



# **EMERGENCY OPERATIONS PLAN**

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## **LETTER FROM THE PRESIDENT**

Truckee Meadows Community College (TMCC) is committed to protecting the welfare of its community members as well as its intellectual property and facilities. The Truckee Meadows Community College Emergency Operations Plan (EOP) is the official plan designated to address specific hazards and circumstances that constitute an emergency for TMCC staff, faculty, students, and property.

This EOP is a guide for emergency management and coordination of all phases of emergency response in order to minimize the impacts of disasters and incidents, to protect people and property, and to restore any interruptions to College operations.

Truckee Meadows Community College can best prepare to meet the enormous challenges emergencies present by working together. Thus, TMCC expects individuals and departments to effectively organize, coordinate, and direct available resources toward emergency response and recovery.

The EOP is designed to help students, staff, and faculty respond appropriately when emergency conditions exist. Although events are unpredictable, this EOP allows for immediate response procedures thereby minimizing danger to lives and property. Every member of TMCC should review this plan, in order to understand her or his role should an emergency or disaster occur.

Dr. Karin Hilgersom, President  
Truckee Meadows Community College  
September, 2019

## APPROVAL AND IMPLEMENTATION

The Truckee Meadows Community College Emergency Operations Plan is written and maintained under the authority of the Truckee Meadows Community College's Vice President of Finance and Administrative Services (VPFA).

This plan supersedes all previous emergency plans and shall be in full effect as of the date shown.

This Emergency Operations Plan has been reviewed and approved by TMCC's Policy Group:

Dr. Karin Hilgersom President	Date
Jim New Vice President of Finance and Administrative Services	Date
Estela Levario Gutierrez Vice President of Student Services and Diversity	Date
Dr. Marie Murgolo Vice President of Academic Affairs	Date
Elena Bubnova Associate Vice President for Research, Marketing, and Web Services	Date
Roni Fox Director, Human Resources	Date
John Albrecht General Counsel	Date
Todd Renwick Interim Chief of University Police Services	Date

## RECORD OF CHANGES AND REVIEWS

TMCC’s EOP, including annexes, will be reviewed and approved by the VPFA in conjunction with the Policy Group, on an annual basis. All updates and revisions to the plan, excluding minor typographical and grammatical errors, will be tracked and recorded in the following table.

This plan is a “living document” and will be continuously updated as conditions change. This plan may be updated as a result of exercise lessons learned, as new guidelines are distributed, and as needed.

CHANGE # OR REVIEW	DATE	ENTERED BY	SUMMARY OF CHANGES
Review	31-May-2019	Valerie Llanos	Reviewed by Health & Safety Committee
1.0	20-Aug-2019	Valerie Llanos	Added Table of Contents
Review	26-Aug-2019	Valerie Llanos	Reviewed by Leadership Team
2.0	29-Aug-2019	Valerie Llanos	Added AVP to Section 2.7
Review	09-Sep-2019	Valerie Llanos	Reviewed and approved by President’s Cabinet

## **RECORD OF DISTRIBUTION**

The Truckee Meadows Community College Emergency Operations Plan has been distributed to each member of the Policy Group and Emergency Response Team (ERT).

Copies of this plan are to be made available to the following external partners to include:

- University Police Services
- Washoe County Sheriff's Office
- Reno Fire Department
- Washoe County Regional EOC

An electronic version of this EOP is available on the TMCC website.

# TABLE OF CONTENTS

Letter from the President.....	i
Approval and Implementation .....	ii
Record of Changes and Reviews.....	iii
Record of Distribution .....	iv
Table of Contents .....	v
Section 1: Overview.....	9
1.1 Introduction.....	9
1.2 Purpose.....	9
1.3 Scope .....	9
1.4 Emergency Management Phases .....	9
1.5 Critical Incidents .....	10
1.6 Planning Assumptions .....	10
1.7 Concept of Operations .....	11
1.8 Campus State of Emergency.....	11
1.9 Departmental Responsibility: Continuity of Operations .....	12
1.10 Employee Responsibility.....	12
1.11 Plan Development and Maintenance.....	12
Section 2: Organization and Assignment of Responsibilities .....	13
2.1 Organization for Planning.....	13
2.2 College Emergency Management Structure.....	13
2.2.1 Emergency Activation Levels.....	13
Level 1 Emergency — Minor Incident .....	13
Level 2 Emergency — Major Incident.....	13
Level 3 Emergency — Disaster .....	13
2.2.2 Incident Management .....	13
2.3 Policy Group .....	14
2.3.1 Policy Group Responsibilities .....	14
2.3.2 Policy Group Activation .....	14
2.3.3 Policy Group Member Roles and Responsibilities.....	14
2.4 Emergency Response Team (ERT) .....	15
2.4.1 Emergency Response Team (ERT) Activation .....	15
2.4.2 Emergency Response Team (ERT) Roles and Responsibilities.....	16
2.5 Emergency Operations Center (EOC) .....	17

2.5.1	Emergency Operations Center (EOC) Activation .....	17
2.5.2	Notifications .....	17
2.5.3	Emergency Operations Center (EOC) Setup .....	17
2.5.4	Emergency Operations Center (EOC) Security and Access Control.....	18
2.5.5	Incident Documentation.....	18
2.5.6	Emergency Operations Center (EOC) Deactivation and Demobilization.....	18
2.5.7	Establishing an Alternate Emergency Operations Center (EOC) .....	19
2.5.8	Communications Between the EOC and Response Organizations.....	19
2.6	Training.....	19
2.7	Emergency Authority.....	19
Section 3: Direction, Control, and Coordination .....		21
3.1	National Incident Management System (NIMS).....	21
3.2	Incident Command System (ICS) .....	21
3.3	Incident Command System (ICS) and the College .....	22
3.4	Coordination with Local Agencies .....	22
Section 4: Communications.....		23
4.1	Campus Emergency Notification .....	23
4.1.1	Additional Notification Methods.....	23
4.2	Omnilert Notification Process .....	23
4.3	Public Information Officer .....	23
Section 5: Administration.....		24
5.1	After-Action Report and Improvement Plan (AAR/IP).....	24
5.1.1	Protection of After-Action Report and Improvement Plan (AAR/IP) Information .....	24
5.1.2	Dissemination .....	24
5.2	Purpose of After-Action Report and Improvement Plan (AAR/IP) Reports.....	24
5.3	College After-Action Report and Improvement Plan (AAR/IP) Process.....	24
	Responsibility for After-Action Reports.....	24
	After-Action Report Documentation .....	25
	After-Action Report Preparation .....	25
Section 6: Finance.....		26
6.1	Finance.....	26
Section 7: Logistics .....		27
7.1	Procurement.....	27
7.2	Utilities.....	27

7.3	Essential Personnel.....	27
Section 8: Reporting Emergencies, Crimes, and Suspicious Activity.....		28
8.1	Emergency Contacts .....	28
8.2	Reporting an Emergency .....	28
8.3	Anonymous Reporting.....	28
Section 9: General Emergency Procedures .....		29
9.1	Emergency Response Guide (ERG) .....	29
9.2	Preparing for Emergencies .....	29
9.3	Building Evacuation .....	29
9.3.1	General Building Evacuation Procedures .....	29
9.3.2	Faculty and Staff Responsibilities .....	29
9.3.3	Building Evacuation for People with Disabilities .....	30
9.3.4	Building Evacuation Signage.....	30
9.4	Shelter .....	31
9.4.1	General Shelter Procedures.....	31
9.5	Lockdown.....	31
9.6	Lockout .....	31
9.7	Campus Evacuation .....	32
Section 10: Specific Emergency Procedures.....		33
	Active Shooter .....	33
	Automated External Defibrillator (AED) – Cardiac Arrest .....	34
	Assault/Rape.....	34
	Bomb Threat.....	35
	Bomb Threat Checklist.....	36
	Bomb Threat Evacuation .....	37
	Civil Disturbance/Riot.....	37
	Criminal Activity.....	37
	Earthquakes.....	38
	Fire .....	38
	Fire Alarm Sounding .....	39
	Fire Extinguisher Operation.....	39
	Flood .....	40
	Hazardous Material Incidents.....	40
	Medical Emergencies.....	41

Robbery .....	41
Severe Weather .....	42
Suspicious Packages or Letters .....	43
Suspicious Object or Person .....	43
APPENDIX A AUTHORITIES AND REFERENCES .....	45
APPENDIX B ACRONYMS AND GLOSSARY .....	47
APPENDIX C CAMPUS EMERGENCY MAPS .....	50
Dandini Campus.....	50
Meadowood Center.....	51
William N. Pennington Applied Technology Center .....	52
William N. Pennington Health Science Center .....	53
ANNEX 1 EMERGENCY COORDINATION CENTER LOGS .....	54
ANNEX 2 EMERGENCY RESPONSE TEAM.....	58
Command Staff .....	60
Incident Commander:.....	60
Deputy Incident Commander: .....	60
Public Information Officer: .....	60
Safety Officer:.....	60
Liaison Officer:.....	60
General Staff.....	60
Operations Section Chief:.....	60
Planning Section Chief: .....	61
Logistics Section Chief: .....	61
Finance/Administration Section Chief:.....	61
Other Roles .....	61
Fire Control Panel:.....	61
Building Evacuation Team: .....	61
Staff members and door responsibility: .....	62
ANNEX 3 OFF-CAMPUS EVACUATION AND REUNIFICATION PROTOCOLS.....	63

## SECTION 1: OVERVIEW

### 1.1 Introduction

Truckee Meadows Community College (TMCC) is committed to the safety and well-being of its students, faculty, staff, and visitors. In accordance with applicable laws, regulations, and policies that govern emergency preparedness and response, the college has established this Emergency Operations Plan (EOP) to address emergencies that may threaten the health and safety of the college community and/or its neighbors, affect college facilities and resources, or disrupt college operations.

The EOP is designed to provide guidance for response to, and management of, minor emergencies, major emergencies, and disasters. An emergency is any unplanned event that may cause death or significant injuries to members of the college community or the public, may disrupt college operations, may cause physical or environmental damage, or may threaten the college's financial standing or public image.

This EOP is designed as a flexible management system, part or all of it may be activated as appropriate to a situation. Its general procedures for the management of information, activities, and operations can be applied as needed during any level of emergency. The overall priorities of the college during a disaster are the protection of lives, property, campus, local community, and the environment. The objective is to respond quickly to emergency conditions and manage the process of restoring college academics and services.

### 1.2 Purpose

The TMCC EOP is the college's general plan to prepare for, respond to, and recover from emergencies and disasters. The college established this plan to address the immediate requirements for an emergency or disaster that interrupts normal operations. The EOP provides:

- An organizational and conceptual framework for emergency management;
- Guidelines and procedures for responding to a broad range of natural and human-caused emergencies;
- Key responsibilities and assignments; and
- Guidelines and procedures for recovery and continuity of operations following an emergency.

### 1.3 Scope

The EOP provides guidance for the five phases of emergency management (prevention; preparedness; response; recovery; mitigation) and applies to all hazards that could potentially occur on any property owned or operated by the college. The EOP may also be activated during a community or regional crisis that may impact college personnel or business operations.

### 1.4 Emergency Management Phases

The EOP addresses activities that take place during all five phases of emergency management: prevention; preparedness; response; recovery; mitigation.

**Prevention** encompasses all measures taken to decrease the likelihood that an event or crisis will occur.

**Preparedness** occurs before an emergency or disaster strikes, and is intended to save lives as well as assist with response, rescue, and recovery efforts. Preparedness activities include, but are not limited to, developing and maintaining EOP and Continuity of Operations Plans; conducting training for College personnel; conducting periodic drills and exercises to test emergency procedures and training.

**Response** operations are intended to resolve a situation while minimizing casualties and property damage. Response activities include warnings, emergency medical services, firefighting, law enforcement operations, evacuation, shelter and mass care, search and rescue, and other associated functions.

**Recovery** phase includes short-term and long-term actions to resume normal operations once an emergency incident is under control or over. Examples of recovery programs include restoration of College services, debris removal, restoration of utilities, disaster mental health services, and reconstruction of damaged facilities and infrastructure.

**Mitigation** encompasses the elimination of hazards, reduction in the probability of hazards causing an emergency situation, and/or the lessening of consequences from unavoidable hazards. Mitigation should be a pre-disaster activity, although mitigation may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation.

## 1.5 Critical Incidents

A critical incident can strike anytime, anywhere, and can take many forms: flood, epidemic, fire, hazardous material spill, act of nature, or an act of terrorism. It can build over a number of days or weeks, or can occur suddenly without warning.

The EOP is an all-hazards plan, meaning it applies to all types of hazards that can threaten the college, its occupants, and the surrounding community.

Hazards generally fall into three categories:

**Natural Hazards:** Natural threats such as severe weather, fire, flood, earthquake, epidemic.

**Technological Hazards:** Technological or industrial accidents such as cybersecurity issues, radiological or hazardous materials release, power failures.

**Human-Caused Hazards:** Deliberate, intentional human actions to threaten or harm others including criminal or terrorist acts, school violence, or bombings.

## 1.6 Planning Assumptions

Emergency planning requires a commonly accepted set of assumed operational conditions that provide a foundation for establishing protocols and procedures. These assumptions are called planning assumptions, and the standard practice is to base planning on the worst-case conditions. The following planning assumptions were incorporated into this EOP:

- The safety of students and the continuity of their education are paramount.
- Critical lifeline utilities may be interrupted including water delivery, electrical power, natural gas, telephone communications, microwave and repeater-based radio systems, cellular telephones and information systems.

- Critical incidents may occur at any time of the day or night and with little or no warning.
- Some emergency incidents will necessarily involve a regional response.
- The college might receive delayed response from, or be without, city, county, or contract emergency response personnel and must be prepared to handle these situations until outside assistance arrives.
- Any employee of the college may be tasked by this EOP.
- Local law enforcement agencies and fire departments will respond based on jurisdiction and support agreements or mutual aid agreements (MAA).
- Major roads, overpasses, bridges and local streets may be damaged.
- Buildings and structures, including homes, may be damaged.
- Normal suppliers may not be able to deliver materials.
- Contact with family and homes may be interrupted.
- Conditions may be unsafe to travel off campus; people may be stranded at the college.
- The college will need to conduct its own rapid damage assessment, situation analysis, deployment of on-site resources, and management of emergency operations on campus while emergency conditions exist.
- Emergency conditions that affect the campus may affect surrounding communities.
- The decision to declare a Campus State of Emergency rests with the college president or designee.
- Once the emergency is over, the college will resume normal operations.

## **1.7 Concept of Operations**

In any emergency situation, the top priorities are:

- Life safety
- Incident stabilization
- Protection and preservation of property and the environment

The TMCC Emergency Response Team (ERT) will immediately respond to an emergency incident occurring at the college, will request additional external and internal resources as necessary to address the situation, and in conjunction with designated information technology personnel, will issue alerts and instructions as the situation warrants.

If a prolonged emergency operation occurs, the TMCC ERT and Policy Group, along with University Police Services will coordinate support for TMCC staff, faculty, and students during and after an incident, and to ensure continuity of college operations.

The nature and scope of a given emergency situation may necessitate partial or full evacuation of buildings and/or campuses, or lockdown of campus facilities. Access to specific campus areas may be temporarily restricted. Normal operations will resume at the discretion of the President or designee.

## **1.8 Campus State of Emergency**

A Campus State of Emergency is a declaration which usually suspends normal functions of the college, alerts staff, faculty, and students to change their normal behaviors, or implements parts of the EOP. The authority to declare a Campus State of Emergency rests with the college President or designee. If a Campus State of Emergency is declared, it may become necessary to restrict access to specific areas on campus to authorized

individuals. Only those authorized individuals who have been assigned emergency or resource duties will be allowed to enter the area or building affected by the incident.

### **1.9 Departmental Responsibility: Continuity of Operations**

Each department and/or division should prepare and maintain a Continuity of Operations Plan (COOP). The COOP basically contemplates destruction of the departments or division's physical setting, and reasonable measures to mitigate both short-term and long-term effects of displacement.

Each responsible director or department head should maintain, and have available, an emergency list of employee names and telephone numbers. COOP documents should include an organizational chart that delineates chains of responsibility.

### **1.10 Employee Responsibility**

An emergency can strike anytime or anywhere, and a disaster will affect everyone. All employees have a personal responsibility to know what to do before, during, and after an emergency in order to ensure their own personal safety.

College employees should read and be familiar with safety and emergency information. They should also know the locations of emergency exits, fire extinguishers, Automated External Defibrillators (AEDs), and designated shelter areas, as well as emergency phone numbers to communicate with law enforcement. The measures outlined in this EOP, are intended to prevent injury and to minimize property damage. While first responders will do their best to assist people during an emergency situation, individuals (including those with access and functional needs) are ultimately responsible for their own safety.

### **1.11 Plan Development and Maintenance**

This EOP will be reviewed for completeness at least once per calendar year under the direction of the VPFA. Changes will be documented on the Record of Changes and Reviews page at the beginning of this document.

## **SECTION 2: ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

### **2.1 Organization for Planning**

The Vice President of Finance and Administrative Services reviews and coordinates college-level emergency preparedness plans with the Emergency Response Team (ERT).

### **2.2 College Emergency Management Structure**

#### **2.2.1 Emergency Activation Levels**

##### **Level 1 Emergency — Minor Incident**

Campus emergencies which are managed using existing college resources with limited outside assistance, and are typically on college property.

ERT may activate. If activated, ERT will determine if the Emergency Operations Center (EOC) will be activated with partial or full staffing. College Incident Command (IC) may be initiated depending on circumstances.

##### **Level 2 Emergency — Major Incident**

A major emergency that affects an area or building of the college community, may significantly affect life safety concerns, and/or impact mission critical functions.

External emergency resources will likely be required and will assume command of the emergency response effort with input from college resources. The Policy Group and ERT will activate and determine whether the EOC should be staffed partially or fully. College IC will be activated to handle internal functions and may participate in unified command with local responders.

##### **Level 3 Emergency — Disaster**

A disaster, which by nature and impact extends beyond the college, not only disrupting and/or halting operation and functions of the college, but also those of the surrounding community.

External emergency resources will assume command of the emergency response effort. The college will provide support as requested and able. The Policy Group and ERT will activate the EOC. College IC will be activated to handle internal command functions and participate in unified command with local responders.

#### **2.2.2 Incident Management**

To manage emergency incidents, the college utilizes a tiered structure which a Policy Group and an Emergency Response Team (ERT). The Policy Group serves as an advisory board for the President and provides strategic guidance during incidents. The ERT includes cross-functional staff members that support TMCC students, staff, and faculty, and college operations during and after an emergency incident.

The college will activate the EOC as needed for an emergency or disaster. The college will notify the System Office of Level 2 or Level 3 emergencies.

## 2.3 Policy Group

Under the direction of the President or designee, the Policy Group provides direction in making strategic policy decisions for any incident that affects the College’s ability to perform its critical operational functions. This group has the authority to proclaim college emergencies and to issue directives regarding the status and resumption of college educational programs. The Policy Group is also responsible for notifying and informing key college constituents and stakeholders.

The President is the senior executive official for the college. In the absence of the President, a designee will assume these responsibilities. Typically, this designee will be the Vice President for Finance and Administrative Services.

See section 2.3.3 for list of Policy Group members.

### 2.3.1 Policy Group Responsibilities

- Serves as a strategic planning committee that focuses on policy issues separate and distinct from direct operational response to an emergency or disaster.
- Provides guidance and support to the ERT.
- Approves action of the ERT as needed.
- Works with Director of Communications and Marketing to communicate information to key constituents and stakeholders through various means.

### 2.3.2 Policy Group Activation

The Policy Group is activated by the President or designee. When activated, the Policy Group will convene at a location as dictated by the nature and location of the incident, or as determined by available members of the Policy Group. The Policy Group should establish protocols for convening electronically, as needed.

### 2.3.3 Policy Group Member Roles and Responsibilities

Policy Group Role Institution Title	Responsibilities
<b>Incident Command</b> President	<ul style="list-style-type: none"> <li>– Highest level of campus authority during emergency or crisis</li> <li>– Leads Policy Group in making critical policy decisions regarding college response and recovery</li> </ul>
<b>Chief of Operations</b> Vice President of Finance and Administrative Services	<ul style="list-style-type: none"> <li>– Acts as primary alternate in President’s absence</li> <li>– Responsible for decisions concerning cancellations, rescheduling, or relocations of classes and other programs interrupted by an incident</li> <li>– Provides policy guidance</li> <li>– Acts as liaison with state Risk Management</li> </ul>
<b>Student Services</b> Vice President of Student Services and Diversity	<ul style="list-style-type: none"> <li>– Maintain logs of significant events related to student services</li> <li>– Assesses and coordinates student crisis management</li> <li>– Coordinates class rosters with registrar</li> </ul>
<b>Academics</b> Vice President of Academic Affairs	<ul style="list-style-type: none"> <li>– Serves as lead representative in matters related to academic interface with the ERT operations and academic issues</li> <li>– Liaison for instructional services</li> <li>– Works with Incident Command to assess effects on academic areas</li> </ul>

<b>Communications</b> Associate Vice President for Research, Marketing, and Web Services	<ul style="list-style-type: none"> <li>- Maintain logs of significant events related to media</li> <li>- Obtains information and periodic updates from Incident Command</li> <li>- Works with Incident Command to develop the College's messages</li> </ul>
<b>Human Resources</b> Director of Human Resources	<ul style="list-style-type: none"> <li>- Maintain logs of significant events related to human resources</li> <li>- Requests for legal advice from NSHE Legal Department on behalf of Policy Group or ERT</li> <li>- Liaison for human resources related matters</li> </ul>
<b>Legal</b> General Counsel	<ul style="list-style-type: none"> <li>- Responds to requests for legal advice from Policy Group, ERT or Incident Command</li> </ul>
<b>University Police Services</b> Chief of Police	<ul style="list-style-type: none"> <li>- Liaison with Incident Command and outside agencies</li> </ul>

## 2.4 Emergency Response Team (ERT)

The ERT is drawn from departments or divisions involved in managing emergencies or supporting emergency management. The following functions should be included:

- Facilities
- Information Technology
- Finance and Accounting Services
- Students Services
- Human Resources
- Marketing and Communication
- College personnel with Fire Training, Emergency Management, EMT, mental health or similar backgrounds

This group will provide input and advisement to Incident Command staff and/or the Policy Group during an emergency incident.

The President will designate a chair of the ERT. Typically, this has been the Vice President of Finance and Administrative Services. The ERT will meet to discuss plans and readiness a minimum of twice per calendar year, and will convene as necessary for emergencies, incidents, or large-scale events.

### 2.4.1 Emergency Response Team (ERT) Activation

The ERT is activated by any member of the group as dictated by the type of emergency incident or after consultation with appropriate Incident Command Staff. The notification will be sent out by loud speaker, electronic, or voice communication.

A member of the Policy Group or the Executive Director of Facilities Planning and Capital Projects may activate the ERT without further discussion by virtue of the likelihood that he/she may be serving as the College Incident Commander (CIC) at any given scene.

When activated, the ERT will convene at the following pre-designated locations:

- Primary EOC site: Dandini Campus, Red Mountain Building, Rooms 255 and 256

- Alternate EOC site: Dandini Campus, Sierra Building, Rooms 100, 108, and 109
- Off-site location: William N. Pennington Health Science Center, Room 100

#### 2.4.2 Emergency Response Team (ERT) Roles and Responsibilities

Emergency Response Team Role Institution Title	Responsibilities
<b>Chair</b> Vice President of Finance and Administrative Services	<ul style="list-style-type: none"> <li>- Directs all activities of the ERT</li> <li>- Serves as liaison between Policy Group and ERT</li> <li>- Declares and ends the emergency</li> <li>- Directs activities of college incident response team</li> </ul>
<b>Emergency Coordinator</b> Executive Director of Facilities Planning and Capital Projects	<ul style="list-style-type: none"> <li>- Reports to incident site as requested</li> <li>- Solicits qualified personnel to incident site for traffic and perimeter controls, utility, trades, environmental health, and damage control</li> <li>- Compiles information for and conducts after-action reviews</li> <li>- Technical resource for long-term shelter in place</li> </ul>
<b>Student Services</b> Vice President of Student Services and Diversity	<ul style="list-style-type: none"> <li>- Liaison with student support services</li> <li>- Provides relevant information regarding existing students of concern from disciplinary and behavioral intervention team records</li> <li>- Responsible for patient tracking and reunification</li> </ul>
<b>Academic Affairs</b> Vice President of Academic Affairs	<ul style="list-style-type: none"> <li>- Liaison for instructional services</li> <li>- Works with Incident Command to assess effects on academic areas</li> </ul>
<b>University Police Services</b> TMCC Commander	<ul style="list-style-type: none"> <li>- Coordinates with external emergency response agencies</li> </ul>
<b>Environmental, Health &amp; Safety</b> TMCC EH&S Program Manager	<ul style="list-style-type: none"> <li>- Liaison with departments for critical equipment shutdown</li> <li>- Assist with evacuations and sweeps</li> <li>- Assessment of infrastructure</li> </ul>
<b>Marketing and Communications</b> Associate Vice President for Research, Marketing, and Web Services	<ul style="list-style-type: none"> <li>- Responsible for information dissemination to college community, public sector, and media outlets</li> <li>- Assists with emergency notification</li> </ul>
<b>Human Resources</b> Director of Human Resources	<ul style="list-style-type: none"> <li>- Responsible for personnel accountability and legal matters</li> </ul>
<b>Accounting Services</b> Controller	<ul style="list-style-type: none"> <li>- Coordinates financial matters</li> <li>- Works with HR director for allocation of employee reimbursement during emergencies</li> </ul>
<b>Information Technology</b> Chief Technology Officer	<ul style="list-style-type: none"> <li>- Assists with emergency notification and equipment</li> <li>- Provides support for communications and data management</li> </ul>

## **2.5 Emergency Operations Center (EOC)**

Upon activation at Emergency Activation Level 2 (major campus emergency) or Level 3 (disaster that extends beyond campus), the TMCC EOC serves as the centralized location to monitor and report the impact of emergencies while providing communication between the EOC and the campus, and between ERT and surrounding jurisdictions. The EOC is the focal point for coordination, direction, and control of emergency preparedness, response, and recovery activities for the campus, and is the location to which ERT will report for duty and assume their ERT roles. Their roles in the emergency response activities, and work assignments will be planned, coordinated and delegated from the EOC.

