornado is announced:
- Your best protection is an underground shelter (or basement), or a substantial steel-framed or reinforced concrete building.
- If your residence hall or campus building has no basement, take cover under heavy furniture on the ground floor in the center of the building, or in small rooms on the ground floor that are away from outside walls and windows.
- Stay away from windows to avoid flying debris.
- If you are outside and there isn't time to get into a building, take cover and lie flat in the nearest depression, such as a ditch, culvert, excavation, or ravine.
- AVOID AUDITORIUMS AND GYMNASIUMS with large, poorly supported roofs.
- If you are in one of the all-wood buildings, evacuate to a safer location.
- ADMINISTRATIVE or CLASSROOM BUILDINGS: Occupants need to seek safety in an interior hallway on the lowest floor away from windows.

Earthquake Response
Earthquake impact assessment is managed from the EOC, working closely with IMT members, using a variety of resources to determine whether buildings will be open for full or restricted use, or closed for repairs or remediation of specific conditions.

The first step in the building inspection process consists of immediate visual inspections of building exteriors; these are performed by:

- Facilities Management and responding EOC team personnel, who survey conditions at key buildings from their vehicles.
- Building Assessment Teams (BATs) will be designated by division and/or department heads to examine building exteriors in their assigned jurisdiction. The BATs will be primarily comprised of Facilities Management personnel, or teamed with Facilities personnel who have some knowledge on structural issues as they relate to a post-earthquake inspection process. BATs do not enter buildings but send reports on exterior damage characteristics to the central EOC.

Detailed safety inspections are performed by:
- Structural engineers contracted specifically for disaster response.

- Facilities Operations utilities and systems personnel.
- EMS/EMA officials.

During an earthquake, remain calm and quickly follow the steps outlined below:
- IF INDOORS – Seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment.
- IF OUTDOORS – Move quickly away from buildings, utility poles, and other structures. *Caution*: Always avoid power or utility lines as they may be energized.
- IF in an AUTOMOBILE – Stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits but stay in the vehicle for the shelter it offers.
- AFTER the initial shock, evaluate the situation. If emergency help is necessary, call 9-1-1.
- Protect yourself to the best of your ability and be prepared for aftershocks.
- Damaged facilities should be reported to the Department of Facilities Management. *Note*: Gas leaks and power failures create special hazards.
- IF EVACUATION OF A BUILDING has been determined, the building evacuation alarm will be sounded, walk to the nearest marked exit, and ask others to do the same.
- ASSIST the physically challenged in exiting the building. DO NOT USE THE ELEVATORS and DO NOT PANIC.
- Once outside, move to a clear area at least 500 feet away from affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a District official.
- If requested, assist emergency crews as necessary.
- Incident Command may be established near the emergency site. Keep clear of the Command Center unless you have official business.
- Official announcements will be made as information is available. The IMT will make these announcements in coordination and consultation with the President or designee.

Power Failure
Electrical power outages can occur at any time as the result of a storm, accident, or a failure within the delivery system of the electric company or The District. In the event of a disruption or loss of electrical power to any building, the emergency lighting units located throughout the building will be activated. These units will provide sufficient illumination for the building occupants to find their way to the exits. Power failures should be reported immediately to Facilities Management who will contact the Risk Manager and Director of Strategic Marketing and Communications /PIO, if event requires notification distribution. The District President or designee must be notified in the event extensive outages are anticipated.

Loss of Heat
In the event any building experiences the loss of heating service to the building, Facilities Management should be notified immediately. Facilities Management personnel will attempt to correct the problem as quickly as possible. If the internal temperature in the building falls below 65º F, and Facilities Management is unable to assure that the problem will be corrected in 2 hours or less, the Vice President of Administrative Services, with consultation from members of the

Incident Management Team and Residence Life Staff, will decide if relocation of the building's occupants is warranted.

Loss of Water Service
In the event any building experiences the loss of water service to the building, Facilities Management should be notified immediately. Facilities Management personnel will attempt to correct the problem as quickly as possible. If there is a possibility of contamination of the water supply, Facilities Management personnel shall isolate the building(s) by turning off the main water valve. Before service is restored, Facilities Management shall arrange to have the water tested for potability. If water service cannot be restored in a reasonable timeframe, the Facilities Director working with the IMT, and Residence Life Staff shall arrange to have potable water delivered to the affected building(s).

Note: Only qualified maintenance personnel may turn off the main water supplies. If done improperly, it can cause severe damage to fire control systems!

Loss of Gas Service
In the event any building experiences the loss of gas service to the building, Facilities Management should be notified immediately. Facilities Management personnel will attempt to correct the problem as quickly as possible. If a gas leak is evident, notify the Facilities Director and Risk Manager. Evacuate all occupants of the building. Open all doors and windows to ventilate the area. Do not use matches, candles, or other open flame devices, and do not activate (turn on or off) light switches or other electrical appliances.

Emergency Evacuation Procedures
The term evacuation, as used in this plan, means the removal of the occupants of a building or area from an area of danger to an area of safety. Emergency evacuations can be classified as either a campus evacuation or a building evacuation.

- Campus Evacuation is the movement of all students, staff, faculty, and non-essential personnel to a remote location away from the campus.

If a campus evacuation is required, the Risk Manager in consultation with the Director of Residential Life and Housing, Vice President of Academic and Student Affairs, the Vice President of Administrative Services, and the President of The District or their designee are responsible for identifying off-campus sites where members of the community can be temporarily re-located. Temporary relocation sites should be assessed and reviewed on an annual basis in collaboration with the County EMA Director.

If an incident requires a partial or full-scale evacuation, such an evacuation of this magnitude would be temporary and would last only until the emergency no longer exists or alternative housing is secured. The IMT shall assure that the area occupants being evacuated are moved by the most expedient means available.

