



WATC

WICHITA AREA TECHNICAL COLLEGE

# **Emergency Operations Plan**

## **OVERVIEW AND RATIONALE**

The Wichita Area Technical College (WATC) realizes the current climate of safety at colleges and universities across the nation and has the potential to cause concern for the safety of faculty, staff, and students as a result of injuries and fatalities through shootings, natural disasters, and other means. As such, it is imperative for the college to establish a working and living safety plan to protect the students, faculty, and staff to the best of its ability, provide a safe and secure learning, teaching, and working environment, and to provide guidance and resources.

The administration acknowledges and recommends that this safety plan is an ongoing living work in progress in order to continuously review and update the most current safety measures for the environment. They further acknowledge the impossibility and danger in providing a specific procedure for unanticipated events because each event is contextual, situation-specific, has its own set of characteristics, and to do so potentially could provide misleading and inappropriate guidance. The prevailing rule in any safety or crisis situation is communication, to trust one's instincts, exercise sound judgment based on an analysis of the event to the best of one's ability, exercise common sense, and to remain calm in order to provide leadership for those we are responsible.

Responsibility for emergency response and recovery at Wichita Area Technical College has been delegated to the College, subject to the laws of the State of Kansas and the policies, rules and regulations of the Kansas Board of Regents, pursuant to K.S.A. 76-725. The WATC Emergency Operations Plan (EOP) describes the duties and responsibilities of designated individuals, and groups within the College community in the event of a disaster.

This plan is a guide to be used in all phases of Emergency Management and Operations in order to minimize the impact of emergencies, to protect life and property, and to restore the normal functioning of the College following an emergency.

In accordance with the Homeland Security Presidential Directive (HSPD) 5 and Governor's Executive Order 05-03, College agencies or departments with responsibilities delineated in this Emergency Operations Plan will use the National Incident Management System. The National Incident Management System insures proper coordination between local, state, and federal organizations in emergency operations.

To that end, the authors of this document researched and reviewed extensively the literature, research, and existing plans from numerous higher education institutions, and the existing and evolving safety efforts on the WATC campus and in the general Wichita area. It is of utmost importance that the plan be supported with constant and continuous proactive safety and security efforts of the WATC community at large. Together, they will work together to keep the college faculty, staff and students secure.

## **INTRODUCTION**

The basic emergency procedures outlined in this plan are designed to inform and prepare the WATC faculty and staff for campus emergencies. The goal is to improve the ability of the college to protect lives and property through effective use of college and campus community resources in emergency situations. In the event of an emergency, procedures contained in this plan will be implemented as needed.

Whenever an emergency situation affecting the campus reaches proportions that cannot be handled by routine measures, the college President or designee may declare a state of emergency, and implement this plan at the appropriate level to mitigate the emergency.

This Emergency Operations Plan (EOP) is purposely designed to be flexible to handle any unexpected emergency situation. Flexibility will allow the college to accommodate the individual magnitude of severity that each emergency may present.

These procedures apply to all employees of WATC. Exception is given to those employees working at sites governed by other City, State or Federal agencies. Those employees are expected to follow direction and procedure as dictated by their specific site.

The WATC EOP is based on a realistic approach to problems likely to be encountered on campus during a major emergency or disaster. General assumptions are:

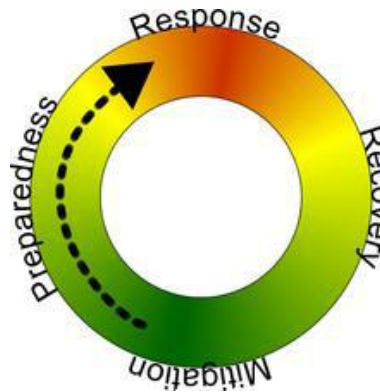
- An emergency or disaster may occur at any time day or night, weekday or weekend, with little or no warning.
- The succession of events in an emergency is not predictable. Support and operational plans serve only as guidelines and checklists, and may require modification in order to meet the specific nature of any particular major emergency or disaster.
- Disasters most likely will affect the availability of local, state, and federal services. Emergency services may not be available, and a delay in off-campus emergency response and assistance may be expected up to 72 hours.
- Media contact will be routed through the college Public Information Officer (PIO) or as directed by the President, typically the Incident Commander, or his designee.
- Key personnel may not be available or unable to carry out tasks and activities during an emergency.

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## The Four Phases of Emergency Management

<p><b>MITIGATION</b></p> <p>Preventing future emergencies or minimizing their effects</p>	<ul style="list-style-type: none"> <li>• Includes any activities that prevent an emergency, reduce the chance of an emergency happening, or reduce the damaging effects of unavoidable emergencies.</li> <li>• Mitigation activities take place <b>before</b> and <b>after</b> emergencies.</li> </ul>
<p><b>PREPAREDNESS</b></p> <p>Preparing to handle an emergency</p>	<ul style="list-style-type: none"> <li>• Includes plans or preparations made to save lives and to help response and rescue operations.</li> <li>• Evacuation plans is an examples of preparedness.</li> <li>• Preparedness activities take place <b>before</b> an emergency occurs.</li> </ul>
<p><b>Response</b></p> <p>Responding safely to an emergency</p>	<ul style="list-style-type: none"> <li>• Includes actions taken to save lives and prevent further property damage in an emergency situation. Response is putting your preparedness plans into action.</li> <li>• Turning off gas valves and seeking shelter from a tornado are both response activities.</li> <li>• Response activities take place <b>during</b> an emergency.</li> </ul>
<p><b>RECOVERY</b></p> <p>Recovering from an emergency</p>	<ul style="list-style-type: none"> <li>• Includes actions taken to return to normal activities following an emergency.</li> <li>• Recovery includes getting financial assistance to help pay for the repairs.</li> <li>• Recovery activities take place <b>after</b> an emergency.</li> </ul>

## **PURPOSE**

The purpose of the WATC Emergency Operations Plan (EOP) is to establish a continuing state of emergency readiness and response. The EOP will be used to manage campus emergency incidents to protect life to the maximum extent possible, the environment, college and personal property, and to restore the campus to normal operating conditions in the shortest possible time. While it is not possible to cover every conceivable situation, the EOP provides the basic administrative structure and protocols necessary to cope with emergency situations through effective use of college and campus resources.

The EOP is designed to provide a single source of information to protect WATC employees, students, and visitors during emergency situations. It is also intended to facilitate an effective response to emergencies by outside responders by providing the early initiation of a recognized incident command/management, control, and communication structure.

The EOP will assist in “normalizing” the educational process following a critical incident. The key element to remember while working with people involved in a critical incident is that they are “experiencing normal reactions to abnormal events” and are exposed to critical incident stress. Their actions and reactions may render them unable to provide assistance (p135, Crisis Management and the School Community).



## **SCOPE**

This EOP covers emergencies on the WATC main campus and all satellite sites.

Numerous natural or man-made disasters and hazards can affect the college and pose an actual or potential threat to public health and safety on the college campus. A comprehensive emergency plan is needed to ensure the protection of students, employees and the public from the effects of critical incidents and emergencies.

This plan may be activated in response to a regional or national crisis that affects the college. Any emergency that affects our students, faculty, and/or staff community is considered a college emergency.

This plan is designed to enable faculty, staff, and students to successfully cope with campus critical incidents and emergencies. The overall ability of college personnel to respond to any incident will rely primarily upon preplanned procedures, incident action plans, business continuity plans, and the college's or building's existing or Standard Operating Procedures (SOPs) and directives.

This plan, while primarily local in scope, is intended to be able to support a comprehensive, national, all-hazards approach to domestic incident management across a spectrum of activities including mitigation, preparedness, response, and recovery

This EOP currently includes this basic plan, Incident Actions Plans, building and facility plans and other approved instruments and inclusions intended to augment, assist, support, or amend plans during emergency operations conducted in response to a critical incident, crisis, or disaster.

An EOP guides preparedness, response, recovery, and mitigation actions and may be activated during any of the following incidents, which may include, but are not limited to:

- Active Shooters
- Aircraft Incidents and/or Crashes
- Bombs and/or Bomb Threats
- Civil Disorder/Disturbances
- Cyber Attacks
- Explosions
- Fires
- Floods
- Hostage Situations
- Medical Emergencies: Severe/Mass Casualty incidents
- Snow Emergencies
- Structural Collapse
- Tornados
- Utility Emergencies

Emergency Operation Plans should:

- Include a risk assessment that would ideally address threat, consequence, and vulnerability
- Be developed in coordination with state and local community partners (law enforcement, fire personnel, local government, public and mental health agencies, etc.)
- Include establishment of an Incident Command System (ICS)
- Be available for review by the campus community
- Be in alignment with the National Incident Management System (NIMS)
- Include the use of exercises, drills, and training; and
- Be a “living document,” continuously reviewed, practiced and updated

# Emergency Telephone Numbers

<b>General Emergency</b> <i>Ambulance, Fire, Police</i>	<b>911</b>
<b>Emergency Services</b>	
Wichita Police Department	268-4111
Patrol North Bureau	350-3400
Patrol South Bureau	350-3440
Patrol East Bureau	350-3420
Patrol West Bureau	350-3460
Sedgwick County Sheriff's Office	660-9000
Wichita Fire Department	268-4510
<b>Utilities</b>	
Kansas Gas Service	1-800-482-4950
Mid-America Poison Control	1-800-222-1222
City Utilities Department (Water & Sewer)	265-1300
<b>Local Hospitals</b>	
Wesley Hospital ER	962-2222
St. Francis Hospital ER	268-8050
St. Joseph Hospital ER	265-5505
<b>Wichita State College</b>	
Directory Assistance	978-3456
WSU Police Department	978-3450
<b>Military</b>	
McConnell Air force Base	759-6020
Air National Guard	759-7425
<b>Other</b>	
American Red Cross	265-6601
Federal Bureau of Investigation	262-0031
Kansas Bureau of Investigation	337-6100

**PLAN AUTHORITY AND DATE OF EFFECT**

As the President of this College, I direct that this Emergency Operations Plan (EOP) shall be in full force and effect as of the date of my signature affixed below.

**This Emergency Operations Plan has been reviewed and approved by:**

--

**WATC President, Dr. Anthony Kinkel**

**Date**

--

**WATC VP of Administration and Finance, Doug Brantner**

**Date**

--

**WATC Executive Director of Human Resources, Rachel Prine**

**Date**

--

**WATC VP of Academic Affairs, Sheree Utash**

**Date**

--

**WATC Executive Director of Recruiting & Marketing, TBA**

**Date**

--

**Vice President of Student Services and Workforce Development, James Fly** **Date**

--

**Executive Director of Strategy Mgmt & Technology, Randy Roebuck**

**Date**

**WATC ADMINISTRATION**

		<b><u>Number</u></b>
Dr. Anthony Kinkel	College President	677-9500
Doug Brantner	VP of Administration and Finance	677-9507
Rachel Prine	Executive Director of Human Resources	677-1619
Sheree Utash	VP of Academic Affairs	677-9536
James Fly	VP of Student Services and Workforce Development	677-1679
Randy Roebuck	Executive Director of Strategy Mgmt and Technology	677-9437

**CRISIS TEAM**

Below is a list of Crisis Team Leaders. Each leader will utilize their staff to accomplish the primary responsibilities. It is essential that staff members follow the instructions from their team leader.

**TEAM LEADERS**

**PRIMARY RESPONSIBILITIES**

Dr. Anthony Kinkel	* Direct crisis/emergency activities * Manage dissemination of information to the public
Sheree Utash	* Direct crisis/emergency activities * Manage dissemination of information to the public
Randy Roebuck	* Direct crisis/emergency activities
Medical Faculty	* Provide emergency medical assistance to victim(s) * Direct medical assistance until relieved by qualified emergency workers
Rachel Prine	* Provide psychological assurance/assistance to victim(s)
Jim Fly	* Provide psychological assurance/assistance to victim(s)
Kirk Peterson	* Safety/Security
Leslie Berryhill	* Safety/Security

**CRISIS TEAM RULES**

- Stay calm and communicate.
- Follow the instructions of the team leader and take charge in your area(s) of responsibility.
- Authority may be delegated by the team leader, so cooperation with other team members is important.
- Be flexible.
- Be aware of your own safety and care for the needs and safety of victim(s).
- Medical and psychological needs are a high priority.
- Cooperate with authorized personnel and first responders.
- If instructions aren't clear, be sure to ask for clarification.
- Assign a scribe or note taker to record the incident and actions.

## **INCIDENT COMMAND POSTS**

When necessary, an Incident Command Post (ICP) will be set-up to manage a crisis situation. The locations of the ICP will be determined as appropriate (see \*Note\* below). ICP will serve as an information consolidation area and as a location for coordinating crisis activities. Administrators and designated members of the Crisis Team shall have the responsibility of directing and coordinating the functions of this area.

\*Note\* If an emergency need arises which must be met **on-campus**, the following locations are recommended due to access to water, ice, storage of first aid supplies, and table space if needed:

### **NCAT Campus**

- Student Commons and Auditorium

### **Grove Campus**

- Student Commons (B4)

### **Southside Campus**

- Student Commons Area

If an emergency situation does arise which makes on-campus buildings unavailable, or if additional space is needed, the following **off-campus** properties can be used as alternative sites due to availability of water, space and shelter.

### **NCAT Campus**

- Sonaca NMF – 9313 E. 39<sup>th</sup> St. N. Phone: 634-2500  
Facility point of contact for access is Kevin Natale

### **Grove Campus**

- East High School – 2301 E. Douglas Phone: 973-7200  
Facility point of contact for access is Officer John Biagini

### **Southside Campus**

- Youthville – 4505 E. 47<sup>th</sup> St. South Phone: 529-9216  
Facility point of contact for access is Kelsey Sheffler

The Command Post will provide for and/or maintain the following:

- I. An accurate up-to-date file of students
- II. The coordination of all incoming and outgoing telephone calls, maintaining:
  - A. A list of key contacts, including
    1. Fire Department
    2. Law Enforcement
    3. Staff

- 4. Others
  - B. Draft a general statement that will address questions from callers.
- III. Building/campus layout and structural information, and hazardous material(s) information
- A. Campus/building(s) map(s), architectural drawings, room numbers and room utilization information
  - B. MSDS records (hazardous materials).
- IV. Necessary emergency equipment and supplies (72 Hour Sustainability)
- A. Basic first aid supplies
  - B. Flashlights or other Auxiliary lighting sources
  - C. Vending Machine Contents
- V. It is important that the Command Post be kept informed and keeps accurate and up-to-date information relative to a crisis. Crisis Team members will report to the Command Post regularly to receive information and to give progress reports on the following:
- A. Injuries
  - B. Damage
  - C. Revised schedules and plans of action
  - D. Progress report of crisis situation

VI. Media Interaction:

Working with the media will present a challenge during any crisis. It is important that accurate information be given out to the media; and because of this, any incident deemed a Level 4 (Disaster Incident) the release will be given by fire or law enforcement officials only. If media is seeking a statement from college personnel, they should be directed to the President's Office after the incident is contained and/or resolved. If the incident is classified it is a Level 2 (Minor Incident) or Level 3 (Major Incident) the press release may be made by the Senior VP of Academic Affairs & Learner Services or his/her designee. Administrators have sole authority in addressing media inquiries.

- A. Identify and provide a room or open area for the media to meet.
  - 1. Cooperate with reasonable request for other accommodation requests (access to electrical outlets, restrooms, phones, etc.)
- B. Advise media of the following:
  - 1. Immediately following a crisis, the media will be advised that they will receive all information from the assigned Public Information Officer



2. If classes can be resumed following the crisis, reporters and cameras will not be allowed into classrooms during class time. Advise students that WATC has provided a single source for information in order to prevent confusion and that they are under no obligation to speak with reporters. Because of the public nature of the WATC campus, Staff should not interfere with reporters attempting to get information from students between classes or before and after classes.

VII. Updates and press releases should be made through Social Media Notifications including:

1. WATC Facebook page
2. Student E-mail accounts
3. Emergency Texts
4. WATC web page and intranet

It is imperative that accurate information is given out to the faculty, staff, student body and media. False or assumed information may damage the investigation of events and the college's reputation.

## **GENERAL CRISIS SITUATIONS**

### **Crisis Team - Immediate Action Procedures**

#### **First -**

Take action for your own safety when faced with immediate peril; you cannot be of assistance if you become a victim.

#### **Second -**

Quickly assess the situation, mentally noting:

- Whether the threat is actual or suspected
- The seriousness of an actual threat
- Whether a 911 call is needed
- Time available for response
- The availability and whereabouts of other crisis team members
- Whether to initiate evacuation or shelter procures if not already initiated

#### **Third -**

Call for immediate action, as necessary, according to initial assessment (delegate activities as appropriate)

Notify other available crisis team members of the threat situation as soon as possible

#### **Fourth -**

Carry out prescribed roles as required in applicable immediate action procedures

#### **Fifth –**

Document and notate events as they unfold and actions taken. Remember to notate numbers called and individuals talked to.

## **BUILDINGS AND GROUNDS**

### Blueprints

The Director of Operations and Facilities should have access to the architectural plans for the college, and they should be located online at ([https://intranet.watc.edu/IT\\_Facil/Facilities/default.aspx](https://intranet.watc.edu/IT_Facil/Facilities/default.aspx)) along with general plans filed with this Emergency Operations Plan (see Appendix C).

### Fire Alarms and Utilities

- NCAT masters are located in room S146 (southeast end of the complex near receiving) and room M128 (northeast end of 200 bldg)
- Southside Center masters are located in room D103 (center of the complex, behind the stairs and elevator)
- Because of the unique design of each of the Grove campus' four (4) buildings, each building has its utilities in a different place. See master floor plans for additional information.

### Fire Extinguishers

Fire extinguishers are located in convenient, accessible places throughout all buildings.

## **PRE-CRISIS PLANNING**

Being prepared through advanced planning and practice exercises on campus and communication of expectations of our peers, improves the chances of the WATC community surviving and recovering from an emergency. Everyone is best served when the entire campus takes time to respond to an emergency in a practical and thoughtful manner. To initiate a timely, effective, and efficient response, employees must understand their role as first responders on campus and the levels of emergency requiring immediate action. The levels of emergency include the following definitions:

### **Level 1 Normal Campus Conditions (Minor Emergency)**

Level 1 is for when the normal campus conditions exist. There is no need for an unusual response or additional planning.

### **Level 2 Critical Incident (Minor Emergency)**

Level 2 emergency incidents affect a minimum number of people, individual room(s) of a building, or a localized outside area. Level 2 events generally can be controlled by a minimum number of personnel and require only limited (or no) evacuation of the building or area. No formal campus-wide declaration is usually made and the Incident Command System described in this Emergency Operations Plan is not activated. Examples of Level 2 emergencies include incidents that require standard first aid treatment, such as a sudden illness or minor injury.

### **Level 3 Crisis (Major Emergency)**

Level 3 emergency incidents affect an entire building or a large outside area, and require a coordinated effort by facilities personnel, administration, and/or other emergency response personnel. Potentially, this level may affect larger numbers of people, interrupt normal operations for a longer period of time than a Level 2 incident, and may involve evacuation of a building or area. No formal, campus-wide emergency declaration is usually made; the emergency situation will dictate to what extent, if any, the Incident Command System is activated. Level 3 emergencies include small fires, localized suspicious odors, leaking and overheated fluorescent light ballasts, small chemical spills, or injuries requiring medical attention by paramedics or transport to a hospital by ambulance.

### **Level 4 Disaster (Severe; Man-made or Natural Emergency)**

Level 4 emergency incidents affect more than one building or a major portion of the campus, and include major events in the surrounding community that affect the campus. Level 4 emergencies typically involve the interruption of normal operations throughout the campus for an unknown period of time and require implementation of the Incident Command System to provide control until the incident is concluded. Sheltering large numbers of people on campus or evacuating numerous campus areas, buildings or the entire campus may be required. This level of emergency also may include a campus isolated from normal emergency personnel response for an extended period of time. Campus self-sufficiency, sustainable up to 72 hours, should be

planned for an incident of this magnitude. The college president or designated representative will issue a formal campus emergency declaration. Examples of Level 4 emergencies include major earthquakes, local airplane crashes, acts of violence, or large chemical spills including release of natural gas.

## **ADMINISTRATIVE RESPONSIBILITIES AND CONTROL**

During an emergency, it is the responsibility of all WATC employees to protect, to the best of their abilities, the safety and health of students, staff, and visitors on campus. This responsibility includes assisting in the safe and orderly evacuation of people from buildings and from campus when such evacuations are required.

### **Level 2 and Level 3 Emergencies**

WATC personnel who become aware of Level 2 or Level 3 emergencies in their area should notify the President's Office (677-9500) immediately and follow any directions provided. Personnel responding to Level 2 and Level 3 emergencies are responsible for controlling the incident within their level of training, and for providing needed assistance to other staff, students and visitors until the emergency concludes.

All WATC employees must be familiar with the appropriate emergency procedures, including the *Emergency Response Procedures* outlined in this plan. Employees should always use their best judgment to respond and protect the safety and health of the people affected during any campus or area-wide emergency.

### **Level 4 Emergencies**

Emergency situations of the nature and magnitude defined as Level 4 require an organized, well-coordinated response. To that end, the college president or designated representative will formally declare a campus emergency. Secondly, WATC administration will initiate the Incident Command System (ICS), designed to respond to emergencies that affect a majority of the campus.

In general, the WATC procedure during a Level 4 emergency will be to release the WATC student and non-essential staff population from a campus as soon as it is safe to do so. WATC employees should follow the Specific Emergency Procedures included in the appendices of this EOP. Students, staff and others evacuated from buildings on campus should wait at designated assembly Points, or alternate safe assembly points, until notified how to proceed by administrative personnel.

### **Administrative Action**

The President of WATC is the pivotal person in any crisis situation and the College spokesperson (PIO) when the situation is contained and properly managed. When, in the opinion of the president, or during any Level 4 emergency, there is a need to implement the ICS, the ICS shall replace the standard WATC organizational structure. The President or designee will assume the position of Incident Commander (IC) and will enjoin other agencies as a member of a Unified Command structure as they arrive to assist on campus during a Level 4 emergency (disaster).

The Executive Director of Technology and Operations (or designee) shall verify that telephone tree connections and emergency text were successful. (The WATC telephone tree will be updated annually and distributed at the beginning of each academic year).

### **Disaster Declaration Authority**

The following individuals will have full disaster declaration authority regardless of the hours or days of occurrence. Recommendations to make such declaration can come from any faculty/staff member and should be directed to one of these individuals.

- Dr. Anthony Kinkel, College President
- Doug Brantner, VP of Administration and Finance
- Rachel Prine, Executive Director of Human Resources
- Sheree Utash, VP of Academic Affairs
- **TBA**, Executive Director of Recruiting and Marketing
- Jim Fly, VP of Student Services and Workforce Development
- Randy Roebuck, Executive Director of Strategy Mgmt and Technology

## **WATC Emergency Management Structure**

In the event of an emergency or disaster, one predetermined organizational system is needed to coordinate the numerous departments' efforts to handle the incident.

This section of the plan is designed to answer the basic questions of those involved in an incident response:

- Who is in charge?
- What is my role?
- What are my specific tasks?
- Where do I fit in the overall organization?
- Whom do I report to?

### **INCIDENT COMMAND SYSTEM (ICS)**

The ICS is universally recognized by emergency personnel as one of the most important features of effective emergency management. The system is designed to expand and contract in size and scope in accordance with the demands of the specific emergency.

The key element of the ICS is that a single person – the Incident Commander (IC), typically the College President or his designee – is initially in charge of the incident, supported by an Incident Command Team (ICT). This could be identified as the initial Crisis Team or others could be selected depending on the situation. The Incident Commander directs the activities of others affected by and responding to the emergency.

The Incident Command System provides for clear authority and a coordinated response to the diverse activities necessary to successfully respond to an emergency situation. The Incident Command System maximizes efficient utilization of resources, and responds in a controlled and well-organized manner to an emergency. Risks to students, personnel, visitors and emergency responders are minimized when the Incident Command System is in place.

- **Incident Commander (IC)**

The Incident Commander is responsible for the overall command of the incident and the establishment of the goals and objectives at the scene. The Incident Commander assesses the emergency based on information provided by the ICT from the campus then commands and directs the specific campus response.

- **Incident Command Post (ICP)**

The Incident Command Post (ICP) is the pre-established, central location where designated leaders converge to coordinate emergency response, recovery, communication, and documentation activities. The staff will include the Campus President, Chief Financial Officer, Director of Human Resources, VP of Academic Affairs, Director of Recruiting and Marketing, VP of Student Services, Director of Strategy Management and Technology, Director of



Operation and Facilities, or their designees. The ICP staff sets priorities and allocates scarce resources; it does not provide on-scene management. The ICP may be activated when there is a threat or an actual emergency and is utilized to support the on-scene incident command team. The ICP maintains a strategic view of the overall situations and is kept informed by the building staff or designees as the disaster or emergency unfolds. In addition, the ICP keeps a log of all emergency activities. Typically, an administrative clerk or other designee would be selected for this task.

The ICP responsibilities are to: 1) secure materials, equipment and contractors needed during the emergency; 2) plan and document the necessary evidence (both written and photographic) for financial cost recovery from appropriate agencies following the incident; and 3) plan for the resumption of normal campus operations.

- **Transfer of Command and the Unified Command Structure**

As an emergency evolves it is likely that transfers of command will take place. The most critical transfers of command occur while an incident is still escalating. Typically, ranking or more highly trained personnel arrive on the scene and subsequently assume the function of Incident Commander. The individual who assumed initial command of the emergency will brief the new Incident Commander on the situation, the action plan in effect, the status of resources at the scene, and any unusual safety problems. After this exchange of information, the new Incident Commander assumes the command function.

In the event that professional emergency responders, i.e., Fire and/or Police, are involved, the college Incident Commander is in charge of the incident until control is transferred to a professional emergency response agency. The college Incident Commander then teams with the Incident Commander(s) of the more highly trained responders who have jurisdiction over the incident, in a structure known as a Unified Command (UC). This team exists until the emergency is resolved. The purpose of a UC is to coordinate an effective response by uniting the “Incident Commanders” of all major organizations involved in the incident. At the same time, the Incident Commanders carry out their own jurisdictional responsibilities.

The following ICS management structure was developed to enable campus personnel to 1) evaluate the incident, 2) safeguard life, environment, and property, 3) continually monitor the incident, 4) allocate resources for reducing any hazards, and 5) bring the incident to a close.

In the event that the established WATC ICS leaders are unavailable, the first college employee arriving at the emergency incident shall assume the role of IC, and will be responsible for the management of the incident until relieved on-scene by the arrival of a College Administrator or the President (IC) or other designated Incident Commander. The ICS management structure may expand and contract to meet the needs of any emergency.

- **Non-Incident Command Team Personnel**

The roles and responsibilities of WATC personnel not specified in the ICS structure will depend on the nature and magnitude of the emergency, the identified skills of the individuals, and response needs. Generally, personnel will be initially engaged to account for students, manage their groups, and maintain calm. In the event of campus closure, personnel not directly responding to the emergency will be released from the campus as early as practical.

In the rare event that emergency conditions prevent people from leaving campus, or catastrophic damage has occurred, or outside emergency assistance is unavailable, other campus personnel and Crisis Response Team members will be called upon to provide additional guidance and assistance as necessary.

### **Employee Responsibility**

College employees have the responsibility to:

- Understand and know what actions to take during an emergency. At anytime employees have questions concerning safety procedures; they are to contact their supervisor.
- Take appropriate steps to know the location of the nearest fire extinguisher, first aid kit, and emergency exit.
- Know the location of your Program's Emergency Evacuation and Assembly areas.

