Western Nevada College (WNC)

Emergency Management Plan (11-2-1)

Date January 14, 2014
Revised July 3, 2014

Western Nevada College
Emergency Management Plan

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WESTERN NEVADA COLLEGE
EMERGENCY MANAGEMENT PLAN

SECTION 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 at all campuses (alphabetically by campus) see Section IX.

SECTION 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 disseminated 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 Interruption 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 on the WNC website 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:

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<td>KKOH 780AM all-news station</td>
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SECTION 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 dependent 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 and situations covered by this WNC Emergency Management Plan include:

- Assisting Disabled Persons
- Biological Spills
- Bloodborne Pathogens Exposure
- Bomb Explosion /Terrorist Threats
- Chemical Spill (Hazardous Material Incident)
- Communicable Disease
- Earthquakes
- Fire
- Power Outage (prolonged)
- Criminal/Violent Behavior
- Cyber Attack
- Civil Disturbance/Demonstration
- Flood
- Illness or Injury

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, via email bulletins, or signage.

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.

SECTION IV Definitions and Responsibilities:
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:

Please Note that WNC Public Safety phone numbers are different for our campuses. Phone numbers are in Section IX. Carson Campus is our only campus with Public Safety during all hours of operation and will know the hours that satellite campuses have Public Safety on duty.

- President of WNC (chairperson)
- Vice President of Finance and Administrative Services
- Vice President of Academic and Student Services
- Vice President of Human Resources/General Counsel
- Dean of Student Services
- Fallon Campus Coordinator
- Douglas Campus Coordinator
- Director of Facilities Planning and Management
- Director of Public Safety
- Director of Information and Marketing Services
- Director of Computing Services
- Environmental Health and Safety Coordinator
- Night Administrator
- The Chair of the Behavioral Intervention Team
- Director of Development

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.

All Employees:
At the onset of any potential emergency it is expected that all employees (if it can be done safely) help by directing students and emergency responders to the extent to which they have been trained. An example of this type of proactive emergency response is the actions of WNC’s Facilities Department, who at the onset of the waterfall fire methodically cleared and shut down buildings as we evacuated our Carson Campus.

All employees should assist the WNC President’s Emergency Policy Group, WNC Public Safety, WNC’s Facilities, WNC’s Environmental Health & Safety (EH&S) and other groups as possible during an emergency. Assistance to students and other campus personnel can be extremely important.

Faculty/Instructors:
Faculty/Instructors shall work with other college personnel during emergency situations. They shall maintain a class roster. If a class is in session when an emergency strikes, the class instructor will direct their students in the proper response. During evacuate/hide/take action and shelter in place situations, they help with the proper response. During evacuations, they bring their students
to the emergency assembly area check the roll and report to WNC Personnel or professional responders.

Please note that certain emergency situation will trigger WNC’s “Crime Alert Policy” 10-2-2. The link to this policy is in section XI “Attachments” of this emergency plan.

Small Emergency Incidents
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 typically not be activated. The primary response coordination is by the first responding personnel, WNC EH&S, WNC Facilities, or WNC Public Safety employee. During a small emergency incident, single building evacuations may occur and the responding personnel may call 911. In all cases, WNC Public Safety shall be called for assistance and to document the incident.

Significant Emergency
This is defined as any on or off campus incident that could disrupt the operation of the Campus. Significant emergencies are typified by campus impact, including disruption of instruction or key services. These may include a small fire or smoke discharge, a small explosion, a hazardous materials accident, an earthquake, a utility outage/disruption, a bomb threat, and certain criminal acts or civil unrest. The WNC Emergency Operation Center (EOC) may be activated during a significant emergency. For example, the waterfall fire near our Carson campus started as a significant emergency before it grew and threatened our Carson Campus.

Major Emergency
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, flooding, in-building fire, wildfire, or large-scale civil unrest. In a potential major emergency, it is anticipated the campus response and resource capabilities will be exceeded and overwhelmed.

SECTION 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

Incident Commander

President’s Emergency Policy Group

Liaison – Director of Development
PIO – Information & Marketing Director
Safety – EH&S Coordinator

Operations Section Coordinators
- Facilities Director

Planning Section Coordinator
- V.P. of Academic and Student Affairs

Logistic Section Coordinator
- V.P. HR and Legal Service

Budget & Finance Coordinator
- Controller

Public Safety
- Public Safety Director

Telephone Communications
- Electronics Technician

Medical
- Nursing and Allied Health Director

Buildings/Utilities
- Facilities Supervisor

Communications
- Computing Services Director

Contractors
- Facilities Project Manager

Situation Status
- Dean of Student Services

Damage Assessment
- Facilities Technician

Recovery Planner
- Programmer/Analyst Supervisor

Human Resources
- Personnel Technician

Counseling
- Counseling Director

Food Service
- Assistant to V.P.

Transportation
- Mail Service Technician

Accounting
- Accountant Technician

Procurement
- New Hire Accountant Technician

Insurance / FEMA Documentation
- Budget Officer

Note: Titles are used for clarity. Obviously, different assignments may be made based on the type and extent of the emergency. In addition, some individuals may be unavailable in an emergency; in these situations and when 24-7 activities are required employees with similar skills will serve in these positions. (See section VI Emergency Response Structure)
While WNC’s Emergency Management Organization may not be a formal part of the local, state or federal command structure, WNC functions with an emergency management structure to better interface with the command structure of the Incident Commander. If WNC personnel are part of the formal command structure, they shall follow all command structure directives.

Only WNC organizational sections that are required will be made operational.

The assigned local, state or federal, Incident Commander 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 in a consistent manner with the direction of the Incident Commander. The group will attend meetings and interface with the formal incident command structure as required.

It is noted that without an armed police department, WNC is dependent on local, state, and federal responders in violent emergencies. In any emergencies, we are subordinate to the designated incident commander who will be assigned by local, state, or federal responders.

The WNC Operations Section develops and conducts tactical operations. In addition, they facilitate emergency response. During a small emergency operation may be the only section that forms to respond to the emergency. They may utilize any contractors or employees as approved by the President’s Emergency Policy Group.

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 needed to meet operational objectives.

The WNC Finance Section monitors and documents costs and time records. In addition, they do procurement and handle insurance and liability 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 will be utilized.

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

The WNC president has the authority to close a campus or campuses.
SECTION 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. The President’s Emergency Policy Group will take into consideration their ability to carry out those temporary roles. It is understood that if any department/division does not have specific roles for their personnel to carry out, 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, incident and accident reporting services, provide emergency direction to campus personnel, use mass notification systems, and interface with other operational groups. Fulfill Clery reporting requirements by gathering required information.

Telephone Communications: Modify, augment, and maintain telephone communication systems and equipment.

Medical: Provide medical expertise for the college, provide information, assist other operational groups and interface with other medical personnel.

Buildings and Utilities: Provide and maintain building and utility services. Obtain contractor estimates or provided repair maintenance or construction services directly.

Communications: Provide, augment, and maintain computer services

Contractors: Provide construction management services, quality control, and direction of contractors or direct hire personnel.

PLANNING SECTION:

Situation Status: Record and publish facts and a timeline concerning the incident including video and photos.

Damage assessment: Have qualified inspections documented to determine first to determine the functional status of the structure and to assist in the determination of the best repair methods.
Recovery Planning: Determine a realistic detailed 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 and assistance.

Liaison: Provide community interface and obtain assistance and cooperation as needed.

PIO: Provide interface with the media as appropriate during the emergency.

Safety: Provide guidance, training, supplies and inspection data in the areas of health and safety.

Food Services: Provide food and beverage support for the organization’s emergency operations.

Transportation: Provide for the transportation needs during the emergency.

FINANCE SECTION:

Accounting: Provide accounting and financial support and reporting.

Procurement: Provide procurement services and the interface with BCN.

Insurance/FEMA Documentation: Gather and organize insurance and FEMA documentation. Work to identify and resolve liability issues.

Note: All groups may receive additional responsibilities and duties.

Response to Small Emergency Incidents:
Employees or students 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 small emergency 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 will be completed by Public Safety
• Public Safety will notify other necessary departments dependent on circumstances including but not limited to:
  o Vice president(s)
  o Information and Marketing Services
  o Human Resources
  o Facilities
  o Environmental Health and Safety
Response to Incidents - Significant Emergencies:
Initial response must proceed immediately. The assessment of significant emergency incidents should be conducted by the President’s Emergency Policy Group if required (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 significant 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 WNC Management Team must be informed and a determination made 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 Major Emergencies:
Major emergencies 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.

SECTION 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:
Initial mass notifications will typically be generated by WNC Management Team, Facilities, Public Safety, EH&S personnel, and
• In most cases, follow-up mass notifications will come from the Incident Commander or the president’s Emergency Policy Group.
• The PIO or his/her designee using the approved contact list will communicate approved messages through telephone calls after mass notification initially completed.
• The PIO or his/her designee will post approved messages to appropriate WNC 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 members, preferably the student government president, will be 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 and college community via fax and email, as well as respond to media inquiries.

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.

SECTION VIII Campus Recovery Plan:

WNC’s recovery plan will be prepared by the President’s Emergency Policy Team. It will be communicated to and approved if required 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 college notifications or publications, 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 could lead to physical or emotional distress for certain individuals. Both our Counseling and Human Resources department will provide assistance for students and employees who are impacted by trauma or stress.

WNC will also provide a 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 regular 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.

SECTION IX    Phone Information:

Carson City Campus    2201 W. College Parkway, Carson City, 89703
• Carson Campus Information Line: 775-445-3000
• Canceled Class hotline: http://www.wnc.edu/calendar/hotline.php
• WNC Public Safety (emergencies, vandalism, or criminal activity) Officer on Duty 230-1952
• WNC Carson Campus Night Administrator 775-813-1650
• WNC Public Safety Director 775-445-4282
• 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
• Information and Marketing Services 775-445-3236

Other Key Carson Emergency Numbers
• Carson City Emergency Number 911 or 9-911 from campus phones
• Carson City Fire Department, non-emergency Phone Numbers: 775-887-2210 or after hours dispatch 775-887-2007
• Carson Tahoe Hospital:775-445-8000; Emergency 775-445-8005
• Carson City Sheriff’s Department: 775-887-2500 or after hours dispatch 775-887-2007
• Carson City Health & Human Services: (775) 887-2190

Douglas Campus    1680 Bently Parkway South, Minden, 89423
• Douglass County School District Aspire Principal (later)
• The Douglas Campus Information Line: 775-782-2413 (Minden); 775-445-3000 (Carson)
• WNC Carson Public Safety (Officer on Duty) 775-230-1952
• WNC Douglas Public Safety 775-291-4475 (when assigned)
• WNC Carson Campus Night Administrator 775-830-1650
• 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) 775-445-3327 or 775-291-1355
• WNC Douglas Campus Coordinator 775-782-2413
• Information and Marketing Services 775-445-3236
• Douglas Campus Emergency Phone: 775-291-4475

Other Key Douglas Emergency Numbers
• Douglas County Emergency Number 911 or 9-911 from campus phones
• Douglas County Emergency Operations (1615 8th Street, Minden): 775-782-9935
• Douglas County Community Health Nurse: 775-782-9038
• Douglas County Emergency Operations: 775-782-9990
• Douglas County Sheriff’s Department: 775-782-9935

Fallon Campus 160 Campus Way, Fallon, 89406
• The Campus Information Line: 775-423-7565.
• WNC Fallon Emergency 775-423-2221 or 775-423-2224
• WNC Carson Public Safety (Officer on Duty) 775-230-1952
• WNC Carson Campus Night Administrator 775-830-1650
• Facilities Department (emergency response/plant maintenance/cleanup) 775-721-7718 or 775-721-0780
• Environmental Health and Safety at Carson City (health/hazardous waste and all emergencies): 775-291-1355 or 775-445-3327
• Information and Marketing Services 775-445-3236

Other Key Fallon Emergency Numbers
• Churchill County Emergency Number 911 or 9-911 from campus phones
• Churchill County Police Department Phone Numbers: 775-423-2111
• Fallon Police: (775) 423-0167
• Churchill County Hospital: 775-423-3151; emergency 775-423-3151
• Churchill County Emergency Management: 775-423-4188
• Churchill County Sheriff’s Department: 775-423-3116

SECTION 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 may be dangerous to their wellbeing. 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.

Note: A listing of non-ambulatory people including people with other disabilities with their class locations is maintained by the WNC Disability coordinator and is updated every semester.

B. Biological Spill:

For small 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.
For larger or non-laboratory spills contact EH&S 291-1355 or Public safety 230-1952. If they cannot respond call 911 for assistance.

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 link is included in Section XI “Attachments” of the 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 the information given. Use the checklist form this link http://www.wnc.edu/files/departments/ehs/bomb_threat_checklist.pdf to gather as much information as possible.
2. Have someone call 911 for you.
3. Also, inform WNC Public Safety to evacuate the threatened area, please do so as quickly and as orderly as possible.

E. Chemical Spill:

If it is a small laboratory spill please follow the instructions in Section X B above for biological spills.

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 291-1355, WNC public safety at 230-1952, or call 911 or 9-911 from campus phones.

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

F. Communicable Disease:

Follow the Communicable Disease Plan. The plan link is in Section XI Attachment “A” to this plan.
G. Earthquakes:

During an earthquake:
1. Stay in the building. DO NOT evacuate immediately. (The exception is if you smell natural gas, then if possible you should evacuate immediately.)
2. Take shelter under tables, desks, in doorways or other similar places (duck, cover, and hold).
3. Stay away from overhead fixtures, windows, tall filing cabinets, bookcases, and entryway glass (non-structural hazards).
4. Assist any disabled persons out of the area and find a safe place for them. (See Section X A above)
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.

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. Campus mass notifications systems will also be used as required.
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 (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.

9. If flooding exists, attempt to identify roadways that are open before leaving campus.

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. Evacuate the immediate area of explosion.
4. 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 X A.
5. Once outside, move to an open area at least 150 feet away from the affected building. Keep roadways and walkways clear for emergency vehicles.

J. Fire:

In-building/on campus:

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 building or location.

Wildfire:

Notify Public Safety and call 911 immediately. Provide information to 911 Dispatch on the size and location of the fire.

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 and Public Safety once emergency professionals arrive.

Choking (cannot speak or has a weak cough):
1. Choking (cannot speak or has a weak cough):
2. Check victims mouth and clear of any foreign matter is possible
3. Use four upward abdominal thrusts just above the navel
4. 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.

Note: All WNC Public Safety employees are trained in CPR and First Aid

L. Flee, Hide or Take Action –Inside Threat (intruder or active shooter):

- Notify all in your vicinity (if safe to do so)
- Activate notification system (intercom, CodeRed or CentrAlert) or call Public Safety to do so)
- Call 911 or call 9-911 from campus phones
- Call Public Safety 230-1952

Note: WNC Public Safety is the best group to contact to activate CodeRed, intercom or CentrAlert

1. Good Practices for Coping with an Active Shooter Situation:
   - Be aware of your environment and any possible dangers
   - Take note of the two nearest exits in any facility you visit
   - If you are in an office, stay there and secure the door
   - If you are in a hallway, get into a room and secure the door
   - As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.
   - CALL 911 WHEN IT IS SAFE TO DO SO

2. How To Respond When An Active Shooter Is In Your Vicinity
   Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation.
   a. Evacuate
      If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
      - Have an escape route and plan in mind
      - Evacuate regardless of whether others agree to follow
      - Leave your belongings behind
• Help others escape, if possible
• Prevent individuals from entering an area where the active shooter may be
• Keep your hands visible
• Follow the instructions of any police officers
• Do not attempt to move wounded people
• Call 911 when you are safe

b. Hide out
If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.
Your hiding place should:
• Be out of the active shooter’s view
• Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
• Not trap you or restrict your options for movement
To prevent an active shooter from entering your hiding place:
• Lock the door
• Blockade the door with heavy furniture
If the active shooter is nearby:
• Lock the door
• Silence your cell phone and/or pager
• Turn off any source of noise (i.e., radios, televisions)
• Hide behind large items (i.e., cabinets, desks)
• Remain quiet
If evacuation and hiding out are not possible:
• Remain calm
• Dial 911, if possible, to alert police to the active shooter’s location
• If you cannot speak, leave the line open and allow the dispatcher to listen

c. Take action against the active shooter
As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:
• Acting as aggressively as possible against him/her
• Throwing items and improvising weapons
• Yelling
• Committing to your actions

3. How To Respond When Law Enforcement Arrives
Law enforcement’s purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.
• Officers usually arrive in teams of four (4)
• Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
• Officers may be armed with rifles, shotguns, and handguns
• Officers may use pepper spray or tear gas to control the situation
• Officers may shout commands, and may push individuals to the ground for their safety

How to react when law enforcement arrives:

• Remain calm, and follow officers’ instructions
• Put down any items in your hands (i.e., bags, jackets)
• Immediately raise hands and spread fingers
• Keep hands visible at all times
• Avoid making quick movements toward officers such as holding on to them for safety
• Avoid pointing, screaming and/or yelling
• Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

Information to provide to law enforcement or 911 operator:

• Location of the active shooter
• Number of shooters, if more than one
• Physical description of shooter/s
• Number and type of weapons held by the shooter/s
• Number of potential victims at the location

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

M. Power Outage/Elevator Failure:

Power Outage
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 the hours of 8:00 am and 5:00 pm, Monday-Friday, 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 X A 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.
a. If a specific hazmat hazard exists that your instructor cannot manage, call 911.
b. 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.
5. Talk to the passengers until help arrives.

Note: During a power failure both campus and cell phones may be down.

N. 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 291-1355.

Remember SWIMS:
• Stop the spill if is a small/moderate amount.
• Warn----yell or call our, 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 2911355
• Survey the area of the spill for possible contamination, ENSURE THE SPILL IS UNDER CONTROL.

O. Shelter-in-Place (hazardous or chemical indent outside of building):

Immediate actions:
• Notification will come from emergency responder, administrator, or news bulletin
• Activate notification system or call Public Safety to do so at 230-1952.
• 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

P. 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 WNC Public Safety (see Section L above).

Gunfire/Weapons Observed:
If gunfire is heard, seek refuge in an area that can be locked from within if possible. See Section L above for Flee, Hide or Take Action 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
4. Notify WNC Public Safety

Q. Cyber Attack (computer):
Cybersecurity involves protecting that infrastructure by preventing, detecting, and responding to cyber incidents. Unlike physical threats that prompt immediate action—like stop, drop, and roll in the event of a fire—cyber threats are often difficult to identify and comprehend. Among these dangers are viruses erasing entire systems, intruders breaking into systems and altering files, intruders using your computer or device to attack others, or intruders stealing confidential information. The spectrum of cyber risks is limitless; threats, some more serious and sophisticated than others, can have wide-ranging effects on the individual, community, organizational, and national level.

At WNC if you believe a cyber-attack may be occurring contact WNC computer Services immediately if they are unavailable contact WNC Public Safety.

SECTION XI Attachments:
A. WNC Communicable Disease Plan
http://www.wnc.edu/policymanual/11-2-2.php

B. WNC Bloodborne Pathogens Exposure Control Program
http://www.wnc.edu/policymanual/11-3-3.php

C. WNC Behavioral Intervention Team
http://www.wnc.edu/studentservices/scit/

D. WNC Campus Emergency Notification Guidelines

http://www.wnc.edu/policymanual/10-2-2.php