



# **Emergency Operations Plan**

## **Overview, Purpose and Scope**

The WSU Tech Emergency Operations Plan is a framework for a coordinated response to emergencies and disasters (collectively referred to as emergencies throughout this document). This plan provides an incident management structure for all emergency operations, but is not limited to, specific procedures for safety or hazardous material response.

The incident management structure set forth in this plan is flexible and may expand or contract as the situation warrants. This plan is based on a worse-case scenario and provides for the critical functions and roles of the College during an emergency response. However, its general procedures for the management of information, activities, and operations can be applied during any type of emergency.

The Emergency Operations Plan is an “all-hazards” document and contains concepts, policies, and procedures that apply regardless of the nature or origin of an emergency. This plan, therefore, does not address all unique conditions that may result from a particular hazard or event.

This plan is based on the National Incident Management System and the Incident Command System, a management structure adopted throughout the U.S. Accordingly, this plan’s approach to emergency management is rooted in a four-phase structure where the phases of mitigation, preparedness, response, and recovery each contain a critical College procedure for emergencies.

This is the overall plan for the College but may not address specific needs for all departments. Departments shall develop any additional emergency procedures as required that are consistent with this plan.

Responsibility for emergency response and recovery at WSU Tech has been delegated to the College, subject to the laws of the State of Kansas and the policies, rules and regulations of the Kansas Board of Regents, pursuant to K.S.A. 76-725. The WSU Tech Emergency Operations Plan (EDP) describes the duties and responsibilities of designated individuals, and groups within the College community in the event of a disaster.

In accordance with the Homeland Security Presidential Directive (HSPD) 5 and Governor's Executive Order 05-03, College agencies or departments with responsibilities delineated in this Emergency Operations Plan will use the National Incident Management System (NIMS). The National Incident Management System insures proper coordination between local, state, and federal organizations in emergency operations.

This plan provides guidelines and a framework for emergency organization, communications and information management, decision-making, response operations, and recovery operations. The measures in this plan will be enacted in response to any circumstance occurring at the College that requires greater than day-to-day resources to protect safety, health, property, the environment, and/or critical operations, including:

- Events: Planned occurrences that require resources greater than customary day-to-day staffing to ensure the safety and wellbeing of event participants, and the coordination of these resources to ensure a safe and successful outcome. Examples include commencement, campus events requiring special security, and other large gatherings. Unlike incidents, events can be rescheduled or cancelled.
- Incidents: An occurrence or event—natural, technological, or human-caused—that requires a response to protect life, property, or the environment (e.g., major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies, other occurrences requiring an emergency response).

Generally, there are two categories of incidents:

- Emergencies: Any incident, whether natural or human-caused, that requires responsive action to protect life or property; and
- Disasters: An occurrence of a natural catastrophe, technological accident, or human-caused incident that has resulted in severe property damage, deaths, and/or multiple injuries.

This plan applies to the WSU Tech Campuses as noted below and in the Appendix.

NCAT 4004 N. Webb Rd Wichita KS 67226

WSU South 3821 E. Harry Wichita KS 67218

City Center 301 S. Grove Wichita KS 67201

Old Town 213 N. Mead Wichita KS 67201

AEGD 2828 N. Oliver Wichita KS 67220

Culinary Arts campus 6655 E. Zimmerly 67207

Should an event or incident impact, or be expected to impact, the campuses or community, the College will implement the measures in this plan.

## Approvals

This supersedes and rescinds all previous versions of this document.

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

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WSU Tech

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# 1. Concept of Operations

## 1.1 College Management Responsibilities

The College is responsible for protecting life and property from the effects of emergencies or disasters that occur on our campuses. The College has the primary responsibility for the management of emergencies or disasters that occur on campuses or impact campuses.

The College's top priorities during an emergency are to:

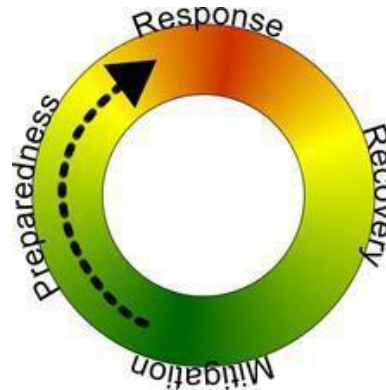
- Protect the lives, health, and safety of students, faculty, staff, visitors, and emergency responders,
- Protect College property and mitigate damage to the College,
- Protect the environment of the College and its natural resources,
- Protect and restore critical infrastructure and key College resources,
- Restore College operations,
- Coordinate among appropriate stakeholders, and
- Facilitate the recovery of College individuals.

The Department of Security & Safety is the designated emergency management department for the College and is empowered with the authority to administer the emergency management program. The Director of Security & Safety is the designated individual empowered with the authority to execute the Emergency Management Program.

The Department of Security & Safety is responsible for all four phases of emergency management (mitigation, preparedness, response, and recovery). Some of the responsibilities of these phases include developing and maintaining College-level emergency plans, managing the Emergency Operations Center, and conducting preparedness activities, including training and exercises.



## 1.2 The Four Phases of Emergency Response



<b>MITIGATION</b>  Preventing future emergencies or minimizing their effects	<ul style="list-style-type: none"> <li>Includes any activities that prevent an emergency, reduce the chance of an emergency happening, or reduce the damaging effects of unavoidable emergencies.</li> <li>Mitigation activities take place before and after emergencies.</li> </ul>
<b>PREPAREDNESS</b>  Preparing to handle an emergency	<ul style="list-style-type: none"> <li>Includes plans or preparations made to save lives and to help response and rescue operations.</li> <li>Evacuation plans is an example of preparedness.</li> <li>Preparedness activities take place before an emergency occurs.</li> </ul>
<b>Response</b>  Responding safely to an emergency	<ul style="list-style-type: none"> <li>Includes actions taken to save lives and prevent further property damage in an emergency situation. Response is putting your preparedness plans into action.</li> <li>Turning off gas valves and seeking shelter from a tornado are both response activities.</li> <li>Response activities take place during an emergency.</li> </ul>

<p><b>RECOVERY</b></p> <p>Recovering from an emergency</p>	<ul style="list-style-type: none"> <li>○ Includes actions taken to return to normal activities following an emergency.</li> <li>○ Recovery includes getting financial assistance to help pay for repairs.</li> <li>○ Recovery activities take place after an emergency.</li> </ul>
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### 1.3 Levels of Readiness and Activation

Being prepared through advanced planning and practice exercises on campus and communication of expectations of our peers, improves the chances of the WSU Tech community surviving and recovering from an emergency. Everyone is best served when the entire campus takes time to respond to an emergency in a practical and thoughtful manner. To initiate a timely, effective, and efficient response, employees must understand their role as first responders on campus and the levels of emergency requiring immediate action. The levels of emergency include the following definitions:

#### Level 1 - Normal Campus Conditions

Level 1 is for when the normal campus conditions exist. There is no need for an unusual response or additional planning. Every day normal activity.

#### Level 2 - Critical Incident (Minor Emergency)

Level 2 emergency incidents affect a minimum number of people, individual room(s) of a building, or a localized outside area. Level 2 events generally can be controlled by a minimum number of personnel and require only limited (or no) evacuation of the building or area. No formal campus-wide declaration is usually made, and the Incident Command System described in this Emergency Operations Plan is not activated. Examples of Level 2 emergencies include incidents that require standard first aid treatment, such as a sudden illness or minor injury.

#### Level 3 - Crisis (Major Emergency)

Level 3 emergency incidents affect an entire building or a large outside area, and require a coordinated effort by facilities personnel, administration, and/or other emergency response personnel. Potentially, this level may affect larger numbers of people, interrupt normal operations for a longer period of time than a Level 2 incident, and may involve evacuation of a building or area. No formal, campus-wide emergency declaration is usually made; the emergency situation will dictate to what extent, if any, the Incident Command System is activated. Level 3 emergencies include small fires, localized suspicious odors, leaking and overheated fluorescent light ballasts, small chemical spills, or injuries requiring medical attention by paramedics or transport to a hospital by ambulance.

#### Level 4 - Disaster (Severe; Man-made or Natural Emergency)

Level 4 emergency incidents affect more than one building or a major portion of the campus and include major events in the surrounding community that affect the campus. Level 4 emergencies typically involve the interruption of normal operations throughout the campus for an unknown period of time and require implementation of the Incident

Command System to provide control until the incident is concluded. Sheltering large numbers of people on campus or evacuating numerous campus areas, buildings or the entire campus may be required. This level of emergency also may include a campus isolated from normal emergency personnel response for an extended period of time. Campus self-sufficiency, sustainable up to 72 hours, should be planned for an incident of this magnitude. The college president or designated representative will issue a formal campus emergency declaration. Examples of level 4 emergencies include major earthquakes, local airplane crashes, acts of violence, or large chemical spills including release of natural gas, tornadoes, or other nature, intentional or unintentional disasters.

## 2. Direction, Control and Coordination

The College has adopted the Incident Command System (ICS), as part of the National Incident Management System (NIMS) as its command structure to manage large-scale planned, events, emergencies, and disasters. The Director of Security & Safety is the coordinator for ICS implementation. ICS is an emergency management construct designed to provide an integrated organizational structure reflecting the complexity and demands of all types of incidents. ICS is an all-hazards incident management tool allowing the response of many different college departments and outside agencies to be coordinated. It can be expanded or contracted based upon the size of the incident, maintains a limited span of control, and follows a clear chain of command.

The College Emergency Management Program is responsible for ICS implementation during emergency response operations. The program will ensure adherence to the principles of NIMS and ICS, use of common terminology, integrated communications, and the use of pre-designated facilities such as the College EOC. The Program will also ensure that NIMS and ICS are integrated into all emergency training and exercises.

During emergency response operations, the Director of Safety & Security or his/her designated representative is responsible for the implementation of ICS. The director will establish an Incident Commander/Unified Command as required, designate personnel responsible for operations, planning, resource management, coordination with outside agencies. For large scale incidents, the Director will ensure that each sub unit is organized in a modular fashion with proper span of control.

### 2.1 Continuity of Government

The president of the College is the chief administrative officer of the College and is responsible for developing and administering plans and policies for the program, organization, and operation of the College. The following succession order will be adhered to in the absence of the president:

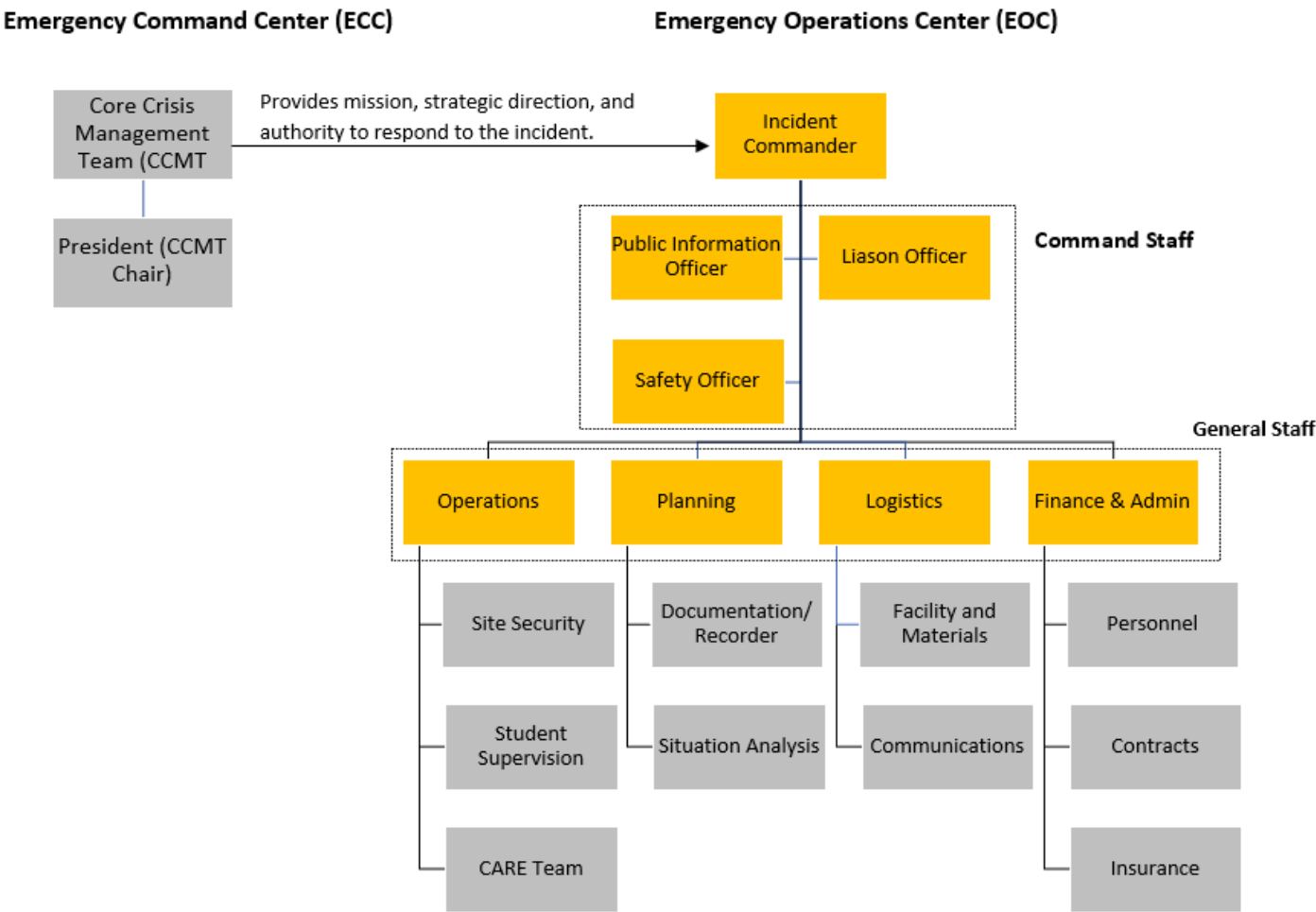
1. President
2. VP Finance & Administration
3. VP Student Success

The Director of Security & Safety is responsible for overseeing emergency command. The following succession order will be adhered to in the absence of the Director of Security & Safety with regard to Unified Command:

1. Director of Security & Safety
2. Executive Director of Operations
3. Lead or designated Security Officer

Other departments and administrative officers are encouraged to develop succession orders as well, particularly if their function involves emergency response.

## 2.2 Incident Organization



Two working groups lead the College during an emergency: the Core Crisis Management Team, working out of the Emergency Command Center, and the Incident Command Staff working out of the Emergency Operations Center.

### 2.2.1 Core Crisis Management Team and Emergency Command Center

The Core Crisis Management Team (CCMT) consists of College senior leadership and is responsible for addressing policy issues and provides strategic direction and the authority to respond to the emergency to the Incident Command Staff. The Office of the President leads the CCMT.

The CCMT assembles in the Emergency Command Center (ECC), located in Presidents Conference Room at NCAT Campus. If this facility is unsafe or otherwise inaccessible, the ECC will relocate to an alternate location.

### 2.2.2 Unified Command

When an incident occurs, a Unified Command may be established by the Director of Security & Safety, or their designees. Unified Command and the Command and General Staff manage the operational response to the emergency and coordinates among responders. Other entities may be incorporated into the Unified Command as needed.

