



CENTRAL *Wyoming* COLLEGE

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# CRISIS MANAGEMENT PLAN

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## CRISIS MANAGEMENT PLAN

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# EMERGENCY OPERATIONS TEAM

President	Jo Anne McFarland	<a href="#"><u>(campus) x2101</u></a>
Executive VP for Student and Academic Services	Jason Wood	<a href="#"><u>(campus) x2111</u></a>
VP for Administrative Services	Ron Granger	<a href="#"><u>(campus) x2025</u></a>
Associate VP for Student Services	Cory Daly	<a href="#"><u>(campus) x2186</u></a>
Assistant Dean for Student Services	Steve Barlow	<a href="#"><u>(campus) x2029</u></a>
Campus Safety Director	Dan Ladd	<a href="#"><u>(campus) x2143</u></a> <a href="#"><u>(cell) 307-851-5549</u></a>
Director of Physical Plant	Wayne Robinson	<a href="#"><u>(campus) x2104</u></a>
Chief Information Officer	John Wood	<a href="#"><u>(campus) x2162</u></a>
Public Information Officer	Carolyn Aanestad	<a href="#"><u>(campus) x2103</u></a>
Incident Scribe	Linda Bender	<a href="#"><u>(campus) x2102</u></a>
Human Resources	Jennifer Rey	<a href="#"><u>(campus) x2113</u></a>
<i>WPBS General Manager</i>	<i>Ruby Calvert</i>	<a href="#"><u>(campus) 856-6944</u></a>

# EVACUATION PLAN

If the alarm sounds and you are in the following buildings:

INTERTRIBAL  
CENTER

STUDENT  
CENTER

MAIN  
HALL

ADMIN.  
COMPLEX

GO TO:

ART CENTER GALLERY

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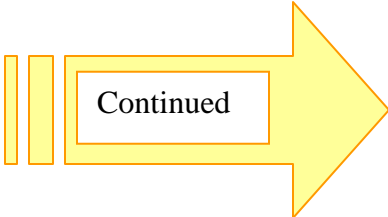
If the alarm sounds and you are in the following buildings:

ART  
CENTER

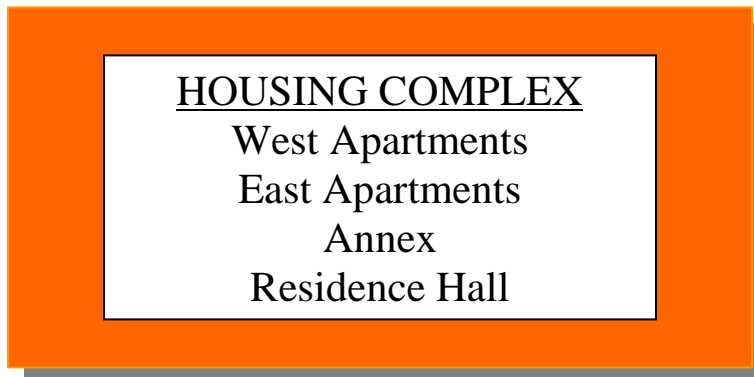
PRO  
TECH

GO TO:

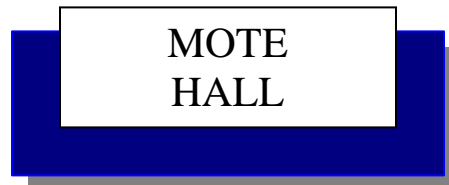
STUDENT CENTER

Continued 

If the alarm sounds and you are in the following buildings:

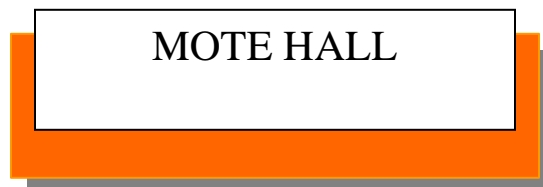


GO TO:



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If the alarm sounds and you are in the following building:



GO TO:



# LOCKDOWN PLAN

College Administration will initiate the lockdown utilizing CWC's Communication Network.

**In case of emergency requiring lockdown, Faculty and Staff will immediately:**

- Stop all classroom activity
- Check hallway, restrooms, and adjacent open areas for students
- Bring all persons in the area into the classroom
- Close and lock all doors
- Move all persons away from doors and windows
- Leave lights on and blinds or curtains open
- Block the bottom of the door to prevent possible fumes from coming into the room
- Continue to reassure students that this is the safest measure available
- Keep your students orderly, calm, and together at all times
- Do not open the door. Law Enforcement, First Responders, Fire-Rescue, and/or College Personnel will arrive and direct or escort you to a safe area
- Maintain silence. Do not use radio, TV, stereo, sing, or make any noises.
- Do not resume instructional activities until you have been released.

\*Bring class roster and take attendance where applicable

## Bomb or Suspicious Device

Contact Campus Safety  
855-2143

Do not touch the  
suspicious device

Leave everything in the  
room unchanged

Evacuate the room and  
relocate using the  
evacuation procedures

Wait for directions from  
emergency personnel or  
college official

If you receive a bomb threat  
over the telephone, use the ATF  
Bomb Threat Checklist (on next  
page) to gather as much  
information as possible from the  
caller



Department of the Treasury  
Bureau of Alcohol, Tobacco & Firearms  
**BOMB THREAT CHECKLIST**



1. When is the bomb going to explode?
2. Where is the bomb right now?
3. What does the bomb look like?
4. What kind of bomb is it?
5. What will cause the bomb to explode?
6. Did you place the bomb?
7. Why?
8. What is address?
9. What is your name?

**EXACT WORDING OF BOMB THREAT:**

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Sex of caller: \_\_\_\_\_ Race: \_\_\_\_\_  
 Age: \_\_\_\_\_ Length of call: \_\_\_\_\_  
 Telephone number at which call is received: \_\_\_\_\_  
 Time call received: \_\_\_\_\_  
 Date call received: \_\_\_\_\_

**CALLER'S VOICE**

- |                                   |                                   |
|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> Calm     | <input type="checkbox"/> Nasal    |
| <input type="checkbox"/> Soft     | <input type="checkbox"/> Angry    |
| <input type="checkbox"/> Stutter  | <input type="checkbox"/> Loud     |
| <input type="checkbox"/> Excited  | <input type="checkbox"/> Lisp     |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Slow     |
| <input type="checkbox"/> Rasp     | <input type="checkbox"/> Crying   |
| <input type="checkbox"/> Rapid    | <input type="checkbox"/> Deep     |
| <input type="checkbox"/> Normal   | <input type="checkbox"/> Distinct |

- |   |  |
|---|--|
| <input type="checkbox"/> Slurred  | <input type="checkbox"/> Whispered       |
| <input type="checkbox"/> Ragged   | <input type="checkbox"/> Clearing Throat |
| <input type="checkbox"/> Deep Breathing   | <input type="checkbox"/> Cracking Voice  |
| <input type="checkbox"/> Disguised  | <input type="checkbox"/> Accent          |
| <input type="checkbox"/> Familiar ( <i>If voice is familiar, who did it sound like?</i> ) _____ |  |

**BACKGROUND SOUNDS:**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Street noises | <input type="checkbox"/> Factory machinery                     |
| <input type="checkbox"/> Voices                   | <input type="checkbox"/> Crockery                              |
| <input type="checkbox"/> Animal noises            | <input type="checkbox"/> Clear                                 |
| <input type="checkbox"/> PA System                | <input type="checkbox"/> Static                                |
| <input type="checkbox"/> Music                    | <input type="checkbox"/> House noises                          |
| <input type="checkbox"/> Long distance            | <input type="checkbox"/> Local                                 |
| <input type="checkbox"/> Motor                    | <input type="checkbox"/> Office machinery                      |
| <input type="checkbox"/> Booth                    | <input type="checkbox"/> Other ( <i>Please specify</i> ) _____ |

**BOMB THREAT LANGUAGE:**

- |  |   |
|--|---|
| <input type="checkbox"/> Well spoken (education) | <input type="checkbox"/> Incoherent                   |
| <input type="checkbox"/> Foul                    | <input type="checkbox"/> Message read by threat maker |
| <input type="checkbox"/> Taped                   | <input type="checkbox"/> Irrational                   |

**REMARKS:**

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Your name: \_\_\_\_\_

Your position: \_\_\_\_\_

Your telephone number: \_\_\_\_\_

Date checklist completed: \_\_\_\_\_



## Chemical Spill

Immediately evacuate the area and pull the fire alarm if the spill is in a building

Call 911 and report the following:

- Where the spill occurred
- The name and type of chemical if known (gas, liquid, solid)
- Number and type of injuries, if applicable

Follow the directions of the 911 operator or College Official

# Fire/Explosions

Pull Alarm – Alarm  
notifies Fire Department

If there is time, close  
doors & windows  
Do not lock

Evacuate Building  
following the campus  
evacuation plan

Assist those in need of  
assistance if you are able

If not, report their location  
to campus safety or  
physical plant  
immediately upon exiting  
the building

Keep streets and  
sidewalks clear for  
emergency personnel

DO NOT re-enter building  
until announced “All  
Clear”

# Dangerous Intruder Situations

Take cover or run away

If possible, call 911

Secure doors and remain on the floor

Do not leave cover location until threat is gone or location becomes unsafe

If possible, safely observe and report suspects actions

Confront suspect as last option using any means possible

# Terrorism and Acts of Violence

Call 911 as soon as possible

Secure the area and follow lockdown procedures

Keep students with you and remain calm

## Lockdown Procedures

- Stop all classroom activity
- Check hallway, restrooms, and adjacent open areas for students
- Bring all persons in the area into the classroom
- Close and lock all doors
- Move all persons away from doors and windows
- Leave lights on and blinds or curtains open
- Block the bottom of the door to prevent possible fumes from coming into the room
- Continue to reassure students that this is the safest measure available
- Keep your students orderly, calm, and together at all times
- Do not open the door. Law Enforcement, First-Responders, Fire-Rescue, and/or College Personnel will arrive and direct or escort you to a safe area
- Maintain silence. Do not use radio, TV, stereo, sing, or make any noises
- Do not resume instructional activities until you have been released.

# Hostage Situation

If you become aware of a hostage situation, call 911 immediately and notify Campus Safety

Prevent others from entering the area

Follow directions given by Law Enforcement or a College Official

Identify persons who witnessed the incident

## If you are taken hostage:

Follow the directions of the hostage taker

Remove anything that would hint that you are a person of importance such as nametags

Do not call attention to yourself

Do not make any suggestions to the hostage-taker

Speak only when spoken to

# Medical Emergency

## If necessary to clear the room:

*Call 911 as soon as possible*

*Clearly specify:*

- Whether the victim is breathing or not
- Obvious injuries
- Information describing the preceding events
- Location of the victim – if possible, send someone to direct the Emergency Response vehicle

*Follow directions of the 911 operator or administer Basic Life Support (if trained to do so)*

Follow procedure outlined in the evacuation plan

Notify Campus Safety or call 911 immediately

Remain with the victim(s) until assistance arrives

Provide basic first aid to injured (if trained to do so)

# Weather Conditions

## Tornados:

IF INSIDE:

Do NOT pull fire alarm

Go to the basement or hallway of the lowest level

Avoid large open rooms and rooms with windows (e.g. library, food court, gym)

Use arms to protect head and neck

IF OUTSIDE:

Attempt to get inside

Take shelter in low lying area or ditch

Be aware of flash flooding and lightening, which often accompany tornados

Do NOT attempt to outrun the tornado

# Weather Conditions

## Earthquakes

IF INSIDE:

Get outside as quickly as safety permits

Protect your head with your arms and take shelter under a desk or doorjamb

Be aware of broken gas lines

Be aware of aftershock

IF OUTSIDE:

Stay outside if that is where you are

Stay away from buildings, trees and power lines

Be aware of downed power lines