All WATC employees have designated roles and job duties to participate in the safe and immediate evacuation of students and campus visitors during an emergency. All campus personnel, students, and visitors are expected to cooperate fully with the instructions of WATC Officials (Incident Commander, Faculty Members, Campus Security, and other Campus Officials) during an emergency.

**A WATC employee, student or visitor shall never be required to place him/herself at risk, nor conduct any activity that he or she feels is unsafe.**

## **EMERGENCY RESPONSE ACTIONS**

All activities in response to an emergency must be undertaken in consideration of the following priorities:

1. Minimize injuries and loss of life;
2. Minimize damage to property and the environment; and
3. Facilitate the restoration of WATC education and services.

### **• Incident Command - Declaration**

Once the WATC President declares an emergency, he or she becomes the Incident Commander and may activate the ICU. He or she will direct all College Administrators, including alternate or temporary administrators, to assemble at the Incident Command Post (ICP) and will assign them to positions.

In all but the most minor incidents, a formal, stationary Incident Command Post will be established promptly in a safe area. The WATC ICP locations are:

### **NCAT**

- Gateway Building First Floor (Primary)
- North-West Parking Lot (**Outdoor**)

### **Grove Campus**

- Reception Area (B3)
- Tennis Courts South of Complex (**Outdoor**)

### **Southside Campus**

- Administrative Offices and Lobby (Primary)
- South Parking Area, Directly South of Complex (**Outdoor**)

### **Incident Commander**

There are seven (7) specific responsibilities assumed by the initial Incident Commander, including:

- **Make an Initial On-scene Assessment**
  - Upon arrival at the scene, the initial Incident Commander must carefully evaluate the situation.

- **Establish Initial Goals and Objectives**
  - After making an assessment of the situation, the initial Incident Commander must establish realistic first goals and objectives focused on saving lives, caring for the injured, stabilizing the incident, and minimizing harm.
- **Determine Actions**
  - The Incident Commander must make a fundamental decision how to stabilize and control the incident to meet the initial goals and objectives.
- **Determine Additional Requirements**
  - In serious emergencies involving facility damage or casualties, initial response resources will not be adequate to stabilize, control, and terminate the incident. The initial Incident Commander must determine resource needs and promptly initiate the appropriate requests for additional personnel, apparatus, material, equipment, or other assistance as required.
- **Activate the Incident Command System**
  - Closely related to the function of establishing goals and objectives is the deployment of personnel in support of those goals and objectives. An integral element of establishing first actions is initiating the ICS and issuing specific, objective-oriented assignments.
- **Establish a Briefing Schedule**
  - Obtain the estimated time of arrival for administrative campus leaders to arrive at the ICP and establish an initial times and intervals when all ICS leaders will receive a briefing of the current situation and anticipated first plan of action.
- **Transfer of ICS Command**
  - When the WATC President or designee arrives on site or at the ICP, the initial Incident Commander will transfer command to the President or designee and provide a complete situation briefing including first actions.

### **Public Information Officer (PIO)**

Factual, accurate, and timely communications are vital in executing an effective response. The PIO (currently, the Senior VP of Academic Affairs) or designee will facilitate internal campus communications, as well as communications with concerned students, families, and community members; news media; ICP; government officials and agencies, and other relevant stakeholders as determined by the WATC Incident Commander.

In the event of an extended emergency, the PIO will provide updates on the status of the emergency, or instructions on further action to be taken, to WATC employees, students and the public.

Through regular reports, the PIO shall be responsible for updating the WATC Incident Commander on the status of assigned activities, personnel, equipment and resources. The PIO must provide documentation of damages due to the incident, or any expenses his/her team incurs, to the chief financial officer. Documentation may include photos or video, as appropriate.

## **Safety Team**

The Safety Team will take action during the emergency to protect the health and safety of college employees, students, campus visitors, on-campus responders, and emergency response personnel. Key members of the Safety Team include the Director of Operations and Facilities, all maintenance personal and the Safety and Security Coordinator.

The student population on campus will recognize and respond most readily to uniformed law enforcement, fire, EMS, security and teaching staff or faculty with whom they are familiar. College employees will recognize and respond most readily to uniformed professionals, Department Coordinators, and Vice-Presidents to whom they report. The Safety Team will maintain a presence throughout the population to keep people calm, and move to and stay at assembly points during shelter-in-place or evacuation events. If Crisis Teams are activated or volunteers participate in emergency response activities, the President or designee will have responsibility for assuring that all possible safety precautions are in place to protect them.

The Safety Team functions to identify the known and potential hazards associated with campus facilities, materials, and equipment that emergency responders may encounter during their activities. Professional emergency response agencies are responsible for developing their own site safety plans and protecting their employees; however, the President or designee must be available to provide them with information regarding the campus and any unique hazards.

The Safety Team will provide documentation of its expenses and damages to the Executive Director of Strategy Management, Technology & Institutional Effectiveness following the incident.

## **Roles and Responsibilities of Incident Command Team-Support Personnel**

The first priority during an emergency is the safety of all WATC employees, students, and visitors on campus. The roles and responsibilities of most faculty and staff will be directed toward safety of the campus population and will depend on the nature of the emergency.

In the event of a Level 4 emergency, campus personnel are to report as follows:

### **Department Faculty**

Department Faculty will manage building evacuation activities. The faculty members must immediately notify the administration if individuals are trapped, or if individuals – known to be present at the time of the event – cannot be located. The faculty member should stay with his/her group and designate a responsible person to relay information to the ICP either as a runner or by electronic communications if available. The faculty member will instruct everyone to stay calm and remain at the assembly point until the administration provides further instruction.

## **Information Technology Systems Personnel**

During an emergency situation that threatens or disables computers or communications systems, information technology (IT) specialist will report to the ICP. Primary areas of responsibility are to:

- Maintain adequate communication systems between critical functions on- and off-campus, during an emergency incident
- Arrange continuation or restoration of service with telephone companies
- Operate and maintain the campus-wide communication system necessary under any emergency condition
- Assist in establishing voice/data communications (telephone, radio, and messages) between the WATC Incident Commander, Incident Command Teams, Faculty Members, Crisis teams, and with the public
- Install and relocate live computer systems, as required
- Work with the PIO, after an incident has been stabilized, to establish a runner service to supplement hardware communications

## **Crisis Teams**

In a Level 4 declared emergency, the campus is formally closed, and all students, visitors, and college employees not essential to the emergency at-hand will be instructed to leave the campus.

In extreme circumstances when campus self-sufficiency is required, there may be a need to dispatch and mobilize individuals with specialized knowledge or skills willing to assist during an emergency. This EOP identifies several Crisis Teams; although others may evolve throughout the course of a major emergency.

Any personnel possessing the knowledge, skill, or belonging to the work functions identified in this section should report to the ICP and during an emergency for specific assignments.

The Crisis Teams identified in this EOP are listed in the previous sections.

Participation in an Emergency Service Unit is voluntary unless the service provided is included as part of a person's regular job duties or job description.

**NOTE: Safe and orderly evacuation of students, staff and visitors from classrooms and campus is the responsibility of all WATC employees.**

An employee, student, or visitor is not required to place himself/herself at risk, nor participate in emergency response activities if he/she feels the circumstances are unsafe or pose an undue risk.

The highest priority for all individuals participating as part of an Emergency Service Unit is personal safety.

### **CERT Emergency Service Unit**

Campus Emergency Response Team (CERT) members will help the Incident Commander stabilize conditions for first responders, coordinate evacuations, promote calm, and relay information extending the resources of facilities and campus security. Campus CERT Team members will have an emergency kit (one for each member) that contains equipment and materials to assist them in their duties; team members should be trained in First Aid/CPR, Blood borne Pathogens, CERT, and fire extinguisher use.

### **Medical Volunteers Emergency Service Unit**

This unit will triage and initially treat injured victims during an emergency incident and will assist medical responders by coordinating and implementing an effective medical response.

Under the direction of a volunteer with the highest degree of medical training and certification, the Medical Volunteers will:

- Establish Medical Teams and provide triage, basic life support, and other medical treatment to injured individuals
- Establish on-campus Victim Treatment & Collection Point(s) when there are more than 5 victims
- Coordinate patient identification and flow to the Victim Treatment and Collection Point(s) and the local hospitals
- Record the name of the injured individual; location of injured person; sex and approximate age of the injured person; identify the person as a student, faculty, staff or campus visitor.
- Report the appropriate information to the ICP
- Supervise student volunteers with first aid skills if student volunteers are activated.
- Instruct all volunteers in the Medical Volunteers Emergency Service Unit to provide only the first aid or medical care they are trained to provide
- If an emergency involves mass casualties, campus medical volunteers with first aid skills will report to the Incident Commander for assignment

**NOTE:** Medical treatment requiring special training and/or equipment shall not be conducted by personnel untrained or unequipped to perform such activities.

If an emergency involves mass casualties, campus medical volunteers with first aid skills will report to the President or his designee at the ICP.

## **SHELTERING**

Sheltering may be necessary on campus, depending on the magnitude of an incident. College facilities may be used to “shelter-in-place” staff, faculty, students and visitors, to provide shelter for displaced individuals during a campus evacuation, or to provide shelter to the community.

### **Shelter for Campus Evacuations**

During a campus evacuation, there may be individuals who do not have transportation to leave campus immediately. In the event this occurs, shelter will be provided, if possible, on campus.

A security/safety sweep of the designated building will be performed by maintenance and security personnel prior to opening a facility as a shelter.

### **Potential Campus Shelter Location:**

#### **NCAT**

- Commons Area and Lecture Hall (Primary)
- Gateway Building Foyer (Secondary)
- North-West Parking Lot (**Outdoor**)

#### **Grove Campus**

- Reception Offices (B3)
- Open Area (B4)
- Tennis Courts South of Complex (**Outdoor**)

#### **Southside Campus**

- Commons Area and Library (Primary)
- Second Floor Room F201 (Secondary)
- South Parking Area, Directly South of Complex (**Outdoor**)

### **Shelter in Place Where Going Outdoors Poses a Hazard**

If public officials send out a message that a major incident has occurred that makes it unsafe for the public to move about outdoors, all WATC building occupants in the affected area will be notified via the telephone tree, email and emergency text services (if possible), or runners inside each building. Everyone will be asked to remain in the building for his/her own safety. However, no one will be held against his/her own will. When public officials give the “all clear” to the college administration, building occupants will be notified through the same emergency communications channels detailed above.



**NOTE:** Windows and doors should be sealed with tape and air handlers turned off in the event of a chemical spill or toxic gas in the area.

## **EQUIPMENT AND RESOURCES**

### **Emergency Communications**

Campus communications are typically accomplished via campus telephone, electronic mail (e-mail), electronic text, or through two-way campus radios. During an emergency, campus phone trees are the primary source for communicating with campus personnel. WATC has established phone trees for contacting personnel quickly and efficiently. To augment phone notification, to reach individuals not accessible by phone, or if the phone system is not operational, e-mail notification may be utilized for communicating with personnel both on- and off-campus. Two-way radios are to be used routinely by security officers and facilities personnel and will be used for communication during an emergency. Information Relay Service Unit members, “Runners,” will be used to augment the communication system when necessary.

### **Cellular and/or Digital Phones**

Cellular phones typically have an active service life of 2-3 hours during use before recharging is required and a passive life of up to 8 hours. During a localized emergency that includes loss of phone service, the cellular phones may provide a vital link with emergency response agencies, contractors, utilities and other off-campus entities. However, during an area-wide emergency, high-volume cellular phone use often overwhelms the service and calls made from cellular phones will not be possible due to the communication overload.

Personal cellular or digital phones are widely used by college personnel, students, and visitors’ on-campus. These additional phones may provide an available means for individuals to communicate with people on- and off-campus. Calling family members or friends may help reduce concern and anxiety significantly. However, due to the limitations identified above, their usefulness during a regional emergency may be limited.

## **OTHER CAMPUS COMMUNICATIONS METHODS**

### **Internet Communications (e-mail) and WATC Intranet**

The majority of campus personnel are connected to the campus email system via computer. Email accounts may also be accessed from off-campus computers via the Internet.

The Internet is widely accessed from computers both on- and off-campus. It can provide an excellent means of disseminating information about any emergency affecting the WATC campus to a large on- and off-campus audience from the WATC web site at [www.watc.edu](http://www.watc.edu).

The email system and Internet servers can also provide both internal and external communications for as long as power is available to the servers and the local (LAN) and wide area data networks (WAN) are functional.

## **MEDICAL AND FIRST AID SUPPLIES**

### **First Aid Kits**

First aid kits are intended only for injuries incidental to the workplace, and not equipped for mass casualties. They are located in all buildings throughout the campus and at off-campus sites. The kits located around campus have limited first aid and medical supplies on hand that may be used in an emergency.

In a Level 4 emergency, the Health Sciences department at the Southside campus may possess additional medical supplies.

Potable water may be accessed from hot water heaters and vending machines if necessary.

**NOTE:** The items listed above should not be considered “all inclusive;” many campus resources may be used in a non-traditional manner to mitigate an emergency situation.

### **Miscellaneous Equipment and Supplies**

During an emergency, equipment, vehicles and other resources may be utilized in a non-traditional manner. For example, folding tables, and hollow-core doors may be used as stretchers; towels and linens may be used as bandages; vehicles may be used as shelter.

## **DOCUMENTATION**

Each incident administrator is responsible for documenting the activities and expenditures associated with the discharge of his/her emergency functions. Additionally, each professional emergency responding agency will keep documents associated with its activities during their response.

### **Valuable for several reasons, these documents:**

- Provide the basis to assess emergencies and evaluate the response.
- Identify areas where campus preparedness activities worked well, and those areas that need improvement.
- Verify emergency expenses and document efforts to recover expenses.
- Assist in the event of litigation.

All documents, status sheets, daily logs, and forms shall be kept along with all financial records and photographs related to the emergency in the President's office or temporary office if necessary. WATC administration is responsible for requesting the post-incident reports from any responding agency that participated in the emergency.

## **TERMINATION OF EMERGENCY DECLARATION & RECOVERY**

Every emergency incident involves simultaneous response and recovery processes. During the early stages of an emergency, response activities dominate while recovery processes support response. Termination of the emergency declaration is the official recognition that the emergency phase of the incident has waned and the recovery process is dominant.

