Central Wyoming College
Riverton Campus

Emergency Operations Plan
Wednesday, May 29, 2025

Approval and Implementation

This Central Wyoming College Emergency Operations Plan (EOP) supersedes all previous emergency plans and shall be in full effect as of the date approved. This plan has been reviewed and approved:

Signature: _____ Date: May 29, 2025

Brad Tyndall, President Central Wyoming College

Record of Changes and Revisions

The EOP, including appendices, will be reviewed by the Director of Campus Security and/or his/her designee 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.

Changes and/or revisions to departmental/building Emergency Action Plans and checklists will be tracked separately from this plan.

Revision Number	Date	Summary of Changes
1	9/12/18	Add Appendix K Training Materials Non-substantive changes
2	11/27/18	Add inclement weather/campus closure Add additional panic button locations
3	4/4/19	Edit Section III, pg 7: "When VP of Administrative Services is unavailable, VP of Academic Affairs will take this role." Edit Section III, pg 12: Incident Command line of succession: remove acting President, changed order of succession to VP of Admin Services, VP of AA, President, Dean of Students, VP of Student Affairs.
4	5/2/19	Removed Pine Ridge Facility, pg 26
5	6/3/19	Review and annual update.
6	7/27/20	Add epidemic/pandemic info p.33, appendix L. Review and annual update.
7	12/2/20	Added updated COVID Operations Plan - Appendix L.
8	7/8/21	Annual review/revisions. Updated counseling section, annual trainings.
9	9/3/21	Added Disorderly Procedure Campus Security Process pg 33
10	8/1/22	Removed Appendix L; Updated Contacts
11	5/29/24	Annual review/revisions. Updated information with new Campus Security Director Cody Myers. Updated statistics and trainings.

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CENTRAL WYOMING COLLEGE

EMERGENCY OPERATIONS PLAN

I.   PURPOSE

Central Wyoming College (CWC) is committed to providing 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 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 considering the guiding principles of Central Wyoming College. Emergency management at Central Wyoming College 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 Central Wyoming College Emergency Operations Plan (EOP) 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 the authority and responsibility of various individuals. 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 EOP is designed to outline a plan of action so that emergencies can be managed rapidly and in a logical and coherent manner.

The CWC Security Department is the initial contact for reporting all emergency situations and is the central point of communication during the response and resolution of all emergencies.

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 in or around the College, such as a violent intruder. The threat is believed to be inside CWC. The locking of all buildings can be done very quickly with the push of a button. Campus Security, CWC Administrators and law enforcement are immediately notified by text and email 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 CWC.

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

- **Stay Put**: 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 Campus Security or law enforcement.

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

III. INCIDENT COMMAND SYSTEM (ICS)

CWC 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 CWC 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) 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 CWC Security Department is the initial contact 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 officer in charge will notify the Director of Campus Security or his/her designee. The Director of Campus Security or his/her designee 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 Director of Campus Security or his/her designee will contact the Vice President of Administrative Services (VP) who in consultation with the Director of Campus Security will make an initial decision about the situation and appropriate response. The Vice President of Administrative Services will make the appropriate contacts within the CWC 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, the Vice President of Academic Affairs will take this role.

If an emergency situation begins to escalate, the Director of Campus Security or his/her designee will update the Vice President of Administrative Services and appropriate College Administration personnel. 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 NIMS model. The chain of command will be based on function rather than seniority or position within CWC. 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 CWC'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 CWC Rustler Alert 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.

■ 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 Emergency Response Team members.

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

■ Ensure briefings are prepared and presented to key Administrators and the Director of Communications 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 Marketing Director / 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 CWC'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, CWC 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 below.

  - 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.

- 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 CWC 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.
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.
Campus Emergency Operations Center (CEOC)	A central work location for the Emergency Response Team to coordinate response efforts. The CEOC will be located as follows: - Primary: Main Hall 101 R - Secondary: Health & Science 223 - Off-Site: Riverton High School: Career Center
Emergency Response Team	A standing working group, chaired by the Director of Campus Security, which plans for operations during a major incident or disaster. The Emergency Response Team will assess CWC 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 Emergency Response 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 tasked with major decisions affecting the overall business continuity of CWC. 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.
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 campus security officer or security supervisor on duty will typically assume this role, then pass command and control to the Director of Campus Security or his/her designee as soon as is practical.
First Responders	Those personnel first responding to the incident. The first responders can be CWC personnel or outside agencies (typically police/fire/rescue). CWC first responders are generally Campus Security and Physical Plant personnel.
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	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 Director of Campus Security will normally assume this role. Should the Director of Campus Security not be available, the following line of succession will be used for assumption of command: 1. VP of Academic Affairs 2. VP of Administrative Services 3. President of the College 4. Dean of Students 5. VP of Student Affairs
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 Public Information Officer 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	Assumes control and responsibility of all official information related internally to CWC 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 first responders or the Incident Commander to assist in stabilizing, monitoring, and/or 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
- Status of delegation of authority, inherent or specific
- Incident potential

➢ **ICS TABLE OF ORGANIZATION**
The ICS table of organization shown below (Figure 1) is representative of an incident command structure for a police/fire/EMS related incident at Central Wyoming College.

- 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
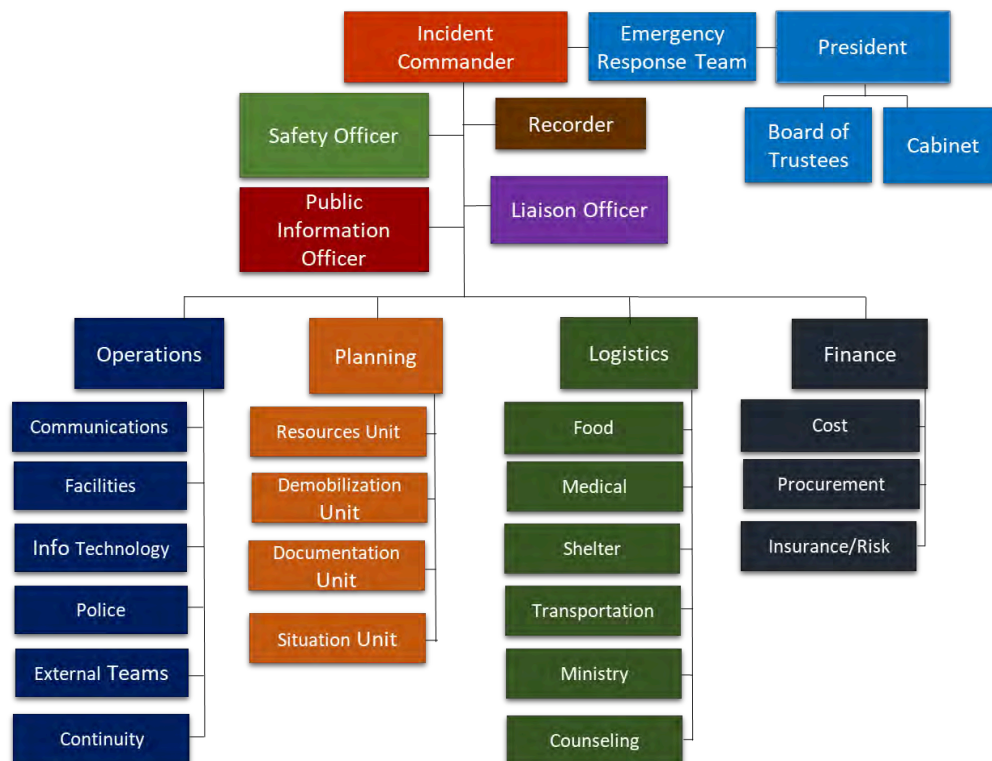
Figure 1. ICS Table of Organization

IV.   COMMUNICATIONS

Communications will play a vital role in the management of any critical incident. The communication plan will be developed to ensure reliable communications according to the following priorities:

- Marketing Director / Public Information Officer
- Response personnel communication requirements
- Intra-College communication requirements
- Communications with external stakeholders

➢ **MARKETING DIRECTOR/PIO**

The Marketing Director / Public Information Officer (PIO) assumes control and responsibility of all official information related internally to CWC and externally to the media 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 plan for and operate a Media Staging Area as required.

- To establish procedures for maintaining communication with Emergency Response Team so that the information available is up to date.

- To prepare the dissemination of major announcements concerning the cancellation or resumption of CWC activities during and after an incident. This should include announcements to the media and sending messages using internal CWC communication channels.

- To serve as sole CWC contact point for media inquiries and releases of public information during an emergency incident.

- 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.

➢ **RESPONSE PERSONNEL COMMUNICATION REQUIREMENTS**

The safe and effective coordination of operational personnel will depend largely on tactical communication means (e.g., radio and cellular telephone). The communication plan for response personnel will be the first and highest priority at all times and will include the following

elements, as necessary.

- CWC Security - internal communication.

