Williston State College

Emergency Preparedness Plan

10/18/2010
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1.0 Introduction

All members of the Williston State College community have a responsibility to be prepared in the event of an emergency. The procedures outlined in the following pages are designed to provide a flexible framework for emergency management of a crisis situation, rather than step-by-step directions for handling any and every conceivable situation. When appropriate, there may be deviations from these written procedures due to changes in personnel, policies, interpretation, law, and experimentation with different systems or simply evolution of the process itself. This plan may be changed at any time. Employees are encouraged to review this Emergency Preparedness Plan periodically and suggest changes in the plan to keep it current and to minimize differences between the plan and actual practices.
2.0 Emergency Procedures

2.1 Purpose

This plan applies to all people on campus. Its purpose is to establish procedures, duties, plans, and training for college personnel in the event of an emergency and to guide all individuals to safety.

2.2 Emergency Contacts

Contact 911 in the event of an emergency. If the emergency is beyond the scope of 911 emergency personnel, or has the potential of developing into a crisis, an Executive Cabinet member should be notified immediately. If in doubt of the extent, or potential extent, of the emergency, contact an Executive Cabinet member. The Executive Cabinet member will make the determination of level of emergency and appropriate action.

Fire, Ambulance, Police---------------------------------------- 911

Executive Cabinet Members office numbers:

- WSC President 774-4233
- VP of Business Services 774-4240
- VP for Instruction 774-4231
- VP of Student Services 774-4554
- VP of College Advancement 572-9275
- Executive Director Train ND 774-4246

Non-Emergency Contacts

- Safety Officer 774-4528
- Williams County Disaster Emergency Service 577-7707
- Williston Family Crisis Shelter/Center 572-0757
- Mercy Medical Center 774-7400
- Williston Police Department 577-1212
- Rape Victim Hotline 1-800-472-2911
- Poison Center 1-800-732-2200

2.3 Emergency Communications

The majority of emergency conditions and situations that occur at the college will be addressed by normal emergency response protocols. However, in the event the emergency situation requires a more extensive response, the WSC President or cabinet member will determine the appropriate level of classification needed to address the emergency, using this plan as a guide. Everyone in the WSC community is encouraged to participate as directed by the executive to minimize risk and prevent further crisis.
2.4 Emergency Level Classifications

There are three levels of operation relative to the magnitude of the emergency:

**Level 1** – Standby/Alert: The emergency includes incidents that can be managed using normal response operations. The *Emergency Operation Center* (EOC) is not activated but appropriate EOC personnel are informed.

**Level 2** – Partial Activation: The emergency cannot be managed using normal procedures. The EOC is partially activated; i.e. some, but not all, positions are filled to coordinate and support the response to the incident. EOC staffing decisions are made by the Incident Commander and depend on the circumstances surrounding the event.

**Level 3** – Full Activation: A major emergency such as a tornado or significant terrorist event. The EOC is activated. All or most EOC positions are filled. All emergency personnel should report for duty.
3.0 Emergency Operations Center (EOC)

During times of major crisis, WSC will centralize its emergency response by establishing an Emergency Operations Center (EOC). The designated campus EOC will be located in the President’s Office. The EOC is the area where the President’s Cabinet will assemble to make emergency operation decisions and disseminate information to employees and the public. If an alternate EOC is needed, the appropriate site will be chosen based on the availability of necessary telecommunication and network connectivity and emergency power.

3.1 Organization Structure

WSC will organize the EOC using the Incident Command System (ICS) which falls within the National Incident Management System (NIMS) guidelines, established by US Department of Homeland Security, to allow a consistent nationwide framework for all levels of incident management. The ICS assigns common terminology to describe individuals involved in managing an incident. Adapting these same common terms allows interfacing with outside agencies in the event the magnitude of the emergency requires outside entity collaboration.

3.1.1 Incident Commander: Person in charge of the organization. The WSC President is designated as the Incident Commander. If the President is unavailable, his designee will become the Incident Commander. (Position Responsibilities – see Appendix A)

3.1.2 Command Staff: This is the Incident Commander’s staff which includes: Public Information Officer, Safety Officer, and Liaison Officer.