Termination activities should concentrate on giving accurate information to people who need it most, and should begin as soon as the emergency phase of the operation is completed.

Termination activities should include debriefing, post-incident analysis, and identification of a recovery team or recovery plan.

### **1. Debriefing**

Debriefing should begin as soon as the emergency phase of the operation is completed. The purpose of the debriefing is to inform participants:

- What happened?
- What is known about the status of the campus facility, including when operations will resume, or when a determination of a timeframe for resuming operations will be known?
- What is known about the condition, beyond campus, boundaries that may affect movement away from campus?
- What is known about the status of the campus populations including the type and extent of any injuries?
- Where the injured were taken?
- How to access updates?
- What actions will be taken next?

### **2. Post-Incident Analysis (After Action Reports)**

Post-incident analysis is a reconstruction of the incident to establish a clear picture of events that took place during the emergency. As soon as is practical, the campus response team should construct a brief chronological overview of who did what, when, and where during the incident.

Key topics for the Post-Incident Analysis should include:

#### **Command and Control**

- Did the first trained responder to arrive on scene establish the ICS?
- Was the emergency response organized according to the existing EOP procedures?
- Did information pass from ICS support teams to the Incident Commander and from the Incident Commander to the ICP through appropriate channels?

- Were response objectives communicated effectively to field personnel who were expected to implement them?
- Did the Incident Commander integrate well with the professional emergency response Incident Command upon arrival, and throughout the incident?

### **Tactical Operations**

- Did the on-scene Incident Commander effectively order tactical operations?
- Who implemented the orders? What worked? What didn't?
- Were tactical operations conducted in a timely and coordinated fashion?
- Do revisions need to be made to tactical procedures?
- Do tactical work sheets need to be developed or modified to account for actions?

### **Resources**

- Were human and material resources adequate to conduct the response effectively?
- Are improvements needed to facilities or equipment?
- Were mutual aid agreements implemented effectively?

### **Support Services**

- Were support services adequate and provided in a timely manner?
- What is needed to increase the provision of support to a necessary level?

### **Plans and Procedures**

- Was the EOP and associated tactical procedures current?
- Did they adequately cover notification, assessment, response, recovery, and termination?
- Were roles and assignments clearly defined?
- How will plans and procedures be upgraded to reflect successful and unsuccessful aspects of the emergency response?
- What other procedures could have been in effect?
- Are there any procedures that should be eliminated?
- What additional protective measures could have been taken to eliminate the damage?
- Have there been any changes in the facilities, equipment, or operations of the institution that warrant changes in the procedures for emergency management?

### **Training**

- Did this event highlight the need for additional basic or advanced training?

### **Communication**

- How well did the internal and external communication plans work?
- What should be clarified or changed?

### **Legal**

- Are there ongoing legal issues that need to be resolved?

### **Recovery Plan**

The timing for moving from a response focus to a recovery focus will depend on the nature and magnitude of the emergency, and damage to campus structures and infrastructure. Once the immediacy of the emergency subsides, efforts at returning the campus to normal operations begin. WATC will return to the standard/routine organizational structure from the Incident Command structure and employees will return to work. This process may be gradual and may take an extended period of time depending upon the extent of the damage to campus. WATC leadership will strive to assure an organized recovery that maximizes safety of personnel and mitigates further damage to college facilities and assets. The Recovery Plan, or a timetable for a Recovery Plan, should be communicated to all interested parties. It is possible that recovery may continue long after resumption of normal operations.

### **Training, Review and Update of the Emergency Operations Plan**

WATC is committed to ensuring that the WATC EOP is a flexible and dynamic plan. This Plan should be tested and evaluated annually to ensure maximum preparedness. Key staff will participate in tabletop exercises to enhance skills and evaluate plan protocols. All WATC employees will be required to have a basic understanding of the EOP including their role in the successful execution of critical protocols.

The WATC Incident Commander and ICP members will debrief following the termination of an emergency incident or training drills, identifying those aspects of the Plan that worked well and those aspects that can be improved based on the experience.

The WATC EOP will be reviewed on an annual basis to ensure that the Plan reflects the current conditions and status of the campus facilities and personnel. During this process the roster of ICS personnel (and designees) will be reviewed and updated, if needed, along with the state of the campus emergency preparedness and response. Appropriate recommendations will be made to revise any programs and/or procedures for Presidential approval.

### **Key Points**

Preparation for any emergency by pre-planning and practice exercises with peers while communicating expectations will improve both the chances of all college personnel to survive and recover. The future of the WATC campus and its community rests with the knowledgeable response of all personnel to a campus emergency. To initiate an effective, efficient and timely response, the following key points are essential:

- Know the “Emergency Response” procedures contained in this plan to protect yourself during an emergency.

- Assist students, visitors and the disabled as required with evacuation and other protective actions.
- Be familiar with the WATC EOP, and know your responsibilities.
- Call 9-1-1 for any life-threatening emergency followed by a call to the College President at 677-9500.
- Each campus site has specific evacuation procedures. Follow the procedures for your site.
- Follow the “Campus Evacuation” procedures contained in this plan when asked to leave campus during an emergency.
- The College President or designee will make the decision to evacuate the campus or “shelter-in-place,” as well as the appropriate level of response to all emergencies affecting campus.
- College employees with pre-designated emergency response roles should report as instructed after first checking in with their building faculty members.



## **LOCKDOWNS**

A crisis situation may arise when it is prudent to lock WATC buildings while still occupied. The purpose for this action would be to protect students and staff by preventing entrance into building and program areas by person or persons identified as dangerous. Lockdown procedures may be implemented in an event such as a civil disturbance, hostage situation, or person(s) wielding dangerous weapons.

The College President, or his/her designee, has the authority to initiate a lockdown at any time it is deemed necessary. Notification to initiate lockdown procedures will be given via the telephone system and emergency text system or by courier/runner. Faculty and staff should follow the building lockdown procedures when instructed to do so or immediately in the event of imminent threat.

While WATC has no authority to prevent students from leaving the campus, all students will be asked and encouraged to stay and report to safe areas in the event of a crisis.

### **Imminent Danger**

- If you hear gunshots or witness an armed person, isolate yourself and others from the suspect. Close, lock and barricade doors, close curtains, lie on the ground. If in open space, hide to the maximum extent possible – get behind something solid (a wall, planter, etc).
- Call 9-1-1 if it is safe to do so. Provide as much detail as you know. Follow police instructions. Do not expose yourself or others until notified by police that the danger has passed.
- Faculty should encourage another faculty/staff members or a student with a cellular phone to call the President's Office (677-9500) if it is safe to do so. Provide as much detail as you know and what action you have taken. Do not speculate. Depending on circumstances, responding personnel will coordinate efforts with the law enforcement officers.
- The President's Office will make other notifications contained in the EOP.

## **AIRCRAFT CRASH**

The potential for an aircraft crash on or near campus is potential threat. If a crash were to occur, Faculty/Staff members should encourage the following:

### **Crash into College Building(s)**

- Immediately take cover under tables or desks and remain clear of all windows to protect from falling or flying debris until mass movement stops.
- Activate the nearest fire alarm pull station and evacuate the building quickly, following the established routes and procedures, if possible. Consider the potential for fire and explosion to increase regardless if fire or explosion occurred upon impact.
- Assemble at the pre-designated assembly points, if it is safe to do so, or proceed to an alternate assembly point as directed by the faculty/staff members or other WATC official by the safest routes possible.
- Wait at the safe assembly points until otherwise directed by a faculty/staff member, a WATC official, or law enforcement officer.
- If required, a campus-wide evacuation will be conducted when it is safe to do so without complicating the emergency response.

### **If You Become Trapped**

- Alert emergency search and rescue crews or anyone within shouting distance of your location
- If a telephone is available attempt to call 911 and extension 677-9500 (President's Office) or extension 677-9400 (WATC Operator) and report your location.
- If a window is accessible, place an article of clothing or other signal in the window to alert rescuers to your location. Whistle, shout, use any object at hand to pound on a wall or door to make noise at regular intervals to alert rescuers to your location.
- Stay low, near the floor. During a fire the air nearest the floor will contain the least smoke, contaminants and heat.
- If you are injured, tend to your wounds and help others with wounds.
- Remember, the first priority during any emergency is life safety. Help is on the way.

### **Crash Near Campus**

- In the event of a major community emergency, the WATC campus may be used as a staging area or command post by emergency responders.
- Keep campus access roads open and remain clear for the command post and responders.
- Follow building evacuation plans.
- Wait at designated assembly points until receiving further instructions from a WATC official or law enforcement officer or firefighter.

**BOMB THREAT**

Colleges and other public institutions are prone to bomb threats. The threats rarely involve real explosives, but each must be taken seriously.

**If you receive a bomb threat or become aware of a bomb threat:**

- Remain calm and courteous while trying to obtain information.
- Record the time of the threat.
- Record the exact words of the threatening person or caller.
- If the bomb threat is written, handle it carefully – preferably with minimal touching to preserve evidence on the note.

**BOMB THREAT CHECKLIST**

**Information to gather and questions to ask**

Date of Call: \_\_\_\_\_ Time of Call: \_\_\_\_\_

What did the caller say (EXACTLY) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**QUESTIONS TO ASK**

When is the bomb going to explode? \_\_\_\_\_

Where is the bomb? \_\_\_\_\_

What does it look like? \_\_\_\_\_

What kind of bomb is it? \_\_\_\_\_

What will cause it to explode? \_\_\_\_\_

Did you place the bomb? \_\_\_\_\_

Why? \_\_\_\_\_

Where are you calling from? \_\_\_\_\_

What is your address? \_\_\_\_\_

What is your name? \_\_\_\_\_

**CALLER'S VOICE (circle all applicable)**

Calm                      Slow                      Crying                      Slurred                      Disguised

Sincere                      Normal                      Squeaky                      Stutter                      Deep

Loud                      Broken                      Giggling                      Accent                      Angry

Rapid                      Stressed                      Nasal                      Lisp                      Excited

If voice is familiar, whom does it sound like? \_\_\_\_\_

Were there any background noises? \_\_\_\_\_

Remarks: \_\_\_\_\_

Who took the call: \_\_\_\_\_

**Report:**

Only the person receiving the threat should complete the "Bomb Threat Checklist" and have it ready for responding Law Enforcement Officers.

Do not use the phone you just took the call from to make or take calls. Often Law Enforcement can track the call back

Using a ***different*** campus phone, call 677-9500 to report the threat to the President's office. The President's office will be responsible make appropriate notifications.

**A Reminder:**

Always take a bomb threat seriously.

- **Do not search for a bomb**, pick-up, shake, handle or touch any suspicious objects until to do so by law enforcement professionals.
- **Do not use radios or cell phones to communicate.** A radio or cell phone transmission contains a radio frequency that can activate some types of bombs and explosive devices.

In the event of a building or campus evacuation, wait for a faculty member, administrator or other law enforcement official, to give the “All Clear” before returning to a building or classroom. In the event the campus is evacuated, an “All Clear” should be provided by the college phone tree, college web page and/or urgent text message.

## **BUILDING EVACUATION**

When a building on campus must be evacuated, the evacuation must be done quickly, calmly, and without panic. Special attention should be given those individuals requiring additional assistance to evacuate a building. Ideally, faculty and staff should inform students that the building must be evacuated and should summarize the events to follow as listed here.

- Evacuate immediately if you hear an alarm or are asked to evacuate by a college official.
- Take your personal belongings with you.
- Classrooms and offices – close, but do not lock, all doors.
- Laboratories – turn off all gas (cylinders, fuels), and other equipment or machines in use that may pose a hazard or source of ignition or fuel.
- Follow the evacuation route posted in your building.
- Walk quickly and calmly to the assembly points designated by the faculty or staff member and alert others to do the same.
- Do not use elevators during a fire or tornado.
- During evacuations, reserve elevators for non-ambulatory individuals.
- Wait at the designated outdoor assembly points.
- Do not leave the assembly area until you have checked in with the faculty or staff member in charge. If the primary assembly point is unsafe, go to an alternate assembly point identified by a college official.
- A faculty member should be notified if anyone is unaccounted for from your classroom or area.
- After evacuating, **DO NOT ENTER A BUILDING FOR ANY REASON** until you are told it is safe by a college or law enforcement official announcing an “All Clear”.

### **Assisting People with Disabilities**

#### **Wheelchair User**

- Assist the person in exiting the building. If located on an upper floor and the elevator is not safe for use (tornado or fire), assist the person to the assembly point by way of the building exit stairwell. You may request another individual “escort” the person to the

assembly area while you continue to assist with the evacuation. The escort should remain with the wheelchair user to provide additional assistance.

### **Visually Impaired**

- Explain the nature of the emergency to the visually impaired person. Offer to guide the person to the designated assembly points. Offer your elbow to the individual. As you walk, describe where you are and advise the person about any obstacles in a calm controlled voice. When you reach the assembly point advise the person where he/she is and ask if further assistance is needed. You may assign a staff member or student to remain with the person in the assembly area.

### **Hearing Impaired**

- Alert a hearing impaired person by stepping in front of him/her and making eye contact. Write a brief note instructing the person to evacuate the building and where the assembly point is located. You may assign a staff member or student to act as escort for the person to the assembly area. When you reach the assembly point, ask by way of a written note, if further assistance is needed. You may assign a staff member or student to remain with the person in the assembly area.

### **Psychologically Impaired**

- Explain the nature of the emergency to the person, again in a calm and controlled voice. Offer to guide the person to the designated assembly point. Offer your arm to the individual. As you walk, describe what has occurred and why you are evacuating the building. When you reach the assembly point, advise the person where he/she is and ask if further assistance is needed. You may assign a staff member or student to remain with the person in the assembly area.

### **People with Other Impairments**

- Assist the person in exiting the building. If located on an upper floor and the elevator is not safe for use (tornado or fire), assist the person to the assembly point by way of the building exit stairwell. You may request another individual “escort” the person to the assembly area while you continue to assist with the evacuation. The escort should remain with the person to provide additional assistance. If there is a problem evacuating the person from a building, assign a staff member to notify a college official that a person with impairment is waiting for rescue on the specified floor at the exit stairwell. Describe the impairment so that the rescuers may bring proper equipment.

## **EMERGENCY CAMPUS CLOSURE**

Severe weather, damaged infrastructure or other unanticipated conditions may occur that could affect the capability of the college to remain open for the purpose of conducting classroom instruction.

The decision to close a college or other WATC facilities will be made by the president or his designee.

If it becomes necessary to close the campus during regularly scheduled sessions, students and staff will be notified through the established telephone tree, e-mail, or runner or emergency texting system.

If it becomes necessary to close a campus during non-scheduled operating hours, the president or designated representative will initiate personnel notification through the above named means.

WATC employees should be able to call 677-9596 for information regarding the status of a college closure. Notice of campus closure will also be announced through local radio and television media as well as posted on the internet and through emergency texts.

All scheduled activities will be terminated during a campus closure, except emergency operations performed by essential facilities and security personnel.

### **Campus Evacuation**

The Incident Commander or designee will notify the emergency communications of the evacuation and request traffic control if necessary.

Know and follow the evacuation protocols and routes from campus.



## **FIRE EMERGENCY**

Fire and the associated dangers of smoke, structural damage, or toxic releases can pose serious threats of injury and death to students, employees, visitors, and emergency response personnel. In order to control a fire and minimize its damage, the following steps should be taken immediately:

- Leave the area at once.
- Pull the fire alarm.
- Alert other people in the area and instruct them to leave the building.
- Close, **DO NOT LOCK**, all doors and windows if you can safely do so to help contain the fire.
- Stay as low as possible to avoid smoke and heat.
- Evacuate the building calmly, but quickly, following evacuation and assembly procedures posted in the building.
- Do not use elevators.
- Go directly to the designated assembly area and await additional instructions. Report anyone who is missing and who was in your classroom or area when the evacuation began to the college official in charge.
- **Call 9-1-1** from a safe location.
- **Call 677-9500** to contact the College President's Office for immediate response.
- Remain at the assembly area until you are instructed how to proceed by the administration, emergency responder, or other college authority.

### **If Trapped:**

1. Alert emergency responders of your location by whistling, shouting or using an object to beat on walls, floor in a rhythmic manner.
2. If a telephone is available, call 9-1-1 and inform emergency personnel of your location; you may also place an article of clothing or other device to use as a signal in a window, if a window is available.
3. Stuff material in door cracks to minimize smoke and try to stay low, near the floor, where heat, smoke, and contaminants may be less.
4. If there are injured, tend to your injuries and then assist others with there's.

**REMEMBER:** Saving lives is the first priority in an emergency. Help is on the way.

## **HARASSMENT, THREATS, VIOLENCE ON CAMPUS**

Harassment, threats, and violent behavior are unacceptable and will not be tolerated at WATC. All reports of harassment, intimidation, threats, and physical violence will be investigated, and individuals subject to disciplinary action, including expulsion, termination and criminal prosecution.

Planning and practice are effective tools individuals may take to prevent and protect against the unlikely event of violence on campus. Preventive actions include: 1) Learning to recognize early warning signs, 2) Early reporting and intervention, 3) Considering potential scenarios, and 4) Planning a response.

Every hostile or potentially violent situation is different and the threatened individual will have to rely on his/her best judgment on the best course of action, given the unique situation. Your own safety and the safety of others are the top priority.

### **Harassment:**

1. Do not ignore harassing behavior. Report concerns to the President's Office and to the Safety and Security Coordinator. The Coordinator will be responsible for making the necessary Police reports.
2. Do not tolerate verbal or physical harassment from anyone.
3. Do not give out personal information about others (co-workers or students), such as home address, class schedule, or telephone number.
4. Report civil protection orders ("**No Contact Orders**", "**Restraining Orders**" or "**Protection from Abuse Orders**") to Administration. A copy of the order will be necessary for files.
5. **Call extension 677-9500 (President's Office)** for assistance. If the situation warrants call 9-1-1 immediately for a Law Enforcement response and call the President's office.

### **Suspicious Person/People:**

1. Establish eye contact and ask if you can help him or her.
2. Do not physically confront the person.
3. Do not let anyone block your access to an exit.
4. Do not let anyone into a locked building or office.
5. Do not block the person's access to an exit.
6. Call extension 677-9500 for assistance. If the situation warrants call 9-1-1 immediately for a Law Enforcement response and call.
7. Keep a safe distance.
8. Note the person's travel direction, clothing, body type (weight & height), sex, race, approximate age, jewelry worn, any visible scars, identifying body marks, body piercings and/or tattoos, etc.

### **Threats:**

- Treat all threats or rumors of violence as a serious event. Call 9-1-1 if you are in danger of bodily harm or consider the threat to be immediate.
- Call 9-1-1 if you observe a weapon, are informed of someone on campus in possession of a weapon, or informed of someone's intent to bring weapons to campus.
- Call 677-9500 to report threatening behavior if you do not consider yourself or others to be in immediate danger.
- Every situation is different and the threatened individual will have to rely on his/her best judgment as to the best course of action, given the unique situation. Your own safety and the safety of others are the top priority. General guidelines include:

### **Immediate or Imminent Violence:**

- If you hear gunshots or witness an armed person, isolate yourself and others from the suspect. Close, lock and barricade doors, close blinds, lie on the ground. If in open space, hide to the maximum extent possible – get behind something solid (a wall, planter, etc).
- Call 9-1-1 if it is safe to do so. Provide as much detail as you know. Follow police instructions. Do not expose yourself or others until notified by police that the danger has passed. They will most likely try to keep you on the line
- Call or assign someone to call 677-9500 if it is safe to do so. Provide as much detail as you know and what action you have taken. Do not speculate. Depending on circumstances, the responding officials will coordinate efforts with the law enforcement officers.
- The President will make other notifications contained in the EOP.

### **Hostile or Armed Confrontation:**

- Remain as calm as possible.
- Be cooperative and patient.
- Time is on your side.
- Offer to listen.
- Don't judge or argue with perceptions.
- Treat each concern as important and valid. A person in crisis will only respond to someone who is willing to listen, understanding, respectful, and non-threatening.
- Maintain polite eye contact.
- Keep gestures and body language open and non-threatening. Use a low, soft, slow voice when you speak. Ask or tell the person before you make any moves.
- **Be truthful** - to lose credibility can be catastrophic. Assure the person you will do everything you can to resolve his/her grievances in a fair manner.
- Ask the distressed party to suggest potential solutions. A person in crisis will be more accepting of a solution that he/she has helped formulate.
- **Always look for win-win outcome.** Retaining dignity (saving face) is paramount to the person in crisis.

- Be observant. Note as much as possible about the aggressor, including type and number of weapons, state of mind, what was said. Pay attention to details about the space you are in. If you are released or decide you must escape, this information will be needed by police to ensure the safety of others.

## **HAZARDOUS MATERIALS**

Although WATC uses and stores a minimum amount of hazardous materials and natural gas lines serve the campus, WATC must be prepared to respond appropriately in the event of a hazardous materials release. If an employee detects unknown odors or suspect a chemical release or exposure, follow the steps below immediately.

### **Unknown Odors**

Call the Administration immediately at 677-9500. If you are unable to reach the College, call 9-1-1 for assistance.

- Identify the source of the odor, if known. If the odor is unknown to you, describe the odor when calling.
- If it is a natural gas odor, open doors and windows and evacuate the building.
- If the odor is irritating or you feel symptoms such as dizziness, nausea, burning or stinging of the eyes or mucous membranes, alert someone to your symptoms and ask a faculty or staff member for assistance to evacuate the building.
- Follow the instructions of campus personnel or responding facilities personnel.

### **Chemical Exposure or Spill**

If a body part comes in contact with a chemical, rinse the area with clean, cool, running water for at least 15 minutes.

- If the chemical splashed into the eyes, hold the eyes open while flushing with water and continue to flush the area for at least 15 minutes.
- **Call 677-9400** for emergency back-up assistance from a staff member.

#### **Call 911 if:**

- Incident requires medical treatment;
- Spill involves a fire/explosion; or
- Spill is life threatening.
- Protect other people from exposure. If the potential for additional exposures exists, evacuate the area.
- If an MSDS sheet is not available, you may also contact CHEMTREC for emergency information at 1-800-424-9300, 24 / 7.
- Respond to the spill only in accordance with your level of training.
- Call Campus Administration at extension 677-9400 or 677-9500 in the event of an unknown chemical spill.
- If a chemical spill reacts either violently or by creating a cloud or odor, call 9-1-1 and advise the emergency operator to dispatch the fire department hazardous materials team and if possible, provide the types of chemicals involved in the reaction. Evacuate the building.

### **Notice of an Off-Campus incident affecting the Campus**

- If notified of an off-campus release that poses a threat or danger to campus populations, the Incident Commander (IC) will direct the campus to:
  - Evacuate or
  - Shelter In-Place.
- If notified to evacuate, follow established evacuation procedures for your building, or as instructed by administration. (Evacuation routes may differ due to nature of the chemical and spill conditions).
- To shelter-in-place:
  - Close all windows, doors, and blinds
  - Tape or stuff any gaps where air might enter (beneath and around doors and windows
  - Remain in place until instructed to do otherwise by a WATC official or a firefighter.
- Engineers should turn off ventilation

## **MEDICAL EMERGENCY**

Medical emergencies, with known and unknown causes, can occur without warning to students, staff, and visitors on campus. A timely, trained response is the best chance for recovery. To initiate a timely response, take the following steps immediately:

### **Life Threatening Emergency:**

- Call 9-1-1. Advise the emergency operator of the circumstances and follow the instructions given.
- Either call or send a runner to the President's Office (677-9500) to obtain immediate campus response in addition to responding paramedics.
- State the medical aid needed.
- Provide the location of the emergency.
- Describe the type of injury or illness.
- Provide a brief description of how the injury or illness occurred.
- Do not move the injured or ill person unless it is necessary to avoid further injury.
- Have someone meet the responding paramedics and direct them to the emergency location.

### **Non-Life Threatening Need for Medical Assistance:**

- Call 677-9500.
- State the medical aid needed.
- Provide the location of the emergency.
- Describe the type of injury or illness.
- Provide a brief description of how the injury or illness occurred.
- Do not move the injured or ill person unless it is necessary to avoid further injury.
- Have someone meet the responding personnel to direct him or her to the emergency location.

## **SEVERE WEATHER**

Severe local storms are the most common widespread hazard faced by WATC. Effects of severe local storms - wind, snow, ice, hail and high winds - are immobility and loss of utilities. If electrical lines are damaged, other utilities such as telephone systems (cell and land lines), natural gas, water, and sewer systems may become inoperable. Transportation routes may be impassable leaving both staff and students without the ability to get to the college or worse, stranded.

### **Normal Hours of Operation (Monday – Friday, 8 a.m. – 10 p.m.):**

- WATC classes and general business operations will continue unless otherwise notified.
- If you are outside and threatened by severe weather or observe lightning, move inside a building or your vehicle, if available.
- During a power outage, if you are in a darkened area, remain calm and move cautiously to a lighted area.
- If classes and general business of WATC is suspended during normal operating hours, staff will be notified through the existing telephone tree, by email and in the event of telephone or electrical outage, by runner.
- Severe weather may reduce the ability of students and staff to leave the building they are in, or campus. Faculty and staff will be notified by the President's Office designee whether to release students or to shelter-in-place. (No one will be held against his or her will in a building, classroom or on campus.)
- If it becomes necessary to close campus during pre-scheduled operating hours, the President or designee will initiate notification to staff and students through the phone tree, emergency texting, e-mail and by runner.

**Call** the WATC closure hotline 677-9596 for information regarding the status of a college closure. Notice of campus closure will also be announced through local radio and television media.



## **SUSPICIOUS MAIL / PACKAGE**

Letters containing threatening information, hate mail, or potentially explosive or infectious substances need to be handled with care. Identifying suspicious packages prior to opening minimizes the threat of exposure and increases the potential for evidence. WATC office personnel initially handle most mail sent to the colleges and is alert to the hazards associated with letters and packages. However, each individual should take care when handling and opening mail.

### **What to Look For:**

- Irregular shape, soft spots, or bulges in packaging.
- Unprofessionally wrapped with excessive tape or several types of tape.
- Special handling endorsements such as “Confidential” or “Handle with Care” or “Rush Order.”
- No return address, fictitious return address or return address different than post mark.
- Misspelled words, badly written or typed address.
- Addressed to title only or wrong title with name.
- Strange odor, oily stains on package, or protruding wires.

### **What to Do:**

- Do not move or open any suspicious mail.
- Leave the mail where it is.
- Leave the room and lock the door.
- Inform your supervisor and/or 677-9500 to notify the administration of the need for assistance.
- The President’s Office will be responsible for notifying emergency responders.

### **If a Suspicious Substance is Found in Opened Mail:**

- Put the envelope or package down immediately.
- **Leave suspicious substance as is.**
- Cover suspicious substance gently with an empty, overturned waste basket
- Limit the number of people allowed to enter the office or area.

### **If a Bomb is Suspected:**

- Evacuate the office and the building immediately
- A fire alarm can be pulled to evacuate any personnel from the building if necessary.
- **Call 9-1-1** from a safe location, preferable using a land line. **Do not use a cell phone to make a call within 500 ft of the device.** Some explosive devices are triggered to explode on common cell and radio frequencies.
- Then call extension 677-9500 for immediate campus administration response.

**If you suspect the substance is a biological or chemical agent:**

- Minimize all contact with the substance.
- Cover the envelope or package with an empty wastebasket turned over to minimize contact with the substance by others and to minimize its potential to spread beyond its original area.
- Wash your hands gently with soap and warm water and call extension 677-9500 for immediate campus administration response.

Follow guidance provided by campus administrators or emergency responders for minimizing exposure and/or spread of contamination.