### 2.2.3 Emergency Operations Center

The Emergency Operations Center is activated whenever emergency conditions exist that exceed the capabilities of normal operations and immediate action is required to save and protect lives, coordinate communications, prevent damage to the environment, systems, and property, provide essential services, temporarily assign College staff to perform emergency work, and/or invoke emergency authorization to procure and allocate resources.

Upon activation, incident staff will report to the Emergency Operations Center (EOC). If the primary location is unsafe or otherwise inaccessible, the staff will assemble in an alternate location. The President, Vice President Finance & Administration, Vice President Student Success and Director of Security & Safety may activate the EOC. The EOC is typically activated via text message using the College's mass notification system.

The EOC brings together decision makers to coordinate the flow of information and the development of response strategies. All organizations involved in responding to the emergency should provide a representative in the EOC. The general responsibilities of the College's EOC include:

- Assemble accurate information on the emergency situation and current resource data to allow on-scene officials to make informed decisions on courses of action.
- Determine and prioritize required response actions and coordinate their implementation, working with representatives of emergency services.
- Provide resource support for emergency operations.
- Organize and activate large-scale evacuation and mass care operations; and
- Provide emergency information to the public.

The EOC will also coordinate with Sedgwick County Joint Area Command as appropriate.

### 2.2.3.1 Incident Command Post

Upon the occurrence of an incident, and if appropriate, an Incident Command Post, or multiple posts, will be established in the vicinity of the incident site(s). The Incident Commander/Unified Command, or designee, will be responsible for directing the emergency response and managing the resources at the incident scene.

Pre-determined on-site ICPs are listed below

#### **NCAT Campus**

On Campus- President's Conference Room; Northwest Parking Lot (Outdoor)

Off Campus- Next Step

#### **City Center**

On Campus- Main Corridor (B3); Tennis Courts South of Complex (Outdoor)

Off Campus- East High School

#### **WSU South**

On Campus- Conference Meeting Room; Northwest Parking Lot (Outdoor)

Off Campus- Co-Co Properties LLC

#### **Old Town**

On Campus- A102 Conference Room; East Parking Lot (Outdoor)

Off Campus- WSU Old Town 238 N. Mead

#### **WSU West**

On Campus- Classroom 130; South Parking Lot (Outdoor)

Off Campus- AGK 3801 N. Walker Ave.

#### **AEGD**

On Campus- Waiting Room 8; North Parking Lot (Outdoor)

Off Campus- WSU Hughes Complex- 5015 E. 29<sup>th</sup> St.

#### **Boston Rec Center**

On Campus- Culinary Arts Classroom; Parking Lot (Outdoor)

Off Campus- Splash Pad- located South of campus.

### 2.2.3.2 Command and General Staff

The College fills the following positions within the command and general staff, depending upon the nature of emergency and the readiness level.

Position	Primary College Staff Title	Emergency Roles and Responsibilities
EOC Manager	Director of Security & Safety	Responsible for overseeing the Emergency Operations Center.
Public Information Officer	Executive Director of Strategic Communications	Advises the Incident Commander on information dissemination and media relations, obtains information from and provides information to the Plans Section, and obtains information from and provides information to the community and media.
Liaison Officer	Executive Director of Operations	Assists the Incident Commander by serving as a point of contact for agency representatives who are helping to support the operation and provides briefings to and answers questions from supporting agencies.
Safety Officer	Full Time, Lead Security Officer	Advises the Incident Commander on issues regarding incident safety and works with the Operations Section to ensure the safety of field personnel.
Operations Section Chief	Dean (name dean for each campus)	Responsible for managing all tactical operations at an incident.
Planning Section Chief	Security Officer(s)	Responsible for providing planning services for the incident including collecting situation and resources status information, evaluating it, and processing it for use in the Incident Action Plan.

Logistics Section Chief	Executive Director, Operations	Provides all incident support needs.
Finance/Administration Section Chief	Executive Director, Finance	Responsible for managing all financial aspects of an incident.

## 2.3 Incident Action Plans

Every response to an incident must have an oral or written action plan. The purpose of an Incident Action Plan (IAP) is to provide all incident supervisory personnel with directions and guidelines for their actions. Action plans that include the measurable, tactical operations to be achieved cover a set time frame called an operational period.

The standard operational period that the College uses is 12 hours long. Based on the specific needs of the emergency response, the actual operational period may vary. The operational period will be noted in the IAP. The Incident Commander, or designee, will determine the operational period length.

The planning of an operational period must be done far enough in advance to ensure that requested resources are available when the operational period begins.

Large incidents, which involve a partial or full activation of the ICS organization, should have written incident action plans. Emergencies with multiple operational periods should also have written incident action plans to ensure continuity. The decision to have a written action plan will be made by the Incident Commander. The essential elements in any written or oral incident action plan are:

- **Statement of Objectives:** A list or outline of objectives that are appropriate to the overall incident.
- **Organization:** A description of what parts of the ICS organization will be in place for each operational period.
- **Assignments to Accomplish the Objectives:** A list or outline of assignments, which are normally prepared for each division or group and include the strategy, tactics, and resources to be used.
- **Supporting Material:** A list or guide to additional documents, which may include, for example, a map of the incident, communications plan, medical plan, traffic plan, etc.

In general, the Planning Section Chief is responsible for the development of written Incident Action Plans. Unless otherwise warranted, the Planning Section will use FEMA ICS Forms to develop the plan. The Department of Security & Safety will maintain the records of any Incident Action Plans.



### 2.3.1 Support Components

### 2.3.2 Emergency Support Functions

The College relies on Emergency Support Functions (ESFs) to carry out emergency operations. Most functions are staffed by the College, however, certain functions such as Firefighting, rely on outside agencies to act as the primary responding agency.

Not all emergency support functions are activated at all times during an incident. ESFs may or may not be activated or deactivated based on the nature of the emergency and changing response needs.

Each Emergency Support Function has a primary, secondary, and tertiary representative.

The College uses the following ESFs:

Emergency Support Function	Corresponding WSU Tech Department or Local Agency	Responsibilities
ESF #1: Transportation resources	Executive Director of Operations Director Safety and Security	<ul style="list-style-type: none"><li>○ Collect, analyze, and distribute information on the status of the transportation infrastructure (e.g. parking garages and lots).</li><li>○ Manage transportation capabilities to support emergency operations.</li><li>○ Preposition equipment and resources (e.g. signage) to support emergency operations.</li><li>○ Participate in debris management on College roadways.</li><li>○ Evaluate transportation needs and restore transportation services.</li></ul>
ESF #2 Communications; systems and capabilities	Executive Director IT Director, Networking & Infrastructure	<ul style="list-style-type: none"><li>○ Serve as the lead for the Information Technology (IT)/Communications Unit during EOC activation</li><li>○ Support communication systems in the EOC during an emergency</li><li>○ Ensure interoperability of telecommunications and maintain backup emergency communications.</li></ul>

		<ul style="list-style-type: none"> <li>○ Provide for protection of vital electronic records.</li> <li>○ Provide technical assistance in data retrieval and restoration.</li> <li>○ Assess the communications infrastructure. Troubleshoot, maintain, and support College communication systems</li> </ul>
ESF #3 Critical Infrastructure and key resource restoration	Executive Director of Operations Facilities Manager	<ul style="list-style-type: none"> <li>○ Coordinate with stakeholders for debris removal and/or disposal in an orderly and timely fashion.</li> <li>○ Perform College damage assessment following a disaster.</li> <li>○ Perform emergency repairs (e.g. water collection systems, damaged infrastructure).</li> <li>○ Address landscape management issues.</li> <li>○ Lead coordination with College departments for preliminary damage assessment operations to address critical infrastructure.</li> <li>○ The Continuity of Operations Plan (COOP) outlines the College's essential functions for priority restoration operations</li> </ul>
ESF #4 Information collection, analysis, and dissemination;	Executive Director of Strategic Communications	<ul style="list-style-type: none"> <li>○ Coordinate with stakeholders to develop a common operating picture.</li> <li>○ Monitor conditions and collect information relative to the emergency event.</li> <li>○ Analyze and share information with appropriate stakeholders</li> </ul>
ESF #5 Search and rescue;	Director, Safety and Security Security Officers	<ul style="list-style-type: none"> <li>○ Lead for urban search and rescue efforts.</li> <li>○ Coordinate with Incident Commander, Police Department, and other supporting agencies and organizations.</li> <li>○ Conduct physical search and rescue operations in damaged/collapsed structures and transportation accidents to</li> </ul>

		<p>locate and extricate victims.</p> <ul style="list-style-type: none"> <li>○ Administer immediate medical attention for life-threatening injuries along with Sedgwick County Emergency Services.</li> <li>○ Carry out reconnaissance duties to assess damage and determine needs.</li> <li>○ Coordinate with the identification of missing persons.</li> <li>○ Perform specialized operations such as confined space rescues.</li> <li>○ Alert stakeholders of deceased victims.</li> </ul>
ESF #6 Energy and utilities services;	Executive Director of Operations Facilities Manager	<ul style="list-style-type: none"> <li>○ Coordinate with public works for utilities recovery and restoration.</li> <li>○ Ensure generator maintenance and fuel services for backup power is maintained</li> </ul>
ESF #7 Public Safety and Security; Law Enforcement	Director of Safety and Security Security Officers	<ul style="list-style-type: none"> <li>○ Serve as liaison for the Law Enforcement Unit at the EOC during an emergency.</li> <li>○ Coordinate with College departments and external partners such as Wichita Fire Department to address fire suppression, hazardous materials, security, traffic activities, evacuations and re-entry, etc.</li> <li>○ Prioritize incidents.</li> <li>○ Coordinate and request staffing of police officers.</li> <li>○ Assist in damage assessment operations.</li> <li>○ Provide disaster communications support.</li> <li>○ Communicating with Wichita Police and other local law enforcement agencies.</li> <li>○ Executing mutual aid agreements for augmenting law enforcement operations</li> </ul>
ESF #8	Vice President of Finance and	<ul style="list-style-type: none"> <li>○ Communicate College needs</li> </ul>

Memorandum of Understanding (MOU)	Administration Executive Director, Finance	<p>with vendors and the business community.</p> <ul style="list-style-type: none"> <li>○ Coordinate with the Facilities Section to transport resources</li> </ul>
ESF #9 (External Affairs) Emergency public information;	Executive Director of Strategic Communications Director, Public Relations & Marketing	<ul style="list-style-type: none"> <li>○ Communicate emergency instructions to the College community utilizing the various communications systems and social media outlets. See Crisis Communications Plan for additional information.</li> <li>○ Disseminate emergency alerts and instructions before and after an emergency event.</li> <li>○ Collect and disseminate emergency public information.</li> <li>○ Capture actions taken by internal and external stakeholders.</li> <li>○ Maintain a credible, effective working relationship with the media, ensuring they have access to information.</li> <li>○ Organize press conferences.</li> </ul>
<b>Other Areas of Responsibility/Support Functions</b>		
SF #10 Administration and Finance;	Vice President of Finance and Administration Executive Director Finance	<ul style="list-style-type: none"> <li>○ Provides support for the Finance and Administration Section at the EOC during an emergency.</li> <li>○ Assist with applications for federal reimbursement and cost recovery.</li> <li>○ Develops and shares guidance for finance and budget personnel during an emergency.</li> </ul>
SF #11 Alert and notification;	President Vice President Finance and Administration	<ul style="list-style-type: none"> <li>○ Implement EOP</li> <li>○ Notification to other key decision makers and College resources.</li> <li>○ Coordinate and liaise with key College Units during initial response period.</li> <li>○ Prepare EOC for activation.</li> </ul>
SF #12 Damage assessment;	Executive Director of Operations Director of Safety and Security	<ul style="list-style-type: none"> <li>○ Lead joint damage assessment teams and coordinate with College Units.</li> <li>○ Report operational information and observed damage to EOC.</li> </ul>

		<ul style="list-style-type: none"> <li>○ Identify any unmet needs that may require immediate attention.</li> <li>○ Determine magnitude and severity of damage to structures and infrastructure.</li> <li>○ Identify the areas and populations most in need.</li> </ul>
SF #13 Debris management;	Executive Director of Operations Director of Safety and Security	<ul style="list-style-type: none"> <li>○ Employ emergency debris clearance.</li> <li>○ Lead damage assessment teams.</li> <li>○ Coordinate with stakeholders for the debris removal and/or disposal process.</li> </ul>
SF #14 Detection and monitoring;	Director of Safety and Security Security Officers	<ul style="list-style-type: none"> <li>○ Prioritize current incidents.</li> <li>○ Collect and share data through field operations and via information systems.</li> </ul>
SF #15 Evacuation and shelter-in-place;	Director of Safety and Security Executive Director of Operations	<ul style="list-style-type: none"> <li>○ Recommends response action (e.g. evacuation, shelter-in-place, or lockdown).</li> <li>○ Coordinate with College departments and first responders to evacuate building(s).</li> <li>○ Provides traffic support for evacuation.</li> </ul>
SF #16 Mutual aid;	Vice President of Finance and Administration Vice President Student Services	<ul style="list-style-type: none"> <li>○ Coordinate with College departments to identify the resources to be accessed.</li> <li>○ Provide reasonable assurance that those resources will be made available when required.</li> <li>○ Coordinate with Finance and Administration Section to provide terms for compensation for the use of those resources.</li> </ul>
SF #17 Critical Infrastructure and key resource restoration	Executive Director of Information Technology Director Network & Infrastructure	<ul style="list-style-type: none"> <li>○ Ensure identified critical infrastructure is maintained during emergency.</li> <li>○ Coordinate continuity and restoration activities for critical infrastructure.</li> </ul>

In addition to the functions in the above table, a number of working groups made up of personnel from multiple campus departments support the College's emergency response operations. These groups are listed

below, as well as a summary of their membership and function.

### 2.3.3 Core Crisis Management Team

The Core Crisis Management Team (CCMT) consists of executive-level positions from across campus and serves as the definitive decision-making body for crisis issues on campus. The Core Crisis Management Team convenes to address and provide guidance to a variety of emergency incidents.

### 2.3.4 Safety Team

The Safety Team will take action during the emergency to protect the health and safety of college employees, students, campus visitors, on-campus responders, and emergency response personnel. Key members of the Safety Team include the Director of Operations and Facilities, all maintenance personnel and the Director of Safety and Security.

The Safety Team will maintain a presence throughout the population to keep people calm, and move to and stay at assembly points during shelter-in-place or evacuation events. The Safety Team functions to identify the known and potential hazards associated with campus facilities, materials, and equipment that emergency responders may encounter during their activities.

### 2.4.5 Care Team

The CARE team focuses on helping ensure student's mental health needs are met to promote wellness and academic success. The CARE team serves as a resource to the campus community by providing guidance for all members regarding how to seek assistance and report behaviors of concern.

## 3 Communications

Rapid and timely communication of information to the College public during emergencies is critical. In addition, accurate and timely communication of information to incident response personnel is required for adequate response to emergency incidents.

### 3.1 Emergency Alert/Notifications

This section contains a summary of the communication methods that the College uses in the event of an emergency. The actual communication methods may vary depending upon the nature of the incident although all of the following tools are available.

#### **Text Message Mass Notification System**

Notifications may be sent via text messages distributed through tools such as but not limited to Blackboard Connect, EAB Navigate, GroupMe mobile application. If an emergency occurs, then members of the college community may be notified through these means including instructions on how to continue with their day if it has been interrupted by an event. In addition, notifications may also go out

in order activate specific parts within the college response plan for certain emergencies such as fires or biological spills.

### **College Emergency Information Line: 316-677-1911**

This phone number is used to communicate emergency situations directly to college security. Please do not hesitate to call if you need help with any situation!