The Risk Manager shall consult with outside emergency responders and Facilities Management personnel to determine when it is safe to re-occupy an evacuated building or area. Re-entry into

an evacuated building or area by the occupants is prohibited until permission is given by the Risk Manager, the IMT, or emergency first responders.

- Building Evacuation is the movement of a building or area's occupants from an area of danger to an area of safety.

The building fire alarm shall be used as the primary signal to evacuate a building. When the fire alarm sounds, all occupants **must promptly evacuate** the building. Occupants shall calmly evacuate the building following exit signs. **Do not use the elevators**. If time permits, occupants should shut down any procedure that may be hazardous if left unattended and close the doors and windows.

If an evacuation has been ordered, a person in authority must designate someone to assist each disabled person located within the building. This shall be coordinated through the ADA Director in collaboration with the Campus Safety Monitors and Building Captains/Coordinators. If the disabled individual requires assistance to evacuate, proceed with that person to the nearest fire stairway or that serves as the safest place to wait inside with the doors closed until rescue personnel arrive to assist with the evacuation. Another able-bodied evacuee must be instructed to immediately notify rescue workers of the exact location of the individual in need of evacuation assistance. If a Fire stairway is used as a designated safe space, it must provide capability and means of communicating the location of the person(s) requiring extra assistance to Emergency Responders.

After evacuating the building, all evacuees should report to an assembly area designated by emergency response personnel. Such assembly areas shall be located at least 100 yards from the emergency and in a location that will not interfere with emergency response personnel or place evacuees in additional danger.

Protection of Property
Protecting facilities, equipment and vital records is essential to restore normal operations once an emergency has occurred.

Continuity of Operations Plans
The purpose of a Continuity of Operations Plan (COOP) is to establish efficient and effective operations during emergencies, incidents, and disasters. Since all departments have varying functions and processes, it is the responsibility of each business unit or department head within The District to develop and maintain a COOP that addresses the needs of their respective department or building(s). As such, units/departments may seek guidance and request training from Risk Management when developing their COOP, but overall responsibility remains with each department. Once completed, COOPs should be added as a new appendix to this document.

At minimum, a COOP should address the following:
- Pre-emergency planning.
- Appropriate response during the emergency to protect data/property.
- Plans to resume the business function as quickly as possible.
- Plans for alternate housing, if necessary.

- Plans to protect and retrieve electronically stored data.
- Plans to acquire all hardware necessary to resume business.
- Plans to capture all costs associated with business recovery following the emergency.

Pandemic Influenza Emergency Planning
The District Objectives:

- Minimize the risk of pandemic influenza to students, faculty, and staff.
- Support students who remain on campus.
- Continue functions essential to District operations during a pandemic.
- After the pandemic, resume normal teaching, research, and service operations as soon as possible.

The District Planning Assumptions:
Below is a summary of The District's planning assumptions for pandemic influenza.
- The District assumes that the first pandemic influenza outbreaks will occur outside of the U.S. The pandemic's first impact to The District will likely be to students and faculty who are traveling abroad or plan to do so. WHO, CDC, and The District will impose travel restrictions. The District may call people back and cancel planned travel. As with COVID-19, international travelers may be subject to additional restrictions and screening.
- On their own initiative, students may begin to leave campus when the first outbreaks occur.
- The District's greatest risk is an easily transmissible virus with students in residence halls living in close proximity and sharing facilities. It is anticipated that, during a pandemic, a large majority of our resident students would become infected. Caring for large numbers of ill students could severely strain the resources of the District, especially if the local community was similarly impacted and staff resources were similarly depleted.
- If a severe outbreak were to occur, The District should expect to suspend on-campus classes for an undetermined length of time. The District should make the class suspension decision early as possible to allow residential students to return to a less risky home environment.
- After the on-campus class suspension decision has been made, it may take about 72 hours (3 days) for students in residence to vacate, although a small percentage may need to remain longer due to their distance from home and related travel restrictions/problems.
- The District should assume that a small percentage of students will remain in the Gillette area after on-campus classes are suspended because of travel restrictions, other travel difficulties, or because they do not have a suitable alternative living option.

Monitoring and Acting on Pandemic Influenza Stages:
The Risk Manager, Director of Student Affairs, and the IMT will ensure the monitoring of worldwide activity of influenza, and its stages, by tracking the information provided by the County and State Health Departments, the Center for Disease Control and Prevention (CDC), and the World Health Organization (WHO). As any phase changes, the Risk Manager or designated IMT member will notify the IMT and EOC staff to begin planning scenarios, and implementing recommendations after consultation with, and approval from, the President or designee.

Appendix H – Bomb Threat Checklist

BOMB THREAT PROCEDURES

This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:
1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions.

If a bomb threat is received by handwritten note:
- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:
- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

***Refer to your local bomb threat emergency response plan for evacuation criteria**
DO NOT:
- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

WHO TO CONTACT (Select One)
- **911**
- **Follow your local guidelines**

For more information about this form contact the DHS Office for Bombing Prevention at OBP@dhs.gov

Homeland Security 2014

BOMB THREAT CHECKLIST

DATE: _____ TIME: _____

TIME CALLER HUNG UP: _____

PHONE NUMBER WHERE CALL RECEIVED: _____

Ask Caller:
- Where is the bomb located? (building, floor, room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb?   Yes   No
- Why?
- What is your name?

Exact Words of Threat:
_____
_____
_____

Information About Caller:
- Where is the caller located? (background/level of noise)
- Estimated age:
- Is voice familiar? If so, who does it sound like?
- Other points:

Caller's Voice	Background Sounds	Threat Language
☐ Female	☐ Animal noises	☐ Incoherent
☐ Male	☐ House noises	☐ Message read
☐ Accent	☐ Kitchen noises	☐ Taped message
☐ Angry	☐ Street noises	☐ Irrational
☐ Calm	☐ Booth	☐ Profane
☐ Clearing throat	☐ PA system	☐ Well-spoken
☐ Coughing	☐ Conversation	
☐ Cracking voice	☐ Music	
☐ Crying	☐ Motor	
☐ Deep	☐ Clear	
☐ Deep breathing	☐ Static	
☐ Disguised	☐ Office machinery	
☐ Distinct	☐ Factory machinery	
☐ Excited	☐ Local	
☐ Laughter	☐ Long Distance	
☐ Lisp		
☐ Loud	Other Information:	
☐ Nasal		
☐ Normal		
☐ Ragged	_____	
☐ Rapid		
☐ Raspy	_____	
☐ Slow		
☐ Slurred	_____	
☐ Soft		
☐ Stutter	_____	

Checklist available at

Appendix I – General Training/ Instruction Information Regarding Emergency Incidents

The information in this appendix is intended for non-emergency personnel. Faculty, staff, and students should review these suggested responses and become familiar with what emergency responders expect of them in an emergency. This information will also be useful to outline the responses by emergency personnel and to conduct campus-wide training on emergency operations.

You should always dial 9-1-1 for any campus emergency.

Natural Hazards	Human Made Hazards
Medical Emergency	Criminal Activity – Reporting a Crime
Fire or Power Outage	Active Shooter
Hurricane	Bomb Threat or Suspicious Package
Tornado	Fire or Power Outage
Earthquake	Mental Health Crisis / Emergency
Epidemic or Pandemic	Active Shooter

Medical Emergency
Your role during a medical emergency is as follows:

- Remain calm.
- Evaluate the situation – determine if medical assistance is necessary. When in doubt call 9-1-1.
- Dial 9-1-1 or have someone dial 9-1-1 and follow the operator's instructions.
- After 9-1-1, dial or have someone dial the campus non-emergency safety line; 307-681-6050.
- Gather pertinent information about the patient such as name, allergies, food consumed, medications, existing conditions, etc.
- Gather picture ID and insurance card.
- Do not congregate – students should leave the immediate area.
- Do not allow photos to be taken except by authorized personnel (Law Enforcement, Risk Management, etc.)

Fire, Explosion, or Smoke Emergencies
Each District facility has a Fire Safety Plan and building personnel trained to manage fire emergencies within the building. Additionally, The District has volunteer staff and faculty members within each building who have received advanced emergency response training. Each

District facility has modern fire systems that consist of detection, suppression devices, emergency exit signage and fire pull-stations. The District has strategically placed fire extinguishers on all floors of all facilities.

Despite all the resources available, fire and smoke are major causes of concern. Therefore, it is imperative that every member of The District is aware of basic fire prevention and response protocols.

Fire Prevention Tips
- Never leave any items unattended in a microwave or oven while in use. Most cooking fires happen when food is left unattended.
- Candles are not permitted within college facilities.
- Do not overload electrical outlets. Appliances such as refrigerators and microwaves should be plugged directly into wall sockets and not into extension cords.
- Space heaters should be turned off when the area is not occupied, and no objects should be within three feet of the heater.

Your Role During a Fire:
- Remain calm.
- Evaluate the situation.
- If the fire is small, use a fire extinguisher to put out the fire. Remember the acronym PASS.

  - Pull the pin.
  - Aim at the base of the fire.
  - Squeeze the trigger.
  - Sweep back and forth until the fire is extinguished.

- If the fire alarm is not sounding, pull the nearest fire pull-station.
- Evacuate the building immediately. USE THE STAIRS!
- Close doors behind you when evacuating. This will help prevent the fire and smoke from spreading.
- Dial 9-1-1 or have someone dial 9-1-1 and follow the operator's instructions.
- After 9-1-1, dial or have someone dial the campus non-emergency safety line; 307-681-6050.
- Assist others when evacuating.
- If there is a fire alarm, the elevators should go to the lobby floor and open. You will not be able to use the elevators once the alarm sounds.
- Notify District officials or First Responders of anyone injured or in need of assistance.
- Move safely away from the affected building.
- Assist with known information of accountability for all students, faculty, staff, and visitors.

Shelter-in-place during Fire – Evacuation is Unsafe
- Let others know that you cannot evacuate. This should be done verbally or via phone and preferably to 9-1-1.
- If smoke is present, stay low to the floor and hold your breath as much as possible. Breathe through your nose and use a shirt or cloth as a filter.

- Close as many doors as possible between your location and the fire
- Wet and place cloth material around or under doors to prevent smoke from entering the room.
- If the room has a perimeter window, signal to someone outside and call for help.
- Keep the window closed unless breathing is not possible.
- Hang a towel or item from the window, this will indicate to firefighters that you need assistance.

In-Building Relocation

In some minor emergency situations, you may be instructed to move to a safer location within the building. In-Building Relocation instructions include the following:

- o Remain calm and move to the location specified using the closest stairwell.
- o Help others as necessary.
- o If you cannot evacuate, go to the stairwell, and notify others that you need assistance. Remain in the stairwell until help arrives.
- o Help with accountability of all students, faculty, staff, and visitors.
- o Stay in the location until the "all clear" is given.
- o If you feel unsafe at any time, evacuate the facility, and let others know you have done so by calling 9-1-1 and then the campus non-emergency safety line; 307-681-6050 from a cell phone.

Partial Building Evacuation

In some emergency situations you may be asked to evacuate parts of a building or certain floor of a building. If you are in an area that is being evacuated, please follow the instruction below for Full Evacuation.

Full Evacuation

Full Evacuation means that everyone in the building will be evacuated to a muster point designated by the Incident Commander (IC) or designee. If a Full Evacuation is ordered, follow the instructions below:

- o Remain Calm
- o Move to the closest stairway exit. Elevators are not to be used during emergency evacuations.
- o Notify District officials or First Responders of anyone injured or in need of assistance.
- o Proceed to a safe location away from the affected area. District officials and/or emergency responders will guide you to a safer location. Follow their instructions.
- o Stay with the group. Accountability of all personnel is essential during evacuation events.
- o Assist in acquiring accountability of all classmates, students, faculty, staff, and visitors.
- o Remain at the relocation site until given the "all clear" or other instructions from a First Responder or a District official.