- Primary EOC site: Dandini Campus, Red Mountain Building, Rooms 255 and 256
- Alternate EOC site: Dandini Campus, Sierra Building, Rooms 100, 108, and 109
- Off-site location: William N. Pennington Health Science Center, Room 100

Supplies are to be maintained in a state of readiness for conversion and activation when needed. Other possible facilities will be determined at the time of activation.

In the event the campus is secured and access is limited, EOC members may be told to report to an alternate location.

### **2.5.1 Emergency Operations Center (EOC) Activation**

The EOC may be activated when necessary to facilitate the college's response and subsequent recovery from any emergency. The emergency activation levels are used to classify the significance of the event. Any member of the ERT or Policy Group is authorized to activate the EOC.

In a Level 3 activation, emergency personnel responding to the EOC from off campus should display appropriate identification for access to campus. EOC members are to bring their own laptops, cell phones, power cords, and chargers to the EOC.

### **2.5.2 Notifications**

In an emergency, the individual activating the EOC will notify ERT or contact the Associate Vice President for Research, Marketing, and Web Services or designee, who will give notice to ERT. A message can also be sent through Omnilert.

A brief message describing the event will be provided for inclusion in the ERT notification. The message will ask for availability and will require a response. When notified of an event requiring EOC activation, personnel should report directly to the EOC. If an individual is unsure about reporting for duty, he or she should contact the Vice President of Finance and Administrative Services or the Executive Director of Facilities Planning and Capital Projects.

When the college activates the EOC for Level 3 response, notification will also be made to the appropriate local jurisdiction's EOC if activated and the Nevada System of Higher Education Office at (775) 328-2003.

### **2.5.3 Emergency Operations Center (EOC) Setup**

Upon notification of EOC activation, the ERT will initiate setup. General setup responsibilities include:

- Ensure that the EOC is accessible.

- Post entry/exit log at EOC entrance and ensure staff sign in as they arrive.
- Post communications information including phone numbers of departments.
- Establish a “quiet space” where EOC staff can take a break and make private calls.
- Continue to monitor EOC operations and logistical needs during the time the EOC is operational.

#### **2.5.4 Emergency Operations Center (EOC) Security and Access Control**

Access to the EOC will be controlled by the ERT staff when necessary. Prior to being allowed access, additional staff must be granted authorization from the Incident Commander. All EOC staff must sign in upon arrival, and sign out when departing.

#### **2.5.5 Incident Documentation**

It is important that the incident be properly documented from the beginning of the incident until the EOC is demobilized. EOC Activity Logs provided for each EOC position to record include:

- Initial Briefing Report
- Incident Action Plan
- Incident Phone Log
- Event/Decision Log
- Checklists for the position
- EOC Deactivation Checklist
- After Action/Corrective Action Plan

Additional documentation will be provided by message forms provided for messages received and sent by the EOC staff, maps generated to support the incident, damage assessment forms, and media releases developed by the EOC or received from other sources.

#### **2.5.6 Emergency Operations Center (EOC) Deactivation and Demobilization**

The President or designee will determine when to deactivate the EOC and transition to normal campus operations. The process of demobilizing includes demobilizing all staff, documenting the incident in preparation for requests for city/state/federal disaster recovery funds, and documenting the incident in preparation for the After-Action Report and updates to college plans and procedures. To accomplish this:

- Chief of Operations will notify sections when they are no longer required.
- All staff must ensure that any actions not yet completed will be handled after the deactivation.
- All staff must ensure that all required forms or reports are completed prior to deactivation and have copies made of all logs, reports, messages, and any documents used and received in the EOC. Leave originals in the position notebook.
- An official notification will be sent to all involved internal and external participants that the EOC is deactivated.
- Additional deactivation items are listed in the unit checklists and the EOC Deactivation Checklist.

This action signifies the transition from the response phase to the recovery phase. Prior to deactivation, the Policy Group will assign staff to a Disaster Recovery Group to establish the short-term recovery goals that facilitate long-term recovery.

### **2.5.7 Establishing an Alternate Emergency Operations Center (EOC)**

Depending on the dynamics of an incident, it may be necessary to relocate to another location to perform the EOC functions. The incident may either disrupt the functionality of the primary EOC or it may jeopardize the safety of staff working at the EOC.

- Primary site: Dandini Campus, Red Mountain Building, Rooms 255 and 256
- Alternate site: Dandini Campus, Sierra Building, Rooms 100, 108, and 109
- Off-site: William N. Pennington Health Science Center, Room 100

If this location is damaged or unsafe, a determination will be made by the Incident Commander as to an appropriate location either on campus or off-campus. Notifications to staff and to the external agencies of the new EOC location.

The ERT should arrange for the transfer of needed supplies and equipment from the original EOC to the alternate location. This might include: computers; communication equipment; maps and displays; EOC forms box; binders with disaster plan.

### **2.5.8 Communications Between the EOC and Response Organizations**

The EOC must maintain communications with first responders, external agencies (e.g., Red Cross), the NSHE Office, and other constituents. ERT members will have access to landlines, cellular phones, and the internet as available on campus.

## **2.6 Training**

Training is an integral part of emergency preparedness and response. Leadership and key personnel need to be trained in specific emergency management subject matter to ensure the College's overall preparedness, and to ensure that college personnel can efficiently and effectively integrate into Incident Command structures utilized by emergency response agencies.

Relevant training shall be determined by the Policy Group. All members of the ERT shall receive the following NIMS training:

- IS-700 National Incident Management System (NIMS)
- IS-100 Introduction to ICS (or IS-100HE for Higher Education)
- IS-800.B National Response Framework, An Introduction
- IS-200 ICS for Single Resources and Initial Action Incidents

## **2.7 Emergency Authority**

The college President serves as the head of the Policy Group which activates for emergency situations or whenever executive policy issues must be addressed. In the event of any threatened or actual disaster or civil disorder on campus – at a time when the President is absent from campus – the authority to take all necessary and appropriate actions on behalf of the President is hereby delegated to the following college administrators (in the order listed below). Such authority is delegated to the college officials with whom the person reporting the emergency is able to make contact:

1. Vice President of Finance and Administrative Services

2. Chief of University Police Services
3. Vice President, Academic Affairs
4. Vice President, Student Services and Diversity
5. Associate Vice President for Research, Marketing, and Web Services
6. Executive Director, Facilities Planning and Capital Projects

## **SECTION 3: DIRECTION, CONTROL, AND COORDINATION**

### **3.1 National Incident Management System (NIMS)**

The National Incident Management System (NIMS) is a structured framework used nationwide for both governmental and nongovernmental agencies to respond to natural disasters and/or terrorist attacks at the local, state, and federal levels of government. The 2003 Presidential Directive HSPD-5 required all federal agencies to adopt NIMS and to use it in their individual domestic incident management and emergency prevention, mitigation, preparedness, response, and recovery programs and activities. The directive also required federal departments to make adoption of NIMS by state, tribal, and local organizations a condition for federal preparedness assistance and in applying for federal grant assistance.

The college has adopted NIMS as its system of preparing for and responding to disaster incidents. This EOP is part of the overall campus and community emergency preparedness efforts. The procedures and guidance contained herein are subject to and compliant with NIMS.

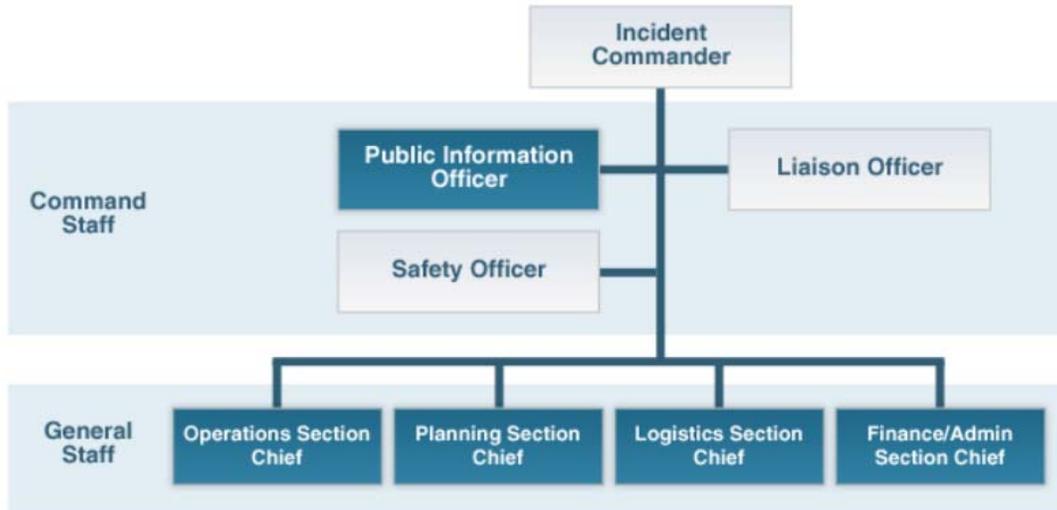
### **3.2 Incident Command System (ICS)**

The Incident Command System (ICS) is a standardized, on-scene, all-hazard incident management concept that is used by emergency response agencies nationwide to manage incidents of all types, sizes, and complexities. ICS is one component of the NIMS, which is a flexible framework of doctrine, concepts, principles, terminology, and organizational processes that apply to all hazards and jurisdictions.

NIMS requires that schools receiving emergency preparedness funding adopt and train personnel in ICS as a condition for receiving that funding.

The Incident Command System:

- Uses standardized position titles for all responding agencies.
- Allows ICS positions to be filled by the most qualified personnel.
- Establishes a modular structure that can be expanded to accommodate large-scale incidents, or reduced as an incident winds down.
- Uses plain English and common terminology to allow responding agencies to better communicate with one another.
- Establishes unity of command, wherein incident personnel report to one supervisor.
- Utilizes a management by objective approach.



### 3.3 Incident Command System (ICS) and the College

Emergencies and or large-scale events are normally managed with the use of the Incident Command System. ICS has been adopted, recognized and utilized by all emergency response agencies in the surrounding area, the State of Nevada, and all Federal organizations.

If an emergency and/or large-scale event occurs at the college, college resources may be quickly depleted or inadequate for the type of incident (i.e. fire, hazardous materials spill). Local emergency agencies responding to assist will most likely implement ICS to control and manage ongoing operations.

College personnel will support the Incident Command structure and may become part of the system as requested by the Incident Commander or his/her Command Staff.

### 3.4 Coordination with Local Agencies

The college maintains Memorandums of Understanding (MOUs) with local emergency response agencies. MOUs define the assistance and resources agencies are willing to provide during emergency incidents.

## **SECTION 4: COMMUNICATIONS**

### **4.1 Campus Emergency Notification**

The college uses various communication formats to relay information about emergency situations on or affecting its campuses.

Omnilert is the notification system the college uses to send emergency messages to its entire community. Emergency notifications are sent via email, text (SMS), voice mail to mobile and/or home phones, and social media. All students, staff, and faculty are automatically enrolled to receive emergency notifications via their school email, home phone, and work phone as available.

Omnilert messages are broadcast at the direction of any member of the Policy Group or any of their respective representatives.

#### **4.1.1 Additional Notification Methods**

In addition to Omnilert, college departments maintain department Calling Trees which may be used to provide notification as necessary. The college also utilizes public address system on the Dandini Campus and at the Pennington Health Science Center, messages through the telephone VoIP system, and social media (Facebook and Twitter) to provide emergency information to staff, students and the public.

### **4.2 Omnilert Notification Process**

- All emergency messages will be initially drafted by the ERT.
- The ERT identifies who should receive the message and how it will be disseminated.

### **4.3 Public Information Officer**

The Associate Vice President for Research, Marketing, and Web Services will take the role as Public Information Officer (PIO) and work with the Policy Group and ERT to disseminate incident-related information to the College community and the general public.

The PIO will work as part of the Unified Command public information officers about any large-scale incident that affects the College and its neighboring jurisdictions and requires a multi-agency response.

The PIO will be the primary point-of-contact for media inquiries regarding campus emergencies and incidents. No employee of the College is authorized to speak to the media on behalf of the college without explicit approval from the President or his/her designee.

## **SECTION 5: ADMINISTRATION**

### **5.1 After-Action Report and Improvement Plan (AAR/IP)**

The completion of an After-Action Report and Improvement Plan (AAR/IP) is a part of the college reporting process. It is used to document the college's involvement in an incident or event to help identify lessons learned and corrective actions. It will typically be utilized after a Level 2 or Level 3 emergency incident.

#### **5.1.1 Protection of After-Action Report and Improvement Plan (AAR/IP) Information**

The information gathered in the AAR/IP is considered "For Official Use Only" (FOUO) and should be handled as sensitive information not to be disclosed. These documents should be safeguarded, handled, transmitted, and stored in accordance with appropriate college security procedures. Reproduction of these documents, in whole or in part, without prior approval from a member of the Policy Group is prohibited.

#### **5.1.2 Dissemination**

The AAR/IP will be disseminated only on a need-to-know basis. When unattended, it will be stored in a locked container or area offering sufficient protection against theft, compromise, inadvertent access, and unauthorized disclosure.

### **5.2 Purpose of After-Action Report and Improvement Plan (AAR/IP) Reports**

AAR/IP documents serve the following important functions:

- Provide a source for documentation of response activities.
- Identify problems/successes during emergency operations.
- Analyze the effectiveness of the college's response components.
- Describe and define a plan of action for implementing improvements.
- Emphasize the improvement of emergency management at all levels.
- Provide a vehicle for documenting system improvements and a work plan for implementing improvements.
- Assist with coordination of the after-action report process when multiple agencies/agencies/jurisdictions are involved in the emergency.

### **5.3 College After-Action Report and Improvement Plan (AAR/IP) Process**

#### **Responsibility for After-Action Reports**

- The Policy Group is responsible for initiating the After-Action Report process.
- At the completion of the emergency period, and after the field ICS and ERT have been deactivated, the Vice President of Finance and Administrative Services, will assume the responsibility for continuing the After-Action Report process, will assign the After-Action Report to a team as early as possible in the incident to allow establishment of timelines, and expedite the preparation of the After-Action Report.
- AAR team members should be familiar with the planning function, emergency organization functions, and policies and procedures.

### **After-Action Report Documentation**

- Documentation actions need to be initiated in the early stages of an emergency
- Adequate documentation:
  - Is essential to operational decision-making;
  - May have future legal ramifications;
  - May have implications for reimbursement eligibility.
- Documentation should include materials from the planning function and the entire emergency organization. Key components should be identified prior to an incident or event.
- Recommended documentation includes:
  - Action plans developed to support operational period activities
  - Forms used in the college field level Incident Command System
  - Unit activity logs and journals
  - Written messages
  - Function and position checklists
  - Public information and media reports
  - Emergency Response Guide

### **After-Action Report Preparation**

- Develop a detailed work plan that includes:
  - Scope of work
  - Work schedules with milestones
  - Resource needs
- Compile the results of surveys, critiques, and workshops.
- Identify and contact key agencies involved in the incident (including primary response agencies and secondary or support agencies) to solicit input for the AAR. Options may include:
  - Prepare an incident-oriented survey to distribute to key agencies.
  - Conduct interviews with agency personnel when the initial data gathering process has been completed.
  - Conduct a facilitated workshop with key representatives of involved emergency response agencies. The workshop should focus on factfinding and gathering of pertinent information related to emergency response and recovery activities.
- Review, analyze, and sort documentation according to the areas covered or another format as appropriate to the organization.
- Prepare AAR drafts for review and approval, and distribute to participating agencies, advisory boards, political bodies, and other appropriate interested parties.
- Prepare final after-action report and forward it to ERT and the Policy Group.

## **SECTION 6: FINANCE**

### **6.1 Finance**

The college's goal is to effectively provide priority protection for lives, preservation of college property, and the restoration of academic and other programs of the college through the effective use of college, community, and state resources in emergency situations.

An emergency purchase is a situation involving public health, public safety, or where immediate expenditure is necessary to safeguard the health and welfare of students, faculty, staff, or the public or to protect against further loss of, or damage to the property, or to minimize serious disruption of services. In such situations, formal bidding requirements may be waived while following all other purchasing procedures.

TMCC's financial operations is outlined by the Nevada System of Higher Education's Procedures and Guidelines Manual, Chapter 5, Section 2d.

## **SECTION 7: LOGISTICS**

Most often, the Facilities Department will act in the role of Logistics and help coordinate recovery efforts to include coordinating resource ordering.

### **7.1 Procurement**

Emergency events will be handled by mitigating the emergency; the President can use funds without approval for emergency response only.

### **7.2 Utilities**

Facilities staff will coordinate with campus utility providers to assist in mitigation and recovery efforts.

### **7.3 Essential Personnel**

Facilities staff are considered essential personnel and are required to report to work during emergencies, extenuating circumstances considering.

## **SECTION 8: REPORTING EMERGENCIES, CRIMES, AND SUSPICIOUS ACTIVITY**

### **8.1 Emergency Contacts**

Students, staff, faculty, and visitors should call 911 to report an emergency such as a fire, medical emergency, an act of violence, etc. 911 may be directly dialed from any campus phone without having to dial 9 for an outside line. The ERT will be notified of any campus emergency, as well as all 911 calls made from campus phones.

### **8.2 Reporting an Emergency**

Report all emergencies immediately to 911.

Be prepared to provide the following information:

- Type of emergency (e.g. medical, fire, traffic, active shooter, hazardous materials spill, etc.)
- Location of the emergency, including the physical address, campus, building, and room number.
- Brief description of situation (e.g. what happened, how large the fire is, number of victims, etc.)
- In the event of a shooting or other act of violence, the last known location and description of the perpetrator(s).
- Your name, phone number, and location.

### **8.3 Anonymous Reporting**

Washoe County Sheriff's Office Secret Witness Program (775) 322-4900 or the TMCC Mobile Safety Application are ways members of the NSHE community to anonymously report anything that scares or endangers them, their friends, or their family, including:

- Abuse
- Assaults
- Dating Violence
- Domestic Violence
- Gangs
- Harassment/Sexual Harassment
- Suicide Prevention
- Theft
- Threats
- Vandalism
- Weapons on Campus

## **SECTION 9: GENERAL EMERGENCY PROCEDURES**

### **9.1 Emergency Response Guide (ERG)**

Each classroom, office, or work area shall be equipped with an Emergency Response Guide (ERG) which lists the most common types of responses to an emergency.

### **9.2 Preparing for Emergencies**

Emergencies can happen at any time. All staff, faculty, and students should take personal responsibility for themselves and prepare for emergency situations before they happen.

- Review emergency procedures, guides, and this EOP.
- Identify primary and secondary evacuation routes from the building.
- Know the locations of designated shelter areas on campus.
- Know the location of fire extinguishers and Automated External Defibrillators (AEDs).
- Sign up for TMCC emergency notifications and alerts.

### **9.3 Building Evacuation**

#### **9.3.1 General Building Evacuation Procedures**

When the building fire alarm sounds, or when directed by a College official to evacuate, all occupants will leave the building through the nearest exit. Designated ERT or Facilities personnel will remain behind for the purpose of assisting other occupants or emergency responders.

- Treat all fire alarms as actual emergencies and not drills.
- Quickly gather personal belongings such as coats, purses, and car keys.
- Leave the building immediately in a calm, orderly manner through the nearest exit.
- If there is no one behind you, close doors as you leave.
- Listen for and follow instructions.
- If able, help individuals with functional impairments or injuries who may need help evacuating.
- Stay in a group with your class or work section if possible. Instructors must account for all students. Supervisors must account for all employees in their work sections.
- Report to the Emergency Assembly Point (EAP) nearest to your location.
- WAIT to be contacted. Do not return to the building or move to another side of the building unless told to do so by emergency personnel.

#### **9.3.2 Faculty and Staff Responsibilities**

- If possible, keep students in a group during the evacuation and stay with them.
- Account for all students present upon reaching the evacuation point.
- Immediately report any students you believe to be missing to emergency responders, local law enforcement or fire department.

### **9.3.3 Building Evacuation for People with Disabilities**

People with disabilities or mobility impairments should plan for emergencies by developing an evacuation strategy and sharing it with staff, faculty, and fellow students who can assist them with evacuation. People with service animals should practice evacuating so that their service animal becomes familiar with both primary and alternate evacuation routes.

Some individuals with mobility impairments utilize special equipment such as wheelchairs, braces or crutches to move around the campus; others whose impairments are less visible may have decreased coordination or stamina and may need to move at a slower pace or rest frequently.

During an emergency situation, those persons requiring assistance should be consulted regarding their needs prior to assisting them. The suggestions listed below may vary depending on the emergency situation and the needs of the person requiring assistance.

#### ***To evacuate people with mobility impairments:***

- Assist and accompany to evacuation site if possible.
- Use Evac+Chair to move the person.
- Help carry individual to safety if necessary and possible.
- If unable to assist a person with mobility impairment, notify emergency responders.

#### ***To evacuate people using wheelchairs:***

- Consult the individual before moving him/her.
- Individuals at ground floor locations may be able to exit without help.

#### ***To assist people with visual impairment:***

- Announce the type of emergency.
- Take directions from the individual about how best to guide him/her.
- Tell the person where you are going and what obstacles you encounter.
- When you reach safety, ask if further help is needed.

#### ***To alert people with hearing impairment:***

- Turn lights on/off to gain person's attention.
- Indicate directions with gestures.
- If time permits, write a note with evacuation directions.
- Escort the person out of the building if requested to do so.

#### ***To assist people with service animals:***

- A service animal may become hesitant or confused during an emergency. Discuss how to best assist the person with a disability if this should occur.

### **9.3.4 Building Evacuation Signage**

Emergency Exits are to be physically marked by illuminated EXIT signs or similar indicators over each doorway. Emergency Exits are to be indicated on floor plan maps located in hallways at each campus.

## 9.4 Shelter

Building occupants may be directed to shelter for situations such as severe weather or an outside hazardous material spill. The nature and location of the incident will determine the extent of shelter-in-place actions.

In all instances, be prepared to evacuate the building or relocate to another area within the building. Listen for instructions via the public address systems (Red Mountain and Vista Buildings), and follow the direction of College or first responder personnel.

### 9.4.1 General Shelter Procedures

#### ***For severe weather:***

- If safe to do so, close blinds and curtains on exterior windows.
- Move away from exterior windows.
- If possible, seek shelter in a lower-level interior room with no windows, restroom, or a Designated Shelter Area.

#### ***For incidents involving hazardous materials outside the building:***

- Close doors and windows.
- Seal doors and windows with tape if available.

## 9.5 Lockdown

A lockdown may be ordered for a human threat such as an active shooter. In a lockdown situation, all exterior doors to a building are secured and occupants are expected to remain inside.

- Stay calm.
- Remain in classrooms or offices. Stay away from windows and doors.
- Lock doors and barricade them if possible.
- Do not allow anyone access once the doors are locked, as this may compromise the safety of those inside.
- Do not allow anyone to talk their way inside, as he/she may be the suspect or may be coerced by the suspect outside of your view.
- Wait for further instructions and do not allow anyone to leave until given the “all clear” signal or message.
- If you are unable to find a secure room, consider self-evacuation from the building
- Individuals who may be on the outside of buildings during a lockdown should move away from the affected area (indicated by the presence of emergency personnel and equipment).

## 9.6 Lockout

A Lockout moves people into a building from the outside or keeps people in the building away from a threat outside of a campus. A lockout may be ordered in the event of a threat such as police chase in the area or wild animal that poses potential danger.

## **9.7 Campus Evacuation**

A campus evacuation is used to get students, faculty and staff off campus due to a serious emergency in the area. When leaving campus, drive with caution and follow directions from emergency personnel. Do not block access/egress for emergency vehicles.

## SECTION 10: SPECIFIC EMERGENCY PROCEDURES

### ACTIVE SHOOTER

Active shooter incidents are unpredictable and evolve quickly. A shooter will not stop firing until his/her objectives have been met or he/she is engaged by law enforcement. Each situation is different and will change rapidly. Staff, faculty, and students must be responsible for their own safety until additional law enforcement and first responders are available to provide aid.

First responding law enforcement officers will first focus on containing/eliminating the threat.

There are three options during an active shooter incident: **Run** (get out), **Hide** (lockdown/shelter-in-place), or **Fight** (take out).

#### ***Run (Get Out)***

- Leave the area if it is safe to do so, moving away from the shooter's location.
- Have an escape route and plan in mind.
- Leave your belongings behind.
- Help others escape, if possible.
- Keep your hands visible.
- Prevent people from entering an area where an active shooter may be.
- Call 911 as soon as it is safe to do so.

#### ***Hide (Lockdown/Shelter in Place)***

- Hide in an area out of the shooter's view, and behind large items that provide concealment and protection from gunfire.
- Block entry to your hiding place and lock the doors.
- Do not trap or restrict your options for movement, if necessary.
- Turn off lights, computer monitors, and radios. Close blinds.
- Silence all cell phones and pagers.
- Stay calm, quiet, and out of sight.
- Unless you are in imminent danger from fire, ignore any fire alarms but stay aware of your surroundings. Active shooters may pull fire alarms in an attempt to shoot people as they exit the building.
- If you are in a safe location and not in harm's way, do not leave your hiding place until directed to do so by law enforcement officials.
- Keep your hands in plain view at all times for police officers. Follow directions exactly and carry nothing that could be mistaken for a weapon.

#### ***Fight (Take Out)***

- As a last resort, and only when in imminent danger, attempt to disrupt and/or incapacitate the shooter.
- Throw items and improvised weapons from available objects.
- Hit, kick, or tackle the shooter if close enough.
- Act with physical aggression.
- Commit to your actions.

***What to expect from emergency responders:***

- The first responding law enforcement officers will not stop to aid the wounded or injured. Their primary mission is to contain the threat. Do not run, approach, yell, or hold any articles in your hands. For your safety, listen and obey.
- Medical and rescue teams will begin treatment of the injured only after the area is declared safe by law enforcement personnel.
- Law enforcement may relocate building occupants to a safe area, or may instruct occupants to remain where they are.

***After the incident:***

- After evacuation, you may be taken to a holding area for medical treatment, interviewing, and/or counseling.
- Law enforcement personnel may detain you as a witness to the incident.
- You may be asked to provide statements to law enforcement.
- The entire area will be treated as a crime scene.
- Once you have been evacuated, you will not be allowed to re-enter the building.
- Information will be released to the TMCC and local community as soon as possible.

**AUTOMATED EXTERNAL DEFIBRILLATOR (AED) – CARDIAC ARREST**

An **automated external defibrillator** or **AED** is an electronic device that delivers an electric shock to the heart of a person in cardiac arrest. The AED is a “smart” device and will only deliver a shock when it is needed. Anyone can use an AED since the device gives audible, written, and pictorial instructions for each step of the process.

An AED should be used when a person collapses or becomes unconscious, is unresponsive to shaking or shouting, has no pulse, and isn’t breathing.

- If a person is unconscious and unresponsive to shaking or shouting, send someone to call 911 and to retrieve an AED.
- Open the lid of the AED to activate the verbal instructions. Stay calm and follow the instructions until emergency medical personnel arrive. **Note:** An alarm may sound when the AED is removed from its cabinet.
- Check the patient for respirations and pulse. If the patient is not breathing and has no pulse, begin cardiopulmonary resuscitation (CPR).

**ASSAULT/RAPE**

Call 911 from any campus phone or available cell phone.

- If the suspected assailant is still in the area, get a physical description and provide it to police:
  - Race
  - Sex
  - Height
  - Weight
  - Hair color
  - Identifying marks such as tattoos or scars
  - Top clothing (jacket and/or shirt)
  - Bottom clothing (pants, shorts, shoes, etc.)

- If possible, also provide any vehicle description that may assist police with locating the suspect:
  - Make
  - Model
  - Color
  - License plate state and number
  - Identifiable decals or markings on the vehicle
- Do NOT attempt to detain the suspected assailant.
- Take the victim to a quiet area and ask him/her to remain until the arrival of University Police Services.
- Assign a staff member to stay with the victim.
- Calmly explain to the victim that showering or cleaning up before a police officer makes contact will compromise or destroy evidence.

## **BOMB THREAT**

Each bomb threat that is directed at any campus facility will be evaluated and responded to as a legitimate and real threat to the college. The safety and well-being of students, staff, and faculty will be paramount. The college's goal will be to resolve the situation and return to normal operations at the earliest possible time with minimal disruption.

Response procedures will vary with each bomb threat. Deviations to standardized procedures are expected based on variations in the nature of the threat, the specificity of the threat, and the threatened location.

### ***Bomb Threat Received via Telephone***

- Remain calm. Keep caller on the line as long as possible. DO NOT HANG UP, even if the caller does.
- Listen carefully. Be polite and show interest.
- Try to keep the caller talking to learn more information.
- If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
- If your phone has a display, copy the number and/or letters on the window display.
- Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
- Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions.

### ***Bomb Threat Received via Text Message or Social Media***

- Immediately call 911.
- Read bomb threat message to the dispatcher exactly as written.
- Report the identity of the sender, the date and time the text message or email was received, who the message is intended for, who received copies, and the subject line from the email message.
- Do not respond to the sender.
- Do not delete the bomb threat message.
- Print a copy of the bomb threat message, if possible.
- Meet with responding officers to provide any additional information or answer any questions they may have regarding the email.
- Employees and students should follow the directions of emergency response personnel regarding necessary announcements or evacuations.

**BOMB THREAT CHECKLIST**

Date: \_\_\_\_\_ Time Called: \_\_\_\_\_  
 Phone Number Called: \_\_\_\_\_ Time Caller Hung Up: \_\_\_\_\_

**Ask Caller:**

- Where is the bomb located? (building, floor, room, etc.) \_\_\_\_\_
- When will it go off? \_\_\_\_\_
- What does it look like? \_\_\_\_\_
- What kind of bomb is it? \_\_\_\_\_
- What will make it explode? \_\_\_\_\_
- Did you place the bomb? Yes No \_\_\_\_\_
- Why? \_\_\_\_\_
- What is your name? \_\_\_\_\_

**Exact Words of Threat:**

**Information About Caller:**

- Where is the caller located? (background/level of noise) \_\_\_\_\_
- Estimated age \_\_\_\_\_
- Is voice familiar? If so, who does it sound like? \_\_\_\_\_
- Other points: \_\_\_\_\_

**Caller's Voice**

- |  |   |                                  |
|--|---|----------------------------------|
| <input type="checkbox"/> Female          | <input type="checkbox"/> Deep           | <input type="checkbox"/> Normal  |
| <input type="checkbox"/> Male            | <input type="checkbox"/> Deep breathing | <input type="checkbox"/> Ragged  |
| <input type="checkbox"/> Accent          | <input type="checkbox"/> Disguised      | <input type="checkbox"/> Rapid   |
| <input type="checkbox"/> Angry           | <input type="checkbox"/> Distinct       | <input type="checkbox"/> Raspy   |
| <input type="checkbox"/> Calm            | <input type="checkbox"/> Excited        | <input type="checkbox"/> Slow    |
| <input type="checkbox"/> Clearing throat | <input type="checkbox"/> Laughter       | <input type="checkbox"/> Slurred |
| <input type="checkbox"/> Coughing        | <input type="checkbox"/> Lisp           | <input type="checkbox"/> Soft    |
| <input type="checkbox"/> Cracking voice  | <input type="checkbox"/> Loud           | <input type="checkbox"/> Stutter |
| <input type="checkbox"/> Crying          | <input type="checkbox"/> Nasal          |                                  |

**Background Sounds**

- Animal noises
- Booth
- Clear
- Conversation
- Factory machinery
- House noises
- Kitchen noises
- Local
- Long Distance
- Motor
- Music
- Office machinery
- PA system
- Static
- Street noises

**Threat Language**

- Incoherent
- Irrational
- Message read
- Profane
- Taped message
- Well-spoken

**Other Information:**

## **BOMB THREAT EVACUATION**

Any evacuation ordered due to a bomb threat is mandatory. All occupants of the area being evacuated shall immediately move towards a safe exit and remain outside the area until emergency responders determine it is safe to re-enter.

- Students will take all personal property with them.
- Staff and faculty will inspect for, but not disturb, unusual objects as they depart classrooms and work areas.
- Notify emergency personnel of any suspicious or unusual object.
- Do NOT touch, move, or tamper with any suspicious items.
- Students, staff, and faculty will assemble at least 500 feet from the building, or at a designated location.
- Do NOT use cell phones or portable 2-way radios within 300 feet of a building suspected of containing an explosive device.
- Don't re-enter the building until notified by emergency personnel.
- If it is determined that a sweep for evidence/devices is necessary, employees may be asked to conduct a sweep (with authorized police personnel) in areas where they are most qualified to identify items that do not belong.

## **CIVIL DISTURBANCE/RIOT**

In the event of a civil disturbance, contact law enforcement to isolate the area where the incident is occurring and coordinate activities with emergency personnel and agencies assisting with the incident.

Depending on the nature and extent of the incident, students, staff, and faculty may be directed to:

- Evacuate the building;
- Relocate to another location within the building, or to another building;
- Remain inside the building until the situation is stabilized; or
- Evacuate the campus.

## **CRIMINAL ACTIVITY**

Call 911 from any campus phone or available cell phone.

Criminal activity may include, but is not limited to:

- Assault
- Burglary
- Robbery
- Theft
- Use or possession of illegal drugs or alcohol on campus
- Illegal possession of a weapon on campus
- Vandalism

Provide as much information as possible to dispatcher, including:

- Suspect description:
  - Race
  - Sex

- Height
- Weight
- Hair color
- Identifying marks such as tattoos or scars
- Top clothing (jacket and/or shirt)
- Bottom clothing (pants, shoes, etc.)
- Suspect vehicle description:
  - Make
  - Model
  - Color
  - License plate state and number
  - Identifiable decals or markings on the vehicle
- Time and location of the activity.
- Do NOT attempt to detain the suspect.
- Ask any witnesses to remain until law enforcement arrives.

## **EARTHQUAKES**

### ***In the event of an earthquake:***

- If outside, stay in the open, away from buildings and utility wires.
- If indoors, take cover under sturdy furniture such as work tables and desks.
- Stay near the center of the building, away from glass and windows.
- Do not run through or near buildings where there is danger of falling debris.
- After the quake, evacuate the facility.
- Stay out of damaged buildings as aftershocks may cause them to collapse.
- Provide first aid to injured people. For medical assistance, call 911.
- Stay with your class or workgroup. Wait at a safe area (at least 150 feet away from any building) until you receive further instructions from emergency personnel.

## **FIRE**

### ***If You Discover a Fire or Smell Smoke:***

- Sound the alarm by activating a fire alarm pull station and evacuate the building.
- If there is no alarm in the building, notify other occupants by knocking on doors and shouting "FIRE" as you leave the building.
- As soon as you can, and when it is safe to do so, call 911.
- If fire is small and you are comfortable doing so, use a fire extinguisher to put it out.
- If you encounter smoke:
  - Find another exit if possible.
  - Stay low under the smoke, and keep your nose and mouth covered.
  - Do not open doors that are hot to the touch.
  - When evacuating, stay with the group from your area.
  - Once outside, stay clear of emergency vehicles and personnel.
  - Do not go back into the building for any reason until the fire department or University Police Services declare it safe to do so.

***If You Cannot Evacuate or Are Trapped:***

- Close doors between you and the fire and/or smoke.
- Seal door cracks and cover vents to keep out smoke.
- Call 911. Tell the dispatcher the location where you are trapped.
- Signal firefighters from a window if possible.

**FIRE ALARM SOUNDING**

Fire alarms will be treated as actual emergencies until officially determined otherwise.

***When the fire alarm sounds:***

- Stay calm.
- Evacuate the building at once by moving quickly, but in an orderly manner, to the nearest exit.
- Move at least 150 feet away from the building.
- Do NOT use elevators.
- Do NOT remain in inner courtyards. Move away from the building(s) as quickly as possible.
- Assist people with disabilities who may need help evacuating.
- If you encounter smoke:
  - Find another exit if possible.
  - Stay low under the smoke, and keep your mouth covered.
  - Do not open doors that are hot to the touch.
  - Stay with the group from your area during evacuation.
  - Once outside, stay clear of emergency vehicles and personnel.
  - Do not go back into the building for any reason until authorized to do so by the fire department or University Police Services.

**FIRE EXTINGUISHER OPERATION**

***Use a fire extinguisher to put out a fire ONLY if:***

- The fire is no larger than a trash can;
- There is an extinguisher nearby; AND
- You feel confident about using a fire extinguisher to put out the fire.

***How to Use an Extinguisher (Small Fires Only):***

- Check the fire extinguisher to make sure it is appropriate for the type of fire.
- Class A-B-C extinguishers, located throughout CCCS campuses, are suitable for most fires.
- Check the pressure gauge. The needle should be in the GREEN section of the gauge.
- Remove extinguisher from its cabinet or bracket.
- Use the acronym PASS to operate:

- P      **Pull** the safety pin, breaking the plastic tab, and discard it.
- A      **Aim** the nozzle at the base of the fire.
- S      **Squeeze** the handle to discharge the dry chemical powder.
- S      **Sweep** the nozzle back and forth across the base of the fire.

- Use the entire contents of the fire extinguisher. If the fire does not go out after
- emptying the extinguisher, evacuate immediately.
- When the fire appears to be out, back away, as it may flare up again. Do NOT
- turn your back to a fire.

## **FLOOD**

### ***Terminology:***

**Flash Flood or Flood Watch:** Flash flooding or flooding is possible within the designated watch area. Be alert.

**Flash Flood or Flood Warning:** Flash flooding or flooding has been reported or is imminent. Take necessary safety precautions at once.

**Urban or Small Stream Advisory:** Flooding of small streams, streets, and low-lying areas, such as railroad underpasses and urban storm drains, is occurring.

### ***Leaving Campus during Flood Conditions:***

- Avoid areas subject to flooding – dips in the road, low spots, washes, etc.
- Do not attempt to cross flowing streams or flooded roadways. The roadbed may not be intact under floodwaters. Turn around and go another way. NEVER drive through flooded roadways.
- If the vehicle stalls, leave it immediately and seek higher ground. Rapidly rising water may engulf the vehicle and its occupants and sweep them away.
- If the water on the roadway is ankle-deep or greater, turn around and find another route, or find a safe location to wait out the storm and/or flooding.

### ***Flooded Building on Campus:***

- Notify Facilities (775) 673-7100 or University Police Services (775) 334-2677
- Relocate to an upper floor and await instructions from emergency personnel.
- Assist those with functional impairments who may need assistance.
- If time allows, move records and equipment up off the floor onto shelves and tables to prevent damage from minor flooding.
- If the building is evacuated, do not return to the building until notified to do so by a college official.

### ***After a Flood:***

- Verify that electrical equipment has been checked and dried before returning to service.
- Facilities personnel will use flashlights, not candles, matches, or other open flame, when examining buildings for damage.
- Facilities personnel will report damaged utilities to appropriate authorities.
- Use bottled drinking water until the water supply system has been inspected and is operating normally.
- Restock any emergency supplies used.

## **HAZARDOUS MATERIAL INCIDENTS**

Call 911 from any campus phone or available cell phone.

A hazardous material incident may occur at any time. The incident may be on campus or nearby, such as a transportation accident involving railroad, highway, or airway, or an industrial accident at a nearby business.

Report any incident involving hazardous materials on or near the TMCC campus immediately. Provide as much information as possible, to include:

- Location of the incident
- Material involved (if known), or identifying placards or shipping labels
- Amount of hazardous material involved
- How many people may have been affected
- Whether the area has been evacuated

Campus response procedures for a hazardous material incident will vary according to the location of the incident, the quantity and type of chemical involved, time of day, day of the week, and weather conditions.

Depending on the nature and extent of the incident, students, staff, and faculty may be directed to:

- Evacuate the building;
- Relocate to another location within the building, or to another building;
- Remain inside the building until the situation is stabilized; or
- Evacuate the campus.

In the event of evacuation, staff, faculty, and students will be directed to the safest evacuation route based on:

- Wind direction; Chemical runoff; Traffic congestion (Time and day of the week)

## **MEDICAL EMERGENCIES**

Call 911 from any campus phone or available cell phone.

- Stay calm. The dispatcher may ask you for the following information:
  - The patient's exact location
  - Nature of the illness or injury
  - Your name and phone number
  - Whether the patient is conscious or unconscious
  - Whether or not the patient is breathing
  - Do not hang up until told to do so
- Keep the patient still, quiet, calm, and as comfortable as possible. Let him/her know help is on the way.
- Do NOT move the patient unless there is an imminent danger to life or safety.
- Assign someone to stay with the patient until emergency medical personnel arrive, and disperse bystanders.
- If trained and comfortable doing so, administer first aid.
  - Keep the patient warm by covering him/her with a blanket or coat.
  - Control serious bleeding by applying direct pressure with a clean cloth.
  - If the patient is not breathing and has no pulse, administer CPR until an Automated External Defibrillator (AED) can be applied.
- Do not attempt to transport the patient to a medical facility. Wait for emergency responders to arrive.

## **ROBBERY**

Call 911 from any campus phone or available cell phone.

- Stay calm.

- Do as the robber says, and give him/her what he/she requests.
- Discreetly activate the panic alarm if one is available.
- Try to get the best possible physical description of the robber:
  - Race
  - Sex
  - Height
  - Weight
  - Hair color
  - Identifying marks such as tattoos or scars
  - Top clothing (jacket and/or shirt)
  - Bottom clothing (pants, shorts, shoes, etc.)
- If possible, also try to obtain any vehicle description that may assist police with locating the suspect:
  - Make
  - Model
  - Color
  - License plate state and number
  - Identifiable decals or markings on the vehicle

## **SEVERE WEATHER**

Severe weather can include high winds, thunderstorms, lightning, hail, floods, extreme heat or cold, blizzards, or other weather events that have the potential to create safety hazards or cause property damage. Staff, faculty, and students should monitor weather conditions and take appropriate precautions as necessary.

### ***Terminology***

**Watch:** Issued when conditions are favorable for the development of severe weather. During a watch, review weather safety guidelines and be prepared to seek shelter.

**Warning:** Issued when a hazardous weather event is occurring or is imminent and is capable of posing a threat to life and property. Seek shelter immediately.

In the event of severe weather conditions, the college will announce shelter in place, evacuation, or reverse evacuation procedures over all available notification systems.

### ***If sheltering in place for an imminent severe weather event:***

- Do not leave a hardened structure. If in a modular, prefabricated, or temporary structure, get to the closest hardened structure immediately.
- Move away from windows and toward interior rooms. Take cover in a Designated Shelter Area if available.
- If a Designated Shelter Area is not available, seek cover in a space that:
  - Is located in the interior of a hardened structure
  - Is on the lowest level of the building
  - Does not have windows or skylights
  - Is not in a long corridor spanning the structure (wind tunnel effect)
- Avoid using landline telephones.
- Remain in the building until the storm passes.

## **SUSPICIOUS PACKAGES OR LETTERS**

The TMCC mailroom is the first point of review for any letter or package received at the campus. However, all staff and faculty members who handle mail should be familiar with the indicators of a suspicious package or letter. Everyone should be diligent in reviewing mail for anything suspicious or harmful such as explosives, chemical, or biological agents.

### ***Suspicious Package Indicators:***

- Unexpected delivery from someone unfamiliar to you or from a foreign country.
- No return address, or one that cannot be verified as legitimate.
- No postmark (may indicate hand delivery).
- Marked with restrictive endorsements such as "Personal," "Confidential," or "Do Not X-ray."
- Postage irregularities including excessive postage, no postage, or unusual stamps.
- Badly typed, misspelled, or poorly written addresses and markings.
- Protruding wires or aluminum foil.
- Strange odors.
- Discoloration or oily stains.
- A city or state in the postmark that doesn't match the return address.
- The item is of unusual weight given its size; lopsided or oddly shaped; rigid; uneven; soft spots; or bulges.
- Crystals, powder, or powder-like substance leaking from package.
- Ticking or other unusual sound.
- Marked with threatening language.
- Inappropriate or unusual labeling.
- Excessive packaging material such as masking tape and string.
- Misspelling of common words.
- Addressed to someone no longer with the college or outdated.
- Incorrect titles or title without a name.
- Not addressed to a specific person.

### ***Actions to Take:***

- DO NOT OPEN, SHAKE, HANDLE, OR INVITE OTHERS TO EXAMINE THE ITEM.
- Move away from the item and call 911.
- Leave the room and close the door, or section off the area to prevent others from entering.
- Wash your hands with soap and water to prevent spreading any contaminants.
- Campus authorities or emergency personnel will assess the situation and determine subsequent actions to be taken, to include requesting a Hazardous Materials team if necessary.

## **SUSPICIOUS OBJECT OR PERSON**

Call 911 from any campus phone or available cell phone.

Move away from any suspicious item prior to calling law enforcement.

### ***Suspicious Person:***

- If the suspicious person is still in the area, get a physical description and provide it to police:
  - Race

- Sex
- Height
- Weight
- Hair color
- Identifying marks such as tattoos or scars
- Top clothing (jacket and/or shirt)
- Bottom clothing (pants, shorts, shoes, etc.)
- If possible, also provide any vehicle description that may assist police with locating the suspicious person:
  - Make
  - Model
  - Color
  - License plate state and number
  - Identifiable decals or markings on the vehicle
  - Do NOT attempt to detain the person.
  - Ask any witnesses to remain until University Police Services arrives.

***Suspicious Item:***

- Do NOT touch any package or item that appears out of place, abandoned, or otherwise suspicious.
- Move away from the item and notify law enforcement.

## **APPENDIX A**

### **AUTHORITIES AND REFERENCES**

#### **Federal**

- Alcohol, Tobacco, Firearms, and Explosives (ATF) - 775.784.5251
- Centers for Disease Control and Prevention (CDC) - 770.488.7100
- Department of Homeland Security - 775.784.5585
- EPA Region IX 24-hour Environmental Emergency - 800.300.2193
- Federal Aviation Administration (FAA) - 650.876.2778
- Federal Bureau of Investigation (FBI) - 775.825.6600
- FEMA Region IX Response Division - 510.627.7251
- National Response Center (NRC) - 800.424.8802
- NOAA - 775.673.8100
- Toxic Substances and Disease Registry - 404.498.1020
- US Drug Enforcement Administration (DEA) - 775.784.5617
- US Marshal - 775.686.5780

#### **State**

- Attorney General's Office - 775.684.2700
- Department of Business and Industry (OSHA) - 775.687.5240
- Department of Environmental Protection (NDEP) - 775.687.4670
- Department of Human Resources - 775.684.4000
- Department of Motor Vehicles - 877.368.7828
- Department of Public Safety - 775.684.4808
- Department of Transportation - 775.834.8399
- Emergency Management - 775.687.0300
- Nevada Air Guard - 775.348.5129
- Nevada Highway Patrol - 775.688.2500
- State Emergency Response Commission (SERC) - 775.687.6973
- State Fire Marshal - 775.684.7500
- State Fire Marshal 24-hour - 775.348.5129
- State Purchasing Division - 775.684.0170

#### **Local**

- City of Reno Public Works - 775.334.2350
- Emergency (Fire, Law Enforcement, Medical) - 911
- Reno Fire Department - 775.334.2323
- Reno Police - 775.334.COPS (2677)
- UNR Police Services/TMCC Sub-station - 775.674.7900
- Washoe Co. Sheriff - 775.32.3001
- Washoe County Medical Examiner - 775.785.6114

- Washoe County Office of Emergency Management (OEM) - 775.337.5898
- Washoe County Health District - 775.328.2003

**Utilities**

- Environmental Control (sewer and spills) - 775.334-2168
- NV Energy (electrical or gas emergencies) - 775.834.4100
- Truckee Meadows Water Authority (TMWA) - 775.834.8080

## APPENDIX B

### ACRONYMS AND GLOSSARY

AAR/IP	After Action Review or After-Action Report and Improvement Plan
COOP	Continuity of Operations Plan
DHS	Department of Homeland Security
EAP	Emergency Assembly Point
EOC	Emergency Operation Center
EMOG	NSHE Emergency Management Operations Group
ENS	Emergency Notification System
EOP	Emergency Operations Plan
ERG	Emergency Response Guide
ERT	Emergency Response Team
IC	Incident Command or Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IMT	Incident Management Team
MAA	Mutual Aid Agreement
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NIMS	National Incident Management System
OEM	Office of Emergency Management
PIO	Public Information Officer

**After Action Review:** A review of actions, procedures, and policies that is conducted after an incident or exercise to identify strengths, weaknesses, and areas of improvement.

**Campus State of Emergency:** A declaration which usually suspends a few normal functions of the college, alerts staff, faculty and students to change their normal behaviors, or implements parts of the EOP.

**Continuity of Operations Plan:** A plan to restore complete operations and/or relocate operations following a major disruption such as a natural disaster or fire that affects the college's physical assets and facilities.

**Department of Homeland Security:** Federal department tasked with homeland security missions including: preventing terrorism and enhancing security; securing and managing borders; enforcing and administering immigration laws; safeguarding and securing cyberspace; and ensuring resilience to disasters.

**Designated Shelter Area:** An area in a building that has been designated as a preferred place to take cover shelter in the event of a tornado or other emergency event.

**Emergency:** Any incident, whether natural or human-caused, that requires responsive action to protect life or property.

**Emergency Coordination Center:** The designated facility where the campus Emergency Response Team will convene during an emergency or disaster for managing a disaster or emergency. It is where the local first

responders Incident Management Team makes decisions to allocate and coordinate resources, provides for incident communications coordination, and directs the overall disaster emergency response. This center may be separate from the Incident Command Post. The Center may be on campus or off campus as dictated by the emergency.

**Emergency Management Operations Group:** A group of NSHE senior staff members that supports emergency operations at the college in case of a high-level emergency.

**Emergency Notification System:** A communications system designed to provide emergency notification via text messaging, email, telephone, and/or other electronic methods.

**Emergency Responder:** Any member of campus or local emergency services, to include law enforcement, fire, and emergency medical services.

**Emergency Response Guide:** Quick reference charts for emergency situations posted in each classroom and office area at all TMCC campuses.

**Emergency Response Team:** College staff and faculty who are trained to respond to minor emergencies on campus and assist with evacuations.

**Evacuation:** An emergency protocol in which all of a building's occupants are required to exit the building.

**Finance Section:** In the Incident Command System, this section manages all financial aspects of the incident to include purchasing and contract support.

**Hazardous Material:** Any substance or material that, when involved in an accident and released in sufficient quantities, poses a risk to people's health, safety, and/or property. These substances and materials include explosives, radioactive materials, flammable liquids or solids, combustible liquids or solids, poisons, oxidizers, toxins, and corrosive materials.