- CWC departments directly involved in operational elements of the incident (e.g., Facilities)

- Communications with external agencies responding to the incident:
  - Law Enforcement
  - Fire
  - Other responding agencies

➢ **INTRA-COLLEGE COMMUNICATION REQUIREMENTS**

Intra-college communication links provide a means to inform the community of the incident, provide periodic situation updates, and maintain CWC's business continuity. These requirements are secondary only to providing for the communication needs of operational personnel, and will include the following elements, as necessary:

- Campus mass notification system – the system provides for the rapid notification of students, faculty, staff, and parents (as required) using the Rustler Alert notification system to transmit critical information to telephones, email accounts, and text messaging accounts. The system provides the capability to tailor messages to particular groups.

- Campus telephone system – the telephone system provides immediate two-way communication means between campus community members and emergency personnel and is a high priority intra-college communication system.

- Campus data network – the data network also provides critical two-way communication means as well as access to college databases, thus its importance to the maintenance of business continuity cannot be understated.

- Campus web page – the campus web page will be utilized to provide situation updates to the college community and beyond throughout the operational periods.

- Regarding internal communications (e.g., faculty and staff), the PIO should:
  - Notify all staff of the emergency event.

  - Inform all faculty and staff to direct all media inquiries to spokesperson, or designated media point of contact.

  - Relay all factual information to spokesperson, or media point of contact.

  - If directed by administration, designate a site spokesperson.

  - Update staff throughout the emergency, review details of the emergency and dispel rumors.

- - Inform points of contact of any media presence at the building. Request onsite assistance with media if necessary.

- Regarding communication involving incidents directly involving housing residents
  - Campus Security will work with the Dean of Students, the Director of Housing, and staff (e.g. Physical Plant, Resident Assistants) to verify and locate housing residents to the best of their ability and to communicate necessary information concerning the incident.

➢ **COMMUNICATION WITH EXTERNAL STAKEHOLDERS**

External stakeholders can be expected to initiate contact with CWC officials almost immediately after receiving word on 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.

- Advises the Incident Commander/Unified Command on information dissemination and media relations.

- The CWC web page will include regularly updated information about the incident, as it becomes available.

- **Media Inquiry**: All media inquiries must be referred to the Marketing Director/ PIO. CWC, 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 agencies protocols.

  - Maintaining 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.

  - Monitor media reports to ensure message accuracy. Provide media with any corrected information.

  - Track rumors and ask the media to dispel inaccurate information.

  - Document all contact with media.

EMERGENCY RESPONSE TEAM RESPONSIBILITIES:
The Emergency Response Team will assess communication capabilities to meet the exigencies of any potential emergency. They will maintain a working inventory of communication assets,

primary and redundant data paths, and other available resources to meet emergency communication needs. Additionally, this subcommittee will examine communication capabilities and develop recommendations for emergency communication systems.

Direct all media inquiries to these points of contact:
- Public Information Officer (PIO): Director of Marketing 307-855-2103 or 307- 231-1776.
- Alternate PIO – Digital Content Specialist 307-855-2248 or 307-450-3088.

V.   RESOURCE MANAGEMENT

It is critical that CWC 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.

- **Material Resources**: All materials present on CWC campus are available for use in times of major campus related disaster incidents. Each department that may be called upon by CWC 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 should be developed and posted on CWC Docs on Google and electronic notification must be made to Campus Security.

- **Personnel Resources**: All personnel on campus may be utilized 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 CWC Docs on Google and electronic notification should be made to CWC Campus Security.

- **Equipment Resources**: All equipment present on CWC Riverton campus is available for use in times of major campus emergency incidents. Each department that may be called upon by CWC 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 CWC Docs in the ERT folder and electronic notification must be made to CWC Campus Security. This information must be updated annually on or before August 1st each year.

- **Communication Resources**: Communication resources on campus are available for use in times of emergency incidents. These communication assets include telephones, computers, 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 CWC 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. All mutual aid agreements and contracts regarding emergency management will be maintained or copy thereof included in Appendix J. CWC 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, Health Department

    - Supplies: Potable water, Fuel, Food, Clothing, Medicine

    - Equipment: Generators, Transportation, additional communications resources

    - Facilities: Shelter, Triage, Classrooms, Housing

VI.   CONTINUITY AND INCIDENT RECOVERY

CWC has an obligation to develop a plan to ensure operational continuity to support its mission and to serve its students and the Riverton community. Furthermore, CWC 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 CWC 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 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
   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 Report
      A Damage Assessment Worksheet (Appendix H) should be included with the After-Action Report. 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 FOR USAGE**
  ○ 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 in-house personnel?
        a. How many people will be needed to complete the cleanup in a timely manner?
        b. What extra supplies and equipment will be needed for the cleanup?
        c. What safety concerns need to be addressed before the cleanup starts?
        d. What will be the estimated cost for the cleanup in personnel and supplies?
    2. Do we need an outside vendor?
        a. What will be the timeline to be completed?
        b. 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
    5. Local Government
    6. County Government
    7. State Government

➢ **REMOTE OPERATIONS**
  ○ Business/Payroll 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, other locations on campus will be used to process invoices and payroll.
2. If the College is not available, services can be done from homes of the Payroll Supervisor and the Director of Finance.
3. If the computer system is down, some services can be done at outreach sites.

All personnel in the Business/Payroll Offices have two people for backup. The payroll supervisor and the payroll and benefits specialist are able to process payroll as well as the director of finance.

○ Information Technology
If facility damage involves loss of IT services, college 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 CWC Riverton 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**
Campus Security will work with the Dean of Students and the Director of Housing 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, a suitable alternative will be found to house them for as long as necessary. The following alternatives for housing will be used.

1. Other housing on campus that is still usable
2. Hotels in the area, at the college's expense
3. Faculty and staff homes

➢ **FOOD SERVICE**
If food service is interrupted because of the emergency or crisis, and we cannot provide food for our housing students, the following steps will be taken.

1. If students are still on campus, an outside vendor will be used to cater food to the housing units. Each student will be charged an appropriate meal cost on their card for each meal they are provided.
2. If students are housed in the same place off campus, an outside vendor will be used to cater food to the off-campus site. Each student will be charged an average meal cost on their card for each meal they are provided.
3. If students are housed in different places off campus, the students will get a daily rate for food that will be charged to their card.

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.

➢ **LEGAL**
The college attorney 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 college
3. Damage to property not owned by the college
4. Potential liability, perceived or actual, of the college

Ongoing dialogue will be held with the attorney during and after the emergency or crisis. All pertinent information will be given to the attorney as it becomes available to the college.

➢ **INSURANCE**
Central Wyoming College 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:
    a. How the incident occurred
    b. Time and date of the incident
    c. The people involved including outside agencies, college personnel, and visitors
2. The possible losses to include:
    a. Injuries or deaths
    b. Property damage to college owned property
    c. Property damage to non-owned property
    d. College liability

As soon as possible, an insurance adjuster will come to campus and work with staff.

➢ **COUNSELING**
In many instances, counseling services may need to be provided for students and staff after an emergency or crisis. Central Wyoming College will provide initial services to all students and staff that request counseling. The first option is to use the college's in-house counselor. Outside counseling services can be provided by the following:
1. Fremont Counseling, Riverton
2. Riverton Community Health, Riverton
3. CWC Employee Assistance Program

➢ **DEBRIEFING**

The Emergency Response Team will debrief after the emergency or crisis has ended. This debriefing, however, may occur during the recovery period. The ERT will be debriefed on the following:

1. The response of the team during the crisis
    a. Things that were done right
    b. Things that need to be improved
    c. 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
    a. Displacement of students and staff
    b. Food service
    c. Backfilling staff if necessary
    d. Remote operations
        i. Business Office
        ii. Information Technology
    e. Insurance issues
    f. Counseling issues
    g. Legal issues

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

VII.   TRAINING

The Emergency Response Team will conduct and/or participate in an exercise on an annual basis unless there are extenuating circumstances to ensure proficiency in responding to an incident. At a minimum, the exercise will be an on-site tabletop exercise. Along with the exercise, the Director of Campus Security or his/her designee will ensure that all members are properly trained for the positions that they serve on the Central Wyoming College Emergency Response Team.

Everyone within the CWC community plays an important role in responding to an emergency on campus. Therefore, it is recommended that all faculty, staff, and students participate in an

awareness level training for the topics listed in Section IX Emergency Procedures on an annual basis.

CWC Director of Campus Security will ensure that an annual review and training is conducted to review all emergency procedures contained within this document. The Director of Campus Security or his/her designee will direct the creation of training curriculum. If CWC resources are not available to create and/or conduct the training, it will be preferred that subject matter experts from outside the CWC community be acquired to do so.

All training will be documented and all documentation will be maintained within Appendix K. 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.

VIII.   CAMPUS VIOLENCE PREVENTION PLAN

Comprehensive campus violence prevention communication to promote campus safety includes everyone associated with CWC (students, faculty and staff). The Students of Concern Team (SOC) is a key component to appropriately recognize and identify signs of potential violence or danger to the CWC community. The team utilizes the National Behavioral Intervention Team Association (NaBITA) Threat Assessment Tool for students who are referred, and team members are provided annual training in the use of the NaBITA Threat Assessment Tool.

