

Williston State College

Emergency Operations Plan (EOP)

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INTRODUCTION

The safety and security of students, faculty, staff and the entire Williston State College (WSC) community is a top priority for WSC's leadership and is an integral part of WSC's commitment to excellence. WSC has enhanced its preparedness to deal with a variety of emergencies by upgrading and integrating the various emergency policies and procedures that are in place for most of the College's critical operations, and by developing a comprehensive, pre- through post- emergency operations plan covering all WSC locations and operations of the College.

The WSC Emergency Operations Plan (EOP) is a college-wide plan. It establishes procedures and an organizational structure for the College's response to and recovery from emergencies that may threaten the health and safety of the WSC Community or inhibit the College's ability to continue its mission-critical operations and activities. The objective of the EOP is to increase the College's ability to react immediately in the most appropriate and effective way to emergencies of all types.

PLAN DEVELOPMENT, MAINTENANCE, AND IMPLEMENTATION

PLAN DEVELOPMENT

All campus divisions share the responsibility for emergency and disaster preparation and therefore must create and maintain their own Continuity of Operations Plan (COOP).

To develop and administer the EOP and associated emergency preparedness activities, the Executive Assistant to the President serves as the Emergency Preparedness/Operations Coordinator. This position works closely with Vice President of Business Services and Director of Campus Services to help edit and implement this EOP. The coordinator is WSC's representative for emergency management program activities with help from Vice President of Business Services and Director of Campus Services . The coordinator may also serve as liaison to the campus Emergency Operations Center (EOC) when activated.

The coordinator provides the following:

- Leadership and guidance for WSC in planning response to emergencies.
- Assists in coordinating the EOP with the department Business Continuity Plans (BCPs).
- Approves emergency supplies and equipment to support the plan.
- Oversees the appointment of building and floor monitors to assist emergency evacuations.
- Approves appropriate emergency training and ongoing information programs for staff.
- Assists emergency personnel during an emergency, as requested.

WSC senior leadership and the Emergency Preparedness/Operations Coordinator play a vital role in both the preparation and the execution of the EOP. The EOP will provide direction and assistance to departments within WSC to ensure effective integration of the policies and guidelines detailed herein into divisional BCP.

PLAN MAINTENANCE

In order for the EOP to be useful during an emergency it must be regularly revised, updated, and communicated. The creation and regular review of all rosters and forms is extremely important. The EOP and Emergency Preparedness/Operations Coordinator will coordinate the review and update the EOP and related procedures on at least an annual basis.

Whenever the plan is updated, it should be reissued with the update recorded on the Record of Changes ([Appendix U](#)). Any time a change is made to the plan a copy of the updated plan should be forwarded to the Emergency Management Team (EMT).

IMPLEMENTATION AND TRAINING

It is the responsibility of the Emergency Preparedness/Operations Coordinator to ensure that the EOP is available to WSC employees and new hires. It is important that all employees are aware of the

emergency activities, communication processes, and expectations since training of employees is the

All new hires should be presented with the appropriate orientation on the EOP, evacuation procedures, fire drills, and other information related to the possible hazards that may exist in the workplace. The orientation should also cover elements that convey the individual role and responsibilities an employee has in support of WSC emergency planning and response procedures.

All employees and WSC contracted employees should maintain a basic awareness of emergency response planning and procedures. Employees should be asked to acknowledge their understanding and awareness of these plans and procedures during their annual evaluation and review process, and managers and supervisors should ensure employees under their direction understand what to do in a crisis.

WSC leadership and others with supervisory responsibilities under this and other emergency plans should be knowledgeable of the Incident Command System (ICS) and related training. Training on these subjects can be arranged through the Emergency Preparedness/Operations Coordinator or at the FEMA Independent Study website.

PLAN STRUCTURE AND OPERATION

The WSC EOP has two main components, each of which deals with separate, but inter-related aspects of any emergency situation.

These components are:

- Emergency Policies and Procedures: Immediate actions aimed primarily at protecting people and property for injury or damage caused by any emergency situation.
- Crisis Management Procedures: Executive level strategy development and implementation activities aimed at directing managing all aspects of the response to and recovery from any emergency situation.

In an emergency, the EOP provides for a structured assessment process and cascaded activation of each of the two main components as follows:

- The Incident Commander (with or without the assistance of Williston Police Department) on site assesses the emergency, takes action to stabilize the situation, directs the initial emergency response activities, designates the Emergency Operation and Communications Center (EOCC) and notifies and briefs necessary parties, including the Executive EMT. The location of the EOCC may vary depending on the nature of the emergency.
 - If warranted, another campus official may activate the EMT and assumes responsibility for ongoing management of all emergency response activities. The EMT assembles at the EOCC. While the emergency response proceeds, those close to the situation develop basic information on the nature and scope of the damage being caused by the emergency, and the EMT make an initial assessment of the potential impact on the College operations. Based on this initial assessment, the EMT notifies the Directors/Chairs of those departments likely to be affected.
- The Directors/Chairs begin as soon as possible a more thorough assessment of the emergency's impact on their department's operations and initiate COOP Plan for the continued performance of the College's critical functions.

SECTION I - EMERGENCY POLICIES AND PROCEDURES

EMERGENCY PROCEDURES (Incident Action Plans)

All members of the Campus community have a responsibility to prepare to address an emergency. The procedures outlined in the following pages offer College faculty, staff, and students' basic instruction on what to do in an emergency. Familiarize yourself with this material and identify the location of emergency resources (alarms, exits, extinguishers, first aid kits) available in your immediate work area.

In the event of an emergency, WSC's Emergency Preparedness/Operations Coordinator will coordinate on-site

response and services with campus personnel and emergency response personnel (EMS, law enforcement, fire department, etc.). Faculty, staff, and students are asked to work with Emergency Response Team to protect lives and property and enable the College to return to normal operations at the earliest possible time.

Everyone in the College community is encouraged to work with Emergency Preparedness/Operations Coordinator and emergency response personnel to minimize risk and prevent dangerous or undesirable conditions. The Emergency Response Team ensures safe evacuation of buildings during fire alarms/drills and communication of the evacuation status to fire/emergency officials.

The following situation procedures are Incident Action Plans (IAP), designed to follow the National Incident Management System (NIMS) and Incident Command System (ICS). The Campus and State may deviate from the plans due to various changes.

Individuals seeking additional information about the College's emergency preparedness program may contact: Emergency Preparedness/Operations Coordinator at (701) 774-4526.

Disclaimer

This manual describes how certain activities are performed and is designed to guide and assist the Campus personnel in performing their functions. When appropriate, there may be deviations from these written procedures due to changes in personnel, policies, interpretation, law, experimentation with different systems, or simply evolution of the process itself. This manual may be changed at any time. In addition to training and drills, employees are encouraged to review this manual periodically and notify Emergency Preparedness/Operations Coordinator at (701) 774-4526 of necessary changes to minimize differences between the manual and actual practices.

Purpose

The purpose of this plan is to establish procedure, duties, plans, and training for College personnel in the event of an emergency. This plan shall be shared and coordinated with all other emergency responders in the area, such as the fire department, law enforcement, ambulance, city, etc.

Scope

This plan applies to all faculty, employees, volunteers, and others who work or are on the Campus.

Campus Phone System

When calling internally on campus, dial the recipient's 4 digit extension number. When calling out to any non-internal campus phone number you must dial a 9 before dialing the external number. Dialing emergency services from a campus phone is 911 (9-911).

Emergency Contacts

Contact the fire department and/or law enforcement for an emergency (9-911), and if time permits, contact the Campus Security Department at (701) 570-6699.

Emergency Communications

In the event of an emergency, WSC will implement calling tree from the Everbridge System.

Emergency Preparedness in the Classroom

Emergency Preparedness in the classroom is a necessary function of our overall campus readiness. Students look to the instructor for guidance and definitive action during an emergency. Faculty is presented with a unique challenge in emergency planning as they travel between buildings and classrooms delivering lectures and guiding lab activities.

Employee Expectations (Faculty and Staff)

- Being familiar with and following all emergency policies and procedures.
- Participating in drills and training as required.

- Orientating students and informing them where to go in the event of an emergency.
- Assisting visitors and handicapped individuals in the event of an emergency.
- Reporting any injuries, damages, or remaining individuals to Emergency Response Team.

WSC Safety Acronym

Faculty, staff, students, and non-campus workers should all react to emergencies in the same manner. WSC follows the RACE acronym that will help the campus population during an emergency.

Follow the response plan of RACE:

- **R – RECEIVE** – Receive, retrieve, relay and react to the emergency message or alarm.
- **A – ALERT** – Alert others and assist those in need. *Use fire alarm ONLY during a fire.*
- **C – CONFINE** – Confine the situation by closing all doors and windows.
- **E – EVACUATE** – Evacuate everyone to a designated location if instructed. Area emergency services will arrive shortly.

FEMA and ICS Priorities

FEMA and the ICS use the following to assist in prioritizing situations.

- First priority: Life safety
- Second priority: Incident stabilization
- Third priority: Property conservation

EMERGENCY NOTIFICATION SYSTEM

CAMPUS EMERGENCY NOTIFICATION SYSTEM (ENS)

An Emergency Notification System (ENS) allows the campus to notify students, faculty, staff, police, and others rapidly in the event of an emergency. WSC uses the system *Everbridge* for mass notification. The North Dakota State Board of Higher Education mandates all employees (including student employees) and students participate in the ENS. WSC will also utilize the campus email system and website in the event of an emergency.

ASSURANCE NM

Everbridge is the emergency notification system used by all 11 North Dakota University System (NDUS) colleges and universities to provide timely information and instructions directly to students, faculty, staff and others during emergencies or urgent situations. Providing a safe campus environment is a top priority. Timely notification of events such as natural disasters and acts of violence will empower students, faculty and staff to take the appropriate steps to protect their safety. The Everbridge system is also used to announce weather-related closings.

Everbridge uses cell-based telephone and text messaging, land lines, and email to inform participants of an emergency situation.

WSC-Alerts

The Campus Emergency Notification System is used to notify students, faculty, and staff of vitally important information in emergency situations. An "emergency" means a situation that poses an immediate threat to the health or safety of someone in the institution or system community or that significantly disrupts institution or system programs and activities, such as school closing. In case of a campus emergency, WSC-Alerts will send out a message by telephone, text message, and/or email.

Emergency Contact Information

You can enter/update your information by logging in to:

- Students: CampusConnection
- Employees: HRMS

Enter and update your Emergency Contact Information. While the ENS identifies “how to contact you” in the event of a campus emergency, the Emergency Contact Information identifies “who to contact” if something happens to you. You access it from the same sites listed above.

ENS CALLING TREE (for Deploying an Emergency Message)

WSC uses the ENS call tree to deploy an emergency message. Based on the type and severity of the emergency, which is determined by the president and his assessment team, we use the following:

- [See Appendix J](#)

Assessment Team

The Assessment team will consist of president, three vice presidents, and executive assistant to the president. This team evaluates each potential emergency to determine the severity of the emergency and what action needs to happen if any.

Assessment Team Member	Mobile	Office
Deborah Halvorson Vice President of Business Services	612-790-7711	701-774-4250
Dr. Zahi Atallah Vice President for Academic Affairs	608-628-0825	701-774-4231
Megan Kasner Vice President of Student Affairs	621-369-0076	701-774-4295
Dr. Bernell Hirning WSC President/ Assessment Team Coordinator	701-339-2516	701-774-4231
Jenae Hunter Executive Assistant to the President & Emergency Preparedness/Operations Coordinator	406-498-6971	701-774-4256

FIRE SAFETY

EMERGENCY FIRE PLAN

1. Familiarize yourself with primary and secondary evacuation routes, nearest first aid stations, fire alarms stations, fire extinguishers, telephones, and stairways.
2. Activate the nearest fire alarm pull box and call the Williston Fire Department at 911 (9-911) (on-campus phone system ONLY). Give as much information as possible (name, location, type of fire, others in the building). Setting off an alarm automatically notifies the Williston Fire Department.
3. Attempt to extinguish the fire ONLY if it is very small and you have been trained in proper operation of a fire extinguisher. Always activate the fire alarm system first.
4. Only take medications and valuables IF there is time.
5. When the fire alarm sounds, immediately leave the area you are in using the designated evacuation route posted.
6. When evacuating, do not use elevators; Walk – do not run!
7. If using stairways, stay in single file and keep to the right as fire department personnel may be coming up the stairway.
8. If employees or visitors have disabilities or need assistance evacuating, assist them to an Assembly Point and Shelter Location that is away from obvious danger. Then go to the building Assembly Point and notify the on-site Emergency Response Officials of the location of the person in the Area of Rescue Assistance. The Area of Rescue Assistance is located

- next to each staircase entrance, unless otherwise instructed. (see [Appendix M](#))
9. Close all doors behind you to help contain the fire.
 10. Before opening any door use the following procedures:
 - a. Slowly open the door if it is not hot.
 - b. Follow the evacuation route and move to the nearest stairway.
 - c. Do not enter the hallway if the smoke is too heavy.
 11. If you cannot leave the room:
 - a. Close the door and place a towel or piece of clothing along the bottom to block smoke.
 - b. Open the windows for fresh air, and hang a sheet or large piece of clothing out the window. This will notify the emergency personnel that you are inside.
 - c. Call 911 (9-911) let them know of your location and wait for them to assist you.
 12. Notify your direct supervisor if any individuals suffer an injury.
 13. Exit the building and proceed to the designated assembly point (see [Appendix K](#)) for headcount and accountability. The meeting place should be a reasonable safe distance from the building to ensure the safety of employees and visitors if there is a fire or explosion. Allow for the flow of emergency vehicles and personnel – keep clear of the traffic lanes around the buildings. Remain outside until given further instructions by the Fire Department. Faculty and staff will assist in counting building occupants.

***If you know the cause of an accidental false alarm, notify the Williston Police Department immediately and make yourself available to the responding police and fire officials outside the building as appropriate to help them confirm the source.

Fire Drills

Emergency Preparedness/Operations Coordinator will conduct fire drills once per academic year. However, treat every alarm as if it were an actual fire. Follow all fire procedures during the drills. It is WSC's policy that participation in fire drills is mandatory and you may be subject to disciplinary procedures for non-compliance. WSC Housing must conduct semester fire drills in accordance with the Higher Education Opportunity Act of 2008.

Fire Drill Procedures

Fire drills should be conducted with the assistance of the Williston Fire Department. Fire drills are designed to give employees and students an opportunity to evacuate the Campus Buildings in a non-emergency situation. All individuals must leave the building when the alarm sounds for the drill. Failure to do so will result in disciplinary action.

In the event of a fire drill:

- Faculty is required to clear out classrooms. Personal belongings within reach may be taken during the evacuation. Faculty should close windows and doors behind them if able.
- Staff Supervisors are required to clear out their office area and close all doors and windows (with the exception of large overhead doors).
- Some offices may develop their own fire alarm procedures to ensure the security of sensitive documents or money.
- Before the "all clear" is given, Campus Services employees and Campus Security will unlock classrooms. Staff will be responsible for unlocking their office areas.

DO NOT RE-ENTER THE BUILDING UNTIL AN "ALL CLEAR" ANNOUNCEMENT IS GIVEN BY THE WILLISTON FIRE DEPARTMENT OR THE EMERGENCY RESPONSE TEAM.

Smoke Detectors

Hardwired smoke detectors are installed in the majority of the Campus Academic Buildings. Smoke detectors in the buildings do not require any employee maintenance or battery replacement. Employees are not to cover or hang any items from smoke detectors.

Sprinkler Systems

Campus Academic Buildings have a sprinkler system to provide for additional safety in the event of a fire. Employees and students must be careful not to damage, tamper with, cover, or hang items from the sprinkler heads or an accidental discharge of water may result. In addition, employees may not store personal items within 18" of any sprinkler head.

What To Do in the Event of a Fire

The following steps should be taken in the event of an actual fire (visible flame):

- Sound the alarm
 - If you are the one to discover a fire, you should first sound the alarm.
 - Call out as loud as possible, "Fire, fire" and pull a general alarm station.
 - Evacuate to a place of safety. Employees and students should always evacuate to a place of safety when the alarm is sounded—even if they do not see any flames or smoke.
- Escape from fire and smoke
- STOP, DROP, AND ROLL if your clothing catches fire.
- Call or have someone else call the Fire Department by dialing 911.
- Be sure employees and students in your immediate area are evacuated.
- If possible, use a fire extinguisher to put out the fire.

The most important action is to call the Fire Department. Do not delay in calling for help. There are many possibilities as to the size and spread of a fire. If you know you can safely put it out using a fire extinguisher by all means do so, but if you think it is too big EVACUATE!

All fire alarms should be treated as if there is an actual fire!

MEDICAL SAFETY

MEDICAL PROCEDURES

Persons administering first aid must be aware of the possible life threatening effects of pathogens as a result of exposure to bodily fluids. Do not attempt procedures or techniques beyond your abilities or training.

If serious injury or illness occurs on campus call 911 (9-911). Give your name, describe the nature and severity of the medical problem, and give the Campus location of the incident. Stay with the person until assistance arrives. All incidents and accidents should be reported to Campus Security as soon as possible (within 24 hours) to complete a WSC Incident Report.

If someone is suffering from a medical condition, you should contact 911 (9-911).

Follow these instructions:

- Stay calm, do not panic
- Do not move the person unless absolutely necessary
- Unless person is having a seizure – move them to the ground and roll them on their side.
- Clear the area – move everything 5 feet away from the person
- Never give the person medication
- Wait for a nurse or medical personnel, unless the school has a written directive on file
- Stay with the person until medical personnel arrive and assist if directed

WSC has several AEDs and first aid kits located on campus (see [Appendix S](#)).

- NARCAN | ONE Boxes are located next to all our AED's on and around

campus

Reporting

After contacting the fire department and/or law enforcement for an emergency and if and when time permits, contact Emergency Preparedness/Operations Coordinator at 701-774-4526 during the day, or the Campus Security Department at 701-570-6699 after hours. If the incident involves a student, also contact the Vice President for Student Affairs at 701- 774-4295.

BUILDING SAFETY

POWER FAILURE

In the event of a power failure, notify Campus Services at 701- 774-4578. If stuck in an elevator, utilize the help phone to request assistance.

In the event of a prolonged power outage, campus administrators will decide how to continue operations. Campus Services can provide a generator to power critical systems. The generator does not power lights and outlets across campus.

If there is a power outage during winter months, the campus buildings will remain heated by the boiler and generator system. College Housing is on separate heating systems and requires a different response. This response may require additional employees to monitor the equipment.

In the event a prolonged power outage, on-campus housing residents will be moved to a designated shelter location if needed. If the housing buildings are at capacity, or unavailable, residents will move to the Thomas Witt Leach Complex.

HAZARDOUS MATERIAL/GAS LEAKS EMERGENCY RESPONSE

Only trained and authorized personnel are permitted to respond to hazardous material incidents.

To report a hazardous material(s) spill/release, contact ND State Radio Communications Center at (701) 328-9921 and report the incident. Ask for the NDDDES Duty Officer. The Duty Officer will return the call and obtain all pertinent information regarding the incident.

What to do if a spill is INDOORS:

- Evacuate the area. Call 911 and Campus Services/Security and Emergency Preparedness/Operations Coordinator.
- Advise others to stay out of the area.
- If you cannot evacuate, go to a protected, interior area of a building where toxic vapors are reduced. Close all windows and doors. Seal gaps under doorways and windows with wet towels and tape.
- If there is a risk of explosion, close all shades and draperies. Stay away from the windows to prevent injury from flying glass.
- If you suspect that gas or vapors have entered the building, take shallow breaths through a cloth or towel.
- If you are contaminated by the material, stay in the vicinity to receive medical care.

What to do if a Spill is OUTDOORS:

- Move uphill and upwind; hazardous materials can be transported quickly through air and water.
- Go to a protected, interior area of a building where toxic vapors are reduced.
- Call 911 and Campus Services/Security from a safe location as soon as it is practical.

What NOT to Do:

- Do not attempt to clean up a spill.

- Do not touch or step in spilled materials.

What to do After Being Exposed:

- Corrosives (substances that cause visible destruction or permanent changes of skin tissue upon contact) — Wash your eyes for 15-20 minutes if they are affected. Eyelids must be open; do not rub the injured area. Get under a shower; remove all clothing; wash with soap and water.
- Flammables (liquids with a flash point below 100 degrees F with gases that burn readily) — Turn off the main electricity and gas jets. Evacuate the building.
- Toxics (poisonous substances) — Wash your hands. Discard contaminated clothing or objects. Use appropriate antidotes.
- Reactives (substances that can undergo a chemical or other change that may result in an explosion, burning, and corrosive or toxic condition) — Close all doors. Evacuate the danger area. Follow decontamination instructions from local fire or health authorities.

Assisting Accident Victims:

- Don't try to care for the victims of a hazardous materials accident until the substance has been identified and authorities indicate it is safe to go near victims. After that point you can move victims to fresh air and call for emergency medical care.
- Remove contaminated clothing and shoes and place them in a plastic bag.
- Cleanse victims who have come into contact with chemicals by immediately pouring water over the skin or eyes for at least 15 minutes, unless authorities instruct you not to use water on the particular chemical involved.

Off Campus Incident

A major hazardous materials release in close proximity to the college could require sheltering or evacuation of all or part of the campus. A sudden release of hazardous materials may allow little time for an organized response. The appropriate reaction may be advising people to go indoors; close doors and windows; turn off heating, air conditioning and exhaust systems; and seal any openings as feasible. If circumstances permit, the campus population may be directed to designated shelters. Assistance will be provided for disabled individuals and children.

Evacuation

Authorities may decide to evacuate an area for your protection. Stay calm, listen carefully, and follow all instructions.

If you are told to evacuate immediately use the following instructions:

- Take your personal belongings and medications as long as it won't delay evacuation from the building.
- Close and lock your windows.
- Campus Services will shut off all vents.
- Close the door.
- Move quickly and calmly to the nearest marked exit.
- Do not use elevators.
- If employees or visitors have disabilities or need assistance evacuating, assist them to an Area of Rescue Assistance or Area of Refuge that is away from obvious danger. Then go to the building evacuation assembly point and notify the on-site Emergency Response Officials of the location of the person in the Area of Rescue Assistance. The Area of Rescue Assistance is located next to each stair case entrance, unless otherwise instructed. (see [Appendix M](#)).
- Once outside, assemble in a designated clear area at least 500 feet away from the affected building for headcount and accountability. WSC will advise you if conditions change or when further relocation is necessary. Keep roads, fire routes, hydrants, and walkways clear for emergency vehicles and personnel.
- Do not re-enter an evacuated building unless authorized to do so by the fire department, law enforcement, or appropriate Campus Official(s).

SUSPICIOUS PACKAGES / MAIL HANDLING

In the event a suspicious package arrives on campus, please use the following information.

Be alert: Be aware of letters or packages that have any kind of suspicious traits. These traits include the following:

- Any powdery substance on the outside.
- Handwritten or poorly typed addresses.
- Misspellings of common words.
- Incorrect or non-existent departments or position titles.
- Excessive postage.
- An unusual amount of tape.
- Oily stains, discolorations, or strange odors.
- Have no return address, or have one that cannot be verified as legitimate.
- Are marked with restrictive endorsements, such as "Personal" or "Confidential."

If you identify a suspicious letter or package, do not panic:

- Do not shake or empty the contents of any suspicious envelope or package.
- Place the envelope or package in a plastic bag, wastebasket, or other container and cover the container with clothing, paper, or another wastebasket.
- Leave the room and close the door, or section off the area to prevent others from entering.
- Wash your hands with soap and water to prevent spreading any powder to your face.
- Call emergency dispatch 911 (9-911).
- Make a list of those who were in the area of the letter or parcel and give the list to the Williston Police Department.

If you have opened a letter or package that contains powder, do not panic:

- Do not try to clean up the powder.
- Cover the powder immediately with clothing, a trash can or other available means, and do not remove cover.
- Leave the room and close the door, or section off the area to prevent others from entering.
- Wash your hands with soap and water to prevent spreading any powder to your face.
- Call emergency dispatch 911 (9-911).
- Remove, if possible, heavily contaminated clothing and place in a bag or waste basket. Give the clothing to the emergency responders for proper handling.
- Shower with soap and water as soon as possible. Do not use bleach or other disinfectant on your skin.
- Make a list of those who were in the area of the letter or parcel and give the list to the Williston Police Department.

Room contamination by an aerosol product:

- Call Campus Services to turn off fans or ventilation units in the area.
- Leave the room and close the door, or section off the area to prevent others from entering.
- Call emergency dispatch 911 (9-911).
- Williston Police Department will contact Campus Services to shut down the air handling system.
- Make a list of those who were in the area and give the list to the Williston Police Department.

BUILDING COLLAPSE

In the event a building collapses on campus, the campus community is encourage to follow with **RACE**.

Additional procedures include:

- Contact Williston Police Department and Emergency services.
- Campus Services and Emergency Preparedness/Operations Coordinator will establish a perimeter to

keep people at a safe distance.

- Assist those who can freely leave site.
- Establish rescue team with Emergency Services and the EMT.
- Campus Officials will notify the North Dakota University System Office, Risk Management, and State Fire and Tornado and maintain security of the site.
- If you become trapped in debris, or the situation is an explosion, see explosion information.
- Do not sightsee around or near a building collapse.

ELEVATOR ENTRAPMENT

In the event the elevator stops operating while you are inside, do not try to force the doors open or attempt to get out of the elevator on your own. Assist other passengers in remaining calm and use the emergency call button in the elevator or a personal cell phone to report the situation.

Provide the following information:

- Name of the building.
- Location within the building of the malfunctioning elevator.
- Where the elevator car is stopped, if known.
- Whether a medical emergency exists for anyone inside the elevator.

If the elevator restarts before calling for assistance, contact Campus Services at (701) 774-4578 and report the problem.

EXPLOSION

Chemical accidents, leaking gas, faulty equipment, or explosive devices could all be the cause of life-endangering explosions. Explosions usually result in falling debris and structural damage that can cause serious injuries. Explosions often accompany or follow fires, floods, and power outages and vice versa.

If inside the building:

- Seek cover under a desk, table, or other heavy furniture which can provide protection from flying glass and debris.
- Remain inside the building until it is safe to exit. **DO NOT USE ELEVATORS.**
- While exiting, pull the fire alarm, check for fire, note other hazards, and any remaining people.
- Take your emergency supplies.
- Evacuate according to procedure, and check in at evacuation assembly point.
- Call 911 (9-911) and give your name, number, location of explosion, your location, and description. Do not hang up until the dispatcher advises you to disconnect.

If trapped in room with exit blocked:

- Call 911 (9-911) and give your name, number, location of explosion, your location, and description. Do not hang up until the dispatcher advises you to disconnect.
- Be prepared for possible additional explosion, take shelter.
- Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, and electrical equipment.
- Do not use matches or lighters.
- Use fire / smoke protection measures if necessary.

If outdoors on campus:

- Stay clear of buildings, trees, or falling hazard areas.
- Proceed to evacuation assembly point.
- Avoid the area and give emergency services room.

If you become trapped in debris:

- Stay calm.

- If a window is available, place article of clothing outside as a marker.
- If there is no window, tap on a pipe or other object to signal.
- If possible, use a flashlight or cell phone to signal your location.
- Avoid unnecessary movement.
- Cover your nose and mouth with any clothing you have on hand.
- Shout only as a last resort.

LOCKDOWN PROCEDURES

At times a life-threatening, hostile, or hazardous situation may arise on or near property owned by WSC requiring the implementation of a **lockdown**. This procedure exists to protect human life and property and make resolution of a threatening situation easier for law enforcement agencies.

DEFINITION

A "lockdown" is a temporary "sheltering-in-place" technique utilized to limit human exposure to an apparent life-threatening, hostile, or hazardous situation or threat. When a lockdown is declared by the Williston Police Department or administrative officials, occupants of any building within the impacted area are to remain in their respective spaces locking all doors and windows, not allowing entry or exit to a secured area until the "all clear" confirmation has been given. Individuals may be required to move to

a safe location if they are immediately adjacent to the life-threatening or hazardous situation (e.g. shooter, bomb threat, etc.). In all cases, individuals must follow directions of the Williston Police Department and appropriate law enforcement officials.

Examples of life-threatening or hazardous situations include, but are not limited to:

- Someone has a gun or weapon on campus or there is an active shooter or shots are heard on campus.
- Execution of a high risk search or arrest warrant of a potentially dangerous suspect.
- Serious crime that is actively occurring on campus (e.g.: homicide, hostage situation, aggravated assault, robbery with a deadly weapon, sexual assault, etc.).
- Serious crime committed in close proximity to the campus or a campus building (e.g.: homicide, hostage situation, aggravated assault, robbery with a deadly weapon, sexual assault, etc.).
- Inclement weather (e.g.: ice storm, tornado in close proximity to campus, etc.).
- Hazardous chemical spill.

Due to the varying scenarios and situations that might occur on campus or near a WSC facility and the dynamic nature each scenario presents, it is imperative for individuals to stay alert and be aware of the proper precautions and procedures to take when a lockdown is necessary. When instructions are given for a "lockdown" by the Williston Police Department or designated administration official (ex. President Vice Presidents, Director of Campus Services, Emergency Preparedness/Operations Coordinator.), the following procedures are to be implemented immediately.

ACTIVE SHOOTER OR HOSTAGE SITUATION

If preceding an order to "lockdown" gunshots are heard in or around a building or once the notice to "lockdown" has been issued, take the following actions:

- Try to remain calm — but follow instructions of the Williston Police Department or the designated administrative official.
- Remain indoors and go to the nearest room trying to stay away from windows.
- Do not seek shelter in open areas such as hallways or corridors. Go to the nearest classroom, office, conference or storage room that can be locked.
- Once a "lockdown" has been initiated individuals are not allowed to leave buildings unless an all clear has been given by the Williston Police Department or the designated administrative official.
- Lock all doors and windows.
- If an individual is not in a room that can be locked, try to find a space that has a locking door.
- Turn off all lights.
- Individuals should attempt to stay away from windows. This may require hiding under a desk or behind furniture.
- Remain silent so as not to attract attention.
- Turn off all radios or other devices that emit sound.
- Silence cell phones.
- Talking or any type of noise could draw the attention of a shooter so be careful.
- If gunshots are heard lay on the floor, preferably behind a heavy object, such as a desk, table or filing cabinet.
- If appropriate turn off gas and electric appliances to reduce noise or the threat of a fire.
- If outdoors, seek shelter behind a building, wall or large tree. It is important to "hide" from a shooter.
- If there is a group of individuals clustered together (such as a classroom or meeting), the instructor or leader should compile names and keep attendance to make sure everyone remains present and accounted for should an evacuation be necessary.
- Do not unlock doors or attempt to leave until instructed to do so by the Williston Police Department or the designated administrative official. The "all-clear" will be announced via the Everbridge Emergency Notification System.
- Always stay alert to rapidly changing and dynamic situations. Staying calm is crucial. Hysteria can lead to making poor decisions or taking needless risk.

SERIOUS CRIME OCCURRING (or Committed in Close Proximity to Campus)

- Specific instructions/actions to be taken will be based upon the specific crime or incident that is or has recently occurred, and will be disseminated by the appropriate means to the campus community.
- The actions listed under Active Shooter Incident above may apply, but will ultimately be determined by the Williston Police Department. It is critical for everyone subject to a lockdown to follow instructions of the Williston Police Department or the designated administrative official.

INCLEMENT WEATHER-RELATED INCIDENT

- Specific instructions/actions to be taken will be based upon the specific weather-related incident that is actively occurring, and will be disseminated by the appropriate means to the campus community.
- In the event of a tornado, evacuation of individuals into building basements, field house locker rooms, or spaces without windows may be required. Individuals need to stay alert to changing weather conditions and follow the instruction of Emergency Management Team or the designated administrative official.

HAZARDOUS MATERIALS SPILL INCIDENT

- Specific instructions/actions/containment procedures to be taken will be based upon the specific hazardous materials-related incident that is actively occurring, and will be disseminated by the appropriate means to the campus community.
- In the event of a chemical spill toxic fumes may result. Individuals need to stay alert to wind direction and weather conditions and follow instructions of Emergency Management Team or the designated administrative official.

INCIDENT NOTIFICATION

All emergencies, e.g. police emergencies, fires or hazardous material spills must be reported to the Williston Police Department and Emergency Preparedness/Operations Coordinator.

When reporting an emergency, provide the following:

- Location of the emergency;
- Telephone number from which you are calling; and
- Type of emergency you are reporting (e.g., police, fire, or hazardous material spill).

It is anticipated that everyone involved in a lockdown situation on campus or at a facility managed by WSC will comply with all directions and orders issued by the Williston Police Department or a designated administrative official. The circumstances leading to a “lockdown” are normally quite serious and can lead to loss of life or injury if not followed. It is important for the Williston Police Department and designated administrative officials to remain in control of such volatile situations in order to protect public safety and property. While the College does not want to discipline people for non-compliance to a lockdown order, it does retain the right to prosecute such behavior or to assess penalties or discipline individuals who willfully endanger their life or the lives of others around them by willful non-compliance.

EVACUATION PROCEDURES

EVACUATION PLANS

It is very important that regardless of the type or duration of an evacuation that faculty, staff, students, and visitors listen very carefully to official information and evacuation orders issued from the College administration.

An evacuation may last from a few hours to several days. For a prolonged evacuation, individuals should consider where the individual might stay and what items the individual needs. Evacuees should take any medication, textbooks, laptop computers, and personal/important papers when leaving.

BUILDING EVACUATION

1. Evacuate a building/area when emergency communications systems indicate to do so or when instructed to do so by local law enforcement, county or city officials, or by appropriate Campus Officials.
2. Remain calm. Your calm leadership may save lives.
3. Aid individuals needing assistance. Anyone who is aware of a hearing or sensory-impaired person in the building should alert that person of the need to evacuate. Report the location of all persons with disabilities to emergency personnel.
4. In case of fire, do not use elevators.
5. When evacuating the building/area, proceed to a designated or alternate assembly site and remain there until a designated Campus Official instruct you to disperse.
6. Due to weather or other conditions, evacuation may be determined to be more appropriate to other areas. Appropriate emergency, WSC personnel, or Campus Officials will announce a move to a different area via emergency communication systems.
7. Never return to an evacuated building/area until an all clear is announced from Campus Officials.

CAMPUS EVACUATION

(See [Appendix K](#) for Campus Evacuation Map)

A widespread emergency may require an evacuation of the entire campus. Examples of such emergencies include floods, fires, and large-scale public health emergencies, such as a pandemic flu event. Remember the below terminology in order to understand a campus evacuation:

- **Voluntary Evacuation:** An evacuation order given to WSC students prior to a large-scale emergency.
- **Canceled Classes:** Grading and attendance policies are conditionally suspended. Students are encouraged to leave campus for a safer location but are not required to do so. Voluntary evacuations do not affect WSC employees.
- **Campus Closed:** A situation in which only essential personnel are allowed on the campus.
- **Mandatory Evacuation:** An evacuation order in which students are required to evacuate the residence halls and leave campus for a safer location. The campus will soon close following a mandatory evacuation and all residence halls will be locked.
- **College Closed:** All business operations will cease at WSC. No WSC faculty, staff, or students will be allowed on campus unless designated as emergency personnel. Entrances will be blocked and all services stopped until the College is once again opened. WSC reserves the right to partially open the College for business operations and continue the cancellation of classes if necessary. This will be specified in public announcements.

The College will open when access to campus will open to traffic and WSC students, faculty, and staff will be allowed on campus. Business operations and education processes will resume where possible. However, classes may or may not resume at this time and residence halls may or may not remain closed. WSC reserves the right to partially open the College for business operations and continue the cancellation of classes if necessary. This will be specified in public announcements.

All of the above steps will be announced using emergency notification methods.

For WSC Employees

Please keep in mind that normal working hours will continue unless otherwise stated in emergency messages. Employees should be aware of when the campus closes.

For WSC Students

If a voluntary evacuation is issued for the campus, you are free to leave campus and go to a safer location. However, you may also remain on campus for the duration of the emergency if you choose. Voluntary evacuations are put into effect so that you have the opportunity to leave campus if you feel unsafe, or if your parents want you to return home. If you choose to remain on campus, WSC staff will provide general services, such as food and water, to you during the emergency. Your access to the outdoors may be restricted if you choose to stay if hazardous weather occurs.

If a mandatory evacuation is issued for the residence halls, residents will be required to evacuate residence halls until the campus reopens. Residence Hall Staff will conduct floor meetings to assist you with the mandatory evacuation process. Residents MUST check out with an RA before leaving the campus and you must provide them with the location where you will reside off campus as well as contact information. You may not return to campus until you are notified that campus has reopened.

Students who cannot go home should report to the Director for Residence Life. The campus may provide transportation to shelters, or provided shelter in motels and/ or hotels outside the evacuation area.

For Parents of WSC Students

Continue to check the campus web site at www.willistonstate.edu or information about evacuations and campus closings. Be sure to keep in touch with your student about their plans to evacuate.

SHELTER-IN-PLACE

Shelter-In-Place simply means seeking immediate, temporary shelter inside a building, residence hall, or area. This course of action may need to be taken during an accidental release of toxic chemicals to the outside air or other emergency where the escape route may not be safely secured. Sheltering in place may be advised for individuals or large groups depending on the situation.

Notification

The need to shelter in place may come through several ways:

- Severe weather alert sirens.
- Emergency Alert System media broadcast.
- Direct observation or sense of dangerous situation.
- Directly from housing staff or other emergency personnel.

Emergency Action

- Stay calm.
- Stay inside a building.
- Seal off openings to your room if possible.
- Remain in place until you are told that it is safe to leave.

Additional Actions

- Close all doors and windows to the outside.
- Do not use elevators as they may pump air into or out of the building.
- If possible, close and / or seal vents and ducts.
- Do not go outside or attempt to drive unless you are specifically instructed to evacuate.

Information Sources

Tune to the Emergency Alert System station on your radio or television for further information. Remain in place until appropriate College or emergency personnel tell you it is safe to leave.

Shelter Locations

WSC has one building listed as possible emergency shelters for the Red Cross. The agreement allows WSC to maintain control of the buildings while the Red Cross operates the shelters. The Thomas Witt Leach Complex "The Well" is a possible shelter.

If these shelters are activated, WSC will receive notification from the Red Cross and/or the county. The ND Bureau of Criminal Investigations (BCI) will establish a registration point at each center to conduct sex offender screening. BCI will require power, tables, chairs, and Internet connections. Along with BCI, the ND National Guard generally provides security at the shelters.

The Red Cross will provide beds and other materials. Additional supplies should be coordinated

through Williams County Emergency Management and the ND Department of Emergency Services.

Minimum Care Facility

In a large pandemic or health related emergency, the Thomas Witt Leach Complex “The Well” may be used as a lower-level health care facility. WSC will maintain control of the facility while health officials manage the minimum care facility.

SEVERE WEATHER SAFETY

Making the decision to delay classes, dismiss classes early or cancel school altogether is a difficult decision that involves behind-the-scenes work of the Severe Weather Coordinator in coordination with the Severe Weather Management Response Team. The Severe Weather Coordinator will determine if the roads are safe enough to travel for those who commute to school and work and then make an ultimate decision.

North Dakota can be subject to a variety of weather risks including lightning, high winds, hail, flooding, tornadoes, freezing rain, heavy snow, etc. Be aware of the potential for threatening weather and take appropriate precautions. Avoid open areas when severe weather strikes.

CAMPUS INFORMATION

WSC’s zip code is 58801 and the College is located in Williams County. Surrounding counties are Divide, Burke, Mountrail, McKenzie, Sheridan (MT), and Roosevelt (MT). Campus and regional weather conditions are available online.

WEATHER DECISION AND NOTIFICATION PROCEDURE

WSC Director of Marketing will contact news media in the area as soon as the school closing or delay decision is made, as well as update the website homepage. A message will then be sent out to students and employees, via the Emergency Notification System and email, informing them of the delay/closure.

