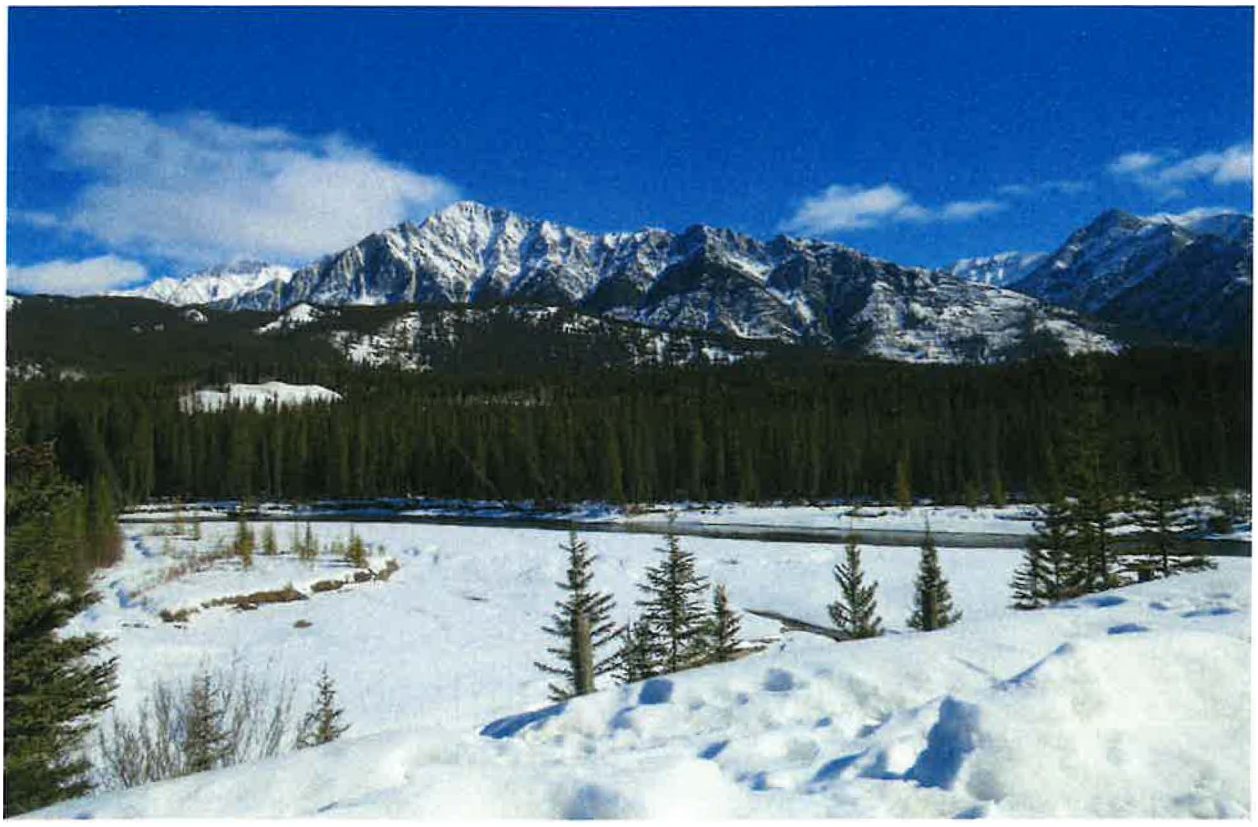
NORTHERN WYOMING
COMMUNITY COLLEGE DISTRICT

INCIDENT MANAGEMENT PLAN



Updated 2026-27

Approval and Implementation

This Northern Wyoming Community College District Incident Management Plan (IMP) supersedes all previous emergency plans and shall be in full effect as of the date approved.

This plan has been reviewed and approved:

Date: 11/5/2026

Signature: 

Dr. Walter Tribley, President

Northern Wyoming Community College District

Policy Series 3000
Policy 3002
Procedure 3002.2 (*formerly known as Procedure 3000.3***)**
INCIDENT MANAGEMENT PLAN wka CRISIS MANAGEMENT PLAN

Adoption Date: 11/12/2019
Review Dates: 10/2020; 9/2021; 05/2023; 02/2024; 03/2025; 07/2025; 10/2025
Revision Dates: 10/2020; 09/2021; 11/2022; 05/2023; 02/2024; 07/2025; 10/2025; 02/2026; 11/2026

Record of Changes and Revisions

The Incident Management Plan, including appendices, will be reviewed by the Vice President for Administrative Services, the District Risk Manager and/or additional designees and is approved by the President on an annual basis. All updates and revisions to the plan, excluding minor typographical and grammatical errors, will be tracked and recorded in the following table. This plan is a "living document" and will be continuously updated as conditions change. This plan may be updated as a result of lessons learned from actual incidents or training exercises, as new guidelines are distributed, and as needed.

Note: Changes and/or revisions to departmental/building Incident Management Plan and checklists will be tracked separately from this plan.

Revision Number	Date	Summary of Changes
2020 – 1	July 2020	Removal of Reference of Campus Police; Dissolved due to Budget Cuts
2020 – 2	October 2020	Section IV. Communications, Updated, pg. 18
2020 – 3	October 2020	Updated Appendix A
2021 – 4	September 2021	Updated Appendix A; Weapons Section - Updated, pg. 41
2022 - 5	November 2022	Updated Contact Information, formatting, page numbers. Re-titled document and Crisis Management Team to "Incident Management" Team. Appendix J – Acronyms added.
2023 - 6	May 2023	GC Phone System updated, pg. 20; IMT Roster Updated, pg. 42
2023 – 7	February 2024	EOC definition was added, pg. 11; Title IX Contact Information updated, pg. 42; GCCD's IMT Contacts updated, pg. 43
2025 - 8	October 2025	NC-Sara requirements included on pg. 4; Updates to Weapons based on new law on pg. 40; updates to pgs. 42-43. Document reviewed for ADA compliance.
2026 - 9	February 2026	Added a section on Power Outages under Emergency Procedures, pg. 36; changed Procedure 3003.1 to 3002.2.
2026-10	November 2026	Updates to Bomb Threat procedures, pgs. 32-34; Updates to Tornado Procedures, pg. 40; Weather Event added to pg. 42; Updates to IT Disaster Recover pg. 62; GC Phone System updated, pg. 45

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I. PURPOSE

Northern Wyoming Community College District (NWCCD) endeavors to provide a safe and healthy environment for students, faculty, staff, and all those using our facilities. This includes minimizing disruptions to the normal schedule and activities of the College. Disruptions can range from a short-term power outage to a catastrophic weather event, as well as manmade and other natural disasters. Regardless of the cause or magnitude of the incident, it is the College's intention to react quickly and effectively to safeguard life and to stabilize the situation, then to initiate recovery procedures in order to normalize the situation.

While the basic tenets of emergency response require resolute action to respond to, neutralize, mitigate, and recover from an incident, these actions must be completed while taking into account the guiding principles of NWCCD. The NWCCD Incident Management Team (IMT) - will provide for the preservation of the College's mission and its core values, while simultaneously providing for the safety, security, and business continuity of the institution and community.

The Incident Management Plan (IMP) is a procedural document for organizing, coordinating, and directing available resources toward the control of an emergency. The plan includes a chain of command establishing authority and responsibility. In emergencies, procedures sometimes must be changed instantaneously; therefore, responsible and knowledgeable persons who know the procedures must have the authority to make necessary modifications. The IMP is designed to outline a plan of action so that emergencies can be managed rapidly and in a logical and coherent manner.

The Local Police Departments in Sheridan, Gillette, and Buffalo are the initial contacts for reporting all emergency situations and is the central point of communication during the response and resolution of all emergencies in cooperation with College Administration.

Notice: In the event of a long-term catastrophic event, students impacted will receive the services for which they paid or reasonable financial compensation for those not received. This may include tuition assurance funds, surety bonds, irrevocable letter of credit, assistance with transfer, teach-out provisions or other practices deemed sufficient to protect consumers. In addition, the College has adequate measures to protect student records in the event of closure.

II. COMMON TERMINOLOGY

Below are some key definitions to ensure consistency in how terms are used.

- **All-Hazard:** Any incident or event, natural or human caused, that requires an organized response by a public, private, and/or governmental entity, in order to protect life, public health, and safety.

- **Emergency:** An unforeseen combination of circumstances or the resulting state that calls for immediate action.

- **Continuity of Operations Plan (COOP):** COOP is a widely applicable planning strategy designed to keep essential functions operational during sudden and devastating emergencies. Incidents that could require the activation of the COOP include localized acts of nature, human-caused accidents, technological emergencies, or military or terrorist attacks.

- **Lockdown:** Lockdown will be used to secure buildings and facilities during incidents that pose an immediate threat of violence or harm in or around NWCCD controlled property, such as a violent intruder or atmospheric danger. NWCCD Administrators, once notified, will immediately notify the Campus Community, by any and all means available when a lockdown is activated.

- **Phases of Emergency Management:** Emergency management is the activation and application of resources to immediately address the threats of an emergency and to provide support and resolution to any critical incident defined as an emergency. Emergency management will be based on the response level that corresponds with the threat and potential impact on the campus community. Emergency management operations are carried out within five distinct phases: mitigation, preparedness, response, recovery, and post-recovery evaluation (described below). The scope of this plan includes response and recovery responsibilities of NWCCD.

1. Mitigation - Action taken before or after an emergency to eliminate or reduce the long-term risk to human life and property from natural, health, technological, and civil hazards.

2. Preparedness - Pre-emergency activities that assure designated organizations will effectively respond to emergencies. Emergency management for preparedness involves four primary activities: training, exercising, planning, and resource identification and acquisition.

3. Response - Actions taken during or directly after an emergency to save lives, to minimize damage to property and enhance the effectiveness of recovery.

4. Recovery - Post-emergency short-term activities that return infrastructure systems at the site of an emergency to minimum operating standards and long-term activities designed to return the site to normal conditions.

5. Post-Recovery Evaluation – Post-recovery evaluation institutionalizes the process of critically evaluating the efficacy of each action taken during a response and incorporating those lessons learned into future plans.

- **Shelter in Place:** This is used when there may be danger to the campus and is generally a precautionary measure. The location of a possible threat may not be known but is considered to be near the campus.

  - Exterior doors are locked and access to the college is restricted. No one goes outside until an all-clear message is received from the responding Local Police.
  - Business can generally continue within the buildings with a heightened awareness of surroundings.

III. INCIDENT COMMAND SYSTEM (ICS)

NWCCD shall model its emergency response protocols to those outlined in the National Incident Management System (NIMS) including the use of the Incident Command System (ICS) outlined therein. This will allow NWCCD to integrate its emergency response procedures with outside agencies that utilize NIMS and ICS. College emergency response programs and protocols will be developed, and emergency response personnel will be trained in accordance with these systems. A list of all necessary ICS forms to support the response protocols can be found in Appendix F.

The ICS is a national model for managing both small and large-scale emergencies and other complex events. Employing ICS provides the ability to effectively communicate and coordinate response actions with external emergency response agencies through a standardized and common emergency management and response approach.

Elements common to all who use ICS include:

- The use of common terminology to define organizational functions, incident facilities, resource descriptions, and position titles.

- The use of modular and scalable organizations based on the size and complexity of the incident.

- The development and use of an Incident Action Plan (IAP aka IMP) that outlines the strategies and objectives of the agencies' response to an emergency.

- A clear chain of command and unity of command that clearly outlines the reporting relationships of each group and individuals responsible for responding to an emergency.
- The use of a Unified Command (UC) for incidents involving multiple emergency response agencies.
- The establishment of a manageable span of control for supervising and managing personnel responding to an emergency.
- The establishment of pre-designated emergency management locations and facilities to include the Emergency Operations Center.
- Plans and procedures for the management and coordination of resources.
- Information and intelligence management systems and protocols.
- The use of integrated and interoperable communication systems.
- Establishment and transfer of command.
- Complete accountability of personnel and resources.
- Controlled and managed deployment of resources.

The Local Police Departments in Sheridan, Gillette, and Buffalo are the initial contacts for reporting all emergency situations and is the central point of communication during the response and resolution of all emergencies.

Upon receiving the initial contact, the responding police officer(s) will manage the incident according to local and state law. The responding police officer(s) will make an initial judgment about the level of response necessary and communicate with the appropriate personnel as outlined in the attached plan.