While response to an active violence situation is reacted to by local law enforcement, the Emergency Response Team will be responsible for the implementation of the SOC information. The CWC Campus Security Department, the SOC, and the Emergency Response Team will work together to allow information to pass between CWC 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 SOC 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.

IX.   EMERGENCY PROCEDURES

The following protocols are designed to provide necessary information for responding to an emergency on CWC campus. 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).

ACTIVE SHOOTER

An active shooter is "an individual actively engaged in killing or attempting to kill people in a confined and populated area." In most cases, active 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.

VIOLENT INTRUDER TRAINING

Campus Security Staff Goal

To prepare staff, students, and community partners to react to a violent intruder threat using this training to significantly improve everyone's odds of surviving this type of event. This training will teach participants proactive ideas that should be used to become a HARD target until law enforcement arrives on scene. People should be trained in a Proactive response prior to a violent intruder event. This is recommended by Federal, State and Local law enforcement agencies.

Things Learned from this Training

Case studies from prior events, statistics, skills to survive, reasonable expectations on law enforcement response time and interaction with law enforcement.

This training includes hands on participation in barricading and live action scenarios. This training will teach participants proactive ideas that should be used to become a hard target until law enforcement arrives on scene.

Secondary Issues

- 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 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, consider issues such as bathroom use, keeping people calm, etc.
- 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 your 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 aid 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

Bomb Threat: Treat bomb threats seriously. To help ensure the safety of the building occupants and the public, consider bomb threats real until proven otherwise. 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 Campus Security or other Emergency Services. Whether a bomb threat appears real or not, read and follow these instructions carefully. See Bomb Threat Report checklist in Appendix E.

- Do not use radios or cellular phones - turn them off. Anything that emits a radio or a microwave signal has the potential to detonate a bomb.

- 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 Emergency Services personnel.

- If ordered to evacuate, look around your area of responsibility for anything suspicious. Report any findings to Campus Security.

- Receiving a bomb threat by telephone:
  - Remain calm.
  - Try to get as much information as possible from the caller utilizing the Bomb Threat Checklist.
  - Call Campus Security at 307-855-2143 immediately after receiving the call.
  - Evacuate the building to the designated location(s) for fire emergencies, if directed to do so by Campus Security or fire officials.

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

CHEMICAL SPILL ON CAMPUS

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. Your 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.
- UN # of the product spilled. The United Nations (UN) assigns a four-digit number to identify dangerous goods and hazardous substances such as explosives, flammable liquids, toxic substances, etc. By using the UN#, 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?
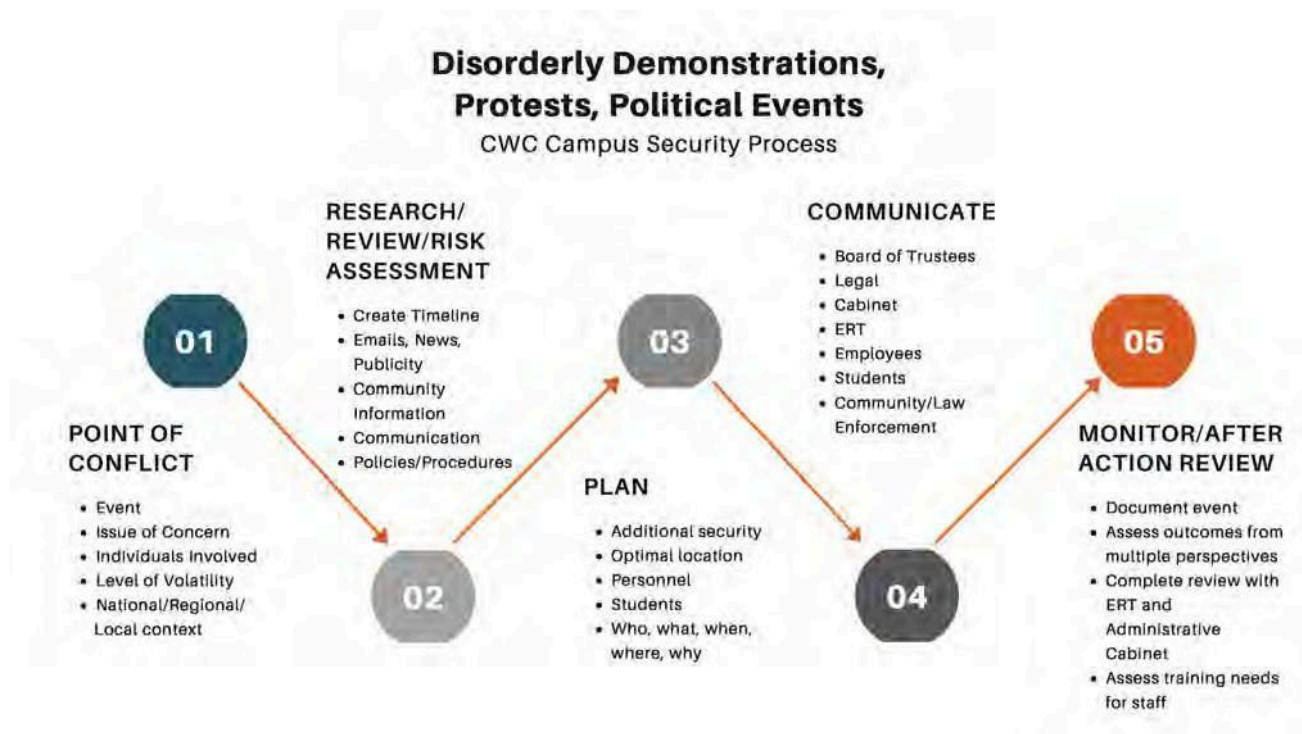 - When to evacuate the room/floor/building.

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 Riverton Fire Department 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 # of the product spilled, if known

- Depending on the extent of the spill and the hazardous nature of the chemical released, you may need to evacuate the entire floor or building or told to stay put.

DISORDERLY DEMONSTRATION or PROTESTS

- **If unplanned demonstration is on CWC property, staff should:**
  - Notify Campus Security at 307-855-2143.
  - Monitor situation and make decisions based on developing information.

- **If a planned demonstration is on CWC property, staff should:**
  - Preplan for this by designating protest area.
  - Consult with Campus Security at 307-855-2143 in developing a plan of action.
  - Notify building staff.
  - Encourage staff to maintain a safe environment.
  - Monitor situation and make decisions based on developing information.
  - Consider lockdown with warning procedures.

Disorderly Demonstrations, Protests, Political Events
CWC Campus Security Process

01 POINT OF CONFLICT
- Event
- Issue of Concern
- Individuals Involved
- Level of Volatility
- National/Regional/Local context

RESEARCH/REVIEW/RISK ASSESSMENT
- Create Timeline
- Emails, News, Publicity
- Community Information
- Communication
- Policies/Procedures

02 PLAN
- Additional security
- Optimal location
- Personnel
- Students
- Who, what, when, where, why

03 COMMUNICATE
- Board of Trustees
- Legal
- Cabinet
- ERT
- Employees
- Students
- Community/Law Enforcement

05 MONITOR/AFTER ACTION REVIEW
- Document event
- Assess outcomes from multiple perspectives
- Complete review with ERT and Administrative Cabinet
- Assess training needs for staff

EPIDEMIC/PANDEMIC

In the event of an epidemic or outbreak of illness, the college's multi-disciplinary Emergency Response Team will meet regularly to assess the situation and plan for impacts to our campus community. CWC's plans will be aligned and consistent with local public health orders and guidelines from the State of Wyoming, Fremont, Teton, and Hot Springs Counties, and the Wind River Indian Reservation Tribal Health Officers. CWC's plans will also follow mandates from the federal government (CWC COVID Operations Plan) and the Centers for Disease Control and Prevention. Students and employees who are experiencing symptoms of illness are directed to call their healthcare provider or visit the Fremont County Public Health 856-6979 or 332-1073.

EARTHQUAKE

Earthquake: 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 act 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 Campus Security at 307-855-2143 and / or 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 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

Gas Leak: If you smell natural gas and suspect a large/significant gas leak, do the following:
- Evacuate area notify Campus Security or call 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.
- Prevent sources of ignition (cigarettes, electrical equipment, etc.).
- DO NOT RETURN TO AN EVACUATED BUILDING unless authorized to do so.

INCLEMENT WEATHER/CAMPUS CLOSURE

Should inclement weather conditions arise or be anticipated that would make class attendance and operations at CWC campuses unsafe, the president may elect to cancel classes and close the college for a defined period of time. Under these circumstances, the following process will be followed:

The Vice President of Administrative Services or his/her designee will coordinate a discussion prior to an inclement weather/campus closure decision. This discussion will typically be conducted by telephone conference or in person the day or night before an impending weather situation. For morning-of decisions, the call will occur no later than 5:00am to ensure ample time for notification of employees, students, and staff following the decision.

