

Emergency Response Plan



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Emergency Response Plan

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Introduction

Be prepared to ACT rather than REACT in times of crisis

Purpose

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

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

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

This plan follows the five principles of the Response Doctrine:

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

Review, Updates, and Drills

Southwest Tech's ERP will be reviewed annually and updated as necessary. Two drills of this Emergency Response Plan shall be conducted annually. The Executive Director of Facilities, Safety, and Security is the plan coordinator and will be responsible for relevant updates and drills.

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

Core Emergency Response Team

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

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

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

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

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

Emergency Management Landscape

Incident Command Post

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

Emergency Operations Center

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

Southwest Tech's primary EOC location is Room 526, the office suite located in Building 500 (Industry Center). In the event 526 is not able to be used, Room 1706, located in the Ag & Auto Center, is the alternate location. If the EOC cannot be located on campus, the alternate site is the Fennimore High School (510 Seventh Street, Fennimore, WI) and if the EOC cannot be established in Fennimore, the Platteville Outreach Site (155 W. Lewis Street, Platteville, WI) is to be used.

Incident Command

Setting Up Your EOC

The Emergency Operations Center (EOC) location and an alternative EOC location are to be predetermined.

EOC Location – Room 526; Industry Center

Alternative EOC Location – Room 2614; Health Science Building

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

- State maps
- County maps (large & small-scale)
- City maps (large & small-scale)
- Campus maps (large & small-scale)
- Major emergency log
- Bulletin board
- Operational status log

Mission

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

Execution

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

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

Staff Responsibilities

Policy Section Responsibilities

The Policy Section is responsible for senior leadership coordination, policy recommendations, resource allocation, and business continuity planning to support the College's recovery and strategic goals. Key elements and responsibilities include:

- **Legal and Policy-Making Authority:** The Policy Group consists of officials with legal and policy-making responsibilities critical to the College's emergency response and recovery efforts.
- **Recommendation of Emergency Operations Policy:** Provides recommendations to the President or their designee regarding policies for the conduct of emergency operations, ensuring they align with institutional priorities and legal requirements.
- **Collaboration with EOC and PIO:** Works closely with the Emergency Operations Center (EOC) and Public Information Officer (PIO) to develop cohesive, unified, and accurate press releases that reflect the best interests of the College and its stakeholders.
- **Regular Briefings:** Receives regular briefings from the Emergency Operations Manager, or an appointee, to stay informed of the incident's progression. Briefings occur at set intervals or whenever a significant event warrants an immediate update.
- **Incident Oversight, Not Management:** The Policy Group does not manage the operational aspects of the incident. This allows members to focus on their role in guiding the College's broader responsibilities, such as the Business Continuity Plan and restoring critical services essential for the Institution's long-term recovery.
- **Strategic Leadership:** Provides high-level guidance on college policy, recovery, and post-incident planning to ensure that all efforts align with the Institution's mission and values.
- **Resource Allocation Recommendations:** Advises on the prioritization and allocation of resources to support both immediate emergency operations and long-term recovery initiatives.
- **Coordination with Senior Leadership:** Collaborates with senior leadership to ensure that emergency policies align with the College's overall objectives and that any critical decisions are made with full awareness of institutional priorities.
- **Business Continuity and Restoration Planning:** Leads efforts related to the Business Continuity Plan and restoration of essential services, ensuring the College can resume its core functions as soon as possible.

Emergency Operations Center (EOC) Manager Responsibilities

The EOC Manager is responsible for maintaining operations and communication, staffing, crisis decision-making, and documentation, while providing guidance to the EOC Command Staff and ensuring the safety and welfare of personnel during an incident. Key elements and responsibilities include:

- **Chief Advisor to EOC Command Staff:** Serve as the principal advisor to the EOC Command Staff, providing guidance on critical decisions and operational strategies during the incident.

- **Coordination of EOC Staffing and Support:** Oversee and coordinate staffing and support functions within the EOC to ensure that all roles are adequately filled and supported throughout the incident.
- **Maintain EOC Operations:** Ensure the smooth functioning and operational readiness of the EOC, addressing any logistical, technical, or operational challenges that arise.
- **Incident Action Plan (IAP) Oversight:** Work closely with the Planning Section to ensure the timely development, approval, and execution of the Incident Action Plan.
- **Resource Allocation:** Coordinate with the Logistics Section to ensure that resources, equipment, and supplies are available and distributed as needed to support incident operations.
- **Communication and Liaison:** Maintain clear lines of communication between the EOC, Policy Group, and external agencies, ensuring all relevant information is shared in a timely manner.
- **Operational Briefings:** Conduct regular briefings with EOC staff and Section Chiefs to ensure that all personnel are informed of the incident status, current objectives, and operational priorities.
- **Monitoring EOC Functions:** Continuously monitor the effectiveness of the EOC's functions, ensuring that all staff members are fulfilling their roles and that the EOC is operation in alignment with incident objectives.
- **Crisis Decision-Making:** Lead in high-level crisis decision-making, ensuring that appropriate actions are taken in response to evolving incident conditions.
- **Reporting to Senior Leadership:** Provide regular updates and reports to senior leadership or executive-level decision-makers on the status of EOC operations and incident progression.
- **Contingency Planning:** Ensure that contingency plans are developed and ready for implementation should the situation change or escalate.
- **Documentation and Recordkeeping:** Ensure that all EOC activities are properly documented for accountability, future reference, and after-action reporting.
- **EOC Demobilization:** Oversee the orderly demobilization of the EOC once the incident is under control, ensuring that all resources and personnel are accounted for and that the transition to recovery is seamless.
- **Safety and Welfare of EOC Personnel:** Ensure that the safety and welfare of all EOC personnel are maintained throughout the duration of operations.

Public Information Section Responsibilities

The Public Information Section is responsible for assessing communication needs, distributing information to the public, and ensuring consistent messaging within the Joint Information Center (JIC). Key elements and responsibilities include:

- **Coordinate Public Information Releases:** Collaborates with the Policy Group and Emergency Operations Center (EOC) staff to ensure timely and accurate information updates are released to the public.
- **Recommendations for Press Conferences or Statements:** Advises the Policy Group and EOC Command Staff on the Necessity or press conferences or the issuance of official public statements.

- **Information Assessment:** Evaluates available information within the EOC to identify areas where additional public communication or clarification may be needed.
- **Dissemination of Disaster-Related Information:** Coordinates the release of disaster-related information, especially if adjacent municipalities are affected. This should be communicated through the Emergency Alert System (EAS), accessible via local law enforcement, the County Sheriff's Office, or the County Department of Emergency Management.
- **Joint Information Center (JIC) Operations:** Operates as part of a Joint Information Center (JIC), when activated, to ensure consistent messaging across agencies and jurisdictions.

Safety Risk Assessment Section Responsibilities

The Safety Risk Assessment Section is responsible for ensuring the safety of operations as well as the health and well-being of personnel. Key elements and responsibilities include:

- **Authority to Halt Operations:** The Safety Risk Officer has full authority to stop any operations deemed unsafe within the Emergency Operations Center (EOC).
- **Monitoring Practices:** Continually monitors and assesses operational practices to ensure compliance with safety protocols.
- **Workplace Safety & Health:** Ensures that a safe working environment is maintained at all times, safeguarding the health and well-being of all personnel within the EOC.

Liaison Section Responsibilities

The Liaison Section is responsible for communication between agencies and serves as a contact for all external resources and concerned parties. Key elements and responsibilities include:

- **External Communication with Incident Command:** Acts as the primary point of contact between the Incident Command and external agency leaders.
- **Coordination with Outside Resources:** Coordinates and serves as the contact person for all external resources and agencies involved in the incident response.
- **Status Updates for Agency Leaders:** Provides regular briefings and updates to agency heads on the current status and progress of the incident.
- **Information Link to Stakeholders:** Serves as a critical communication link for disseminating information to key stakeholders, including parents of students and other concerned parties.

Operations Section Responsibilities

The Operations Section is responsible for coordinating and supervising all incident-related operations and providing EOC support through implementation of the Incident Action Plan (IAP). Key elements and responsibilities include:

- **Fire/Rescue (if applicable):** Coordinates fire and rescue operations in response to the incident, ensuring the safety and effectiveness of firefighting and lifesaving efforts.
- **Security/Evacuation (if applicable):** Manages security operations and oversees the safe evacuation of personnel or affected individuals, ensuring order and safety during the process.

