

EMERGENCY RESPONSE PLAN



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

Effective Date of Plan: April 2, 2013

Last Update: May 31, 2017
Original Plan Implementation: October 2003

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APPROVAL AND IMPLEMENTATION

To All Recipients:

The following is the updated Laramie County Community College Emergency Response Plan. Its goal is to take a proactive approach to potential disasters and emergencies. The plan is designed to bring together a team of individuals whose early involvement will lessen the impact of the crisis.

Individual departments have the responsibility to develop any plans necessary (including a Continuity of Operations Plan) beyond this framework, but must work in accordance with this plan. All individual plans must be filed with the Campus Safety Office.

This plan was developed in coordination with the Laramie County Emergency Management Agency and has been approved by members of the Laramie County Community College Crisis Team. It supersedes any previous plan that has been developed. The plan continues to be refined and revised as needed through a yearly review and evaluation. All recipients should advise on any change that might result in the plan's improvement, or increase its usefulness.

As a recipient of this plan, it is imperative that you know its contents. You have been chosen as a recipient because you may be called on to play an important role in the college's response to a disaster or emergency. Your preparedness is an essential part of the success of the Laramie County Community College Emergency Response Plan.

Approved by:
Laramie County Community College Crisis Team


President  Date 5/31/17

VP of Academic Affairs  Date 5/31/17

VP of Administration & Finance  Date 5/31/17

VP of Student Services  Date 5/31/17

AVP of Albany County Campus _____ Date _____

AVP of Institutional Advancement  Date 5/31/17

AVP of Institutional Effectiveness  Date 5/31/17

Campus Safety Director *James Crosby* Date 5/31/17

Human Resources Executive Director *James [unclear]* Date 5/31/17

Physical Plant Director *[unclear]* Date 5/31/17

LIST OF RECIPIENTS

President	Associate Vice President,
Assistant to the President	Albany County Campus
	Backup
Vice President, Administration & Finance	Administrative Assistant
Administrative Assistant	
Director, Accounting Services	Chief Technology Officer
Director, Campus Safety (2)	Manager
Director, Physical Plant	Dean, Division of
Physical Plant Backup	Outreach & Workforce Development
Administrative Assistant	Administrative Assistant
Children's Discovery Center (2)	Dean, School of Arts & Humanities
	Administrative Assistant
Dining Hall	
Vice President, Academic Affairs	Dean, School of Business,
Executive Assistant	Agriculture & Technical Studies
Backup	Administrative Assistants (2)
Director, Library	
	Associate Dean,
Vice President, Student Services	Ludden Library & Learning Commons
Executive Assistant Backup Switchboard	
Dean, Student Life	Dean, Health Sciences & Wellness
Director, Residential Living	Administrative Assistant
Executive Director, Human Resources	Dean, School of Math & Sciences
Administrative Assistant	Administrative Assistant
Associate Vice President,	Dean, School of
Institutional Advancement	Health Sciences & Wellness
Backup	Administrative Assistants (2)
Administrative Assistant	
	Legal
Associate Vice President,	Chairman/Board of Trustees
Institutional Effectiveness	
Manager Strategic	Sheriff's Office
Communications & Marketing	Emergency Management Agency
Backup	Highway Patrol
	Cheyenne Police Department
	Laramie County Fire District #1
	American Medical Response

ASSUMPTIONS

The Emergency/Crisis Response Plan is predicated on a realistic approach to the problems likely to be encountered at Laramie County Community College during major emergencies and/or disasters, therefore:

1. Laramie County Community College will continue to be exposed to the hazards identified in this plan as well as others that may develop in the future.
2. An emergency or disaster may occur at any time of the day or night, weekend or holiday with little or no warning and may affect more than one part of the campus.
3. Laramie County Community College officials will continue to recognize their responsibilities with regard to public safety and exercise their authority to implement this emergency/crisis plan in a timely manner when confronted with real or threatened emergencies.
4. Emergencies may affect a larger area near Laramie County Community College. Our resources will be utilized until resources from all levels of government could be utilized to prevent injury and death.
5. Incidents could overwhelm the capabilities of our local responder network causing the need for assistance from local agencies.
6. Some campus community members will ignore, not hear, or not understand warning of impending emergency broadcast from media or local warning systems.
7. Although warning systems may be operational they may not be heard by all individuals on campus.

LCCC CRISIS TEAM

President	Work: 778.1248	Cell: 630.3438
Back up: Executive Assistant	Work: 778.1102	Cell: 630.2256
Manager, Strategic Communications & Marketing ..	Work: 778.1142	Cell: 760.8109
Back up: Creative Marketing Strategist	Work: 778.4390	Cell: 630.5721
Director, Campus Safety	Work: 778.1340	Cell: 630.6447
Back up: Patrol, Campus Safety	Work: 778.1122	Cell: 630.0645
VP of Administration & Finance	Work: 778.1135	Cell: 760.5656
Back up: Director, Accounting Services	Work: 778.1231	
VP of Academic Affairs	Work: 778.1103	Cell: 810.701.4034
Back up: Assistant	Work: 778.1104	Cell: 435.757.6724
VP of Student Services	Work: 778.1217	Cell: 630.3027
Back up: Registrar	Work: 778.1240	
Chief Technology Officer	Work: 778.1346	Cell: 214.6514
Back up: Director	Work: 778.1270	
AVP of Institutional Advancement	Work: 778.1603	Cell: 421.7196
Back up: Coordinator, Cultural Events	Work: 778.1110	
Executive Director, Human Resources	Work: 778.1258	Cell: 421.4455
Backup: Specialist, Benefits	Work: 778.1259	Cell: 630.5116
Director, Physical Plant	Work: 778.1121	Cell: 630.6746
Back up: Asst. Director	Work: 778.1256	
Student Support – Dean of Students	Work: 637.2490	Cell: 970.518.6353
Back up: Coordinator, Counseling & Campus Wellness	Work: 778.1261	Cell: 399.7253
RA on duty (after 7 p.m.)		Cell: 286.3936
Woodhouse Roden LLC (Legal)	Work: 638.7745	
President’s Cabinet	President_Cabinet@lccc.wy.edu	

LCCC Crisis Team (continued)

Other Possible Members Depending on Circumstances

Counseling & Campus Wellness	Work: 778.1282	
Director, Children’s Discovery Center	Work: 778.1171	Cell: 214.1243
Back up: Assistant Director	Work: 778.1303	Cell: 221.1243
Campus Food Services, General Manager	Work: 778.1237	Cell: 603.772.1261
Web Content Specialist	Work: 778.1308	
Back up: Web Developer	Work: 778.4332	
Telecommunications Specialist	Work: 778.1354	Cell: 421.0392
Back up: Help Desk	Work: 778.4357	
Channel 191	Work: 778.1211	Cell: 214.5912
Back up: Designee	Work: 778.1209	Cell: 286.1821
Audio Visual	Work: 778.1307	
Back up: Help Desk	Work: 778.4357	
Branch Campuses		
Albany County Campus	Work: 772.4266	
Eastern Laramie County	Work: 245.3739	
Warren AFB	Work: 432.1954	
Center for Conferences & Institutes	Work: 778.1291	Cell: 630.1163
Emergency Notification	432.1900	
	(Recorded Message; must be updated with each event)	

Responsibilities of the Crisis Team

The Crisis Team is the decision-making group in the event of a disaster or emergency. During response operations, these members will act together to advise and direct the activities of the entire response organization.

College President will ultimately be responsible for the outcome of the crisis management effort and continue to be responsible for day-to-day operations of the campus. The President's primary goal is to guide the organization through chaos to return to relatively normal activity. His secondary role is to confirm or modify the strategic decisions of the Crisis Team. The President should speak to students, employees and families; key government officials; key stakeholders; and other educational, religious, civic and government leaders. The President is the appropriate person to express the college's sorrow and sympathy to victims and their families. This expression of condolence must occur as part of the Crisis overview provided to the media, usually after the facts have been accumulated and verified, and within one of the first three press conferences held by the college. The final role of the President is that of final arbitrator if the Crisis Team becomes divided over a strategic or tactical decision.

Public Relations Department collects and verifies facts and information about the crisis, prepares other spokespersons to talk to the media and monitors the media's coverage of the crisis. Will serve as a spokesperson for the college unless she or he appoints someone else. Handles news releases, news conferences and the website, and works with the Information Technology department and Physical Plant to set up the media staging area. Monitors social media and is responsible for actions such as taking a site down, posting emergency messages, etc.

Legal Representative serves as legal consultant to the group to provide advice on how to legally manage the problem. It is important to note that while legal opinions are important, public opinion is just as important in resolving a crisis.

Foundation coordinates donations management, ensuring that volunteer and donation assets are utilized and deployed to affected parties during the aftermath of a crisis. They will develop procedures to determine items needed, people with unmet needs, distribution of donations, staging areas and comfort stations.

VP of Student Services compiles information on students affected by the crisis. Works with families and victims to provide assistance in ensuring they are taken care of during and immediately following the crisis. Works with other resources (Red Cross, etc.) to supply student information.

VP of Academic Affairs works with various members of the Crisis Team to identify areas of instruction that may be affected and helps find alternate instructional sites, programs or instructors so the college can continue to operate as closely to normal as possible.

VP of Administration & Finance works with various members of the Crisis Team to identify funds and oversees the appropriate dissemination of funds in keeping with college policies. Coordinates contact with college's insurance provider.

Chief Technology Officer oversees the Command Center setup to ensure technology and power are available. Ensures there are adequate phones, faxes, computers, TV, VCR and a generator, if necessary. Will work with the PR Department to equip the media staging area.

Program Manager Facilities and Events works to ensure that community groups using on-campus facilities are evacuated and that all scheduled events are canceled.

Human Resources Director compiles background information on employees who might be involved or affected by the crisis. Compiles a list of personnel in the affected area. Maintains the "Personnel Status Board." Provides Colleague access.

Campus Safety Director ensures the safety of students and employees who may be affected by the emergency. Acts as a liaison with local law enforcement agencies and other emergency services to keep them assessed of the situation. Provides a secure environment away from media for command post. Keeps media in designated areas.

Campus Safety Officer on duty shall assume on scene operational control until relieved by emergency services or a designee provided by the President.

Physical Plant Director conducts pre- and post-incident assessments of infrastructure. Provides emergency repair where needed, and provides technical advice in the clearance, removal and disposal of debris if necessary.

Faculty and Supervisors shall use their best efforts to:

- A. Educate their students and/or employees concerning college emergency procedures as well as evacuation procedures for their building and/or activity.
- B. Inform their students and/or staff of an emergency and initiate emergency procedures as outlined in this plan or in their template.
- C. Report all safety hazards to Campus Safety who will in turn notify Maintenance.
- D. **IMPORTANT:** Inform all students, staff and faculty to conform to building evacuation guidelines during any emergency and to report to a designated assembly area outside the building.
- E. Help with evacuation of guests, making sure they know the safest way out.

SUCCESSION OF LEADERSHIP

President

Vice President of Academic Affairs

Vice President of Student Services

Vice President of Administration & Finance

Associate Vice President of Institutional Advancement

Associate Vice President of Institutional Effectiveness

Chief Technology Officer

THE COMMAND CENTER

The LCCC Command Center will be located in the Board Room of the Administration Building. The on-campus backup command sites will be the Plant Maintenance Conference Room, CT133, HS113, and the Multi-Purpose Room in the Recreations & Athletic Center. If an off-campus site is necessary, the command center will be the conference room of the county building at the Archer Complex or a meeting room at the Cheyenne Police Department. In the event that none of these rooms is available, the president can designate any room to act as a command site.

The Command Center provides necessary space and facilities for the centralized direction and control of the following functions:

- A. Direction of emergency operations
- B. Communications and warning
- C. Damage assessment and reporting

Members of the Crisis Team will be the first individuals notified in the event of an emergency. These members are to report immediately to the Command Center.

In addition to the Crisis Team, representatives from Emergency Services who respond to the situation may join the college Crisis Team at the command site.

CHECKLIST FOR COMMAND CENTER

These items (except those permanently located in nearby offices) will be kept in the LCCC Board Room supply closet. ITS will be in charge of managing these items, except where noted.

- A. One computer, fully loaded with software and Internet-ready
- B. One printer (in President's Office)
- C. One fax machine (in President's Office)
- D. Four phone lines
- E. Copy machine and access codes
(in President's Office or Administration & Finance Office.)
- F. Paper for copy machine
- G. White board to serve as status board (in Board Room)
- H. Markers for status board
- I. TV/VCRs (CCI)
Tapes for VCR
- J. Office supplies (Responsibility of the President's Office and/or Public Relations)
Ruled writing pads Staple remover Scissors
Pencils and pens Paper clips Dry erase markers
Staplers Thumbtacks
Staples Computer disks
- K. Food and drinks
72-hour supply + (Responsibility of the President's Office and/or Public Relations)
- L. Map of campus

- M. Room Book (in President's Office)
- N. Easel w/note pad
- O. Portable radios
- P. Whiteboard; flip charts with easel

Checklist for "Go Boxes"

Three "Go Boxes" are maintained for use in the event that the command center has to be relocated from the Board Room. The locations of these boxes is as follows:

1. Office of the Executive Assistant to the President
2. Office of the Campus Safety Director
3. Campus Safety Patrol Vehicle #302

Contents of the "Go Boxes":

- A. Three ring binder
 1. Emergency Broadcast Notification Information
 2. Crisis Communication Team Contact Information
 3. Crisis Communications Card Campus Information
 4. Campus Map
 5. Room Information
 6. Floor Plans
 7. Emergency Procedures Flip Chart
 8. Emergency Response Plan
 9. Personnel Directory
- B. Pencil Pouches
 1. Pens
 2. Pencils
 3. Staples
 4. Staple Puller
 5. Thumb Drive
 - a. Floor Plans
 - b. Room Information
 - c. Wyolink Radio Frequencies
 - d. Emergency Response Plan
- C. LCCC Folders and Pens
- D. Magnets and Pushpins
- E. Notebook
- F. Flashlights
- G. AA, AAA, C, C, and 9 volt Batteries
- H. Hand Sanitizer
- I. Scissors
- J. First Aid Kit
- K. Paper Towels
- L. Tissues

HAZARDS AND VULNERABILITIES

History has shown Laramie County Community College to be susceptible to several natural and man-made hazards that can occur in Laramie County. Cheyenne and Laramie County have experienced two federally declared disasters. In 1979 an F-3 tornado struck Cheyenne causing the loss of life and property. In 1985 a flash flood, triggered by a severe thunderstorm, caused loss of life and property.

The following hazard diagram defines the possible hazards and the rating of those hazards that could occur at Laramie County Community College.

	HIGH	MEDIUM	LOW	N/A
Natural Hazard				
Avalanche			X	
Coastal Erosion				X
Coastal Storm				X
Dam Failure			X	
Debris Flow			X	
Drought	X			
Earthquake		X		
Extreme Heat			X	
Flood	X			
Hailstorm	X			
Hurricane				X
Land Subsidence		X		
Landslide			X	
Power Failure		X		
Severe Winter Storm	X			
Tornado	X			
Tsunami				X
Volcano				X
Wildfire	X			
Windstorm	X			
Man-made Hazard				
Hazardous Materials				
Hazmat Fixed Facility	X			
Hazmat Transportation	X			
Terrorism				
Chemical			X	
Ordnance		X		
Biological		X		
Radiological	X			
Mining				
Incident			X	
Reclamation		X		
Other – Man-made Hazard				
Disorder/Riot			X	
Urban Fire			X	
Air Transportation Accident			X	
Ground Transportation Accident		X		

METHODS OF WARNING

This section identifies the possible methods of providing timely warning to employees, student and visitors of Laramie County Community College in the event of a disaster or emergency.

ASSUMPTION: There may be a delay of notification of all areas of the campus.

LCCC Distribution List	An electronic mailing list to all staff, faculty and administration that can be used quickly to notify employees of a potential disaster or emergency.	PR or Campus Safety
Voicemail Distribution List	A system to distribute a voicemail message to all campus phones at the same time.	Telecommunications Specialist
Outdoor Warning Siren	An all hazards siren warning system used to notify persons outside of the campus buildings of an immediate danger to life and property. This is monitored by the county.	County EMA
Email and text distribution to President's Cabinet and Crisis Team	A system to distribute an email message or text to President's Cabinet and the Crisis Team	Campus Safety or Exec. Asst. to President; or LCCC President
Runners	People going from office to office to notify others.	Set up by Campus Safety
RAVE Alerts	Text message or email messages sent to students, faculty, and staff.	PR
EaglesEye Emails	Emails to student body.	PR
Website	Message to public.	Web Content Specialist
Social Media	Message to public.	Web Content Specialist
Digital Signage	Message to campus community.	PR
Pre-recorded Message	Set up pre-recorded message on message system for calls that come in.	PR or Telecommunications Specialist

DECLARING A CAMPUS STATE OF EMERGENCY – DISASTER DECLARATION CHEYENNE CAMPUS

The authority to declare a campus state of emergency/disaster declaration rests with the College President or his designee as follows:

During the period of any campus emergency the Campus Safety Office as required shall place into immediate effect the appropriate procedures necessary in order to meet the emergency, safeguard persons and property, and maintain educational facilities. Campus Safety shall immediately consult with President regarding the emergency and the possible need for a declaration of a Campus State of Emergency /Disaster Declaration.

When this declaration is made, only registered students, faculty, staff and affiliates (i.e., persons required by employment) are authorized to be present on campus. Those who cannot present proper identification (registration or employee identification, or other I.D.) showing their legitimate business on campus will be asked to leave. Persons that remain on campus after being asked to leave may be subject to arrest.

In addition, only those individuals whose duties require them to enter the disaster area will be allowed to enter. Campus Safety, along with the Director of Physical Plant, will monitor this.

In the event of earthquakes, aftershocks, fires, storms or other major emergencies occurring on the campus, Campus Safety Officers and Maintenance Personnel will be dispatched to determine the extent of any damage to college property.

Direction and Coordination

The Campus Safety Officer on duty shall assume on scene operational control until relieved by emergency services or a designee provided by the President.

In the event LCCC needs additional resources, the President may request additional resources from the Director of the Emergency Management Agency. This process is initiated by the President (or his designee) completing/signing the “LCCC Disaster Declaration” form (see Appendix).

LCCC DISASTER DECLARATION

WHEREAS, Laramie County Community College has suffered from a _____ (i.e., tornado, flood, severe storm, etc.) that occurred on _____ (include date(s) and time).

WHEREAS, extensive damage was caused to college property, disruption of utility service, and endangerment of health and safety of the Laramie County Community College campus community within the disaster area.

WHEREAS, all available college resources available to mitigate and alleviate the effects of this disaster have been insufficient to meet the needs of the situation,

Therefore, the President of Laramie County Community College has declared a state of emergency on behalf of Laramie County Community College, and will execute for and on behalf of Laramie County Community College, the expenditure of emergency funds from all available sources, the invoking of mutual aid agreements, and the requesting assistance from the State.

President _____ Laramie County Community College

(Or appointed authorized representative)

Note: Do not include specific dollar amounts in the Resolution. This Resolution does not guarantee that the jurisdiction or any potential applicants will qualify to receive state or federal funding assistance.

