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**NOTE: This emergency response manual is to be used as standard operating guidelines. IN ALL CASES, USE COMMON SENSE.**

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## Introduction

### SAFETY TEAM

WSCC is committed to maintaining a safe and healthy environment for all employees. Each employee is empowered to act and is responsible in responding to unsafe conditions by reporting their observations and/or taking appropriate corrective measures in keeping with WSCC safety procedures.

The Vice President of Administrative Services will chair the team. The team will report their findings and make recommendations to the President to assure that WSCC procedures are in compliance with applicable Federal and State law.

The Safety Team will meet regularly throughout the school year as called by the chairperson. Goals include:

-  Reviewing and monitoring of incident reports.
-  Reviewing, updating and communication of safety and emergency procedures.
-  Assisting in health and safety related training programs.

#### a) **Employee Responsibilities -**

Each employee is expected to assist in maintaining a safe work environment as a condition of employment. Employees may take immediate corrective measures when an unsafe condition exists.

#### b) **Supervisor responsibility -**

In addition to employee responsibilities, supervisors are responsible to train and educate employees in safe working practices. Supervisors should work in partnership with employees to eliminate hazards and refrain from assigning unsafe tasks to employees where training has not been given. Supervisors are responsible for documenting all training and maintaining a record of such training for each employee.

#### c) **Hazard/Incident Reporting**

If an employee discovers a work place hazard he/she should take measures to eliminate or reduce the risk to others. All conditions regarding safety issues should be reported on the college incident report form. The incident report form should be submitted to the Vice President of Administrative Services.

### RECOGNIZING AN EMERGENCY

-  Emergencies can often be recognized because of unusual sights, appearances or behaviors, odors, and noises.
-  It may be challenging to recognize an emergency or sudden illness in some situations. The signals are not always obvious or easy to identify.
-  A victim may deny anything is seriously wrong.
-  If you think something is wrong - RESPOND. Check the victim. Ask questions. Questions may help you determine what is wrong. Once an emergency has been recognized, be calm and remember the "RAIN" acronym.
  - **Respond** – do something, don't freeze.
  - **Assess** – check the scene, check the victim, and determine type of emergency.
  - **Isolate** – yourself and others from danger. Make the choice depending on the circumstance you are in.
    -  Evacuate – move away from dangerous place
    -  Shelter in place – the use of any classroom, office or designated shelter for the purpose of providing a temporary safe haven from a hazardous condition. Take immediate cover; stay where you are; remain inside building.
  - **Notify** – appropriate authorities – 911 - campus operator

## IN THE EVENT OF EMERGENCY

Call  
911

→

Dial 0 for  
College  
Operator

→

Complete  
Incident  
Report

\* \* IF SWITCHBOARD IS CLOSED \* \*

Call Maintenance/Security  
 \*Maintenance Radio 843-9608  
 or  
 \*Security Cell Phone 510-7930

Use Common Sense!  
 Remove self and others from danger.

**During regular hours, the switchboard will call contacts. After hours, assess the situation and then call the first person on the below list who, in your judgment, should be notified.**

**\*NOTE for switchboard:** Immediately contact maintenance over the radio so necessary staff can respond as needed (meet ambulance or other emergency responders at the campus entrance; shut down mechanical systems; secure buildings; etc.) Call the VP of Administrative Services. If the VP is not available, begin calling other college contacts on the list.

College Contact	Extension	Home/Pager/Cellular
*CALL the President - Scott Ward	5844	Home: 231-425-4441 Cell: 231-613-5815
Director of College Relations – Thom Hawley	5803	Cell: 231-843-9362
Dean of Student Services Chad Inabinet	5965	Home: 815-685-2630
Supervisor of Facilities Maintenance - Mark Lipps	5886	Home: 757-3822
Director of Human Resources - Debbie Campbell	5819	Cell: 231-233-4083

## 1). VEHICLE ACCIDENT ON CAMPUS

- Assess the situation for injuries and damage.
- Injured should not be moved unless there is a threat of danger (fire exists, etc.) All others should be moved to a safe location.

