



EMERGENCY RESPONSE GUIDE

A guide to assist members of the Casper College community in preparing for and responding to various campus emergencies.

Casper College

Section 1: Emergency Response Checklists

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SECTION 1

Introduction

Casper College is committed to supporting the welfare of its students, faculty, staff, and visitors. This emergency response guide provides a set of guidelines to follow to make decisions before or during a critical incident to preserve life and safety.

This guide is an effort to allow the reader to mentally and physically prepare for a range of human-made, natural, and technical threats that can potentially affect Casper College.

Faculty and staff members of Casper College are expected to be familiar with the procedures contained within this guide and to use this information to act appropriately during a critical incident.

The information is intended to be a guideline to help the reader maintain their safety during a critical incident. It is not a doctrine or policy. Every situation is unique, and not every factor that may arise during a critical incident can be foreseen. Readers of this document are strongly encouraged to develop their own plans for critical incidents likely to arise in the areas where they work or study, and to have alternative strategies in mind to augment the information contained in this document.

All Casper College faculty, staff, students, and visitors are strongly encouraged to sign up for the CC Alert system at caspercollege.edu/alert. Information about registering for the Natrona County AlertSense alert system can be found at natrona.net.

Active Shooter

If there is an active shooter or other act of continuing violence:

- Decide whether to run away, hide, or fight. Your choice depends upon how close you are to the shooter. You will not have much time to make this decision.
- If you flee, consider going out windows or other nontraditional means of escape. Leave the building and get as far away as possible. Remain away from the building.
- Call 911 once you reach a place of safety. Inform the 911 operator of the shooter's description, including age, race, gender, and clothing. If you can see what kind of pistol, rifle, etc. they have, tell the 911 operator.
- If you hide, lock or barricade the door, turn off the lights, close the blinds, hide behind something in the room, remain silent, and turn off your

phone. Stay in the room until you are certain that the police have brought the situation under control. Avoid opening the door for any reason.

- If you have no other choice but to fight because you can't run or hide, strike the shooter with anything at your disposal. Strike him hard in vital areas, including the eyes, throat, and groin. Attempt to disarm him and either gain control of his gun or throw it away from him so that he cannot use it.

Remember: The difference between cover and concealment when choosing a potential place to hide — cover stops bullets, concealment only removes you from the line of sight.

- If the shooting has taken place in another building, mobilize your colleagues and lock all exterior doors. Do not open them once they are locked, and discourage students and others from attempting to leave. Await instructions from CC Alert or your building marshal.

Remember: Police will be armed with automatic weapons and wearing helmets, armor, etc. They may point their guns at you, order you to the floor, handcuff you, etc. You will need to put your hands in the air and do exactly as you are told. They don't know whether you are a victim or a suspect at this point. You must not resist or argue with police.

Bomb Threat

If you receive a bomb threat:

- Write down everything the caller says and any caller ID information on your phone display. Ask the caller questions and try to get them to answer such things as the bomb's location, type of bomb, detonation time, why they are doing this, and if they are with a group. Be sure to make a note of any background noises you hear.

Remember:

- Call 911 and leave the area if the caller claims that the bomb is in your work area.
- Be sure to notify your supervisor and call campus security at 307-268-2688.
- Don't open drawers or cabinets, turn light switches on or off, or touch any suspicious packages.

Death on Campus

If you become aware of the death of any person on campus:

- Contact campus security at 307-268-2688 and 911 immediately. Document everything you know about the incident and be ready to make this

information available to the police and campus security. Do not make statements to the public or the media.

Demonstrations, Civil Unrest, and Riots

If a mass disturbance — demonstration, civil disturbance or riot — occurs on or near the campus:

- Secure all records and turn off computers. Lock the exterior doors to the building if possible. Shelter in place. Call campus security at 307-268-2688 and 911 and wait for assistance. Note: If the area where you are sheltered is breached or if some other threat arises, such as fire, evacuate the area and get as far away as possible. Remove all name tags and anything that would identify you as a college employee as well as jackets, ties and other symbols of authority before leaving. Don't confront demonstrators or rioters.

Disease Outbreak

If you or your co-workers begin manifesting signs of an infectious disease:

- Practice standard prevention measures such as hand-washing and decontaminating work surfaces and electronic devices with disinfectant. Avoid sneezing into your hands, maintain distance from others, especially if manifesting symptoms, and wear a face covering.
- Remember: If you are ill, take sick leave and stay home to avoid infecting others.