### **College Group E-mail**

Group or college wide emails are not only for information but also serve as a way of notifying the college community about emergency situations happening around campus or anything else that may impact them personally such as closings due an academic cancellation or inclement weather (for example).

- Informational: any communication that increases the awareness of campus activities, events, or services (i.e., parking disruptions); College employees and students may unsubscribe from receiving informational messages via the College group e-mail system
- Operational: communication that requires some action on the recipient's part or a required notification by the College (i.e., a message about benefits eligible information)
- Official: a non-urgent communication from an executive officer (i.e., a message from the College president)
- Urgent: an urgent announcement from an executive officer regarding an imminent event, such as the school closing

### **Fire Panel System/Emergency Communications System (ECS) Interface**

Buildings are equipped with audible fire panel systems with Emergency strobes and alarms.

### **Closed Circuit TV System (SCALA)**

Many public gathering places across the college are equipped with a closed circuit flat-panel television system called SCALA where emergency announcements may be posted. These screens are managed by the Strategic Communications Department

### **College Website (wsutech.edu)**

In case of emergency, you can find information about the status of WSU Tech on our website. In most but not all cases this may take the form of a red alert messaging banner placed at the top of the college homepage.

### **Local Media**

The college depends on broadcast media as one method of notifying students, faculty and staff of emergencies before and/or during their commute. If there is an emergency alert that warrants the leveraging of media to communicate to all members in the area, the Strategic Communications Department will ensure necessary parties are aware via phone calls, emails and or methods designated by each respective media outlet.

### 3.1.1 Emergency Alert/Notification Matrix

## 4 Administration, Finance and Logistics

### 4.1 Agreement and Contracts

Should the College resources prove to be inadequate during an emergency; requests will be made for assistance from local jurisdictions, and other agencies in accordance with existing mutual-aid agreements and contracts and those agreements and contracts concluded during the emergency. Such assistance may include equipment, supplies, or personnel, and should follow these guidelines:

- All agreements will be entered into by authorized officials and should be in writing whenever possible
- Agreements and contracts should identify the local officials authorized to request assistance pursuant to those documents

### 4.2 Record Keeping for Emergency Operations

Each department that participates in an emergency response is responsible for maintaining any records generated during that response and submitting to the Department of Security & Safety during post-debriefing sessions. The Department of Security & Safety maintains records related to emergency response, such as Incident Action Plans.

### 4.3. Activity Logs

The ICP, ECC, and the EOC will maintain accurate logs recording key response activities, including:

- Activation or deactivation of emergency facilities,
- Emergency notifications to local, state, and Federal entities,
- Significant changes in the emergency situation,
- Major commitments of resources or requests for additional resources from external sources,
- Issuance of protective action recommendations to the public,
- Evacuations,
- Casualties, and
- Containment or termination of the incident.

### 4.4. Emergency Costs

Departments will keep track of any incident costs, including the use of personnel, equipment, and supplies during an emergency response, and report to the Finance/Administration Section Chief.



## 4.5. Public Protection

Public complaints regarding alleged unfair or illegal business practices often occur in the aftermath of a disaster. Such complaints will be referred to the College President's office.

## 5 Plan Development and Maintenance

### 5.1 Plan Development

The Department of Safety & Security is responsible for the overall development and completion of the Emergency Operations Plan, including any supporting annexes or operational plans.

### 5.2 Plan Distribution

The Department of Security & Safety shall determine the distribution of this plan and its annexes. In general, copies of plans and annexes will be distributed to those individuals, departments, and organizations tasked in this document. Distribution may take the form of electronic or physical copies. Copies will also be set aside for other emergency facilities, as appropriate.

### 5.3 Plan Maintenance

This plan and its annexes will be reviewed annually and updated and revised as appropriate based upon deficiencies identified during actual emergency situations and exercises and when changes in threat hazards, resources and capabilities, or government structure occur.

Interim revisions may be made when one of the following occurs:

- A change in College site or facility configuration that materially alters the information contained in the plan or materially affects implementation of the plan Emergency Operations Plan,
- A material change in response resources,
- An incident occurs that requires a review,
- Internal assessments, third party reviews, or experience in drills or actual responses identify significant changes that should be made in the plan,
- New laws, regulations, or internal policies are implemented that affect the contents or the implementation of the plan, and
- Other changes deemed significant.

Plan changes, updates, and revisions are the responsibility of the Department of Security & Safety. The Department will ensure that any plan changes are distributed accordingly.

## 6 Equipment and Resources

### 6.1 Medical and First Aid Supplies

First aid kits are intended only for injuries incidental to the workplace, and not equipped for mass casualties. They are in all buildings throughout campus and at off-campus sites. The kits located around campus have limited first aid

and medical supplies on hand that may be used in an emergency.

## 7. Termination of Emergency Declaration & Recovery

Every emergency incident involves simultaneous response and recovery processes. During the early stages of an emergency, response activities dominate while recovery processes support response. Termination of the emergency declaration is the official recognition that the emergency phase of the incident has waned, and the recovery process is dominant.

Termination activities should concentrate on giving accurate information to people who need it most and should begin as soon as the emergency phase of the operation is completed.

Termination activities should include debriefing, post-incident analysis, and identification of a recovery team or recovery plan.

### 7.1 Debriefing

Debriefing should begin as soon as the emergency phase of the operation is completed. The purpose of the debriefing is to inform participants:

- What happened?
- What is known about the status of the campus facility, including when operations will resume, or when a determination of a timeframe for resuming operations will be known?
- What is known about the condition, beyond campus, boundaries that may affect movement away from campus?
- What is known about the status of the campus populations including the type and extent of any injuries?
- Where the injured were taken?
- How to access updates?
- What actions will be taken next?

### 7.2 Post-Incident Analysis (After Action Reports)

Post-incident analysis is a reconstruction of the incident to establish a clear picture of events that took place during the emergency. As soon as is practical, the campus response team should construct a brief chronological overview of who did what, when, and where during the incident.

Key topics for the Post-Incident Analysis should include:

#### Command and Control

- Did the first trained responder to arrive on scene establish the ICS?
- Was the emergency response organized according to the existing EDP procedures?
- Did information pass from ICS support teams to the Incident Commander and from the Incident Commander to the ICP through appropriate channels?
- Were response objectives communicated effectively to field personnel who were expected to implement them?
- Did the Incident Commander integrate well with the professional emergency response Incident Command upon arrival, and throughout the incident?

### **Tactical Operations**

- Did the on-scene Incident Commander effectively order tactical operations?
- Who implemented the orders? What worked? What didn't?
- Were tactical operations conducted in a timely and coordinated fashion?
- Do revisions need to be made to tactical procedures?
- Do tactical work sheets need to be developed or modified to account for actions?

### **Resources**

- Were human and material resources adequate to conduct the response effectively?
- Are improvements needed to facilities or equipment?
- Were mutual aid agreements implemented effectively?

### **Support Services**

- Were support services adequate and provided in a timely manner?
- What is needed to increase the provision of support to a necessary level?

### **Plans and Procedures**

- Was the EDP and associated tactical procedures current?
- Did they adequately cover notification, assessment, response, recovery, and termination?
- Were roles and assignments clearly defined?
- How will plans and procedures be upgraded to reflect successful and unsuccessful aspects of the emergency response?
- What other procedures could have been in effect?
- Are there any procedures that should be eliminated?
- What additional protective measures could have been taken to eliminate the damage?
- Have there been any changes in the facilities, equipment, or operations of the institution that warrant changes in the procedures for emergency management?

### **Training**

- Did this event highlight the need for additional basic or advanced training?

### **Communication**

- How well did the internal and external communication plans work?
- What should be clarified or changed?
- Are there ongoing legal issues that need to be resolved?

## **8. Recovery Plan**

The timing for moving from a response focus to a recovery focus will depend on the nature and magnitude of the emergency, and damage to campus structures and infrastructure. Once the immediacy of the emergency subsides, efforts at returning the campus to normal operations begin. WSU Tech will return to the standard/routine organizational structure from the Incident Command Structure and employees will return to work. This process may be gradual and may take an extended period of time depending upon the extent of the damage to campus. WSU Tech leadership will strive to assure an organized recovery that maximizes safety of personnel and mitigates further damage to college facilities and assets. The Recovery Plan, or a timetable for a Recovery Plan, should be communicated to all interested parties. It is possible that recovery may continue long after resumption of normal operations.

## APPENDICIES

## Appendix 1 Emergency Telephone numbers

# Emergency Telephone Numbers

<b>General Emergency</b> <i>Ambulance, Fire, Police</i>	911
<b>Emergency Services</b>	
Wichita Police Department	268-4111
Patrol North Bureau	350-3400
Patrol South Bureau	350-3440
Patrol East Bureau	350-3420
Patrol West Bureau	350-3460
Sedgwick County Sheriff's Office	660-9000
Wichita Fire Department	268-4510
<b>Utilities</b>	
Kansas Gas Service	1-800-482-4950
Mid-America Poison Control	1-800-222-1222
City Utilities Department (Water & Sewer)	265-1300
<b>Local Hospitals</b>	
Wesley Hospital ER	962-2222
St. Francis Hospital ER	268-8050
St. Joseph Hospital ER	265-5505
<b>Wichita State University</b>	
Directory Assistance	978-3456
WSU Police Department	978-3450
<b>Military</b>	

McConnell Air Force Base	759-6020
Air National Guard	759-7425
<b>Other</b>	
Spirit Security	
Federal Bureau of Investigation	526-9000
Kansas Bureau of Investigation	262-0031
	337-6100

## Appendix 2 Sheltering

Sheltering may be necessary on campus, depending on the magnitude of an incident. College facilities may be used to “shelter-in-place” staff, faculty, students and visitors, to provide shelter for displaced individuals during a campus evacuation, or to provide shelter to the community.

### Shelter for Campus Evacuations

During a campus evacuation, there may be individuals who do not have transportation to leave campus immediately. In the event this occurs, shelter will be provided, if possible, on campus.

A security/safety sweep of the designated building will be performed by maintenance and security personnel prior to opening a facility as a shelter.

### Potential Campus Shelter Location:

#### NCAT

- Commons Area and Lecture Hall (Primary)  
Gateway Building Foyer (Secondary)
- North-West Parking Lot (Outdoor)

#### City Center

- Commons Area B4 (Primary)  
Open Area B7 (Secondary)
- Tennis Courts South of Complex (Outdoor)

#### WSU South

- Commons Area and Library (Primary)  
Auditorium (Secondary)
- South Parking Area, Directly South of  
Complex (Outdoor)

#### Old Town

- Corridor C135 (Primary)  
Corridor D114 (Secondary)
- North of Building in the loading dock area  
(Outdoor)

#### WSU West

- Classroom 130 (Primary)  
Foyer (Secondary)
- North of Building (Outdoor)

#### AEGD

- Waiting Room/B (Primary)  
Foyer (Secondary)
- North of Building (Outdoor)

#### Boston Rec Center

- Culinary Arts Classroom (Primary)  
Gym (Secondary)
- Basketball Court to the West (Outdoor)



### **Shelter in Place Where Going Outdoors Poses a Hazard**

If public officials send out a message that a major incident has occurred that makes it unsafe for the public to move about outdoors, all WSU Tech building occupants in the affected area will be notified via the telephone tree, email and emergency text services (if possible), or runners inside each building. Everyone will be asked to remain in the building for his/her own safety. However, no one will be held against his/her own will. When public officials give the “all clear” to the college administration, building occupants will be notified through the same emergency communications channels detailed above.

**NOTE:** Windows and doors should be sealed with tape and air handlers turned off in the event of a chemical spill or toxic gas in the area.

## Appendix 3 Lockdowns

### Lockdowns

A crisis may arise when it is prudent to lock WSU Tech buildings while still occupied. The purpose for this action would be to protect students and staff by preventing entrance into building and program areas by person or persons identified as dangerous. Lockdown procedures may be implemented in an event such as a civil disturbance, hostage situation, or person(s) wielding dangerous weapons.

The College President, or his/her designee, has the authority to initiate a lockdown at any time it is deemed necessary. Notification to initiate lockdown procedures will be given via emergency alert system or by courier/runner. Faculty and staff should follow the building lockdown procedures when instructed to do so or immediately in the event of imminent threat.

While WSU Tech has no authority to prevent students from leaving the campus, all students will be asked and encouraged to stay and report to safe areas in the event of a crisis.

#### **Imminent Danger**

- If you hear gunshots or witness an armed person, isolate yourself and others from the suspect. Close, lock and barricade doors, close curtains, lie on the ground. If in open space, hide to the maximum extent possible - get behind something solid (a wall, planter, etc.).
- Call 9-1-1 if it is safe to do so. Provide as much detail as you know. Follow police instructions. Do not expose yourself or others until notified by police that the danger has passed.
- Faculty should encourage other faculty/staff members or a student with a cellular phone to call the College Emergency Line (677-1911) if it is safe to do so. Provide as much detail as you know and what action you have taken. Do not speculate. Depending on circumstances, responding personnel will coordinate efforts with the law enforcement officers.

## Appendix 4 Aircraft Crash

### Aircraft Crash

The potential for an aircraft crash on or near campus is a possible threat. If a crash were to occur, Faculty/Staff members should encourage the following:

#### Crash into College Building(s)

- Immediately take cover under tables or desks and remain clear of all windows to protect from falling or flying debris until mass movement stops.
- Activate the nearest fire alarm pull station and evacuate the building quickly, following the established routes and procedures, if possible. Consider the potential for fire and explosion to increase regardless if fire or explosion occurred upon impact.
- Assemble at the pre-designated assembly points, if it is safe to do so, or proceed to an alternate assembly point as directed by the faculty/staff members or other WSU Tech official by the safest routes possible.
- Wait at the safe assembly points until otherwise directed by a faculty/staff member, a WSU Tech official, or law enforcement officer.
- If required, a campus-wide evacuation will be conducted when it is safe to do so without complicating the emergency response.

#### If You Become Trapped

- Alert emergency search and rescue crews or anyone within shouting distance of your location
- If a telephone is available attempt to call 911 and extension 677-1911 (the College Emergency Number) and report your location.
- If a window is accessible, place an article of clothing or other signal in the window to alert rescuers to your location. Whistle, shout, use any object at hand to pound on a wall or door to make noise at regular intervals to alert rescuers to your location.
- Stay low, near the floor. During a fire the air nearest the floor will contain the least smoke, contaminants and heat.
- If you are injured, tend to your wounds and help others with wounds.
- Remember, the first priority during any emergency is life safety. Help is on the way.

#### Crash Near Campus

- In the event of a major community emergency, the WSU Tech campus may be used as a staging area or command post by emergency responders.

- Keep campus access roads open and remain clear for the command post and responders.
- Follow building evacuation plans.
- Wait at designated assembly points until receiving further instructions from a WSU Tech official or law enforcement officer or firefighter.

## Appendix 5 Fire Emergency

Fire and the associated dangers of smoke, structural damage, or toxic releases can pose serious threats of injury and death to students, employees, visitors, and emergency response personnel. In order to control a fire and minimize its damage, the following steps should be taken immediately:

- Leave the area at once.
- Pull the fire alarm.
- Alert other people in the area and instruct them to leave the building.
- Close, DO NOT LOCK, all doors and windows if you can safely do so to help contain the fire.
- Stay as low as possible to avoid smoke and heat.
- Evacuate the building calmly, but quickly, following evacuation and assembly procedures posted in the building.
- Do not use elevators.
- Go directly to the designated assembly area and await additional instructions. Report anyone who is missing and who was in your classroom or area when the evacuation began to the college official in charge.
- **Call 9-1-1** from a safe location.
- **Call 677-1911** to contact the Security Team for immediate response.
- Remain at the assembly area until you are instructed how to proceed by the administration, emergency responder, or other college authority.

### If Trapped:

Alert emergency responders of your location by whistling, shouting or using an object to beat on walls, floor in a rhythmic manner.

If a telephone is available, call 9-1-1 and inform emergency personnel of your location; you may also place an article of clothing or other device to use as a signal in a window, if a window is available.

Stuff material in door cracks to minimize smoke and try to stay low, near the floor, where heat, smoke, and contaminants may be less.

If there are injured, tend to your injuries and then assist others with theirs.

**REMEMBER:** Saving lives is the first priority in an emergency. Help is on the way.



## Appendix 6 Bomb Threat

- Colleges and other public institutions are prone to bomb threats. The threats rarely involve real explosives, but each must be taken seriously.
- If you receive a bomb threat or become aware of a bomb threat:
- Remain calm and courteous while trying to obtain information.
- Record the time of the threat.
- Record the exact words of the threatening person or caller.
- If the bomb threat is written, handle it carefully - preferably with minimal touching to preserve evidence on the note.

### Report:

Only the person receiving the threat should complete the “Bomb Threat Checklist” and have it ready for responding Law Enforcement Officers

Do not use the phone you just took the call from to make or take calls. Often Law Enforcement can track the call back

Using a different campus phone, call 677-1911 to report the threat to the Security Team. The President’s office will be responsible to make appropriate notifications.

### A Reminder:

Always take a bomb threat seriously.

- ◆ **Do not search for a bomb**, pick-up, shake, handle or touch any suspicious objects until to do so by law enforcement professionals.
- ◆ **Do not use radios or cell phones to communicate.** A radio or cell phone transmission contains a radio frequency that can activate some types of bombs and explosive devices.

In the event of a building or campus evacuation, wait for a faculty member, administrator or other law enforcement official, to give the “All Clear” before returning to a building or classroom. In the event the campus is evacuated, an “All Clear” should be provided by the college phone tree, college web page and/or urgent text message.

## Appendix 7 Bomb Threat Checklist

### Information to gather and questions to ask

Date of Call: \_\_\_\_\_ Time of Call: \_\_\_\_\_

What did the caller say (EXACTLY) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### QUESTIONS TO ASK

When is the bomb going to explode? \_\_\_\_\_

Where is the bomb? \_\_\_\_\_

What does it look like? .....

What kind of bomb is it? \_\_\_\_\_

What will cause it to explode? \_\_\_\_\_

Did you place the bomb? \_\_\_\_\_

Why? \_\_\_\_\_



Where are you calling from? \_\_\_\_\_

What is your address? \_\_\_\_\_

What is your name? \_\_\_\_\_

**CALLER'S VOICE (circle all applicable)**

Calm                  Slow                  Crying                  Slurred                  Disguised

Sincere                  Normal                  Squeaky                  Stutter                  Deep

Loud                  Broken                  Giggling                  Accent                  Angry

Rapid                  Stressed                  Nasal                  Lisp                  Excited

If voice is familiar, whom does it sound like? \_\_\_\_\_

Were there any background noises? \_\_\_\_\_

Remarks: \_\_\_\_\_

Who took the call: \_\_\_\_\_

## Appendix 8 Building Evacuation

When a building on campus must be evacuated, the evacuation must be done quickly, calmly, and without panic. Special attention should be given those individuals requiring additional assistance to evacuate a building. Ideally, faculty and staff should inform students that the building must be evacuated and should summarize the events to follow as listed here.

- Evacuate immediately if you hear an alarm or are asked to evacuate by a college official.
- Take your personal belongings with you.
- Classrooms and offices - close, but do not lock, all doors.
- Laboratories - turn off all gas (cylinders, fuels), and other equipment or machines in use that may pose a hazard or source of ignition or fuel.
- Follow the evacuation route posted in your building and in the maps section.
- Walk quickly and calmly to the assembly points designated by the faculty or staff member and alert others to do the same.
- Do not use elevators during a fire or tornado.
- During evacuations, reserve elevators for non-ambulatory individuals.
- Wait at the designated outdoor assembly points.
- Do not leave the assembly area until you have checked in with the faculty or staff member in charge. If the primary assembly point is unsafe, go to an alternate assembly point identified by a college official.
- A faculty member should be notified if anyone is unaccounted for from your classroom or area.
- After evacuating, DO NOT ENTER A BUILDING FOR ANY REASON until you are told it is safe by a college or law enforcement official announcing an "All Clear".

## Appendix 9 Emergency Campus Closure

Severe weather, damaged infrastructure or other unanticipated conditions may occur that could affect the capability of the college to remain open for the purpose of conducting classroom instruction.

The decision to close a college or other WSU Tech facilities will be made by the president or his designee.

If it becomes necessary to close the campus during regularly scheduled sessions, students and staff will be notified through the established emergency notification system and/or runner.

If it becomes necessary to close a campus during non-scheduled operating hours, the president or designated representative will initiate personnel notification through the above-named means.

WSU Tech employees should be able to call 677-9596 for information regarding the status of a college closure. Notice of campus closure will also be announced through local radio and television media as well as posted on the internet, through social media sites and through emergency texts.

All scheduled activities will be terminated during a campus closure, except emergency operations performed by essential facilities and security personnel.

### Campus Evacuation

In the event of an emergency during times that the college campus or buildings are occupied, the Incident Commander or designee will notify the emergency communications of the evacuation and request traffic control if necessary.

Know and follow the evacuation protocols and routes from campus.

## Appendix 10 Fire Emergency

Fire and the associated dangers of smoke, structural damage, or toxic releases can pose serious threats of injury and death to students, employees, visitors, and emergency response personnel. In order to control a fire and minimize its damage, the following steps should be taken immediately:

- Leave the area at once.
- Pull the fire alarm.
- Alert other people in the area and instruct them to leave the building.
- Close, DO NOT LOCK, all doors and windows if you can safely do so to help contain the fire.
- Stay as low as possible to avoid smoke and heat.
- Evacuate the building calmly, but quickly, following evacuation and assembly procedures posted in the building.
- Do not use elevators.
- Go directly to the designated assembly area and await additional instructions. Report anyone who is missing and who was in your classroom or area when the evacuation began to the college official in charge.
- **Call 9-1-1** from a safe location.
- **Call 677-1911** to contact the Security Team for immediate response.
- Remain at the assembly area until you are instructed how to proceed by the administration, emergency responder, or other college authority.

### If Trapped:

Alert emergency responders of your location by whistling, shouting or using an object to beat on walls, floor in a rhythmic manner.

If a telephone is available, call 9-1-1 and inform emergency personnel of your location; you may also place an article of clothing or other device to use as a signal in a window, if a window is available.

Stuff material in door cracks to minimize smoke and try to stay low, near the floor, where heat, smoke, and contaminants may be less.

If there are injured, tend to your injuries and then assist others with theirs.

**REMEMBER:** Saving lives is the first priority in an emergency. Help is on the way.

## Appendix 11 Harassment, Threats, Violence on Campus

Harassment, threats, and violent behavior are unacceptable and will not be tolerated at WSU Tech. All reports of harassment, intimidation, threats, and physical violence will be investigated, and individuals subject to disciplinary action, including expulsion, termination and criminal prosecution.

Planning and practice are effective tools individuals may take to prevent and protect against the unlikely event of violence on campus. Preventive actions include: 1) Learning to recognize early warning signs, 2) Early reporting and intervention, 3) Considering potential scenarios, and 4) Planning a response.

Every hostile or potentially violent situation is different, and the threatened individual will have to rely on his/her best judgment on the best course of action, given the unique situation. Your own safety and the safety of others is the top priority.

### Harassment:

- Do not ignore harassing behavior. Report concerns to the President's Office and/or to the Safety and Security Director. The Director will be responsible for making the necessary Police reports.
- Do not tolerate verbal or physical harassment from anyone. Contact a member of the security team to intervene.
- Do not give out personal information about others (co-workers or students), such as home address, class schedule, or telephone number.
- Report civil protection orders ("**No Contact Orders**", "**Restraining Orders**" or **Protection from Abuse Orders**") to Security. A copy of the order will be necessary for files.
- **Call extension 677-1911 (College Security Team)** for assistance. If the situation warrants call 9-1-1 immediately for a Law Enforcement response and notify the campus officer.

### Threats:

- Treat all threats or rumors of violence as a serious event. Call 9-1-1 if you are in danger of bodily harm or consider the threat to be immediate.
- Call 9-1-1 if you observe a weapon, are informed of someone on campus in possession of a weapon or informed of someone's intent to bring weapons to campus.
- Call 677-1911 to report threatening behavior if you do not consider yourself or others to be in immediate danger.
- Every situation is different, and the threatened individual will have to rely on his/her best judgment as to the best course of action, given the unique situation. Your own safety and the safety of others is the top priority.

## Immediate or Imminent Violence:

### General Guidelines to Remember:

- **Remain Calm**
- **Trust your instincts**
- **Act Smart**
- **Make Good Decisions**
- **Take care of yourself**
- **Take Care of Others**

### Immediate Action:

Quickly determine the most reasonable way to protect your own life. Remember that students are likely to follow the lead of instructor or staff during an active shooter situation.

- **Evacuate**

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officer and/or WATC Security
- Do not attempt to move wounded people
- Call 911 when you are safe

- **Hide out/Deny**

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e. and office with a closed and locked door)
- Not trap yourself or restrict your options for movement

**To prevent an active shooter from entering your hiding place:**

- Lock the Door
- Blockade the door with heavy furniture

**If the active shooter is nearby:**

- Lock the door
  - Silence your cell phone
  - Turn off any source of noise(i.e. radios, televisions)
  - Hide behind large items (i.e. cabinets, desks)
  - Remain quiet
  - **DO NOT** unlock or open the door for anyone until they have properly identified themselves as law enforcement and/or WSU Tech security.
- 
- **Take action against the active shooter**
    - As a last resort, and only when your life is in **imminent danger**, attempt to disrupt and /or incapacitate the active shooter by:
    - Acting as aggressively as possible against him/her
    - Throwing items and improvising weapons
    - Yelling
    - Committing to your actions

## Appendix 12 Suspicious Person/People

- Establish eye contact and ask if you can help him or her.
- Do not physically confront the person.
- Do not let anyone block your access to an exit.
- Do not let anyone into a locked building or office.
- Do not block the person's access to an exit.
- Call extension 677-1911 for assistance. If the situation warrants call 9-1-1 immediately for a Law Enforcement response and notify the campus officer.
- Keep a safe distance.
- Note the person's travel direction, clothing, body type (weight & height), sex, race, approximate age, jewelry worn, any visible scars, identifying body marks, body piercings and/or tattoos, etc.



## Appendix 13 Hazardous Materials

Although WSU Tech uses and stores a minimum amount of hazardous materials and natural gas lines serve the campus, WSU Tech must be prepared to respond appropriately in the event of a hazardous materials release. If an employee detects unknown odors or suspect a chemical release or exposure, follow the steps below immediately.

### Unknown Odors

Call the Administration immediately at 677-1911. If you are unable to reach the College, call 911 for assistance.

- Identify the source of the odor, if known. If the odor is unknown to you, describe the odor when calling.
- If it is a natural gas odor, open doors and windows and evacuate the building.
- If the odor is irritating or you feel symptoms such as dizziness, nausea, burning or stinging of the eyes or mucous membranes, alert someone to your symptoms and ask a faculty or staff member for assistance to evacuate the building.
- Follow the instructions of campus personnel or responding facilities personnel.

### Chemical Exposure or Spill

If a body part comes in contact with a chemical, rinse the area with clean, cool, running water for at least 15 minutes.

- If the chemical splashed into the eyes, hold the eyes open while flushing with water and continue to flush the area for at least 15 minutes.
- Call 677-1911 for emergency back-up assistance from a staff member.

Call 911 if:

- Incident requires medical treatment;
- Spill involves a fire/explosion; or
- Spill is life threatening.

Protect other people from exposure. If the potential for additional exposures exists, evacuate the area.

If an SDS sheet is not available, you may also contact CHEMTREC for emergency information at 1-800-424-9300, 24/7.

Respond to the spill only in accordance with your level of training.

Call Campus Administration at extension 677-1911 or 677-9500 in the event of an unknown chemical spill.

If a chemical spill reacts either violently or by creating a cloud or odor, call 9-1-1 and advise the emergency operator to dispatch the fire department hazardous materials team and if possible, provide the types of chemicals involved in the reaction. Evacuate the building.

Notice of an Off-Campus incident affecting the Campus

- If notified of an off-campus release that poses a threat or danger to campus populations, the safety/security team or designee will direct campus to:

**Evacuate**

**Or**

**Shelter In-Place**

If notified to evacuate, follow established evacuations procedures for your building, or as instructed by the security/safety team or designee.

To shelter-in-place:

- Close all windows, doors, and blinds
- Tape or stuff any gaps where air might enter (beneath and around doors and windows)  
Remain in place until instructed to do otherwise by a WSU Tech official or a firefighter

Engineers should turn off ventilation

## Appendix 14 Medical Emergency

Medical emergencies, with known and unknown causes, can occur without warning to students, staff, and visitors on campus. A timely, trained response is the best chance for recovery. To initiate a timely response, take the following steps immediately:

### **Life Threatening Emergency:**

Call 9-1-1. Advise the emergency operator of the circumstances and follow the instructions given.

Either call or send a runner to the security team (677-1911) and/or the nearest safety team member to obtain campus response in addition to responding paramedics.

State the medical aid needed.

Provide the location of the emergency.

Describe the type of injury or illness.

Provide a brief description of how the injury or illness occurred.

Do not move the injured or ill person unless it is necessary to avoid further injury.

Have someone meet the responding paramedics and direct them to the emergency location.

### **Non-Life Threatening Need for Medical Assistance:**

Call 677-1911 and or the nearest safety team member.

State the medical aid needed.

Provide the location of the emergency.

Describe the type of injury or illness.

Provide a brief description of how the injury or illness occurred.

Do not move the injured or ill person unless it is necessary to avoid further injury.

Have someone meet the responding personnel to direct him or her to the emergency location.

## Appendix 16 Emergency Guidance for Classroom Instructors and Staff

The instructor is the senior representative of the University in the classroom and is therefore responsible for implementing College policy and directives. **In the event that an emergency occurs while class is in session, instructors are expected to facilitate the execution of the appropriate procedure, i.e. evacuation, shelter-in-place, or lockdown.**

- Instructors are responsible for pointing out their classrooms' building emergency evacuation routes and emergency procedures to students at the beginning of each semester. All College community members should familiarize themselves with all the exit doors of each room and building they occupy at the College, and should remember that the nearest exit routes may not be the same as the way they typically enter buildings.
- Students requiring assistance in evacuation shall inform their instructors in writing during the first week of class.
- Instructors should be prepared to give appropriate instructions in the event of an evacuation or other emergency. Students should follow the instructions of faculty members and class instructors during emergency evacuations.
- Instructors are responsible for notifying Safety and Security of students under their supervision who require evacuation assistance. Instructors are responsible for ensuring that students who require evacuation assistance report to their designated staging area. Instructors should not leave a student at a staging area until the designated escort has arrived and assumed responsibility for the student.

### Emergency Procedures

Notification to evacuate, shelter-in-place, or lockdown will be given using one or multiple communication methods including text message, building indoor emergency notification system, or any other method suitable to the situation.

- If instructed to **evacuate**, the instructor should direct the class to exit the building via stairwells (not elevators unless equipped with emergency elevators) and assemble at the designated location. All persons should remain at the assembly point and not reenter the building until given the "all clear" from police, fire, or the Building Emergency Management Team.
- If instructed to **shelter-in-place**, the instructor should notify the class to remain inside and direct the class to an interior space of the building away from windows and on the lowest level possible. All persons should remain sheltered until given the "all clear" notice via text message or email.
- If instructed to **lockdown**, the instructor should direct the class to silence cell phones, turn off lights, remain quiet, lock or barricade the door, and remain hidden if possible. All persons should remain in place until given the "all clear" notice via text message or email.

## Appendix 17 Severe Weather

Severe local storms are the most common widespread hazard faced by WSU Tech. Effects of severe local storms - wind, snow, ice, hail and high winds - are immobility and loss of utilities. If electrical lines are damaged, other utilities such as telephone systems (cell and land lines), natural gas, water, and sewer systems may become inoperable. Transportation routes may be impassable leaving both staff and students without the ability to get to the college or worse, stranded.

- WSU Tech classes and general business operations will continue unless otherwise notified.
- If you are outside and threatened by severe weather or observe lightning, move inside a building or your vehicle, if available.
- During a power outage, if you are in a darkened area, remain calm and move cautiously to a lighted area.
- If classes and general business of WSU Tech is suspended during normal operating hours, staff will be notified through the existing telephone tree, by email and in the event of telephone or electrical outage, by runner.
- Severe weather may reduce the ability of students and staff to leave the building they are in, or campus. Faculty and staff will be notified by the emergency notification system whether to release students or to shelter-in-place. (No one will be held against his or her will in a building, classroom or on campus.)
- If it becomes necessary to close campus during pre-scheduled operating hours, the President or designee will initiate notification to staff and students through the phone tree, emergency texting, e-mail and by runner.

**Call** the WSU Tech closure hotline 677-9596 for information regarding the status of a college closure. Notice of campus closure will also be announced through local radio and television media.

## Appendix 18 Suspicious mail/package

Letters containing threatening information, hate mail, or potentially explosive or infectious substances need to be handled with care. Identifying suspicious packages prior to opening minimizes the threat of exposure and increases the potential for evidence. WSU Tech office personnel initially handle most mail sent to the colleges and is alert to the hazards associated with letters and packages. However, each individual should take care when handling and opening mail.

### What to Look For:

- Irregular shape, soft spots, or bulges in packaging.
- Unprofessionally wrapped with excessive tape or several types of tape.
- Special handling endorsements such as "Confidential" or "Handle with Care" or "Rush Order."
- No return address, fictitious return address or return address different than post mark.
- Misspelled words, badly written or typed address.
- Addressed to title only or wrong title with name.
- Strange odor, oily stains on package, or protruding wires.

### What to Do:

- Do not move or open any suspicious mail.
- Leave the mail where it is.
- Leave the room and lock the door.
- Inform your supervisor and/or 677-1911 to notify the safety and security team of the need for assistance.
- The Safety and Security team or their designee will be responsible for notifying emergency responders.

### If a Suspicious Substance is Found in Opened Mail:

- Put the envelope or package down immediately.
- Leave suspicious substance as is.
- Cover suspicious substance gently with an empty, overturned waste basket
- Limit the number of people allowed to enter the office or area.

### If a Bomb is Suspected:

- Evacuate the office and the building immediately

- A fire alarm can be pulled to evacuate any personnel from the building if necessary.
- **Call 9-1-1** from a safe location, preferable using a land line. **Do not use a cell phone to make a call within 50 ft of the device.** Some explosive devices are triggered to explode on common cell and radio frequencies.
- Then call extension 677-1911 for immediate campus administration response.



## Appendix 19 Biological Exposure

If you suspect the substance is a biological or chemical agent:

- Minimize all contact with the substance.
- Cover the envelope or package with an empty wastebasket turned over to minimize contact with the substance by others and to minimize its potential to spread beyond its original area.
- Wash your hands gently with soap and warm water and call extension 677-1911 for immediate campus administration response.

Follow guidance provided by campus administrators or emergency responders for minimizing exposure and/or spread of contamination.

Seek medical attention based on initial analysis results or advice from emergency responders.

## Appendix 20 Death

### Death - Accidental and Natural Causes

The death of an individual working at, attending, or visiting WSU Tech could occur as a result of an accident, a suicide, or natural causes. In any event the impact on survivors must be considered and an appropriate response must be made.

Crisis caused by the sudden death of a student or faculty/staff member can be averted or diminished via a preplanned intervention program. People in crisis often experience anxiety, feelings of vulnerability, and other difficulties.

In the event of a death, the WSU Tech Care Team and/or Crisis Team should meet, and an appropriate response should be made as soon as possible. Sedgwick County Comcare (660-7600) may be utilized for professional crisis and counselor help.

The immediate response to the death of a student, a member of the faculty/staff, or group individuals will be as follows:

- The college will maintain its regular schedule.
- A counseling center will be set up in the NCAT auditorium to help small groups of students cope with the crisis. Students who need help/support or who are too upset to be in class should spend time in the "crisis center". Counselors may also meet with individuals in private as necessary.
- When requested by a program instructor, Crisis Team members can lead classroom discussions.
- A staff meeting will be held to disseminate information concerning the death.
- Staff members may visit with counselors individually or as a group as necessary.
- The auditorium will serve as a base for staff support as they handle their classes prior to and during the funeral.
- Members of the Crisis Team will assist in covering classes for those staff members who are especially upset and in need of time to recover from the shock.
- The on-site administrator(s) or a delegate will make all public announcements.

### Guidelines for informing individuals of a death:

- The individual should be told by someone whom he/she trusts or has an established rapport with.
- The individual should be informed of the incident simply and directly.
- Unnecessary details should not be offered.
- The individual should not be left alone following the news.
- The individual should be afforded privacy, as needed.
- Parent(s)/relatives should be encouraged to be supportive of the individual.

- All students/staff should be informed of the circumstances as soon as possible.
- Additional Comcare treatment/resources should be offered to the individual.

## Appendix 21 Suicide

The grieving process is essential to the well-being of the students, teachers, and family. Most adolescents can cope with the loss after the initial shock, although some may become depressed for a few weeks or even months. With adequate help students and teachers will be able to deal with this tragedy.

When a suicide occurs on campus, the President should contact the members of the Crisis Team to inform them of the situation and to request that they meet to develop strategies to address the suicide. It will be the discretion of the President to convene the Crisis Team for an off-campus suicide. (Typically, this would be done for the suicide of a faculty or staff member).

The administration may want to arrange for a psychologist or psychiatrist or "outside expert" to be at the college to lend support and to help the students and teachers. Some people may be wrestling with the notion that something they did or said prompted the individual to commit suicide. The psychologist or psychiatrist may be able to dispel this idea or to identify other depressed youths.

Time should be allowed for instructors to ask questions because they will want to know how to act knowledgeably and confidently.

For additional support, a crisis center should be established. Students should be encouraged to escort friends to the center and to go there themselves if they need help. Some staff members and students may need to be taken home.

Administration should concentrate on relating the facts and dispelling the rumors; deglamorizing the events; advising students where they can go to discuss their feelings; encouraging students to be understanding of others' feelings of responsibility; emphasizing that every faculty/staff member in the building is willing to help or listen; and encouraging students to express their responses to the death.

Staff members should be encouraged to relate the facts rather than allow rumors to circulate. Any attempts to glamorize suicide should be challenged by staff and suicide should be put in proper perspective. The facts of death, the pain suffered by surviving family members and friends, and the decision to die must be discussed.

## Appendix 22 Assisting People with Disabilities

### Wheelchair User

Assist the person in exiting the building. If located on an upper floor and the elevator is not safe for use (tornado or fire), assist the person to the assembly point by way of the building exit stairwell. You may request another individual "escort" the person to the assembly area while you continue to assist with the evacuation. The escort should remain with the wheelchair user to provide additional assistance.

### Visually Impaired

Explain the nature of the emergency to the visually impaired person. Offer to guide the person to the designated assembly points. Offer your elbow to the individual. As you walk, describe where you are and advise the person about any obstacles in a calm controlled voice. When you reach the assembly point advise the person where he/she is and ask if further assistance is needed. You may assign a staff member or student to remain with the person in the assembly area.

### Hearing Impaired

Alert a hearing-impaired person by stepping in front of him/her and making eye contact. Write a brief note instructing the person to evacuate the building and where the assembly point is located. You may assign a staff member or student to act as escort for the person to the assembly area. When you reach the assembly point, ask by way of a written note, if further assistance is needed. You may assign a staff member or student to remain with the person in the assembly area.

### Psychologically Impaired

Explain the nature of the emergency to the person, again in a calm and controlled voice. Offer to guide the person to the designated assembly point. Offer your arm to the individual. As you walk, describe what has occurred and why you are evacuating the building. When you reach the assembly point, advise the person where he/she is and ask if further assistance is needed. You may assign a staff member or student to remain with the person in the assembly area.

### People with Other Impairments

Assist the person in exiting the building. If located on an upper floor and the elevator is not safe for use (tornado or fire), assist the person to the assembly point by way of the building exit stairwell. You may request another individual "escort" the person to the assembly area while you continue to assist with the evacuation. The escort should remain with the person to provide additional assistance. If there is a problem evacuating the person from a building, assign a staff member to notify a college official that a person with impairment is waiting for rescue on the specified floor at the exit stairwell. Describe the impairment so that the rescuers may bring proper equipment.

## Appendix 23 Animals on Campus

In an emergency, human life will take precedence over animal life. Animal care personnel must not place themselves or their co-workers or students in danger to evacuate animals. Program Director, Veterinary staff, etc. will work in cooperation with the local authorities to determine the appropriate course of action.