In the event of a tornado warning, the City will sound a siren alerting all residents. If you hear the siren, please move to the lowest level of the building you are in and away from all doors and windows. Stay in this area until the “all clear” has been given by the City or campus officials.

CAMPUS POLICY: CLOSINGS

Severe Weather: Suspension of Classes

In the event of severe weather and in the absence of specific information to the contrary, it will be assumed that classes will meet on schedule. Faculty, students, and staff will be responsible for making their individual decisions to come to campus or not to come, carefully balancing the responsibility of attendance with the necessary consideration of personal safety.

That individuals will make responsible choices is assumed. When the institution remains open during inclement weather, employees unable to report for work shall notify their supervisor and take annual leave. Extra compensation or time off will not be credited to those who attend on those occasions.

If the weather is extremely severe and a decision is made to cancel classes and close campus, an announcement will be made on voicemail, email, and local radio stations. Only the President or his/her designee is authorized to issue such an announcement.

In the event the institution is officially closed, all employees will receive closure pay in the amount of their scheduled hours during the closure. If an employee is not scheduled to work because of a previous arrangement, including annual or sick leave, the employee is not entitled to the additional paid leave.

Essential personnel may be required to work during the period when the institution is officially closed.

WEATHER WARNING DEFINITIONS

A WEATHER **ADVISORY** indicates actual or expected weather conditions may cause poor weather conditions, but will not pose a threat serious enough to warrant a weather warning.

A WEATHER **WATCH** is an alert that conditions are favorable for the development of severe weather. Watch the skies and listen for updated watches and possible weather warnings.

A WEATHER **WARNING** means that severe weather is occurring or is highly probable. Tune in to the radio for instructions and additional weather information.

SEVERE WEATHER MANAGEMENT RESPONSE TEAM

The Severe Weather Management Response Team will assist the administration in providing advice on possible disruption of college services as the result of severe weather. The team consists of the following members but may be expanded at the discretion of the team members or the College:

Severe Weather Team Member	Mobile	Office
Travis Kitchens Director for Campus Services	701-770-4002	701-774-4578
Wade Soiseth TrainND Maintenance Manager	701-580-5535	701-774-4538
Deborah Halvorson Vice President of Business Services	612-790-7711	701-774-4250
John Mercer Chief Information Officer	406-670-8611	701-774-4591
Dr. Zahi Atallah Vice President for Academic Affairs	608-628-0825	701-774-4231
Megan Kasner Vice President of Student Affairs	621-369-0076	701-774-4295
Brittney Mayo Director for Marketing	701-334-0816	701-774-4233
Alex Herman Athletics Director	701-739-6983	701-774-4546
Dr. Bernell Hirning WSC President/ Severe Weather Coordinator	559-365-1288	701-774-4231
Jenae Hunter Executive Assistant to the President & Emergency Preparedness/Operations Coordinator	406.498.6971	701-774-4256

Pre-Decision Making

Pre-decision calls are intended to provide information as to what others are planning and to assess the severity and/or implications of the weather. The Winter Storm Coordinator has the discretion to contact some or all of the persons on the list. Under normal conditions, snow or cold weather is not a sufficient reason to close the College

Severe weather conditions monitored and compared to the ND Department transportation website for road updates.

Things to Consider

- Our climate is such that there are many cold days in Williston. Temperatures can exceed -40 F. If these temperatures are associated with blizzard force winds (above 34 mph), wind chill would be at least -60 F. These conditions are very likely to cause frostbite on exposed skin in a short period of time. The safety and welfare of our community is important.
- Many of our staff drive to the College from surrounding areas.
- Some departments have extended hours and evening classes.
- There are additional athletic and other events scheduled on campus.
- If elementary and high schools are closed, many parents (faculty, staff, and students) don't have daycare.
- If weather is questionable in the early morning, it may be better to delay opening than have employees come to work and then close campus to avoid issues of overtime, vacation, etc.
- WSC will attempt to be specific about when we declare a return to normal operations due to shift workers.
- It is impossible to consider all personal factors prior to making a decision.
- People may have complaints.
- If WSC closes the College during the day, it is best to do so at the end of a scheduled class period, if possible. This is not the major criterion to determine when the College shall close.
- Essential personnel (powerhouse/heat plant, snow removal, food service) will still need to come in even if campus is closed.

Phone Numbers for Pre-Decision Making

Pre-decision calls are intended to provide information as to what others are planning and to assess the severity and/or implications of the weather. The Severe Weather Coordinator has the discretion to contact persons on the list. Under normal conditions, snow or cold weather is not a sufficient reason to close the College.

Contact	Mobile	Office
Williston Public School District – Superintendent		701-572-1580
Williams County Emergency Mgmt – Director		701-577-7707
Williston Police Department		701-577-1212
Williams County Sherriff's Department		701-577-7700
WSC Campus Services		701-774-4578

Weather and Road Conditions	Phone	
National Weather Service	701-772-0720	Email: w-fgfwebmaster@noaa.gov
Williams County Highway Dept	701-577-4521	
DOT Road Conditions	511	www.dot.nd.gov/travel-info-v2

Decision

The decision to close or delay opening campus will be made by the President or designee.

There is a strong preference to make the decision to close campus by 11:00 p.m. the night before the storm. If that is not practical, decisions should be made by 6:00 a.m. to inform employees before they leave home to come to work.

Action after Decision to Close

Follow the process below when a decision to close campus for winter weather has been made.

	Process Steps	Responsible Person
1.	Contact CIO and Director of Marketing to communicate closure to staff, student and media, activate the campus Emergency Notification System, update Website, Send Message to NDUS office.	President or designee
2.	Contact Campus Services concerning campus access and infrastructure.	President or designee
3.	Contact Vice President for Student Affairs, Director for Residence Life, and Food Service Director concerning food service hours of operation and hall communications.	President or designee
4.	Contact Athletic Director, Conference Services, and Student Life Coordinator concerning cancellation and/or rescheduling of campus events.	President or designee

**** Make sure to follow these same steps when the "All Clear" is given. ****

A quick debrief of the decision and the results should be conducted when the All Clear is given.

MEDIA Contact List

The Williston Herald editor@willistonherald.com

The Grand Forks Herald news@gfherald.com

KEYZ Radio keyznews@cherrycreekradio.com

KUMV Williston General News@kumv.com

KXNet Williston NDFIRST@kxnet.com

SEVERE THUNDERSTORM

Before a Thunderstorm

- Help people with special needs to a safe place.
- Stay indoors, do not exit the building or use elevators.
- Remain calm and alert.
- Listen for information and instructions from emergency personnel.

During a Thunderstorm

If Indoors:

- Stay indoors. Do not exit buildings or use elevators. You could be trapped in an elevator if power is lost. Locate to an interior room.
- Go directly to an enclosed, windowless area in the center of the building. Corners or building support columns are best. Avoid the middle of interior walls.
- Stay away from all windows and large glass objects.
- Crouch down and cover your head. Interior stairwells are usually good places to take shelter, and if not crowded, allow you to get to a lower level quickly.
- Avoid being underneath heavier objects such as lights, wall hangings and other items, which may

fall.

- Remain inside until storm has passed or you are cleared to leave.
- Do not use matches or lighters in case of leaking natural gas pipes or nearby fuel tanks.
- Help direct people with special needs to a safe place, if necessary.

If Outdoors:

- Move away from trees, buildings, walls and power lines.
- Seek the lowest possible ground (i.e., ditch or small trench). Lie flat in a ditch or low-lying if its the only area available. Never enter an open trench where a cave in or flooding may be possible.
- Stay away from power lines and puddles with wires in them. They may be live.
- Do not use matches or lighters, in case of leaking gas pipes or fuel tanks.
- Remain in position until noise and high winds have stopped.
- Do not enter any building that is deemed or looks unsafe.

Lightning and/or Hail

Lightning:

- Seek protective shelter immediately.
- If outdoors, do not stand underneath tall isolated objects. Avoid projecting above the surrounding landscape. Seek shelter in a low area under a thick growth of small trees. Avoid open areas, and seek low areas such as a ravine or valley.
- Get off or away from open water as well as metal equipment or small metal vehicles (motorcycles, bicycles, golf carts, etc.). Stay away from wire fences, clotheslines, metal pipes, and rails. If you are in a group in the open, spread out, keeping people several yards apart.
- Remember, lightning may strike many miles from the parent cloud. If you feel your hair stand on end, lightning may be about to strike you. Drop to your knees and bend forward putting your hands on your knees. Do not lie flat on the ground.

Hail:

- Seek protective shelter immediately.
- Remain indoors or under protective shelter until hail has stopped, usually 5-10 minutes.

TORNADO

Tornado Watch

Conditions are right for a tornado to develop in the area, and one should be on the alert for further weather developments.

- Familiarize yourself with the lowest level and the emergency routes to designated primary and secondary shelter/safe areas.
- A tornado watch will be announced to each department through telephone and email.
- During the watch period, use the time to prepare for an easy transition to shelter areas.
- When the tornado watch expires, an announcement will be made by radio, by phone, or by email.

Tornado Warning

- The city siren will announce the warning, and WSC will follow with email notifications. Remain calm and take immediate action.
- Do not run, walk to the lowest level, designated shelter area.
- Close the doors and windows of each room as they are evacuated.
- Do not leave the shelter until the warning passes.
- Avoid all glass areas, doors, and entrances.
- A Campus Service employee will notify individuals using the Assurance system about the all clear. If a radio is available, the radio announcer will announce an all clear.
- Notify EMS if any individuals suffered an injury, or if the building suffered damage.

After the Disaster or Emergency

- Do not enter the building or area until Campus Services clears the area for people to enter.
- Stay away from the disaster site. Do not sightsee; you may interfere with emergency teams.
- Be aware of the possibility of gas leaks or electrical short circuits. If detected, notify the gas company, electrical company, the police, or fire department. Don't go back into the building until you have been ensured it is safe by these officials.
- Stay away from fallen or damaged electrical wires.
- Campus Services may conduct periodic severe weather/tornado drills throughout the year. However, treat every drill as if it there was an actual severe weather/tornado emergency. It is WSC's policy that participation in drills is mandatory and you may be subject to disciplinary procedures for non-compliance

EXTREME HEAT

A heat wave is an extended period of abnormally and uncomfortably hot and unusually humid weather. A heat wave lasts typically two or more days. These conditions can be dangerous and even life-threatening if the proper precautions are not taken. Stay informed about the types of medical conditions that can result from heat waves, and the proper first aid measures that should be taken.

Before a Heat Wave

- Prepare for a heat wave by checking to see if your home's cooling system is working properly.
- Make sure your home is well insulated and that you have weather stripping around your doors and window sills to keep the cool air inside.
- Plan on being inside a cool building during the hottest time of the day.

During a Heat Wave

- Avoid strenuous outdoor activities.
- Make sure you remain properly hydrated by drinking plenty of water and limiting intake of alcoholic beverages.
- Eat light, well-balanced meals.
- Dress in light, loose-fitting clothing.
- Never leave children or pets alone in a closed vehicle.

Heat Advisory

A Heat Advisory is issued within 12 hours of the onset of the following conditions: heat index of at least 105°F but less than 115°F for less than 3 hours per day, or nighttime lows above 80°F for 2 consecutive days.

Heat Index

The Heat Index or the "Apparent Temperature" is an accurate measure of how hot it really feels when the Relative Humidity is added to the actual air temperature.

FLOOD

WSC works with the city and county to minimize the risks of damage from floods. In addition, WSC students, faculty, and staff may assist in sandbagging and other flood efforts.

Flash Flood/Flood Warning Information

Issued by National Weather Service or Williams County Emergency Management Agency when large amounts of precipitation cause hazardous condition or if the river rises to unusual levels.

- WSC administration will issue information via the Everbridge System.

In the event of a flood emergency warning or actual flood emergency on or near campus, the campus will receive advance notification from Williams County Emergency Management Agency as to the extent and nature of the impending flood or weather emergency. The instructions and preparations for the College and surrounding communities will be relayed from Williams County Emergency Management Agency to the College through the Public Safety dispatcher and Department of Public Safety. The President of the College or their designee will initiate the appropriate announcements

concerning the emergency flood warning and the instructions for preparation and/or evacuation when and if necessary.

In the event of a major weather emergency or disaster, the President or his/her designee will coordinate a timely notification procedure for all members of the College and surrounding communities with the members of the Emergency Response Team through local media communications networks or through the Public Safety dispatcher and WSC's Assurance NM.

Any member of the College, who discovers a flood problem or potential flood problem, resulting from weather conditions or facilities damage, should follow these procedures:

- Stay out of the area. Do not enter until electrical power has been turned off. There is an extreme danger of electrical shock if the water has contacted any electrical devices.
- Call Campus Services at 701-774-4578. After business hours, and on weekends and holidays, call the Campus Security at 701-580-6699 and the Williston Police at 911 (9-911). Describe the nature of the problem.
- Post people at all entrances to the flooded area to prevent entry by unauthorized personnel.
- Identify a temporary shelter to house water-soaked materials.
- Do not return to the building or work area until instructed to do so by authorities and/or Campus Services.
- The President or their designee will initiate the proper notification procedure for contacting appropriate personnel when a flood occurs on or near campus.
- Campus Services will coordinate with the appropriate authorities to evaluate the situation.

In all flood and emergency weather situations, the President's Office will serve as the central coordinating center for all information and instructions within and outside the College.