Action if you are on fire:
- DO NOT run.
- Stop, Drop and Roll

Actions if you are caught in smoke:
- Drop to hands and knees and crawl toward exit.
- Stay low.
- Hold your breath as much as possible.
- Breathe shallowly through nose; use a shirt or towel as a filter.

Actions if you must move through flames:
- Hold your breath.
- Move quickly.
- Cover your head and hair.
- Keep your head down and your eyes closed.

Tornado
Unlike hurricanes, tornadoes typically come with little to no warning and thus provide very little time to prepare.

The following are definitions regarding tornadoes:

- **Tornado Watch** - Issued by the National Weather Service when conditions are favorable for severe thunderstorms and multiple tornadoes to form in or around the area.

- **Tornado Warning -** Issued by the National Weather Service when a tornado has been sighted or indicated in the warning area.

Actions to take leading up to and during a tornado:

- Take tornado watches very seriously and monitor the weather closely during the warning period.
- Cancel outdoor activities and move indoors.
- During a tornado, immediately move to an interior hallway on a lower level in the middle of the building.
- Stay away from all windows and glass doors.
- DO NOT use the elevators.
- Close and lock all windows and exterior doors.
- Close all window shades, blinds, or curtains.

Actions to take if you are in a vehicle during a tornado:
- Immediately get out of your car and find the nearest, low-level room of a building or storm shelter.
- Never try to outrun a tornado, especially in a congested or urban area.

Actions to take if you are outside during a tornado:
- Find shelter immediately.
- If no shelter is available, find the nearest low-level ditch and lie flat with your hands covering your head.
- Do not seek shelter under a bridge or overpass.
- Beware of flying debris.

Earthquake
Actions to take if you are indoors during an earthquake:
- DROP to the ground.
- TAKE COVER by moving under a sturdy table or other piece of furniture.
- HOLD ON until shaking stops.
- If you cannot take cover under a piece of furniture, tuck your head into your knees and cover your head with your arms.
- Evacuate only after shaking has stopped and it is safe to do so.
- DO NOT USE ELEVATORS!

Actions to take if you are outdoors during an earthquake:
- Remain outdoors; do not enter a building.
- Move away from buildings, trees, streetlights, and utility wires.
- Drop to your knees and into fetal position, close your eyes, and cross your arms over the back of your neck for protection.
- Remain in this position until shaking stops.
- Stay in an open area; the greatest danger exists directly outside buildings, at building exits, and alongside exterior walls.

Actions to take if you are in a vehicle during an earthquake:
- Stop as quickly as safety permits and stay in the vehicle.
- Avoid stopping near or under buildings, trees, overpasses, and utility wires.
- Proceed cautiously once shaking has stopped.
- Avoid roads, bridges, or ramps that might have been damaged by the earthquake.

Actions after an earthquake:
- Do not use matches, lighters, or other sources of ignition.
- Power outages may occur; fire alarms and sprinkler systems may be activated.
- If possible, help persons with disabilities who may need assistance or alert emergency responders to their location.
- Do not enter any building that appears to be unsafe.
- Leave the area if you smell gas or chemical fumes.
- Be prepared for aftershocks.
- If you are properly trained and able, provide first aid to victims.
- Do not move the seriously injured unless they are in immediate danger of further injury.
- Open doors carefully.
- Watch for falling objects.
- Avoid using telephones unless reporting an emergency.

Actions if trapped in a building after an earthquake:
- Call 9-1-1 immediately.
- After 9-1-1, call or have someone call the Campus non-emergency safety line; 307-681-6050.
- Do not use matches, lighters, or other sources of ignition.
- Cover your nose and mouth with cloth to protect against dust.
- If you are properly trained, provide first aid to victims.
- Do not move about or kick up dust.
- Signal for help by whistling or tapping on the building.
- Shout only as a last resort.

Actions to take prior to an earthquake:
- Fasten shelves securely to walls.
- Place large or heavy objects on lower shelves.
- Store breakable items such as bottled foods and glass in low, closed cabinets with latches.
- Hang heavy items such as picture.

Epidemic or Pandemic
New viruses and diseases are encountered every few years. Recent outbreaks have included the Zika Virus, Ebola, SARS, Influenza, H5N1 (Avian Flu), COVID-19 (Coronavirus) and others.

What You Can Do to Help Prevent Getting Sick
- Wash your hands often with soap and warm water or alcohol-based hand cleansers for at least 20 seconds, multiple times per day.
- Avoid contact with people you think might be ill.
- Cough or sneeze into a tissue or the bend in your arm.
- Keep six feet from others if possible while in crowds or public spaces.
- Clean common areas/equipment, computers, phones, office equipment more often.
- In severe pandemic environments, avoid travel in taxis, buses, trains, and airplanes.
- Stay current on health news.
- If you are sick with flu-like symptoms, seek medical attention and do not return to school or work unless you are fever free for 24 hours without use of fever reducing medicine.
- Receive annual vaccines such as the influenza vaccine.

What The District Is Doing
If any epidemic were to reach Gillette in the future, The District is committed to implementing proper protocols and playing an integral role in protecting the health and safety of students, faculty, staff, and visitors.

The following areas highlight District measures for preparation and response to pandemic events:
A Pandemic Coordinator and Response Team – The President or designee will appoint a member of the IMT to head up a response team with defined roles and responsibilities for preparedness, response, and recovery planning. This group will be responsible for planning and coordinating The District's decisions in the case of a local pandemic. This group, when formed,

plans for different outbreak scenarios, including variations in severity of illness, modes of transmission, and rates of infection in the community.

Following State and Federal Recommendations – In the event of a pandemic outbreak, The District is committed to following directives by the Centers for Disease Control and Prevention (CDC) and the Wyoming Department of Health. Scheduled classes, college events, and student activities may be held virtually, postponed, or cancelled. Recommendations for closure of the residence hall and The District will be considered. Under "normal" pandemic circumstances, and upon the recommendation of the CDC and/or State officials, if The District closes, it will remain closed for the minimum days dictated by those authorities.

