



**NORTHERN WYOMING  
COMMUNITY COLLEGE DISTRICT**

## **NWCCD Campus Safety Plan**

Adoption Date: July 2020

Review Dates: 12/15/2020; 4/19/2022; 10/24/22; 6/30/23

Revision Dates: 2/16/2021; 4/19/2022; 10/24/22; 6/30/23



# NORTHERN WYOMING COMMUNITY COLLEGE DISTRICT

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## OVERVIEW

The Northern Wyoming Community College District Campus Safety Program is focused on creating a safe and welcoming campus through a community approach to security; the promotion of personal safety; and awareness and deterrence of incidents. We strive to provide a safe educational environment through quality training, effective leadership, and collaboration with local law enforcement agencies.

The Campus Safety Plan is intended to provide general rules in safety and health, and to establish basic procedures to implement the plan.

## OBJECTIVES

The primary objective of the Campus Safety Plan is to establish, promote, implement, and maintain good safety and health processes for the student body, faculty, staff, and visitors.

Additional objectives include:

- Developing and maintaining policies that ensure the College's compliance with local, state, and federal regulations.
- Supporting College units, individually, in the implementation of their safety and health programs.
- Creating systems to facilitate communication of safety guidelines to campus communities.
- Developing and maintaining information on safety and health as an educational resource for the District.
- Providing effective and beneficial training programs for the purpose of assuring safety and health awareness.
- Conducting periodic evaluations of each College unit to assure compliance with the College's safety plan and all regulations issued by local, state, and federal agencies.
- Providing the President of the College with information on safety and health activities.
- Submitting required reports to local, state, and federal agencies, as required.

## ROLES AND RESPONSIBILITIES

### NWCCD SAFETY ADMINISTRATOR

The Vice President for Administration (VPA) is the District's designated safety administrator, and has the overall responsibility for safety and health matters, including maintenance of the Incident Management Plan and the Campus Safety Plan.

- Responsible for notifying Cabinet Members of incidents.

The Vice President for Student Affairs is the designated alternate for the Vice President for Administration.

### NWCCD RISK MANAGER

The Risk Manager reports directly to the VPA and is responsible for:

- Recommending changes in policies and procedures relevant to campus safety.

- Ensuring all employees receive the training necessary to ensure compliance and confidence in their assigned roles by identifying trainings, and through working with HR and Student Affairs.
- Acting as the coordinator when incidents occur, to include identifying key staff and roles, which may include initiation of the Incident Command System (ICS).
- Create and maintain a list of security firms or individuals that could be hired on an as-needed basis (typically in coordination with conferencing, and with permission of the VPA).

## CAMPUS SAFETY DIRECTORS

Campus Safety Directors report directly to their Vice President for Administration (VPA) and are responsible for:

- Overall safety of the physical locations owned or leased by the District, including physical or structural alterations required in order to eliminate and/or control hazards.
- Creating and maintaining a system for trained Safety Monitors, primarily based on campus buildings/areas/departments.
- Acting as the coordinator when incidents occur, to include identifying key staff and roles, which may include initiation of the Incident Command System (ICS).

The Campus Safety Directors have designated alternates for each campus.

## SAFETY MONITORS

Safety Monitors are assigned by the appropriate Campus Safety Director, and are generally responsible for a specific geographic area of campus which may or may not include specific buildings. Safety Monitors can be any full-time employee and are typically direct reports to the Campus Safety Directors. Responsibilities may vary in relation to the Safety Monitor role, and may include:

- Being the “eyes and ears,” paying attention to the surroundings and activities happening within the assigned area.
- Building relationships with individuals frequenting the area.
- Alerting the appropriate authority when/if something seems out of place or is wrong.
- Becoming familiar with all appropriate communication systems, which may include radios, intercom system, and/or the use of the Alert Me mobile application.

## EMPLOYEES

All employees are responsible for promoting a safe and healthy College environment, within the scope of their purview and:

- Are responsible for their personal safety and the safety of those persons with whom they come in contact, or for whom they have operational responsibility.
- Shall be aware of, and adhere to, the contents of the Safety Plan, particularly those policies applicable to their work environment.
- Will notify their supervisors of suggestions that would enhance a safe and healthy work environment.

If employees witness unsafe conditions or a known or suspected criminal activity, fire, or medical emergency, they should take immediate action to notify authorities and properly report activity. If the

activity may cause potential immediate harm and/or unsafe conditions, call 9-1-1. If it is non-emergent, please contact local law enforcement using the non-emergent numbers listed below.

Employees must also notify the NWCCD Risk Manager via phone, email, or text and may need to fill out an incident report (required within 24 hours of incident).

### STUDENTS

All students, while their main focus is growth and educational development, are responsible for promoting their own personal safety and security in partnership with NWCCD.

If students witness unsafe conditions or a known or suspected criminal activity, fire, or medical emergency, they should report:

- Directly to local law enforcement as they identify unsafe conditions, causing potential immediate harm.
- Directly to the Risk Manager or Campus Safety Directors by use of phone, email, or text.

**CONTACT INFORMATION FOR LOCAL LAW ENFORCEMENT**

**EMERGENCIES: 9-1-1**

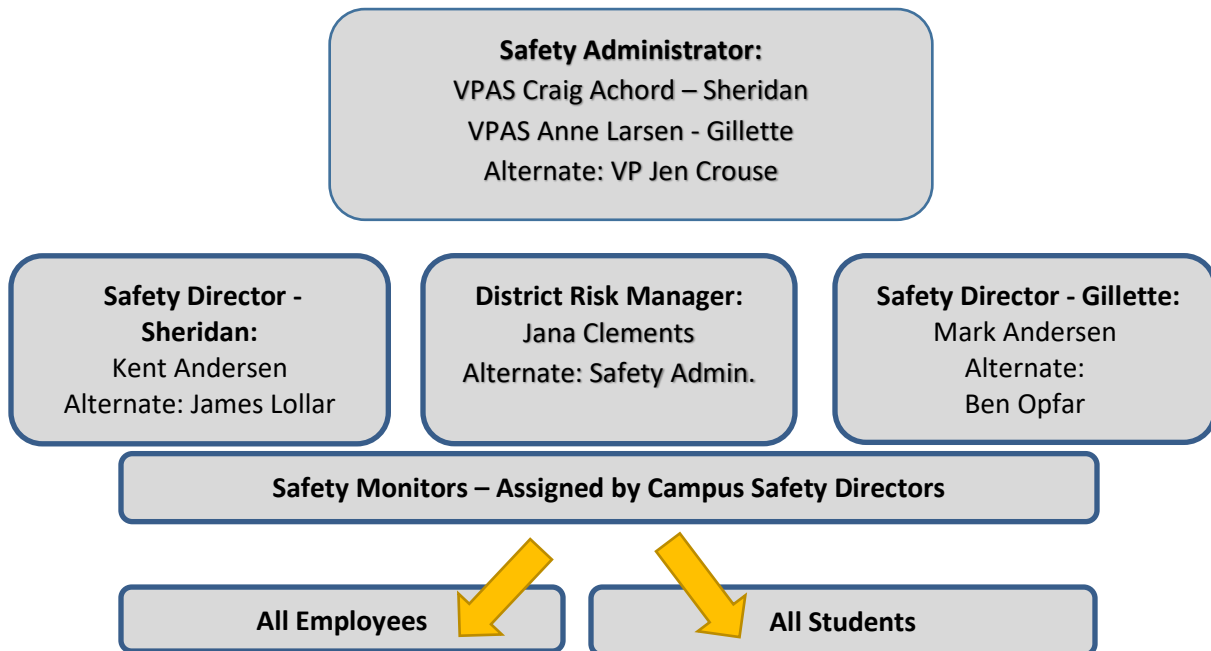
Gillette Non-Emergency Calls:  
307-682-5155

Sheridan Non-Emergency Calls:  
307-672-2413

Buffalo Non-Emergency Calls:  
307-684-5581

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**NWCCD Risk Manager**  
Jana Clements  
(307) 675-0812



## COMMUNICATION

In the event of an emergency, an effective campus-wide communications process is vital in order to provide the greatest safety possible for the NWCCD community. As part of its emergency management operations, the District has multiple campus-wide emergency notification systems that can rapidly provide mass notification during natural disasters or other emergencies to the NWCCD community.

**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 contingent to campus, and non-campus property owned or controlled by the District), 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 written by and 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 text message system to students, faculty, and staff.

**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 identified communication systems.

**PUBLIC SAFETY INFORMATION ANNOUNCEMENTS** – Public Safety information may be distributed in the form of Public Safety Announcements 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 through various means of distribution: some or all of identified communication systems.

### METHODS FOR ISSUING EMERGENCY NOTIFICATIONS

**NWCCD Alert Me emergency notification system (by ReGroup):** All College-issued email addresses will receive emergency notifications through our Alert Me system automatically. For individuals who would like to receive emergency *text and voice messages* as well, please follow these instructions to sign up:



To register a phone number:

1. Go to the Regroup Mobile App: <https://NWCCD.app.Regroup.com>, or cut and paste: <https://apps.apple.com/us/app/regroup-mobile/id1500420770> . Use the one with the dark blue icon.
2. Sign in using your NWCCD email and password,
3. Go to the “person” icon in the upper right-hand corner, click on it, update your cell phone number and any other pertinent information and **hit save**.

To designate the types of messages you would like to receive, based on audience groups, please:

1. Click on “Dashboard” once logged into Alert Me,
2. Click on “Groups” at the top of the page. It will show you a list of pre-determined groups. Under “status” it will show you groups you are a default member of (which cannot be changed by you).
3. Click on any groups you would like to join (you will receive messages targeted to any groups you join).

**On-Campus Electronic Notifications:** Many digital tools are used throughout various campus locations. These include audible “overhead” sound systems, electronic billboards/televisions found throughout campus buildings, and the use of phone systems/radios as audible notification.

**District Website:** Up-to-date information regarding the status of the District is available on the District’s website: [www.sheridan.edu](http://www.sheridan.edu). During and following emergency situations, information, as it applies to the District’s public, will be posted on this web page as it becomes available, including information about such things as District closure, etc. This web page also provides links to department-specific information (i.e., concerts and program changes, class schedules, and emergency operations procedures).

**College E-mail Addresses:** Mass e-mails will be used to provide students, faculty and staff with information regarding potential threats to the safety and security of the campus community. E-mails will also be used as a way to notify students, faculty and staff on emergency situations and keep them updated on the situation.

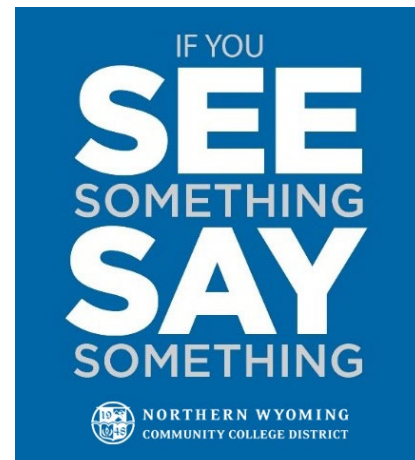
**Social Media:** The District’s official Facebook sites may be used to notify and keep the general public aware of emerging situations. This includes:

<https://www.facebook.com/GilletteCollege/>  
<https://www.facebook.com/JohnsonCounty/>  
<https://www.facebook.com/SheridanCollege/>

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

## 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.



## GENERAL HEALTH GUIDELINES

### FIRST AID AND HEALTH SERVICES

We are committed to the health and well-being of all members of our campus communities. During specific times and/or events such as flu season, we may be utilizing additional safety measures. Information about extra precautions will be communicated through regular channels (e-mail, the NWCCD portal known as the Hub, etc.) to all current students and employees as well as through visible signage for all visitors.

### MEDICAL EMERGENCIES

If a medical emergency occurs, immediately call 911, and notify the appropriate Campus Safety Director.

At times, situations may call for additional protocols being put in place for the safety of all. The COVID-19 pandemic required such additional guidelines, which can be found on the public website at [www.sheridan.edu/updates](http://www.sheridan.edu/updates).

### ACCIDENT REPORTING

All non-life-threatening accidents involving pedestrians, motor vehicles, bicycles, animals, or any fixed object, facilities, and occurring on an NWCCD campus, shall be reported to the Campus Safety Director.

All accidents incurred on the job shall be reported to the employee’s supervisor.

Once accidents are reported to the appropriate response agency (local law enforcement, and Campus Safety Director), an NWCCD Incident Report should also be completed within 24-28 hours. This Report becomes especially important if injury to a person has occurred. NWCCD carries accident insurance that may provide students with coverage and employees may be covered under worker’s compensation, depending on the circumstances. The NWCCD Incident Report may be found on the Hub portal forms page and on the Campus Health & Safety Page. The completed NWCCD Incident Report should be scanned or sent to the District Risk Manager, within 24-48 hours of an incident. If unsure, please call the District Risk Manager at 307-675-0812.



## GENERAL SAFETY

### SAFETY FEATURES ON CAMPUS

NWCCD utilizes many safety features throughout our campuses. Security cameras; key-card access to various spaces including residential facilities; communication systems including a mobile application, overhead warning systems inside and outside of the buildings on the Sheridan Campus; and emergency call boxes (Blue Lights) are all examples of tools used to ensure safety. Designated staff members are equipped with radios, and safety monitors are assigned throughout campus facilities.

### SAFETY AWARENESS PROGRAMS

All incoming students during orientation receive an introduction to the District Safety operations, Incident Management and information on personal safety and responsibility, along with Alcohol and Drug Awareness.

All student residents receive the same information as well as crime prevention practices in a yearly update via online training as part of their housing orientation. “See something, say something” is emphasized as well as being a good bystander.

All new employees receive orientation concerning where to find the Campus Safety Page on the NWCCD Hub to learn about District Safety Procedures. An annual refresher covering the same topics is offered to all faculty and staff, usually in the form of an announcement, along with in-service presentations and during staff meetings.

NWCCD offers several crime prevention and security awareness programs. Topics such as cyber security, personal safety, residence hall security, drug and alcohol abuse awareness and sexual assault prevention are some examples of programs offered during the academic year.

All crime prevention and security awareness programs encourage students and employees to be responsible for their own security and the security of others.

### CRIME PREVENTION

The following crime prevention tips will help to ensure your safety:

- Do not carry large sums of money.
- Keep vehicle locked at all times.
- Keep valuables out of sight or locked in the trunk of vehicle.
- At night, walk only on well-lit walkways. Use the buddy system—avoid walking alone, when possible.
- Have vehicle keys in hand, before reaching vehicle.
- Avoid leaving personal belongings unattended.
- Have your cell phone easily accessible.

### STUDENTS/EMPLOYEES ON CAMPUS AT NIGHT

Students and employees should be aware of the dangers that might exist when walking alone at night. If at all possible, they shall adhere to the following guidelines:

- If coming from off-campus, park as close to where your last event/class is located (this includes potentially moving your car prior to last event, if possible).
- Do not walk alone at night; use the buddy system, where possible. This includes coordinating end-of-class with classmate or colleague to walk together.
- Keep to well-lit areas.
- Remain alert.
- Be aware of your surroundings.
- When approaching vehicle or resident hall, have keys in hand.

## REPORTING CRIMES AND OTHER EMERGENCIES

Important Phone Numbers:

During an **EMERGENCY** (Fire/Medical/Accident), always **CALL 911**.

If non-emergent, contact:

Campus Safety:

- 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:

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

National Poison Control call 1-800-222-1222

NWCCD Counseling Services: Consultations, referrals, and crisis intervention:

- Gillette Campus, 307-681-6082, or contact Susan Serge at email: [sserge@sheridan.edu](mailto:sserge@sheridan.edu)
- Sheridan Campus & SCJC, 307-675-0122 - Haylee Fleming at email: [hffleming@sheridan.edu](mailto:hffleming@sheridan.edu)

NWCCD Student Affairs: 307-675-0123

NWCCD Human Resources: 307-675-0571

If you have a safety concern or a concern for the general welfare of any individual student or regarding broader conduct violations at NWCCD, you are asked to report it immediately. You may contact Student Affairs, Human Resources, your Campus Safety Director, or fill out a form here:

[https://cm.maxient.com/reportingform.php?NorthernWyomingCCD&layout\\_id=1](https://cm.maxient.com/reportingform.php?NorthernWyomingCCD&layout_id=1)

“If you see something, say something!”

**EMERGENCY, CALL**

**9-1-1**

**Non-Emergent, Contact  
CAMPUS SAFETY**

Gillette College Safety Line:  
307-681-6050

Sheridan College Safety Line:  
307-675-0250

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



CARE Report  
Form

## EMERGENCY PREPAREDNESS

### INCIDENT MANAGEMENT TEAM

The District maintains the Incident Management Team (IMT), formerly known as the Crisis Management Team, which includes broad representation from across functional and geographical areas throughout the service District. The IMT has and will continue to meet regularly, update plans, and train on the latest techniques in emergency management.

The IMT maintains an Incident Management Plan (wka Emergency Response Plan) that outlines responsibilities of campus units during emergencies. This plan outlines incident priorities, campus organization and specific responsibilities of particular units or positions. The [Incident Management Plan](#) is located on the Campus Safety Page under [Incident Management Plan 2023-24 Internal Use](#). District units are responsible for developing emergency response and continuity of operations plans (COOPS) for their areas and staff. Campus emergency management provides resources and guidance for the development of these plans.

### TESTING, TRAINING, AND EVALUATION

The IMT is responsible for testing the emergency response procedures each calendar year. In conjunction with other emergency agencies, the District conducts emergency response drills and exercises such as table top exercises, field exercises, and tests of the emergency notification systems on the campuses. These tests, which may be announced or unannounced, are designed to assess and evaluate the emergency plans and capabilities of the institution.

IMT staff, as well as other members of the staff, continuously participate in trainings throughout the year. Training materials are housed in the District Risk Manager's office in Sheridan, in the Whitney Building, Office W145B.

### OTHER RESOURCES AVAILABLE:

1. **Policies and Procedures** are located on [www.sheridan.edu](http://www.sheridan.edu) under "About" and "Board of Trustees".
2. **Campus Safety Page** is located on the NWCCD Hub in two places:
  - Employee Information under "Offices" "Campus Safety"
  - Student Services under "Health & Safety" "Campus Safety"

The Campus Safety Page is where you will find:

- The NWCCD Incident Report form, and the Scan Me\_NWCCD Alert Me QR Code.
- Title IX and Clery Information
- CARE Team Information / CARE Reporting Form
- AED Locations
- Road Conditions
- Forms Library
- Contacts: Incident Management Team; Academics CARE Team; CARE Teams; Safety Planning Committee Members