Seek medical attention based on initial analysis results or advice from emergency responders.

## **DEATH**

### **Death – Accidental and Natural Causes**

The death of an individual working at, attending, or visiting WATC could occur as a result of an accident, a suicide, or natural causes. In any event the impact on survivors must be considered and an appropriate response must be made.

Crisis caused by the sudden death of a student or faculty/staff member can be averted or diminished via a preplanned intervention program. People in crisis often experience anxiety, feelings of vulnerability, and other difficulties.

In the event of a death, the Crisis Team should meet and an appropriate response should be made as soon as possible. Sedgwick County Comcare (660-7600) may be utilized for professional crisis and counselor help.

The immediate response to the death of a student, a member of the faculty/staff, or group individuals will be as follows:

1. The college will maintain its regular schedule.
2. A counseling center will be set up in the NCAT auditorium to help small groups of students cope with the crisis. Students who need help/support or who are too upset to be in class should spend time in the “crisis center”. Counselors may also meet with individuals in private as necessary.
3. When requested by a program instructor, Crisis Team members can lead classroom discussions.
4. A staff meeting will be held to disseminate information concerning the death.
5. Staff members may visit with counselors individually or as a group as necessary.
6. The auditorium will serve as a base for staff support as they handle their classes prior to and during the funeral.
7. Members of the Crisis Team will assist in covering classes for those staff members who are especially upset and in need of time to recover from the shock.
8. The on-site administrator(s) or a delegate will make all public announcements.

### **Guidelines for informing individuals of a death:**

- a) The individual should be told by someone whom he/she trusts or has an established rapport with.
- b) The individual should be informed of the incident simply and directly.
- c) Unnecessary details should not be offered.
- d) The individual should not be left alone following the news.
- e) The individual should be afforded privacy, as needed.
- f) Parent(s)/relatives should be encouraged to be supportive of the individual.
- g) All students/staff should be informed of the circumstances as soon as possible.
- h) Additional Comcare treatment/resources should be offered to the individual.

## **Suicide**

Suicide should not be ignored, nor should it be romanticized or sensationalized. It should be dealt with carefully and compassionately.

The grieving process is essential to the well-being of the students, teachers, and family. Most adolescents can cope with the loss after the initial shock, although some may become depressed for a few weeks or even months. With adequate help students and teachers will be able to deal with this tragedy.

When a suicide occurs on campus, the President should contact the members of the Crisis Team to inform them of the situation and to request that they meet to develop strategies to address the suicide. It will be the discretion of the President to convene the Crisis Team for an off-campus suicide. (Typically this would be done for the suicide of a faculty or staff member).

The administration may want to arrange for a psychologist or psychiatrist or "outside expert" to be at the college to lend support and to help the students and teachers. Some people may be wrestling with the notion that something they did or said prompted the individual to commit suicide. The psychologist or psychiatrist may be able to dispel this idea or to identify other depressed youths.

Time should be allowed for instructors to ask questions because they will want to know how to act knowledgeably and confidently.

For additional support, a crisis center should be established. Students should be encouraged to escort friends to the center and to go there themselves if they need help. Some staff members and students may need to be taken home.

The building crisis team should concentrate on relating the facts and dispelling the rumors; deglamorizing the events; advising students where they can go to discuss their feelings; encouraging students to be understanding of others' feelings of responsibility; emphasizing that every faculty/staff member in the building is willing to help or listen; and encouraging students to express their responses to the death.

Staff members should be encouraged to relate the facts rather than allow rumors to circulate. Any attempts to glamorize suicide should be challenged by staff and suicide should be put in proper perspective. The facts of death, the pain suffered by surviving family members and friends, and the decision to die must be discussed.

The College should return to normal as soon as possible.

## **APPENDIX A**

### **Acronym Definitions**

The **Campus Emergency Response Team (CERT)** is made up of members of the college community that have one or all of the following basic response skills: fire safety, light search and rescue, team organization, and/or disaster medical training. CERT members can assist others in their workplace following an event when professional responders are not immediately available to help. CERT members also are encouraged to support emergency response agencies by taking a more active role in emergency preparedness projects on campus. CERT members help the Incident Commander stabilize conditions for first responders, coordinate evacuations, promote calm, and relay information extending the resources of facilities.

The **Emergency Operations Plan (EOP)** is put into effect whenever a crisis, man-made or natural, disrupts operations, threatens life, creates major damage, and occurs within the College community and its environs including satellite campuses, etc. While it is likely that outside assistance would be available in most large-scale crisis/emergency situations affecting the College, the College must be prepared to carry out crisis response and short-term recovery operations on an independent basis.

The **Incident Commander (IC)** is the person responsible for all aspects of an emergency response; including quickly developing incident objectives, managing all incident operations, application of resources as well as responsibility for all persons involved. The Incident Commander sets priorities and defines the organization of the incident response teams and the overall Emergency Operations Plan. The role of Incident Commander *may* be assumed by senior or higher qualified officers upon their arrival or as the situation dictates. Even if subordinate positions are not assigned, the Incident Commander position will always be designated or assumed. The Incident Commander may, at their own discretion, assign individuals, who may be from the same agency or from assisting agencies, to subordinate or specific positions for the duration of the Emergency.

The **Incident Command Post (ICP)** is a temporary facility and signifies the physical location of the tactical-level, on-scene incident command and management organization. It typically comprises the Incident Commander and immediate staff and may include other designated incident management officials and responders from Federal, State, and local agencies, as well as private-sector, nongovernmental, and volunteer organizations. Typically, the ICP is located at or in the immediate vicinity of the incident site and is the focus for the conduct of 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 be collocated with the incident base, if the communications requirements can be met.

The **Incident Command System (ICS)** is "a systematic tool used for the command, control, and coordination of emergency response." A more detailed definition of an ICS according to the United States Center for Excellence in Disaster Management & Humanitarian Assistance is "a set of personnel, policies, procedures, facilities, and equipment, integrated into a common organizational structure designed to improve emergency response operations of all types and

complexities." An ICS is based upon a flexible, scalable response organization providing a common framework within which people can work together effectively. These people may be drawn from multiple agencies that do not routinely work together, and ICS is designed to give standard response and operation procedures to reduce the problems and potential for miscommunication on such incidents. ICS has been summarized as a "first-on-scene" structure, where the first responder of a scene has charge of the scene until the incident has been declared resolved, a superior-ranking responder arrives on scene and takes command, or the Incident Commander appoints another individual Incident Commander.

The **National Incident Management System (NIMS)** is a system used in the United States to coordinate emergency preparedness and incident management among various federal, state, and local agencies. The NIMS is a structured framework used nationwide for both governmental and nongovernmental agencies to respond to natural disasters and or terrorist attacks at the local, state, and federal levels of government.

The **Public Information Officer (PIO)** is the communications coordinator or spokesperson of the college and can be directed to local entities (i.e. city, county, state or federal government authorities). They differ from public relations departments of private organizations in that many of them typically do not engage in marketing, but solely in providing information to the public and the media as required by law and according to the standards of their profession.

A **Unified Command (UC)** is one way to carry out command in which responding agencies and/or jurisdictions with responsibility for the incident share incident management. If a Unified Command is needed, Incident Commanders representing agencies or jurisdictions that share responsibility for the incident manage the response from a single Incident Command Post. A Unified Command allows agencies with different legal, geographic, and functional authorities and responsibilities to work together effectively without affecting individual agency authority, responsibility, or accountability. Under a Unified Command, a single, coordinated Emergency Action Plan will direct all activities. The Incident Commanders will supervise a single Command and General Staff organization and speak with one voice.



