

Emergency Response Plan



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Emergency Response Plan

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Introduction

Be prepared to ACT rather than REACT in times of crisis

Purpose

Southwest Wisconsin Technical College recognizes the need for the proper response to emergency situations that arise on or near the college campus. The college will utilize a series of guidelines for staff members to use in the response to and management of such situations. These guidelines, often in checklist format, will offer staff members a structure to tailor their response to the unique characteristics of each situation. Staff will not be bound by the material found in the guidelines in order to best respond to the unique situations at hand.

The purpose of this Emergency Response Plan (ERP) is to provide Southwest Wisconsin Technical College (Southwest Tech) staff with guidelines for responding in emergency and crisis situations. During an emergency, the well-being and safety of students and staff is of paramount importance. This plan is intended as a tool to assist staff as they respond to emergency situations and should not be viewed as a step-by-step procedure. It includes a number of checklists that can be used as a guide when responding in emergency situations. While the ERP has been developed to cover a wide range of emergency and crisis possibilities, it cannot possibly address every type of emergency event. Every situation is different requiring staff to act reasonably and responsibly given their best judgment. All staff are encouraged to become familiar with these procedures so prompt action can be taken to protect students, staff, and facilities.

This Emergency Response Plan follows the recommendation set forth by the U.S. Department of Homeland Security National Response Framework (NRF) and the Federal Emergency Management Agency (FEMA) National Incident Management System (NIMS). Detailed review of the recommendations from the NRF and NIMS can be viewed at <http://www.fema.gov/pdf/emergency/nrf/nrf-core.pdf>.

This plan follows the five principals of the Response Doctrine:

1. Engaged partnership
2. Tiered response
3. Scalable, flexible, and adaptable operational capabilities
4. Unity of effort through unified command
5. Readiness to act

Review, Updates and Drills

Southwest Tech's ERP will be reviewed quarterly and updated as necessary. The Director of Facilities is the plan coordinator and will ensure that the plan is updated as necessary.

Other facilities leased or used by Southwest Tech, but operated by another school or agency may have different emergency procedures. Southwest Tech will follow all policies and procedures established by that school or agency.

Two drills of this Emergency Response Plan shall be conducted annually.

Core Emergency Response Team

The Core Emergency Response Team (CERT) is a group of appointed Southwest Tech administrators and staff who are responsible for making decisions regarding crisis situations that affect Southwest Tech community members. CERT follows the [National Incident Management Systems' guidelines](#) created by the [Federal Emergency Management Agency](#) as outlined in the college's Emergency Response Plan. The College's Plan applies an "All Hazards Approach" to event readiness, response and recovery.

The Core Emergency Response Team meets monthly throughout the year to plan and participate in crisis simulations. Crisis response plans and procedures are updated bi-annually to reflect the latest industry best practices as adapted for our local use based on our knowledge and experience of our resources, expertise and relationships. Debrief meetings are held after all incidents to evaluate the campus's response and provide updates.

The CERT is led by the Director of Facilities and includes key college personnel selected based on their background and known abilities.

The CERT may be called together by any member of the team that is aware of a situation on campus. The members can be contacted by accessing the Cert-List in outlook, texting, phone extension or cell phone.

The CERT will determine if a situation requires an Incident Command Post and the use of the Incident Command Team.

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Emergency Management Landscape

Incident Command Post

In the event of a significant emergency that requires an emergency response, an Incident Command Post (ICP) will be established to manage the scene. All strategies and tactical decisions at the scene or event will be made from the Incident Command Post.

Emergency Operations Center

When the situation at the scene requires additional support or impacts the College's day-to-day operations, an Emergency Operations Center (EOC) will be set up. The EOC is activated to aid in external coordination and securing additional resources. In addition the EOC may also be activated in advance of a severe winter storm or other large scale preplanned event.

Southwest Tech's primary EOC location is Room 233 located in the tunnel between Building 100 and 200. In the event 233 is not able to be used, Room 1706 (located in the Ag & Auto Center) is the alternate location. If the EOC cannot be located on campus, the alternate site is the Fennimore High School (510 Seventh Street, Fennimore) and if the EOC cannot be established in Fennimore, the Platteville Outreach Site (155 W. Lewis Street, Platteville) is to be used.

Incident Command

Setting Up Your EOC

The Emergency Operations Center (EOC) location and an alternative EOC location are to be pre-determined.

EOC Location - Room 233; Building 200 Tunnel

Alternative EOC Location - 1706; Ag/Auto Building

Alternative power sources in case of power failure will be Building 1600 and use of our portable generator.

MISSION

To provide direction, control, and coordination of college forces to include liaison with any and all outside agencies/entities as appropriate, as well as to provide emergency information and direction to the occupants of the campus during an emergency.

EXECUTION

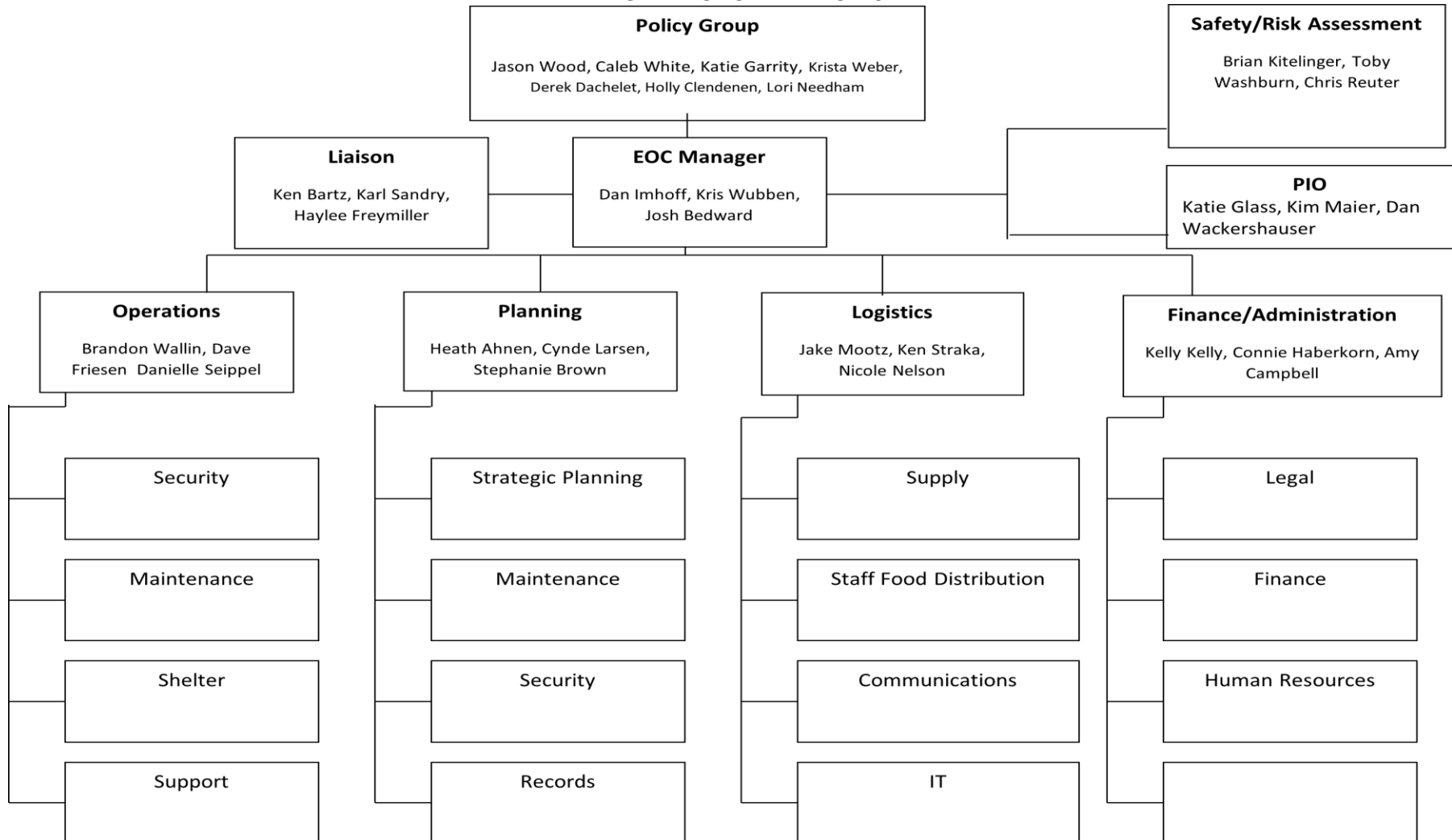
Concept of Operations

The Policy Group has responsibility for all policy matters, including policy decisions regarding the emergency.

A line of succession will be established for the EOC and each department, and will be in accordance with the operating procedures established by each department.

Recorders
Denise Janssen, Jody Millin, Annetta Smith

STAFF ORGANIZATION CHART



POLICY GROUP

- ☐ The Policy Group will include officials with certain legal and policy-making responsibilities.
- ☐ Recommend to the President or designee a policy for the conduct of emergency operations.
- ☐ The Policy Group will work closely with the EOC/PIO Groups to put forth cohesive and unified press releases that are accurate and reflect the best interests of the college.
- ☐ Policy Group will be given regular briefings from the Emergency Operations Managers, or appointee, at regular intervals or if a significant event occurs or is discovered that warrants an immediate update.
- ☐ Policy Group's role is not to manage the incident, this frees up their expertise to be in a position to lead the college's other responsibilities such as Business Continuity Plan and restoration of services vital to the functions of our college moving forward.

EOC Command Staff

Duties of the EOC Command Staff are:

- ☐ Support the response and early recovery activities.
- ☐ Supervise the activities of the various sections in the EOC.
- ☐ Interpret operational policy.
- ☐ Ensure that all activities are coordinated with Policy Group direction.
- ☐ Keep the Policy Group informed about the emergency situation.

Staff functions supporting EOC Command Staff:

EOC Manager:

- ☐ Act as Chief Advisor for the EOC Command Staff.
- ☐ Coordinate EOC staffing and support.
- ☐ Maintain EOC operations.

Public Information Team:

- ☐ Coordinate with Policy Group and EOC Staff for releasing information updates to public.
- ☐ Make recommendations to the Policy Group and EOC Command Staff as to holding a press conference or issuing an official statement.
- ☐ Evaluate information available in the EOC to determine the areas in which additional public information is appropriate.
- ☐ Coordinate information on the disaster if it affects adjacent municipalities. This information should be released via the Emergency Alert System (EAS) where available—Access through local law enforcement, County Sheriff's Office, or County Department of Emergency Management.
- ☐ Operate in a Joint Information Center (JIC).

Safety Risk Assessment.

- ☐ Has full authority to stop any unsafe operations in EOC.
- ☐ Monitors operational practices.
- ☐ Updates EOC Manager on any potential safety concerns.
- ☐ Responsible for insuring safe working environment, as well as the health for all personnel in EOC.

Liaison Group.