Earthquake

In the event of an earthquake:

- Get under a strong table or stand in a solid doorway and protect your head from falling ceiling tiles or other objects. As soon as the shaking has stopped, evacuate the building and begin accounting for your co-workers. If you smell gas, call 911 or tell a firefighter. Note: Do not return to the building.

Evacuation

In the event of an evacuation:

- Whether that be the evacuation of a building or all buildings on campus, you will be expected to leave the area immediately and in an orderly way. Continue to the designated meeting point. Do not go to your vehicle or to another location as someone will need to verify that you have exited the building and/or campus and are accounted for and safe.

Explosion

In the event of an explosion:

- Call 911 immediately and campus security at 307-268-2688. If a fire occurs or you smell chemical fumes, evacuate the area and get at least 500 feet from the building. Remove yourself from areas where secondary devices may be planted. Begin accounting for your co-workers.
- Do not evacuate in the direction of the explosion or go toward the area where the explosion occurred, stand near trashcans, dumpsters, or parked cars, and don't stand in a parking lot.

Remember: Terrorists have been known to place secondary bombs at other exits to kill people evacuating and also to shoot people evacuating, so be alert for suspicious people in the area, especially armed people.

Fire

As soon as you see flames or smell smoke:

- Evacuate the building, pull the fire alarm pull station and call 911 when you are out of the building. Once out of the building, report to your evacuation site and begin accounting for your co-workers.
- If the smoke is thick, go to your hands and knees and crawl out of the building. If you are trapped in an office, shove clothing or papers under the door to keep smoke out. Call 911 and tell them exactly where you are.

Remember: Do not use the elevator. Know where at least two evacuation routes are located in case the one nearest you is blocked and stay to the right on the stairs to avoid colliding with responding firefighters.

In the event of an evacuation due to the threat of an approaching wildland fire:

- Follow the evacuation directions given to you. Do not go to your vehicle unless specifically told to do so.

Flood

If you are inside a building when the water rises:

- Go to the uppermost floor that you can reach. Call 911 and campus security at 307-268-2688 and advise them of your location. Do not attempt to walk or drive through rising water as the current may carry you away. Do not touch electrical switches or appliances.

Remember: Watch out for hidden hazards below the surface, and realize that displaced animals may constitute a danger.

Food Poisoning

If you or your co-workers begin manifesting signs of food poisoning:

- Call 911 and campus security at 307-268-2688. Seek medical attention if needed and call poison control at 800-222-1222. Determine if you or multiple people ate the same thing and advise the responders of the contamination's potential source.

Hazardous Materials Spill — Inside

If a hazardous materials spill occurs inside your building:

- Evacuate the area and call 911 and campus security at 307-268-2688. Close the door to the room where the spill occurred, if possible, and encourage others to evacuate. If the spill is giving off fumes or gas, contact physical plant at 307-268-2597 to shut down the heating, ventilation, and air conditioning system.
- When fire and hazmat crews arrive, advise them of the spill location, what chemical it is if known, and whether it was giving off fumes or gas.

Remember: Do not attempt to clean up the spill, as you may not know its properties.

Hazardous Materials Spill — Outside

If a major hazardous materials spill occurs outside your building where fumes may blow over the campus:

- If you are outside, go into the nearest building and locate an interior room with few windows. Close all windows and doors, stuff clothing or paper under the door, and attempt to cover air vents with plastic trash bags, etc. Contact physical plant at 307-268-2597 to shut down the heating, ventilation and air conditioning system.

Remember: Remain sheltered in place until you are advised that the situation is under control, and you are instructed by authorities to evacuate.

Hostage Taker

If an armed person takes you hostage:

- Do everything the person tells you. The first few minutes are critical. The hostage-taker may be under the influence of drugs or alcohol, feel trapped and desperate, and shoot someone either accidentally or as an example to the police. Remove your name tag if you can do so without being noticed. Speak only when spoken to.
- If an opportunity for escape presents itself and you intend to take it, tell no one. Move quickly and without hesitation. Understand that those left behind may be punished for your actions.

Remember:

- Do not offer suggestions or information unless asked.
- Do not appear aggressive, do not cry or make eye contact.
- Do not call attention to yourself or identify yourself as being in charge.

Pandemic

- It is possible that an emergency could be called due to the threat of a pandemic. The Casper-Natrona County Health Department will be the agency to declare or direct the emergency response to a pandemic. Closures of buildings, campus, or even the possibility of a complete lock-down are possible during a pandemic. Follow directions given by the public health officer and law enforcement representatives.