The CWC Campus Closure Team includes the following members:
- President of the College
- Vice President of Administrative Services
- Director of Physical Plant
- Grounds Supervisor
- Director of Marketing/PR
- Director of Campus Security
- Vice President of Student Affairs
- Vice President of Academic Affairs
- Dean of Students

The purpose of the conference call is to reach a consensus recommendation for the campus operational status; open, delayed opening, or closed based on the following information:
- Condition of the roadways on/near campus, open/closed
- Condition of parking lots, ability to safely receive/park vehicles
- Condition of walkways, stairs, accessibility of buildings, emergency exits
- Projection of snow/debris removal by 8:00 am, including ability to maintain or improve roadway/walkway conditions based on anticipated continuing weather
- Status of local K12 school districts
- Events planned for campus
- Any additional hazards or conditions of concern, including reliability of critical utilities, i.e. electricity, telecommunications
- Status of WRTA, local school buses, public transportation
- Any other factors

The final decision will be made by the President of the college or his/her designee.

Status	Description	Rationale
Open, Use Caution	Normal operations - Communication to public, employees, students, staff to use caution/best judgment.	There are a variety of conditions throughout our service area. Safety is our primary concern. Encourage cautious behavior.
Delayed Opening	Activities occurring before the selected opening time are cancelled, activities beginning after the opening time continue as scheduled.	Campus cannot be safely made ready for normal opening time, but is confidently expected to be safe at the selected time. Weather impact has ended or is confidently forecast to end before the delayed opening time.
Closed	Normal operations are cancelled for the business day for the campus. Notification of activities scheduled for the evening and night will be announced.	The campus cannot be safely made ready for the day, and the weather impact is forecast to continue or worsen during the day.

Notification

The Director of Marketing & PR (PIO) or her/his designee will notify CWC employees, students, and staff through the Rustler Alert System, CWC Website, social media and all communication channels to inform stakeholders of the change in campus status.

Continued Monitoring

In the event of inclement weather/campus closure, the President of the college or his/her designee will continue to monitor the situation. A message will be sent through the Rustler Alert system when classes have resumed.

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).

STANDBY

STAY PUT

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 Campus Security or 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 CWC. The locking of all buildings can be done very quickly with the push of a button. Campus Security, CWC Administrators and law enforcement are immediately notified by text and email when a lockdown is activated.

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, 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 Campus Security and Law Enforcement will be able to access the main buildings during the lockdown. East and West Apartments can still be accessed by tenants in those buildings.

    - 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.
    - Professors should attempt to record the names of everyone present.
    - It is essential that everyone stays calm and stands by for further information. o If the threat is in your immediate area take appropriate action based on established protocols.
    - If you are in a hallway or common area go to the nearest room that can be secured/locked/barricaded.

- Calls to Campus Security or 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 or Campus Security 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.

- If injured, call 911 immediately and provide your location.

- Stay away from campus until notified through Rustler Alert or other CWC communication.

SUICIDE THREAT OR ATTEMPT

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 an individual of the CWC community is a suicide risk or has attempted suicide. A Reporting Form is posted on the website for immediate notification of campus security and Students of Concern. Staff also should:
- Stay with the individual until assistance arrives, unless you feel your personal safety is at risk.

- Notify Campus Security at 307-855-2143 and / or 911, counselor, social worker or psychologist.

- Ensure short-term physical safety of the individual; provide first aid if needed.

- Listen to what the individual is saying and take the threat seriously.

- Assure the individual of your concern.

- Assure the individual you will find help to keep him or her safe.

- Stay calm and do not visibly react to the individual's threats or comments.

- Do not let the individual convince you the crisis is over.

- Do not take too much upon yourself. Your responsibility is limited to listening and providing support until the individual can receive appropriate medical care or counseling.

- Call Campus Security 307-855-2143 and / or 911 if the individual needs medical attention, has a weapon, needs to be restrained.

- Determine a course of action with social worker or other mental health professional.

- Document all actions by staff.

- Follow-up and monitor to ensure individual's safety.

- Implement recovery procedures.

SUSPICIOUS PACKAGE OR MAIL

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 CWC 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 Campus Security 307-855-2143 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 Campus Security 307-855-2143 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 Campus Security 307-855-2143 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: 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.

  - Proceed to an area offering the greatest protection such as the lowest level in the center of a building with no exterior walls, outside windows or skylights. Small areas such as restrooms, offices and interior classrooms offer some protection.
  - If you are outside, curl up in a drainage ditch or other low-lying area and protect your head.
- 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 and proceed to a safe place.

- 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 Campus Security at 307-855-2143 or 911 of any injured persons and follow their directions.

WEAPONS

Administrative Procedure - 5.13
Procedure Title - Firearms / Weapons

Central Wyoming College is committed to providing a safe environment for students, employees and the greater campus community. The purpose of this procedure is to promote an educational environment by regulating the possession, use and storage of firearms and other weapons on all properties owned, leased and/or controlled by the College.

1. Central Wyoming College prohibits the possession, use or storage of firearms, and any other dangerous weapons, on college property or at any college-sponsored event, unless that individual:
   1. is a peace officer; or,
   2. is a CWC Security Officer; or

3. is carrying a concealed firearm and has been issued a valid Wyoming concealed carry permit, pursuant to W.S. § 6-8-104(a)(ii)

The regulations, laws and responsibilities of individuals carrying a concealed firearm on campus according to W.S. § 6-8-104(a)(ii) can be found in CWC Administrative Procedure - 5.13

Appendix A

Emergency Response Team Members

Emergency Response Team Members

Title	Name	Contact
President	Brad Tyndall	W: x2102 C: 307.840.4569
Vice President of Academic Affairs	Kathy Wells	W: x2111 C: 307.330-6794
Vice President for Administrative Services	Willie Noseep	W: x2149 C: 307.851-4418
Vice President for Student Affairs	Coralina Daly	W: x2186 C: 307.332.9107
Chief Information Officer	John Wood	W: x2162 C: 307.840.1285
Dean of Students	Steve Barlow	W: x2029 C: 307.840.5117
Director of Physical Plant	Wayne Robinson	W: x2104 C: 307.840.2358
Director of Campus Security	Cody Myers	W: x2143 C: 307.851.5549
Director of Marketing & Public Relations / PIO	Jennifer Marshall Weydeveld	W: x2103 C: 505-231-1776
Executive Assistant to the President (Scribe)	Paula Hartbank	W: x2102 C: 505-231-1776
Campus Security Officer	Cris Rohrbacher	W: x2143 C: 505-231-1776
Other personnel as deemed necessary by the president		

Appendix B

Incident Recovery Plan Emergency Telephone Numbers

Incident Recovery Plan Emergency Telephone Numbers

Agency	Contact Telephone Number
American Red Cross	307-638-8906
FBI - Denver	303-629-7171
FBI – Fremont County	307-335-7559
Fremont Counseling Center	307-856-6587
Fremont County Public Health – Lander	307-332-1073
Fremont County Public Health – Riverton	307-856-6979
Fremont County Sheriff's Office	307-856-7200 or 332-5611
Jackson City Hall	307-733-3932
Jackson Hole Fire / EMS	307-733-4732
Jackson Police Department	307-733-1430
Lander City Hall	307-332-2870
Lander Fire Department	307-332-2209
Lander Police Department	307-332-3131
Poison Control	800-222-1222
Riverton City Hall	307-856-2227 or 307-856-2228
Riverton Fire Department	307-856-8248
Riverton Police Department	307-856-4891
Riverton Wastewater Treatment Plant	307-856-6712
Riverton Water Treatment Plant	307-857-6891
Rocky Mtn. Power (Emergencies)	888-221-7070
SageWest Healthcare, Lander	307-332-4420
SageWest Healthcare, Riverton	307-856-4161
Source Gas	800-563-0012 or 307-856-3444
St. John's Medical Center – Jackson	307-733-3636
Suicide Prevention	800-273-8255
Teton County Public Health – Jackson	307-733-6401
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

Appendix C

Counseling Services

Counseling Services

Counseling Center

Role:

- Staff counselors serve as consultants to the Emergency Response 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 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.

CWC Counseling Services can be reached at 307-855-2117.

Appendix D

Command Post
and Campus Emergency
Operations Center Procedures

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 Campus Security).

- 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 managers 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.

- Campus Security 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 CWC 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

- 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

Appendix E

Bomb Threat Evacuation Distances & Checklists

(From U.S. Department of Homeland Security)

Bomb Threat Evacuation Distances & Checklists

BOMB THREAT 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 on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for 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 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.
- Touch or move a suspicious package.