If the situation clearly requires resources beyond those immediately available or has the potential to escalate beyond current capabilities, the responding police officer(s) will contact the appropriate college representative, such as the Vice President of Administrative Services (VP), or other designated employee, to notify about the situation and appropriate response, as time allows but at least once a week. The Vice President of Administrative Services will make the appropriate contacts within the NWCCD Administration as outlined in this plan.
See Appendix D for more information on the establishment of an Incident Command Post. Whenever the Vice President of Administrative Services is unavailable, another Vice President or Administrator (or acting President) will take this role.

If an emergency situation begins to escalate, the responding police will update the Vice President of Administrative Services or College Administration as available and appropriate.

Together they will take appropriate action as outlined in this plan to respond to the changing conditions.

The table of organization for emergency management is based on a National Incident Management System (NIMS) model. The chain of command will be based on function rather than seniority or position within NWCCD. The Incident Commander has the authority during an emergency to make the decisions and assignments necessary to gain control of and remedy the emergency situation in a timely manner. Should the Incident Commander relinquish that command to someone else, such change of command must be agreed upon by both parties, with the understanding that whoever maintains or assumes command is responsible for compliance with all aspects of this plan, including periodic reports.

ICS POSITIONS

The following section outlines the basic roles and responsibilities for the positions and response sections in an Incident Command System. Figure 1 provides an overview of the organizational structure and relationship of the entities discussed below.

Incident Commander (IC) - The Incident commander (IC) is responsible for the command function at all times. As the identity of the IC changes through transfers of command, this responsibility shifts with the titles.

- Manage NWCCD's response to an emergency including the oversight of all emergency response activities.
- Determine what additional Command and General Staff are needed to respond to an emergency and oversees their activities.
- Establish and maintain the Incident Command Post.
- Activate the NWCCD Alert Me phone system to warn faculty, staff, and students of an emergency.
- May also function in the roles of the Command and General Staff depending on the complexity of the event.
- Work to ensure safety of all at or near the incident.
- Provide information to both internal and external stakeholders including providing timely and regular updates.
- Incident Commander is the only position that is always staffed in ICS applications.
- Coordination of efforts of the Incident Management Team members.

- Ensure the Campus Emergency Operations Center (CEOC or EOC) is operational and serves as focal point for communications during the incident.

- Ensure briefings are prepared and presented to key Administrators and the assigned Director of Communications (ICS identified role and is PIO or designee) during and following the incident.

- Ensure all operations during the incident are coordinated and being carried out in a constructive and safe manner with consideration being given to the post-emergency phase.

- Assemble damage assessments and coordinate plan for recovery.

- Ensure that the incident is properly documented.

Command Staff

Reports directly to the Incident Commander and includes the Safety Officer, Public Information Officer and Liaison Officer.

- **The Public Information Officer (PIO)** is responsible for communicating information about the emergency to the public and media. During multiple agency responses to an emergency, the PIO shall coordinate their communications to the public and media with other agencies responding to the emergency. See the Communications section for more information.

- **The Liaison Officer** is responsible for coordinating NWCCD's response with external agencies responding to the emergency. The Liaison Officer may also need to coordinate with internal groups involved or impacted by the emergency.

- **The Safety Officer** is responsible for identifying and addressing hazards to emergency response personnel and the campus community and ensuring that safety measures are in place to protect people responding to or affected by the emergency.

General Staff

The general staff are the individuals in charge of the Operations, Planning, Logistics, and Finance and Administration sections responding to an emergency.

- Each section is headed by a Section Chief that reports directly to the Incident Commander.

- Section chiefs are responsible for managing all incident specific operations within their respective areas.

Emergency Response Sections

Depending on the complexity of an emergency, NWCCD may establish one or more emergency response sections to aid in the response. These include Operations, Planning, Logistics, and Finance and Administration sections. The roles and responsibilities of each section are described:

- The Operations Section is responsible for the actual response to mitigate, control, and resolve the emergency.
- The Planning Section is responsible for developing the Incident Action Plan (IAP) for the emergency. They also serve to collect, monitor, and analyze information about that emergency in order to assist in the response.

Campus Emergency Operations Center (CEOC)	A central work location for the Incident Management Team to coordinate response efforts. The CEOC will be located as follows: Sheridan: Whitney Conference Room W132A, Public Info. Office, Stevens Loft ground floor or the WCA Choral Room (W129) - Gillette: Burlington Northern Room, Main Building - Buffalo: TBD based on the location of the emergency Off Site: Sheridan- Broadway Center, 245 Broadway St. or WYO Theater, 42 North Main Street Gillette- Area 59, 3207 South Hwy. 59 Buffalo- County Library, 171 N. Adams Ave.
Incident Management Team	A standing working group, chaired by the College President, which plans for operations during a major incident or disaster. The Incident Management Team will assess NWCCD assets and capabilities to facilitate planning and preparation for emergencies, advise concerning potential vulnerabilities, and propose procedures and create processes to mitigate and recover from potential emergencies. The team will meet periodically to assess emergency operations and potential methods of preventing and handling similar future incidents. Members of the Incident Management Team may be assigned to staff key positions in the CEOC during critical incidents requiring their expertise.
Direct Reports (DR)	The group of senior administrators (also known as the Cabinet) tasked with major decisions affecting the overall business continuity of NWCCD. The team will meet in whole or in part, depending on the nature and scope of the incident, and will advise the President concerning business continuity and recovery. The President will name a delegate from the DR to serve as Executive Director, who will be present to lend support to the Incident Commander in stabilizing the situation and developing overall recovery plans. The DR are primarily concerned with long-term effects the incident will have or may have on the College and how operations can be managed.
Divisions	Used to divide an incident geographically across a campus. The person in charge of each division is designated as a Supervisor.

- The Logistics Section is responsible for obtaining the necessary supplies, personnel, and material required for response to an emergency.

- The Finance and Administration Section is responsible for overseeing the purchasing and accounting for the costs associated with the response to an emergency. This section is also responsible for documenting expenditures due to the response to an emergency so that NWCCD can seek financial reimbursement for costs incurred during the response.

The table below lists various elements of the ICS and corresponding definitions of those elements.

ELEMENT	DEFINITION
Base	The location where primary logistics functions are coordinated. There is only one base per incident. The Incident Command Post may be located within the base. Supplies such as food, water, rest, and sanitary services are provided to incident personnel. Not the same as an EOC.
Branches	Used when the number of Divisions or Groups exceeds the span of control. The person in charge of each branch is designated as a Director.
Field Supervisor	The individual who assumes the initial control, coordination, and responsibility for assessing the situation, determining the initial course of action, and providing information to the Incident Commander. A responding Police Officer will typically assume this role, then pass command and control to a senior acting Police Officer as soon as is practical.
First Responders	Those personnel first responding to the incident. The first responders can be NWCCD personnel or outside agencies (typically police/fire/rescue). NWCCD first responders are generally Physical Plant personnel, Campus Public Safety Director(s) or the District Risk Manager.
Group	Used to describe functional areas of operations across the campus. The person in charge of each group is designated as a Supervisor.
Incident Command Post aka an Emergency Operations Center (EOC)	A location at or near the scene of the incident that is established by the Incident Commander to maintain coordination, control, and communications during the stabilization of the incident. All responding personnel report to this location before entering the scene.
Incident Commander (IC)	The person charged with management of all aspects of emergency preparedness. The IC assumes command and control of operations during emergency response and manages the crisis at the Command Post. The College President or a member of the Local Police Department will normally assume this role, and depending on location.

	Should the President not be available, the following line of succession will be used for assumption of command: VP of Administrative Services, Sheridan College VP of Student Affairs, Sheridan College VP of Academic Affairs, Sheridan College In Gillette: President of Gillette College or the Incident Coordinator VP of Administrative Services, Gillette College
Media Staging Area	A location where media and journalists are directed to respond to for information and briefings related to an event or incident.
Phone Bank	Predetermined locations for multiple telephone lines to be staffed in event of an emergency on campus. The assigned ITS staff member will manage the phone banks and facilitate operation-specific updates to the web page. Phone bank personnel will be provided information for dissemination.
Public Information Officer (PIO)	Assumes control and responsibility of all official information related internally to NWCCD and externally to the media during an incident. Will report to the Incident Commander and given access to the scene (if safe). All information requests will be channeled to this individual.
Recovery Team	A group of individuals, not a predetermined "team", but rather the normal composite of various departments and offices on campus, plus contractors that would be needed to complete any major project. However, due to the urgency and necessity of the recovery, a specific team and coordinator may be identified to ensure that this work receives priority and direct oversight. Generally, this team will be comprised of all departmental personnel necessary to carry out recovery and will be appointed by the President of the College or designee.
Response Team	Additional resources called upon by the first responders to assist in stabilizing and correcting the incident. Generally, these people are from the department that is most capable of having the resources, personnel, or expertise to handle the problem.

Sections	The organizational levels with responsibility for major functional area of the incident (i.e., Operations, Planning, Logistics, Finance/Administration) The person in charge of each Section is designated as a Chief.
Single Resource	May be individuals, a piece of equipment and its personnel complement, or a crew or team of individuals with an identified supervisor that can be used at an incident.
Staging Area	The location where resources can be stored while awaiting a tactical assignment.
Strike Team	A set number of resources of the same kind and type with common communications operating under the direct supervision of a Strike Team Leader.
Task Force	A combination of mixed resources with common communications operating under the direct supervision of a Task Force Leader.

TRANSFER OF COMMAND

A transfer of command may be needed when a more qualified Incident Commander arrives on scene or for emergencies that last multiple operational periods. The following key actions are strongly recommended for a transfer of command from one Incident Commander to another.

- The incoming Incident Commander will assess the situation with the current Incident Commander if possible.
- The incoming Incident Commander will receive a briefing from the current Incident Commander if the circumstances permit it.
- It is highly recommended that the incoming and current Incident Commander determine an appropriate time for transfer of command and document the transfer (ICS Form 201).
- The incoming Incident Commander shall notify others of the change in incident command.
- If applicable, the incoming Incident Commander should assign the current Incident Commander to another position in the incident organization.
- If circumstances permit, a transfer of command briefing should be held by the current Incident Commander and take place face-to-face if possible. It is recommended that the briefing cover the following:
  - Incident history (what has happened)
  - Priorities and objectives
  - Current plan
  - Resource assignments

- Incident organization
- Resources ordered/needed
- Facilities established
- Status of communications
- Any constraints or limitations as directed by policies and guidelines
- Incident potential

  Status of delegation of authority, inherent or specific

ICS TABLE OF ORGANIZATION

The ICS table of organization shown on page 15 (Figure 1) is representative of an incident command structure for a police/fire/EMS related incident at Northern Wyoming Community College District.

- Additional organizational elements will be activated as required.

- Operational assignments are assigned based on qualification to perform incident command tasks relative to that position and are not assigned based on position within the College.

- Operational assignments are assigned for a particular operational period. Accordingly, incidents spanning more than a single operational period will require relief personnel for each assigned position.

IV. ICS Flow Chart Explained

Incident Commander - Incident Management Team - President

Persons who report to the Incident Commander:

- **Safety Officer**
- **Recorder**
- **Public Information Officer**
- **Liaison Officer**

The President informs:

- **Board of Trustees**
- **Cabinet**

There are 4 Divisions reporting to the Incident Commander:

1. Operations – Encompasses Communications, Facilities, Information Technology, Police, External Teams, and Continuity.

2. Planning – Encompasses a Resources Unit, Demobilization Unit, Documentation Unit, and a Situation Unit.

3. Logistics – Encompasses Food, Medical, Shelter, Transportation, Ministry, and Counseling.

4. Finance – Encompasses Cost, Procurement, Insurance and Risk

V. COMMUNICATIONS

COMMUNICATIONS play a vital role in the management of any critical incident. This plan will ensure reliable communications according to the following priorities:

- Communications with response personnel
- Internal communications
- Communications with external stakeholders

As outlined in the NWCCD Incident Management Plan, NWCCD's response system is modeled after the National Incident Management System (NIMS), including the use of the Incident Command System (ICS).

NOTE: This plan outlines responsibilities based on assigned role or title.

Appendix A includes specific names and contact information.

PUBLIC INFORMATION OFFICER RESPONSIBILITIES:

Per the NIMS framework, the Public Information Officer (or designee) plays a vital role in incident response. The Public Information Officer (PIO) assumes control and responsibility of all official information related internally to NWCCD and externally to the media and public during an incident. The PIO will report to the Incident Commander and be given appropriate access to the scene (if safe). All information requests will be channeled to this individual.

Additional roles of the PIO include:

- To serve as sole NWCCD contact point for media inquiries and releases of public information during an emergency incident.
- To plan for and operate a Media Staging Area as required.
- To establish procedures for maintaining communication with Incident Management Team so that the information available is up to date.
- To prepare the dissemination of major announcements concerning the cancellation or resumption of NWCCD activities during and after an incident. This should include announcements to the media and sending messages using internal NWCCD communication channels.
- To serve as the "rumor control" contact during and after the incident.
- To keep accurate records of releases to the media, data and/or documents substantiating information, etc.
- To establish a system for gathering information and notifying families and relatives if injuries and/or casualties have occurred.

SEE SOMETHING SAY SOMETHING

The Colleges of NWCCD have adopted the "If you see something, say something" mantra. This is an effort to support the community safety concept that everyone plays a role in keeping our communities safe. Students, employees, and visitors are all encouraged to be mindful of their surroundings at all times and to take action to notify someone if they see something suspicious.

This campaign is supported by signage throughout campus, as well as during the annual trainings for students and employees.

EMERGENCY

In case of an emergency call 9-1-1.

If a call is placed to 9-1-1 regarding an emergency on a college campus, the call will go to the appropriate local Police Department dispatch center (Buffalo, Gillette, or Sheridan).

Blue-light Emergency Call Boxes are available in four locations on the Sheridan College campus. If a call is placed from these devices, it goes directly to the Sheridan Police Department dispatch. Locations are: At the Golden Dome, west corner of South Hall, between the Griffith Memorial Building and Thorne-Rider Commons and to the east of the Whitney Center for the Arts. Simply push the call button, wait a few seconds, and speak clearly.

NON-EMERGENCY

NWCCD has established a Campus Safety Line for each campus, and also has close working relationships with local police departments. This is for non-emergency calls such as building or grounds maintenance issues, escort requests. If you have an emergency, call 9-1-1.

Campus Safety Lines:

- Gillette College Safety Line: 307-681-6050
- Sheridan College Safety Line: 307-675-0250
- Sheridan College in Johnson County: 307-675-0250

Local Police Departments (**non**-emergency):

- Gillette Police Department Dispatch: 307-682-5155
- Sheridan Police Department Dispatch: 307-672-2413
- Buffalo Police Department Dispatch: 307-684-5581

When a call is made to a Campus Safety Line, this triggers a call system which will be answered by the Campus Safety Director or designee, usually within 24 hours. This process is the responsibility of each Campus Safety Director.

COMMUNICATION TOOLS AND ASSOCIATED ROLES/RESPONSIBILITIES

CRAFTING MESSAGES

Primary responsible party: NWCCD Public Information Officer or President

In the absence of this person: An alternate will be assigned by the President or Vice President of Administrative Services

Assistance provided by: Members of the marketing team and/or members of the Incident Management Team or IMT (primarily including GC and/or JC individuals if the incident is in Campbell County or Johnson County).

The PIO and President are ultimately responsible for communication to both

internal and external audiences regarding an incident.
Each situation is unique and will require:

- Determination of audience
- Scope of messages
- Frequency of messages
- Determination of which tools/avenues to utilize to publish messages.

Some incidents may be emergent, and require rapid responses. Others may unfold more slowly, perhaps over long periods of time. In any case, the District has multiple campus-wide emergency notification systems that can help provide mass notification during natural disasters or other emergencies to the NWCCD community.

In some instances, the messages will be targeted to as broad an audience as possible. At other times, it will be beneficial to communicate directly to a sub-set of the larger audience. In general terms, the emergency communications may target one or more of the following groups:

- All NWCCD Employees and/or GCCD Employees
- All NWCCD Students
- All residential students on a specific campus
- All people within a specific campus location(s)
- The public, which may include guests and contractors
- Key NWCCD stakeholders
- Area media

TYPES OF MESSAGES

PUBLIC INFORMATION NOTIFICATIONS - Safety information may be distributed in the form of Public Safety Notifications when there are less emergent situations or when occasions do not rise to the level of an emergency and will be distributed to the faculty and staff throughout the academic year. This may include safety reminders and information regarding drills via Emails and HUB announcements or any other means of communication available.

EMERGENCY OR IMMEDIATE NOTIFICATIONS - In the event of an emergency, NWCCD will initiate and provide, without delay, immediate notifications to the appropriate segment(s) of the District community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employees and visitors. Notification will be delayed only if, in the professional judgment of responsible authorities, the notification could compromise efforts to assist victims or law enforcement efforts to contain, respond to, or otherwise mitigate the emergency. Follow-up and/or on-going information regarding emergency notifications will be distributed using some or all of the identified communication systems.

An example of an immediate notification, which might not rise to level of an emergency would be a notification of weather-related delays or cancellations.

TIMELY WARNING NOTIFICATIONS - If the NWCCD Safety Administrator, or designee, in conjunction with other District administrators, local first responders, the health department, and/or the National Weather Service, confirms that there is an ongoing or serious threat to the health or safety of some or all members of the NWCCD community, members of the Incident Management Team will use some or all of the systems described below to communicate the threat to the entire NWCCD community, and whether the threat is limited to a particular building or segment of the population.

In the event that a situation arises within the NWCCD Clery Geography (on campus, public property and non-campus property), that, in the judgment of the NWCCD Safety Administrator, constitutes an ongoing or serious threat, a campus-wide "Timely Warning" will be issued. Timely Warning Notices are typically distributed by the NWCCD Risk Manager (or their designee) with the assistance of the Public Information Office and approval from the Vice President of Administrative Services' office, and are issued through the college e-mail and/or text message system to students, faculty, and staff. Follow-up is not required.

SENDING MESSAGES / COMMUNICATION TOOLS

The communication tools described here outline the available ways to inform our communities of an incident, provide periodic situation updates, and maintain NWCCD's business continuity. These requirements are secondary only to providing for the communication needs of operational personnel.

Radios – Radios allow for rapid incident reporting and are durable, lightweight, and portable. They play a key role in the necessary coordination of key operational personnel and may also play a role in inter-agency communication.

NWCCD radios are issued to key personnel throughout the District, as assigned by the Campus Safety Directors. This will include all Safety Monitors, which are responsible for a specific geographic area of campus. Radio procedures and training for those issued radios is the responsibility of the Campus Safety Directors.

NWCCD Regroup Mobile (wka Alert Me) emergency notification system (by ReGroup) – All College-issued email addresses will receive emergency notifications through the District's Regroup Emergency Notification system automatically. Students and employees are encouraged to register their mobile devices through this system in order to receive instant notifications via text or SMS; this is an opt-in feature.

Messages within this system may be sent to all registered students and/or employees, or it may go to a subset of those audiences, which include:

- NWCCD Incident Management Team Members
- GC Employees (through GCCD's system)
- GC Students (by Sheridan.edu email and opt-out text messaging)
- GC Residential Students (through GCCD's system)
- SC Employees (through NWCCD's systems to both emails and opt-in text messaging)
- SC Students (through NWCCD's systems to both emails and opt-in text messaging)
- SC Residential Students.

This tool allows for rapid sharing of critical information. Given the ability to communicate to a specific campus and/or to resident students only, training and access to this tool is granted to Safety Administrators, Safety Directors, the District Risk Manager, the Public Information Officer, and Student Life staff representatives on the IMT.

Phone system in Gillette – The same alert system by Regroup is used on the Gillette Campus. All students and employees with a Sheridan.edu email will receive alerts automatically by email. The Gillette campus is using an opt-out system for text alerts and also has Alertus in classrooms.

College-issued e-mail addresses – Mass e-mails will be used to provide students and employees with information regarding the safety and security of the campus community. E-mails will also be used as a way to notify the campus community regarding emergency situations and updates.

E-mail is also a tool used to reach other key stakeholders, which might include members of advisory groups and/or media who are not part of the college-issued email lists. These lists and possible groups are managed by the President's Office and PIO.

Mass e-mail messages regarding emergent situations should be sent to all necessary audiences at the same time and should be sent by the NWCCD President, PIO, or District Risk Manager.

Messages less urgent in nature, possibly focused on a sub-set of our college community may be sent by a Vice President or their designee. This could be a message sharing services available to employees and/or students if the situation warrants (counseling, veteran services, IT support, etc.).

Intercom system on SC Campus – An internal intercom system exists in certain academic buildings and the student Thorne-Rider Campus Center on the main Sheridan College campus. In addition, an audible "loudspeaker" exists, which is broadcast from the Thorne-Rider Campus Center (carillon). These systems are managed on-site, from two locations. The use of this system is managed primarily by the SC Campus Safety Director or a trained staff member.

On-Campus Electronic Billboards/Televisions/Signs – Many digital tools are used throughout various campus locations. These include electronic billboards/televisions found inside campus buildings, electronic directional signage found at the main Sheridan College entrance, and an electronic marquee sign found at the front of the Sheridan College campus.

The use of these tools to communicate messages related to an emergency are likely secondary options as they are limited in their reach. However, there are times when it will be deemed appropriate to post to these devices. An example would include if/when there is a cancellation or closure due to weather. Members of the PIO team will work with the Student Affairs office to manage the use of these devices for emergency-related messages.

District Website – Up-to-date information regarding the status of the District is available on the District's website: www.sheridan.edu. During and following emergency situations, information as it applies to the District's public may be posted on this site as it becomes available. This includes information about such things as District closure, etc. This site can also provide links to

department-specific information (i.e., concerts and program changes, class schedules, and emergency operations procedures).

Members of the PIO team manage the site.

Social Media – The District's official Facebook and Instagram sites may be used to notify and keep the general public aware of emerging situations. This includes:

https://www.facebook.com/GilletteCollege/

https://www.facebook.com/JohnsonCounty/

https://www.facebook.com/SheridanCollege/

https://www.instagram.com/sheridancollegewy/

https://www.instagram.com/gillettecollegewy/

Members of the PIO team will manage the use of these sites for emergency-related messages.

Other Methods of Notification – When responding to any emergent situation, some or all methods of previously described communications may be used. This also includes face-to-face communication, in the event other systems fail.

COMMUNICATING WITH EXTERNAL STAKEHOLDERS

External stakeholders may initiate contact with NWCCD officials almost immediately after receiving word regarding an incident on campus. The nature and severity of an incident will in large part dictate the level of interest and concern, which must be met with appropriate communication capabilities.

Media Inquiry – All media inquiries and public requests for information must be referred to the PIO. NWCCD, in coordination with community response agencies, assumes responsibility for issuing public statements during an emergency. The PIO should:

- Coordinate with other responding agencies in the area for media to shoot video footage and photographs safely and in accordance with privacy policies and agency protocols.
- Maintain contact with the media at the staging area, to help ensure they do not enter into restricted areas.
- Provide regular updates and press releases and let media know when to expect the next update.

VI. RESOURCE MANAGEMENT

It is critical that NWCCD assesses the resources that might be necessary to help manage an incident on campus. The Physical Plant and Food Services will play pivotal roles in the coordination of resources required to help manage and recover from an incident. See Appendix G for more information on the Physical Plant's role. Below are key resources that need to be

assessed and added to the NWCCD internal website once updates are made.

- **Material Resources:** All materials present on NWCCD campus are available for use in times of major campus related disaster incidents. Each department that may be called upon by NWCCD to assist in the stabilization and recovery of an incident should have a current inventory available that they can use in an incident. A copy of this inventory will be posted on the Incident Management Team shared drive located on the NWCCD internal website as soon as updates can be made. The drive will only be available to Incident Management Team members. This information will be updated regularly.

- **Personnel Resources:** All personnel on campus may volunteer to assist in times of campus incidents. Each department involved or that may be involved in emergency incidents should have notification lists available for personnel with special talents, knowledge, or responsibilities. A copy of these lists needs to be posted on the Incident Management Team shared drive located on the NWCCD internal website as soon as updates can be made. The drive will only be available to Incident Management Team members. This information will be updated regularly.

- **Equipment Resources:** All equipment present on NWCCD Sheridan and Gillette campuses is available for use in times of major campus emergency incidents. Each department that may be called upon by NWCCD to assist in the stabilization and recovery of an incident should have an inventory of available equipment that they can use in an emergency incident. A copy of these lists needs to be posted on the Incident Management Team shared drive located on the NWCCD internal website as soon as updates can be made. The drive will only be available to Incident Management Team members. This information will be updated regularly.

- **Communication Resources**: Communication resources on campus are available for use in times of emergency incidents. These communication assets include telephones, blue light kiosks (four on the Sheridan campus), computers, bullhorns, overhead systems, and radios.

- **Local/State Agency Resources:** Assistance from local and/or state agencies will vary in type of resources and amount depending on the agency, the nature of the emergency incident, and the relationship between NWCCD and the agency. In some cases, the agency will give support based on its own requirements for service. Other agencies will give their support based on mutual aid agreements and contracts. Still others will give their support only after it has been requested and authorized by the state. The NWCCD Vice President for Administrative Services is responsible for negotiating and obtaining Memorandums of Understanding (MOUs) or Contracts for use during an emergency.

- **Outside Assistance Requirements:** Depending on the scope and type of incident, outside assistance may be required to meet a wide variety of needs. The list below is intended to serve as a planning guide for members of the Emergency Management Team during the early stages of CEOC mobilization. See Appendix D for considerations in regards to operating the CEOC and materials that may be needed for operation of the CEOC.

- Agencies: Fire, Law Enforcement, Medical, Emergency Management Agency, American Red Cross, county and state Health Departments, LEPC
- Supplies: Potable water, Fuel, Food, Clothing, Medicine
- Equipment: Generators, Transportation, additional communications resources
- Facilities: Shelter, Triage, Classrooms, Housing

VII. CONTINUITY AND INCIDENT RECOVERY

NWCCD has an obligation to develop a plan to ensure operational continuity to support its mission and to serve its students and the Sheridan, Buffalo, and Gillette Communities. Furthermore, NWCCD recognizes that each operating unit within the college must be able to meet its obligations to provide services expected of them. This includes the ability to carry out functions critical to the mission of NWCCD should an event occur which interrupts the normal course of operations. Failure to have an operational continuity and Incident Recovery Plan could lead to unnecessary injury, loss of life, financial hardship, failure of programs, interruption of academic programs, and delays in completing other mission critical activities.

Each operating unit (department) should consider the consequences of an incident that interrupts their ability to continue to provide their services to customers. Units should also inventory the critical services they receive from other academic and administrative units to determine the impact of the loss of these services.

Listed below are the items that must be addressed.

1. Reports
    a. After Action Report
    b. Damage Assessment Report
2. Facility Preparation for Usage
    a. Clean Up
    b. Temporary Facilities
3. Remote Operations
        a. Business/Payroll Offices
            i. Applicable Reimbursement to students / employees
    b. Information Technology
4. Housing
5. Food Service
6. Legal
7. Insurance
8. Counseling
9. Debriefing

REPORTS

After-Action Report

An After-Action Report will need to be completed within five (5) days by each department that

was involved in the emergency. The items needed for this report are listed below.

1. Period of emergency operations
2. Department name
3. Nature of emergency
4. Personnel participating in the emergency
    a. Number of people
    b. Number of hours both regular and overtime
    c. Any injuries
    d. Any lost hours
    e. Cost to the department (actual or estimated)
5. Cost of resources used, both department owned and purchased
6. Property damage

Damage Assessment Worksheet

A Damage Assessment Worksheet (Appendix H) should be included with the After-Action Report, if applicable. This report should include the following:

1. Date of event
2. Type of event
3. Damage to building or structure
4. Damage to other items (furniture, appliances, etc.)

FACILITY PREPARATION

Clean Up

When authorities have determined the facilities are released for usage, a cleanup assessment will be done to determine the following:

1. Can we use NWCCD personnel?
    - How many people will be needed to complete the cleanup in a timely manner?
    - What extra supplies and equipment will be needed for the cleanup?
    - What safety concerns need to be addressed before the cleanup starts?
    - What will be the estimated cost for the cleanup in personnel and supplies?
2. Do we need an outside vendor?
    - What will be the timeline to be completed?
    - What will be the total cost?

Temporary Facilities

The use of temporary facilities may be necessary to continue operations. If this is the case, the following things need to be determined:

1. What types of temporary facilities are needed to carry on near normal operations?
2. How long will the temporary facilities be needed?
3. What facilities are available in the vicinity?

4. What modifications will be needed to make the temporary facilities usable for college purposes?

Some possible entities that may be able to help with providing temporary facilities are listed below.

1. K-12 schools
2. Real Estate Agencies
3. Hotels
4. Other Local Businesses – Community Centers
5. Local Government
6. County Government
7. State Government

REMOTE OPERATIONS

Business/Human Resources Offices

The Business Office will need to be able to issue checks, process invoices, and carry out many other activities during and after an emergency. Remote operations may be necessary for a period of time if the facility is not usable. The following steps will be followed for remote operation of the Business Office.

1. If the Business Office is not operable on both campuses simultaneously, other locations on both campuses will be used to process invoices and payroll.
2. If the College is not available, direct deposit services can be done remotely from anywhere with an internet connection. However, check printing would not be available.
3. If the computer system is down, some services can be done at outreach sites.

Personnel in the Human Resources Office may be used for backup, including the Chief Human Resources Officer. The Business Office employees are able to process payroll including the Payroll Specialist and the Business Office Director.

Information Technology

If facility damage involves loss of IT services, district technical staff will assess the situation and work to either re-establish services in current facilities if they can be quickly repaired or re-establish services in other temporary facilities if not. Many mission critical activities are cloud hosted and available independent of NWCCD facilities. Critical on-site IT equipment is designed to be redundant to likely faults and can be replaced quickly if needed. Data and system images are routinely backed up and safely stored. See Appendix (I) for technical details.

HOUSING

The College will request assistance from Local Police to work with Administration and Student Affairs as soon as is reasonably possible following the incident to verify the location of all housing students and confirm the safety of each student to the best of their ability.

If any students in housing are displaced, NWCCD would work with local resources to provide safe and adequate housing. The following alternatives for housing can be used:

1. Other housing on campus that is still usable
2. Hotels in the area, at the college's expense
3. Emergency Shelters set up for specific incidents
4. Send students home if the students' permanent residence is within four hours of the college campus.

FOOD SERVICE

If food service is interrupted because of the emergency or crisis, and the College cannot provide food for the housing students, the following steps will be taken.

1. In Sheridan, if the Thorne-Rider Campus Center is affected and students are still on campus, meal services will be provided out of the catering kitchen in the Whitney Building. In Gillette, if the High Plains Grill is affected and students are still on campus, meal services will be provided out of the catering kitchen at the Technical Education Center or by contractors.
2. If students are still on campus, and the food service provider is unable to provide food an outside vendor will be used to cater food to the Thorne-Rider Campus Center or the High Plains Grill.
3. If students are housed in the same place off campus, the food service provider will provide food to the off-campus site.
4. If students are housed in different places off campus, the students will get a per diem rate for food.
5. If sent home, arrangements would be made to refund or credit students with unused meal plans.

If food service can be provided by our facility but the housing students are housed off campus, the food service will be provided as normal.

In all cases, one meal credit will be removed from each student's meal account as payment for each meal provided, when applicable.

LEGAL

Legal Counsel will be notified as soon as possible by the President or the President's designee when an emergency or crisis arises that could result in potential litigation such as:

1. Injury or death to employees, students, or visitors
2. Damage to property owned by the District
3. Damage to property not owned by the District
4. Potential liability, perceived or actual, of the District

Ongoing dialogue will be held with legal counsel during and after the emergency or crisis. All pertinent information will be given as it becomes available to the college, through the Vice President of Administrative Services or assigned designee.

INSURANCE

NWCCD has insurance to cover property damage, injury to employees, and liability to cover losses during an emergency or crisis. The Vice President for Administrative Services will contact the insurance agent when an emergency or crisis occurs that could potentially involve the insurance company. The following information will be provided to the agent.

1. The details of the incident to include:
    - How the incident occurred
    - Time and date of the incident
    - The people involved including outside agencies, NWCCD personnel, and visitors
2. The possible losses to include:
    - Injuries or deaths
    - Property damage to NWCCD owned property
    - Property damage to non-owned property
    - NWCCD liability
    - Loss of Revenue - To include student compensation or reimbursement for services unrealized.

COUNSELING

In many instances, counseling services may need to be provided for students and staff after an emergency or crisis. NWCCD Counseling Services will provide initial services to all students and staff that request counseling. Staff will be required to utilize outside counseling services through the Employee Assistance Program (EAP).

Outside counseling services can be provided for both students and staff by the following:

1. Northern Wyoming Mental Health, Sheridan
2. Behavioral Health Services, Gillette
3. Counseling Center, Gillette
4. Family and Personal Counseling Center, Sheridan
5. Northern Wyoming Mental Health Center, Buffalo
6. Additional resources are located in the Title IX Know Your Rights Brochure.

DEBRIEFING

The Incident Management Team (IMT) will debrief after the emergency or crisis has ended. This debriefing, however, may occur during the recovery period. The Incident Management Team will be debriefed on the following:

1. The response of the team during the crisis:
    - Things that were done right
    - Things that need to be improved

- Things that were not handled correctly

2. The response of outside organizations such as the police departments, emergency services, fire departments, etc.
3. The response of staff and students
4. Ongoing recovery situations:
    - Displacement of students and staff
    - Food service
    - Backfilling staff if necessary
    - Remote operations
        - Business Office
        - Information Technology
    - Insurance issues
    - Counseling issues
    - Legal issues
    - Reimbursement for students / employees, where applicable.

Other debriefings may be necessary as the recovery continues.

For more information on various aspects of the Continuity and Incident Recovery Plan, see the following Appendices:

- Appendix B – Incident Recovery Plan Emergency Telephone Numbers
- Appendix C – Counseling Services

VIII. TRAINING

The Incident Management Team will conduct and/or participate in an exercise on an annual basis to ensure proficiency in responding to an incident. At a minimum, the exercise will be an on-site tabletop exercise, with a drill or testing of the emergency communications systems. Along with the exercise, the Incident Management Team will ensure that all members are properly trained on a continuing basis for the positions that they serve on the Northern Wyoming Community College District (NWCCD) Incident Management Team (IMT).

Everyone within the NWCCD community plays an important role in responding to an emergency on campus. Therefore, it is required that all faculty, staff, and students participate in an awareness level training for the topics listed in Section IX Emergency Procedures of this document on an annual basis.

The NWCCD District Risk Manager and Incident Management Team will ensure that an annual review and training is conducted to review all emergency procedures contained within this document for faculty, staff, and students. The NWCCD District Manager, or their designee, will direct the creation of training curriculum. If NWCCD resources are not available to create and/or conduct the training, it will be preferred that subject matter experts from outside the NWCCD community be acquired to do so.

All training will be documented and all documentation will be maintained on the public website for public and internal review. The documentation will include the training curriculum, who taught the training, date the training occurred, and a roster of who was present for the training. Training documents will be available upon request in the District Risk Manager's Office.

IX. CAMPUS VIOLENCE PREVENTION PLAN

Comprehensive campus violence prevention communication to promote campus safety includes everyone associated with NWCCD (students, faculty and staff). The Campus Assessment, Response and Evaluation Team (CARE) is a key component to appropriately recognize and identify signs of potential violence or danger to the NWCCD community. While response to an active violence situation is reacted to by local law enforcement, the Incident Management Team will be responsible for the implementation of the CARE team information. The NWCCD CARE Team, and the Incident Management Team, will work together to allow information to pass between NWCCD and the appropriate law enforcement agency regarding POTENTIAL violence so that an effective protocol can be established and followed to help prevent violence, or at least mitigate damage, if it does occur.

The CARE team, consisting of members from Campus Life, Counseling, and other designated employees, utilizes a reporting/referral system, a central clearinghouse for the information received, an assessment and screening protocol, and a case management protocol. This will ensure the process is fair, consistent, thorough, and legally defensible.

Training is critical for the success of campus violence prevention communication and should be received by faculty, staff, and students.

X. EMERGENCY PROCEDURES

The following protocols are designed to provide necessary information for responding to an emergency on NWCCD campuses. The guidelines listed below are not an exhaustive list. While these protocols are described separately, it is important to remember that many protocols will occur simultaneously and/or consecutively. For example, if there is an active shooter on campus, the Active Shooter protocol would apply as well as one of the Secure Campus protocols (simultaneous example). Seeking shelter for a Tornado may be implemented, but if a building is damaged the occupants may then initiate an Evacuation of that building (consecutive example).

EVACUATION:

Buildings on the campuses have a notification system for emergency evacuation. In most buildings, this is a fire alarm system. Some systems sound only an alarm while others give voice evacuation directions or announcements. Whenever the alarm system sounds and/or voice command for evacuation is sounded, everyone must leave the building or move to a safe location.

At the sound of a fire alarm, or if you are instructed to evacuate, leave your work area immediately and proceed to the nearest exit, and leave the building. If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit, and dial 911.

- Remain calm.
- Do NOT use elevators, use the stairs.
- Assist the physically impaired. If they are unable to exit without using an elevator, secure a safe location near a stairwell, and immediately inform Local Police or the responding fire department of the individual's location.
- Proceed to a clear area at least 150 feet from the building. Keep all walkways clear for emergency vehicles.
- Make sure all personnel are out of the building.
- Do NOT re-enter the building until you are given an all-clear by persons in authority.

ACTIVE HARMER or SHOOTER:

An active harmer or shooter is "an individual actively engaged in killing or attempting to kill people in a confined and populated area." In most cases, active harmers/shooters use firearms and there is no pattern or method to their selection of victims.

Persons may or may not receive advance warning of an active shooter. A witness, personal observation or the sound of gunshots may be the only alert you receive, leaving little time to react. NWCCD has utilized 2 (two) methods of training: ALICE and Run.Hide.Fight. **"ALICE"** protocol in the past, in response to a violent intruder. It may be used again in the future if available. ALICE is an acronym for 5 steps you can utilize to increase your chances of surviving. It is important to remember that the "ALICE" response does not follow a set of actions you "shall, must, will" do when confronted with an Active Shooter. **Your survival is paramount in this situation.** Deal with known information and do not worry about unknowns. You may use only 1 or 2 parts of the response protocol or you may have to utilize all 5. In this type of incident, your perception is the reality and you will be deciding what the appropriate action for you to take is. You do not necessarily have to follow any of these actions and you do not have to follow them in any specific order. Do what you need to do to survive.

1) **A**lert- This is how you will be notified in the event of an emergency. It may be a formal system or your own senses.
   - Gunfire - Witness. Actions taken by others.
   - Overhead paging announcement through fire alarms or TRCC speakers (on the Sheridan Campus).
   - NWCCD phone alert via text message or email.
2) **L**ockdown and Fortify- Secure yourself at your current location and fortify.
   - Lock the door.
   - Cover any windows in the door if possible.

- Tie down the door, if possible, using belts, purse straps, shoe laces, etc.
- Barricade the door with anything available (desks, chairs, etc.).
- Look for alternate escape routes (windows, other doors).
- Move out of the doorway in case gunfire comes through it.
- Silence or place cell phones on vibrate.
- Once secured, do not open the door for anyone. Police will enter the room when the situation is over.
- Gather weapons (coffee cups, chairs, books, pens, etc.) and mentally prepare to defend yourself or others.
- Put yourself in position to surprise the active shooter should they enter the room.

3) **I**nform- Be alert for additional information being broadcast so you can make an informed decision on how you will respond.
   - Given in plain language.
   - Can be derived from 911 calls, video surveillance, etc.
   - Who, what, where, when and how information.
   - Can be used by people in the area or who may come into it to make common sense decisions.
   - Can be given by "text alerts", overhead paging system or police radio speakers.
4) **C**ounter-Prepare to place the intruder in a defensive situation to counter their attack by creating disruption such as noise, movement and or throwing items at the subject.
   - Anything can be a weapon.
   - Throws things at the shooter's head to disrupt their aim.
   - Create as much noise as possible.
   - Attack in a group (swarm).
   - Grab the shooter's limbs and head and take them to the ground and hold them there
   - Fight dirty (bite, kick, scratch, gouge eyes, etc.).
   - Run around the room and create chaos.
   - If you have control of the shooter, call 911 and tell the police where you are and listen to their commands when officers arrive on scene.
5) **E**vacuate- If you have the opportunity to escape the area under attack, do so. Leaving the area can be your best method of protection.
   - Decide if you can safely evacuate.
   - Run as fast as you can.
   - Do not stop running until you are far away from the area.
   - Bring something to throw in case you would encounter the Active Shooter.
   - Break out windows and attempt to quickly clear glass from the frame.
   - Consider using belts, clothing or other items as an improvised rope to shorten the distance you would fall.
   - Hang by your hands from the window ledge to shorten your drop.
   - Attempt to drop into shrubs, mulch or grass to lessen the chance of injury.

Things to Consider: **RUN – HIDE – FIGHT may be easier for you to remember under extreme situations.**

- Run.Hide.Fight. is also training utilized by Sheridan College when available.
- Responding police will have their weapons drawn and ready for use. They do not know exactly who the shooter is and will probably point weapons at you. Just follow any directions they may give you. You may be asked questions, patted down, and given orders to exit certain ways.
- Responding police are there to stop the Active Harmer/Shooter as soon as possible. They will bypass injured people and will not help you escape. Only after the shooter is stopped will they begin to provide other assistance.
- If you come into possession of a weapon, do NOT, carry or brandish it! Police may think you are the Active Shooter. If possible, put it in a trashcan and carry it with you. If you come across Police, tell them what you are carrying and why. Follow their commands.
- Be prepared to provide first aid. Think outside the box. Tampons and feminine napkins can be used to stop blood loss. Shoes laces and belts can be used to secure tourniquets. Weighted shoes can be tied around a person's head to immobilize it. Remember it may be several hours until you can safely move an injured person. The actions you take immediately to treat them may save their life.
- If you are in lockdown for a long period of time, give consideration to issues such as bathroom use, or keeping people calm.
- Discuss beforehand with people in your office or classes where you will meet up should you have to evacuate and make it a place easily accessible and far away from the scene.
- Talk to students and co-workers beforehand to know if they have any special skills. Consider strategic placement of these people in a classroom or office setting. You may have current or ex-military personnel, medically trained persons, or even people trained in martial arts that can provide assistance in this type of incident.
- Consider setting up classrooms and offices to make it harder for an Active Shooter to enter and acquire targets.

BOMB THREAT:

Treat bomb threats seriously, until the threat has been assessed by appropriate emergency personnel. In some cases, bomb threats are meant to disrupt normal activities. However, the decision to evacuate the building is for the proper authorities to decide. Do not evacuate the building until ordered to do so by NWCCD Administration or their designees, or other emergency services. The College will coordinate with law enforcement to assess the threat and determine appropriate protective actions. Whether a bomb threat appears real or not, read and follow these instructions carefully. See Bomb Threat Report checklist in Appendix E.

- As a precaution, move to a location away from the suspicious item, before using a cellular phone or radio to contact emergency personnel. Use your discretion.
- Do not activate the fire alarm.

- If a suspicious package is found, do not touch it. As soon as safe to do so, report the description and location of the suspicious package to the nearest police or call 911.
- If ordered to evacuate, look around your area of responsibility for anything suspicious. Report any findings to the responding Local Police.
- Receiving a bomb threat by telephone:
  - Remain calm.
  - Try to get as much information as possible from the caller utilizingthe Bomb Threat Checklist.
  - Call 911 immediately after receiving the call.
  - Evacuate the building to the designated location(s) for fire emergencies, if directed to do so by Local Police or fire officials.

If You Receive Or Become Aware Of A Bomb Threat:

- Remain calm and immediately notify 911. Provide the location of the threat, the method by which it was received, and any information known about the threat.
- Do not touch, move, open, or investigate a suspicious package, bag, vehicle, or other item. Move away from the item and prevent others from approaching it when it can be done safely.
- Do not activate a fire alarm solely because of a bomb threat.
- Do not attempt to locate, identify, or handle a suspected explosive device, leave it to professionally trained law enforcement.
- If an evacuation is ordered, do not use a route that takes you toward or near a suspicious item or suspected device. Follow directions from emergency personnel.
- Take personal belongings only if they are immediately accessible and doing so does not delay evacuation or require returning to an area that may be unsafe.
- Once outside, do not re-enter the building until authorized by emergency personnel or Sheridan College officials.
- Report any suspicious item or information to law enforcement. Do not spread unverified information about the threat through social media or other communication channels.

Checklist - Receiving a Bomb Threat by Telephone

1. Remain calm.
2. Keep the caller on the line as long as possible unless doing so would place you or others in immediate danger.
3. Do not argue with, challenge, or provoke the caller.
4. Listen carefully and document the caller's exact words as accurately as possible.
5. Appendix E provides current recommended distances depending on the suspicious device and a Bomb Threat Checklist to record information about the threat and caller.
6. If possible, note the telephone number, caller ID information, time of the call, background noises, characteristics of the caller's voice, and any other relevant information.

After the call, immediately contact 911 and provide the completed Bomb Threat Checklist to responding law enforcement.

1. Preserve any available call records or other evidence and do not delete, alter, or discard information related to the threat.

See Appendix E for recommended evacuation distances for a variety of improvised explosive devices.

CHEMICAL SPILL ON CAMPUS:

Due to the potential for serious personal injury, chemical emergencies require a high level of preparedness so you can respond quickly. The best method of dealing with emergencies involving chemicals is having adequate knowledge of the chemicals you work with. The following chemical related information is important to know including:

- The nature of the product.
- MSDS # of the product spilled. NWCCD contracts with an outside company to provide MSDS information upon request. All pertinent emergency response information can be retrieved from a variety of sources. The following should be considered when creating the appropriate response:
  - Whether it creates hazardous or irritating fumes.
  - Whether there are any physical contact hazards.
  - What personal protective equipment you need to work with and to clean up the chemical.
  - How much of the spilled chemical will create a hazard.
  - When to evacuate the room/floor/building.

Each chemical that comes on campus has a corresponding Safety Data Sheet (SDS). The SDS lists all of the hazardous data and any special emergency procedures that should followed for exposures or spills. If you are unsure of the emergency procedures regarding the chemical or feel incapable of safely containing and handling the release, proceed with the following instructions:

- Evacuate the room and close the door behind you.
- Contact Local Police or call 911.
- Provide the following information:
  - Building and room where the spill occurred
  - The name of the chemical, if known
  - Approximate amount of spilled material
  - UN # or MSDS # of the product spilled, if known. UN or MSDS #s can be located on the HUB under the Facilities page; a blue box called "Material Safety Data Sheet".

- Depending on the extent of the spill and the hazardous nature of the chemical released, an evacuation may be necessary or it may be necessary to remain in the location.

DEMONSTRATIONS:

If an unplanned demonstration is on NWCCD property, staff should:

- Notify Local Police in Sheridan at 307-672-2413 and in Gillette at 307-682-5155 and in Buffalo at 307-684-5581. Then contact a member of the Senior Administration.
- Develop an action plan.
- Consider lockdown with warning procedures (see Lockdown procedures).
- Monitor situation and make decisions based on developing information.

If a planned demonstration is on NWCCD property, staff should:

- Preplan for this by designating protest area.
- Consult with Local Police in Sheridan at 307-672-2413 and in Gillette at 307-682-5155 and in Buffalo at 307-684-5581 in developing a plan of action.
- Notify members of Senior Administration and building staff.
- Encourage staff to maintain the safe environment.
- Monitor situation and make decisions based on developing information.
- Consider lockdown with warning procedures.

EARTHQUAKES:

Unlike other emergencies, earthquakes strike without warning, are short-lived and are often violent; therefore, the procedures to deal with them are much less specific. Therefore, you must be prepared to initiate emergency procedures within a few seconds after the initial tremor. During an earthquake:

- Remain calm and take action immediately.
- Drop-Cover-Hold.
- If indoors, seek refuge under a desk, sturdy table or a doorway and hold on. Stay away from windows, shelves and heavy equipment.
- If outdoors, quickly move away from buildings, utility poles, overhead wires and other structures.
- Avoid downed power or utility lines as they may be energized.
- DO NOT attempt to enter a building until advised by the proper authorities.
- After the initial shock:
    - Be prepared for aftershocks. Although aftershocks are usually less intense than the main quake, they can cause further structural damage.

- Take steps to protect yourself from falling debris and other hazards.
- For emergency assistance, call Local Police by dialing 911.
- DO NOT use anything with an open flame, such as cigarette lighters, matches, torches, lanterns, etc., since gas leaks may be present.
- Open windows and doors to ventilate the building. Watch out for broken glass. If a fire or explosion is caused by the earthquake, implement the Fire Emergency procedures.

FIRE OR EXPLOSION:

In the event of a fire/explosion on campus, command of the incident will rest with the local fire department. It is the responsibility of all building occupants to be aware of the exits. Any time the fire alarm sounds, persons are to immediately assess the situation and determine if evacuation is the proper action to take. If occupants exit buildings, they should go to the closest building that is safe.

In the case of a fire alarm in the residence area, all evacuees should exit the affected building and go to the closest safe building.

It is the responsibility for all instructors and resident assistants to notify their students of assembly points if designated in the case of an alarm. All employees are encouraged to be aware of anyone with special needs that may need assistance with evacuation.
Cleanup should not begin until such time as approved by the local fire department commander in charge of the scene. No employees are expected to remain in an alarmed building to attempt to extinguish any fire.

Note: Fire alarms should not be used to evacuate buildings, except for fires, spills or explosions.

GAS LEAK:

If you smell natural gas and suspect a large/significant gas leak, do the following:

- Evacuate area and notify Local Police by dialing 911.
- DO NOT SWITCH ON OR OFF ANY LIGHTS OR ELECTRICAL EQUIPMENT.
- Evacuate the building at the nearest exit. Notify other building occupants to evacuate the building.
- DO NOT USE ELEVATORS. DO NOT PANIC.
- Once outside, move away from the building. Keep walkways clear for emergency vehicles and crews. Notify Campus Safety Director or member of the Cabinet.
- Prevent sources of ignition (cigarettes, electrical equipment, etc.).
- DO NOT RETURN TO AN EVACUATED BUILDING unless authorized to do so.

POWER OUTAGES

Power outages are one of the most common incidents on the Sheridan College campus. This section provides guidance for protecting life, property, and operations during both short-term and long-term outages. When an outage occurs, Facilities and Campus

Safety confirm the affected areas, notify members of the Incident Management Team (IMT), and they issue a campus-wide alert. Emergency lighting activates, key-card doors unlock, generators power designated areas: TRCC, Centennial, Whitney Choral Room, IT Core Rooms; and faculty and staff ensure immediate safety in classrooms, residence halls, labs, and other high-risk areas. (Fire alarm systems will operate for 24 hours, toilets will still function, and elevators do not operate.)

Short-term outages focus on determining the cause, monitor in critical systems, providing regular communication, and deciding whether to pause instruction or close affected facilities.

If an outage becomes long-term or indefinite, the IMT may activate the Emergency Operations Center, evaluate campus-wide closure, and prioritize essential needs such as shelter, temperature-controlled spaces, food, and support for residential students. Remote instruction may be implemented where possible, and critical research or equipment may be relocated or placed on portable power. The College coordinates with external partners for resources, maintains health and safety through fire watch and manual security as needed, and restores operations once utilities return. After power is fully restored, Facilities and IT verify system integrity, buildings reopen when safe, and the IMT conducts a debrief to improve future response.

SECURE CAMPUS PROTOCOLS:

Secure Campus protocols described below are based on an all hazards approach, not an individual scenario. They are designed to be flexible and adjusted based on the specific incident.

Consider the following:

- How a particular classroom and building characteristics (i.e., windows, doors) affect possible Secure Campus courses of action.

- When to use the different variations of Secure Campus (when outside activities are curtailed, doors are locked, and visitors closely monitored but all other activities continue as normal).

SHELTER IN PLACE

This is used when there may be danger to the campus and is generally a precautionary measure. The location of a possible threat may not be known but is considered to be near the campus.

- Exterior doors are locked and access to the college is restricted. No one goes outside until an all-clear message is received from local law enforcement.

- Business can generally continue within the buildings with a heightened awareness of surroundings.

Example: *Law Enforcement is looking for dangerous person/suspect in the vicinity of the college*.

LOCKDOWN

Lockdown will be used to secure buildings and facilities during incidents that pose an immediate threat of violence in or around the College, such as a violent intruder. The threat is believed to be inside NWCCD. The locking of most of the external doors of buildings can be done very quickly with the push of a button. NWCCD Administrators are immediately notified by text and email when a lockdown is activated. A designated person will notify local police by dialing 911.

The primary objective of a lockdown is to quickly ensure all faculty, staff, students, and visitors are secured in rooms away from immediate danger. Lockdown is not a stand-alone defensive strategy and may be just one option as part of a number of emergency action plans.

LOCKDOWN CONSIDERATIONS

- During a threat or potential threat, if evacuation is not possible, students and faculty/staff are instructed to proceed to the nearest classroom, office, or residence hall room where they should lock and or barricade the door and stay away from the windows.

- If a person is outside when the lockdown occurs, they should leave the campus immediately. Only Local Law Enforcement will be able to access the main buildings during the lockdown.
  - Cell phones should be silenced.
  - Lights, electronics, and other equipment should be turned off.
  - Everyone should stay low and away from the windows.
  - Everyone should remain silent and stay very still.
  - Faculty should attempt to record the names of everyone present.
  - It is essential that everyone stays calm and stands by for further information.
  - If the threat is in your immediate area take appropriate action based on established ALICE protocols.
  - If you are in a hallway or common area go to the nearest room that can be secured/locked/barricaded.
- Calls to Local Police should be made only if you have specific information regarding the location or conduct of the intruder.

- DO NOT respond to anyone at the door until a law enforcement officer tells you it is safe.

- If you are directed by police to leave your secured area do exactly what you are told.

- Do not sound the fire alarm in the building unless there is a fire.

- If a fire alarm sounds during a lockdown, use your senses. Can you smell smoke or see fire in your area?
- If you decide to evacuate. DO NOT try to drive a vehicle from campus. Walk or run away.
- If injured, call 911 immediately and provide your location.
- Stay away from campus until notified through NWCCD Regroup Mobile Emergency Notification (wka Alert Me) or other NWCCD communication.

SUICIDE THREAT OR ATTEMPT:

Writing, talking or even hinting about suicide must be taken seriously. Immediate intervention is essential! In the event a staff member believes a member of the NWCCD community is a suicide risk or has attempted suicide, staff should:

- Stay with the member until assistance arrives, unless you feel your personal safety is at risk.
- Notify Local Police by dialing 911, counselor, social worker or psychologist.
- Ensure short-term physical safety of the member; provide first aid if needed.
- Listen to what the member is saying and take the threat seriously.
- Assure the member of your concern.
- Assure the member you will find help to keep him or her safe.
- Stay calm and do not visibly react to the member's threats or comments.
- Do not let the member convince you the crisis is over.
- Do not take too much upon yourself. Your responsibility is limited to listening and providing support until the member can receive appropriate medical care or counseling.
- Call Local Police by dialing 911 if the member needs medical attention, has a weapon, needs to be restrained.
- Determine a course of action with social worker or other mental health professional.
- Contact minors' parent or guardian and make appropriate recommendation.
- Document all actions by staff.
- Follow-up and monitor to ensure member's safety.
- Implement recovery procedures.

SUSPICIOUS PACKAGE OR MAIL:

Characteristics of a suspicious package or letter include: excessive postage or excessive weight; misspellings of common words; oily stains, discolorations, or odor; no return address; or a city or state postmark that does not match the return address; or a package that is not anticipated by someone at NWCCD or is not sent by a known vendor.

- **If you receive a suspicious package or letter by mail or delivery service:**
  - DO NOT OPEN package or letter.
  - Notify Local Police: Sheridan 307-672-2413; Gillette 307-682-5155; Buffalo 307-684-5581; and / or 911.
  - Limit access to the area where the suspicious letter or package is located to minimize the number of people who might directly handle it.
  - Preserve evidence for law enforcement.

  If a letter/package contains a written threat but no suspicious substance:

  - Notify Local Police: Sheridan 307-672-2413; Gillette 307-682-5155; Buffalo 307-684-5581; and / or 911.
  - Limit access to the area in which the letter or package was opened to minimize the number of people who might directly handle it.
  - Preserve evidence for law enforcement.

- **If a letter or package is opened and contains a suspicious substance:**
  - Notify Local Police: Sheridan 307-672-2413; Gillette 307-682-5155; Buffalo 307-684-5581; and / or 911.
  - Limit access to the area in which the letter or package was opened to minimize the number of people who might directly handle it.
  - Isolate the people who have been exposed to the substance to prevent or minimize contamination.
  - Preserve evidence for law enforcement.
  - Consult with emergency officials to determine:
    - Need for decontamination of the area and the people exposed to the substance.
    - Need for evacuation or shelter-in-place.

TORNADO:

Tornado preparedness means that you know the difference between a tornado WATCH and a tornado WARNING, where the tornado shelters are in your building and when to initiate the appropriate procedures.

- Tornado Watch – tornadoes are possible in and near the watch area – be prepared.
- Tornado Warning – a tornado has been sighted or indicated by weather radar – take action.

If a tornado warning is issued, there are no *designated* tornado shelters. **Immediately move indoors to the safest location available**. Go to the **lowest level of the building**, if possible, and stay away from windows, exterior doors, glass, and large open areas such as gymnasiums or auditoriums.

If a basement or below-ground area is not available in a campus building, **move to a small, interior room or hallway on the lowest floor**, preferably surrounded by walls and without windows. Close doors and protect your head and neck with your arms, coats, backpacks, or other available materials. **Do not use elevators.**

Remain in your location until the tornado warning has expired or campus emergency officials or first responders provide an all-clear.

- Be prepared to assist individuals who may need additional help while avoiding unnecessary movement during the warning.

- After the tornado has passed, assist anyone who may have been injured. Do not move an injured person unless their life is in immediate danger from fire, leaking gas, or some other imminent hazard. Notify Local Emergency Services by dialing 911 of any injured persons and follow their directions.

  Once the tornado has passed, if the building was not damaged, you can return to your work area. If the building was damaged, evacuate the building.

WEAPONS:

The presence of weapons on campus can create significant risk. Early intervention may reduce or eliminate escalation of the incident. If you are aware of an open-carry weapon on NWCCD property, staff should:

- Notify Local Police, IF there is threatening behavior displayed (with or without a weapon), by dialing 911 immediately and provide the following information:
  - Location, identity and description of the individual.
  - Description and location of any weapon(s) observed.
  - Whether the individual has threatened him or herself or anyone else.
- Notify Staff Supervisor or the Campus Safety Line at 307-675-0250, if there is *no* threatening behavior associated with the presence of an open carry weapon. It is not illegal to carry a concealed carry weapon on campus unless there is threatening behavior observed. As soon as possible let a Cabinet member know so the person may be monitored. Open carry is not allowed on campus by State Statute § 6-8-105, effective July 1, 2025 and may be subject to code of conduct up to being trespassed off the campus.

- Limit information to staff and members on a need-to-know basis.

- Stay calm and do not call attention to the weapon.

- Document all actions taken by staff by completing an NWCCD Incident Report or CARE Report.

- **Refer to Policy 3050:** Firearms and Weapons Policy as well as Procedure 3050.1: Firearms and Weapons, for further guidance. Wyoming State Statutes §6-8-104 and §6-8-105 allows concealed carry weapons on campus effective July 1, within specific conditions.

- **REMEMBER:** Under no circumstances will employees, students, or visitors to campus be expected to confront anyone potentially violating board policy or the law. Do NOT approach or confront an individual open carrying, printing (the outline of a concealed weapon is visible under clothing), or concealed carrying.

WEATHER EVENT GENERAL GUIDELINES:

If a significant weather event is anticipated that could impact Sheridan and Johnson Counties, the College Incident Management Team (IMT) will activate and typically will meet early (5:30 a.m., via Zoom), to make decisions about College operations. Once a decision is made, students and employees will receive messaging via email and the College text alert system as early as possible (goal is by 6:00 a.m.). Many factors will be considered including, but not limited to:

- Weather forecasts and current conditions (typically a closure will not occur based solely on a prediction)
- Conditions on campus
- Area road closures
- School district decisions (many of which are made at or near 6:00 a.m.)
- Local emergency response actions and recommendations

Considerations are made carefully. Delaying/closing campus or moving courses to alternate forms of study affects learning processes and continuity of operations.

APPENDIX A

Incident Management Team Members

2026-27 NWCCD Incident Management Team Members - Sheridan

NWCCD Alternates are assigned as necessary from Incident Management Team Members. All IMT Members may flex to different Incident Command roles as unique incidents dictate and based on availability.

Title	Name	Email	Phone
NWCCD President	Dr. Walter Tribley	wtribley@sheridan.edu	W: 307-675-0810
Exec. Asst. to the President/BOT	Dylan Branson	dbranson@sheridan.edu	W: 307-675-0810
Exec. Asst. to the President/BOT	Andrea Morgan	amorgan@sheridan.edu	W: 307-675-0810
Vice President of Admin / CFO	Craig Achord	cachord@sheridan.edu	W: 307-675-0811
Vice President of Academic Affairs Interim Designee	Megan Boedeker	mboedeker@sheridan.edu	W: 307-675-0823
Vice President for Strategic Communication	Wendy Smith	wsmith@sheridan.edu	W: 307-675-0412
Marketing Specialist, PIO	Dave Huebner	dhuebner@sheridan.edu	W: 307-675-0413
Coordinator of Marketing, PIO	Autumn Knight	aknight@sheridan.edu	W: 307-675-0414
Chief Human Resources Officer	Bobbie Murray	bmurray@sheridan.edu	W: 307-675-0751
District Risk Manager / Clery Compliance Officer	Jana Clements	jclements@sheridan.edu	W: 307-675-0812
Interim Vice President, Student Affairs	Micah Olsen	molsen@sheridan.edu	W: 307-675-0111
Director of Advising and Recruitment	Thad Rigby	trigby@sheridan.edu	W: 307-675-0104
Assistant VP for Facilities	Kent Andersen	kandersen@sheridan.edu	W: 307-675-0444
Asst. Director of Facilities	James Lollar	jlollar@sheridan.edu	W: 307-675-0443
Maintenance Supervisor	Joel Mueller	jmueller@sheridan.edu	W: 307-675-0464
Technical Director, ITS	Mark Naus	mnaus@sheridan.edu	W: 307-675-0551
Director of SC in Johnson County & College Success	Joseph Aguirre	jaguirre@sheridan.edu	W: 307-675-0141
Director of Campus Life and Housing	Ken Stacy	kstacy@sheridan.edu	W: 307-675-0787
2026-27 Senate President, Ex Officio	Jennifer Nichols	jnichols@sheridan.edu	W: 307-675-0724
The Senate President designated David Brock to attend meetings	David Brock	dbrock@sheridan.edu	W: 307-675-0232

GCCD Emergency Coordination Team Members - Next Page.

GCCD - Gillette College Emergency Coordination Team

Title	Name	Email	Phone
Senior Director of Risk Management & Campus Safety; Incident Coordinator	Greg Busch	**gbush@gillettecollege.org**	W: 307-681-6336
Admin Coordinator to President; GCCD (support) Public Information Officer	Elly Henning	**ehenning@gillettecollege.org**	W: 307-681-6200
Custodial Supervisor; Liaison Officer	Allyssa Molenda	**amolenda@gillettecollege.org**	W: 307-681-6445
Director of Facilities; Operations Section Chief	Marty Woulfe	**mwoulfe@gillettecollege.org**	W: 307-681-6456
Senior Director, HR; Planning Section Chief	Shantel Moore	**smoore@gillettecollege.org**	W: 307-681-6321
Grounds Supervisor; Logistics Section Chief	Bill Brandt	**wbrandt@gillettecollege.org**	W: 307-681-6443
Controller; Finance; Admin Section Chief	Debra Craig	**dcraig@gillettecollege.org**	W: 307-681-6329
IT Director; Information Tech. Unit Leader	Renee Collins	**rcollins@gillettecollege.org**	W: 307-681-6556
HR Generalist; Situation Unit Leader	Nicole Wolf	**nwolf@gillettecollege.org**	W: 307-681-6322

Executive Policy Group	Name	Email	Phone #
GCCD President	Janell Oberlander	**joberlander@gillettecollege.org**	W: 307-681-6201
GCCD VP for Academic and Student Affairs	Barry Spriggs	**bspriggs@gillettecollege.org**	W: 307-681-6071
GCCD VP for Administration/CFO	Anne Larson	**alarson@gillettecollege.org**	W: 307-681-6335
GCCD Exec. Director, Gillette College Foundation	Heidi Gross	**hgross@gillettecollege.org**	W: 307-681-6400

GCCD Backups for:

Incident Coordinator	Lindsay Wakefield, Dean of Health Science	W: 307-681-6304
Public Information Officer	Maggie Longo, Exec. Director of Marketing and Strategic Communications	W: 307-681-6210
Liaison Officer	Joleen Torres, Facilities Coordinator	W: 307-681-6444
Operations Section Chief	Austyn Matthews, Maintenance Supervisor	W: 307-681-6455
Planning Section Chief	Roger Humphrey, Exec. Director, IR	W: 307-681-6140
Logistics Section Chief	Brandi Martin, Director of Career Services/Exp. Learning	W: 307-681-6281
Finance/Admin Section Chief	Sam Rankin, Accounting Manager	W: 307-681-6333
Information Technology Unit Leader	Chrisondra Kern, Enterprise Systems Admin.	W: 307-681-6557
Situation Unit Leader	Adie Polk, Exec. Asst.to the Vice President	W: 307-681-6072

For Internal Use Only

Appendix B

Incident Recovery Plan

Emergency Telephone Numbers

Agency	Contact Telephone Number
American Red Cross	307-638-8906
FBI - Casper	307-237-3451
ATF-Cheyenne	307-633-9400
Campbell County Counseling Center	307-682-6699
Campbell County Public Health	307-682-7275
Campbell County Sheriff's Office	307-682-7271
Gillette City Hall	307-686-5200
Gillette Fire / EMS	307-682-8411
Gillette Police Department	307-682-5155
Buffalo City Hall	307-684-5566
Buffalo Fire Department	307-684-9058
Buffalo Police Department	307-684-5581
Poison Control	800-222-1222
Sheridan City Hall	307-674-6483
Sheridan Fire Department	307-674-7244 or 9-1-1
Sheridan Police Department	307-672-2413
Sheridan Wastewater Treatment Plant	307-674-7038
Sheridan Water Treatment Plant	307-674-9833
MDU Power (Emergencies)	800-638-3278 or 888-221-7070
Sheridan County Sheriff's Office	307-672-3455
Sheridan County Public Health	307-672-5169
Sheridan County Advocacy Resource Center	307-672-3222
Northern Wyoming Mental Health	307-674-4405
Suicide Prevention	988 or 800-273-8255
Sheridan County Emergency Management (LEPC)	307-675-2569
US Dept. Environment Protection Agency	800-227-8917 or 307-332-3047
US National Weather Service - Riverton	307-857-3898
Wyoming Division of Criminal Investigation	307-856-0918 or 307-778-7181
Wyoming Dept. of Homeland Security	307-777-4663
Wyoming Highway Patrol	800-442-9090 or 9-1-1
Wyoming Regional EMS Ambulance Services	307- 688-1160

Appendix C

Counseling Services

Counseling Center

Role:

- Staff counselors serve as consultants to the Incident Management Team concerning mental health issues.
- To respond on site and/or by phone to meet the mental health needs of those individuals involved in the emergency.
- To provide normal prevention programming to the campus as one means of avoiding emergencies.
- To provide and/or offer follow-up and debriefing with faculty/staff/students/parents regarding their mental health needs after an emergency.
- To know how to connect with the local Red Cross to seek support for the campus or for the Counseling Center and other local resources as needed.
- To stay up-to-date on emergency response protocol relative to mental health issues.
- To provide support for any mental health issues related to the emergency.

Appendix D

Command Post and Campus Emergency Operations Center Procedures

The Incident Command Post is the location from which field operations are conducted. There should be only one Incident Command Post, although there may be other satellite support areas such as a staging area for media, personnel, and equipment.

The location of the Incident Command Post should be chosen based on:

- Access by responders.
- Safety from the incident site (a minimum of one solid core door should separate the command post from the site of the incident).
- Access to needed elements such as phone lines and lighting.
- Access to a primary and secondary exit.
- Positioned between the inner and outer perimeter.

Personnel gathered at the command post may include (as required):

- A Field Supervisor (typically a member of the IMT or Senior Administration).
- An aide who is familiar with emergency operations to record events as they unfold.
- Person(s) who are familiar with the subject of the emergency to identify hazards and prevent hazardous actions.
- Representative(s) from the area(s) affected to provide technical and occupancy information in addition to providing chemical information such as material safety data sheets and chemical inventories.
- An operations manager whose main objective is to oversee the activities of trained personnel assigned to directly resolve the incident (e.g. clean up a chemical spill or flood).
- A staging area manager whose responsibility is to set up and manage a staging area and coordinate the movement of personnel and equipment from the staging area to the incident.
- Physical Plant personnel who are knowledgeable of all utilities such as electrical, plumbing, compressed gases, heating and ventilating systems, and structural components.
- A public relations representative to gain factual information about the incident and provide this information to the press. This may be assigned to local first responders.
- Local Police personnel required to coordinate crowd and access control.

Each key representative should be issued an identification vest. All other personnel should be directed to the staging area or to the CEOC if such an assignment is appropriate. All others should be directed to leave the area.

The Campus Emergency Operations Center (CEOC) is the location from which the Incident Commander and the general and command staffs will coordinate emergency operations, logistical support, planning, and financial management functions.

In a unified command structure, with which several jurisdictional agencies and NWCCD departments are involved, designated individuals assigned by the Incident Commander, the jurisdictional authority, or by the College, gather at this location to:

- Conduct initial evaluation of the incident
- Define objectives
- Form a plan to mitigate the incident
- Identify, acquire and deploy resources as needed
- Stabilize the scene
- Continually evaluate conditions
- Carry out the necessary objectives for reaching return-to-normal operations

Equipment that may be needed at the command post include:

- Copy of Campus Emergency Operations Plan or Incident Management Plan
- Telephone lines with outside access
- Cell phone with charger/back-up battery
- Building plans for the affected area
- A campus map
- Radio communication means
- Emergency lighting
- A business directory
- Clerical supplies
- A first aid kit and an Automated External Defibrillator (AED).
- A status board with markers or chalk
- Bottled water
- The Mobile EOC Kit

Appendix E

Bomb Threat, Checklist and Evacuation Distance Stand Off Charts

(Taken from U.S. Department of Homeland Security & FBI)

BOMB THREAT RECOMMDED PROCEDURES

This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist in the right side column.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call:
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- Call:
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly Handwritten
- Misspelled Words
- Incorrect Titles
- Foreign Postage
- Restrictive Notes

Refer to your local bomb threat emergency response plan for evacuation criteria.

DO NOT: Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.

DO NOT: Touch or move a suspicious package.

BOMB THREAT CHECKLIST

DATE: TIME:

TIME CALLER HUNG UP: PHONE NUMBER WHERE CALL WAS RECEIVED:

ASK CALLER:

- Where is the bomb located? (Building, floor, room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb? Yes No
- Why?
- What is your name?

Exact Words of the Threat:

Information About the Caller:

- Where is the caller located? (background/level of noise)
- Estimated Age:
- Is voice familiar? Who might it sound like?

Other points:

Female? Male? Accent?
Angry/Calm? Clearing Throat? Coughing?
Cracking Voice? Crying? Deep?
Deep Breathing? Disguised? Distinct?
Excited? Laughter? Lisp? Loud?
Nasal? Normal? Ragged? Rapid?
Raspy? Slow? Slurred? Soft?
Stutter? Animal noises? House noises?
Kitchen noises? Street noises? Booth?
PA system? Conversation? Music?
Motor? Clear? Static? Office machinery?
Factory machinery? Local? Long Distance?
Incoherent? Message read? Taped message?
Irrational? Profane? Well-spoken?

U.S. Department of Homeland Security
BOMB THREAT STAND-OFF CHART

Updated As of August 2025

Threat Description Improvised Explosive Device (IED)	Explosives Capacity (TNT Equivalent) (1)	Mandatory Evacuation Distance (2)	Shelter-In-Place Zone (3)	Preferred Evacuation Distance
Pipe Bomb	5 POUNDS	70 FEET	71-1199 FEET	1,200 FEET
Suicide Bomber 	20 POUNDS	110 FEET	111-1699 FEET	1,700 FEET
Briefcase/Suitcase 	50 POUNDS	150 FEET	151-1849 FEET	1,850 FEET
Car 	500 POUNDS	320 FEET	321-1899 FEET	1,500 FEET
SUV/Van	1,000 POUNDS	400 FEET	401-2399 FEET	2,400 FEET
Small Moving Van/Delivery Truck 	4,000 POUNDS	640 FEET	641-3799 FEET	3,800 FEET
Moving Van/Water Truck	10,000 POUNDS	860 FEET	861-5099 FEET	5,100 FEET
Semi-Trailer	60,000 POUNDS	1,570 FEET	1571-9299 FEET	9,300 FEET

(1) These capacities are based on the maximum weight of explosive materials that could reasonably fit in a container of similar size.

(2) Personnel in buildings are provided a high degree of protection from death or serious injury; however, glass breakage and building debris may still cause some injuries. Un-strengthened buildings can be expected to sustain damage that approximate five percent of their replacement cost.

(3) If personnel cannot enter a building to seek shelter, they must evacuate to the minimum distance recommended by Outdoor Evacuation Distance These distances are governed by the greater hazard of fragmentation distances, glass breakage or threshold for ear drum rupture.

Appendix F

ICS Forms Reference Guide

ICS Form Number	Description
ICS Form 201	Incident Briefing
ICS Form 202	Incident Objectives
ICS Form 203	Organization Assignment List
ICS Form 204	Assignment List
ICS Form 205	Incident Radio Communications Plan
ICS Form 205A	Communications List
ICS Form 206	Medical Plan
ICS Form 207	Incident Organization Chart
ICS Form 208	Safety Message-Plan
ICS Form 209	Incident Status Summary
ICS Form 210	Resource Status Change
ICS Form 211	Incident Check-In List
ICS Form 213	General Message
ICS Form 213RR	Resource Request Message
ICS Form 214	Activity Log
ICS Form 215	Operational Planning Worksheet
ICS Form 215A	Incident Action Plan Safety Analysis
ICS Form 218	Support Vehicle-Equipment Inventory
ICS Form 220	Air Operations Summary
ICS Form 221	Demobilization Check-Out
ICS Form 225	Incident Personnel Performance Rating

Anyone can take introductory Incident Command System (ICS) courses offered through the Dept. of Homeland Security. Take the following steps:
1.) Obtain a free FEMA Student Identification (SID) number at https://training.fema.gov. and click on Register for FEMA SID. Keep record of this number to use often.
2.) Go to https://trainingfema.gov/nims/
3.) Scroll down and sign up for an ICS or NIMS class from the list provided. (Recommended: ICS-100 through ICS-400.)

Appendix G

Physical Plant Roles

Physical Plant

Roles:

- To take whatever action is appropriate to safeguard life and to prevent damage, or further damage, to College assets and facilities.
- To assume responsibility for all immediate facilities-related corrective action necessary to restore the College to operational status.
- To maintain communication with other members of the Incident Management Team about status of physical plant problems and the need for further action to protect people and public health.
- To assist the Incident Commander by providing necessary equipment, transportation vehicles, supplies and staff to remedy the situation.
- To coordinate emergency debris removal, removal of wrecked or disabled vehicles and any other actions required to make campus accessible to emergency response vehicles, etc.
- To work with the Incident Management Team to determine available facilities for temporary housing if needed.
- To work with members of the Incident Management Team to provide potable water supplies, building materials and technical support to facilities in need.
- To work with members of the Incident Management Team to provide for sanitary sewage service or substitute facilities, and for trash and garbage disposal.
- To assume primary responsibility for facilities-related recovery and restoration work required after the incident has been resolved.
- To maintain a recall list and establish recall procedures for Physical Plant personnel. To contact and maintain liaison with service suppliers.
- To act as Safety Monitors and if they “See Something, Say Something.”

Appendix H

Damage Assessment Worksheet

Northern Wyoming Community College District Damage Assessment Worksheet

Employee Name:	**Title:**
Address of Damage:	**Room Number:**
Date of Incident:	**Date Completing Form:**

Incident Summary

❑ **Burst Water Pipe** ▶ ☐ Fire System ☐ Heat/AC System ☐ Waste ☐ Other:
❑ **Fire**
❑ **Flooding**
❑ **Other:**

Space Affected

❑ Individual office ❑ Shared office > Shared with: _____
❑ Cubicle ❑ Lab / Research ❑ Classroom:
❑ Storage ❑ Library ❑ Other:

Structure Damage Assessment

Brief description of damage: _____

_____

_____

Itemized Damage Assessment

Item	Destroyed	Major	Minor	Comments / Damage Caused By
Computer				
Monitor				
Printer				
Phone				
Files, Documents				
Desk				
Chair				
File Cabinet (not files)				
Bookshelf				
Rugs				
Other Furniture				
Specialized Equipment				

Appendix I

NWCCD Instructional Technology (IT) Disaster Recovery

Sheridan College Disaster Recovery

PROCEDURE STATEMENT

It is the procedure of Northern Wyoming Community College District (NWCCD) to ensure that critical information systems and data remain protected, recoverable, and resilient in the event of a disaster, cyber incident, or prolonged outage. The institution is committed to maintaining business continuity by implementing 3-2-1-1-0 backup concepts and best practices, establishing clear Recover Point Objectives (RPOs) and Recovery Time Objectives (RTOs), and conducting regular audits and recovery tests. Those critical systems, deemed necessary to the mission of the College, are outlined with the NWCCD ITS Service Level Agreement.

PURPOSE AND SCOPE

This Disaster Recovery Plan outlines the framework, procedures, and responsibilities for restoring IT services in the event of a disruption. It applies to all critical IT systems and services necessary for the continuity of NWCCD's mission, as defined in the **NWCCD ITS Service Level Agreement (SLA).**

Disaster recovery response depends on:

- The type and severity of the incident (power outage, physical damage, cyberattack, etc.)
- Access to the impacted location
- The expected duration of service disruption

Not all outages constitute a disaster. Service interruptions limited to a single office, classroom, or building do not necessarily trigger Disaster Recovery (DR) protocols unless they affect critical systems or enterprise-wide services.

DISASTER RECOVERY PRINCIPLES

NWCCD follows **Veeam-recommended best practices** for data protection and service recovery:

- **3-2-1-1-0 Rule:**
  - 3 copies of data
  - 2 different media types
  - 1 copy stored offsite
  - 1 copy immutable or air-gapped
  - 0 backup errors (verified with automated testing and recovery validation).
- **Prioritization of Services:** Restoration efforts focus first on mission-critical systems defined in the SLA, including authentication, academic services, communication platforms, and enterprise applications.

RESPONSE PROCEDURES BY LOCATION

General Campus Areas (non-core facilities)

- Upon regaining site access, IT prioritizes:
  1. Network services
  2. Communication systems
  3. Tier 3 services (non-critical connectivity)

- If personnel must relocate:
  - IT provisions
  - End-user devices are provided as available.
  - Off-campus relocations may require contracts with third-party vendors for temporary connectivity.

SHERIDAN (WHITNEY BUILDING) CORE ROOM

Power Outage

- Dual-UPS provides ~20 minutes of runtime and sends alerts to Facilities and ITS.
- Generator automatically activates within 1 minute to sustain power for IT systems and HVAC.
- Facilities tests generator monthly.
- **WatchDog Alerting** system notified staff of temperature, humidity, and power source changes.

If generator fails:

- Systems remain on UPS until batteries are depleted.
- Facilities and ITS staff must initiate an emergency shutdown.
- Most communications systems district-wide will be unavailable.

Physical Damage

- Network: Fiber rerouting required with ETS (State of Wyoming). Local providers may supply temporary wireless connectivity.
- Servers:
  - Virtualized services prioritized; restored first using redundant infrastructure in Sheridan Core.
  - Ellucian Colleague restored from Microsoft Blob Storage as an interim solution.
  - Replacement hardware ordered (expected delivery 2-5 business days).
  - Short-term hosting possible with cloud providers or partner institutions.

DATA PROTECTION AND BACKUP STRATEGY

NWCCD employs a **multi-layered backup and data loss prevention approach** aligned with Veeam's 3-2-1-1-0 strategy:

- **On-Premises:** Disk-to-disk (D2D) replication between Sheridan CORE room.
- **Offsite/Immutable:** Weekly full backups stored in offsite, immutable repositories.
- **Cloud Services:** Office 365, Canvas LMS, and www.sheridan.edu are hosted offsite with vendor redundancy.
- **Authentication Services:** Maintained within district network, requiring core room availability.
- **Testing and Verification:** All backups are automatically tested for recoverability; DR drills are conducted annually.

INTERNET CONNECTIVITY

- NWCCD relies on **State of Wyoming ETS** for core internet services.
- Backup connections are maintained in both Sheridan and Buffalo through alternate providers.
- Due to regional infrastructure constraints, simultaneous provider outages remain at risk.

REVIEW AND MAINTENANCE

- This Disaster Recovery Policy is reviewed **annually** and after any significant disaster event.
- Backup testing and generator testing are scheduled monthly.

IT Help Desk: 307-675-0555

Appendix J

Common Acronyms Used in NWCCD Emergency Management

COMMON ACRONYMS USED IN NWCCD EMERGENCY MANAGEMENT		
ACRONYM	**STANDS FOR:**	**DESCRIPTION:**
AAR	After-Action Report	Document that summarizes key information related to evaluation of an incident or emergency. Completed w/I 5 days of an incident.
ADA	Americans With Disabilities Act	Enacted in 1990, this act is a protection for identified vulnerable populations.
CEOC	Campus Emergency Operations Center	Also known as IC (Incident Command), also known as EOC (Emergency Operations Center) where Incident Command operations are conducted.
CMP	Campus Safety Plan	NWCCD has an overview document of safety contacts and information. Found on the HUB Campus Safety Page.
COOP	Continuity of Operations Plan	Planning that allows for the implementation and management of operations to assure essential functions and services can continue during and after potential emergencies or disasters.
EMS	Emergency Medical Services	First response services such as fire, law enforcement, paramedics
ENs	Emergency Notifications	Immediate threats to health and safety that must be communicated to the campus community in a timely manner with follow-up.
EOC	Emergency Operations Center	Physical location at which the coordination of information and resources to support incident management activities takes place, aka CEOC.
EOP	Emergency Operations Plan	NWCCD calls this the Incident Management Plan. Details emergency response to a wide variety of potential hazards. This Appendix (Appendix J) is located in the EOP aka IMP.
EVAC	Evacuation	An organized plan of removing persons from a building, campus or specific identified area in efforts to protect and preserve life.
GO Bags	Portable Emergency Supplies Bags	Emergency Supplies Backpacks used by IMT members that include emergency response items that are helpful such as first aid kits.
HAZMAT	Hazardous Materials	Natural or human-caused source(s) or causes of harm or difficulty. NWCCD facilities / maintenance depts. have an online subscription to MSDSonline and is on the Facilities page on the HUB.
HUB	The HUB	NWCCD Internal website for employees, faculty and students. The Campus Safety Page is located on the HUB.
IC	Incident Commander	Often, the President is the Incident Commander at NWCCD, but it depends on the incident. First responders on the scene often are transferred into this role. The person responsible for all incident activities, including strategies, tactics and resources.
ICS	Incident Command System	A system used by NWCCD to manage emergencies and provide common terminology and methods to assist with continuity and fluidity between the College and responding agencies.
IMP	Incident Management Plan	Updated annually. Procedure 3000.3. Details emergency response to a wide variety of potential hazards.
IMT	Incident Management Team	A team of employees who meet regularly for planning, execution, training of incident and emergency response.
MOA	Memorandum of Agreement	NWCCD uses MOAs for all contracts except those with inter-governmental agencies.
MOU	Memorandum of Understanding	NWCCD uses MOUs for inter-governmental agencies. NWCCD uses MOAs for all other contracts.
MSDS	Material Safety Data Sheet	MSDSOnline is an online application used by NWCCD to look up hazardous materials and how to effectively mitigate harm from exposure.

-Acronyms continued on page 68

NIMS	National Incident Management System	Federally-mandated management structure used for disasters.
NWCCD Alert Me	Alert Notification System	Now known as the Regroup Mobile App, a communications system NWCCD uses to email urgent messages to all subscribers and text to opt-in subscribers.
PIO	Public Information Officer	NWCCD uses the PIO or designated individuals to provide emergency messages. Always direct inquiries to the PIO regarding an urgent or emergent incident.
PSA	Public Safety Announcement	NWCCD uses public safety announcements to inform the campus community of safety information. Example: COVID numbers reported. No follow-up is required.
TWNs	Timely Warning Notifications	Crimes or circumstances requiring the communication of a potential on-going or serious threat to the campus community. They do not require follow-up. Example: Weather events: possible flood or tornado in an area.

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