



**LARAMIE COUNTY
COMMUNITY COLLEGE**

1400 East College Drive
Cheyenne, Wyoming 82007

Emergency Procedures

Revised May 2017

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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.

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 307.630.0645 .

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

911 PROTOCOL

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 307.630.0645
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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FIRE, SMOKE OR EXPLOSION

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?
 - 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 307.630.0645
3. If directed to do so by Campus Safety, call 911.

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

THREATENING CALLS

After-Hours Emergencies

If there is:

- Evidence of forced entry
- Severe vandalism
- Natural gas odors
- Visible physical damage from the elements
- Water or wind damage to the building

1. Call 911 from a safe place
2. Do not enter the building
3. Call Campus Safety 307.630.0645

If there is

- Minor vandalism that does not require securing the building, alert Campus Safety by calling 307.630.0645

**NOTE: If calling from a campus land line, dial 9.911.
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AFTER-HOURS EMERGENCIES

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. Call 911 if emergency services are needed.
2. Alert Campus Safety by calling 307.630.0645
3. Move staff and visitors indoors.
4. Turn off all ventilation systems.
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. (Kit is available in each room – blue labelled bucket).
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. Keep your radio with you and turned to your local radio stations or weather alert radio for developing information.

If the spill occurs INDOORS:

1. Evacuate the affected area (areas of building).
2. Call 911 if emergency services are needed.
3. Alert Campus Safety by calling 307.630.0645
4. Move staff and visitors outside.
5. Shut off ventilation system.

NOTE:

If calling from a campus land line, dial 9.911.
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SHELTER IN PLACE – HAZARDOUS MATERIALS SPILLS

Designated Shelter in Place locations

Administration Building	Break Room
AG Complex	
AG Building	AG 104
Arena	Lower Store Room
Stall Building	Arena Lower Store Room
Arp	ARP 124/128/133
Auto Tech	AT 131/Tool Room
Daycare	AT 131
Business & Technology	BT 131/125
Center for Conferences & Institutes	CCI 123/124
College Community Center	CCC 178/179/Theater
Career & Technical Building/ACES/Auto Body	
ACES	ABR 101/102
Auto Body	ABR 101/102
Crossroads Building	CR 132/133
Education & Enrichment	EEC 213/Lobby outside
Fine Arts	FA 115/117/118/205
Flex Tech Building	Restrooms on each floor
Health Science	HS 111/113
Ludden Library	CCC 178/179
Modular	SC 121/159/160/169/175 FA 115/117/118
Pathfinder Building	Restrooms on each floor
Physical Plant	PM 126A
Recreation & Athletic Center	SC 121/159/160/169/175
Residence Hall	SC 121/159/160/169/175
Science Center	SC 121/159/160/169/175
Training Center	TC 112

Weather Situations

Snow

The grounds maintenance manager will call the Physical Plant Director by 5:30 a.m., who in turn will call the President.

1. The President or designee notifies PR, which notifies all local media by 6 a.m. The PR person also calls Campus Safety, residence hall, switchboard, Channel 191, the Children's Discovery Center, branch campuses, Student Life Director and Vice President of Student Services. The PR person sends out an LCCC email if possible. The PR person should call the media and then follow up with a written news release.

If the closure happens later in the day, the RAVE alert system, email and Channel 191 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 (See shelter list on next page)

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.

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.

Designated Tornado Shelter locations

Administration Building	Break Room
AG Complex	
AG Building	AG 104
Arena	Lower Store Room
Stall Building	Arena Lower Store Room
Arp	ARP 124/128/133
Auto Tech	AT 131/Tool Room
Daycare	AT 131
Business & Technology	BT 131/125
Center for Conferences & Institutes	CCI 123/124/Hall away from windows
College Community Center	CCC 178/179/Theater
Career & Technical Building/ACES/Auto Body	
ACES	ABR 101/102/Hallway outside ACES
Auto Body	ABR 101/102
Crossroads Building	CR 132/133/137
Education & Enrichment	EEC 130/Lobby outside EEC 130
Fine Arts	FA 129/132/147/159/160/171/ Hall away from windows
Flex Tech	Restrooms on each floor
Health Science	HS 111/113
Ludden Library	LIB 402/Hall away from windows/CCC 178/179
Modular	FA 129/132/147/159/160/171/ FA hall away from windows/ PE 139-141
Pathfinder Building	Basement up to Equipment Rm.; Any Stairwell; Any interior area w/o glass
Physical Plant	PM 126A
Recreation & Athletic Center	PE 139-141
Residence Hall	1st Floor Hallway, West Hall
Science Center	FA 129/132/147/159/160/171/ FA hall away from windows/ PE 139-141
Training Center	TC 120/121

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 307.630.0645
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. Call 911
2. Alert Campus Safety by calling 307.630.0645
3. Lock all interior entrance doors to offices/classrooms

Lockdown

If there is an INTRUDER OUTSIDE and VISIBLE

1. If a suspicious person is sighted.
 - Immediately notify 911
 - Call Campus Safety 307.630.0645
 - Do not approach.
 - Campus Safety and/or law enforcement will ascertain the intent of the suspect.
2. If a gun is seen or suspected,
 - Call 911
 - Alert Campus Safety by calling 307.630.0645
 - Secure all interior doors.
3. If shots are fired,
 - Take cover.
 - Move to a safe location if possible.
 - Account for staff, where you are.
4. Remain under cover until all clear is given.

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

INTRUDERS, GUNMEN, HOSTAGE SITUATIONS

HOSTAGE

1. If able to safely evacuate, DO SO!
2. Call 911
3. Alert Campus Safety by calling 307.630.0645

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/sites/default/files/publications/active-shooter-pamphlet-508.pdf

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

INTRUDERS, GUNMEN, HOSTAGE SITUATIONS

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 307.630.0645
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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BOMB THREAT

Chain of Command

OFFICE

President..... 778.1102

VP of Academic Affairs 778.1103

VP of Student Services..... 778.1217

VP of Administration & Finance 778.1135

AVP of Institutional Advancement..... 778.1110

AVP of Institutional Effectiveness 778.4337

Chief Technology Officer 778.1346

Important Phone Numbers in Your Area

Department Name _____

Department Head _____

City and County Contacts

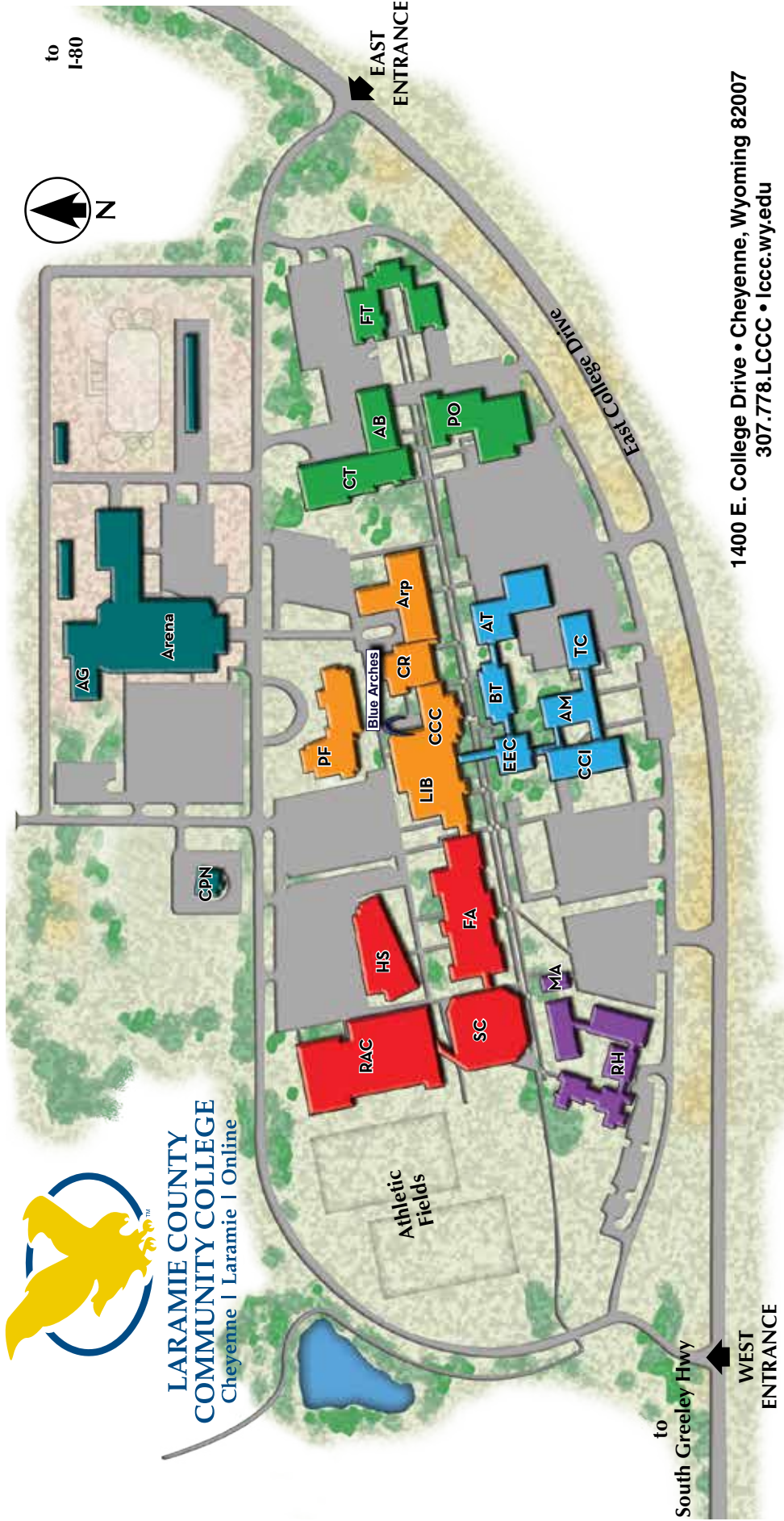
Sheriff's Office	
Administration	633.4700
Cheyenne Fire Department Fire District #1	
Administration	632.1696
Cheyenne/Laramie County Health Department	633.4000
Cheyenne Police Department	
Chief of Police	637.6521
Highway Patrol	777.4301
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Black Hills Energy	
Electrical	800.694.8989
Gas	800.694.8989
Century Link (troubleshooting line)	800.954.1211
Cheyenne Airport	634.7071
Cheyenne Mayor's Office	637.6300
Cheyenne Regional Medical Center	634.2273
County Commissioners	633.4260
County Coroner	637.4513
Division of Criminal Investigation	777.7181
Emergency Management Agency	633.4336
Mountain States Tent & Awnings	433.8649
South Cheyenne Water	635.5608
Southeast Wyoming Mental Health	634.9653
Spectrum Cable	632.8114/1.877.906.9121
Triple J Pumping (portable toilets)	632.6476
All Emergencies	911

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CITY AND COUNTY CONTACTS



**LARAMIE COUNTY
COMMUNITY COLLEGE**
Cheyenne | Laramie | Online



Administration (AM) Business Services Human Resources President's Office	Auto Body (AB) UW Manufacturing-Works / PTAC / SBDC	Clay Pathfinder (PF) Admissions Student Planning & Success Advising / Career Center / TRIO SSS Bookstore Cashier / Student Accounts Counseling & Campus Wellness Disability Support Services Exam Lab & Testing Center Student Hub Financial Aid / Student Records UW LC Extension / Outreach School / UW TRIO	College Community Ctr (CCC) Dining Room Playhouse Student Life Student Lounge Crossroads (CR) Campus Safety	Health Science (HS) Ludden Library (LIB) Modular (MA) High School Programs Plant Operations (PO) Recreation & Athletic Ctr (RAC) Residence Halls (RH) Science Ctr (SC) Training Ctr (TC)
Andrikopoulos Business & Technology (BT) Arena (Aren) Arp (Arp) Children's Discovery Center	Auto Tech (AT) Boyd Agriculture (AG) Career & Technical (CT) ACES Center for Conferences & Institutes (CCI) Central Plant North (CPN)	Education & Enrichment Ctr (EEC) Fine Arts (FA) Esther and John Clay Art Gallery LCCC Foundation Student Computer Center/Help Desk Flex Tech (FT)	College Community Ctr (CCC) Dining Room Playhouse Student Life Student Lounge Crossroads (CR) Campus Safety	Recreation & Athletic Ctr (RAC) Residence Halls (RH) Science Ctr (SC) Training Ctr (TC)