The President or their designee will communicate flood information to the campus. In addition, the campus community can listen for alerts and other information via local radio and television stations.

Each flood is unique. Floods often change rapidly, and therefore preparation and response plans may suddenly change. WSC will do the following:

- Protect the individuals from harm during the event.
- Provide accurate information to the campus in a timely manner.
- Establish "Emergency Operations Center."
- Set-up pumps according to city regulations and monitor equipment.
- Secure main utility areas such as the power house, steam man holes, networking, and telephone areas.
- Ensure utility supply.
- Provide additional security to the campus and monitor traffic.
- Move vulnerable equipment, offices, and classrooms to a safe area.
- Protect housing areas.
- Ensure an evacuation route is open and available.
- Follow city, Corps of Engineers, FEMA, and County Flood plans.
- Assist city, county, and others when possible with available resources.

The Emergency Management Team will determine continuity of operations based on the flooding circumstances.

WINTER STORM

Before a Winter Storm

- Stay Informed. Listen to the radio or television for latest weather information.
- If roads have been closed, do not attempt to travel.
- Have a plan for an extended power outage. Winter storms have the potential to knock power lines to the ground and disrupt electric service for an extended period of time. It may be necessary to move into another facility/building to prevent injury.

During a Winter Storm

Should conditions worsen during the day, administration may decide to close the College early. When such a determination is made, you will be notified through the proper channels.

- Stay safe, warm, dry and calm.
- Do not drive unnecessarily. Of deaths related to ice and snow, 70 percent occur when people are stranded in cars or involved in accidents. If you must drive, bring necessary supplies.
- Dress warm enough to prevent frostbite and hypothermia.
- Do not go outside if you don't have to.

If You Are in a Vehicle

- In extreme cold or in heavy snow, stay with your car until you can be rescued. Do not leave your car unless you know exactly where you are, how far it is to possible help, and are certain you will improve your situation.
- Keep at least one window open slightly. Heavy snow and ice can seal a car shut. It also allows in fresh air to avoid carbon monoxide poisoning.
- Make sure the exhaust pipe is not blocked, which would cause dangerous fumes to back-up inside the car. Run the engine and heater for about 10 minutes every hour or so depending upon the amount of gas in the tank.
- Make yourself visible to rescuers. To attract attention, light two flares and place one at each end of the car a safe distance away. Hang a brightly colored cloth from your antenna. Tie a bright cloth to your antenna or door to alert rescuers.
- Turn on your dome light, at night, when running the engine.
- Raise the hood indicating trouble after snow stops falling.
- Exercise from time to time by vigorously moving arms, legs, fingers, and toes to keep blood circulating and to keep warm.
- To protect yourself from frostbite and hypothermia use woolen items and blankets to keep warm.
- Eat a hard candy to keep your mouth moist.

Winter, Your Car, and You

Driving in the winter means snow, sleet, and ice that can lead to slower traffic, hazardous road conditions, hot tempers and unforeseen dangers. To help you make it safely through winter, here are some suggestions from the National Safety Council to make sure that you and your vehicle are prepared.

Prepare your car for winter. Start with a checkup that includes:

- Checking the ignition, brakes, wiring, hoses and fan belts.
- Changing and adjusting the spark plugs.
- Checking the air, fuel and emission filters, and the PCV valve.
- Inspecting the distributor.
- Checking the battery.
- Checking the tires for air, sidewall wear, and tread depth.
- Checking antifreeze level and the freeze line.

Your car should have a tune-up (check the owner's manual for the recommended interval) to ensure better gas mileage, quicker starts, and faster response on pick-up and passing power.

Weather and the Road

At any temperature—20 degrees Fahrenheit below zero or 90 degrees Fahrenheit above—weather affects road and driving conditions and can pose serious problems.

It is important to listen to forecasts on radio, TV, cable weather channel, or forecasts in the daily papers.

Necessary Equipment

An emergency situation on the road can arise at any time and you must be prepared. Following the tune-up, a full tank of gas, and fresh anti-freeze, your trunk should carry:

- A properly inflated spare tire, wheel wrench and tripod-type jack.
- A shovel.
- Jumper cables.
- Tow and tire chains.
- A bag of salt or cat litter.
- Tool kit.

Essential Supplies

Be prepared with a "survival kit" that should always remain in the car. Replenish after use. Essential supplies include:

- Working flashlight and extra batteries.
- Reflective triangles and brightly-colored cloth.
- Compass.
- First aid kit.
- Exterior windshield cleaner.
- Ice scraper and snow brush.
- Wooden stick matches in a waterproof container.
- Scissors and string/cord.
- Non-perishable, high energy foods like unsalted canned nuts, dried fruits, and hard candy.

In addition, if you are driving long distances under cold, snowy, and icy conditions, you should also carry supplies to keep you warm, such as heavy woolen mittens, socks, a cap, and blankets.

PERSONAL SAFETY

THREAT OF VIOLENCE

Students, employees, and visitors should address emergencies by calling 911 (9-911), whether they are on the main campus or on other College property.

It is important that the Williston Police Department is made aware of concerns of violence even if they occur on property outside of the campus. The College has adopted procedures for responding to and addressing conduct that violates policy and urges all students, employees, and visitors to be alert to the possibility of violence on campus. As part of the College community, all students, employees, and visitors are responsible for reporting violence they experience or witness.

CRIME IN PROGRESS

How to Prepare:

- Follow these basic anti-crime tips:
 - Do not walk alone in isolated areas.
 - Do not open residence hall doors to strangers.
 - Keep all doors closed and locked.
 - Do not leave doors propped open or leave valuables unattended. Thieves know to look inside your desk drawers.
 - At night, look inside your car before entering or stay in your car if there are strangers around.
 - Be aware of your surroundings.

What to Do:

- Call 911 (9-911).
- Give your name, location, and nature of the crime in progress.
- If safe to do so, remain where you are until the police arrive.
- If safe to do so, note the perpetrator's height, weight, age, sex, race, hair and eye color, tattoos or

facial hair, clothing, weapons, and method/direction of travel. If a motor vehicle is involved, note license plate number, make/model, color, and other characteristics.

What NOT to Do:

- Do not try to apprehend or interfere with the perpetrator except in the case of self-protection or the protection of others.

THREAT ASSESSMENT

The safety and security of the WSC campus and community are very important. Our students, employees, and visitors should be able to pursue their education, work, and other activities in a safe, non-threatening environment.

Unfortunately, violence can occur. To educate and empower all members of the College community, resources and procedures are in place to prevent, deter, and respond to concerns regarding acts of violence. WSC offers workshops to assist departments and individuals in detecting indicators for concern and resources to protect themselves and their environments. Safety is everyone's responsibility.

Policy Statement

Violence, threats or implied threats of violence, and intimidation (verbal or physical acts intended to frighten or coerce) impede the goal of providing a safe environment and will not be tolerated. All students, employees, and visitors are covered by this policy as well as the policies referenced below. This policy applies to conduct on 'campus,' which by definition is not limited to central campus but includes all property owned or used by the College.

Weapons

Firearms, bow/arrows, hunting knives, ammunition, explosives and other dangerous weapons are not permitted within College owned or operated buildings and on all campus property and grounds including residence halls and student apartments. Included in the North Dakota Century Code definition of dangerous weapons are martial arts weapons and a number of other weapons are martial arts weapons and a number of other weapons capable of expelling a projectile. Pellet guns, BB guns, paint ball guns, and other similar short sports supplies are prohibited. Students are permitted to carry pepper spray.

Enforcement

The College will pursue disciplinary, student judicial, civil or criminal action as appropriate under the circumstances against any person who violates this policy by engaging in such violence, threats of violence, or intimidation.

Reporting

Students, employees, and visitors should address emergencies by calling 911 (9-911), whether they are on central campus or on other College property. WSC has an [Incident Reporting form online](#). Students, faculty, and staff can report a threat and important information using this form. The Vice President of Student Affairs receives the form information.

For all other non-emergency concerns of violence, the students, employees, and visitors should notify the Vice President for Student Affairs at 701.774.4295. It is important that the Williston Police Department is made aware of concerns of violence even if they occur on property outside of the campus.

The College has adopted procedures for responding to and addressing conduct that violates this policy and urges all students, employees and visitors to be alert to the possibility of violence on campus. As part of the College community, all students, employees, and visitors are responsible for reporting violence they experience or witness.

Threat Management

The WSC BIT promotes awareness and responsiveness across campus to avoid or address situations that may involve violence, threats, intimidation, or property damage. The EMT may assist the Williston Police Department and departments to assess situations involving the potential for violence.

Resources and Preparedness

WSC, as part of its CLERY reporting annual communication requirements, will inform individuals of this policy and its related procedures and resources.

Confidentiality

Confidentiality of complaints and parties will be preserved to the greatest extent possible, understanding that the College may have an obligation to take some action even if the complainant is reluctant to proceed. Parties and witnesses to a complaint are also expected to maintain confidentiality of the matter, understanding that they will often not have all the facts and that they could impair the investigation by divulging information to persons outside of the investigatory process.

Non-Retaliation and False Claims

The College prohibits retaliation against persons who in good faith report violations of this policy or cooperate in an investigation. The College also prohibits the filing of knowingly false or misleading reports and providing knowingly false or misleading information in an investigation. Discipline or other action can result from either of these acts in violation of this policy.

Help us protect you and the campus:

- Watch for suspicious persons in and around campus buildings and in parking lots. Do not pursue them. Call the Williston Police Department at 911 (9-911).
- Door-to-door soliciting is not permitted in campus residence facilities. Violations of this rule should be reported to your RA immediately.
- Report all thefts and property losses immediately to the Director for Residence Life if in hall or to Vice President for Student Affairs.
- Be security conscious at all times.
- If you see any suspicious activity or people on or near the campus, call or contact Campus Security at 701.570.6699. Do not assume that what you observe is an innocent activity or that it has already been reported.
- Do not assume the person is a visitor or campus staff member that you have not seen before. Suspicious people may be:
 - Loitering about at unusual hours and locations: running, especially if something of value is being carried.
 - Exhibiting unusual mental or physical symptoms. Person(s) could be under the influence of drugs, or otherwise needing medical or psychiatric assistance.
 - Carrying property that might be suspicious, depending on the circumstances, going from room to room trying door handles.

Contact Campus Security at 701.570.6699 or the Police Department at 911 (9-911) for immediate assistance.

The Early Warning Signs of Violence

Rarely is extreme violence a solitary event. Extreme violence is generally the last burst in a line of dangerous and foreseeable behavior. In the early stages, troubling behaviors are correctable and minimize volatile situations if caught early. Over time, the untreated offender may become more frustrated, aggressive, and committed to deliver violence.

Most people who commit violence tell others what they plan to do, rarely do they just snap without warning. Those who used extreme violence in the past generally exhibit various behaviors and personality traits. Identifying at-risk characteristics can bring attention to a troubled individual or may identify possible planned violent events. Although few individuals will commit violence, they require monitoring when they exhibit several behaviors and traits.

BEHAVIORS:

- History of aggression/violence/bullying
- Specific/detailed threats to harm another
- Destruction of personal and/or school property
- Recent attempts to secure weapons
- A pattern of poor interpersonal relationships
- Recent attempts/talk of suicide
- Involvement with hate groups or criminal gangs
- Frequently angry, easily frustrated
- Defiance of authority

TRAITS:

- Drug/alcohol abuse
- Mental health issues
- Socially isolated
- Recent problems at home/school/work
- Extreme paranoia/suspicion
- Recent serious attacks to self-esteem

Preventing a Crisis

Stopping the process before an event and education are the keys to preventing violence. Colleges that have a healthy campus and progressive safety protocol that addresses minor violations will lower the risk of violent events. A healthy campus may provide an increase in peaceful solutions. The planning of a violent episode may begin before the early signs are recognized. Recognizing these signs provides the campus an opportunity to intervene.

Various strategies to prevent a crisis include:

- Communicate a clear policy against and consequences for violent behavior.
- Identify potential offenders and victims early.
- Report threatening behaviors promptly; respond quickly to reports.
- Train/sensitize staff to conflict management, communication, and anger control skills.
- Identify resources (internal and external) for faculty, staff, and students.
- Conduct focus groups, surveys to determine the wellness of the workplace.
- Do not assume threatening behaviors will stop; take all threats seriously.

Defusing a Crisis

Defusing actions should be taken when confronted by a potentially dangerous individual or situation. Individuals should avoid using hostile, threatening, or apathetic communications with an aggressive person. Rejecting demands from the start, showing disrespect, trivializing the situation or invading the individual's personal space can set the individual off. Use neutral body language and avoid staring at the individual. Unless requested, remain seated and do not attempt to touch the individual or rush them. Never agree or argue with the individual's distorted statements. The following acronym, SEFUSE, will help guide people in defusing a situation.

- Stay calm.
- Establish rules and work to calm the person down.
- Focus on positive outcomes.
- Uncover what the person wants; repeat what is requested.
- Speak slowly, confidently, quietly, and use active listening techniques.
- Encourage the person to consider peaceful solutions; offer support.

Post-Crisis Response

People will feel anxiety and stress after a violent event. Do not expect or pretend the situation will be normal.

The campus may implement some of the following strategies:

- Provide detailed facts (who, what, where, when) to public safety, human resources and the Vice President for Student Affairs.
- Discuss/debrief the incident with your staff/faculty and/or students.
- Consider the need for immediate counseling services.
- Don't feel that you should have all the answers; ask for help.
- Look for signs of stressed individuals.
- Change locks, add alarms and other types of physical security.

As a member of the campus community, it is important to know that your safety and the campus community's safety is of highest importance to the administration. Campus representatives have been designated and trained to deal with a variety of threatening situations. They are available to assess the situation and specify appropriate safety measures.

If a threatening behavior or situation occurs, it is crucial that you take these threats seriously and contact the appropriate person immediately. For any type of preventative or non-emergency assistance, the current campus contacts are listed below. In the event of an imminent threat, contact 911 (9-911) immediately.

For any type of preventive or non-emergency assistance, the contacts are listed below:

- Vice President for Student Affairs 701.774.4295
- Human Resources 701.774.4204
- Campus Security 701.570.6699
- Police non-emergency 701.577.1212
- Emergency Preparedness/Operations Coordinator (701) 774-4526

MISSING STUDENT

From section 1.21 of the Student Code of Conduct:

Missing Student Notification Policy and Procedure

A missing student is defined as a person currently enrolled at WSC and living in campus housing whose whereabouts have been unaccounted for by law enforcement for over 24 hours.

Designating a Contact Person

Upon execution of a housing contract, all students living in campus housing will have the opportunity to identify a contact person to be notified if the student is determined to be missing by the Williston Police Department. This contact may be the same or different than the emergency contact information provided in the student's Campus Connection account. The Director for Residence Life maintains emergency contact information for all students residing in campus housing. This information is accessible by other Student Affairs administration and staff in the event a student is reported missing.

Procedures for Notification of a Missing Person

Step 1: Any individual on campus who has information suggesting a resident student may be missing must immediately notify the Director for Residence Life by calling (701) 774.4528 or visiting the Director of Residence Life Office.

Step 2: The Director for Residence Life will gather essential information about the student reported missing: description, clothes last worn, schedule of classes and other known plans and/or activities, suggestions of where the student might be, who the student might be with, student's physical and mental well-being, recent photograph, etc.

Step 3: If the student is not found in a reasonable amount of time (as determined by the Director for Residence Life) or it is immediately apparent the student is a missing person the Director for Residence Life will contact the Williston Police Department. Williston Police Department officers will take charge of

further investigation or location efforts.

Step 4: No less than 24 hours after determining a resident student is missing, the Director for Residence Life will notify the student's designated contact that the student is believed to be missing.

Additional Conditions for Minors

If the student is under the age of 18 and is not an emancipated adult, WSC is required to notify a custodial parent or guardian, in addition to any contact person specifically designated by the student. The Director for Residence Life will notify the parent or guardian no more than 24 hours after the student is determined to be missing by the Williston Police Department or other appropriate law enforcement agency.

Failure to Designate a Contact

In the event a student residing in a residence hall is determined to be missing by the Williston Police Department or other law enforcement agency, and has not previously identified a missing persons contact, the Director for Residence Life will notify the individual identified in the student's Campus Connection account as the emergency contact. If no emergency contact information is on record, the Director for Residence Life will use his or her discretion to notify the most appropriate individual while keeping the safety and well-being of the missing person in mind.

Communication with the Media Related to Missing Persons

All communications with the media regarding missing persons will be handled by outside law enforcement authorities, as they are best suited to provide information to the media that is designed to elicit public assistance in the search for the missing person. All inquiries to WSC regarding missing students or information provided to any individual at WSC about a missing student shall be referred to the Director for Residence Life, who shall refer inquiries and information to law enforcement authorities as appropriate.

At no time shall information be shared with the media or other outside communication sources if doing so may hinder the investigation or other efforts to locate a missing person.

Residence Life

Students are expected to know and abide by the terms and conditions of the Housing and Dining Contract and rules and regulations specified in the WSC Student Code of Conduct. Please reference the current Housing and Dining Contract for regulations governing College residential facilities which are established by state and federal laws, College administration, and NDUS policies and procedures. All violations are dealt with in accordance with established procedures. The ultimate goal of all community standards and expectations is to promote responsible citizenship and self-discipline.

Due to the nature of on-campus living, environmental safety and security standards have been established. All students will be held accountable for their behaviors in all campus housing facilities. All students and their guests must cooperate with efforts to establish a secure campus by complying with policies and cooperating with residence hall staff. Any resident found in violation of any of the policies listed in this document is subject to disciplinary sanctions.

Failure to comply with the instructions or directions of College officials, including residence hall staff, in the performance of their duties is prohibited. Such acts may include, but are not limited to, intentionally, knowingly, or recklessly obstructing or delaying any College proceedings, failing to cooperate with an investigation, fleeing a police officer or College personnel, and/or failing to comply with assigned College behavior sanctions. Verbal and/or physical abuse directed toward any College personnel will not be tolerated and shall constitute a violation of this code.

Contacts

Vice President for Student Services – 701.774.4295 – wsc.studentaffairs@willistonstate.edu

Director Residence Life – 701.774.4528 – wsc.housing@willistonstate.edu

CRIMINAL AND SUSPICIOUS BEHAVIOR

In addition to obvious criminal activity or emergencies, examples of suspicious activity includes:

- A package or bag being left unattended.
- Overhearing someone use or threaten to use a gun or other weapon, place a bomb, or release a poisonous substance into the air.
- Someone you do not recognize is in a non-public area of a building.

In general, trust your intuition. If you are aware of a possible threat, you will be alert to unusual activity. If you have a gut reaction, nagging suspicion, or general concern, do not discount your feelings. Contact Campus Security at 701.570.6699 or Williston Police Department, who can contact the proper authorities and investigate the situation.

If there is an immediate danger, contact 911. Any threat of criminal activity or potential violence should also be reported to the Williston Police Department promptly, regardless of the source. If there are incidences, behaviors, comments, etc. that lead you to believe that a student could be a threat, this information should be relayed to the Vice President for Student Services at 701.774.4295. If there are incidences, behaviors, comments, etc. that lead you to believe that other individuals (including employees) could be a threat, this information should be reported to Campus Security at 701.570.6699 or the Williston Police Department,

BOMB THREATS

1. Familiarize yourself with primary and secondary evacuation routes, nearest first aid stations, fire alarm stations, fire extinguishers, telephones, and stairways.
2. When a bomb threat or warning is phoned in, the person receiving the call should, to the degree possible, attempt to find out as much information as possible, using the Bomb Threat Report Form found in [Appendix L](#).
 - a. Do not hang up; let the caller terminate the call.
 - b. Get as much information from the caller as obtainable.
 - c. Get the exact time of the call.
 - d. Get the Caller ID (if phone has a Caller ID).
 - e. Write down the exact words the caller used.
 - f. Attempt to answer all the questions listed on the Bomb Threat Report as accurately and completely as possible.
 - g. Estimate the sex, race, and age of the caller.
 - h. Be alert to the nature/character of the caller's voice.
 - i. Listen for background noises.
3. Upon notification of a bomb threat or bomb emergency, personnel shall report the call immediately to the Williston Police at 911 (9-911).
4. The recommendation to evacuate the structure/location during a bomb threat is the responsibility of the fire department, law enforcement, or Campus Services.
5. If it is determined that the facility is to be evacuated, follow the emergency evacuation routes.
6. All cellular phones and two-way radios shall be turned off within a two-block radius of the threat. All communications to and from the threat scene shall be made by phone.
7. If an explosive device is alleged to be within the building but has not been located, the authorities will determine if a search is desired. Follow all instructions from the authorities.
8. Emergency Response Officials may ask employees or others with knowledgeable of the contents and layout of the building to assist in identifying any unusual parcels or items.
 - a. Searches of areas for explosive devices with instructions:
 - i. Be thorough. Each staff should look around their offices to see if there are any unusual packages or items in their work area. These should be reported to security. Only you will know what belongs in your office. Do not lock your office as this will hinder the bomb search.
 - ii. If necessary move people away from the suspicious item.
 - iii. Look for anything and everything that might conceal a bomb.
 - iv. Do not panic persons in the area.
 - v. DO NOT TOUCH, MOVE, OR JAR ANYTHING SUSPICIOUS THAT YOU MAY

LOCATE.

- b. Law enforcement authorities will determine if the assistance of bomb disposal personnel and/or bomb detection canine may be requested.
9. If a suspected device is located, an evacuation of the area will be conducted based on available information.
 - a. Do not attempt to move or otherwise disturb the device(s).
 - b. If time permits, try to have people check their area before leaving.
 - c. Get people to take personal items such as purses, briefcases, gym bags, backpacks, lunch bags, etc., with them when they leave.
 - d. Only Emergency Response Officials will be allowed into the immediate area.
10. If employees or visitors have disabilities or need assistance evacuating, assist them to an Assembly Point or Shelter Location that is away from obvious danger. Then go to the building evacuation assembly point and notify the on-site Emergency Response Officials of the location of the person in the Area of Rescue Assistance. The Area of Rescue Assistance is located next to each stair case entrance, unless otherwise instructed. ([Appendix M](#))
11. If a Suspicious Letter or Package is received:
 - a. Inform your department coordinator immediately.
 - b. Ask around to see if anyone can identify package.
 - c. DO NOT OPEN IT!
 - i. Inform department staff and Campus Services as soon as possible at 701.774.4578.
 - ii. Contact the Williston Police Department by calling 911 (9-911).
 - iii. Give dispatcher description and location of package.
 - iv. Follow the instructions given by the police.
 - v. Instruct staff to evacuate if told to do so by Emergency Response Officials.
12. Employees should take their personal belongings with them when they evacuate because you may not be able to get back into the building for several hours.
13. After exiting the building all staff members are to assemble in main entrance of the building for accountability. A headcount should be made and any missing persons accounted for. Ensure the meeting place is a safe distance from the building to ensure the safety of employees in the event of a fire or explosion. Allow for the flow of emergency vehicles and personnel – keep clear of the traffic lanes around the building.
14. Remain outside the building until the fire department, law enforcement, Campus Services, or Emergency Preparedness/Operations Coordinator informs you that it is safe to return to the building.

CIVIL DISTURBANCE AND DEMONSTRATIONS

Do not disrupt a demonstration unless one or more of the following conditions exists:

- Interference with the normal operations of WSC.
- Blocking access to offices, buildings, or other College facilities.
- Threat of physical harm to persons or damage to College facilities or property.

If any of the above conditions exist, and if there is NO imminent danger, notify the President 701.774.4231, Vice President for Academic Affairs 701.774.4500, Vice President for Student Affairs 701.774.4295, Vice President for Business Services 701.774.4250 or Campus Security 701.570.6699 before contacting the police. If there is imminent danger, contact the Williston Police Department at 911 (9-911).

Peaceful, Non-obstructive Demonstrations

Generally, demonstrations of this kind should not be interrupted. Demonstrations should not be obstructed or provoked, and efforts should be made to conduct College business as normally as possible.

If demonstrators are asked to leave, but refuse to leave by regular facility closing time:

- Arrangements will be made by the OC to monitor the situation during non-business hours.
- Determination will be made whether or not to treat the violation of regular closing hours as a

disruptive demonstration.

Non-violent, Disruptive Demonstrations

In the event that a demonstration blocks access to College facilities or interferes with the operation of the College:

- Demonstrators will be asked to terminate the disruptive activity by Campus Security or a designee.
- The OC will consider having a photographer or video camera available for verification/documentation purposes.
- Key College personnel and student leaders will be asked by the Vice President for Student Affairs or the Campus Security to go to the area and persuade the demonstrators to desist.
- The Vice President for Student Affairs or a designee will go to the area and ask the demonstrators to leave or to discontinue the disruptive activities.
- If the demonstrators persist in the disruptive activity, they will be apprised that failure to discontinue the specified action within a determined length of time may result in disciplinary action including suspension or expulsion or possible intervention by Campus Security/civil authorities.
- Efforts should be made to secure positive identification of demonstrators in violation to facilitate later testimony, including photographs or video tape recordings if deemed advisable.
- After consultation with the President and the Executive Cabinet by the OC, the need for an injunction and intervention of Campus Security/civil authorities will be determined.
- If determination is made to seek the intervention of Campus Security/civil authorities, the demonstrators should be so informed. Upon arrival of the police, the remaining demonstrators will be warned of the intention to arrest.

Violent, Disruptive Demonstrations

- In the event that a violent demonstration in which injury to persons or property occurs or appears imminent, the President and the Executive Cabinet will be notified by the OC.
- Campus Security will take action to prevent further escalation and to save lives and College property.
- OC will consider courses of action to be presented to include a recommendation to ask for local law enforcement assistance.
- College Relations will be notified and asked for assistance to document (videotape or photograph) the event.

TRANSPORTATION ACCIDENTS

Vehicle Accidents

In the event of a vehicle accident on campus, take the following action:

- Report all vehicle accidents that are serious or involve personal injury to local law enforcement immediately.
- If the accident involves a WSC or State Fleet vehicle, call Campus Security at 701.570.6699 or Emergency Preparedness/Operations Coordinator at (701) 774-4526
- Do not sightsee near vehicle accidents as it may hamper emergency efforts.

Aircraft Accident

In the event a mishap occurs such as an explosion or a downed aircraft on campus, take the following action:

- Immediately take cover under tables, desks, and other objects which will give protection against falling glass or debris.
- After the effects of the explosion, or aircraft fire has subsided, notify police, fire, and ambulance by dialing 9-1-1. Give your name and describe the location and details of the aircraft accident.
- If necessary, or when directed to do so, activate the building fire alarm. **Remember you must always report the emergency by telephone** even if you have already pulled the building fire alarm. Few alarm systems are wired directly to first responders.