Student, faculty, and staff travel will be restricted upon the recommendation of the CDC, or other global health organizations.

Providing Awareness to the Community - Standard District email, website, and social media will be the primary sources of communication, unless otherwise indicated by an emergent situation. The District has an Incident Management Plan in place which includes specific messaging for health-related issues. The District maintains an emergency notification system that includes email, text, and phone messages.

Criminal Activity
Reporting a Crime
Community members, students, faculty, staff, and visitors are encouraged to report all crimes and emergencies, in an accurate and prompt manner, directly to local law enforcement authorities by dialing 9-1-1.

Expected Response
In response to a call, the Campus Police Officer or Gillette Police Department designee, or other law enforcement authority with jurisdiction will take actions it deems appropriate, generally dispatching an officer to the caller's location.

The Gillette Police Department is generally responsible for the investigation of any reported crimes and other public safety emergencies. If assistance is required from the Campbell County Fire Department, they will be sent by the 9-1-1 dispatchers upon receiving an emergency call.

Active Shooter
The probability of an active shooter situation occurring on campus is extremely low. In fact, the chances of you being involved with any type of active shooter event throughout your entire lifetime is very remote. However, the consequences of an active shooter event are extremely high and could result in loss of life and severe injuries to numerous individuals. Therefore, it is prudent to be prepared and know what steps to take if you are ever in the presence of an active shooter.

There are three things you need to remember to do in an active shooter situation:

- o **RUN**
- o **HIDE**
- o **FIGHT**

The safest course of action is to run. If you can't run because the shooter is in your vicinity, the second-best course of action is to hide or take shelter in a safe area. The last course of action is to fight. You would fight if confronted by the shooter and there was little chance of escape possible. You would consider this your "last stand" tactics.

For greater insight regarding and active shooter on campus please see the video that was prepared by a group of colleges in Alberta, Canada.
https://www.youtube.com/watch?time_continue=9&v=gHNApS-MC18&feature=emb_title

Run
If you hear shots fired, you should move to the nearest exit away from the direction of the shooting. Using a stairway is typically a good option; you won't have to wait for the elevator and the exits typically lead you quickly out of the building. Follow building Exit signs and evacuate safely. It's a good idea to familiarize yourself with these exits. Although windows are not always suitable for egress, in some facilities, windows may be a preferable escape option.

Once in a safe area, call 9-1-1.

Keep these things in mind while you run:
- The police are on their way – keep your hands visible and follow police commands.
- Don't worry about your personal items – leave them behind and recover them later.
- Use your judgment – there may be some debate on what to do. If you believe that that you can run, then you should run!
- Help others if safe to do so – if you can't help, notify responders that others need help.

Hide (Shelter-in-Place)
If running is not possible, then the next best course of action is hiding or sheltering-in-place. Here are things to do when sheltering-in-place during an active shooter event:
- Move to a room, preferably one that is lockable from the inside.
- Lock the door and cover any windows if possible.
- If the door does not have a lock, then do your best to barricade the door.
- Hide behind large heavy objects that may be able to absorb shots.
- Stay out of the line of site of the shooter.
- Place phones on silent.
- Shut off lights.
- Stay quiet and call or have someone call 9-1-1.
- After 9-1-1, call or have someone call the campus non-emergency safety line; 307-681-6050.
- Begin developing a plan of attack if the shooter enters the room which should include planning your escape.
- Arm yourself with something you can throw at the shooter or use to attack the shooter.

A note about locked doors: Locked doors are very hard to breach and often require specialized equipment that active shooters do not typically possess.

<u>Fight</u>
If it is not possible to run or hide, then you are faced with only a few bad options. You can continue to hide, play dead or fight. Fighting is the best of the bad options. If you are in a locked room, you have some tactical advantages! You know the likely point of entry the shooter will take, and you know when the shooter is preparing to enter. It is best to attack in a large group throwing items, hitting the shooter with heavy items, and then getting the shooter to the ground. For the attacker, it is very difficult to shoot and fight once on the ground and engaged in a struggle with several people. Attacks should be meant to swarm, knock down and immobilize the shooter. Once safe to do so, call 9-1-1.

Things to consider when fighting:
- Doors are hard to breach, lock or barricade if possible.
- Develop a simple plan as a group and attack as one team.
- For the attacker, it is hard to fight from the ground. Place trip hazards in the line of the shooter and/or make the floor slippery if possible. Swarm, knock down, and immobilize the shooter.

Law Enforcement Response
All Law Enforcement Officers are trained to respond to active shooters. They typically respond in a team of three to four officers with the intent of neutralizing the active threat. They may have specialized weapons such as shotguns, rifles, or handguns. Remember that they are human and are likely scared and filled with adrenaline. Help make their decisions easy by keeping your hands visible, following their commands, and avoiding yelling or screaming. Once the scene is secure, emergency medical services will be provided, and the building will be evacuated in an orderly manner.

Recognizing Signs of Potential School/Workplace Violence
Active shooters rarely react on impulse. Attacks are typically planned over long periods of time and behavioral warning signs typically are present prior to an attack. Many shootings have been prevented by individuals who recognize and report potentially troubling behavior. If you suspect that someone may be harmful to themselves or others, report it immediately to someone such as your RA, professor, student life professional staff, facilities staff, or an administrator at The District.

Signs might include the following:
- Noticeably unstable or emotional responses with discussion of violence.
- Explosive outbursts of anger or rage without provocation causing concern of violence.
- Discussion of becoming an active shooter or committing violent acts.
- Talk of previous incidents of violence.
- Empathy with individuals committing violence.
- Increase in unsolicited comments about violence, firearms, and other dangerous weapons and violent crimes.

