

# GATEWAY TECHNICAL COLLEGE-Burlington Campus

## *Emergency Response Plan*

### CAMPUS EMERGENCY NOTIFICATION

#### **Dial 911 - When Life Threatening Emergency Occurs**

(Provide follow-up notification to Campus Security)

#### **Campus Security - Other Emergencies**

Elkhorn- (262) 741-8208

Kenosha (262) 564-2208

Racine- (262) 619-6208

**262-564-2200 - GTC Switchboard / Information**

The types of emergencies covered in this manual are:

<a href="#">Airborne Releases</a>	<a href="#">Infectious Disease Outbreak</a>
<a href="#">Bomb Threat</a>	<a href="#">Non-violent, Life Threatening Emergencies or Death</a>
<a href="#">Chemical Spill</a>	<a href="#">Medical and First Aid</a>
<a href="#">Civil Disturbances/Demonstrations</a>	<a href="#">Natural Gas Leak</a>
<a href="#">Elevator Malfunction</a>	<a href="#">Psychological Crisis</a>
<a href="#">Explosion</a>	<a href="#">Assault</a>
<a href="#">Fire</a>	<a href="#">Unsafe Water Supply</a>
<a href="#">Hazardous Weather Plan</a>	<a href="#">Violent or Criminal Behavior</a>

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## **GATEWAY TECHNICAL COLLEGE**

### **EMERGENCY RESPONSE PLAN**

#### **I. PURPOSE**

The purposes of the emergency procedures outlined in this plan are to provide protection to the lives, property, and operations of the college through the effective use of institutional, community, county, and state resources. This document has been developed to provide an organizational and procedural framework for the management of emergency situations by coordinating responses between the College and other government and emergency units. It has been designed to serve as a basic contingency manual for the college's administration to plan and respond to campus emergencies. This plan does not cover every conceivable situation; it does, however, serve as administrative guidelines necessary to cope with most campus emergencies.

It is understood that Gateway Technical College will make every effort to respond to individuals who are affected by a crisis or emergency with compassion and concern.

#### **II. AUTHORITY & REFERENCE**

Gateway Technical College Administrative Procedures & College Practices Manual

#### **III. APPLICATION**

This plan applies to all faculty, staff, employees, students and visitors. It encompasses all buildings and grounds owned and/or operated by Gateway Technical College.

This plan will be treated as a "living" document. As information or procedures change the document will be updated and posted to the college's website under the "Security and Emergency Preparedness" button and on the Safety and Security Blackboard site.

#### **IV. RESPONSIBILITY FOR COMPLIANCE**

The development and administration of this Emergency Response Plan is the responsibility of the Director of Safety.

#### **V. GENERAL RESPONSIBILITIES**

##### **ALL EMPLOYEES, STUDENTS & VISITORS**

All persons must assume responsibility for their own safety. This document has been developed to serve as a guideline for potential (not all possible) events. It is highly recommended that all users of Gateway Technical College's facilities review and develop a personal response plan to deal with any un-safe circumstances that may occur while utilizing the college's facilities. By familiarizing yourself with this plan you will be able to determine how the college will respond to an event and you can plan accordingly.

Regardless of the time of day, immediate contact should be made with those persons who are best able to provide the needed services in response to an emergency. In all life threatening emergencies or major personal injury dial 911 and follow up with a call to Campus Security at:

Elkhorn- (262) 741-8208

Kenosha- (262) 564-2208

Racine- (262) 619-6208

In the absence of means able to contact responders, persons responsible for activating and contacting responders may utilize campus security members to assist with the notification process.

All commons areas (classrooms, hallways, etc...) have had their phones programmed to have a direct dial key to the appropriate campus security phone number. It is recommended that each employee also program (by the use of the "personal keys" function) their appropriate campus security phone number into their desk phone for easy access.

Virtually all accidents are preventable. Therefore, the following procedures should be followed to ensure that we eliminate the element of "risk" from our everyday operation. Employees and students should:

Report unsafe conditions or equipment to your supervisor immediately.

Know what to do in case of an emergency.

Observe all safety policies and procedures.

Practice good housekeeping and sanitation procedures.

Integrate safe practice techniques into everyday activities.

Keep work and traffic areas free of obstructions.

Know what chemicals to use and use them only as directed.

Remember that safety is everyone's responsibility.

In case of an emergency/incident, all employees must follow the emergency procedures found in section XVIII of this plan. It is impossible to anticipate all possible circumstances. If an incident occurs that is not covered by this document common sense should be used in dealing with the situation. Emergencies that may be life threatening should be reported immediately to 911. Other emergencies should be reported to Campus Security.

## **INSTRUCTORS**

Instructors are responsible for initiating emergency procedures during class.

## **ADMINISTRATORS, DEANS, ASSOCIATE DEANS, DIRECTORS, AND SUPERVISORS**

Every administrator, dean, associate dean, director, and supervisor has the following general responsibilities prior to and during any emergency:

### *Emergency Preparedness*

Understand and disseminate emergency procedures and information as outlined in this plan.

### *Emergency Situations*

Inform all building occupants under their direction of the emergency condition.

Evaluate the impact of the emergency on their activity and take appropriate action. This may include ceasing operations and initiating emergency response. All decisions must be coordinated with the appropriate campus response team.

### **Director of Building Services**

Maintain a roster of campus emergency staff and emergency personnel including outside agencies.

Provide technical and safety assistance to reduce hazards prior to and during emergency, disaster conditions or any other requests from the response team(s).

Investigate and evaluate campus hazards in environmental health and safety.

Provide security assistance by supervising the operation and maintenance of security devices and systems on campus.

Coordinate security inspections for buildings and grounds.

Maintain the campus fire alarm systems and emergency generators.

Conduct damage assessment and emergency repairs as needed.

Provide support for the emergency operations of the Central Heating Plant.

Provide GTC equipment and staff for emergency response.

Provide staff support to aid in the securing of damaged buildings

Provide equipment and supplies to emergency personnel.

Assure the appropriate response (internal or external) for clean-up and decontamination when there is a spill of blood or other potentially infectious materials from an incident.

## **VI. TYPES OF POTENTIAL EMERGENCIES**

Emergencies have been broken down into the following three categories of emergency incidents:  
**Natural, Technological, Man-made.**

### **TYPES OF EMERGENCIES**

#### **NATURAL**

**SEVERE WEATHER (Tornadoes, Thunderstorms/Hail):** Tornadoes are the most violent weather systems on earth. Kenosha/Racine/Elkhorn has experienced, and will continue to experience, these types of storms. The potential for large losses of life and property leads to its placement as one of the primary hazards facing the College. In-place shelters have been identified to protect life.

**WINTER STORMS:** Kenosha/Racine/Elkhorn is vulnerable to winter storms, which can virtually paralyze the city. Generally, these storms strike between late November and early March. The dependence on contractors limits the college's ability to directly respond to a major event.

**EARTHQUAKE:** The City of Kenosha/Racine/Elkhorn is situated in an earthquake zone. Earthquakes have been felt in some parts of Wisconsin in the past and remain a geological possibility. Although earthquakes are not a likely event, they have the potential to cause extensive damage to un-reinforced buildings.

**FIRE:** Fire represents another primary hazard for the College. City Fire Departments are utilized as the primary responders for any events. .

#### TECHNOLOGICAL

**Hazardous Materials Accidents** could impact the College. Fuels and chemical spills are the most widespread materials likely to create problems. Chemicals used in science labs and cleaning, are also sources of possible HAZMAT incidents along with the possibility of a criminal/terrorist utilizing various chemicals and/or substances to perpetrate a crime or attack. There are several known areas on campus where hazardous chemicals are stored. Each department is responsible for the development of response plan that will integrate with the campus response plan.

**Chemical/Biological/Radiological (CBR) Emergencies** are possible. When properly stored and handled, CBR materials don't pose an extreme threat. However, during times of natural or manmade disasters, these materials become a special hazard to the campus and to emergency personnel. These types of materials are present in academic buildings housing program and science labs.

**Aircraft Crashes** can happen anywhere in the country. The Kenosha/Racine/Elkhorn area is located between two major airports and is exposed to a large amount of commercial airline traffic. A commercial airliner crash remains a potential threat for creating mass casualties. The Horizon Center obviously has the highest threat due to its' location on the Kenosha Regional Airport and the colleges own flight training program.

#### MAN-MADE

**NATIONAL EMERGENCY (War or Terrorism):** As the country has experienced terrorist acts on our own soil there remains some potential that the college could be affected either directly or indirectly by a major incident. The college is dependent upon outside resources for a large percentage of its operational supplies of utilities, fuel and other expendable items. Any situation that might affect the procurement of these supplies could have a severe impact upon the operation of the college and its population. Any attack on the local area or region could over-task the local emergency response organizations on which the College relies.

#### **CIVIL DISORDER:**

Planned or unplanned demonstrations may become large and uncontrollable. In some cases, participants could get violent causing the destruction of property and injury or even death to themselves or observers.

## VII. CLASSIFICATION OF EMERGENCIES

The Dean of Campus Affairs is designated to serve as the Incident Commander during any major emergency or disaster. The following definitions of an emergency are provided as guidelines to assist the campus emergency staff in determining the appropriate response:

**MINOR EVENT:** Any incident which does not seriously affect the overall functional capacity of the College, such as minor plumbing problems or an inoperative elevator. Minor events will normally be able to be addressed within one to two days.

**MAJOR EVENT:** Any incident which affects an entire building or buildings and which will disrupt the overall operations of the College. Examples are a building fire or chemical spill during which outside

emergency services will probably be required, as well as major efforts from campus Building and Technology personnel. Major policy considerations and decisions will usually be required from the College Administration during times of crises. Major events will normally be able to be addressed within three days.

**DISASTER:** Any event or occurrence which has taken place and has seriously impaired or halted the operations of the College. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. Disasters will normally require more than three days to address the related issues.

## VIII. DECLARATION OF A COLLEGE MAJOR EMERGENCY OR DISASTER

The authority to declare a Major Emergency or Disaster is the responsibility of the President (or designee) with consultation with of the Dean of Campus Affairs and members of the executive leadership council (ELC.) When a declaration is made access to the effected campus may be limited. Those who cannot present proper identification showing their legitimate business on campus may be asked to leave the campus.

Once the decision has been made, notification of the declaration will be communicated and the members of the District Response Team will be made aware of the declaration via the college's Alert-Me system. Upon initial contact for an activation of the emergency response plan all primary members of the District Response Team will log into the Adobe Connect web site for an initial strategy meeting.

## IX. EMERGENCY OPERATION CENTERS (EOC's)

### DISTRICT EMERGENCY OPERATIONS CENTER

In the event of a *Major Emergency* or *Disaster* the Director of Security shall activate the district operations center. The District response team will primarily utilize the Kenosha campus's emergency operations center for their operations (Racine will be utilized as the back-up location.) The District response Team will report to the operation center for the purpose of coordinating/directing the college's response activities.

### CAMPUS EMERGENCY OPERATIONS CENTER

A local, campus operations center will also be activated in the event of a Minor Emergency (as needed), Major Emergency or Disaster. The Campus Director of Building Services shall activate the campus emergency operations center. The local operations center will serve as a base of operations for the campus response team. The campus response team will report to the operations center for the purpose of coordinating/directing the campus's response activities.

Burlington Center, Hero Center (Alternate off-campus site-Elkhorn E229)

## X. COMMAND AND CONTROL

Incident Command System (ICS)

The Emergency Operations Plan uses a management system widely known as the **Incident Command System (ICS)**. The ICS provides an organizational structure capable of responding to all levels of emergencies from simple to complex. It also provides the flexibility to respond to an incident as it escalates in severity.

The purpose of the ICS is to:

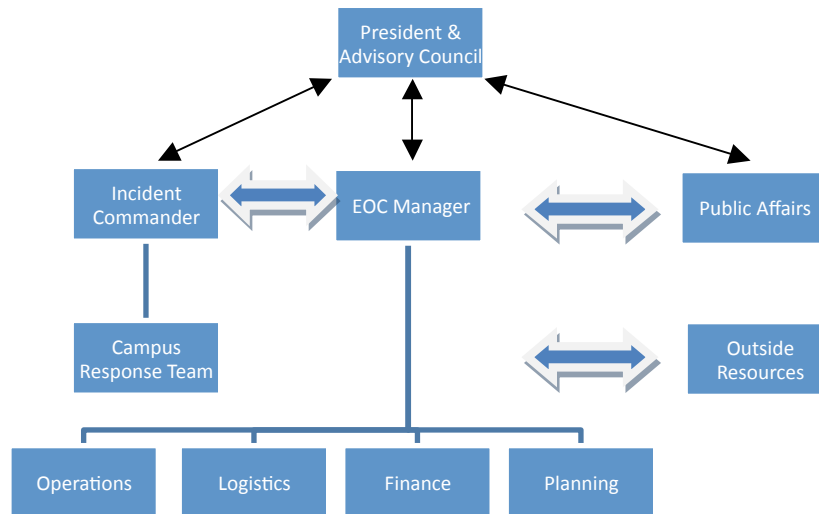
- Provide an organizational structure that can grow rapidly in response to the

requirements of the emergency;

- Provide the Emergency Management Coordinator with the control necessary to direct all operations and all agencies responding to the incident;
- Assign employees with reasonable expertise and training to critical functions without loss of precious time;
- Activate only those positions needed to manage a particular incident or level of incident; and
- Promote proper span of control and unity of command.
- Provide a system for coordination of information to internal/external audiences.

The organizational structure of the ICS may not resemble the day-to-day organization of the College. Employees may have a different reporting relationship under the ICS than their normal reporting relationship. As the severity of the incident increases, assignments may change in the ICS organizational structure. This means that an employee's position in the ICS may change during the course of a single incident.

A diagram of the Incident Command System for the college is illustrated below:



## INCIDENT COMMAND TEAM – Responsibilities and Succession

Members of the District Incident Command Team: The following identifies key leadership positions in the college's incident command structure. The first person listed is the primary, followed by a first alternate and a second alternate. If available the primary person will serve in the indicated position, otherwise the alternates will be utilized in succession. If it is determined that the incident will last more than ten (ten) hours then the incident planning team will organize relief shifts utilizing the alternate members. If the college does not have a named person to assign to a position then the EOC manager (or leader of the Planning team if for a future shift) will assign someone to the position.

Individuals will not be allowed to participate in a support position within the EOC for a period extending beyond ten (10) consecutive hours. The college will make every effort to assure a minimum rest period of eight (8) hours.



## **XI. DISTRICT RESPONSE TEAM - Organization and Responsibilities**

### **President & Advisory Committee**

**(Bryan Albrecht, Alt #1-Zina Haywood, Alt #2-John Thibodeau)**

**Advisory Committee-William Whyte, Deborah Davidson, Jeff Robshaw**

Organizational leader of the District Response Team.

Will conduct all public announcements concerning the event.

Liaison with Gateway Technical College Board of Trustees.

Liaison with local, state and national public officials.

Provides direction on the following to the Incident Commander & EOC Manager:

Policy, Mission, Direction & Authority

### **President Assistant**

**(Julie Whyte, Alt #1-Pat Repka, Alt #2-Paulette Jenrette)**

Act as the event recorder.

Coordinate the support activities of available administrative assistants.

Perform other related duties as may be directed.

### **Incident Commander**

**(Terry Simmons, Alt #1-Larry Paruszkiewicz, Alt #2-Mike O'Donnell)**

- Provide overall leadership for incident response
- Ensure incident safety
- Take policy direction from the President and President Advisory Group
- Delegate authority to others
- In coordination with the EOC manager, establish and implement the Incident Action Plan.
- May designate deputy Incident Commander

### **EOC Manager**

**(Zina Haywood, Alt #1-Dennis Sherwood, Alt #2-John Thielen)**

- In coordination with the Incident Commander, manage the district incident response.