WHO TO CONTACT (Select One)

- ☒ **911**
- ☒ **Follow your local guidelines**

For more information about this form contact the DHS Office for Bombing Prevention at OBP@dhs.gov
2014

BOMB THREAT CHECKLIST

DATE: **TIME:**

TIME CALLER HUNG UP: **PHONE NUMBER WHERE CALL 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 Threat:

_____
_____
_____

Information About Caller:

- Where is the caller located? (background/level of noise)

- Estimated age:

- Is voice familiar? If , who does it sound like?
so

- Other points:

Caller's Voice	Background Sounds	Threat Language
o **Female**	o Animal noises	o Incoherent
o **Male**	o House noises	o Message read
o Accent	o Kitchen noises	o Taped message
o Angry	o Street noises	o Irrational
o Calm	o Booth	o Profane
o Clearing throat	o PA system	o Well-spoken
o Coughing	o Conversation	
o Cracking voice	o Music	
o Crying	o Motor	
o Deep	o Clear	
o Deep breathing	o Static	
o Disguised	o Office machinery	
o Distinct	o Factory machinery	
o Excited	o Local	
o Laughter	o Long Distance	
o Lisp		
o Loud	**Other Information:**	
o Nasal		
o Normal	_____	
o Ragged		
o Rapid	_____	
o Raspy		
o Slow	_____	
o Slurred		
o Soft	_____	
o Stutter		

Homeland Security

BOMB THREAT STAND-OFF CHART

Threat Description Improvised Explosive Device (IED)	Explosives Capacity[1] (TNT Equivalent)	Building Evacuation Distance[2]	Outdoor Evacuation Distance[3]
Pipe Bomb	5 LBS	70 FT	1200 FT
Suicide Bomber	20 LBS	110 FT	1700 FT
Briefcase/Suitcase	50 LBS	150 FT	1850 FT
Car	500 LBS	320 FT	1500 FT
SUV/Van	1,000 LBS	400 FT	2400 FT
Small Moving Van/ Delivery Truck	4,000 LBS	640 FT	3800 FT
Moving Van/ Water Truck	10,000 LBS	860 FT	5100 FT
Semi-Trailer	60,000 LBS	1570 FT	9300 FT

1. These capacities are based on the maximum weight of explosive material 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. Unstrengthened buildings can be expected to sustain damage that approximates 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 distance is governed by the greater hazard of fragmentation distance, glass breakage or threshold for ear drum rupture.

Appendix F

ICS Forms

ICS Forms

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

Appendix G

Physical Plant

Physical Plant

Role:

- 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 Emergency Response 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 Emergency Response Team to determine available facilities for temporary housing if needed.

- To work with members of the Emergency Response Team to provide potable water supplies, building materials and technical support to facilities in need.

- To work with members of the Emergency Response 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.

Appendix H

Damage Assessment Worksheet

Central Wyoming College
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 (ot files				
Bookshelf				
Rugs				
Other Furniture				
Specialized Equipment				

Appendix I

CWC Instructional Technology Disaster Recovery

Overview of
CWC Instructional Technology Disaster Recovery

Disaster recovery for IT systems is dependent on location of the event, ability to access that location, and the length of time access is denied. If facility damage involves loss of IT services, college 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 designated temporary facilities if not.

For all areas other than the CWC Data Center in the Admin Wing:
1. Once IT personnel can access the site, infrastructure restoration will be the first priority. Establishing network services into the area is first, followed by replacing user equipment (computers, telephones, printers, etc.).
2. If personnel are relocated to other spaces because of a lengthy dislocation, IT will work to provide necessary infrastructure service into the newly designated space, and then work to provide end user devices to the affected personnel. If the temporary relocation is off-campus, IT may need to contract for network services with whatever vendor(s) service the temporary location.

For the CWC Data Center in the Admin Wing:
1. If the issue is an electrical outage only, the data center UPS sends notifications to IT personnel of the outage, and keeps all services running for about 5 minutes. The CWC Data Center generator starts and takes over load from the UPS within minutes. When on generator power, all services of the Data Center continue, including the Computer Room Air Conditioners (CRACs). The generator is tested weekly.
   a. If the generator fails, an automated script starts shutting down non- essential services in order to allow for greater battery runtime for priority services. However, if the electrical outage continues, even essential services are shut down. Last to go are network infrastructure devices (core switch, routers, and firewalls). If the outage is longer than about 47 minutes, the data center will go dark. Also, without electrical power, the CRACs are not running, and heat buildup during the time equipment runs on batteries must be mitigated by other measures. Currently the www.cwc.edu website, Google G Suite email/calendar/cloud docs, the myCENTRAL student/staff access portal ([my.cwc.edu](my.cwc.edu)), and the CANVAS LMS (cwc.instructure.com) are all hosted off-site. Also, a replicated member of our Active Directory cluster which enables user authentication, is hosted in the Microsoft Azure cloud. Thus, all of these services remain operational independent of the state of the Riverton campus.
2. If the issue is physical damage to the data center, disaster recovery becomes more difficult.
   a. Infrastructure first: The CWC Internet connection is housed in the data center and to relocate that connection will require re-routing the fiber connection from the Riverton Central Office of the area CLEC (currently Century Link, Inc.) In addition, all Riverton Campus building are interconnected via fiber in a hub-spoke configuration with the data center at the hub. If the data center is so physically damaged that fiber from other buildings is damaged, these fiber runs will also need to be re-routed. Re-establishing network infrastructure to the campus will involve physically relocating all these fiber runs into a new space. In the short term, local partners (like Wyoming.com or others) will be used to establish

wireless connections until full fiber network connectivity is possible.

b. Servers: Once network connectivity is established, work will then transition to replacing necessary servers to provide services in priority order. Some services are hosted on virtual servers that will soon have redundant hardware located in the H&S data closet. These services would be reestablished first. Other services will require acquisition of replacement hardware or outsourcing – perhaps only in the short term- to data center cloud providers and/or sister colleges and other partners. Of particular importance is the Ellucian Colleague service:

> This service is now run on local hardware in a virtual environment and will be part of the anticipated H&S recovery capability. Until then, if needed, Wyoming sister colleges could virtually host CWC's Colleague implementation. CWC personnel would access this service remotely.

For other hardware replacement, new hardware would need to be ordered and received, but current expectation is that new hardware can be obtained on-site in two days.

Cloud First Strategy

As of 2014, the college has a "Cloud First" preference. As we replace or upgrade existing services, and procure new ones, we prefer off-site SaaS solutions when possible. In this case, the vendor takes on the responsibility for backup and service restoration post disaster. In some cases, disk-to-disk, cloud backup of data is performed.

a. Currently, when the college suffers a network failure – or a local disaster all learning critical e-services continue to operate. MyCENTRAL, Google G Suite email/calendar/cloud docs, and MyCLASSES – our LMS for online course delivery currently CANVAS – are all cloud hosted. Also, a replicated member of our Active Directory cluster which enables user authentication, is hosted in the Microsoft Azure cloud.

b. Additional minor services are also cloud hosted: CWC E-Forms, AdAstra, CWC Policy and Procedures, Enrollment Rx, People Admin, NetTutor and eRez.

c. As this strategy continues, the reliance on the CWC Data Center will continue to diminish.

Data Loss Prevention

The CWC IT department protects all institutional data using one of two methods:
- disk-to-disk-to-tape (D2D2T) for local data, or
- contracted backup providers for cloud data. Data backup operations are performed at least once every 24 hours. Disk snapshots which include system images are performed no less than weekly. If local, the tapes are stored in the CWC data center in a fireproof vault. Each week the set of backup tapes is rotated to a safe deposit box offsite.

College Internet Connectivity

Network services restoration is dependent upon State of Wyoming ETS. Currently the college does NOT have a backup/secondary internet connection.

Appendix J

Memorandum of Understandings (MOUs)

NATIONAL INTERCOLLEGIATE
MUTUAL AID AGREEMENT (NIMAA)

Recognizing that emergencies may require assistance in the form of personnel, equipment, and supplies from outside the area of impact, the Participating Institutions who are signatories hereto are hereby establishing a National Intercollegiate Mutual Aid Agreement ("NIMAA"). Through this Agreement, Participating Institutions shall coordinate assistance and share resources during emergencies on the terms and conditions set forth herein. This Agreement sets forth the procedures and standards for the administration of this higher education mutual aid and assistance program.

This Agreement shall provide for mutual cooperation among the Participating Institutions in conducting disaster related exercises, testing or other training activities in addition to actual emergency assistance. This Agreement provides no immunities, rights or privileges for any individual or Participating Institution providing emergency assistance that is not requested and/or authorized by a Requesting Institution.

This Agreement does not preclude Participating Institutions from entering into supplementary agreements with other parties and does not affect any other agreement to which a Participating Institution may currently be a party, or decide to be a party.

Definitions As used in this Agreement, the following capitalized terms shall have the following meanings:

The "Agreement" is this Agreement, as amended or modified from time to time, which shall be referred to as the National Intercollegiate Mutual Aid Agreement ("NIMAA").

The "Participating Institutions" to this Agreement are the institutions of higher education ("IHE") signing this Agreement.

The "Requesting Institutions" to this Agreement are the Participating Institutions that request assistance from other Participating Institutions.

The "Assisting Institutions" to this Agreement are Participating Institutions that render assistance to a Requesting Institution, as have been approved by such Requesting Institution.

The "Period of Assistance" is the period during which any Assisting Institution renders assistance to any Requesting Institution. The period commences when personnel, equipment, or supplies depart from an Assisting Institution's facility or premises and ends when such personnel, equipment or supplies return to such Assisting Institution's facility or premises (portal to portal).