Power Outage

If power is lost to your building:

- Check the elevators to determine if anyone is trapped inside. Contact campus security at 307-268-2688 if you believe someone to be trapped. Try to remain where you are to avoid using stairs and potentially falling in the dark. Wait for information via CC Alert.

Psychiatric Crisis, Suicidal Individual, or Person of Concern

If a person has an emotional breakdown or manifests behavior that you believe is indicative of a psychological crisis:

- Contact a member of the Casper College Care Team. The team includes the director of counseling at 307-268-2267, the director of student life at 307-268-2249, the director of campus security at 307-268-2688 and the vice president for student services at 307-268-2210, among others.
- Call 911 if the crisis appears to be acute and/or dangerous, the person is injured, appears to be overdosing, or is threatening suicide.
- Go to your place of shelter and call 911 if you see a weapon or believe the person to be armed, or if the person begins acting violently.

In addition: If a student or other person makes statements or exhibits behavior that may not be threatening, but you believe that it warrants further attention and follow up, complete a “Student of Concern” report on the CC Care Team page at caspercollege.edu/care-team. This action will generate a notification to the care team. Please include your name so that the team can contact you for further elaboration. Be as detailed as possible in the narrative of the report.

Remember: Stay far away from the person to avoid being grabbed.

Suspicious Packages and White Powder Incidents

If you receive a package or letter that seems suspicious, do not open it:

- Call campus security at 307-268-2688. The things that might make you suspicious of a letter or package include letters that appear excessively thick or stiffened; are heavier at one end than the other; are lop-sided; have excessive postage or unusual international postage; have no return address; have handwritten words such as “Rush,” “Personal,” or “Confidential;” have a cut and/or pasted address; have odors, stains, or unusual sealing methods; have distorted writing or writing that appears to be out of the ordinary; have resistance or pressure when you try to remove the contents; have noises or a liquid “sloshing” from inside the package; and have powder or liquid leaking from the package.

If you open a package or letter and white powder spills out:

- Set the letter or package down gently. Alert your co-workers not to go near the package and to call campus security at 307-268-2688. Go at once to a restroom, wash your hands and remove any clothing that has come into contact with the powder. Drop used paper towels and soiled clothing into the trashcan and tie the bag shut and bring the tied bag back to your workstation and place it away from you. Move away from the package or letter. However, everyone should remain in the area or room where the package was opened.

Remember: Don't touch your face even after you wash your hands. Don't go near the package again but remain in the area. If there is a powder, do not be near enough to the powder to inhale it. Campus security will contact the fire department and hazmat crews. Until they clear the scene, no one is allowed in or out of the room where the package was opened. Once the hazmat crew arrives, they will be in charge of the scene. Give all information to them and do exactly what they say.

Tornadoes and Severe Thunderstorms

If a tornado warning is broadcast while you are indoors:

- Go immediately to the lowest level of the building you are in, preferably the basement, away from windows. Sit on the floor with your back against a wall and put your head between your knees, like the “crash position” in an aircraft. Cover the back of your neck with your interlocked hands. Shelter in an interior room such as a bathroom and avoid large gymnasiums or auditoriums.

If a tornado warning is broadcast while you are outdoors:

- Seek a place of safety. If no building is nearby, lay flat on the ground, preferably in a depression in the earth. Avoid culverts and underpasses and

cover the back of your neck with your hands. Once the tornado has passed, be alert for hazards such as sharp debris, downed power lines, etc. If the building you were in was hit, evacuate the building when the tornado has passed due to structural damage and potential collapse.

Remember: The college warning sirens are not connected to the Natrona County/National Weather Service warning sirens. They will not activate when those sirens do in the event of a tornado warning or other weather-related emergency. Do not rely on college sirens for notification of weather emergencies. The Natrona County/NWS siren system is the official means for outdoor warning at Casper College.

Suppose a tornado warning or severe thunderstorm warning affects the area. In that case, the Natrona County/NWS emergency sirens will activate, and the National Oceanic and Atmospheric Administration weather radio system will also begin broadcasting. Please note the Natrona County/NWS siren system is not intended or capable of alerting people inside buildings. It is intended to alert people outdoors of imminent danger. If your workstation is indoors, the purchase of a NOAA radio is the best way to know if threatening weather conditions exist. Additionally, the CC Alert system will notify of tornado and severe thunderstorm warnings, but not watches, if you are signed up for the alerts.