- Assume operational responsibility for the overall implementation of the Emergency Operations Plan.
- In coordination with the Incident Commander establish and implement the Incident Action Plan.
- Serve as the operational supervisor of the District Incident Command Team.
- Collect, analyze and interpret information from various sources
- Coordinate information flow and resources for events
- Set priorities based on available resources
- Allocate existing or know resources
- Facilitate communications among all internal and external partners
- Direct contact for the President and the President's Advisory committee.
- Execute required/necessary mass notification messages as needed

### **EOC Assistant**

**(Pat Repka, Alt #1-Jennifer Zehren, Alt #2-Terry Strash)**

Act as the event recorder.

Assist with the coordination the section activities and section workers.

Perform other related duties as may be directed.

### **Public Affairs**

**(Stephanie Sklba, Alt #1-Jayne Herring, Alt #2-Lee Colony)**

Coordinate the district's media response team for the incident.

Manage the college's web site

Perform other related duties as may be directed.

### **Public Affairs Assistant**

**(Sue Walther, Alt #1-Terry Strash, Alt #2- Jennifer Zehren)**

Act as the event recorder.

Assist with the coordination the section activities and section workers.

Perform other related duties as may be directed.

## **EMERGENCY OPERATIONS GROUP**

**Operations**-Section responsible for implementation of the Incident Action Plan all related tactical operations.

**(Dennis Sherwood, Alt #1-Ray Koukari, Alt #2-Mike O'Donnell)**

### **Directors**

**Facilities**-John Thielen, Alt #1-Mike Piccolo)

- Provide support of services, personal and equipment between campuses
- Serve as the liaison with the district's campus security vendor.

**IT-(Dan Madsen, Alt#1-Alan Pinkerton, Alt #2Jeff Robshaw)**

- Activate and Coordinate the district's technology response.
- Assure that computer, network and communication support personal report to the District Operations Center for technology support.
- Perform other related duties as may be directed.

**HR-(Debbie Miller, Alt#1-Jacqueline Morris, Alt#2-John Frost)**

- Activate and Coordinate the district's human resources response.
- Serve as the point of contact for all staff during and after an event.
- During extended events maintain continuity in employee benefits.
- Perform other related duties as may be directed.

**Student Services-(Steve Wilks, Alt#1-Stacey Riley, Alt#2-Janice Ruitta)**

- Coordinate the district's student services response.
- Supervise and Coordinate the district's contact center for in-coming calls.
- Perform other related duties as may be directed.

**Operations Assistant**

**(Paulette Jenrette, Alt #1- Terry Strash, Alt #2-Jennifer Zehren)**

Act as the event recorder.

Assist with the coordination the section activities and section workers.

Perform other related duties as may be directed.

**Logistics**-Section responsible for the providing resources and other services to support incident management.

**(John Thielen, Alt #1-Mike Piccolo)**

**Logistics Assistant**

**(Theresa Simpson, Alt #1-Jennifer Zehren, Alt #3-Terry Strash)**

Act as the event recorder.

Assist with the coordination the section activities and section workers.

Perform other related duties as may be directed.

**Finance**-Section responsible for all administrative and financial considerations surrounding and incident.

**(Mark Zlevor, Alt #1-Beverly Hansen, Alt #2-Vacant)**

Coordinate the college's business office emergency functions.

Serve as liaison with college's insurance company.

Serve as liaison with WTCS office.

Serve as the liaison with the colleges on campus vendors.

Perform other related duties as may be directed.

**Finance Assistant****(Sue Debe, Alt #1-Jennifer Zehren, Alt #2-Terry Strash)**

Act as the event recorder.

Assist with the coordination the section activities and section workers.

Perform other related duties as may be directed.

**Planning**-Section responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the Incident Action Plan.

**(John Thibodeau, Alt #1-Ann Whynott, Alt #2-Beverly Frazier)****Planning Assistant****(Denise Schneider, Alt #1-Jennifer Zehren, Alt #2-Terry Strash)**

Act as the event recorder.

Assist with the coordination of section activities and section workers.

Perform other related duties as may be directed.

**XII. CAMPUS RESPONSE TEAM - Organization and Responsibilities**

Members of the Burlington Campus Response Team: Dean of Service Occupations, Director of Building Services, Dean of Campus Affairs-Elkhorn, Campus Affairs Associate, Campus Program Associates.

**Incident Commander****(Terry Simmons, Alt #1-Larry Paruszkiewicz, Alt #2-Mike O'Donnell)**

- Provide overall leadership for incident response
- In coordination with the EOC manager, manage the district incident response.
- Ensure incident safety

- Take policy direction from the President and President Advisory Group
- Delegate authority to others
- In coordination with the EOC manager, establish and implement the Incident Action Plan.
- May designate deputy Incident Commander

## **Director-On-Site Operations**

### **Larry Paruszkiewicz, John Thielen, Mike Piccolo, Shift Lead**

- Activate the campus operations center.
- Advise the incident commander on the operational outline/responsibilities of the Emergency Response Plan.
- Serve as the liaison with the district's campus security vendor.
- Direct the activities of the campus mechanics/custodians/computer technicians/expeditors.
- Assure that the Central Heating Plant is protected, maintained, staffed, and that damaged utility services are secured or shut off (if required.)
- Perform other related duties as may be directed.

### **Incident Commander Assistant**

#### **(Stephanie Slater, Alt #1-Kelli Bartlett, Alt #2-Jeanne Owen)**

Act as the campus team recorder.

Assist with the coordination of the campus activities and workers.

Perform other related duties as may be directed.

## **XIII. INCIDENT ACTION PLAN**

An Incident Action Plan (IAP) will be developed for all Major and Disaster events. The IAP must include the following:

- Incident objectives
- Activities to be completed
- Timeframe (Operational Period) of the IAP

The IAP will be developed by the Incident Commander in cooperation with the EOC manager. Once developed the IAP will serve as the primary document upon which all operations are conducted. Once the Operational Period of the IAP has expires an up-dated plan will be developed and implemented. If, at any time, the IAP is no longer valid an up-dated IAP will be developed and implemented.

Once the IAP is developed it will be distributed to all leaders of the Incident Command Team.

## **XIV. COMMUNICATIONS PLAN - MEDIA COMMUNICATION PLAN**

Any information released to the media or general public will be coordinated through the leader of the Community and Government Relations team. All verbal statement will be made by the leader of the District Response Team or leader of the Government and Community Relations team. Other members of the response team, district employees or responding officials may be utilized to provide supporting information.

Written press releases will only be allowed with the approval of the leader of the Government and Community Relations team.

All outside inquires for information about an emergency shall be directed to the leader Community and Government Relations team.

In the event of a *Major Emergency or Disaster* a member of the Government and Community Relations team will notify the district switchboard (or campus operators-depending on the time of day) of the declaration and advised the operators of how to respond to calls from the public and media.

In the event of a *Major Emergency or Disaster* members of the media who respond to the campus will not be allowed onto the internal portions of the event campus and will be referred to the campus hosting the District Response Team. Upon arrival on the campus hosting the District Response Team the media will be house in the conference center. Members of the media will not be allowed on the event campuses unless escorted by a district employee/designee as approved by the leader of the Government and Communications Relations team.

During an active declaration of a Major Event or Disaster the President will issue all statements to the media, as the official spokesperson. No one else is to grant interviews or issue statements to the media, unless authorized by the leader of the district response team.

There shall be no release of information regarding injuries or fatalities unless such a release has been approved by President of the college.

A member of the Information Technology team and the campus Building and Technology personnel will be designated to prepare the appropriate conference center as a media briefing area.

At the site of the event the director of Building Services will establish a media area on the fringe area of the campus:

Kenosha-North end of Madrigano Conference Center

(Alternate Site-South Parking Lot outside of the Academic Building.)

