

Casper College



Casper College

**Emergency
Response
Guide**



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SECTION I: INTRODUCTION

APPROVAL AND IMPLEMENTATION

To All Recipients:

Casper College is committed to supporting the welfare of its students, faculty, staff, and visitors. The Emergency Response Guide provides a set of guidelines to follow during disasters and emergencies that may occur on campus. This guide is designed to maximize protection of people and preservation of property, minimize danger, and assist the campus community in responding appropriately to potential emergencies or threats. This guide is not all-inclusive. Specifically, it describes basic actions individuals should take to enhance the college's response to an emergency, and coordination with local emergency response agencies.

An emergency is an unplanned event or incident, which can cause death or significant injury to employees, students, visitors, or the public or that can shut down operations, cause physical or environmental damage, or create erroneous public information. Emergency management is the process of preparing for, mitigating, responding to, and recovering from an emergency. The Emergency Response Guide is the cornerstone of this process and provides for a coordinated response and a clear line of command.

The purpose of this guide is to ensure that the college:

- Prepares for and responds effectively to an emergency situation through the appropriate use of college and community resources
- Provides a framework for enhancing the safety and security of its operations
- Mitigates the long-term effects of an emergency on its operations and mission

This Emergency Response Guide applies to all members of the college. It is intended to cover, but is not limited to, the following emergency situations:

- Natural disasters/events – i.e. fires, floods, tornados
- Environmental disasters/events – i.e. chemical spills or leaks, explosions, power outages, pandemic disease outbreaks
- Criminal/terrorist acts – i.e. armed assailant, hostage taking, death
- Out-of-control behaviors - i.e. demonstrations, riots, psychiatric crisis/suicidal person

Employees of Casper College are expected to be familiar with the procedures described in this guide and adhere to them during a crisis. Questions or concerns should be addressed to the director of campus security.

PURPOSE

The basic emergency procedures outlined in this manual are intended to enhance the protection of life and property through effective use of college and campus community resources.

Whenever an emergency affecting the campus reaches the stage that it cannot be handled by routine measures, the president of the college may declare a state of emergency, and these contingency guidelines may be implemented. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes.

SCOPE

These procedures apply to all college personnel. Major emergencies and disasters may impact surrounding neighborhoods in addition to the campus. If this occurs, the college will make every effort to cooperate with local, state, and federal officials in their delivery of emergency services and disaster relief to the surrounding community.

COMMAND RESPONSIBILITIES

The incident commander or his designee is in charge during any major emergency, crisis, or disaster. The following definitions of an emergency or crisis are provided as guidelines to assist in determining the appropriate response. In such situations, the incident commander or his designee will inform the president of the college about the status of a given situation.

DEFINITIONS OF EMERGENCIES

MINOR EMERGENCY/CRISIS: Any incident, potential or actual, which requires an immediate response from the college but will not seriously affect the overall functional capacity of the institution. Report immediately to the campus security department.

MAJOR EMERGENCY/CRISIS: Any incident, potential or actual, which affects a portion of the campus and which may disrupt the overall operations of the college. Outside emergency services may be required as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the college administration during times of crisis.

DISASTER: Any event or occurrence that has taken place and has seriously impaired or halted the operations of the college. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, an incident command post will be activated and the appropriate support and operational plans will be executed.

ASSUMPTIONS

This emergency response guide is grounded in reality and is intended to approach crises and emergencies on the Casper College campus in a manner that will make use of existing resources and capabilities to the best of the college's ability. There are some underlying assumptions:

- Casper College will continue to be exposed to the hazards identified in this guide as well as others that may develop.
- Emergencies or disasters may occur at any time without warning, including weekends, holidays, or at times after the close of normal business hours.
- Emergencies or disasters may affect the entire campus or any part(s) of it.
- Casper College staff will recognize their responsibilities to respond to a crisis or emergency within these guidelines and within their personal ability to do so.
- Law enforcement, fire, emergency medical, or emergency management authorities arrival on the scene will shift the overall responsibility for the crisis or emergency to their jurisdiction. Casper College staff will continue to function in a support capacity for the emergency services providers, and will act in the best interests of the college and the overall situation by cooperating with public safety officials and documenting all activity that may be helpful to recovery efforts.
- Disasters may affect areas other than the campus. In the event of broader disasters, Casper College resources may be assigned to assist in areas other than the campus at the discretion of the president and upon request from emergency management officials.
- Broad disasters of a local or regional nature may overwhelm public safety authorities causing Casper College to be reliant only upon its own staff and resources to deal with the emergency for an extended period of time.
- Warning systems may be operational, but all messages may not reach all community members.
- Response and recovery operations, in as much as feasible, will comply with the incident command system structure as defined by federal and state emergency management authorities.
- Where a specific person, such as the director of campus security, the director of college relations, etc. is identified as having a particular responsibility, it shall be understood that this refers to this person or the personnel reporting to this position carrying out the tasking through delegation, assignment, or standing order – not that it is the sole responsibility of the individual having that title.

SECTION II: CRISIS MANAGEMENT TEAM

DIRECTION AND COORDINATION

Members of the Casper College Crisis Management Team will be involved in emergency operations. When an emergency or disaster occurs, the on-duty campus security officer will be in charge until relieved by a member of the team. The incident commander or a designated alternate will coordinate all emergency operations. The incident commander will coordinate all on-campus emergency functions as directed by senior college administrators.

CRISIS MANAGEMENT TEAM MEMBERS AND THEIR RESPONSIBILITIES

The incident commander or his designee will begin contacting the necessary members of the campus crisis management team as soon as possible during an emergency. Persons contacted may include:

College President: Is responsible for the overall management of the crisis and guidance of the college through the crisis as it strives to return to normal operations. The president will oversee the activities of the vice presidents, directors, and other college staff in response and recovery operations, and will approve or modify their strategic decisions. The president will serve as the “face” of the college and will interact with internal and external stakeholders including local and state elected and appointed officials, community leaders, alumni, students, staff members, and families. The president is the appropriate person to make statements on behalf of the college after the facts have been accumulated, analyzed, and verified. The president serves as the ultimate decision-maker for the college, and sets the goals for response and recovery with input from his command staff.

Vice President for Student Services: Compiles information about response and recovery operations to feed to the president. Oversees activities related to impact on students by the crisis. Works with the student services staff and external service agencies to provide assistance and support to the students and their families during, and immediately following the crisis.

Vice President for Academic Affairs: Compiles information related to how the crisis will affect the delivery of classroom instruction and works to identify alternate instructional sites, alternate methods of delivery, and other strategies to ensure that classes can resume as soon as possible following the resolution of the crisis. Determines the course of action for the awarding of grades in the event that classes cannot be resumed in a timely fashion.

Vice President for Administrative Services: Coordinates with other staff members involved in response and recovery operations to identify the need for funds, goods, and services. Identifies sources of funds and sees to the dissemination of those funds. Ensures accurate record keeping and accountability of expenses. Approves or delegates approval for expenditures outside the normal scope. Authorizes requests by outside stakeholders for the use of college assets and interfaces with appropriate federal, state, and local authorities regarding the possible recovery of expenses from government grants.

Director of College Relations: Collects and verifies facts and creates and delivers media releases in conjunction with other federal, state, and local public information officers. Speaks with the media and monitors media coverage of the crisis. Ensures that the president and other decision-makers have the most up-to-date information available, and that college information is consistent with the information being released by other entities involved in the crisis. Serves as college spokesperson during the crisis, and as directed by the president following the crisis. Appoints a college relations staff member to serve as public information officer under ICS structure.

Director of Campus Security and Judicial Affairs Officer: Oversees activities of campus security officers in response and recovery efforts, particularly involving life safety of students and staff. Collects and forwards information concerning external law enforcement and public safety activities, and serves as the college point of contact for public safety and emergency management agencies. Provides personnel to assist with security at the college emergency operations center and elsewhere as needed.

Director of Student Life: Acts along with housing staff to attempt to safeguard the students in residential housing by gathering and sharing information with other stakeholders to determine whether evacuating or sheltering in place is the best course of action. Gathers information regarding the number and whereabouts of residential life students and coordinates alternative housing and food service arrangements as appropriate.

Director of Physical Plant: Oversees response and recovery operations involving college physical plant personnel and custodial services. Responds to internal and external requests for equipment and personnel assets. Maintains accountability over college assets. Oversees assessment of damage, emergency repairs, debris removal, and technical advice and assistance to internal and external stakeholders. Provides equipment and personnel to perform shut down procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs, and equipment protection. Provides vehicles, equipment operators for movement of personnel and supplies, and assigns vehicles as required to crisis management team for emergency use. Obtains the assistance of utility companies as required for emergency operations. Furnishes emergency power and lighting systems as required.

Director of Human Resources: Oversees employee data for accountability purposes, coordinates payroll function during disruption of normal operations, compiles information regarding injuries to staff and students, and interacts with college insurance carrier and legal advisors.

Director of Financial Services/Controller: Oversees financial records, gathers information, makes decisions regarding the collection of payments owed the college during periods of disruption, and assists the vice president for administrative services with purchases and payments related to response and recovery efforts.

Director of Athletics: Works with coaches to account for the whereabouts and well-being of student athletes. Interacts with other stakeholders regarding scheduling during recovery efforts.

Director of Student Health: Interacts with public health and hospital officials for delivery of health services to students during and following the crisis. Interacts with the American Red Cross and Salvation Army for delivery of relief services.

Director of Counseling: Interacts with internal and external professional and pastoral counselors to deliver mental health services to students and staff. Compiles lists of persons wishing to volunteer their services and the special skills possessed by these persons.

Director of Media Services: Works to safeguard college assets during the crisis without risk to life. Inventory and maintain accountability for destroyed/damaged assets during recovery phase.

Director of Information Technology: Works to maintain basic IT functions during crisis, and restore normal levels of IT access as soon as possible following the crisis.

Safety/Facility Planning Analyst: Works during response and recovery with fire and HAZMAT officials regarding chemical and hazardous materials issues. Maintains inventory and accountability of such matters and reports that to director of physical plant and director of campus security.

Directors/Deans of departments/schools: Acts to safeguard employees and students within their purview. Gather information and forward to director of campus security or appropriate vice president. During recovery inventory and account for assets and records.

Team members may coordinate as necessary with the incident commander for implementation and coordination of campus operation plan and support as it pertains to their specific areas. Each department on campus, whether academic or nonacademic, will have a role to play in response and recovery efforts. This may be limited to overseeing the safety of their own personnel and attempts to safeguard the assets or records of the department, or this may have a broader scope aimed at the event as a whole. Depending upon the nature and severity of the crisis, any of the above positions may fill the role of incident commander or deputy incident commander. In the event that any person having an assigned role in crisis response operations is absent, his designee will step into the role. If he has not previously assigned a designee, the incident commander may appoint a person to serve in the position.

The following is a summary of the responsibilities of these positions:

INCIDENT COMMANDER:

- Is responsible for the overall direction of the college emergency response. The most qualified person to assume the role, depending upon the nature of the emergency, will fill the incident commander role.
- Works with deputy incident commander and others in assessing the emergency and prepares the college's specific response.
- Supports and monitors emergency activities, assigning personnel as needed.
- Declares and ends, when appropriate, the campus state of emergency as provided for in this guide with concurrence of the college president.
- Notifies and conducts liaison activities with the college administration, governmental agencies, and others as necessary.
- Meets with the members of the crisis management team, advises them of the nature of the emergency, and coordinates implementation.

DEPUTY INCIDENT COMMANDER:

- Assists the incident commander with assessing the emergency and directing the overall actions of the college emergency response.
- Evaluates the site of the emergency and assists efforts of facility personnel as well as outside rescue and fire agencies.
- Appoints guides for outside emergency services agencies and arranges for barricades as needed.
- Assists with notification of the college administration, governmental agencies, crisis management team, and others as necessary.
- Assists with conducting liaison activities with all available resources.
- Assumes the role of team leader, and when he/she is not available assigns a temporary assistant team leader.
- Designates command staff roles of safety officer and liaison officer.

TEAM MEMBERS 2009-2010 *

College President – Walter Nolte

Vice President for Student Services – Joanna Anderson

Vice President for Academic Affairs – Carmen Simone

Vice President for Administrative Services – Lynnde Colling

Director of College Relations – Rich Fujita

Director of Campus Security and Judicial Affairs Officer – Lance Jones

Director of Student Life – Barb Meryhew

Director of Physical Plant – Mike Sawyer

Director of Human Resources –

Director of Student Health – Tracy Hasley

Director of Media Services – Todd Wykert

Supervisor of Buildings Maintenance and Operations – Robin Johnson
Safety/Facility Planning Analyst – Dmitriy Nesterenko
Fire Science Instructor – Dale Anderson
Criminal Justice Instructor – Art Washut

If any of these people are unavailable during a crisis the incident commander will appoint someone to serve in their place if their position is necessary for crisis response.

*See Appendix A for contact information

DISASTER AND OFF-CAMPUS RESOURCES*

Casper Police Department
City of Casper Fire Department
City of Casper Water Department
City of Casper Streets Department
Natrona County Public Health Department
Wyoming Medical Center
Natrona County Sheriff's Office
Natrona County Emergency Management
Natrona County Road and Bridge Department
Natrona County Public Schools
Wyoming Highway Patrol
American Red Cross
Salvation Army

*See Appendix B for contact information

SECTION III: COLLEGE NOTIFICATION SYSTEM

DECLARING A CAMPUS STATE OF EMERGENCY

The authority to declare a campus state of emergency rests with the college president or his designee. No other college official can make this decision.

During the period of any declared campus state of emergency the campus security department will coordinate with the office of the college president to set priorities to safeguard such specific persons and/or property as is designated. The president or his/her designee may authorize extraordinary measures.

While a campus state of emergency exists all persons seeking to enter the Casper College campus may be required to show identification. Only people with appropriate ID may be admitted to campus. Registered students, currently employed faculty and staff, and visitors with legitimate business will be the only persons eligible to be admitted to campus. Any person refusing to show ID or not having appropriate ID will be denied entrance to the college. Any visitor who is deemed to not have legitimate business will be denied entrance to the college. Law enforcement will be called if any person ordered to leave the campus refuses to do so. Campus security, upon authorization from the president, may deny access to any person regardless of affiliation with the college.

In the event of a disaster or emergency the only persons who will be allowed to enter the disaster area will be those whose duties require them to respond to the area. Such persons include, but are not limited to, security and physical plant personnel.

DECLARING A CAMPUS CLOSURE

The college president or his/her designee will monitor situations with the potential to impact Casper College to such a degree that closing the campus is the best option for the safety and well being of the college community. He will receive input from the vice presidents and directors as appropriate.

The president will decide the most effective course of action based upon the information that he receives when making the decision whether or not to close the college. The president may elect to close the college for:

- Day and evening
- Evening only
- Day only
- Partial day

Once the president has made the decision to close the college the director of college relations will ensure that this information is posted on the college website and that all local media outlets are informed and asked to make the closure public knowledge. Posters, to be placed on exterior doors to buildings, will be prepared and distributed to personnel within the buildings. Campus security will lock all exterior doors to all buildings.

The director of college relations or his designee will implement the CC Alert system and send a message that the campus is closed for the designated period.

College faculty and staff will walk the buildings to inform students of the closure and ask them to leave the buildings and the campus immediately. Nonessential faculty and staff will then leave the campus.

During a period of college closure all classes and activities will be canceled, including those hosted by entities other than the college. Efforts will be made to notify groups who have not arrived on campus that their event has been canceled. External groups already in the process of holding their activity will be asked to leave the campus in the same manner as students.

Residence hall students will return to their residence halls unless the reason for the campus closure requires all people to vacate the campus for safety reasons. Housing staff will be informed if this is the case and will notify the residents to leave. Students are responsible for their own safety, transportation, and alternative lodging.

Campus security personnel will maintain minimum levels of staffing during a period of campus closure. Those administrators and other personnel designated as “essential” will remain on campus during the period of closure during their regular working hours unless:

- They are released to leave campus by their vice presidents or the president
- They are required to remain on campus after the end of their regular working hours due to the nature of the emergency that caused the campus to be closed.

CLOSING CAMPUS – SNOW DAY PROCEDURES

The director of campus security and judicial affairs officer will monitor the weather throughout the night and will call on-duty campus security officers periodically for an assessment of the conditions on the campus. NOTE: Campus security officers have standing orders to contact the physical plant on-call personnel to initiate snow removal procedures whenever two inches of snow accumulates at any period on the Casper College campus or ice sufficient to cause hazardous driving conditions manifests. The director of campus security and judicial affairs officer may also gather information from law enforcement, emergency management, or weather reporting sources as to the overall weather conditions in Natrona County.

The director of campus security and judicial affairs officer will contact the vice president for student services (VPSS) prior to 5 a.m. to make a recommendation as to whether to consider closing the campus based upon the information that he/she has compiled. The VPSS will take this information into account when consulting the college president as to whether the college should be closed. The college president will make a decision as to whether to close the college prior to 6 a.m. and will inform the vice presidents and the director of college relations. The director of college relations will alert the media as to the closure and ensure that the appropriate information is posted on the college website.

The director of college relations will activate the CC Alert system and send a message that the campus is closed due to snow for the designated period.

Campus security officers will continue to report for duty as scheduled unless conditions physically prevent them from doing so. If relief officers cannot report for duty, the officers on duty at the time of the closure will be required to remain until properly relieved. Campus security will ensure that all exterior doors to all buildings are locked during the period of closure.

Physical plant personnel required for snow clearance will report for duty at the direction of the director of the physical plant.

EMERGENCY WARNING/MASS NOTIFICATION SYSTEM

Casper College maintains a mass notification system intended to alert the college community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students and/or employees occurring on the campus. This system is known as “CC Alert” and will be referred to as such in this document.

The CC Alert system used by the college sends an appropriate message via text, email, and/or telephone and is offered to the students and employees of the college and the community at large on a voluntary basis. Those who wish to receive alerts and notifications from the system provide their contact information and choose the manner in which they prefer to receive notification through a self-managed sign up process. The college strongly recommends that all students and employees avail themselves of this system but does not mandate participation.

Certain administrators have the capability to initiate the mass notification system by sending either prepared messages with a general warning or customized messages with specific information.

Casper College works closely with local emergency management and public safety officials and attempts to ensure that alerts issued by the college during a crisis are sent to the appropriate city and county first responders. Natrona County Emergency Dispatch has also agreed to attempt to provide Casper College with information during incidents that may affect the campus for the purpose of aiding the college in determining the appropriate on-campus response.

When any college employee becomes aware of a situation on campus that is or has the potential to become a crisis or emergency, whether they are made aware of such by a college or public emergency notification system, or whether it is reported to them by another means, or they observe the situation, the employee should:

- Advise their supervisor
- Contact campus security at (307) 268-2688
- Refer to the appropriate section of this document for recommended response procedures
- Contact 911 in the event of a life-threatening or other serious matter

SECTION IV: INCIDENT COMMAND POST

When a major emergency occurs, or is imminent, it shall be the responsibility of the incident commander to set up and staff an appropriate incident command post.

Whether the command post is outdoors or inside a building will depend upon the nature of the emergency. The arrival of public safety and emergency management officials may cause the command post to be relocated based upon their needs. The college will endeavor to provide such resources requested by emergency management when a command post is established.

The college will work with emergency management authorities to establish staging areas to assist with emergency response.

SECTION V: POTENTIAL RESOURCES

BUILDING PLANS

Campus security patrol cars are equipped with hard-copy floor plans of each campus building that can be given to first responders. Each patrol car also contains a college telephone directory.

RECOMMENDED SUPPLIES

It is recommended that individual offices should maintain basic emergency equipment that might be needed in order to continue operations as well as possible. Kits containing items such as flashlights, battery powered radios, extra batteries, “glow sticks” (for lighting), and basic first aid supplies should be considered for purchase. Candles and matches are not recommended for lighting since they require an open flame that can be hazardous, particularly in the event of a gas main leak.

MEDICAL ISSUES

Student health service maintains a stock of basic medications and first aid supplies. A “stair chair” to be used for moving handicapped persons from one level of a building to another, during a period where elevator service is unavailable, is located in the health services office.

The director of student health services and all campus security officers are trained in CPR and the use of automated external defibrillators (AEDs). AEDs are carried in each campus security patrol car and are available in other locations on campus. *

DOCUMENTATION

Student information is available through the Colleague computer system. It is also maintained in the admissions office.

The office of student life and housing maintains residential student information.

The office of human resources maintains faculty and staff information.

*See Appendix C for AED locations

SECTION VI: TYPES OF EMERGENCIES AND RESPONSES

EMERGENCY EVACUATION PROCEDURES

- For all campus emergencies, immediately call 911 and campus security at 268-2688 – DO NOT ASSUME SOMEONE ELSE HAS CALLED.
- Notify your supervisor or a college administrator. If there is a fire, activate the fire alarm system found in/near all exits. Anyone knowing of a person with a disability or injury within the facility, who cannot evacuate quickly under his own power, should report this to the most senior college official available.
- Exit the building – DO NOT USE THE ELEVATORS.
- Check any closed doors with the back of your hand if there is a fire. If the door feels warm, go another way if possible.
- Stay low if the building is full of smoke, below the smoke, and proceed to the stairs.
- Stay to the right on the stairs to allow fire fighters the right-of-way.
- Report, once outside the building, to the designated meeting place.
- Provide any pertinent information to your supervisor or college administrator.

RESPONSIBILITIES OF ALL COLLEGE EMPLOYEES

- Prevent panic – Provide assurance, be positive, provide information calmly, and demonstrate decisiveness by suggesting positive actions.
- Report all emergency situations to the campus security staff.
- Attempt to calmly evacuate all personnel and visitors from your designated area of the building. Be prepared to assist individuals with special needs, such as individuals with disabilities, very young, or elderly.
- Agree upon a designated meeting place for all building employees to assemble during a crisis.
- Know the evacuation route from your workstation out of the building prior to a crisis.
- Know the location of fire extinguishers, defibrillators, alarm pull stations, and other emergency equipment prior to a crisis.
- Instruct all personnel and visitors to meet in the designated meeting place during a crisis.
- Check all rooms in your designated area and close all doors after rooms have been checked and evacuated including restrooms.
- Perform, upon arriving at the designated meeting place, a head count of individuals who normally work in your designated area.
- Report any missing persons to a college administrator, security officer, or first responder
- Report anyone you observe re-entering the building to a fire, police, or security official.
- Provide information to first responders including location of fire, any persons not accounted for during evacuation, etc.

NATURAL DISASTERS/EVENTS:

EARTHQUAKE

If an earthquake of enough magnitude to affect structures on campus and possibly render them unsafe occurs it is important that everyone remain calm and that all buildings are evacuated. Once outdoors, quickly move away from buildings, utility poles, or other structures that could possibly fall. Always avoid power or utility lines as they may be energized.

Do NOT use elevators to evacuate building!

If you are indoors when an earthquake occurs, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment. Exit the building quickly after the tremors cease and assemble in your designated meeting place. If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle as it offers shelter. Protect yourself at all times and be prepared for after-shocks.

DO NOT RETURN TO AN EVACUATED BUILDING FOR RECORDS, PERSONAL BELONGINGS, TO LOOK FOR CO-WORKERS, OR FOR ANY OTHER REASON.

After the initial shock, an evaluation process will begin to determine the amount of damage and the necessity for outside emergency assistance. Part of the evaluation process will be to determine the possibility of people being trapped under building debris. Depending on the magnitude of the earthquake, emergency assistance may or may not be available. A command post will be established and its location communicated to the crisis management team members on site. Keep clear of the command post unless you have official business.

College personnel or students wishing to volunteer to assist in crisis response will need to do so through the process established by emergency management authorities.

Emergency Shutdown Procedures: In the event of a natural disaster where major structural damage is sustained, it is advisable to turn off utilities. Electricity and natural gas are of primary concern.

FIRE

Be aware of the locations of fire alarms, fire exits, and fire extinguishers in the buildings that you frequent. Know the evacuation route from your workstation to the outside of the building. Discuss the evacuation procedures for the building with your supervisors and co-workers. Know where your designated assembly place is located.

Consider that a fire exists when smoke or flames are reported by anyone, or when the building fire alarms and/or sprinkler system are activated.

Take Appropriate Action

In the event of a fire, take the following steps:

- Pull the fire alarm located near/in building exits.
- Call the Casper Fire Department (9-911) if possible. Provide any information you can about the size and location of the fire, possible cause and injuries.

- Call campus security.
- Attempt, if the fire is small in nature (trash can), to extinguish it with a fire extinguisher if you are capable and know how to use a fire extinguisher. If the fire is larger, do not attempt to extinguish.
- Evacuate the building. Attempt to assist injured persons or handicapped individuals, as you are capable. Instruct students you encounter to follow you out of the building.
- Do not use elevators when evacuating the building.
- Account for coworkers once outside. Go to your designated meeting place.
- Go to your hands and knees to leave the building if smoke is present. Smoke rises. Keep moving.
- Stuff clothing or papers, preferably wet, under the door crack if you are trapped by the flames. Call 9-911 and give them your location (floor and room number). Open the windows.
- Do not return to the building until the fire department clears you to do so.

The VPSS and/or director of campus security will attempt to notify the president and the director of college relations.

The director of college relations or his designee will activate the CC Alert system.

FLOOD

Heavy or prolonged amounts of rain may lead to flooding on the campus. Flash floods may cause a loss of electrical power and/or the contamination of the water supply. Additionally, sewage may back up into buildings.

If flooding occurs, the campus security department should be notified immediately. They will begin the notifications needed to other areas of the college, such as physical plant operations and the office of college relations. Anyone in the affected area should quickly move to higher ground. Any sensitive materials or chemicals should be secured if feasible. If you are required to evacuate the building your designated meeting place may be inaccessible due to the flooding.

The director of college relations will activate the CC Alert system.

Floods are common and widespread. National Weather Service definitions that you may hear include:

Flood Watch – Flooding is possible

Flood Warning – Flooding is already occurring or is imminent

In the event of a flood:

- Move from the lower part of campus to the upper part of campus. If you are inside a building and cannot leave due to the water, move to the highest floor.
- Attempt to assist disabled people. Do not use elevators.
- Stay away from power sources and electricity. Do not attempt to shut off breakers.
- Look before stepping in water. Unseen hazards may be beneath the surface.
- Remember that less than six inches of moving water can knock a person down and carry them away.

- Watch out for small animals, snakes and insects – they will also be moving to higher ground and may see you as a source of dry land.
- Be alert for gas leaks.
- Make campus security or 9-911 aware of your location and wait for first responders.

The campus security officer(s) on duty will, without unduly endangering themselves or putting college assets at unreasonable risk, begin checking college buildings for rising water, damage, or trapped people. Once damage or rising water is confirmed, the campus security officer on duty will begin calling physical plant personnel to inform them of the situation. The physical plant personnel contacted will notify the director of the physical plant or his/her designee. The director of the physical plant will determine the level of response from the employees under his/her control and begin deploying college assets accordingly.

Campus security and physical plant will assist with rescue operations, as they are able given the limitations of equipment and manpower.

Physical plant personnel will initiate recovery operations (removal of undamaged assets, clearing mud and debris, covering leaks, cleaning affected areas).

The director of campus security will interface with emergency management personnel concerning the response to the college if necessary. The director of security will contact the National Weather Service in Riverton at 1-800-211-1448 as soon as possible to advise them of local conditions.

The VPSS and director of student life and housing will coordinate emergency shelter and food for students and/or staff trapped on campus if necessary. NOTE: The American Red Cross routinely uses the gymnasium in the Leisinger Administration Building for a shelter during disasters, so the probability of these resources being close to hand is high.

The VPAS will compile records of damages and expenditures with an aim of recouping losses from the Federal Emergency Management Agency (FEMA) following a disaster declaration by the Governor and funds are released.

TORNADO

Tornados are not common in Wyoming, but they can occur at any time without warning. The National Weather Service definitions:

Tornado Watch – indicates that conditions are right for a tornado to occur

Tornado Warning – indicates that a tornado has developed or development is imminent

When the emergency management siren sounds and/or a warning is received via NOAA weather radio of a tornado warning building personnel should go floor to floor advising staff and students to seek shelter in the lowest level of the building in an interior hallway.

Remember:

- Do not use elevators.
- Assist the disabled, as you are capable.
- Avoid glass, doors, windows, and display cases.

- Sit or lie next to an interior wall, protecting your head and neck with your arms.
- Shelter under furniture, if possible – airborne debris and falling objects cause the most casualties during tornados.
- Do not leave the area until you have been advised by some means that it is safe to do so.
- Assist any injured people and document all injuries.

The director of student life and housing and housing staff will be responsible for alerting the students in college housing and seeing to their shelter.

The director of college relations will activate the CC Alert system.

The director of campus security will contact the National Weather Service in Riverton at 1-800-211-1448 as soon as possible to give them information about the tornado and its effects on the campus.

If you are outside and unable to get to shelter, seek a ditch or depression in the ground and lie flat on the ground.

If you are in a vehicle stop as soon as safety permits, exit the vehicle and seek shelter in a ditch or depression, laying flat on the ground.

Following a tornado it is likely that there will be downed power lines and poles. Avoid these, as they are likely live.

After it is safe to do so, members of the crisis response team and other college staff will attempt to respond to the campus to assist with recovery. However, it is possible that law enforcement will not allow anyone into the area due to safety concerns.

If injuries or deaths are incurred, the office of the VPSS will assist public safety and emergency management authorities with family contact information.

All college personnel assisting with recovery will be responsible for documenting anything that might be of assistance to the office of the VPAS in applying to FEMA for grant funds.

An after-action debriefing to determine possible mitigation for future incidents will be held once recovery efforts are sufficiently in progress to allow this to occur.

ENVIRONMENTAL DISASTERS/EVENTS:

CHEMICAL SPILL OR CONTAMINATION (ON CAMPUS)

Many buildings on campus contain chemicals, which if not handled and stored properly may be dangerous. Even common cleaning supplies can be hazardous under certain circumstances.

Know what types of potentially hazardous chemicals may be present in the buildings you frequent and where they are stored. If you see a potentially hazardous situation or become aware that a chemical has been spilled, bring it to the attention of a college administrator, campus security or the physical plant. Do not store chemicals in unmarked containers or food/drink containers. Keep all chemicals out of the reach of children.

Be aware that a spill does not necessarily mean that a liquid is involved. Some chemicals are dry, some are aerosol or gas.

If you become aware of a chemical spill do not attempt to clean it up by yourself. If you caused the spill do not let the fear of sanctions prevent you from reporting it. If it is possible to do so safely, place a barrier around the spill to prevent further spreading or drainage prior to response by personnel trained to deal with such issues. Turn off any heat sources or fans in the area. Close the door to the area if possible. All personnel should evacuate the area. Warn others away from the area but do not remain in proximity to the spill.

Call the Casper Fire Department at 9-911. Tell the dispatcher your name and telephone number, the location of the spill, the substance involved (if you know what it is), and the quantity involved, as well as anything else that they ask you.

Advise the dispatcher if anyone has been exposed to the chemical and is suffering any sickness. Respiratory difficulty, burning, or itching sensation in the nose, throat, eyes, or on the skin are all common medical issues when dealing with chemical spills. Advise the victim to remove their outer clothing and isolate them from noncontaminated people. The victim should flush the contaminated areas with copious amounts of water unless there is reason to believe that the chemical is water-reactive. The victim should keep all contaminated clothing, paper towels, etc. in a pile and not throw them away. If the chemical has been ingested do not induce vomiting or give the victim anything to drink.

Call campus security and physical plant. Advise them that the Casper Fire Department has been called. Campus security personnel will respond to assist with scene control. The safety/facilities manager will respond if possible.

The director of campus security will notify the VPSS and the director of college relations.

The director of college relations will determine whether the CC Alert system needs to be activated.

The VPSS will notify the VPAA so that the impact upon classroom instruction caused by the spill can be assessed.

When public safety personnel arrive on the scene follow their instructions.

CHEMICAL SPILL OR CONTAMINATION (EXTERNAL TO CAMPUS)

Due to truck and railroad traffic in the area as well as storage and processing facilities for chemical and petroleum products in Natrona County, there is a strong possibility of Casper College being affected by the accidental release of an airborne contaminant.

In the event that a spill occurs and Casper College is located in the path of the plume, the following sequence of events will occur:

Evacuation

- Natrona County Emergency Management will alert Casper College via siren or direct contact that a spill has occurred.
- Emergency management officials will advise Casper College whether it is preferable to evacuate the campus or shelter in place until the danger is past.

- If emergency management determines that the college should be evacuated, the VPSS and/or the director of campus security will consult with the president.
- When the president authorizes evacuation the mass notification system will be activated to advise evacuation, and the director of college relations will activate the CC Alert system indicating that an evacuation has been ordered.
- Building personnel will instruct people to leave the campus immediately. As each building is cleared it will be locked to prevent re-entry. All windows will be closed prior to staff departure.
- Student life and housing will be responsible for notifying students in the residence hall and apartments and ensuring that they leave campus. Those students without transportation will be assigned to students with vehicles to leave campus.
- Physical plant personnel will shut down HVAC in all college buildings.
- Essential personnel such as campus security officers and certain administrators, along with those students and staff unable to leave campus due to transportation issues, will exercise the shelter in place guidelines below.

Shelter in Place

- Students and staff will gather in a room for shelter.
- Depending upon whether the chemical agent is heavier than air or lighter than air, a room on the upper or lower floor will be chosen.
- A room without windows is preferable, but if windows are present they should be shut.
- Close all vents and if possible, locate the HVAC controls for the building and shut them down prior to entering the room if physical plant has not already done so.
- Wet clothing or towels and shove them under the door and the window frames.
- Contact 9-911 and advise them of how many people and what room you are in.
- Emergency management will send assistance as soon as they are able to do so unless the situation is resolved prior to their being sent
- The director of college relations will activate the CC Alert system and advise that a shelter in place alert is in effect.

When the college is notified that the situation has been resolved, the director of college relations will send this information to the community via the CC Alert system. Physical plant will determine the need for decontamination of buildings and grounds.

The president will determine when the college will reopen for normal business.

EXPLOSION

In the event of an explosion on campus call the Casper Police Department at 9-911 and campus security. Advise the location of the explosion, the number of explosions, whether there are injuries, whether smoke, fumes, or chemical odors are present, and what has exploded (if you know).

Hazardous chemical release or fires related to the explosion are possible as are additional explosions. A common terrorist tactic is to set one explosive device to cause an area to be evacuated, then trigger other explosions to kill those evacuating the building or first responders arriving on the scene. Terrorists have also been known to shoot at people evacuating an area following an explosion.

Evacuate any building where an explosion has occurred, but do so in a cautious manner, being alert for signs of additional danger. Evacuate in a direction other than the one where the explosion occurred. Do not evacuate into a parking lot as parked vehicles are often used to conceal additional explosive devices. Stay away from trash cans, dumpsters, and other places where additional explosives might be concealed. Watch for suspicious people loitering in the area. Do not return to an evacuated building for any reason.

Do not leave the area until cleared to do so by public safety personnel.

Move at least 500 feet from the affected building. Warn other people not to go into the area.

The director of college relations will activate the CC Alert system.

The director of campus security and/or VPSS will notify the president and other senior administrators.

Agents of the Federal Bureau of Investigation (FBI) and Bureau of Alcohol, Tobacco, Firearms, and Explosives (BATFE) will be the lead investigators on such a case. All college staff should make themselves available upon request for debriefing/interview by these agents.

FOOD POISONING

An emergency exists when there is an outbreak of illness on campus that appears to be related to food served on the campus or the campus water supply.

If a food-related emergency occurs contact campus security, student services, or student health. The director of campus security, the VPSS, and/or the director of student health will make the following notifications:

Internal

- College President
- Vice President of Student Services
- Vice President of Academic Affairs
- Vice President of Administrative Services
- Director of Student Life/Housing
- Director of College Relations
- Manager of Food Services

External

- Casper-Natrona County Public Health Department
- Casper Police Department
- Casper Fire Department
- Emergency Medical Services

If the source of the food poisoning is campus dining services or catering, all individuals who have come into contact with the contaminated food must be identified.

The director of college relations will determine whether to activate the CC Alert system and will collaborate with the public information officers of the other responding agencies to communicate with the media.

The situation will be treated as a potential criminal episode until otherwise proven. Campus security will secure the food service area pending the arrival of law enforcement and public health officials. No person will handle or touch any potentially contaminated food or other items.

Public health and law enforcement will conduct an investigation into the matter and determine whether the episode was a result of intentional food contamination or an accident.

The food service area will be decontaminated according to the standards of the City of Caster-Natrona County Health Department and all potentially contaminated foodstuffs will be disposed of pursuant to their guidelines.

The VPSS and VPAS will determine how to resume safely feeding the on-campus population.

The director of college relations or his/her designee will be the only college staff authorized to speak to the media.

POWER OUTAGE

An emergency occurs when there is a loss of power to the campus or part of the campus. Campus security and the physical plant should be contacted immediately.

Campus security and the physical plant will contact outside agencies to determine the source of the power outage and the projected time that it will take to restore power to the campus. Based upon the information received, the college president will determine whether the college should be shut down or whether classes should continue during the outage.

The director of college relations will activate the CC Alert system to advise the community of the college's course of action.

Depending upon the projected duration of the outage, provisions for the needs of residential students regarding food service and health issues will be considered by the director of student life/housing and/or the director of student health.

If necessary, disabled persons trapped on the upper floors of buildings will be assisted to the ground floor.

If the outage is projected to be lengthy and the president makes the decision to close the college, an attempt will be made to notify outside groups holding special events on the campus.

Buildings will be locked and notifications that the college is closed will be posted on exterior doors in a manner consistent with the college closure section of this document.

When power is restored the campus security personnel on duty will notify the director of campus security who will notify the VPSS and the director of college relations.

The president will determine when to reopen the college. This information will be distributed to the community by the director of college relations via CC Alert, the college website, and/or the media.

WATER LOSS OR CONTAMINATION

An emergency exists when the campus loses water or the water supply becomes contaminated in some way. This may be determined by widespread sickness, or a change in the color or odor of water.

The physical plant will report the problem to the municipal water department and ask for assistance. Assessment will need to be made to determine the cause and location of the loss or contamination.

The director of college relations will handle all external communications. The director of college relations will activate the CC Alert system to advise the community if the water supply is determined to present a hazard or if a water outage will be extended.

In this emergency, the municipal water department will assist in supplying water from some other source until normal water supply can be restored. The public health department will be notified.

The emergency is considered over when service is restored or the contamination has been eliminated. The director of college relations will make notification of this fact via the CC Alert system.

PANDEMIC DISEASE OUTBREAK

In 2005, the World Health Organization (WHO) and the Centers for Disease Control and Prevention (CDC) issued a worldwide warning for a possible flu pandemic from avian influenza ("bird flu") or the H5N1 influenza virus. A pandemic virus could be spread through close contact with infected individuals, which means that populations living in close proximity of each other (like a college setting) are more likely to contract the virus.

Casper College has an opportunity and responsibility to plan for the next pandemic; be it the avian flu or another yet unidentified strain. Although experts cannot predict when the next pandemic will occur, they agree that it will occur at sometime in this century. A pandemic would have a worldwide impact with an unpredictable timeline and potential for broad dispersion. Major disruptions are likely for health care, transportation, infrastructure, education, suppliers, and other public services. High illness and death rates will lead to significant absenteeism, which will greatly affect the operations of life on all levels; locally, nationally, and internationally.

Pandemic planning is a part of Casper College's overall emergency guidelines.

The key goals of Casper College's pandemic response are to:

- Promote the safety of all students and employees
- Reduce illness and death
- Minimize social and educational disruption
- Insure the college's ability to continue core and critical functions
- Minimize economic losses

Key assumptions with this guide include:

- Vaccines and antiviral medications will be in short supply during the initial months of the onset of a pandemic.
- The state of Wyoming, in the event of a pandemic, will have minimal resources available for local assistance and therefore, local authorities and personnel will be responsible for community based response plans.
- Absenteeism at the college will be substantial.
- Direction to close schools, public events, restrict travel, and quarantine areas may come from the Wyoming State Health Department and/or the Casper-Natrona County Health Department.
- Casper College may have to close facilities for as long as necessary during a pandemic.

Pandemic planning is a daunting task given that there are a number of factors that are variable and unknown. Planning at this time is based on what scientists currently understand about seasonal influenza and past pandemics as described in historical documents. Therefore Casper College's pandemic response guide is developed to be flexible and adaptable in such a way that allows our response to evolve in step with the changes in scientific knowledge and an unfolding pandemic situation.

Casper College won't be ready to face a flu pandemic until everyone on the campus community is ready. Personal planning by every individual is a crucial part of preparedness. Individuals need to ensure their own safety and that of their families first and foremost. The college also has a responsibility to minimize risks to all students and personnel. Being informed and being prepared are two very important steps that each person can take before a flu pandemic arrives. Pandemic flu planning for individuals and families is available from the Department of Health and Human Services Pandemic Flu website at www.pandemicflu.gov/planguide/checklist.html

Before and during a pandemic, Casper College will work in close cooperation with the state and local departments of health, local law enforcement agencies, and other key health and emergency response entities. The Casper College guide will be a dynamic document. Since no guide can accurately anticipate the scope of a pandemic and its impact on a community, individual responsibility for safety and wellbeing is strongly emphasized.

With the safety of our community being our first priority, Casper College will make recommendations to students and personnel about plans for suspending specific or all operations based on consultation with local, state, and national health authorities.

Background

Influenza is a highly infectious respiratory illness caused by the influenza virus. The influenza virus is known for its ability to cause sudden illness in all age groups. Previous pandemics, caused by unique virus strains for which the population had no previous immunity, caused disproportionate illness and death in young, previously healthy adults. A pandemic influenza would be an unusual public health emergency due to the fact that outbreaks are expected to occur simultaneously throughout much of the nation and state – preventing the transportation of human and material resources that normally occur in other natural disasters.

The World Health Organization has developed six pandemic phases which are listed below.

Interpandemic Period

Phase 1. No new influenza virus subtypes have been detected in humans. An influenza virus subtype that has caused human infection may be present in animals. If present in animals, the risk of human infection or disease is considered to be low.

Phase 2. No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza subtype poses a substantial risk of human disease.

Pandemic Alert Period

Phase 3. Human infection(s) with a new subtype, but no human-to-human spread, or at most, rare instances of spread to a close contact.

Phase 4. Small cluster(s) with limited human-to-human transmission but spread is highly localized, suggesting that the virus is not well adapted to humans.

Phase 5. Larger cluster(s) but human-to-human spread still localized, suggesting that the virus is becoming increasingly better adapted to humans, but may not yet be fully transmissible. (substantial pandemic risk)

Pandemic Period

Phase 6. Pandemic: increased and sustained transmission in general population

CRIMINAL OR TERRORIST ACTS:

BOMB THREAT/SUSPICIOUS PACKAGE

If a bomb threat is made via telephone, computer, written communication, in person, or if you observe a suspicious package that you believe could contain explosives, contact campus security. Campus security will assess the situation and contact the Casper Police Department if needed.

If the bomb is purported to be in your building, exercise the following precautions:

- Do not open drawers or cabinets
- Do not turn light switches on or off
- Do not touch suspicious packages
- Leave the area if the bomb is alleged to be in or near your workstation

If you receive a bomb threat over the telephone, use the ATF Bomb Threat Checklist (See Appendix D) to gather as much information as possible from the caller. Do not hang up on the caller. Try to engage him/her in conversation and keep them on the line as long as possible. If your telephone has the capability, note the number from which the call was placed. If the caller is willing to talk, signal to someone else to contact campus security. If the caller hangs up, contact campus security yourself. **DO NOT** state that there has been a bomb threat. It is likely that you will be speaking with the security officer on duty via a radiotelephone, which is capable of being monitored by scanner. Instead, tell the officer who answers that you need him/her to call you ASAP on a landline. Provide your extension.

Complete the ATF Bomb Threat Checklist while the conversation with the person making the threat is still fresh in your mind. When campus security responds give the checklist to the officer.

The campus security officer receiving the information will contact the director of campus security who will inform the VPSS and the director of college relations. Campus security will contact the Casper Police Department. The director of college relations will determine whether or not to activate the CC Alert system.

When the police arrive, they may ask for assistance from staff members who work in the area in checking the area for suspicious items. The police may request that the building be evacuated while they conduct their search.

The president will be advised of the police request for evacuation and will make the decision whether or not to evacuate the building. If the decision is made to evacuate, campus security personnel not otherwise engaged in responding to the incident will assist building staff in notifying and evacuating students and staff.

All radios and cell phones in use by persons conducting visual searches or evacuations of buildings where bombs have been alleged to have been placed will be shut off. It is possible that these devices might set off a bomb.

Once the police have cleared the building and determined that no threat exists students and staff will be allowed to return to the building.

The director of college relations will send a message via CC Alert advising that the situation has been resolved, assuming that an initial alert was sent. The director of college relations will handle any media inquiries.

SUSPICIOUS MAIL

Mail bombs, such as those sent to educational institutions in the 1980s and 1990s by the Unabomber can come in any form. Additionally, the “white powder” phenomenon of recent years is also largely dispersed by mail. Prior to opening your mail or other mail, which you are assigned to deal with, conduct a visual examination of the envelope/parcel. Certain cues may indicate that additional measures should be taken, such as:

- A letter that appears to be excessively stiffened or excessively bulky, or a letter that seems lopsided or heavier on one end.
- An excessive amount of postage or unusual international postage
- A missing return address
- A handwritten note such as “Personal” “Rush” or “Urgent”
- A cut/pasted address
- An odor, stain, or unusual method of sealing the letter
- A writing that is distorted or a writing that appears foreign in nature
- A resistance or pressure felt when trying to remove the contents
- A noises or liquid “slosh” coming from a package

If there is any doubt in your mind as to the safety of a letter or parcel do not handle it further and contact campus security immediately. Isolate the letter or package by asking others present to step into another office or the hallway. Lock the door pending the arrival of campus security. Never place a suspicious letter or package in water or a cabinet.

If a package or letter contains white powder or another indicator that a hazardous substance is inside and the substance is spilled from the envelope:

- Place the package or letter as quickly and gently as possible onto the desk or surface nearest you. Avoid creating air currents that could spread the agent. Consider yourself and especially your hands contaminated. **Do not touch your face following this contamination.**
- Move away from the package or letter, but **DO NOT LEAVE THE ROOM OR AREA.** If possible, cover the letter and the substance that fell out of it with a piece of plastic such as a trashcan liner. Be careful not to spread the substance. Turn off fans.
- Get help, call campus security or have someone in the room call them and notify your supervisor. Consider the telephone and anything you touch contaminated.

Note:

- If anyone else is in the room, this group should be considered exposed and potentially contaminated and remain in the area, until it has been cleared by emergency responders.
- Public safety and emergency management personnel will lead the response and decontamination efforts.

The director of college relations will determine whether to activate the CC Alert system.

College response to an incident of this nature will be similar to its response to a chemical spill, except that no college employee will enter an area where there has been a white powder spill until it is thoroughly decontaminated.

ARMED ASSAILANT

If you see a person on campus, other than a law enforcement officer, (either uniformed or plainclothes with a visible badge or other identifying insignia), who is armed with a firearm, a knife, (apart from a regular pocket knife which is not being used aggressively), a club, an explosive device, or anything else that you perceive as a weapon, call the Casper Police Department at 9-911 and campus security. Please provide the following information:

- The kind of weapon and what was the person doing with it.
- The race, gender, approximate age, height, weight, and clothing description of the armed person, and their vehicle description if one was involved.
- The person's name, if you know it.
- The location the person was last seen and the direction they were traveling.
- Whether they threatened or attacked anyone with the weapon
- Anything they said that you could hear.

Campus security will respond to the area, but will not confront a person who is known to be armed under normal circumstances, as campus security personnel are not armed. Campus security personnel will assist the police as requested.

The director of college relations will activate the CC Alert system advising that there is an armed person on the campus. As much information as is known will be included in this alert.

College staff will attempt to evacuate staff, visitors, and students from affected areas, or will direct such people to shelter in place, but will not place themselves in danger.

The Casper Police will determine whether a criminal offense has occurred when they arrive and will make contact with the person reported to be armed using the tactics that they deem necessary. The college has no control over how the police respond.

All college staff will follow the directions and orders of the Casper Police.

If ordered by the police to evacuate a building or area, those affected staff will follow all police directions and will relocate to an area well away from the building. Walkways and streets will be kept clear.

Upon the conclusion of the situation, the president will make the decision as to whether or not to close the college or resume normal operations.

College counselors will be available for those seeking assistance.

HOSTAGE SITUATION

If a person, armed or otherwise, enters an office or other area and takes others hostage or barricades them:

- Leave the area immediately
- Call the Casper Police at 9-911 and campus security
- Provide information to arriving officers regarding the hostage-taker's:
 - * Appearance/dress
 - * Name (if known to you)
 - * Weapons
 - * Mannerisms
 - * Statements
 - * Location
 - * Names and numbers of hostages

Please do not speak to the media

The Casper Police Department will be in charge of any hostage event. All college employees will assist them or provide information as requested. The police will attempt to protect life, prevent injury to the hostages, and remove the threat from the hostage-taker.

If you are not taken hostage but are in an office in the area:

- Lock the door
- Draw the shades
- Turn out the lights and be quiet to avoid attracting attention
- Get on the floor and hide under furniture or in a cabinet
- Stay out of the line of sight of any windows
- Call 9-911, if you have access to a telephone and can speak quietly to let the police know the room number and your name. They may also ask you questions about the situation to aid them in their response.

The Casper Police will require the evacuation of every person from the area for their own protection. If you have locked yourself in an office for protection, the police will come to get you. When they identify themselves as police officers, if there is any doubt in your mind, do not open the door. Call 9-911 to confirm that the police are there. When the

police enter, they will likely be in battledress uniforms, wearing helmets and masks, and armed with automatic weapons. They will look scary. They may point their guns at you, they may order you to the floor, and they may handcuff you. They are not trying to hurt or scare you, but they do not know if an offender might have mixed in among civilians. DO EVERYTHING THE POLICE TELL YOU. Do not argue, debate, or resist. Raise your hands when instructed and do not do anything that they might interpret as dangerous to them.

If you are taken hostage:

- Do everything the hostage-taker tells you to do. The first few minutes are critical. A hostage-taker might well shoot someone as an example to the others or because he is jumpy, desperate, or under the influence of drugs or alcohol.
- Do not call attention to yourself.
- Do, if possible, remove your nametag. Some hostage-takers will look for persons of importance.
- Speak only when spoken to. Do not ask the hostage-taker anything, do not joke, do not cry, and do not beg.
- Show no emotion if possible. You may be singled out if the hostage-taker thinks you are weak.
- Do not appear aggressive. Do not make eye contact with the hostage-taker.
- Do decide in advance, if a chance for escape appears, what you are going to do. If you decide to escape, tell no one. Understand that others remaining may be punished for your actions. If your decision is to escape, move quickly and do not hesitate. *
- Make no suggestions to the hostage-taker. Offer no information, but tell the truth if you are asked a question.
- Understand that the police are trying to rescue you. Negotiators and special response teams have been summoned.

*This course of action is neither advocated nor discouraged by Casper College. It is simply presented for consideration.

COLLEGE PERSONNEL WILL NOT ENTER INTO NEGOTIATIONS WITH ANY HOSTAGE TAKER OR OFFER THEMSELVES IN EXCHANGE FOR ANOTHER HOSTAGE. ALL NEGOTIATIONS AND OTHER ACTIONS WILL BE TAKEN BY THE CASPER POLICE DEPARTMENT AND/OR THE NATRONA COUNTY SPECIAL RESPONSE TEAM.

The VPSS and director of campus security will notify the president and the director of college relations.

The president will make the decision as to whether or not to close the college.

The director of college relations will activate the CC Alert system. He will work with the public information officers of the responding agencies to ensure that only information approved by law enforcement is released.

Campus security will provide support to the police in terms of keys, floor plans, and staging areas.

The president will determine when the college will resume normal operations following the resolution of the crisis.

DEATH ON CAMPUS

In the event that a Casper College student dies in residential housing, on campus but not in residential housing, not on campus but pursuant to college business or functions:

Upon notification of the death of a student under one of the above circumstances, the person receiving the notification will:

- Call 9-911 and request the police and an ambulance
- Contact campus security
- Secure the scene by using reasonable methods
- Identify any witnesses or other persons having information about the incident and, if possible, attempt to keep them from leaving the area
- Document any and all information which may be helpful to the college

The director of campus security will:

- Proceed to the scene if possible
- Contact the vice-president for student services (VPSS) or the president if the VPSS is not available
- Contact the director of housing if the student is a residential housing occupant
- Contact the athletic director if the student is an athlete
- Contact the director of college relations

The VPSS will:

- Contact the president
- Proceed to the scene if possible

No person shall speak with or give a statement to the media except the director of college relations.

The director of campus security will compile the facts surrounding the death of the student using reasonable means, including interviewing witnesses and contacting local law enforcement. The director of campus security will also interface with the coroner's staff on the scene regarding death notification, and if possible, will ask that college representatives be allowed to accompany the coroner's office personnel on the notification. NOTE: Per the Natrona County Coroner's Office, the college should not make any contact with the family of the deceased student until such time as they have made a positive identification of the student. In the event that the death appears to be a homicide, college personnel will not be allowed to accompany the coroner's office. However, if the death is due to natural causes or suicide, college staff will most likely be allowed to be there when the notification is made.

Once the VPSS, the director of campus security, director of student life (if applicable), athletic director (if applicable), and director of college relations are on the scene or can be put into contact with each other, the director of campus security will brief all parties present about the information that he has been able to gather. The director of college

relations will draft a statement for release to the media and/or the campus community. The president or his designee will review and approve any statement prior to it being released.

The director of college relations will contact the public information officer employed by the law enforcement agency having jurisdiction over the scene and will ensure that the college statement and the statement released by the law enforcement agency are consistent.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as mandated by the U.S. Department of Education, requires that deaths due to murder, non-negligent manslaughter, and negligent manslaughter be reported in an institution's annual crime statistics and that a timely warning be made to the campus community about crimes that pose an ongoing threat to students and employees. (See Appendix E)

If the death does not involve a Clery Act issue, the statement from the college will be made after consulting law enforcement. This statement will not include specific information as to the manner in which the student died, his/her name, or exact residence hall room number. Such a statement will acknowledge that a death has occurred and that counseling services are available. The president and/or the VPSS should sign the statement. This statement should be delayed until it is certain that the deceased student's next of kin have been notified and, if possible, the family's desires should be respected concerning the release of a statement.

If the Clery Act requires that timely notification be made to the college community due to the death being a crime of violence, and there is an on-going threat to the campus community, college officials will meet with law enforcement officials to explain the necessity of issuing the timely warning. It is possible that law enforcement will object to the issuance of the timely warning prior to the conclusion of their investigation. If the investigation will take a reasonable amount of time a delay in the issuance might be articulated, if such a warning will hinder the investigation. However, the timely warning must be issued in accordance with U.S. Department of Education requirements. The name and rank of the law enforcement official requesting a delay in the issuance of the timely warning, and the reason for the requested delay should be recorded.

In the event that there is an incident involving the deaths of multiple students, such as in the case of a vehicle accident involving a college bus, an explosion with multiple victims, or a criminal episode involving multiple victims where media attention outside the Natrona County area is anticipated, the director of college relations will interface with the public information officer(s) from the law enforcement agencies dealing with the case, and shall release information only in conjunction with those agencies.

The death of a staff member on the Casper College campus will be handled in a manner similar to the death of a student, with the exception that the director of human resources will assist the president and vice presidents in gathering information.

The death of a nonaffiliated person on campus or the discovery of a body on campus will be handled on a case-by-case basis. The police department will have the lead role in such cases and college staff will assist authorities if asked.

The only college staff authorized to speak with the media or make any statement on behalf of the college will be the president, a vice president, or college relations unless one of the above gives permission for another staff member to make a statement.

College counseling staff will be available to speak with any person within the college community who requests services related to the death of the student(s). If significant numbers of people within the college community request to speak to counseling staff, consideration will be given to setting up a special facility on campus to take care of the needs of such people.

OUT-OF-CONTROL BEHAVIORS:

DEMONSTRATION/DISRUPTION OF CLASSES

Demonstrations by any group, whether affiliated with the college or not, must be approved in advance by the vice president for student services (VPSS) and the director of campus security.

The right to exercise free speech and freedom of assembly is important within the college community, and insofar as a demonstration does not become disruptive to college operations, prevent access to the campus or any buildings or facilities thereon, or threaten harm to people or property, such requests for demonstrations will be accommodated pursuant to college policy and procedures. Demonstrations also encompass such events as rallies or shows of support for political candidates.

Persons requesting permission to demonstrate will be afforded the opportunity to be located in an area where their message will be able to be viewed/heard by a significant number of passers-by. However, those taking part in the demonstration will be instructed that they may not block or obstruct sidewalks, parking lots, or roadways; they may not hinder ingress or egress to a building; and they may offer literature to passers-by or ask them if they wish to converse, but may not force written or verbal communication on any person. Demonstrators may not take their demonstration into any building.

Demonstrators may carry and display signs, but may not affix them to any surface or plant them in the ground. Messages may not be chalked on the pavement or otherwise written on any surface. Organizers of demonstrations may, upon request, be allowed to post notices germane to their event on the bulletin boards provided for that purpose throughout campus prior to and during the event.

Amplification devices (bullhorns, PA systems, etc.) may not be used by any individual or group wishing to demonstrate without the express written permission of the VPSS. Even if approved, the college reserves the right to require that the use of such amplification devices be discontinued if they begin to disrupt normal college operations due to their volume.

Demonstrations will be limited to an agreed-upon time frame. The VPSS and/or director of campus security will meet with the organizer(s) of the event to determine the time during which the demonstration will take place. The organizer(s) will identify themselves to the VPSS and director of campus security by name, organization (if any), and address. They will also provide telephone numbers where they can be reached – including cell phone numbers where they can be contacted while the demonstration is taking place.

The organizer(s) of the demonstration are solely responsible for seeing that any trash or debris created by their event is collected and disposed of prior to leaving the campus.

No person participating in a demonstration will be allowed to carry or possess a weapon on Casper College property. This includes people who possess concealed carry permits issued by the state of Wyoming or any other entity. Such people will be asked to leave the property. If they refuse, law enforcement will be called. Purely symbolic items such as toy plastic guns may be carried or possessed by demonstrators, provided that they submit such items to the inspection of campus security authorities. No real firearms will be carried or possessed regardless of whether or not they are loaded or functional as firearms.

UNAUTHORIZED AND/OR DISRUPTIVE DEMONSTRATIONS

In the event that a spontaneous demonstration occurs or a group without authorization appears on the campus, the following protocols will go into effect:

- If the group wishing to have a spontaneous demonstration in reaction to an event that has just occurred or a news story is comprised mainly of Casper College students and staff, and the members of the group agree to the conditions imposed upon demonstrators as set out above, the VPSS and/or director of campus security may elect to waive the advance notice requirement.
- If the group is comprised mainly of people having no affiliation with the college the VPSS and/or director of campus security will meet with the leaders of the group, ascertain their purpose in wishing to demonstrate on the campus, and decide on a case-by-case basis whether to accommodate their demonstration or ask them to leave the property. In any case where the demonstration is accommodated the leaders of the group will be required to agree to all provisions set out above as if they had requested permission in advance. The leaders of the group will be advised that any future planned demonstrations will have to be cleared in advance and no second accommodation will be made.
- If a demonstration, whether authorized in advance or spontaneous, whether comprised mainly of students and staff or mainly of nonaffiliated people, becomes disruptive to college operations or does not comply with the agreed-upon guidelines, the VPSS and/or director of campus security will contact the organizers/leaders of the group and request that they instruct their group members to immediately cease the disruptive activity. The organizers/leaders will be given a reasonable amount of time to make this happen. If, after a reasonable amount of time has passed, or if the organizers/leaders are obviously making no effort to reign in the disruptive activity, or if the organizers/leaders are incapable of stopping the activity the following will occur:
 - The president and the director of college relations will be notified. If possible, a college photographer and/or video camera operator will come to the scene and begin recording the events.
 - The director of college relations will activate the CC Alert system.
 - The VPSS and/or director of campus security will make a statement to the group as a whole that their conduct is disruptive to normal college operations and is to cease. Specific examples of the conduct that prompted this communication should be cited.

If the members of the group are openly defiant or noncompliant and the disruptive activity continues to occur, the VPSS and/or director of campus security will order the demonstration to terminate and the members of the group to disperse. A statement will

be made that if this order is not obeyed all college students and staff present will be subject to disciplinary sanction and that all visitors present must leave the campus.

If the group refuses to disperse and/or the disruptive activity continues, the VPSS and/or the director of campus security will contact the Casper Police Department.

NO COLLEGE EMPLOYEES WILL PLACE HANDS ON ANY PERSON FOR ANY REASON OTHER THAN SELF-DEFENSE, DEFENSE OF A THIRD PARTY, OR TO ASSIST A LAW ENFORCEMENT OFFICER AT HIS DIRECTION.

If the police disperse the demonstration, the director of college relations will prepare a statement for the media.

All college staff present will record in writing anything that they observed that might be of use to the college in the debriefing.

VIOLENT DEMONSTRATIONS/INTENTIONAL DISRUPTION OF OPERATIONS

In the event that a demonstration is violent and/or intentionally disruptive from the start (riot), the VPSS and/or director of campus security will:

- Contact the president
- Contact the Casper Police Department
- Contact the director of college relations to activate the CC Alert system, advising the community of the danger and advising them to leave the campus immediately.
- Evacuate – campus security will attempt to evacuate students and staff from areas that may be endangered by the rioters
- Secure – campus security and custodial services will lock doors and otherwise secure areas, where possible to do so without endangering their safety, to deny entry to the rioters.
- Document – college relations will, if possible, send a photographer and/or video camera operator to the scene to attempt to document the incident on film. These personnel will not be expected to place themselves in danger.

NO COLLEGE EMPLOYEES WILL PLACE HANDS ON ANY PERSON FOR ANY REASON OTHER THAN SELF-DEFENSE, DEFENSE OF A THIRD PARTY, OR TO ASSIST A LAW ENFORCEMENT OFFICER AT HIS DIRECTION.

All employees and students will obey all directions of the Casper Police Department and other law enforcement/emergency management authorities in their response to this crisis.

Following the restoration of public order a complete debriefing of all college staff in the area at the time will be held in an attempt to identify rioters and to establish a chain of events.

PSYCHIATRIC CRISIS/SUICIDAL INDIVIDUAL

A psychological crisis occurs when an individual is threatening to harm himself or another person, or whose mental faculties are impaired to the degree that he constitutes a threat to himself or others by his behavior and/or lack of competent judgment. Such an event may be brought on by a pre-existing mental condition, drugs or alcohol, a medical reaction, or a disassociation with reality, such as hallucinations or uncontrollable behavior.

IF THE PERSON IS ARMED OR CLAIMS TO HAVE A WEAPON CALL 9-911 FOR THE POLICE. IF THE PERSON IS IN APPARENT MEDICAL DISTRESS OR CLAIMS TO HAVE INGESTED A HARMFUL SUBSTANCE OR OVERDOSE CONTACT 9-911 FOR EMS.

If a psychological crisis occurs on campus:

- Call campus security
- Evaluate – campus security will evaluate the situation (NOTE: Several campus security officers have been trained in crisis intervention team techniques and have specialized knowledge of these events).
- Escort – campus security may escort the individual in question to college counselors; summon medical aid from EMS if it appears that the person is suffering from trauma, allergic reaction, or overdose; or summon law enforcement if the individual's behavior is beyond their ability to control verbally.
- Summon – if the person is not affiliated with the college, campus security will summon law enforcement.
- Determine – the Casper Police Department will, upon arrival, determine whether the person will be taken into custody.

As soon as it is safe to do so, the campus security officers on scene will contact the director of campus security who will, in turn, contact the VPSS.

See Appendix F for additional information concerning mental health issues.

SECTION VII: TRAINING, EXERCISES, AND DRILLS

Human beings, when faced with adverse situations, tend to react in the way that they have trained and practiced. Therefore, it is recommended that each area of the college plan training periods in which the previously listed reactions may be practiced. Each building contact should have regular meetings with people in their building to be sure everyone knows what to do and what to expect, as much as possible. It is recommended that at least one meeting devoted to safety and security issues be held each year.

Training sessions should be documented by the building contact person and include the topic covered, the people in attendance, the person presenting the training, and the date, time, and place of the training.

Periodically the college will host exercises to test aspects of the emergency response guide. These exercises will involve members of the college community as well as public safety and emergency management personnel from off-campus agencies.

Training sessions concerning emergency management topics will be offered on campus periodically. Certain college staff may be invited to some, while others will be open to the entire college community.

Outside agencies may hold their own training exercises on the Casper College campus subject to the permission of the administration. These exercises will enhance the public safety and emergency management community's ability to respond to the college in a crisis.

APPENDIX A – CASPER COLLEGE CRISIS TEAM CONTACT INFORMATION

Name	Position	Office	Office Phone	Cell Phone	Email
Walter Nolte	President	AD 187	2548		wnolte@caspercollege.edu
Joanna Anderson	VP-Student Services	AD 112	2210	660-654-1713	janderson@caspercollege.edu
Carmen Simone	VP-Academic Affairs	AD 152	2706		csimone@caspercollege.edu
Lynnde Colling	VP-Administrative Services	AD 185	2232		lcolling@caspercollege.edu
Lance Jones	Director-Campus Security	CE 204	2672	307-258-4930	ljones@caspercollege.edu
Bill Landen	Assoc. VPSS, Athletic Director	CE 203	2667	307-259-4194	wlanden@caspercollege.edu
	Director-Human Resources	AD 151	2634		
Tracy Hasley	Director-Student Health	CE 221	2263		tracy@caspercollege.edu
Rich Fujita	Director-College Relations	AD 160	3088	307-277-8068	rfujita@caspercollege.edu
Robin Johnson	Supervisor-Bldg. Maintenance	MA 308	2360	307-258-9610	rwjohnso@caspercollege.edu
Dmitriy Nesterenko	Safety/Planning Analyst	MA 302	2050		dnesterenko@caspercollege.edu
Barb Meryhew	Director-Housing	CE 205	2249	307-259-2605	bmeryhew@caspercollege.edu
Dale Anderson	Fire Science Instructor	EI 120	2361	307-267-9104	danderson@caspercollege.edu
Art Washut	Criminal Justice Instructor	AD 175	2711		awashut@caspercollege.edu
Todd Wykert	Director-Media Services	WT 109	2555		twykert@caspercollege.edu
Robyn Landen	Director-Financial Services	AD 103	2362		rlanden@caspercollege.edu
Lesley Travers	Dean-Business and Industry	BU 103	2448		ltravers@caspercollege.edu

APPENDIX B – DISASTER AND EXTERNAL CONTACTS

Casper Police Department	307-235-8278 OR 911
Casper Fire Department	307-235-8278 OR 911
Casper Water Department	307-235-8233
Casper Streets Department	307-235-8283
Natrona County Public Health	307-235-9340
Wyoming Medical Center	307-577-7201
Natrona County Sheriff's Office	307-235-9282 OR 911
Natrona County Emergency Mgmt.	307-235-9282 OR 911
Natrona County Road and Bridge	307-235-9311
Natrona County Public Schools	307- 577-0271
Wyoming Highway Patrol	307-473-3234
American Red Cross	307-237-8436
Salvation Army	307-234-2002

APPENDIX C – AED LOCATIONS

Location	Brand
Krampert Theatre	Phillips
Morad Hall	Phillips
CE	Phillips
Patrol Car	Phillips
Patrol Car	Lifepack
WT	Phillips
CS	Phillips
WA	Phillips
AD	Phillips

APPENDIX D – BOMB THREAT FORMS

CASPER COLLEGE EMERGENCY RESPONSE GUIDELINES BOMB THREAT REPORT FORM

KEEP THIS FORM NEAR YOUR TELEPHONE

Exact wording of threat: _____

Time: _____ Date: _____

Extension call was received from: _____

Number/name on caller ID screen: _____ Length of call: _____

Caller information

Gender: _____ Age: _____ Ethnicity: _____ Accent: _____

Caller's voice:

Calm Accent Whispered Lisp Angry Disguised Soft
 Raspy Excited Crying Loud Nasal Slurred Slow
 Rapid Stutter Familiar Child Deep Clearing throat
 Intoxicated Nervous Laughter

Questions to ask if you are able:

Where is the bomb? _____

When is it going to explode? _____

What does it look like? _____

What will cause it to explode? _____

Are you the one who placed the bomb? _____

Why was the bomb placed? _____

Are you part of a group? _____

What is the name of your group? _____

What are you trying to achieve? _____

What is your name? _____

Where are you calling from? _____

Background noise:

- Traffic Office Animals Television Restaurant
 Machinery Aircraft Waterfront PA system Voices
 Other _____

Caller's language:

- Profanity Irrational Taped Reading from script
 English is not native language Well-spoken Educated
If voice is familiar, whom did it sound like? _____

Your name _____

Building/office _____

CASPER COLLEGE EMERGENCY RESPONSE GUIDELINES

BOMB THREAT CHECKLIST

Bomb threat assessment

___ The VPSS or senior administrator present must formulate a plan as police are arriving. Security and administrators will assist the police as requested.

___ If a device is found or immediate evacuation is planned, notify the president, college relations, and VPs.

___ Establish a command post no less than 500 feet away from the affected building. Floor plans and copies of emergency plans must be available.

___ Assign two employees to begin documenting all pertinent information.

CASPER COLLEGE EMERGENCY RESPONSE GUIDELINES

BOMB THREAT PROCEDURE FOR EMPLOYEES

Should a college employee learn of a bomb threat, he/she should convey the information to campus security by calling (307) 268-2688. Do not give this information to anyone, on or off campus, except security and your supervisor. Decisions as to how to proceed will be made by the college administration. Staff members should answer the following questions about the areas for which they are responsible:

NAME _____

DATE _____ BUILDING/ROOM _____

Checklist for bomb threat:

- | | |
|----------------------------------|--------------------|
| Did I check the room on arrival? | Yes _____ No _____ |
| Did I have to use my key? | Yes _____ No _____ |
| Did I turn the lock normally? | Yes _____ No _____ |
| Was the light switch normal? | Yes _____ No _____ |
| Were the windows normal? | Yes _____ No _____ |

Did I check the room for:

- | | |
|---|--------------------|
| Unusual wires | Yes _____ No _____ |
| Packages that were not there yesterday | Yes _____ No _____ |
| Unusual sounds | Yes _____ No _____ |
| Unusual odors | Yes _____ No _____ |
| Lighters, matches, or flammable liquids | Yes _____ No _____ |
| Written messages | Yes _____ No _____ |

Did I look:

- | | |
|--------------------------|--------------------|
| On the floor | Yes _____ No _____ |
| On the walls | Yes _____ No _____ |
| On the ceiling | Yes _____ No _____ |
| On shelves | Yes _____ No _____ |
| Behind furniture | Yes _____ No _____ |
| Behind doors | Yes _____ No _____ |
| Outside the room | Yes _____ No _____ |
| In bathrooms/break rooms | Yes _____ No _____ |

Was any unusual object noted Yes _____ No _____

**IF ANY SUSPICIOUS OBJECT IS OBSERVED LEAVE IT ALONE,
DO NOT MOVE IT, CONTACT CAMPUS SECURITY AT 307-268-2688.**

APPENDIX E – JEANNE CLERY ACT

The **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act**, codified at 20 USC 1092 (f) as a part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. All public and private institutions of postsecondary education participating in federal student aid programs are subject to it. Violators can be “fined” up to \$27,500 by the U.S. Department of Education, the agency charged with enforcement of the act and where complaints of alleged violations should be made, or face other enforcement action.

The Clery Act, originally enacted by the Congress and signed into law by President George Bush in 1990 as the **Crime Awareness and Campus Security Act of 1990**, was championed by Howard and Connie Clery after their daughter Jeanne was murdered at Lehigh University in 1986. They also founded the nonprofit Security On Campus, Inc. in 1987. Amendments to the act in 1998 renamed it in memory of Jeanne Clery.

Annual Report –

Schools have to publish an annual report every year by October 1st that contains three years worth of campus crime statistics and certain security policy statements including sexual assault policies, which assure basic victims’ rights, the law enforcement authority of campus police, and where students should go to report crimes. The report is to be made available automatically to all current students and employees, while prospective students and employees are to be notified of its existence and afforded an opportunity to request a copy. Schools can comply using the Internet so long as the required recipients are notified and provided the exact Internet address where the report can be found, and paper copies are available upon request. A copy of the statistics must also be provided to the U.S. Department of Education.

Crime Statistics –

Each school must disclose crime statistics for the campus, unobstructed public areas immediately adjacent to or running through the campus, and certain noncampus facilities including Greek housing and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement, and other school officials who have “significant responsibility for student and campus activities” such as student judicial affairs directors. Professional mental health and religious counselors are exempt from reporting obligations, but may refer patients to a confidential reporting system which the school has to indicate whether or not it has.

Crimes are reported in the following seven major categories, with several sub-categories: 1.) Criminal homicide broken down by a.) Murder and non-negligent manslaughter and b.) Negligent manslaughter; 2.) Sex offenses broken down by a.) Forcible sex offenses (includes rape) and b.) Nonforcible sex offenses; 3.) Robbery; 4.) Aggravated assault; 5.) Burglary; 6.) Motor vehicle theft; and 7.) Arson.

Schools are also required to report the following three types of incidents if they result in either an arrest or disciplinary referral: 1.) Liquor law violations; 2.) Drug law violations; and 3.) Illegal weapons possession. If both an arrest and referral are made only the arrest is counted.

The statistics are also broken down geographically into “on campus,” “residential facilities for students on campus,” “noncampus buildings,” or “on public property” such as streets and sidewalks. Schools can use a map to denote these areas. The report must also indicate if any of the reported incidents, or any other crime involving bodily injury, was a “hate crime.”

Access To Timely Information –

Schools are also required to provide “timely warnings” and a separate more extensive public crime log. It is these requirements which are most likely to affect the day to day lives of students. The timely warning requirement is somewhat subjective and is only triggered when the school considers a crime to pose an ongoing “threat to students and employees” while the log records all incidents reported to the campus police or security department.

Timely warnings cover a broader source of reports (campus police or security, other campus officials, and off-campus law enforcement) than the crime log but are limited to those crime categories required in the annual report. The crime log includes only incidents reported to the campus police or security department, but covers all crimes not just those required in the annual report, meaning crimes like theft are included in the log. State crime definitions may be used.

Schools that maintain police or security departments are required to disclose in the public crime log “any crime that occurred on campus...or within the patrol jurisdiction of the campus police or the campus security department, and is reported to the campus police or security department.” The log is required to include the “nature, date, time, and general location of each crime” as well as its disposition if known. Incidents are to be included within two business days but certain limited information may be withheld to protect victim confidentiality, ensure the integrity of ongoing investigations, or to keep a suspect from fleeing. Only the most limited information necessary may be withheld and even then it must be released “once the adverse effect...is no longer likely to occur.”

The log must be publicly available during normal business hours. This means that in addition to students and employees the general public, such as parents or members of the local press, may access it. Logs remain open for 60 days and subsequently must be available within two business days of a request.

APPENDIX F – MENTAL HEALTH ISSUES

These materials represent highlights of the kinds of mental-health related information that might be beneficial in a disaster. Because of their brevity, they do not provide an exhaustive, formal review or compilation of the wealth of available knowledge on disaster mental health. This is a starting point. Sources of additional information are listed at the end of this document. In most disasters or terrorist events, mental health professionals need to provide the following services:

- Meet basic needs (food, shelter, clothing...)
- Provide psychological first aid (ABCs)
- Arousal: Decrease excitement (provide safety, comfort, consolation)
- Behavior: Assist survivors to function effectively in disaster
- Cognition: Provide reality testing and clear information
- Provide needs assessments
- Monitor the recovery environment (conducting surveillance)
- Provide outreach and information dissemination
- Provide technical assistance, consultation, and training
- Foster resilience, coping, and recovery
- Provide triage
- Provide treatment
- Provide psychological and social support services for employees and their families.
- Address stigmatization issues associated with participation in such services.
- Implement workforce resilience programs.

NOTE: Additional information concerning mental health issues is available. Please contact Director of Security Lance Jones or Dean Lesley Travers.

APPENDIX G – FINANCE AND ADMINISTRATION

The director of human resources will take such steps as are possible to attempt to continue the payroll process without interruption.

He/she will meet with the college financial institution to determine what measures it may be able to take to assist the college in time of disaster.

Employees will be encouraged to sign up for direct deposit rather than paper checks as paper checks may not be able to be printed during a disaster.

The payroll and benefits databases will be backed up on a nightly basis. Consideration to off-campus storage of records will be considered.

If an automatic system to process checks cannot be utilized, an attempt will be made to initiate paper checks. The previous month's registry will be maintained in a safe place in order to guide the process.

Paper time sheets will be used to capture the data for nonexempt employees, temporary staff and student workers.

A three-month supply of paper checks will be maintained.

HR staff members will be cross-trained in the payroll and benefits processes.



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