## Appendix 24 Organizational Flow Chart



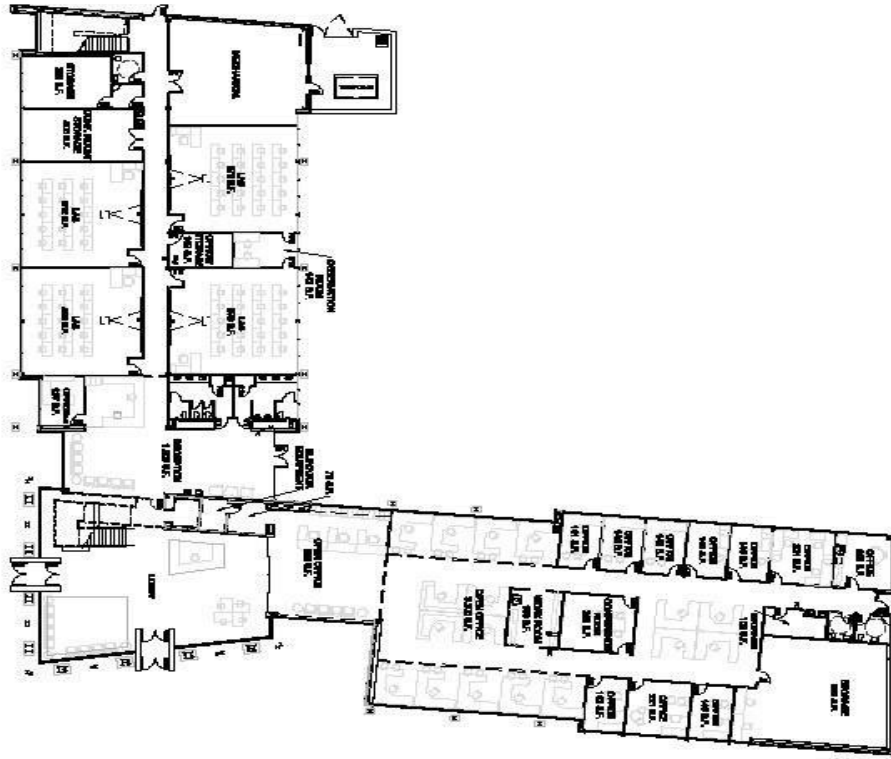
## Appendix 25 NCAT Campus



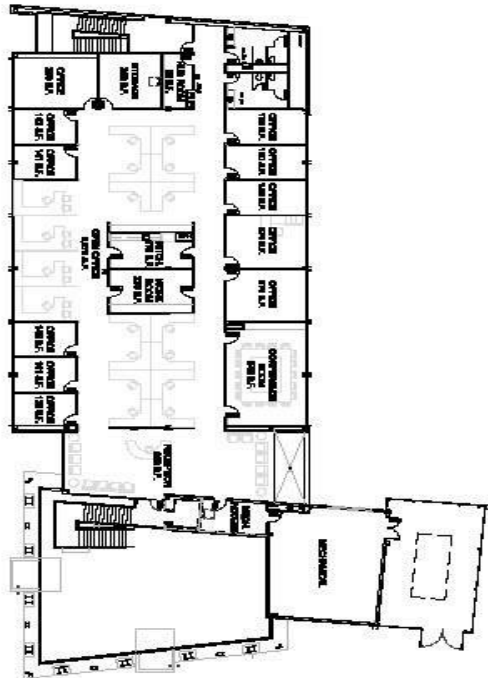


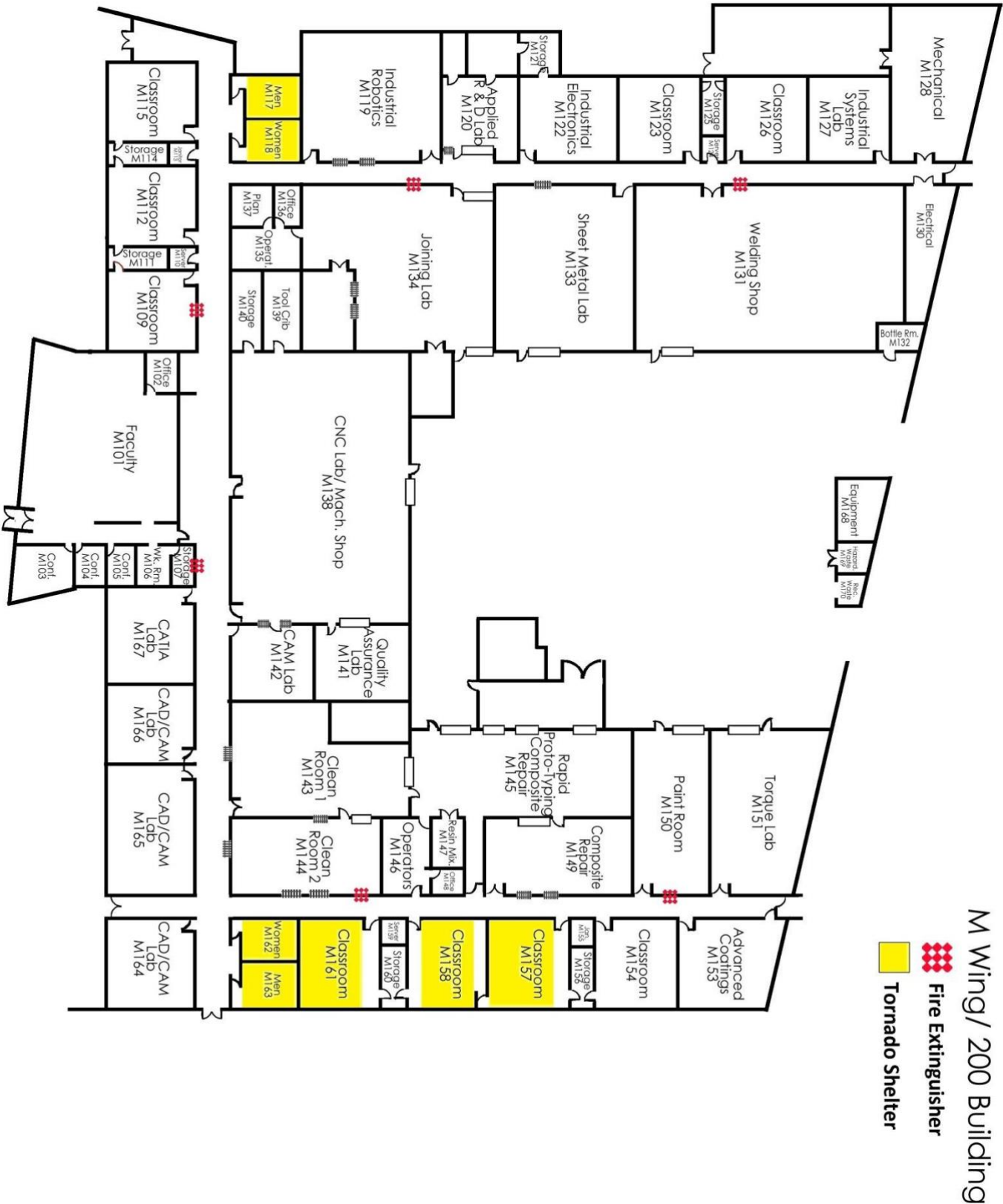
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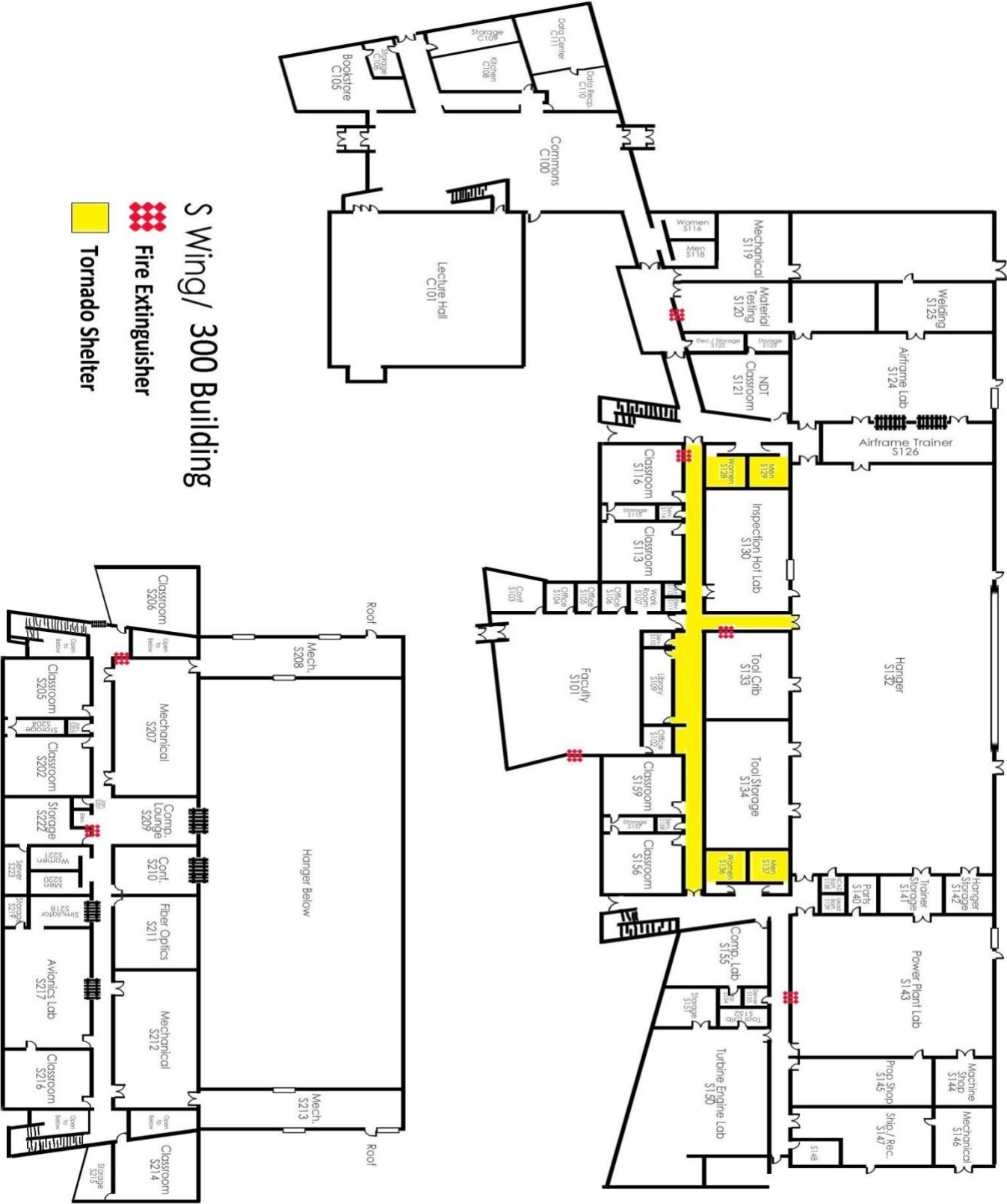
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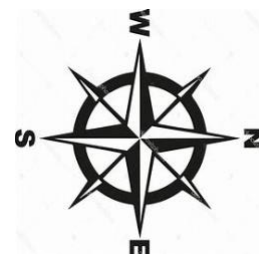