Racine-Childcare parking lot

(Alternate Site-Conference Center lot)

Elkhorn-South parking lot

Burlington-Burlington High School Parking lot

#### **Family/Relative response area**

An area will be designated on the Kenosha and Racine campus to serve as a response area for student and/or staff family members seeking information concerning the event. The area will be separated as far as possible from the media.

Suggested locations on each campus are:

Campus Libraries

## **XV. TRANSPORTATION**

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In case of medical emergencies and when emergency transport is necessary, city, county or a private ambulance service will provide the transportation. Emergency transport is requested through the 911 Emergency dispatch centers.

Generally, it is advised that individual faculty, staff or students **not** take responsibility for transporting a person involved with any health emergency.

## **XVI: EVACUATION PROCEDURES FOR PERSONS WITH DISABILITIES**

Every individual must accept personal responsibility for getting out of a building during an emergency. Even though emergency personnel are usually available to assist with evacuation, this may not always be the case. Alternative plans and arrangements made in advance of an emergency will increase the likelihood that individuals will be able to exit a building safely in the event of an emergency. This is even more critical to the safety of those individuals with mobility impairments because the use of elevators during emergencies is dangerous and should be avoided. Thus, individuals will need to use alternative methods of leaving a building. Because of constantly changing populations and building occupancy patterns, it is not possible for the college to make reliable arrangements for the evacuation of specific individuals from the many buildings they may occupy in the course of a week. In the absence of this ability, the following suggestions are advised for individuals to increase the chances of their safe evacuation from a building in an emergency situation.

- The campus has developed a plan to evacuate persons with disabilities from all multi-floored buildings in the event of an evacuation respond to a designated pick-up point clearly away from the hazardous event.
- Notify Campus Security of your location by utilizing the communication device located at the pick-up point.
- Campus Security/Building & Technical Services personnel will respond to the pick-up point to assist.
- If an immediate threat does not exist college personnel will not evacuate the person and will wait for fire department personnel.

Recommendations for persons with disabilities or persons who provide assistance to persons with disabilities are included in the following list.

- Contact in advance the campus special needs office to discuss building evacuation procedures for individuals with disabilities.
- Identify in advance and be familiar with at least two exit routes from every area and building you occupy. An emergency exit route should not include an elevator.
- Identify in advance possible volunteers, such as classmates, faculty or fellow workers who are willing and able to assist you to evacuate. Make specific arrangements for their assistance.
- If you are unable to exit a building, contact Campus Security, or others to arrange to inform Campus Security or civil authorities with your location.
- Know the safest method people could use to assist you. Know how many people you need to provide you that assistance.
- If you use a wheelchair, be prepared to explain how and where persons should support you. Practice instructions beforehand.
- If you have difficulty being understood, develop a card containing all appropriate instructions and carry it with you.
- Carry a loud whistle or similar device you can operate for use in the event you become trapped.
- Individuals who need to work in isolated areas after normal building occupancy hours should determine telephone availability. If a telephone is not available, they should contact Campus Security in advance and provide their location and occupancy times.

## **XVII: BUILDING LOCKDOWN**

In the event of a hazardous situation that would require a building/campus lockdown the college will issue a notice via the college's mass notification system (ALERT ME.) When the notification is issued it will advise the nature of the event. If the college has judged that the best response for the building/campus occupants is to "lockdown" the

event message will advise occupants to do so. Once the notification is issued each individual must accept personal responsibility for deciding if they are going to remain within the building and “lockdown” or if they are going to disregard the recommendation and evacuate the building. Be advised that once emergency personnel (fire or law enforcement) have taken control of the site then all occupants must comply with directives given by those officials.

Recommendations for actions to be taken in the event of a building/campus lockdown:

1. Close and lock the door (if able) of the room.
2. Shutoff all lights and lower any blinds that may be on exposed windows.
3. Move the room occupants to the corner of the room farthest from the door and remain silent.
4. Use the room phone to call 911 and notify them of:
  1. Building
  2. Room number
  3. Number of occupants
  4. Any health related special requirements of any occupants.
5. Turn all cell phone/paging devices to silent, vibrate or off.
  1. If occupants of the room choose to use their cell phones it is recommended that they utilize the text messaging option. Text messaging utilizes a much smaller portion of the cell phone system thus enabling more people to utilize the system.
6. Once a “Lockdown” advisory has been issued do not evacuate the room unless an all clear has been issued via the ALERT ME mass notification system (even if the fire alarm is activated.)

## **XVIII: BUILDING FLOOR PLANS**

Building floor plan maps are posted throughout each campus. The location of fire alarm pull stations, fire extinguishers, automatic external defibrillators (AED’s), and ALERT ME beacons are identified. External doorways are also identified so evacuation routes can be determined.

## **XIX: ASSESSMENT**

If the district response team is activated, a post incident assessment will be conducted by the director of safety who will work with the affected campus, district departments and offices to assure a complete and thorough assessment is completed. The report must contain a sequential recording of the facts of the incident, the event notes of district team, a detailed list of recommendations to prevent or respond to such an incident in the future.

Campus post incident assessment will be conducted by the director of Building Services who will work with other campus departments and offices to assure a complete and thorough evaluation is completed. A written report of the incident will be submitted to the director of safety. The report must contain a sequential recording of the facts of the incident, if the campus response team was activated-the event notes of team, a detailed list of recommendations to prevent or respond to such an incident in the future.

Recommendations for response improvements and other corrective action will be forwarded to the director of safety to be reviewed for input into the campus Emergency Response and Preparedness Plan. A complete report will be made to the ELC within one month of the incident.



## XX: EMERGENCY PROCEDURES

This section contains the recommended procedures to be followed during specific types of emergencies. The procedures should always be followed in sequence, unless conditions dictate otherwise. Each event is unique; if the first responder(s) determines an action not listed in these procedures is necessary the first responder will complete a written report of their decisions and actions to Director of Security.

### Emergency Procedures Included in Plan:

<a href="#"><u>Airborne Releases</u></a>	<a href="#"><u>Infectious Disease Outbreak</u></a>
<a href="#"><u>Bomb Threat</u></a>	<a href="#"><u>Non-Violent Life Threatening Emergencies or Death</u></a>
<a href="#"><u>Chemical Spill</u></a>	<a href="#"><u>Medical and First Aid</u></a>
<a href="#"><u>Civil Disturbances/Demonstrations</u></a>	<a href="#"><u>Natural Gas Leak</u></a>
<a href="#"><u>Elevator Malfunction</u></a>	<a href="#"><u>Psychological Crisis</u></a>
<a href="#"><u>Explosion</u></a>	<a href="#"><u>Assault</u></a>
<a href="#"><u>Fire</u></a>	<a href="#"><u>Unsafe Water Supply</u></a>
<a href="#"><u>Hazardous Weather Plan</u></a>	<a href="#"><u>Violent or Criminal Behavior</u></a>

## AIRBORNE RELEASES

**Campus Security**  
Elkhorn- (262) 741-8208

**Director of Building Services**  
(262) 741-8504 (office), (262) 492-5657 (cell)

**Kenosha- (262) 564-2208**

**(262) 564-3218 (office), (262) 496-8216 (cell)**

**Racine- (262) 619-6208**

**(262) 619-6724 (office), (262) 496-2448 (cell)**

***If persons and/or property are in immediate danger call 911 first!***

The County Local Emergency Planning Committee has developed a plan in accordance with Federal and State laws to help respond to an airborne release of hazardous substances. Campus Security will be notified in the event of an airborne release.

### **Upon Notification**

#### Campus Security will:

determine if 911 has been notified, if not notify 911

notify the Director of Building Services

respond to affected building and secure the building from persons entering

#### The Director of Building Services will:

notify local agencies as required

notify the dean of campus affairs

#### The Dean of Campus Affairs will:

activate the mass notification system as required

notify the president/executive vice president and advise on the classification of the event

activate the campus emergency response plan (if needed)

### **EMPLOYEE/STUDENT ACTIONS/PROCESSES:**

During an airborne release, follow these steps:

- If directed, evacuate the building site and move to a designated safe location.
- If not informed to evacuate, close all windows and doors to the outside.
- If the airborne release starts to bother you, hold a wet cloth or handkerchief over your nose and mouth.
- Minimize the use of elevators in buildings. These tend to "pump" outdoor air in and out of a building as they travel up and down.
- Stay tuned for mass notification updates and "all clears".