### **With Injuries:**

**Call 911 THEN the operator (press 0).** After hours call 911 then follow instructions on page 3.

- Get and give all pertinent information to police.
- Try to ensure that accident victims and witnesses remain at the scene.
- Complete an Incident Report.

### **Without injuries:**

- If the police are called for a police report, try to ensure people involved and witnesses remain at scene.
- Complete an Incident Report.

## 2). FIRE

- Assess the situation for severity of fire. Is it major or small and contained?

### **MAJOR FIRE – Sound Fire Alarm**

- Evacuate when fire alarm sounds or advised to do so by WSCC official or law enforcement.
  - Be aware of pre-designated primary and alternate evacuation routes (see attached maps).
  - Leave building in an orderly manner.
  - Ensure that handicapped individuals are assisted out of the building.
  - Each employee is responsible to insure that their work area is secure as he/she evacuates. This includes closing windows, verifying that all persons are out of an area and closing the door as he/she leaves. **Do not** re-enter an area that has been evacuated. The closed door signals to all that that space is secure.
  - Evacuate and proceed to assigned building (see attached maps).
- Call 911 THEN the operator (press 0).** After hours call 911 then follow instructions on page 3.
- Return to building only when instructed to do so by a WSCC college official.
- Complete an Incident Report.

### **SMALL CONTAINED FIRE**

- Use a fire extinguisher if safe to do so, otherwise, immediately evacuate room and area. Leave firefighting to trained fire fighters. Do not attempt to fight a large fire.
- If needed - Call 911 THEN the operator (press 0).** After hours call 911 then follow instructions on page 3.
- Complete an Incident Report.

## 3). ACCIDENT OR MEDICAL PROBLEM

- Assess the scene and victim.
- Injured should not be moved unless there is a threat of danger. If the victim lost consciousness, the ambulance must be called even if consciousness was regained.
- Call 911 THEN the operator (press 0).** After hours call 911 then follow instructions on page 3.
- Stabilize person(s) and provide support until medics arrive.
- Provide as much information to medics as possible when they arrive.
- Clean-up of body fluid spills should be done in compliance with WSCC procedure HR 10 (Blood borne Infectious Diseases Exposure Control Plan). Contact Facilities Maintenance.
- Complete an Incident Report.

## **4). VIOLENT ACTIONS**

- Assess the situation – (description of offender, actions, emotional state, known history)
- Attempt to ensure the safety of staff and students.
  - Never grab or touch a violent person.
  - Seek assistance.
- Call 911 THEN the operator (press 0). After hours call 911 then follow instructions on page 3.**
- Complete an Incident Report.

## **5). GUN ON CAMPUS**

- Remain calm. Do not freeze up. Put R.A.I.N. training into motion.
- Assess the situation.
  - Status of the offender (description, weapons, actions, location, etc.).
  - Status of victims (how many, injuries, other potential victims).
  - Note your location (inside/outside, will door lock, how will help need to get to you).

### **If the threat is in the same room you are**

- If weapon is visible or a person is threatening, ask calmly for permission to evacuate the room.
- Evacuate quietly, if allowed.
- If evacuation is not allowed, keep talking in a calm voice with the person until police arrive.
- When police arrive, do as they advise.
- Complete an Incident report.

### **If the threat is outside of the room you are in**

- Isolate yourself and others.
  - Separate yourself and those you are responsible for from danger (evacuate or shelter in place).
- Call 911 THEN the operator (press 0). After hours call 911 then follow instructions on page 3.**
  - Report any injuries.
  - Write down any pertinent information to be prepared to answer questions from police.
- Remain separated from the danger until the situation is cleared by responding law enforcement officers.
- Assist staff in organizing others within the building and try to restore calm.
- Complete an Incident Report.

## **6). TORNADO OR SEVERE STORM**

### **TORNADO SAFETY GUIDELINES**

- The National Weather Service issues a tornado **WATCH** when the possibility of tornadoes exists, and a tornado **WARNING** when a tornado has been spotted or indicated on radar. There may not be time for a tornado **WARNING** before a twister strikes. Tornadoes form suddenly.
- Weather spotters should keep an eye on the sky for dark, rolling clouds, hail, driving rain or a sudden increase in wind in addition to the telltale funnel or roaring noise. Tornadoes are often obscured by precipitation or darkness.
- When persons are assembled in designated sheltered areas (maps attached), and when the danger is imminent, they should be instructed to assume a protective posture facing an interior wall. Most tornado deaths are caused by head injuries.

#### **a. Tornado Watch:**

- Switchboard receives notification from the weather monitor. The switchboard will inform the Vice President of Administrative Services and specific staff members will be designated to monitor NOAA (switchboard or maintenance), commercial radio, or TV for tornado warnings
- Know shelter area for your building (maps attached).
- Carry out any other specific assignments during a watch or warning.
- Ensure students and fellow staff know procedures and the location of shelter areas.

#### **b. Tornado Warning:**

- If warning is received, a staff member will assume a look-out position and act as weather spotter.
- Facilities Maintenance or other appointed staff members will inform building occupants of the tornado warning and to be prepared to seek shelter as required. All staff and employees will prepare and assist in evacuating occupants to shelter areas when the “seek shelter” announcement is given.
- When a tornado has been sighted and is approaching, or a report is received that a tornado has been sighted, the weather spotter will make an announcement over hand-held radio to seek shelter immediately.
- Move all persons to designated shelter areas immediately (reference building maps at end of manual).
- Ensure that appropriate staff or students assist handicapped students.
- While in the shelter, review or instruct students and fellow staff to drop and tuck position facing a wall.
- Inform everyone not to be alarmed if the lights go off.
- Keep people calm and quiet.
- Remain in designated shelter area until “All Clear” has been disseminated by a WSCC official or law enforcement.

#### **Maintenance:**

- In the event of a tornado warning, shut gas off, if possible.
- Ensure that all exterior doors are closed to prevent wind tunnel effect and flying debris.
- If a tornado has hit a building, shut off the electrical power to that building, if possible.

#### **IMPORTANT**

If a tornado is spotted or reported as being very imminent, persons should be told to drop & tuck (shelter in place) where they are, under tables/desks, etc.

## **7). BOMB THREAT- – Phone Call**

- Keep caller on the phone as long as possible.
- Signal someone to call 911 THEN the operator (press 0). After hours call 911 then follow instructions on page 3.**
- Assess as much as possible:
  - Note the time of the call and any information received on caller id.
  - Listen for background noise – machinery, cars, talking, etc.
  - Determine male/female and approximate age.
  - Listen for accents, lisps, or other verbal characteristics.
- Ask questions if possible:
  - Where is the bomb is located?
  - What does it looks like?
  - When is it set to go off?
  - Why was the bomb placed where it is?
  - Ask who is calling and how they came to know of the threat.
  - Ask for a phone number and address of the caller.
- Upon termination of the call, immediately write down as much of what the caller said as possible.
- Do as the police advise.
- If building is evacuated, do not return until cleared by responding law enforcement officers.
- Complete an Incident report.

## **8). HAZARDOUS MATERIAL RELEASE**

- Assess the scene.
- Isolate self and others from immediate danger.
  - Use reasonable judgment in allowing individuals to enter or depart from an area during the incident. If the hazard is in the Ice Arena, do not enter building.
- Call 911 THEN the operator (press 0). After hours call 911 then follow instructions on page 3.**
- Contact or receive a decision from fire department/emergency responders on whether to evacuate or shelter in place.
- Monitor information and instructions until incident is under control.
- Do not leave shelter or return to area until instructed to do so by WSCC official or emergency responders.
- Complete an Incident Report.

## **9). SEXUAL ASSAULT**

- Call 911 THEN the operator (press 0). After hours call 911 then follow instructions on page 3.**
- Isolate suspect, if possible.**
- Assign same-sex staff to remain with victim – ensure that no one touches victim or discusses event with him/her.
- Isolate witnesses and do not allow them to talk with anyone or to each other.
- Cooperate with any police investigation.
- Protect victim and alleged aggressor’s right to confidentiality.

## **10). DEATH OR HOMICIDE**

- CALL 911 THEN the operator (press 0).** After hours call 911 then follow instructions on page 3.
- Take protective actions if necessary to assure the area is safe and secure.
- Do not touch anything.
- If necessary, secure the area.
- When safety/security is assured, await Public Safety officials and Administrator.
- Inform staff and provide counseling services if necessary.
- Complete an Incident Report.

## **11). SUICIDE**

### **a. SUICIDE ATTEMPT IN PROGRESS**

- CALL 911 THEN the operator (press 0).** After hours call 911 then follow instructions on pg. 3.
- Try to calm the person and others unless a safety threat exists.
- In a calm manner, ask person for permission to evacuate the building or class if appropriate.
- Escort police to the scene and stay out of view of the person.
- Facilitate any investigation by authorities.
- Provide counseling service for staff and students.
- Complete an Incident Report.

### **b. SUICIDE – VERBAL OR WRITTEN THREATS**

#### **Verbal Suicide Threats:**

- Contact the first available person to **CALL 911 THEN the operator (press 0).** After hours call 911 then follow instructions on pg. 3. Seek other staff to assist.
- Take threat seriously.
- If the person is on the telephone, do not hang up.
- Attempt to identify the individual.
- Do not leave the person alone unless a safety threat exists.
- Ensure safety of students and staff.
- Complete an Incident Report.

#### **Written Suicide Threats:**

- CALL 911 THEN the operator (press 0).** After hours call 911 then follow instructions on pg. 3.
- Immediately submit all written threats of suicide to law enforcement.
- Take threat seriously.
- Attempt to identify individual.
- Complete an Incident Report.

## **12). CAMPUS EVACUATION PLAN**

In the event of an internal or external disaster requiring the full or partial closure of campus, staff shall respond as follows:

### **a. INTERNAL DISASTER (boiler explosion, building collapse, power failure, etc.)**

1. Call 911 to report the situation and request emergency service as needed **THEN the operator (press 0). After hours call 911 then follow instructions on page 3.**
2. Decision to evacuate campus will be made by the President and Vice President of Administrative Services. If they are not available, the most senior college employee on site will make the decision.
3. Facilities Maintenance personnel will communicate the evacuation order as they evacuate and secure each building room by room.
4. Facilities Maintenance staff may be required to remain on duty to assist with restoration activity.
5. The President or Vice President of Administrative Services will inform the media by normal means.

### **b. EXTERNAL DISASTER (gas pipeline failure, flood, tornado, snow storm, etc.)**

1. WSCC would be contacted by a civil authority and informed of a specific situation and evacuation requirements – evacuation requirements would be established. Such contact would be directed to the President or Vice President of Administrative Services.
2. Facilities Maintenance personnel will be informed and will communicate the evacuation order as they evacuate and secure each building room by room, then evacuate themselves.
3. The President, or Vice President of Administrative Services will inform the media by normal means.
4. The decision to reopen campus will be made by the President or Vice President of Administrative Services with approval of the civil authority.

## **13). ROBBERY**

### **Guidelines in the Event of a Robbery**

Unnecessary risks should never be taken. The following guidelines are provided to help ensure the staff safety.

- Cooperate with the robber. Avoid any confrontation and facilitate a rapid departure.
- Stay as calm as possible. Take no risks.
- Make a mental note of any descriptive features or distinguishing marks, such as hair color, eye color, scars, tattoos, and clothing. Touch nothing in the areas where the robbers were and note specific objects touched by robbers.
- If it is safe to observe, note the direction the robber took. If possible, observe the color and make of the vehicle leaving the scene.
- Police should be called as soon as it is safe.
- The robbery should not be discussed with anyone until the police have arrived.