



Campus Safety

Staff
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Stay Calm, Be Informed, Be Prepared, Stay Safe

Emergencies can happen anytime and anywhere. An emergency can result from a medical situation, be weather related (severe wind or snow), facilities related (fire), or involve terrorist or other criminal behavior. Whatever the reason, it is important to be prepared and understand the resources that are available to you. The College has a complete Emergency Response Plan that is available for your review on the website. It provides detailed information on what to do in the case of a particular emergency. All employees are provided with a copy of the plan and one is placed in every classroom. Training is provided annually in a variety of settings. Please watch for publicized training programs and attend at least one per year.



Be prepared both mentally and physically for the unexpected. While Western might be in the low risk category for crises such as terrorism, it doesn't mean it isn't possible. By preparing, you will be better able to respond during the stress of a real situation.

Involved

- Pay attention to your surroundings
 - Notice things like water leaks, broken glass, burned out lights, broken or unlocked doors, emergency equipment that does not work. Report these things.
 - Avoid unsafe conditions due to overcrowding, poor lighting, or limited emergency exits.
 - Note the presence of strangers and report odd behavior to Protective Services.
 - If you are working in an isolated area, be sure someone knows where you are and when you were expected to return.
 - Report suspicious activity, packages or conditions.
 - If you have lost your office key, report it immediately.
- Have a personal plan. How will you remove yourself from a dangerous situation? How will you make contact with family and friends during a crisis?
 - Familiarize yourself with surroundings. Are there people in your classes who might need extra help in an emergency?
 - Know the location of all exits from places on campus you frequent.
 - Know the location of fire alarm pull stations.
 - Know where to find the nearest phone if you don't have a cell phone.
 - Lock your car and conceal valuable items left in the car.
 - Never leave personal property unattended or out in the open.
 - Review the Emergency Response Plan. Know where it is located.
 - Don't hesitate to call 911 or 1234 if you think an emergency exists.
 - Attend annual trainings on emergency preparation.
 - Know contact people's names and emergency phone numbers
 - Understand the Communication Plan so you will know how to get information in an emergency (part of the Emergency Response plan).

In the event of an emergency or disaster, you should:

- Remain calm, be patient, use common sense, think before you act, and give assistance as needed.
- Follow the instructions of College ERT staff, Protective Services, and local emergency officials.
- Closely monitor news reports and emergency alert systems for news and instructions.
- Keep ready access to your required medication and phone numbers.
- Avoid crowded public areas.
- If you are uncertain what is going on, stay away from the area.
- Know where emergency devices are located.
- Know where emergency exits are.
- Make sure you have access to a good first aid kit.

You should not:

- Use the telephone except to report the emergency.
- Use elevators.
- Jeopardize your life or the lives of others by attempting to save personal or College property.
- Light matches or candles or turn on electrical switches.



Evacuation

If it becomes necessary to evacuate the building, it is important you remain calm, leave the building immediately, and exit in an orderly manner.

When evacuating, remember to:

- Assist people with disabilities. Call 911 and 1234.
- Attempt to account for people who were in your classroom/area.
- Take personal items with you (keys, coats, purses, etc.).
- Close doors behind you.
- Always use stairs. **DO NOT USE ELEVATORS.**
- Once clear of the building, move to designated gathering areas.
- Do not enter the building until directed to do so by College Administration, Protective Services or other emergency personnel.

Shelter in Place

In some circumstances, evacuation is not the correct action. If we ask you to shelter in place, lock doors and close windows. Stay away from doors and windows and monitor Campus communication for further instructions.



Emergencies

In the case of emergencies, dial 9-911 and 1234 to get the emergency line. Greater detail on how to respond in the following emergencies can be found in the Emergency Response Plan found at www.wvcc.wy.edu.

Fire Regulations

- It is essential that fire lanes be clear of vehicles at all times. Don't park in these restricted areas.
- There are fire alarm pull stations throughout the campus. If you see a fire or smoke, pull the closest alarm.
- If an alarm goes off, evacuate the building. You should become familiar with evacuation routes and locations (found in the Emergency Procedures Plan). Exit the building quickly and calmly. Open only doors that are cool to the touch.
- If trapped, get close to a window, wave, and shout to get attention or use a cell to call 911 and report your location.

Natural Disasters

- If you see a **tornado**, call 911 and call 382-1600 1234. If you are indoors, go to the lowest floor and stay away from windows. You will be informed if we are moving people to the basement. DO NOT USE ELEVATORS. If you are outdoors, move away from the building, utility poles, and vehicles. Get to the lowest area.
- In the event of an **earthquake**, do not rush outdoors. Sit or stand against an inside wall or doorway and take cover under a desk, table or bench. Stay away from glass surfaces. If you are outdoors, remain there. Move away from power lines and stay in the open. Remember, aftershocks may occur at any moment with nearly the same force as the original quake.
- **Snow** emergencies can occur before or after you arrive on-campus. If classes are to be cancelled after people are on-campus, announcements will be made through the normal communication channels. Announcements will also be made via local media. Care should always be taken in winter driving conditions and you should carry emergency items in your car.



