

2022



UNIVERSITY OF WYOMING

# EMERGENCY RESPONSE PLAN



# TABLE OF CONTENTS

<b>Introduction .....</b>	<b>5</b>	ERP Activation .....	14
<b>Purpose and Scope .....</b>	<b>7</b>	The EEPG.....	14
<b>Laws and Authorities .....</b>	<b>8</b>	<b>ERP Implementation .....</b>	<b>15</b>
<b>Levels of Emergency.....</b>	<b>8</b>	<b>Incident Command Post .....</b>	<b>16</b>
Level 1.....	8	<b>Emergency Communication.....</b>	<b>17</b>
Examples of a Level 1 .....	8	<b>Crisis Communications Outline .....</b>	<b>18</b>
Warnings for Level 1.....	8	Text Alerts (Internal) .....	19
Response to a Level 1 .....	8	E-mails (Internal and External) .....	19
Level 2.....	8	Website (Internal and External).....	19
Examples of a Level 2 .....	9	The 5000 Line (External).....	19
Warnings for Level 2.....	9	Alternative Internal Communication	
Response to a Level 2 .....	9	Methods.....	19
Level 3.....	9	Other Services .....	19
Levels of Emergency Graph .....	11	News Conferences/Media Relations	
<b>UW Campus Emergency</b>		(Internal and External).....	19
<b>Operations Center (EOC).....</b>	<b>11</b>	<b>Recovery/Continuity .....</b>	<b>20</b>
<b>Direction and Coordination .....</b>	<b>12</b>	<b>Building Emergency</b>	
Emergency Executive Policy Group		<b>Action Plans (BEAP) .....</b>	<b>21</b>
(EEPG).....	12	I. Purpose of the BEAP.....	21
Emergency Operations Group (EOG) .....	12	II. Guidelines for BEAP Development .....	21
Incident Commande.....	12	III. BEAP Components .....	21
Operations Chief.....	12	Vice Presidents, Deans and Directors.....	22
Planning Chief.....	12	Faculty and Supervisors .....	22
Logistics Chief .....	12	Building Emergency Action	
Finance/Administration Chief .....	12	Plan Guidelines.....	22
Public Information Officer.....	12	BEAP Section I: Purpose and	
Safety Officer .....	13	Objectives.....	23
Liaison Officer.....	13	BEAP Section II: Scope .....	23
Student Crisis Response Team		BEAP Section III: Definitions .....	23
(UWYO Cares) .....	13	BEAP Section IV: Responsibilities.....	24
<b>Emergency Response Plan (ERP) Control</b>		BEAP Section V: Emergency Actions	
<b>and Coordination.....</b>	<b>14</b>	for Building Occupants .....	25
ERP Maintenance and Dissemination .....	14	BEAP Section VI: Individuals with	
		Disabilities or Mobility Limitations.....	26

BEAP Section VII: Accountability Procedures for Emergency Evacuation....	26	UW IT Communications and Computing.....	36
BEAP Section VIII: Rescue and Medical Duties .....	27	Transportation Services (Vehicles) ..	36
BEAP Section IX: Training and Review.....	27	Emergency Food, Water, and Sanitation .....	37
BEAP Section XI: Post-Emergency/Drill Evaluations.....	27	Finance/Admin Section Function Purpose/Responsibilities.....	37
<b>Acronyms.....</b>	<b>28</b>	Finance Chief.....	37
<b>Appendices .....</b>	<b>29</b>	Accounting .....	37
<b>APPENDIX A: Emergency Operations Center Location(s) .....</b>	<b>30</b>	Payroll.....	37
EOC Primary Location:.....	30	Insurance/Claims.....	37
EOC Alternate Locations:.....	30	Legal Counsel.....	37
EOC Tertiary/Replacement Location:.....	30	<b>APPENDIX D: Minimum Emergency Procedure Guidelines.....</b>	<b>38</b>
<b>APPENDIX B: Emergency Operations Center Functions/Units .....</b>	<b>31</b>	1. Reporting Emergencies.....	38
<b>APPENDIX C: Emergency Operations Center Purpose/Responsibilities .....</b>	<b>34</b>	2. Evacuation Procedures.....	38
Operations Section Function Purpose/Responsibilities.....	34	<b>APPENDIX E: Student Crisis Response Team (Uwyo Cares).....</b>	<b>40</b>
Incident Commander.....	34	<b>APPENDIX F: Procedures For Specific Emergencies.....</b>	<b>50</b>
Operations Chief .....	34	Active Shooter/Active Threat .....	50
UW Police .....	34	How to Respond When an Active Shooter is in Your Vicinity .....	50
Risk & Safety (Operations & Research).....	34	How to Respond When Law Enforcement Arrives.....	51
UW Operations .....	34	Training Your Staff for an Active Shooter Situation.....	52
UW IT Communications and Computing.....	35	Preparing for and Managing an Active Shooter Situation.....	53
Residence Life & Dining Services ....	35	Recognizing Potential Workplace Violence .....	54
Student Affairs.....	35	Managing The Consequences of an Active Shooter Situation .....	54
UW Counseling.....	35	Lessons Learned.....	54
Planning Section Chief.....	35	Law Enforcement/Emergency Response to an Active Shooter or Threat.....	55
Emergency Joint Projects .....	35	Bomb Threat/Suspicious Item.....	58
UW Operations .....	36	Procedure for Campus Closure.....	62
Logistics Section Function Purpose/Responsibilities.....	36	Chemical Spill.....	62
Logistics Chief.....	36		
Procurement .....	36		
Human Resources .....	36		

Civil Disturbance/Demonstrations.....	62
Earthquake.....	63
Explosion.....	63
Fire.....	63
Infectious Agent Emergency.....	64
Medical And First Aid.....	64
Pandemic: Infectious Disease.....	64
General Information.....	64
Pandemic Phases.....	64
Operations During Each Pandemic Phase/Period.....	65
CDC Flu-Aid Model Estimates.....	66
Departmental Planning Critical Supplies.....	66
Quarantine And Isolation Sites.....	66
Continuity Plans For Maintaining Essential Operations.....	66
Psychological Crisis.....	66
Radiation Emergency.....	67
Tornado/Severe Weather.....	67
Transportation.....	68

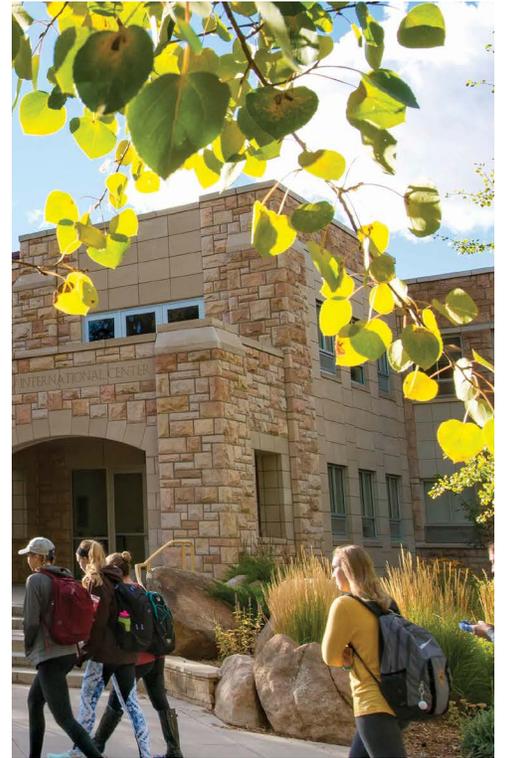
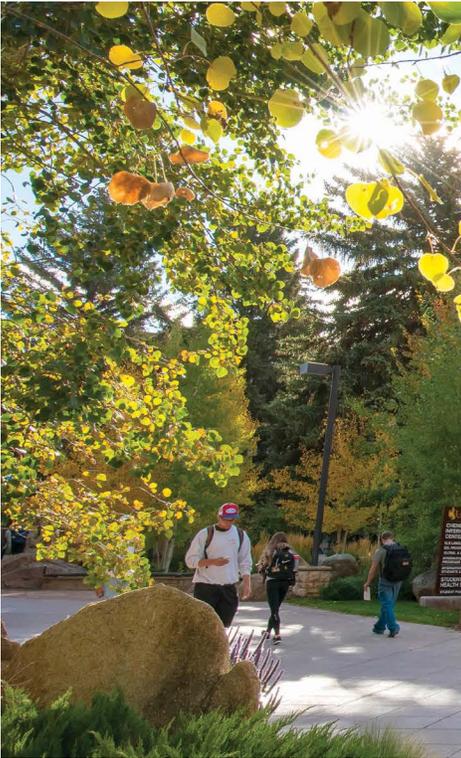
**APPENDIX G: Glossary ..... 68**

**APPENDIX H: Continuity of Operations  
Planning (COOP) ..... 70**

Introduction.....	70
Planning Assumptions.....	71
Scope and Objectives.....	71
The DCOOP.....	72
Department/Unit Identification.....	72
Leadership/Succession.....	72
Mission Critical/Essential Functions.....	73
Records Management.....	74
Dependencies.....	74
Test, Train, Exercise.....	75
Plan Maintenance.....	75

**APPENDIX I: Building Emergency Action  
Plan (BEAP) Forms/Sample Plan ..... 77**

Sample BEAP Table of Contents.....	78
Section I: Purpose and Objectives.....	79
Section II: Scope.....	79
Section III: Definitions.....	79
Section IV: Responsibilities.....	80
Section V: Emergency Actions for Building Occupants.....	82
Section VI: Individuals with Disabilities or Mobility Limitations.....	84
Section VII: Accountability Procedures for Emergency Evacuation.....	85
Section VIII: Rescue and Medical Duties.....	86
Section IX: Training and Review.....	86
Section X: Post-Emergency/Drill Evaluations.....	86
BEAP Appendix A: Building Information.....	87
BEAP Appendix B: Emergency Personnel/Emergency Contact Information.....	88
BEAP Appendix C: Building Occupant Accountability Method.....	89
BEAP Appendix D: Individuals Requiring Evacuation Assistance.....	91
BEAP Appendix E: Building Evacuation Maps & AED Locations.....	92
BEAP Appendix F: Designated Assembly & Shelter-In-Place Area(s).....	93
BEAP Appendix G: Hazardous/Secure Locations & Critical Assets.....	94
BEAP Appendix H: Research & Livestock Animals.....	95
BEAP Appendix I: Drill/Event Evaluation.....	96



# INTRODUCTION

The following University of Wyoming (UW) EMERGENCY RESPONSE PLAN (ERP) addresses a multitude of potential issues and concerns the campus community may encounter during an emergency. This is a master plan that applies to all UW facilities and operations on the main campus as well as in the Laramie vicinity. UW Outreach facilities should follow the emergency response guidelines as outlined at those regional outreach locations. This ERP complies with the National Incident Management Systems (NIMS) and Incident Command System (ICS). Additionally, it is the responsibility of departments and/or building occupants to develop their own “local” plans (including but not limited to Building Emergency Action Plans (BEAPs) and Continuity of Operations Plans) based on the requirements of this master plan.

## **It is the intent of this plan to address five main goals:**

- 1 ▶ Life safety
- 2 ▶ Preservation of property
- 3 ▶ Protection and preservation of mission-critical university programs and functions
- 4 ▶ Compliance with current federal, state and local regulations
- 5 ▶ Continuity of Operations/Recovery

**These goals are achieved by providing necessary flexibility when dealing with the following challenges:**

- Meeting the needs of incidents of varying kind and size
- Allowing personnel from a variety of departments to meld rapidly into a common management structure
- Providing logistical and administrative support to operational staff
- Managing university resources effectively in an emergency response
- Providing immediate communications and information regarding emergency response operations and campus safety
- Critical lifeline utilities may be interrupted including water, electrical power, natural gas, landline and cellular telephone services, microwave and repeater-based radio systems and other information systems;
- The ability of campus authorities to “lock down” an entire campus and restrict the free movement of people is difficult, if not impossible;
- Regional and local services may not be available;
- Major roads, overpasses, bridges and local streets may be damaged;
- Buildings and structures, including homes, may be damaged;
- Damage may injure and displace people;
- Normal suppliers may not be able to deliver materials;
- Contact with family and homes may be interrupted;
- Unsafe travel conditions may strand people at the university;
- The UW will rapidly assess damages and deploy on-site resources to manage the emergency operations;
- Communication and information exchange will be one of the highest priority operations at the campus Emergency Operations Center (EOC). The inter/intranets, radio, cell-based communications and phone systems may be completely or partially inoperative; and
- Transportation may be limited and staff will likely not be available in event of infectious disease outbreaks such as a pandemic flu.

This plan is an active work in progress and is subject to revisions. While it serves the UW as a whole, the plan is a management guide for those with key assignments and responsibilities during emergency activations. Its potential effectiveness is dependent upon broad input from the campus community, and all units of the university are urged to become familiar with the concepts, policies, procedures, training and exercises outlined in the ERP.

**QUESTIONS, COMMENTS AND CONCERNS SHOULD  
BE BROUGHT TO THE ATTENTION OF:**

Vice President for Finance and Administration  
Old Main Room 202H  
Phone: 307-766-5766

*\*NIMS/ICS FEMA training is available through on-line resources (<https://training.fema.gov/nims>)*

## PURPOSE AND SCOPE

The UW has anticipated the possibility of an emergency on campus by instituting an ERP that is available on the UW web site or through the UW Risk Management Office.

The ERP is a basic guide for providing a response system to UW faculty, staff, and students for major emergencies that may threaten the health and safety of the UW community. Personnel designated to carry out specific responsibilities are expected to thoroughly understand the procedures for which they are responsible, and be familiar with basic NIMS and ICS concepts. The ERP is implemented whenever a Level 1, 2 or 3 emergency is declared on the campus. The response to any major emergency will be conducted utilizing the ICS command principles.

The ERP is designed to effectively coordinate the use of UW and community resources to protect life and property immediately following a major emergency on the UW campus and to provide assistance by integrating an ICS structure with off-campus communities or entities. The ERP identifies departments and individuals that are directly responsible for emergency response and critical support services. It also provides a management structure for coordinating and deploying essential resources.

The ERP guides preparedness, response and recovery action. It applies to a broad range of all hazardous incidents. This plan and related policies apply to everyone associated with the UW and all property owned and operated by the UW.

This ERP is a university-wide resource that encompasses all facilities and personnel of UW, wherever they are located. However, many of the operational details of this plan, including the specific incident response protocols and procedures, will be applicable only to those campuses and facilities within the Laramie, Wyoming, area (including the Main Campus, Red Buttes Research Farm, Cliff and Martha Hansen Livestock Arena, Wyoming State Vet Lab, the UW Observatory and other Albany County facilities).

Therefore, this plan does not specifically address emergency response procedures at other University of Wyoming locations, such as UW Casper, Agricultural Experiment Stations and Cooperative Extension Offices. These outlying facilities are each required to develop and implement a separate plan outlining incident planning protocols, command structure, inter-agency cooperation, and other operational details for their particular locations.

These plans must address the specific risks pertinent to the location and the relationships to other jurisdictions in the area. UW facilities outside Albany County should follow local response procedures and coordinate efforts with the UW system by contacting the associated department head or vice president. This plan does not supersede or replace procedures for safety, hazardous materials response or other procedures that are already in place at the UW. It supplements those procedures with an emergency management structure that immediately manages response operations and early transition to recovery operations.

The UW ERP follows the model of Mitigation and Prevention, Preparedness, Response, and Recovery/Continuity. Communication is critical from the time that warnings are issued before an emergency, until full operational capability is restored.

Detailed procedures and checklists, which guide the EOC and the Executive Emergency Policy Group (EEPG) in handling the various hazards the university may face, are found in the annexes and appendices of this plan. Because of the sensitivity of some information in the annexes and appendices, public access is restricted to those annexes and appendices that may be disseminated without compromising UW safety.

## LAWS AND AUTHORITIES

- UW Trustee Regulation 5-2 Employment Provisions Applicable to all Personnel.
- Wyoming Statute 19-13-108.
- Robert T. Stafford Disaster Relief and Emergency Assistance Act / Public Law 93-288, as amended (addresses the role of the Federal Government).

## LEVELS OF EMERGENCY

**▶ LEVEL 1** an incident which normal UW emergency response services can handle. While there may be some damage and/or interruption, the conditions are localized and the EOC activation is not needed. The UW ERP operates, by default, under level 1, unless the incident is upgraded to levels 2 or 3. This is considered the “stand-by” mode. A Level 1 incident requires a response from emergency services personnel but does not affect or threaten a large portion of the campus or take additional resources to handle. EOC activation is not required. The incident can usually be handled with minimal resources by an Incident Commander and subordinate positions. Incidents of this nature are contained within the first operational period and often within an hour to a few hours after resources arrive on scene.

**Examples of a Level 1** incident in the context of this ERP may include, but are not limited to the following:

- Small, localized chemical spill not requiring a building evacuation;
- Plumbing failure or water leak limited to a portion of a building, such as a room or a floor;
- Minor traffic accident or isolated personal injury; and
- Individual assaults and disturbances.

**Warnings for Level 1** incidents are usually local to the event and usually do not require the UW to issue a “timely warning” in accordance with the UW Timely Warning and Emergency Notification Policy (“Timely Warning Policy”) required by the Clery Act and defined in the UW Annual Clery Report. When a Level 1 incident is declared, the Institutional Communications in cooperation with UWPD is responsible for communicating to the campus community if necessary. Information and updates may be communicated using the UW Alert, UW emails, or other means as determined appropriate based on the circumstances of the emergency.

**Response to a Level 1** Incident—When a Level 1 incident occurs, the responsible personnel in the impacted area(s) will coordinate directly with UWPD, Risk Management, Residence Life and Dining Services and/or UW Operations, as appropriate, to resolve the incident. Level 1 incidents are reported through normal channels and mitigated based upon established policies and practices. Level 1 emergencies do not require EOC activation, although portions of this plan may be used. All other personnel are to follow their building emergency action plans (BEAPs) with direction from on scene Incident Commander.

### **Procedure for Campus Closure for Level 1**

For a type 1 emergency, the University will be considered open. Services may be disrupted in impacted areas, and notice will be provided to those in the impacted areas. In the event of evacuation or temporary displacement due to the emergency, responding agencies and departments will facilitate alternatives and expedite recovery operations to limit the impact on campus. Localized classes or events may be cancelled, but other primary services will continue to operate.

**▶ LEVEL 2** an incident which is severe and causes damage and/or interruption of UW operations. A partial or full activation of the UW EOC is needed. UW may be the only affected entity. A Level 2 incident affects more than the immediate victims or witnesses and will take a multi-unit response. The EOC may be partially activated and EOC staffing is at the discretion of the Logistics Chief for the incident under NIMS/ICS in support of the EEPG. The incident is usually limited to one operational period in the control phase, but may continue as necessary for individuals in the EOC.

**Examples of a Level 2** incident in the context of this ERP may include, but are not limited to the following:

- Unscheduled or planned protests, disruptions or civil disturbances;
- Fire that is contained but has the potential for extensive property damage;
- Chemical spills that are contained to a specific area but may require evacuation or closing of a building and/or cancellation of some classes;
- Major traffic accident with injuries;
- Crimes that present a serious or continuing threat to the campus community, as determined by the EOC;
- Infectious disease outbreak such as pandemic flu.

**Warnings for Level 2** incidents are usually immediate and ongoing and require the UW to issue a “timely warning” in accordance with the UW Timely Warning and Emergency Notification Policy (“Timely Warning Policy”) required by the Clery Act and defined in the UW Annual Clery Report. When a Level 2 incident is declared, the Institutional Communications in cooperation with UWPD, in consultation with the University Administration, is responsible for communicating to the campus community.

Information and updates may be communicated using the UW Alert, RAVE Guardian Mobile Application, UW emails, or other means as determined appropriate based on the circumstances of the emergency.

### **Response to a Level 2**

Level 2 Incident - When a Level 2 incident occurs, the responsible personnel in the impacted area(s) will coordinate directly with UWPD, Risk Management, Residence Life and Dining Services and/or UW Operations, as appropriate, to resolve the incident. Level 2 incidents are reported through normal channels but may also be through the campus or county 911 systems and mitigated based upon established policies and practices. Level 2 emergencies may require partial EOC activation, although portions of this plan may be used. Albany County EMA and local response agencies including the Laramie Fire Department and Region 5 Hazmat may be utilized. All other personnel are to follow their building emergency action plans (BEAPs) with direction from on scene Incident Commander.

### **Procedure for Campus Closure for Level 2**

For a type 2, emergency, the University will be considered open. Campus and outside resources will attempt to limit impact on campus to the affected area, and essential personnel will be responsible to maintain critical functions at the university. Service related staff may be utilized to augment critical functions to ensure operations continue outside the impacted area. Events and classes within an impacted area may be cancelled.

**LEVEL 3** Disaster conditions in which the UW must activate the full EOC in order to address an immediate emergency response. Emergency conditions are widespread and UW must be self-sufficient for a period of hours to several days. UW may request mutual assistance from the City of Laramie, Albany County, other State or Federal emergency resources.

A “major disaster” is defined by Title 42 U.S. Code Section 5122(2) as: “Any natural catastrophe (including any hurricane, tornado, storm, high water, wind driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought) or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.”

An “emergency” is defined as: “Any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.”

An “Incident” is defined by the Joint Chiefs of Staff, United States Armed Forces, Joint Publication 3-28, Civil Support (CJCS Directives Electronic Library, March 17, 2009) as: “An occurrence, caused by either human action or natural phenomena that requires action to prevent or minimize loss of life or damage to property and/or natural resources.

A “disaster” is an incident that has already occurred and caused significant damage, while a “hazard”, as defined by the National Response Framework (NRF), is simply “something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.”

All disasters and hazards fall into two general categories (natural, for example those listed above, or man-made, for example terrorist or active shooter) and most fall into one of a number of subcategories. Depending on the magnitude of the event, campus may be closed only at the order of the President of the University, or presiding Incident Commander under NIMS/ICS.

### **Warnings for Level 3**

Notifications to campus will be as immediate as possible, are the responsibility of a collaboration between the AVP of Institutional Communications and Marketing, UWPD, and the University Administration. Communications will include the utilization of every available means to alert the campus and Laramie community, as well as coordination with the logistics section of the NIMS/ICS Incident Commander for dissemination to appropriate response agencies.

### **Response to Level 3**

Level 3 emergencies are the level that will require significant external resources. The University will collaborate with responding agencies and defer to the agency responsible for the emergency under NIMS/ICS. There will be consultation with the State of Wyoming SERC, Wyoming Office of Homeland Security, and Albany County EMA. The EOG will maintain its role in support of NIMS/ICS, with the goal of resuming university operations once the event has been resolved. This process may take a considerable amount of time, and be accomplished in phases as control of the emergency is transferred from the ICS system back to the University.

### **Procedure for Campus Closure for Level 3**

The University of Wyoming will continue to operate in a level 3 emergency. Departments, functions, and core duties will be evaluated based on the severity of the event, and life/health/safety of students, faculty, and staff will be the primary factor in making determinations for business operations. Depending on the magnitude of the event, campus may be closed as necessary only at the order of the President of the University, or the presiding Incident Commander under NIMS/ICS. If the campus is not able to be occupied, an off-site location may be specified by the Vice President for Finance and Administration. Essential personnel are required to respond, unless directed otherwise by the IC or University Administration.

## LEVELS OF EMERGENCY GRAPH

	Level 1	Level 2	Level 3
University	No impact to most UW activities	Severe damage/interruption to UW activities	Disaster; UW activities shut down for a period of time
Faculty/Staff/Students	Individual site; localized impact; minimal injuries	Larger site or general impact with possible disruption; injuries	General impact with disruptions; injuries and possibly fatalities
Notification	Not Required	President; EEPG; EOG; Campus if warranted	President; EEPG; EOG; EOC; Campus; County, State or Federal Government
EOC Activation	Not Required	Partial or full activation	Full Activation
Media Coverage	No media coverage or limited local interest/coverage	Media coverage likely; potential for media review of UW prevention, response and recovery efforts	Media coverage; likely media review of UW prevention, response, and recovery efforts

## UW CAMPUS EMERGENCY OPERATIONS CENTER (EOC)

The EOC is the central command and control facility during a campus emergency. It functions at a strategic level in an emergency situation, ensuring the continuity of UW operations. The EOC will also serve as the UW's emergency communications center.

Generally, the EOC is activated under Levels 2 and 3 emergencies. Appendix B provides the list of UW campus EOC functions with lead and support assignments to the EOC. Appendix C provides the EOC sections' purpose and responsibilities.