**B. SECOND FLOOR**

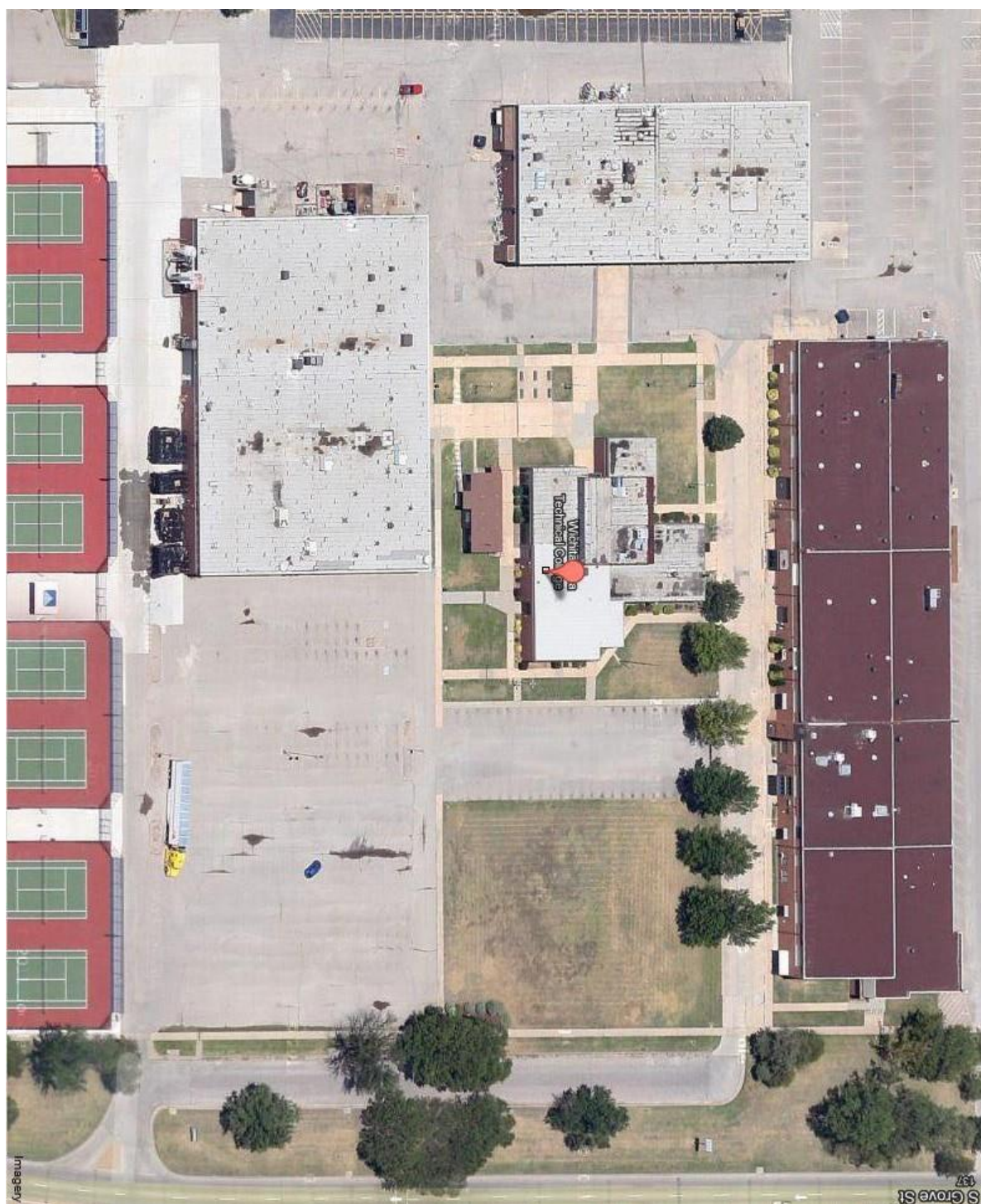




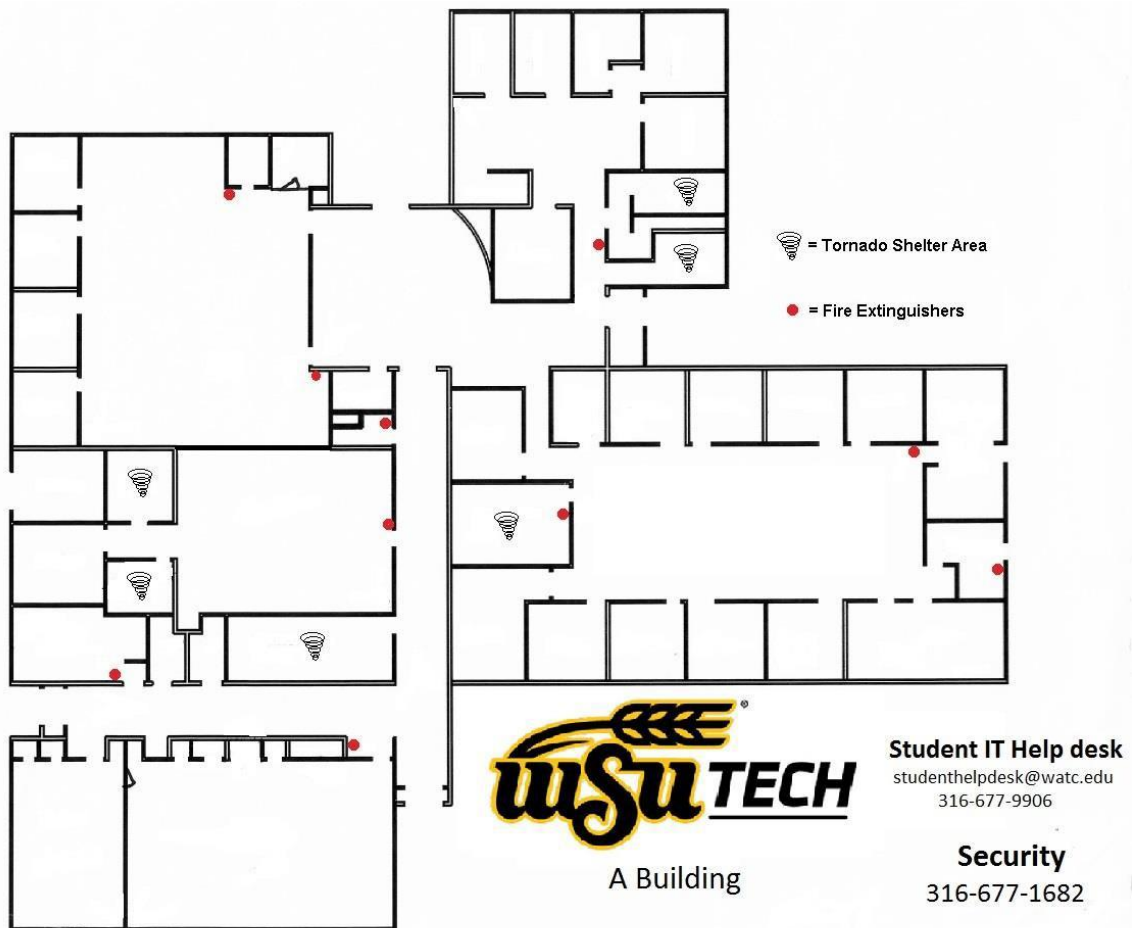


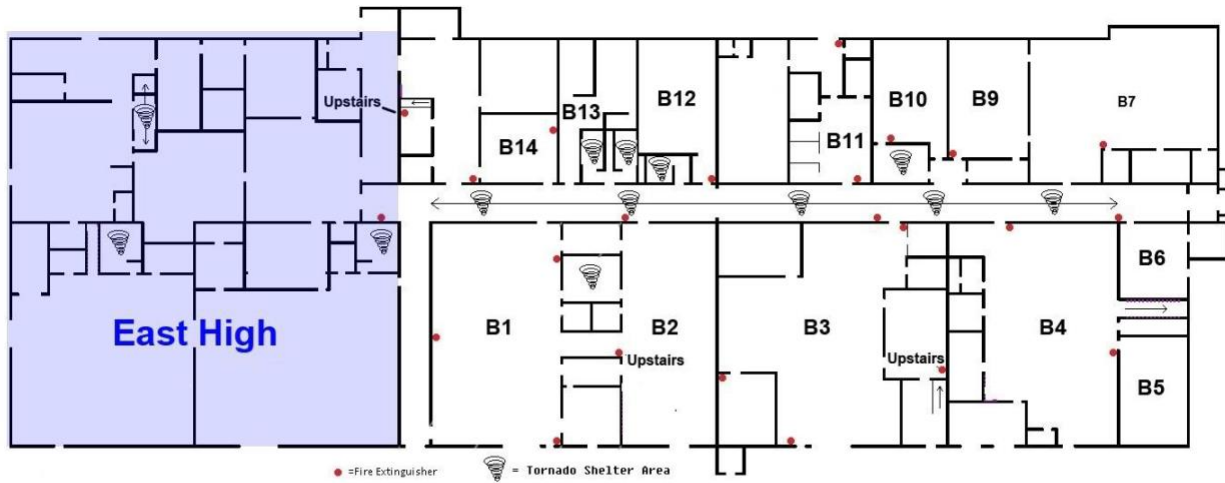


## Appendix 26 City Center Campus





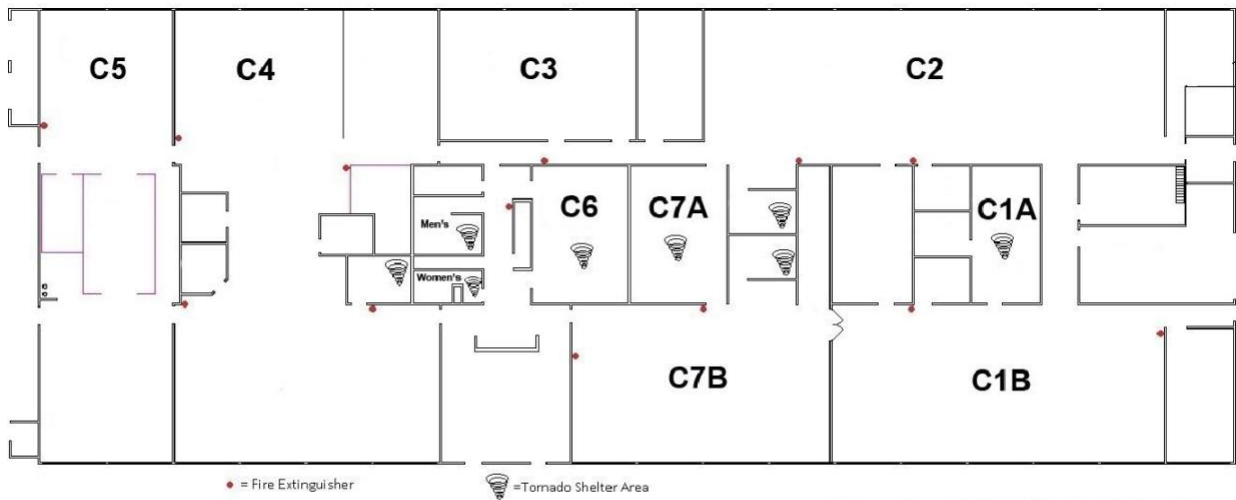




**B BUILDING**

**Student IT Help Desk**  
[studenthelpdesk@wsutech.edu](mailto:studenthelpdesk@wsutech.edu)  
 316-677-9906

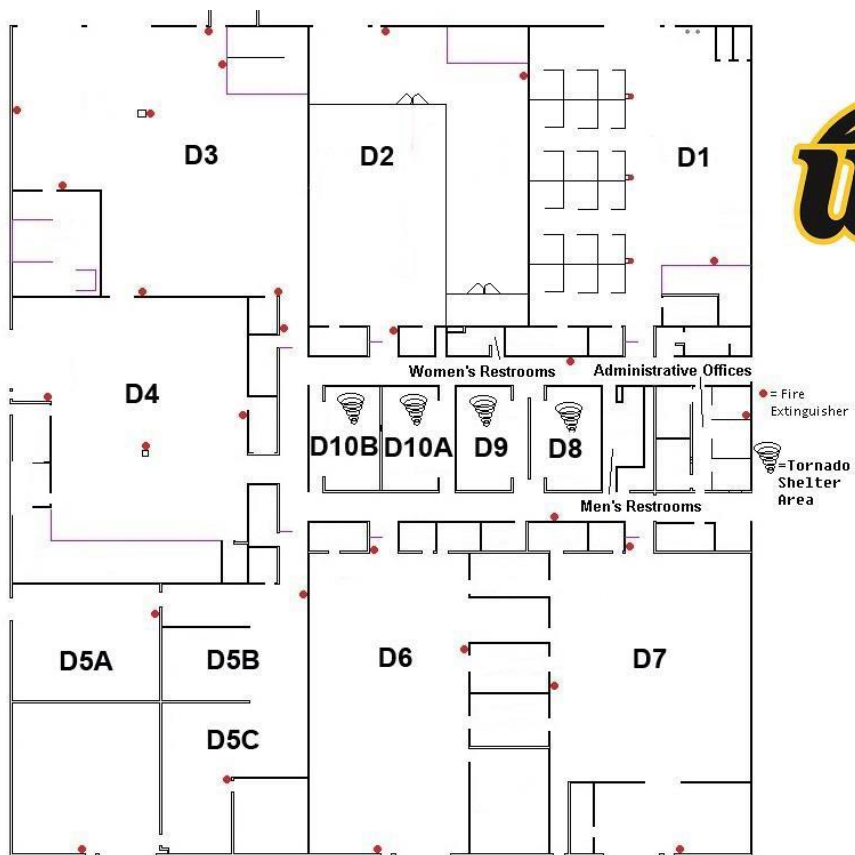
**Security**  
 316-677-1682



**C BUILDING**

**Student IT Help Desk**  
[studenthelpdesk@wsutech.edu](mailto:studenthelpdesk@wsutech.edu)  
 316-677-9906

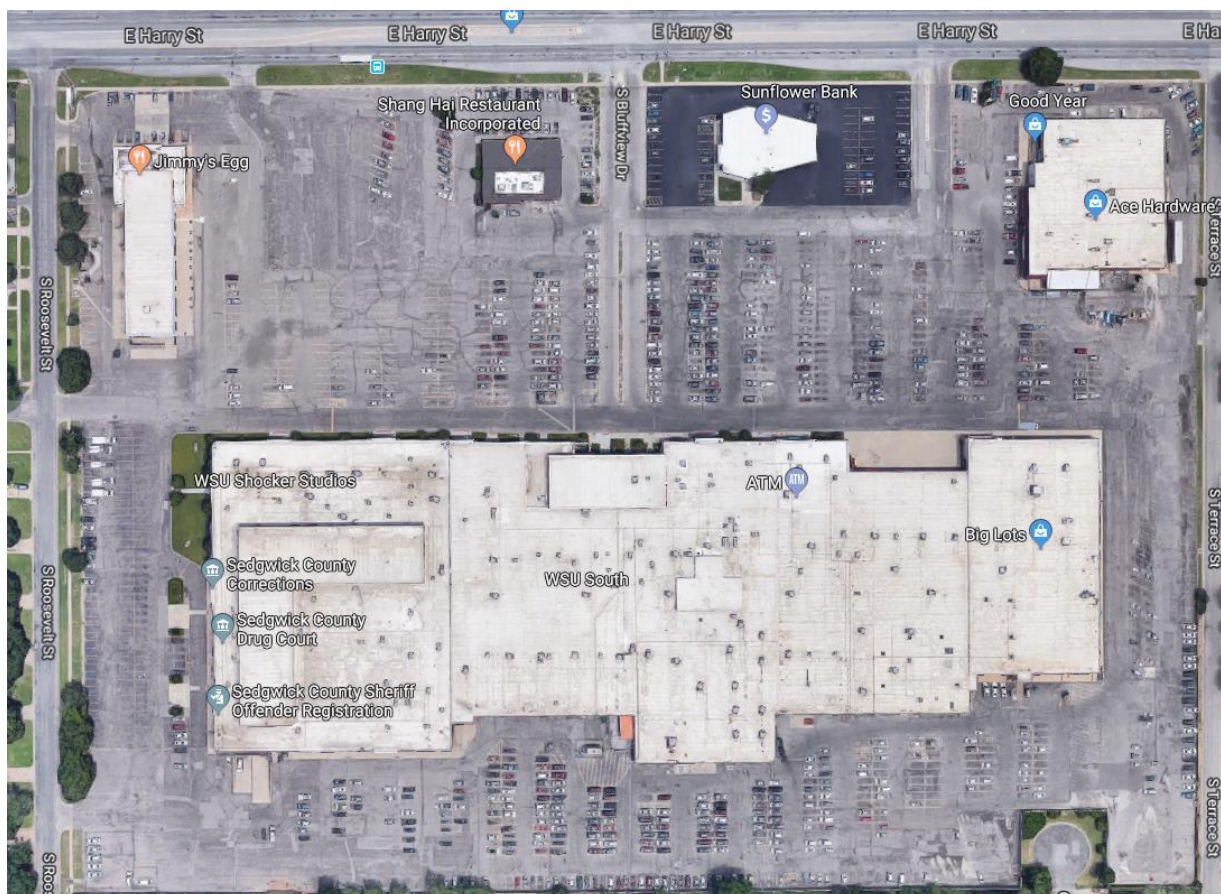
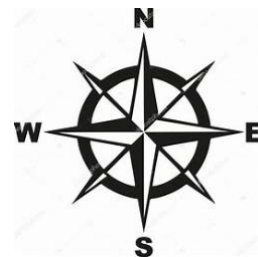
**Security**  
 316-677-1682



**Student IT Help Desk**  
[studenthelpdesk@wsutech.edu](mailto:studenthelpdesk@wsutech.edu)  
 316-677-9906

**Security**  
 316-677-1682

## Appendix 27 WSU South Campus

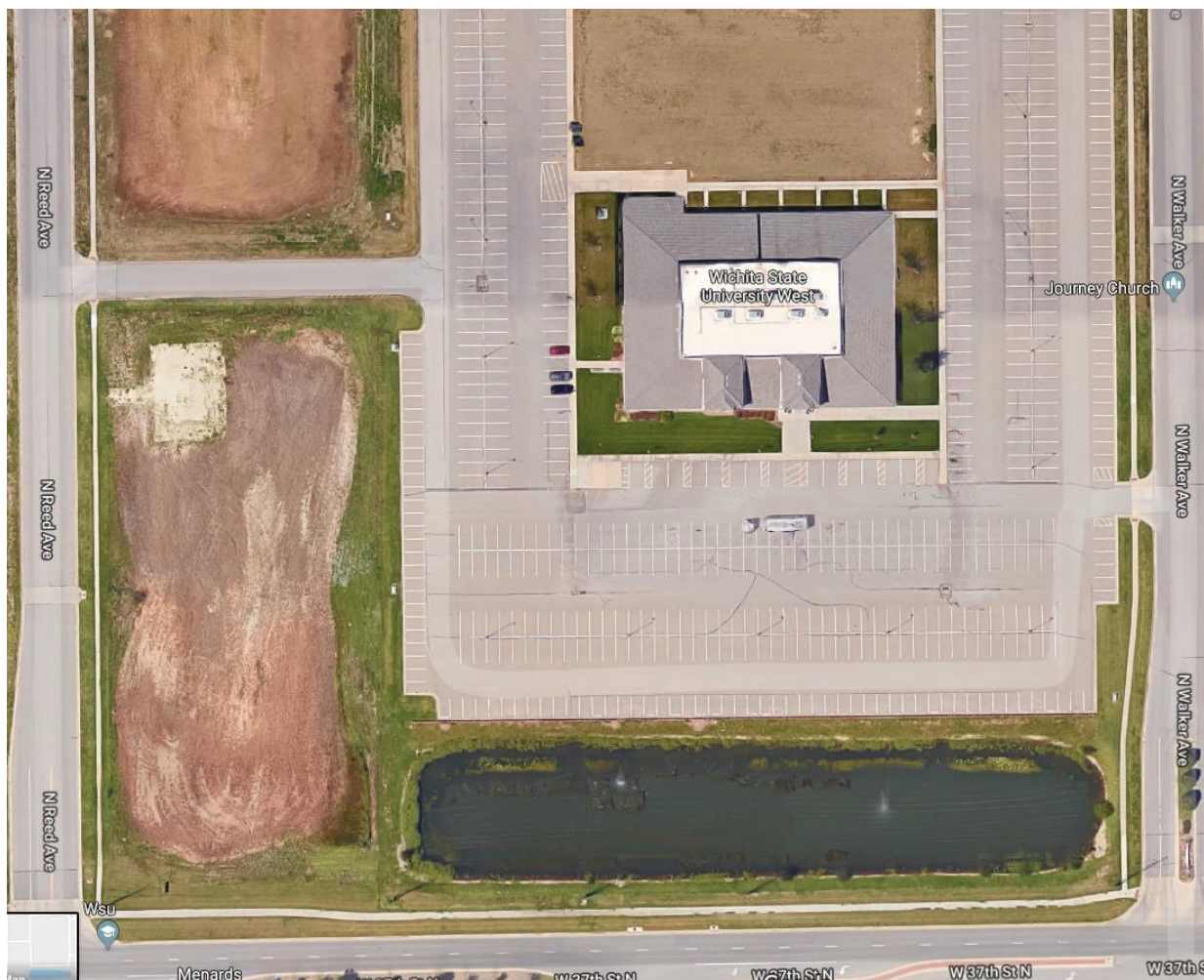
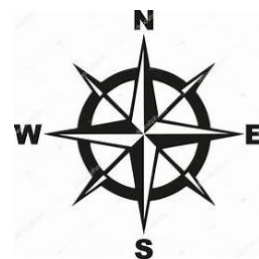