- **Maintenance:** Ensures the proper maintenance and functioning of critical systems, equipment, and infrastructure to support ongoing operations.
- **Shelter Management:** Oversees the establishment and management of shelters, ensuring they meet the needs of displaced individuals, including provisions for safety, supplies, and essential services.
- **EOC Support Staff:** Provides logistical and operational support to the Emergency Operations Center, ensuring smooth coordination between different teams and the availability of necessary resources.
- **Briefing with Incident Commander:** Obtain initial and ongoing briefings from the Incident Commander to ensure a clear understanding of the incident and strategic goals.
- **Implementation of Incident Action Plan:** Manage and execute the operations portion of the Incident Action Plan (IAP) as directed by the Incident Commander.
- **Personnel Briefing and Assignment:** Brief operations personnel on their responsibilities and assign tasks accordingly.
- **Supervision of Operations:** Oversee operations in coordination with the Incident Command Post to ensure effective and efficient response.
- **Resource Requests:** Determine the need for and request additional resources as required for the incident.
- **Reporting to Incident Commander:** Provide ongoing reports to the Incident Commander regarding activities, events, and occurrences specific to the incident.
- **Resource Management:** Review and make recommendations regarding the release of resources based on the evolving needs of the incident.
- **Personnel Safety:** Ensure the general welfare and safety of all personnel within the Operations Section.
- **Additional Services:** Provide additional services as outlined in respective departmental annexes or Standard Operating Procedures (SOPs).
- **Information Requirements:** Establish information requirements and reporting schedules for ongoing updates about the incident.
- **Alternative Strategies:** Collect and analyze information to develop alternative strategies for incident management.
- **Specialized Resources:** Identify the need for and coordinate the use of specialized resources as necessary.
- **Operational Planning:** Assist in the operational planning efforts for the Plans Section.
- **Incident Forecasting:** Provide regular predictions about the incident's course based on available information.
- **Incident Status Reporting:** Compile and display a summary of the incident's status to keep all relevant parties informed.
- **Advising EOC Command Staff:** Alert the EOC Command Staff to any significant changes in the status of the incident.
- **Resource Status Tracking:** Maintain accurate and up-to-date information on the status of all resources involved in the incident.
- **Incident Commander's Orders:** Prepare and distribute orders from the Incident Commander as necessary to facilitate effective operations.

Planning Section Responsibilities

The Planning Section is responsible for the collection, evaluation, and dissemination of information concerning the incident, as well as the development of the Incident Action Plan (IAP) and strategies for future operations. Key elements and responsibilities include:

- **Strategic Planning:** Develops long-term strategies to manage the incident and provides direction for future operations.
- **Security/Evacuation (if applicable):** Coordinates security and evacuation plans as part of the overall incident strategy.
- **Records Management:** Oversees the organization, collection, and maintenance of incident-related records and documentation.
- **Briefings from the Incident Commander:** Receives initial and ongoing briefings from the Incident Commander to ensure alignment with incident objectives.
- **Activating the Planning Section:** Establishes and activates the Planning Section to manage incident-related information and strategy development.
- **Preparation of the Incident Action Plan (IAP):** Supervises the development and preparation of the IAP in coordination with other sections.
- **Information Requirements and Reporting Schedules:** Establishes information requirements and sets reporting schedules to ensure timely and accurate communication.
- **Alternative Strategies:** Gathers and evaluates information to develop alternative strategies for managing the incident.
- **Weather Data Collection System:** Established a weather data collection system when necessary to support incident operations.
- **Specialized Resources:** Identifies needs for the use of specialized resources and coordinates their development.
- **Incident Forecasting:** Provides periodic predictions regarding the incident's progression based on collected data and analysis.
- **Incident Status Summary:** Compiles and displays incident status summary information for the Incident Commander and EOC Command Staff.
- **Advising EOC Command Staff:** Advises the EOC Command Staff on significant changes in the incident status or forecasts.
- **Resource Status Tracking:** Maintains accurate information regarding the status of resources assigned to the incident.
- **Personnel Welfare and Safety:** Ensures the welfare and safety of all personnel within the Planning Section.
- **Distribution of Incident Commander's Orders:** Prepares and distributes orders from the Incident Commander to ensure smooth execution of operations.

Logistics Section Responsibilities

The Logistics Section is responsible for providing the necessary services, support, and resources to sustain operations during an incident. Key elements and responsibilities include:

- **Supply:** Ensures the procurement and distribution of supplies needed to support incident operations.

- **Staff Food Distribution:** Manages the provision and distribution of food and essential supplies for staff members.
- **Communications:** Establishes and maintains the communication systems required for effective incident coordination.
- **Information Technology:** Provides and maintains the technological infrastructure, including hardware, software, and technical support, necessary for EOC operations.
- **Briefings from the Incident Commander:** Receives briefings from the Incident Commander to understand logistics needs and strategic direction.
- **Work Assignments for Section Personnel:** Assigns work locations and preliminary tasks to Logistics Section personnel based on operational needs.
- **Coordination with Planning Section:** Notifies the Planning Section of activated logistics units, including the names and locations of personnel assigned to those units.
- **Incident Action Plan Participation:** Participates in the preparation of the Incident Action Plan (IAP) to ensure logistical needs are addressed.
- **Service and Support Requirements:** Identifies and anticipates services and support requirements for both planned and potential operations.
- **Input on Plans:** Provides input and reviews the communications plan, medical plan, and traffic plan to ensure logistical feasibility.
- **Resource Requests:** Coordinates and processed requests for additional resources to support ongoing and anticipated operations.
- **Technology Support:** Provides and manages the technical infrastructure, including hardware, software, and technical support for the EOC's effective operation.
- **Service and Support Capabilities:** Advises on current service and support capabilities, ensuring alignment with operational needs.
- **Future Requirements Estimation:** Estimates future service and support requirements to maintain preparedness for evolving incident conditions.
- **Demobilization Planning:** Receives the demobilization plan from the Planning Section and prepares for the release and redistribution of logistics resources.
- **Resource Release Recommendations:** Recommends the release of unit resources when no longer needed to support operations.
- **Personnel Welfare and Safety:** Ensures the welfare and safety of all personnel within the Logistics Section.

Finance/Administration Section Responsibilities

The Finance/Administration Section is responsible for managing the financial, legal, and human resources aspects of incident response and recovery. Key elements and responsibilities include:

- **Legal Services:** Provides legal guidance and ensures compliance with relevant laws and regulations during the incident.
- **Finance:** Manages financial operations, including budgeting, cost tracking, and procurement of resources.
- **Human Resources:** Oversees staffing needs, personnel management, and related administrative tasks during the incident.
- **Briefing from the Incident Commander:** Receives briefings from the Incident Commander to understand the financial and administrative needs of the incident.

- **Agency Briefings:** Attends briefings with responsible agencies to gather critical information regarding financial, legal, and administrative functions.
- **Supply and Support Needs:** Identifies and procures the supply and support needs for the Administration Section to ensure smooth operations.
- **Finance Operating Plan:** Develops and implements an operating plan for managing the financial aspects of the incident.
- **Staff Management:** Prepares work objectives, briefs staff, and assigns tasks to subordinates to ensure efficient execution of administrative duties.
- **Commissary Operations:** Determines the need for commissary operations to support personnel during the incident.
- **Section Activation:** Notifies the Incident Commander when the Finance/Administration Section is operational and ready to perform its functions.
- **Agency Liaison:** Meets with assisting and cooperating agency representatives as needed to coordinate financial and administrative operations.
- **Financial Input in Planning Sessions:** Provides input on financial and cost analysis matters in all planning sessions to guide decision-making.
- **Agency Financial Coordination:** Maintains regular contact with all relevant agencies administrative headquarters to coordinate financial matters related to the incident.
- **Cost Documentation:** Documents all financial costs related to the incident, including services and supplies that may be eligible for cost recovery.
- **Liability Advisory:** Advises the EOC Command Staff on potential liabilities and legal risks associated with disaster operation.
- **Volunteer Management:** Establishes a list of volunteers based on their functional capabilities and informs the Logistics Section of their availability for deployment.
- **Data Collections & After-Action Reports:** Collects and compiles input data and after-action reports for future analysis and incident review.
- **Economic Impact Evaluation:** Evaluates the effects of damage on the economic index and insurance ratings for use in long-term recovery and financial planning.

Recording Section Responsibilities

The Recording Section is responsible for documenting all significant events and actions taken by emergency staff during an incident. They play a critical role in ensuring accurate and comprehensive records are maintained throughout the event. Key elements and responsibilities include:

- **Event Documentation:** Records and documents all significant events, actions, and decisions made by the emergency staff during the incident, ensuring accuracy and completeness.
- **Report Preparation:** Compiles detailed reports of the event as requested by Emergency Operations Center (EOC) staff, providing clear descriptions and timelines of actions taken.
- **Information Tracking:** Maintains ongoing records of activities to ensure that all relevant details are captured in real-time for use in after-action reports and future reference.
- **Coordination with EOC Staff:** Communicates regularly with EOC staff members to provide updates and ensure that all necessary information is being properly documented.

EOC Staff Organization and Assignments

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

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

Core Emergency Response Team Contact Information

Last Name	First Name	Work Phone	Cell Phone	Work Email
Ahnen	Heath	(608) 822-2327	(608) 606-2209	hahnen@swtc.edu
Bedward	Josh	(608) 822-2754	(608) 778-6558	jbedward@swtc.edu
Clendenen	Holly	(608) 822-2362	(608) 732-6909	hclendenen@swtc.edu
Glass	Katie	(608) 822-2411	(608) 732-3886	kglass@swtc.edu
Imhoff	Dan	(608) 822-2401	(608) 778-0624	dimhoff@swtc.edu
Larsen	Cynde	(608) 822-2642	(608) 778-4842	clarsen@swtc.edu
Nelson	Nicole	(608) 822-2461	(608) 732-1012	nnelson@swtc.edu
Sandry	Karl	(608) 822-2703	(608) 632-7065	ksandry@swtc.edu
Wackershauser	Dan	(608) 822-2303	(608) 604-0330	dwackershauser@swtc.edu
Weber	Krista	(608) 822-2315	(608) 723-9841	kweber@swtc.edu
White	Caleb	(608) 822-2446	(608) 513-2727	cwhite@swtc.edu
Wubben	Kris	(608) 822-2706	(608) 642-5202	kwubben@swtc.edu
Zach	Morgan	(608) 822-2400	(262) 613-0388	mzach@swtc.edu

Campus Personnel with Two-Way Radio

- ***Dan Imhoff**—Executive Director of Facilities, Safety, & Security—Room 514
- ***Josh Bedward**—Director of Facilities—Room 514
- **Stephanie Brown**—Resident Life Manager—Room 475
- ***Morgan Zach**—Administrative Assistant—Room 514
- **Austin Whiteaker**—Evening Custodian—Room 421D
- **Ben Neuroth**—Maintenance—Building 1200
- **Bob Lund**—Evening Custodian—Room 421D
- **Brandon Wallin**—Maintenance Technician—Building 1200
- **Chris Reuter**—Maintenance/Safety—Room 421D
- **Chuck Merten**—Evening Custodian—Room 421D
- **Matt Nation**—Evening Custodian—Room 421D
- **Rene Schlaugat**—Evening Custodian—Room 421D
- **Timothy Hoffman**—Maintenance Carpenter—Building 1200
- **Toby Washburn**—Plumbing Heating/Refrigeration Specialist—Building 1200
- **Facilities Student Workers**—Room 421D/Building 1200
- **Student Security Officers**—Room 421C
- **College Connection (Building 400) Front Desk**

*Core Emergency Response Team members

Use of Emergency Response Plan

General Information

To maximize usage of the Emergency Response Plan (ERP), every division/department will be provided this manual, and it is accessible to all employees via Southwest Tech's Intranet. In case of an emergency/crisis, staff will need to respond quickly. Therefore, all staff are encouraged to read and familiarize themselves with the contents of the ERP and the guidelines outlined in the NIMS.

Up-to-date copies of the ERP shall be readily accessible in each division/department office for personal use and reference. Office support staff should be aware of the ERP's contents and location so it can be used during a crisis in the absence of the manager. Copies of the ERP will also be given to local law enforcement, fire department, and emergency medical officials. All members of the Core Emergency Response Team should keep an updated copy at their home. An online version of the Emergency Response Plan can be found on Southwest Tech's intranet, the Charger Hub Homepage.

Contingency Plan

Refer to the Southwest Tech Continuity Plan.

Recovery Plan

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

Emergency Phone Numbers

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

Note: Emergency assistance can be reached by:

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

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

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

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

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

Incident Reports

Every illness, accident, or emergency event shall be documented by the staff directly involved or those who have firsthand information about the event. When in doubt, an incident report should be submitted. The incident may be reported by clicking the “Report a(n) Concern/Incident” link at the bottom of every Southwest Tech webpage. Then, click on the “Incident Report Form” link or “Report An Incident/Accident/Complaint” button. A paper copy of the incident report form is available at the end of this document (see Exhibit A).

Refusal to Seek Medical Treatment

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

First Aid Supplies

The facilities department will take responsibility to ensure that first aid kits are adequately stocked with assistance from student security officers. First aid kits are checked monthly. Any staff person needing first aid supplies shall contact Facilities at extension 2400.

Personal Protective Equipment (PPE)

Personal protective equipment (PPE) is available in each building, with additional PPE available in Building 1200. Please refer to the Emergency Care Guidelines posted in each building/department to learn where first aid kits and CPR masks are located. PPE is contained in a plastic bag clearly marked with the letters “PPE” and located with first aid kits. The Facilities Department will be responsible for replacement of PPE items. Any staff person needing PPE or PPE replacements should contact Facilities at extension 2400.

Automatic External Defibrillator (AED) Locations

- Building 100 south corridor by entrance (General Education Building)
- Building 200 hallway across from Room 221 (Koenecke Building)
- Building 300 outside Lenz Conference Center (Kramer Administration Building)
- Building 400 behind information desk (College Connection)
- Building 500 outside Room 514 and Salon Services (Industry Center)
- Building 600 corridor (Manufacturing Center)
- Building 1100

- Building 1500 entrance (Child Care Center)
- Building 1600 first floor corridor (Health Science Building)
- Building 1700 main corridor (Ag & Auto Building)
- Housing Six-Plex basement (1940)
- Public Safety Complex main corridor
- Shooting Range
- Burn Building
- Mobile Welding Lab
- EPD Bucket Truck
- Student Security Office/Vehicle

Medical Emergency on District Property

In situations of illness or injury, the first concern should be the well-being and safety of the individual. Major injuries or medical conditions such as cardiac arrest, loss of limb, severe burns, etc. will require the prompt intervention of professional emergency medical personnel. Minor injuries, illnesses, or ailments may be handled on campus by staff in the area. Staff should use their judgment to determine the type of intervention that should be provided. An incident report must be submitted once care for the individual has been addressed.

Note: Emergency assistance can be reached by:

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

Prevention

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

- Maintain classrooms, shops, and labs in a condition that provides for the safety of each individual.
- Provide instruction on the proper and safe use of equipment and materials.
- Set a good example by following safe work practices.
- Follow safety procedures (e.g. wearing safety glasses in shops and labs).
- Ensure that first aid supplies are available, and when additional or replacement supplies are needed, contact Facilities at extension 2400.
- Report unsafe conditions to your supervisor who will determine how to correct the hazard.

Medical Emergency Checklist

Minor Injury or Illness

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

The staff member(s) directly involved or those who have firsthand information about the emergency shall complete an incident report form to submit within 24 hours of the incident.

The incident may be reported by clicking the "Report a(n) Concern/Incident" link at the bottom of every Southwest Tech webpage. Then, click on the "Incident Report Form" link or "Report An Incident/Accident/Complaint" button. A paper copy of the incident report form is available at the end of this document (see Exhibit A).

Serious Injury or Illness

- The staff person on the scene should assess the seriousness of the injury or illness to the best of his/her knowledge and ability.
- Provide first aid as appropriate.
- If you have a doubt about the type or extent of injury or illness, **DO NOT MOVE THE PERSON.**

**CALL 911 FOR EMERGENCY MEDICAL ASSISTANCE IMMEDIATELY
IF YOU THINK IT IS OR MIGHT BE NECESSARY**

- If the person is able to respond, ask what service they want. Call for medical assistance if requested. If the person is unable to answer or you find the answer is unreasonable, call for emergency medical assistance.

When in doubt, it is always advisable to call for emergency medical assistance.

Note: Emergency assistance can be reached by:

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

- A staff person should remain with the injured or ill person until professional help arrives to care for the individual.

The staff member(s) directly involved or those who have firsthand information about the emergency shall complete an incident report form to submit within 24 hours of the incident.

The incident may be reported by clicking the “Report a(n) Concern/Incident” link at the bottom of every Southwest Tech webpage. Then, click on the “Incident Report Form” link or “Report An Incident/Accident/Complaint” button. A paper copy of the incident report form is available at the end of this document (see Exhibit A).

First Aid/Healthcare

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

Assault and Rape

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

Immediate Actions

- Provide first aid to the victim as appropriate.
- Phone for emergency help immediately.

Note: Emergency assistance can be reached by:

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

- Obtain as much information about the assailant and the assailant's vehicle as possible. Communicate this information to law enforcement personnel immediately. Providing law enforcement with information on the assailant and the assailant's vehicle quickly may assist in making an arrest.
- If needed due to threat, weather conditions, or other safety concerns, move the victim to a safe and private location (e.g. office, conference room).
- Upon arrival of responding law enforcement, provide as much information about the incident as you can. Give specific details but provide only facts. Do not speculate about what might have happened.
- Call the Executive Director of Facilities, Safety, and Security to report the incident. The Executive Director of Facilities, Safety, and Security will inform other CERT members. The CERT Team will determine if a public statement is necessary.
- The staff member(s) directly involved or having firsthand information about the emergency must complete an incident report form and submit it to a Title IX Administrator **as soon as possible** by clicking the "Report a(n) Concern/Incident" link at the bottom of every Southwest Tech webpage. Then, click on the "Incident Report Form" link or "Report An Incident/Accident/Complaint" button. A paper copy of the incident report form is available at the end of this document (see Exhibit A).
 - Title IX Coordinator – Krista Weber kweber@swtc.edu
 - Deputy Title IX Coordinator – Dan Imhoff dimhoff@swtc.edu
 - Deputy Title IX Coordinator – Holly Clendenen hclendenen@swtc.edu
- The CERT Team will convene within forty-eight (48) hours to review the circumstances of the event, evaluate the process used, and recommend changes in the process.
- **The Chief Communications Officer shall be the only source of information to the press.**

Bomb Threat Checklist

Definitions

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

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

Situations involving the possibility of a bomb or explosive device should always be taken seriously until proven otherwise.

Communications

College personnel receiving bomb threats or warnings from callers shall:

- Attempt to keep the reporting party on the line.
- Identify the location of the device with as much precision as possible.
- Determine when it will be detonated.
- Determine what type of explosive device is involved.
- Determine what the device looks like.
- Determine what will make it detonate (e.g. radio signal, time delay device).
- Determine why the bomb was placed.

Be Alert to:

- Exact wording of the threat
- Estimate the gender, race, and age of the caller
- Nature/character of the caller's voice
- Background noises

The Bomb Threat Phone Call Checklist (see Exhibit C) shall be used, if possible, for any bomb threat situation.

After the phone call has ended, contact Southwest Tech Facilities at extension 2400 immediately to report the threat. It is important that the College personnel notified of the bomb threat focus on the details and nature of the phone call.

Upon receiving a report of a bomb threat, Southwest Tech Facilities will notify the President's Office and Core Emergency Response Team (CERT) immediately.

The staff member(s) directly involved or those who have firsthand information about the emergency shall complete an incident report form to submit within 24 hours of the incident.

The incident may be reported by clicking the "Report a(n) Concern/Incident" link at the bottom of every Southwest Tech webpage. Then, click on the "Incident Report Form" link or "Report An Incident/Accident/Complaint" button. A paper copy of the incident report form is available at the end of this document (see Exhibit A).

Actions Plans

Take No Further Action

The threat will be documented, and the Core Emergency Response Team (CERT) will take extra precautions in terms of being alert for any suspicious people, activities, and/or anything out of the ordinary. College personnel require no further action. Local law enforcement will be contacted.

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

Search Without An Evacuation

An Emergency Operations Center (EOC) and/or Incident Command Post (ICP) will be established.

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

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

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

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

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

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

Evacuate and Search

An Emergency Operations Center (EOC) and Incident Command Post (ICP) will be established.

When the decision is made to **evacuate and search**, the first action will be to activate the fire alarm system for the entire campus. When the first alarm system is activated, all employees and building occupants will leave immediately in accordance with the procedures for their area. Staff **should not** lock doors when exiting the building.

During evacuation, do not go through other buildings to get to your designated area; only use outside sidewalks and pathways.

When leaving the building, do not go to other areas to retrieve personal belongings. Walk to the nearest exit and **do not use elevators**. If there is someone who needs assistance, help them evacuate. It is important that individuals attempt to make their evacuation as immediate as possible. **Remain calm and do not panic.**

Remain 500 feet away from buildings.

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

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

Upon confirmation that all buildings have been searched and nothing was found, a decision will be made to either return to scheduled classes or to close the campus.

Note: The College will provide the training necessary for all employees to respond to the occurrence of bomb threats in an organized, systematic procedure with the safety of the college community being the highest priority. For more information about Improvised Explosive Devices (IEDs) view the [fact sheet provided by the National Academies and Department of Homeland Security](#).

Vehicle Accidents on Off-Campus Trips

Most vehicle accidents involving Southwest Tech students and/or staff will occur on trips taken off Southwest Tech property. In the event there is a vehicle accident on a Southwest Tech sanctioned trip, staff should adhere to the following procedures.

Precautionary Measures

Ensure there is a first aid kit onboard the vehicle prior to departure. If a first aid kit is not available, contact Southwest Tech Facilities at extension 2400 to retrieve one. If the vehicle is being rented through a third party, require the company to provide a first aid kit immediately. All commercial buses are required to carry a first aid kit.

Keep important phone numbers readily available on the vehicle in case of an emergency.

Immediate Action

In the event of an accident, remain calm and take charge of the situation.

- If there is a threat of fire, evacuate the vehicle.
- If the accident involves contact with a power line, utility pole, or another electrical hazard, remain inside the vehicle and do not touch metal to prevent electrocution.
- Call for emergency assistance immediately.
- In case of injuries, provide first aid as appropriate. If you are unsure of the type or extent of the injury, **DO NOT MOVE THE PERSON.**
- Call the Executive Director of Facilities, Safety, and Security, who will notify the necessary parties depending on the extent of the accident.
- The staff member(s) directly involved or those who have firsthand information about the emergency shall complete an incident report form to submit within 24 hours of the incident. The incident may be reported by clicking the “Report a(n) Concern/Incident” link at the bottom of every Southwest Tech webpage. Then, click on the “Incident Report Form” link or “Report An Incident/Accident/Complaint” button. A paper copy of the incident report form is available at the end of this document (see Exhibit A).
- Fully cooperate with the National Transportation Safety Board (NTSB), who is assigned by federal law to investigate all air, highway, rail, and marine accidents to determine the cause.
- **The Chief Communications Officer shall be the only source of information to the press.**

Chemical/Hazardous Material Spills

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

Note: Emergency assistance can be reached by:

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

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

Spill Categories

Minor Chemical Spill

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

Major Chemical Spill

- The spill is larger than or has the potential to become larger than 5 gallons.
- The chemical is unknown.
- The chemical is highly toxic.
- The spill poses a significant health risk.
- The spill involves a fire hazard outside of the fume hood.
- There is risk of explosion.
- Injuries have occurred.
- Response and cleanup is beyond the ability of personnel in the area and Southwest Tech Facilities.
- The equipment and supplies for containment and clean up are not available.

Response Procedures

Minor Chemical Spill Response Procedures

- Alert all people in the immediate area of the spill and evacuate if necessary.
- Isolate the area by closing doors and other necessary means.
- If the spill material is flammable, unplug, turn off, and remove all nearby ignition, heat sources, and electrical equipment.
- Ventilate the area if possible.
- Put on all necessary PPE.

- Confine, contain, neutralize, and absorb the spill using appropriate methods and materials.
- Contact Southwest Tech Facilities at extension 2400 to report the incident and obtain assistance.

Major Chemical Spill Response Procedures

- Tend to any injured or contaminated persons and remove them from exposure if it is safe to do so.
- Alert the people in the immediate area to evacuate.
- Call for emergency assistance if there is a fire, explosion, injuries, or the potential for each. Provide as much information as possible.
 - Name and address of the facility
 - Time and type of incident
 - Location of the incident on campus
 - Nature and extent of any injuries
 - Control measures taken
 - Other possible known hazards
- Use eyewash and safety showers in a safe location to remove any possible contaminants.
- If the spill material is flammable, unplug, turn off, and remove all nearby ignition, heat sources, and electrical equipment.
- If danger is believed to be serious, activate the nearest fire alarm unless doing so could trigger an explosion. If the potential for explosion exists, evacuate the area manually by voice.
- Secure affected area. In case of evacuation, remain 500 feet from building.
- Contact Southwest Tech Facilities at extension 2400 to report the incident and obtain assistance.
- Meet the first responders.

Eye Contact with Chemicals

- Flush eyes with water for at least 15 minutes.
- Call for emergency medical assistance.
- Locate the Material Safety Data Sheet (SDS) or access SDS Online for that chemical, whenever possible.
- Treat the victim according to the recommendations provided.
- Save the chemical container.
- Call Poison Control at **1-800-222-1222** for more information.

Ingestion/Inhalation of Chemicals

- Encourage the victim to drink large amounts of water.
- Call for emergency medical assistance.
- Locate the Material Safety Data Sheet (SDS) or access SDS Online for that chemical, whenever possible.
- Treat the victim according to the recommendations provided.
- Save the chemical container.
- Call Poison Control at **1-800-222-1222** for more information.

Chemicals on the Body Over a Large Area

- Quickly remove all contaminated clothing and accessories while using the safety shower. Seconds count and no time should be wasted because of modesty.
- Immediately flush the affected body area with cold water for at least 15 minutes.
- Call for emergency medical assistance.
- Locate the Material Safety Data Sheet (SDS) or access SDS Online for that chemical, whenever possible.
- Treat the victim according to the recommendations provided.
- If there is no visible burn, scrub off chemicals from body using a mild detergent or soap (preferred) and water.
- **Do not use neutralizing chemicals, unguents, or salves on skin.**
- Save the chemical container.
- Call Poison Control at **1-800-222-1222** for more information.

Chemicals on the Skin in a Confined Area

- Immediately flush the affected body area with cold water for at least 15 minutes.
- Remove any contaminated or interfering clothing and accessories.
- Locate the Material Safety Data Sheet (SDS) or access SDS Online for that chemical, whenever possible.
- Treat the victim according to the recommendations provided.
- If a delayed action is noted (e.g. the physiological effects from contact with some chemicals may be delayed up to 48 hours), obtain medical attention promptly and explain accurately what chemicals were involved.
- If there is no visible burn, scrub off chemicals from body using a mild detergent or soap (preferred) and water.
- **Do not use neutralizing chemicals, unguents, or salves on skin.**
- Save the chemical container.
- Call Poison Control at **1-800-222-1222** for more information.

The staff member(s) directly involved or those who have firsthand information about the emergency shall complete an incident report form to submit within 24 hours of the incident.

The incident may be reported by clicking the “Report a(n) Concern/Incident” link at the bottom of every Southwest Tech webpage. Then, click on the “Incident Report Form” link or “Report An Incident/Accident/Complaint” button. A paper copy of the incident report form is available at the end of this document (see Exhibit A).

Suspicious Person

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

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

Immediate Action

The staff member noticing the intruder or disorderly person should attempt to engage the person in conversation if the person appears calm and in control. **Do not attempt to engage the person in conversation if the person's observed attitude or conduct is menacing or threatening. If the person's behavior becomes threatening or violent, call for emergency assistance immediately.**

Contact Southwest Tech Facilities at extension 2400 explaining your suspicions or the nature of the threat. Calmly describe the person's actions and appearance.

The Executive Director of Facilities, Safety, and Security or Incident Commander will proceed to the scene as the responder to determine the level of threat and appropriate response to the situation. If the person appears calm and in control, the responder will attempt to engage the person in conversation to determine their intentions. **If the responder feels the person's behavior is non-compliant, threatening, or there is an immediate danger, they will call for emergency assistance immediately.**

Note: Emergency assistance can be reached by:

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

The Executive Director of Facilities, Safety, and Security or Incident Commander should maintain surveillance of the person, if it is safe to do so, and attempt to control the situation until local law enforcement arrives on the scene.

While maintaining surveillance, the Executive Director of Facilities, Safety, and Security or Incident Commander should attempt to inform faculty of the need to keep students in their rooms. If unable to do so, other staff may be enlisted to help notify faculty.

The Executive Director of Facilities, Safety, and Security will inform the Core Emergency Response Team (CERT) to determine what further action needs to be taken, such as evacuation

or school closure. The safety of students and staff will be the primary factor when deciding to evacuate and/or close the building. The Executive Director of Facilities, Safety, and Security will notify other necessary parties as appropriate.

The responder should assist in the evacuation of the building, if necessary. Ensure that students and staff assemble at a safe location at least 500 feet away from the building.

During evacuation, do not go through other buildings to get to your designated area; only use outside sidewalks and pathways. When leaving the building, do not go to other areas to retrieve personal belongings. Walk to the nearest exit and **do not use elevators**. If there is someone who needs assistance, help them evacuate. It is important that individuals attempt to make their evacuation as immediate as possible. **Remain calm and do not panic.**

Ensure the building remains vacant until authorized to reenter by the Executive Director of Facilities, Safety, and Security or Incident Commander.

The staff member(s) directly involved or those who have firsthand information about the emergency shall complete an incident report form to submit within 24 hours of the incident.

The incident may be reported by clicking the “Report a(n) Concern/Incident” link at the bottom of every Southwest Tech webpage. Then, click on the “Incident Report Form” link or “Report An Incident/Accident/Complaint” button. A paper copy of the incident report form is available at the end of this document (see Exhibit A).

CERT will convene within forty-eight (48) hours to review the circumstances of the event, evaluate the process used, and recommend changes in the process.

The Chief Communications Officer shall be Southwest Tech’s only source of information to the press.

Suggested Classroom Security

Whenever possible, students and staff should evacuate the building. Anytime evacuation or dismissal into hallways in unsafe, faculty should:

- Keep students in the classroom, lab, or shop
- Turn off lights
- Lock and barricade the door(s), if possible
- Close blinds, pull shades, or cover windows
- Move students out of sight from the hallway and onto the floor
- Take attendance, specifically noting students not in class
- Do not allow anyone to enter area until confirmed safe by law enforcement or campus safety.
- Be prepared to defend yourself using any means necessary in the classroom using the “run, hide, fight” strategy.

Active Shooter

This section applies when it is believed that a person possesses a weapon in a Southwest Tech building. In these situations, the primary concern is the safety and protection of students and staff. Staff should call for emergency assistance immediately if a person is known to be in possession of a weapon inside a building. Staff and students should not unnecessarily or unreasonably place themselves or others in jeopardy. The procedures outlined shall serve as guidelines for staff when responding to the rumor or threat of a weapon.

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

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

Level 1: Weapon Rumored

Level 2: Weapon Witnessed, But No Immediate Danger

Level 3: Weapon Use Threatened or Carried Out

Immediate Action – Level 1 Response: Weapon Observed or Rumored

The staff member(s) hearing the rumor about a weapon or suspect a person of carrying a weapon should notify Southwest Tech Facilities at extension 2400. The Executive Director of Facilities, Safety, and Security will contact the Core Emergency Response Team (CERT) to determine the severity of the threat.

If anyone observes a weapon or perceives an immediate threat on campus, call for emergency assistance.

Note: Emergency assistance can be reached by:

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

The staff member(s), if safe, should observe the suspect until assistance arrives.

The Executive Director of Facilities, Safety, and Security or Incident Commander will keep the person rumored to be in possession of a weapon under surveillance until local law enforcement arrives.

Law enforcement will isolate the person in a secure area and conduct a search for any weapons. Search may include lockers, backpacks, and clothing.

If a weapon is **not** found, law enforcement officers and CERT as appropriate will complete an investigation of the incident. If the suspected person is a minor or high school student, the school system and/or the parent or guardian of the person will be notified of the incident.

If a weapon **is** found, the individual will be issued a citation by law enforcement. If a Southwest Tech student is the suspect, the Chief Student Services Officer will review for potential action as a violation of the Southwest Tech Student Code of Conduct. If the person is a minor or high school student, the school system and/or the parent or guardian of the person will be notified of the incident and disciplinary hearing procedures.

The staff member(s) directly involved or those who have firsthand information about the emergency shall complete an incident report form to submit within 24 hours of the incident.

The incident may be reported by clicking the “Report a(n) Concern/Incident” link at the bottom of every Southwest Tech webpage. Then, click on the “Incident Report Form” link or “Report An Incident/Accident/Complaint” button. A paper copy of the incident report form is available at the end of this document (see Exhibit A).

The Chief Communications Officer shall be Southwest Tech’s only source of information to the press.

Immediate Action – Level 2 Response: Weapon Witnessed, But No Immediate Danger

A staff member who observes a person in the possession of a weapon will call for emergency assistance and notify Southwest Tech Facilities at extension 2400. The Executive Director of Facilities, Safety, and Security will notify the Core Emergency Response Team (CERT) immediately.

Note: Emergency assistance can be reached by:

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

The staff member reporting the incident should be as descriptive and accurate as possible.

- Where is the student located? (room number, building, etc.)
- What led to the incident?
- Number of person(s) involved.
- Number/type of weapon(s)

Once law enforcement arrives, the Executive Director of Facilities, Safety, and Security and law enforcement officials will confer on the safest course of action. If evacuation is necessary, it will be conducted under the leadership and direction of law enforcement officials. **Do not use elevators when evacuating the building. Remain calm and do not panic.**

If necessary, Incident Command will be established to deal with public relations, media requests, and law enforcement. **Law enforcement’s public information officer (PIO) will be in charge of the scene.**

Command Staff will designate a site for family and friends of the suspect, if needed.

Law enforcement will attempt to isolate individual(s), secure the weapon(s), and get the person(s) stabilized. Once the suspect has been apprehended, a search of lockers, backpacks, clothing, and/or vehicles may be conducted as necessary.

If a Southwest Tech student is involved, the Chief Student Services Officer will determine appropriate disciplinary action. If the person is a minor or high school student, the school system and/or the parent or guardian of the person will be notified of the incident and disciplinary hearing procedures.

The staff member(s) directly involved or those who have firsthand information about the emergency shall complete an incident report form to submit within 24 hours of the incident.

The incident may be reported by clicking the “Report a(n) Concern/Incident” link at the bottom of every Southwest Tech webpage. Then, click on the “Incident Report Form” link or “Report An Incident/Accident/Complaint” button. A paper copy of the incident report form is available at the end of this document (see Exhibit A).

The Chief Communications Officer shall be Southwest Tech’s only source of information to the press.

Immediate Action – Level 3 Response: Weapon Use Threatened or Carried Out

The staff member who observes the use of a weapon being threatened or a weapon being used will call for emergency assistance and notify Southwest Tech Facilities at extension 2400. The Executive Director of Facilities, Safety, and Security will notify the Core Emergency Response Team (CERT) immediately.

Note: Emergency assistance can be reached by:

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

The Executive Director of Facilities, Safety, and Security will activate the Incident Command. **If it is safe to do so, maintain surveillance of the suspected individual until law enforcement arrives. However, no student or staff should unnecessarily or unreasonably put themselves or others in jeopardy.**

If needed, administer appropriate first aid to individuals until emergency medical assistance is on the scene. **Be sure to use Personal Protective Equipment (PPE) whenever possible.**

The staff member reporting the incident should be as descriptive and accurate as possible.

- Where is the student located? (room number, building, etc.)
- What led to the incident?
- Number of person(s) involved.
- Number/type of weapon(s)
- If medical assistance is needed and number of person(s) injured.

Once law enforcement arrives, the Executive Director of Facilities, Safety, and Security and law enforcement officials will confer on the safest course of action.

The Command Staff will notify staff in rooms in the vicinity of the situation. If it is safe to do so, students and staff should leave the area immediately. If evacuation is necessary, it will be conducted under the leadership and direction of law enforcement officials. **Do not use elevators when evacuating the building. Remain calm and do not panic.**

If evacuating the area safely is not possible, staff and students should remain in the room until they can be escorted to safety by law enforcement authorities.

If staff and students must shelter in place, they should:

- Keep students in the classroom, lab, or shop
- Turn off lights
- Lock and barricade the door(s), if possible
- Close blinds, pull shades, or cover windows
- Move students out of sight from the hallway and onto the floor
- Take attendance, specifically noting students not in class
- Do not allow anyone to enter area until confirmed safe by law enforcement or campus safety.
- Be prepared to defend yourself using any means necessary in the classroom using the “run, hide, fight” strategy.

If necessary, Incident Command will be established to deal with public relations, media requests, and law enforcement. **Law enforcement’s public information officer (PIO) will be in charge of the scene.**

Command Staff will designate a site for family and friends of the suspect, if needed.

Law enforcement will attempt to isolate individual(s), secure the weapon(s), and get the person(s) stabilized. Once the suspect has been apprehended, a search of lockers, backpacks, clothing, and/or vehicles may be conducted as necessary.

If a Southwest Tech student is involved, the Chief Student Services Officer will determine appropriate disciplinary action. If the person is a minor or high school student, the school system and/or the parent or guardian of the person will be notified of the incident and disciplinary hearing procedures.

The staff member(s) directly involved or those who have firsthand information about the emergency shall complete an incident report form to submit within 24 hours of the incident.

The incident may be reported by clicking the “Report a(n) Concern/Incident” link at the bottom of every Southwest Tech webpage. Then, click on the “Incident Report Form” link or “Report An Incident/Accident/Complaint” button. A paper copy of the incident report form is available at the end of this document (see Exhibit A).

The Chief Communications Officer shall be Southwest Tech’s only source of information to the press.

Fire or Explosion

In situations when a fire or explosion occurs, the primary concern is the welfare and safety of students and staff. Staff should carefully assess the circumstances and use their best judgment when responding to the situation. No one should unnecessarily or unreasonably place themselves or others in jeopardy.

During an evacuation please be aware of students, staff, or visitors with special needs or disabilities who may need assistance to ensure their safety.

Immediate Action for Reporting a Fire/Explosion

When a fire or explosion occurs, regardless of the severity, go immediately to the nearest alarm box and pull the lever to activate the fire alarm system. **Call for emergency assistance from a safe location to report the incident.**

Note: Emergency assistance can be reached by:

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

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

Contact Southwest Tech Facilities at extension 2400 to notify the Executive Director of Facilities, Safety, and Security. The Executive Director of Facilities, Safety, and Security will inform the Core Emergency Response Team (CERT) to determine what further action needs to be taken.

Action When Alarm Sounds

Faculty should evacuate students from the area using the safest emergency exit route. Remain at least 500 feet from the building. **Do not use elevators when evacuating the building. Remain calm and do not panic.**

If it is safe to do so, faculty should close all doors and windows, turn off lights, and shut off electrical or gas operated equipment when leaving the classroom, lab, or shop.

Once outside to safety, faculty should take attendance to determine if all students have exited the building.

If it is safe to do so, the staff member on scene should conduct a quick walkthrough inspection of the incident area and surrounding spaces to ensure that all person(s) have left the building.

The staff member on scene should proceed out of the building and ensure that all person(s) are an adequate distance (at least 500 feet) away from the building.

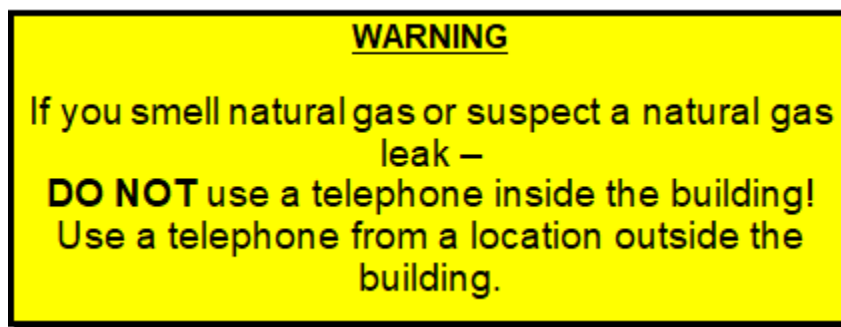
College personnel should ensure that individuals remain outside until the approval is given to reenter the building.

The staff member(s) directly involved or those who have firsthand information about the emergency shall complete an incident report form to submit within 24 hours of the incident.

The incident may be reported by clicking the “Report a(n) Concern/Incident” link at the bottom of every Southwest Tech webpage. Then, click on the “Incident Report Form” link or “Report An Incident/Accident/Complaint” button. A paper copy of the incident report form is available at the end of this document (see Exhibit A).

Gas Leak

Natural gas leaks, with odor in the building, may occur and bring danger of explosion. Natural gas rises and will often be outside because most gas lines are outside of a building. Mercaptan is the chemical mixed with natural gas to give it odor. The gas moves upward while the odor moves downward. In situations when a natural gas odor is detected in the building, staff should use their best judgment and respond according to the procedures in this section.



Gas Leak Response

- Evacuate the building immediately.
- Ensure students and staff maintain a distance of at least 500 feet away from the building. **Do not use elevators when evacuating the building. Remain calm and do not panic.**
- Advise students not to use their phone until 500 feet away from the building.
- Once a safe distance from the building, **call 911** for emergency assistance using a phone located outside and away from the leak.
- Contact Southwest Tech Facilities at extension 2400 to notify the Executive Director of Facilities, Safety, and Security. The Facilities team will have the gas line shut off to the leak location.
- The Executive Director of Facilities, Safety, and Security will inform the Core Emergency Response Team (CERT) to determine what further action needs to be taken.
- College personnel should ensure that individuals remain 500 feet away from the building until the approval is given to reenter.

Leave the premises immediately. Do not go back for personal belongings, try shutting off lights, use equipment, etc.

The staff member(s) directly involved or those who have firsthand information about the emergency shall complete an incident report form to submit within 24 hours of the incident.

The incident may be reported by clicking the "Report a(n) Concern/Incident" link at the bottom of every Southwest Tech webpage. Then, click on the "Incident Report Form" link or "Report An Incident/Accident/Complaint" button. A paper copy of the incident report form is available at the end of this document (see Exhibit A).

Outdoor Toxic Spills, Leaks, or Fumes

In situations of toxic spills, leaks, or fumes, staff should use their best judgment and respond accordingly using the procedures in this section. The types of incidents under this section include semi-truck/train accidents or a chemical company releasing or spilling toxic materials into the outdoor air. During these situations, the safety and wellbeing of students and staff is the primary concern. No one should unnecessarily or unreasonably put themselves or others in jeopardy. The procedures outlined are intended to guide staff actions.

Immediate Actions

- The person observing the situation should notify the nearest staff member immediately.
- The staff member will call for emergency assistance.

Note: Emergency assistance can be reached by:

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

- Call Southwest Tech Facilities at extension 2400 to notify the Executive Director of Facilities, Safety, and Security. The Executive Director of Facilities, Safety, and Security will notify the Core Emergency Response Team (CERT) to determine the most appropriate course of action.
- **Do not** excuse students or staff from the building unless told to do so by authorities. Evacuating students may expose them to toxic materials. The main threat is toxic fumes. Staff and students should remain inside.
- Close as many doors as possible.
- The Executive Director of Facilities, Safety, and Security will arrange to turn off all ventilation systems or go to 100% recirculation so that no outside air is drawn into the building.
- The Incident Command will be established to deal with public relations, media requests, and law enforcement.
- Remain in protected, interior areas of the building where toxic vapors are reduced.
- The staff member(s) directly involved or those who have firsthand information about the emergency shall complete an incident report form to submit within 24 hours of the incident.
- The incident may be reported by clicking the "Report a(n) Concern/Incident" link at the bottom of every Southwest Tech webpage. Then, click on the "Incident Report Form" link or "Report An Incident/Accident/Complaint" button. A paper copy of the incident report form is available at the end of this document (see Exhibit A).
- **The Chief Communications Officer shall be the only source of information to the press.**
- The Core Emergency Response Team (CERT) will convene within forty-eight (48) hours to review the circumstances of the event, evaluate the process used, and recommend changes in the process.

Severe Weather Response

Taking Shelter

Designated severe weather shelter areas in each building have been identified, prominently posted, and are included in the list at the end of this section.

Upon hearing the siren or emergency alert system, everyone will move immediately and in an orderly fashion to a designated shelter area.

- Staff will assist in directing students and visitors to designated severe weather shelter areas.
- **Do not use elevators. Remain calm and do not panic.**
- If a lower-level shelter cannot be reached because of crowded conditions, blocked walking routes, etc. proceed to another shelter or to an interior hallway or room away from glass doors, windows, and moveable objects.
- Try to seek shelter under a large stationary object such as a heavy table or desk.
- If a sheltering object is not available, lie down close to a wall and cover your head with your hands.

Do not leave the severe weather shelter area until informed by an authorized official that the scene is safe to do so.

If you are outdoors when the siren/emergency alert is sounded, attempt to take shelter within the nearest building. If you are outdoors and cannot reach internal shelter, find a low-lying place and lie down flat with your hands over your head to provide yourself with as much protection as possible.

Tornado Touchdown

If a tornado strikes a college facility, community emergency personnel will secure the area and direct all emergency activities.

The Executive Director of Facilities, Safety, and Security or designees are the College's liaisons with emergency personnel. The Core Emergency Response Team (CERT) will set up an Emergency Operations Center (EOC) at the affected site and assist emergency personnel in managing the response.

All person(s) will wait for instructions on how and where to make a safe exit from the buildings, unless faced with a life-threatening situation such as a collapsing structure or fire.

Stay away from building or areas hit by the tornado.

- Access to the area will be controlled by emergency personnel.
- Only authorized Southwest Tech personnel will be permitted within police lines.

Severe Weather Shelter Areas

Building 100	Building 500	Building 1600
Room 108	Restrooms	Fitness Center
Room 117	Shower Rooms	Aerobics Room
Restrooms	Tunnel (Bldg. 400-500)	First Floor Restrooms
Tunnel (Bldg. 100-200)		
	Building 600	Building 1700
Building 200	Room 617	Room 1706
Room 233	Restrooms	Room 1708
Room 234		Room 1709
Room 235	Building 800	Room 1715
Room 236	Go to Building 1700	Room 1717
Restrooms		1712 Corridor
Tunnel (Bldg. 100-200)	Building 900	Restrooms
	Go to Building 500	
Building 300		Building 1800
Room 302	Building 1100	Go to Building 1700
Room 324	Go to Building 500	
Room 325		Public Safety Complex
Room 350E	Building 1200	Building 2000 Restrooms
Room 350F	Go to Building 500	Building 2000 Student Lounge
Room 350G		
Room 350H	Building 1300	Housing
Room 360	Go to Building 600	Six-plex basement
Restrooms		
	Building 1500	
Building 400	Room 1515	
Room 421D	Interior Corridor 1521	
Room 461	Room 1516	
Room 462	Restroom	
Room 470		
Room 471		
Restrooms		

Terrorist Attacks and Chemical Agent Incidents

In the occurrence of a terrorist attack or chemical agent incident, the College will immediately notify local authorities and activate the appropriate measures outlined in this section.

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

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

Definitions

Terrorist Attack: A deliberate act of violence, often against civilians, intended to achieve ideological goals commonly with a political, religious, social, racial, or environmental nature.

Chemical Agent Incident: An intentional or unintentional release of a toxic substance that poses a risk to public health and the environment.

Minimizing the Risk – Chemical Agents in Mail

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

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

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

- Handle with care—don't shake or bump.
- Isolate the package or letter and look for the listed indicators.
- Don't open, smell, or taste.
- Treat as suspect and call law enforcement immediately.

Note: Emergency assistance can be reached by:

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

Immediate Action – Terrorist Attack

Any staff member involved in or witnessing a terrorist attack should call for emergency assistance immediately. The staff member should then contact Southwest Tech Facilities at extension 2400 to notify the Executive Director of Facilities, Safety, and Security. The Executive Director of Facilities, Safety, and Security will inform the Core Emergency Response Team (CERT) to determine what further action needs to be taken. The Incident Command will be established to deal with public relations, media requests, and law enforcement.

If needed, administer appropriate first aid until medical assistance arrives. Be sure to use Personal Protective Equipment (PPE) whenever possible.

Personnel reporting the incident should be as descriptive and accurate as possible.

- Where the incident occurred (room, building, parking lot, etc.)
- Type and extent of damage (explosion, fire, chemical agent, etc.)
- If medical assistance is needed, the estimated number of person(s) injured

The Command Staff will notify staff in rooms in the vicinity of the situation. If it is safe to do so, students and staff should leave the area immediately. If evacuation is necessary, it will be conducted under the leadership and direction of law enforcement officials. **Do not use elevators when evacuating the building. Remain calm and do not panic.**

If evacuating the area safely is not possible, staff and students should remain in the room until they can be escorted to safety by law enforcement authorities.

If staff and students must shelter in place, they should:

- Keep students in the classroom, lab, or shop
- Turn off lights
- Lock and barricade the door(s), if possible
- Close blinds, pull shades, or cover windows
- Move students out of sight from the hallway and onto the floor
- Take attendance, specifically noting students not in class

- Be prepared to defend yourself using any means necessary in the classroom using the “run, hide, fight” strategy.

Once law enforcement arrives, the Executive Director of Facilities, Safety, and Security and law enforcement officials will confer on the safest course of action. If evacuation is necessary, it will be conducted under the leadership and direction of law enforcement officials. **Do not use elevators when evacuating the building. Remain calm and do not panic.**

Emergency government and law enforcement officials will assume control in responding to the attack. All students and staff will cooperate as fully as possible and will follow all directions of emergency officials.

If a suspect is apprehended and it is a Southwest Tech student, the Chief Student Services Officer will review for potential action as a violation of the Southwest Tech Student Code of Conduct. If the person is a minor or high school student, the school system and/or the parent or guardian of the person will be notified of the incident and disciplinary hearing procedures.

The staff member(s) directly involved or those who have firsthand information about the emergency shall complete an incident report form to submit within 24 hours of the incident.

The incident may be reported by clicking the “Report a(n) Concern/Incident” link at the bottom of every Southwest Tech webpage. Then, click on the “Incident Report Form” link or “Report An Incident/Accident/Complaint” button. A paper copy of the incident report form is available at the end of this document (see Exhibit A).

CERT will convene within forty-eight (48) hours to review the circumstances of the event, evaluate the process used, and recommend changes in the process.

The Chief Communications Officer shall be Southwest Tech’s only source of information to the press.

Immediate Action – Chemical Agent Incident

Any staff who observes a suspicious package or letter (as describe previously in this section) should notify Southwest Tech Facilities at extension 2400 immediately to notify the Executive Director of Facilities, Safety, and Security. The Executive Director of Facilities, Safety, and Security will inform the Core Emergency Response Team (CERT) to determine what further action needs to be taken. **Do not touch or handle the letter of package.**

The Incident Command will be established to deal with the incident, public relations, media requests, and law enforcement.

If there is any concern about any letter or package, the item should be treated as suspect and the person should call for emergency assistance immediately.