This ERP is activated whenever emergency conditions exist in which normal operations cannot be performed and immediate action is required to do the following:

- Save and protect lives
- Coordinate communications
- Prevent damage to UW property, systems, and/or the environment.
- Provide essential services
- Temporarily assign UW staff to perform emergency work
- Invoke emergency authorization to procure and allocate resources
- Activate and staff the EOC

When an incident occurs that falls under the direction of an agency outside the UW, UW personnel will cooperate under a unified incident command structure under the NIMS/ICS framework. This includes those Emergency Support Functions (ESF) previously identified in the State of Wyoming and Albany County Emergency Response Plans.

## **DIRECTION AND COORDINATION**

### *Emergency Executive Policy Group (EEPG)*

The EEPG, chaired by the President, is comprised of core UW administrators and senior staff. The EEPG is responsible for providing policy direction and general support, defining emergency policy, and determining program closures and resumptions. This group consists of the President, Provost and Vice President for Academic Affairs, Vice President for Finance and Administration, Vice President for Governmental & Community Affairs, Vice President and CIO, Vice President for Research and Economic Development, Vice President for Student Affairs, General Counsel, Associate Vice President Administration Operations, Associate Vice President Institutional Communications and Marketing, Athletic Director, Chief Risk Officer and Associate General Counsel, and Chief of UW Police.

### *Emergency Operations Group (EOG)*

The EOG consists of key members of the UW community responsible for emergency response, preparedness, facility management, and recovery. This group consists of the Associate Vice President Institutional Communications and Marketing, Associate Vice Provost, Chief Risk Officer & Associate General Counsel, Chief of UW Police, Executive Director of Residence Life and Dining Services, Associate Athletic Director for Facility Management, Dean of Students, and UW Information Technology Representative.

### *Incident Commander*

The Incident Commander is responsible for setting the incident objectives, strategies and priorities and has the overall responsibility at the incident or event. The Incident Commander ensures incident safety, provides information services to internal and external stakeholders, and establishes and maintains liaison with other agencies participating in the incident.

### *Operations Chief*

The Operations Chief conducts tactical operations to carry out the plan. He/she develops the tactical objectives and organization and directs all tactical resources.

### *Planning Chief*

The Planning Chief prepares and documents the Incident Action Plan to accomplish all objectives, collects and evaluates information, maintains resource status, and maintains documentation for incident records.

### *Logistics Chief*

The Logistics Chief provides support, resources and all other services needed to meet the operational objectives.

### *Finance/Administration Chief*

The Administration/Finance Chief monitors costs related to the incident and provides accounting, procurement, time recording and cost analyses.

**In addition to the above descriptions, depending upon the growth or complexity of the incident, the Incident Commander may also delegate authority of certain activities to the Command and/or General Staff. The following positions will be added only as needed:**

### *Public Information Officer*

The Public Information Officer serves as the conduit for information to internal and external stakeholders, including the media or other organizations seeking information directly about the incident or event.

### *Safety Officer*

The Safety Officer monitors all safety conditions and develops measures to ensure the safety of all assigned personnel.

### *Liaison Officer*

The Liaison Officer serves as the primary contact for supporting agencies assisting them at an incident. The Liaison Officer serves as the primary go between for the Incident Commander and the Emergency Executive Policy Group.

### *Student Crisis Response Team (UWYO Cares)*

When a student or students are involved in an incident that is of significant enough scope that the larger campus community is impacted, the Student Crisis Response Team (UWYO Cares) is activated.

The University of Wyoming is focused on helping student achieve their goals and on supporting students on their academic journey. We understand students are often navigating challenges which prevent them from fully engaging in their academic work or with campus community.

The UWYO Cares Team is a University of Wyoming multi-disciplinary team responsible for assessing, responding to and evaluating the safety and welfare of individuals who present concerns of any nature. Families, students, faculty and staff are encouraged to report concerns about a student's health, wellbeing, security and/or academic success.

When you submit a student report of concern to the UWYO Cares Team, you are informing the Dean of Students Office that you have seen or heard something regarding a student that causes you to be concerned. The Dean of Students Office will work with our partners, including the University Police Department, the University Counseling Center, Residential Life, Student Health, Stop Violence Program and our Welfare Coordinator, to contact to the student.

Your report may be the activating event that helps the student get connected to appropriate campus resources, or you may be providing supplemental information about a student that assists in our ability to more appropriately reach out to support the student.

UWYO Cares Team members shall have a duty to protect confidential and/or sensitive information which is disclosed about students as part of the behavior intervention team process. The UWYO Cares Team members shall limit disclosure of information to within the UWYO Cares Team and/or employees having a need to know in order to care for the student.

Reports to the UWYO Cares Team can be submitted to the Dean of Students Office at (307) 766-3296 or [dos@uwyo.edu](mailto:dos@uwyo.edu).

# EMERGENCY RESPONSE PLAN (ERP) CONTROL & COORDINATION

The ERP is under the control of the Vice President for Finance and Administration.

## ERP Maintenance and Dissemination

The ERP shall be reviewed annually and modified as necessary. Evaluation of the ERP should be informed by relevant resources including, but not limited to State of Wyoming and Albany County Emergency Response Plans, Threat Assessment and Hazard Identification and Risk Assessments, and the Wyoming State Mitigation Plan. Incident and exercise reviews that result in any changes to the ERP shall be reported to the EEPG for approval and dissemination. The Chief of UW Police and Chief Risk Officer oversee the maintenance and development of the ERP, but this must be a shared responsibility of all individuals across campus. Each unit or department is responsible for communicating the content of the ERP to its staff. In preparation to mitigate or respond to potential emergency situations any member of the EEPG may request hazard-specific plans. Exercises of the ERP shall be held on a regular basis to train personnel and evaluate the adequacy of the ERP. The EOG shall be responsible for developing these exercises, in consultation with the EEPG. Reports of exercises shall be prepared and submitted to the EEPG by the EOG. This plan should be updated after each incident or exercise if necessary. A debriefing session should be conducted to identify lessons learned and areas of improvement to the UW's emergency plans and processes.

## ERP Activation

When an emergency situation arises, the Vice President for Finance and Administration, in consultation with the President, will activate the ERP. During incidents and emergency conditions in which the immediate activation of the ERP is needed, the following UW positions may activate this ERP and, if necessary, the EOC:

- President
- Vice President for Finance and Administration
- Associate Vice President UW Operations
- Chief of Police
- Chief Risk Officer

**The EEPG** is under the direction of the UW President (or his or her designee). The EEPG will determine the manner in which UW personnel and equipment will be utilized. The Vice President for Finance and Administration or their designee will coordinate the utilization of UW personnel and resources required to address the emergency.

If the incident is of a criminal nature, the lead agency will be the UWPD, local police, state police or federal authorities in accordance with jurisdictional control.



# ERP IMPLEMENTATION

## **A. In the event of a Level 2 or 3 emergency, the ERP shall be implemented using the following steps:**

1. The Vice President for Finance and Administration, in consultation with the UW President, will activate the ERP. He or she will designate the EOC locations and appoint an EOC Communications Director, typically the Associate Vice President of Institutional Communications and Marketing. Unless the room is unavailable, the EOC will be located in the primary EOC location identified in Appendix A, and the Incident Command Center will be located in a strategic location at the scene or close by the scene. If the primary location is not available, the EOC will be located in the alternate EOC location(s) identified in Appendix A or in a location designated by the Vice President for Finance and Administration (or, in the absence of the Vice President for Finance and Administration, the individual activating the ERP). Generally, the EOC is activated under Levels 2 and 3 emergencies. Appendix B provides the list of UW campus EOC functions with lead and support assignments to the EOC. Appendix C provides the EOC sections' purpose and responsibilities.
2. After notifying the EEPG, the EOC Communications Director or designee will contact the members of the Incident Command to advise them of the designated location of the EOC.
3. Warnings for Level 2 incidents are typically more severe and due to the immediate and/or ongoing threat to the campus community requires the UW to issue a "timely warning" in accordance with the UW Timely Warning and Emergency Notification Policy ("Timely Warning Policy") required by the Clery Act and defined in the UW Annual Clery Report. When a Level 2 incident is declared, the Associate Vice President Institutional Communications and Marketing and UWPD, in consultation with affected parties/departments, is responsible for communicating to the campus community if necessary.
4. The EOC Communications Director or designee will periodically advise the Incident Commander of the availability and estimated time of arrival of the members of the EOG.

## **Communication of the ERP Activation:**

- A. The Vice President for Finance and Administration shall maintain a list of landline and cellular phone numbers for the EEPG and the EOG. Using contact information (selecting landline or cellular options depending on the nature of the emergency and the availability of land and cellular communications as well as any alternate methods of communication identified to accommodate individuals with disabilities or need for assistance), the Vice President for Finance and Administration shall activate the ERP as outlined above. Redundant messages through email may also be sent as an alternative.
- B. If phone services are not operational, then activation of the ERP shall be as follows:
  - The designated members of the EEPG will immediately travel to the previously identified building, and the Vice President for Finance and Administration, in consultation with the President, will activate the ERP as soon as he/ she is aware that a major campus incident may have occurred; he or she will also appoint an EOC Communications Director, typically the Associate Vice President for Institutional Communications and Marketing.
  - If the designated members of the EEPG do not respond to the designated location in a reasonable amount of time, the EOC Communications Director will deploy other means to notify those members.
- C. In the event of the loss of power or other circumstances which disrupt normal communication systems, direct, personal communication, loudspeakers, and shortwave radios shall be considered.

## **B. Appointment of Incident Command Staff**

The Incident Commander will immediately appoint individuals with appropriate skills to fill each of the Incident Command positions in the event the primary representative has not responded. These appointments will remain in effect until the primary representative or a more qualified replacement has been located and available. The acting representative will then become the assistant to the replacement. An appropriate call list will be developed as part of this plan so that the Emergency Operations Center Communicator or designee will have an appointment plan.

## **C. Non-Working Hours**

If an emergency occurs before or after regular UW office hours, or on a holiday or weekend when the organizational structure of many departments is not immediately available, the structure of this plan remains precisely the same. Its implementation may vary depending upon the available resources and employees until the proper officials can be notified. Until that time, the individuals assuming the most responsibility will necessarily be those officials/individuals of highest rank and/or expertise who are available at the time. These individuals should seek to follow (as nearly as possible) the guidelines discussed in this plan, while simultaneously making an effort to notify supervisory officials of the situation to obtain verification or advice on their actions.

# **INCIDENT COMMAND POST**

When an emergency occurs or is imminent, it shall be the responsibility of the Incident Commander to set up and staff an appropriate Incident Command Post as directed.

## **A. Field Incident Command Post**

If the emergency involves only one building or a small part of the campus, a UWPD patrol vehicle is to be placed as near the emergency scene as is reasonably possible. At least one identified police officer is to staff the command post at all times or until the emergency ends. A small office with a desk, chairs, computer and a telephone may also be required near the scene. If necessary, the UWPD will establish a perimeter around the emergency scene with the Incident Command Post being included in that perimeter. Individuals entering and/or leaving the scene must check in at the Incident Command Post.

Incident Command Post Equipment should include:

- Barricades, barrier tape and signs for the scene
- Portable handheld radios
- Portable public address system
- First aid kit
- Telephone access (i.e., cell phone)
- Campus telephone directory and local telephone directory, including Yellow Pages

The Incident Commander shall maintain at a staging area the equipment items necessary to establish an Incident Command Post.

## **B. Incident Command Post**

If the incident involves a large part of the campus, the Incident Command Post is to be established in a location that has been identified by the Vice President for Finance and Administration in consultation with the Chief of Police. If this site is unavailable, the Incident Commander is to select an alternate location. At least one identified police officer or dispatcher is to staff the Incident Command Post at all times until the emergency situation ends. The UWPD, for operations of the combined on-site emergency response team, shall establish a staging area for outside and local agency assistance. Also, a conference room with facilities for emergency teams or media crews, and the ability to accommodate multiple telephones and/or electrical appliances, is desirable.

# EMERGENCY COMMUNICATION

Communication during an emergency or crisis event is a vital function of the UW and is handled by UW Institutional Communications in coordination with UW emergency response services as outlined in the ERP, following notification from an identified chain of command under the Vice President for Finance and Administration. In a crisis, ensuring the correct information is relayed accurately, frequently, regularly and appropriately to all stakeholders is the highest priority of Institutional Communications, and Institutional Communications is the only group authorized to release any information.

Crisis communications are managed by the Associate Vice President of Institutional Communications and Marketing, and the staff of Institutional Communications. The Associate Vice President (or a designee in case of absence or unavailability) is a member of the EEPG and the EOG and coordinates with the designated staff member serving as the public information officer. The Communications staff tracks information and media inquiries, provides regular updates through the appropriate channels (see Message Delivery) collaborates with outside agencies on information releases. Communications staff also crafts holding messages, releases and statements in concert with the Emergency Executive Policy Group, the Incident Commander, or other pertinent groups.

When the Vice President for Finance and Administration or other authorized personnel activate the ERP, institutional emergency communications will be directed and controlled through the Associate Vice President of Institutional Communications and Marketing. In the event of the AVP's absence, emergency communications authority will be delegated to the communication specialists.

To maintain confidence in UW, and to maintain credibility as an information source, UW Communications:

- Will release factual and timely communication to the UW community and stakeholders
- Will correct errors or misstatements of facts by UW at the first possible instance
- Will address errors or mistakes by the media immediately
- Maintain focus on known facts and positive behavior
- Represent UW as responsible and caring
- Limit anxiety and the spread of rumors by providing useful information about the incident and what actions constituent groups can take to help
- Maintain close contact and share information with all involved public information officers and create an atmosphere of openness and cooperation among responding agencies
- Avoid confusion and misinterpretation by keeping communications brief, simple and to the point

Messages may include, but are not limited to, text messages, e-mails, news releases, holding statements and statements. UW Institutional Communications will retain a list of established text alerts and holding messages, as well as news release templates that may be used (See University Crisis Communications Plan).

# CRISIS COMMUNICATIONS OUTLINE

**1. ASSESSMENT.** After contacting appropriate first responders and addressing any immediate life, health, and safety issues, any UW employee encountering a potential emergency situation should contact the Associate Vice President for Communications and Marketing and relay appropriate information

**2. COORDINATION.** If the crisis or emergency event duration or magnitude warrants broad action, the AVP for Communications and Marketing, or designee, will establish internal responses including, but not limited to, rotational 24-hour schedules for communication staff, regular Web site updates, text alert activation, high-volume call response and logging, media response plan, etc. (Each of these eventualities will be outlined and updated as necessary in the University Crisis Communications Plan.)

**3. SPOKESPERSON(S).** In general, the AVP for Communications and Marketing, or designee, shall be the primary institutional spokesperson for the UW in any emergency. However, depending upon the event, the UW President, Provost, Police Chief, or Vice Presidents for Administration, Student Affairs, or Research may contribute as a spokesperson at some media events. All external communications should be coordinated and facilitated through the Division of Institutional Communications.

The AVP for Communications and Marketing, or their designee, will be the official conduit for all communications to the media as well as internal campus advisories. If the Incident Command of any crisis is a local, federal, or state agency other than the UW, the UW's role in external communications will be to support, not to serve as the primary incident communication contact, or spokesperson. The AVP for Communications and Marketing, or designee, will always serve as the point for internal broadcast communications.

**4. ESTABLISHMENT OF JOINT INFORMATION CENTER (JIC).** In the event of an emergency which includes other federal, state, local, or private entities, a Joint Information Center (JIC) may be necessary. The Division of Institutional Communications, or designee, shall represent UW in any JIC. In a multi-jurisdictional response, UW Institutional Communications shall be the primary external spokesperson only in the event the Incident Command is a UW official. In all other scenarios, UW Institutional Communications shall provide internal updates that support the JIC unless called upon to act as the external, media spokesperson or the emergency event has come to a sufficient conclusion so as to allow each jurisdiction to comment in a retrospective manner.

**5. KEY CONSTITUENTS.** Throughout any emergency event, the UW communications personnel shall consider appropriate updates to key internal and external constituencies in order to provide timely, accurate information and notifications. Key groups to be considered for communication deliveries include:

- |                              |   |
|------------------------------|---|
| a. University Administrators | g. Board of Trustees                                  |
| b. Law Enforcement Agencies  | h. Elected Officials, including the Governor's Office |
| c. Partner Agencies          | i. Media  |
| d. Students                  | j. Alumni   |
| e. Faculty/Staff             | k. Donors   |
| f. Parents of Students       | l. General Public                                     |

**6. MESSAGE DELIVERY.** A variety of methods exist to communicate messages to stakeholders, and they should be employed as needed. A media release is one form only and should not be considered the only form. Institutional Communications will determine the appropriate method of message delivery for the emergency at hand.

### **TEXT ALERTS (INTERNAL)**

Text alerts are sent via the UW Alert system following the prescribed chain of command when an urgent need to take immediate action at the University of Wyoming or one of its facilities occurs, (e.g. tornado, hazardous materials spill, fire, etc.). Because text messages offer a limited number of characters, they are, by necessity, short. When appropriate, UW Alert through RAVE Guardian geo location messages may be used to send notices of low-level incidents restricted to a limited geographic area.

### **E-MAILS (INTERNAL AND EXTERNAL)**

E-mails to all exchange users (faculty, staff and students) accompany text alerts, particularly in instances when supplemental information is required that exceeds the restrictions of the text alert. E-mails also have the potential to reach those who do not have cell phones with text messaging.

E-mails can also be sent to available lists of parents, who have provided their e-mail addresses for that purpose.

### **WEB SITE (INTERNAL AND EXTERNAL)**

In some circumstances, as in a fast-moving and complicated incident, the UW home page will be replaced by an emergency page, which will be updated with new information as it is relayed, including the complete directory of text messages sent and links for more information.

### **THE 5000 LINE (EXTERNAL)**

When the situation merits, callers will be directed to (307) 766-5000 to hear the latest update about the incident of concern occurring at UW. Updates to this number will be made regularly.

### **ALTERNATIVE INTERNAL COMMUNICATION METHODS**

In the event of the loss of power or other circumstances which disrupt normal communication systems, direct, personal communication with media, loudspeakers, and shortwave radio shall be considered.

### **OTHER SERVICES**

In some instances, UW may be able to make use of Code Red, the reverse 911 service used by the Laramie Area Records and Communication (LARC), the carillon on the Wyoming Union or the UW parking information radio frequency.

### **NEWS CONFERENCES/MEDIA RELATIONS (EXTERNAL AND INTERNAL)**

In the event of a Level 2 or Level 3 incident, a news conference and media relations may be required. UW Communications is responsible for all media relations as well as coordinating news conferences during a UW incident. When required, Institutional Communications will establish a media center for support of the media on site and as a location for updates and news conferences. The site of the media center depends on the site of the crisis, as well as the location of the EOC. It will not be at the incident command center.

Proposed locations include:

- Institutional Communications Office, Bureau of Mines, UW Laramie campus
- Information Technology Center
- Media center, Arena-Auditorium

## RECOVERY/CONTINUITY

In Recovery/Continuity planning each department must be prepared to maintain critical operations during and after the emergency. Critical operations should be identified by the department, through the department's continuity of operations planning (and BEAP as required), and approved by the EEPG before an emergency event. Along with maintaining critical operations and safety, department recovery plans should prioritize the need for emotional support for all people involved. Staff will require a full "head and heart" recovery (they know intellectually and believe emotionally that things can get back to normal). Such assistance would be provided by UW's Counseling Center staff, community providers through UW's Employee Assistance Program, crisis response teams available from UW's insurer/Risk Management, victim advocates through the Albany County Attorney's Office, the Red Cross, Peak Wellness, Ivinson Memorial Hospital, the Public Health District and Health Department, as well as other local agencies as needed.

Building and environmental assessments required for recovery will be performed by UW Operations and/or UW insurer resources as coordinated by Risk Management when necessary. Once it is determined the building is safe to enter, a team of departmental and college staff (assisted by Operations, Risk Management (possibly including insurer resources), Research, and others as determined by the nature of the emergency) should assess the building and environmental conditions and determine disruptions that will delay services. This assessment should be provided to the EOC via the Dean, Director, or Department Head or designee for decision-making and resource allocation. Disruptions and needed resources must be documented for purchase or funding recovery. Safety is the first priority in these assessments. Be aware that:

- The UW's EOC will request on going status reports from each department during the emergency for resource allocation and to ensure critical function continuity. The department will be expected to identify staff who can facilitate resumption of normal operations.
- The UW may need detailed data from the unit to estimate temporary space reallocation needs. Departments also should verify emergency purchasing authority with the Director of Procurement and Contracting Services.
- Most insurance and FEMA claims require extensive documentation of damaged facilities, lost equipment and resources, special personnel expenses and any workers' compensation claims.
- Units should work with Risk Management to photograph or videotape facility and equipment damage to support written documentation.
- It is very important to record the emergency's physical effects before any cleanup and repairs.
- Departments will need to coordinate continuously with the EOC, Risk Management, and Operations. Continuity of Operations means planning the measures necessary to enable the UW to continue carrying on business to the extent reasonably possible when a disaster has reduced the UW's capacity to operate normally. This includes providing services, research results, instruction and tangible goods to the UW community and external sponsors, customers, clients, and cooperators.

A continuity of operations plan should be activated once the disaster or emergency has passed. A continuity of operations plan is required for each department. Each department's continuity of operations plan should address details of how the department will prepare for emergencies in order to minimize and mitigate the long term impact on the operations of the department or organization. The plan should also work in tandem with the broader UW ERP. The EEPG will prioritize as necessary between competing critical department functions identified via departmental continuity plans and requests for resources.

# BUILDING EMERGENCY ACTION PLANS (BEAP)



## I. Purpose of the BEAP

The purpose of a Building Emergency Action Plan (BEAP) is to familiarize faculty, staff and students with emergency procedures for situations specific to the department or facility, including evacuation routes and special needs for evacuation, hazardous materials spill response, identification of critical assets within the facility that should be secured or require special handling during an emergency or require notice to emergency responders prior to and during an emergency. The BEAP should be used as a training document, and all personnel should become familiar with it and be responsible for personal planning to accompany it. The BEAP(s) within a department will also inform the department's continuity of operations plan(s) (see Appendix H). The BEAP should be reviewed annually and revised as needed.

## II. Guidelines for BEAP Development

BEAPs go into effect in the event of a level 3, 2, or 1 emergency. These policies and plans address emergency procedures at the department/building level. Therefore, the UW recommends the development of a BEAP for each campus facility. Sample BEAP forms can be found in Appendix I. Technical assistance for BEAP development is available to departments. UWPD, with assistance from UW Risk Management and UW Operations will oversee the BEAP Program on Campus. Department requests for assistance will be coordinated by UWPD and assigned to the appropriate experts to ensure departments get the best assistance available for their specific planning needs.

## III. BEAP Components

Components of the BEAP must include emergency response procedures, protection in place procedures, an evacuation plan (including treatment of critical assets), planning for individuals with disabilities or needing assistance, training procedures and a list of positions assigned responsibilities under the BEAP. The BEAP should also include emergency guidelines to be used in the event of a major disaster when professional emergency response assistance is unavailable, is unable to respond quickly. In such cases, the department or building occupants may need to be self-reliant for an extended period of time. Each individual should understand what they would need for such periods and seek assistance for personal planning as necessary. Additional information on emergency procedures such as rescue, building and critical asset security, area(s) of refuge, rescue assistance, and command post locations should be included.

Once the plan is completed, copies are to be sent to Risk Management who will maintain copies as official institutional records and distribute any copies required for regulatory purposes, and UWPD who will maintain copies for response use and who will distribute copies as required to the Laramie Fire Department or other response agencies.



## **VICE PRESIDENTS, DEANS AND DIRECTORS**

Vice Presidents in coordination with the relevant Deans and Directors shall appoint a specific person as Building Emergency Coordinator to plan and respond to any emergency activity under their control and shall ensure appointments are kept current in the case of staff turnover in the Building Emergency Coordinator position. In situations where multiple departments utilize a shared facility the duties may be shared, and entities should cooperate to determine appropriate coordination of those duties.

The ***Building Emergency Coordinator*** has the following general responsibilities prior to and during an emergency or incident:

### **1. Emergency Preparedness**

- Plan development and distribution of building evacuation information to all employees with follow-up discussions, on-the-job training or explanation as required.
- Training employees in building evacuation procedures. Consider whether employees should receive training in areas such as fire extinguisher usage, Automated External Defibrillator (AED) usage, first aid and Cardiopulmonary Resuscitation (CPR), response procedures specific to the departmental/facility hazards and/or critical assets.