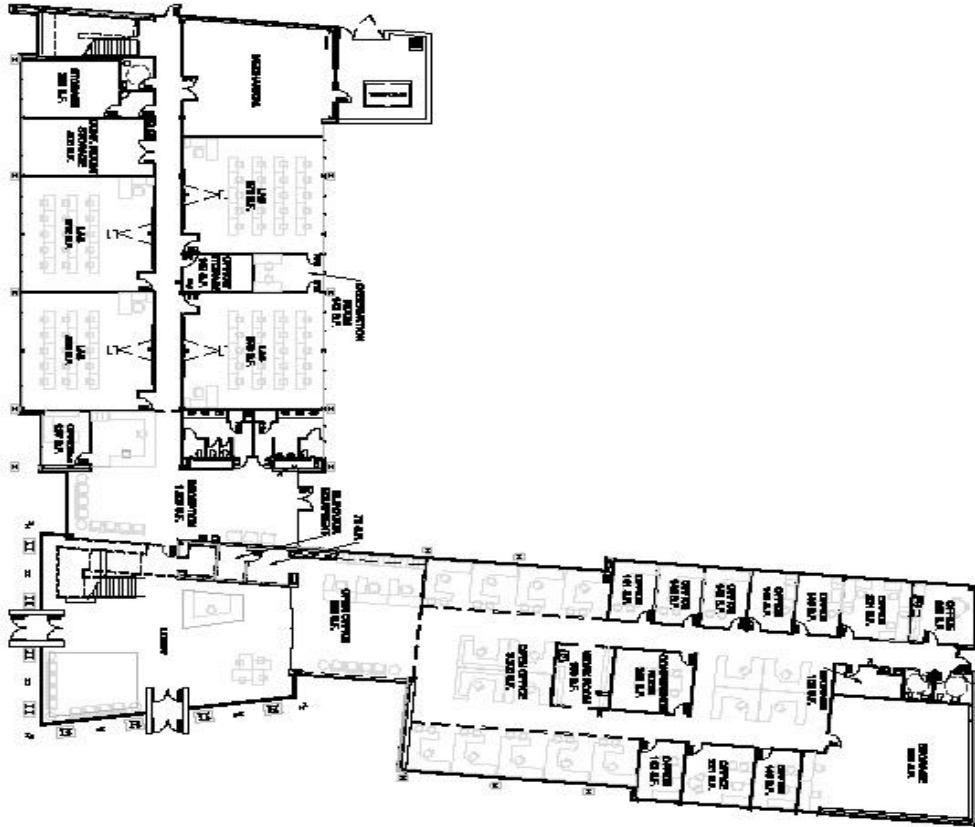
**APPENDIX C**  
**NCAT**



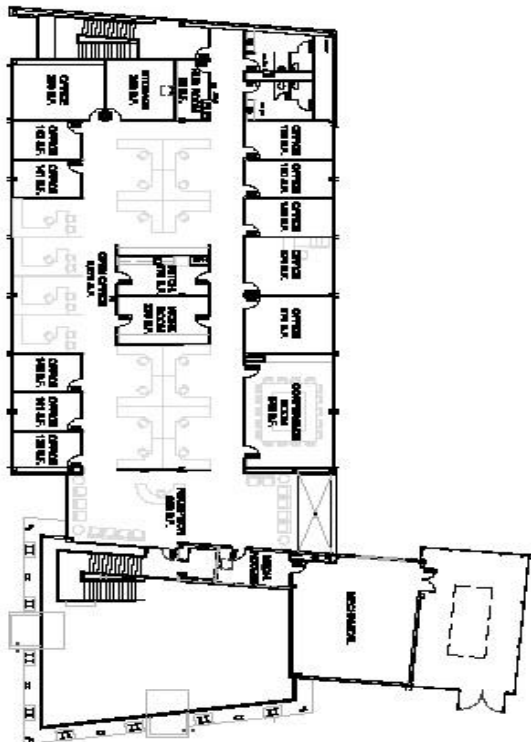


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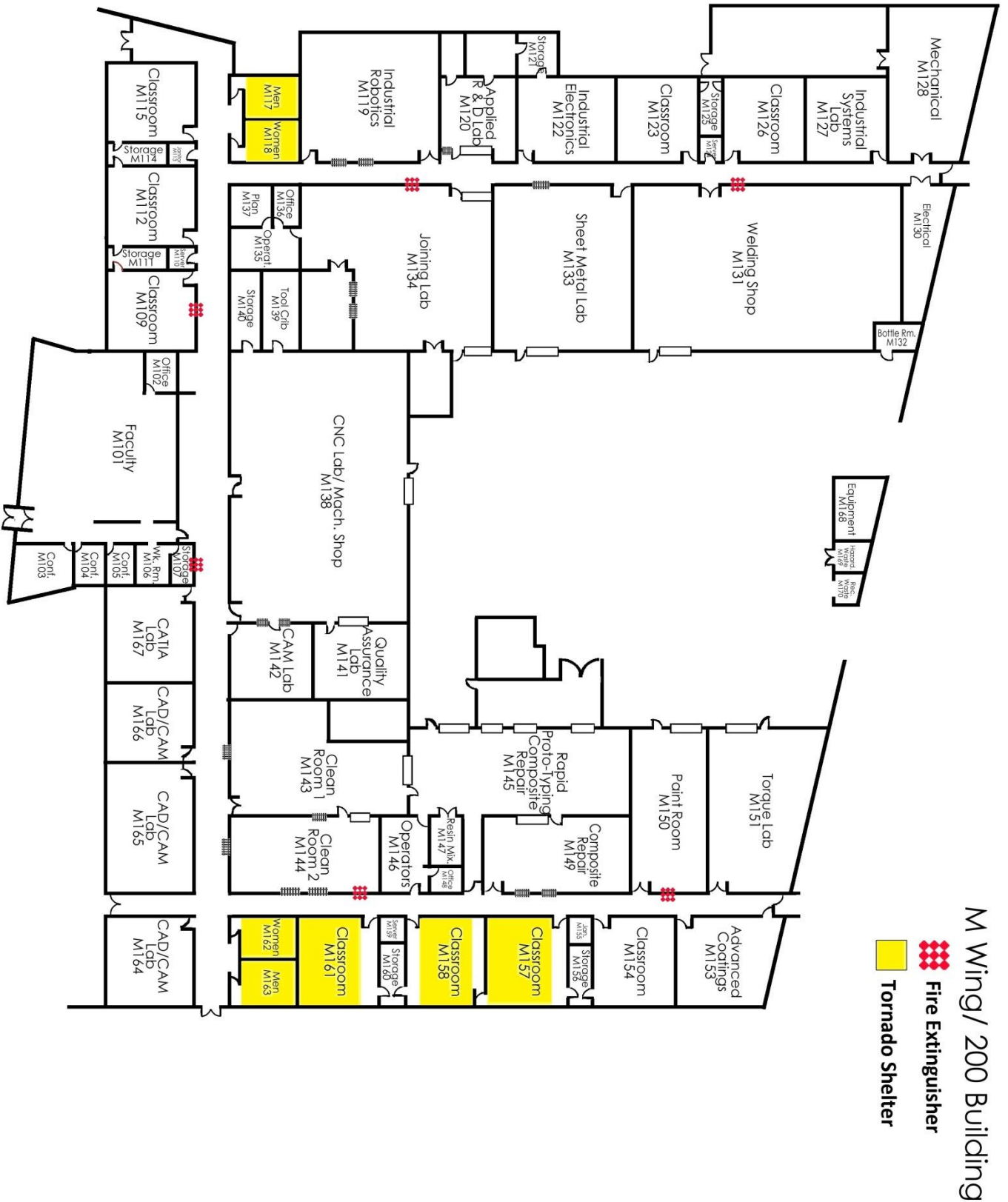
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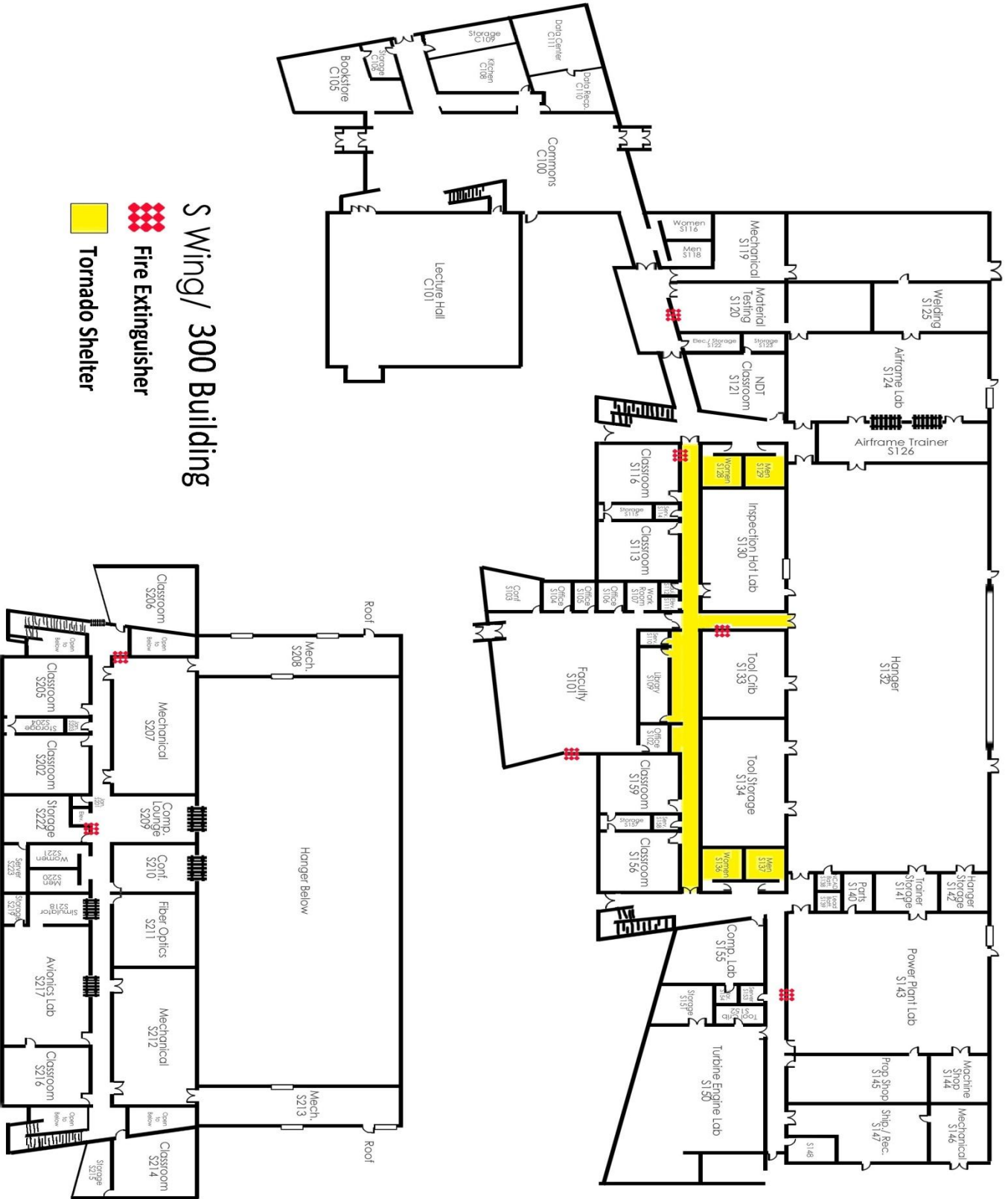
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NCAT Building 200

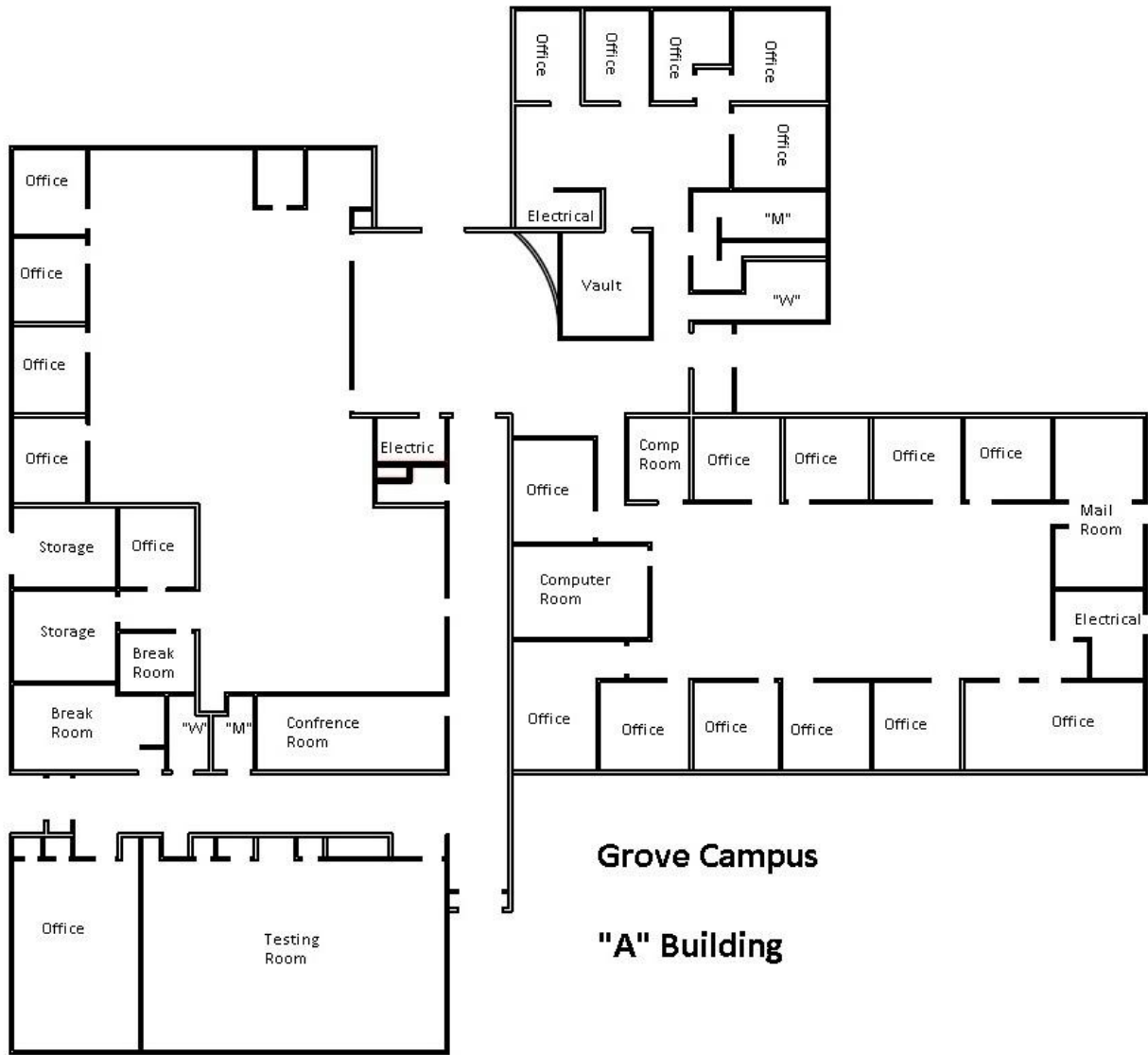


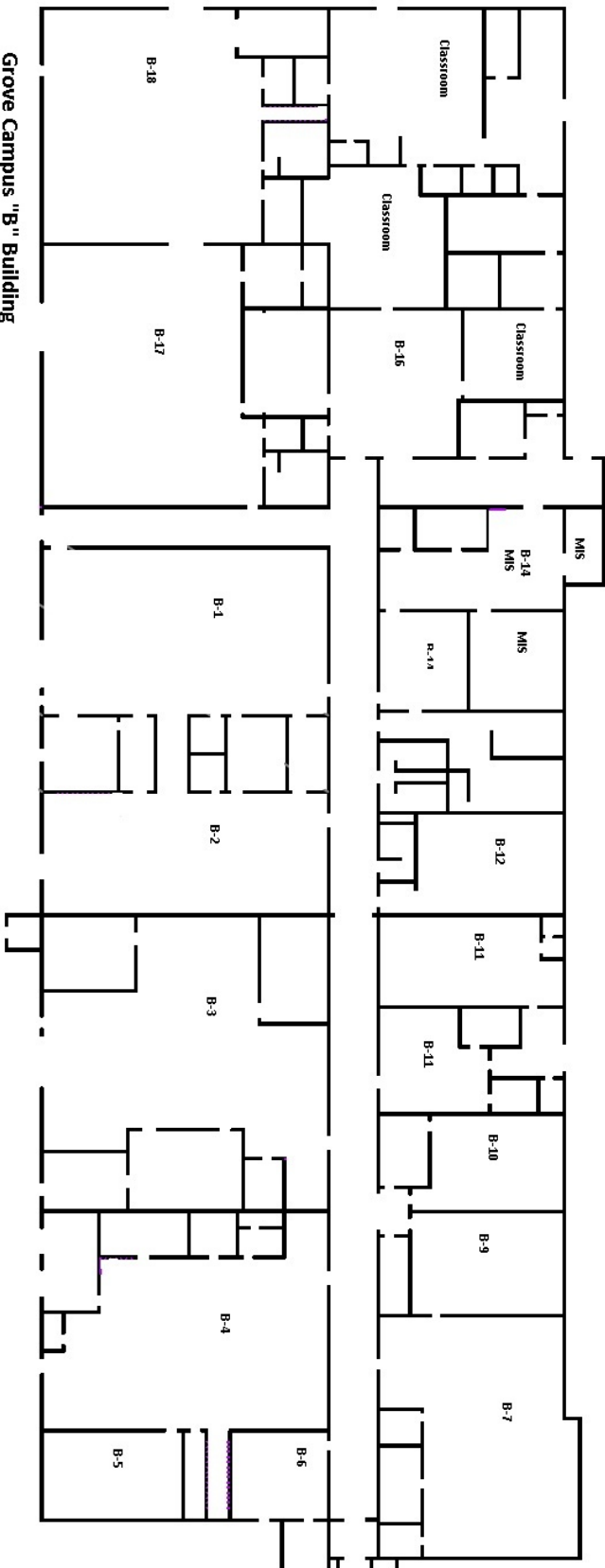
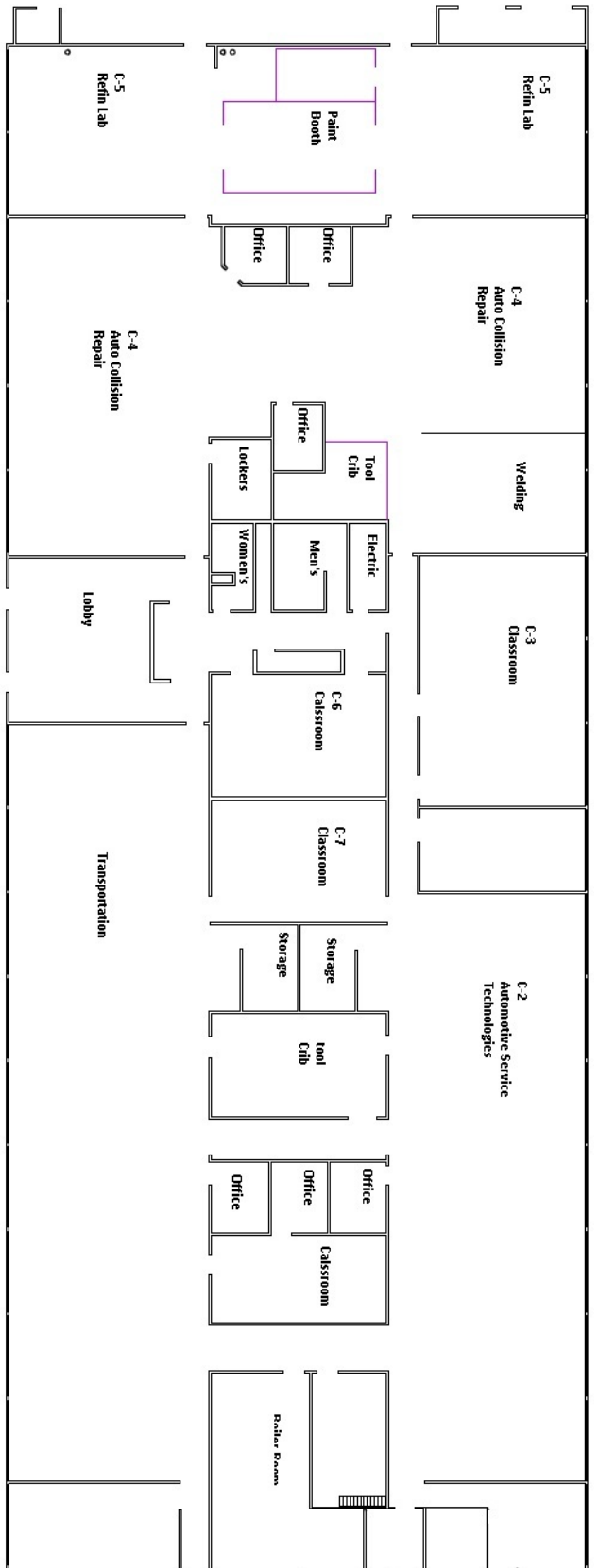
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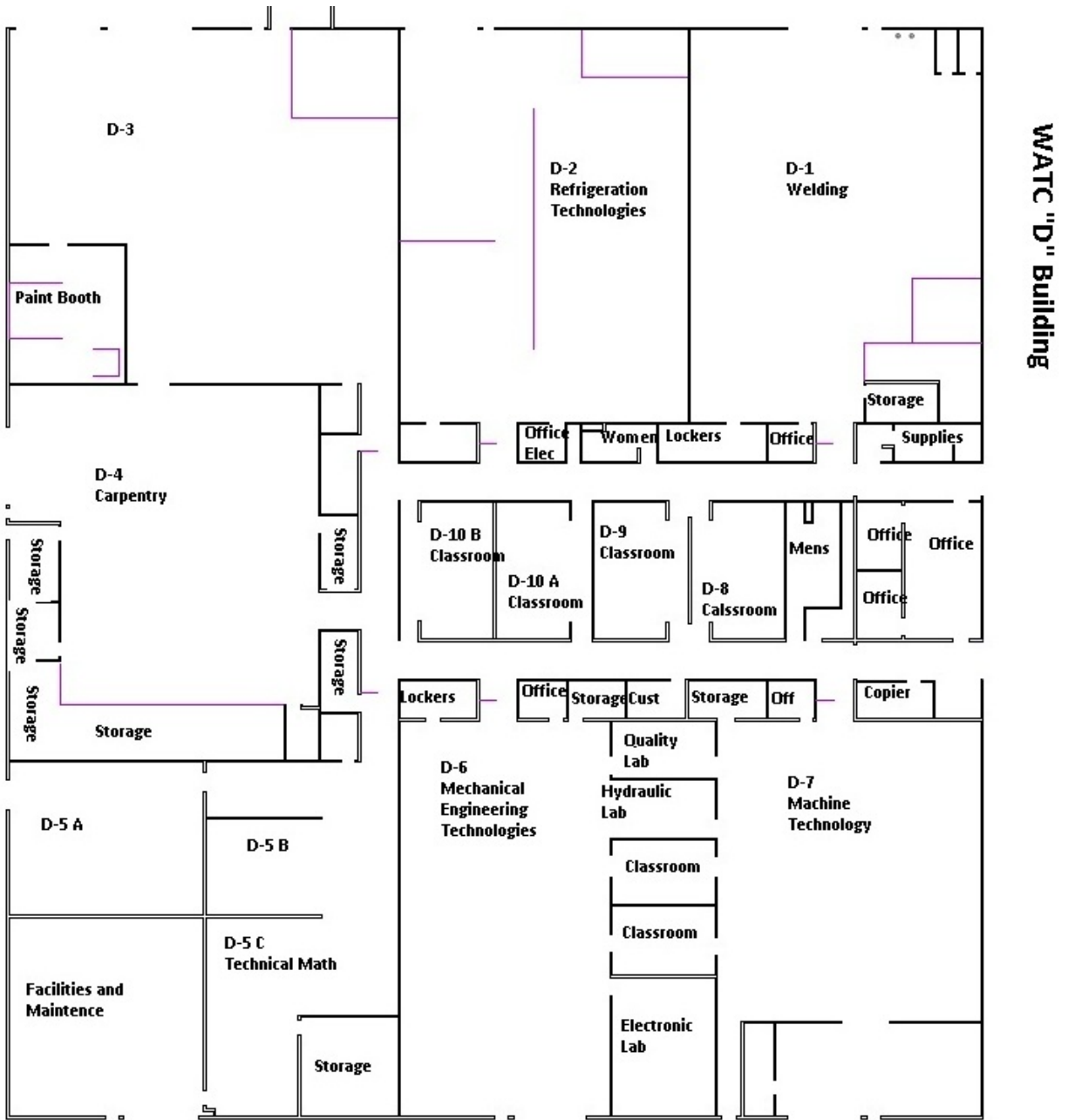