3.1.3 Section Chiefs: The Section Chiefs take charge of direct areas under the authority of the Incident Commander. The Section Chiefs include Operations, Planning, Logistics/Finance. Depending on the level of emergency, the Incident Commander may appoint one person to more than one position.

3.1.4 Organizational Chart
3.2 Functions performed in the EOC
   a. Take overall charge of college disruption in operation until normal operation is restored.
   b. Receive and/or secure reports and updates of the severity of emergency.
   c. Notify appropriate emergency response personnel.
   d. Determine when to evoke the Continuity of Operations Plan.
   e. Maintain a time log of events.
   f. Assess the function of facility utilities.
   g. Notify campus personnel of the emergency condition, adjustments and response.
   h. Maintain communication with department directors and campus service personnel.
   i. Disseminate information to media, parents and others as necessary.
   j. Determine appropriate timing for “return to normal operations.”
4.0 **Fire/Smoke**

4.1 **Emergency Response**

All employees should familiarize themselves with evacuation maps.

1. WSC has adopted the RACE response plan:
   - **R**– **Rescue** -- assist anyone in immediate danger away from the fire
   - **A**– **Alarm** -- activate the alarm
   - **C**— **Contain** -- contain the fire if possible by closing doors and windows
   - **E**— **Evacuate** -- extinguish if able without placing yourself or anyone else in danger

2. When the FIRE ALARM sound, all building occupants must begin to evacuate the facility IMMEDIATELY using evacuation maps.

3. Before opening any door use the following procedures:
   a. Touch door to make certain it is not hot.
   b. Slowly open door; follow evacuation route.
   c. Do not enter hallway if smoke is too heavy.

4. If you cannot leave the room:
   a. Close the door and place a towel or piece of clothing along the bottom to block smoke.
   b. Open the windows for fresh air and hang a sheet or large piece of clothing out the window. This will notify emergency personnel you are inside.
   c. Call 911 if a phone is available. Notify them of your location.

5. Instruct all occupants in the building to leave all books and other materials in the room. Only take medication and valuables if there is time. **Leave the lights on and close the door before leaving the room.**

6. Proceed to the designated EXIT as quickly as possible WALK, DO NOT RUN. If designated exit is blocked, proceed to alternate exit. DO NOT USE ELEVATORS.

7. If an employee, student, or visitor has a disability or needs assistance evacuating, assist them to an **Area of Rescue Assistance** that is away from obvious danger. Then proceed to the **Evacuation Assembly Point** (see 8.0) and notify the on-site Emergency Personnel of the location of the person in the **Area of Rescue Assistance**. The **Area of Rescue Assistance** is located next to each staircase entrance.
8. Remain outside of the building at a safe distance and avoid hampering the Fire Department’s operations. Return to the building upon receiving an “All Clear” from Emergency Personnel in charge.

9. In case of inclement weather, proceed to an alternate building for shelter.

4.2 Fire Drills and Inspection of Equipment

1. Fire drills will be conducted a minimum of once each year. Treat every alarm as if it were an actual fire. Follow all fire procedures during the drills.

2. Fire extinguishers, sprinklers, smoke detectors and alarm system will be inspected on a quarterly basis.
5.0 **Medical/First Aid Response**

If serious injury or illness occurs on campus, call 911. Give your name, describe the nature and severity of the medical problem, and give the campus location of the casualty. Stay with the person until assistance arrives. Report all incidents and accidents to the Safety Officer (774-4528) by completing a hard copy of the *Incident Report* form found on the WSC website under “Forms” (this form can be printed off the website or picked up in the Safety Officer’s office).

6.0 **AED – Automated External Defibrillators**

WSC has one AED on campus located on the upper level of the Thomas Witt Leach Health Science and Sports Complex. The machine is ready for use at all times; this is indicated with a green checkmark on the AED unit.
7.0 **Weather**

North Dakota can be subject to a variety of weather risks. Be aware of the potential for threatening weather and take appropriate precautions.

