Western Nevada College (WNC)

Emergency Operations Plan
(11-2-1)

Date: September 1, 2015

TABLE OF CONTENTS

BASE PLAN (PARTS ONE THROUGH FOUR)

ANNEXES

APPENDICES

TABLE OF CONTENTS PICTORIAL

BASE PLAN

- Part One: Introduction
- Part Two: Executive Summary
- Part Three Organization/ Responsibilites
- Part Four Response by Incident Type

Annexes

Appendices

Annexes:
- Prevention Protection Mitigation
- Response
  - 1. ADA
  - 2. Mass Notification System
  - 3. Utililty Shut-offs (later)
  - 4. Eyewash/ Supply Locations
  - 5. Evacuation Routes
- Recovery
  - 6. Insurance and Claims
  - 7. Continuity of Operations by Department (later)
  - 8. Campus Buildings
- Other
  - 9. Douglas Campus
  - 10. Fallon Campus
  - 11. High Tech Center
  - 12. Child Development Center
  - 13. Cleary Act
  - 14. FERPA

Appendices:
- A. Record of Change
- B. Floor Monitors by Building
- C. Emergency Forms

Part One - INTRODUCTION

The purpose of this plan is to provide a reasonable and organized method of maintaining a safe environment for the Western Nevada College community during emergency situations at all our campuses. This Emergency Operations Plan is written to supplement other approved college policies and procedures when conditions warrant.

Nothing in this plan, any reference or element thereof, should be construed as limiting the use of good judgment in reacting to unforeseen situations in an emergency.

Western Nevada College's priorities in an emergency are:

1. Life Safety
2. Prevention of Psychological Trauma
3. Protection and Maintenance of Property
4. Recovery and Return to Pre-emergency Operations

WNC is dependent on service area emergency management organizations and their emergency responders, as well as local media. In this operations plan we provide guidance for interfacing with these groups. These include local law enforcement, fire departments, medical personnel, counseling service providers, public utilities and media.

This plan is designed to promote continual emergency operations planning improvement. Therefore, we encourage that suggestions for improvements be sent to the WNC Environmental Health & Safety Department Coordinator or the WNC Public Safety Director.

Scope:

WNC's Emergency Operation Plan applies to all WNC campuses and all members of the college community, including high school students when taking classes at WNC campuses. Children and instructors in WNC's Child Development Center (CDC) often follow a different plan; it is available from the WNC CDC director.

This plan does not apply to buildings, hospitals, nursing homes or high schools where WNC holds classes and does not control the emergency planning for those venues.

The WNC Emergency Operations Plan is organized in accordance with the following diagram (see page 4).

The **Base Plan** contains the key information needed during the first 72 hours after the incident. This includes basic emergency response instructions and specific information on each hazard/threat including goals and objectives. It also includes key phone numbers, other contact information, and the WNC Emergency Organization Chart.

The **Annexes** provide supplemental detailed information for specific campuses and specific requirements to be complied with or utilized during an emergency.

The **Appendices** contain supplemental information to support the execution of the activities related to WNC's Emergency Operations Plan.

Certain portions of this plan are for internal use only and therefore are not published. These items include security considerations.

Part Two - EXECUTIVE SUMMARY

Phases of Emergency Management:

Western Nevada College's administration recognizes the need for a comprehensive emergency operations plan. WNC is an Institute of Higher Education (IHE). WNC's Emergency Operations Plan follows FEMA's five phases of emergency management:

1. **Prevention** means the capabilities necessary to avoid, deter, or stop an imminent crime or a threatened or actual mass casualty incident. Prevention is the action IHEs take to prevent a threatened or actual incident from occurring.

2. **Protection** means the capabilities to secure IHEs against acts of terrorism and natural disasters. Protection focuses on ongoing actions that protect students, teachers, staff, visitors, networks, and property from a threat or hazard.

3. **Mitigation** means the capabilities necessary to eliminate or reduce the loss of life and property damage by lessening the impact of an event or emergency. In this document, mitigation also means reducing the likelihood that threats and hazards will happen.

4. **Response** means the capabilities necessary to stabilize an emergency once it has already happened or is certain to happen in an unpreventable way, to establish a safe and secure environment, save lives and property, and facilitate the transition to recovery.

5. **Recovery** means the capabilities necessary to assist IHEs affected by an event or emergency in restoring the learning environment.

Part four of this base plan lists the key emergency response elements for the following hazards:

  A. Hazardous Spill or Exposure
  B. Blood Borne Pathogen Spill, Injury or Needle Stick
  C. Bomb Threat or Suspicious Package
  D. Disease/Pandemic
  E. Natural Disasters (Severe Weather/Earthquakes/Wildfire)
  F. In-Building Fire and Explosions
  G. Active Shooter
  H. Utility Outage and Service Problems
  I. Workplace Violence (Excluding Active Shooter)
  J. Cyber-Attack
  K. Terrorism
  L. Hostage or Kidnapping
  M. Theft – Damage - Vandalism

Six Different WNC Responses:

Key elements of all responses include organizing, communicating, teamwork and planning. In all cases, use good judgment and follow the direction of WNC Public Safety, WNC Floor Wardens and our Community Emergency Responder. Safety is your priority.

The six types of initial response are:

1. **Run** – The response to an active shooter incident if it is safe to do so.
2. **Hide/Lockdown** – The response to an active shooter incident if it is not safe to run.
3. **Fight Back** – The response to an active shooter situation when the shooter is approaching and you or your group have no viable means to escape.
4. **Evacuate** – The orderly response to a building fire alarm or chemical spill inside a building. Go to the assigned assembly area and await further instructions.
5. **Shelter-in-place** – This response could apply to many incidents such as an outside chemical or other hazard. In this situation, close outside windows and doors. Call facilities personnel at the phone numbers on the WNC emergency poster to shut down building HVAC systems and avoid bringing contamination into the building.
6. **Duck, Cover and Hold** – The response in a major earthquake. Carefully evacuate after the earthquake. Major hazards to be aware of are broken natural gas lines, falling glass and debris, non-structural building hazards, power lines and cables, road impairments and debris that has fallen.

First on the Scene:

In the traditional single Incident Commander model, the first person on scene is in charge (for example: someone is in need of emergency medical attention). This situation will change after you call 911 and contact WNC Public Safety or have another member of the college community call them to obtain additional assistance. Typically, WNC Public Safety (or another trained individual), if nearby, will become the incident commander (for example: if they are trained in first aid/CPR) until the professional responders arrive. WNC Public Safety may call for additional responders or equipment (such as an AED) as required to resolve the incident or emergency, or may ask you or others to take action or to assist. This is often the case for many medical emergencies at WNC. After you dial 911, go outside or send someone outside to assist emergency responders (in emergency vehicles) in determining the exact location of the person in need (this would not be appropriate in an active shooter situation).

Unified Command evolves during larger incidents, where representatives from separate government entities coordinate decision-making and leverage resources. Unified Command is typically exercised within an Emergency Operations Center but may be used in the field as necessary. Unified Command serves as the single voice of incident operations. At WNC, the Waterfall Fire response effort was an example of Unified Command. During the Waterfall Fire, WNC supported and interfaced with unified command structure but was not a direct part of it.

Always follow the directions of the Unified Command Incident Commander or his/her designated personnel.

It is also important in a serious incident to make WNC management aware of the situation. WNC Public Safety, at 230-1952, can often do that for you.

Emergency communications are critical in all emergencies. Warn others of hazards (if it is safe to do so). Inform local emergency dispatch and emergency responders of what you know about the situation. Ask other members of the college

community for help if you need it. Call directly to WNC Public Safety, Environmental Health and Safety, Information and Marketing, Facilities or College Management, as conditions warrant.

Types of Emergencies:

The National Incident Management System (NIMS) recommends five levels of complexity for emergency response, Type 5 being the least complex for NIMS Incident Complexity.

Fortunately, most WNC emergencies are Type 5. A typical example is an injured or ill person. If this person is in your class or you work with him/her, you become the key responder until you take action. That action may be calling 911 and then WNC Public Safety (they are trained in CPR/AED/First Aid). Often when college personnel need to take key action, WNC Public Safety can help.

For small building fires, the building alarm pull-switch is your initial response (This pull switch will activate the building's fire alarms and strobes, and will notify also emergency responders). Then, call 911 and WNC Public Safety for additional assistance at 775-230-1952. WNC Public Safety, if present, can assist you and others in using a fire extinguisher, directing fire engines and closing doors to slow the spread of fire. If WNC Public Safety does not respond, recruit other college personnel for assistance.

Often more complex incidents start innocently enough but can escalate. For example, the Waterfall Fire in 2004 started as a small mountain fire but escalated quickly. Act promptly and use available resources until emergency responders arrive.

*Please Note that WNC Public Safety phone numbers are different for our campuses. See campus posters for these phone numbers.

Carson Campus is the only WNC campus with Public Safety personnel during all hours of operation. They will know the hours that satellite campuses have WNC Public Safety personnel on duty. Carson Campus Public Safety personnel can assist and guide all campuses. Place their phone number 775-230-1952 in your cell phone.

Summary of the National Incident Management System (NIMS) and Incident Command System (ICS):

The WNC Emergency Operations Plan incorporates operating procedures from the National Incident Management System (NIMS) and utilizes the Incident Command System (ICS) for systematic handling of incidents and emergencies. The ICS approach provides an organizational structure capable of responding to emergencies of various levels and complexity and allows the flexibility to adjust to an incident if/when it escalates in severity.

The Incident Command System:

- Is based on proven incident management practices.
- Defines incident response organizational concepts and structures.
- Consists of procedures for managing personnel, facilities, equipment, and communications.
- Is used throughout the lifecycle of an incident (e.g., from threat to response to recovery).
- Is required by the National Incident Management System (NIMS).

At the conclusion of the emergency, reports are developed to analyze the actions taken to determine if corrective measures are necessary to improve future responses. Emergencies are usually unexpected and varied, and WNC's EOP is designed to

accommodate the situation's specifics/contingencies, provide coordinated communication and response, limit the severity of the incident, and facilitate an expeditious return to normal college operations.

ICS training is required for many key WNC Management and Public Safety personnel.

Public Information/Service Interruptions/Media Interface:

WNC 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 involved key employees to inform WNC's Information and Marketing Services of emergencies when they occur. For specific requirements, see http://www.wnc.edu/marketing/pr.php for access to the WNC policy "Campus Emergency Notification Guidelines."

WNC campuses 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 situations. Information regarding the suspension of classes, administrative functions, or specific building closures will be provided to the media.

If the decision is made to suspend all or some 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 website's main page will contain information concerning suspended services and cancelations during the emergency. You can also call the main Carson Campus phone number 775-445-3000 and listen to the recorded message.

If the decision to suspend services on campus is made during a workday, the president, vice presidents, deans, directors and department heads will be notified and asked to ensure that their employees are aware of the situation. The community will be encouraged to check the broadcast media for further information. Again the WNC websites main page will contain information concerning the suspended services and cancelations or you can call the WNC main Carson Campus phone number 775-445-3000 to hear the recording that describes the closure. WNC departments/divisions are encouraged to develop phone trees to alert campus employees of college emergency closures.

Information and Marketing is tasked with issuing information to the media. If a reporter requests information from you, please refer them to WNC Information and Marketing.

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	Television Stations:
KKOH 780AM all-news station	KAME-Channel 21
KOZZ 105 FM	KRXI-Channel 11
KUNR 88.7 FM	KTVN-Channel 2
KBUL 98 FM	KREN-Channel 27
KWNZ 97 FM	KRNV-Channel 4
KRNO 106.9 FM	UPN-21-Fox 11
ALICE 96.5 FM	KOLO Channel 8

KRZQ 100.9 FM
KBZZ 1230 AM
KPTT 630 AM
KTHX 100.1 FM

Campus Community: Roles, Responsibilities and Training:

Students:

Responsibilities:

Students should be aware of their surroundings and familiarize themselves with building evacuation routes, exits, and assembly points. They should follow CodeRed phone and text messages, intercom and siren emergency directions. Students should also refer to the WNC website and news media for additional information.

WNC also utilizes floor monitors (employees or student workers) to assist in emergency response and drills. See below for details.

Role during an incident:

Students involved in an incident should assess the situation and then employ common sense when determining how to respond. If directly involved in an emergency, as necessary students should call 911 as soon as possible, as well as WNC Public Safety (230-1952). WNC Public Safety or students can direct professional responders to where the incident occurred as quickly as possible, and cooperate with the first responders' needs.

Prior to emergencies, if you see something (unusual or dangerous), say something. As Homeland Security states: "See something – say something". Also, remember to communicate during emergencies and help those in need.

Faculty and Staff:

Responsibilities:

College faculty and staff (some are floor monitors) are seen as leaders and should be prepared to provide leadership during an emergency incident. Faculty and staff should understand WNC's Emergency Operation Plan and building evacuation procedures in areas where they work and teach. Faculty and staff may likely be the first person to arrive at an incident scene and are responsible for following procedures and contacting appropriate individuals and responders. They should familiarize themselves with the basic concepts for emergency response as outlined in the Emergency Operation Plan (EOP).

Role during an incident:

Faculty and staff involved in an incident should assess a situation as quickly and as thoroughly as possible and employ common sense when determining how to respond. When responding, faculty and staff should follow emergency procedures. If evacuation of a building is necessary, faculty and staff are expected to evacuate immediately, leading and assisting others.

No employee should place himself or herself at risk unnecessarily during an emergency.

Floor Monitors

WNC supervisors will appoint floor monitors to assist in key areas of emergency response. These employees are to help others, but they may not be in their work area when an emergency occurs due to the nature of their employment. Many monitors work 8 am to 5 pm.

Administrative Duties

1. Develop a list of potential hazardous and security issues (ex: flammable, material or information/items that must be secure) in your area and discuss it with the EH&S Coordinator or Public Safety Director.
2. Familiarize yourself with students and others with needs each semester, as well as their class schedules.

Procedure Duties

1. Floor Monitors are not first responders. However, they assist others to safely respond to emergencies. They are also expected to relay information to WNC Public Safety and first responders regarding special needs and/or injured people, their locations and limitations. Floor Monitors are also expected to know their workplace surroundings and attempt to direct members of the college community appropriately for the situation at hand provided it is safe to do so.
2. At the sound of a building alarm, mass notification, or possible emergency, Floor Monitors will don their vest and if safe, investigate or assist.
3. Floor Monitors receive training on appropriate safety measures to take when an incident occurs.
4. A list of floor monitor resources by building (see appendix)

ACADEMIC AFFAIRS	• Identify and resolve instructional issues. • Coordinate necessary faculty resources. • Resolve issues related to class schedules and classroom usage.
WNC MANAGEMENT PERSONNEL	• Call together the President's emergency policy committee to meet as needed. • Schedule committee meetings and other internal meetings as required and attend unified command meetings (if applicable). • Supply pertinent information to students, employees and media. • Schedule meetings following the crisis to evaluate the response. • Consult with the college's legal counsel about issues of confidentiality and what information in a given situation may or may not be made public. • Provide a venue for everyone to grieve as a community and move through the trauma.
COUNSELING, HUMAN RESOURCES, EMPLOYEE ASSISTANCE PROGRAM AND B.I.T. TEAM	• Assist students and employees in coping with trauma. • Provide behavioral intervention and coordinate psychological assessment and consultation. • Assure proper accountability of those with handicaps. • Provide post crisis support and resolution.
BUSINESS OPERATIONS	• Coordinate food service, supplies and contracts for WNC Emergency Operations workers.
FINANCE	• Authorize emergency goods, services and work. • Identify the scope of loss and coordinate insurance adjustment.

COMPUTING SERVICES	• Coordinate computer hookups and internet activities. • Provide website information updates as needed. • Develop procedures for calling in IT staff for emergency needs.
DIRECTOR OF INFORMATION AND MARKETING	• Coordinate press relations and facilitate official communication with external audiences and internal departments. • Maintain the WNC website, emergency hotlines and key telephone communication as possible during the emergency. • Assist the President and Vice Presidents with developing campus/community communications regarding the emergency/crisis.
FACILITIES MANAGEMENT	• Assist with the initial response and immediate mitigation. • Provide site and building information to WNC management. • Coordinate responses of the Buildings and Grounds and Custodial staff. • Coordinate relocation of temporary offices for those displaced (continuity of operations). • Mitigate facility and grounds damages and restore to functional level (as possible). • Assist Police/Security and local emergency services with creating a safety perimeter at the site of the emergency. • Link with governmental safety and environmental authorities as necessary. • Address matters related to safety and campus recovery. • Coordinate necessary temporary telephone hookups. • Develop procedures for dealing with the influx of calls during/following an emergency.
REGISTRAR'S OFFICE	• Make academic records available as needed.
WNC PUBLIC SAFETY	• Respond appropriately in crisis situations. Assist with initial response. • Act as a liaison with local emergency services. • Coordinate overall campus security, crowd control, evacuation, and site safety and security. • Coordinate Mass Notification.
STUDENT SERVICES	• Assess which, if any student(s) are involved in the emergency and prepare to communicate necessary information. • Contact the immediate family of student(s) involved in the emergency and initiate a response. • Assist with documentation of student information. • Assist in mobilization of student volunteers (if required). • Notify the college community of issues related to students.

Employee, Student Training and Drills

> WNC typically holds active shooter drills each semester. Participants normally do not flee to limit disruption to classes.
> WNC uses fire drills to comply with building codes and occupancy requirements.
> WNC participates in the Great Nevada ShakeOut earthquake drill each year.
> WNC's EH&S Department offers: Fire extinguisher, earthquake response and mandatory employee active shooter training.
> WNC encourages and will offer First Aid, CPR and AED.
> WNC encourages tabletop exercises.
>> Tabletop exercises are small-group discussions that walk through a scenario and the courses of action WNC will need to take before, during, and after an emergency to lessen the impact on the college community. This activity helps assess the plan and resources, and facilitates an understanding of emergency management and planning concepts.
> WNC plans to use more tabletop exercises to reinforce employee and student response.
> Tabletop exercises will take place least twice a year at all WNC standing committee meetings.
> Tabletop exercises can be obtained from Public Safety or EH&S who can also facilitate these exercises.

The Incident Command is a systematic tool used for the command, controls and coordination of emergency response. It is a part of the National Incident Management System (NIMS). NIMS is a systematic, proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations, and the private sector to work together seamlessly and manage incidents involving all threats and hazards—regardless of cause, size, location, or complexity—in order to reduce loss of life, property and harm to the environment.

The table below defines the required ICS and NIMS training at WNC.

Course #:	FEMA Course:	Required for:	Length:
IS-100B	Introduction to Incident Command System (ICS)	• All members of the President Emergency Committee plus all Directors	3 hours
IS-547A	Introduction to Continuity of Operations	• Director of Public Safety, EH&S Coordinator, Director of Computer Services	2 hours
IS-700A	NIMS, An Introduction	• All members of the President's Emergency Committee plus all Directors	3 hours
IS-907	Active Shooter	• All employees, including part-time employees, and on-campus work study students	1 hour

Part Three – EMERGENCY MANAGEMENT

The WNC President's Emergency Policy Committee

The WNC President's Emergency Policy Committee, hereinafter known as the WNC Emergency Committee, provides direction in making strategic policy decisions for any incident that has a <u>major</u> impact to the college. The President of Western Nevada College chairs the Emergency Committee, which convenes to respond, assure proper interface with the responsible ICS organization, and plan direct recovery utilizing WNC's ICS structured organization.

The Emergency Committee 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 basis, each team member may need to assign alternate people to serve. The members of the group are:
- President of WNC (chairperson)
- Vice President for Administrative Services and General Counsel
- Vice President for Academic and Student Services
- Dean of Student Services
- Coordinator of Fallon Campus
- Administrator of Douglas Campus
- Director of Facilities Planning and Management
- Director of Foundation
- Director of Public Safety and Assistant
- Director of Liberal Arts
- Director of Information and Marketing Services
- Director of Computing Services
- Environmental Health and Safety Coordinator
- The Chair of the Behavioral Intervention Team (B.I.T.)

The chairperson has authority to appoint additional Emergency Committee members. Contact a member of this team during an emergency to gain knowledge of WNC's goals and objectives or for critical input into WNC's objectives.

Incident Command System and Structure

Western Nevada College utilizes the Incident Command System (ICS) for incident and emergency management. ICS utilizes the following characteristics to more efficiently respond to and recover from a campus incident:

Modular Organization:

An incident's organizational structure is flexible to the needs of the incident. Only the personnel and resources required to meet the incident's goals and objectives are utilized. While WNC's personnel are not typically a part of the unified incident command organization for large emergencies, we operate as an ICS structure to interface better with that controlling organization, our students, employees and the public.

Incident Action Planning:

A verbal or written plan for obtaining incident objectives is determined by WNC leadership. This direction can change hour to hour during an emergency.

Span of Control:

One individual in an incident management supervisory capacity oversees between three and seven personnel (five being ideal) to provide for adequate control, communication, and resource management.

Chain of Command and Unity of Command:

An orderly line of authority/communication exists within the incident management organization. Responders report to one supervisor to clarify reporting relationships and eliminate confusion brought on by multiple, conflicting directives.

Unified Command:

Under certain situations, WNC could become part of a unified command structure where representatives from multiple affected departments/agencies/jurisdictions collaborate to establish incident objectives and make collective decisions without affecting individual agency authority, responsibility or accountability.

Accountability:

Resource and personnel tracking, unity of command, personal responsibility, span of control, incident action planning and documentation all contribute to effective accountability throughout the incident management process.

The following forms are in the EH&S EOP appendices for use in an emergency:

- Message form
- Situation report
- Damage Assessment worksheet

For additional information, see the FEMA website: www.fema.gov
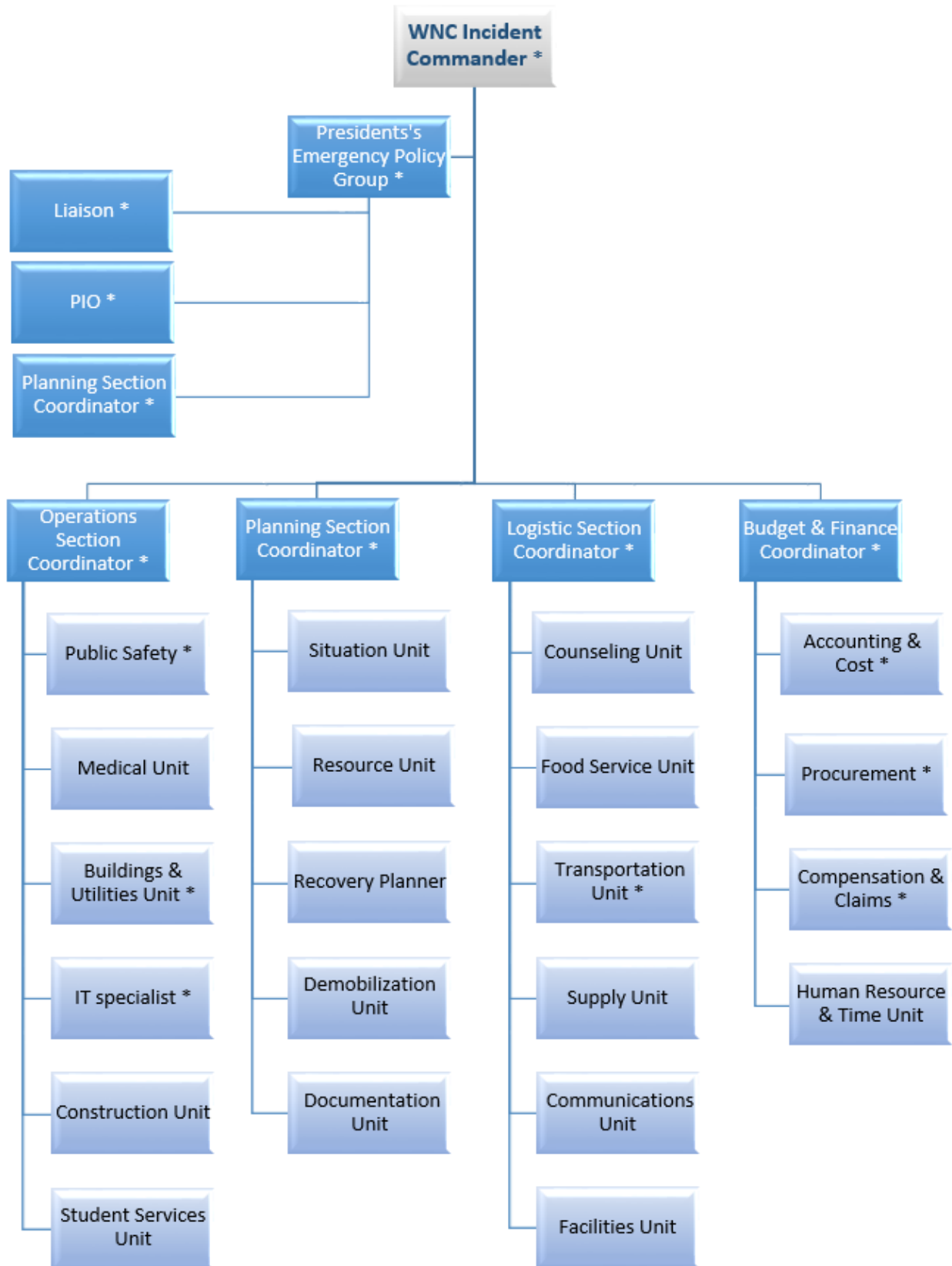
WNC's Incident Command Structure
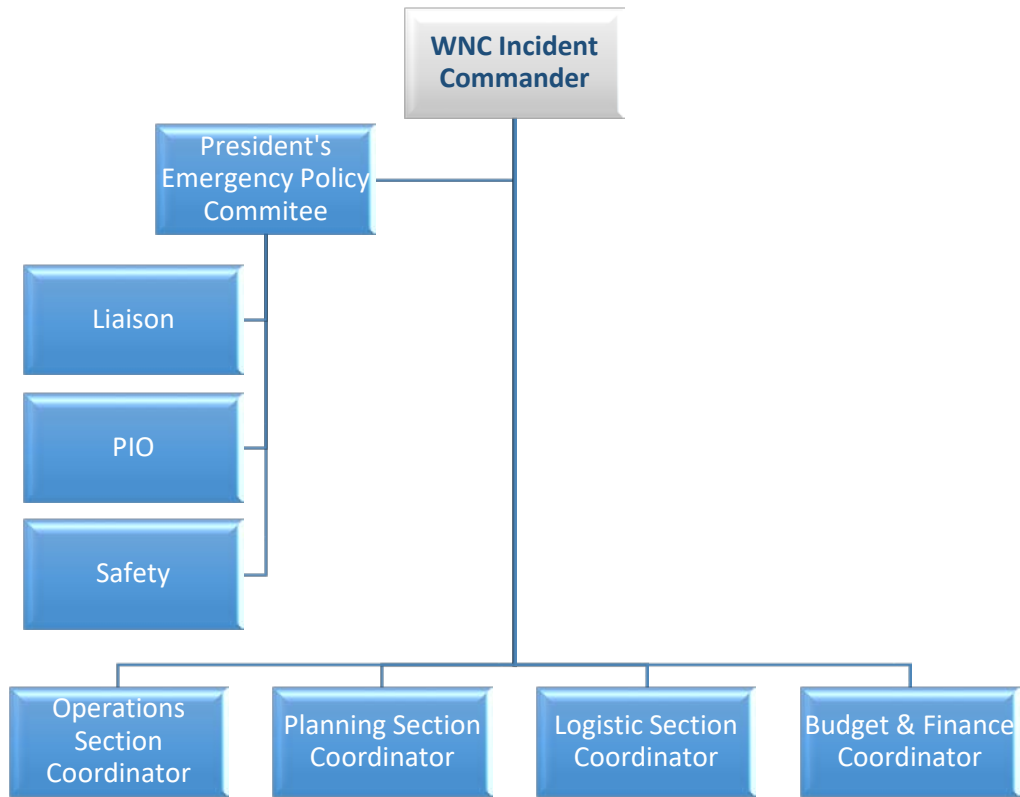
The WNC command structure is similar to that of the unified command structure for the incident. However, WNC is separate from the structure and therefore is capable of interfacing with and functioning with the structure.

The following organization would be used to interface with a large emergency with a unified command structure.

WNC Incident Commander *

Presidents's Emergency Policy Group *

Liaison *

PIO *

Planning Section Coordinator *

Operations Section Coordinator *
- Public Safety *
- Medical Unit
- Buildings & Utilities Unit *
- IT specialist *
- Construction Unit
- Student Services Unit

Planning Section Coordinator *
- Situation Unit
- Resource Unit
- Recovery Planner
- Demobilization Unit
- Documentation Unit

Logistic Section Coordinator *
- Counseling Unit
- Food Service Unit
- Transportation Unit *
- Supply Unit
- Communications Unit
- Facilities Unit

Budget & Finance Coordinator *
- Accounting & Cost *
- Procurement *
- Compensation & Claims *
- Human Resource & Time Unit

*Positions used by WNC during waterfall fire. (The waterfall fire caused no injury to the WNC community and minimal campus damage.)
.NOTE: Most emergencies following the initial response can be managed with existing organization structure and following the direction of the Unified Incident Commander through meeting and media. We typically interface with this organization but are <u>not</u> a part of the unified organization.

WNC Incident Commander:

    WNC Incident Commander:
        The Incident Commander is responsible for direction of the WNC ICS Organization. Responsibilities include interfacing with public sector responders and approval of Incident Action Plans. Possible position titles include WNC's President, Vice President, Director of Facilities, or Director of Public Safety.

    WNC Liaison:
        The Liaison coordinates with external governmental and public/private resource groups. Possible position titles include: Director of the Foundation, Director of Continuing Education or a Vice President or Director.

    WNC Safety Officer:
        For WNC personnel involved in incident response; monitor, evaluate, and recommend procedures for safe operations and hazardous conditions. Possible positions include: WNC Environmental Health and Safety Coordinator or the Director of Nursing and Allied Health.

    WNC Public Information Officer (PIO):
        The PIO relays incident information to internal and external stakeholders as well as establish and coordinate joint information center operations. Possible positions include the Director of Information and Marketing or the Publications and Projects Manager.

The WNC Operations Section:
- Organize, assigns and supervise response resources
- Implement Incident Action Plans (security, maintenance, remediation)
- Is typically one of the first organizations to be assigned to the incident
- May have staging areas and special organizations.

The WNC Planning Section (major activities):
- Attend key emergency meetings.
- Collect, evaluate, and display incident intelligence and information.
- Prepare and document Incident Action Plans.
- Track resources assigned to the incident.
- Maintain incident documentation.
- Develop plans for demobilization.

The WNC Logistics Section (services and support needs):
- Order, obtain, maintain, and account for essential personnel, equipment, and supplies.
- Provide communication planning and resources.
- Set up food services for responders.

- Set up and maintaining incident facilities.
- Provide support transportation.
- Provide medical services to incident personnel.

The WNC Budget & Finance Section:

- Contract negotiation, award and monitoring.
- Timekeeping.
- Cost analysis.
- Compensation for injury or damage to property.
- Documentation for reimbursement (e.g., Insurance or FEMA Emergency Procedures).

Emergency Operations Center

In the event of an incident that may cause significant impact to college operations or last for a prolonged period of time, the WNC president may activate the WNC's Emergency Operations Center (EOC) to centralize the college's efforts to manage the incident. During this period, the policy group will work from this center if necessary. They will perform the following functions:

- Determine the scope and impact of the incident
- Serve as the primary information collection group
- Issue communications through WNC Information and Marketing or WNC Management
- Request additional resources from outside agencies and/or implement mutual aid agreements
- Coordinate with local, state, and federal government agencies
- Prepare WNC Incident Action Plans as required
- Implement continuity and of operation plans (COOPs)
- Document all activities
- Issue purchase orders and contracts
- Provide status and guidance to our students
- Interface with insurance and FEMA on loss and injury claims

The location of EOC may be on our Carson Campus, satellite campus, our High Tech Center or at the suitable location off WNC property.
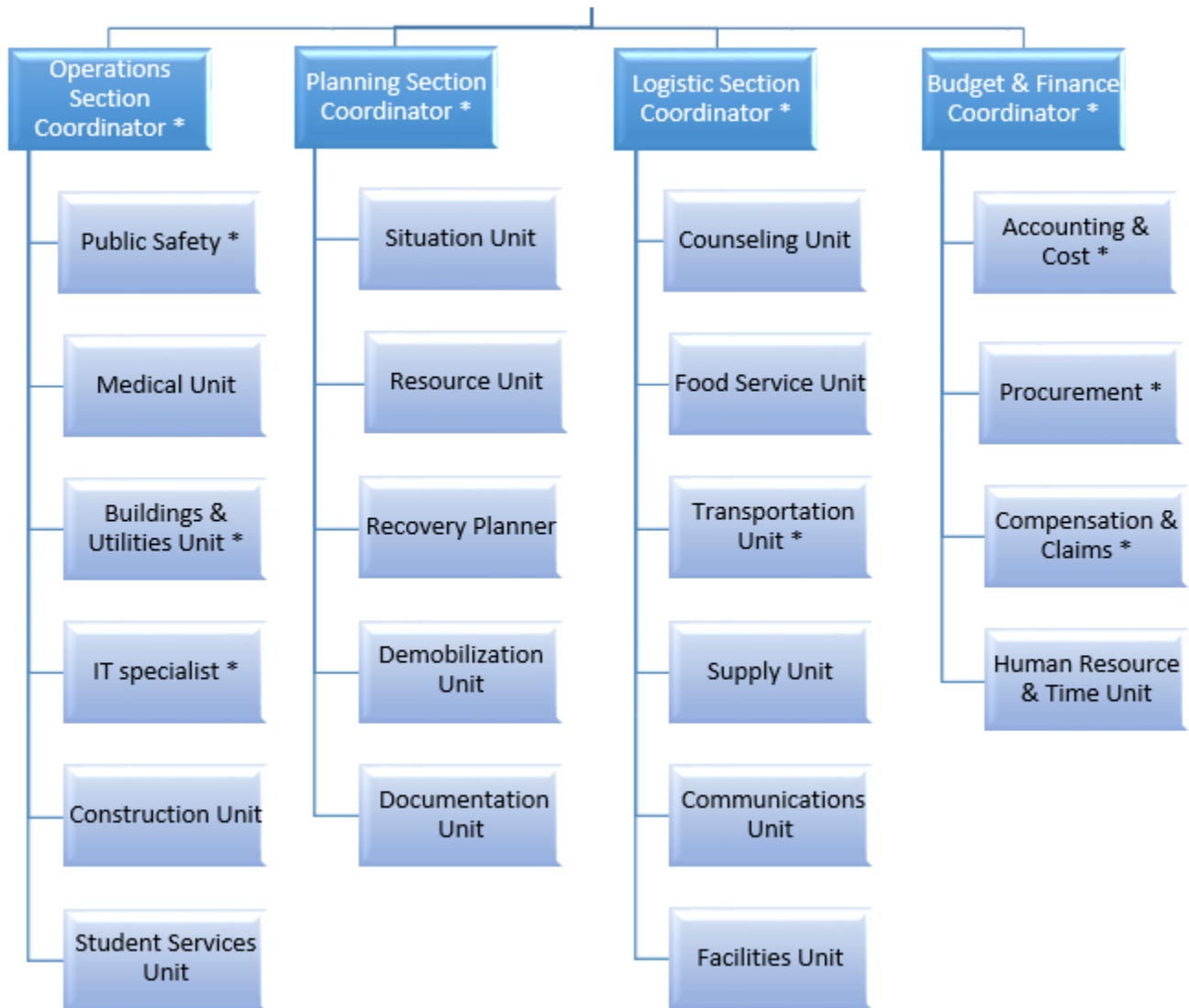
Operations Section Coordinator:

Public Safety and Security Unit
Responsible for security and the principle interface with law enforcement.

Medical Unit
Develops the Medical Plan (ICS-206), provides first aid and light medical treatment for personnel assigned to the incident, and prepares procedures for a major medical emergency. Interfaces with county health officials and strives to comply with their policies.

IT Specialist
Responsible for operation and maintenance of computer systems and support of operations section activities.

Construction Unit

Responsible for the establishment of scope, obtaining bids, scheduling, inspecting and managing construction activities.

Student Services Unit

Responsible for student and student assigned activities required to support the operations section.

Buildings and Utilities Unit

Responsible for direct hire, construction operational and maintenance services. Also includes interface with and direction to public utilities.

Planning Section Coordinator:

Situation Unit

Collects and analyzes information on the current situation, prepares situation displays and situation summaries, and develops maps and projections.

Resources Unit

Conducts all check-in activities and maintains the status of all incident resources. The Resources Unit plays a significant role in preparing the written Incident Action Plan.

Recovery Planner

Gathers and reviews data and publishes key schedule and interface information. The Recovery Planner validates the viability of return to service and recovery goals.

Demobilization Unit

Assists in ensuring that resources are released from the incident in an orderly, safe, and cost-effective manner.

Documentation Unit

Provides duplication services, including the written Incident Action Plan. Maintains and archives all incident-related documentation.

Logistics Section Coordinator:

Counseling Unit

Provides professional counseling to members of the community who have been stressed or traumatized by the emergency or its repercussions.

Food Service Unit

Supplies the food and potable water for all incident facilities and personnel, and obtains the necessary equipment and supplies to operate food service facilities.

Transportation Unit

Prepares the Transportation Plan. Arranges for, activates, and documents the fueling, maintenance, and repair of ground resources; Arranges for the transportation of personnel, supplies, food, and equipment.

Supply Unit

Determines the type and amount of supplies needed to support the incident. Orders, receives, stores, and distributes supplies, services, and nonexpendable equipment. Places orders, maintains inventory and accountability of supplies and equipment.

Communications Unit

Prepares and implements the Incident Communications Plan (ICS-05), distributes and maintains communications equipment, supervises the Incident Communications Center, and establishes adequate communications over the incident.

Facilities Unit

Sets up and maintains required facilities to support the incident, provides managers for the Incident Base and Camps. Also is responsible for facility security and facility maintenance services such as sanitation, lighting, and cleanup.

Budget & Finance Section Coordinator:

Accounting and Cost Unit

Collects all cost data, performs cost effectiveness analyses, provides cost estimates, and makes cost savings recommendations.

Procurement Unit

Responsible for administering all financial matters pertaining to vendor contracts, leases, and fiscal agreements.

Compensation/Claims Unit

Responsible for the overall management and direction of all administrative matters pertaining to compensation for injury-related and claims-related activities kept for the incident.

Human Resource and Time Unit

Responsible for incident personnel time recording and other human relations issues.

Part Four – EMERGENCY RESPONSE BY INCIDENT TYPE

Note: These incident types are also used on the new classroom wall-mounted flip charts.

⚠ A. HAZARDOUS SPILL OR EXPOSURE

CHEMICAL, BIOLOGICAL OR RADIOLOGICAL HAZARDOUS EXPOSURE
(Note: For human fluid spills/contamination, see Bloodborne Pathogens.)

- Magnitude: varies greatly – minor damage/injury to significant injury/damage/ contamination
- Follow on hazards: damage to facility, injuries, potential fire risk, infection, spread of contamination, burns, radiation exposure

Note: Since WNC has only small radioactive demonstration samples, the risk of a radiological accident is extremely small.

◎ Goals:

- Prevent injury.
- Prevent damage to facility or property.
- Prevent spread of any hazardous contaminate to other facilities, personnel or the community.

☑ Objectives:

BEFORE A HAZARDOUS SPILL

TRAIN	• Train all personnel in proper hazardous material handling and spill response, and knowledge not to enter a spill area unless they understand the hazard and are prepared with equipment, material and proper PPE.
	• Train all personnel using hazardous materials so they understand the WNC Hazardous Material Emergency Response Plan and how to utilize pertinent MSDS/SDS data.

	• Train personnel on evacuation routes and assembly areas.
	• Train instructors to be responsible for establishing, updating and following Standard Operating Procedures (SOP's) for hazardous materials used in their respective labs/shop classes.
ENSURE	• Proper personal protective equipment (PPE) and spill kits are available to clean up the spill.
	• Proper earthquake resistant storage of hazardous materials and wastes.
	• Regular inspections of hazardous material storage and labs.
	• Appropriate Material Safety Data Sheets or Safety Data Sheets are available for each hazardous material used.

DURING A HAZARDOUS SPILL
Evacuate the immediate area.

Note: NEVER enter a spill area unless you know what was spilled and are prepared to deal with it.

ACT & REPORT	• Call 911 for medical assistance or if a serious decontamination is required.
	• Secure the area, <u>prevent the spread of contamination</u>, damage or injury – use absorbent mats and oil booms, appropriate spill materials and personal protective equipment (PPE). Additional supplies are available at WNC Public Safety and WNC EH&S.
	• Allow only trained personnel in proper PPE to enter.
	• Seal/secure/store other hazardous materials.
	• Notify appropriate personnel – Instructor, NSHE Police Services (230-1952), appropriate department head, and WNC EH&S. Call WNC Facilities to shut down HVAC if spill is large or dangerous (See emergency signage for phone numbers)
	• Use the MSDS/SDSs to determine the proper PPE, potential hazards and treatment for exposure.

General Guidelines:
(See MSDS/SDS for specifics)
- For flammable liquids, use activated carbon or absorbent pads and socks. Mix material thoroughly; remove using dustpan and broom, seal and place in flammable storage container. Ventilate to the outside as possible.
- Use tongs to remove broken glass/sharps.
- Acids/Bases - apply caustic neutralizer bases. For acids, apply acid neutralizer. For both acids and bases, monitor the PH and clean using paper towels or absorbent pads. Wash and neutralize the area thoroughly with soap and water. Verify the PH when neutralizing.
- To dispose of spill materials: Place in suitable containers, label containers and notify WNC EH&S for pick-up.
- Chemical splash to skin
  a. Remove contaminated clothing or materials
  b. Read MSDS/SDS for proper response.
- Chemical splash to eyes
  a. Immediately wash/rinse with clean water for 15 minutes
  b. Hold eyelids open/irrigate eyes with water
- Turn off all ignition sources such as flame, heaters, gas etc…

- Ensure contamination does not spread. Prevent further spillage of materials with spill kits, booms and assorted mats.
- Use a fume hood or other engineering controls as needed.

AFTER HAZARDOUS SPILL

MONITOR
- Packing of hazardous and bio-waste and schedule removal.
- Monitor for undetected contamination, damage or exposure.

DOCUMENT
- Document the incident, record the injuries and/or damage and take photos.

⚠ B. BLOODBORNE PATHOGEN INJURY, SPILL OR NEEDLE STICK

See the Blood borne Pathogens Procedure on the WNC EH&S website:
http://www.wnc.edu/files/policymanual/11-3-3.pdf

- Magnitude: Varies greatly, depending on type of exposure and source of fluid.
- Follow on hazards: Further human exposure if area is not properly cleaned or isolated. Exposure requires **immediate** medical attention!

◎ Goals:

- Prevent injury and exposure to blood borne pathogens to all college personnel.
- Maintain clean, disinfected classrooms, restrooms and labs where blood borne pathogen exposure can occur.

▣ Objectives:

BEFORE A BLOODBORNE PATHOGEN EXPOSURE

TRAIN
- Annually train at-risk WNC campus personnel on blood borne pathogens/hazards.
- Provide appropriate personal protective equipment (PPE) needed to prevent exposure; gloves, skin and eye protection are mandatory.
- Train on appropriate biohazard disposal.
- See the CDC website for Ebola information

REPORT	• Any incident of possible exposure; share near miss situation with others.

ENSURE	• Appropriate disposal materials are available, such as sharps containers and biohazard bags. • Comply with appropriate hygiene routines such as hand washing after interaction with human bodily fluids. • Maintain cleanliness of areas in which human bodily fluids may be extracted, such as nursing labs, phlebotomy labs and EMT classes.

DURING A BLOODBORNE PATHOGEN EXPOSURE

Note: Bloodborne pathogen injuries during clinicals are handled in accordance with the clinical organization's policy.

ACT & REPORT	• If an injury/exposure has occurred, follow the WNC Blood borne Pathogens Procedures and act promptly. • Cleanse, flush and remove contaminated clothing and PPE as appropriate. • Notify NSHE Police Services (230-1952), the instructor, department head, human resources and WNC EH&S (445-3327). The individual will need to receive expedited professional medical assistance and guidance for the exposure. • Seek a medical evaluation at the nearest emergency room within 1 to 2 hours after exposure. • Identify the source of the contamination and work to test the fluid's source. • Prevent further contamination by properly disposing of contaminated materials using appropriate protective equipment, appropriate cleaning materials and disposal methods. • Notify 911 as necessary. • Continue with follow-up medical care! • Follow procedures and directions for injury and worker's compensation documents but to maintain confidentiality, report name and Social Security Number directly to BCN Risk Management and care providers only.

AFTER A BLOODBORNE PATHOGEN EXPOSURE

MONITOR	• Monitor for further contamination, damage or injury.

DOCUMENT	• Medical Records must be preserved and maintained for each employee with an occupational exposure to blood borne pathogens [29 CFR 1910.1030(h) (1)] for the duration of employment plus 30 years. • Document the exposure location, route of exposure and the contamination in the source fluid.

⚠ C. BOMB THREAT/SUSPICIOUS PACKAGE

- Magnitude: varies; Minor if no actual threat to severe, involving catastrophic damages and death.
- Follow on hazards: Fire, serious injury, contamination, gas line leaks, power outages, stress and death.

◎ Goals:

- Prevent injury, death and property damage on or near WNC campuses.
- Provide a rapid, clear, concise and effective response to bomb threats.
- Identify and deal with suspicious packages.

☑ Objectives:

BEFORE A BOMB THREAT/SUSPICIOUS PACKAGE INCIDENT
Note: Remember that many suspicious packages are not bombs, but they could be chemical, biological or radiation hazards.

TRAIN	• WNC personnel to be aware of suspicious activities, persons, materials—backpacks, boxes—and to be observant of what a suspicious package looks like, and how to respond to such packages. • WNC personnel who answer phones on how to use the WNC bomb threat checklist. http://www.wnc.edu/files/departments/ehs/bomb_threat_checklist.pdf
REPORT	• Report all bomb threats and suspicious packages whether substantiated or not immediately to NSHE Police Services - 775-230-1952 and 911.

DURING A BOMB THREAT/SUSPICIOUS PACKAGE INCIDENT
REMAIN CALM

BOMB THREAT	• If a bomb threat is received by phone, remain calm. Keep the perpetrator on the line and simultaneously ask adjacent college personnel for assistance in immediately notifying other 911 and NSHE Police Services 230-1952. • Seek as much information about location, timing and type of bomb as possible. Attempt to complete WNC Bomb Threat Checklist. • NSHE Police Services and others will assist students, college personnel and people with disabilities in exiting the building(s). • The use of mass notification should be evaluated. • Give law enforcement the incoming phone number if known.

SUSPICIOUS PACKAGE

- Contact NSHE Police Services and report suspicious package or item at 230-1952; if determined to be of a suspicious origin, they will contact local law enforcement 911.
- Isolate the appropriate building and any adjoining areas. Isolate people who have been exposed if the package has been opened (possible chemical or biological exposure).
- Evacuate everyone in the area, with the exception of the emergency responders.
- Do not use any cellular devices or radios near the package.
- Call facilities to turn off building HVAC, thereby attempting to prevent any spread of contamination.
- Follow any directives given by emergency responders.
- Powders can be anthrax, other dangerous chemicals or biological hazards.

AFTER A BOMB THREAT OR SUSPICIOUS PACKAGE INCIDENT

MONITOR

- Confirm with law enforcement that affected facilities are safe prior to re-entry.
- Maintain building security.
- Search for additional hazards or possible evidence (notify authorities if hazard evidence is found – do not touch or move.)
- Provide counseling as required.

DOCUMENT

- Document the injured, extent of injury, and building damage.
- Have professionals perform decontamination if required.

Additional Guidelines
- Suspicious packages may include:
  a. Handwritten or poorly written address
  b. No return address or strange return address
  c. Visual distractions on package (Stickers- multicolor)
  d. Excessive weight/rigid, lopsided, or uneven envelopes
  e. Protruding wires or metals
  f. Oily stains/ liquids spilling from packages.
  g. Excessive postage
  h. Restrictions stating "confidential" or "personal".
  i. Excessive usage of tape or strings
  j. Unexpected delivery from international areas.
  k. Unknown powders/materials

⚠ D. DISEASE/PANDEMIC

Disease – Illnesses /Pandemic
- Magnitude: variable, dependent on illness – brief illness to fatalities.
- Follow on hazards: exposure, campus closures, facility contamination (recurring illness), college personnel returning to campus while still infected, virus mutation, pandemic

◎ Goals:

- To prevent spread of infectious disease to the college community.
- Provide information and guidance to the college community.

☑ Objectives:

BEFORE AN INCIDENT OF DISEASE

PREPARE	• Work with the local and state health entities (e.g. Carson City Health and Human Services) to determine the appropriate response for WNC. • Maintain close interface with the local medical community. • Expand AIV or video conferencing/teleconferencing options. • Stock disinfectants, medical supplies and appropriate Personnel Protective Equipment.
TRAIN	• Train college personnel in infectious disease control. • Identify key college personnel and cross-train for all critical staff or faculty functions.

DURING AN INCIDENT OF DISEASE

ACT & REPORT

- Prepare key college management and personnel to follow all recommendations and orders of federal, state and local health entities.
- Limit group gatherings that could spread a disease or flu.
- Emphasize that college personnel who are sick, must stay home.
- For infectious disease reporting, contact Carson City Health & Human services at 887-2190.
- Local Health, CDC and WHO websites may offer critical updated information.
- Cover mouth and nose with a tissue, handkerchief or the sleeve of clothing when coughing or sneezing.
- Clean hands regularly using soap, water or waterless antibacterial hand cleansing solutions.
- Avoid touching eyes, nose or mouth.
- College personnel may wish to use a disposable surgical mask type N-95 to minimize exposure to the disease.
- WNC actions that may be taken based on the direction of the President's Emergency Planning Group or Public Health Intervention may include:
  a. Canceling activities and meetings

b. Using online classes/meetings
c. Canceling classes
d. Restricting campus access
e. Restricting travel
f. Decontaminating structures
g. Offering vaccinations

AFTER AN INCIDENT OF DISEASE

MONITOR

- Monitor college personnel for recurring symptoms or infection.
- Ensure required decontamination is properly completed.
- Watch key websites for infectious disease information.

⚠ E. NATURAL DISASTERS

Earthquakes – Wildfire – Floods – Severe Weather

- Magnitude: minor to severe
- Monitor follow on hazards: water and gas leaks, utility outages, personal injury/death, vehicle accidents, transportation issues, food supply storages, smoke inhalation, building fires, sewage backups, electrical shock hazards, major equipment and fire system failure, explosions, building collapse.

◎ Goals:

- Prevent injury to all college personnel during natural disasters and any follow on hazards.
- Restore services to allow continuity of college operations.

☑ Objectives:

BEFORE A NATURAL DISASTER

PREPARE

- All WNC college personnel identify the location of fire extinguishers, gas shutoffs, emergency supply boxes, fire exits, exit routes and assembly areas. (See posted signage)
- Be aware of fire and weather status and investigate or report all visible smoke in wild land areas. Follow local news regarding wild land fire and other natural dangers.
- Effectively communicate information provided to WNC management.
- Facilities must maintain campus access, building integrity, proper drainage and key building systems.

- During extremely cold spells, monitor water pipes and all areas for freezing temperatures/heater failure.
- Consider stocking emergency supplies in your vehicle including clothing, water and footwear.

TRAIN

- WNC college personnel must train in taking shelter during an earthquake and how to avoid non-structural hazards.
- Encourage CPR and first responder classes for college personnel.

ENSURE

- Maintain a stock of emergency supplies and personal protective equipment (PPE) as appropriate.
- Complete all required building and landscape maintenance such as cleaning dead shrubbery close to buildings, cleaning gutters, etc.

DURING A NATURAL DISATER– REMAIN CALM

IN GENERAL

- Call 911; but remember that community emergency responders may be unavailable to respond in severe situations.
- Remain clear from any objects (non-structural hazards) that may fall, collapse or give way.
- Check for injured people; if trained, render help. Call 911 and NSHE Police Services for the seriously injured.
- Do not use cell phones or matches in case of gas leaks.
- Cooperate with first responders.
- Beware of aftershocks.
- Monitor the fire travel direction.
- Account for all college personnel and students.

IF OUTSIDE

- Earthquake: If building is severely damaged, remain outside; move away from building, watch for power lines, aftershocks and roadway issues.
- Warn or restrict off-campus travel if road status may be hazardous, until the status is known.
- Contact NSHE Police Services : 775-230-1952 to report injuries and damages.
- Contact 911 (if necessary) for assistance.
- Evacuate flooded area to higher ground as needed.
- Never drive, walk, or pass through rushing water.
- Prevent others from entering dangerous areas. Barricade areas, as needed.

IF INSIDE

- Look for follow on hazards such as embers, water or gas leaks. If present, evacuate immediately, shut off gas lines and boilers, and use fire extinguishers as required.
- Do not evacuate (unless told to do so) until the quake stops, or if you smell gas. (Duck,

Cover, Hold)
- Exit via stairs/ramps. Avoid elevators.
- Locate and turn off all gas lines (when necessary). See NSHE Police Services or Facilities departments for utility shutoff locations.
- If necessary, move all hazardous, flammable, and corrosive chemicals to safer location.
- Use CodeRed, media and website for mass notification as necessary, provided the building atmosphere is not explosive.

AFTER A NATURAL DISASTER

MONITOR & RESPOND
- If substantial damage, gas leaks or fire has occurred, do not re-enter buildings until cleared by first responders or NSHE Police Services.
- Call WNC management to mobilize additional resources including damage assessment.
- Report, document, treat or transport any injured during the natural disaster to local clinics or hospitals.
- Remember to use WNC emergency supply boxes if emergency responders are not available.
- Secure buildings as required and monitor property 24/7 until the danger is eliminated.
- Restore utilities when authorized.
- Notify insurers as needed.
- Organize/schedule snow removal or other recovery action.

⚠ F. IN-BUILDING FIRE AND EXPLOSIONS

- Magnitude: Extreme major damage, injuries, and/or death.
- Follow on hazards: Fire, structural, gas line leak, power outages, water leaks, smoke inhalation, additional explosions and stress

◎ Goals:
- Prevent explosions and the resulting injuries and damage.
- Respond to an explosion in the most efficient manner possible.

🗒 Objectives:

BEFORE AN IN-BUILDING FIRE OR EXPLOSION

PREPARE
- Be aware of the location of emergency exits, fire extinguishers and other emergency devices.
- Facilities shall assure that boiler inspections are current.
- Report unusual odors (rotten eggs) or packages to NSHE Police Services 775-230-

1952.

- Store all flammable materials in flammable storage containers

ENSURE

- All college personnel are aware of threats at WNC, to heighten awareness.

DURING AN IN-BUILDING FIRE OR EXPLOSION

ACT & REPORT

- Evacuate immediately! Help others in need.
- Call 911 and contact NSHE Police Services 775-230-1952
- Attempt to take cover from explosion under desks, behind walls or furniture to protect from flying debris.
- Explosion only: Provide CPR or first aid, assist the walking wounded.
- Upon exiting buildings, move more than 150 yards away from explosion site, much further than the evacuation areas.
- When out of building, attempt to account for all college personnel and students. Report to NSHE Police Services or emergency responders anyone unaccounted for, gas leaks, power outages, spilled chemicals, fires etc.

AFTER AN IN-BUILDING FIRE OR EXPLOSION

MONITOR & RESPOND

- Do not re-enter the area
- Report any suspicious items, smells or people seen prior to the incident to local law enforcement or NSHE Police Services.
- Report what you observed to law enforcement and WNC Facilities.
- Initiate counseling for those in need.
- Be cooperative with investigators.
- Create written reports and documentation for law enforcement, insurance and NSHE Police Services

⚠ G. ACTIVE SHOOTER

- Magnitude: significant harm or multiple serious injuries/death

- Follow on hazards: bombs, personal injury, death, fire, smoke inhalations and high stress.

◎ Goals:

- Provide a safe environment for all campus personnel.
- Respond quickly and effectively to an active shooter incident.

☑ Objectives:

BEFORE AN ACTIVE SHOOTER INCIDENT

PREPARE

- Be aware of your environment - unusual noises such as gunshots, screaming, and backfiring autos. Report all unusual people, behaviors, and threats to NSHE Police Services (230-1952), anonymous hotline (445-3258), 911 or WNC's Behavioral Intervention Team (BIT). Contact for Carson or Douglas: 445-3268 or 445-3271. For Fallon: 423-7565 x222).
- "SEE SOMETHING, SAY SOMETHING"
- Be aware of the closest exit routes, door locks and material for barricades.
- Be aware of areas to hide (i.e. under tables, in rooms with locks, storage cabinets etc.).

TRAIN

- Participate in regular campus drills.
- Learn how to contact people who know how to activate the mass notification system.
- Learn self-defense methods.

DURING AN ACTIVE SHOOTER INCIDENT

RUN, HIDE OR TAKE ACTION
Note: NSHE Police Services or campus coordinators are the best personnel to contact to activate CodeRed, intercom or CentrAlert mass notification systems.

IN GENERAL

- Call 911 or call 9-911 from campus phones
- Notify all in your vicinity (if safe to do so).
- Quickly determine the most reasonable way to protect your own life. Remember that students and visitors are likely to follow the lead of instructors and staff during an active shooter situation.
- Activate mass notification systems (intercom, CodeRed or CentrAlert) or call Public Safety or others to do so)
- Call NSHE Police Services 230-1952

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!

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.

RUN/FLEE	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
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

TAKE ACTION	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

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, 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 onto 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.

⚠ H. UTILITY OUTAGE (and service problems)

Utility Outages: Gas, Water, Sewage, Electricity, Communications, Computer.

- Magnitude: variable
- Follow on hazards: fire, personal injury, property damage, flooding, electrocution, excessive heat or cold

◎ Goals:

- Prevent injury or damage to WNC student, employees and visitors due to a utility outage.
- Quickly resolve any outage and restore normal campus operations.

☑ Objectives:

BEFORE A UTILITY OUTAGE

PREPARE	- All college personnel must maintain an awareness and immediately report: foul smells (rotten eggs), water leaks, flooding, and power/phone/computer outages.
TRAIN	- Be aware of the online information concerning safety shutoff valves for water, sewage, electricity and gas.

DURING A UTILITY OUTAGE

Gas Smell/Leak	- Contact WNC Facilities or NSHE Police Services and Environmental Health & Safety. If a strong gas smell (rotten eggs) persists, call 911 or Southwest Gas (877-860-6020) - If necessary, evacuate building; do not use elevators. If disabled, use stair chairs located on the third floor of Cedar or Bristlecone outside room #343 near the main stairwell. - If in a shop or lab, instructor needs to secure all equipment, experiments and

chemicals, and shut off main gas line to building. Refrain from using cell phones and electrical equipment.

- Open doors and windows to ventilate.

Power Outages

- Contact WNC Facilities and NSHE Police Services to turn off the building main disconnect if phase issues or switchgear noise is detected.
- Contact NV Energy or Fallon Electrical if problems in de-energization or re-energization exist.
- After hours or on weekends, notify NSHE Police Services at 775-230-1952.
- Check elevator lifts for stranded college personnel.
- Shop or lab instructors need to secure all equipment, experiments and chemicals.

Telephone Outage

- From 7:30 a.m. – 4:30 p.m. Monday – Friday, contact Facilities, 775-721-4225.
- If no response contact NSHE Police Services 775-230-1952.

**Water/Sprinkler/
Sewage leak/Damage**

- Contact WNC Facilities to resolve the issue. (See posted emergency procedures for phone numbers). If Facilities cannot resolve the issue, contact NSHE Police Services 775-230-1952.
- If in a shop or lab, instructor needs to secure all experiments and chemicals until return, if it can be done safely.
- If necessary, evacuate the building or shut off power to the building (electrical hazard).
- If a sewage spill, avoid contact and evacuate that area of the building.
- Prevent access to damaged areas by campus personnel or those not necessary for resolving the incident.

Computer Outages

- Contact the Computing Services customer service Break-fix line at 775-495-4290. Watch for email notifications of the repair.
  If no response, contact NSHE Police Services 775-290-1952.

AFTER A UTILITY OUTAGE

MONITOR & RESPOND

- WNC Facilities as possible should lead recovery (calling in others as needed).
- Dry, disinfect and monitor building for further damage.
- Prevent access by college personnel to damaged area until access is safe.
- Document observations, actions and damage with NSHE Police Services and WNC

Facilities.
- Document the injuries and the action taken.

⚠ I. WORKPLACE VIOLENCE (excluding active shooter)

- Magnitude: minor to severe
- Follow on hazards: fights, property damage, stress, revenge and personal injury.

◎ Goals:

- Provide a workplace that is free of fear, intimidation or violence.
- Prevent any injury, emotional stress or physical stress as a result of workplace violence.

🗒 Objectives:

BEFORE WORKPLACE VIOLENCE OCCURS

PREPARE	• Contact the WNC Behavioral Intervention Team (BIT), the anonymous hotline (775-445-3258) or NSHE Police Services (775-230-1952) and inform of a potential situation to potentially mitigate any altercation, dispute, disciplinary action, or threat of violence. • "SEE SOMETHING, SAY SOMETHING"

DURING WORKPLACE VIOLENCE

ACT & REPORT	• Contact NSHE Police Services Immediately – 775-230-1952. • If weapons or physical altercation, call 911. • Do not interfere in physical altercations. • If safe, attempt to separate those involved. Move them to separate areas.

AFTER A WORKPLACE VIOLENCE INCIDENT

MONITOR & RESPOND	• Document observations and report to NSHE Police Services, department heads, Human Resources and the Behavioral Intervention Team (BIT) as appropriate.

| EVALUATE | • Review response plan alter, adapt, augment as needed. |

! NEVER IGNORE ANY THREATS, VIOLENT COMMENTS OR ACTIONS!

⚠ J. CYBER ATTACK

- Magnitude: minor to severe
- Follow on hazards: confidential information leaks, security breaches, loss of data, loss of contaminated computer equipment, stress and negative publicity

◎ Goals:

- Protect confidentiality and all information stored in WNC's computer system.
- Maintain viable cyber systems and protection to support college operations.

☑ Objectives:

BEFORE A CYBER ATTACK

PREPARE	• Turn off or lock computers when not in use.
	• Never share your password with others; change them frequently and be innovative in their content.
	• Understand which materials are backed up remotely and which are not.
	• Read and follow WNC Computing Services policies and email.
	• Complete regular anti-virus/security updates.
	• Contact WNC Computing Services with questions or concerns at 775-445-4258.
TRAIN	• Obtain regular training on how to minimize cyber security risks.

DURING A CYBER ATTACK

| ACT & REPORT | • Contact Computing Services during normal business hours, Monday through Friday, 8 a.m. to 5 p.m. After business hours, contact NSHE Police Services at 775-230-1952. |
| | • Report any breach of security to WNC Computing Services. (See Computing Services policies for details) |

AFTER A CYBER ATTACK

MONITOR & RESPOND	• WNC Computing Services will report to those who need to know. They will also restore and replace components as required.

⚠ K. TERRORISM

- Magnitude: Minor to severe
- Follow on hazards: fire, biological, radiological, chemical, person injury, stress, explosion and property damage.

◎ Goals:

- Protect the college community from an incident of terrorism
- Efficiently restore services after a terrorist incident

☑ Objectives

BEFORE AN ACT OF TERRORISM

PREPARE	• Always follow Homeland Security's saying: "SEE SOMETHING, SAY SOMETHING" • Be aware of exit routes from buildings and from campuses. • Be cognizant of the warning signs for possible terrorism, including surveillance, elicitations, tests of security, and impersonation. Report any suspicious people, materials, packages, actions, threats and groups to NSHE Police Services. Notify NSHE Police Services immediately or use the anonymous hotline 775-445-3458.

DURING AN ACT OF TERRORISM

ACT & REPORT	• Call 911 and NSHE Police Services at 775-230-1952. • Follow the emergency response directives of NSHE Police Services and local emergency response personnel. • Utilize mass notification as needed. • Assist the injured and those in need. • Refer to other hazards in this plan as appropriate, e.g. bombings or active shooter

AFTER AN ACT OF TERRORISM

MONITOR & RESPOND

- Share knowledge with emergency responders and NSHE Police Services.
- Care for the injured.
- Report injuries, property, and other damages.
- Continue to be vigilant of other potential hazards.

⚠ L. HOSTAGE OR KIDNAPPING

- Magnitude: major
- Follow on hazards: Personal injury, property damage, stress, violent reactions.

◎ Goals:

- Provide a safe and secure environment for college personnel.
- Swiftly identify and properly notify local law enforcement and NSHE Police Services

◧ Objectives:

BEFORE A HOSTAGE OR KIDNAPPING INCIDENT OCCURS

PREPARE	- Always observe areas before entering. - For late night campus access, contact NSHE Police Services for escorts - Maintain building security. - Take threats seriously. - Report any suspicious activities to NSHE Police Services on-duty officer: 775-230-1952 or the anonymous hotline 775-445-3258 or WNC's Behavioral Intervention Team.
TRAIN	Train college personnel on appropriate methods of observation and safety.

DURING A HOSTAGE OR KIDNAPPING EVENT

ACT & REPORT	- Remain Calm. Do not shout or panic. It may upset the hostage taker or kidnapper. - Contact 911 and NSHE Police Services immediately ✓ Report location. ✓ Report hostage/kidnapper's name(s) if known. ✓ Report type of weapon if known. ✓ Report hostage taker/kidnapper description. ✓ Report make, model and license plate information of vehicle

       ✓ Report direction the vehicle traveled in

       ✓ Report time and location of incident

       ✓ Other key information

- Evacuate the immediate area, if possible.
- Do not attack or attempt to engage the hostage taker. You may put yourself at risk.
- Share as much information as possible about the situation with responding law enforcement and NSHE Police Services.
- Understand that multiple agencies will respond.

AFTER A HOSTAGE OR KIDNAPPING EVENT

MONITOR & RESPOND

- Document observations and report them to law enforcement and NSHE Police Services.

⚠ M. THEFT – DAMAGE – VANDALISM

- Magnitude: minor to major
- Follow on hazards: property/equipment damage, gas leaks, water leaks, phone/computer/electric outages.

◎ Goals:

- Quickly respond to theft/damage/vandalism situations.
- Provide an environment that is safe and secure for all campus personnel.

☑ Objectives:

BEFORE THEFT – DAMAGE – VANDALISM OCCURS

PREPARE

- NSHE Police Services shall maintain a presence of security on campus with regular patrols.
- Encourage contacting NSHE Police Services 230-1952 or use of the anonymous tip line for theft/damage/vandalism.
- Maintain ongoing documentation of college property accounting for each major piece of property annually.

DURING THEFT – DAMAGE – VANDALISM

ACT & REPORT

- Contact NSHE Police Services at 775-230-1952.
  - Inform of location of theft, vandalism or damage.
- Document items damaged, stolen or vandalized.
- If you observe an incident in progress, do not engage in the incident: – notify 911 and NSHE Police Services.

AFTER THEFT – DAMAGE – VANDALISM

MONITOR & RESPOND

- Ensure that all areas are secured and suspects gone.
- Share all information necessary.
- Contact WNC EH&S Coordinator about insurance issues.
- NSHE Police Services will file a report with law enforcement.

ANNEXES

ADA ANNEX

The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination and ensures equal opportunity for persons with disabilities. In the event of an emergency, assisting all persons with disabilities to safety is a high priority.

Building Evacuations/Assembly for Persons with Disabilities

The college community is requested to assist in the evacuation of persons with disabilities in their respective areas when possible.

The WNC Disability Services Coordinator maintains information at each of its campus offices regarding those students who are self-identified and have provided documentation of a disability. In the event of an evacuation:

- WNC maintains equipment specifically to help evacuate individuals with significant mobility restrictions.

- In accordance with principles of universal design, exits are ramped to facilitate evacuation of all individuals from WNC buildings.

- Note that elevators and lifts should not be used when exiting due to fire or other emergency when structural or utility service loss is possible.

- The college community shall not take unnecessary risks when assisting.

Please review the following, so all in the college community can provide the most effective assistance to persons with disabilities if that is necessary to ensure their safety.

All employees involved should urge students and others with disabilities to plan for emergencies by:

- Learning alternate exit routes from commonly used areas such as the library and classrooms.
- Identifying a "buddy" to help them.
- Carrying a cell phone programmed with their public safety department's number.
- Keeping extra medication, assistive devices, etc. on hand and ready.
- Wearing medical alert tags to inform personnel of pertinent health conditions in an emergency.
- Preparing to convey their needs to emergency personnel or volunteers.
- Showing competence in instructing others to operate an evacuation chair or other needed device.

A. Persons with visual impairment:

1. Tell the person the nature of the emergency.
2. Offer to guide him/her to the nearest exit.
3. Have the person take your elbow and escort him/her. NOTE: This is the preferred method when acting as a 'sight guide'.

B. Persons with hearing impairment:

1. Write a message indicating the nature of the emergency and the nearest evacuation route; **OR**
2. Tap the person's shoulder and point to the strobe lights on the fire alarms; **OR**
3. Turn the room lights on and off to get the person's attention.
4. Indicate through writing a note or gesturing what is happening and what to do.
5. Facing a person, speaking clearly, using gestures or writing brief messages to convey instructions.

C. Persons with mobility impairment:

1. Escort the person(s) to the nearest exit or stairwell assembly point.
2. At least two people should remain with the person with disability to assist if further evacuation becomes necessary.
3. Do not attempt to carry persons with mobility impairments unless there is IMMINENT DANGER TO LIFE. Lifting a person with minimal ability to move may be dangerous to their well-being.
4. Do not attempt to move or lift a wheelchair without asking the person using the chair. NOTE: Batteries may have to be removed. Life support equipment may be attached.
5. If it is not possible to safely move the person; move them to a safe area and call for help, telling the dispatcher of the current situation and location.

Hall monitors, Public Safety and other responders must be aware of the following:

- Keep exit routes clear of debris.
- How to operate evacuation chairs and where they are kept.
- To ask about preferred evacuation methods.
- How to lift a person in imminent danger and to ask for their permission first.
- Advise people of obstacles they may encounter.
- Orient individuals to their location after exiting.
- Not separate people from their service animals.
- Realize that service animals also may be anxious in emergencies, or may act to protect their handlers.
- Escorting the person from the building may be required.
- Understand that alarms, smoke and crowds may be overwhelming.
- Be aware of the possibility of agitated or unusual behavior, such as being "paralyzed" with fear, crouching in a corner, covering their ears or head and rocking or pacing back and forth.
- Display a calm demeanor and speech, but avoid touching individual without permission.
- Reassure individuals, and ask how best to help.
- Offer to stay with the person once evacuated, or ask another to stay.

WNC maintains equipment specifically made to evacuate individuals with significant restrictions at the following locations:

Carson City Campus

Bristlecone Building

- Outside of room 343
- A collapsible stretcher is located in the Bristlecone Building Public Safety Office.

Cedar Building

- Third floor at the top of the central staircase

Assisting those in need:

- Share ALL information
- Share texts with the sight impaired
- Share announcements and important sounds (sirens or gunshots) with the hearing impaired
- Assist those with mobility issues to the extent authorized

Note:

1. WNC's Americans with Disabilities Coordinator works with our Counseling Services Group.
2. WNC has multiple story buildings only at the Carson City Campus. Therefore, no elevators/lifts or chairs to move people are provided on the other campuses.
3. WNC also has a Facilities ADA Coordinator that works to maintain compliance.

INSURANCE CLAIMS

At WNC, the initial filing of an insurance claim for property and automotive damage is done by the involved parties and the Environmental Health & Safety (EH&S) Department.

WNC Workers Compensation claims are handled in a similar manner. See WNC policy "Workers Compensation Program 11-3-17" on the EH&S website: www.wnc.edu/ehs/policy/

Liability insurance is best described on the Business Center North website (BCN) www.BCN-NSHE.org/hr

Insurance forms are available on the web link above or at: www.wnc.edu/EHS/forms

Note: When a federal or state emergency is declared, WNC may be eligible for reimbursement of losses through FEMA funding. These claims are normally coordinated through the WNC EH&S Department which will work with the local, state and federal officials.

The Business Center North (BCN) Risk Management processes all insurance claims for WNC after the initial submittal of the required documentation.

WNC'S DOUGLAS CAMPUS

1680 Bently Parkway   Minden, Nevada
775-782-2413 Campus
775-230-1952 WNC Carson Public Safety

The Western Nevada College Campus is located not far from the Douglas County Sheriff's Office on Buckeye Road.

Since the campus is in a rural location, WNC utilizes security cameras 24/7. WNC security staff hours vary and specific coverage times can be obtained from WNC's Public Safety Director in Carson City.

Currently, the campus is servicing multiple educational endeavors. Douglas County School District utilizes the premises until 2 p.m. weekdays when the Douglas School District is in session. The WNC Jump Start program, which provides college credit classes for Douglas High students, also operates before 2 p.m. Both groups follow Douglas High School emergency procedures but the WNC Jump Start students will also receive CodeRed mass notification messaging.

WNC classes meet from 2 p.m. to 10 p.m. and follow WNC emergency procedures.

The exterior campus doors can be controlled remotely by calling WNC Carson City Public Safety at 230-1952. The HVAC and ventilation can be remotely operated by the WNC Carson City Facilities. See posted Emergency Procedure signage for contact numbers.

WNC campus personnel should report all incidents involving theft, damage to state property' and significant personnel injury and file incident reports with WNC Public Safety. They report employee workers compensation claims or injuries to WNC Environmental Health & Safety and WNC Public Safety. Building and grounds issues should be reported to WNC Facilities Department. For hazardous, universal and other regulated waste issues, call EH&S.

WNC Douglas Campus personnel receive mass notification messages from both CodeRed and the campus intercom system. Employees who seek training on these systems should contact WNC Public Safety or WNC EH&S.

There is an AED, Automated Electronic Defibrillator, located:
- Across from the rest rooms.

There is an emergency supply box located:
- Administration Office, with a first aid kit.

There are first aid kits located:

- Administrative Office
- Science Lab (on wall)

There is an emergency eyewash & shower located:

- Science Lab

See posted signage for other key emergency locations and the outside assembly area.

WNC'S FALLON CAMPUS

160 Campus Way
Fallon, Nevada
775-423-7565 Campus
775-230-1952 WNC Carson Public Safety

Western Nevada College's Fallon Campus is in close proximity to several law enforcement locations. The campus is used for WNC and Jump Start college classes. The WNC campus coordinator can be contacted during the day at 775-423-7565. After 5 p.m., contact WNC Pubic Safety at 775-230-1952.

Exterior campus doors can be locked remotely by calling WNC Carson City Public Safety at 230-1952. The HVAC and ventilation equipment can be remotely operated by the WNC Carson City Facilities personnel. See posted Emergency Procedure signage for contact numbers.

WNC campus personnel should report all incidents involving theft, damage to state property and significant personnel injury and file incident reports to WNC Public Safety. Report employee worker's compensation claims or injuries to WNC Environmental Health & Safety and WNC Public Safety. Building and grounds issues should be reported to WNC Facilities Department. For hazardous, universal and other regulated waste issues, call EH&S.

WNC Fallon personnel can obtain mass notification messages from both CodeRed and the campus intercom system. Employees who seek training on these systems should contact WNC Public Safety or WNC EH&S departments.

An AED, Automated Electronic Defibrillator, is located in:

- Virgil Getto Hall - outside the entrance to room #302
- Sage Hall - to the right side of the main entrance
- Pinon Hall - in hallway near the ladies room

First aid kits are located in:

- Virgil Getto Hall – room #310 Science Lab
- Virgil Getto Hall – outside room #316
- Sage Hall – Auto/Welding shop near eyewash station
- Sage Hall – room #104 Science Lab

An emergency supply box is located in:

- Administrative Office

Emergency eyewash and shower stations are located in:

- Virgil Getto Hall – Science Lab

- Sage Hall – Auto/Welding Shop
- Sage Hall – room #104

See posted signage for other key emergency locations and the outside assembly area.

The modular building behind Sage Hall has no sprinklers or external fire alarms. Call 911 immediately for a concern of fire in this structure.

Virgil Getto Hall rooms #302, 303 and 304 do not have locking capability. If hiding is required during an active shooter situation, move to the library or administration area or exit the building.

CARSON CITY HIGH TECH CENTER

1111 N Saliman Rd.
Carson City, Nevada
89701
775-230-1952 WNC Public Safety

The Western Nevada College High Tech Center is located next to Carson High School.

WNC High Tech Center personnel can receive mass notification messages from both CodeRed and the High Tech Center intercom system. WNC employees who seek training on these systems should contact WNC Public Safety or WNC EH&S.

WNC security staff hours vary and specific coverage times can be obtained from WNC's Public Safety Director in Carson City.

Currently, the center is serving multiple educational endeavors. Carson High School utilizes the premises until 2:30 pm weekdays when the Carson City School District is in session. Carson High School emergency procedures are used for their classes. After 2:30 p.m. when the Carson High School has ended classes and, on days when Carson High School is not in session, WNC holds classes and follows WNC emergency procedures.

The exterior campus doors can be locked remotely by calling WNC Carson City Public Safety at 230-1952. The HVAC system can be remotely operated by the Carson City Facilities. See posted WNC Emergency Procedure signage for contact numbers.

WNC campus personnel should report all incidents involving theft, damage to state property and significant personnel injury, and file incident reports with WNC Public Safety. Report employee worker's compensation claims or injuries to WNC environmental Health & Safety and WNC Public Safety. Building and grounds issues should be reported to WNC facilities. For hazardous, universal and other regulated waste issues, contact EH&S.

An AED, Automated Electronic Defibrillator is located:

- Mounted in room 326.

First aid kits are located:

- Mounted in room 326.

See posted signage for other key emergency equipment locations and the outside assembly area.

THE CLERY ACT

The Jeanne Clery Act requires colleges and universities across the United States to disclose information about crime on and around their campuses. WNC's statistics are reported on our website at www.wnc.edu/ps/statistics.

For further information please contact the WNC Director of Public Safety.

During an emergency, all campus personnel need to be vigilant in reporting potential and active crimes and incidents to WNC Public Safety, to ensure accurate reporting.

FERPA STATEMENT

WNC is committed to compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA).

The instructors for ongoing classes, counselors for student guidance, and admissions and records, maintain most student records at WNC.

Records maintained by FERPA at WNC are:

Any type of document, paper or electronic, that identifies the student in any way, such as name, student ID number, description of student and class enrolled in, etc.

In an emergency, education records can be disclosed without written consent of the student if knowledge of the information is necessary to protect the health and safety of others.

WNC will not respond to a subpoena immediately. WNC must first determine if the subpoena is valid and in most cases, the student must be notified at least 10 working days before any information may be released. The only situation where a subpoena would be responded to immediately is when a judge or law enforcement officer indicated that an immediate danger to life and health situation exists.

For additional information, see the Director of Admissions and Records or the Vice President of Administration, Human Resources and Legal Services.

HIPAA STATEMENT

WNC is committed to compliance with the Health Insurance Portability and Accountability Act (HIPAA) of 1996. This law sets standards for the electronic exchange of patient information, including protecting the privacy of such records. Essentially, HIPAA requires entities to keep private protected health information. [1]Protected health information is individually identifiable health information created, received, transmitted and/or maintained by a covered entity. This includes information relating directly or indirectly to the person's past, present or future physical or mental health, the provision of care to the person, and the person's health care bills and payments. This information includes individuals' demographic information.

Health records are protected at WNC.

---

[1] http://healthjournalism.org/resources-tips-details

WNC will not respond to a subpoena immediately. WNC must first determine that the subpoena is valid and in most cases, the student must be notified at least ten working days in advance before any information may be released. The only situation where a subpoena would be responded to immediately is if a judge or law enforcement officer indicates immediate danger to life and health.

For more information, contact the Vice President of Administration, Human Relations and Legal Services.

775-445-4262 CDC Main Line
775-230-1952 WNC Public Safety

CHILD DEVELOPMENT CENTER (CDC)

The Child Development Center is a secure building just west of the Dini Library and Student Center. The center provides nurturing and developmentally appropriate care for children and families.

A full copy of the CDC emergency plan can be viewed upon request, at the CDC. The CDC receives and follows all mass notification system messages as appropriate. In addition, fire drills take place monthly in accordance with International Fire Code requirements, NAEYC criteria requirements, and Nevada Child Care Licensing requirements. Other CDC policies can be viewed via the center's Parent Handbook, which can be found on the CDC website at www.wnc.edu/cdc. This includes health information, immunization, injuries and drills, along with other center policies and procedures.

All entrances, including those in the vestibule of the CDC, are secure. Accordingly, authorized parents and guardians will receive security information for entrance.

All CDC employees are required to submit to background checks within 24 hours of being hired.

In an emergency situation, the CDC and its occupants are a very high priority.

For additional information, see the CDC director.

APPENDICES

WNC'S CAMPUSES AND BUILDINGS

Carson City Campus Buildings

- Aspen
- Bristlecone
- Carson City High Tech Center
- Cedar
- Central Receiving
- Child Development Center (CDC)
- Joe Dini Library
- Jack C. Davis Observatory
- John Sheldon Trade & Industry Complex
    - E.L. Cord Automotive Technology Center
    - Andi Butti Welding Technology Center
    - Woody Wurster Machine Tool Technology Center
- Donald W. Reynolds Center for Technology

2201 West College Parkway
Carson City, Nevada
89703
775-445-3000 WNC Information Desk
775-230-1952 WNC Public Safety

Fallon Campus Buildings

- Sage Hall
- Pinion Hall
- Virgil Getto Hall

160 Campus Way
Fallon, Nevada
89406
775-423-7565 Fallon Campus
775-230-1952 WNC Carson Campus Public Safety

Douglas Campus

- Bently Hall

1680 Bently Parkway
Minden, Nevada
89423

<div align="right">
775-782-2413 Campus
775-230-1952 WNC Carson Campus Public Safety
</div>

Carson High Tech Center – Carson High School

- Jim Randolph High Tech Center

<div align="right">
1111 N. Saliman Road
Carson City, Nevada
89701
775-230-1952 WNC Carson Campus Public Safety
</div>

Additional campus maps, building maps and driving directions are available on the WNC website.

MASS NOTIFICATION SYSTEMS

FULL DOCUMENT SECURE

Priorities and Use

A. In General

When you become aware of an incident that is serious:

1. Dial 911 or 9-911 from campus phones from a safe location to initiate the response of professional responders.
2. Contact Public Safety to activate the Carson Campus siren or Douglas/Fallon/Carson High Tech Center intercom systems.

Note: If you are in a safe position to activate the campus system, do so. You should also try to call someone to activate CodeRed (phone/text alerts) at the same time or sooner. (See names and numbers listed below)

   a. If you cannot get to a location to activate the campus siren or intercom, call someone who can (have a draft message to relate).
   b. If you cannot locate someone, move to the next step.

3. Public Safety: It may be easiest to contact someone at home (in the evenings) or at work who is trained. <u>Always send the text message first.</u> The text message arrives much more quickly. CodeRed goes to all campuses so user must specify which campus the emergency pertains to. Also, specify that the message is for Western Nevada College.
4. If you did not complete step two, complete step two.
5. Carson City dispatch monitor all CodeRed transmissions!

List of people trained on the Carson siren:

Name	Office #
Brian Crowe	775-445-3327
Jack Piirainen	775-445-4282
Anne Hansen	775-445-3235
Chet Burton	775-445-4231

Dave Rollings   775-445-4223
Susan Trist   775-445-3268
Mark Ghan   775-445-4235

B. Other Key Information

For additional phone numbers see:
- The WNC Confidential phone list (from Bonnie Bertocchi)
- The WNC Emergency Operations Plan phone list

Note: All emergencies are different. These guidelines are brief and focused to serve as reminders for typical emergencies. They may not be appropriate in all emergencies.

Employees who seek training on these systems should contact the WNC Public Safety Director or the EH&S Coordinator.

C. Mass Notification System Descriptions

CodeRed:
Western Nevada College utilizes CodeRed through a memorandum of understanding with Carson City. CodeRed is a high speed Mass Notification System capable of text, voice telephone and email messages. These messages are sent to enrolled students and employees.

Intercom systems:
Douglas, Fallon and the Carson High Tech Center have intercom systems. At Douglas and Fallon, the intercom systems can be heard both inside and outside of our buildings. At the Carson High Tech Center, the message can be directed to just the High Tech Center and also to Carson High School. The Carson High Tech Center message is not sent to all grounds and athletic fields.

Carson Campus Siren:
The Carson Campus siren provides siren tones as well as recorded and live voice transmissions to all campus areas. Messages may be difficult to hear in noisy, confined areas and in certain building locations.

Additional information is confidential.

EYE WASH & EMERGENCY SUPPLY LOCATIONS

Carson City Campus

	Eye Wash	First Aid Kits	AEDs	Emergency Supply
Aspen	• Room 201 • Room 213	• Room 101 • Room 101, tool/equipment cage • Café back door • Second floor rooms 201, 210, 213, 214 and 231.	• First Floor, in the café.	• Room 226
Bristlecone	• Room 333 • Room 329	• Outside of Room 122 • Break room 350 • Financial Aid 102 • Career Center in 103 • Cashier's Office 105	• Across from Information desk 230	• Room 172 • Information Desk
Cedar	• Room 220 • Room 219	• Second floor, across from elevator, next to beverage machines • Third floor, across from elevator, next to beverage machines • 226 – Storage room	• Second floor, across for the elevator	• Mailroom
Child Development		• Mounted on outside wall of north door, playground entrance/exit • Enter "Cubs" Room, exit west door to the outside, mounted on outside wall	• Main hallway leading to playground, mounted near drinking fountain.	
Dini Library		• Outside of Room 105B	• Across from room 107, opposite water fountain.	• Behind information desk
Reynolds	• Hose on SE wall of shop room 109	• In hallway, near Room104A • Inside Room 109	• Just outside of the 104 hallway entrance	• In Room 104 office hallway , near exit door

	Eye Wash	First Aid Kits	AEDs	Emergency Supply
Observatory		• Inside, near west exit	• Near the main classroom entrance	
E.L. Cord Auto Shop	• In the shop	• In the shop	• Attached to the emergency supply cabinet in north end of the shop, near tool crib.	
A. Butti Welding	• In the shop	• In the shop	• Inside Faculty Office on the wall	
W. Wurster Tooling	• In the shop	• In the shop	• In the main shop near the sink	
High Tech Center		• Mounted inside of Room 326	• Mounted in Room 326	

Fallon Campus

	Eye Wash	First Aid Kits	AEDs	Emergency Supply
Sage Hall	• Outside of Room 104	• Room 104	• Near vending machines outside Room 104	
Virgil Getto	• Room 310	• Mounted on wall in the sprinkler riser room. • Room 310	• Across from the administrative area	• In the administration area
Pinon Hall			• Across from restrooms	

Douglas Campus

	Eye Wash	First Aid Kits	AEDs	Emergency Supply
Bently Hall	• Science Lab	• Administrative office area • Science Lab	• Opposite the student lounge in the hall	• Administrative office area

RECORD OF CHANGE

This Western Nevada College Emergency Operations Plan was first issued on _____, following WNC College Council approval. This issue is revision No. __3__.

EVACUATION ROUTES

All college personnel should be familiar with appropriate evacuation routes of all WNC campuses. Evacuation routes at Douglas, Fallon and the Carson City High Tech Center are obvious. Some at the Carson campus are not.

Carson City Campus:

College Parkway	• West College Parkway leads to the campus entrance.
Combs Canyon Road	• Located north of the Reynolds Center and accessible from the Reynolds Center parking lot.
Dirt road/East of baseball field – access to Winnie Lane	• The dirt road east of the baseball field passes the drainage basin, heads south and slightly east, ties into West Winnie Lane. The route has bollards to restrict vehicular traffic near Winnie Lane. Without bolt cutters (located in the Cedar Building emergency supply boxes) or willingness to dent your vehicle bumper, you may have to leave your vehicle at Winnie Lane. **In a wildfire situation, this access must not be blocked!**
Bike path behind Cedar	• The bike path behind Cedar Building reaches Combs Canyon Road going north or Ash Canyon Road going south. Vehicular traffic is restricted by bollards (vertical metal posts) at both ends. Bolt cutters are recommended for this campus exit as well. T**he pathway should not be blocked during a wild land fire situation!**

FLOOR MONITOR RESOURCES BY BUILDING

Carson Campus:

Bristlecone:
- Information and Marketing
- Facilities
- Executive Offices
- V.P. Area
- Human Resources
- Application Support
- Business Office
- Counseling
- Financial Aide
- Admissions & Records
- 350 area
- 340 area
- 320 area
- Front Desk

Aspen:
- Facilities (2)
- North Second Floor
- South Second Floor
- Cafeteria
- Book Store

Cedar:
- Print Shop
- Nursing First Floor
- Nursing Second Floor (2)
- Computer Services Third Floor (2)
- Veterans Third Floor (2)
- Computer Lab Third Floor (1)

Reynolds:
- 104 area
- North area
- South area

Dini:
- First Floor South
- First Floor North

Fallon:

Sage Hall
- Two

Pinon
- Two

Virgil Getto Hall

- Two Administrative
- Two Library

Douglas

Bently Hall

- Two

EMERGENCY OPERATIONS FORMS

WESTERN NEVADA COLLEGE
EMERGENCY OPERATIONS PLAN

**DIRECTION AND CONTROL
MESSGE FORM**

PRIORITY			(FOR EOC STAFF USE ONLY)			
☐ Hazard to Life ☐ Hazard to Property ☐ Potential Hazard						
Date	Time In	☐ Radio	POSITION	ACT	INFO	TIME
		☐ Telephone	EXECUTIVE			
		☐ Messenger	SECURITY/EVACUATION			
EOC Staff Assignment Priority			FIRE/RESCUE			
☐ 1. Immediate Action			ENGINEERING/ ENVIRONMENTAL			
☐ 2. Urgent – As Soon as Possible			PUBLIC WORKS			
☐ 3. Routine – As Time Allows			RESOURCE/SUPPORT			
☐ 4. Deferred – 12 Hours ☐ 5. Deferred – 24 Hours			SHELTER MGMT.			

MESSAGE:

ACTION TAKEN:

ACTION COMPLETED: TIME: BY:

WESTERN NEVADA COLLEGE
EMERGENCY OPERATIONS PLAN

**DIRECTION AND CONTROL
SITUATION REPORT**

ITEM

1. Report No. _____ Date _____ Time _____

2. From _____

3. To _____

4. Nature of Emergency _____

5. Location of Emergency

_____

_____

6. Date/Time of Occurrence

7. Casualties: a. Injured _____ b. Dead _____ c. Homeless _____

8. Property Damage _____

_____

9. Actions Taken (Details in Remarks):

   a. Declaration of Emergency _____ c. Movement of People _____

   b. Evacuation _____ d. Movement of Supplies _____

10. Assistance Required:

   a. Personnel: Skill/Number _____

_____

   b. Equipment: Type/Number _____

_____

   c. Other Resources _____

_____

_____

1 of 3

WESTERN NEVADA COLLEGE
EMERGENCY OPERATIONS PLAN

Situation Report (continued)

11.   Is area accessible?

12.   Communications Available

13.   Actions Taken By:

    a.   First Responders

    b.   Support Agencies

    c.   Others

14.   Remarks:

2 of 3

WESTERN NEVADA COLLEGE
EMERGENCY OPERATIONS PLAN

DIRECTION AND CONTROL
DAMAGE ASSESSMENT WORKSHEET

(PLEASE PRINT)

1. Date of Event _____ **2.** Assessment Date _____

3. Type of Event (Check One) _____ **4.** Jurisdiction (Check One)

☐ Flash Flood ☐ Thunderstorm ☐ City/Town of _____
☐ Earthquake ☐ Tornado
☐ Flood ☐ Wind ☐ County (Unincorporated Area)
☐ Fire ☐ Other

5. Owner/occupant Information **6.** Contact Information (If Different)

Name _____ Name _____

Address _____ Address _____

Telephone No. _____ Telephone No. _____

7. Type of Structure (Circle One)

S - Single Family Dwelling
M - Mobile Home
A - Apartment
B - Business
O - Other (Campus property)

8. Building Damage

3 - Destroyed (Not Repairable
2 - Major (Needs Repair)
1 - Minor (Habitable)
0 - No Damage

9. Content Damage (Circle One)

3 - Destroyed (Not Repairable)
2 - Major (Needs Repair)
1 - Minor (Habitable)
0 - No Damage

10. Structural Damage:
(Check appropriate information)

Walls ☐ Collapsed
& ☐ Blown In/Out
Ceilings ☐ Water Damaged

Roof ☐ Collapsed
☐ Truss Damage
☐ % Shingles Missing/
Damaged

11. Other Damage:
(Check Appropriate)

Windows Broken ☐ Yes ☐ No
Insulation ☐ Yes ☐ No
Furniture ☐ Yes ☐ No
Appliances ☐ Yes ☐ No
Awnings ☐ Yes ☐ No
Flooring ☐ Yes ☐ No
Pipes Ruptured ☐ Yes ☐ No
Septic System ☐ Yes ☐ No
Well ☐ Yes ☐ No

12. Additional Information:

Flood Water Depth _____

No. of Floor Levels _____

13. Insurance (Check Appropriate)

Home Owners ☐ Yes ☐ No

Flood ☐ Yes ☐ No

14. Type of Usage Other Than
Primary Unit (Check One)

☐ Seasonal
☐ Recreational Vehicle
☐ Other _____

15. Remarks: _____