Note: Emergency assistance can be reached by:

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

Secure the area so the letter or package is not disturbed.

When emergency government and/or law enforcement officials arrive on the scene, they will assess the situation and determine the most appropriate course of action. If evacuation is necessary, it will be conducted under the leadership and direction of law enforcement officials.

Do not use elevators when evacuating the building. Remain calm and do not panic.

Once the letter or package has been removed, the area will be thoroughly cleaned as recommended by authorities.

The staff member(s) directly involved or those who have firsthand information about the emergency shall complete an incident report form to submit within 24 hours of the incident.

The incident may be reported by clicking the "Report a(n) Concern/Incident" link at the bottom of every Southwest Tech webpage. Then, click on the "Incident Report Form" link or "Report An Incident/Accident/Complaint" button. A paper copy of the incident report form is available at the end of this document (see Exhibit A).

CERT will convene within forty-eight (48) hours to review the circumstances of the event, evaluate the process used, and recommend changes in the process.

The Chief Communications Officer shall be Southwest Tech's only source of information to the press.

Counseling Services for Traumatic Events

Traumatic events generally create psychological, social, and physical symptoms of distress for victims. Southwest Tech's [Employee Assistance Program \(EAP\)](#) is available to staff, offering confidential counseling and support services. Counseling services are available to students through Robin Hamel, Mental Health Counselor, who can be contacted at 608-822-2268. Online therapy is available to students through BetterMynd at www.bettermynd.com. CERT will determine if additional intervention assistance is necessary.

Area Resources

- **9-8-8 for Help**
 - Call 988 in Wisconsin for information, support, and local resources

- **Text CONNECT to 741741 for Crisis Text Line**
 - To reach a trained counselor for those who prefer texting

- **National Suicide Prevention Lifeline**
 - 1-800-273-8255

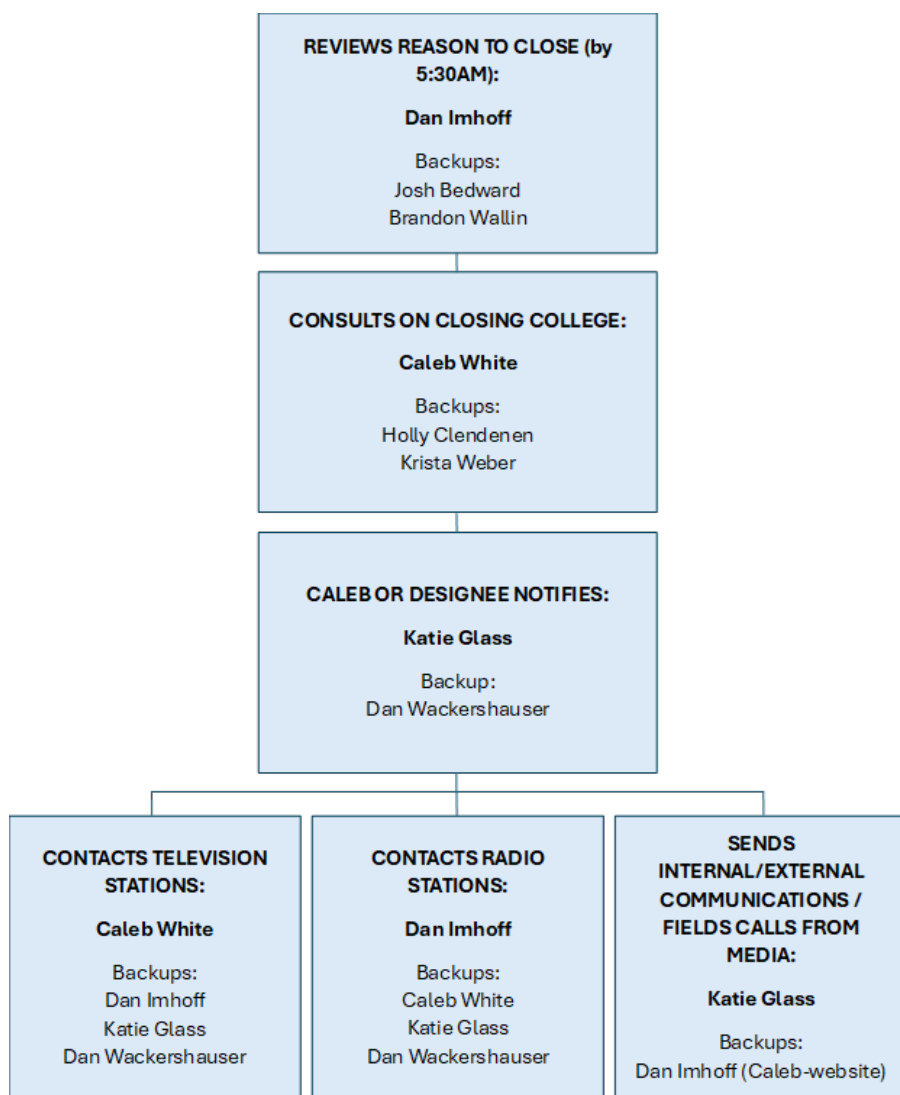
- **24-hour Mental Health Crisis Line Grant and Iowa Counties**
 - 1-800-362-5717

- **Family Advocates**
 - 1-800-924-2624
 - 24-hour helpline for crises related to sexual assault and domestic violence

Southwest Tech Emergency Closing Procedure

Except in cases of the most severe weather conditions or other reasons for closing, Southwest Tech will remain open. When weather is threatening, individuals must use their own judgment as it relates to safety and road conditions. Public school closing or delay does not mean Southwest Tech is closed or delayed.

When it is necessary to close the College campus for weather or other reasons, information will be disseminated via text alerts, website, radio, television, and/or electronic media. When the College campus is opening remotely, closed, or delayed at the beginning of the day, the initial announcements will be made by 6:00 a.m. In the case of a two-hour delay, classes will begin with those scheduled for 9:30 a.m. If a delay is followed by a decision to close, information will be disseminated prior to 9:30 a.m.



News Affiliates Contacted in Case of Cancellation

Television Stations

WISC-TV (Channel 3) Madison

WMTV (Channel 15) Madison

WKOW-TV (Channel 27) Madison

WKBT-TV (Channel 8) La Crosse

Radio Stations

WDMP Dodgeville

KDTH, KAT-FM, KGRR, & WVRE

WDBQ, KLYV, WJOD, & KXGE

WGLR Lancaster

WPVL Platteville

WPRE Prairie du Chien

WRCO Richland Center

WVRQ Viroqua

WIZM, WKTY, WIZM-FM, WRQT, KQYB, KCLH-FM La Crosse

WEKZ, WQLF, WFPS, WFRL Monroe

Internal/External Communications

Staff and Student Email

Text Message

Voicemail

Social Media

PA System

Digital Sign

Website

Exhibit A – Incident Report Form



Student Incident Report Form-Confidential

Name _____

Street Address _____ City _____ State _____ Zip _____

Location of Incident _____

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

Relationship to Southwest Tech:

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

Part of Body

Affected: _____

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

Type of Injury/Exposure: check all that apply

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

Nature of Incident: check all that apply

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

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

What do you believe caused this incident?

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

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

Signature of Injured Party: _____ Date _____

School Staff Member Signature: _____ Date _____

Exhibit B – Refusal to Seek Medical Treatment



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

(Signature of Injured/Ill Person)

(Signature of Witness)

(Date)

(Date)

(Signature of Staff on Scene)

(Date)

Exhibit C – Bomb Threat Phone Call Checklist



Exact date & time of call:

Exact words of caller:

Questions To Ask (ask questions to keep caller on the line)

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

Caller's Voice (circle)

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

If voice is familiar whom did it sound like? _____

Was there any background noise? _____

Remarks: _____

Person receiving call: _____

Telephone number call received at: _____

Exhibit D – Public Address System



PA (Public Address) Utilization System

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

Press the Direct Page button on your phone and dial the extension.

After the beep, speak your message, then hang up.

All call: Dial 4899

Individual Channel:

Building 100 – Dial 4801

Building 200 – Dial 4802

Building 300 & 400 – Dial 4804

Building 500 – Dial 4805

Building 600 – Dial 4806

Building 1100 – Dial 4811

Building 1200 – Dial 4812

Building 1500 – Dial 4815

Building 1600 – Dial 4816

Building 1700 – Dial 4817

Building 2000 & 2200 – Dial 4820

Storm warning: Use the “all call” extension of 4899 to make the following announcement: *This is a severe weather alarm. Seek shelter immediately.* (Repeat three times)

Text messaging: If a message needs to go out to alert everybody of a situation, contact Dan Imhoff at extension 2401 or on his cell phone at 608-778-0624. If Dan is not available, contact Katie Glass at extension 2411.