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- The lead time of an airborne release incident could be from zero to thirty minutes. As a result, this short time may not allow for a safe evacuation. An evacuation under these conditions may expose the population to airborne hazardous substances; therefore, the recommendation is to shelter in place.
- Preferred areas for protective sheltering from exterior threats would be interior hallways, rooms without windows or exterior doors, enclosed stairways, and rooms on the side of the building away from where the hazard is approaching.
- Preferred areas for protective sheltering from interior threats would be rooms without windows, enclosed stairways, and rooms on the side of the building away from where the hazard was released.
- **Note:** This procedure relates to both on and off campus airborne releases.

## **BOMB THREAT**

**Campus Security**  
Elkhorn- (262) 741-8208

**Director of Building Services**  
(262) 741-8504 (office), (262) 492-5657 (cell)

**Kenosha-** (262) 564-2208

(262) 564-3218 (office), (262) 496-8216 (cell)

**Racine-** (262) 619-6208

(262) 619-6724 (office), (262) 496-2448 (cell)

***If persons and/or property are in immediate danger call 911 first!***

### **Upon Notification**

#### Campus Security will:

determine if 911 has been notified, if not notify 911

notify the director of Building Services

secure the building from persons entering

#### The Director of Building Services will:

notify local agencies as required

notify the dean of campus affairs

#### The Dean of Campus Affairs will:

activate the mass notification system as required

notify the president/executive vice president

activate the emergency response plan (if needed)

### **EMPLOYEE/STUDENT ACTIONS/PROCESSES:**

- If you observe a suspicious object (including mail) or potential bomb on campus **DO NOT HANDLE THE OBJECT!** Clear the area and immediately call campus security.
- Any person receiving a bomb threat should use/complete the BOMB THREAT CHECKLIST
- Immediately notify the Campus Security at the designated emergency response number.
- If the threat of an explosion is imminent, activate the fire alarm and evacuate the building.
- Evacuate the building by the nearest available exit. If persons with disabilities cannot safely evacuate the building, assist them to the nearest stairwell away from the bomb threat. Alert emergency personnel of their location.
- Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews.
- **DO NOT RETURN TO AN EVACUATED BUILDING** unless authorized by Building Services personnel or Law Enforcement Officers.

## BOMB THREAT CHECKLIST

### QUESTIONS TO ASK THE CALLER

Why did you place the bomb at Gateway Technical College?	
When will the bomb explode?	
Where is the bomb right now?	
What does the bomb look like?	
What kind of bomb is it?	
What will cause the bomb to explode?	
Did you place the bomb?	
What is your name?	
What is your address?	
Record the EXACT wording of the threat:	

#### IMMEDIATELY DIAL 911

Complete the remainder of this checklist

Sex of the Caller: Male Female Unknown	Accent:
Approx Age:	Length of Call:
Number the call was received at:	

#### Description of the Voice (circle all that apply):

Calm	Whispered	Disguised	Soft	Deep Breathing
Normal	Crying	Laughter	Loud	Cracking Voice
Angry	Rugged	Deep	Raspy	Lisp
Rapid	Slow	Excited	Clearing Throat	Familiar
Stutter	Nasal	Slurred	Distinct	

If the voice sounded familiar, who did it sound like? \_\_\_\_\_

#### Background Sounds (circle all that apply):

Music	Voices	Static	PA System	Animal Noises
Local	Clear	Factory Machinery	Office Machinery	
Motor	Long Distance	Street Noises	House Noises	

#### Threat Language (circle all that apply):

Well spoken	Taped	Incoherent
Prepared message	Foul	Irrational

#### DO NOT DISCUSS THE THREAT WITH ANYONE ELSE!

Name:	Position:
Date:	Phone:

#### NOTIFY SECURITY!

## CHEMICAL SPILL

**Campus Security**  
Elkhorn- (262) 741-8208

**Director of Building Services**  
(262) 741-8504 (office), (262) 492-5657 (cell)

**Kenosha- (262) 564-2208**

**(262) 564-3218 (office), (262) 496-8216 (cell)**

**Racine- (262) 619-6208**

**(262) 619-6724 (office), (262) 496-2448 (cell)**

*If persons and/or property are in immediate danger call 911 first!*

### Upon Confirmation

#### Campus Security will:

determine if 911 has been notified, if not notify 911 if needed

respond to affected building and secure the building from persons entering

notify the Director of Building Services

#### The Director of Building Services will:

notify local agencies as required

notify the dean of campus affairs

#### The Dean of Campus Affairs will:

activate the mass notification system as required

notify the president/executive vice president

activate the emergency response plan (if needed)

### EMPLOYEE/STUDENT ACTIONS/PROCESSES:

- Report any spill of hazardous chemicals immediately to Campus Security at the designated emergency response number.
- When reporting, provide the following information:
  - Your name
  - Name of material spilled
  - Estimated amount
  - Exact location of spill
  - Report injuries
  - Actions you have taken
- Vacate the affected area at once and seal it off to prevent further contamination.
- If a building emergency exists, activate the fire alarm. Evacuate the building by the nearest available exit. If persons with disabilities cannot safely evacuate the building, assist them to the nearest stairwell away from spill site. Alert emergency personnel of their location.
- Once outside, move to an area that is at least 100 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews.

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- *DO NOT RETURN TO AN EVACUATED BUILDING* unless authorized by the Build Services personnel

## CIVIL DISTURBANCES/DEMONSTRATIONS

**Campus Security**  
Elkhorn- (262) 741-8208

**Director of Building Services**  
(262) 741-8504 (office), (262) 492-5657 (cell)

**Kenosha-** (262) 564-2208

(262) 564-3218 (office), (262) 496-8216 (cell)

**Racine-** (262) 619-6208

(262) 619-6724 (office), (262) 496-2448 (cell)

*If persons and/or property are in immediate danger call 911 first!*

### Upon Confirmation

#### Campus Security will:

determine if 911 has been notified, if not notify 911 if needed

notify the Director of Building Services

respond to the area to assist/maintain order

#### The Director of Building Services will:

notify local agencies as required

notify the dean of campus affairs

#### The Dean of Campus Affairs will:

notify the president/executive vice president

activate the emergency response plan (if needed)

### EMPLOYEE/STUDENT EMPLOYEE/STUDENT ACTIONS/PROCESSES:

- Keep calm. Resistance may only increase destruction of property and a threat of bodily harm.
- Do not confront demonstrators.
- Call Campus Security at the designated emergency response number.
- Provide the following information:
  - Location (building, entrance, floor, room, etc.)
  - Approximate number of leaders
  - Size of group
  - Obvious objective or demand of group
  - Group is: rational, organized, violent, etc.



## ELEVATOR MALFUNCTION

**Campus Security**  
Elkhorn- (262) 741-8208

**Director of Building Services**  
(262) 741-8504 (office), (262) 492-5657 (cell)

**Kenosha- (262) 564-2208**

**(262) 564-3218 (office), (262) 496-8216 (cell)**

**Racine- (262) 619-6208**

**(262) 619-6724 (office), (262) 496-2448 (cell)**

***If persons and/or property are in immediate danger call 911 first!***

### **Upon Confirmation**

#### Campus Security will:

notify the Director of Building Services

#### The Director of Building Services will:

notify local agencies as required

notify the dean of campus affairs

#### The Dean of Campus Affairs will:

notify the president/executive vice president

activate the campus emergency response plan (if needed)

### **EMPLOYEE/STUDENT ACTIONS/PROCESSES:**

- If you are trapped in an elevator, pick up the emergency phone to notify the monitoring agency. The telephone will automatically ring.
- If the phone is inoperable, turn on the emergency alarm which will signal for help. ***DO NOT ATTEMPT TO EXIT A STALLED ELEVATOR UNLESS TOLD TO DO SO BY EMERGENCY RESCUE STAFF.***
- If a person is stranded in an elevator, ***DO NOT ATTEMPT TO FORCE OPEN THE ELEVATOR DOORS. BE PATIENT.***
- If you receive notice that an elevator has malfunctioned, notify Campus Security at the designated emergency response number. Provide the following information:
  - Your name
  - Building
  - Floor
  - Present situation
- A person stranded in an elevator needs to be reassured that his/her alarm has been noticed and help is coming. Keep in contact until help arrives.
- If you find an inoperative elevator without occupants, notify Campus Security and Building & Technical Services personnel.

## EXPLOSION

**Campus Security**  
Elkhorn- (262) 741-8208

**Director of Building Services**  
(262) 741-8504 (office), (262) 492-5657 (cell)

**Kenosha- (262) 564-2208**

**(262) 564-3218 (office), (262) 496-8216 (cell)**

**Racine- (262) 619-6208**

**(262) 619-6724 (office), (262) 496-2448 (cell)**

*If persons and/or property are in immediate danger call 911 first!*

### Upon Confirmation

#### Campus Security will:

- determine if 911 has been notified, if not notify 911
- respond to affected building and secure the building from persons entering
- notify the Director of Building Services

#### The Director of Building Services will:

- notify local agencies as required
- notify the dean of campus affairs

#### The Dean of Campus Affairs will:

- Activate the mass notification system as required
- notify the president/executive vice president
- activate the emergency response plan

### EMPLOYEE/STUDENT ACTIONS/PROCESSES:

In the event of an explosion on campus, take the following action:

- Immediately take cover under tables, desks, or other objects which will give protection against falling glass and debris.
- Activate the building fire alarm.
- After the initial effects of the explosion have subsided call 911.
- Give your name and describe the location and nature of the emergency.
- IF YOU CAN DO SAFELY-Notify Campus Security at the designated emergency response number.
- Evacuate the building through the nearest available exit. If persons with disabilities cannot safely evacuate the building, assist them to the nearest stairwell away from damaged area. Alert emergency personnel of their location.
- **DO NOT USE ELEVATORS.**
- Once outside, move to a clear area that is at least 500 feet away from the affected building by the Emergency Evacuation Location. Keep streets and walkways clear for emergency vehicles and crews. Be cautious for possible secondary explosions.

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- *DO NOT RETURN TO AN EVACUATED BUILDING* unless authorized by Building & Technical Services personnel.

## FIRE

**Campus Security**  
Elkhorn- (262) 741-8208

**Director of Building Services**  
(262) 741-8504 (office), (262) 492-5657 (cell)

**Kenosha- (262) 564-2208**

**(262) 564-3218 (office), (262) 496-8216 (cell)**

**Racine- (262) 619-6208**

**(262) 619-6724 (office), (262) 496-2448 (cell)**

***If persons and/or property are in immediate danger call 911 first!***

### **Upon Confirmation**

#### Campus Security will:

determine if 911 has been notified, if not notify 911

respond to affected building and secure the building from persons entering

notify the Director of Building Services

#### The Director of Building Services will:

notify local agencies as required

notify the dean of campus affairs

#### The Dean of Campus Affairs will:

Activate the mass notification system as required

notify the president/executive vice president

activate the emergency response plan

### **EMPLOYEE/STUDENT ACTIONS/PROCESSES:**

- In case of fire, activate the nearest fire alarm.
- Take appropriate precautions to assure your personal safety.
- If a fire is in a room, and all people have exited the room, close the door to the room.
- When you are in a safe area, away from the fire, call 911.
  1. Give your name and the exact location of the fire (building, floor, room, etc.). Be sure to stay on the phone until released by the emergency operator.
- Call Campus Security at the designated emergency response number.
- Evacuate the building through the nearest uninvolved exit. If persons with disabilities cannot safely evacuate the building, assist them to the nearest uninvolved stairwell. Alert emergency personnel of their location.
- Always evacuate a building when the alarm is ringing. **DO NOT USE ELEVATORS**
- Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews.
- **DO NOT RETURN TO OR ENTER AN EVACUATED BUILDING** unless authorized by Building & Technical Services personnel.

## HAZARDOUS WEATHER PLAN

**Campus Security**  
Elkhorn- (262) 741-8208

**Director of Building Services**  
(262) 741-8504 (office), (262) 492-5657 (cell)

**Kenosha- (262) 564-2208**

**(262) 564-3218 (office), (262) 496-8216 (cell)**

**Racine- (262) 619-6208**

**(262) 619-6724 (office), (262) 496-2448 (cell)**

### Upon Confirmation

#### Campus Security will:

activate the mass notification system as required

if time allows walk all buildings assuring all occupants have been notified and evacuated to campus shelters and/or interior rooms/hallways on first floors

notify the Director of Buildings & Technical Services

#### The Director of Building Services will:

notify local agencies as required

notify the dean of campus affairs

have Building Services employees assist in the evacuation of occupants to shelter areas

#### The Dean of Campus Affairs will:

notify the president/executive vice president if the campus experiences personal injuries or damage

activate the emergency response plan (if needed)

### EMPLOYEE/STUDENT ACTIONS/PROCESSES:

GTC's inclement weather plan is invoked in the most serious times when conditions are hazardous to persons or property.

- If you receive notification of a tornado **warning** or sight a tornado, evacuate to a designated hazardous weather refuge or move to the lowest level in an interior hallway of the building as quickly as possible.
- Stay away from windows and areas with a large expanse of glass.
- Avoid auditoriums, gymnasiums, and other large rooms with free-span roofs.
- **DO NOT USE ELEVATORS.**
- Protect your head and face. If possible, get under a sturdy table or other structure.
- If persons with disabilities cannot safely move to the lowest level, assist them to an interior hallway away from windows and areas with a large expanse of glass.
- Remain in refuge area until the all clear is given (by mass notification system.)

## INFECTIOUS DISEASE OUTBREAK

**Campus Security**  
Elkhorn- (262) 741-8208

**Director of Building Services**  
(262) 741-8504 (office), (262) 492-5657 (cell)

Kenosha- (262) 564-2208

(262) 564-3218 (office), (262) 496-8216 (cell)

Racine- (262) 619-6208

(262) 619-6724 (office), (262) 496-2448 (cell)

*If persons and/or property are in immediate danger call 911 first!*

### Upon Confirmation

The Dean of Campus Affairs will:

notify the president/executive vice president

activate the emergency response plan (if needed)

### EMPLOYEE/STUDENT ACTIONS/PROCESSES:

Gateway Technical College does not have health staff on the campuses. If the local division of health issues a warning the college will respond accordingly.

In cooperation with GTC Administration, County and State health officials will manage infectious outbreaks according to CDC, County, State and ACHA guidelines.

- If the situation requires emergency medical care, follow emergency procedures by calling 911 to provide immediate health care.

## NON-VIOLENT, LIFE THREATENING EMERGENCIES OR DEATH

**Campus Security**  
Elkhorn- (262) 741-8208

**Director of Building Services**  
(262) 741-8504 (office), (262) 492-5657 (cell)

**Kenosha-** (262) 564-2208

(262) 564-3218 (office), (262) 496-8216 (cell)

**Racine-** (262) 619-6208

(262) 619-6724 (office), (262) 496-2448 (cell)

*If persons and/or property are in immediate danger call 911 first!*

### Upon Confirmation

#### Campus Security will:

- determine if 911 has been notified, if not notify 911
- notify the Director of Building Services
- assess and respond to affected building to assist as first responder
- secure the building from persons entering

#### The Director of Building Services will:

- notify local agencies as required
- notify the dean of campus affairs

#### The Dean of Campus Affairs will:

- Activate the mass notification system as required
- notify the president/executive vice president
- activate the emergency response plan

#### EMPLOYEE/STUDENT ACTIONS/PROCESSES:

- Call 911, provide the following:
  1. Your name
  2. Building
  3. Floor
  4. Present situation
- IF ABLE-Notify campus security.
- Emergency care will be provided by qualified first responding security personnel, and as needed pending Emergency Medical Service (E.M.S.) arrival.
- In the event of a death of a student or staff, the Director of Building Services will proceed to the scene (if able.) The GTC Student Life Response Plan will be followed under the direction of the Vice President of Student Services and Coordinator of Student Life. (See Appendix 1).