- ☐ Go between for Incident Command with outside agency leaders.
- ☐ Coordinates and is contact person for outside resources and agencies.
- ☐ Briefs and updates agency heads on status of incident.
- ☐ Is vital link for information dissemination to customers (i.e. parents of students)

Operations Section

- ☐ Fire/Rescue (if applicable)
- ☐ Security/Evacuation (if applicable)
- ☐ Maintenance
- ☐ Shelter Management
- ☐ EOC Support Staff

The Operations Section is responsible for the management of operations directly applicable to the incident and the collection, evaluation, dissemination, and use of information concerning the development of the incident. This information is needed to: 1) understand the current situation; 2) predict the probable course of incident events; and 3) prepare alternative strategies and control operations for the incident. Responsibilities include:

- ☐ Obtaining briefings from the Incident Commander.
- ☐ Manage and carry out the Operations portion of the Incident Action Plan as directed by the Incident Commander.
- ☐ Briefing and assigning Operations personnel.
- ☐ Supervising operations in conjunction with the Incident Command Post.
- ☐ Determining needs and requests for additional resources.
- ☐ Reporting information about specific activities, events and occurrences to the Incident Commander.
- ☐ Reviewing suggested list of resources to be released and initiating recommendations for release of resources.
- ☐ Ensuring general welfare and safety of Operations Section personnel.
- ☐ Providing any additional services, as indicated in respective departmental Annexes or SOPs.
- ☐ Establishing information requirements and reporting schedules for each incident.
- ☐ Assembling information on alternative strategies.
- ☐ Identifying needs for use of specialized resources.
- ☐ Performing operational planning for the Plans Section.
- ☐ Providing periodic predictions on the incident.
- ☐ Compiling and displaying incident status summary information.
- ☐ Advising the EOC Command Staff of any significant changes in the incident status.
- ☐ Maintaining resource status information.
- ☐ Preparing and distributing Incident Commander's orders.

Planning Section

Elements of the Planning Section are:

- ☐ Strategic Planning
- ☐ Security/Evacuation
- ☐ Records Management

The Planning Section is responsible for the collection, evaluation, dissemination and use of information concerning the development of the incident. Information is needed to: 1) understand the current situation; 2) predict the probable course of incident events; and 3) prepare alternative strategies and control operations for the incident. Responsibilities include: Devise Incident Action Plan to be approved by the Incident Commander, and provide plan to the Operations Section.

- ☐ Obtaining briefings from the Incident Commander.
- ☐ Activating Planning Section.
- ☐ Supervising preparation of the incident action plan.
- ☐ Establishing information requirements and reporting schedules for each incident.
- ☐ Assembling information on alternative strategies.
- ☐ Establishing a weather data collection system when necessary.
- ☐ Identifying needs for use of specialized resources.
- ☐ Providing periodic predictions on the incident.
- ☐ Compiling and displaying incident status summary information.
- ☐ Advising the EOC Command Staff of any significant changes in the incident status.
- ☐ Maintaining resource status information.
- ☐ Ensuring the general welfare and safety of the Plans Section personnel.
- ☐ Preparing and distributing the Incident Commander's orders.

LOGISTICS SECTION

Elements of the Logistics Section are:

- ☐ Supply
- ☐ Staff Food Distribution
- ☐ Communications
- ☐ Information Technology

The Logistics Section is staffed by a Senior Procurement Official. It is recommended that the leading department consider assigning a representative in the Logistics Section. Logistics Section is responsible for providing equipment, facilities, materials, supplies, and services in support of the incident. The Logistics Section participates in the development and implementation of the Incident Action Plan and activates and supervises the Resources Section. Responsibilities include:

- ☐ Obtaining briefings from the Incident Commander.
- ☐ Assigning work locations and preliminary work tasks to section personnel.
- ☐ Notifying the Planning Section of Logistics units activated, including names and locations of assigned personnel.
- ☐ Participating in the preparation of the incident action plan.
- ☐ Identifying service and support requirements for planned and anticipated operations.
- ☐ Providing input to and review communications plan, medical plan and traffic plan.

- ☐ Coordinating and processing requests for additional resources.
- ☐ Providing technological infrastructure to include hardware, software and technical support for EOC use.
- ☐ Advising on current service and support capabilities.
- ☐ Estimating future service and support requirements.
- ☐ Receiving demobilization plan from the Planning Section.
- ☐ Recommending release of unit resources.
- ☐ Ensuring general welfare and safety of Logistics Section personnel.

FINANCE/ADMINISTRATION SECTION

Elements of the Finance/Administration Section are:

- ☐ Legal Services
- ☐ Finance
- ☐ Human Resources

The Finance/Administration Section is responsible for all documentation of the incident including financial and cost analysis aspects of the incident and for coordinating legal information and recommendations. Responsibilities include:

- ☐ Obtaining briefing from the Incident Commander.
- ☐ Attending briefings with responsible agencies to gather information.
- ☐ Identifying and procuring supply and support needs for the Administration Section.
- ☐ Develop an operating plan for finance function for the incident.
- ☐ Preparing work objectives for subordinates, briefing staff and making assignments
- ☐ Determine need for commissary operations.
- ☐ Informing the Incident Commander when the Section is operational.
- ☐ Meeting with assisting and cooperating agency representatives as required.
- ☐ Providing input in all planning sessions on financial and cost analysis matters.
- ☐ Maintaining contact with all agency administrative headquarters on financial matters.
- ☐ Documenting all financial costs of the incident including documenting for possible cost recovery for service and supplies.
- ☐ Advising the EOC Command Staff on possible liabilities arising from disaster operations.
- ☐ Establishing a list of volunteers according to functional capabilities and inform the Logistics Section of availability.
- ☐ Collecting and compiling input data and after action reports.
- ☐ Evaluating the effects of damage on the economic index, and insurance ratings for use in long-range recovery planning.

RECORDERS

Responsible for documenting all significant events with descriptions and actions taken by the emergency staff during an event. The recorder will also be responsible for reporting back the details of the event as requested by the Emergency Operations Center staff members.

EOC Displays.

The following maps, charts and logs will be maintained and made available in the EOC.

- ☐ State map
- ☐ County maps (large- and small-scale)
- ☐ City maps (large- and small-scale)
- ☐ Campus maps (large- and small-scale)
- ☐ Major Emergency Log
- ☐ Bulletin Board
- ☐ Operational Status Log

EOC STAFF ORGANIZATION AND ASSIGNMENTS

The Emergency Staff will consist of the Policy Group, EOC Command Staff and other staff members as directed by the CAO. During periods of increased readiness, the EOC may be staffed for 24-hour operations.

EOC COMMAND STAFF
EOC Manager
Liaison
PIO Team Leader
Safety/Risk Assessment
OPERATIONS SECTION
Security/Evacuation
Maintenance
Shelter Management/Damage Assessment
EOC Support Staff
PLANNING SECTION
Strategic Planning
Security/Evacuation
Record Management
Maintenance
LOGISTICS SECTION
Supply
Staff Food Distribution
Communications
IT
FINANCE/ADMINISTRATION SECTION
Legal Services
Finance
Human Resources

Emergency Operations Team Contact Information

<u>Last Name</u>	<u>First Name</u>	<u>Work Phone</u>	<u>Home Phone</u>	<u>Cell Phone</u>	<u>Work Email</u>	<u>Other Email</u>
Ahnen	Heath	608.822.2327		608.660.2209	hahnen@swtc.edu	heath.ahnen@gmail.com
Bartz	Ken	608.822.2704		608.444.6860	kbartz@swtc.edu	bartzkenny@hotmail.com
Bedward	Josh	608.822.2754	608.994.2336	608.778.6558	jbedward@swtc.edu	
Campbell	Karen	608.822.2300	608.822.3153	608.778.7847	kcampbell@swtc.edu	skamcamp@tds.net
Campbell	Amy	608.822.2309	608.326.8388	608.412-1269	acampbell@swtc.edu	amy.campbell13@gmail.com
Clendenen	Holly	608.822.2362		608.732.6909	hclendenen@swtc.edu	
Cooley	Dennis	608.822.2747		608-732-8971	dcooley@swtc.edu	
Dachelet	Derek	608.822.2417		608.732.6276	ddachelet@swtc.edu	-
Friesen	Dave	608.822.2328		608-778-1500	dfriesen@swtc.edu	friesencomputers@gmail.com
Garritty	Katie	608.822.2471		608.306.2571	kgarritty@swtc.edu	garritykatie@hotmail.com
Glass	Katie	608.822.2411		608-732-3886	kglass@swtc.edu	katiejane85@live.com
Haberkorn	Connie	608.822.2310	608.763.2651	608.642.1677	chaberkorn@swtc.edu	chaberkorn@yahoo.com
Imhoff	Dan	608.822.2401		608.778.0624	dimhoff@swtc.edu	danimhoff@hotmail.com
Janssen	Denise	608.822.2750		608.778.7469	djanssen@swtc.edu	dab1210@hotmail.com
Millin	Jody	608.822.2720		608.379.3133	jmillin@swtc.edu	
Kelly	Kelly	608.222.2305		608.778.0904	kkelly@swtc.edu	
Kitelinger	Brian	608-822-2376		608.778-8438	bkitelinger@swtc.edu	kitelingerbrian945@gmail.com
Larsen	Cynde	608-822-2642		608-778-4842	clarsen@swtc.edu	
Mootz	Jake	608.822.2427	608.371.9833	608.778.4124	jmootz@swtc.edu	jacobmootz@gamil.com
Needham	Lori	608.822.2420			lneedham@swtc.edu	
Nelson	Nicole	608-822-2400		608-732-1012	nnelson@swtc.edu	
Sandry	Karl	608.822.2703		608.632.7065	ksandry@swtc.edu	
Smith	Annetta	608.822.2314		608.723.6862	asmith@swtc.edu	
Straka	Kenneth	608.822.2709		608.574.5275	kstraka@swtc.edu	
Wallin	Brandon	608.822.2752		608.732.5783	bwallin@swtc.edu	bwall60@hotmail.com
Washburn	Toby	608.822.2756		608.331.7792	twashburn@swtc.edu	tobytod1@gmail.com
Weber	Krista	608.822.2315	608.723.7990	608.723.9841	kweber@swtc.edu	wxbxr@hotmail.com
White	Caleb	608.822.2446	608.935.5136	608.513.2727	cwhite@swtc.edu	calebwhite70@gmail.com
Wood	Jason	608.822.2301		608.379.0536	jwood@swtc.edu	jasonstanleywood@gmail.com
Wubben	Kris	608.822.2706		608.642.5202	kwubben@swtc.edu	walkerkris@hotmail.com

CERT
Team

Use of the Emergency Response Plan

General Information

To maximize usage of the Emergency Response Plan (ERP), every division/department will be provided this manual and it is accessible to all employees via Southwest Tech's Intranet. In case of an emergency/crisis, staff will need to respond quickly. Therefore, all staff are encouraged to read and familiarize themselves with the contents of the ERP and the guidelines outlined in the NIMS. Also, up-to-date copies of the ERP shall be readily accessible in each division/department office for personal use and reference. Office support staff should be aware of the ERP's contents and location so it can be used during a crisis in the absence of the manager. Copies of the ERP will also be given to local law enforcement, fire department, and emergency medical officials. All members of the Emergency Response team should keep an updated copy at their home.

Contingency Plans

Refer to the Southwest Tech Business Continuity Plan.

Recovery Plan

The Command Staff identified in this Emergency Response Plan will also function as the recovery team. Depending on the nature and severity of the incident, social services and/or other support personnel may be called upon to aid in the recovery. DMI, the insurance carrier for the Wisconsin Technical College System, will help assess the emergency and provide consultation to the Command Staff to determine necessary steps to return to full operation.

Emergency Phone Numbers

Southwest Tech will utilize the local community's law enforcement, fire protection agency and EMT/paramedic services as the primary provider of emergency services to all facilities. Emergency personnel can be contacted from within Southwest Tech by **dialing 911**.