### **2. Emergency Situations**

- Inform all affected employees within their assigned facility or department of the emergency condition.
- Evaluate the impact the emergency has on their activities and take the appropriate action. This may include ceasing operations and initiating building evacuation.
- Maintain the following as required by the emergency:
  1. Emergency telephone communications with the EOG;
  2. Safety data sheets (formerly material safety data sheets or MSDSs);
  3. Keys and access controls.
- Notify the Vice President for Finance and Administration, UWPD and Risk Management.

## **FACULTY AND SUPERVISORS**

Each faculty and staff supervisor has the responsibility to do the following:

- Educate faculty, staff and students concerning UW emergency or facility procedures as well as evacuation procedures and stressing the importance of evacuation for their building and/or activity.
- Inform faculty, staff and students of an emergency and initiate emergency procedures as outlined in this guide.
- Survey and evaluate their assigned building, facility or activity in order to determine the impact a fire or other major event could have on their facility and activities.
- Inform all faculty, staff and students to conform to shelter in place or building evacuation guidelines during an emergency, and during an evacuation to report to a designated campus assembly area where a headcount can be taken.

## **BUILDING EMERGENCY ACTION PLAN GUIDELINES**

A BEAP should be completed for all non-residential campus buildings occupied by UW personnel and students. The following is a minimum outline for developing a BEAP (a sample plan/forms are available in Appendix I). The format should remain fairly constant but the level of detail will depend on the size of the building, the number of occupants and the hazards present. It is expected departments or units will customize the BEAP and particularly the appendices and complete the BEAP to meet their specific needs, operations and locations. Additional appendices can be added to customize the BEAP for building or department/unit specific needs or both. Every department or work unit is responsible for ensuring there is a BEAP for each building in which they have operations.

The BEAP correlates with the larger UW ERP for campus operations during large scale or campus-wide emergencies and departmental specific continuity of operations plans for departmental or unit operations during departmental or campus emergencies.

The evacuation of UW facilities presents unique situations and challenges. Some facilities may house only one department or college office whereas other facilities may contain business space for numerous departments. Additionally, the space occupied in UW facilities may contain a wide range of uses including administrative office space, classroom space, lecture halls, conference rooms, laboratories, academic office space, etc. It is difficult to know at any given time the exact number of occupants in any UW facility. Timely and responsible evacuation often becomes the responsibility of a few key individuals.

Different emergencies require different protective actions to keep people safe. The unpredictable nature of emergencies requires quick action and clear thinking to avoid injury. The BEAP contains building specific information for protecting yourself during most emergencies, but will not provide an absolute solution for every circumstance. During an actual emergency UW personnel and first responders may supplement these plans with detailed instructions via our emergency communications protocols. Any specific instructions given during an incident are to take precedence.

### **BEAP Section I: Purpose and Objectives**

The purpose of the BEAP is to facilitate and organize UW building occupant actions during emergencies. The intent is to provide guidelines for faculty, staff, students, and visitors to follow in the event of an emergency such as fire, explosion, severe weather, chemical releases, and all other emergencies. This BEAP supports UW's ERP in compliance with OSHA 29 CFR 1910.38.

### **BEAP Section II: Scope**

Description of Building/Facility. All persons within the building whether employee, student, or visitor shall comply with this BEAP.

### **BEAP Section III: Definitions**

- **Building Emergency Action Plan:** A procedural document which provides pre-planning guidelines and actions to be taken by UW faculty, staff, students and visitors, in the event of an emergency.
- **Building Emergency Coordinator:** This individual is appointed by the dean, director, or other UW administrator(s) with primary responsibility for the building. The Building Emergency Coordinator(s) will have primary responsibility for the Building Emergency Action Plan. Building Emergency Coordinators may be appointed as the Coordinator for more than one building but consideration should be given to the demands that would be placed on the individual if an emergency event impacts more than one building. In the case where a Building Emergency Coordinator is appointed to more than one building, consideration should be given to having additional Building Emergency Coordinator Alternates or otherwise addressing priorities for the Coordinator.
- **Building Emergency Coordinator Alternate:** Assists the Building Emergency Coordinator. Serve in place of Building Emergency Coordinator when needed.
- **Critical Asset:** An asset/resource that is of such importance its loss/destruction would have a serious, debilitating effect on the department's ability to function or recover function.
- **Designated Assembly Area:** The assigned pre-determined location at which faculty, staff, students and visitors assemble when evacuated from their building.
- **Emergency:** A natural or human-caused condition that develops unexpectedly, endangering human life or property, and requires immediate action.
- **Rescue Waiting Area:** Pre-determined location with direct access to an exit, where those who are unable to use stairs, or who are unable to navigate the emergency route, may remain until emergency responders evacuate them from the building.
- **UW Emergency Response Plan:** The University Emergency Response plan applies to all UW facilities and operations on the main campus as well as in the Laramie vicinity.
- **Work Area Emergency Coordinator:** The Work Area Emergency Coordinators are appointed by department heads, directors, deans, or other administrators who oversee the work area.

## **BEAP Section IV: Responsibilities**

### *Vice Presidents, Deans and Directors*

- Appoint a specific person as Building Emergency Coordinator.
- Ensure appointments are kept current in the case of staff turnover in the Building Emergency Coordinator position.
- Where multiple departments utilize a shared facility, determine if duties will be shared and cooperate with other vice presidents, deans and directors to coordinate Emergency Coordinator duties.
- Ensure all buildings where the Vice President, Dean or Director has operations has a Building Emergency Action Plan.

### *Building Emergency Coordinators*

- Implement the BEAP with assistance from other departments as required.
- Ensure disabled occupants are considered during pre-planning.
- Request department heads, chairs, directors, deans, or other administrators to designate a work area emergency coordinator for each work area under his or her directive.
- Maintain lists of individuals as required by this plan.
- Upon request, provide copies of this plan to employees or regulatory agency personnel.
- Distribute building evacuation information to all occupants.
- With Work Area Coordinators, review and update the plan on an annual basis. Document all reviews and updates.
- Serve as key contact for their building during an emergency.
- Once emergency response personnel have been notified and immediate needs are addressed, notify the VP for Administration, UWPD, Risk Management and the area's Dean/Director that the incident is happening (or has happened).
- Response functions identified in the BEAP.

### *Work Area Emergency Coordinator*

- Ensure any required work area (floor, campus unit) lists required by the plan are updated.
- Forward updated lists to Building Emergency Coordinator as required.
- Assist Building Emergency Coordinator as needed including with the annual review of the plan.
- Assist in the evacuation and shelter-in-place of assigned work area (floor, unit) with the goal of ensuring all occupants have an opportunity to get to safety.
- Response Functions identified in the BEAP.

### *Faculty/Academic Professionals*

- Review nearest and alternate emergency exits, Designated Assembly Area(s) and Designated Shelter-in-Place Area(s) prior to the first meeting of each class, each semester.
- Educate faculty, staff and students concerning the building emergency action procedures as well as evacuation procedures, stressing the importance of evacuation for their building or activity.
- Response functions identified in the BEAP.

### *All Building Occupants*

- Building occupants shall take the required emergency action (e.g., evacuate or seek shelter in a secure place).
- Prior to an emergency, all building occupants should take the step of advance planning to learn where the exits are located in any building they frequent as well as personal planning for emergencies (for example planning to have extra medication available, seeking assistance for his/herself based on special needs, planning for a service animal during an emergency, etc.).
- It is the responsibility of all building occupants to follow the directions stated in the BEAP.

## **BEAP Section V: Emergency Actions for Building Occupants**

### *Reporting an Emergency*

1. To report all emergencies, employees should call 911. State your name, your location, and the nature of the call. Speak slowly and clearly. Wait for the dispatcher to hang up first. On occasion, the dispatcher may need additional information or may provide you with additional instructions. **Make this call from a safe location.**
2. In case of a fire, activate the nearest fire alarm pull station, and/or make a telephone call to 911. The building alarm alerts all building occupants of the need for evacuation, and sends a signal to the UWPD Dispatch Center and/or to the Laramie Fire Department that there is an alarm condition in the building. Key emergency telephone numbers are listed in the BEAP.
3. It may be necessary to activate additional fire alarm pull stations, (or verbally announce the alarm,) if people are still in the building and the alarm has stopped sounding, or if the alarm does not sound. This should be done while exiting the building.
4. Any pertinent fire or rescue information should be conveyed to 911.

### *Evacuation*

An evacuation is the quick exit of occupants from a building. All occupants are required to evacuate. Exit stairwells are the primary means for evacuation. Central stairwells should be avoided unless necessary to prevent bottleneck problems. Restrooms should be checked for occupants during evacuations. Elevators are not to be used unless authorized by a fire fighter or a police officer. At alarm activation, elevators are called to the main level or next safest level and will not be available for use. All building occupants are to proceed to their Designated Assembly Area(s). While evacuating it is everyone's responsibility to make sure no one is left behind. No building occupant is permitted to re-enter the building until advised to do so by emergency personnel.

The BEAP will contain written general building evacuation procedures and building and occupant specific evacuation procedures. The building specific procedures will include identified exit routes and Designated Assembly Areas.

### *Shelter-in-Place:*

There may be emergencies that arise that do not give individuals the opportunity to safely evacuate. For these emergencies, (e.g., tornadoes or other severe weather), sheltering-in-place may be necessary. If the building occupants are instructed to shelter-in-place, go to the designated shelter-in-place area or choose another interior room if the designated shelter-in-place is unavailable or inaccessible. Remain there until the danger has passed.

The BEAP will identify Shelter-in-Place locations.

### *Seek Secure Shelter*

When secure shelter is required (e.g., when there is an active shooter), building occupants should get into a lockable space, like an office or classroom, and remain there. Lock and barricade doors, turn off lights, and turn cell phones to silent or vibrate mode. Get under a desk or other surface to hide. Wait for further instruction from law enforcement. If the threat is in your building and you can safely flee, then do so.

### *Avoid Area, Warn Others*

In some types of incidents, building occupants will be instructed to avoid the area and warn others.

### *Secure or Hazardous Locations/Critical Assets*

The BEAP will document locations in the building that should remain secure and not used for shelter-in-place due to critical or hazardous operations, where additional action in the case of emergency is necessary,

or that may be of importance to emergency responders in the actions they may take. The BEAP will identify duties related to secure/hazardous locations or critical assets.

### *Emergency Specific Plans*

Emergency Specific Plans are contained within the ERP and should be referenced in the BEAP.

- Fire
- Earthquake
- Tornado
- Flood
- Medical emergency
- Chemical, biological or radioactive spill
- Bioterrorism
- Bomb threat
- Civil disturbance or demonstration
- Explosion
- Psychological Crisis

### **BEAP Section VI: Individuals with Disabilities or Mobility Limitations**

Rescue Waiting Areas will be identified within buildings, be posted in the building, and be listed in each BEAP to facilitate the evacuation of those needing assistance.

It is extremely important that individuals not be moved unnecessarily and improperly, possibly causing physical injury. If there is imminent danger and evacuation cannot be delayed, persons needing assistance should be carried or helped from the building in the quickest manner possible. Professional emergency personnel should assist in the evacuation if time permits.

Those who self-identify as needing assistance will be listed in an Appendix of each BEAP. This Appendix will be made available only to the Building Emergency Coordinator, Work Area Emergency Coordinators for the building, UWPD, emergency responders, and others involved in emergency planning who have a need to know.

Persons, who remain in an area other than a designated Rescue Waiting Area, must inform evacuating building occupants of their location. Remaining in an undesignated area is discouraged and should only be done if there is no designated area available, or the nature of the emergency otherwise dictates.

UW employees are not expected to endanger their own lives to assist with the evacuation of building occupants, students or visitors. However, if an employee assists a person with disability or mobility limitations to a designated Rescue Waiting Area, or is informed or aware of an individual with a disability or mobility limitations remaining in any location, the employee must immediately inform responding emergency personnel or building representatives of the location of the person. Emergency personnel will evacuate those individuals with disabilities or mobility limitations as necessary.

Employees and students are expected to understand and plan for their own needs and seek assistance with planning as necessary. The Accessibility Committee is available to assist individuals and departments as plans are developed.

### **BEAP Section VII: Accountability Procedures for Emergency Evacuation**

Employee accountability procedures:

- All building occupants must exit the building when the building alarm is sounded.
- Building occupants should check in with a Building Emergency Coordinator after arrival at the Designated Assembly Area. The Building Emergency Coordinator will account for each building occupant.
- Work Area Emergency Coordinators (or Building Emergency Coordinators) are to receive verbal reports from professors / instructors and other building occupants as appropriate, to determine if any persons remain in the building, or if there are any occupants waiting at a Rescue Waiting Area. Work Area Emergency Coordinators are to provide reports to the Building Emergency Coordinator.

- The Building Emergency Coordinator shall provide a verbal report to emergency personnel, UWPD and others as required.
- UWPD can be contacted by dialing 911 on any university phone or 307-766-5179 from a cell phone, or by using the outside emergency call boxes. Outside emergency call boxes are designated with blue lights or red “911” lights.
- In classrooms and labs, the instructor should be the last one out of the room to ensure all students exit. Instructors should be familiar with the exits from the classrooms or labs where they teach. They should be able to direct their students to the most expedient way of exiting the building and remind them to move to their Designated Assembly Area after exiting. Doors should remain unlocked upon evacuation in case emergency personnel need to enter or clear a room.
- As they exit, all Work Area Emergency Coordinators should identify people who cannot or who are not evacuating the building and inform them to leave the area. If these individuals refuse to leave, employees should notify emergency personnel.
- Once outside, it is the responsibility of all Work Area Emergency Coordinators to assist in directing people to the Designated Assembly Area.
- All building Work Area Emergency Coordinators should assist in ensuring that no one enters the building, until emergency personnel have given clearance to re-enter the building. Many times the audible alarms are silenced to allow emergency personnel to communicate within the building. The silencing of alarms is NOT a signal to re-enter the building.
- Emergency personnel will notify employees when the building may be re-entered.

#### **BEAP Section VIII: Rescue and Medical Duties**

If you see a medical emergency call 911 or (307) 766-5179. UWPD, the Fire Department, and other emergency personnel will be responsible for all rescue and medical duties. Except for AED use described below, only attempt care if you are trained to do so. If you are not trained, then stay with the individual experiencing the medical emergency until responders arrive. Comfort the individual as necessary and try not to move him/her until responders arrive. Practice universal precautions - protect yourself from blood or body fluid exposures.

AEDs are located throughout campus and will be identified on Emergency Evacuation Maps. If the building does not have an AED, the BEAP will identify the closest AEDs. Any individual may use an AED when required by an emergency.

#### **BEAP Section IX: Training and Review**

- Training information is available to each Building Emergency Coordinator for use in training building occupants and Work Area Emergency Coordinators on an annual basis.
- Building and Work Area Emergency Coordinators should review and update the BEAP on an annual basis. Each review should be documented.
- Building occupant training should be provided when the BEAP is initiated and thereafter as needed due to changes in the plan, changes in the building or its occupants, or due to other events. Building Emergency Coordinators should maintain documentation of training.
- The BEAP will be maintained by the Building Emergency Coordinator who will submit a copy of the initial BEAP and any revisions to Risk Management and make it available to all building occupants.
- All faculty and other instructional personnel should review emergency action procedures before their first class meeting of each semester

#### **BEAP Section XI: Post-Emergency/Drill Evaluations**

It is recommended that following any emergency, or drill, an evaluation be conducted to determine what corrective or preventive actions, if any, are necessary. This evaluation may be conducted by Building Emergency Coordinators or Work Area Emergency Coordinators with assistance from Operations, Risk Management or UWPD as needed.

# ACRONYMS

AED	Automated External Defibrillator
BEAP	Building Emergency Action Plan
COOP	Continuity of Operations Plan
CPR	Cardiopulmonary Resuscitation
DCOOP	Departmental Continuity of Operations Plan
EEPG	Executive Emergency Policy Group
EMA	Emergency Management
EOC	Emergency Operations Center
EOG	Emergency Operations Group
ERP	Emergency Response Plan
ESF	Emergency Support Functions
FEMA	Federal Emergency Management Agency
HazMat	Hazardous Materials
ICP	Incident Command Post
ICS	Incident Command System
JIC	Joint Information Center
MEF	Mission Critical/Essential Functions
NIMS	National Incident Management System
SERC	State Emergency Response Commission
UW	University of Wyoming
UWYOCares	University of Wyoming Student Crisis Response Team
UWCOOP	University of Wyoming Continuity of Operations Plan
UWPD	University of Wyoming Police Department



# APPENDICES

APPENDIX A: Emergency Operations Center Location(s) .....	30
APPENDIX B: Emergency Operations Center Functions/Units .....	31
APPENDIX C: Emergency Operations Center Purpose/Responsibilities .....	34
APPENDIX D: Minimum Emergency Procedure Guidelines .....	38
APPENDIX E: Student Crisis Response Team (Uwyo Cares) .....	40
APPENDIX F: Procedures For Specific Emergencies .....	50
APPENDIX G: Glossary .....	68
APPENDIX H: Continuity of Operations Planning (COOP) .....	70
APPENDIX I: Building Emergency Action Plan (BEAP) Forms/Sample Plan .....	77

## APPENDIX A: EMERGENCY OPERATIONS CENTER LOCATION(S)



### **Emergency Operations Center (EOC) Primary Location:**

- Information Technology Building

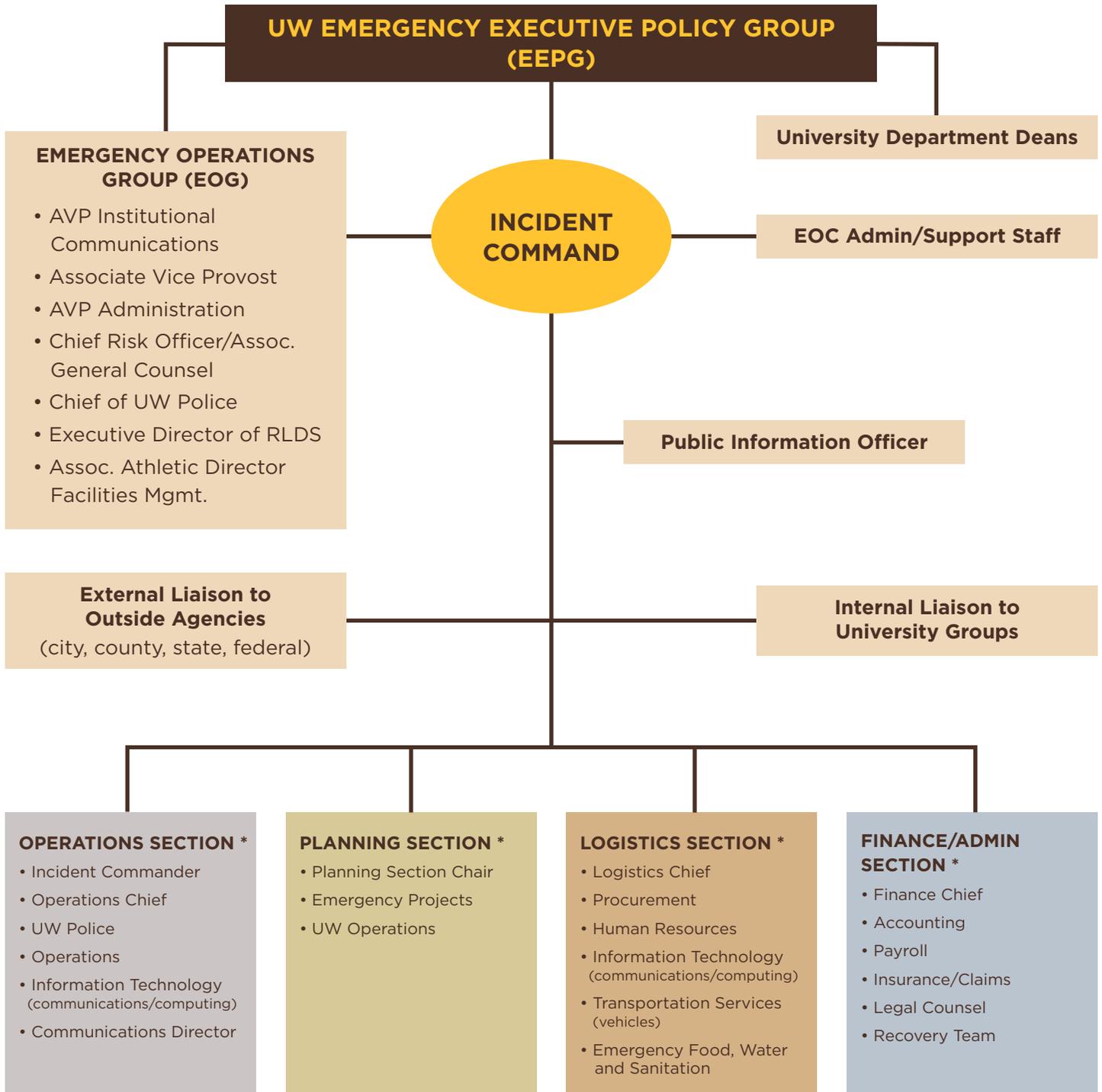
### **EOC Alternate Locations:**

- Old Main
- UWPD

### **EOC Tertiary/Replacement Location:**

In the event the primary and alternate locations are unavailable, the Vice President for Finance Administration (or, in the absence of the Vice President for Finance and Administration, the individual activating the ERP) will designate a suitable tertiary/replacement location for the EOC.