SECTION II

Background Information About Emergent Events

Despite all efforts to plan for and mitigate them, hazards will continue to affect Casper College and its inhabitants. There also may be hazards or threats that occur which were not foreseen and for which no information is contained in this guide. Critical situations may develop without warning and may occur at any time, including weekends, holidays, and after the close of normal business.

Casper College personnel will respond to critical situations within their ability to do so. In general, Casper College personnel are not law enforcement officers, firefighters, or emergency medical technicians. College personnel will attempt to stabilize the scene consistent with their capabilities, pending the arrival of properly trained and equipped first responders.

In most cases, critical incident management will be handed over to public sector emergency management and public safety officials under the auspices of the incident command system. College officials will be included as part of the unified command structure by the emergency management and public safety officials managing the incident.

College resources may be requested by emergency management and public safety officials for use away from the campus.

Warning systems may be operational, but all messages may not reach all community members. Not all warning systems may be activated in the case of every critical incident.

College officials may delegate responsibilities to subordinates or other departments as necessary.

College public information officers will work in unison with the other agencies involved in the unified command structure to present the most accurate and up-to-date information possible to the public.

Every choice during a critical incident carries inherent risks, and no set of guidelines can provide a complete plan as to a course of action during every incident. Each person must analyze the situation with the information available to them at the time of occurrence and make the best decision that they can, given their knowledge of the incident, their abilities, and the other factors they may be aware of. These decisions may or may not be consistent with the recommendations in this document.

Remember: Whenever any college employee becomes aware of a potentially dangerous or hazardous situation, they should contact campus security at 307-268-2688 and, in the case of a life-threatening issue, call 911. They should also advise their supervisor and refer to this guide for information.

Definitions You Should Know:

- **Evacuation** is the removal of all nonessential personnel from a building, a part of a building, a part of the campus, or the entire campus. Evacuation, when called for by college or outside public safety officials, is mandatory. Persons, once evacuated, may not return to the area evacuated until the incident commander gives permission. When evacuating, a primary and a secondary evacuation site should be agreed upon and known by all persons working in the building. Accountability of persons should be established to determine that everyone has safely left the area.

Remember: Evacuation may be an appropriate course of action during some active shooter incidents, a bomb threat, a fire, a flood, a building collapse, or other hazards threatening a structure or area. It may not be appropriate during some active shooter incidents, some hazardous materials incidents, and most weather-related emergencies.

- **Shelter in Place** means creating a place of relative safety in the area where a person is located during a critical incident. Sheltering in place involves locating a place where occupants of an area can seek protection from a human-made or natural hazard.

Remember: There are many factors to consider when choosing a potential shelter, including a locking door, as few windows as possible, the ability to turn off lights and ventilation, strong walls that provide cover for the occupants, a source of communication with the outside, a water source, and a room or area capable of being secured from the inside. Sheltering in place may be appropriate during active shooter situations, weather emergencies, and some hazardous materials incidents. Sheltering in place is usually not appropriate during fires.

Essential Personnel

During a critical incident, certain Casper College employees will be designated as essential personnel. If other faculty and staff are evacuated or sent home, those designated as essential will remain to assist in responding to the incident. They may be required to remain on campus beyond their regular work period and may be required to remain on campus for an indefinite time. Such employees may include, but not be limited to the college president and vice presidents; the director of public relations, campus security, physical plant, human resources, financial services, student life and housing, counseling, student health, information technology, media services, athletics; and other directors of departments and deans of schools. Others include campus security officers, the residence hall area coordinator, the coordinator of student activities, and any other professional or student employee of any of the offices named above as designated.

Campus Closures and State of Emergency

The college president or his designee may declare a campus state of emergency and/or order the campus closed for business.

During a period when a state of emergency or a campus closure has been declared, only people with appropriate identification, as determined by the president or his designee, may be authorized to be on campus. The president or his designee may decide that no one, including any or all members of the faculty, staff, or student body of the college, may be allowed on campus at his discretion.

The president or his designee may decide to close the campus for the whole day or part of the day. Depending upon the circumstances causing the closure, all-day classes and activities or all evening classes and activities, or both, may be canceled.

In the event of a closure, the director of public relations or his designee will use the college's notification systems to announce the closure and contact the media to inform the public. Campus security will lock the exterior doors to

all buildings. Essential personnel may be required to remain on duty during a state of emergency or campus closure at the discretion of the president or his designee.

CC Alert and Notification Systems

During a critical incident, all or some of the alert and notification systems available to the college may be utilized to transmit information to the public's hands. These systems include telephones, the college website, social media, the CC Alert text, phone, and email alert system, employee email, external warning siren and public address system, the mobile public address system in patrol cars, on-campus television monitors, and building-by-building direct notification.