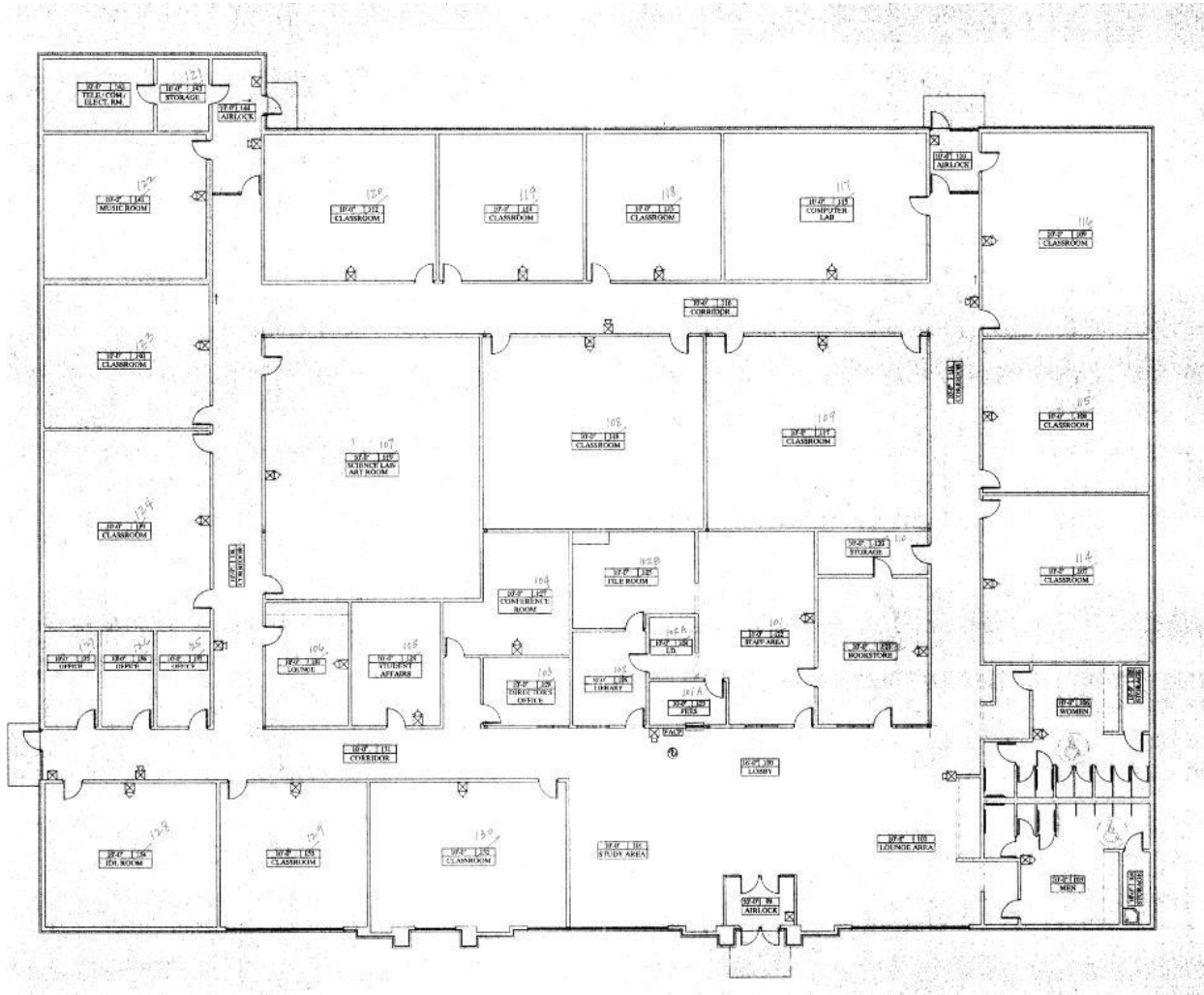
WSU SOUTH



## Appendix 28 WSU West Campus



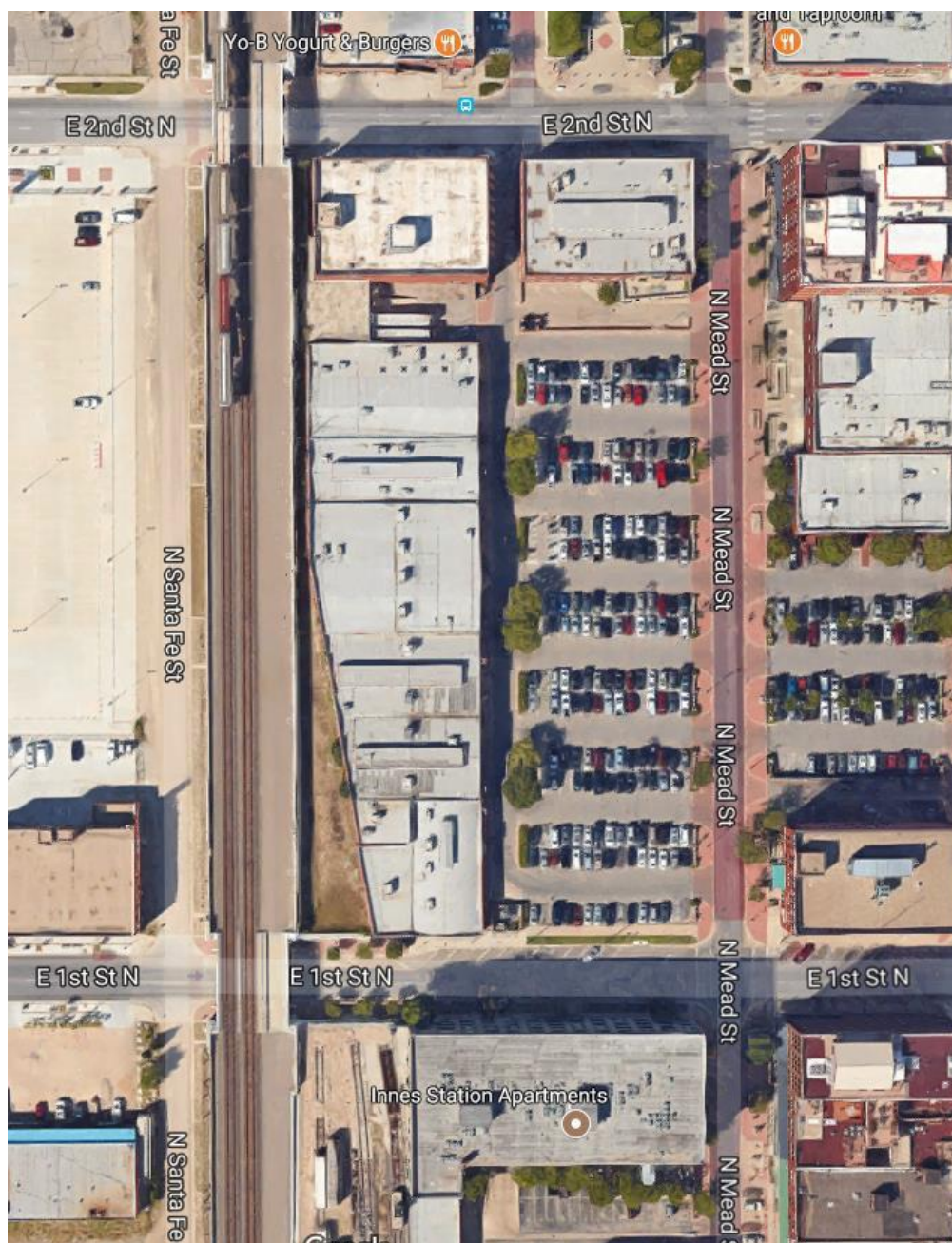
# WSU WEST







## Appendix 29 Old Town Ca

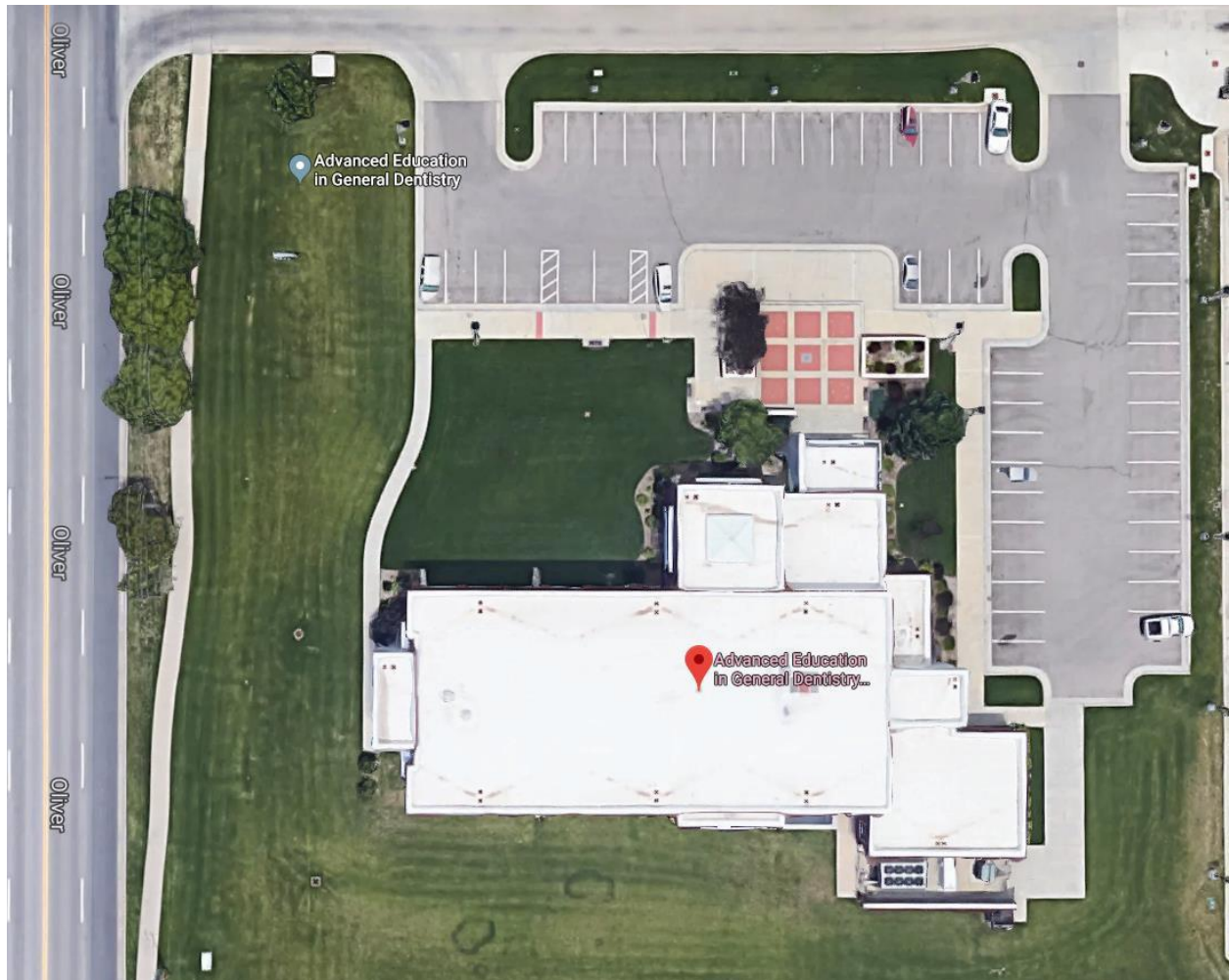


# Old Town

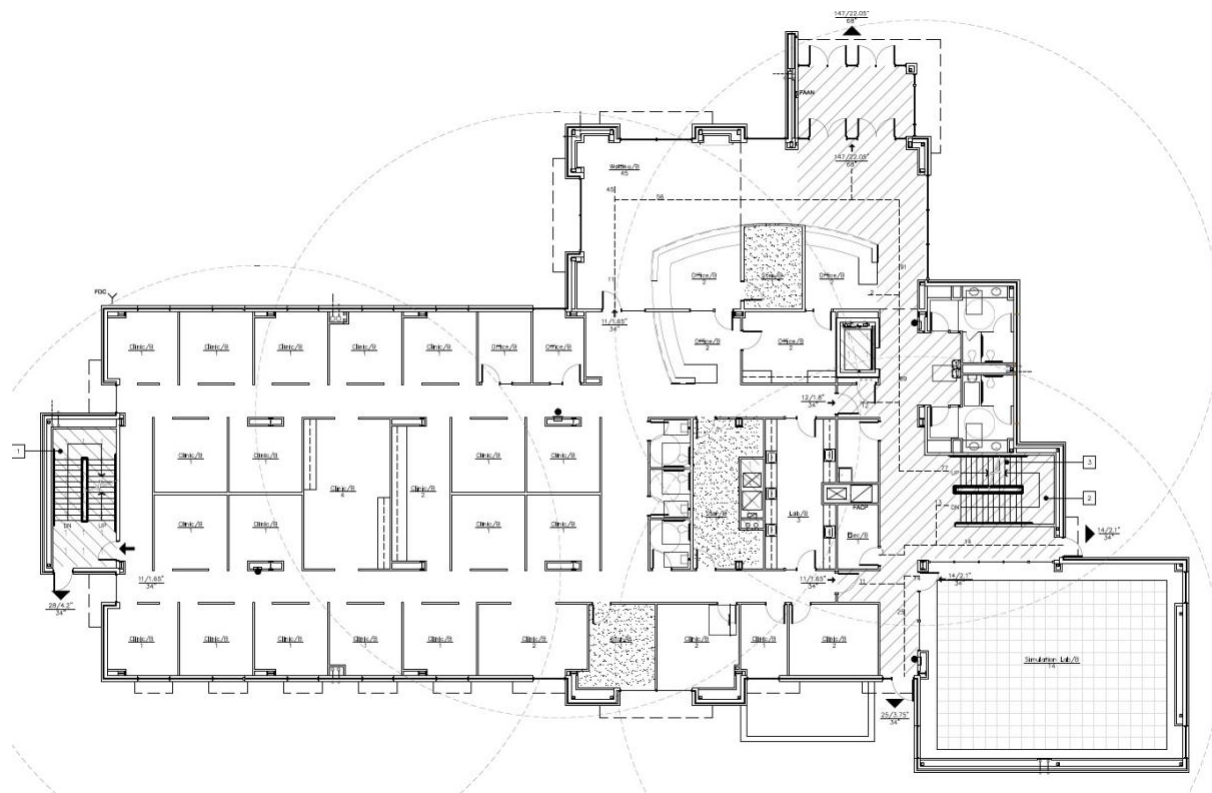




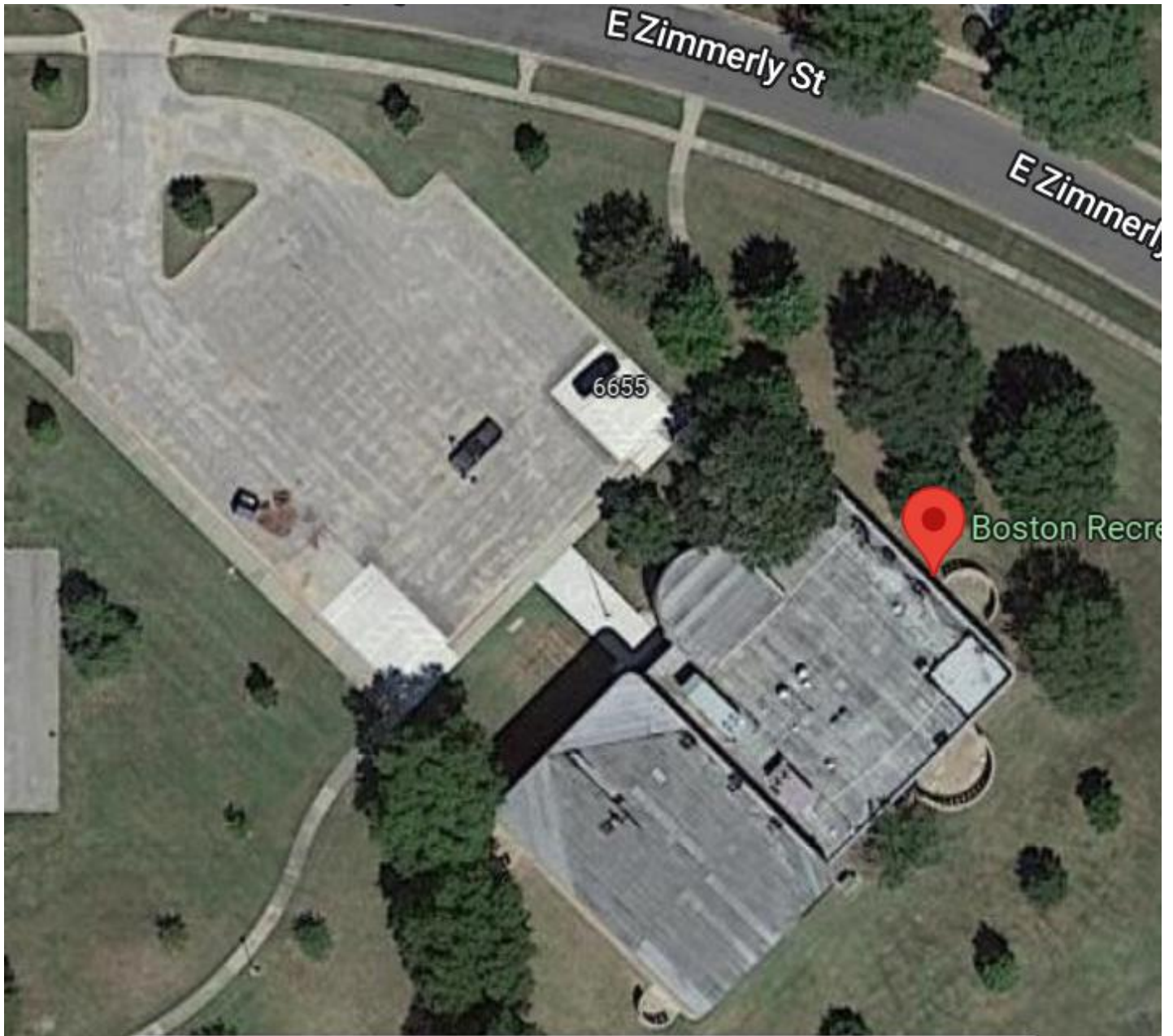
## Appendix 30 AEGD



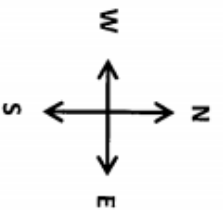




## Appendix 31 Boston REC Center









# Boston Recreation Center Evacuation Route

**Legend**

-----> = Escape Route

 = Fire Extinguishers

 = Automated external defibrillator