In consideration of the mutual consideration and commitments given herein, each of the Participating Institutions to this Agreement agrees to provide aid and support to any of the other Participating Institutions as follows:

1. **Request for Aid**. Whenever a Requesting Institution desires to seek help from other Participating Institutions, pursuant to the terms of this Agreement, such Requesting Institution agrees to make its request in writing (Form A) to one or more other Participating Institutions within a reasonable time of when aid is needed with reasonable detail and specificity of the assistance desired, such as quantity, time of arrival, duration needed, credentials preferred, capabilities required, and available logistical support for things such as travel arrangements, lodging and feeding. If a Participating Institution desires to assist such Requesting Institution, the Assisting Institution agrees to review the request and estimate the costs associated with the provision of aid requested. Upon receipt of such estimate and acceptance by the Requesting Institution in writing, the Requesting Institution agrees to compensate the Assisting Institution as specified in this Agreement and in other written agreements that may be in effect between the Requesting and Assisting Institutions.

2. **Discretionary Rendering of Aid**. Provision of aid is entirely at the discretion of the Assisting Institution. The agreement to provide aid is expressly not contingent upon a declaration of a major disaster or emergency by the federal or state government or upon receiving federal funds.

3. **Procedures**. A committee comprised of Participating Institutions shall develop comprehensive guidelines and procedures that address, including but not limited to, the following: checklists for requesting and providing assistance, record keeping for all Participating Institutions, reimbursement procedures and other necessary implementation elements along with the necessary forms for requests and other records documenting deployment and return of assets. These procedures shall be updated at least annually.

4. **Asset Control**. Resources (personnel, equipment and materials) of the Assisting Institution shall continue under the command and control of their Assisting Institution to include medical protocols, standard operating procedures and other protocols, but shall be under the operational control of the appropriate officials within the Requesting Institution during the period of assistance.

5. **Invoice to the Requesting Institution**. Within 30 days after the return of all labor and equipment to the Assisting Institution, the Assisting Institution shall submit to the Requesting Institution an invoice of all charges related to the aid provided pursuant to this Agreement, as previously agreed to by the Requesting Institution. The invoice shall contain only charges related to the aid provided pursuant to this Agreement. An Assisting Institution providing assistance may determine to donate assets of any kind to a Requesting Institution and not seek reimbursement from the Requesting Institution. If the Assisting Institution seeks to donate its services and resources at no cost to the Requesting Institution, a zero-balance invoice should still be submitted within 30 days.

6. **Charges to the Requesting Institution**. Eligible charges to the Requesting Institution from the Assisting Institution may include the following:

   a. Labor force. Charges for labor force shall be in accordance with the Assisting Institution's standard practices and rates.

b. <u>Equipment and Materials</u>. Charges for equipment and materials used by the Assisting Institution shall be at the reasonable and customary at cost rates for such equipment in the Assisting Institution's location.

c. <u>Transportation</u>. The Assisting Institution shall transport needed personnel and equipment by reasonable and customary means and shall charge reasonable and customary rates at cost for such transportation.

d. <u>Meals, lodging and other related expenses</u>. Charges for meals, lodging and other expenses related to the provision of aid pursuant to this Agreement shall be reasonable in accordance with standard per diem rates or actual costs incurred (with justification) by the Assisting Institution. Receipts for all expenses shall be provided in accordance with the Assisting Institution's business rules.

Any other charges not included above must be previously agreed to in writing by both parties prior to incurring the expense.

7. **Payment**. The Requesting Institution shall remit payment of an invoice from the Assisting Institution within 90 days of receipt. Payment is due directly from the Requesting Institution to the Assisting Institution regardless of any other third-party financing such as FEMA or insurance reimbursement.

8. **Arbitration**. If the Requesting Institution disputes any charges on an invoice from an Assisting Institution, it shall do so in writing within 30 days after the invoice is received. Failure to dispute any invoice in writing within 30 days shall constitute agreement to the charges. Should a dispute arise, both institutions will make every effort to resolve the dispute within 30 days of the written notice. In the event the dispute is not resolved within 90 days after the invoice is received, either party may request the dispute be resolved through arbitration, to the extent permitted by law. Any arbitration under this provision shall be conducted under the commercial arbitration rules of the American Arbitration Association.

9. **Liability and Insurance**. Each Participating Institution shall determine for itself what insurance to procure, to cover its liabilities, if any. With the exceptions in this section, nothing in this Agreement shall be construed to require any Participating Institution to procure insurance.

10. **Relationship Between the Participating Institutions**.
    a. Employees from Participating Institutions shall continue to be treated as employees of Participating Institution and receive the same salary, including overtime, that they would be entitled to receive if they were operating in their own location. In the absence of an agreement to the contrary, the Assisting Institution shall be responsible for all such salary expenses, including overtime.

    b. Each Participating Institution retains the financial responsibility for workers' compensation benefits for its own employees in accordance with applicable law and for any injuries that occur in mutual aid situations. Participating Institutions

can also agree in writing not to bring claims against the other Institutions to recover the cost of workers' compensation benefits to its employees.

c. Each Participating Institution, which renders assistance under this Agreement, shall be deemed to stand in the relation of an independent contractor to all other Participating Institutions, and shall not be deemed to be the agent, co- venturer or partner of any other Participating Institution. No Participating Institution shall have the authority to make any statements, representations or commitments of any kind, or to take any action which shall be binding on any of the Other Participating Institutions, except as may be explicitly permitted herein or authorized in writing.

d. While in transit to, returning from and providing mutual aid assistance under this Agreement, employees of an Assisting Institution shall have the same rights of defense, immunity and indemnification that they otherwise would have under the law if they were acting within the scope of their employment under the direction of their employer. An Assisting Institution shall provide to, and maintain for, each of its employees who provide mutual aid assistance under this Agreement the same indemnification, defense, right to immunity, employee benefits, death benefits, workers' compensation or similar protection and insurance coverage that would be provided to those employees if they were performing similar services in the Assisting Institution jurisdiction.

e. Nothing in this Agreement shall be construed to relieve any Participating Institution of liability for its own conduct and that of its employees and agents.

f. Nothing in this Agreement, other than the following, shall be construed to obligate any Participating Institution to indemnify any other Participating Institution from liability to third parties. To the extent permitted by law,in the event of a liability, claim, demand, action, or proceeding of whatever kind or nature arising out of a specified Period of Assistance, the Participating Institutions who receive and provide assistance shall indemnify and hold harmless those Participating Institutions whose involvement in the transaction or occurrence that is the subject of such claim, action, demand, or other proceeding is limited to execution of this Agreement. In addition, to the extent permitted by law, each Requesting Institution shall indemnify, defend and hold harmless those Assisting Institutions together with their employees, directors and officers (collectively , "indemnified parties"), from any claims, actions, demands or other proceedings, and the cost of defending such claims, arising from personal injury or property damage caused in whole or part by the indemnified parties' actions or failures to act while providing such assistance, excepting, however, any injury or damage caused by the gross negligence or intentional acts of such indemnified parties.

11. **Licenses, Certificate and Permit Portability** - If a person or entity holds a license, certificate or other permit evidencing qualification in a professional, mechanical or other skill and the assistance of that person or entity is requested by a Participating Institution, the person or entity shall be deemed to be licensed, certified or permitted

in the Requesting Institution subject to any limitations and conditions the Requesting Institution may prescribe and as permissible by law.

12. **Counterparts**. The Participating Institutions may execute this Agreement in one or more counterparts, with each counterpart being deemed an original Agreement, but with all counterparts being considered one Agreement.

13. **Term of Agreement** - This Agreement shall be effective as of the date indicated below and shall be automatically renewed annually.

14. **Modification** - No provision of this Agreement may be modified, altered, or rescinded by individual Participating Institutions to the Agreement. Modifications to this Agreement may be due to programmatic operational changes to support the Agreement. Modifications require a simple majority vote of the Participating Institutions. The Committee must provide written notice to all Participating Institutions of approved modifications to this Agreement. Approved modifications take effect 60 days after the date upon which notice is sent to the Participating Institutions.

15. **Termination** - Any Participating Institution may withdraw from the Agreement by providing thirty (30) days prior written notice.

16. **Severability** - The terms of this Agreement are severable such that if any term or provision is declared by a court of competent jurisdiction to be illegal, void, or unenforceable, the remainder of the provisions shall continue to be valid and enforceable.

17. **Execution**. Each party hereto has read, agreed to and executed this Agreement on the date indicated below.

Date _____

Institution _____ (name/ state)

Signed By _____
(please type name and then include original signature)

Title _____

Wind River Job Corps
Memorandum of Understanding
Emergency Shelter Facilities

This agreement is made and entered into between the Wind River Job Corps and Central Wyoming College to establish shelter site locations and terms of use in the event of an evacuation of the students and staff of the Central Wyoming College.

The Central Wyoming College will make every effort to notify Wind River Job Corps of evacuation possibilities with as much notice as possible. Contact information between the two parties sha11 be maintained in a separate appendix and is considered confidential information and is not subject to public disclosure.

Wind River Job Corps agrees to open their building located at 4200 Airport Road Riverton, WY 82501 to provide shelter and assistance to students and staff evacuated during emergency situations when the students and staff have a need to be sheltered.

Wind River Job Corps has a capacity to accommodate approximately 400 people. Wind River Job Corps understands that their organization will be responsible for opening the building and developing procedures for making the building accessible, including rest rooms and an area with phone and internet connection (if available) for Central Wyoming College administrative personnel. Furthermore, Central Wyoming College will provide supervision for all students and staff during the lime that the facility is used as an emergency shelter site.

The Central Wyoming College agrees that it shall exercise reasonable care in the conduct of its activities in said facilities and further agrees to replace or reimburse Wind River Job Corps for any items, materials, equipment or supplies that may be used by the facility in the conduct of its sheltering activities in said facilities.

Central Wyoming College will be responsible for replacing, restoring or repairing damage occasioned by the use of any building, facilities or equipment belonging to Wind River Job Corps.
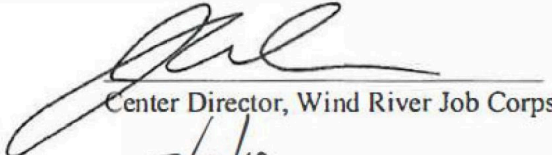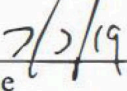
Central Wyoming College will reimburse Wind River Job Corp for any bona fide expenditure of personnel required to maintain the facility, including overtime costs, upon production of receipts or time sheets. Central Wyoming College will not pay any operational or administrative fees to Wind River Job Corps.

Central Wyoming College will make every effort to recognize the hospitality of Wind River Job Corps in any press or media releases pertaining to the re location and sheltering of students and staff.

Nothing in this MOU is intended to conflict with current laws or regulations of the United States of America, State of Wyoming or local government. If a term of this agreement is inconsistent with such authority, then that term shall be invalid, but the remaining terms and conditions of this MOU shall remain in full force and effect.

This agreement shall become effective on 1/1/2019 and may be modified upon the mutual written consent of the parties.

The terms of this agreement, as modified with the consent of both parties, shall be elf renewable for a period of five (5) years from the end date of the agreement unless written termination is given by either party. Either party, upon sixty (60) days written notice to the other party, may terminate this agreement.

President, Central Wyoming College

Date 6/14/19

Center Director, Wind River Job Corps

Date 7/2/19

MEMORANDUM OF UNDERSTANDING BETWEEN FREMONT COUNTY ASSOCIATION OF GOVERNMENTS OBA WIND RIVER TRANSPORTATION AUTHORITY AND CENTRAL WYOMING COLLEGE

EMERGENCY SERVICES

This agreement is made and entered into between the Fremont County Association of Governments dba Wind River Transportation Authority (hereby known as WRTA) and Central Wyoming College (hereby known as CWC) to establish emergency transportation services in the event of an emergency need for transportation services by CWC.

In the event an emergency arises, CWC will immediately begin contacting WRTA officials. CWC will make every effort to notify WRTA with as much notice as possible for an emergency need for transportation services. Emergency contact information should be maintained between both parties and is considered confidential information and not subject to public disclosure.

The WRTA agrees to provide any of its available resources should emergency needs arise for CWC. These resources shall be emergency transportation for CWC students, staff and visitors to/from the CWC Campus. CWC will provide supervision for students and staff as needed. While the WRTA will provide the transportation services, the WRTA does not possess facilities to provide shelter or other services. The WRTA currently has 8 full buses, 3 cutaways, and 3 minivans.

The WRTA understands that their organization will be responsible for providing drivers and buses for these services, as available. The WRTA provides daily transportation services and is closed on weekends. In the event an emergency arises, WRTA will immediately begin assembling drivers and buses to provide transportation. The WRTA will also provide available CDL licensed drivers for CWC buses if needed. The WRTA will work at the direction of CWC and provide expertise as needed for the transportation such as logistical challenges.

The CWC understands agrees that it shall exercise reasonable care in the conduct of its activities involving WRTA personnel and equipment and further agrees to replace ore reimburse WRTA for any personnel, items, materials, equipment, supplies that may be used by the district in the conduct of providing services and personnel. Furthermore, the CWC will be responsible for replacing, restoring or repairing damage occasioned by the use of WRTA equipment.

The CWC will reimburse WRTA for any bona fide expenditure of personnel and equipment required to provide these services, upon production of itemized receipts and timesheets. The CWC will not pay any administrative fees to WRTA that are part of day-to-day operations and not incidental to the event.
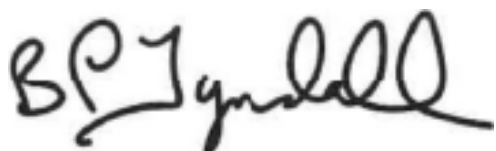
Nothing in this MOU is intended to conflict with current laws or regulations of the United States of America, State of Wyoming, or local government. If a term of this agreement is inconsistent with such authority, then that term shall be invalid, but the remaining terms and conditions of this MOU shall remain in full force and effect.

The terms of this agreement, as modified with the consent of both parties, shall be self renewable for a period of five (5) years from the end date of the agreement unless written termination is given by either party. Either party, upon sixty (60) days written notice to the other party, may terminate this agreement.

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Each party to this contract shall assume the risk of any liability arising from its own conduct. Neither party agrees to insure, defend or indemnify the other.

Wind River Transportation Authority does not waive sovereign immunity by entering into this contract, and specifically retains all immunities and defenses available to them as sovereigns or governmental entities pursuant to Wyo. Stat 1-39-101, et seq., and all other applicable law.
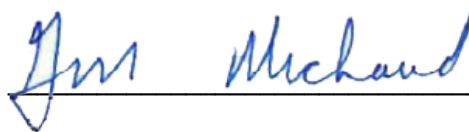
This agreement shall be effective on the last signature date set forth below.

_____

President, Central Wyoming College

_____

Administrator, Wind River Transportation Authority

June 23, 2020

_____

Date

6/21/2020

_____

Date

Memorandum of Understanding between Fremont County Association of Governments
OBA Wind River Transportation Authority and Central Wyoming College

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Emergency Operations Plan

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Appendix K

Training Materials / Documentation

Training Materials/Documentation

Campus Security Trainings
April 2024 to June 2025

- FY24 Stay Safe / EOP Completions Prior to April 1: 191
  Stay Safe / EOP Completions April 1, 2024 - June 30, 2024: 5
  Stay Safe / EOP Completions July 1, 2024 - June 30, 2025: 229
  Total April 1, 2024 - June 30, 2025: 234
- Defensive Driving 5 community members, 57 staff and 20 students

2024 Active Shooter Incident Locations

This information was obtained through the U.S. Department of Justice Federal Bureau of Investigation.

In 2024, the FBI designated 24 active shooter incidents in the United States, a 50% decrease from 2023 (48). There were 106 casualties (23 killed and 83 wounded), a 57% decrease from 2023 (244).

- The 24 active shooter incidents in 2024 occurred in 19 states
  - Four incidents occurred in Texas.
  - Two incidents each occurred inCalifornia and North Carolina.
  - One incident each occurred inAlaska, Arkansas, Colorado, Florida, Georgia, Illinois, Indiana, Iowa, Kentucky, Michigan, Oklahoma, Pennsylvania, Tennessee, Washington, Wisconsin, and Wyoming.

- ○ Three of the 24 incidents met the criteria cited in the federal definition of mass killings" (three or more killings in a single incident.)

By the numbers total incidents 2023- 2024

2023
- 244 - 105 killed 139 wounded
- 2 LE Killed
- 12 LE Wounded
- 15 Met Mass Killing Definition
- 15 LE Engaged Shooters
- 7 Shooters committed suicide
- 12 Shooters killed by LE
- 0 Shooters killed by citizens
- 30 Shooters apprehended

2024
- 106 - 23 killed 83 wounded
- 1
- 5
- 3
- 6
- 6
- 5
- 0
- 14

2023/2024 Incidents day of the week
Changes from year to year

2023
- Sunday   4
- Monday   11
- Tuesday   6
- Wednesday   7
- Thursday   5
- Friday   6
- **Saturday   9**

2024
- **Sunday   1**
- Monday   7
- Tuesday   1
- Wednesday   5
- Thursday   6
- Friday   2
- Saturday   2

2023/2024 Incidents by Month
Changes from year to year

2023
- January 6
- February 1
- March 5
- **April 7**
- May 5
- June 4
- July 5
- August 5
- September 2
- October 3
- November 3
- December 2

2024
- January 1
- February 1
- March 0
- April 1
- May 3
- **June 5**
- July 3
- August 2
- September 4
- October 0
- November 1
- December 3

2023/2024 Incidents by Time of Day
Changes from past year

2023
- 12:00 A.M. - 5:59 A.M. 5
- 6:00 A.M. - 11:59 A.M. 11
- 12:00 P.M. - 5:59 P.M. 15
- **6:00 P.M. - 11:59 P.M. 17**

2024
- 12:00 A.M. - 5:59 A.M. 3
- **6:00 A.M. - 11:59 A.M. 9**
- 12:00 P.M. - 5:59 P.M. 6
- 6:00 P.M. - 11:59 P.M. 6

2023/2024 ACTIVE Shooters by Gender
Changes from year to year

2023
- Male 48
- Female 1/transgender male

2024
- Male 25
- Female 3

2023/2024 Active Shooters by Age
Changes from year to year

2023
- **19-24 3**
- **25-34 3**
- 35-44 2
- 45-54 2
- 55-64 2
- 65-74 2

2024
- ≤18   1
- 35-44 1
- 55-64 1
- 65-74 1

Active Shooter Incidents 2020-2024 Wounded killed
Changes between years

	Wounded	**Killed**
2020 -	126	38
2021 -	140	103
2022 -	213	100
2023 -	139	105
2024 -	83	23

2021/2022 Locations where incidents occurred 2023/2024

2023
- **28 Open Space**
- 14 Commerce
- 3 Education
- 0 Government Facilities
- 0 House of Worship
- 2 Healthcare
- 1 Residence

2024
- **12 Open Space**
- 4 Commerce or Business
- 4 Education
- 3 Government
- 1 House of Worship
- 0 Healthcare
- 0 Residence
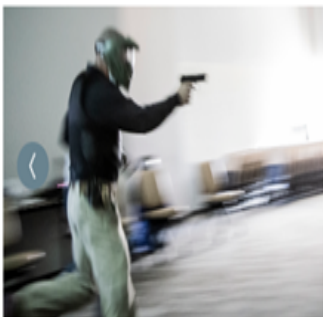
Attacks in Schools

- **High or Middle School**
  - Shooter is student
  - Will start in cafeteria or front office/entry area

- **Elementary School**
  - Shooter is unrelated to school
  - Will start in front office/ entry area or playground

- **Increased chance of multiple shooters (3 or 5)**

- **School Resource Officer (SRO) is not**
  - Guaranteed deterrent (9 attacks)
  - Guaranteed of low body count (Columbine, Parkland, Santa Fe)

- **College/University**
  - Shooter is student, or recent student (1 faculty)
  - Attack will start in an academic building

Emergency Operations Plan

Plan that organizes, coordinates, & directs resources. Where can I find it?

www.cwc.edu/studentservices/campussecurity/

The mission of Central Wyoming College Campus Security is to enhance the quality of life at Central by providing a safe and secure environment that is conducive to learning, while building community partnerships that foster trust, mutual respect and cooperation.

ALICE Trainings

ALICE [Alert, Lockdown, Inform, Counter, Evacuate] training is beneficial for campus employees and the community. It is scenario-based training that prepares a person for instances of a violent intruder.

Campus Security

Security Report

2021 Crime Log

2020 Crime Log

2019 Crime Log

Sex Offenders

Emergency Alerts

Counseling and Wellness

Disabilities Support

Diversity, Equity, and Inclusion

Rusty's Food Pantry

Student of Concern

Veterans Resources

Title IX-Sexual Assault Reporting

YOUR SAFETY IS OUR #1 PRIORITY!

The personal safety and security of students, staff, and visitors are of the highest priority at Central Wyoming College. We have experienced campus security officers with over 82 years of law enforcement service in their professional careers. We also conduct numerous campus training's throughout the year for community members, campus personnel, and students to increase knowledge and awareness of best practices for personal safety. The CWC Department of Campus Security consists of (1) armed Security Director, (2) armed Security Officers, and (3) retired law enforcement officers covering various hours per week. Campus Security has (1) Riverton Police Department officer, (1) Shoshonie Police Department officer, (1) Lander Police Department officer that cover shifts as well. You may click on the following link to view our **Emergency Operations Plan**. Students should immediately go to the student portal, **My Central**, and register for the campus communication system **Rustler Alert!** This will ensure that students receive all alert messages from campus via cell phone, text, and email.

The Campus Security Office is located in Main Hall 107 and can be contacted by calling 1-307-855-2143.

Cody Myers - Campus Security Director

Alert Systems

Did You Know?

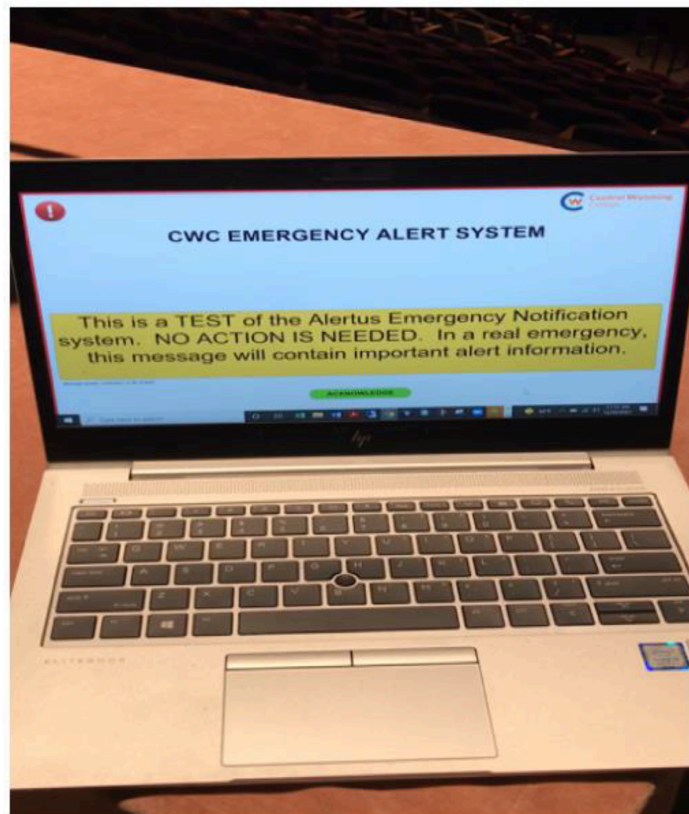| ALERTUS	Rustler Alert	23 USB Panic Buttons S2 Lockdown Control	Web site
2 Towers on Main Campus Text-to-Talk For Directions	Text, phone call, email Storms, hazmat spills, warnings,stayput, lockdown, etc.	22 Main campus 1 CWC Lander 1 ASI Text to RPD,FCSO, Campus Security, ERT	www.cwc.edu ALERTUS NOTIFICATION BANNER

ALERTUS TTS Speaker

ALERTUS Alert Beacon

ALERTUS Desktop Notification

ALERTUS Locations in Wyoming

- Campbell County Health
- The City of Gillette
- Sheridan VA Medical Center
- Laramie County School District 1

Emergency Sirens

Main Campus

- 2 towers on main campus
- Work in cadence with TTS Speakers in buildings
- You will be told if it is a TEST
- 3 additional external speakers in housing (Courtyard, annex)

Rustler Alert
Text, Phone, Email

- Messaging system to alert students, staff and **visitors and community partners** of possible emergencies or situations that require notification
- Mandatory for all students and staff
- Email mandatory, cell phone notifications can opt out
- Text may prompt to check email for additional information

Panic Buttons

S2 Lockdown Control

- 23 Locations Main Campus
- 1 CWC Lander
- 1 ASI
- Sends immediate text/email RPD/FCSO, Campus Security, Marketing, ERT
- Quarterly testing - text prior to test

SITUATIONSamples

When I get the text what should I do?

Let's Talk!

Strategies for your safety

VIOLENT INTRUDER TRAINING

Run, Hide, Fight

Do something!!

SECURE CAMPUS PROTOCOL

Standby
Stayput
Lockdown

ACTIVE SHOOTER

FIRE ALARM

Assess. Exit to Safety.

Campus Security and the Emergency Response Team will provide information to you through Rustler Alert as it becomes available. Do not call Campus Security unless you have specific information to assist them

NEW EMPLOYEE ORIENTATION

Campus Security Office

Located in Main Hall
MH #107
Campus Security
(307) 855-2143

- 3 Armed Security Officers

- 1 Riverton Police Department

- 1 Shoshoni Police Department

- 1 Lander Police Department

- 1 Fremont County Sheriff Deputy

  7 Retired Part-time Police Officers

- 5 Criminal Justice Interns

Director Cody Myers
20 years of experience

CAMPUS SECURITY & SAFETY TRAINING CALL 855-2143

- Defensive Driving, First Aid and CPR
- Violent Intruder Training
- Title IX Investigations (Sexual Assault, Harassment, Domestic Violence, Stalking)
- Security Access (S2 system) after-hours access to all buildings

Safety and Security

- Our number one priority is the safety of our students and employees

- We can't do it alone - safety is everyone's responsibility

- We are very proactive about training!

- Report all suspicious activity when it happens

- Call 9-1-1 when appropriate

- Campus Security (307) 855-2143 or RPD (307) 856- 4891

Additional Security Systems

Instant Building Lockdown

Rustler Alerts

Multiple Panic Alarms

Alerts

- Campus Security

- Riverton Police Department

- Fremont County Sheriff's Department

- Airport Police

Parking

Parking Permits can be obtained from Campus Security or through housing

Where not to park:

- Yellow Curb Zones
- Fire Zones
- Handicap Zones without permit
- Circle Drive

CAMPUS SERVICES CALL 840-2342

Call (307) 840-2342 for:
- Plumbing/heating/lighting/issues
- If you are locked out of a classroom or dorm
- To get athletic equipment from a locker room (after hours please present student ID)

Thank You!

We are here to serve you.