**Incident Command Post:** The location(s) from where the local first responders Incident Commander and his/her staff manage an emergency incident, as determined by local first responders.

**Incident Commander:** Person who is responsible for the overall management of the incident.

**Incident Management Team:** A multi-agency/multi-jurisdictional team that is formed and managed at the local, state, or federal level, and is used for extended incidents,

**Liaison Officer:** In the Incident Command System, the person assigned to coordinate incident activities with all participating emergency response agencies.

**Lockdown:** An emergency protocol in which access to a building is restricted by locking all exterior building doors.

**Logistics Section:** In the Incident Command System, this section provides facilities, materials and services for the incident.

**Omnibert:** The system used by TMCC to notify staff, faculty, and students of emergency situations on campus or affecting a campus. (Also see Emergency Notification System)

**Memorandum of Understanding (MOU):** An agreement between jurisdictions to provide assistance and resources during times of emergency.

**National Incident Management System (NIMS):** A flexible framework of doctrine, concepts, principles, terminology, and organizational processes that apply to all hazards and jurisdictions.

**Operations Section:** In the Incident Command System, this section manages tactical operations at the incident.

**Planning Section:** In the Incident Command System, this section manages all information relevant to the incident and provides the operational support required for long-term incidents.

**Policy Group:** Formed around the President's Management Leadership Team, the Policy Group serves as an advisory board for the President and provides strategic guidance during incidents

**Public Information Officer:** Individual develops and releases information about the incident to the media, incident personnel, and other appropriate agencies and organizations.

**Reverse Evacuation:** An emergency protocol in which persons outside of the building are directed to return to the shelter of the building. Such a protocol might be used in the event of sudden and threatening weather or other threat outside the building.

**Safety Officer:** In the Incident Command System (ICS), the Safety Officer oversees safety for the incident.

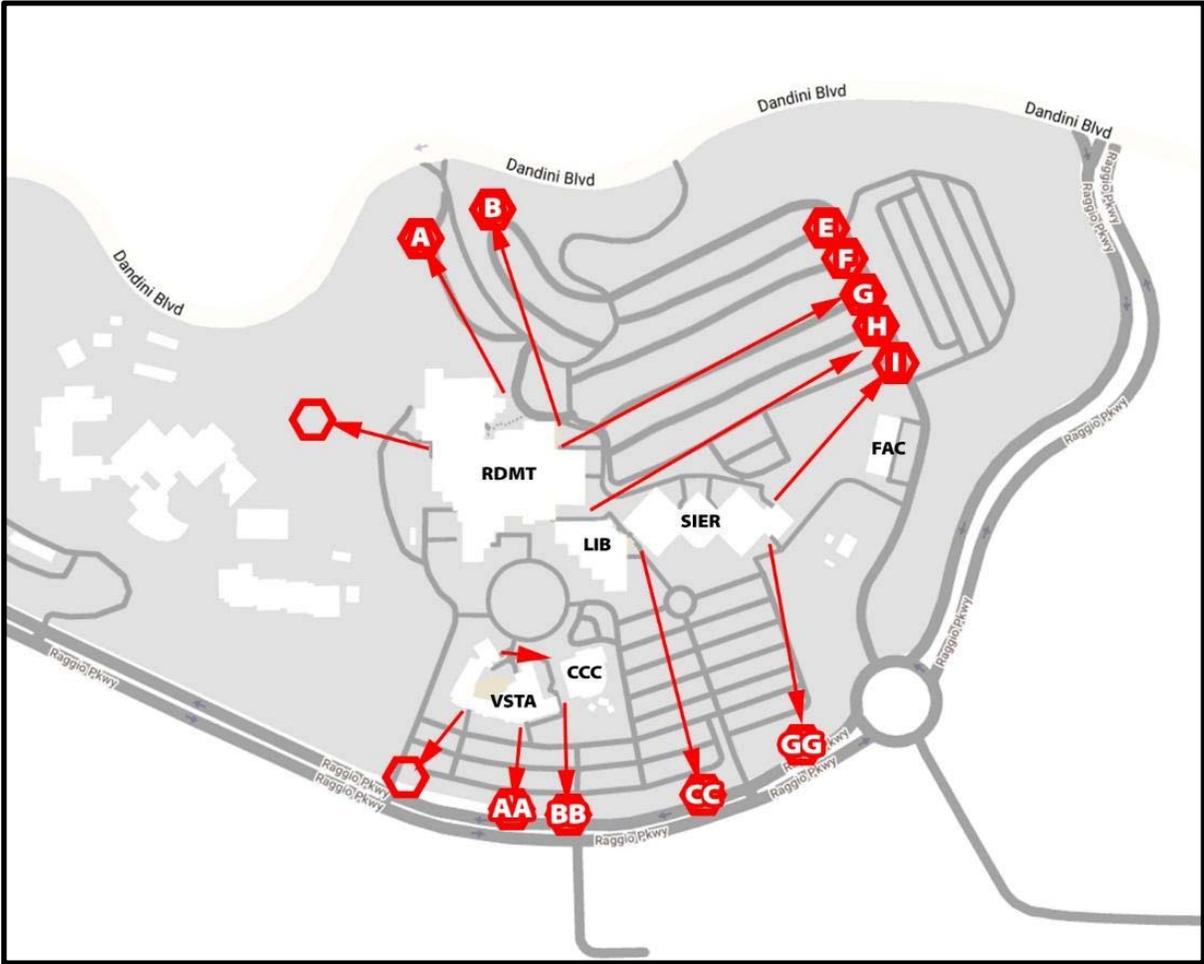
**Service Animal:** Any guide dog, signal dog, or other animal trained to assist an individual with a disability.

**Shelter-in-Place:** An emergency protocol in which all building occupants are directed to remain in their offices, classrooms, or work areas for safety reasons.

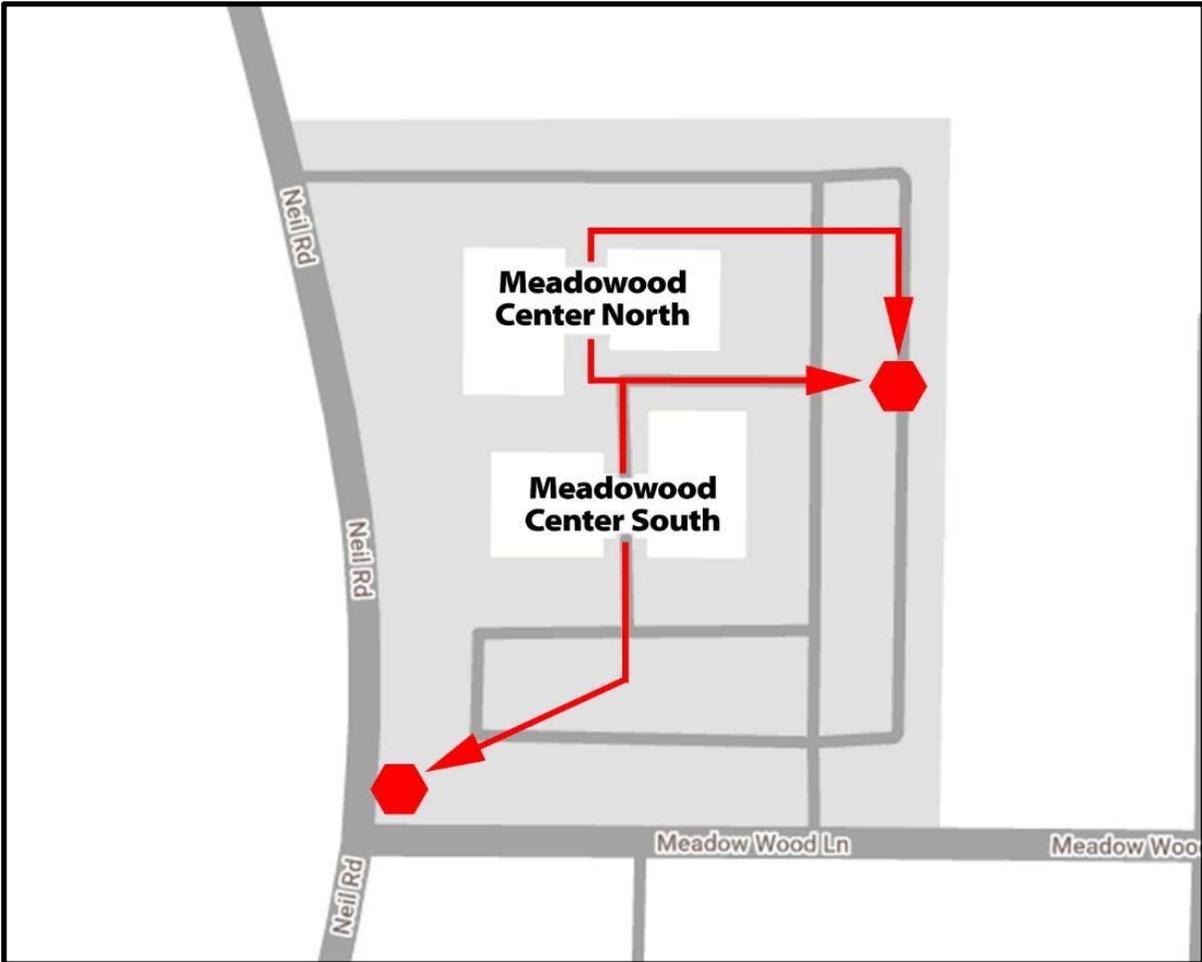
**Unified Coordination System:** A formal system used to coordinate resources and support between agencies or jurisdictions in regional situations.