**GROVE**







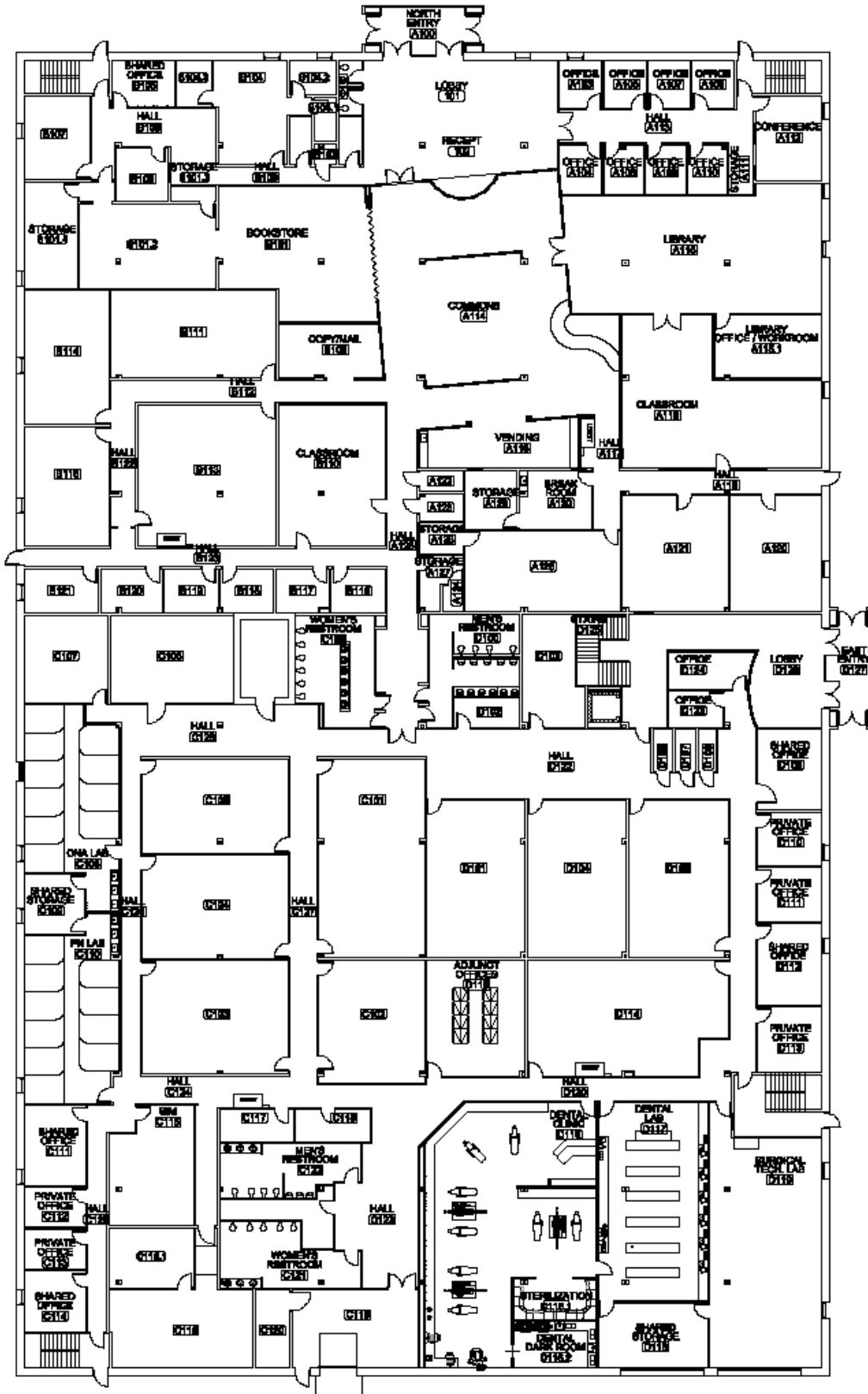


**SOUTHSIDE**

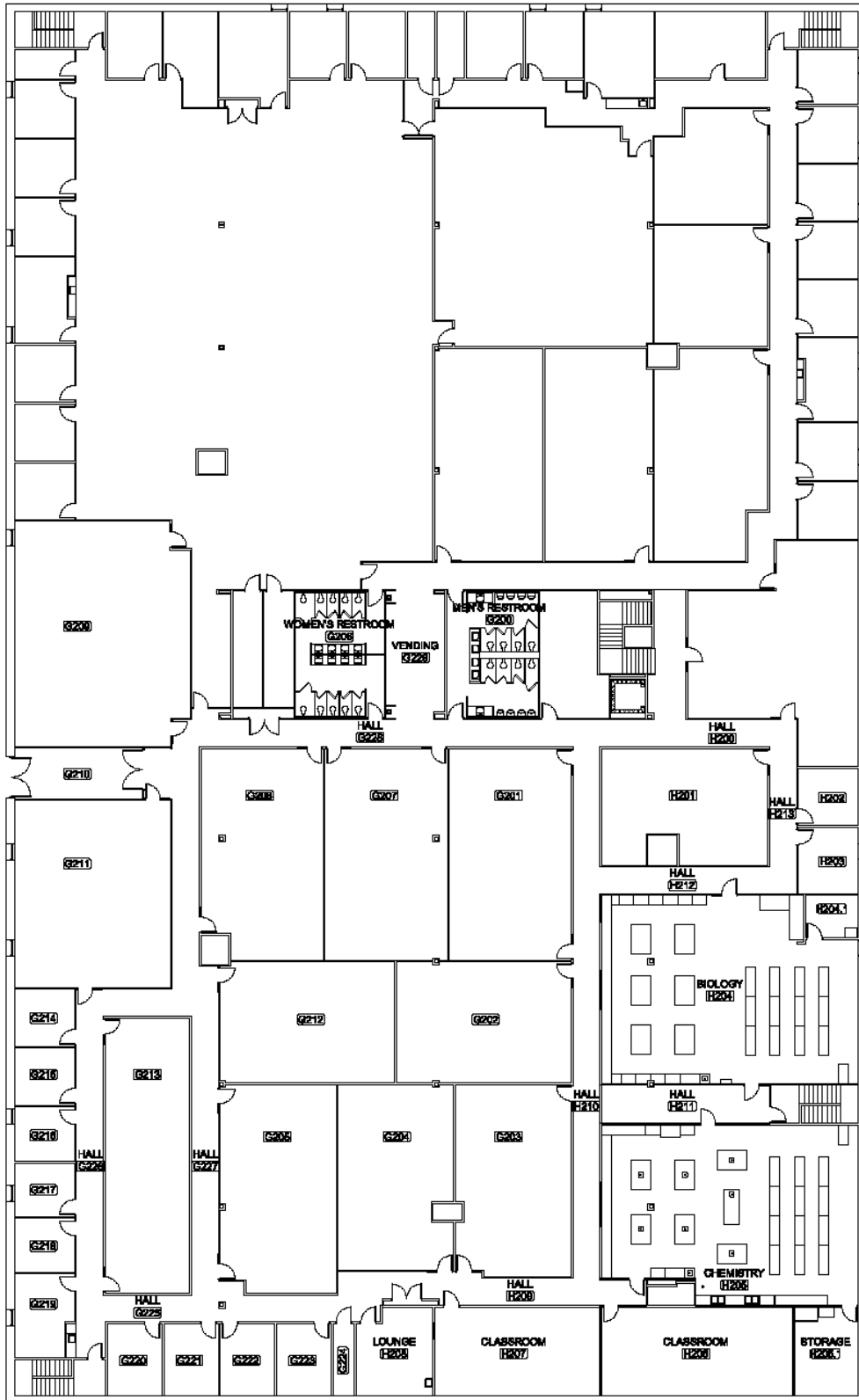




### SOUTHSIDE 1<sup>st</sup> FLOOR



### SOUTHSIDE 2<sup>nd</sup> FLOOR



## APPENDIX D

### STAFF CONTACT NUMBERS

#### NCAT

<b>Name</b>	<b>Title</b>	<b>Phone #1</b>	<b>Phone #2</b>	<b>Work #</b>
Dr. Tony Kinkel	College President			(316) 677-9500
Randy Roebuck	Executive Director of Technology & Operations			(316) 677-9437
Sheree Utash	Senior VP of Academic Affairs & Learner Services			(316) 677-9536
Sarah Leftwich	Associate VP Academic Affairs			(316) 677-9450
Kirk Peterson	Director of Operations and Facilities			(316) 677-9461
Colin Gallagher	Safety and Security Coordinator			(316) 677-1824

#### Grove Campus

<b>Name</b>	<b>Title</b>	<b>Phone #1</b>	<b>Phone #2</b>	<b>Work #</b>
Dr. Tony Kinkel	College President			(316) 677-9500
Randy Roebuck	Executive Director of Technology & Operations			(316) 677-9437
Sheree Utash	Senior VP of Academic Affairs & Learner Services			(316) 677-9536
Sarah Leftwich	Associate VP Academic Affairs			(316) 677-9450
Kirk Peterson	Director of Operations and Facilities			(316) 677-9461
Colin Gallagher	Safety and Security Coordinator			(316) 677-1824
Mike Enders	Mechanical Technician			(316) 677-1719

**Southside**

<b>Name</b>	<b>Title</b>	<b>Phone #1</b>	<b>Phone #2</b>	<b>Work #</b>
Dr. Tony Kinkel	College President			(316) 677-9500
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