### 7.1 Definitions

- **WEATHER ADVISORY** means actual or expected weather conditions may cause poor weather conditions, but will not pose a threat serious enough to warrant a weather warning.
- **WEATHER WATCH** is an alert that conditions are favorable for the development of severe weather.
- **WEATHER WARNING** means that severe weather is occurring.

### 7.2 Closings

In severe weather emergencies, the WSC President, or President’s designee, may cancel or delay classes. WSC is open unless announced by campus. The NotiFind system will be used for notification of cancellation of classes. The local radio station will also announce campus closings. Tune into KEYZ radio (660 am), or KUMV-TV (local NBC station) for closing announcements.

### 7.3 Tornado/Severe Weather Warnings

A severe weather warning is serious. Should you encounter such a weather condition, stay away from glass windows, and seek shelter in a Designated Shelter Area (see 8.0) or the lower level of the building you are in. A tornado warning indicates that an actual tornado has been identified in the area by spotters and/or radar. Public warning will be given through the civil defense system by sounding the warning siren. (Please note the civil defense system does test the warning siren the first Monday of each month at 11:15 a.m.)

a. If in the warning area, seek shelter immediately. Time should not be wasted shutting windows and turning off lights, however the last person leaving the room should close the door. Radio station 660 (am) KEYZ, and KUMV-TV (local NBC station) will provide emergency broadcasting information.

b. Faculty should supervise the evacuation of the classroom to the best available Shelter Area. Faculty who have disabled students in class at the time of the evacuation are to assist the students and request the help of others to get the individuals to a safe area. If unable to get the disabled student to the Designated Shelter, students should be taken to an area that ensures the greatest degree of safety possible. In most cases, the best protection would be offered by an inside wall as far away as possible from any openings, doors, or windows.

It is the faculty member’s decision to remain with the students, or continue onto the Designated Shelter Area. If the faculty member decides to continue to the Designated Shelter Area, reassure the students their location will be communicated to emergency workers.
Faculty members are responsible for ensuring the disabled students’ location is communicated to authorities in the event of destruction, or to retrieve the students when the emergency has ended.

c. If in a vehicle, get out and seek shelter in a sturdy building. If a building is not available, a depression such as a ditch or ravine offers some protection.

d. Do not open windows. Stay away from exterior glass.

e. Basements, interior hallways and interior rooms on lower floors offer the best protection.

f. Report all injuries to the Safety Officer at 774-4528 or the VP of Student Services at 774-4554. Always dial 911 for emergency assistance.

g. After the disaster or emergency:
   1. Do not enter the building or area until it has been cleared by Campus Services as safe for entry.
   2. Stay away from any disaster site. Do not sightsee; you may interfere with emergency teams.
   3. Be aware of the possibility of gas leaks or electrical short circuits. If detected, call 911 and notify the Emergency Operations Center. Do not go back inside the building.
### 8.0 Designated Shelter Locations and Assembly Points

The following are Designated Shelter Locations:

<table>
<thead>
<tr>
<th>Building</th>
<th>Shelter Location</th>
<th>Assembly Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stevens Hall (Main Building)</td>
<td>Lower level of Old Gym</td>
<td>South (Front) Parking Lot or North (Rear) Parking Lot</td>
</tr>
<tr>
<td>Thomas Witt Leach Health Science &amp; Sports Complex (aka: The Well)</td>
<td>Lower level of “The Well” Southwest concession area</td>
<td>South (Front) Parking Lot</td>
</tr>
<tr>
<td>Art Wood Building</td>
<td>Lower level of “The Well” Southwest concession area</td>
<td>North (Rear) Parking Lot of Stevens Hall</td>
</tr>
<tr>
<td>Crighton Building</td>
<td>Lower level of “The Well” Southwest concession area</td>
<td>North (Rear) Parking Lot of Stevens Hall</td>
</tr>
<tr>
<td>Dickson Hall</td>
<td>Lower level of “The Well” Southwest concession area</td>
<td>Tennis Courts</td>
</tr>
<tr>
<td>Abramson Hall</td>
<td>Lower level of Abramson</td>
<td>Tennis Courts</td>
</tr>
<tr>
<td>Manger Hall</td>
<td>Lower level of Manger</td>
<td>Tennis Courts</td>
</tr>
<tr>
<td>Nelson Hall</td>
<td>Lower level of Nelson</td>
<td>Tennis Courts</td>
</tr>
<tr>
<td>Teton Heights North &amp; South Foundation Building</td>
<td>Lower level</td>
<td>Papa Jacks Parking Lot</td>
</tr>
<tr>
<td>Trailers</td>
<td>SW Concession area of “The Well” or take shelter in bathtub, place mattress overhead</td>
<td>Parking lot on North Side of Stevens Hall 1</td>
</tr>
</tbody>
</table>
9.0 Bomb Threat