# APPENDIX C CAMPUS EMERGENCY MAPS

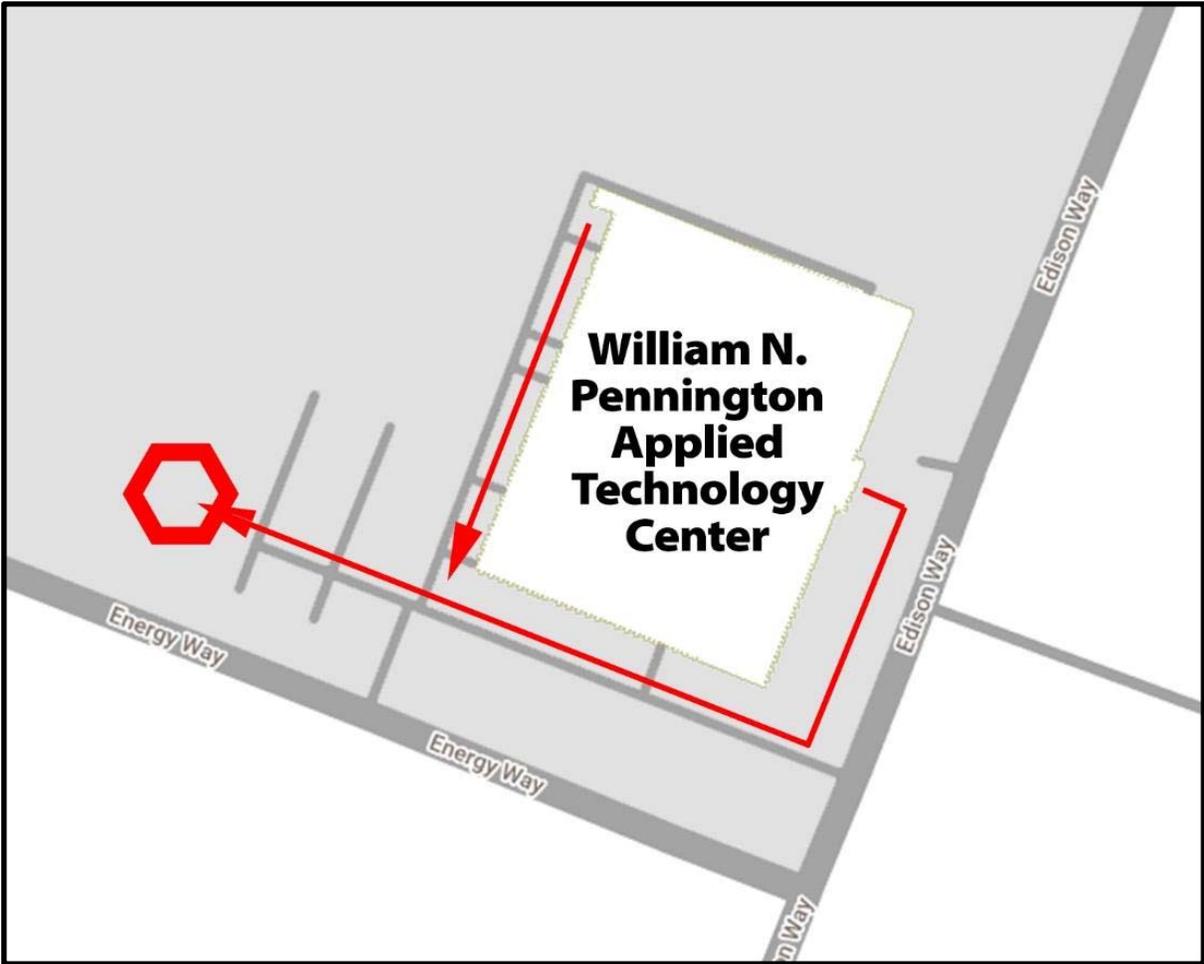
## Dandini Campus



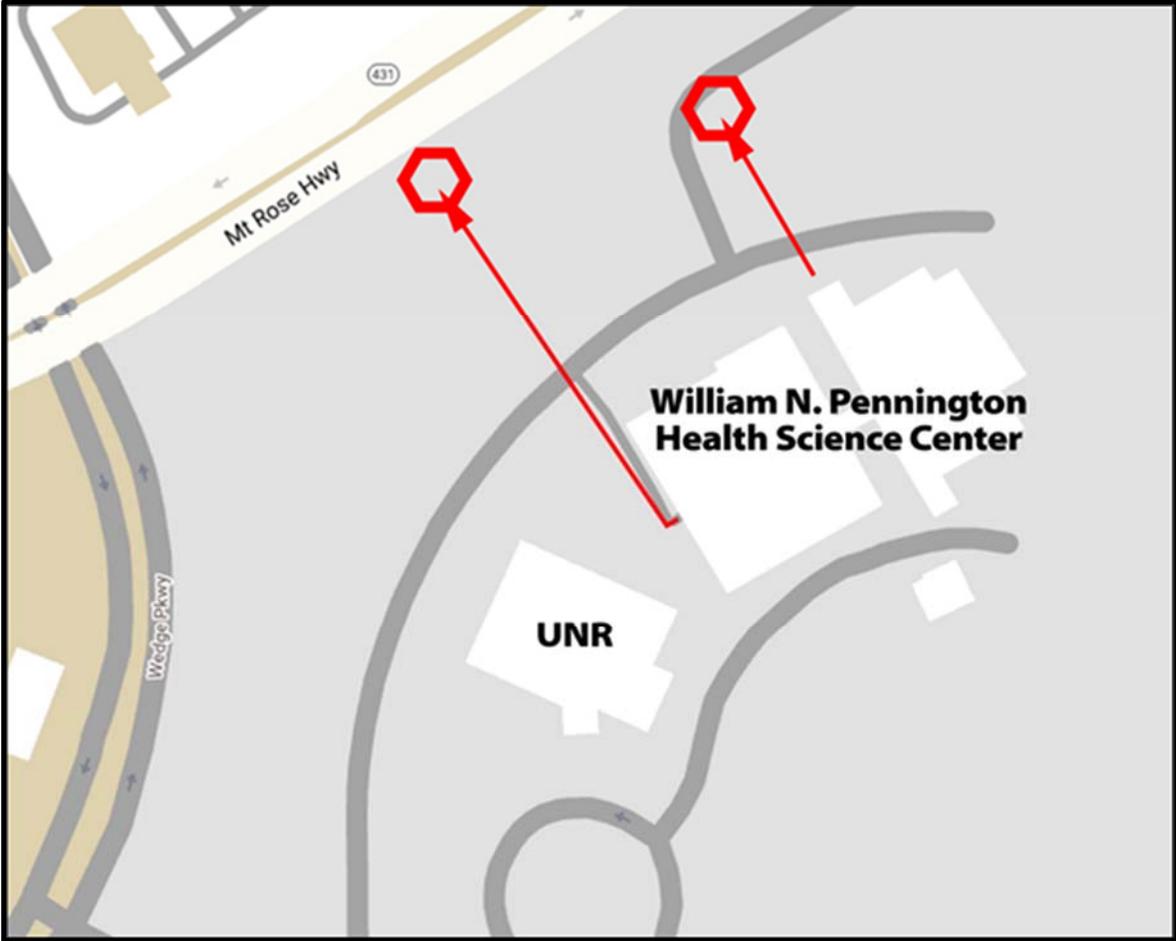
Meadowood Center



William N. Pennington Applied Technology Center



**William N. Pennington Health Science Center**



**ANNEX 1**  
**EMERGENCY COORDINATION CENTER LOGS**







**ANNEX 2  
EMERGENCY RESPONSE TEAM**

**CONTACT INFORMATION  
ROLES and DESCRIPTIONS  
EXTERIOR DOOR ASSIGNMENTS**

**Truckee Meadows Community College  
Emergency Response Roles  
Contact Information**

	<b>ROLE</b>	<b>MEMBER</b>	<b>BACKUP</b>	<b>MOBILE PHONE</b>
<b>COMMAND STAFF</b>	Incident Commander			
	Deputy Incident Commander			
	Public Information Officer			
	Safety Officer			
	Liaison Officer			
<b>GENERAL STAFF</b>	Operations Section Chief			
	Planning Section Chief			
	Logistics Section Chief			
	Finance/Administration Section Chief			
<b>OTHER</b>	Fire Control Panel			
	Building Evacuation Team			

## **Truckee Meadows Community College Emergency Response Roles and Descriptions**

Composition of the groups will vary depending on the emergency.

### **Command Staff**

#### **Incident Commander:**

- Sets incident objectives, strategies, and priorities and has overall responsibility for the incident.
- Responsible for all ICS management functions until he or she delegates the function.
- Only creates those sections that are needed.
- Must have authority to manage the incident and be briefed fully.
- Ensure overall safety.
- Provide information services to internal and external stakeholders.
- Establish and maintain liaison with other agencies participating in the incident.

#### **Deputy Incident Commander:**

- Perform specific tasks as requested by the Incident Commander.
- Perform the incident command function in a relief capacity.
- Represent an assisting agency that shares jurisdiction.

#### **Public Information Officer:**

- Serves as a conduit for information to internal and external stakeholders.
- Primary contact for anyone wanting information about the incident and our response to it.
- Coordinates with public information staff from other agencies, including NSHE, to ensure that confusing or conflicting information is not shared.
- Approves all information released at the scene.

#### **Safety Officer:**

- Monitors safety conditions and develops measures to assure the safety of all response personnel.
- Works with responders to ensure they are being safe.
- Conducts risk analyses and implements safety measures.
- Has authority to stop any unsafe activity.

#### **Liaison Officer:**

- Point of contact for other response organizations, providing resources at the scene.
- Facilitates coordination with the Executive Policy Group, adjacent jurisdictions, and nongovernmental organizations.
- Responds to requests from incident personnel for contacts among cooperating agencies.

### **General Staff**

#### **Operations Section Chief:**

- Reports to Incident Commander.
- Develops and implements strategy and tactics to accomplish the incident objectives.

- Organizes, assigns, and supervises all the tactical or response resources assigned to the incident.
- Manages the Staging Area (as applicable)

**Planning Section Chief:**

- Ensures responders have accurate information.
- Provides resources such as maps and floor plans.
- Records a chronology of incident events for legal, analytical, fiscal, and historical purposes.
- Collecting, evaluating, and displaying incident intelligence and information.
- Preparing and documenting Incident Action Plans.
- Tracking resources assigned to the incident.
- Developing plans for demobilization.

**Logistics Section Chief:**

- Ordering, obtaining, maintaining, and accounting for essential personnel, equipment, and supplies
- Providing communication planning and resources.
- Setting up food services for responders.
- Setting up and maintaining incident facilities.
- Providing support transportation.
- Providing medical services to incident personnel.
- Ensuring there is sufficient food, water, and sanitation supplies.
- Arrange busses for evacuations and communication equipment.

**Finance/Administration Section Chief:**

- Responsible for all financial and cost analysis aspects of an incident.
- Contract negotiation, tracking personnel and equipment time, documenting and processing claims for accidents and injuries occurring at the incident, and keeping a running tally of the costs associated with the incident.
- Works with Logistics Section Chief to ensure contracting and procurement of resources.

**Other Roles**

**Fire Control Panel:**

- Will respond to the college fire control panels.
- Will activate the PA system to communicate with building occupants.
- TMCC Maintenance and Custodial staff are trained on the use of the fire control panel and PA system.

**Building Evacuation Team:**

- Will coordinate evacuation of assigned area(s) of college facility;
- Will coordinate the accountability and location of students, faculty and public;
- Will contact TMCC off-campus locations to advise staff of emergency (as necessary).

**Truckee Meadows Community College  
Exterior Door Assignments**

The Evacuation Response Team will ensure all doors are locked or unlocked in an Exterior Lockout or other emergency.

**Staff members and door responsibility:**

Red Mountain Building	
Sierra Building	
Vista Building	
William N. Pennington Applied Technology Center	
Meadowood North	
Meadowood South	
William N. Pennington Health Sciences Center	

**ANNEX 3**  
**OFF-CAMPUS EVACUATION AND**  
**REUNIFICATION PROTOCOLS**

## **Truckee Meadows Community College Off-Campus Evacuation**

If an off-campus evacuation has been ordered, everyone should assemble in their designated areas for immediate transfer to the off-site location. The following action steps should be taken into planning considerations to insure a smooth transition:

- The Incident Commander or designee will determine if an evacuation should be ordered based on information from local law enforcement, fire official, or a school administrator.
- The Incident Commander or designee will notify all students, staff and visitors. This may be done via:
- Intercom, public address system, two-way radio
- Email/Omnilert
- Telephone; Mobile phone

### ***Evacuation Announcement:***

“Students, faculty and visitors please evacuate the area and go to (location away from the campus). We will be implementing controlled release at that location.”

- Identify faculty and student transportation needs.
- School buses from local K-12
- Consider special needs evacuees, with equipment such as wheelchairs, etc.
- Follow established procedures to request needed transportation.
- Follow preplan primary or secondary routes to off-site location.

### ***Reunification***

- Establish Command Post and Reunification Site Commander.
- Set up a report area for parents/guardians to sign-in and to check identification.
- Set up a mental health area and direct staff to escort parent/guardian of any injured, missing or deceased student to the area for first responders to provide notifications away from others.
- Establish a secure area for minors

### ***Faculty and Staff***

- Take your class roster, phone lists, etc.
- After evacuating, Faculty will take roll and account for all students and deliver that list to the reunification site commander upon arrival. Report immediately any injured or missing students to school administration.

## **Truckee Meadows Community College Reunification Protocol**

The purpose of a Reunification Plan is to establish a procedure and set of options for large scale emergencies that can be used to reunite students, faculty, and staff with friends and family, or high school dual enrolled learners to custodial parents.

Reunification can occur on-campus or off-campus and planning for both options must be part of any emergency plan.

### ***Definitions***

**Reunification:** Procedure implemented for the reunification of students and faculty if a campus is evacuated or closed as a result of a hazardous materials transportation accident, fire, natural gas leak, flooding, earthquake, campus violence, bomb threat, terrorist attack or other local hazard. This process may occur on-site or off-site dependent on the threat or direction from first responder

**Reunification Site Commander:** Person responsible for implementing managing the process at the designated site location.

**Reunification location:** The reunification location may be on campus property or at a designated off-site location. Each campus must identify a primary on and off-site location that can accommodate students and faculty. Appropriate off-site locations include but are not limited to local schools, churches or other facilities that are out of the elements.

### ***Procedures***

In an emergency, Truckee Meadows Community College must establish a safe area reunification site. This area must be away from both the damage and/or crime scene. In a typical release the following steps will be followed:

- a. Campuses will implement their notification protocols to notify students, faculty, and staff of the emergency.
- b. Students, faculty, and staff must be notified of the location they are to evacuate too.
- c. Procedures to notify parents of minor children on campus must be established.
- d. Picture I.D. is required for parents to insure the person requesting the minor child matches the student.
- e. Parents will be asked to sign a form indicating they picked up the child/children.
- f. The date and time will also be indicated on the pick-up form.
- g. If the child is in the first aid area, the parent will be directed to that area for reunification with their child/children.
- h. Because of the traumatic nature of emergencies, reunification sites are often the location that emotional issues are first manifested. Through the College's Incident Command System, victim advocates and or crisis mental health counselors should be requested to deploy to the Reunification site to support students and faculty.

### ***Additionally***

1. Student and Faculty emergency contact information should be updated each semester.
2. Faculty responsibilities will be to:
  - a. Remain calm

- b. Keep students together
- c. Take attendance and account for students. Identify students that are missing as well as students that may not be assigned to your class.

### ***Supplemental Considerations***

- Shortly after the incident the media will have a presence near your campus. The PIO, part of the command staff operating under the Incident Command System, will deal with the media in conjunction with law enforcement or fire departments.
- Media should not be allowed on campus or at the Reunification Site.
- Translators may need to be available at various checkpoints.
- Ensure special needs students and faculty are assisted. Request help if needed.
- Some parents of minor children may refuse to cooperate with the student/parent reunification process. This situation can be diminished, to some degree, if parents are informed about campus release procedures before the disaster or emergency occurs.
- Students, faculty, staff, and parents may be emotional when arriving at the Reunification Site. Have counseling available to deal with issues that exceed your area of expertise.
- Other resources to utilize if necessary; red cross, victim advocates, community reach, administrative staff, local/county emergency management personnel.

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