Spending Authority and Limits Policy	Policy Number	4.5
	Effective Date	July 17, 2013

1.0 POLICY & PURPOSE

The Board of Trustees at Laramie County Community College recognizes its role as a governing board. In accordance with Policy 1.1.7 Delegation of Authority, the Board recognizes the President as its sole employee and delegates the necessary authority to the President to facilitate the operations of the College. A significant component of this delegation is the authority of the President to determine and execute the spending of institutional funds to carry out the mission of the College.

When the anticipated expenditures of College resources on a single item reach a significant threshold, the Board believes it should have a larger role in the decisions of spending. This enables the Board to consider such expenditure's suitability with the Strategic Plan, the institution's priorities, and/or critical operations of the College as well as compliance with the Board's Policy 4.2 *Procurement/Contracting*.

Therefore, it is the policy of the Board of Trustees to require any anticipated purchase of more than \$60,000 to be disclosed and approved by the Board. This approval may occur either in the annual budget approval process where anticipated purchases over \$60,000 are itemized and disclosed or through the consideration and action by the Board during their business meetings. The Board also expects the President, or his/her delegate, to keep the Board apprised of any significant purchases or contracts where the anticipated cost would exceed \$50,000.

Exception for Emergency Expenditures

In the event the President declares a state of emergency according to the process outlined in the LCCC Emergency Response Plan, or in the event of a major disruption to the normal operations of the College, the President shall have the authority to expend funds as necessary to address issues of critical nature that must be handled sooner than would be feasible to call a special meeting of the Board of Trustees.

Within a reasonable timeframe after the declared emergency has been resolved or the disruption has been stabilized, the President shall present any expenditures over \$60,000 associated with these instances to the Board of Trustees, either at a special meeting of the Board or during a regularly scheduled meeting. These expenditures will come before the Board for their ratification.



2.0 REVISION HISTORY

Adopted on: 7/17/13

Revised on:

3.0 PERSONS AFFECTED

Laramie County Community College Board of Trustees
Laramie County Community College President
Laramie County Community College Faculty, Staff and Students

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	President Joe Schaffer	3/19/13
Ratified by College Council	Co-chair Kari Brown-Herbst	6/14/13
Recommended by President (Signature)		6/14/13
Approval by Trustees (Signature)		7/17/13

CHEYENNE CAMPUS

- A. The President or designee will monitor the situation and decide to close the campus. The President will confer with President's Cabinet and the Program Manager, Facilities and Events for possible events happening on campus and will make the decision on how to effectively close the campus to the public.

The President or designee will decide whether the campus is closed for classes for the following:

- Day and evening
- Evening
- Day only
- Partial day

- B. The President will notify other members of the Crisis Team, and these members will act together to advise and direct the activities of the entire response plan.
- C. Upon receiving notification of closure, Campus Safety will walk the campus and explain why the campus is being closed and ask all employees and students to leave immediately.
- D. Campus Staff will direct people to a secure route out of the buildings.
- E. Closed campus means all classes and activities are canceled. All personnel and students should watch the local media for information on when the campus will be reopened.
- F. Students are responsible for their own safety and class performance.
- G. To find out about closures at branch campuses, check the Laramie County Community College website.

Closure of Exam Labs (The Math Lab and the Exam Lab)

For specific procedures by type of incident, refer to LCCC's Emergency Procedures flip chart (located in gray cubbies to left side of Pearson monitor)

In the event of campus-wide closures due to weather or other environmental concerns:

1. All personnel and students will receive an announcement via email or text.
2. All students and personnel should exit the facility once the closure has been announced.
3. At the first consideration of a campus closure, the President or his designee will notify the VPAA. The VPAA will notify the Director of the Learning Commons and the Math Lab Coordinator that an emergency closure is under consideration. At that point, no new students will be allowed to begin a test in either lab.
4. Once the final decision to close has been made, all students and personnel will exit the facility immediately.

EVACUATION PROCEDURE

When told to evacuate a 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. All building evacuations will occur when an alarm sounds and/or upon notification by the LCCC Campus Safety Department, Fire District 1, the Laramie County Sheriff's Department, or the Cheyenne/Laramie Emergency Management Agency. Notification will be made by Public Relations personnel through use of the RAVE system as well as by other communications means as listed in the LCCC Emergency Response Plan.

In the event of a partial or full evacuation, the following procedure will be implemented:

- A. The Director of Campus Safety and Physical Plant Director will confer and assign campus safety and plant personnel to the affected buildings.
- B. The Children's Discovery Center Director or designee will ensure the evacuation plan for the Children's Discovery Center is implemented.
- C. In the event of structural damage to a building, the Physical Plant Director will assign the proper personnel to disconnect power, gas and electrical service before anyone is allowed to enter the building.
- D. In the event of a small emergency that may only affect one or two buildings, the personnel assigned to evacuate the buildings will follow this procedure:
 1. Start at one end of their assigned area and check each room within that area.
 2. Advise any occupants of the need to leave and ensure that they do so.
 3. When occupants leave the room, the room will be locked.
 4. All doors that lead into the area will be locked, including the outside doors. This will be done once the area is secured.
 5. Assigned personnel will report to the Director of Campus Safety on the status of their assigned areas.
 6. The Director of Campus Safety will ensure that a final check is performed on all doors on campus.
 7. In the event of a partial evacuation, Campus Safety will help relocate occupants in the affected area to a new location.
- E. In the event of a large emergency that may affect more than two buildings, the following procedure will take place:
 1. In situations that will allow use of the fire alarm, it will be sounded for immediate evacuation. (Please note that in some instances (active shooter, etc.), use of the fire alarm may not be practical). Occupants will leave by the nearest safe, marked exit and alert others to do the same. Assist those who need help exiting the building. **DO NOT USE THE ELEVATORS IN CASES OF FIRE OR EARTHQUAKE.** Go at least 500 feet away from the affected area. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.
 2. Campus Safety personnel, assisted by Physical Plant personnel, will sweep through the buildings to ensure everyone has evacuated.
 3. The outer doors of the building will be secured by Campus Safety and Physical Plant personnel if the doors are not needed by fire or police.
 4. Authorized personnel will be stationed at appropriate points to prevent the entry of unauthorized people.

5. No one, except authorized personnel needed to manage the crisis, will be allowed into the buildings until the approval is given for re-entry.
6. The Crisis Team will be alerted as to all evacuations.
7. Campus Safety will establish one entrance into the building so that entry and exit can be controlled. A log will be maintained of who is in each building and the room in which they are located.
8. If a large scale campus evacuation is ordered, the Cheyenne/Laramie County Emergency Management Agency (EMA) has existing agreements with outside agencies for bus transport and sheltering. If needed, EMA will provide/coordinate these resources upon request. Depending upon the unique circumstances of an emergency requiring evacuation, Campus Safety staff, assisted by Physical Plant staff, will coordinate the details of evacuation with EMA and the Laramie County Sheriff's Office. Public Relations will broadcast specific instructions to the campus community.
9. As directed by the LCCC President, Public Relations will announce the evacuation of all or part of the campus grounds.
10. All persons (students, faculty, staff, and visitors) are to immediately vacate the site in question and relocate to another area as directed.

How to Assist People with Disabilities during an Evacuation

To alert visually impaired persons

- Announce the type of emergency
- Offer your arm for guidance
- Tell person where you are going, obstacles you encounter
- When you reach safety, ask if further help is needed

To alert people with hearing limitations

- Turn lights on/off to gain person's attention, or
- Indicate directions with gestures, or
- Write a note with evacuation directions

To evacuate people using crutches, canes, or walkers

- Evacuate these individuals as injured persons
- Assist and accompany to evacuation site if possible, or
- Use a sturdy chair (or one with wheels) to move person, or
- Help carry individual to safety

To evacuate wheel chair users

- Non-ambulatory persons' needs and preferences vary
- Individuals at ground floor locations may exit without help
- Others have minimal ability to move—lifting may be dangerous
- Some non-ambulatory persons have respiratory complications
- Remove them from smoke and vapors immediately
- Wheelchair users with electrical respirators get priority assistance
- Most wheelchairs are too heavy to take down stairs
- Consult with person to determine best carry options
- Reunite person with the chair as soon as it safe to do so

If assistance is needed to evacuate individuals with disabilities, call Campus Safety at 630.0645.

SNOW DAY PROCEDURES FOR CLOSING CAMPUS

- A. The grounds maintenance manager will call the Physical Plant Director by 5:30 a.m., who in turn will call the President.
- B. 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, Dean of Students, and the 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 communication tree, email, marquees and Channel 191 will be used to notify campus employees and students.

- C. 'Closed campus' refers to all classes and activities in Cheyenne.
- D. To find out about closures at branch campuses, check the Laramie County Community College website.
- E. Students are responsible for their own safety and class performance.

ARMED ASSAILANT

In the event an armed assailant is on campus, the following guidelines will be implemented.

- A. The first person to identify an armed assailant on campus will immediately call 9.911 (from a campus phone) to report the incident. Calls from cell phones can be placed directly to 911. In addition they will notify Campus Safety as soon as possible.
Cell: 307.630.0645
- B. When notified of a potential armed assailant, the contacted Campus Safety Officer will keep the reporting individual on the cell phone line and go immediately to a location with a land line. The officer will enlist aid, if possible, to notify law enforcement, the President and Command Center Personnel.
- C. Upon receiving notification of an Armed Assailant the Telecommunications Specialist or other designated person(s) will send out a campus distribution phone message. Public Relations, upon receiving notification of an armed assailant, will send out a RAVE message to the campus community.
- D. The Campus Safety Officer will establish contact with the responding Sheriff's Department personnel by phone and they will meet at an agreed upon location.
- E. Upon arrival, the Sheriff's Department will assume overall command of the situation until its conclusion.
- F. Campus Safety, PR or the Physical Plant will make floor plans or other necessary drawings available.
- G. **RUN-HIDE-FIGHT:** When an active shooter is in your vicinity, you must be prepared both mentally and physically to deal with the situation. You have three options:
 1. **RUN: IF YOU DEEM IT SAFE TO EVACUATE**
 - Have an escape route and plan in mind
 - Evacuate regardless of whether others want to leave or not
 - Leave your belongings behind
 - Help others escape if possible
 - Do not attempt to move wounded people
 - Prevent others from entering the area where an active shooter may be
 - Call 911 when you are safe (Note: If calling from a campus land line, dial 9.911; calls from a cell phone can be placed directly to 911)
 2. **HIDE: IF EVACUATION IS NOT POSSIBLE**
 - Act quickly and quietly
 - Lock and/or blockade the door
 - Silence your cell phone (including the vibration)
 - Hide behind large objects
 - Remain very quiet
 - Your hiding place should be out of the shooter's view, provide protection if shots are fired in your direction and not trap or restrict your options for movement

3. FIGHT: AS A LAST RESORT, AND ONLY WHEN YOUR LIFE IS IN IMMINENT DANGER

- Attempt to incapacitate the shooter
- Act with as much physical aggression as possible
- Improvise weapons or throw items at the active shooter
- Commit to your actions

WHEN LAW ENFORCEMENT ARRIVES

1. Remain calm and follow instructions
2. Put down any items in your hands (i.e. bags, jackets, etc.)
3. Raise hands and spread fingers
4. Keep hands visible at all times
5. Avoid quick movements toward officers such as holding on to them for safety
6. Avoid pointing and screaming
7. Do not stop to ask officers for help or direction when evacuating

Please refer to the U.S. Department of Homeland Security Active Shooter Event Quick Reference Guide, <http://www.dhs.gov/sites/default/files/publications/active-shooter-pamphlet-508.pdf>

NOTE – CAMPUS LOCKDOWN: Run-Hide-Fight is the preferred option. However, in some instances, based upon information which the President may obtain, he/she may elect to order the college placed in lockdown. In these instances, evacuation may be deemed dangerous at the time of the announcement. Examples of some instances that may require the President to declare an overall campus lockdown include multiple assailants, unknown location(s) of assailants, information pertaining to secondary devices, etc. A campus lockdown would involve locking all exterior entrances to campus buildings and encouraging all individuals on campus to follow these guidelines:

- Act quickly and quietly
- Hide in an area where you can lock interior doors
(Example: offices and classrooms with interior locks)
- Lock and/or blockade the door
- Silence your cell phone (including the vibration)
- Hide behind large objects
- Remain very quiet
- Your hiding place should be out of the assailant's view, provide protection if shots are fired in your direction and not trap or restrict your options for movement.

H. The decision to change from a lockdown/Barricade in Place situation to an evacuation will be made by the President in conjunction with the Sheriff's Department. If the decision is made to evacuate, college personnel will assist the Sheriff's Department personnel as requested. When told to evacuate a building, follow the Laramie County Sheriff Officer's directions. Attempt to keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.

- I. Upon conclusion of the incident, the President or his designee will make the decision concerning closing the college.
- J. Trauma assistance will be made available through Counseling and Campus Wellness (778.4397).

Remember that due to the nature of some of the programs offered at the college, some students may be carrying a pocketknife or other type of knife.

As long as it is not displayed in a threatening manner, it is not illegal.

Please contact the on-duty Campus Safety Officer with questions or concerns.

BOMB THREAT PROCEDURES

The purpose of this bomb threat procedure is to save lives and reduce or eliminate property damage. To achieve this, students and employees should be informed and actively involved.

DO

- A. **Follow directions and cooperate.** If you are contacted by phone or by message that the campus is being evacuated because of a bomb threat, don't panic, but take the instructions seriously. If you are the individual who receives the bomb threat, try to get as much information from the caller as possible. **DO NOT HANG UP.** Use a different phone to contact Campus Safety.

Cell: 307.630.0645

If you receive the message electronically, save a copy of the message. Do not delete. Print out a copy to give to law enforcement.

- B. **Quickly scan the area.** If you're in your own work area, quickly check for unusual packages, unusual objects or items out of place. If you're in a classroom, have the students take all personal items with them. If you're not in your own area, evacuate cautiously through the nearest exit.
- C. **Post a note if everything is okay.** If the area appears to be in order, leave the room, close the door, and place a Post-it note with an "EVACUATED" on the outside of the door. Then leave immediately.
- D. **Evacuate first, notify later if you do find something unusual.** Get out of your area, then call Campus Safety at 630.0645. If you find something unusual, don't touch it. Mark the location with some item (like a waste paper can) that will stand out. This will save time for the bomb technician.

DON'T

- A. Use a cell phone, or radio. Such electronic devices can set off a bomb.
- B. Touch or move a suspicious object.
- C. Touch a light switch.

For your information: When a bomb threat is received, a Command Center will be set up in the Board Room of the Administration Building or other designated location, and the President or designee will determine if any or all buildings need to be evacuated. **If you need a ride to get off campus, go to the Center for Conferences and Institutes or other designated area** to wait for your ride. Messages will go out to the local media and, if possible, will be put on the college's after-hours telephone line.

If the telephone line is not operable, monitor Cheyenne radio stations and News Channel 5. Messages about the reopening of the campus will be delivered through those media. If you believe that a bomb threat could come to your telephone extension in the future (because it's listed in the telephone book, etc.) contact Campus Safety for further details about answering such calls.

If the telephone line is not operable, monitor Cheyenne radio stations and News Channel 5. Messages about the reopening of the campus will be delivered through those media. If you believe that a bomb threat could come to **your** telephone extension in the future (because it's listed in the telephone book, etc.) contact Campus Safety for further details about answering such calls.

ATF Bomb Threat Checklist

Exact time of call _____

Exact words of caller _____

QUESTIONS TO ASK

1. When is the bomb going to explode? _____
2. Where is the bomb? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why? _____
8. Where are you calling from? _____
9. What is your address? _____
10. What is your name? _____

CALLER'S VOICE (circle)

Calm	Disguised	Nasal	Angry	Broken
Stutter	Slow	Sincere	Lisp	Rapid
Giggling	Deep	Crying	Squeaky	Excited
Stressed	Accent	Loud	Slurred	Normal

If voice is familiar, whom did it sound like? _____

Were there any background noises? _____

Remarks _____

Person receiving call _____

Telephone number call received at _____

Date _____

Report call immediately to _____

(Refer to bomb incident plan)

Acting President Bomb Threat Procedures

- A. Upon receiving a bomb threat, notify the President by calling one of the following numbers:
 - Office: 778.1248
 - Cell: 630.3438
- B. If you are unable to contact him, notify Campus Safety by calling:
 - Cell: 630.0645
- C. Call the Sheriff's Department by calling 9.911 (from a campus phone).
- D. Dismiss classes and evacuate the campus, per advice from Campus Safety. After hours, call Public Relations for assistance in notifying persons in all buildings that the campus is closing, and they are to leave immediately. Call other LCCC employees who are known to be on campus to assist you.
- E. Call the Director, Residential Living to evacuate the residence hall. Ask the director (or the Residential Living Assistant) to call you when they are completely evacuated, and if possible, give them an estimated return time.
 - Work: 432.1798
 - Cell: 307.274.6011
- F. Go to and use the Board Room as the Command Center, unless other location is designated.
- G. Contact Public Relations:
 - Work: 778.1142
 - Cell: 760.8109

Center for Conferences and Institutes (CCI) Bomb Threat Procedures

As soon as representatives in the Center for Conferences and Institutes (CCI) Building are notified of a bomb threat in their building, the following will be initiated:

- A. The CCI Building will be evacuated. The Program Manager, Facilities and Events will perform a brief inspection of each room in CCI.
 1. The doors to all offices and classrooms will be unlocked, but the doors will be closed. If there are any “suspicious” items, a note will be posted on the door of the room in question. Don’t touch the item but mark it with something that will stand out, such as a waste paper can.
 2. Those conducting these classroom observations will evacuate immediately upon completion.
- B. Upon evacuation of the facility, the Program Manager or designee will report to the Command Center to receive instructions on sheltering people who need transportation off campus from the CCI Building.
- C. The building will reopen to assist people who need rides or need to be picked up only after receiving the confirmation of the Sheriff’s Department or authorized party that no bomb was found in the CCI Building.
 1. The Program Manager, Facilities and Events (or designee) in charge will supervise the building.
 2. It will be the student or visitor’s responsibility to arrange rides. Individuals may use the courtesy phones in the building.
 3. Those without rides may not enter any other building or enclosed hallway on campus until the campus has received an “all clear” statement by the President, Sheriff’s Department or LCCC Campus Safety.
 4. Utilization of CCI will be through the northwest door only. All those awaiting rides must exit through this door.

Children's Discovery Center Evacuation Procedures

A. Purpose

To ensure a safe and secure environment for the children and staff of LCCC Children's Discovery Center (CDC). In the event of an emergency evacuation the following procedures will be followed.

B. Procedure

1. A designated LCCC official will contact the CDC Director at 778.1171 or authorized representative at 778.1303.
2. The CDC supervisor (i.e., director, head teacher, administrative assistant) will inform CDC staff. CDC staff will immediately evacuate and children, volunteers and staff from the building. **Evacuation guidelines** are as follows:
 - a. **All CDC 1 (Arp)** children/staff will exit the building through the east to the playground through the gate and move 500 feet away from any building.
 - b. **CDC 2 (Auto Diesel)** will exit the building according the following guidelines:
One-year-old class will exit through the south doors of the Auto Tech building, walk along the east edge of the parking lot, around the Auto Tech building, through the south parking lot, to 500 feet away from any building.
Two-year-old class will exit through the back door of their classroom, down the stairs, go east toward the south parking lot, and at least 500 feet away from any building.
3. The teaching team for each classroom will take their sign-in and sign-out sheets, emergency contact information and their fanny pack.

After children and staff have arrived in the grassy area, teachers will take attendance and wait for further instructions from the CDC Director or authorized representative.
5. Should campus evacuation become necessary the CDC Director or authorized representative will notify LCCC Campus Safety. The Campus Safety Director will brief the President and request transport from EMA. The CDC Director or designee will notify Plant Maintenance for available fleet vans/buses to transport children to place designated (see "b" below).
 - a. Staff/children will remain 500 feet away until authorized vehicles arrive.
 - b. Staff from Plant Maintenance will drive all available vans to the north curbside of the southeast parking lot, between Auto Diesel and Plant Maintenance.
 - c. Buses provided by EMA will then drive all children to approved EMA shelters
 - d. If LCCC vans are not available, CDC staff vehicles will be used as a last resort to transport children to the assembly location (see "b" above)

- e. Once children/staff have arrived at the approved EMA shelter, the CDC director or authorized representative will notify LCCC Campus Safety.
- f. Teaching staff will take attendance and contact parents or emergency contacts to pick up their children as soon as possible from the approved EMA shelter.
- g. Parents, family members and guardians may contact the LCCC CDC cell phone at 214.1271 for information.

Arrangements have been made with EMA to provide a safe zone for LCCC CDC students and staff in the event of an emergency evacuation.

Mail Room Bomb Threat Procedures

General Policy

The college mail room is staffed Monday through Friday by an employee. It is paramount that safety awareness be addressed when suspicious elements are encountered during mail room function.

Procedure

(You must know, understand and follow this procedure on a step-by-step basis exactly as trained by the Sheriff's Department.)

Explosive devices are divided into three classifications:

- A. Timed or delayed-action devices
- B. Manual or anti-disturbance devices
- C. Remote-controlled devices

Of the three types listed, all are dangerous and deadly; however, the greatest risk is posed by the explosive.

To apply proper safety procedures, it is important to know the type of mail normally received.

- Mail bombs come in letters, books and packages of various sizes, shape and colors.
- Letter texture may feel ridged, look uneven or lopsided, or feel bulkier than normal.
- Excessive amounts of postage — often far more than needed — may be present.
- Sender is unknown, or there is no return address.
- Handwritten notes appear such as “rush,” “personal,” “private” and so forth.
- Addressee normally does not receive mail at the office.
- Cut or pasted homemade labels are used for lettering.
- The letter or package may emit an odor or appear to have been disassembled and re-glued.
- Distorted or foreign writing is present.
- Resistance or even pressure is felt when trying to remove contents from package.
- Several combinations of tape are used to secure the package.
- Contents of parcel may slosh or sound like liquid; some packages may emit a buzzing sound.

If the mail room attendant, Campus Safety officer or other staff member encounters a suspicious piece of mail and cannot verify its contents, the following five-step protocol applies:

- A. Stop. Do not open the item. Do not panic.
- B. Isolate the letter, parcel or package. NOTE: All people should be asked to leave the area quickly. The package should be observed from a safe distance until the bomb squad arrives.

- C. Secure the area. Alert Campus Safety.
- D. Call **9.911** (from a campus phone) and request the bomb squad.
- E. Never move or place the item in water, a drawer or a cabinet.

Remember, the physical appearance of a mail bomb is limited only by the imagination of its builder.

Physical Plant Maintenance and Operations Bomb Threat Procedures

During Normal Business Hours

The following procedures will be followed by the Physical Plant staff when notified that the college has received a bomb threat during normal business hours.

A. General Guidelines for the Safety and Protection of Personnel

The safety of college students and personnel is the primary concern during a campus emergency. Physical Plant operations staff shall take exceptional safety precautions during a campus emergency to include appropriate protective clothing, traffic control equipment and the operation of emergency flashes and beacons on vehicles. When practical, activities will be conducted with two personnel assigned to each task.

B. Physical Plant Lines of Authority and Responsibilities

1. The Physical Plant Director will be notified immediately if in the proximity of the Plant Maintenance Building. In the absence of the director, the following sequence of authority will be in effect:
Assistant Director, Physical Plant
Facilities Operations Manager
Senior Lead Maintenance Tech
2. The Physical Plant Director will be notified as soon as possible by telephone or messenger if his/her location is known.
3. The Physical Plant Director or his/her designee will report to the Command Center when the Crisis Team is activated.
4. The Assistant Physical Plant Director or Facilities Operations Manager will assume responsibility for coordinating the actions of Physical Plant staff during a bomb threat emergency and will be the acting physical plant Command Center supervisor. This individual will notify the Campus Safety officer that he/she is the acting Physical Plant Command Center supervisor.
5. All directives regarding placement of Physical Plant staff will be the responsibility of the acting Physical Plant Command Center supervisor. No initiation of activity or discontinuance of activity shall occur unless directed by the Command Center supervisor. Directives and notification of changing conditions to staff that are effectively isolated, such as on college roadways, will be by messenger.

C. Immediate Actions to be taken by Physical Plant Personnel

NOTE: A supervisory directive is not required to initiate the actions outlined in Section 3. The senior Physical Plant maintenance technicians shall initiate these actions immediately upon notification that a bomb threat has been received.

1. A Physical Plant command post will be established in the Physical Plant office. The Physical Plant administrative assistant will staff the Physical Plant office and will be responsible for the coordination of communications, until relieved by the director.
2. Radio communication will be discontinued immediately. The first available technician will be dispatched to disconnect power from the campus radio equipment located in Room 129A in the Plant Maintenance Building.

3. All Physical Plant personnel will be notified to report to the director's office. Staff not in the proximity of the building will be notified by telephone or messenger. The nature of the emergency should be announced during the notification of personnel.
4. Searches for unusual objects will be conducted of the Plant Maintenance facility by operation's staff defined below in teams of two persons.
 - Central Plant and Utility Tunnel Mech./Elec. Technicians
 - Propane Tank Compound. Mech./Elec. Technicians
 - Plant Maintenance Shops. Architectural Technicians
 - Vehicles Garage and Vehicles Vehicle Maintenance and Grounds staff
 - Mail Room and Warehouse Mailing and Receiving staff
 - Plant Storage Compound. Grounds staff
5. Campus systems and equipment shall not be operated through the Building Automation Computer System for the duration of a bomb threat unless directed by the acting supervisor.
6. Following the search of the maintenance facilities, all Physical Plant personnel will report to await further instructions.

D. Actions to be taken on the Order to Evacuate the Campus

1. On the order to evacuate, all visitors, students, employees and nonessential, part-time personnel will be evacuated from the Plant Maintenance Building.
2. If the bomb threat occurs in the afternoon the Plant Administrative Assistant shall inform the custodial supervisor of the bomb threat condition. Custodial staff will be available as a reserve personnel resource for the duration of the campus emergency.
3. Evacuation of a single or group of buildings.
 - a. Staff will assist with the safe, orderly evacuation of the building(s) involved. After clearing the building(s) and securing the exterior doors, barrier tape will be applied to each entrance.
 - b. Staff will be posted at each building entrance 100 feet from the building or as directed by the Campus Safety Officer to prevent entry by unauthorized people.
4. Total campus building evacuation.
 - a. Available staff qualified to drive college vehicles will take all available vans from the motor pool to the north curbside of the East Parking Lot (between Auto Tech and Plant Maintenance) for the Children's Discovery Center to evacuate children. Buses provided by EMA will then drive all children to approved EMA shelters.
 - b. Staff will be dispatched to secure buildings by securing all exterior entrances to all campus buildings. Additionally, the lockable entry doors to arcades between buildings will be secured. Only the west entrance to the CCI Building will be left unsecured. Entry into this building will be monitored and controlled by CCI Building staff. After securing all buildings, return to the Physical Plant command post to await further tasks.

- c. One staff person will be stationed at the residence halls to control access to that facility.
- d. On the order of the Campus Safety officer available, staff will be dispatched to examine campus buildings to ensure the buildings have been evacuated.

E. Actions to be taken on Termination of the Bomb Threat

1. The Physical Plant command post will be notified by the Physical Plant Director or a Campus Safety officer that the bomb threat emergency will be terminated.
2. The Physical Plant Command Center supervisor will disseminate the termination instructions to the staff. No personnel are to leave their post until directed to do so by the Physical Plant messenger.
3. Available Physical Plant staff will await the order to unlock or re-secure areas throughout the campus. Classrooms and commons areas will be unlocked to allow student access when classes resume. Laboratories, including computer and science labs and other areas that will normally be opened by authorized staff or faculty, should remain secure and not be unlocked. Remnants of the bomb search, such as signs on doors and building entrances, will be removed as the facilities are unlocked or secured.

F. Support for the Activities of Laramie County Emergency Personnel

1. When an organized search of a facility or facilities is to be conducted by law enforcement agencies, and Physical Plant staff participation is requested, volunteers will be solicited.
2. When support is required for emergency medical services, fire personnel or utility services, qualified technicians will be assigned based on the nature of the emergency.

After Normal Business Hours

The following procedures will be followed by the Physical Plant staff when notified that the college has received a bomb threat after normal business hours.

A. After hours notification and recall procedures

1. The director of the Physical Plant will be notified immediately and will notify the assistant physical plant director, managers of maintenance, grounds and building services and custodial services.
2. All Physical Plant personnel will be notified and requested to respond and will report to the Physical Plant office.

B. Procedure for after hours bomb threat response

The procedures to be followed will be dependent on the number of personnel available. Staff will be at the disposal of the President or Campus Safety officer. All appropriate procedures defined for a bomb threat during normal business hours should be followed as resources permit.

Public Relations Office Bomb Threat Procedures

- A. The role of Public Relations in a bomb threat emergency is to disseminate correct information in an efficient manner, to help prevent panic, and to help the evacuation procedure proceed smoothly.
- B. After consulting with the Sheriff's Department, the President's Office will notify Public Relations. Public Relations will take the following actions:
 1. Immediately go to the Command Center (Board Room in the Administration Building) or designated backup locations.
 2. Handle all incoming media calls and news releases
 3. Parents may use the emergency notification number 432.1900 to find out information.
Note: This is a recorded message which must be updated with each event.
 4. Working in conjunction with the Sheriff's Department and Campus Safety, find and help coordinate "runners," or people to walk information to various points around campus (such as entrances and waiting areas) as necessary.

Residence Hall Bomb Threat Procedures

Residence Hall bomb threats will be handled in the same manner as main campus bomb threats.

- A. If a threat is received, the person receiving the call will use the bomb call checklist to gather all possible information.
- B. The Residential Living Director, the President, Campus Safety and the VP of Student Services should be notified.
- C. If the hall is evacuated, residence hall assistants will assist in the evacuation and help assist people with disabilities. If rapid evacuation is desired, the fire alarm may be used.
- D. Upon completion of the evacuation the Residential Living Director should remain in the vicinity to keep students from re-entering the building and place signs on the building doors (Building Closed).
- E. Re-entry to the building will be when the President or person in charge gives the OK.
- F. Points of contact:

Residential Living Director Office: 432.1798 Cell: 274.6011
Vice President of Student Services Office: 778.1217 Cell: 630.3027

- G. If a long term/large scale evacuation is ordered, the Cheyenne/Laramie County EMA has existing agreements with outside agencies for sheltering and bus transport. If needed, EMA will provide/coordinate these resources upon request.

Campus Safety Office Bomb Threat Procedures

The Campus Safety Officer will:

- A. Call the Laramie County Combined Communications Center at 911 or 637.6524. Upon arrival on campus, the Sheriff's Department and LCCC Campus Safety will immediately search and secure the Administration Building for use as a Command Center and the CCI Building for use as a public staging and pickup area. If these locations have been compromised, backup locations will be used.
- B. Upon notification of a bomb threat, request the reporting person to fill out the bomb threat questionnaire.
- C. Proceed to the location of the reporting person and pick up the questionnaire.
- D. Proceed to the Command Center with the reporting person so that they can be interviewed.
- E. Provide all information for review by the command staff present.
- F. After obtaining authorization to evacuate, advise Public Relations and the telecommunications specialist to notify personnel to evacuate the campus.
- G. Coordinate with the Sheriff's Department and the Physical Plant staff for a sweep of campus buildings.
- H. Coordinate with the fire department and ambulance services, if requested by the Sheriff's Department.
- I. Monitor all suspicious item calls received from faculty and staff who are in buildings and classrooms.
- J. Guide the bomb threat technician to the suspect areas and unlock all the necessary doors.
- K. Utilize the Ocularis camera system to assist law enforcement.
- L. Gather information on current bomb threat status and report regularly to the LCCC Crisis Team.

Telephone Console Operators Bomb Threat Procedures

The telephone console operators are trained in special classes before operating the main console in Student Services. Procedures for emergency situations such as bomb threats are covered during the training. The training includes the location of the emergency procedures and the bomb threat checklist.

A. What to do when there is a bomb threat:

1. The operator needs to stay calm.
2. Copy the phone number down (if it is not unlisted).
3. Once you get as much information as possible call 9-911.

NO RADIOS

- a. Call Campus Safety 630.0645
 - b. If unable to locate Campus Safety
contact Public Relations. Office: 778.1142 Cell: 760.8109
4. Notify the Telecommunications Specialist . . . Office: 778.1354 Cell: 421.0392

B. Transfer of duties after receiving the bomb threat:

1. Upon completion of the above procedures, the console operator will close the console and relocate to the Board Room in the Administration Building.
2. The Telecommunications Specialist will review the calls that came in during the time of the first bomb threat with the information received from the console operator. If the caller calls the college a second time, the operator will immediately notify the Telecommunication Specialist, who in turn will get the appropriate information by monitoring the traffic coming into the college. The Telecommunications Specialist will then contact Century Link to try to trace the caller.
3. The Telecommunications Specialist will print out information about the call that the system generated and preview it with college administrators and Sheriff's Department.

C. Chain of Command

1. Public Relations Office: 778.1142 Cell: 760.8109
2. Creative Marketing Strategist. Office: 778.4390 Cell: 630.5721

D. Procedures

1. Campus Safety Office will call the Public Relations designee at home or his/her backup. The initial PR procedures can be conducted from any telephone; therefore, an attempt should be made to locate the PR designee no matter where he/she is.
2. Public Relations will contact the President, Vice President's and LCSO for guidance on communications, make the media calls, and **then** go to the command post.

DEMONSTRATIONS AND DISRUPTIONS

Campus demonstrations including marches, meetings, picketing and rallies will be peaceful and non-obstructive. A campus demonstration should not be disrupted unless one or more of the following conditions occurs as a result of the demonstration:

INTERFERENCE with the normal operations of Laramie County Community College.

PREVENTION of access to office, buildings or other college facilities.

THREAT of physical harm to persons or damage to college facilities.

If any of these conditions exist, Campus Safety will notify and be responsible for contacting the President and the Vice President of Student Services. Together they will determine the appropriate course of action. Depending on the nature of the demonstration, the procedures listed below will be followed:

A. PEACEFUL, NON-OBSTRUCTIVE DEMONSTRATIONS

1. Generally, demonstrations of this kind should not be interrupted. An area should be designated for the demonstration. Demonstrations should not be obstructed or provoked, and efforts should be made to conduct college business as normally as possible.
2. If demonstrators are asked to leave but refuse to leave by regular facility closing time:
 - a. Arrangements will be made by the Director of Campus Safety to monitor the situation during non-business hours.
 - b. To treat the situation as a violation of regular closing hours and, thus, a disruptive demonstration. (See Section 2)

B. NON-VIOLENT, DISRUPTIVE DEMONSTRATIONS

1. In the event that a demonstration blocks access to college facilities or interferes with the operation of the college:
 - a. Demonstrators will be asked to terminate the disruptive activity by the Vice President of Students or designee.
 - b. The Vice President of Student Services will have a photographer available.
 - c. Key college personnel and student leaders will be asked by the Vice President of Student Services to go the area and persuade the demonstrators to desist.
 - d. The Vice President of Student Services or designee will go to the area and ask the demonstrators to leave and/or discontinue the disruptive activities.
 - e. If the demonstrators persist in the disruptive activity, they will be apprised that failure to discontinue the specified action within a determined length of time may result in college disciplinary action including suspension and/or expulsion or possible intervention by civil authorities (see Attachment A). Except in extreme emergencies, the President will be consulted before civil authorities are brought onto campus.
 - f. Efforts should be made to secure identification of demonstrators in violation of this procedure, including photographs if deemed advisable, to facilitate later testimony.

- g. After consultation with the President, the Vice President of Student Services, the college attorney and the Director of Campus Safety, the need to seek a court injunction will be determined. If the determination is made to seek the intervention of civil authorities, the demonstrators should be so informed. Upon arrival of the Laramie County Sheriff's Department, the remaining demonstrators will be warned of the intention to arrest (See Attachment B).

C. VIOLENT DISRUPTIVE DEMONSTRATIONS

1. In the event a violent demonstration in which injury to persons or property occurs or appears imminent, the President or designee and the Vice President of Student Services will be notified:

During Business Hours

- a. In coordination with the Vice President of Student Services, Campus Safety will contact the Laramie County Sheriff's Department.
- b. If advisable the Vice President of Student Services will alert the President, who will then call a photographer to report to an advantageous location for photographing the demonstrators.
- c. The President, in consultation with the College's Attorney, the Vice President of Student Services and the Director of Campus Safety, will determine the possible need for a court injunction.
- d. Campus Safety will provide an officer with a WYOLINK radio for communication between the College and Laramie County Sheriff's Department as needed.

After Business Hours

- a. Campus Safety should be immediately notified of the disturbance.
- b. Campus Safety will investigate the disruption and report and notify the Director of Campus Safety.
- c. The Vice President of Student Services will:
 - Report the circumstances to the President.
 - Notify key administrators and, if appropriate, the administrator responsible for the building area.
 - Notify Public Relations.
 - Arrange for a photographer.
 - If necessary, the President or Vice President of Student Services will call for Laramie County Sheriff's Department assistance.

NOTE: The Director of Campus Safety reserves the right to call for law enforcement assistance without counsel from others if it is deemed to be of paramount importance to the safety of persons involved. If this option is exercised there will be a consultation with the President and Vice Presidents as soon as possible following the call for assistance.

ATTACHMENT A

DIRECTIVE TO IMMEDIATELY TERMINATE DEMONSTRATION (Readers should identify themselves)

This assembly and the conduct of each participant is disrupting the operations of the college and is in violation of the rules of Laramie County Community College. You have previously been called upon to disperse and terminate this demonstration.

You have been given the opportunity to discuss your grievances in the manner appropriate to the college. In no event will the administration of Laramie County Community College accede to demands backed by force.

Accordingly, you are directed to terminate this demonstration. If you have not done so within 15 minutes I will, under the authority of the Board of Trustees, take whatever measures are necessary to restore order. Any student who continues to participate in this demonstration is subject to the college disciplinary process and will also be subject to possible arrest for criminal violations.

ATTACHMENT B

DIRECTIVE TO IMMEDIATELY TERMINATE DEMONSTRATION WITH THE ASSISTANCE OF POLICE (Readers should identify themselves)

You have previously been directed to terminate this demonstration, and you have been put on notice as to the consequences of your failure to do so. Since you have chosen to remain in violation of the rules and regulations of the college, each of you are hereby placed on interim suspension.

The Laramie County Sheriff's Department will now be called to assist Laramie County Community College to disperse this assembly. Those who fail to leave immediately will be subject to arrest (for such things as Criminal Trespass, Destruction of Property, Breach of Peace, etc.).

EARTHQUAKE

- A. Remain calm.
- B. 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.
- C. Stay where you are until the shaking stops and it is safe to move.
- D. 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.
- E. Be alert for the smell of natural gas. If detected, leave the area immediately. Report smell to Campus Safety (630.0645) and/or Maintenance (778.1233).
- F. 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 and away from power lines and light poles.
- G. Do not return to the building until you are notified it is safe. If requested, assist emergency crews as necessary.

EXPLOSION

In the event of an explosion or plane crash, take the following action:

- A. After the effects of the crash or explosion, determine the location if possible, then sound the fire alarm and evacuate the buildings if necessary. Assist people with disabilities and move people at least 1/4 mile away from the affected area. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.
- B. Notify 9.911 (from a campus phone) for emergency services, such as fire, sheriff department and medical assistance.
- C. Notify the president, Campus Safety and the Physical Plant director.
 - President Office: 778.1102
Cell: 630.3438
 - Campus Safety. Cell: 630.0645
 - Physical Plant Office: 778.1233
- D. An emergency command post will be set up the LCCC Board Room if possible. If this location has been compromised, a back-up location will be used.
- E. The Physical Plant director or his assistant will work with the emergency crews and determine what action will be followed for the safety of the campus.
- F. The person in charge of the scene shall be responsible for:
 - 1. Direction and control of college personnel
 - 2. Coordination with other agencies
 - 3. Documentation of the incident
- G. Return to the building only after it has been declared safe.

FIRE

In the event of a fire, the following steps should be taken:

- A. Sound the fire alarm.
- B. Notify the fire department by using 9.911 (from a campus phone).
 - 1. Give all pertinent information: location, type of fire (if known) and injuries.
 - 2. Advise the dispatcher of the most accessible entrance to the area.
- C. Notify Campus Safety of your location (630.0645).
- D. If it is a small fire (i.e., trash can fire), make an attempt to put it out with a fire extinguisher.
- E. If it is necessary to evacuate, do not use elevators. Assist people with disabilities. Go at least 500 feet away from the affected area. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.
- F. Don't panic.
- G. If there is smoke present, keep your head down and out of the smoke. Crawl if you must to avoid toxic fumes, but keep moving.
- H. Close all doors to confine the smoke and fire.
- I. Leave all the lights on, but turn off electrical equipment.
- J. When exiting the building, move cautiously and get 500 feet from the building.
- K. The person in charge at the scene shall be responsible for:
 - 1. Direction and control of college personnel
 - 2. Coordination with other departments
 - 3. Documentation of the incident
- L. Return to the building only after it has been declared safe.

FLOOD

FLOOD WATCH—Flooding is possible.

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

Floods are the most common and widespread of all natural disasters. In 1985, Cheyenne experienced a flood that cost 12 people their lives. LCCC is in a flood plain and has a flood control ditch (Allison Draw) crossing the campus. Most floods develop slowly over a period of days, but flash floods develop in a manner of minutes and move at a high rate of speed.

The following guidelines should be followed in the event of a flood:

- A. Move from the lower part of the campus to higher ground on the south side of campus.
- B. Assist people with disabilities, but do not use elevators.
- C. Stay away from power lines and electrical items.
- D. Look before you step; make sure there is something to step on. Six inches of moving water can knock a person down.
- E. Watch out for small animals and snakes. They will also be seeking higher ground.
- F. Be alert for gas leaks.
- G. Stay on high ground until notified.
- H. Do not drive or walk into moving water.

HOSTAGE PLAN

Once notified, the Sheriff's Department will take over the investigation. It is important for campus personnel to be aware that once the Sheriff's Department arrives and takes over, campus staff must work under its authority.

The objectives in resolving a hostage crisis are: the protection of life, prevention of injury, safety and welfare of the hostages, restoration of order and protection of property.

The first employee to identify a hostage situation should:

- A. Notify the Sheriff's Department by calling 9.911 (from a campus phone). Then contact the President and Campus Safety. Phone numbers are listed under Crisis Team (Page 9).
- B. Secure the immediate area and remove all bystanders.
- C. Try to isolate the incident.
- D. Observe the following:
 - 1. The number of hostages taken
 - 2. Type and number of hostage takers
 - 3. Type of weapons
 - 4. Threats and demands made
 - 5. Area controlled by hostage takers
 - 6. ID and description of the hostage takers
 - 7. Location and number of phones
- E. Don't speak to the media.

What to do if you are taken hostage:

- A. Do everything the captor says to do.
- B. Be especially careful during the first four or five minutes. This is a critical period because the captor is as desperate and as jumpy as the victim(s).
- C. Speak only when spoken to and say nothing to trouble or upset the hostage taker.
- D. Try not to show emotion. Hostage takers like to play on emotional weaknesses.
- E. Don't appear aggressive, try to relax.
- F. Weigh carefully any chance of escape and be sure the escape will not endanger you or anyone else.
- G. Keep faith in your fellow workers and the negotiations.
- H. Do not make any suggestions. If they go wrong, the hostage taker may think you tried to create problems.
- I. Try to keep eye contact without staring.
- J. Try to be patient.

A Command Room, a Hostage Debriefing Room and a Think Room should be set up. A backup location will be determined if needed. Incident Command System (ICS) will be set up by first responding agencies who will assist with this process.

Negotiations are handled by the Sheriff's Department. If it is necessary for college staff to enter into negotiations, the following guidelines should be followed:

- A. Negotiations should be conducted by lower rank personnel so delays can be used, such as "I'll ask."
- B. Don't make any promises. All demands are met with, "I'll do my best."
- C. Under no circumstances should drugs be given.
- D. Every effort should be made to regain control of the situation by peaceful means.
- E. Remember that the Sheriff's Department is the principal agency in any decision-making process concerning hostage situations.

Trauma assistance will be available through Counseling and Campus Wellness (778.1223 or 778.1261).

POWER OUTAGE

In the event of an unplanned power outage during the regular work day, do the following:

A. Notify Campus Safety by dialing 630.0645.

Campus Safety will call:

1. The Physical Plant Director or the facilities operation manager,
2. The President or his designated representative,
3. Campus Safety, who will call 911;
4. Public Relations.

B. The President or designated person will confer with the Physical Plant Director or his designated representative to determine if a partial or full evacuation is needed. If a full evacuation is needed, the communication tree system should be used and the fire alarm system activated. If this is not possible, building personnel and Campus Safety should follow the evacuation steps.

C. Campus Safety will assist in the evacuation and lock the building. If the power outage occurs after regular working hours and classes are in session do the following:

1. If the switchboard is open, the operator should follow the same procedures as days.
2. If the switchboard is closed, notify Campus Safety.

D. If the President cannot be located, the acting president will make the decision to evacuate the campus. Campus Safety will call the facilities manager and Physical Plant Director.

E. Campus Safety will call the President or his designated person.

F. Campus Safety will call 9.911 (from a campus phone).

G. Campus Safety will coordinate with the custodial services manager in closing and locking the campus.

H. The custodial manager will have all the custodians meet in one place for assignments.

SHELTER IN PLACE – CHEMICAL SPILLS

Shelter in Place guidelines will be implemented at the college when the release of hazardous airborne materials threatens the safety of college employees and students.

Shelter in Place guidelines are a national safety program that is being implemented in Cheyenne because of the potential for a hazardous spill due to the railroad, inter-state traffic, the local chemical company and/or the refinery. Vast amounts of hazardous materials are manufactured, stored, used and transported across Laramie County daily. These hazardous materials include toxic chemicals, flammable liquids and gases, and radiological substances. As our population grows and technology advances, the vulnerability of our residents increases. Spills occur almost every day in Laramie County, and these instances could cause loss of life, injury or various levels of property and environmental damage.

These guidelines are designed as a way to protect the health of students, faculty, employees and guests of Laramie County Community College from the possibly deadly effects of hazardous airborne materials that have been accidentally released. Because rapid exposure is possible due to high winds, it may be necessary to take shelter within the enclosed spaces of the campus buildings to prevent the inhalation of toxins. Shelter in Place guidelines are usually provided for the duration of a few hours, not days or weeks. There is little or no chance that, by sealing off the outside air flow into the building that you could suffocate.

- A. College personnel will be alerted by the city or county that a spill has occurred and that the college is in the path of the plume.
- B. The RAVE alert system (and other forms of crisis communication) will be used for notification and implementation of the LCCC Shelter in Place guidelines.
- C. Local schools will be operating under the same guidelines for Shelter in Place. The best thing for employees to do is stay indoors and do not go outside or drive to pick up children.
- D. Employees and students are asked to go to the nearest room marked with a Shelter in Place sign.
- E. Employees are asked to close and lock all windows and doors and to cover all vents with plastic sheeting and duct tape that should be located in the room. (Note: Each designated shelter in place room has a marked blue container kit).
- F. Facilities maintenance will attempt to shut down all HVAC systems on campus.
- G. Employees should get one or more wet towels and place the towels under the door to block air entering the room.
- H. Campus Safety will monitor the situation, and once the danger has passed, assisted by Plant personnel, will go from building to building to release people from their Shelter in Place rooms.
- I. After being notified that the Shelter in Place has been terminated, maintenance will restart all systems.

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
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

TORNADO

Tornados are erratic, unpredictable and violent. They can happen anytime, anywhere, but are most common from May to September.

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

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

When the outdoor warning siren is sounded, you are instructed to seek shelter in a designated area. The designated areas are marked in red on the Tornado Shelter Plan. The plans are located in each building. People who are in offices should close all vaults and secure all records.

When you are instructed to seek shelter because of an imminent tornado, do the following immediately:

- A. Assist people with disabilities. Do not use elevators.
- B. Avoid outside walls.
- C. Avoid glass windows, corridors, doors and display cases.
- D. Avoid doorways to outside and to interior rooms.
- E. Avoid hallways that are open to the outside at each end.
- F. Do not leave the building unless you are instructed to do so.
- G. Seek shelter in rooms as far removed from outside walls as possible. If this is not possible, lie down next to an interior wall.
- H. If possible, get under heavy furniture that might protect you from falling or flying debris.
- I. REMEMBER that people are not killed or injured by a tornado's winds; airborne debris and falling objects caused by the winds are what cause casualties in a tornado.
- J. Do not leave the safety of the area until an "all clear" is given.
- K. If there are any injuries, the person in charge should record who the victims are and where they were taken.

Campus Safety will open the Fine Arts Building for occupants of trailers from the surrounding area.

Children's Discovery Center Tornado Evacuation

A. Purpose

To ensure a safe and secure environment for the children and staff of LCCC Children's Discovery Center in the event of a tornado.

B. General information

TORNADO WATCH—indicates that conditions are right for tornados.

TORNADO WARNING—indicates that a tornado has developed or could develop within minutes.

C. Procedure

1. When the outdoor warning siren is sounded or the CDC director is notified of a tornado warning, CDC 1 (Arp) staff and CDC 2 (Auto Tech) staff will begin evacuation procedures immediately.
2. CDC 1 staff and classes will exit the center through the interior doors into the hallway of the Arp Building, proceed down the hall past the restrooms and turn right into the hallway by the director's office. Once in the hall teachers will have children sit down with their backs to the wall and take attendance.

CDC 2 staff and classes will exit the baby room through the south door and walk through the time clock lobby and into Room BT 254. Once in the room teachers will take attendance and remain in the room until the all clear is given to return.

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

PANDEMIC DISEASE OUTBREAK

A pandemic outbreak is typically associated with an airborne disease that can affect an exceptionally high proportion of the population over a wide geographical area. Examples of pandemic outbreaks include malaria, measles, mumps, small pox typhoid and of late, the fear of the avian flu. These diseases and their impact to people in the geographical area affected can severely cripple or bring operations of a community to closure. In particular, this procedure is focused on the actions Laramie County Community College will follow in the event of a pandemic outbreak.

Closure

See Closure procedure (Page 25)

- A. Based on the recommendations of the City- County Health Office and the LCCC Crisis Team, the President may elect to continue essential services (food service) to students who live in the residence halls, care for the animals in the barns, Campus Safety services to protect the college assets, mail and delivery service, payroll and other activities that require immediate and continuing attention.

Limited Operations

- A. After assessment by the LCCC Crisis Team and subject to the recommendation of the City- County Health Office, the President may elect to open limited operations.
- B. The assessment will include an evaluation of
 1. The health and availability of the faculty and staff
 2. The condition of the buildings (are the building HVAC systems contaminated)
 3. A high risk of exposure by opening operations.

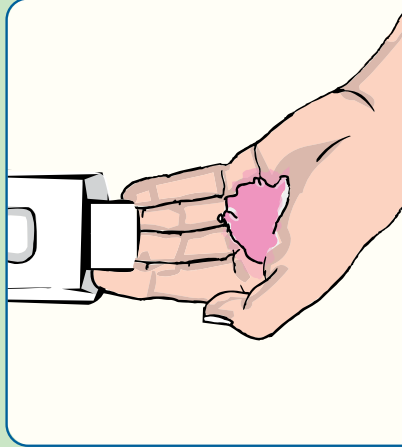
Strategies to Manage the Impact of a Pandemic

- A. Provide information about proper hygiene practices (hand washing and coughing practices)
- B. Communicate actions taken by LCCC (website, internet messaging, media notification, etc.)
- C. Provide an expanded level of cleaning and disinfecting for multiple use areas (restrooms, dining hall, student lounges).
- D. As necessary, provide masks, gloves and other protective clothing for classes and work areas that require a close contact with students and employees.
- E. Develop alternate delivery methods to continue classes and attend meetings (internet, email, mail, telephone, video conferencing, etc.)
- F. Arrange for system access to allow key personnel to work from home.
- G. Include on the college's website a connection to the community pandemic plan.

FIGHT GERMS BY WASHING YOUR HANDS!



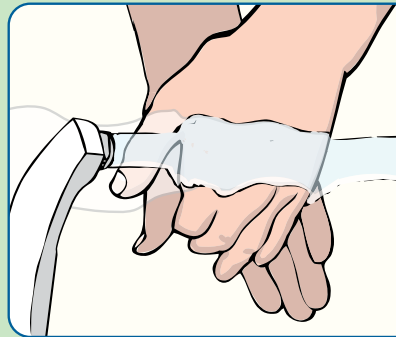
1 Wet your hands



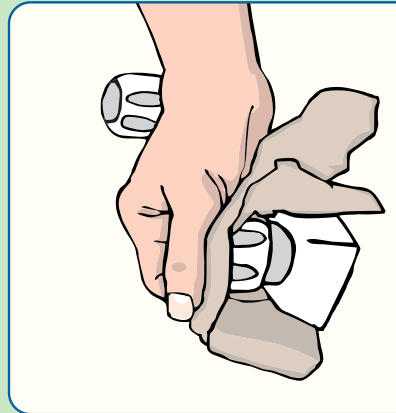
2 Soap



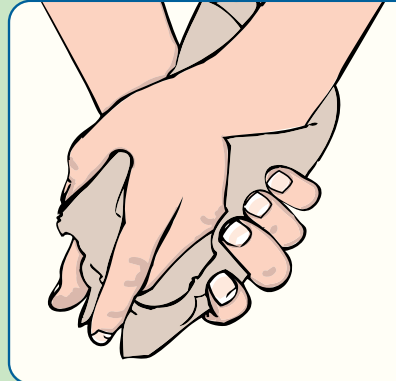
3 Lather and scrub - 20 sec



4 Rinse - 10 sec



5 Turn off tap



6 Dry your hands

DONT FORGET TO WASH:

- between your fingers
- under your nails
- the tops of your hands

www.lung.ca

THE  LUNG ASSOCIATION™
L'ASSOCIATION PULMONAIRE

Stop the spread of germs that make you and others sick!

Cover your Cough



Cover your mouth and nose with a tissue when you cough or sneeze

or
cough or sneeze into your upper sleeve, not your hands.

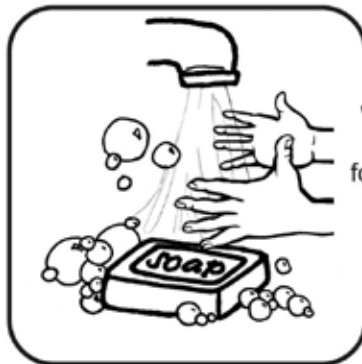


Put your used tissue in the waste basket.



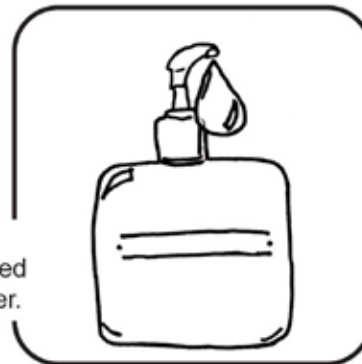
Clean your Hands

after coughing or sneezing.



Wash hands with soap and warm water for 20 seconds

or
clean with alcohol-based hand cleaner.



Minnesota Department of Health
717 SE Delaware Street
Minneapolis, MN 55414
612-676-5414 or 1-877-676-5414
www.health.state.mn.us



Minnesota Antibiotic Resistance Collaborative



CITY AND COUNTY CONTACTS

If you are on campus, dial 9 and then the number.

All Emergencies	9.911 (from a campus phone)
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
<hr/>	
Black Hills Energy	
Electrical	694.8989
Gas	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	877.906.9121
Triple J Pumping (portable toilets)	632.6476



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



to
I-80

WEST
ENTRANCE

EAST
ENTRANCE



to
South Greeley Hwy

WEST
ENTRANCE

1400 E. College Drive • Cheyenne, Wyoming 82007
307.778.LCCC • lccc.wy.edu

- Administration (AM)**
Business Services
Human Resources
President's Office
- Andrikopoulos Business & Technology (BT)**
- Arena (Aren)**
Children's Discovery Center
- Auto Body (AB)**
UW Manufacturing-Works / PTAC / SBDC
- Auto Tech (AT)**
- Boyd Agriculture (AG)**
- Career & Technical (CT)**
ACES
- Center for Conferences & Institutes (CCI)**
- Central Plant North (CPN)**
- Auto Body (AB)**
UW Manufacturing-Works / PTAC / SBDC
- Auto Tech (AT)**
- Boyd Agriculture (AG)**
- Career & Technical (CT)**
ACES
- Center for Conferences & Institutes (CCI)**
- Central Plant North (CPN)**
- 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
- Education & Enrichment Ctr (EEC)**
- Fine Arts (FA)**
Esther and John Clay Art Gallery
LCCC Foundation
Student Computer Center/Help Desk
- Flex Tech (FT)**
- 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)**