If a telephone call is received concerning a bomb threat:

a. While still on the telephone with the caller, alert a nearby staff member to contact someone in authority and place a 911 call reporting the occurring threat.
b. Keep the caller on the line as long as possible. Ask the caller to repeat the message. Record every word spoken by the person.
c. If the caller does not indicate the location of the bomb or the time of possible detonation ask the caller for this information.
d. Inform the caller the building is occupied and detonation of a bomb could result in death or serious injury to many innocent people.
e. Pay particular attention to peculiar background noises such as running motors, background music and any other noise which may give a clue as to where the call is being made from.
f. Listen closely to the voice (male or female), voice quality (calm, excited), accents and speech impediments.
g. Fill out the Bomb Threat Call Checklist as best possible, and be available to answer any questions from the authorities.
9.1 **Bomb Threat Call Checklist**

1. Date _______ Time________

2. How reported (i.e. phone call)____________________________________________

3. Caller's exact words_________________________________________________________________
   ________________________________________________________________________________
   ________________________________________________________________________________
   ________________________________________________________________________________
   ________________________________________________________________________________

Questions to ask:

1. When is it going to explode?____________________________________________________

2. Where is the bomb right now?_________________________________________________

3. What kind of bomb is it?__________________________________________________________________
   ________________________________________________________________________________
   ________________________________________________________________________________
   ________________________________________________________________________________
   ________________________________________________________________________________

4. What does it look like?__________________________________________________________________
   ________________________________________________________________________________
   ________________________________________________________________________________
   ________________________________________________________________________________
   ________________________________________________________________________________

5. Why are you doing this?__________________________________________________________________
   ________________________________________________________________________________
   ________________________________________________________________________________
   ________________________________________________________________________________
   ________________________________________________________________________________

6. Where are you calling from?__________________________________________________________________
   ________________________________________________________________________________
   ________________________________________________________________________________
   ________________________________________________________________________________
   ________________________________________________________________________________

7. Your name:__________________________________________________________________________

Other information:

Voice on phone: Male _______ Adult_____
Approx. age_______ Female______ Child______ Tone of voice_________ Intoxicated______
Accent_____ Speech impediment_______
Other________________________________________________________________________________

Is voice familiar?__________ If so, who:________________________________________________________________________________

Background noise: Music_______ Typing_______ Airplanes______ Silence____ Childrenc____
Machines______________________________________________

Time caller hung up:_______ Remarks:________________________________________________________________________________

Call received and report filed by:________________________________________________________
10.0 Campus Violence

It is Williston State College’s intent to promote a safe environment for all its students, faculty, and staff, free from violence, threats of violence, harassment, intimidation and other disruptive behavior.

1. Threats or assaults that require immediate attention by law enforcement should be immediately reported to the police by calling 911.

2. Report any observed violent behavior to an instructor or director.

3. All reported incidents will be taken seriously.

10.1 Weapons Policy

The possession, display, storage or use of weapons on college owned and leased property, including in personal vehicles and at Williston State College sponsored events is prohibited.

1. Weapons include, but are not limited to:
   - BB guns,
   - bombs,
   - bows and arrows,
   - dart guns,
   - explosives,
   - handguns,
   - knives (blade length of five inches or more),
   - martial arts implements,
   - paint ball guns,
   - pellet guns,
   - rifles,
   - shotguns,
   - swords,
   - tasers,
   - other incendiary devices whether purchased or manufactured.