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## MEDICAL AND FIRST AID

**Campus Security**  
Elkhorn- (262) 741-8208

**Director of Building Services**  
(262) 741-8504 (office), (262) 492-5657 (cell)

**Kenosha-** (262) 564-2208

(262) 564-3218 (office), (262) 496-8216 (cell)

**Racine-** (262) 619-6208

(262) 619-6724 (office), (262) 496-2448 (cell)

Persons with serious or unusual medical problems should be encouraged to notify their supervisors or instructors of the medical problem and the standard emergency treatment related to that problem. For persons who are interested First-Aid and CPR training is available through various resources within the community.

***If persons and/or property are in immediate danger call 911 first!***

### **Upon Confirmation**

#### Campus Security will:

determine if 911 has been notified, if not notify 911 if needed

notify the Director of Building Services

respond to the location to assist as first responder

#### The Director of Building Services will:

notify local agencies as required

notify the dean of campus affairs

#### The Dean of Campus Affairs will:

notify the president/executive vice president

activate the emergency response plan (if needed)

### **EMPLOYEE/STUDENT ACTIONS/PROCESSES:**

- If a serious injury or illness occurs on campus, immediately call 911.
  1. Give your name.
  2. Describe the nature and severity of the medical problem.
  3. Give the location on campus of the victim.
- If able contact Campus Security at the designated emergency response number.
  1. Give your name.



2. Describe the nature and severity of the medical problem.
  3. Give the location on campus of the victim. Advise if 911 has been called.
  4. If conscious and oriented, the individual has the right and responsibility to determine his/her own health care needs and the response to those needs.
- Keep the victim still and comfortable until help arrives. Do not move the victim.

## NATURAL GAS LEAK

**Campus Security**  
Elkhorn- (262) 741-8208

**Director of Building Services**  
(262) 741-8504 (office), (262) 492-5657 (cell)

**Kenosha- (262) 564-2208**

**(262) 564-3218 (office), (262) 496-8216 (cell)**

**Racine- (262) 619-6208**

**(262) 619-6724 (office), (262) 496-2448 (cell)**

***If persons and/or property are in immediate danger call 911 first!***

### **Upon Confirmation**

#### Campus Security will:

determine if 911 has been notified, if not notify 911

notify the Director of Building Services

secure the building from persons entering

#### The Director of Building Services will:

notify local agencies as required

notify the dean of campus affairs

#### The Dean of Campus Affairs will:

activate the mass notification system as required

notify the president/executive vice president

activate the emergency response plan

### **EMPLOYEE/STUDENT ACTIONS/PROCESSES:**

- If you smell natural gas and suspect a **large/significant** gas leak evacuate area and call 911. State the location and extent of involvement of the gas leak.
- Notify Campus Security at the designated emergency response number. State the location and extent of involvement of the gas leak.
- **DO NOT SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT.**
- Evacuate the building by the nearest exit. Notify other building occupants to do so as well. If persons with disabilities cannot safely evacuate the building, assist them to the nearest stairwell away from the emergency area. Alert emergency personnel of their location.
- **DO NOT USE ELEVATORS. DO NOT PANIC.**
- Once outside, move away from the building at least 500 feet. Go to the Emergency Evacuation Location area. Keep walkways clear for emergency crews.
- **DO NOT RETURN TO AN EVACUATED BUILDING** unless authorized by Campus Security.

## PSYCHOLOGICAL CRISIS

**Campus Security**  
Elkhorn- (262) 741-8208

**Director of Building Services**  
(262) 741-8504 (office), (262) 492-5657 (cell)

**Kenosha-** (262) 564-2208

(262) 564-3218 (office), (262) 496-8216 (cell)

**Racine-** (262) 619-6208

(262) 619-6724 (office), (262) 496-2448 (cell)

***If persons and/or property are in immediate danger call 911 first!***

A psychological crisis exists when an individual is threatening harm to himself/herself or others, or is out of touch with reality. Uncontrollable behavior and/or hallucinations could be an indication.

### **Upon Confirmation**

#### Campus Security will:

determine if 911 has been notified, if not notify 911

notify the Director of Building Services

secure the area of the event from persons entering

#### The Director of Building Services will:

notify local agencies as required

notify the dean of campus affairs

#### The Dean of Campus Affairs will:

notify the president/executive vice president

activate the emergency response plan (if needed)

#### **EMPLOYEE/STUDENT ACTIONS/PROCESSES:**

- **STAY CALM.**
- Notify Campus Security at the designated emergency response number. Provide the following information:
  1. Your name
  2. Precise location
  3. Observed symptoms of behavior
  4. Individual's name, if known
- Until help arrives, be pleasant, considerate, and understanding to avoid aggravating the situation.
- Do not argue with the individual. Try to determine and accept the individual's point of view. Do not confront/detain the individual if he/she is violent/combative.
- If another person is available and able to leave the area, have them meet Campus Security at the entrance to the building and provide up-to-date information.

## ASSAULT

**Campus Security**  
Elkhorn- (262) 741-8208

**Director of Building Services**  
(262) 741-8504 (office), (262) 492-5657 (cell)

**Kenosha-** (262) 564-2208

(262) 564-3218 (office), (262) 496-8216 (cell)

**Racine-** (262) 619-6208

(262) 619-6724 (office), (262) 496-2448 (cell)

*If persons and/or property are in immediate danger call 911 first!*

### **Upon Confirmation**

#### Campus Security will:

determine if 911 has been notified, if not notify 911

notify the Director of Building Services

secure the area of the event from persons entering

#### The Director of Building Services will:

notify local agencies as required

notify the dean of campus affairs

#### The Dean of Campus Affairs will:

activate the mass notification system as required

notify the president/executive vice president

### **EMPLOYEE/STUDENT ACTIONS/PROCESSES:**

- In the event of a case of assault contact 911.
- If able contact Campus Security.

## UNSAFE WATER SUPPLY

**Campus Security**  
Elkhorn- (262) 741-8208

**Director of Building Services**  
(262) 741-8504 (office), (262) 492-5657 (cell)

**Kenosha- (262) 564-2208**

**(262) 564-3218 (office), (262) 496-8216 (cell)**

**Racine- (262) 619-6208**

**(262) 619-6724 (office), (262) 496-2448 (cell)**

*If persons and/or property are in immediate danger call 911 first!*

### Upon Confirmation

The Director of Building Services will:

notify the dean of campus affairs

The Dean of Campus Affairs will:

activate the mass notification system as required

notify the president/executive vice president

activate the emergency response plan (if needed)

### EMPLOYEE/STUDENT ACTIONS/PROCESSES:

This procedure addresses actions to be taken after notification by public officials that harmful contaminants have been identified in the water supply.

Once the local Water Utility has notified the college, you will be notified to take the following steps:

- Do not consume campus water.
- If bacterial contaminants are present, all water used for drinking, cooking, or washing of eating utensils should be boiled at a rolling boil for at least five (5) minutes.
- Ice and any beverages prepared with contaminated water should be discarded.
- Continue the no use and/or water boil order until the Water Utility notifies you that the city has rescinded the warning or alert.

## **VIOLENT or CRIMINAL BEHAVIOR**

**Campus Security**  
Elkhorn- (262) 741-8208

**Director of Building Services**  
(262) 741-8504 (office), (262) 492-5657 (cell)

**Kenosha- (262) 564-2208**

**(262) 564-3218 (office), (262) 496-8216 (cell)**

**Racine- (262) 619-6208**

**(262) 619-6724 (office), (262) 496-2448 (cell)**

*If persons and/or property are in immediate danger call 911 first!*

### **Upon Confirmation**

#### Campus Security will:

- determine if 911 has been notified, if not notify 911
- notify the Director of Building Services
- secure the area of the event until local law enforcement arrives
- assist local law enforcement as needed

#### The Director of Building Services will:

- notify local agencies as required
- notify the dean of campus affairs

#### The Dean of Campus Affairs will:

- activate the mass notification system as required
- activate the emergency response plan (if needed, if so notify the president/executive vice president)

### **EMPLOYEE/STUDENT ACTIONS/PROCESSES:**

Everyone on campus will be expected to assist in providing a safe environment by being alert to suspicious behavior and promptly reporting the situation to Campus Security at the designated emergency response number.

- If you are actively involved in a violent criminal act you should:
  1. Call 911 and report the incident
    1. Advise the nature of the incident
    2. Advise what area the incident is occurring (building, room number, hallway, office...)
    3. Advise if anyone is in need of medical services
    4. If in a locked area advise the number of persons in the area
  2. Remove yourself from the immediate area
    1. If the incident is not contained in a small area go to a room that can be locked
    2. Close and lock all doors and windows
    3. Turn off all lights

4. All persons in the room should move to the farthest corner away from the door and windows
  5. All persons in the room should lay/crouch as close to the floor as possible
  6. Silence all electronic devices
  7. If cell phones are used, text messaging should be utilized
  8. Notify campus security if able
3. If you are not able to remove yourself from the immediate area/threat
    1. Remain calm
    2. Each incident is unique and victims should evaluate the threat and take appropriate action.
- If you are in a building where a potential or actual threat has been identified you should:
    1. Determine your best personal response, if you (and others) decided to remain in the facility and “lockdown” your location then:
      1. Close and lock all doors and windows. If unable to lock barricade door with desk or chair.
      2. Turn off all lights
      3. All persons in the room should move to the farthest corner away from the door and windows
      4. All persons in the room should lay/crouch as close to the floor as possible
      5. Silence all electronic devices
      6. If cell phones are used, text messaging should be utilized
      7. Notify campus security if able
      8. Advise occupants to not leave the room-unless told to do so by the law enforcement. Explain to the students the potential for danger.
      9. Take attendance. Make a list of all people in the room. Hold until requested.
      10. Follow all communications by administration/police.
      11. Stay in the room until evacuated by the police. Be prepared to stay in “lockdown” for extensive period of time.
  - If you are a victim, observe a criminal act, or observe a suspicious person on campus, immediately notify Campus Security at the designated emergency response number and report the incident, including the following:
    1. Your name
    2. Nature of the incident
    3. If medical assistance is needed
    4. Location, date, and time of incident
    5. Description of person(s) involved
    6. Description of property involved
    7. Be observant! The more information you can provide, the better chance the criminal will be apprehended.

*Remember: Whatever you decide to do, you must be prepared both mentally and physically. Your safety is the most important thing to remember during any attack.*
  - Take the following action if you are a victim of a property crime:
    1. Go to a safe place and notify Campus Security.
    2. Do not touch anything.
    3. Meet with the officer at the location the officer requests.
    4. Explain to the officer everything you observed, including telling the officer if you did touch or move anything.
    5. Follow the officer's instructions.

**GTC EMERGENCY PHONE NUMBERS**  
**BURLINGTON CAMPUS CONTACTS**

<b>NAME</b>	<b>PRIMARY NUMBER</b>	<b>SECONDARY NUMBER(S)</b>
<b>Director of Security</b> Dennis Sherwood	262-564-3218	262-496-8216 (work cell) 262-914-1915(home cell)
<b>Dean</b> Terry Simmons	262-767-5360	262-496-5739 (work cell)
<b>Director of Building Services</b> Larry Paruszkiewicz	262-741-8504	262-496-8216 (work cell)
<b>Executive Vice President/Provost</b> Zina Haywood	262-564-3104	262-914-3974
<b>Mechanical Maintenance</b> Gary Wendorf	262-741-8460	262-930-2478
<b>GTC Network Outage Line</b>	262-564-3696	

**BURLINGTON OFF CAMPUS CONTACTS**

<b>NAME</b>	<b>PRIMARY NUMBER</b>
<b>Emergency Dispatch</b>	<b>911</b>
<b>Racine Health Department</b>	262-636-9202
<b>Racine County Emergency Management</b>	262-636-3515
<b>Wisconsin Dept. of Natural Resources Spills Hotline</b>	800-943-0003



## **Appendix 1**

### **PROCEDURES TO BE FOLLOWED IN THE EVENT OF LIFE-THREATENING EMERGENCY OR OF THE DEATH OF A STUDENT WHILE ON CAMPUS**

In order to ensure accuracy of information and expedite official College follow-up, the Office of the Vice President of Student Success is responsible for coordinating matters related to any life-threatening emergency involving a student or the death of a student. In the following procedures, when the primary person is not available, his/her designee will carry out the function/responsibilities. This procedure provides for consistent College action and a centralized communication source for families and survivors.

Following are procedures and assigned responsibilities in force when dealing with life-threatening emergencies or the death of a College student for an isolated incident. If the life-threatening emergency or death is caused by a major emergency or disaster (as defined above) then the District Emergency response plan must be activated.

#### **I. Immediate Procedures and Responsibilities (Isolated Incident)**

Campus Security staff informs the appropriate director of Building Services and director of Security of the incident and facts as known.

Director of Building Services notifies the dean of campus affairs and dean/associate dean (if academic program related) of the incident and facts as known.

The director of Security informs the vice president of Student Success and vice president of Government and Community Relations of the incident.

The director of Building Services goes to the scene of the incident, as does the department dean/associate dean.

The vice president of Student Success immediately informs the president and executive vice president/provost.

Campus security/director of Building Services is in charge at the scene of the incident, until such time as the local law enforcement department arrives and assumes command.

The family of the student is informed of the incident by the vice president of Student Success, leaving a name and phone number where he/she can be reached for further information. A second call should be made one hour later to insure credibility. At that time an offer should be made to assist the family's response.

The vice president of Government and Community Relations is contacted by the vice president of Student Success and assumes responsibility for dealing with the media. The media will be contacted if this is absolutely necessary; otherwise, we should expect the media to be contacting us. In the event that the vice president of Student Success is required elsewhere, the vice president of Government and Community Relations will serve as the media contact during the follow-up. The switchboard should be notified and the Executive VP/Provost called regardless of the time of day.

The vice president of Student Success will see that parents/spouse and relatives on campus (i.e., siblings) are humanely and compassionately told of the death either through his/her office or a family friend, doctor, clergyman, or campus minister.

#### **II. Next Day Procedures and Responsibilities**

1. The vice president of Student Success will contact the family the following day to express condolences and to offer assistance with any arrangements related to the college (e.g., withdrawal, packing belongings, etc.).

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2. The Registrar and Bursar's office are informed of the death by the vice president of Student Success and proceed to make appropriate changes in college records.
3. The associate dean of the academic area have the responsibility for determining needed support and care to other students who are affected by the incident.
4. If any college personnel receives a call or a letter from the family of the student requesting the college to act or respond in an official capacity, please refer the request to the vice president of Student Success who will act upon the request and coordinate all further communications between the college and the family.
5. A college staff member will be designated to be on hand to assist family members or friends who come to the campus as a result of the death.

### **III. Follow-up Procedures and Responsibilities**

1. The appropriate dean of campus affairs, director of Building Services, program academic dean (if applicable) and appropriate personnel within the incident departments will meet with the director of Security and director of Safety to review the incident and to discuss any changes that might be required in the future.
2. A final telephone contact with the family, after the initial period of shock/grief and funeral occurred, will be made by the vice president of Student Success, offering assistance in handling any final details with the college.
3. A letter of sympathy should be sent by the president.
4. In the event of a death, the funeral and/or wake are attended by appropriate college representatives when possible.