Injuries and Medical Emergencies

Any injury or illness should be reported to the Campus Emergency Phone (ext. 1234). If you think the incident is an emergency, call 911.

Follow Bloodborne Pathogens Guidelines to handle situations where bleeding is occurring. If a person has fallen, struck their head or hurt their back or neck, DO NOT MOVE THEM.

- **Choking.** Do nothing if the victim is moving air by coughing or gasping. If no air movement, apply four abdominal thrusts by grabbing the victim from behind with your hands over the “belly button” area; quickly squeeze in and up.
- **Seizure.** Protect from self-injury. Keep victim comfortable until emergency personnel arrive. Watch for vomiting.
- **Shock.** Keep victim warm and calm, with legs slightly elevated, until emergency personnel arrive.
- **Bleeding.** Use protective dressing when available. Press directly on the wound with sterile gauze, sanitary napkin or, clean handkerchief. Maintain steady pressure for 5-15 minutes. If bleeding is from an arm or leg, elevate the limb until emergency personnel arrive.
- **Heart attack.** Defibrillators are located at the Swimming Pool Desk, Information Desk, Library Desk and Student Services Office on the 3rd Floor. Instructions are simple. If possible, ask staff in the area to provide assistance.
- **Apparent overdose of drugs or alcohol.** Call 911 and 1234 immediately. If the person is throwing up, help them so they don’t choke. If someone appears to be asleep, but you can’t wake them, this is a serious warning. Call for help immediately. Remember, you can get alcohol poisoning from drinking too much.

Criminal Activity

- If you notice criminal activity occurring, do whatever it takes to avoid becoming part of the incident.
- When you are safe, contact 911, 1234 and 382-1690. If you can, jot down what you saw so you can give Protective Services an accurate report.
- Be sure to make yourself available to Protective Services to complete a full report of the event.

Threats of Violence

Bomb Threat

- Detail on a bomb threat can be found in the Emergency Response Plan manual.
- If you receive a call, do your best to keep the caller on the line and get as much information as possible.
- Call 911, 1234 and 382-1690.
- Complete the Bomb Threat report found in the Emergencies Response Plan Appendix.



Violent Behavior, Threats to Personal Safety

- If you are a victim or a witness to an attack, contact 911 as soon as you are safely able to do so. If you are not able to make the call, ask someone to do it for you. Do what you can to protect yourself in the process.
- If you see an active shooter, stay calm. Take cover if you can. Do not put yourself into physical danger to protect others. Only confront suspects as a last resort.
- If you are taken hostage, remain calm, be patient and avoid drastic action. Avoid arguments and comply with requests. Expect the unexpected.

Warning Signs for Serious Problems in Students

Be aware of the danger signals that students may send. Always err on the side of caution. Remember, none of these things necessarily mean that a student will harm him or herself, but they are warning signals of serious problems. Consider referring students to the Student Development Center whenever

you perceive issues are getting in the way of classroom performance. Report odd behavior to the Vice President of Student Success Services, Ext. 1639 who maintains a file and can more readily establish patterns of behavior in individual students.

Some Warning Signs to Look for:

- Repeated loss of temper
- Frequent physical fighting
- Vandalism or property damage
- Increased use of drugs and alcohol
- Increased demonstration of risk-taking behavior
- Announcing plans or threats to commit acts of violence or hurt others
- Enjoyment in hurting animals
- Carrying, access to or fascination with weapons, especially guns
- Withdrawal from friends and usual activities
- Feelings of rejection and marginalization
- Being a victim of bullying
- Poor school performance including significant changes in achievement.
- History of discipline problems or frequent run-ins with authority
- Failing to acknowledge the feelings or rights of others.

Source: The American Psychology Association.

Other warning signs:

- Express self-destructive or homicidal ideations
- Gives away possessions
- Appear withdrawn
- Demonstrate significant changes in mood
- Experience sleep and eating disturbances
- Experiences prior trauma or tragedy
- Enjoys violent programs, games or movies
- Engages in arson
- Frequently absent from class

Source: American Academy for Experts in Traumatic Stress

Communication

In the event of an emergency on campus, we will make every effort to keep people informed. The following communication methods will be utilized. Please look to them for up-to-date information.

- Local radio stations (KRKK, KQSW, KSIT, KRFZ, KUGR, KVCS, KZWB)
- Mustang Cruiser (Be sure you sign up) (prod.campuscruiser.com)
- E-mail and text mail notification in a serious emergency
- Cell phone notification
- Office/Room phone notification
- Personal contact as appropriate
- College Web Site (www.wvcc.wy.edu)
- Omega Radio

Important Phone Numbers

	On-campus Phones	Cell Phone
Police/Fire/Ambulance	9-911	911
Campus Emergency Phone	*1234	382-1600
*Phones on main campus only. Residence Halls call 382-1600		
Protective Services	1690	382-1690
Physical Plant	1680	382-1680
Vice President Student Services	1639	382-1639
After Hours	362-8223	362-8223
Student Development Center	1645	382-1645

Any time you have questions about information in this document or in the full Emergency plan, contact Protective Services or the Vice President for Student Success Services.