- When the building evacuation alarm is sounded or when told to leave by College officials, walk quickly to the nearest marked exit and ask others to do the same.
- Remember that elevators are reserved for persons with disabilities. Never use an elevator in a fire or explosion because electric power is likely to fail in both cases leaving you trapped.
- Once outside, proceed to the designated gathering point. This should be a clear area that is at least 500 feet away from the affected building. Stay there.
- Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.
- Know your area assembly points.
- Immediately notify emergency personnel of any injured people or if individuals remain in the affected building.
- If requested, assist emergency crews as necessary.
- Do not return to an evacuated building unless told to do so by emergency personnel, building or College officials.
- A campus incident command post may be set up near the disaster site. Keep clear, unless you have official business.

Train/Railroad Accident

In the event a mishap occurs such as a railcar explosion, vehicle/train collision, or a train derailment close to the campus, take the following action:

- In the event of a railcar explosion, take cover immediately underneath or behind objects that will give protection against falling glass and debris.
- After the effects of the accident have subsided, notify police, fire, and ambulance by dialing 9-1-1. Give your name and describe the location and details of the accident.
- Treat the accident as a potential hazardous materials site. Do not approach the area unless it is safe to proceed. Potential hazardous materials are diesel fuel from the train engine as well as other items transported on the train.
- A train derailment could impact many areas of the campus and could be potentially deadly. The principle hazards would be: explosion, fire, asphyxiation or poisoning, flying metal, corrosion or chemical reaction, and chemical or cold burns.
- If outside, walk into the wind to keep hazardous materials and any plume behind you.
- Be prepared to shelter in place if the building you are in cannot be evacuated without putting occupants in danger.
- If the building evacuation alarm is sounded or when told to leave by College officials walk quickly to the nearest marked exit and ask others to do the same.
- Remember that elevators are reserved for persons with disabilities. Never use an elevator in a fire or explosion because electric power is likely to fail leaving you trapped.
- Once outside, proceed to the designated gathering point. This should be a clear area that is at least 500 feet away from the affected building. Stay there.
- Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.
- Immediately notify emergency personnel of any injured people or if individuals remain in the affected building or at the accident site.
- If requested, assist emergency crews as necessary.
- A campus incident command post may be set up near the disaster site. Keep clear, unless you have official business.

TERRORISM

Terrorism is the use of force or violence against persons or property in violation of criminal laws for purposes of intimidation, coercion, or ransom. Terrorism has emerged as a very real threat across our nation and internationally. Any organization, group or individual can be a target or innocent victim of terrorism.

Terrorism can take many forms, from an individual with a gun or bomb to groups using chemical, biological, or nuclear weapons. Depending on the nature of the attack and type of weapon used, the

campus community may be affected by either an on or off campus attack. In many instances the incident may not be immediately identifiable as a terrorist attack. Your response to an incident should follow the guidelines for the type of event that occurs (a detonated bomb should be treated as an explosion).

Terrorists often use threats to:

- Create fear among the public.
- Try to convince citizens that their government is powerless to prevent terrorism.
- Get immediate publicity for their cause.

Acts of terrorism include bomb scares and bombings, cyber (computer-based) attacks, and the use of chemical, biological, nuclear and radiological weapons.

Within the immediate area of a terrorist event, you need to rely on police, fire, and other officials for instructions. However, you can prepare in much the same way you would prepare for other crisis events.

General Safety Guidelines

- Be aware of your surroundings.
- Move or leave if you feel uncomfortable or if something does not seem right.
- Take precautions when traveling. Be aware of conspicuous or unusual behavior. Do not accept packages from strangers. Do not leave luggage unattended.
- Promptly report unusual behavior, suspicious or unattended packages, and strange devices to the Campus Security or call 911 (9-911).
- Learn where emergency exits are located in buildings you frequent. Plan how to get out in the event of an emergency.
- Be prepared to do without services you normally depend on - electricity, telephone, natural gas, gasoline pumps, cash registers, ATMs, and internet transactions.

ARMED INTRUDER

An active shooter is defined as an armed person who has used deadly force on people and continues to do so while having unrestricted access to additional victims. Although active shooter incidents on college campuses are rare events, faculty, staff, and students should be ready for any type of emergency.

In the event of an active shooter incident on campus, take the following actions:

Prevention

- Notify Campus Security if you are aware of any threats or have other information that make you suspect an event involving an armed intruder might be possible. If you are living in a residence hall, also notify the Director for Resident Life.
- Trust your instincts. Better to be wrong than ignore warning signs of a possible tragic event.

Notification

- If you know or suspect an armed intruder is present on campus, call 911 (9-911) and provide the information requested. Stay on the line until you are sure no further information is required.
- Once Campus Officials are aware of the situation, the Emergency Notification System will be deployed.

Run

- If you hear gunshots and are able to - RUN. Run as far away from campus as possible. When you feel you are a safe distance away, call 911 (9-911) and report the situation. Do not assume that someone else has called 911 (9-911).

Hide (Lockdown)

- If you are unable to leave a building because the shooter is too close or you are unable to evacuate, follow the campus lockdown procedures:

- Do not enter a building during lockdown.
- Move to a securable area (such as an office or classroom) and lock the doors.
- Close the window coverings and move away from the windows. Turn off all lights.
- Make sure your phone is completely silenced (including vibration).
- Get low on the floor.
- Do not let anyone in the room unless they are law enforcement or first responders.
- In a hostage situation, stay calm, keep everyone together, and stay hidden.
- Remain in your secure area until further direction or the all-clear is given.
- If you are unable to enter a building because of the lockdown:
 - Assume that classes will be suspended until the lockdown ends.
 - Leave the area and seek safe shelter off campus.
 - Return to campus after the all-clear is given.
 - Do not leave your room to try to “see what is happening”.

Fight

- As a last resort, and only if your life is in danger, you may choose to fight.
 - Be aggressive, use improvised weapons (fire extinguishers, scissors, hot coffee, glass items, or anything else available), and commit to your actions.
 - Fight as a group if possible. This action also distracts the shooter and allows time and opportunity for police to act.

Post-Incident

- If you witness any injuries or deaths, identify yourself to law enforcement or first responders. as soon as it is safe to do so.

Responding to Campus Violence Incidents

In the event an armed intruder is on campus, WSC will alert the campus population via the Emergency Notification System and alert the community with other methods. The Williston Police Department and SWAT team will coordinate all efforts.

WSC and the Williston Police Department will notify the campus and community of an all clear via email, voice mail, evacuations, and other announcements.

PANDEMIC FLU

Preparation

WSC will utilize the Upper Missouri District Health Unit and local health care providers to monitor the spread of any pandemic disease. During the planning phase, these two offices will work on the following:

The President or designee:

- Communication with the Upper Missouri District Health Unit and local health care providers regarding disease.
- Present information to the campus.
- Make preparations for vaccine and campus health problems.
- Work with the EMT and local health care providers to implement plan.

The EMT:

- Coordinate efforts with Campus Services.
- Ordering supplies, implementing training, utilizing spaces.
- Updating and implementing pandemic plan.
- Implementing continuity plan.
- Educate campus and maintain communication.
- Work with health officials.

In addition, the EMT will coordinate education about campus policies, and create communication pieces

for the campus community. The EMT may make changes in campus policies to reflect the pandemic implications, and policy changes required by health officials or the College system.

Reducing Exposure (from OSHA & CDC)

- Encourage sick employees, students, and visitors to stay at home.
- Encourage people to wash their hands frequently with soap and water. Make hand sanitizer and other personal hygiene products available if possible.
- Encourage people to cover their coughs and sneezes with a tissue or by using their shirt sleeve, followed by hand washing.
- Try to avoid shaking hands, or cleanse hands immediately after.
- Practice social distancing – stay 3 feet or more apart from people – 6 feet if the person is infected.
- Provide people with tissues, trash receptacles, and places to cleanse hands.
- Keep work surfaces, counter tops, and other touched areas clean using disinfectants.
- Encourage employees to use only their phone, computer, office supplies, and personal items.
- Minimize large gatherings if possible, and reduce social interactions.
- Use electronic communication when possible.
- Promote healthy lifestyles that include good nutrition, exercise, and personal hygiene.

Lower Exposure Risk

- If the workplace does not require employees to have frequent contact with the general public, basic personal hygiene practices and social distancing can help protect employees at work. In addition, follow these tips if possible:
 - Communicate to employees what options may be available to them for working from home.
 - Communicate office leave policies, policies for being paid, transportation issues, and day care concerns.
 - Inform campus of any public health information regarding pandemic.
 - Create a common communication method.

Medium Exposure Risk

- Medium risk workplaces require frequent close contact between employees or with the general public. Below are some practices the campus community could implement.
- Instruct everyone to follow social distancing when possible. (Stay 3-6 feet from the next person)
- Expand electronic and phone communications.
- Install sneeze barriers at areas if possible.

High Exposure Risk

- Those in a high exposure risk workplace are in constant contact with someone who has the disease. Social distancing and personal protective equipment are required in this situation.
- Isolation and alternative work places may be necessary in a high exposure risk situation. Isolation involves requiring infected persons to stay in a specific area.
- Meals and other supplies will be brought in for those individuals.
- Staff working in this situation will need to wear medical style isolation equipment (gloves, gown, mask N95).
- Garbage will be double bagged with the help of another employee and disposed outdoors immediately.
- Facility access is limited to essential personnel.

Administrative Processes

- Educate employees about leave policies and work continuity.
- Inform campus communication where supplies for hand and surface hygiene are located.
- Use posters and other signage to inform other of pandemic concerns.
- Limit access to workplaces if needed.

- Make personal protective equipment available when possible.
- Visit with campuses about sharing services or employees to cover essential services if needed.

Pandemic Plan Timeline

Early Stages

- When the disease is in a developing stage, local health care providers will inform WSC of new information. The EMT will relay that information, conduct inventory, and review current plans.

Developing & Spreading Stages

- Campus continues to monitor with the help of local health officials.
- Starts educating campus community of disease and orders in suggested supplies.
- Supplies may include masks, sanitizers, sprays, tissues, garbage bags, wipes, and other cleaning materials.
 - Campus will make hand sanitizers and tissues available to the campus community.
 - Facilities increases use of antibacterial cleaning and makes sprays available to office areas.
- Campus education will start education program regarding personal hygiene, disease information, policies, campus and community plans.
- Administrators review campus and College system policies. If needed revise policies with health information regarding expected business interruptions.
- Student housing will need to develop food plans (meals to dorms, etc.)
- Develop electronic methods for reporting essential information (payroll, incidents, work requests, network problems, class delivery methods)

State Infections

- Continue education and campus protective measures.
- Encourage personnel to review any planned trips to areas with infections.
- Employees should request meetings utilize electronic or phone methods to reduce exposures.
- Campus Services should order more supplies, keeping a higher than normal stock.
- Request information regarding non-campus entity plans.

County Infections

- Continue current processes.
- Reduce non-essential meetings on campus if possible.
- Elevate education measures.
- Prepare alternative house areas.
- Encourage all sick employees and students to stay home for recommended time-length.
- Campus education includes personal list for health and dining needs.

City Infections

- Cease non-essential campus events.
- If infections spread fast, athletic events may happen without allowing spectators.

Campus Infections

- Implement alternative health and education plans.
- Campus remains open unless ordered by county medical doctor or via president order. Classes run as scheduled.
- Campus dining remains open, but offers meal delivery for isolation or sick students.
- Open campus isolation facility.
- Inform Head Start and others of campus infection.

High Campus Infections:

- Food service delivers or offers pickup of all meals rather than communal dining. (Use of box meals, microwave dinners, etc. is highly encouraged).
- Close campus.

- Classes delivered using alternative means.
- Only essential personnel report to campus, others work from home.
- Essential personnel may work rotating shifts with others.
- Minimal facility care done in academic buildings.
- Facilities implements plan to cover living and dining areas.
- Review athletic competition plans.

High City/County Infections

- Implement minimal care center at Thomas Witt Leach Complex. Facility will be run by local health officials. Move athletic offices to alternative locations, or allow employees to work at home if needed.
- Red Cross may utilize the Thomas Witt Leach Complex as shelter if needed per agreement.

Additional notes

In addition to these guidelines, WSC may implement other disease specific policies, procedures, and guidelines issued by the CDC, state, and local health officials.

The State of North Dakota implemented a plan to share employees and services when possible. State health officials request agencies do not close offices unless county medical doctor orders facility closure. NDUS Human Resource Council has developed a plan and policies for work continuation.

Health care professionals will make the call for closing a facility or quarantining individuals or a building.

MAJOR EMERGENCIES AND DISASTERS

There may be situations that overwhelm WSC's resources and the resources of municipal agencies. Examples include tornados, floods, train derailments, blizzards/ice storms, multiple disaster response, etc. Extraordinary measures must be implemented to be able to deal with these major emergencies or disasters. It may be necessary to depart from normal consultative processes.

Continuity of Operations Plan (COOP)

In the event of a major or catastrophic disaster, WSC will implement the Continuity of Operations Plan (COOP).

The State's COOP is available online through the ND Department of Emergency Services. WSC's plan varies

because of the nature of its employees and students. In the event of a major or catastrophic disaster, campus may partially close or close entirely. Many employees carry laptop computers and may continue operations at home. WSC will post updated files on computer inventories and users, phone users, and other equipment and supply information when possible.

For more information on the COOP, contact the Emergency Preparedness/Operations Coordinator.