2. Concealed weapons permits are not valid on WSC property or at sanctioned events.

3. This policy does not apply to legally sworn law enforcement officers/officials.

4. Other items may be considered weapons when those items are used to inflict bodily injury or to threaten the infliction of bodily injury to others.

**Enforcement:**
Those violating this policy will be subject to disciplinary action, including eviction from campus housing and/or expulsion.
10.2 Crime/Violent Situation In Progress

When intruder is not in the room you occupy:

1. **Do:**
   * Lock yourself in and the intruder out of the room you are in
   * Barricade yourself in the room with anything you can push against the door
   * Lock the windows and close blinds or curtains
   * Stay away from windows
   * Turn all lights and audio equipment off, including silencing all cell phones
   * Call 911 if possible
   * Try to stay calm and as quiet as possible
   * If the door is opened by law enforcement personnel be certain to place hands in the open so they are completely visible by law enforcement personnel

2. **Do NOT:**
   * Pull the fire alarm (this will place people in harm’s way)
   * Stay in the hall
   * Open door to knocking
   * Answer room phones

When the intruder is in the room you occupy:

1. If there is more than one person, spread out.
2. Make a plan.
3. The plan may be to team up and take down the intruder.
4. Commit completely to the plan.

NotiFind

In the event of a violent situation on campus, the NotiFind system may be activated to notify campus students, faculty and staff of the situation and advise them accordingly. The decision to activate NotiFind will be made by the President or the President’s designee. NotiFind will be used to call an “All Clear” which provides guidance it is safe to vacate the room. Do not leave the room you are in until the “All Clear” is called.
11.0 Hazardous Material/Gas Leaks
If any type of potentially hazardous gas or liquid appears to be leaking or posing a danger to persons, the following steps should be taken.
1. Cease all operations in affected area.
2. Confine the fumes/material by shutting the door.
3. Alert those near the situation and contact Campus Services at extension 4577.
4. Do not switch lights or any other electrical equipment on or off. Remember electrical arcing can trigger an explosion. Turn off two-way radios and cellular phones.
5. When reporting, be specific about the hazards and quantity of the material involved and the exact location. Emergency Responders and Campus Services personnel will contact the necessary specialized authorities and medical personnel.
6. Evacuate the area, help keep others away and seal off the area.
7. Try to stay upstream, uphill, and upwind of the accident or leak.

11.1 Evacuation due to Hazardous Material/Gas Leak
1. Instruct all occupants in the building to gather their belongings. If in residence hall, be certain to take any needed medications.
2. Proceed to the designated EXIT as quickly as possible, do not run. If designated exit is blocked, proceed to alternate exit. Do not use elevators.
3. If an employee, student, or visitor has a disability or needs assistance evacuating, assist him/her to an Area of Rescue Assistance that is away from obvious danger. Proceed to the Evacuation Assembly Point and notify on-site Emergency Personnel of the location of the person in the Area of Rescue Assistance. The Area of Rescue Assistance is located next to each stair case entrance.
4. Remain outside the building at a safe distance and avoid hampering the Emergency operations.
5. In case of inclement weather proceed to alternate building for shelter.
12.0 **Media Procedure**

All inquiries by the news media relating to emergencies on the campus should be directed to the President or, if the President is not on campus, to his designee.

1. Employees should immediately relay all factual information concerning emergencies to the President or his designated representative.
2. Employees are asked not to make statements to the media, unless requested by the President or his representative.
3. If contacted by the media regarding an emergency:
   a. Tell reporters you will have someone contact them as soon as possible. Get the reporter’s name, phone number, questions to be answered and deadline time.
   b. Contact the President or his designee, give him caller/media contact information and let him handle release of information.
13.0 **Continuity of Operations Plan (COOP)**

The Continuity of Operations Plan (COOP) provides guidance to Williston State College executive personnel with the recovery of services in the event the environment is threatened, diminished or incapacitated.