# APPENDIX B: EMERGENCY OPERATION CENTER FUNCTIONS/UNITS



\*Utilization of these teams is dependent on the nature and duration of the emergency

# EMERGENCY OPERATION CENTER FUNCTIONS/UNITS (CONT.)

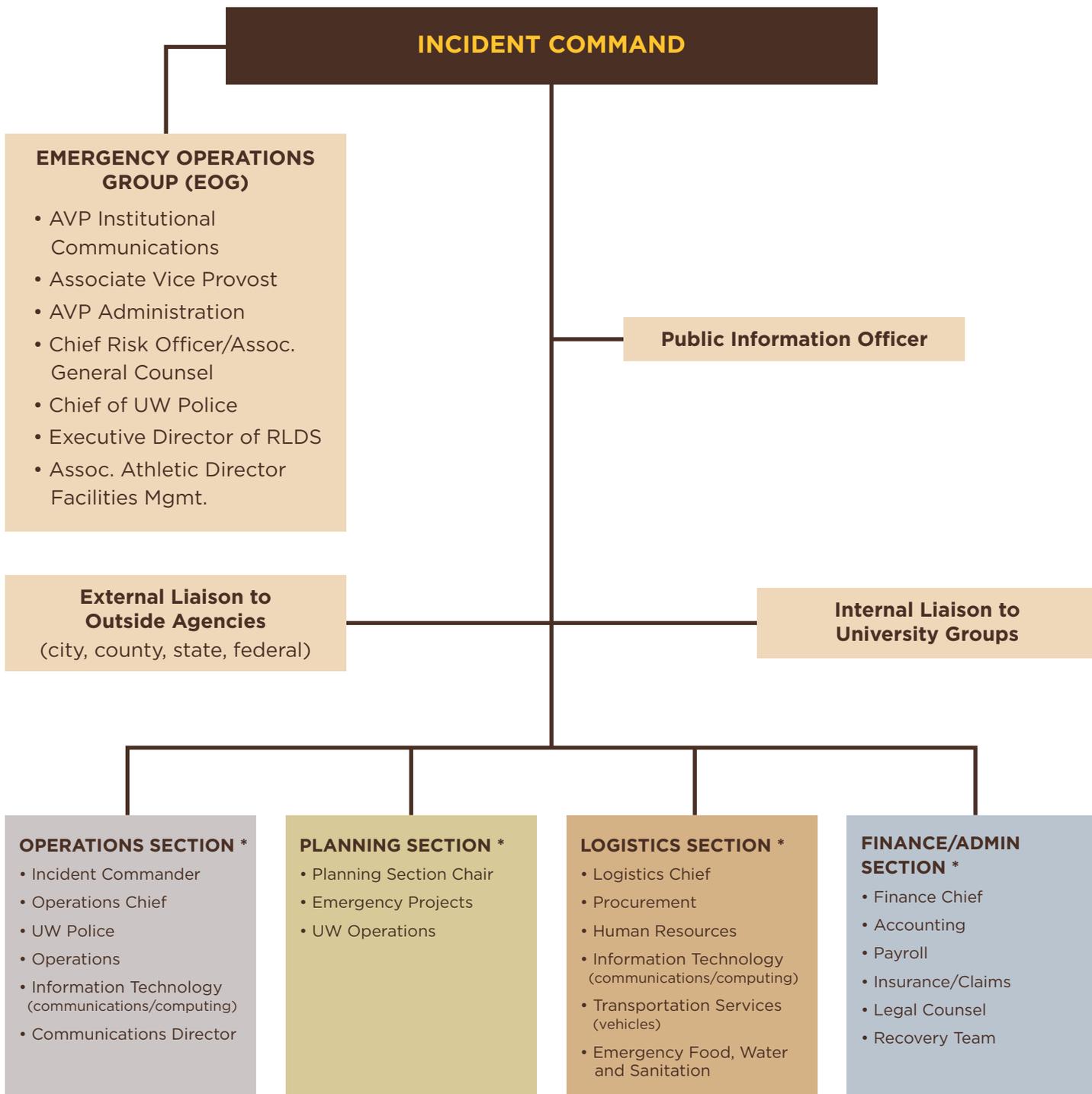
## UW EMERGENCY EXECUTIVE POLICY GROUP (EEPG)

President  
Provost and Vice President for Academic Affairs  
Vice President for Finance and Administration  
Vice President for Governmental & Community Affairs  
Vice President and CIO  
Vice President for Research and Economic Development  
Vice President for Student Affairs  
General Counsel  
Associate Vice President Administration Operations  
Associate Vice President Institutional Communications & Marketing  
Athletic Director  
Chief Risk Officer & Associate General Counsel  
Chief of Police

### EMERGENCY OPERATIONS GROUP (EOG)

- AVP Institutional Communication & Marketing
- Associate Vice Provost
- Chief Risk Officer & Associate General Counsel
- Chief of Police
- Executive Director of Residence Life & Dining Services
- Associate Athletic Director for Facility Management
- Dean of Students
- Research and Economic Development Representative
- UW Information Technology Representative

### UNIVERSITY DEANS & DEPARTMENT HEADS



\*Utilization of these teams is dependent on the nature and duration of the emergency

## APPENDIX C: EMERGENCY OPERATIONS CENTER PURPOSE/RESPONSIBILITIES

OPERATIONS SECTION FUNCTION	PURPOSE/RESPONSIBILITIES
<b>INCIDENT COMMANDER</b>	Responsible for setting the incident objectives, strategies and priorities and has the overall responsibility at the incident or event. Ensures incident safety, provides information services to internal and external stakeholders, and establishes and maintains liaison with other agencies participating in the incident. In addition to the above responsibilities, depending upon the growth or complexity of the incident, may also delegate authority of certain activities to the Command and/or General Staff. The following positions will be added only as needed but Operations Chief is always activated:
<b>OPERATIONS CHIEF</b>	Provides overall direction, management and coordination for all operational functions of the EOC that are part of the Operations Team. Establishes operational priorities and strategies. Coordinates to ensure effective field incident response and the management of operational resources, and provides senior operational representation to the EOC Director. This position is always activated and serves as a back up to the EOC Director.
<b>UW POLICE</b>	Responsible for managing police functional operations at the EOC and serving as the Operations Section Chief for incidents in which the police field units are the Incident Commanders. Coordinates general field assignment with the Police Department Command Center and may, as needed, communicate directly with field Incident Commanders and units. Has the lead for the Operational Action Plan for law enforcement, security, traffic control, access control, and crime scene preservation. Coordinates with the county Medical Examiner's office for incidents involving fatalities and has primary authority for establishing priority for field response and police resource allocation. Responsible for managing search and rescue and fire suppression if the Laramie Fire Department is not immediately available.
<b>RISK &amp; SAFETY (Operations &amp; Research)</b>	Manages and coordinates the environmental health and safety functions of the emergency response on the University of Wyoming Laramie campus and provides consultation for emergency response at other UW locations, including giving input for suspected problems with hazardous chemical, biological or radiological materials or spills, or basic public health concerns related to contaminated water, sewage or air contaminants. Provides consultation to assist in the assessment of unsafe conditions, manages and coordinates on-site hazard assessments, and coordinates HazMat contractor consistent with EOC priorities. Advises and provides information to other campus departments and emergency response personnel on the safety and health of planned operations and responses. Provides advice and consultation on Pre-entry Assessment Team (PEAT) deployment and provides input for the Operational Action Plan for evaluating and prioritizing response operations relative to hazardous situations, fire and other risks, and health and environmental risks.

<b>UW OPERATIONS</b>	Responsible for managing and coordinating the prioritized response and exchange of operational information for all buildings, power and water utilities, roadways, and grounds. Has the lead for the Operational Action Plan for emergency inspection, repair and restoration operations for all campus power and water utilities, facilities roadways, and grounds. Assists with emergency power and support for all field operations and the EOC. Responsible for providing reports from outside utilities and transitioning emergency operations to clean up and repair operations.
<b>UW IT (Communications/ Computing)</b>	Provides status for campus communications/computing services for disaster response. Plans for and establishes alternate and emergency computing in support of the EOC and critical campus operations. Maintains, operates, and deploys emergency communication tools. Provides technical support for News and Information and Crisis Communications. Manages the utilization of the UW Amateur Radio group and services (Ham) when available.
<b>RESIDENCE LIFE AND DINING SERVICES</b>	Responsible for coordinating University care and shelter operations for all populations who may be stranded on campus. Coordination may be in support of other activities on campus or with public services through Albany County or the State of Wyoming. Additionally, may need to address requests from the City of Laramie, Albany County, Red Cross or other agencies to host temporary shelters for citizens.
<b>STUDENT AFFAIRS</b>	Represents all student life for the University during the emergency response and recovery. Coordinates and provides housing and food services, information to families of students, and counseling services to students.
<b>UW COUNSELING</b>	Responsible for coordinating with Human Resources and other administrative departments to manage emergency services and support for UW staff stranded at campus or needing emergency services from campus resources. May work with other entities to coordinate care and shelter and emergency transportation. Also, may work with Medical First Aid to coordinate crisis-counseling services.
<b>PLANNING SECTION CHIEF</b>	Provides for overall management and analysis of disaster/incident information and assessment of impact and damage to the University systems, properties, facilities and capability to occupy buildings. Provides analysis and consultation regarding extended operations and the impacts of the emergency. Runs the hourly EOC Section Chief Planning meetings. Manages the receipt, posting, tracking and documentation of disaster/incident information. Supports the financial accounting of all incurred costs and estimated expenditures.  This position is always activated whenever there is significant information, extended operations or property damage.
<b>EMERGENCY JOINT PROJECTS</b>	Implements and manages maintenance, repair and construction projects for critical University services and facilities, as authorized by the EOC Director.
<b>UW OPERATIONS</b>	Responsible for coordination, information gathering and dissemination of information to UW tenants and property-owners of major off-campus leased space.

LOGISTICS SECTION FUNCTION	PURPOSE/RESPONSIBILITIES
LOGISTICS CHIEF	Provides overall management of resources and logistical support for operations and planning functions. Accesses and procures resources to support the emergency response and operations, when support beyond normal department assets is needed. Supports the EOC activation and temporary emergency care for people and workers. Coordinates the management of volunteer resources to support emergency operations. Coordinates with the Finance Team to ensure appropriate processes for procurement and contracting.
PROCUREMENT	Sets up all logistics for procurement and delivery of resources, both UW campus resources and outside goods and services. Arranges for field receipt and acknowledgement. Procures private and vended services, which may include contracted services, equipment purchases, supplies or support (meals, etc.) for emergency operations. If resources are not purchased through the EOC, sets up an allocation and tracking process to assure vendors know whom to invoice and how they will be paid. Responsible for tracking and distributing equipment and supplies requested by the EOC to support campus emergency response and recovery activities. Coordinates with Finance in record keeping, planning and budgeting for funding authorization.
HUMAN RESOURCES	Responsible for managing emergency human resource operations, including temporary or emergency hires, critical processes for benefits and employee services, and other HR-related activities in support of the emergency response and recovery. Responsible for coordinating all UW staff volunteer resources to support the University's needs. Sets up a registration process for ensuring UW staff volunteers are working under the management of an appropriate manager of UW. Registration includes obtaining emergency contact numbers, signed statement indicating complete and voluntary participation and willingness to work as assigned. May need to address work requirements, e.g., lifting, hazard exposure. Procedure does not need to be done for any volunteers who are coordinated by an official organization, such as the American Red Cross or the National Search and Rescue Association.
UW IT (Communications/ Computing)	Coordinates between UW Technology Unit Response Center (URC), UW Technology EOC Operations position, and other EOC positions. Provides status for campus communications/computing services for disaster response. Plans for and establishes alternate and emergency computing in support of the EOC and critical campus operations. Maintains, operates, and deploys emergency communication tools. Provides technical support for News and Information and Crisis Communications. Manages the utilization of the UW Amateur Radio group and services (Ham) when available.
TRANSPORTATION SERVICES (vehicles)	Responsible for providing transportation to support emergency operations, including transport of emergency personnel, equipment and supplies, and injured persons. Manages the campus pool vehicles, parking operations, garage, and coordinates the provision of municipal transit services to campus. Maintains inventory of all available transportation (vehicles) and support (fuel, supplies, and drivers).

<b>EMERGENCY FOOD, WATER, and SANITATION</b>	Responsible for obtaining and allocating food and water supplies to support emergency staff needs. Coordinates with all campus resources to obtain hot meals and supplemental food for emergency workers on campus.
<b>FINANCE/ADMIN SECTION FUNCTION</b>	<b>PURPOSE/RESPONSIBILITIES</b>
<b>FINANCE CHIEF</b>	Provides overall management of financial accounting and analysis for the emergency response, including keeping the EOC Director and EEPG advised of the total cost-to-date of the emergency response, estimated losses and financial impacts of the emergency to UW businesses, programs and facilities. Also begins the tracking and documentation process for FEMA application and insurance claims.
<b>ACCOUNTING</b>	Establishes an accounting process for tracking expenses for procurement of services, contracts and/or mutual aid from the EOC. Establishes accounting numbers for tracking expenses.
<b>PAYROLL</b>	Coordinates the payment of UW employees and staff during and after an emergency or disaster and develops alternate payment methods if the primary payroll processes are impacted.
<b>INSURANCE/CLAIMS</b>	Assists EOC staff (either on-site or via phone consultation) with insurance and liability claims information and information-sharing. Provides subject matter expertise on both issues as the event evolves toward the recovery stage.
<b>LEGAL COUNSEL</b>	Available for advice and consultation on all legal matters involving the UW's emergency response activities. May not be physically present in the EOC but must be available electronically (via phone) to the EOC and/or EEPG.

# APPENDIX D: MINIMUM EMERGENCY PROCEDURE GUIDELINES

## 1. REPORTING EMERGENCIES

- **IN THE EVENT OF AN EMERGENCY, CALL 911 or UWPD 766-5179**

**NOTE:** When calling 911 from a landline phone it will route to UWPD. When calling 911 from a cellular phone it will route to City/County Police Dispatch

- When calling stay calm and carefully explain the problem and location to the dispatcher. **DO NOT HANG UP UNTIL TOLD TO DO SO** (unless evacuation is imperative). Keep calm and try to keep others calm.

## 2. EVACUATION PROCEDURES

### Building Evacuation

- All building evacuations will occur when an alarm sounds and/or upon notification by the UW Police, the local fire department, the local police, Risk Management, safety personnel, or the Building/Facility Coordinator.
- When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
- **ASSIST THOSE WHO NEED HELP EXITING THE BUILDING! DO NOT USE THE ELEVATORS IN CASES OF FIRE OR EARTHQUAKE.**
- Once outside proceed to a clear area that does not obstruct emergency response personnel and away from the affected building. Keep streets, fire lanes, hydrant areas and walkways clear. Know your assembly points.
- DO NOT return to an evacuated building unless told to do so by the local fire department, the UW or local police or safety personnel. **IMPORTANT:** After any evacuation, report to your designated assembly point. Remain until an accurate headcount is taken. The Building/Facility Coordinator will take attendance and assist in the accounting for all building occupants

### Campus Evacuation

- The Vice President for Finance and Administration will announce evacuation of all or part of the campus grounds.
- All persons (students, faculty, and staff) are to immediately vacate the site in question and relocate to another area as directed.
- DO NOT return to an evacuated area unless told to do so by the Vice President for Finance and Administration. **IMPORTANT:** After any evacuation, report to your designated assembly point. Remain until an accurate headcount is taken. The Building/Facility Coordinator will coordinate the accounting for persons in the area.

### How to assist people with disabilities during an evacuation

#### *To alert visually impaired persons*

- Announce the type of emergency
- Offer your arm for guidance
- Tell the person where you are going, obstacles you encounter
- When you reach safety, ask if further help is needed.

#### *To alert people with hearing limitations*

- Turn lights on/off to gain person's attention, or
- Indicate directions with gestures, or
- Write a note with evacuation directions.

*To evacuate people using crutches, canes, or walkers*

- Evacuate these individuals as injured persons
- Assist and accompany to evacuation site if possible, or
- Use a sturdy chair (or one with wheels) to move person, or
- Help carry individual to safety

*To evacuate wheelchair users*

- Non-ambulatory persons' needs and preferences vary
- Individuals at ground floor locations may exit without help
- Others have minimal ability to move - lifting may be dangerous
- Some non-ambulatory persons have respiratory complications
- Remove them from smoke and vapors immediately
- Wheelchair users with electrical respirators get priority assistance
- Most wheelchairs are too heavy to take down stairs
- Consult with the person to determine the best carry options
- Reunite the person with the chair as soon as it is safe to do so



# APPENDIX E: STUDENT CRISIS RESPONSE TEAM (UWYO CARES)

In the event of an emergency that requires immediate intervention, call 911 or UWPD (307) 766-5179; for all other issues Dean of Students: (307) 766-3296 or [dos@uwyo.edu](mailto:dos@uwyo.edu)

## PART I: PURPOSE AND STRUCTURE

### Section 1. Introduction

The UWYO CARES Team is a University of Wyoming multi-disciplinary team responsible for assessing, responding to and evaluating the risk of individuals who present concerns of any nature.

When you submit a student report of concern to the UWYO Cares Team, you are informing the team that you have seen/heard something from or about a student that causes you to be significantly concerned about the student's health, wellbeing, safety and/or academic success. Your report may be the activating event that helps the student get connected to appropriate campus resources, or you may be providing supplemental information about a student that assists in our ability to more appropriately reach out to support the student. The Dean of Students Office will work with our partners; UWPD, UCC, Residential Life, Stop Violence, and our Welfare Coordinator. The University of Wyoming is focused on helping student achieve their goals. UWYO Cares Team members shall have a duty to protect other confidential and/or sensitive information which is disclosed about students as part of the behavior intervention team process. Discussion of the Team's work or case management plan with those unrelated to the case management plan is considered professionally unethical. UWYO Cares Team members shall limit disclosure of confidential information to within the UWYO Cares Team and/or employees having a need to know in order to care for the student.

 The information that is shared via the online form is subject to the students records. You may choose to identify yourself on the form, or stay anonymous. However, we can only help or be as good as the information we receive.

The UWYO Cares Team seeks to assist faculty, staff and students to stay focused on learning and student development. The UWYO Cares was developed around implementation of a Behavioral Intervention Team (BIT). The overall goal of UWYO Cares Team is to promote a safe environment for all students, faculty, and staff focused on student learning and student development. The UWYO Cares Handbook seeks to formalize the Universities processes for greater communication, collaboration and coordination of concerns regarding behavior.

### Section 2. UWYO CARES Team Charge

**Mission** - The UWYO Cares Team is a University of Wyoming team of collective minds responsible for assessing, responding to and evaluating risk of individuals who present concerns of any nature. We both care for students and help assess behavioral threats risk to the University of Wyoming Campus Community. UWYO Cares, builds partnerships with faculty, staff, and students to ensure all members of the institution are working towards their academic goals and stay engaged to graduate.

**Vision** - The role of the UWYO Cares Team is to:

1. Provide consultation and support to faculty, staff, administration and students in assisting individuals who display concerning or disruptive behaviors;
2. Gather information to assess situations involving individuals who display concerning or disruptive behaviors;
3. Educate and empower the campus community to recognize, report, and effectively address aberrant, dangerous, threatening and concerning behaviors;

4. Recommend appropriate intervention strategies or disciplinary sanctions;
5. Connect individuals with needed campus and community resources; and
6. Monitor ongoing behavior of individuals who have displayed disruptive or concerning behavior.

The UWYO Cares Team is designed to enable the University of Wyoming to be compliant with The Campus Security Enhancement Act of 2008 Public Act 095-0881, §110 ILCS 12 - 20) and the implementing regulations (29 Ill. Adm. Code § 305).

### **Section 3. Team**

#### ***UWYO Cares Core Team Membership***

- Dean of Students
- Associate Dean of Students (Vacant)
- Assistant Dean of Students (Conduct)
- Executive Director of Residential Life, Dining Services, & Wyoming Union
- Associate Director of Residential Life
- Chief of Police
- Detective for Police
- Director of Counseling Center
- Director of Student Health
- Coordinator of Student Welfare
- Director of DSS
- ACES Representative
- Laramie Police Department Representative

#### ***UWYO Cares External Consultative Team***

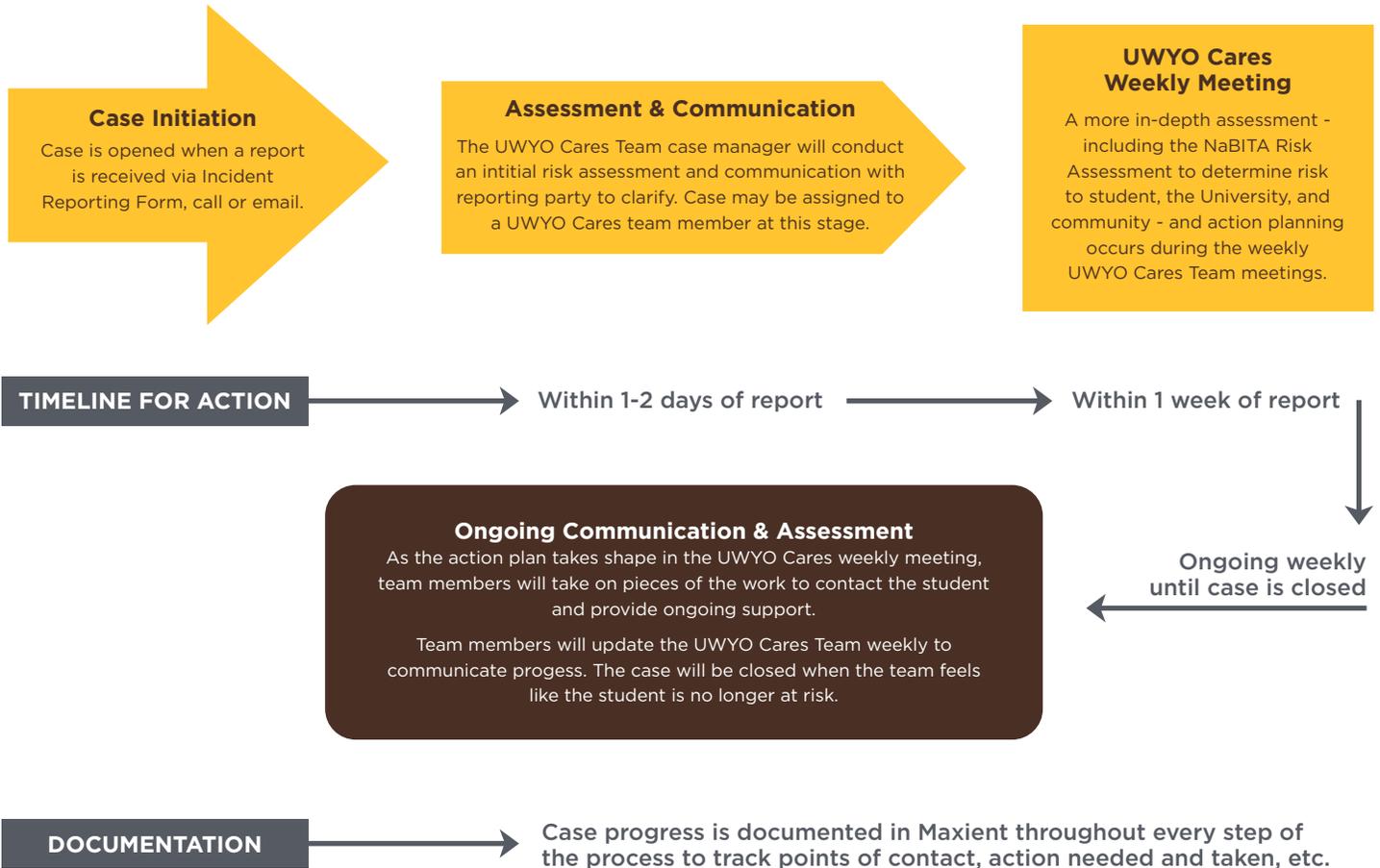
- Stop Violence
- Coordinator of Fraternity and Sorority Life
- Athletics
- EORR
- Albany County Sheriff
- UW ROTC
- Albany County Safe Project
- Faculty and Administration at UW
- UW Financial Aid and Foundation
- Veterans Services
- International Students and Scholars
- Community Resources –including but not limited to: Peak Wellness Center, Laramie Police Department, Invision Memorial Hospital, Albany County School Districts, Department of Family Services, Department of Vocational Rehabilitation, LCCC-ACC etc.
- Warren Air Force Base designee

### **Section 4. Meetings**

The UWYO Cares Team meets weekly to discuss topics related to behavior and intervention. These discussions include information such as trends in behavior in society and college settings, best practices in intervention and available resources. Additional meetings are held as needed to assess, intervene and monitor concerns brought to the attention of the UWYO CARES Team.

Each report is assigned to a UWYO Cares Team member, Welfare Coordinator, or appropriate dean. The assigned individual is responsible for making sure follow-up is completed, data is entered into Maxient, and the case is closed when appropriate.

# UWYO CARES CASE MANAGEMENT



## Section 5. Reporting Process

The overall goal of the UWYO Cares Team is to promote a safe environment for all students and staff and stay focused on student learning and student development. By encouraging all members of the university community, parents and the public to report behaviors that are concerning, the UWYO Cares Team will be able to reach out and intervene, provide support and connect campus members and students with resources that can assist them. Anyone can report information about any person affecting the University of Wyoming community (including students, faculty, staff, parents, visitors, and other persons not affiliated with the university). As such, the UWYO Cares Team asks that the campus community report concerning behaviors.

### Behaviors/Cases to bring to UWYO Cares

- Noticeable changes to baseline
- Risk to self or others
- Amount or type of behavior and substance abuse
- Violence or threat
- Larger campus/community impact
- Behavior involves multiple areas
- Cases that need consultation
- Students with multiple incidents
- All welfare checks- except missing class
- All BHS admits
- Issued threat(s)
- Extreme or obvious escalated behavior
- Felony or other criminal incidents
- Gut feelings
- Incidents requiring broad or individual student support/care

## **Section 6. Behaviors of Concern**

### ***Academic Indicators***

- Repeated absences from class, section, or lab
- Missed assignments, exams, or appointments
- Deterioration in quality or quantity of work
- Extreme disorganization or erratic performance
- Written or artistic expression of unusual violence, morbidity, social isolation, despair, or confusion; essays or papers that focus on suicide or death
- Continual seeking of special provisions (extensions on papers, make-up exams)
- Patterns of perfectionism: e.g., can't accept themselves if they don't get an A+
- Overblown or disproportionate response to grades or other evaluations

### ***Behavioral and Emotional Indicators***

- Direct statements indicating distress, family problems, or loss
- Angry or hostile outbursts, yelling, or aggressive comments
- A person discusses bringing a gun or other weapon to campus
- More withdrawn or more animated than usual
- Expressions of hopelessness or worthlessness; crying or tearfulness
- Expressions of severe anxiety or irritability
- Online posting of a threat or a threatening e-mail
- Discussion of violence as a way to solve a problem
- Someone talks about feeling "wronged" and wants to get revenge
- Excessively demanding or dependent behavior
- Lack of response to outreach from course staff
- Shakiness, tremors, fidgeting, or pacing

### ***Physical Indicators***

- Deterioration in physical appearance or personal hygiene
- Excessive fatigue, exhaustion; falling asleep in class repeatedly
- Visible changes in weight; statements about change in appetite or sleep
- Noticeable cuts, bruises, or burns
- Frequent or chronic illness
- Disorganized speech, rapid or slurred speech, confusion
- Unusual inability to make eye contact
- Coming to class bleary-eyed or smelling of alcohol

### ***Other Factors***

- Concern about a student by his/her peers or teaching assistant
- A hunch or gut-level reaction that something is wrong

Many acts of violence (such as school shootings) are planned in advance and there are often warning signs exhibited ahead of time. If faculty, staff, students, and families see some of these things they should alert the UWYO Cares Team by filling out an incident report online:

[https://cm.maxient.com/reportingform.php?UnivofWyoming&layout\\_id=5](https://cm.maxient.com/reportingform.php?UnivofWyoming&layout_id=5)

**NOTE** If you are not sure whether you should report something to the UWYO Cares Team or not, it helps to err on the side of reporting the information, even if you just want the information tracked in case there is a bigger pattern. The UWYO Cares Team is designed to help the campus "connect the dots," to intervene before someone turns to violence as a solution.