Additional Resources

DHS Website
http://www.dhs.gov/active-shooter-preparedness

Houston Active Shooter Video
http://www.bing.com/videos/search?q=houston+active+shooter+video&FORM=VIRE1#view=detail&mid=64B0895550E33A3CAFD364B0895550E33A3CAFD3

Power Outage
All District buildings have back up power that allow emergency systems such as exit signs and stairway lighting to continue to function.

If you are in a building that experiences a power outage:
- Remain calm and stay where you are.
- Evacuate only if instructed to do so by emergency personnel or College officials.
- Turn off all electrical devices such as computers. Damage can occur once power is restored.
- All chemicals should be returned to their proper storage place.
- Provide appropriate ventilation by opening all windows and doors.

Elevator Entrapment
- Remain calm.
- Do not attempt to open the elevator door by shaking, jarring, or prying open the elevator door unless directed to do so by emergency personnel.
- Notify the building personnel using the phone in the elevator or by calling 9-1-1.
- After 9-1-1, call the Campus non-emergency safety line; 307-681-6050 from a cell phone.
- Emergency responders and building personnel will respond.

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Appendix J – Associated Maps

Main Gillette Campus
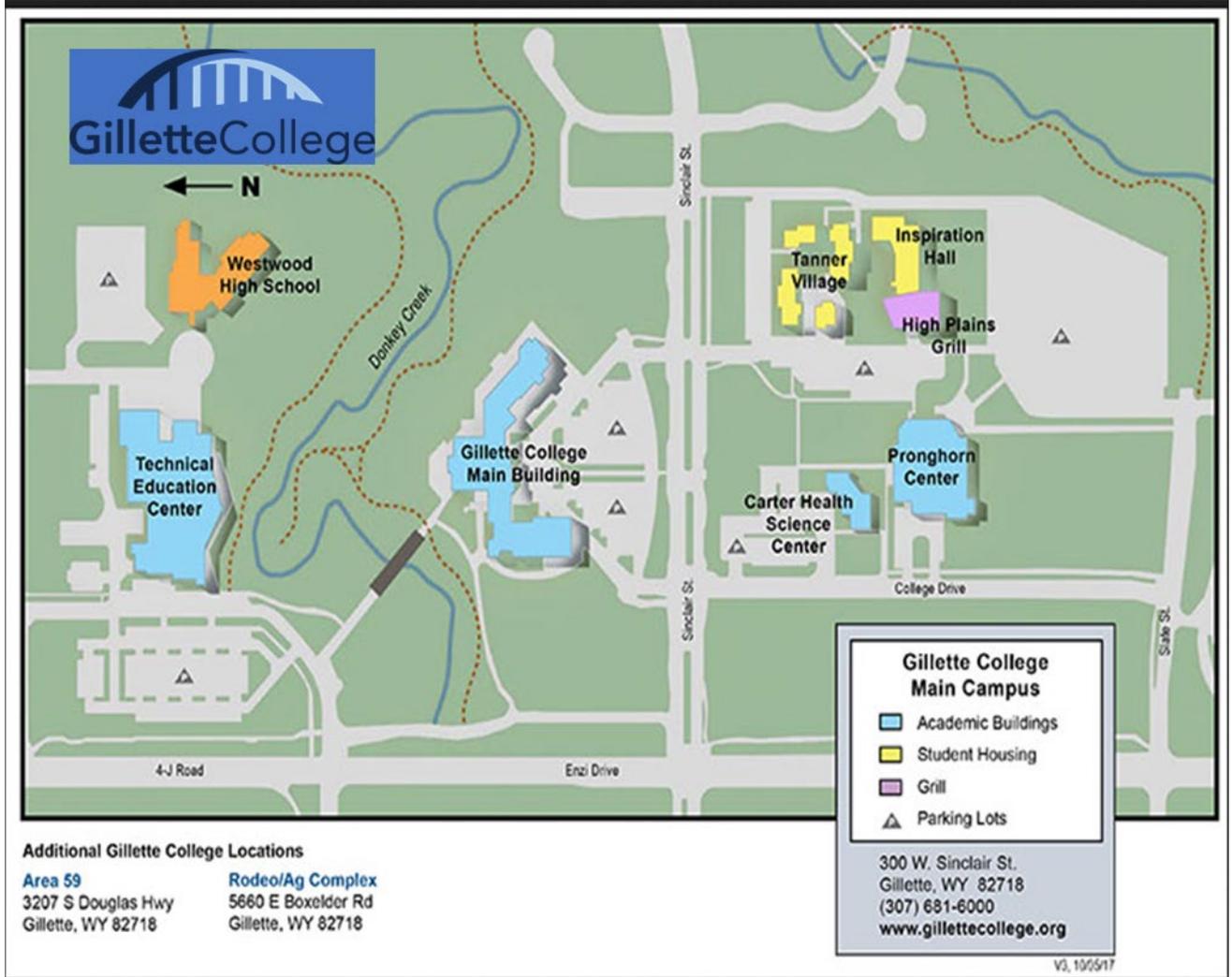
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A Map & Campus Tour is found at: https://www.sheridan.edu/admissions/visit/gillette/gillette-college-virtual-tour/

1.   Technical Education Center (TEC)
2.   Main Bldg. (GCMN)
3.   Carter Health Sciences Center
4.   Pronghorn Center
5.   HI-H2 Tanner Village & Inspiration Hall (residential)
6.   Rodeo Grounds – Located at 5660 E. Boxelder Road, Gillette.

CLERY GEOGRAPHIC LOCATIONS

Clery Off-campus location at 3207 South Douglas Hwy (**Area 59**)

CLERY GEOGRAPHIC LOCATIONS

The CLERY geography for Gillette Community College District is the public property immediately adjacent to or within the core campus, including:

Clery Off-campus location at:
5688 E Boxelder Rd (**Rodeo Complex**)

CLERY GEOGRAPHIC LOCATIONS (on campus)

The CLERY geography for Gillette Community College District is the public property immediately adjacent to or within the core campus, including:

300 West Sinclair (Gillette College Main Building)

251, 253, 255 and 257 West Sinclair (Tanner Village Housing)

265 West Sinclair (Inspiration Hall)

3807 College Dr. (Pronghorn Center)

3801 College Dr. (Health Science Building)

3251 S 4-J Rd (Technical Education Center)

The following roadways should also be included:

Sinclair Drive (from Enzi Dr to N College Park Ct)

College Drive

South 4-J Rd (from Destination Dr to W 4-J)

Enzi Drive (from W 4-J to Slate St)

Slate St (east of 4-J Rd)

Destination Dr

Tec Drive

Opportunity Spur

Appendix K – Timely Warning and Early Notification Distributions

Timely Warning

A Timely Warning will be issued to provide timely notice to The District when a criminal situation occurs on or within the Clery Geography (On Campus, Public Property and Non-campus property), that in the judgment of the Risk Manager, Facilities Director, or IMT may pose a serious or continuing threat to members of the campus community.

Timely Warnings will be distributed as soon as pertinent information is available, in a manner that withholds the names of victims as confidential. The goal of Timely Warnings is to aid in preventing similar crimes or occurrences.

Timely Warnings are primarily distributed by blast email to all students and employees on campus as soon as pertinent information is available to take reasonable precautions to protect themselves. Warnings are also sent or communicated to via the Sheridan Regroup alert email messaging system and posting on the District website.

Timely Warnings are generally written and distributed to the campus community by the Risk Manager and/or Executive Director of Marketing and Strategic Communications. The Risk Manager and Facilities Director have authority to issue a Timely Warning without consultation if approval is not available. Should the Risk Manager or Facilities Director be directly impacted and involved in an incident response or otherwise unavailable, the Executive Director of Marketing and Strategic Communications or any trained member from the Incident Management Team (IMT) could write and send a Timely Warning.

Timely Warnings are typically issued for the following Uniform Crime Reporting (UCR)/National Incident Based Reporting System (NIBRS) crime classifications, specific Clery Act crimes, when they occurred on or within the District's Clery geography (on-campus, off-campus or on public property), <u>and</u> where after review and assessment it is determined that the incident may pose a serious or continuing threat to members of The District:

- Murder/Non-Negligent Manslaughter.
- Aggravated Assault (cases involving assaults among known parties, such as two roommates fighting which results in an aggravated injury, will be evaluated on a case-by-case basis to determine if the individual is believed to be an ongoing threat to the larger District community).
- Robbery involving force or violence (cases including pick pocketing and purse snatching will typically not result in the issuance of a Timely Warning but will be assessed on a case-by-case basis).
- Sexual Assault (considered on a case-by-case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount of information known by the Risk Manager or designee). In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a "timely" warning notice to the community. All cases of sexual assault, including stranger and non-stranger/acquaintance cases, will be assessed for potential issuance of a Campus Safety Alert.

- A string of Burglaries or Motor Vehicle Thefts that occur in reasonable proximity to one another.
- Major incidents of Arson.
- Other Clery crimes as determined necessary by Risk Manager, Vice President of Administrative Services, or their designee.

Crimes that occur outside the campus' primary Clery geography or other non-Clery specific crimes will be evaluated on a case-by-case basis.

Updates to the campus community resulting in a Timely Warning may be distributed via blast email, posted on the college website, or distributed by the Executive Director of Marketing and Strategic Communications, Risk Manager, Facilities Director, or trained members of the IMT.

Timely Warning posters may be posted by Campus Safety Monitors in campus buildings when deemed necessary. Timely Warnings are posted in lobby/entrance areas of key buildings for a time-period determined by the Risk Manager, Facilities Director, or their designees. Professional staff are informed of their responsibility to share Timely Warning information with their sponsored visitors and guests. District staff are instructed to inform conference attendees, camp counselors, and directors or leaders about Timely Warnings and Timely Warning posters that may be posted in areas or residence halls where conference or camp attendees are visiting or occupying.

Campus officials not subject to the timely reporting requirement are those with significant counseling responsibilities who were providing confidential assistance to a crime victim and functioning as a certified counselor on behalf of the institution. The District is not required to issue a Timely Warning with respect to crimes reported to pastoral or professional counselors.

Timely Warning Distribution Matrix

PRIMARY METHODS	Primary Message Creator	Backup Message Creator	Primary Message Sender	Backup Message Sender
Mass Email	Risk Manager, Facilities Director, or Executive Director of Marketing and Strategic Communications	Facilities Director, *or* Any trained member of the IMT	Risk Manager, Facilities Director, or Executive Director of Marketing and Strategic Communications	Director of Student Affairs; or their designee; or, Any trained member of the IMT
Website	Risk Manager or any trained member of Information Technology	Executive Director of Marketing and Strategic Communications or designee	Executive Director of Marketing and Strategic Communications, or any trained member of IMT	Any trained member of Information Technology; or their designee.,

SECONDARY METHODS	Primary Message Creator	Backup Message Creator	Primary Message Sender	Backup Message Sender
Gillette Emergency Messaging Alert System *(Text/Voice/ Email) *Alertus Beacons, and Audible Notification in process*	Risk Manager	Facilities Director; or any trained member of the IMT	Risk Manager or any trained member of the IMT	Facilities Director, or any trained member of the IMT
<u>Posting</u> on Entrance Doors, Lobby Areas, or Bulletin Boards	Risk Manager, Facilities Director, or Executive Director of Marketing and Strategic Communications	Any trained member of the IMT	Safety Monitors, Building Captains, or Building Coordinators Resident Life Office designees	Director of Student Affairs; or, Director of Res Life and Housing
Social Media Platforms	Executive Director of Marketing and Strategic Communications	Executive Assistant of Administration; or any trained member of Information Technology	Executive Director of Marketing and Strategic Communications; Executive Assistant of Administration, or designee	Any trained member of Information Technology
Press Releases	Executive Director of Marketing and Strategic Communications	Executive Assistant of Administration	Executive Assistant of Administration	Executive Director of Marketing and Strategic Communications

Emergency Notification

The District developed a process to notify the campus community in cases of emergency. While it is impossible to predict every significant emergency or dangerous situation that may occur on campus, the following identified situations are examples which may warrant an emergency notification after confirmation: armed/hostile intruder; bomb/explosives (threat); communicable disease outbreak; severe weather; terrorist incident; civil unrest; natural disaster; hazardous materials incident and structural fire.

