



September 2006



# EMERGENCY PROCEDURES





## CRISIS RESPONSE TEAM

- President**.....Jack L. Bottenfield  
532.8202 or 8303 (office)  
534.5457 (cell)  
532.4555 (home)
- VP/Dean, Instruction**.....Ann Beaulieu  
532.8261 (office)  
532.6568 (cell)  
532.8754 (home)
- VP Financial Affairs** ..... Ron Laher  
532.8218 (office)  
575.0200 (cell)  
532.3522 (home)
- Dean, Students**.....Marilyn J. Cotant  
532.8257 (office)  
532.6098 (cell)  
532.4085 (home)
- Director Mktg. & P/R**.....Tami Afdahl  
532.8206 (office)  
575.0829 (cell)  
532.4653 (home)
- Director Physical Plant** ..... Keith Jarvis  
532.8255 (office)  
401.0903 (cell)  
532.8927 (home)
- Director Counseling/Testing**..... Deb Ochsner  
532.8238 (office)  
575.1121 (cell)  
532.2457 (home)
- Director Housing**.....Darci Davis  
532.8336 (office)  
575.1855 (cell)
- Health Resources Instructor** .....Jan King  
532.8247 (office)  
532.6596 (cell)  
532.5066 (home)
- Safety Officer**.....Leland Vetter  
532.8275 (office)  
532.5979 (home)

## CRISIS RESPONSE TEAM





---

## **CALLING 9 - 911**

When calling from any phone on the EWC campus,  
dial 9 before dialing 911.

## **CALLING 911**





---

## **BOMB THREATS/THREAT CALLS**

If a bomb threat is received by phone, do the following:

- 1.** Signal to someone near you to alert one of the persons listed below: *Do not use wireless means of communication which can activate a bomb.*
  - **President** - 8202; 8303  
532.4555 (home); 534.5457 (cell)
  - **VP/Dean, Instruction** - 8261;  
532.8754 (home); 532.6568 (cell)
  - **Dean, Students** - 8257;  
532.4085 (home); 532.6098 (cell)
  - **Director, Marketing & PR** - 8206;  
532.4653 (home); 575.0829 (cell)
  - **VP Fin Affairs** - 8218;  
532.3522 (home); 575.0200 (cell)
  - **Director, Housing** - 8336;  
575.1855 (cell)

*[These individuals will contact 911 and Physical Plant Director - 8255; 532.8927 (home); 401.0903 (cell)]*

- 2.** Maintain the line.
- 3.** Prolong the conversation as long as possible writing down everything said by the caller.
- 4.** Identify background noises.
- 5.** Note distinguishing characteristics in voice.
- 6.** Ask caller for a description of the bomb, where it is planted and when it is due to explode.
- 7.** Determine the caller's knowledge of the facility
- 8.** Document information gathered as soon as possible.

## **BOMB THREATS/THREAT CALLS**





---

## **INTRODUCTION**

This manual is designed to provide basic guidance in emergency situations such as bomb threats, chemical spills, fire, gas leaks, weapon situations, and the like. Procedures outlined, along with common sense, are meant to provide general steps to follow in the event of an emergency on the Eastern Wyoming College campus. When placing emergency calls, stay on the line to provide all the information needed. Please review these procedures periodically along with more detailed information provided in the Crisis Plan.

## **INTRODUCTION**





---

## **HOSTAGE ARMED/DANGEROUS INTRUDER SITUATIONS**

Contact the Police - 911 (When calling 911 from an EWC phone, dial 9 before dialing 911.)

Notify one the following individuals who will then contact the others listed:

- **Presidents Office** - 8202; 8303  
532.4555 (home); 534.5457 (cell)
- **VP/Dean, Instruction** - 8261;  
532.8754 (home); 532.6568 (cell)
- **Director, Marketing & PR** - 8206;  
532.4653 (home); 575.0829 (cell)
- **Dean, Students** - 8257;  
532.4085 (home); 532.6098 (cell)
- **VP Fin Affairs** - 8218;  
532.3522 (home); 575.0200 (cell)
- **Director, Physical Plant** - 8255;  
532.8927 (home); 401.0903 (cell)
- **Director, Housing** (if student) - 8336;  
575.1855 (cell)





---

## **POISONING**

CALL 911. (When calling from an EWC phone, dial 9 before dialing 911.)

**Call:**

- **Dean, Students** - 8257;  
532.4085 (home); 532.6098 (cell)
- **VP Fin Affairs** - 8218;  
532.3522 (home); 575.0200 (cell)
- **Chemistry Instructor** - 8287;  
532.8988 (home)
- **Poison Control Center** - 1.800.955.9119

## **POISONING**





---

## **SHOOTINGS/WOUNDINGS/ATTACKS**

Call 911 for Police and Ambulance assistance.  
(When calling 911 from any EWC campus phone, dial 9  
before dialing 911.)

All students and staff are to stay in classrooms/offices.  
Secure the door and stay on the floor.

Call one of the following individuals, who will then contact  
others listed:

- **President's Office** - 8202; 8303  
532.4555 (home); 534.5457 (cell)
- **VP/Dean, Instruction** - 8261;  
532.8754 (home); 532.8754 (cell)
- **Director, Marketing & PR** - 8206;  
532.4653 (home); 575.0829 (cell)
- **Dean, Students** - 8257;  
532.4085 (home); 532.6098 (cell)
- **VP Fin Affairs** - 8218;  
532.3522 (home); 575.0200 (cell)
- **Director, Physical Plant** - 8255;  
532.8927 (home); 401.0903 (cell)
- **Director, Housing** - 8336;  
575.1855 (cell)

## **SHOOTINGS/WOUNDINGS/ATTACKS**





---

## **POWER FAILURE/LINES DOWN**

In case of power failure:

**Notify Director, Physical Plant - 8255;**

532.8927 (home); 401.0903 (cell)

**Notify Torrington Police Department -**

532.7001

## **POWER FAILURE/LINES DOWN**





---

## **WEAPONS SITUATION**

Call 911, providing as much information as possible.  
(When calling 911 from any EWC campus phone, dial 9  
before dialing 911.)

Call one of the following individuals, who will then  
contact the others listed:

- **President's Office** - 8202; 8303;  
532.4555 (home); 534.5457 (cell)
- **VP/Dean, Instruction** - 8261;  
532.8754 (home); 532.6568 (cell)
- **Director, Marketing & PR** - 8206;  
532.4653 (home); 575.0829 (cell)
- **Dean, Students** - 8257;  
532.4085 (home); 532.6098 (cell)
- **VP Fin Affairs** - 8218;  
532.3522 (home); 575.0200 (cell)
- **Director, Physical Plant** - 8255;  
532.8927 (home); 401.0903 (cell)

## **WEAPONS SITUATION**





---

## **GAS LEAK**

Natural gas leaks, with odor in building, may occur and bring danger of explosion. Natural gas is mixed with Mercaptan to give it odor. If a leak is in or near the building, do the following:

Call:

- **Info Center** at 0 or 532.8200  
who in turn, will contact:
- **Director, Physical Plant** - 8255,  
532.8927 (home); 401.0903 (cell)
- **Director, Marketing & PR** - 8206,  
532.4653 (home); 575.0829 (cell)

## **GAS LEAK**





---

## **FIRE/ARSON/EXPLOSIVES**

1. Evacuate building.  
Housing residents go directly to gym.
2. **Call 911.** (When calling from the EWC campus, dial 9 before dialing 911.)
3. **Call Director, Marketing & PR - 8206;**  
532.4653 (home); 575.0829 (cell) who will notify the President's office and media of the incident and actions.
4. **Call:**
  - **Dean, Students - 8257;**  
532.4085 (home); 532.6098 (cell)
  - **VP/Dean, Instruction - 8261;**  
532.8754 (home); 532.6568 (cell)
  - **VP Fin Affairs - 8218;**  
532.3522 (home); 575.0200 (cell)
  - **Director, Physical Plant - 8255;**  
532.8927 (home); 401.0903 (cell)
  - **Director Housing** -(if housing) 8336;  
575.1855 (cell)

## **FIRE/ARSON/EXPLOSIVES**





---

## **DISASTER**

A disaster is any event or occurrence which has taken place and has seriously impaired or halted the operations of the college. In some cases, mass casualties, and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. However, if the destruction is county-wide, fire/medical/police service may be delayed or unavailable. An Emergency Operations Center (EOC) will be activated, and College and county services will be used to govern the disaster response.

1. **Call 911 immediately.** (When calling 911 from any EWC campus phone, dial 9 before dialing 911.)
2. **Call President's Office** - 8202 or 8303;  
532.4555 (home); 534.5457 (cell), who will call the Director of Marketing & PR at 8206;  
532.4653 (home); 575.0829 (cell)
3. **Director, Physical Plant** - 8255; 532.8927 (home);  
401.0903 (cell)

## **DISASTER**





---

## **CHEMICAL SPILL**

If inside the building, evacuate area immediately.

Call:

- **Director , Physical Plant - 8255;**  
532.8927 (home); 401.0903 (cell)
- **Chemistry Instructor - 8287;**  
532.8988 (home)
- **Director, Marketing & PR - 8206;**  
532.4653 (home); 575.0829 (cell)

## **CHEMICAL SPILL**