## Section 7. Incident Report (“Report a Concern”)

The Incident Report is designed to enable faculty, staff and students to voluntarily report behaviors of concern that result in incidents of misconduct at the University of Wyoming. An incident, in this context, is an event that does not warrant immediate intervention.

**In the event of an emergency that requires immediate intervention, call UWPD 766-5179 or 911.**

The Incident Report will provide a mechanism for responding to individual incidents and will document patterns of disruptive behavior. It will also provide aggregate data on the nature and frequency of disruptions at UW. This report provides a standardized method for recording observations of troublesome behaviors and for alerting staff of potential concerns.

The online Incident Report form can be found through the following UDL: <http://www.uwyo.edu/dos/uwyocares>. In accordance with UW Student Code of Conduct, information provided in the Incident Report may also be considered in determining appropriate disciplinary action.

## Section 8. What Happens Next

(see “Case Management” graphic above)

Once a report is submitted, it is routed to the UWYO Cares Team Core. The UWYO Cares Team conducts an initial threat assessment on every referral to determine any initial action that might be warranted. A more in-depth assessment, investigation, and plan development occurs during the weekly UWYO Cares Team meetings. The UWYO Cares Team will assess database information to determine patterns of behavior and utilized tools including the NaBITA Risk Assessment to determine risk to student, the University, and community. As much as is allowed by FERPA, the reporter will be kept apprised of the UWYO Cares Team action to ensure campus safety and student success.

## Section 9. Record Keeping

The UWYO Cares Team will maintain confidential records for all cases and all follow-up reports that are developed as a result of UWYO Cares Team proceedings. These records will be entered in a secure, protected and searchable database that will have the capacity to monitor ongoing cases and provide longitudinal follow-up and assessment.



**In every meeting, we use the FERPA standard that all parties have a need to know.**

## PART II: ASSESSMENT

### Section 1. Assessment Process

While there is no single set of warning signs that will predict behavior or campus violence, the assessment process looks for behavioral evidence that someone is planning or preparing to act out inappropriately or carry out some type of threat. The assessment will attempt to distinguish between threatening and non-threatening cases in order to ensure the safety of the distressed person and others potentially involved as well as to resolve concerns that initiated the inappropriate behavior.

The assessment process assists in early identification of situations that may pose a threat to others; creates a baseline of information against which to assess future behavior; and provides a means for implementing interventions to increase the likelihood of a positive and safe resolution.

### Section 2. Information Gathering

Once an Incident Report has been received by the UWYO Cares Team, the team implements the assessment process.

In general, the UWYO Cares Team will gather preliminary information regarding the concern and then a team member may interview the referred person as part of the initial assessment process. The interview will provide the opportunity for the individual to share his/her concerns about the situation and ask for needed assistance in solving it. Information gathered in this initial interview will be helpful in determining appropriate intervention strategies.

That process may include any of the following data gathering processes:

- Interviews with all available parties with information about the situation
- Interviews with the person alleged to have displayed inappropriate/concerning behavior
- Assessment by counselor/mental health professional
- Interview with any identified potential targets of inappropriate/concerning behavior
- Contacting a student's parents or family members
- Review of a student's academic and disciplinary history
- Legal/criminal background check

### **Section 3. Levels of Risk**

Based on all data gathered, the UWYO Cares Team will utilize the following resources to assess risk:  
NaBITA Risk Assessment

## **RESPONDING TO STUDENT MISCONDUCT: GUIDELINES FOR FACULTY AND STAFF**

### **Section 1. Student Code of Conduct**

- The Student Conduct Code is designed to clarify expectations for student conduct on campus (academic and social).
- Faculty and staff should be aware of the Student Conduct Code and feel comfortable referring to it.
- The Code is available in the Student Handbook and online at:  
<https://www.uwyo.edu/dos/conduct>

### **Section 2. Tips for Preventing Misconduct in the Classroom**

- Just as instructors determine academic standards and evaluate student performance according to those standards, it is recommended that at the beginning of each term, instructors determine social conduct standards for their classroom (no chatting in class, reading newspapers, sleeping, using cell phones, texting, etc). For courses with online components, it is recommended that expectations regarding electronic communications be included.
- Provide specific information in the syllabus regarding your classroom expectations in addition to a reference to the Student Conduct Code.
- This not only sends a message to potentially disruptive students but also communicates to all other students that you will ensure a classroom environment free from disruption.

### **Section 3. Recommendations for Responding to Misconduct in the Classroom**

(Progressive discipline to insure compliance with due process requirements)

Please note that progression through these steps depends upon the level and repetition of misconduct. Ideally, most incidents of misconduct will be remedied at Step 1 or Step 2.

#### **Step 1:**

- Provide an oral warning to the student at the time that inappropriate behavior occurs.
- Consider reminding the entire class regarding your expectations.
- If the oral warning does not remedy the situation and the inappropriate behavior continues:

**Step 2:**

- Talk to the student individually after class or ask them to schedule a meeting with you. If you are not able to talk with the student individually prior to the next class period, you may contact the student by phone, email or letter.
- During the discussion with the student, clarify your expectations for classroom conduct and seek the student's cooperation in meeting those expectations. Indicate that a written report will be filed with the Dean of Students if they fail to correct their behavior following the oral warning. In addition to the written report, DOCUMENT all other information relevant to the student's misconduct.
- Provide a copy of the written report and other documentation to your direct reporting Dean.

**NOTE** Step 1 and 2 may both occur during a single class period if a student fails to correct their behavior after being warned by the instructor.

**Step 3:**

- If the behavior persists beyond the written warning or is so disruptive that immediate action is necessary, ask the student to leave the class for the remainder of the class period. If the student refuses to leave the class, call Campus Safety. If necessary, temporarily adjourn the class and ask another student to call Campus Safety.
  - Contact the Dean of your school as soon as possible to discuss the situation.
  - DOCUMENT all relevant information.
  - Provide a copy of the documentation to your reporting Dean and the Dean of Students along with the Incident Report.

**NOTE** Instructors may direct a disruptive student to leave for the remainder of a class period. Longer suspensions require further disciplinary action through the student disciplinary process and the Dean of Students. Instructor documentation of the sequential events, adequate warnings, and actions are critical.

**Section 4. Meeting with an Angry or Potentially Threatening Student**

Do not meet alone with a student who you feel may be a threat to your personal safety. Instead of asking to meet after class, schedule a specific appointment so that you have time to prepare for the meeting. Contact the UWYO Cares Team for consultation prior to the meeting.

Alert and confer with your Dean and/or colleagues of when the student will be meeting with you and ask one of them to either be on standby or to join in the meeting. Also notify Campus Safety of the time and place of the meeting. An officer will be assigned to that area or be present in the room at the time of the meeting.

**RESPONDING TO STUDENTS IN DISTRESS: GUIDELINES FOR FACULTY AND STAFF****Section 1. Identifying the Distressed Student**

Over the course of your career at the University of Wyoming you may come into contact with a student you find challenging. It is important to understand the difference between a student having a bad day and a student who may need mental health or substance abuse treatment or intervention. All students go through a time of adjustment when they come to college. It is normal for students to feel anxious and sad to some degree within the first three months of starting college, as they try to figure out how and where they fit in. Concern should arise when the distress to the student is in excess of what would be expected or if there is significant impairment in social, educational or occupational functioning. When a student is having difficulty, help is available for the student. Student support services are available to help assess the student and help them with their needs. You certainly do not have to know how to diagnose, but it is important to be able to recognize when a student is in trouble.

Behaviors that you may encounter include:

- Persistent sadness, inability to concentrate, missed classes, decreased motivation, isolation, decrease in personal hygiene, and a change from previous functioning.
- Excessive worry, feeling “on edge”, panic attacks, avoiding speeches or group projects, leaving class early, fear of failure or criticism.
- Struggling with one or more significant stressors such as divorce, loss of employment, becoming a parent, retirement, illness or injury. If a student is struggling with one of these, while in college, their adjustment may be more difficult.

## Section 2. Tips for Responding to Students in Distress

1. If you suspect one of your students is in distress, please express your concern to the student and refer them to the Counseling Office. Sometimes it is hard to know how to approach the student or what to say to a student who appears to be in distress.
2. If the student’s issue is one you do not feel qualified or comfortable discussing, please contact the counseling office at extension 6-2187. One question to ask yourself is, “Is the student’s response in excess of their stressor?” If so, intervention is warranted. Also, when it comes to helping students who are upset, in crisis or simply having a bad day, you must evaluate your own comfort level. If you begin to feel uncomfortable or that you are entering territory you are not qualified to handle, refer to the UWYO CARES Team, Dean of Students, the Counseling Office or the Dean or Director of your area or college.
3. If appropriate, invite the student to talk privately rather than addressing the issue publicly.
4. Gain an understanding of why the student is upset. This will help you determine if the student is having a bad day or if they need intervention. Start the conversation by saying “If you want to tell me what is upsetting you, I’m here to listen” or a similar conversation starter.

Use active listening and repeat back to the student what they just said. Depending on the situation, you may respond by saying, “You sound very upset, what can I do to help?” or “You sound very upset, would you like to use my phone to schedule an appointment for yourself?”



# NaBITA THREAT ASSESSMENT TOOL

## HARM TO SELF

Mental & Behavioral Health  
“The D-Scale”

## OVERALL & Generalized Risk Rubric

## HARM TO OTHERS

Nine Levels of  
Hostility & Violence

### DYSREGULATION/DECOMPENSATION

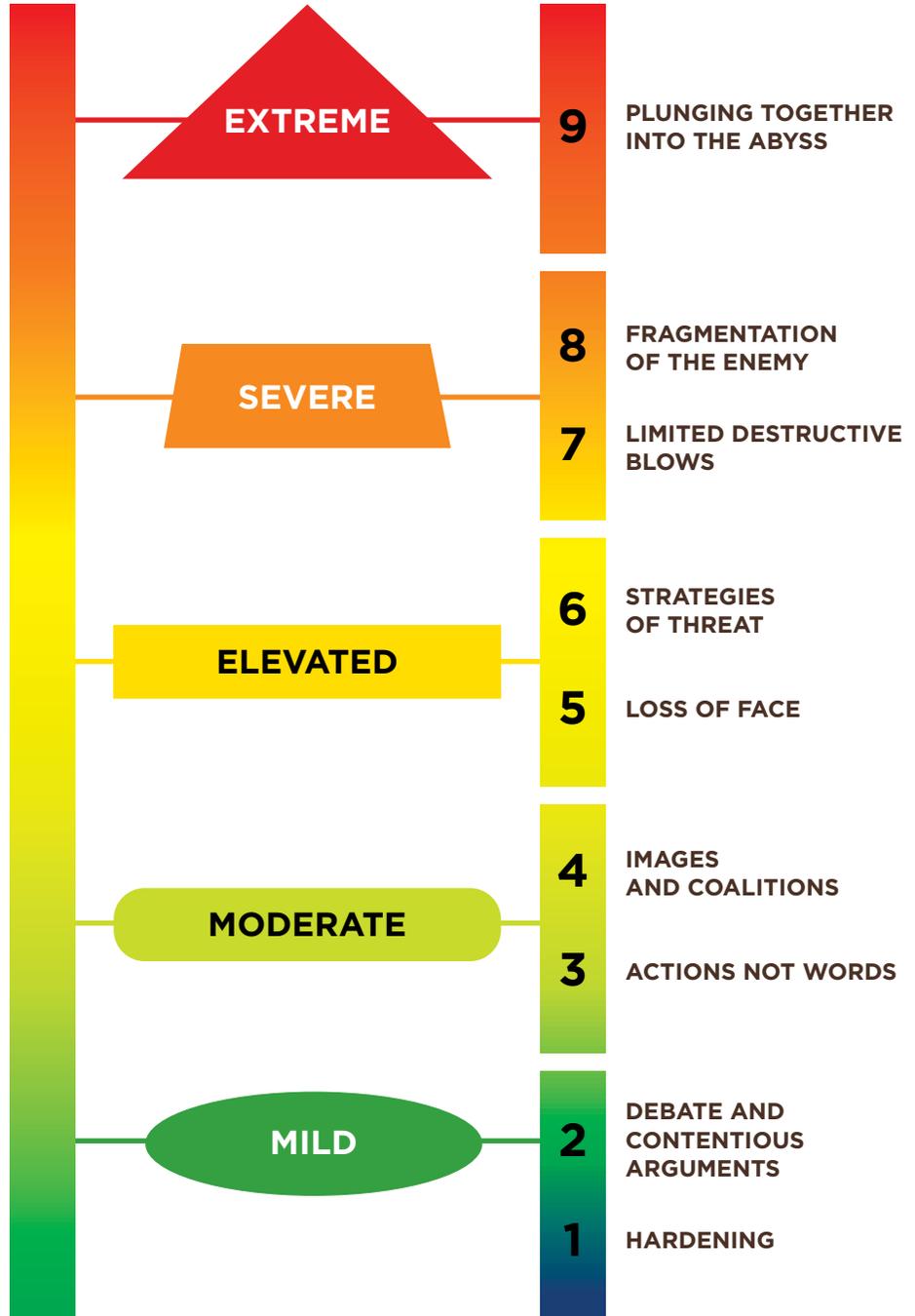
- ▲ Acutely suicidal (thoughts, feelings, expressed intentions and ideations)
- ▲ Para-suicidal (extreme self-injurious behavior, eating disorder, personality disorder) at life threatening levels
  - ▲ Engaging in risk taking behaviors (e.g. substance abusing)
  - ▲ Hostile, aggressive, relationally abusive
  - ▲ Deficient in skills that regulate emotion, cognition, self, behavior and relationships.
  - ▲ Profoundly disturbed, detached view of reality
  - ▲ Unable to care for themselves (poor self care/protection/judgment)
  - ▲ At risk of grievous injury or death without intent to self harm
  - ▲ Often seen in psychotic breaks

### DISTURBANCE

- Increasingly disruptive or concerning behavior, unusual and/or bizarre acting
  - May be destructive, apparently harmful or threatening to others
  - Substance misuse and abuse; self-medication; erratic medication compliance

### DISTRESS

- Emotionally troubled (e.g depressed, manic, unstable)
- Individuals impacted by situational stressors and traumatic events that cause disruption or concern
  - May be psychiatrically symptomatic if not coping/adapting to stressors/trauma
  - Behavior may subside when stressor is removed or trauma is addressed/processed



## Confidentiality Statement

UWYO Cares Team (the University of Wyoming behavior intervention team) members are responsible and accountable for their personal and professional actions as part of the University's behavior intervention team. Information pertaining to the students referred to the UWYO Cares Team is confidential. UWYO Cares Team members shall have a duty to protect other confidential and/or sensitive information which is disclosed about students as part of the behavior intervention team process. Discussion of the Team's work or case management plan with those unrelated to the case management plan is considered professionally unethical. UWYO Cares Team members shall limit disclosure of confidential information to within the UWYO Cares Team and/or employees having a need to know in order to care for the student. UWYO Cares Team members who disclose confidential information may be removed from working on the UWYO Cares Team.

Wherefore the parties acknowledge that they have read and understand this agreement and voluntarily accept the duties and obligations set forth herein:

---

Printed Name

---

Signature

---

Date

## APPENDIX F: PROCEDURES FOR SPECIFIC EMERGENCIES

### ACTIVE SHOOTER/ACTIVE THREAT

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Incidents of this nature vary from every demographic, and the one primary mitigating factor is early intervention. Reporting erratic, suspicious, or threatening behaviors to appropriate campus entities is critical in the identification of potential violent individuals. Campus community members are encouraged to utilize the UWPD, UWYO Cares, UW Human Resources, Report-It, and EEOR if there are known concerns about a student, faculty, or staff. Additional information regarding preventions of Active Shooters/Threats will follow.

Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

#### Best practices for coping with an active shooter situation:

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- If you are in a hallway, get into a room and secure the door
- As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.

**CALL 911 WHEN IT IS SAFE TO DO SO!**

**Utilize Text Tips using keyword UWYO to 847411 (TIP411)**

#### HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

#### 1 Evacuate (RUN)

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

- a. Have an escape route and plan in mind
- b. Evacuate regardless of whether others agree to follow
- c. Leave your belongings behind
- d. Help others escape, if possible
- e. Prevent individuals from entering an area where the active shooter may be
- f. Keep your hands visible
- g. Follow the instructions of any police officers
- h. Do not attempt to move wounded people
- i. Call 911 when you are safe

## 2 Hide Out (HIDE)

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

**Your hiding place should:**

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement to prevent an active shooter from entering your hiding place:
- Lock the door
- Blockade the door with heavy furniture

**If the active shooter is nearby:**

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

**If evacuation and hiding out are not possible:**

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

## 3 Take action against the active shooter (FIGHT)

### 4 As a last resort...

**...and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:**

- a. Acting as aggressively as possible against him/her
- b. Throwing items and improvising weapons
- c. Yelling
- d. Committing to your actions

### HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers usually arrive in teams of four (4), but may be alone
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment with clear law enforcement insignia.
- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety

**How to react when law enforcement arrives (*continued on next page*):**

- Remain calm, and follow officers' instruction
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers

- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

**Information to provide to law enforcement or 911 operator:**

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s (clothing description, height, weight, hair color, etc)
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises. Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

**TRAINING YOUR STAFF FOR AN ACTIVE SHOOTER SITUATION**

To best prepare your staff for an active shooter situation, utilize the Building Emergency Action Plan (BEAP) program, and conduct training exercises. Together, the BEAP and training exercises will prepare your staff to effectively respond and help minimize loss of life. Training on the Community Response to an Active Shooter is coordinated by the UWPD. Requests for the training can be submitted to [UWPD@uwyo.edu](mailto:UWPD@uwyo.edu) or by utilizing the non-emergency phone number (307) 766-5179.

**Active Shooter or Threat Components of a BEAP:**

Create the BEAP with input from several stakeholders including your human resources department, your training department (if one exists), facility owners / operators, your facility manager, and local law enforcement and/or emergency responders. An effective BEAP includes:

- A preferred method for reporting fires and other emergencies
- An evacuation policy and procedure
- Emergency escape procedures and route assignments (i.e., floor plans, safe areas)
- Contact information for, and responsibilities of individuals to be contacted under the BEAP
- Information concerning local area hospitals (i.e., name, telephone number, and distance from your location)
- An emergency notification system to alert various parties of an emergency including:
  - Individuals at remote locations within premises
  - Local law enforcement
  - Local area hospitals

**Components of Training Exercises**

The most effective way to train your staff to respond to an active shooter situation is to conduct mock active shooter training exercises. UWPD is an excellent resource in designing training exercises.

- Recognizing the sound of gunshots
- Reacting quickly when gunshots are heard and/or when a shooting is witnessed:
  - Evacuating the area
  - Hiding out
  - Acting against the shooter as a last resort

- Calling 911
- Reacting when law enforcement arrives
- Adopting the survival mind set during times of crisis
- Training your staff in an active shooter situation

### **Additional Ways to Prepare For and Prevent an Active Shooter Situation**

- Preparedness
  - Ensure that your facility has at least two evacuation routes
  - Post evacuation routes in conspicuous locations throughout your facility
  - Include local law enforcement and first responders during training exercises
  - Encourage law enforcement, emergency responders, SWAT teams, K-9 teams, and bomb squads to train for an active shooter scenario at your location
- Prevention
  - Foster a respectful workplace
  - Be aware of indications of workplace violence and take remedial actions accordingly

### **PREPARING FOR AND MANAGING AN ACTIVE SHOOTER SITUATION**

Your human resources department and facility managers should engage in planning for emergency situations, including an active shooter scenario. Planning for emergency situations will help to mitigate the likelihood of an incident by establishing the mechanisms described below.

#### **Human Resources' Responsibilities**

- Conduct effective employee screening and background checks
- Create a system for reporting signs of potentially violent behavior
- Make counseling services available to employees
- Develop an BEAP which includes policies and procedures for dealing with an active shooter situation, as well as after action planning

#### **Facility Manager Responsibilities**

- Institute access controls (i.e., keys, security system pass codes)
- Distribute critical items to appropriate managers / employees, including:
  - Floor plans
  - Keys/access control as needed
  - Facility personnel lists and telephone numbers
- Coordinate with the facility's security department to ensure the physical security of the location
- Assemble crisis kits containing:
  - Radios
  - Floor plans
  - Staff roster, and staff emergency contact numbers
  - First-Aid kits
  - Flashlights
- Place removable floor plans near entrances and exits for emergency responders
- Activate the emergency notification system when an emergency situation occurs

#### **Reactions of Managers During an Active Shooter Situation**

Employees and customers are likely to follow the lead of managers during an emergency situation.

During an emergency, managers should be familiar with their BEAP, and be prepared to:

- Take immediate action
- Remain calm
- Lock and barricade doors
- Evacuate staff and customers via a preplanned evacuation route to a safe area

## **Assisting Individuals with Special Needs and/or Disabilities**

- Ensure that BEAPs, evacuation instructions and any other relevant information address to individuals with special needs and/or disabilities
- Your building should be handicap-accessible, in compliance with ADA requirements.

## **RECOGNIZING POTENTIAL WORKPLACE VIOLENCE**

An active shooter in your workplace may be a current or former employee, or an acquaintance of a current or former employee. Intuitive managers and coworkers may notice characteristics of potentially violent behavior in a campus community member. Alert the UW Human Resources Department, UWPD, or UWYO Cares Team if you believe an student, employee or coworker exhibits potentially violent behavior.

### **Indicators of Potential Violence by a student, faculty, or staff:**

Typical suspects of this type of event usually do not just “snap,” but display indicators of potentially violent behavior over time. If these behaviors are recognized, they can often be managed and treated. Potentially violent behaviors by a student, faculty, or staff may include one or more of the following (this list of behaviors is not comprehensive, nor is it intended as a mechanism for diagnosing violent tendencies):

- Increased use of alcohol and/or illegal drugs
- Unexplained increase in absenteeism; vague physical complaints
- Noticeable decrease in attention to appearance and hygiene
- Depression / withdrawal
- Resistance and overreaction to changes in policy and procedures
- Repeated violations of company policies
- Increased severe mood swings
- Noticeably unstable, emotional responses
- Explosive outbursts of anger or rage without provocation
- Suicidal; comments about “putting things in order”
- Behavior which is suspect of paranoia, (“everybody is against me”)
- Increasingly talks of problems at home
- Escalation of domestic problems into the workplace; talk of severe financial problems
- Talk of previous incidents of violence
- Empathy with individuals committing violence
- Increase in unsolicited comments about firearms, other dangerous weapons and violent crimes

## **MANAGING THE CONSEQUENCES OF AN ACTIVE SHOOTER SITUATION**

After the active shooter has been incapacitated and is no longer a threat, human resources and/or management should engage in post-event assessments and activities, including:

- An accounting of all individuals at a designated assembly point to determine who, if anyone, is missing and potentially injured
- Determining a method for notifying families of individuals affected by the active shooter, including notification of any casualties
- Assessing the psychological state of individuals at the scene, and referring them to health care specialists accordingly
- Identifying and filling any critical personnel or operational gaps left in the organization as a result of the active shooter

## **LESSONS LEARNED**

To facilitate effective planning for future emergencies, it is important to analyze the recent active shooter situation and create an after action report. The analysis and reporting contained in this report is useful for:

- Serving as documentation for response activities
- Identifying successes and failures that occurred during the event
- Providing an analysis of the effectiveness of the existing BEAP
- Describing and defining a plan for making improvements to the BEAP

# LAW ENFORCEMENT/EMERGENCY RESPONSE TO AN ACTIVE SHOOTER OR THREAT

## I. Policy

The University of Wyoming Police Department recognizes the value of human life and its responsibility to preserve the lives of students, faculty, and staff of the University of Wyoming, and it is the goal of the UWPD and responding emergency service providers to bring potential mass casualty situations to a peaceful conclusion with a minimum use of force.

### A. Analysis

Circumstances of mass casualty incidents are defined as tense, uncertain, and rapidly evolving. Initial responding officers are to utilize available information and formulate a timely response based upon the circumstances encountered. Situations that may be encountered that could evolve into conditions beyond the capability of a normal patrol team to effectively control shall immediately be reported through the chain of command.

### B. Response

Responses to potential mass casualty incidents such as active shooters, bomb threats, terrorist activity, and other natural or manmade disasters vary, depending on the circumstances. Following the initial assessment and notifications through the chain of command, the shift supervisor or designated employee will make a request of additional personnel as needed. Resources requested of outside agencies should be made pursuant to Memorandum of Understanding (MOU) established by Wyoming State Statute. The Incident Command System (ICS/NIMS) shall be utilized to coordinate communication between entities involved in the response. Under Incident Command, the positions of Incident Commander, Operations, Logistics, Finance, and Public Information will also be designated. Standard radio procedure shall be followed, but may be adjusted to accommodate emergency situations as needed. Temporary command posts may be established along the outer perimeter. All responding units should be directed to report for their assignment and briefing, unless otherwise directed.

#### 1. Perimeters

Circumstances of various situations will require perimeters be established as time and personnel allow. Inner perimeters will be established first, with the goal of containing the situation and keeping innocent bystanders from becoming involved in the situation. Outer perimeters may then be coordinated through the ICS to provide a more secure working environment in a mass casualty situation. The Incident Commander will determine the location of the outer perimeter and if the inner perimeter needs to be expanded. Circumstances to be considered are the nature of the threat, nature and location of the incident scene, and personnel available. Perimeters for biohazard situations should be pursuant to current regulations, and consultation/activation of the 84th Civilian Support Team (CST) through the Wyoming Army National Guard may need to be utilized. Plain clothed officers shall not be allowed into the affected zone unless exigency requires their participation.

#### 2. Evacuations

Situations occurring on the UW campus that require an evacuation shall be determined by the Chief of Police and/or designee, in coordination with other entities affected by the situation based upon the circumstances including, but not limited to the following: Residence Life and Dining Services, the Dean of Students Office, the UW President's office, VP of Administration and Finance, and Risk Management. If it is determined that a threat poses present or potential danger to people in the immediate proximity of the threat, mass evacuation may be necessary. The nature of the threat, nature and location of the incident

scene, population factors, and in the case of biohazards or natural disasters, weather conditions must be considered. Evacuations can either be full or partial, based upon the circumstances. Consideration should be given to the location the people are taken to does not further jeopardize them, and if transportation means are available for the population to be evacuated, and if a facility/location is available for a safe zone. If the CST is utilized they will determine if additional areas need to be evacuated based on worst case plume model assessments.

### **3. Public Notifications**

Notification of the public for purposes of evacuation, public safety, University closure, and lock-down procedures shall utilize every means available to notify as many people as possible to provide timely notice of a possible or known threat to the University community. UW Alert and the RAVE Guardian App, existing public address systems, Wyoweb, phones, and local radio stations should be utilized, in addition to door-to-door contacts conducted by UWPD personnel or other UW Staff when appropriate. Contact with the UW Media Relations Department will be established as soon as practical when a situation arises to assist with those notifications.

### **4. SRT/SWAT call-outs**

If a supervisor or senior officer determines a situation requires an SRT/SWAT call-out, that notification should be made through the UWPD Dispatch Center. Mutual Aid requests of the joint Laramie PD/UWPD/Laramie Fire Department and the Albany County Sheriff/UWPD teams shall be pursuant to existing MOU's, with the Incident Command working jointly with the SRT staff. All tactical information shall be relayed to the responding team in a timely manner. SRT operations shall be directed by the Incident Commander, with tactical decisions made by the SRT team leaders. All current UWPD SRT/Swat officers shall be notified for a response, and will assist as determined by the Incident Commander/Swat team leaders.

### **5. Media Relations**

When a situation requires contact with the media, press releases shall be dealt with pursuant to the UWPD Media Relations policy. Large scale operations will be coordinated with the UW Media Relations Department to assure accurate and timely releases to the media which are in the best interests of the University of Wyoming.

### **6. Detectives**

#### **7. It will be the responsibility of the Detective under direction of the Incident Commander to:**

- (1) Obtain all pertinent intelligence information on the situation,
- (2) Relay the intelligence information to the on scene supervisors, and
- (3) Process the crime scene following the conclusion of the incident.

## **II. Identified Specific Threats**

### **A. Active Shooters**

Active Shooter situations require immediate deployment for rapid intervention of the situation. Priority of life is as follows: 1. Hostages, 2. Innocents, 3. Law Enforcement, 4. Suspects. Officers of the UWPD will utilize the Contact/Rescue team concept. A solo officer can function as an entry team but the four for Contact/Rescue is preferred.

1. Establish an Incident Commander
2. Request appropriate resources (SRT/Fire/Bomb Squad/patrol)
3. Determine if immediate action/deployment tactics are necessary.

4. Contact team consisting of team leader, assistant team leader, designated cover officer, and rescue/contact officer, makes entry if needed. Contact team priority is to make contact with the suspect to stop deadly behavior, limit the suspect(s) movement, prevent escape, communicate progress to responders, and provide a preliminary assessment of victims, explosives, suspects, and types of weapons involved.
5. Rescue team(s) shall respond as personnel becomes available and information is gained from the contact team. The priority of the rescue team is to enter the building and locate victims, extracting them from the location if possible. Information gained in reference to additional victims, suspects, and other intelligence shall be passed through the Incident Commander. Additional rescue teams should be formed for situations involving multiple victims.

## **B. Bomb Threats related to Active Shooter/Threat situations**

Bomb threats reported to the UWPD shall be considered serious and evaluated individually to assess the credibility of the threat to determine the appropriate response. When possible existing bomb threat procedures will be followed but exceptions may be taken in order to minimize risk to the campus community.

### **1. Threats**

Reporting parties shall be questioned in detail as to location and possible suspect information, location of the originating phone number, exact location of the bomb, time set for detonation, the bomb's appearance, type of explosive used, type of bomb, and the reason for the bombing. Officers responding to the call shall advise supervisors through the chain of command of the situation, and a supervisor or designee will determine if additional resources (Bomb Squad/Fire) need to be utilized. Evacuation and Perimeter concerns should be addressed based upon the intelligence information available.

### **2. Searches**

Bomb searches without the aid of a canine unit shall be conducted by persons familiar with the area. Responding officers should question UW faculty, staff, and students who have been evacuated from a building regarding suspicious packages or activity in their designated work areas. Radios should be disengaged while conducting searches, and secondary devices should be considered. When appropriate, notification and utilization of the Wyoming Department of Homeland Security Bomb Unit and Laramie PD Bomb Unit shall be considered. Depending on the size of the area/building to be searched, the Incident Commander may designate multiple search teams. Information should be relayed to building management to determine when re-occupation may occur.

## **C. Barricaded Gunmen**

Situations reported as or evolving into barricaded gunman/hostage situations shall require the utilization of hostage negotiators through the SRT call-out process. Initial response shall have the responsibility of locating the gunman and notification of responding units, with the goal of eliminating the opportunity for the taking of hostages and containment of the situation. Shift supervisors will follow-the chain of command notification process, and make the appropriate requests for additional resources dependent upon the circumstances. These situations will require the utilization of an SRT/SWAT call-out. Inner perimeters should be established as soon as possible, and evacuations considered.

### **ACTIVE SHOOTER SECTION REFERENCES**

- How to Plan for Workplace Emergencies and Evacuations, U.S. Department of Labor
- Occupational Health and Safety Administration, OSHA 3088, 2001.

# BOMB THREAT/SUSPICIOUS ITEM

Designated Emergency Response Number: 911 or UWPD 766-5179

## I. POLICY

Bomb threats or suspicious items should always be taken seriously. How quickly and safely you react to a bomb threat could save lives, including your own. What should you do? The guidance and resources listed below outline in-depth procedures for either bomb threats or suspicious items and will help you prepare and react appropriately during these events.

## II. BOMB THREAT

### A. If You Receive A Bomb Threat:

Bomb threats are most commonly received via phone, but are also made in person, via email, written note, or other means. Every bomb threat is unique and should be handled in the context of the facility or environment in which it occurs. Facility supervisors and law enforcement will be in the best position to determine the credibility of the threat. Follow these procedures:

1. Remain calm.
2. Notify authorities immediately: Call 911, Call UW Police at 766-5179, email [UWPD@uwyo.edu](mailto:UWPD@uwyo.edu); text using keyword UWYO to 847411 (TIP411).
3. Notify your facility supervisor, such as a manager, operator, or administrator, or follow your facility's standard operating procedure. (See BEAP section for assistance with developing a plan for your facility or location.)
4. Refer to the Department of Homeland Security (DHS) Bomb Threat Checklist for guidance, if available.
5. For threats made via phone:
  - 1 Keep the caller on the line as long as possible. Be polite and show interest to keep them talking.
  - 2 DO NOT HANG UP, even if the caller does.
  - 3 If possible, signal or pass a note to other staff to listen and help notify authorities.
  - 4 Write down as much information as possible—caller ID number, exact wording of threat, type of voice or behavior, etc.—that will aid investigators.
  - 5 Record the call, if possible.
6. For threats made in person, via email, or via written note, refer to the DHS Bomb Threat Checklist and DHS-DOJ Bomb Threat Guidance for more information.
7. Be available for interviews with facility supervisors and/or law enforcement.
8. Follow authorities' instructions. Facility supervisors and/or law enforcement will assess the situation and provide guidance regarding facility lock-down, search, and/or evacuation.

### III. SUSPICIOUS ITEM

#### A. If You Find a Suspicious Item:

Together we can help keep our communities safe—if you see something that is suspicious, out of place, or does not look right, say something. (Find out more about the “If You See Something, Say Something®” campaign.)

A suspicious item is any item (e.g., bag, package, vehicle, etc.) that is reasonably believed to contain explosives, an improvised explosive device (IED), or other hazardous material that requires a bomb technician and/or specialized equipment to further evaluate it. Examples that could indicate a bomb include unexplainable wires or electronics, other visible bomb-like components, and unusual sounds, vapors, mists, or odors. Generally speaking, anything that is Hidden, Obviously suspicious, and not Typical (HOT) should be deemed suspicious. In addition, potential indicators for a bomb are threats, placement, and proximity of the item to people and valuable assets.

**NOTE** Not all items are suspicious. An unattended item is an item (e.g., bag, package, vehicle, etc.) of unknown origin and content where there are no obvious signs of being suspicious (see above). Facility search, lock-down, or evacuation is not necessary unless the item is determined to be suspicious. You may encounter a suspicious item unexpectedly or while conducting a search as part of your facility’s or employer’s Building Emergency Action Plan (BEAP).

#### If an item appears to be a suspicious item, follow these procedures:

1. Remain calm.
2. Do NOT touch, tamper with, or move the package, bag, or item.
3. Notify authorities immediately:
4. Call 911, UW Police at 766-5179, email [UWPD@uwyo.edu](mailto:UWPD@uwyo.edu); text using keyword UWYO to 847411 (TIP411).
5. Notify your facility supervisor, such as a manager, operator, or administrator, or follow your facility’s standard operating procedure. (See BEAP section for assistance with developing a plan for your facility or location).
6. Explain why it appears suspicious.
7. Follow instructions. Facility supervisors and/or law enforcement will assess the situation and provide guidance regarding shelter-in-place or evacuation.
8. If no guidance is provided and you feel you are in immediate danger, calmly evacuate the area. Distance and protective cover are the best ways to reduce injury from a bomb.
9. Be aware. There could be other threats or suspicious items.

### IV. PLANNING

Every situation is unique and should be handled in the context of the facility or environment in which it occurs. Facility supervisors and law enforcement will be in the best position to determine if a real risk is posed and how to respond. Refer to the DHS-DOJ Bomb Threat Guidance for more information.

#### Have a Plan

Having a plan in advance makes the response to bomb threats, unattended items, or suspicious items as orderly and controlled as possible, reducing risk and the impact of false alarms on regular activities.

## **Facility supervisors**

**(such as school, office, or building managers responsible for the facility) should:**

1. Review the DHS-DOJ Bomb Threat Guidance, should be incorporated into BEAP plans for each facility on campus. Developed in partnership with the Federal Bureau of Investigation, the Department of Homeland Security (DHS)-Department of Justice (DOJ) Bomb Threat Guidance is a quick reference guide that provides facility supervisors with details on pre-threat preparation, threat assessment, staff response guidelines, and evacuation and shelter-in-place considerations.
2. Train employees, tenants, and/or visitors to take appropriate actions in the event of a bomb threat and/or identification of an unattended or suspicious item. Assistance with training will be provided by the UWPD (see training section).

## **V. BOMB THREAT CHECKLIST**

Whether the bomb threat is made via phone, handwritten note, email, or other means, the DHS Bomb Threat Checklist provides instructions on how to respond to a bomb threat and a comprehensive list of information that will assist law enforcement in a bomb threat investigation. Print this checklist for your department, organization, or facility to use in case of a bomb threat

## **VI. EMERGENCY RESPONSE**

### **A. Threats**

1. Any bomb threat received by a UW employee shall be reported to the UW Police Department immediately.
2. Front-line supervisors, including secretaries, receptionists, and anyone with frequent telephone contact with the public will be provided with a standard format of questions to be used to attempt to gather information from the individual making the threat. (SEE DHS-DOJ BOMB THREAT CHECKLIST)
3. University Police dispatch shall also contact the following:
  - (1) Chief of Police
  - (2) UW Police Department Explosive Detection K9 Officers
  - (3) Laramie Police Department Bomb Squad

### **B. Evacuation**

1. The decision to evacuate a building must be left up to the UW Police Department. The Chief of Police or designee, in consultation with emergency response and UW administration, will make the determination.
2. The UW Police Department will assist in coordination of the evacuation effort.
3. When the decision to evacuate a building has been made, all individuals must leave the building. Failure to do so may result in civil or criminal charges.
4. Employees evacuating a building should move to a location at least 300 feet away and out of the potential path of flying debris should the event be valid. This location should be agreed upon in advance so that all employees can be accounted for and so that officer investigating the threat can have access to people who might have information relating to the threat.
5. Evacuees should also be told to not use cellular devices to make phone calls or send/receive text messages. If at all possible have them place phones in their belongings or on their person so they may not be tempted to use them.

### **C. Search**

1. Bomb searches are most effective when conducted by persons familiar with the area. Upon being informed of an evacuation due to a bomb threat, employees should check their respective work areas for any unusual or out of place packages or items. Suspicious items shall be reported to the University Police. Evacuees should remove items such as lunch boxes, purses, backpacks, and other personal packages which might cause unnecessary wasted efforts during the building search phase. When possible, work areas which have been checked should be locked when employees leave.
  - (1) After the building is evacuated and a preliminary check has been made by employees immediately prior to evacuation, the UWPD shall coordinate the building search.
  - (2) In the event an actual device or item is found, the officer in charge/Chief of Police shall notify the local bomb squad and all necessary measures to dispose of the item or materials will be made. The local bomb squad will have the necessary tools/contact information for bomb disposal.

### **D. Building Re-Occupation**

The decision to re-occupy a building shall be made by the UW Police Department, in consultation with Incident command and appropriate UW units.

### **E. Communication**

The UW Police Department will provide notification to the administration and the public, emergency alerts will typically be sent utilizing UW Alert and if appropriate the RAVE Guardian App.

## **VII. BOMB PREVENTION PLANNING**

The UWPD offers planning resources and training to help UW Departments understand the IED risk and how to incorporate effective counter-IED risk mitigation practices into preparedness planning. Guides and programs assist with collectively identifying roles, responsibilities, capability gaps, and how to optimize limited resources within a planning area. Completed BEAP planning should include evacuation routes, training, and response procedures for all hazards including bomb threats or suspicious devices/packages. See the UW BEAP program for additional details.

## **VIII. BOMB PREVENTION TRAINING**

UWPD, in conjunction with the Department of Homeland Security, provides a variety of counter-improvised explosive device (IED) trainings to enhance the security and resilience of the campus community. Requests for training should be coordinated through UWPD.

Informed, alert communities play a  
critical role in keeping our nation safe.  
Everyone has a responsibility  
to protect our campus.

**“IF YOU SEE SOMETHING, SAY SOMETHING.”**

## **PROCEDURE FOR CAMPUS CLOSURE**

Please see specific information for Types 1-3 emergencies. In general, the University of Wyoming will be considered open. Campus and outside resources will attempt to limit impact on campus to the affected area, and essential personnel will be responsible to maintain critical functions at the UW. Service related staff may be utilized to augment critical functions to ensure operations continue outside the impacted area. Events and classes within an impacted area may be cancelled.

## **CHEMICAL SPILL**

Designated Emergency Response Numbers

Immediately Dangerous to Life and Health: 911 or UWPD 766-5179

All Other Spills: Monday-Friday 8-5 call 766-3698 (RMMC) all other times call UWPD 766-5179

1. If the situation is life or health threatening, evacuate the area, close the door, and call, or have someone call the Designated Emergency Response Number (911 or UWPD 766-5179).
2. Restrict entry to the affected area.
3. Remove contaminated clothing. Rinse contaminated skin, eyes or hair with water for a minimum of 15 minutes.
4. When reporting, provide the following information:
  - Your name
  - Name of spilled substance (if known)
  - Approximate amount of spilled substance
  - Exact location of spill
  - Injuries sustained (if any)
  - Actions taken
5. DO NOT PANIC
6. If a building emergency exists, activate the fire alarm. Evacuate the building by the nearest exit. Assist the disabled to evacuate if necessary.
7. Once outside, move to an area at least 600 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and personnel.
8. Do not return to an evacuated building unless authorized by a representative of the Fire Department or UWPD.

## **CIVIL DISTURBANCE/DEMONSTRATIONS**

Designated Emergency Response Number: 911 or 766-5179

1. Keep calm. Resistance may only increase the destruction of property and/or the threat of bodily harm. Do not confront demonstrators.
2. Call the UW Police at the designated emergency response number (911 or 766-5179). Provide the following information:
  - a. Location (building, entrance, floor, room, etc.)
  - b. Approximate number of leaders
  - c. Size of group
  - d. Obvious objective or demand of group
  - e. Group's mindset: rational, organized, violent, etc.
3. When the UW Police arrive, provide them with an update. Follow their instructions.

## **EARTHQUAKE**

Designated Emergency Response Number: 911

UW Operations (to report damage to facilities): 766-6225

1. **INDOORS:** Move away from glass, windows, shelves, filing cabinets and heavy equipment. Seek refuge in a doorway or under a desk or table.
2. **OUTDOORS:** Move rapidly away from buildings, windows, utility poles and other structures. Avoid power or utility lines (they may remain energized).
3. **VEHICLE:** Pull to the side of the road away from underpasses, bridges and buildings. Remain in the vehicle until the shaking stops. Remain in the vehicle if a power line has fallen on or near it.
4. When the shaking stops, evaluate the situation. If emergency help is necessary, call the Designated Emergency Response Number (911). Report any injuries.
5. Evacuate the building and help the disabled if necessary. Move away from buildings, windows, utility poles and other structures in preparation for aftershocks.
6. Report any damage to facilities or odors from possible natural gas leaks to UW Operations (766-6225).
7. Do not re-enter the building until authorized to do so by the Laramie Fire Department official.

## **EXPLOSION**

Designated Emergency Response Number: 911 or 766-5179

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

1. Immediately take cover under tables, desks, or other objects, which will give protection against falling glass and debris.
2. After the initial effects of the explosion have subsided, notify the Laramie Fire Department at the designated emergency response number (911 or 766-5179). Give your name and describe the location and nature of the emergency.
3. Activate the building fire alarm
4. Evacuate the building by the nearest exit, assisting those with disabilities.
5. Do not use elevators. Do not panic.
6. Once outside, move to a clear area that is at least 600 feet from the affected building. Keep streets and walkways clear for emergency vehicles and personnel.
7. Do not return to an evacuated building unless authorized by a Laramie Fire Department Official or University Police.

## **FIRE**

Designated Emergency Response Number: 911

Laramie Fire Department

1. In case of fire, activate the nearest fire alarm. Take the appropriate precautions to ensure your personal safety.
2. Evacuate the building by the nearest uninvolved exit and assist the disabled with evacuation if necessary (do not use elevators - the fire alarm system will send the elevator car to the first floor and disable it).
3. When you are in a safe area away from the fire call the Laramie Fire Department at the designated emergency response number (911). Give your name and the exact location of the fire (building, floor, room, etc.). Remain on the phone until released by the emergency operator.
4. If comfortable in doing so, attempt to extinguish a minor fire and then contact the Laramie Fire Department.
5. Once outside, move to a clear area that is at least 600 feet from the affected building. Keep streets and walkways clear for emergency vehicles and personnel.
6. Do not return to an evacuated building unless authorized by a Laramie Fire Department official.

## **INFECTIOUS AGENT EMERGENCY**

Designated Emergency Response Number: 911 or UWPD 766-5179

1. Take care of medical emergencies first. If contamination is airborne, leave area as soon as possible and close the door. If life-threatening conditions exist, call 911 or UWPD 766-5179 for emergency help. Decontamination can occur when the victim is in stable condition.
2. If a skin wound occurs, call 911 or UWPD 766-5179. Gently and thoroughly wash the wound with running water. Allow some bleeding and then bandage using items from the first aid kit.
3. In case of an emergency call UWPD 766-5179. Clean up the spill following the directions of the Biological Safety Manual or Biological safety personnel.
4. If any clothing items are contaminated with infectious materials or blood, remove them and place in labeled collection containers. These items will be cleaned or disposed as directed by the Biological Safety personnel.
5. Restrict access into the spill area for 20 minutes. Personnel entering the spill area must wear appropriate protective equipment.

## **MEDICAL AND FIRST AID**

Designated Emergency Response Number: 911 or UWPD 766-5179

1. If a serious injury or illness occurs on campus, immediately call 911 for an ambulance. Give your name, describe the nature and severity of the medical problem, and provide the location of the victim. Do not hang up until released by the emergency operator.  
If conscious and oriented, the individual has the right and responsibility to determine his/ her own health care needs and the response to those needs. Under such circumstances, University staff should refrain from recommending specific health care providers. When in doubt, call 911 and let the responding police or EMTs help the individual with that assessment. In circumstances involving a person who is unconscious and/or disoriented, calling the designated emergency response number (911) is the appropriate response.
2. Keep the victim still and comfortable until help arrives. Avoid moving the victim. Precautions should be taken to avoid contact with human blood and bodily fluids.
3. In case of minor injury or illness, students may go to the Student Health Center or have a trained person provide the appropriate first aid.
4. Individuals whose position description does not require them to provide first aid are acting as Good Samaritans.
5. Persons with serious or unusual medical problems should be encouraged, before an incident, to notify their supervisors or instructors of the medical problem and the standard emergency treatment related to that problem.
6. Contact UW Operations Service Desk (766-6225) regarding area clean-up of blood, glass or other debris that may cause a hazard.

## **PANDEMIC: INFECTIOUS DISEASE**

### **General Information**

Infectious diseases such as COVID-19, Avian Flu and Severe Acute Respiratory Syndrome (SARS) can spread very quickly to become a pandemic. According to the World Health Organization (WHO), the world is overdue for the next influenza pandemic. The threat of a pandemic influenza is not as much a question of if, but when.

### **Pandemic Phases as identified by the World Health Organization (WHO):**

#### ***Inter-pandemic Period***

*Phase 1:* No new influenza virus subtypes have been detected in humans. An influenza virus subtype that has caused human infection may be present in animals. If present in animals, the risk to human infection or disease is considered to be low.

*Phase 2:* No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza virus subtype poses a substantial risk of human disease.

### ***Pandemic Alert Period***

*Phase 3:* Human infection(s) with a new subtype but no human-to-human spread or at most rare instances of spread to a close contact.

*Phase 4:* Small cluster(s) with limited human-to-human transmission but spread is highly localized, suggesting that the virus is not well adapted to humans.

*Phase 5:* Large cluster(s) but human-to-human spread is still localized, suggesting that the virus is becoming increasingly better adapted to humans but may not yet be fully transmissible (this creates a substantial pandemic risk).

### ***Pandemic Period***

*Phase 6:* Pandemic phase: increased and sustained transmission in the general population.

### ***Post-pandemic Period***

Return to Inter-pandemic Period (Phase 1).