When calling **911** directly, be aware there is a slight delay before being transferred from the Southwest Tech system to the 911 operator. Always send someone to the receptionist desk to direct emergency personnel. The person going to the receptionist desk should be able to calmly explain the nature and location of the emergency. This person should also be familiar with the facility so they may guide emergency responders back to the location of the incident.

Emergency telephone numbers will be printed in the Emergency Response Plan. The telephone list will be revised quarterly. All staff are encouraged to keep this list accessible for use during an emergency/crisis. The Southwest Tech telephone list is also available on the Southwest Tech Intranet.

Instructions for use of the Southwest Tech PA system are shown in Exhibit D.

Empathia will manage the flow of telephonic information to and from students, parents, staff, the public, and media. Empathia is to be notified immediately upon activation of this plan.

Incident Report

Every illness, accident or emergency event shall be documented by the staff directly involved or have first hand information about the event. When in doubt, an Incident Report should be submitted, or the incident should be reported by clicking the "Report a Concern" link on the bottom of every Southwest Tech Webpage. Then click on the "Report an Accident/Incident" button. A paper copy of the incident report form is available at the end of this document- (See Exhibit A.)

Refusal to Seek Medical Treatment

If a person refuses to seek medical attention when the Southwest Tech staff member on the scene recommends such treatment, the individual shall sign a statement acknowledging that treatment had been recommended and they refused professional medical attention. A copy of the Refusal to Seek Medical Treatment form (See Exhibit B) shall be used. This statement should be attached to the Incident Report form.

First Aid Supplies

The Safety Coordinator will take responsibility to ensure that first aid kits are adequately stocked. Our Campus Security Officers will take an active role in checking our First Aid Kits on a monthly basis. Any staff person needing first aid supplies shall contact the Safety Coordinator at extension 2376.

Personal Protective Equipment (PPE)

Personal protective equipment (PPE) is available in each building. Please refer to the Emergency Care Guidelines posted in your respective building/department to learn where the Emergency First Aid Kits and CPR masks are located. PPE is contained in a plastic bag clearly marked with the letters "PPE" and located with the First Aid Kit. The Facilities department will be responsible for replacement of PPE items. Any staff person needing PPE or PPE replacements should contact Facilities.

Automatic External Defibrillator (AED) Locations

AED Locations:

1. Information desk in the College Connection
2. Building 100 (General Education Bldg.), south corridor by entrance
3. Building 200 (Koenecke Bldg.), hallway across from Room 211
4. Building 300 (Kramer Administration Bldg.), outside Lenz Conference Center
5. Building 500 (Industry Center), hallway by Rooms 514 and 515
6. Building 600 (Manufacturing Center), corridor
7. Building 1100
8. Building 1500 (Child Care Center), entrance
9. Public Safety Complex, Main Corridor
10. Building 1600 (Health Science Center), first floor corridor
11. Building 1700 (Ag/Auto Building), main corridor
12. Housing, Six-Plex Basement, 1940
13. Shooting Range
14. Fire Tower

AED Locations, Continued.

15. Mobile Welding Lab
16. Campus Security Office.
17. Darlington Outreach Site (Pending)
18. Dodgeville Outreach Site (Pending)
19. Richland Center Outreach Site (Pending)
20. Platteville Outreach Site (Pending)
21. Prairie du Chien Outreach Site (Pending)

Medical Emergency in or on District Property

In situations of illness or injury, the first concern should be the well-being and safety of the individual. Major injuries or medical conditions such as cardiac arrest, loss of limb, severe burns, etc. which require the prompt intervention of professional emergency medical personnel. Minor illnesses, injuries and ailments may be handled on campus by District staff in the area. Staff should use their judgment to determine the type of intervention which should be provided.

Note: Emergency assistance can be reached by:

*** Dialing 911 from a district phone
(There is no need to dial 9911.)**

Prevention

Prevention is the best way to avoid most injuries and medical emergencies. Safety should be the concern of everyone. The following safety measures should be taken to minimize risk:

1. Maintain classrooms, shops, and labs in a condition that provides for the safety of each individual.
2. Provide instruction on the proper and safe use of equipment and materials.
3. Set a good example by following safe work practices.
4. Follow safety procedures (e.g., wearing of safety glasses in shops and labs).
5. Ensure that first aid supplies are available, and when additional or replacement supplies are needed, contact the Facilities Department.
6. Report unsafe conditions to your supervisor who will determine how to correct the hazard.

Medical Emergency Checklist

Minor Injury or Illness

- Assess the situation and provide first aid as appropriate.
- If professional medical attention is necessary, help the individual make arrangements to get to a doctor. An injured adult may arrange transportation that he/she feels is suitable. Whenever possible, a family member or friend of the individual should provide transportation for the injured person. If an ambulance is necessary, the cost of the ambulance is the responsibility of the injured individual. **Staff members should not transport the person.**

The staff member(s) directly involved or having firsthand information about the emergency shall complete an Incident Report form and submit to the Human Resources office within 24 hours of the incident by clicking the “Report a Concern” link on the bottom of every Southwest Tech Webpage. Then click on the “Report an Accident/Incident” button.

A copy of the Incident Report form is enclosed as Exhibit A. Copies of the form can be duplicated and maintained in division/department offices. If paper copy is used, finished copy should be forwarded to Southwest Tech Human Resources Department for review and documentation.

Serious Injury or Illness

- The staff person on the scene should assess the seriousness of the injury or illness to the best of his/her knowledge and ability and provide first aid as appropriate.
- If you have a doubt about the type or extent of injury or illness, **DO NOT MOVE THE PERSON.**
- **CALL 911 FOR EMERGENCY MEDICAL ASSISTANCE IMMEDIATELY IF YOU THINK IT IS OR MIGHT BE NECESSARY.** Call 911. If the person is able to respond, ask what service he/she wants. Call for medical assistance if requested. If the person is unable to answer or you find the answer unreasonable, call for emergency medical assistance. **When in doubt, it is always advisable to call for emergency medical assistance.**

Note: Emergency assistance can be reached by:

*** Dialing 911 from a district phone
(There is no need to dial 9911.)**

- A staff person should remain with the injured or ill person until professional help arrives to care for the individual.
- The staff member(s) directly involved or having firsthand information about the emergency shall complete an Incident Report Form by clicking the “Report a Concern” link on the bottom of every

Southwest Tech webpage. Then click “Report an Accident/Incident” button. Fill out the form and click the submit button to send to the Human Resources office. A copy of the Incident Report form is enclosed as Exhibit A. Copies of the form can be duplicated and maintained in division/department offices. If paper copy is used, send paper copy to the Southwest Tech Human Resources Department for review and documentation.

First Aid/Healthcare

- Administer first aid using the first aid kits provided around campus.
- Avoid or minimize direct contact with blood or body fluids. Always use gloves or other personal protective equipment (PPE) when providing first aid whenever body fluids are present.
- Use paper toweling to wipe an injury and, if possible, allow the people to rinse the injury themselves with running water.
- Place all soiled materials into a lined waste container.
- Wash hands thoroughly with warm water and soap immediately after providing first aid.
- Notify the custodial/maintenance staff to arrange for clean-up and decontamination of the areas.

Assault and Rape

In the event of an assault and/or rape, the safety and protection of the victim is the primary concern. The first staff person on the scene, using their best judgment, should provide assistance to the victim and seek law enforcement intervention. The following procedures provide guidelines in responding to assault/rape situations:

Immediate Actions

- Render first aid to victim.

Note: Emergency assistance can be reached by:

*** Dialing 911 from a district phone
(There is no need to dial 9911.)**

- Phone for emergency help immediately.
- Obtain as much information about the assailant and the assailant's vehicle as possible. Communicate this information to law enforcement personnel immediately. Providing law enforcement with information on the assailant and the assailant's vehicle quickly may assist in making an arrest.
- If needed due to threat, weather conditions, or other safety concerns, move the victim to an office or conference room.
- Upon arrival of responding law enforcement, provide as much information about the incident as you can. Give specific details, but provide only known facts. Do not speculate about what might have happened.
- Call the Director of Facilities to report the incident. The Director of Facilities will inform other CERT members. The CERT Team will determine if a public statement is necessary.
- The staff member(s) directly involved or having firsthand information about the emergency must complete an Incident Report form and submit to a Title IX Administrator **As Soon As Possible**. by clicking the "Report a Concern" link on the bottom of every Southwest Tech webpage. Then click "Report a Concern" button. Fill out the form and click the submit button to send to the Human Resources office. A copy of the Incident Report form is enclosed as Exhibit A. Copies of the form can be duplicated and maintained in division/department offices. If paper copy is used, send paper copy to Annetta Smith, Southwest Tech HR, for review and documentation.
 - Title IX Coordinator - Kris Wubben kwubben@swtc.edu
 - Title IX Deputy Coordinator – Krista Weber kweber@swtc.edu
 - Title IX Deputy Coordinator – Dan Imhoff dimhoff@swtc.edu
- The CERT will convene within forty-eight (48) hours to review the circumstances of the event, evaluate the process used, and recommend changes in process.
- **The Executive Director of Marketing and Public Relations Manager shall be the only source of information to the press.**

Bomb Threat Checklist

Definitions

Bomb Threat: A bomb threat condition exists when an explosive device has been reported or is suspected to be within a Southwest Tech building or on Southwest Tech property.

Bomb Emergency: A bomb emergency condition exists when a suspected or actual explosive device has been located or detonated in a Southwest Tech building or on Southwest Tech property.

Communications

College personnel receiving bomb threats or warnings from callers shall:

- attempt to keep the reporting party on the line
- identify the location of the device with as much precision as possible and determine when it will be detonated
- determine what type of explosive device is involved
- attempt to determine:
 - ✓ what the device looks like
 - ✓ the type of bomb involved
 - ✓ what will make it detonate (e.g., radio signal, time delay device) and
 - ✓ why was the bomb placed
- be alert to:
 - ✓ exact wording of the threat
 - ✓ estimate the gender, race, and age of the caller
 - ✓ nature/character of the caller's voice
 - ✓ nature of any background noises

The communications checklist for bomb threats shall be used if at all possible for any bomb threat situations. **See checklist**

Upon receiving a report of a bomb threat, the Southwest Tech facilities staff will report the bomb threat to the President's Office.

Action Plans

Take No Further Action

The threat will be documented and the Emergency Response Team review team will take extra precautions in terms of being alert for any suspicious people, activities, and/or anything out of the ordinary. College personnel require no other action. Local law enforcement will be requested to complete an incident report for record purposes.

The College President or designee will notify all employees of the incident. The communication should contain a brief description for the reasons to take no action.

Search Without An Evacuation

An Emergency Operations Center/Command Post will be established.

Search teams will be assigned to search for the potential threat.

All employees will be notified by e-mail of the bomb threat and the plan of action to search the buildings **without an evacuation**.

All employees shall scan their immediate work areas and rooms for anything that may be out of the ordinary.

Employees will follow the procedure for conducting a systematic search of the building without disrupting classes. Care will be taken to not alarm, disrupt, or dismiss classes in session.

If an object is discovered that appears to be suspected of being a bomb, the information will be communicated to the Command Post, and the proper trained emergency personnel will be sent to the location. All campus buildings will then be evacuated immediately.

As soon as possible a communications will be sent to all employees informing them that the search has been completed and that nothing was found.

Evacuate and Search

An Emergency Operations Center and Command Post will be established.

When the decision is made to **evacuate and search** the first action will be to **activate the fire alarm system** for the entire campus.

When the evacuation/fire alarm is activated all employees and building occupants will leave immediately in accordance with the procedures for their area. Staff **should not** lock doors when exiting the building.

In evacuating, do not go through other buildings to get to your designated area. Please use only outside sidewalks and pathways.

In leaving the building, take all personal belongings in your area. DO NOT go to another part of the building. Please walk to the nearest exit. It is important not to use the elevators. If there is someone who needs assistance, please help them to evacuate.

Please remain 500 feet away from the buildings.

If students decide to leave the campus, that is their choice, but all employees shall remain on campus until a decision has been made as to either allow everyone to reenter the buildings or some other action.

The decision to request a bomb detection canine unit or other resources to assist with the search will be made by law enforcement representatives.

After confirming the evacuation has been completed, a systematic search will begin.

Command Post Staff - Upon completion and confirmation that all buildings have been searched and nothing was found, a decision will be made to either continue with classes or to close the campus.

In summary, this is a difficult area to formulate a procedure that will meet all circumstances that may arise. The College will provide the training necessary for all employees to respond to the problem of bomb threats in an organized, systematic procedure with the safety of the college community being the most important priority.

Southwest Tech Bomb Threat Telephone Checklist

DO NOT HANG UP THE PHONE!

Questions to Ask

1. When is the bomb going to explode?
2. Where is it right now?
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. What is your address?
9. What is your name?

Exact Wording of the Threat

[illegible]

Bus or Car Accident on Off-Campus Trips

Most bus and/or van or car accidents involving Southwest Tech students and staff will occur on trips outside of the district. However, accidents may also occur on trips or educational related visits to local business and industry. In the event there is a bus, van, or car accident on a Southwest Tech sanctioned trip, staff should observe the following procedures:

Precautionary Measures

- Check to see if a first aid kit is available in the bus. If a first aid kit is not available, the bus company should be asked to provide one immediately. All commercial buses are required to carry a first aid kit.
- On all trips away from the district, a first aid kit should be available in each vehicle.
- Keep important phone numbers in bus/automobile with you for emergency phone calls.

Immediate Action

- In the event of an accident, remain calm and take charge of the situation.
- If there is a threat of fire, evacuate the vehicle.
- Unless absolutely necessary, **DO NOT MOVE INJURED PERSONS.**
- Call for emergency help and begin first aid.
- Phone the Director of Facilities who will notify the President and Emergency Response Team who will determine the best approach for informing the students' next of kin or significant others.
- The staff member(s) directly involved or having firsthand information about the emergency shall complete an Incident Report form and submit to the Human Resources Office within 24 hours of the incident. A copy of the Incident Report form is enclosed as Exhibit A. Copies of the form should be duplicated and maintained in division/department offices.
- **Do not issue statements to the press.** Refer press to the civil authorities in charge or to Southwest Tech Director of Marketing and Public Relations.
- Fully cooperate with the National Transportation Safety Board (NTSB), who is assigned, by federal law, to investigate all air, highway, rail and marine accidents to determine the cause. All press statements should be delivered by the NTSB PIO unless arrangements have been made in advance with the NTSB.

Chemical/Hazardous Material Spills

When chemical or hazardous material accidents occur, the first concern should be the safety of students and staff. Staff should use their judgment to determine the type of response appropriate to the situation in accordance with the following guidelines.

Note: Emergency assistance can be reached by:

*** Dialing 911 from a college phone
(There is no need to dial 9911.)**

Throughout this plan, the term “chemical” shall also refer to hazardous waste. It is essential that all personnel working in the areas where these chemicals are used or stored know the appropriate procedures for responding to a spill.

Spill Categories

Chemical spills are classified in two categories, minor and major, based on the following:

1. Minor Chemical Spill

- The spill must be less than 5 gallons.
- The chemical is known.
- The spill does not pose an immediate or potential risk to safety.
- The situation lacks the potential to evolve into an emergency.
- It can be absorbed, neutralized, or otherwise controlled and cleaned up by personnel in the immediate area of the Facilities Department.

2. Major Chemical Spill

- The spill is larger than or has the potential to be larger than 5 gallons before the spill is addressed.
- The chemical is unknown.
- The chemical is highly toxic.
- It poses a significant health risk.
- It involves a fire hazard outside of the fume hood.
- If there is a risk of explosion.
- If any injuries have occurred.
- If response and clean up are beyond the ability of onsite personnel and the Facilities Department.
- If the equipment and material for containment and clean up are not available.

Response Procedures

1. Minor Chemical Spill Response Procedures

- Alert all people in the immediate area of the spill and evacuate if necessary.
- Isolate the area by closing doors and other necessary means.
- If the spilled material is flammable, remove or turn off all ignition and heat sources and unplug nearby electrical equipment.
- Ventilate the area if possible.
- Put on all necessary PPE.
- Confine, contain, neutralize and absorb the spill using appropriate methods and materials.
- Contact the Facilities Department to report the incident and obtain assistance.

2. Major Chemical Spill

- Attend to any injured or contaminated persons and remove them from exposure if it is safe to do so.
- Alert the people in the immediate area to evacuate.
- Call 911 if there is a fire, explosion, injuries, or the potential for each. Provide as much information as possible.
 - Name and address of the facility.
 - Time and type of incident.
 - Location of the incident on campus.
 - Nature and extent of any injuries.
 - Control measures taken.
 - Possible known hazards.
- Use eyewash and safety showers in a safe location to remove any possible contaminants.
- If the spilled material is flammable, remove or turn off all ignition and heat sources and unplug nearby electrical equipment.
- If the danger is believed to be serious, activate the nearest fire alarm unless doing so could trigger an explosion. If the potential for an explosion exists, evacuate the area manually by voice.
- Secure affected area.
- Contact the Facilities Department to report the incident and obtain assistance.
- Meet the First Responders.

3. Eye Contact/Inhalation of Chemicals

- Flush eye with water for at least 15 minutes at eye wash station.
- Phone for emergency medical assistance.
- Locate the Material Safety Data Sheet for that particular chemical, whenever possible, and treat victim according to the recommendations noted.
- Save the chemical container.
- Call Poison Control Center in Madison, at **1-800-222-1222**, for more information as needed.

4. Ingestion of Chemicals

- Encourage victim to drink large amount of water.
- Phone for emergency medical assistance.
- Locate the Material Safety Data Sheet for that particular chemical, whenever possible, and treat victim according to the recommendations noted.
- Save the chemical container.
- Call Poison Control Center in Madison, at **1-800-222-1222**, for more information as needed.

5. Chemicals Spilled on the Body Over a Large Area

- Quickly remove all contaminated clothing while using the safety shower. Seconds count and no time should be wasted because of modesty.
- Immediately flood the affected body area with cold water for at least 15 minutes; resume if pain returns.
- Phone for emergency medical assistance.
- Locate the Material Safety Data Sheet for that particular chemical, whenever possible, and treat victim according to the recommendations noted.
- Wash off chemicals by using a mild detergent or soap (preferred) and water. Do NOT use neutralizing chemicals, unguents, or salves.
- Save the chemical container.
- Call Poison Control Center in Madison, at **1-800-222-1222**, for more information as needed.

6. Chemicals on the Skin in a Confined Area

- Immediately flush with cold water and wash by using a mild detergent or soap (preferred) and water.
- If there is no visible burn, scrub with warm water and soap, removing any jewelry in the affected area.
- Locate the Material Safety Data Sheet for that particular chemical, whenever possible, and treat victim according to the recommendations noted.
- If a delayed action [the physiological effects of some chemicals (methyl and ethyl bromides) may be delayed as much as 48 hours] is noted, obtain medical attention promptly and explain carefully what chemicals were involved.
- Wash off chemicals by using a mild detergent or soap (preferred) and water. Do NOT use neutralizing chemicals, unguents, or salves.
- Save the chemical container.
- Call Poison Control Center in Madison, at **1-800-222-1222**, for more information as needed.

Suspicious Person

Southwest Tech is a public institution that welcomes a wide variety of guests to our facilities. Occasionally, a visitor may be on campus for other than educational and business related reasons. A staff member who observes any person, either in the building or on the grounds, who is acting suspiciously or is confronted by anyone in a disorderly or threatening manner should follow these procedures.

In situations when there is an intruder or disorderly person, the primary concern is the well-being and safety of students and staff. Staff on the scene should carefully assess the circumstances and use their best judgment when responding to the situation. No one should unnecessarily and unreasonably place themselves or their students in jeopardy. The procedures outlined shall serve as guidelines for staff when responding to situations when there is an intruder or disorderly person.

Immediate Action

- The staff member noticing the intruder or disorderly person should attempt to engage the person in conversation if the person appears calm and in control. **Do not attempt to engage the person in conversation if the person's observed attitude or conduct is menacing or threatening. If the person's behavior becomes threatening or violent, call for emergency assistance immediately.**
- Call the Facilities Office at 2400 or the President's Office at 2300 explaining your suspicions or the nature of the threat. Calmly describe the person's actions and appearance.
- The Director of Facilities will proceed to the scene to determine the level of threat and appropriate response to the situation. If the person appears calm and in control, the manager or designee will attempt to engage the person in conversation to determine their intentions. **If the manager feels the person's behavior is non-compliant or threatening or there is an immediate danger, he/she should call for emergency assistance immediately.**

Note: Emergency assistance can be reached by:

*** Dialing 911 from a district phone
(There is no need to dial 9911.)**

- The Director of Facilities or department manager should maintain surveillance of the person, if it is safe to do so, and attempt to control the situation until law enforcement officials arrive on the scene.

- While maintaining surveillance, the Director of Facilities or department manager should attempt to inform faculty of the need to keep students in their rooms. If unable to do so, other staff may be enlisted to help notify faculty.
- The Director of Facilities will also inform the President who will decide whether the school should be evacuated and/or closed. The safety of students and staff will be the prime factor when deciding to evacuate and/or close the building. The Director of Facilities will notify other Leadership Team members as appropriate.
- The manager should assist in the evacuation of the building, if necessary. Ensure that students/staff assemble at a safe location a significant distance from the building. At least 500 feet is recommended. **DO NOT use the elevator when evacuating the building. Remain calm - DO NOT panic.**
- Ensure the building remains vacant until authorized to re-enter by the Director of Facilities or other appropriate authority.
- **The Executive Director of Marketing and Public Relations Manager shall be Southwest Tech's only source of information to the press.**
- The staff member(s) directly involved or having firsthand information about the emergency shall complete an Incident Report form and submit to the Human Resources Office within 24 hours of the incident. A copy of the Incident Report form is enclosed as Exhibit A. Copies of the form should be duplicated and maintained in divisional/department offices.
- The Core Emergency Response Team (CERT) will convene within forty-eight (48) hours to review the circumstances of the event, evaluate the process used, and recommend changes in process.
- Traumatic events generally create physical, psychological and social symptoms of distress for victims. Southwest Tech counselors may provide counseling assistance for staff and students where appropriate. CERT will determine if additional intervention assistance is necessary.

Suggested Classroom Security

Whenever possible, students and staff should evacuate the building. Anytime students cannot be dismissed into the hallways, faculty should:

- Keep students in the classroom, lab or shop.
- Turn off lights.
- Lock and barricade the door(s), if possible.
- Close blinds or pull shades, cover windows.
- Move students out of sight from the hallway and onto the floor.
- Be prepared to defend yourself using any means necessary in the classroom

Active Shooter

The following procedures apply when it is believed that a person possesses a weapon in a Southwest Tech building. In these situations, the primary concern is the safety and protection of students and staff. Staff should call 911 to report possession of a weapon inside a building. No one should unnecessarily and unreasonably place themselves or their students in jeopardy. The procedures outlined shall serve as guidelines for staff when responding to the rumor or threat of a weapon.

A weapon is any item that a person views as a threat to his or her personal safety. A deadly weapon is a gun, rifle, knife or explosive device.

There are three levels of response to the rumor or threat of a weapon on the premises. The three levels are:

- Level 1: Weapon Rumored**
- Level 2: Weapon Witnessed, But No Immediate Danger**
- Level 3: Weapon Use Threatened or Carried Out**

Immediate Action - Level 1 Threat: Weapon Observed or Rumored

- Staff member hearing the rumor about a weapon or suspecting a person of carrying a weapon will notify Facilities at Ext. 2401 or 2400 or the President's Office at Ext. 2300.
- CERT determines the severity of the threat. If anyone observes a weapon or perceives an immediate threat, **call 911**.

Note: Emergency assistance can be reached by:

*** Dialing 911 from a district phone
(There is no need to dial 9911.)**

- Staff member should, if safe, observe the suspect until assistance arrives.
- Director of Facilities or Incident Command will keep the individual(s) rumored to be in possession of a weapon under surveillance until law enforcement arrives.
- Law enforcement will isolate individual(s) in a secure area and conduct a search for any weapon(s). Search may include locker(s), backpack(s), and clothing.
- If a weapon is **not** found, Command Staff and law enforcement officer will complete investigation of the incident. If the suspected person is a minor or a high school student, the school system and/or the parent or guardian of the student will be notified of the incident.
- If a weapon **is** found, the individual will be issued a citation by law enforcement. If a student is the suspect, the Student Conduct Officer will review for potential action as a violation of the student code of conduct. If the person is a minor or a high school student, the school

system and/or the parent or guardian of the student will be notified of the incident and disciplinary hearing procedures.

- The staff member(s) directly involved or having firsthand information about the emergency shall complete an account of the incident on the "Report a Concern" Link at the bottom of any Southwest Tech Website page.

Immediate Action - Level 2 Threat: Weapon Witnessed, But No Immediate Danger

- A staff member who observes a weapon in the possession of a person will call 911. Notify Facilities at Ext. 2401 or 2400 or the President's Office at Ext. 2300.
- The person reporting the incident should describe as accurately as possible:
 - Where the student is located (i.e. room number)
 - What led to the incident?
 - Number of persons involved
 - Number/type of weapon(s)

Note: Emergency assistance can be reached by:

*** Dialing 911 from a district phone
(There is no need to dial 9911.)**

- Once law enforcement arrives, the Director of Facilities and law enforcement officials will confer on the safest course of action. If evacuation is necessary it will be conducted under the leadership and direction of law enforcement officials. **DO NOT use the elevator when evacuating the building. Remain calm - DO NOT panic.**
- If necessary, the Incident Command will be established to deal with public relations, media requests and law enforcement. **Law enforcement's PIO will be in charge of the scene.**
- Command Staff will designate a site for family and friends of the suspect, if needed.
- Law enforcement will attempt to isolate individual(s), secure the weapon(s) and bring the person(s) under control. Once the suspect has been apprehended, a search of locker(s), backpack(s), clothing, and/or vehicle(s) may be conducted.
- If a student is involved, the Student Conduct Officer will determine appropriate disciplinary action.
- The staff member(s) directly involved or having firsthand information about the emergency shall complete a record of the incident by clicking the Report a Concern link and filling out the electronic form.

- **The Director of Marketing and Public Relations shall be Southwest Tech's only source of information to the press.**

Immediate Action - Level 3: Weapon Use Threatened or Carried Out

- A staff member who observes the use of a weapon being threatened or a weapon actually used will call 911. Staff member will notify Facilities at Ext. 2401 or 2400 or the President's Office at Ext. 2300. Facilities or the President's Office will activate the Incident Command.
If it is safe to do so, maintain surveillance of the suspected individual at all times until law enforcement arrives. However, no one should unnecessarily place themselves or their students in danger.
- If needed, administer first aid until medical assistance arrives. **Be sure to use protective equipment whenever possible.**
- The person reporting the incident should describe as accurately as possible:
 - Where the suspect is located (i.e. room number)
 - What led to the incident?
 - Number of persons involved
 - Number/type of weapon(s)
 - If medical assistance is needed and number of persons injured

Note: Emergency assistance can be reached by:

*** Dialing 911 from a district phone
(There is no need to dial 9911.)**

- The Command Staff will notify staff in rooms in the vicinity of the situation. If it is safe to do so, students and staff should leave the area immediately. If vacating the area safely is a problem, staff and students should remain in the room until they can be escorted to safety by law enforcement authorities.
- If staff and students must remain in the classroom, they should:
 - Lock and barricade the door(s), if possible
 - Take attendance, specifically noting students not in class
 - Move everyone out of sight and onto the floor
 - Silence cell phone ringtones
 - Turn off lights barricade the door
 - Close blinds or pull shades, cover windows
 - Be prepared to defend yourself with any means available
- Once law enforcement arrives, the Director of Facilities, Incident Command, and law enforcement officials will confer on the safest course of action. If evacuation is necessary it will be conducted under the leadership and direction of law enforcement officials. **DO**

**NOT use the elevator when evacuating the building. Remain calm
- DO NOT panic.**

- The Incident Command will be established to deal with public relations, media requests and Law Enforcement
- Command Staff will designate a site for family and friends of the suspect, if needed.
- Law enforcement will attempt to isolate individual(s), secure the weapon(s) and bring the person(s) under control. Once the suspect has been apprehended, a search of locker(s), backpack(s), clothing, and/or vehicle(s) may be conducted.
- If a student is involved, the Student Conduct Officer will determine appropriate disciplinary action.
- The staff member(s) directly involved or having firsthand information about the emergency shall complete an account of the incident on concerns@swtc.edu.
- **The Director of Marketing and Public Relations shall be Southwest Tech's only source of information to the press.**

Fire or Explosion

In situations when a fire or explosion occurs, the primary concern is the welfare and safety of students and staff. Staff should carefully assess the circumstances and use their best judgment when responding to the situation. No one should unnecessarily and unreasonably place themselves or their students in jeopardy. Anytime the fire alarm sounds, all students and staff should be evacuated immediately. The following procedures shall serve as guidelines for staff responding in a fire or explosion emergency.

During evacuation please be aware of students, staff, or guests with special needs or disabilities to assure their safety as well.

Note: Emergency assistance can be reached by:

*** Dialing 911 from a district phone
(There is no need to dial 9911.)**

Immediate Action for Reporting a Fire

- When a fire is discovered, regardless of the severity, go immediately to the nearest alarm box and pull the lever to activate the fire alarm system. **Call 911 from a safe location to report the fire.**
- If it is safe to do so, and you are properly trained in its use, use the nearest fire extinguisher to control the fire until the fire department arrives on the scene.

Action When Alarm Sounds

- Faculty should evacuate students from the area using the safest emergency exit route. Move a minimum of 500 feet from the building. **DO NOT use the elevator when evacuating the building. Remain calm - DO NOT panic.**
- Once outside, faculty should check attendance immediately to determine if all students exited the building safely.
- If it is safe to do so, close all doors and windows, turn-off lights, and shut-off electrical and gas operated equipment when leaving the classroom, lab or shop.
- If it is safe to do so, the division manager should conduct a quick walk-through inspection of divisional/center spaces to ensure that all persons have left the building.

- The manager should proceed out of the building and ensure that all persons are an adequate distance (a minimum of 500 feet) away from the building.
- Managers, as well as faculty, should ensure that individuals remain outside until told to reenter the building.

Gas Leak

Natural gas leaks, with odor in the building, may occur and bring danger of explosion. Natural gas rises and will often be outside because most gas lines are outside of a building. Natural gas is mixed with Mercapton to give it odor. The gas goes up and the odor goes down. In situations when a natural gas odor is detected in the building, staff should use their best judgment and respond according to the following procedures.

WARNING

If you smell natural gas or suspect a natural gas leak –

DO NOT use a telephone inside the building!
Use a telephone from a location outside the building.

Gas Leak Response

- Evacuate the building immediately. Move students and staff a minimum of 500 feet from the building. **DO NOT use the elevator when evacuating the building.** Advise students not to text or phone until 500 feet from the building
- Phone for emergency assistance. Use a phone located outside and away from the leak.
- On the campus, call the Facilities office to have the line shut off to the leak location.

Just leave the premise; do not try shutting off lights or using equipment, etc.

Toxic Spills, Leaks, or Fumes

In situations of toxic spills, leaks or fumes, staff should use their best judgment and respond according to the following procedures. The types of incidents under this section include semi-truck or train accident or chemical company accident releasing or spilling toxic materials into the outdoor air. During these situations, the safety of students and staff is of primary importance. The procedures outlined are intended to guide staff actions.

Immediate Actions

- The first person observing the situation should advise their division/department manager of the situation.

Note: Emergency assistance can be reached by:

*** Dialing 911 from a district phone
(There is no need to dial 9911.)**

- The manager will phone for emergency assistance.
- The manager will call the Director of Facilities and they will determine the most appropriate course of action.
- **DO NOT** excuse students/staff from school unless told to do so by authorities. Evacuating students may expose them to toxic materials. The main threat is toxic fumes. Staff and students should remain inside.
- Close as many internal doors as possible.
- The Director of Facilities will arrange to turn off all ventilation systems or go to 100% recirculation so that no outside air is drawn into the building.
- The Incident Command will be established to deal with public relations, media requests, and law enforcement
- Remain in protected, interior areas of building where toxic vapors are reduced.
- The staff member(s) directly involved or having firsthand information about the emergency shall complete an Incident Report form and submit to the Human Resources Office within 24 hours of the incident. A copy of the Incident Report form is enclosed as Exhibit A. Copies of the form should be duplicated and maintained in division/department offices.
- **The Director of Marketing and Public Relations shall be the only source of information to the press.**
- The Core Emergency Response Team (CERT) will convene within forty-eight (48) hours to review the circumstances of the event, evaluate the process used and recommend changes in process.

Tornado Response

Taking Shelter

- A. Designated shelter areas in each building have been identified and prominently posted and listed below.
- B. Upon hearing the siren or emergency alert system, everyone will move immediately and in an orderly fashion to a designated shelter area.

- 1. Employees will assist in directing students and visitors to designated shelter areas.

2. Don't use elevators

- 3. If a lower level shelter cannot be reached because of crowded conditions, blocked corridors/stairways, etc., proceed to another shelter or to an interior hallway or small room away from glass doors, windows, and moveable objects.
 - 4. Try to get under a large stationary object, such as a heavy table or desk, or lie down close to a wall and cover your head with your hands.

- C. **DO NOT LEAVE** the shelter until informed by an authorized official that it is safe to do so.
- D. If you are outdoors when the siren/emergency alert is sounded, attempt to take shelter within the nearest building. If you are outdoors and you see a tornado and cannot reach internal shelter, find a low lying place and lie down flat to provide yourself with as much protection as possible.

Tornado Touchdown

- A. If a tornado strikes a college facility, community emergency personnel will secure the area and direct all emergency activities.
- B. The College President and Director of Facilities, or designees, are the College's liaisons with emergency personnel. They will set up a command center at the affected site and assist emergency personnel in managing the response.
- C. All persons will wait for instructions on how and where to make a safe exit from the buildings unless faced with a life-threatening situation such as a collapsing structure or a fire.
- D. Incoming and outgoing telephone calls from campus telephones are prohibited during the emergency unless authorized or directed by the command center.

- E. **STAY AWAY** from buildings or areas hit by the tornado.

- 1. Access to the area will be controlled by emergency personnel.
 - 2. Only those individuals asked to provide assistance and issued identification tags will be permitted within police lines.

Tornado Shelter Locations

Building 100

Room 123
Room 132
Restrooms

Building 200

Room 202A
Room 208
Room 215
Room 216
Room 219
Room 233
Room 234
Room 235
Room 236
Tunnel
Restrooms

Building 300

Room 302
Room 324
Room 325
Room 326
Room 329
Room 331
Room 333
Room 335
Room 336
Room 338
Room 350
Room 351
Room 352
Room 360
Restrooms

Building 400

Room 413
Room 418
Room 421D
Room 422
Room 461
Room 462
Restrooms

Building 500

Room 514
Room 520
Room 522
Room 524
Restrooms
Tunnel
Locker rooms

Building 600

Room 617
Restrooms

Building 700

Room 705
Room 708
Room 720
Restrooms

Building 800

Go to Building 700 or 1700

Building 900

Go to Building 500

Building 1100

Go to building 500

Building 1200

Go to Building 500

Building 1300

Go to Building 600

Building 1500

Room 1515
Interior Corridor 1521
Room 1516
Room 1517

Building 1600

Fitness Center
Aerobics Room
First Floor Restrooms

Building 1700

Restrooms
Interior Corridors
Room 1706
Room 1708
Room 1709
Room 1715
Room 1717

Building 1800

Go to Building 1700

Building 2000/2200

Restrooms
Student lounge

Housing

Six-Plex Basement

Terrorist Attacks and Chemical Agent Incidents

Should there be a terrorist attack or chemical agent incident, the College will immediately notify local authorities and activate appropriate measures as outlined in Southwest Tech's Emergency Response Plan. Awareness of Southwest Tech's emergency response procedures is important to ensure a prompt response in the unlikely event an incident might occur. The College's Emergency Response Plan is available under the Policies and Procedures section of the Southwest Tech Intranet on the Share Point homepage under Important Links on the right hand side.

Southwest Tech wants to create an awareness on the part of everyone to notice unusual or suspicious behavior or circumstances. Our approach to this situation is to encourage staff and students to go about their normal business, while at the same time being particularly attentive to their surroundings. All Southwest Tech staff and students are asked to help be the eyes and ears of the campus regarding any potential threats to its security and safety, and to report suspicious activity, and to make sure that personal security procedures are carefully followed.

There are some simple steps that each of us can take to minimize the risk of potential infection from chemical agent when handling mail. Letters or packages with the following indicators or characteristics should be treated as suspect, especially if they are not expected:

- Restrictive marking such as "Personal" or "Special Delivery"
- Possibly mailed from a foreign country
- Excessive postage
- Misspelled words
- Addressed to title only or incorrect title
- Badly typed or handwritten
- Package or letter is lopsided or uneven
- Wire protrudes from package or letter
- Letter is inappropriately rigid or bulky
- Strange odor
- Wrong title with name
- Oily stains, discolorations, or crystallization on wrapper
- Excessive tape or string

If you receive unexpected letters or packages with the listed indicators, you should do the following:

- Handle with care. Don't shake or bump.
- Isolate the package or letter and look for the listed indicators.
- Don't open, smell, or taste.
- Treat it as suspect and, from a campus phone, call local law enforcement (911) immediately.

The following procedures apply when a person believes there is a potential for or there has been an actual terrorist attack or chemical agent incident. In these situations primary concern is the safety and protection of students and staff. Staff should carefully assess the circumstances and use their best judgment in responding to the rumor or threat. No one should unnecessarily and unreasonably place themselves or their students in jeopardy. The procedures outlined shall serve as guidelines for staff in responding to the rumor or threat of a terrorist attack or chemical agent incidents:

Immediate Action - Terrorist Attack

- Any staff member involved in or witnessing a terrorist attack should notify Facilities at Ext. 2401 or 2400, or the President's Office at Ext. 2300. The Incident Command will be established to deal with public relations, media requests, and law enforcement
- If needed, administer first-aid until medical assistance arrives. Be sure to use protective equipment whenever possible.
- Personnel reporting the incident should describe as accurately as possible:
 - Where the incident occurred (i.e. room number)
 - Type and extent of damage (i.e. explosion, fire, etc.)
 - If medical assistance is needed, the estimated number of persons injured.
- Command Staff manager will call for emergency assistance immediately. If medical assistance is needed, this fact should be clearly communicated.
- The Command Staff Manager or designee should notify staff in rooms in the vicinity of the situation of the incident area. If it is safe to do so, students and staff should leave the area immediately. If vacating the area safely is a problem, staff and students should remain in the room until they can be escorted to safety by law enforcement authorities.
- If staff and students must remain in the classroom, they should:
 - Lock and barricade the door(s), if possible
 - Take attendance, specifically noting students not in class
 - Move everyone out of sight and onto the floor
 - Turn off lights
 - Close blinds or pull shades, cover windowsBe prepared to defend yourself with any means available.
- Once emergency personnel/law enforcement arrives, Director of Facilities, manager and emergency officials will confer on the safest course of action. If evacuation is necessary, it will be conducted under the leadership and direction of law enforcement officials. **DO NOT use the elevator when evacuating the building. Remain calm - DO NOT panic.**
- Emergency government and law enforcement officials will assume control in responding to the attack. All students and staff will cooperate to the fullest extent possible and will follow all directions of emergency officials.
- If a suspect is apprehended and that suspect is a Southwest Tech student, he/she will be suspended pending the outcome of a disciplinary hearing. The hearing will be conducted in a timely manner and in accordance with the procedures outlined in the Student Handbook. If the person is a minor or a high school student, the school system and/or parent or guardian of the student will be notified of the incident and disciplinary hearing procedures.

- The staff member(s) directly involved in or having first hand information about the incident shall complete an Incident Report form and submit to the Human Resources Office within twenty-four (24) hours of the incident. A copy of the Incident Report form is enclosed as Exhibit A. Copies of the form should be duplicated and maintained in the division/department offices.
- **The Director of Marketing and Public Relations shall be the only source of information to the press.**
- The Core Emergency Response Team (CERT) will then convene within forty-eight (48) hours to review the circumstances of the event, evaluate the process used and recommend changes in process. CERT will determine whether the formal briefing of students and staff is needed.

Immediate Action – Chemical Agent Incident

- Any staff person who observes a suspicious package or letter (as described in the introduction to this section) should notify their division/department manager immediately. Do not touch or handle the letter or package. If there is any concern about any letter or package, the item should be treated as suspect and notify appropriate authorities immediately.
- Staff will call Facilities at Ext. 2401 or 2400 or the President's Office at Ext. 2300 for emergency assistance immediately.
- The Incident Command will be established to deal with the incident, public relations, media requests, and law enforcement.
- Command Staff will contact emergency government and law enforcement officials and apprise them of the situation and request assistance.
- Secure the area so the letter or package is not disturbed.
- Emergency government and/or local law enforcement officials, when they arrive on site, will assess the situation and determine the most appropriate course of action. If evacuation is necessary it will be conducted under the leadership and direction of law-enforcement officials. **DO NOT use the elevator when evacuating the building. Remain calm - DO NOT panic.**
- Once the letter or package has been removed, the area will be thoroughly cleaned as recommended by emergency government officials.
- The staff member(s) directly involved in or having first hand information about the incident shall complete an Incident Report form and submit to the Human Resources office within twenty-four (24) hours of the incident. A copy of the Incident Report form is enclosed as Exhibit A. Copies of the form should be duplicated and maintained in the division/department offices.
- **The Director of Marketing and Public Relations shall be the only source of information to the press.**
- The Core Emergency Response Team (CERT) will then convene within forty-eight (48) hours to review the circumstances of the event, evaluate the process used and recommend changes in process. CERT will determine whether the formal briefing of students and staff is needed.

Southwest Tech Emergency Closing Procedure

Reviews Reason to Close: (by 5:30 a.m.)
Dan Imhoff

Backups:
Josh Bedward
Brian Kitelinger

Consults on Closing College:
Caleb White

Backups:
Jason Wood
Katie Garrity

Caleb Notifies:

Katie Glass
Dan Wackerhauser

Contacts Television Stations
Caleb White

Backups:
Dan Wackerhauser
Katie Garrity

Contacts Radio Stations and
fields calls from Media:
Katie Glass

Back ups:
Dan Wackerhauser
Dennis Cooley

Sends Internal/External
Communication:
IT/Facilities Team

Backups:
Katie Glass
Dan Wackershauser

Internal/External Communications:

Staff and Student Email
Text Message
Voicemail
Social Media
PA System
Digital Sign
Website-Mike Steffel

News affiliates contacted in case of a cancellation.

Television Stations

WISC-TV (Channel 3) Madison
WMTV (Channel 15) Madison
WKOW-TV (Channel 27) Madison
WKBT-TV (Channel 8) LaCrosse

Radio Stations

WDMP – Dodgeville
KDTH, KAT-FM, KGRR, & WVRE
WDBQ, KLYV, WJOD, KXGE
WGLR-Lancaster & WPVL-Platteville
WPRE – Prairie du Chien
WRCO – Richland Center
WVRQ – Viroqua
WIZM, WKTY, WIZM-FM, WRQT, KQYB, KCLH FM – LaCrosse
WEKZ, WQLF, WFPS, WFRL – Monroe

Exhibit A – Incident Report Form



Student Incident Report Form-Confidential

Name _____

Street Address _____ City _____ State _____ Zip _____

Location of Incident _____

Date of Incident ____/____/____ Time of Incident _____

Relationship to Southwest Tech:

☐ Employee ☐ Student ☐ Student Worker ☐ Day Care Child ☐ Visitor

Part of Body Affected:

Have you injured this body part before? ☐ Yes ☐ No

Type of Injury/Exposure: check all that apply

☐ Concussive(bruise/fracture) ☐ Burn ☐ Needle Stick ☐ Allergic
Reaction ☐ Puncture ☐ Laceration ☐ Abrasion ☐ Repetitive Motion ☐ Splash
☐ Strain ☐ Syncope(fainting) ☐ Balance Fall Other _____

Nature of Incident: check all that apply

☐ Aggressive/threatening behavior ☐ Blood or body exposure ☐ Building Damage
☐ Illness ☐ Injury ☐ Near miss incident ☐ Theft ☐ Other _____

How did the incident occur and what activity were you engage in at time of incident? _____

What do you believe caused this incident?

What recommendations would you make to prevent this from happening or reoccurring?

Do you plan to seek medical attention? ☐ Yes ☐ No

Signature of Injured Party: _____ Date _____

School Staff Member Signature: _____ Date _____

Exhibit B – Refusal to Seek Medical Treatment

Refusal to Seek Medical Treatment

I fully understand that it has been recommended that I seek immediate professional medical treatment for my injuries or illness. However, I decline to seek professional medical attention at this time. I hereby indemnify and save harmless the Southwest Wisconsin Technical College District, its directors and staff from any liabilities that may arise from further illness, injuries or complicating conditions caused by my decision to delay professional medical treatment.

(Signature of Injured/Ill Person)

(Signature of Witness)

(Date)

(Date)

(Signature of Staff on Scene)

(Date)

Exhibit C – Bomb Threat Checklist

Bomb Threat Checklist

Exact time of call: _____

Exact words of caller: _____

QUESTIONS TO ASK (ask questions to keep caller on the line)

1. When is 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 noise? _____

Remarks:

Person receiving call: _____

Telephone number call received at: _____

Date: _____

Report call immediately to: _____

Exhibit D – Public Address System

SOUTHWEST WISCONSIN TECHNICAL COLLEGE PA (PUBLIC ADDRESS) UTILIZATION SYSTEM

Follow the procedure below for emergencies when utilizing the public address system for the Southwest Wisconsin Technical College campus.

Press the Direct Page button on your phone and dial the extension; after the beep, speak your message; then hang up.

All call – Dial 4899

Individual Channel – Building 100
Dial 4801

Building 200
Dial 4802

Building 300, 400
Dial 4804

Building 500, 700
Dial 4805

Building 600
Dial 4806

Building 1100
Dial 4811

Building 1200
Dial 4812

Building 1500
Dial 4815

Building 1600
Dial 4816

Building 1700
Dial 4817

Building 2000
Dial 4820

Storm warning – use the all call extension of 4899 and make the following announcement: *This is a severe weather alarm. There is an approaching tornado. Seek shelter immediately* (repeat three times)

Text messaging – If a message needs to go out to alert everybody of a situation, please contact Dan Imhoff at Ext. 2401 or on his cell phone at (608) 778-0624 depending on the time of the day the text message needs to be sent. If Dan is not available, you may contact Heath Ahnen at Ext 2327.

Exhibit E- Housing Emergency Response Plan



Revised: January 2021

Introduction

Be prepared to ACT rather than REACT in times of crisis

Purpose

Southwest Wisconsin Technical College and the SWTC Real Estate Foundation recognizes the need for the proper response to emergency situations that arise on or near the college housing. The college will utilize a series of guidelines for tenants and staff to use in the response to and management of such situations. These guidelines, often in checklist format, will offer tenants and staff members a structure to tailor their response to the unique characteristics of each situation.

The purpose of this Housing Emergency Response Plan(ERP) is to provide Southwest Wisconsin Technical College Housing (SWTC Housing) tenants and staff with guidelines for responding in emergency and crisis situations. During an emergency, the well-being and safety of tenants and staff is of paramount importance. This plan is intended as a tool to assist tenants and staff as they respond to emergency situations and should not be viewed as a step-by-step procedure. It includes a number of checklists that can be used as a guide when responding in emergency situations. While the ERP has been developed to cover a wide range of emergency and crisis possibilities, it cannot possibly address every type of emergency event. Every situation is different requiring staff to act reasonably and responsibly given their best judgment. All tenants and staff members are encouraged to become familiar with these procedures so prompt action can be taken to protect students, staff, and facilities.

This Housing Emergency Response Plan follows the recommendation set forth by the U.S. Department of Homeland Security National Response Framework (NRF) and the Federal Emergency Management Agency (FEMA) National Incident Management System (NIMS). Detailed review of the recommendations from the NRF and NIMS can be viewed at <http://www.fema.gov/pdf/emergency/nrf/nrf-core.pdf>.

Review, Updates and Drills

Southwest Tech Housing's ERP will be reviewed each semester and updated as necessary. The Resident Life Manager is the plan coordinator and will ensure that the plan is updated as necessary.

Two drills of this Housing Emergency Response Plan shall be conducted annually.

Use of the Housing Emergency Response Plan

General Information

To maximize usage of the Housing Emergency Response Plan(ERP), every dwelling unit will be provided this manual and it is accessible to all students from the Resident Life Manager upon request . In case of an emergency/crisis, tenants and staff will need to respond quickly. Therefore, all tenants and staff are encouraged to read and familiarize themselves with the contents of the ERP. Copies of the ERP will also be given to local law enforcement, fire department, and emergency medical officials.

Emergency Phone Numbers

Southwest Tech will utilize the local community's law enforcement, fire protection agency and EMT/paramedic services as the primary provider of emergency services to all facilities. Emergency personnel can be contacted by **dialing 911**.

Always send someone to the dwelling entrance to direct emergency personnel. The person going to the entry way should be able to calmly explain the nature and location of the emergency. This person should also be familiar with the facility so they may guide emergency responders back to the location of the incident.

Incident Report (See Exhibit A)

Every illness, accident or emergency event shall be documented by the resident directly involved or have first hand information about the event. When in doubt, an Incident Report should be submitted, or the incident should be reported to the Resident Assistant (RA) or the Resident Life Manager. An electronic version of the Incident Report Form can be found at www.swtc.edu/concern.

Refusal to Seek Medical Treatment (See Exhibit B)

If a person refuses to seek medical attention when the Southwest Tech staff member on the scene recommends such treatment, the individual shall sign a statement acknowledging that treatment had been recommended and they refused professional medical attention. A copy of the Refusal to Seek Medical Treatment form shall be used. This statement should be attached to the Incident Report form.

First Aid Supplies

Southwest Tech Facilities Staff will take responsibility to ensure that first aid kits are adequately stocked. The Facilities office will provide replacement first aid supplies. Any staff person needing first aid supplies shall contact Brian Kitelinger, Safety Coordinator, Ext 2376.

Campus and/or Housing Evacuation

Campus Evacuation and Housing Shelter in Place

All students will be notified via Mitel Mass Notification System of the campus evacuation and should return to their residence, shelter in place and await further instructions.

- Keep everyone in the residence
- Lock the door(s),
- Close blinds or pull shades.
- Stay out of the hallway.

Campus and Housing Evacuation

All tenants will be notified via Mitel Mass Notification System of campus and housing evacuation and the plan of action to evacuate.

When housing is evacuated tenants may use their own transportation to immediately leave campus and may not return until notified. Tenants without transportation should report immediately to the Auto/Ag Building 1700 Walk through Area (see Exhibit C map).

Anytime exiting the building is not an option residents should:

- Keep everyone in the residence
- Turn off lights.
- Lock and barricade the door(s), if possible.
- Close blinds or pull shades, cover windows.
- Move out of sight from the hallway and onto the floor.
- Be prepared to defend yourself using any means necessary.
- If needed, administer first aid until medical assistance arrives.
Be sure to use personal protective equipment (PPE) whenever possible.

Housing Only Evacuation

All tenants will be notified via Mitel Mass Notification System of housing evacuation and the plan of action to evacuate.

When housing is evacuated tenants may use their own transportation to immediately leave housing and may not return until notified. Tenants without transportation should report immediately to the Ag/Auto Building 1700 Walkthrough Area. (see Exhibit C map)

Medical Emergency in or on Housing Property

In situations of illness or injury, the first concern should be the well-being and safety of the individual. Major injuries or medical conditions such as cardiac arrest, loss of limb, severe burns, etc. which require the prompt intervention of professional emergency medical personnel. Tenants should use their judgment to determine the type of intervention which should be provided.

Prevention

Prevention is the best way to avoid most injuries and medical emergencies. Safety should be the concern of everyone. The following safety measures should be taken to minimize risk:

7. Maintain dwelling units and common areas in a condition that provides for the safety of each individual.
8. Ensure that first aid supplies are available, and when additional or replacement supplies are needed, contact the RA or Resident Life Manager.
9. Report unsafe conditions to the Resident Life Manager who will determine how to correct the hazard.

First Aid Kit Location

- First Floor of Six-Plex
- Second Floor of Six-Plex
- Six-Plex Commons Area
- First Floor of Eight-Plex
- Second Floor of Eight-Plex

Automated External Defibrillator (AED) Location

- Six-Plex Common Area

Medical Emergency Checklist

Minor Injury or Illness

- Assess the situation and provide first aid as appropriate.
- If professional medical attention is necessary, help the individual make arrangements to get to a doctor. An injured adult may arrange transportation that he/she feels is suitable. Whenever possible, a family member or friend of the individual should provide transportation for the injured person. If an ambulance is necessary, the cost of the ambulance is the responsibility of the injured individual.

The tenants directly involved or having firsthand information about the emergency shall complete an Incident Report form and submit to the Resident Life Manager within 24 hours of the incident. A copy of the Incident Report form is enclosed as Exhibit A.

An electronic version of the Incident Report Form can be found at: www.swtc.edu/concern.

Serious Injury or Illness

- Tenants on the scene should assess the seriousness of the injury or illness to the best of his/her knowledge and ability and provide first aid as appropriate.
- If you have a doubt about the type or extent of injury or illness, **DO NOT MOVE THE PERSON.**
- **CALL 911 FOR EMERGENCY MEDICAL ASSISTANCE IMMEDIATELY IF YOU THINK IT IS OR MIGHT BE NECESSARY.** Call 911. If the person is able to respond, ask what service he/she wants. Call for medical assistance if requested. If the person is unable to answer or you find the answer unreasonable, call for emergency medical assistance. **When in doubt, it is always advisable to call for emergency medical assistance.**
- A tenant should remain with the injured or ill person until professional help arrives to care for the individual.
- The tenants directly involved or having firsthand information about the emergency shall complete an Incident Report form and submit to the Resident Life Manager within 24 hours of the incident.

First Aid/Healthcare

- Administer first aid using the first aid kits provided.
- Avoid or minimize direct contact with blood or body fluids. Always use gloves or other personal protective equipment (PPE) when providing first aid whenever body fluids are present.
- Use paper toweling to wipe an injury and, if possible, allow the people to rinse the injury themselves with running water.

- Place all soiled materials into a lined waste container.
- Wash hands thoroughly with warm water and soap immediately after providing first aid.
- Notify the RA or Resident Life Manager to arrange for clean-up and decontamination of the areas.

Missing Person (See Exhibit D)

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. § 1092(f) (Clery Act), Southwest Wisconsin Technical College (SWTC) students residing in Student Housing may register one (1) or more individuals to be a missing person contact. If the student resident is determined to be missing by the college or a local law enforcement agency, the student resident's missing person contact or contacts will be notified.

Student residents' missing person contact information will be registered confidentially and accessible only to authorized officials. Additionally, this contact information will not be disclosed, except to SWTC authorized personnel and/or law enforcement personnel who are authorized to access it during a missing person investigation. Student residents who choose to register one (1) or more individuals to be a missing person contact must complete this form. Student residents' completed Missing Student Contact Information Forms will be kept in a locked box on the SWTC Campus.

If the missing student is younger than 18 years of age and not an emancipated minor, Southwest Tech must notify his/her custodial parent or guardian in addition to the emergency contact identified by the student.

Assault and Rape

In the event of an assault and/or rape, the safety and protection of the victim is the primary concern. The first person on the scene, using their best judgment, should assist the victim and seek law enforcement intervention. The following procedures provide guidelines in responding to assault/rape situations:

Immediate Actions

- Render first aid to victim.
- Phone for emergency help immediately.
- Obtain as much information about the assailant and the assailant's vehicle as possible. Communicate this information to law enforcement personnel immediately. Providing law enforcement with information on the assailant and the assailant's vehicle quickly may assist in making an arrest.
- If needed due to threat, weather conditions, or other safety concerns, move the victim to a safe location.
- Upon arrival of responding law enforcement, provide as much information about the incident as you can. Give specific details, but provide only known facts. Do not speculate about what might have happened.
- Call the RA or Resident Life Manager to report the incident.

Bomb Threat Checklist

Definitions

Bomb Threat: A bomb threat condition exists when an explosive device has been reported or is suspected to be within a Southwest Tech Housing building or on Southwest Tech property.

Bomb Emergency: A bomb emergency condition exists when a suspected or actual explosive device has been located or detonated in a Southwest Tech Housing unit or nearby property.

Communications

Tenants receiving bomb threats or warnings from callers shall:

- attempt to keep the reporting party on the line
- identify the location of the device with as much precision as possible and determine when it will be detonated
- determine what type of explosive device is involved
- attempt to determine:
 - ✓ what the device looks like
 - ✓ the type of bomb involved
 - ✓ what will make it detonate (e.g., radio signal, time delay device) and
 - ✓ why was the bomb placed
- be alert to:
 - ✓ exact wording of the threat
 - ✓ estimate the sex, race, and age of the caller
 - ✓ nature/character of the caller's voice
 - ✓ nature of any background noises
- Call 911
 - ✓ Notify Resident Assisant – Resident Assisant will notify campus officials.
- Immediately evacuate at least 500 feet from building. If safe to do so and you do not live in a building with fire alarms, alert the tenants in your building to evacuate immediately.

The communications checklist for bomb threats shall be used if at all possible for any bomb threat situations. **See checklist (Exhibit C)**

Suspicious Person

In situations when there is an intruder or disorderly person, the primary concern is the well-being and safety of tenants and guests. Staff on the scene should carefully assess the circumstances and use their best judgment when responding to the situation. No one should unnecessarily and unreasonably place themselves or anyone else in danger. The procedures outlined shall serve as guidelines for staff when responding to situations when there is an intruder or disorderly person.

Immediate Action

- **Do not attempt to engage the person in conversation if the person's observed attitude or conduct is menacing or threatening. If the person's behavior becomes threatening or violent, call for emergency assistance immediately.**
- Call the RA or Resident Life Manager explaining your suspicions or the nature of the threat. Calmly describe the person's actions and appearance.
- **Call 911 for emergency assistance immediately.**
- The RA or Resident Life Manager should maintain surveillance of the person, if it is safe to do so, and attempt to control the situation until law enforcement officials arrive on the scene.
- The RA or Resident Life Manager should assist in the evacuation of the building, if necessary. Ensure that students/staff assemble at a safe location a significant distance from the building. At least 500 feet is recommended. **Remain calm - DO NOT panic.**
- When area is evacuated the last person out will place a yellow evacuated tag on door.
- Ensure the building remains vacant until authorized to re-enter by Mitel Mass Notification System Alert.

In a threatening situation, tenants and guests should evacuate the building. Anytime exiting the building is not an option residents should:

- Keep everyone in the residence
- Turn off lights.
- Lock and barricade the door(s), if possible.
- Close blinds or pull shades, cover windows.
- Move out of sight from the hallway and onto the floor.
- Be prepared to defend yourself using any means necessary.

Active Shooter

The following procedures apply when it is believed that a person possesses a weapon on Southwest Tech Housing property. In these situations, the primary concern is the safety and protection of tenants and guests. Tenants should call 911 to report possession of a weapon on Southwest Tech Housing. No one should unnecessarily and unreasonably place himself, herself, or anyone else in jeopardy. The procedures outlined shall serve as guidelines for tenants when responding to the rumor or threat of a weapon.

A weapon is any item that a person views as a threat to his or her personal safety. A deadly weapon is a gun, rifle, knife or explosive device.

There are two levels of response to the rumor or threat of a weapon on the premises. The two levels are:

Level 1:	Weapon Rumored
Level 2:	Weapon Witnessed, Threatened or Act Carried Out

Immediate Action - Level 1 Threat: Weapon Rumored

- A resident hearing the rumor about a weapon or suspecting a person of carrying a weapon will notify the RA or Resident Life Manager.
- If anyone observes a weapon or perceives an immediate threat, **call 911**.

Immediate Action - Level 2 Threat: Weapon Witnessed, Threatened or Act Carried Out

A tenant who learns of a threat or who observes a weapon in the possession of a person should call 911 immediately.

The person reporting the incident should describe as accurately as possible:

- Where the suspect is located (i.e. Building/Room number)
- What led to the incident?
- Number of persons involved
- Number/type of weapon(s)
- If medical assistance is needed and number of persons injured

Once law enforcement arrives, the RA or Resident Life Manager and law enforcement officials will confer on the safest course of action. If evacuation is necessary it will be conducted under the leadership and direction of law enforcement officials.

The officials on scene will notify residents in housing of the situation. If it is safe to do so, residents should leave the area immediately. If vacating the area safely is a problem, residents should remain in their residences until they can be escorted to safety by law enforcement authorities.

If students must remain in the residence, they should:

- Lock and barricade the door(s), if possible
 - Move everyone out of sight and onto the floor
 - Turn off lights barricade the door
 - Close blinds or pull shades, cover windows
 - Silence cellphone ringtones
 - Be prepared to defend yourself with any means available
- The Incident Command will be established to deal with public relations, media requests and Law Enforcement
- Command Staff will designate a site for family and friends of the victims, if needed.
- Law enforcement will attempt to isolate individual(s), secure the weapon(s) and bring the person(s) under control. Once the suspect(s) has been apprehended, a search of locker(s), backpack(s), clothing, and/or vehicle(s) may be conducted.
- If a student is involved, the Student Conduct Officer will determine appropriate disciplinary action.
- The staff member(s) directly involved or having firsthand information about the emergency shall complete an electronic account of the Incident Report Form on www.swtc.edu/concern
- **The Director of Marketing and Public Relations shall be Southwest Tech's only source of information to the press.**

Run, Hide, Fight- Active Shooter Protocol

If you hear shots fired on campus or if you witness an armed person shooting or threatening people (Active Shooter):

Immediately choose the best way to protect your life. Very quickly, make your best determination of what is occurring and which of the options below will provide the greatest degree of security for you employing the "Run, Hide, Fight" protocol.

RUN: Evacuate if Possible

- If there is considerable distance between you and the gunman/armed person, quickly move away from the sound of the gunfire/armed person. If the gunfire/armed person is in your building and it is safe to do so, run out of the building and move far away until you are in a secure place to hide.

- Leave your belongings behind.
- Keep your hands visible to law enforcement.
- Take others with you, but do not stay behind because others will not go.
- Call 911 when it is safe to do so. Do not assume that someone else has reported the incident. The information you are able to provide to law enforcement may be critical, such as number of shooters, description of shooter, number of weapons and location of shooter.

HIDE: Hide silently in as safe a place as possible

If the shooter is in close proximity and you cannot evacuate safely, hide in an area out of sight, lock the door, if possible, blockade the door with heavy objects, cover windows if possible, turn off lights, silence any electronic devices, get concealed and remain silent.

FIGHT: LAST RESORT

If neither evacuating the building nor seeking shelter is possible, building occupants should attempt to disrupt and/or incapacitate the shooter by throwing objects, using aggressive force, yelling, or using improvised weapons such as fire extinguishers, chairs, potted plants, phones, mugs, etc.

All tenants will be notified via mass notification system of the threat and the plan of action.

Fire or Explosion- Fire Drills will be conducted each semester.

In situations when a fire or explosion occurs, the primary concern is the welfare and safety of tenants and guests. Tenants should carefully assess the circumstances and use their best judgment when responding to the situation. No one should unnecessarily and unreasonably place themselves or others in jeopardy. Anytime the fire alarm sounds, all tenants and guests should be evacuated immediately. The following procedures shall serve as guidelines for staff responding in a fire or explosion emergency.

During evacuation, please be aware of tenants or guests with special needs or disabilities to assure their safety as well.

Immediate Action for Reporting a Fire

- If you live in the 6-plex or 8-plex pull the fire alarm.
- When a fire is discovered, regardless of the severity **Call 911 from a safe location to report the fire.**

- If it is safe to do so, and you are properly trained in its use, use the nearest fire extinguisher to control the fire until the fire department arrives on the scene.

Action When Alarm/Smoke Detector Sounds

- Tenants and guest should use the fastest and clear emergency exit route to evacuate the building. Move a minimum of 500 feet from the building. **Remain calm - DO NOT panic.**
- If it is safe to do so and you do not live in a building with fire alarms, alert the tenants in your building to evacuate immediately.
- If it is safe to do so, close all doors and windows, turn-off lights, and shut-off electrical and gas operated equipment when leaving the area.
- When area is evacuated the last person out will place **RED** evacuated tag on door.
- If it is safe to do so, RAs should conduct a quick walk-through inspection of common spaces to ensure that all persons have left the building.
- The RA should proceed out of the building and ensure that all persons are an adequate distance (a minimum of 500 feet) away from the building.
- Housing tenants will meet in the Ag/Auto Building 1700 Hallway (See Exhibit C)
- RA's should ensure that individuals remain outside until told to reenter the building.
- RA should contact the Resident Life Manager soon as possible

Gas Leak

Natural gas leaks, with odor in the building, may occur and bring danger of explosion. Natural gas rises and will often be outside because most gas lines are outside of a building. Natural gas is mixed with Mercaptan to give it odor. The gas goes up and the odor goes down. In situations when a natural gas odor is detected in the building, tenants should use their best judgment and respond according to the following procedures.

WARNING

If you smell natural gas or suspect a natural gas leak –
DO NOT use a telephone inside the building!
Use a telephone from a location outside the building.

Gas Leak Response

- Evacuate the building immediately. Move a minimum of 500 feet from the building. Advise people not to text or phone until 500 feet from the building
- When area is evacuated the last person out will place a yellow evacuated tag on door.
- Call 911. Use a phone located outside and away from the leak.

Just leave the premise; do not try shutting off lights or using equipment, etc.

Tornado Response — Tornado Drills will be conducted in conjunction with National Tornado Awareness Day.

Taking Shelter

- A. The tornado shelter is the Six-Plex basement common area.
- B. Upon hearing the siren or emergency alert system, everyone will move immediately and in an orderly fashion to the designated shelter area.
5. RAs will assist in directing students and visitors to designated shelter areas.
6. If a lower level shelter (6-plex Basement Common Area) cannot be reached proceed to an interior hallway or small room (bathroom) away from glass doors, windows, and moveable objects.
7. Try to get under a large stationary object, such as a heavy table or desk, or lie down close to a wall and cover your head with your hands.
- C. **DO NOT LEAVE** the shelter until informed by an authorized official that it is safe to do so.
- D. If you are outdoors when the siren/emergency alert is sounded, attempt to take shelter within the nearest building. If you are outdoors and you see a tornado and cannot reach internal shelter, find a low lying place and lie down flat to provide yourself with as much protection as possible.

Tornado Touchdown

- A. If a tornado strikes a housing unit, community emergency personnel will secure the area and direct all emergency activities.
- B. All persons will wait for instructions on how and where to make a safe exit from the buildings unless faced with a life-threatening situation such as a collapsing structure or a fire.
- C. **STAY AWAY** from buildings or areas hit by the tornado.
 - 3. Access to the area will be controlled by emergency personnel.
 - 4. Only those individuals asked to provide assistance and issued identification tags will be permitted within police lines.

News affiliates contacted in case of an emergency.

Television Stations

WISC-TV (Channel 3) Madison
WMTV (Channel 15) Madison
WKOW-TV (Channel 27) Madison
WKBT-TV (Channel 8) LaCrosse

Radio Stations

WDMP – Dodgeville
KDTH, KAT-FM, KGRR, & WVRE
WDBQ, KLYV, WJOD, KXGE
WGLR-Lancaster & WPVL-Platteville
WPRE – Prairie du Chien
WRCO – Richland Center
WVRQ – Viroqua
WIZM, WKTY, WIZM-FM, WRQT, KQYB, KCLH FM – LaCrosse
WEKZ, WQLF, WFPS, WFRL – Monroe