Emergency Operations Center (EOC)

An Emergency Operations Center (EOC) is defined as a location which the coordination of information and resources to support incident activities takes place. WSC's primary EOC is Stevens Hall. This location has backup power, and monitoring equipment for vital campus systems. Due to small size, meetings will be coordinated through the Office of the President. A secondary EOC is the Williston Area Recreation Center.

The campus President or designee will determine an off-campus site only if buildings on campus are unsafe and there is an available location. Such an incident would require the campus to use a Joint Information Center (JIC) with Williams County Emergency Management and local emergency services.

Organization Structure

During an incident, WSC's command structure will be similar to its chain of command. The Department of Homeland Security created common terms in the National Incident Management System (NIMS) to describe those involved in an incident.

Incident Commander: The Incident Commander is the person in-charge of the organization. There can only be one commander, the first person on scene is the incident commander until a more qualified person arrives.

Section Chiefs: The section chiefs are people like Vice Presidents who direct large sections of the institution. Below is a list of the campus incident command and section chiefs.

WSC's chain of command is as follows:

- President or his/her designee - Incident Commander
- Vice President for Academic Affairs - Section Chief
- Vice President for Business Services - Section Chief
- Vice President for Student Affairs - Section Chief

Incident Command System

Incident Command System (ICS) defines the operating characteristics, management components, and structure of incident management organizations throughout the life cycle of an incident. WSC has developed a COOP that includes the following plans: emergency operations plans, procedures, preparedness plans, corrective action, and recovery plans.

WSC INCIDENT COMMAND SYSTEM

ICS includes procedures to select and form temporary management hierarchies to control funds, personnel, facilities, equipment, and communications. Personnel are selected according to standard rules previously sanctioned by legitimate authorities. ICS is a system designed to be used or applied from the time an incident occurs until the requirement for management and operations no longer exist.

ICS is interdisciplinary and organizationally flexible to meet the following management challenges:

- Meets the needs of a jurisdiction to cope with incidents of any kind or complexity (i.e. it expands or contracts as needed).
- Allows personnel from a wide variety of agencies to meld rapidly into a common management structure with common terminology.
- Provide logistical and administrative support to operational staff.
- Be cost effective by avoiding duplication of efforts, and continuing overhead.
- Provide a unified, centrally authorized, legitimate emergency organization.

SECTION II - CRISIS MANAGEMENT PROCEDURES

PURPOSE

WSC's Emergency Operations Plan (EOP) formalizes Crisis Management Procedures that establish procedures and an organizational structure that will provide for the efficient, strategic management of major emergencies at any of the College's locations.

ORGANIZATION

In the event of a major emergency, an Emergency Management Team (EMT) will form to manage the College's total response and recovery effort. The Executive EMT will include:

- The President, Vice President of Business Services, Vice President for Student Affairs, Vice President for Academic Affairs, all of whom can act as the Incident Commander and will assess the emergency, take action to stabilize the situation, direct the initial emergency response activities, activate the Emergency Operation and Communication Center (EOCC), and notify and brief necessary parties, including the Executive Emergency Management Team.
- Director of Marketing will act as the liaison to the news media and will provide news releases and other information as approved by the President. This will ensure that only those administrators authorized to issue those statement will do so. This team will also provide a response to inquiries from the Williston community and the public relative to the emergency.

- The Emergency Preparedness/Operations Coordinator with help from The Director of Campus Services will establish and maintain liaison with officials from the responding emergency services (fire, police, and EMS departments). Previously established liaisons with these agencies will facilitate coordination during an emergency. These departments will also establish and maintain liaison with assisting public or private agencies (Health Department, American Red Cross, FEMA, and Williams County Emergency Management) to help coordinate mutual aid and assistance.

The major areas of responsibility and duties of each Executive EMT member are outlined in ([Appendix A](#)) of this document.

EMT members are:

- President
- Vice President for Business Services
- Vice President for Academic Affairs
- Vice President for Student Services
- Director of Marketing
- Director for Campus Services
- Chief Information Officer
- Small Business Development Center Director
- Executive Director of TrainND Northwest
- Director of Human Resources
- Executive Assistant to the President/Emergency Preparedness/Operations Coordinator
- Athletic Director

Depending on the crisis, others may be asked to join the EMT.

OPERATING PROCEDURES

Once the EMT assembles at the designated EOCC, its members will be responsible for the management of all emergency policy activities, including development, implementation, and review of strategic decisions, and post-event assessments. The President or designee will take charge of the emergency and will declare a state of emergency throughout the whole campus or a portion of the campus as necessary.

- Established emergency protocols, as outlined in the Emergency Policies and Procedures Manual ([Appendix R](#)) and sections of this document, will be used by this Team.
- As the emergency response proceeds, basic information on the nature and scope of damage being caused by the emergency plan will be provided to the EMT Team by the EOCC and Emergency
- Responders, primarily staff from the Williston Police Department and Campus Services department.
- The Executive EMT will use this information to make an initial assessment of the potential impact on College operations. Departments with operations sited in those areas of the campus likely to be affected by the emergency will be identified using the building schematics and space usage information maintained in the EOCC.
- Based on this initial assessment, the Executive EMT will notify the Directors/Chairs of those departments likely to be affected. Departments should then initiate their Business Continuity Plans (BCP).
- The Executive EMT will continue to be responsible for the Emergency Response activities through the duration of the emergency until effects of the emergency no longer impact the College's operations.
- The President or his/her designees will declare an end to any state of emergency when appropriate.

SECTION III - EMERGENCY RESPONSE PROCEDURES

PURPOSE

WSC's Emergency Operations Plan (EOP) establishes an organizational structure and procedures for response to campus emergencies. It assigns the roles and responsibilities for the implementation of the EOP during an emergency. This EOP has been prepared to address emergencies affecting the WSC community in a

coordinated and systematic manner.

SCOPE

The EOP may be activated in the event of local, regional, or national emergencies. It applies to all units of the College and provides the basic framework for critical incident preparedness. Individual departments within the College are encouraged to develop their own internal plans for department-specific emergencies (Continuity of Operations Plans). While departmental plans may be used to supplement the College's EOP, they will not supersede it, and where conflict arises, the College Plan will take precedence. This plan and organization shall be subordinate to State and Federal plans during a disaster declaration by those authorities.

WSC is committed to supporting the welfare of its students, faculty, staff and visitors. This EOP is designed to maximize human safety and preservation of property, minimize danger, restore normal operations of the College, and assure responsive communication to all appropriate parties. This EOP is also intended to ensure compliance with applicable local, state, and federal regulations and cooperation with relevant public bodies charged with disaster control. This plan envisions the cooperative efforts of many groups internal and external to the College. When outside emergency resources respond, WSC officials will coordinate services with emergency response officials of those resources.

TRAINING & AWARENESS

Emergency response training will be provided to all members of the campus community on an annual basis. New employees receive basic information regarding what to do in an emergency situation: whom to call, what to do, and where to go. Instructors are responsible for understanding what to do in an emergency and giving proper instructions to students to ensure their safety and security. Supervisors are charged with instructing their staff in emergency response procedures and supporting and participating in drills. Members of those divisions and departments with specific responsibilities identified in this EOP receive additional training to ensure their safety and security when responding to various emergencies.

RESPONSE LEVELS

Emergency events do not always require the same level of response, and are dictated by the severity of the event and its effect on the health and safety of students, faculty, staff, and visitors. Events will be evaluated by the first responders to the incident, and, for Level 1 events as defined below, in consultation with the Emergency Management Team (EMT). The appropriate level of response will generally be initiated according to the following guidelines:

- **Level 3:** is a minor localized event that can be handled internally under existing standard operating procedures. This EOP may or may not require activation. At this level, the response can typically be initiated by competent personnel in the immediate area or by any or all of the first responders.
Example: localized fire or chemical spill.
- **Level 2:** is a potentially major emergency that may affect life safety or a limited portion of the campus infrastructure. The degree of response will be determined by the first responder (this is usually the Williston Police Department). The first responder is the Incident Commander. The EOP and Emergency Operations and Communication Center (EOOC) will be activated to the degree necessary to effectively mitigate the emergency. Activation is the responsibility of the Incident Commander, in consultation with the Executive EMT. Many Level 2 emergencies have the potential to escalate quickly to Level 1 status, and all responders should be on standby and ready to mobilize should the incident accelerate to Level 1. *Example:* loss of power to an entire building for an extended period of time.
- **Level 1:** is a potentially major disaster that impacts a significant portion of campus and/or surrounding community. The Incident Commander will manage the emergency response activities and coordinate with responding outside agencies and will consult with one or more members of the Executive EMT. The EOP will be activated immediately. It should be noted that currently, three protocols proceed immediately to Level 1:
 - A campus evacuation
 - A gunman on campus
 - A mutual aid emergency involving another state entity in the area*Example:* loss of power to multiple buildings, tornado, or chemical or biological release.

WSC EMERGENCY RESPONSE & RECOVERY STAFF AND FUNCTIONS

Note: Emergency responders from outside agencies (Williston Police Department, Williams County Sheriff's Department, Williston Fire Department, Health Department, Williams County Emergency Management, and Red Cross) will use the National Incident Management System (NIMS) system and terminology when responding to incidents on campus. [Appendix B](#) provides a description of the Emergency Operations plan personnel and operations terms and functions as defined by NIMS.

The EOP is a campus-level plan that guides the emergency response personnel and resources during a major emergency.

EMERGENCY INCIDENT COMMANDER

The Incident Commander during the initial stages of the emergency will be the initial first responder. They will remain the Emergency Response Leader until someone with greater expertise takes over. His or her responsibilities include:

- Responding to the scene of the emergency to stabilize and direct the initial response. Determining if full or partial evacuation of any building is necessary and initiating the evacuation process if warranted.
- Notifying the President (if not the Incident Commander) and the members of the EMT (administrators designated by the President – see Crisis Management Procedures section of this document).
- Coordinating with responding emergency services personnel.
- Initiating or managing the set up and activation of the campus Emergency Operations and Communication Center (EOCC). Receiving and following instructions from the President (if not the Incident Commander) and members of the EMT.

RESPONSE IN THE FIELD

This typically includes the Williston Police Department, Williston Fire Department, area Hazmat Team, and the County EMS. Other groups that may be involved in the emergency response include Campus Services, Residence Life, Counseling Services, Williams County Sheriff's Department, and others as needed.

Once the Executive EMT assembles at the EOCC, the President or his/her designee will oversee the emergency.

EMERGENCY RESPONSE SUPPORT TEAM

The following departments and personnel have important support roles during the response to any emergency:

- **Emergency Preparedness/Operations Coordinator:** Support EOCC and make sure the EOP is followed. Serve as the link with State and Local Environmental/Health and Safety agencies. Provides debrief after event and training to better the EOP process.
- **Department Chairs:** Identify and resolve instructional and research issues. Coordinate necessary faculty resources.
- **Athletics:** Assist in the coordination of the use of the Thomas Witt Leach Complex as staging areas, and/or open temporary shelters or first aid stations.
- **Business Office:** Ensure that invoices are paid and payroll checks are created. Continue to provide mail services. Identify scope of loss, coordinate loss control and insurance adjustment.
- **Information Technology:** Coordinate temporary telephone, fax, and computer hookups. Arrange phone banks for necessary student call-outs to family.
- **Dining Services:** Coordinate dining services for dislocated personnel and emergency workers.
- **Campus Services:** Mitigate facility and grounds damages and restore to functional level. Arrange for fit-up of temporary quarters for displaced units. Assist Williston Police Department with creating a safety perimeter at the site of the emergency. Provide structural evaluations and repair estimates. Provide site and building information. Obtain emergency goods and services; include pick-up/delivery to site of emergency. Provide transportation services as required.

including buses for evacuation. Issue/create temporary access credentials/keys.

- **Human Resources:** Determine employment status and address contract issues, coordinate workers compensation claims, and define benefits coverage. Assist employees in coping with stress-related trauma. Human Resources to determine who is paid, overtime, etc.
- **Williston Police Department in conjunction with WSC Security personnel:** Law enforcement, crowd control, evacuation, site security, and mobile communications. WSC personnel is liaison with on-site fire and medical command personnel.
- **Residence Life:** Coordinate housing operations (including temporary shelters).
- **Student Services:** Reschedule events; provide space for displaced operations. Coordinate student notification and response. Liaison with parents.
- **Heath and Wellness Coordinator:** Provide medical information support and back-up. Assist in providing trauma support. Coordinate with first aid services. May be asked to assist/provide onsite medical triage. Assist students in coping with stress-related trauma.
- **Marketing:** Media coordination (website, press releases, information telephone line message, coordinate press conferences) and spokesperson. Provide printed material as directed (letters to parents, mailings, posters, temporary procedures, etc.).

EMERGENCY OPERATIONS/COMMUNICATIONS

For Level 1 emergencies, an Emergency Operations and Communication Center (EOCC) will be established. See [Appendix C](#) for a description of the Functions and Responsibilities of the EOCC.

The decision to activate the EOCC will be made by the President or the President's designee. EMT members will assemble at the EOCC to assume their crisis management roles.

For Level 2 emergencies, a temporary Emergency Field Center will be established immediately adjacent to the area affected, or as close as prudently dictated.

EMERGENCY PROTOCOLS

The following emergency protocols have been developed to guide the College's response to various emergencies. These emergency protocols are included in the appendix of this document.

- Airborne Chemical or Biological Release
- Bomb Threat
- Chemical Spill (Release)
- Civil Disturbances or Demonstrations
- Class Cancellation - