

*Policy Series 3000*  
**Board Policy 3002**

**Incident Management Team** The Board of Trustees of the Northern Wyoming Community College District direct the President to establish an Incident Management Team (IMT) structure to coordinate response and recovery efforts for incidents that affect District safety, operations, or reputation.

Team membership may vary, depending upon the nature of the incident. Some members may have regularly designated roles, but it may include the activation of employees with subject matter expertise who are called upon to assist with a specific incident.

Such IMT activations will take precedence over non-emergency response activities and may interrupt normal day-to-day work and commitments of IMT members or others engaged in response activities. All faculty, staff, and students must follow the directions of the acting IMT Incident Commander during an incident to allow for the best possible outcome for safety and well-being.

This policy applies to all departments, faculty and staff (employees), and properties owned, leased and/or controlled by the College.

**Definitions**

- 1.) **Incident** – any event that disrupts normal operations or poses a threat to the health or safety of the college community or threat to the college's property, assets, or brand.
- 2.) **Incident Management Team (IMT)** – Identified trained personnel responsible for leading Sheridan College's incident response.
- 3.) **Activation** – May include full activation with all IMT members when a large-scale incident is identified; or partial activation to include only those IMT members who will take part in incident response activities. The Incident Management Team Activation Criteria and Processes are defined in the 3002.1 Procedure.
- 4.) **Incident Management Plan (IMP)** – The Incident Management Plan is a procedural document for organizing, coordinating, and directing available resources for leading the College's incident response. (Procedure 3002.2, formerly Procedure 3000.3).

The District recognizes that timely and well-intentioned actions by all employees during emergencies are critical to the safety and well-being of the campus community. Employees, or any other person, who in good faith renders emergency care or assistance without compensation at the place of an emergency or accident, are not liable for any civil damages for acts or omissions in good faith per Wyoming State Statutes § 1-1-120

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Review Dates:

Revision Dates: