



LARAMIE COUNTY
COMMUNITY COLLEGE
ALBANY COUNTY CAMPUS
1125 Boulder Drive • Laramie, Wyoming 82070
307.721.5138

Emergency Procedures

Revised March 2020

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911 Protocol

In any emergency, always try to remain calm and rational. The following procedures are used as a guide to help you deal with an emergency. Remember, no two emergencies will ever be the same, so common sense must prevail. Please follow the dispatchers instructions.

If in doubt, call 911.

Anytime that a 911 call is necessary, follow the guidelines below:

1. Identify yourself.
2. Give nature of emergency.
3. Give building address and precise location of emergency in the building.
4. Give medical status of all visitors and staff if known (if appropriate).
5. Do not hang up unless told to do so by the 911 operator.
6. After being released by the 911 operator, alert Campus Safety by calling 307.772.4259.
7. Remember to use active listening/Listen to the dispatchers questions and directions.
8. Medical/Trauma Cases:
 - Are they breathing? • What is the approximate age (s)?
 - Are they conscious? • What is the number of patients?
 - What is the gender? • Other information, based on the situation

**NOTE: If calling from a campus land line, dial 9.911.
Calls from cell phone can be placed directly to 911.**

Fire, Smoke or Explosion

When a fire or explosion occurs in the building, or if you observe smoke, please follow the guidelines below:

1. Assess the situation; activate the nearest fire alarm and call 911
 - a. Identify who you are
 - b. Give your location, name and address of building
 - c. Give nature of incident: what kind, where and if there are any known injuries
2. After being released by the 911 operator, alert Campus Safety by calling 307.772.4259
3. Evacuate building. Go at least 500 feet away from the affected area. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.
4. Do not attempt to return to the building until the “All Clear” is given.

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Threatening Calls

1. Remain calm and collect as much information as possible.
 - a. If caller ID is possible, note the telephone number.
 - b. Who is calling?
 - c. Where is the caller calling from?
 - d. What is the caller's complaint?/What is the caller threatening to do?
 - e. How is the caller threatening?
 - f. **Do not** hang up the phone, even if the caller hangs up.
2. **From another phone**, notify Campus Safety by calling 307.772.4259
3. If directed to do so by Campus Safety, call 911.

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After-Hours Emergencies

If there is:

- Evidence of forced entry
- Severe vandalism
- Natural gas odors
- Visible physical damage from the elements/Only if a life safety concern
- Water or wind damage to the building/Only if a life safety concern

1. Call 911 from a safe place
2. Do not enter the building
3. Call Campus Safety 307.772.4259

If there is

- Minor vandalism that does not require securing the building, alert Campus Safety by calling 307.772.4259
- Call Physical Plant/Maintenance for any minor maintenance issues by calling 307.778.1233/307.778.1383 and notify Campus Safety

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Shelter in Place – Hazardous Materials Spills

A toxic material that may be hazardous to the human body as a respiratory/skin hazard.

If you witness a hazardous materials spill, call 911.

If the spill occurs OUTDOORS:

1. Alert Campus Safety by calling 307.772.4259
2. Move staff and visitors indoors/Account for all staff.
3. Turn off all ventilation systems.
4. Call 911 if emergency services are needed.
5. Go to designated Shelter in Place locations listed above. Close all windows and doors. Seal gaps under doorways and windows with wet towels and duct tape or a similar thick tape and plastic if available.
6. Close as many internal doors as possible.
7. If local authorities warn of an explosion, close all shades and drapes.
8. If you suspect that gas or vapors have entered the building, take shallow breaths through a cloth or towel.
9. Remain in protected, interior areas of the building where toxic vapors are reduced and keep your radio with you and turned to 1290 AM or 95.1 FM, or weather alert radio for developing information.

If the spill occurs INDOORS:

1. Evacuate the affected area (areas of building).
2. Alert Campus Safety by calling 307.772.4259
3. Move staff and visitors outside.
4. Call 911 if emergency services are needed.
5. Shut off ventilation system.

Designated Shelter in Place locations

Library (West Wing 210-223)

Rooms 202 A, B, and C

NOTE:

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Weather Situations

Snow

The Associate Vice President of Albany County Campus will contact the President of LCCC.

1. The President or designee notifies PR, which notifies all local media by 6 a.m. The PR person also calls Campus Safety, switchboard, and all Presidents Cabinet members. The PR person sends out an LCCC email if possible. The PR person contacts the media and follows up with a written news release.

If the closure happens later in the day, the RAVE alert system, email and local media will be used to notify campus employees and students.

2. 'Closed campus' refers to all classes and activities in Cheyenne.
3. To find out about closures at branch campuses, check the Laramie County Community College website at lccc.wy.edu.

Flood

FLOOD WATCH—Flooding is possible.

FLOOD WARNING—Flooding is already occurring or will occur soon.

1. Move from the lower part of the campus to higher ground.
2. Stay away from power lines and electrical items.
3. Look before you step; make sure there is something to step on. Six inches of moving water can knock a person down.
4. Be alert for gas leaks.
5. Stay on high ground until notified.

Tornado

TORNADO WATCH—indicates that conditions are right for a tornado.

TORNADO WARNING—indicates one has developed or could develop within minutes.

Assist people with disabilities. Do not use elevators. Avoid outside walls, glass windows, corridors, doors and display cases.

1. Do not leave the building unless you are instructed to do so.
2. If possible, get under heavy furniture that might protect you from falling or flying debris.
3. REMEMBER that people generally are not killed or injured by a tornado's winds; airborne debris and falling objects caused by the winds are what cause most casualties in a tornado.
4. Do not leave the safety of the area until an "all clear" is given.

Designated Tornado Shelter locations

East Wing (101-123)	Hallways are designated tornado shelter
West Wing (201-223)	Hallways are designated tornado shelter

Earthquake

1. Seek refuge in a doorway or under furniture. If there is nothing available for cover, crouch against an interior wall and protect your head and neck with your arms. If seeking cover under a desk or table, hold on to it and be prepared to move with it during the quake.
2. Stay where you are until the shaking stops and it is safe to move.
3. Evacuate the building and assist any injured people or persons with a disability. Avoid electrical wiring, indoors and out. Do not use elevators. Go at least 500 feet away from the affected area. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.
4. Be alert for the smell of natural gas. If detected, leave the area immediately. Report smell to Campus Safety and/or Maintenance.
5. Be prepared for aftershocks. Most of these are smaller than the main shock but some may be large enough to cause additional damage. Move to an open area, staying at least 500 feet from the building.
6. Do not return to the building until you are notified it is safe. If requested, assist emergency crews as necessary.

Intruders, Gunmen, Hostage Situations

Lockdown

If there is an INTRUDER INSIDE

1. If determined necessary, designated person should call 911
2. Alert Campus Safety by calling 307.772.4259
3. Employees may elect to lock office/classroom doors and sit quietly. (See “Run-Hide-Fight” below)
4. Account for all staff.
5. Keep blinds closed.
6. Remain in lockdown until the “all clear” is given.

Suspected Threat

OUTSIDE and UNKNOWN LOCATION

1. Lock all interior entrance doors to offices/classrooms
2. Call 911
3. Alert Campus Safety by calling 307.772.4259

HOSTAGE

1. If able to safely evacuate, DO SO!
2. Call 911
3. Alert Campus Safety by calling 307.772.4259

Lockdown

If there is an INTRUDER OUTSIDE and VISIBLE

1. If a suspicious person is sighted.
 - Immediately notify Campus Safety 307.772.4259
 - Do not approach.
 - Campus Safety will ascertain the intent of the suspect.
2. If a gun is seen or suspected,
 - Call 911
 - Alert Campus Safety by calling 307.772.4259
 - Secure all interior doors.
3. If shots are fired, call 911
 - Take cover.
 - Move to a safe location if possible.
 - Account for staff, where you are.
4. Remain under cover until all clear is given.

RUN-HIDE-FIGHT

When an active shooter is in your vicinity you must be prepared to deal with the situation.

You have three options:

- **RUN** – If you deem it safe to evacuate
- **HIDE** – If evacuation is not possible
- **FIGHT** – As a last resort and only when your life is in imminent danger

Please refer to the U.S. Department of Homeland Security Active Shooter Event Quick Reference Guide, www.dhs.gov/xlibrary/assets/active_shooter_pocket_card.pdf

NOTE: If calling from a campus land line, dial 9.911.
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Bomb Threat

- Upon receipt of a bomb threat, obtain as much information as possible.
- If an office receives a bomb threat electronically, save the message on the system.
- **Don't delete the item and print a copy of the message** to be turned over to the police.
- Do not panic; if it is a call, take notes. Record the exact wording if possible.
- **Do not hang up the telephone, even if caller hangs up.**
- Ask questions:

When is the bomb going to explode?	Where is the bomb now?
What does it look like?	What kind of bomb is it?
What will cause it to explode?	Did you place the bomb? Why?
What is your name?	What is your address?
Sex of caller:	Race: Age:
Length of call:	Number at which call is received:
Date: Time:	
Caller's Voice Calm Angry Excited Slow Rapid Soft Loud Laughter Deep Disguised Crying Normal Distinct Slurred Nasal Stutter Lisp Raspy Ragged Accent Cracking voice Familiar Deep breathing Clearing throat If voice is familiar, who did it sound like?	Background Sounds Street Irrational Factory machinery Office machinery PA system Animal noises Music Clear House Static Motor Local Booth Long distance Other _____ _____ _____
BOMB THREAT FORM	

1. Immediately notify 911 and alert Campus Safety from a land-line phone by calling 307.772.4259
2. Do not evacuate the building unless:
 - The threat states the bomb will detonate at a specific time or within so many minutes and/or gives a specific location.
 - Do not report the threat on a cell phone and do not activate the fire alarm system. This could detonate the bomb.

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City and County Contacts

Albany County Sheriff's Office	
Administration	307.755.3520
Dispatch	307.721.2526
Albany County Public Health	307.721.2561
Laramie Fire Department	
Administration	307.721.5332
Dispatch	307.721.2526
Laramie Police Department	
Administration	307.721.3547
Dispatch	307.721.2526
Animal Control/Shelter	307.721.5385
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Albany County Coroner	307.760.4957
Albany County District Court	307.721.2508
Albany County EMA Coordinator	307.721.1815
Century Link (troubleshooting line)	800.954.1211
Division of Criminal Investigation	307.777.7181
Iverson Memorial Hospital	307.742.2141
Behavioral Health Services	307.742.0285
Laramie City Hall	307.721.5200
Laramie Dispatch Non-Emergency	307.721.2526
Laramie Municipal Court	307.721.5205
Laramie Regional Airport	307.742.4164
PEAK Wellness Center	307.745.8915
Southeast Wyoming Mental Health	307.432.0786
Suicide Prevention Lifeline	800.273.8255
University of Wyoming Police Department	307.766.5179
All Emergencies	911

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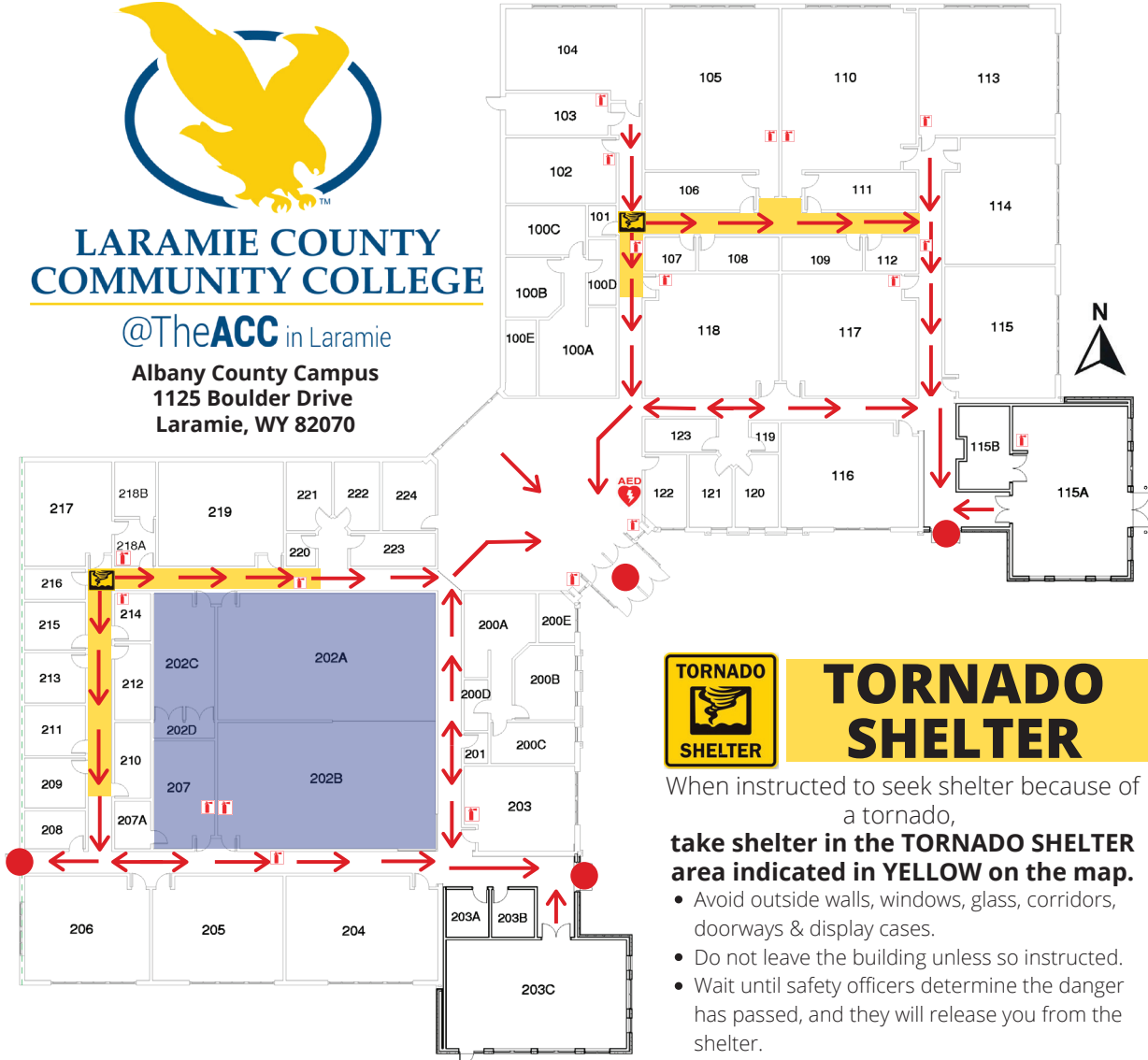
EMERGENCY PLAN



**LARAMIE COUNTY
COMMUNITY COLLEGE**

@TheACC in Laramie

Albany County Campus
1125 Boulder Drive
Laramie, WY 82070



TORNADO SHELTER

When instructed to seek shelter because of a tornado,

take shelter in the TORNADO SHELTER area indicated in YELLOW on the map.

- Avoid outside walls, windows, glass, corridors, doorways & display cases.
- Do not leave the building unless so instructed.
- Wait until safety officers determine the danger has passed, and they will release you from the shelter.

IN CASE OF EMERGENCY CALL 9-1-1



FIRE EXTINGUISHER

In case of an immediate localized fire, locate the closest fire extinguisher and remember to **PASS:**

- P**ull the pin
- A**im at the base of the fire
- S**queeze the lever
- S**weep side to side



AED AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

FOR EMERGENCY USE ONLY



EMERGENCY FIRST AID KIT

Emergency First Aid Kits, located in all classrooms, are to be used **ONLY FOR EMERGENCIES**. Please go to the Administration Office for all other non-emergency concerns.



SHELTER IN PLACE

When instructed to seek shelter in a safe indoor location,

take shelter in the SHELTER IN PLACE area indicated in BLUE on the map.

- Do not leave the building unless so instructed.
- Wait until safety officers determine the danger has passed, and they will release you from the shelter.



EVACUATION

When instructed to evacuate the building, **follow the red arrows to the nearest exit indicated on the map.**

Updated 01/2020