## **Operations During Each Pandemic Phase/Period**

### ***Phases 1, 2 and 3***

- Communicate the UW's pandemic response planning efforts to students, staff, faculty and parents and educate students on what they need to do individually to limit the spread of disease (e.g. use hand sanitizer, wear face coverings if pathogen is airborne, observe social distancing, wash hands frequently, cover coughs and sneezes with tissues and stay at home from work or class if sick).
- Monitor the spread of diseases that could become pandemic through the World Health Organization (WHO), CDC, state and local health organizations.
- Develop a strategic plan to assure continuity of instruction in the event the UW is forced to close for a long period of time.
- Develop continuity of operations plans for maintaining essential operations of the UW during a pandemic event in which 25-33% of the employees do not report for work.
- Alert students (and their families), staff & faculty traveling to geographic areas where potential pandemic viruses have been isolated of the risks and precautions they should take.

### ***Phases 4 and 5 (Pandemic Alert Period)***

- Continue to communicate and educate students, staff, faculty and parents on our pandemic response plan and what they need to do to individually to prepare and limit the spread of the flu (e.g. use hand sanitizer, wear face coverings if pathogen is airborne, observe social distancing, wash hands frequently, cover coughs and sneezes with tissues and stay at home from work or class if sick).
- Consider cancellation of UW sponsored travel to geographic areas where potential pandemic viruses have been isolated.
- Consider closing Residence Life and Dining facilities to limit exposure, with considerations for international students and/or student travel limitations.
- Departments should begin to identify and stockpile critical supplies that may be quickly consumed during a pandemic and may be difficult to obtain should the pandemic interrupt normal supply lines.
- Establish an ongoing communication link with state and local health agencies and emergency response agencies.
- Enhance surveillance among university travelers returning from geographical areas in which a potential pandemic virus has been detected.

### ***Phase 6 (Pandemic Period)***

- Cancel large gatherings on campus, such as concerts and athletic contests with guidance and direction of the Wyoming State Health Department. (*continued on next page*)

- Consider closing UW and sending students home before a serious campus outbreak occurs.
- Implement community control measures to minimize the spread of the virus, such as curfew, isolation and quarantine.
- Cancel UW sponsored travel.
- Implement a work-at-home policy for non-essential staff.
- Establish a means of transporting sick students to and from medical facilities.
- Be prepared to work with local authorities to establish an alternative care medical facility on campus for community overflow patients.
- Establish and publicize distribution plans for antiviral medication and flu vaccines by priority groups as directed by the local and state Department of Health.
- Be prepared to provide security for flu vaccine and anti-viral distribution sites on campus.

### **CDC Flu-Aid Model Estimates**

The estimates below are based upon an average of high risk & non-risk mean rates per 1000 for 0-18 and 19-64 year olds:

Student population 13,850 (the number enrolled for fall semester)  
 Outpatient visits - 4,955  
 Hospitalizations - 54  
 Deaths - 22

Staff/Faculty population - 2,800 (used 19-64 yr. old mean rate)  
 Outpatient visits - 241  
 Hospitalizations - 6  
 Deaths - 4

### **Departmental Planning Critical Supplies**

Each department is responsible for developing a list of their critical non-medical supplies (supplies that may be needed during a pandemic and/or may be difficult to obtain in the event normal supply distribution systems are disrupted) and coordinating the purchase of these supplies with the Procurement Services once the pandemic reaches Phase 5.

### **Quarantine and Isolation Sites**

The UW Director of Health Services in coordination the Wyoming Department of Health will identify isolation and quarantine sites. Residence Life and Dining will be responsible for providing basic services to the students located in these sites.

### **Continuity Plans for Maintaining Essential Operations**

The UW considers all departments that make up the EOG to be essential. Each essential should complete continuity of operations plans prior to an emergency.

### **PSYCHOLOGICAL CRISIS**

University Counseling Center: 766-2187

Counseling After Hours: 766-8989

Designated Emergency Response Number: 911 or UWPD 766-5179

A psychological crisis exists when an individual poses a physical threat to himself/herself or others or cannot seem to come in contact with reality. Uncontrollable behavior and/or hallucinations could be manifested.

If a psychological crisis occurs, do the following:

1. REMAIN CALM
2. Notify University Police at the designated emergency response number (911).
3. Provide the following information:
  - Your name
  - Location
  - Observed symptoms
  - Name of individual (if known)
  - Description of individual
4. Until help arrives, be pleasant, patient, considerate and understanding to avoid escalating the situation.
5. Do not argue with the individual. Be accepting of the individual's point of view. Do not confront or try to detain a violent individual.
6. If another person is available and able to leave the area, have that person meet the University Police and provide up-to-date information

## **RADIATION EMERGENCY**

Designated Emergency Response Number: 911 or UWPD 766-5179

1. Take care of medical emergencies first. If health or life threatening conditions exist, call 911 or UWPD 766-5179 for emergency help. Decontamination can occur when the victim is in stable condition.
2. If a skin wound occurs, call 911 or UWPD 766-5179. Thoroughly wash the wound with running water, allow some bleeding and then bandage using items from the first aid kit. Once the bleeding has stopped, radiation safety personnel or other medical personnel will monitor the wound for radioactive contamination.
3. Check for contamination of individuals. Decontaminate as quickly as possible. In case of an emergency, call UWPD 766-5179. If necessary contact Ivins Memorial Hospital (911) for decontamination assistance.
  - Thoroughly wash hands and other exposed body areas until radioactive contamination levels are as low as reasonably achievable.
  - If any clothing items are contaminated with radioactive materials, remove them and place in labeled collection containers. These items will be cleaned or disposed of as directed by the radiation safety personnel.
4. Restrict access into the spill area until decontaminated and radioactive levels are within allowable limits. Personnel entering the spill area must have the appropriate personal protective equipment and radiation dosimetry (badge, ring, etc.).
5. For radioactive materials incidents, notify the Principal Investigator or your supervisor as soon as possible.
6. Clearly label any contaminated surfaces as demonstrated by your instructor/supervisor. Clean up the spill following previously conveyed directions as provided in the radiation safety instructions or by radiation safety personnel.
7. Any loss of radioactive material must be reported to radiation safety personnel in Research and Economic Development as soon as possible after the loss is noted.

## **TORNADO/SEVERE WEATHER**

Designated Emergency Response Number: 911

**Tornado Watch:** The National Weather Service will issue a Tornado Watch if there exists a possibility of tornado formation in the area.

**Tornado Warning:** A tornado warning is an alert by the National Weather Service confirming the sighting and location of a tornado. The weather service will announce the approximate time of detection and direction of movement. Wind speed will be 75 M.P.H. or greater.

1. If you receive notification of a tornado warning or sight a tornado, move to the lowest level in an interior hallway of the building as quickly as possible.
2. Stay away from windows and areas with large expanses of glass.
3. Avoid auditoriums, gymnasiums and other large rooms with free span roofs.
4. Do not use elevators and remain calm.
5. Help those with disabilities move to a safe area by assisting them to an interior hallway away from windows and areas with large expanses of glass.
6. Protect your head and face. If possible, get under a sturdy table or other structure.

## TRANSPORTATION

In case of medical emergencies and when transport is necessary, an ambulance will provide transportation. Emergency transport is requested through the 911 emergency dispatch center.

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

In the case of protective custody or emergency detention where a restraint is necessary, University Police or the City of Laramie Police will be involved directly with transportation.

## APPENDIX G: GLOSSARY

**Clery Act:** The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. § 1092(f) requires colleges and universities to keep and disclose information about crime on and near campuses.

**Disaster:** An incident that has already occurred and caused significant damage.

**Emergency:** An event that can cause death or significant injuries to faculty, staff, students, or the public, or that can suspend business, disrupt operations, create significant physical or environmental damage or can threaten the University's financial standing or public image.

**Emergency Executive Policy Group (EEPG):** Chaired by the President and comprised of core UW administrators and senior staff, a group responsible for providing policy direction, general support, defining emergency policy and determining program closure and resumptions.

**Emergency Operations Group:** Consists of Associate Vice President for Finance and Administration, UW Police, Operations, Risk Management, Safety, Communications Director, UW Technology, Academic Affairs Representative and Student Affairs Representative.

**Emergency Operations Center (EOC):** The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place.

**Emergency Response Plan (ERP):** A basic guide for providing a response system for University of Wyoming faculty, staff, students, for major emergencies that may threaten the health and safety of the University of Wyoming community.

**Evacuation:** Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

**Finance/Administration Chief:** The person who monitors costs related to the incident, provides accounting, procurement, time recording and cost analysis.

**Hazard:** Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome. May result in an emergency or disaster.

**Holding Statement:** An initial statement that sets forth the basic facts about the incident and lets people know the appropriate individuals are actively dealing with the situation.

**Incident Command Post (ICP):** The field location where the primary functions are performed. The ICP may be co-located with the incident base or other incident facilities.

**Incident Commander:** The person responsible for setting the incident objectives, strategies and priorities and having the overall responsibility at the incident or event. The Incident Commander ensures incident safety, provides information services to internal and external stakeholders, and establishes and maintains liaison with other agencies participating in the incident.

**Incident:** An occurrence or event, natural or manmade, which requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

**Liaison Officer:** Person who serves as the primary contact for supporting agencies, assisting them at an incident. The Liaison Officer serves as the primary go between for the Incident Commander and the Emergency Executive Policy Group.

**Logistics Chief:** Person who provides support, resources and all other services needed to meet the operational objectives.

**Major Disaster:** A “major disaster” is defined by Title 42 U.S. Code Section 5122(2) as: “Any natural catastrophe (including any hurricane, tornado, storm, high water, wind driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought) or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

**Operational Period:** The period of time scheduled for execution of a given set of operation actions as specified in the Incident Action Plan. Operational Periods can be of various lengths, although usually not over 24 hours.

**Operations Chief:** Person who provides support, resources and all other services needed to meet the operational objectives.

**Planning Chief:** Person who prepares and documents the Incident Action Plan to accomplish all objectives, collects and evaluates information, maintains resource status and maintains documentation for incident records.

**Public Information Officer:** Person who serves as the conduit for information to internal and external stakeholders, including the media or other organizations seeking information directly from the incident or event.

**Safety Officer:** Person who monitors all safety conditions and develops measures for ensuring the safety of all assigned personnel.

**Staging Area:** Any location in which personnel, supplies, and equipment can be temporarily housed or parked while awaiting operational assignment.

**Threat:** An indication of possible violence, harm, or danger.

**Timely Warning Policy:** In the event that a situation arises, either on or off campus, that, in the judgment of the University administration, constitutes an immediate or ongoing threat, a campus wide Crime Alert will be issued. When an immediate or ongoing threat to the campus community has been confirmed, the University Police will coordinate the messaging in collaboration with the Department of Institutional Communications and Department of Information Technology. Campus advisories and warnings will be conducted without delay to ensure prompt notification of the campus community in an emergency. Timely Warnings may be issued utilizing UW ALERT (text messaging service), e-mails, the student newspaper, The Branding Iron; by public address systems, by Wyoming Public Radio, by posters or flyers; by notices posted on the University Web site, or any other method deemed appropriate based upon the circumstances. Depending on the particular circumstances of the threat, the University may issue a Crime Advisory, when circumstances indicate a particular crime has occurred that warrants information be disseminated to the public but there is no immediate or ongoing threat. Dissemination of Crime Advisories shall be tailored to the specific incidents in accordance with the policies of the University of Wyoming. The UW alert system will be tested on an annual basis, to include all electronic means of communication with the campus community.

## APPENDIX H: CONTINUITY OF OPERATIONS PLANNING (COOP)

### INTRODUCTION

Departments can do much to prepare for the impact of the many hazards faced in today's world including natural hazards like floods, tornadoes, earthquakes and widespread serious illness such as a flu virus pandemic. Human-caused hazards include accidents, acts of violence, and acts of terrorism. Examples of technological hazards are the failure or malfunction of systems, equipment or software.

Continuity of Operations Planning is a program that assesses the existing operations, risks, and relationships of the University for development of organizational preparedness. Continuity of Operations Planning develops an integrated approach to ensuring critical processes continue to function during and after a disaster or incident, that interrupts the operation of UW or a department. The Continuity of Operations Plan command structure is designed to benefit the operational environment with coordinated emergency management, IT disaster recovery and continuity of operations planning functions.

Continuity of Operations Planning is necessary to ensure that the campus is able to restart essential business operations after a major disruption occurs. Mission-critical (essential) functions are those functions, stated or implied, that are required to be performed by statute or executive order, or other functions deemed critical to carrying out the operations of the University of Wyoming (UW). Continuity of Operations planning requires both a University Continuity of Operations Plan (UW COOP) and Departmental Continuity of Operations Plans (DCOOP) to ensure loss to UW is minimized, constituents continue to be served, and administrative operations are resumed safely and effectively. The UW COOP, in conjunction with DCOOPs, will be implemented by each departmental through the Department Continuity of Operations Coordinator in coordination with UW Risk Management and UWPD at the direction of the Emergency Executive Policy Group (EEPG) Emergency Operations Group (EOG) as required under the ERP.

All UW departments and units are required to use this template, augmented as necessary for your unit's needs, to describe how your department or unit will operate during an emergency and recover afterwards. The UW COOP bridges the unit level plans into a cohesive university-wide plan to address continuity of operations at UW.

### **Planning Assumptions**

UW developed this document using the following planning assumptions:

- Proper implementation of these guidelines will reduce or prevent disaster-related losses.
- Emergencies or threats/hazards can adversely impact UW's ability to continue essential functions and provide support to day-to-day operations.
- There will be a sufficient number of surviving and available administrators with adequate supporting personnel to continue the essential functions of UW.
- When an emergency incident occurs that impacts essential UW functions, UW will implement the UW Emergency Response Plan (ERP) and activate an Emergency Operations Center (EOC) as directed by the ERP.
- Recovery of a critical subset of UW's functions and application systems will occur and allow essential operations to continue
- A disaster may require student, faculty, staff, and the public to function with limited support services and some degradation of service, until a full recovery is made

### **Scope and Objectives**

When developing a Departmental Continuity of Operations Plan (DCOOP) for your department, keep the following objectives in mind:

- Serves as a guide for UWPD, Risk Management and others in emergency planning and response.
- Helps reduce or mitigate disruptions to operations, the loss of life, and property damage and loss.
- Executes an order of succession with accompanying authorities in the event disruption renders UW and/or departmental leadership unable, unavailable, or incapable of assuming and performing their authorities and responsibilities of the office.
- Ensures that each department has facilities where it can continue to perform its Emergency Support Functions and Mission Essential Functions,
- Protects essential facilities, equipment, records, and other assets.
- Identifies alternate sources for supplies, resources and locations.
- Identifies vendors and customers that must be notified in the event of a disaster.
- Provides procedures and resources needed to assist in a timely and orderly recovery from an emergency.
- Validates continuity readiness through a dynamic and integrated test, training and exercise program by documenting and reviewing recovery procedures.

The real work of implementing the COOP through specific action items takes place at the department level. Recognizing in a complex and diverse organization such as UW, a simple and single set of actions and measures of progress for UW are not sufficient to capture every important goal for individual units. Each UW department must complete an individualized DCOOP but each unit must use a standard template so individual DCOOPs can be rolled up to the campus-wide UW COOP.

**The Departmental Continuity of Operations Plan (DCOOP)**

*Department/Unit Identification*

Type of Department (Research, Instruction, Administration, Service)

--

If Department Type is Instruction, list High Priority Courses: the courses where interruption would most threaten the progress of students and the integrity of the curriculum. (Large enrollment or pre-requisite)

Course Name & Number	High Priority Justification
1.	
2.	
3.	

*Leadership/Succession*

Pre-identifying orders of succession and under which conditions succession will take place, the method of notification, and the limitations of authority is critical to ensuring effective leadership during an emergency. In the event an incumbent is incapable or unavailable to fulfill essential duties, successors need to be identified to ensure there is no lapse in essential decision-making authority.

Orders of succession are:

- At least three positions deep, where possible, ensuring sufficient depth to ensure the department’s ability to manage and direct its essential functions and operations
- Geographically dispersed, where feasible
- Described by positions or titles, rather than by names of individuals holding those offices
- Reviewed by the department as changes occur

\_\_\_\_\_ (Department) has identified successors for the critical positions of:

Position	Designated Successors
	1.
	2.
	3.

Position	Designated Successors
	1.
	2.
	3.

Position	Designated Successors
	1.
	2.
	3.

## **Mission Critical/Essential Functions**

Disruption to normal operations may result in consequences that may affect departmental practices and/or require special teaching issues. List all functions performed by your department then determine if each is a Mission Critical/Essential Function (MEF). If it is MEF, include it in the matrix (below) and assess the following:

### **1. The business impact(s) to UW if the function is not performed:**

- |   |  |
|---|--|
| a. Well-being of students                       | h. Loss of revenue                         |
| b. Well-being of faculty/staff                  | i. Legal/regulatory obligations unmet      |
| c. Disruption of research                       | j. Legal harm to the Institution           |
| d. Disruption of patient care                   | k. Loss of reputation                      |
| e. Disruption of animal care                    | l. Impact on other units                   |
| f. Departure/loss of faculty, staff or students | m. Impact on important business partner(s) |
| g. Payment deadlines unmet                      | n. Other                                   |

### **2. Determine the time sensitivity (amount of time to restore before the business impact is recognized):**

- 0-4 hours
- 4-8 hours
- 8-24 hours
- Over 24 hours up to 1 week
- Over 1 week to 30 days
- Over 30 days

### **3. Level of Criticality/Priority in Restoration:**

- 3 = High
- 2 = Moderate
- 1 = Low
- 0 = Deferrable

### **4. Peaks of High Activity**

- Annually
- Quarterly
- Seasonally
- Monthly

### **5. Contacts**

- Responsible Unit
- Responsible Position

## Records Management

It is important to identify and protect files, records, and databases that are imperative for departmental operations. Some records are needed to make and receive payments, protect legal and financial rights, and maintain confidential information.

Full and incremental backups preserve informational assets and should be performed on a regular basis for files that are irreplaceable, have a high replacement cost, or are considered critical. Backup media should be stored in a secure, geographically separate location from the original and isolated from environmental hazards.

In this section, please outline the departmental-specific vital records and their locations. You may also attach maps, facility floor plans, equipment inventory, etc.

Vital Record	Original Source Form (hardcopy, electronic, etc.)	Original Source Location	Backup Source Form	Backup Source Location	Responsible Contact (Position)	Level of Confidentiality 1 = High 2 = Moderate 3 = Low
1.						
2.						
3.						

## Dependencies

Identify the products and services upon which your department depends on and the internal (within UW) and external departments/organizations that provide them. When determining the internal and external dependencies of your department, consider the following access requirements and check the mechanisms appropriate for your departmental continuity of operations:

- Equipment & Supplies
- Non-Secure Phones
- Secure Phones
- Mobile Phones
- Fax Lines
- Satellite
- E-mail
- Internet Access
- Data Lines
- Two-Way Radios
- Other (describe)

### **Key Internal Dependencies**

Recognizing that some services or products must be continuously delivered without interruption, list the products and services upon which your department depends in the internal UW department that provides those products of services (e.g., Information Technology, Operations, Fleet, etc.)

Internal Dependency (Product/Service)	Provider (UW Department)	Contact Info
1.		
2.		
3.		

**Key External Dependencies**

What are the products and services that must be continuously delivered without interruption that are provided by other public and/or private institutions outside UW? List the products, services, suppliers and providers upon which your department depends. Encourage your providers to prepare a continuity of operations plan.

<b>Internal Dependency (Product/Service)</b>	<b>Provider</b>	<b>Contact Info</b>	<b>Alternate Provider (if available)</b>
1.			
2.			
3.			

**Test, Train, Exercise**

Should an area of weakness be found in the completion of your DCOOP, components should be tested and corrective actions developed to ensure familiarity with activation and reconstitution procedures and compliance by all continuity personnel. Tests confirm procedures, processes, and systems function as intended. Training ensures that all personnel know what to do, how to do it, and when it should be done. Exercises provide practice and verification of whether parts of the plan or the entire plan works as intended. Departments are encouraged to test, train and exercise DCOOPs in addition to any testing, training, and exercising on the UW COOP and UW ERP.

**Plan Maintenance**

Organizations that achieve full alignment between people, process, and technology not only become highly efficient, they also become agile and adapt to changing circumstances and capitalizing on opportunities. Disaster recovery planning is an ongoing, never-ending process. Regular review and assessment of your DCOOP's effectiveness is required but should also be updated when a member of your department's COOP Team is added, removed or changes roles. It should also be revised following a change in response protocol or any departmental incident involving continuity of operations activation.

<b>Date</b>	<b>Revision Summary</b>



**APPENDIX I:  
BUILDING EMERGENCY ACTION PLAN (BEAP) FORMS/SAMPLE PLAN**



**Building Emergency Action Plan for:**

---

**NEVER ENDANGER YOUR PERSONAL SAFETY**

Building evacuation is mandatory whenever a fire alarm sounds. Every building occupant is responsible for knowing these procedures.

**PLAN LAST UPDATED:** \_\_\_\_\_

# BEAP TABLE OF CONTENTS

Section I: Purpose and Objectives.....	79
Section II: Scope .....	79
Section III: Definitions .....	79
Section IV: Responsibilities .....	80
Section V: Emergency Actions for Building Occupants.....	82
Section VI: Individuals with Disabilities or Mobility Limitations .....	84
Section VII: Accountability Procedures for Emergency Evacuation .....	85
Section VIII: Rescue and Medical Duties.....	86
Section IX: Training and Review.....	86
Section X: Post-Emergency/Drill Evaluations.....	86
Appendix A: Building Information.....	87
Appendix B Emergency Personnel/Emergency Contact Information.....	88
Appendix C: Building Occupant Accountability Method.....	89
Appendix D: Individuals Requiring Evacuation Assistance .....	91
Appendix E: Building Evacuation Maps & AED Locations.....	92
AED Locations  .....	92
Appendix F: Designated Assembly & Shelter-In-Place Area(s).....	93
Designated Shelter  .....	93
Appendix G: Hazardous/Secure Locations & Critical Assets.....	94
Appendix H: Research & Livestock Animals.....	95
Appendix I: Drill/Event Evaluation.....	96



## SECTION I PURPOSE AND OBJECTIVES

The purpose of this Building Emergency Action Plan (BEAP) is to facilitate and organize University of Wyoming (UW) building occupant actions during emergencies. The intent is to provide guidelines for faculty, staff, students, and visitors to follow in the event of an emergency such as fire, explosion, severe weather, chemical releases, active shooter, and all other emergencies. This BEAP document is a key component to departmental and/or building safety planning. However, it is not intended to replace, only to compliment, the UW Emergency Response Plan (ERP), continuity of operations planning, or other emergency planning required by UW policy or regulatory agencies. This BEAP supports UW's Emergency Response Plan in compliance with OSHA 29 CFR 1910.38.

## SECTION II SCOPE

This BEAP covers (Building Name). A description of the building and list of the departments/groups housed in the building are found in BEAP Appendix A.

All persons within the building whether employee, student, or visitor shall comply with this BEAP in the case of any emergency occurring in the building or impacting the building.

## SECTION III DEFINITIONS

### **Building Emergency Action Plan (BEAP):**

A procedural document that provides pre-planning guidelines and actions to be taken by UW faculty, staff, students and visitors, in the event of an emergency.

**Building Emergency Coordinator:** This individual is appointed by the dean, director, or other UW administrator(s) with primary responsibility for the building. The Building Emergency Coordinator(s) will have primary responsibility for the BEAP. Identified in BEAP Appendix B.

**Building Emergency Coordinator Alternate:** Assists the Building Emergency Coordinator. Serve in place of Building Emergency Coordinator when needed. Identified in BEAP Appendix B.

**Critical Asset:** An asset/resource that is of such importance its loss/destruction would have a serious, debilitating effect on the department's ability to function or recover function. Identified in BEAP Appendix G.

**Designated Assembly Area:** The assigned pre-determined location at which faculty, staff, students and visitors assemble when evacuated from their building. Identified in BEAP Appendix F.

**Emergency:** A natural or human-caused condition that develops unexpectedly, endangering human life or property, and requires immediate action.

**Rescue Waiting Area:** Pre-determined location with direct access to an exit, where those who are unable to use stairs, or who are unable to navigate the emergency route, may remain until emergency responders evacuate them from the building. Rescue Waiting Area(s) will be identified on Evacuation Maps posted in the building (see BEAP Appendix E).

**UW Emergency Response Plan (ERP):** The UW ERP applies to all UW facilities and operations on the main campus as well as in the Laramie vicinity. A copy of the UW ERP is available at <http://www.uwyo.edu/administration/reports-and-plans>

**Work Area Emergency Coordinator:** The Work Area Emergency Coordinators are appointed by vice presidents, department heads, directors, deans, or other administrators who oversee the work area (floor, classroom(s), work unit, etc.). Identified in BEAP Appendix B.



## SECTION IV RESPONSIBILITIES

### **Vice Presidents in coordination with the relevant Deans and Directors:**

- Appoint a specific person as Building Emergency Coordinator.
- Ensure appointments are kept current in the case of staff turnover in the Building Emergency Coordinator position.
- Where multiple departments utilize a shared facility, determine if duties will be shared and cooperate with other Deans and Directors to coordinate the Building Emergency Coordinator duties.
- Ensure all buildings where the Vice President, Dean or Director has operations has a Building Emergency Action Plan.

**Building Emergency Coordinators:**

- Implement this plan with assistance from other departments as required.
- Ensure disabled occupants are considered during pre-planning.
- Request department heads, chairs, directors, deans, or other administrators to designate a work area emergency coordinator for each work area (work unit, classroom(s), floors, etc.) under his or her directive.
- Maintain lists of individuals as required by this plan including building occupants (see BEAP Appendix C), employees including work area coordinators and alternates (see BEAP Appendix B), and individuals who have self-identified as requiring assistance (see BEAP Appendix D).
- Upon request, provide copies of this plan to employees or regulatory agency personnel.
- Distribute building evacuation information to all occupants.
- With Work Area Emergency Coordinators, review and update this plan on an annual basis. Maintain documentation of all plan reviews and updates.
- Serve as key contact for their building during an emergency.
- Once emergency response personnel have been notified and immediate needs are addressed, notify the VP for Administration, UWPD, Risk Management and the area's Dean/Director that the incident is happening (or has happened).
- Response Functions:
  - Determine, if possible and safe to do so, the nature of the incident, location of the incident, and hazardous materials and/or critical resources involved. Evaluate the impact the emergency has on activities and take appropriate action (which may include ceasing operations and initiating building evacuation or shelter). Relay applicable information to building occupants and emergency responders.
  - In the case of an evacuation, once out of the building, obtain reports from each Work Area Emergency Coordinator or other departmental representative to determine if anyone remains in the building. Provide verbal report to emergency responders and others as necessary.
  - As it becomes available, provide information to the assembly area about the nature and status of the incident.
  - Serve as a point of contact for emergency responders about the location, nature, and status of the incident and occupant status.
  - Maintain the following as required by the emergency:
    - Emergency telephone communication with the Emergency Operations Group (if activated),
    - Safety data sheets (formerly material safety data sheets or MSDSs)
  - Attempt to keep building occupants from re-entering the building, until advised by emergency personnel that re-entry is allowed.

**Work Area Emergency Coordinator:**

- Ensure any required work area (floor, classroom(s), campus unit) lists required by the plan are updated including building occupant lists (BEAP Appendix C) and individuals self-identifying as needing assistance in the case of emergency (BEAP Appendix D).
- Forward updated lists to Building Emergency Coordinator as required.
- Assist Building Emergency Coordinator as needed including with the annual review of the plan.
- Assist in the evacuation and shelter-in-place of assigned work area (floor, unit) with the goal of ensuring all occupants have an opportunity to get to safety.
- Response Functions:
  - Provide direction to occupants (faculty, staff, students, visitors, etc.).
  - Ensure anyone needing assistance is being helped.
  - Secure critical assets and/or take other area (floor, unit) specific emergency actions as defined herein.
  - Share information with the Building Emergency Coordinators and emergency responders as needed.

### **Faculty/Academic Professionals:**

- Review nearest and alternate emergency exits (posted Evacuation Maps/BEAP Appendix E), Designated Assembly Area(s) and Designated Shelter-in-Place Area(s) (BEAP Appendix F) prior to the first meeting of each class, each semester.
- Educate faculty, staff and students concerning the building emergency action procedures as well as evacuation procedures, stressing the importance of evacuation for their building or activity.
- Response Functions:
  - o Inform faculty, staff, and students of an emergency and initiate emergency procedures as outlined in this BEAP. Inform all faculty, staff and students to conform to shelter-in-place or building evacuation guidelines during an emergency.
  - o In classrooms and labs, the instructor should be the last one out of the room to ensure all students have left.
  - o During an evacuation report to the Designated Assembly Area where a headcount can be taken.
  - o Report to Building Emergency Coordinator or Work Area Emergency Coordinator to confirm whether all faculty, staff, and students have left their classroom or lab.

### **All Building Occupants:**

- Building occupants shall take the required emergency action (e.g., evacuate or seek shelter in a secure place).
- Prior to an emergency, all building occupants should take the step of advance planning to learn where the exits are located in any building they frequent.
- It is the responsibility of all building occupants to follow the directions stated in the BEAP.

## **SECTION V EMERGENCY ACTIONS FOR BUILDING OCCUPANTS**

### **Reporting an Emergency:**

1. To report all emergencies, employees should call 911. State your name, your location, and the nature of the call. Speak slowly and clearly. Wait for the dispatcher to hang up first. On occasion, the dispatcher may need additional information or may provide you with additional instructions. Make this call from a safe location.
2. In case of a fire, activate the nearest fire alarm pull station, and/or make a telephone call to 911. The building alarm alerts all building occupants of the need for evacuation, and sends a signal to the UW Police Dispatch Center and/or to the Laramie Fire Department that there is an alarm condition in the building. Key emergency telephone numbers are listed in BEAP Appendix B of this BEAP.
3. It may be necessary to activate additional fire alarm pull stations, (or verbally announce the alarm,) if people are still in the building and the alarm has stopped sounding, or if the alarm does not sound. This should be done while exiting the building.
4. Any pertinent fire or rescue information should be conveyed to 911.

**Evacuation:** An evacuation is the quick exit of occupants from a building. All occupants are required to evacuate. Exit stairwells are the primary means for evacuation. Central stairwells should be avoided unless necessary to prevent bottleneck problems. Restrooms should be checked for occupants during evacuations. Elevators are not to be used unless authorized by a firefighter or a police officer. At alarm activation, elevators are called to the main level or next safest level and will not be available for use. All building occupants are to proceed to their Designated Assembly Area(s) (BEAP Appendix F). While evacuating, it is everyone's responsibility to make sure no one is left behind. No building occupant is permitted to re-enter the building until advised to do so by emergency personnel.

## General Building Evacuation Procedures

1. When the building alarm sounds, occupants should ensure that nearby building occupants are aware of the emergency, close doors (DO NOT LOCK), and immediately exit the building using the established evacuation routes (on posted Evacuation Maps, see BEAP Appendix E).
2. Building occupants shall assist visitors, students and others who are not familiar with the plan to safely evacuate.
3. All building occupants should proceed to their Designated Assembly Area(s), check in with a Work Area Coordinator or Building Emergency Coordinator, and await further instructions from Building Emergency Coordinators or emergency personnel.
4. All building occupants should know where primary and alternate exits are located, and be familiar with the various evacuation routes available. Floor plans with escape routes, alternate escape routes, exit locations, and Shelter-in-Place locations are contained in BEAP Appendices E and F and are posted within the building.
5. ***Building occupants must NOT use elevators as an escape route in the event of a fire.***

### Notes and Precautions to General Evacuation Procedures:

- Portable fire extinguishers can be used for small fires or to gain access to emergency exiting. An immediate readiness to evacuate is essential. Fire extinguisher training is available from the UW Operations Safety Office.
- Never enter a room that is smoke-filled.
- Before opening doors, check to ensure they are not hot to the touch. If hot, do not open. If warm, open slowly to check room / hallway conditions.

**Building Specific Evacuation Procedures** (when, how, assistance for those unable to evacuate themselves) should be inserted here.

### Identify Exit Routes:

- Primary and alternate evacuation routes should be identified (building floor plans and assistance developing routes are available from UW Operations).
- Ensure evacuation routes are posted in the building and exits are clearly marked.
- Attach the Evacuation Map as BEAP Appendix E.

Identify Designated Assembly Areas and Alternates:

- The Designated Assembly Area will be an emergency assembly point outside the affected building in a safe and convenient location.
- Alternate assembly areas - the emergency may dictate changes in the assembly areas; ensure you have at least one alternate.
- Document the Designated Assembly Areas and Alternate Assembly Areas in BEAP Appendix F.
- Establish and document in BEAP Appendix C the method you will use to ensure everyone has been evacuated. The best method for documenting everyone may vary depending on the size of the building, the type of building occupancy, etc. Examples of methods that may be used include maintaining a complete occupant list, identifying individuals to take headcounts, designating each person to identify the students/staff around them, etc.
- Review the evacuation plan for individuals with disabilities or mobility limitations and modify as necessary.

**Shelter-in-Place:** There may be emergencies that arise that do not give individuals the opportunity to safely evacuate. For these emergencies (Examples: Tornado or other severe weather), sheltering-in-place may be necessary. If the building occupants are instructed to Shelter-in-Place, go to the designated Shelter-in-Place area or choose another interior room if the designated Shelter-in-Place is unavailable or inaccessible. Remain there until the danger has passed.

**Identify Shelter-In-Place Locations:**

- Primary and alternate Shelter-In-Place Locations should be identified (building floor plans and assistance identifying appropriate locations are available from UW Operations).
- Document Shelter-In-Place Locations in BEAP Appendix F.
- Ensure Shelter-In-Place locations are included in the Evacuation Map posted in the building and attached as BEAP Appendix E.

**Seek Secure Shelter:** Building occupants should get into a lockable space, like an office or classroom, and remain there. Lock and barricade doors, turn off lights, and turn cell phones to silent or vibrate mode. Get under a desk or other surface to hide. Wait for further instruction from law enforcement. If the threat is in your building and you can safely flee, then do so. Examples: Active shooter or dangerous person immediately threatening the campus.

**Avoid Area, Warn Others:** In some types of incidents, building occupants will be instructed to avoid the area and warn others. Examples: Hazardous materials spill, flooded roads, aircraft accident, bomb threat, civil disturbance, gas leak, or power lines down.

**Secure or Hazardous Locations/Critical Assets:** List locations in the building that should remain secure and not used for shelter-in-place due to critical or hazardous operations, where additional action in the case of emergency is necessary, or that may be of importance to emergency responders in the actions they may take. Assigned duties related to secure/hazardous locations or critical assets are to be carried out only if you are not putting yourself in danger or risking your personal safety. Document these secure/hazardous locations, critical assets and necessary actions related to each in BEAP Appendix G.

**SECTION VI INDIVIDUALS WITH DISABILITIES OR MOBILITY LIMITATIONS**

- 1) Rescue Waiting Areas will be identified within buildings, be posted in the building, and be listed in Appendix E of each BEAP to facilitate the evacuation of those needing assistance.
- 2) Evacuation of individuals with disabilities or mobility limitations during an emergency is an area of concern. Elevators should not be used during a fire alarm. Assign a designated area for persons who may need assistance in evacuation. This Rescue Waiting Area will have direct access to an exit, where those who are unable to use stairs or who are unable to navigate the emergency route may remain. Examples are:
  - a) One-hour fire-resistive hallways adjacent to an exit.
  - b) Vestibule located next to an exit enclosure.
  - c) Stairway landing within a smoke proof enclosure. Individuals with disabilities, mobility limitations or individuals helping them, should position themselves so they do not obstruct the exit.
- 3) It is extremely important that individuals not be moved unnecessarily and improperly, possibly causing physical injury. If there is imminent danger and evacuation cannot be delayed, persons needing assistance should be carried or helped from the building in the quickest manner possible. Professional emergency personnel should assist in the evacuation if time permits.
- 4) Those who self-identify as needing assistance will be listed in Appendix D of each BEAP. This Appendix will be made available only to the Building Emergency Coordinator, Work Area Emergency Coordinators for the building, UWPD, emergency responders, and others involved in emergency planning who have a need to know. The UW Accessibility Committee may be consulted when individuals to assist with developing building or individual specific plans.

- 5) Persons, who remain in an area other than a designated Rescue Waiting Area, must inform evacuating building occupants of their location. Remaining in an undesignated area is discouraged and should only be done if there is no designated area available, or the nature of the emergency otherwise dictates.
- 6) UW employees are not expected to endanger their own lives to assist with the evacuation of building occupants, students or visitors. However, if an employee assists a person with disability or mobility limitations to a designated Rescue Waiting Area, or is informed or aware of an individual with a disability or mobility limitations remaining in any location, the employee must immediately inform responding emergency personnel or building representatives of the location of the person. Emergency personnel will evacuate those individuals with disabilities or mobility limitations as necessary.

## **SECTION VII ACCOUNTABILITY PROCEDURES FOR EMERGENCY EVACUATION**

### **Employee accountability procedures:**

- All building occupants must exit the building when the building alarm is sounded. Occupants should take critical personal items such as eyeglasses, medicines, keys, etc. with them when evacuating.
- Building occupants should check in with a Building Emergency Coordinator after arrival at the Designated Assembly Area. The Building Emergency Coordinator will account for each building occupant using the method identified in BEAP Appendix C.
- Work Area Emergency Coordinators (or Building Emergency Coordinators) are to receive verbal reports from professors / instructors and other building occupants as appropriate, to determine if any persons remain in the building, or if there are any occupants waiting at a Rescue Waiting Area. Work Area Emergency Coordinators are to provide reports to the Building Emergency Coordinator.
- The Building Emergency Coordinator shall provide a verbal report to emergency personnel, UWPD and others as required.
- UWPD can be contacted by dialing 911 on any university phone or 307-766-5179 from a cell phone, or by using the outside emergency call boxes. Outside emergency call boxes are designated with blue lights or red "911" lights.
- In classrooms and labs, the instructor should be the last one out of the room to ensure all students exit. Instructors should be familiar with the exits from the classrooms or labs where they teach. They should be able to direct their students to the most expedient way of exiting the building and remind them to move to their Designated Assembly Area after exiting. Doors should remain unlocked upon evacuation in case emergency personnel need to enter or clear a room.
- As they exit, all Work Area Emergency Coordinators should identify people who cannot or who are not evacuating the building and inform them to leave the area. If these individuals refuse to leave, employees should notify emergency personnel.
- Once outside, it is the responsibility of all Work Area Emergency Coordinators to assist in directing people to the Designated Assembly Area a minimum of 100 feet from the building.
- All building Work Area Emergency Coordinators should assist in ensuring that no one enters the building, until emergency personnel have given clearance to re-enter the building. Many times the audible alarms are silenced to allow emergency personal to communicate within the building. The silencing of alarms is NOT a signal to re-enter the building.
- Emergency personnel will notify employees when the building may be re-entered.

## **SECTION VIII RESCUE AND MEDICAL DUTIES**

If you see a medical emergency call 911 or (307) 766-5179. UWPD, the Fire Department, and other emergency personnel will be responsible for all rescue and medical duties. Except for AED use described below, only attempt care if you are trained to do so. If you are not trained, then stay with the individual experiencing the medical emergency until responders arrive. Comfort the individual as necessary and try not to move him/her until responders arrive. Practice universal precautions – protect yourself from blood or body fluid exposures.

AEDs are located throughout campus and will be identified on Emergency Evacuation Maps. If the building covered by this BEAP does not have an AED, identify the closest AED and document it in BEAP Appendix E. AED locations are available from UW Operations. Any individual may use an AED when required by an emergency.

## **SECTION IX TRAINING AND REVIEW**

- Training will be provided to Building Emergency Coordinators on an annual basis by UWPD with assistance from Risk Management or other departments as necessary.
- Training information is available to each Building Emergency Coordinator for use in training building occupants and Work Area Emergency Coordinators on an annual basis.
- Building and Work Area Emergency Coordinators should review and update this plan on an annual basis in conjunction with the training. Each review should be documented.
- Building occupant training should be provided when the plan is initiated and thereafter as needed due to changes in the plan, changes in the building or its occupants, or due to other events. Building Emergency Coordinators should maintain documentation of training.
- The BEAP will be maintained by the Building Emergency Coordinator who will submit a copy of the initial BEAP and any revisions to Risk Management and make it available to all building occupants.
- All faculty and other instructional personnel should review emergency action procedures before their first class meeting of each semester.

## **SECTION X POST-EMERGENCY/DRILL EVALUATIONS**

It is recommended that following any emergency, or drill, an evaluation be conducted to determine what corrective or preventive actions, if any, are necessary. This evaluation may be conducted by Building Emergency Coordinators or Work Area Emergency Coordinators with assistance from Operations, Risk Management or UWPD as needed. The Post Event/Drill Evaluation Form found in BEAP Appendix I may be used for this purpose.

**BEAP APPENDIX A: BUILDING INFORMATION**

ENTER NAME OF BUILDING HERE:

ENTER ADDRESS OF BUILDING HERE:

ENTER DESCRIPTION OF BUILDING HERE:

ENTER DEPARTMENTS/GROUPS HOUSED IN BUILDING:

<b>Departments/Groups Housed in Building</b>	
Department/Group 1	
Department/Group 2	
Department/Group 3	
Department/Group 4	
Department/Group 5	

COPIES OF THIS BEAP ARE KEPT IN THE FOLLOWING LOCATIONS:

**BEAP APPENDIX: B EMERGENCY PERSONNEL/EMERGENCY CONTACT INFORMATION**

CAMPUS EMERGENCY CONTACT NUMBERS:  
911 or UWPD (307) 766-5179

OPERATIONS SERVICE DESK:  
(307) 766-3277

BUILDING EMERGENCY CONTACT NUMBERS:

<b>Building Emergency Coordinator</b>
Name:
Office Location:
Phone Number(s):

<b>Alternate Building Emergency Coordinator</b>
Name:
Office Location:
Phone Number(s):

<b>Work Area Emergency Coordinator</b>
Work Area:
Name:
Office Location:
Phone Number(s):

<b>Work Area Emergency Coordinator</b>
Work Area:
Name:
Office Location:
Phone Number(s):

<b>Work Area Emergency Coordinator</b>
Work Area:
Name:
Office Location:
Phone Number(s):

<b>Work Area Emergency Coordinator</b>
Work Area:
Name:
Office Location:
Phone Number(s):

<b>Work Area Emergency Coordinator</b>
Work Area:
Name:
Office Location:
Phone Number(s):

<b>Work Area Emergency Coordinator</b>
Work Area:
Name:
Office Location:
Phone Number(s):

<b>Work Area Emergency Coordinator</b>
Work Area:
Name:
Office Location:
Phone Number(s):

<b>Work Area Emergency Coordinator</b>
Work Area:
Name:
Office Location:
Phone Number(s):



**Sample Method 2: Assembly Area Headcount**

Upon evacuation, the Building Emergency Coordinator with the assistance of the Work Area Emergency Coordinators as necessary, will use the Evacuation Headcount Checklist to take a head count. Occupants will check in with the Coordinator(s) first identify their own name and information and then providing information about anyone else who was near them during the emergency or about whom they have relevant information (for example, a co-worker or student who is normally located in the evacuated building but who was absent).

Building Name:						
Department/Work Area:						
Employee/Student/Visitor	Present	Absent	Injured	Missing	Last Known Location	Other Relevant Information
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

**Sample Method 3: Assigned Areas Checked During Evacuation:**

The ever-changing number of occupants in a building poses a large challenge to account for the building’s employees, students and other occupants. In an effort to provide better accountability, there are assigned Evacuation Coordinators (these may be the Work Area Emergency Coordinators or may be additional individuals to limit the area each individual needs to check during evacuation) who will quickly check their assigned area(s) for occupants who are not evacuating as they proceed to the exit, if safe to do so. Once outside the Evacuation Coordinators will move to the Designated Assembly Area and report to the Building Emergency Coordinator. Evacuation Coordinators will report if everyone has evacuated their area or if someone has not and why they could not evacuate. If the person did not leave, they should provide the location of the person to the Building Emergency Coordinator. The Building Emergency Coordinator will relay all the information that has been gathered from all areas, to emergency responders or an Incident Commander. In the absence of the Building Emergency Coordinator or their Alternate, the most senior staff member will relay the information.



## BEAP APPENDIX E: BUILDING EVACUATION MAPS & AED LOCATIONS



### AED Locations

Automated External Defibrillators (AEDs) are for use when a person is having a cardiac event. AEDs are designed to be used by anyone, as the machine will guide users through the process of activating the unit.

AEDs are located in the following areas and, if present in this building, are also shown on the Evacuation Maps/Floor Plans.

Floor #	Location

### EVACUATION ROUTES:

Attach the evacuation routes for each floor, including detail for classrooms to the plan here.

**BEAP APPENDIX F: DESIGNATED ASSEMBLY & SHELTER-IN-PLACE AREA(S)**

**Designated Assembly Areas**

The following are the Designated Assembly Areas.  
 The primary location is also shown on the Evacuation Maps.

Building Name:	
Assembly Area	Location
Primary:	
Alternate 1:	
Alternate 2:	



**Designated Shelters**

The following are designated shelter locations.  
 They are also shown on the Evacuation Maps.

Building Name:	
Assembly Area	Preferred Shelter-In-Place Locations

**BEAP APPENDIX G: HAZARDOUS/SECURE LOCATIONS & CRITICAL ASSETS**

The following areas have been identified as unusually hazardous locations or locations containing critical assets or operations. These areas should remain secure and should not be used as a shelter or rescue waiting area due to critical or hazardous operations. These areas may be important to emergency responders for actions they may need to take.

Examples of hazardous or secure locations or critical assets might include anything that poses a unique hazard such as flammable liquids/gas/solids, compressed gas tanks, fuel oil tanks, diesel tanks, propane tanks, oxidizers, acids, alkali, corrosives, water reactive chemicals, air reactive chemicals, contagious biological agents, and irreplaceable research or equipment. Research or livestock animals may be critical assets but should be handled as directed in Appendix H.

The first priority in case of an emergency is keeping yourself and others safe. If time permits, it is recommended that the operator shut down all hazardous processes, gas, and power in hazardous areas or take the other actions identified below to protect critical assets. Do not endanger your life or the lives of others under any circumstance.

<b>Building Name: Hazardous/Secure Locations &amp; Critical Assets</b>				
<b>Critical/Hazardous Operation or Asset Description</b>	<b>Location (Floor, Room, Location in Room)</b>	<b>Responsible Person</b>	<b>Responsible Person Phone Numbers</b>	<b>Actions During an Emergency (if safe to do so)</b>

**BEAP APPENDIX H: RESEARCH & LIVESTOCK ANIMALS**

Appendix H applies only to UW buildings that house research or livestock animals. A small number of University of Wyoming buildings house animals. Research animals or livestock will be evacuated as allowed or directed by emergency responders after the safety of all affected humans has been ensured and the emergency has been reported. Should animals need to be evacuated or if there is another emergency in the building that impacts animals, the lead animal caretaker should be contacted along with UWPD (911 or (307)766-5179). Refer to the Animal Program Contingency Plan for details.

Animals & Animal Contacts for Building Name:				
Type/Number of Animals	Animal Location(s)	Responsible Person Title	Responsible Person Name	Responsible Person Contact Phone #s

The UW Research Office will work with animal care staff, the UW Institutional Animal Care and Use Committee (IACUC), UW Operations and others as necessary to plan for and coordinate animal relocations from UW buildings. Planning considerations will include, but may not be limited to, the following:

- a) Current animal locations with maximum number and species of animals
- b) Pre-identified possible relocation spaces for these animals
- c) Transportation of animals
  - Identification of transportation vehicles
  - Methods of pre and post cleaning of transport vehicle
- d) Food, water, bedding requirements for animals
- e) Veterinary care as needed

**BEAP APPENDIX I: DRILL/EVENT EVALUATION**

**Drill/Event type:**

- Evacuation Drill
- Shelter-in-Place Drill
- Emergency Event (describe type of event):
- Other (describe):

**Summary of Drill/Event:**

---

---

---

**Start Date/Time:** \_\_\_\_\_ **End Date/Time:** \_\_\_\_\_

**Participating Work Areas/Departments:**

---

---

---

**Number of Participants:** \_\_\_\_\_

**Type of Participants (e.g., 1) employees only, 2) employees and students, 3) employees, students and visitors, etc.):**

---

---

**Other Participating Entities (e.g., UWPD, Fire Department, etc.):**

---

---

**What went right?**

---

---

---

**What could be improved?**

---

---

---

**Changes needed to BEAP:**

---

---

---

**Person completing this form:** \_\_\_\_\_