The television, radio, and print media may be contacted by the public relations director to broadcast press releases from their office. The Natrona County Office of Emergency Management may be contacted to issue an AlertSense alert under their county-wide text and phone system or transmit information over the county-wide external warning siren system. Not all systems may be deployed during every critical incident, based upon the dynamics of the incident and deployment feasibility.

Note: The college's responsibility to notify students of an immediate threat to health or safety due to an actual significant emergency or dangerous situation as required by the Jeanne Clery Act and the Higher Education Opportunity Act is unaffected by this section. Such notifications will be made immediately through any or all of the above means upon confirmation of a threat to the community.

Emergency Operations Centers — EOCs

The Casper College administration has identified three primary emergency operations centers on campus for use during an extended critical incident:

- The Walter H. Nolte Gateway Center board room, Room 312.
- The Sharon J. Nichols Auditorium in the Neil and Doris McMurry Career Studies Center, Room 160
- The Writing Center, Strausner Hall, Room 207.

One off-campus EOC has also been designated, the Werner Wildlife Museum, 405 E. 15th Street.

Suppose the critical incident is of sufficient duration to require an EOC. In that case, the president, members of his cabinet, and other college officials will assemble in the president's designated emergency operation center and establish communication. If none of these areas are accessible due to the

critical incident or are used for another reason, an alternate site will be chosen. Public safety and emergency management officials may choose to center their operations in this room as well. However, a separate command post closer to the site of the incident will also likely be established.

The director of public relations and the other public information officers under the unified command structure will establish a joint information center to issue press releases within the EOC. Members of the public and the press will not be allowed access to enter the EOC.

Universal Recommendations and Reminders

- Don't assume that someone else has called 911 or campus security. Upon confirmation of a hazardous situation, make the call yourself.
- In the event of a fire, do not attempt to fight it yourself unless it is extremely minor, such as an ashtray or trashcan. Call 911 and pull the fire alarm station nearest to where you are while evacuating.
- In the event of an assault, a large disturbance, a person brandishing a weapon, or an explosion, call 911 and take appropriate action to either evacuate or shelter in place until aid arrives.
- If someone is not breathing, has obvious broken bones, is bleeding profusely, choking, has been electrocuted, has succumbed to chemicals, or is otherwise in obvious need of major aid, call 911. If it is safe to do so, attempt to render aid until help arrives. Be cautious of electrical lines, chemicals, hostile persons, and other hazards before deciding to render aid.
- When evacuating a building, do not use elevators.
- Once outside, assemble in your designated evacuation spot and begin to account for co-workers.
- If someone is trapped inside the building due to a disability or injury, inform a firefighter or police officer.
- Report any relevant information to a college administrator or campus security officer.
- Do not panic and attempt to keep others from panicking.
- If you can, attempt to assist others in evacuating or reaching a place of shelter.
- Know the location of fire alarms, fire extinguishers, and emergency exits. Have alternate exits identified in case your primary route is blocked.
- Do not reenter the building for any reason once evacuated.
- Obey all instructions of emergency services personnel or security officers.

Logistics

Drills, Exercises and Training

The college will conduct drills and exercises, ranging from orientations and tabletops to full-scale in coordination with our emergency management and public safety partners. These exercises will take place at least annually and will vary in their content and scenario.

Training sessions on preparedness and safety are offered periodically through the campus security department, and new faculty are given orientation training about classroom and office safety issues.

Building Marshals

Employees across the campus have been designated as building marshals to act during critical incidents to safeguard the community. These people, all of whom are volunteers, are equipped with a pack of basic emergency supplies and are tasked with making notifications within the building, maintaining employees' accountability, and communicating with college authorities during a crisis.

Exterior Locking

Wait for physical plant or campus security. Automatic locking systems are being added to the buildings on campus. In the event of an emergency, these buildings can be automatically locked with the push of a button. This will allow staff and students who are in the building to vacate through the exterior doors and will not allow anyone to enter the building through the exterior doors.

Faculty and staff members who work in a building with a crash-bar locking system utilizing an Allen wrench to secure the exterior doors have been offered an Allen wrench. As such, many faculty and staff members in these buildings can secure any exterior doors that they are near during a critical event without having to wait for physical plant or campus security.

Panic Button

In designated areas on campus a panic button is accessible. Once the button is pushed it notifies campus security. If the incident warrants the calling of local law enforcement and/or medical services call 911.



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