**Response Team (Executive Cabinet)**

1) Includes *Incident Command Staff* from *Emergency Preparedness Plan*

2) Team reviews *Essential Service* list from the COOP Plan

3) Coordination of *Essential Service Recovery Teams*.
   a) Assign one Team Lead for each *Essential Service Recovery Team*. Team Lead will recommend the following to the Response Team:
      1. Equipment needed for operation.
      2. Supplies needed.
      3. Members for Recovery Team.

4) Track all *Essential Service Recovery Teams* and progress.

5) Bring *Recovery Team Leads* together as needed to facilitate coordination, planning & progress.

6) After *Essential Services* are adequately addressed, *Response Team* reviews *Vital Services*.

7) Coordination of Vital Service Recovery Teams.
   a) Assign 1 Team Lead for each Vital Service Recovery Team. Team Lead will recommend the following to the Response Team:
      1. Equipment needed for operation.
      2. Supplies needed.
      3. Members for Recovery Team.

8) Track all *Vital Service Recovery Teams* and progress.

9) Bring *Vital Team Leads* together as needed to facilitate coordination, planning, & progress.

10) Repeat process for *Necessary Services*, and then *Desired Services* as able and appropriate.

**Recovery Teams Responsibilities**

1) Led by Team Lead, appointed by Response Team.

2) Plan physical move to new location.

3) Coordinate phone, internet access and other technological required services.

4) Communicate recovery plan to Response Team.

5) Execute recovery plan.

6) Announce new location, and other important details, through appropriate communication lines as directed by Response Team.

**Service Level Designations**

- **Essential** --- within 24 hours
- **Vital** --- within 48 hours
- **Necessary** --- within 2 weeks
- **Desired** --- within 2 weeks
<table>
<thead>
<tr>
<th>Building Name:</th>
<th>Steven's Hall</th>
<th>Map building number: 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Address:</td>
<td>1410 University Avenue</td>
<td></td>
</tr>
<tr>
<td>Services:</td>
<td>Administrative Offices</td>
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<tr>
<td>Service Level</td>
<td>Faculty Offices</td>
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<td>Designation:</td>
<td>Student Services</td>
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<tr>
<td>Relocation Area:</td>
<td>Business Office</td>
<td></td>
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<td></td>
<td>Academics</td>
<td></td>
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<tr>
<td></td>
<td>Adult Learning Center</td>
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<td></td>
<td>Campus Services</td>
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<td>Dining Services</td>
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<td>Disability Support Services</td>
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<td>Academic Success Center</td>
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<td>Distance Education</td>
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<td>Services:</td>
<td>Bookstore</td>
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<td>Service Level</td>
<td>Faculty offices</td>
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<td>Designation:</td>
<td>Classrooms</td>
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<table>
<thead>
<tr>
<th>Building Name:</th>
<th>Thomas Will Leach Health Science &amp; Sports Complex</th>
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<td>1300 - 7th Avenue East</td>
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<td>Services:</td>
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<td>Service Level</td>
<td>Academics</td>
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<td>Designation:</td>
<td>Faculty &amp; support offices</td>
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<td>Relocation Area:</td>
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<td>Building Name:</td>
<td>Art Wood Building</td>
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<tr>
<td>---------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Services:</td>
<td>Service Level</td>
</tr>
<tr>
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<td>Automotive Program</td>
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<td>Designation:</td>
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<td>Diesel Tech Program</td>
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<td></td>
<td>Agriculture Program</td>
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<td>Train ND</td>
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<th>Dickson Hall</th>
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<td>East</td>
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<td>WSC Foundation</td>
<td>Foundation Office, Public Relations</td>
<td>Map building number:</td>
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**Building Name:** Nelson Hall  
**Map building number:** 10  
**Physical Address:** 613 East Highland Drive  
**Services:** Housing  
**Relocation Area:**  

**Building Name:** Teton Heights N & S  
**Map building number:** 13  
**Physical Address:** 1915 & 1909 - 6th Ave  
**Services:** Housing  
**Relocation Area:**  

**Building Name:** Career & Tech. Center  
**Map building number:**  
**Physical Address:** East  
**Services:** Welding Program  
**Relocation Area:**  

**Building Name:** WSC Foundation  
**Map building number:**  
**Physical Address:**  
**Services:** Foundation Office, Public Relations  
**Relocation Area:**
Appendix A
Incident Command Responsibilities

Incident Commander Job Responsibilities

**Immediate**
1. Initiate the *Incident Command System* by assuming the role of *Incident Commander*. *
2. Appoint and contact Liaison Officer.
3. Appoint other positions and have Liaison Officer contact each position/person appointed:
   a. Public Information Officer
   b. Security Officer
   c. Operations Section Chief
   d. Planning Section Chief
   e. Logistics/Finance Section Chief
4. Secure campus radio.
5. Hold a status/action meeting with all Section Chiefs, Safety Officer, Liaison Officer, and Public Information Officer.
6. Receive and/or secure updates of scope and nature of incident.
7. Receive initial facility damage survey from Safety Officer or Campus Services staff.
8. Assure contact and resource information has been established with outside agencies through the Liaison Officer.
10. Assign area for volunteers to gather while waiting for assignments.

**Intermediate**
1. Authorize resources as needed or directed by Section Chiefs.
2. Designate routine briefings with Section Chiefs to receive status reports and update the action plan.
3. Approve all media releases submitted by the Public Information Officer.
4. Arrange for replacements for self, Commanders, and Chiefs if the emergency will extend beyond 12 hours.

**Extended**
1. If leaving duty, report off to replacement.
2. When Emergency Operations are no longer needed, publicize an “All Clear.”
3. Make arrangements for staff debriefing, counseling and follow-up as needed.

*In criminal crisis situations when law enforcement is summoned, law enforcement always assumes the Incident Command role once they have arrived on site.*
Appendix A
Public Information Officer Job Responsibilities

**Immediate**
1. Receive appointment from Incident Commander.
2. Identify information that should be released to the media from the Incident Commander.
3. Receive all communications from the media.
4. Direct all on-site media to one central location.

**Intermediate**
1. Ensure all news releases have approval of the Incident Commander.
2. Issue an initial incident information report to the news media.

**Extended**
1. Obtain progress reports from Section Chiefs as appropriate.
2. Provide media status update.
3. Communicate any other public requests received to the Incident Commander.
Appendix A
Security Officer Job Responsibilities

**Immediate**
1. Receive appointment from Incident Commander.
2. Obtain briefing from Incident Commander.
3. Secure radio from Campus Services for radio communication with EOC.
4. Assess damages of all campus structures.
5. Report assessment to Incident Commander.
6. Stay on-site of emergency area to keep Incident Commander informed via radio communication.
7. Communicate with Logistics Chief to assign volunteers, as needed, for traffic/crowd control.

**Intermediate**
1. Initiate any contact with fire and police agencies through the Liaison Officer.
2. Advise Incident Commander immediately of any unsafe, hazardous or security related issues.
3. Establish routine briefings with Incident Commander.

**Extended**
1. Ensure unsafe areas are properly secured.
Appendix A
Liaison Officer Job Responsibilities

**Immediate**
1. Receive appointment from Incident Commander.
2. Obtain briefing from Incident Commander.
3. Secure campus radio. This is a critical communication link for Incident Commander.
4. Make contacts with emergency job assignments as instructed by Incident Commander.
5. Make all calls to emergency agencies as directed by Incident Commander.
6. Answer outside phone calls.
7. Relay current status of WSC to cooperating agencies as requested by Incident Commander.
8. Track and document time events for Incident Commander.

**Intermediate**
1. Continue to assist the Incident Commander.
2. Continue to be the primary contact for outside agencies, unless otherwise directed.
Appendix A
Operations Section Chief Job Responsibilities

**Immediate**
1. Receive assignment from Incident Commander.
2. Obtain briefing from Incident Commander.
3. Responsible for the tactical plan for operations.
4. Gather information and assess suitability and feasibility of continuing classes.
5. Gather information and assess ability for continued business office functions.
6. Recommendation made to Incident Commander regarding ongoing operations.

**Intermediate**
1. Continue assessment of instruction/classroom facilities and needs.
2. Give regular briefing to Incident Commander.
Appendix A
Planning Section Chief Job Responsibilities

**Immediate**
1. Receive assignment from Incident Commander.
2. Obtain briefing from Incident Commander.
3. Collect information and maintain status of resources assigned to the incident.
4. Prepare and document an Incident Action Plan based on Operations Section Chief’s input and guidance from the Incident Commander.
5. Ensure orderly, safe, and efficient demobilization of incident resources.
6. Determine food and water requirements for continued operation.
7. Overall tracking of campus vehicles.
8. Collect, record, and safeguard all documents relevant to the incident.

**Intermediate**
1. Provide ongoing oversight of Incident Action Plan to ensure goals and objectives are being met, or revised as appropriate.
Appendix A
Logistics/Finance Section Chief Job Responsibilities

**Immediate**
1. Receive appointment from Incident Commander.
2. Obtain briefing from Incident Commander.
3. Order, receive, store, and process all incident-related resources, personnel, and supplies.
4. Ensure proper set up of Emergency Operations Center, and ensures EOC has ongoing facility needs met to support operations.
5. Ensure effective communications systems.

**Intermediate**
1. Track all costs related to the incident.
2. Make cost saving recommendations.
3. Handle financial matters concerning vendor contracts.
Appendix B
Campus Radios

Campus Radios are utilized for routine communication by campus service staff and information technology staff. These radios are also used for emergency situations. WSC staff in possession of radios are:

- Campus services staff
- Information technology staff
- Vice President of Student Services
- Housing & Safety Officer
- WSC Counselor
- Athletic Director

Channel 1 ---- Campus Service communication
Channel 1 ---- Emergency channel
Channel 2 ---- Information Technology communication
1. **Stevens Hall (Main Building)** Classrooms for business & office education, administrative offices, faculty offices, labs, dining service, library, bookstore, game room, & student lounge.

2. **Stevens Hall 2**. Student Center Classrooms, faculty offices, bookstore, game room, & student lounge.


4. **Art Wood Building** Classrooms and labs for automotive technology program and welding classes.

5. **Crighton Building** Classrooms and labs for diesel technology program, agriculture and workforce training.

6. **Tennis Courts**

7. **Dickson Hall** student residence hall.

8. **Abramson Hall** student residence hall.

9. **Manger Hall** student residence hall.

10. **Nelson Hall** student residence hall.

11. **Family Housing** student residence hall.

12. **Phil Rabon Field Baseball Field**

13. **Teton Heights (Not pictured)** student residence hall.
Appendix D
Glossary

**Automated External Defibrillator (AED)** – is a computerized medical device. An AED can check a person’s heart rhythm. It can recognize a rhythm that requires a shock and can advise the rescuer when a shock is needed.

**Crisis** – a situation resulting from a disaster or an emergency which has the potential of posing risk to human life or health, property and efficacy of the college community, requiring an immediate response or action.

**Disaster** – a calamitous event, especially when occurring suddenly, that causes loss of life, damage or hardship.

**Emergency** – a sudden, urgent, usually unexpected occurrence requiring immediate action, help or relief.

**Emergency Operations Center (EOC)** – the central location from which major crisis management operations are directed.

**Executive Cabinet** – a standing committee consisting of the President, Vice President of Student Services, Vice President of Business Services, Vice President for Instruction, Vice President of Foundation, Executive Director of Workforce Training.

**Federal Emergency Management Agency (FEMA)** – an agency of the United States Department of Homeland Security whose purpose is to coordinate a response to a disaster in the United States that overwhelms the resources of local and state authorities.

**Harassment** – the act of tormenting by continued persistent attacks and criticism.

**Incident Command System (ICS)** – a component of the National Incident Management System (NIMS), ICS is a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in incident management activities.

**Intimidation** – intentional behavior which would cause a person the sense of fear of injury or harm.

**National Incident Management System (NIMS)** – a system mandated by Homeland Security Presidential Directive 5 that provides a consistent nationwide approach for federal, state, local and tribal governments; the private-sector and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size or complexity.

**Violence** – exertion of physical force to injure or abuse.