



# **Western Nevada College (WNC)**

## Emergency Management Plan

Date:

Western Nevada College  
Emergency Management Plan

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# WESTERN NEVADA COLLEGE EMERGENCY MANAGEMENT PLAN

## **I Introduction:**

The purpose of this plan is to provide a reasonable and organized method of maintaining a safe environment for the students, faculty, visitors, and staff of Western Nevada College during emergency situations.

This Emergency Management Plan is written to supplement other approved college policies and procedures when conditions warrant.

Western Nevada College priorities in an emergency are:

Priority One: Life Safety

Priority Two: Protection and Maintenance of Property

Priority Three: Recovery and Return to Pre-emergency Operations

This plan sets forth the responsibilities, organization, response framework, and the recovery plan.

For direction pertaining to what action to take based on a specific type of emergency or disaster situations go to Section X.

For emergency phone numbers for all campuses (alphabetically by campus) see Section IX.

## **II Public Information:**

The intent of this plan is to protect lives as well as property, and effectively use available resources to maintain an appropriate level of college operations during instances of campus emergencies.

Information and Marketing Services will issue announcements in a timely fashion via the news media to inform the campus population of any disruption to normal campus operations. In addition, announcements will provide updates to the WNC website at <http://www.wnc.edu/>

Public relations objectives are to:

1. Create and manage a notification plan that supports the college public health and safety objectives.
2. Create internal and external awareness of the notification process so that procedures are followed, and the plan is successfully implemented.

To achieve these public relations objectives, it is necessary for key employees to inform WNC's Information and Marketing Services of emergency situations when they occur. For specific requirements, see <http://www.wnc.edu/marketing/pr.php> for access to the WNC policy "Campus Emergency Notification Guidelines."

Service Interruptions:

The campus will suspend services only under extreme circumstances so that a minimum number of students lose educational time or opportunity. The college urges the use of common sense regarding safety and travel to the campus during emergency circumstances. Information regarding

the suspension of classes, administrative functions, or specific building closures will be given to the media.

**Full Day Service Interruptions:**

If the decision is made to suspend all or part of campus services due to emergency events, individuals should consider the information heard on radio and television to be accurate and reliable. In addition, WNC has established an emergency cancelled class hotline. Announcements about the operation status of the college will be updated periodically on this line during the emergency situation.

**Workday Service Interruptions Early Release:**

If the decision to suspend services on campus is made during a workday, vice presidents, deans, directors and department heads will be notified and asked to ensure their employees are aware of the situation. The community will be encouraged to check the broadcast media for further information. The WNC Emergency Cancelled Class Hotline will contain current information on class schedule changes.

**Media announcements:**

Information and Marketing Services is tasked with keeping the public informed about events as they unfold, and keeping the latest approved information on the WNC website or cancelled class hotline. They will also forward current information to the following radio and television stations:

**Radio**

KKOH 780AM all news station  
KOZZ 105 FM  
KUNR 88.7 FM  
KBUL 98 FM  
KWNZ 97 FM  
KRNO 106.9 FM  
ALICE 96.5 FM  
KRZQ 100.9 FM  
KBZZ 1230 AM  
KPTT 630 AM  
KTHX 100.1 FM  
KBZZ 1230 AM  
KPTT 630 AM  
KTHX 100.1 FM

**Television Stations:**

KAME-Channel 21  
KRXI-Channel 11  
KTVN-Channel 2  
KREN-Channel 27  
KRNV-Channel 4  
UPN-21-Fox 11  
KOLO Channel 8

**III Scope:**

This Western Nevada College (WNC) Emergency Management Plan applies to all our campuses.

As possible, this plan follows the National Incident Managements Systems (NIMS) and the Incident Command System (ICS).

As a small college with many rural campuses, we are dependant on the professional and volunteer responders from our communities to implement this plan successfully.

As we did during the 2004 waterfall fire, the campus will work to support these responders and their incident commanders that respond to emergencies at the campuses.

The types of emergencies covered by this WNC Emergency Management Plan include:

- Civil Disturbance/Demonstration
- Criminal/Violent Behavior
- Earthquakes
- Explosion/Bomb/Terrorist Threats
- Fire and Threat of Fire
- Flood
- Hazardous Material Incidents
- Major Utility Failure/Power Outage (prolonged)

Nothing in this plan shall limit the use of good judgment and common sense in dealing with matters not fully covered therein.

This plan shall be subordinate to local, state or federal incident action plans during a disaster declared by those authorities.

Administrative, Human Relations, Public Safety and Public Relations issues are not fully discussed in this plan.

This emergency management plan does not address minor weather related delays or closures that can occur in Northern Nevada. These issues are normally addressed on our website and email bulletins to students and campus employees. Both television and radio media broadcast this information. Employees also use telephone trees to communicate when reporting time changes.

This plan does not address minor class/building disruptions such as elevator service problems. These issues are addressed on the WNC website or via email bulletins.

As a part of the emergency planning effort, WNC holds emergency exercises for various emergency situations annually. In many cases, the local fire and or police are invited to participate or observe the drill. Drill results are documented and evaluated. These drills are a major part of our campus preparation and demonstrate the effectiveness of equipment and planning.

#### **IV Definitions:**

President's Emergency Policy Group:

The President's Emergency Policy Group consists of personnel from the campuses who, through their key responsibilities or skills, are essential in fully determining and implementing the correct campus policy during an emergency. Since this group may need to act on a 24 hour/7 days a week basis, each team member may need to assign alternate people to serve. The members of the group are as follows:

- President of WNC (chairperson)
- Vice President of Finance and Administrative Services
- Vice President of Development and External Affairs
- Vice President of Academic and Student Services
- Vice President of Human Resources/General Counsel
- Dean of Instruction

- Dean of Student Services
- Dean of the Fallon Campus and Rural Development
- Academic and Student Affairs Coordinator for the Douglas Campus
- Director of Facilities Management
- Director of Public Safety
- Director of Information and Marketing Services
- Director of Computing Services
- Environmental Health and Safety Coordinator
- Night Administrator

The chairperson has authority to appoint additional Emergency Policy Group members. This group sets campus policy during an emergency. They review necessary plans with the incident commander or their designee prior to implementation.

#### Building Coordinator:

The building coordinator is responsible for the safe and orderly response to an emergency in accordance to the Emergency Management Plan. The building coordinator shall familiarize themselves with the building and its hazards. They shall work with the area monitors, faculty/instructors, and all other building occupants to implement the plan. The building coordinator works with Environmental Health and Safety to train the building emergency team and to perform drills. The building coordinator coordinates with emergency teams from other buildings to establish an effective campus emergency response.

#### Area Monitor:

The area monitor shall implement this Emergency Management Plan for the building that they are assigned. They shall work with the building coordinator and faculty/instructors to perform necessary duties including the training of personnel, and the performance drills. They will help other building teams during emergency situations.

#### Faculty/Instructors:

Faculty/Instructors shall work with the building team as a member of the Emergency Management Team. They shall maintain a student class roster. If a class is in session when an emergency strikes, the class instructor will direct their students in the proper response. During lockdowns and shelter in place situations, they control student behavior. During evacuations, they bring their students to the emergency assembly area check the roll and report to the emergency team.

#### Emergency Level 1: Minor Emergency

This is defined as any isolated incident, which will not seriously affect the overall functional operation of the college. These may include minor electrical failures, individual medical incidents, or a minor hazardous material spill. The Emergency Operations Center (EOC) will not be activated. The primary response coordination is by the first responding personnel, a building emergency team member, or public safety. During an Emergency Level 1 situation, single building evacuations may occur and the involved personnel may call 911. In all cases, WNC Public Safety shall be called for assistance and to document the incident.

#### Emergency Level 2: Major Emergency

This is defined as any on or off campus incident that could disrupt the operation of the Campus. Major emergencies are typified by campus impact, including disruption of instruction or key services. These may include an uncontrolled fire, an explosion, an uncontained hazardous materials accident, an earthquake, a major utility outage/disruption, a bomb threat, and certain

criminal acts or civil unrest. The WNC emergency operation center (EOC) may be activated during a level 2 emergencies. For example, the waterfall fire near our Carson campus started as a level 2 emergency.

#### Emergency Level 3: Disaster

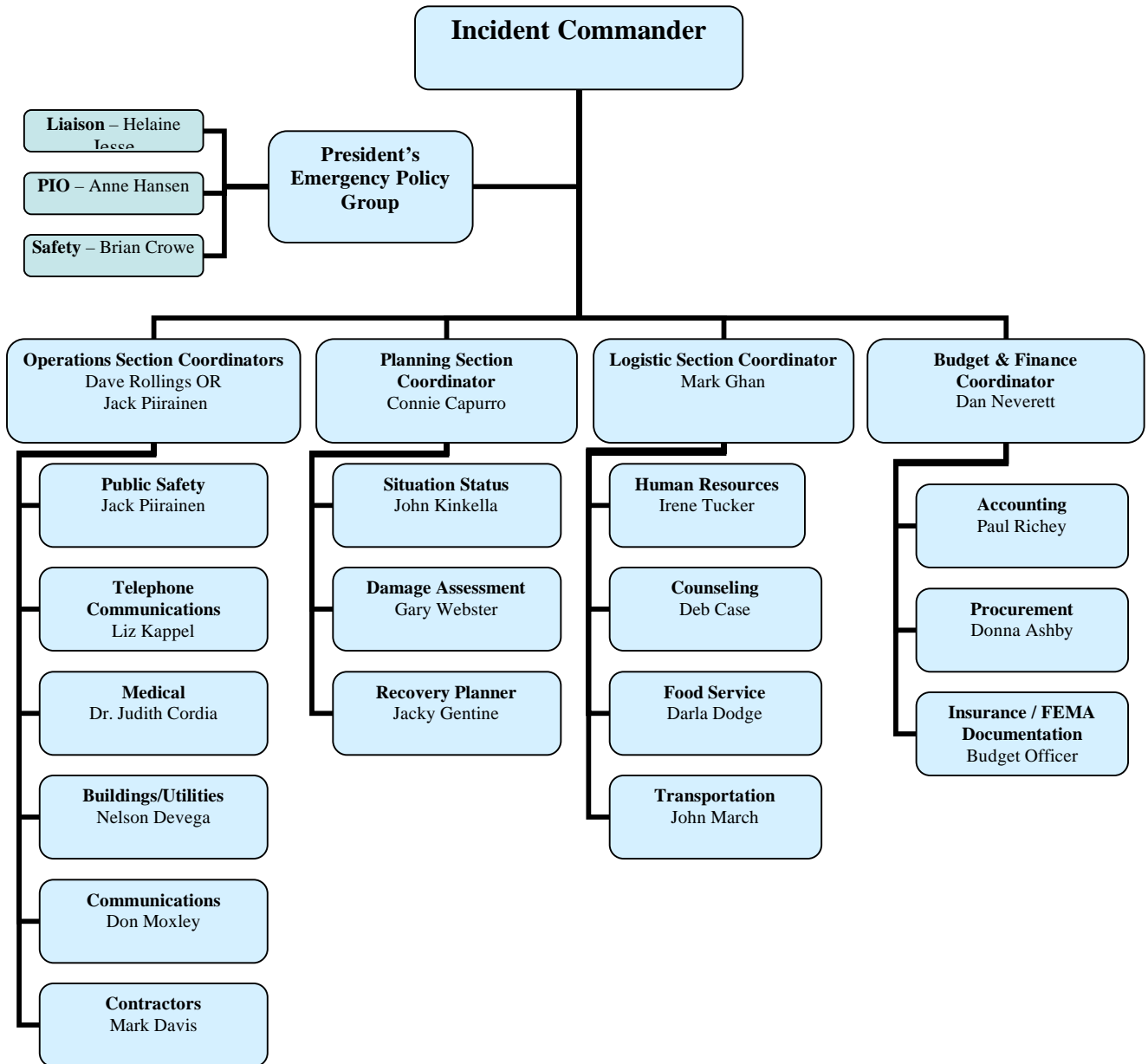
This is defined as any event or occurrence on or off campus that has seriously disrupted (or has the potential to seriously disrupt) campus functions. These may include a regional utility outage, a major earthquake, a major hazardous materials accident, community flooding, uncontrolled wildfire, or large-scale civil unrest. In this emergency level, it is anticipated the campus response and resource capabilities will be exceeded and overwhelmed.

### **V Emergency Management Structure**

Management of significant emergency situations is accomplished through implementation of a response framework as specified by the National Incident Management System (NIMS) and the Incident Command System (ICS), recognized as the standard for management of crisis situations in the United States.

At Western Nevada College our emergency organization structure is identified below:

# WNC's EMERGENCY MANAGEMENT ORGANIZATION



It is noted that without a police department, WNC is dependant on local, state, and federal responders. In most major emergencies, we are subordinate to the designated incident commander who will be assigned by local, state, or federal responders.

While WNC's Emergency Management Organization may not be a formal part of the command structure, we function with our emergency management structure to better interface with that community command structure. If WNC personnel are part of the formal command structure, they shall follow all command structure directives.

Only organizational sections that are required will be opened.

Incident Command has overall incident management responsibilities and sets objectives, approves overall priorities and strategies, and oversees the actions of all sections.

The President's Emergency Policy Group contains campus representation from all four sections: Operations, Planning, Logistics, and Budget and Finance. This group will meet as required to assure the continuity of our response and recovery planning on our campuses.

The WNC Operations Section develops and conducts tactical operations. In addition, they facilitate emergency response. During an emergency level one (a minor emergency) operations may be the only section that forms to respond to the emergency.

The WNC Planning Section prepares an action plan in addition they make plans for the recovery.

The WNC Logistics Section supplies support, resources and all services need to meet operational objectives.

The WNC Finance Section monitors and documents costs and time records. In addition, they do procurement and handle insurance issues.

WNC's Emergency Operation Center for Carson campus is located in the executive area of the Bristlecone building. If this area is unavailable, the High Tech Center on North Saliman Road in Carson City is utilized.

The Emergency Operation Center location for other campuses will be determined as the emergency is evaluated.

The WNC president has the authority to close a campus for unforeseen events.

## **VI Emergency Response Structure**

### **Organization Structure:**

Various campus offices are expected to assume various roles, as outlined above, to provide a coordinated response to an emergency. In some circumstances, it may be necessary to request faculty or staff to assume temporary roles outside the normal scope of their duties, taking into consideration their ability to carry out those temporary roles. It is understood that if any department does not have specific roles for their personnel to carryout, then those personnel should automatically become part of a "pool" of reserve personnel to assist, as assigned by those coordinating the specific emergency response. The personnel pool will be coordinated through the Sections (logistics, finance, planning, and operations).

Among the responding areas the basic roles they may assume are identified below (it should be noted that these roles will change based on the required emergency response).

**OPERATIONS SECTION:**

Public Safety: Provide security services, traffic and crowd control, and incident reporting services

Telephone Communications: Modify and maintain telephone communication

Medical: Provide medical expertise for the organization

Buildings and Utilities: Provide and maintain building and utility services. Obtain estimates for repair or new construction

Communications: Provide and maintain computer services

Contractors: Provide construction management services and direction of contractors

**PLANNING SECTION:**

Situation Status: Record and publish facts and a timeline concerning the incident

Damage assessment: Have qualified inspections documented to determine first the functional status of the structure and the required repair procedures

Recovery Planning: Determine a realistic plan to first emerge from the emergency and then to return to service

**LOGISTIC SECTION:**

Human Resources: Provide employee counseling and assistance

Counseling: Provide student counseling

Food Services: Provide food and beverage support for the organization

Transportation: Provide for the transportation needs

**FINANCE SECTION:**

Accounting: Provide accounting and financial reporting

Procurement: Provide procurement services

Insurance/FEMA Documentation: Gather and organize insurance and FEMA documentation

Individuals or building emergency team members need to quickly assess if the situation can be resolved internally or with limited outside resources. Appropriate administrators, as well as Public Safety, are advised of level 1 incidents. This is necessary in the event that an apparently minor situation expands in scope or severity.

- Public Safety shall be notified
- 911 may be called to respond
- Written reports filed with Public Safety
- Public Safety will notify other necessary departments dependant on circumstances including but not limited to:
  - Vice president(s)
  - Information and Marketing Services
  - Human Resources
  - Facilities
  - Environmental Health and Safety

#### Response to Type 2 Incidents-Major Emergency

Initial response must proceed immediately. The assessment of level 2 incidents should be conducted by the president's Emergency Policy Group (key members may be reached by telephone or radio). The key element in this process is the notification of individuals who can evaluate all facets and potential ramifications of a level 2 incident. Certain situations that emerge as minor have the potential to evolve if not appropriately handled. Examples of situations that have the potential to become of a magnitude that the campus and its community will suffer include a series of sexual assaults, crimes, bomb threats, controversial speakers, demonstrations, or unexpected deaths. This list is not all-inclusive, therefore, if there is ever any question, the senior administration must be informed and a determination made by the president concerning subsequent campus response.

- 911 response will most likely be requested
- WNC's Emergency Management Organization will be utilized
- Information and Marketing Services will issue information on the status of our campuses to the media
- The WNC website and cancelled class hotline will be utilized if appropriate
- The president's Emergency Policy group will convene to support the direction of the incident commander
- The WNC Emergency Operation Center (EOC) may be activated

#### Response to Type 3 Incident-Disaster

A level 3 incident necessitates an outside incident commander immediately responding to address the emergency. WNC emergency personnel will help determine the severity of the emergency's impact on our campus.

- Academic classes will be cancelled on the affected campus(es)
- WNC's available Emergency Management Organization will be utilized
- Information and Marketing Services will issue information on the status of our campuses to the media
- The WNC website and cancelled class hotline will be utilized (if available)
- The president's Emergency Policy group will convene to support the direction of the incident commander
- The WNC Emergency Operation Center (EOC) may be activated

In the event of an off-campus emergency that significantly affects the campus' ability to function, implementation of this plan is appropriate and encouraged.

## **VII Emergency Communications Plan:**

This plan will be activated, when appropriate, by the college president. The Public Information Officer (hereafter PIO), as designated by the president, will implement this plan.

The goal of this plan is to respond as quickly as possible to an emergency through the communication of clear, concise, and consistent messages approved by the president and/or senior leadership. No employee is authorized to make comments to the media unless directed by the PIO or the president.

While the goal is to communicate with all affected audiences, employees must ensure that students, faculty, visitors, and staff are communicated with first, if possible, and then refer media to the proper information sources.

To accomplish this:

- The PIO or his/her designee using the approved contact list will communicate approved messages through telephone calls.
- The PIO or his/her designee will post approved messages to appropriate web pages. These web pages will be linked to an announcement that will be posted and prominently displayed under an appropriate headline (e.g., Emergency Update) that will appear on the campus' homepage.
- Approved messages will contain the day and time they are posted, as well as specific information about when the next update will be posted. Messages will be archived on the site in sequential order until the crisis has ended.
- The PIO or his/her designee will control the appearance of the "Emergency Update" headline and the posting and updating of announcements.
- The PIO will ensure/facilitate that the approved audio message is programmed into the campus class cancellation telephone line.
- Student government, preferably the student government president, will be either included in the planning meeting, or contacted and provided with information about the crisis and the manner in which students can access up-to-the-minute information about the situation. Assistance from student leadership will be utilized whenever possible to help transmit important information to the student community.
- The PIO or his/her designee will transmit message to the news media via fax and email, as well as respond to media inquires.

If the situation warrants, a media center, where the designated campus spokesperson can meet with the news media, will be set up on campus and will operate under the direction of the PIO. Press conferences at the media center with the official campus representative will be scheduled as warranted.

## **VIII Campus Recovery Plan:**

WNC's recovery plan will be prepared by the president's Emergency Policy Team. It will be communicated to and or approved by the incident commander prior to implementation.

Recovery plan implementation will be performed by our emergency management structure as outlined in Section V until the emergency is over.

Communications is the key during the recovery process. Critical documents related to recovery including schedules, meeting notes, and e-mail alerts will be placed on the website and intranet

(as appropriate) for the use of the community employees and students. Open forums will be held as possible to provide key information and to respond to concerns.

The effects of earthquakes and other disaster situations wreak havoc on certain individuals. Both our Counseling and Human Resources department will provide assistance for students and employees that are impacted by trauma or stress.

WNC will also provide liaison for employee or student families that were severely impacted by the emergency.

In many cases, recovery efforts restoring physical structures will continue well past the return of the campus to normal operations status. At this point, the major recovery activities will be managed by the facilities and planning department.

Recovery also includes a complete report of the incident that requires input from all involved groups. It also may include the request or application for government aid.

Recovery must address all three critical areas: structures, programs, and people.

## **IX Important Phone Information:**

Carson City Campus 2201 W. College Parkway, Carson City, 89703

- Carson Campus Information Line: 775-445-3000
- Canceled Class hotline: 775-445-3030 or 866-532-5118
- Carson Campus Emergency Managers: Brian Crowe EH&S Officer 775-445-3327 or 775-291-1355; at night Rick VanAusdal 775-445-4282
- Public Safety (emergencies, vandalism, or criminal activity) 230-1952 or 721-3132
- Facilities Department (emergency response / plant maintenance and clean- up) 775-721-7718 or 775-721-0780
- Environmental Health and Safety at Carson City (health/hazardous waste and all emergencies) cell 775-291-1355, office 775-445-3327
- The Presidents Emergency Policy Group Carson City 775-445-4450
- Information and Marketing Services 775-445-3234
- Carson City Emergency Number 911
- Carson City Fire Department, non-emergency Phone Numbers: 775-887-2210 or after hours dispatch 887-2007
- Carson Tahoe Hospital: 775- 445-8000; Emergency 775-445-8005
- Carson City Sheriff's Department: 775-887-2500 or after hours dispatch 887-2007
- Other Key Numbers:
- Sierra Pacific: Reno 1 800 962-0399
- State Emergency Management: 775-687-0300 or 775-687-0400
- Southwest Gas: 800-832-2555 Monday- Friday 8-5 or after hours 800-772-4555
- Salvation Army: 755-688-4555
- National Poison Control Center 1 800-222-1222

Douglas Campus 1680 Bently Parkway South, Minden, 89423

- The Main Douglas Campus Information Line: 775-782-2413 (Minden); 775-445-3000 (Carson)
- Douglas County Emergency operations (1615 8<sup>th</sup>, Minden): 775-782-9935
- WNC Carson Public Safety 775-721-3132 or 775-230-1952

- WNC Douglas Public Safety 775-291-4475
- WNC Carson Campus Night Administrator 775-230-2588
- WNC Facilities Department (emergency response/plant maintenance and clean- up) Douglas 775-782-5229 or Carson 775-445-4225
- Environmental Health and Safety at Carson City (health/hazardous waste and all emergencies) 775-445-3327 or 775-291-1355
- Mr. Dick Kale 775-782-2413
- The Presidents Emergency Policy Group Carson City 775-445-4450
- Information and Marketing Services 775-445-3234
- **Douglas County Emergency Number 911**
- Douglas County Fire Department: 911 After hours: 911
- Douglas County Community Health Nurse: 775-782-9038
- Douglas County Emergency Operations: 775-782-9990
- Douglas County Sheriff's Department: 775-782-9935
- Douglas Campus Emergency Phone: 775-291-4475
- Other Key Numbers:
- Sierra Pacific: Reno 1 800 962-0399
- Southwest Gas 800-832-2555 or after hours 800-772-4555
- State Emergency Management: 687-0300, 687-0400
- Salvation Army: 775-688-4555
- National Poison Control Center 1 800-222-1222

Fallon Campus 160 Campus Way, Fallon, 89406

- The main Campus Information Line: 775-423-7565.
- Fallon Emergency Manager: Kathy McGee: Daytime 775-423-5186 ~ PM 775- 423-4063
- Public Safety (emergencies, vandalism, or criminal activity) 911
- Facilities Department (emergency response/plant maintenance/cleanup) 775-423-7565
- Environmental Health and Safety at Carson City (health/hazardous waste and all emergencies) Brian Crowe: 775-291-1355
- Dean Bus Scharmann: Daytime 775-423-7565 or PM Home 775-867-5350
- The President's Emergency Policy Group Carson City 775-445-4450
- Information and Marketing Services 775-445-3234
- Churchill County Emergency Number 911
- Churchill County Police Department Phone Numbers: 775-423-2111
- Churchill County Fire Department: 911 After hours: 911
- Churchill County Hospital: 775-423-3151; emergency 775-423-3151
- Churchill County Emergency Management: 775-423-4144
- Churchill County Sheriff's Department: 775-423-3116
- Other Key Numbers:
- Sierra Pacific: Reno 1 800 962-0399
- Southwest Gas 800-832-2555 or after hours 800-772-4555
- State Emergency Management: 687-0300, 687-0400
- Salvation Army: 775-688-4555
- National Poison Control Center 1 800-222-1222

Fernley Campus 1360 Hwy 95A-P.O. Box 740 Fernley, 89408

- Fernley Campus Information Line: 775-575-3348
- Fernley Fax: 775-575-6889
- Carson Campus Emergency Managers: Brian Crowe EH&S Officer 775-445-3327 or 775-291-1355: at night Rick VanAusdal 775-445-4282

- Public Safety (emergencies, vandalism, or criminal activity)  
230-1952 or 721-3132
- Facilities Department (emergency response / plant maintenance and clean- up) 775-721-7718 or 775-721-0780
- Environmental Health and Safety at Carson City (health/hazardous waste and all emergencies) cell 775-291-1355, office 775-445-3327
- The Presidents Emergency Policy Group Carson City 775-445-4450
- Information and Marketing Services Carson City 775-445-3234
- Fernley Emergency Number 911
- Fernley Fire Department: 911 After hours: 911
- Fernley Volunteer Fire Department: 775-575-3377
- Fernley Health Nurse: 775-575-3363
- Fernley Sheriff's Department: 775-577-5023 Dispatch
- Other Key Numbers:
- Sierra Pacific: Reno 1 800 962-0399
- Southwest Gas 800-832-2555 or after hours 800-772-4555
- State Emergency Management: 687-0300, 687-0400
- Salvation Army: 775-688-4555
- National Poison Control Center 1 800-222-1222

Hawthorne Campus 601 A Street-P.O. Box 716 Hawthorne, 89415

- Hawthorne Campus Information Line: 775-945-2405
- Fax: 775-945-3621
- Carson Campus Emergency Managers: Brian Crowe EH&S Officer 775-445-3327 or 775-291-1355: at night Rick VanAusdal 775- 445-4282
- Public Safety (emergencies, vandalism, or criminal activity)  
775-230-1952 or 775-721-3132
- Facilities Department (emergency response / plant maintenance and clean- up) 775-721-7718 or 775-721-0780
- Environmental Health and Safety at Carson City (health/hazardous waste and all emergencies) cell 775-291-1355, office 775-445-3327
- The Presidents Emergency Policy Group Carson City 775-445-4450
- Information and Marketing Services Carson City 775-445-3234
- Hawthorne Sheriff's Department: 775-945-1420
- Other Key Numbers:
- Sierra Pacific: Reno 1 800 962-0399
- Southwest Gas 800-832-2555 or after hours 800-772-4555
- State Emergency Management: 687-0300, 687-0400
- Salvation Army: 775-688-4555
- National Poison Control Center 1 800-222-1222

Lovelock Campus 765 Western Ave-P.O. Box 1003, Lovelock, 89419

- Lovelock Campus Information Line: 775-273-4994
- Fax: 775-273-4913
- Carson Campus Emergency Managers: Brian Crowe EH&S Officer 775-445-3327 or 775-291-1355: at night Rick VanAusdal 775-445-4282
- Public Safety (emergencies, vandalism, or criminal activity)  
775-230-1952 or 775-721-3132
- Facilities Department (emergency response / plant maintenance and clean- up) 775-721-7718 or 775-721-0780

- Environmental Health and Safety at Carson City (health/hazardous waste and all emergencies) cell 775-291-1355, office 775-445-3327
- The Presidents Emergency Policy Group Carson City 775-445-4450
- Information and Marketing Services Carson City 775-445-3234
- Lovelock Emergency Number 911
- Lovelock Fire Department: 911 After hours: 911
- Lovelock Fire Department: 775-273-2423
- Lovelock Hospital: Pershing General 775-273-2621
- Lovelock County Sheriff's Department: 775-273-2641
- Other Key Numbers:
- Sierra Pacific: Reno 1 800 962-0399
- Southwest Gas 800-832-2555 or after hours 800-772-4555
- State Emergency Management: 687-0300, 687-0400
- Salvation Army: 775-688-4555
- National Poison Control Center 1 800-222-1222

Smith Valley 20 Day Lane, Smith Valley, 89430

- Smith Valley Campus Information Line: 775-465-2332 ext. 21
- Fax: 775-465-2681 or 775-465-1367
- Carson Campus Emergency Managers: Brian Crowe EH&S Officer 775-445-3327 or 775-291-1355: at night Rick VanAusdal 775-445-4282
- Public Safety (emergencies, vandalism, or criminal activity)  
775-230-1952 or 775-721-3132
- Facilities Department (emergency response / plant maintenance and clean- up) 775-721-7718 or 775-721-0780
- Environmental Health and Safety at Carson City (health/hazardous waste and all emergencies) cell 775-291-1355, office 775-445-3327
- The Presidents Emergency Policy Group Carson City 775-445-4450
- Information and Marketing Services 775-445-3234
- Smith Valley Emergency Number 911
- Smith Valley Fire Department: 911 After hours: 911
- Smith Valley Sheriff's or Fire Department: Lyon County Dispatch 775-463-6600
- Other Key Numbers:
- Sierra Pacific: Reno 1 800 962-0399
- Southwest Gas 800-832-2555 or after hours 800-772-4555
- State Emergency Management: 687-0300, 687-0400
- Salvation Army: 775-688-4555
- National Poison Control Center 1 800-222-1222

Yerington 140 North Main Street, Yerington, 89447

- Yerington Campus Information Line 775-463-2412
- Fax: 775-463-4334
- Carson Campus Emergency Managers: Brian Crowe EH&S Officer 775-445-3327 or 775-291-1355: at night Rick VanAusdal 775-445-4282
- Public Safety (emergencies, vandalism, or criminal activity)  
775-230-1952 or 775-721-3132
- Facilities Department (emergency response / plant maintenance and clean- up) 775-721-7718 or 775-721-0780
- Environmental Health and Safety at Carson City (health/hazardous waste and all emergencies) cell 775-291-1355, office 775-445-3327
- The Presidents Emergency Policy Group Carson City 775-445-4450

- Information and Marketing Services Carson City-775-445-3234
- Yerington Emergency Number 911
- Yerington Fire Department: 911 After hours: 911
- Yerington Hospital:775-463-2301
- Yerington Emergency Management: 775-463-6551
- Yerington Sheriff's and Fire Department Dispatch: 775-463-6600
- Other Key Numbers:
- Sierra Pacific: Reno 1 800 962-0399
- Southwest Gas 800-832-2555 or after hours 800-772-4555
- State Emergency Management: 687-0300, 687-0400
- Salvation Army: 775-688-4555
- National Poison Control Center 1 800-222-1222

## **X Emergency Response Plan by the Specific Variety of Emergency or Disaster Information:**

### **A. Assisting Disabled Persons:**

#### Visually Impaired:

In the event of the emergency, tell the person the nature of the emergency and offer to guide him/her to the nearest emergency exit or safe location. Have the person take your elbow (this is the preferred method when acting as a "sighted guide") and guide them towards the desired location.

#### Hearing Impaired:

1. Write a note to the person, telling them of the emergency and the nearest exit or safe location. Example- "FIRE-exit out the rear door to the right. NOW!"
2. Turning the light switch off and on repeatedly to gain attention, and then indicate through gestures, what is occurring, and how to respond.

#### People using crutches, canes or walkers:

Carrying options include a two-person lock arm position or having the person sit in a sturdy chair, preferably one with arms.

#### Non-ambulatory people (people in wheelchairs):

First, unless there is **IMMINENT DANGER**, do not attempt to carry persons with mobility impairments. Instead, escort them to the nearest stairwell and have at least two people wait with them in case further evacuation becomes necessary.

There are many considerations when moving a person in a wheelchair. Wheelchairs have moveable parts; some are not designed to withstand the stress of lifting. You may have to remove the chair batteries. Life support equipment may be attached. Lifting a person with little or no ability to move many is dangerous to their well being. Always consult with the person in the chair regarding:

1. The number of people necessary for assistance
2. Ways of being removed from the wheelchair
3. Whether the seat cushion pad should be brought along when the person is removed from the chair
4. Whether to extend or bend extremities when lifting because of pain, catheter, leg bands, spasticity, braces, etc.
5. Being carried forward or backward on a flight of stairs

6. The type of assistance necessary after evacuation  
The time to become familiar with emergency procedures is BEFORE an emergency situation occurs.

**B. Biological Spill:**

For spills involving Biohazardous Materials:

1. Follow the instructions of the instructor or lab supervisor.
2. Immediately evacuate the laboratory, allow aerosols (if any) to settle.
3. If qualified and authorized, re-enter the room. Wear the necessary PPE and cover the spill with paper towels.
4. Soak towels and spill with appropriate disinfectant. Allow contact time.

**DO NOT FORGET THE PROPER PPE WHEN CLEANING UP THESE SPILLS**

The time to become familiar with emergency procedures is BEFORE an emergency occurs.

**C. Bloodborne Pathogen Exposure:**

1. Exposure involving MOUTH or EYES; flush with water for at least 15 minutes.
2. Exposure involving a CUT, ABRASION, or Puncture to the SKIN: wash the area with copious amounts of soap and water for 15 minutes.
3. All exposure incidents should be reported immediately to the exposed person's supervisor (for employees) or instructor (for students) and by telephone, Worker's Compensation and Risk Management and Safety. A "Report of Occupational Exposure to Blood and OPIM" form must be completed as part of the post-exposure evaluation and prophylaxis.
4. See the Bloodborne Pathogens Exposure Control Program or your instructor or supervisor for additional emergency procedure information.
5. The Bloodborne Pathogen's Exposure Control Plan is attached to this plan. The time to become familiar with emergency procedures is BEFORE an emergency situation occurs.

**D. Bomb Threat:**

1. If you receive a bomb threat over the telephone, remain calm, courteous, listen without interrupting, and gather as much information. Use the checklist form this link [http://www.wnc.edu/ehs/docs/bomb\\_threat\\_checklist.pdf](http://www.wnc.edu/ehs/docs/bomb_threat_checklist.pdf) to gather as much information as possible.
2. Have someone call 911 for you.
3. Also, inform Public Safety to evacuate the threatened area, please do so as quickly and as orderly as possible.

**E. Chemical Spill:**

**IF YOU DO NOT KNOW THE IDENTITY OF THE SPILLED SUBSTANCE, ARE NOT TRAINED IN THE PROPER HANDLING OF CHEMICAL PROCEDURES OR ARE UNCOMFORTABLE CLEANING UP THE SPILL, IMMEDIATELY EVACUATE THE AREA AND NOTIFY ENVIRONMENTAL HEALTH AND SAFETY AT 445-3327 OR 291-1355 OR PUBLIC SAFETY AT 230-1952.**

If you do know the identity of the spilled substance and are trained in the handling of the substance, proceed with clean up procedures. Use proper personal protective equipment (PPE).

In laboratory situations, follow the direction of your instructor. They are trained in the mitigation of small spills.

#### **F. Communicable Disease:**

Follow the Communicable Disease Plan that is Attachment “A” to this plan.

#### **E. Earthquakes:**

During an earthquake:

1. Stay in the building. DO NOT evacuate immediately.
2. Take shelter under tables, desks, in doorways or other similar places.
3. Stay away from overhead fixtures, windows, filing cabinets and bookcases.
4. Assist any disabled persons out of the area and find a safe place for them.
5. If you are outside, stay outside. Move to an open area away from buildings, trees, power lines and roadways.

After an earthquake:

1. Check for injuries; give or seek first aid.
2. DO NOT use matches, candles, or open flame in case of gas leak.
3. DO NOT operate electrical switches or appliances.
4. Check for safety hazards, i.e. fires, gas leaks, water supply. View instructions for FIRE and CHEMICAL SPILLS.
5. Do not use cell phones, telephones or roadways unless necessary. Keep them available for emergency use.
6. Cooperate. Use a portable radio to stay informed. Remain calm.

If an evacuation is prudent due to power outage or the amount of damage.

1. Seek any disabled or injured person in the area and give assistance. Exit via the stairway. DO NOT use elevators.
2. Beware of falling debris, glass, or electrical wires as you exit.
3. Go to an open area away from buildings, trees, power lines and roadways.
4. Wait for further instructions from emergency personnel.
5. Beware of aftershocks.

#### **H. Evacuation Procedures:**

If an emergency requires the evacuation of a building(s), please adhere to the following guidelines:

1. Internal building fire alarms and fire strobes will generally be used to signal the evacuation situation. FAILURE TO EVACUATE IS UNLAWFUL.
2. Remain calm and orderly. Walk quickly but DO NOT RUN to the nearest exit (look for posted evacuation maps and assembly area maps).
3. Follow instructions of emergency personnel (emergency team members, Public Safety, fire fighters, EMT or police).

4. If persons with disabilities are in the area, give assistance as needed. REFER TO SPECIFIC INSTRUCTIONS FOR EVACUATION OF PERSONS WITH DISABILITIES THAT ARE PROVIDED IN THIS DOCUMENT (Section X a).
5. Shut off all operational equipment, secure any experiments, turn off lights, and shut door as you leave.
6. DO NOT USE ELEVATORS.
7. Go to the designed assembly area and check in with the emergency team. Keep roadways and walkways CLEAR for emergency vehicles and workers. Stay in the building assembly area until otherwise instructed differently.
8. DO NOT RE-ENTER THE BUILDING UNTIL TOLD TO DO SO BY AUTHORIZED COLLEGE STAFF OR THE FIRE DEPARTMENT PERSONNEL.

### **I. Explosions:**

In the event of an explosion:

1. Immediately take cover under tables, desks, or other furniture that will provide protection from flying glass and debris.
2. After the effects of the explosion have subsided, dial 911.
3. If necessary, activate the building alarm system.
4. Evacuate the immediate area of explosion.
5. Seek and assist injured and disabled people in evacuating the building. Exit via the stairway. DO NOT use elevator. See the “Assisting Disabled Persons” section.
6. Once outside, move to an open area at 150 feet away from the affected building. Keep roadways and walkways clear for emergency vehicles.

### **J. Fire:**

Before a fire occurs:

1. Know the location of the exit nearest your area (look for posted evacuation maps).
2. Know the location of the fire alarm pull box nearest your area (they are on the evacuation maps).
3. Know the location of fire extinguishers in your area (they are on the evacuation maps).
4. Know how to use a fire extinguisher.

Upon discovery of a fire:

1. Pull fire alarm and give a verbal warning.
2. Call 911 or 9-911 from campus phones then notify Public Safety.
3. Follow these evacuation procedures.
4. Close doors to contain fire and smoke.
5. Proceed to your evacuation area and check in with the emergency team.
6. If it is safe to do so, and you are properly trained, you may attempt to extinguish the fire.

If your clothes catch fire, drop to the floor and roll to smother the flame, or use a blanket, rug or heavy coat.

Remember the cleanest air is normally near the floor.

If it is not obvious where the fire is, send someone outside to direct the fire trucks to the needed location.

#### **K. First Aid/CPR:**

In the event of a major illness or injury, immediately call 911 (9-911 from any campus phone) and tell the dispatcher that you have a medical emergency. Tell them your location on the WNC campus (building, floor and room number).

Give appropriate first aid until paramedics arrive. **DO NOT ADMINISTER FIRST AID TECHNIQUES THAT YOU ARE NOT PROPERLY TRAINED TO ADMINISTER. DO NOT MOVE A VICTIM UNLESS NECESSARY.** Be sure to contact your supervisor once emergency professionals arrive.

Choking (cannot speak or has a weak cough):

1. Check victims mouth and clear of any foreign matter if possible
2. Use four upward abdominal thrusts just above the navel
3. Continue until the airway is cleared

Fractures and Sprains:

1. Keep victim still. Give care for shock
2. Keep injured area immobile
3. Stop any bleeding

Fainting, Unconsciousness and Shock:

1. Lay victim on side if unconscious
2. Keep victim comfortable
3. Ask or look for medical I.D.
4. If breathing stops, give CPR IF TRAINED TO DO SO
5. **NEVER GIVE AN UNCONSCIOUS VICTIM FOOD OR LIQUID**
6. **CALL 911**

Severe bleeding and wounds:

1. Apply direct pressure on wound using clean cloth or hand
2. Take reasonable precautions against contact with blood
3. Apply pressure-to-pressure point if necessary
4. If no fracture, elevate body part
5. Add more cloth if blood soaks through
6. Keep pressure on wound until help arrives
7. **DO NOT** use a tourniquet

Heart Attack

1. Help victim to a comfortable position, usually sitting up
2. If not breathing give artificial respiration, if trained to do so
3. Ask or look for emergency medical I.D. Call 911
4. **NEVER GIVE AN UNCONSCIOUS VICTIM FOOD OR LIQUID**

Poisoning and overdose:

1. Call 911 for immediate transport to hospital
2. Save label or container for identification

If you are aware of a known antidote, or if vomiting should be induced, you may do so. If you are unaware of either procedure, DO NOT do either, wait for EMS to arrive.

Summary Steps for Adult CPR

The following table summarizes the steps for adult CPR:

<b>1</b>	Make sure the scene is safe.
<b>2</b>	Make sure the victim is lying on his/her back on a firm, flat surface. If the victim is lying facedown, carefully roll him/her onto his/her back.
<b>3</b>	Kneel at the victim's side. Tap and shout to see if the victim responds.
<b>4</b>	If the victim does not respond, yell for help. <ul style="list-style-type: none"> <li>• If someone comes, send that person to phone your emergency response number (or 911) and get the AED if available.</li> <li>• If no one comes, leave the victim to phone your emergency response number (or 911) and get the AED if available. After you answer all the dispatcher's questions, return to the victim and start the steps of CPR.</li> </ul>
<b>5</b>	Open the airway with a head tilt-chin lift.
<b>6</b>	Check to see if the victim is breathing normally (take at least 5 seconds but no more than 10 seconds) <ul style="list-style-type: none"> <li>• Put your ear next to the victim's mouth and nose.</li> <li>• <b>Look</b> to see if the chest rises.</li> <li>• <b>Listen</b> for breaths.</li> <li>• <b>Feel</b> for breaths</li> </ul>
<b>7</b>	If there is no normal breathing, give 2 breaths (1 second each). Watch for chest rise as you give each breath.
<b>8</b>	Quickly move or remove clothes from the chest that will get in the way of doing compression and using an AED.
<b>9</b>	Give 30 compressions at a rate of 100 a minute and then give 2 breaths. After each compression, release pressure on the chest to let it come back to its normal position.
<b>10</b>	Keep giving sets of 30 compressions and 2 breaths until the AED arrives, the victim starts to move, or trained help takes over.

**L. Lockdown –Inside Threat (intruder or active shooter):**

- Activate notification system (voice or bullhorn)
- Call 911
- Call Public Safety

Protective Measures: (Complete as possible without putting personnel at risk)

- Outside activities are routed to safe location away from the building
- Check halls and rest rooms for students (as possible)
- Close and lock interior doors and windows (as possible)

- Move students to reduce visibility
- Turn off lights (including computer monitors)
- Verify attendance (as possible)
- Use cell phone and other communication devices using due care
- Remain in position until all clear and notified by law enforcement, fire, emergency manager or designee (it may be a long time)

**M. Lockdown-Outside Threat (potential intruder or active shooter):**

- Activate notification system (voice or bullhorn)
- Call 911
- Call Public Safety

Protective Measures: (Complete as possible without placing personnel at risk)

- Close and lock exterior doors and windows
- Move students to reduce visibility
- Turn off lights (including computer monitors)
- Verify attendance (as possible)
- Use cell phones and other communication devices using due care
- Remain in position until all clear and notified by law enforcement, fire, emergency manager or designee (it may be a long time)

**N. Power Outage/Elevator Failure:**

- 1 Between the hours of 8:00 am and 5:00 pm, Monday-Friday, notify the Facilities supervisor at 721-7718. If there is no answer, send a message to the Facilities office and/or to the office of vice president for Finance and Administrative Services 445-4468.
- 2 If not during business hours, please call Public Safety at 230-1952.
- 3 If building evacuation is required, exit via the nearest exit. DO NOT use elevators. Seek out any disabled persons and provide assistance. See the “Assisting the Disabled” section of this plan.
- 4 Laboratory personnel should secure experiments or activities that may present a danger with a lack of electricity, or if the power is unexpectedly restored. Notify the lab supervisor or Public Safety at 230-1952. If a specific hazmat hazard exists that your instructor cannot manage, call 911.
- 5 When mechanical ventilations is interrupted, chemical vapors may reach hazardous concentrations. To avoid this, use natural ventilation, clean up chemicals, and close containers. If this is not possible, follow chemical spill procedures.

**Elevator Failure:**

If individuals are trapped inside the elevator, try verbally to notify occupants to stay calm and tell them help is on the way.

1. If you must leave the area to secure help, tell the passengers you are doing so.
2. If you are inside a trapped elevator, notify building occupants with the telephone or alarm bell.
3. Between 8:00 am and 5:00 pm, notify Facilities at 721-7718 of all elevator problems.
4. After normal business hours, call Public Safety 230-1952.
5. Talk to the passengers until help arrives.

## **O. Radiological Spill:**

Your instructor should be able to manage the situation. Follow their direction.

If an immediate fire hazard exists, or if immediate medical assistance is required, **CALL 911**. While waiting on emergency response notify the Environmental Health and Safety coordinator at 445-3327 or 291-1355.

Remember SWIMS:

- **Stop** the spill if it is a small/moderate amount.
- **Warn**---yell or call out, do not track materials out of the room.
- **Isolate** the area, and warn others to stay away from the spill.
- **Minimize** your exposure:  
If spill is on clothing, remove clothing, flush contaminated skin with lukewarm water and survey. If radioactive dusts and mists are present or suspected, **LEAVE THE AREA AND CALL** the EH&S COORDINATOR AT 445-3327 or 291-1355
- **Survey** the area of the spill for possible contamination, **ENSURE THE SPILL IS UNDER CONTROL.**

## **P. Shelter-in-Place (hazardous or chemical incident outside of building):**

Immediate actions:

- Notification will come from emergency responder, administrator, or news bulletin
- Activate notification system (voice or bullhorns)
- Call 911

Protective Measures:

- Individuals outside of the building should be relocated to a separate area away from other building population (isolated)
- Close and lock exterior doors and windows (NO entrance or exit)
- Shut down air handling system/HVAC (call Facilities)
- Ensure students and staff in safe area
- Verify attendance
- Remain in position until all clear and notified by law enforcement, fire, emergency manager or designee

## **Q. Violence:**

Workplace violence may take many forms and may include use of deadly weapons.

Advance warning of the violence is highly unlikely. Call 911 in the event of any incident of campus violence and notify Public Safety.

Gunfire/Weapons Observed:

If gunfire is heard, seek refuge in an area that can be locked from within if possible. See item L and M above for **Lockdown** situations.

Hostage Situation:

1. Immediately evacuate the building if this action does not put you in greater danger. Carefully avoid the attention of those taking hostages.
2. Take no action to intervene.

3. Dial "911". Provide as much information as possible and if safe to do so, remain on the line with the dispatcher

## **XI Attachments:**

### **A. WNC COMMUNICABLE DISEASE PLAN**

<http://www.wnc.edu/ehs/docs/11-23-0.pdf>

### **B. WNC BLOODBORNE PATHOGENS EXPOSURE CONTROL PROGRAM**

<http://www.wnc.edu/ehs/docs/11-9-2.pdf>

### **C. WNC STUDENT CRISIS INTERVENTION TEAM**

Carson Procedure [http://www.wnc.edu/ehs/docs/carson\\_emergency\\_plan.pdf](http://www.wnc.edu/ehs/docs/carson_emergency_plan.pdf)

Douglas Procedure [http://www.wnc.edu/ehs/docs/douglas\\_emergency\\_plan.pdf](http://www.wnc.edu/ehs/docs/douglas_emergency_plan.pdf)

Fallon Procedure <http://www.wnc.edu/ehs/docs/EmrgPlanFallon.pdf>

### **D. WNC CAMPUS EMERGENCY NOTIFICATION GUIDELINES**

Guideline <http://www.wnc.edu/marketing/pr.php>

## **XII Acknowledgements**

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