Emergencies occurring on or within any of The District's Clery geography should be reported to outside emergency responders by dialing 9-1-1. Non-emergencies and 24/7 requests for Facilities, RAs, or Risk Management may be reported to the campus non-emergency safety line: 307-681-6050.

In the event of an emergency, The District adopted a formalized procedure for issuing emergency notifications to the campus community.

The emergency notification system is designed to assist The District in immediately notifying the campus community upon confirmation of a significant emergency or dangerous situation occurring on or near the campus that involves an immediate threat to the health or safety of

students or employees. A threat is imminent when the need for action is instant, overwhelming, and leaves no moment for deliberation. Such situations would include, but are not limited to, a hazardous materials incident requiring shelter-in-place or evacuation, an armed intruder on or near campus, an approaching tornado, or a fire actively raging in a campus building.

The District will, without delay, and considering the safety of the community, determine the content of the notification and initiate the notification system to the appropriate segment or segments of the campus community, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate an emergency.

Emergency notification to the campus can be accomplished through a variety of communications methods. Notification will be made by using Sheridan College's Regroup Emergency Notification System. The District is currently in process of setting up and installing its own Alertus mass communications system. If the regroup system fails or The District deems it appropriate, in-person communication and/or two-way radios may be used to communicate an emergency. Confirmation of the existence of an emergency typically involves the response and assessment by Campus Safety personnel, campus administrators, other District officials, local police, first responders, or the national weather center.

When the Risk Manager, Facilities Director, IMT member or designee becomes aware of a situation that may warrant the issuance of an emergency notification, they will quickly evaluate the situation to determine if a notification is warranted, develop the content of the notification message, and identify the appropriate segment or segments of the campus community who will receive the notification.

The Risk Manager, Facilities Director, or designee have the ability and authority to issue an emergency notification without delay and without further consultation with any other District official. Notification message content is determined based on the type of incident, the context within which it is occurring, and the immediate danger or threat to the campus community and the need to advise campus community members to act further. The District will endeavor to make such notification sufficiently specific to enable recipients to take an appropriate response to the threat. Alertus system pre-canned messages are being developed and prepared as part of emergency management planning to aid in rapid communication processes. In situations lacking the presence of an imminent threat, the Risk Manager, Facilities Director, or designee consults with the Vice President of Administrative Services prior to an emergency notification being issued.

Follow-up notices/communications will be provided as necessary during an active incident and may be provided by the Executive Director of Marketing and Strategic Communications/PIO, Risk Manager, Facilities Director, or a trained member of the IMT. When a threat is neutralized or effectively removed, campus community members will be appropriately informed via any of the listed communication methods.

When the emergency notification system is fully activated using Regroup email or any of the listed communication methods, District officials will notify campus community members of the

emergency, its exact location, and will most likely request community members to protect themselves by evacuating the affected area if it is safe to do so and/or by employing the "shelter-in-place" concept.

Students are automatically enrolled in the Sheridan Regroup email communication system but must opt-in for emergency text and voice messaging if desired. Staff are currently notified by blast email, the District website, and/or available social media platforms.

The local news media may be utilized to disseminate emergency information to members of the larger community, including neighbors, parents and other interested parties. The larger community can also access emergency information via The District homepage or social media.

If there is an immediate threat to the health or safety of students or employees occurring on campus, the District will follow its emergency notification procedures. The District is not required to issue a timely warning based on the same circumstances; however, The District must provide adequate follow-up information to the community as needed.

Emergency/Immediate Distribution Matrix

PRIMARY METHODS	Primary Message Creator	Backup Message Creator	Primary Message Sender	Backup Message Sender
Mass Email	Risk Manager, Facilities Director, or Executive Director of Marketing and Strategic Communications/PIO	Facilities Director; or, Any trained member of the IMT	Risk Manager or Facilities Director or trained member of the IMT	Director of Student Affairs; or their designee; or, Any trained member of the IMT
Gillette Emergency Messaging Alert System *(Text/Voice/ Email) The Alertus Beacons, and Audible Not yet available for use. It is in process.*	Risk Manager	Facilities Director; or trained member of the IMT	Risk Manager or trained member of the IMT	Facilities Director, or any trained member of the IMT

SECONDARY METHODS	Primary Message Creator	Backup Message Creator	Primary Message Sender	Backup Message Sender
Social Media Platforms	Executive Director of Marketing and Strategic Communications/PIO	Executive Assistant of Administration; or any trained member of Information Technology	Executive Director of Marketing and Strategic Communications/PIO; Executive Assistant of Administration, or designee	Any trained member of Information Technology

SECONDARY METHODS	Primary Message Creator	Backup Message Creator	Primary Message Sender	Backup Message Sender
District Website	Risk Manager or any trained member of Information Technology; or Executive Director of Marketing and Strategic Communications or designee	Executive Director of Marketing and Strategic Communications or designee	Executive Director of Marketing and Strategic Communications	Any trained member of Information Technology; or their designee.,
Face-to-Face Communication and Alarm Systems	Risk Manager, Facilities Director, or Executive Director of Marketing and Strategic Communications	Any trained member of the IMT	Safety Monitors, Building Captains, or Building Coordinators Resident Life Office designee	Anyone directed by the IMT or above

Appendix L – <u>**NOT AVAILABLE – RESTRICTED ACCESS**</u>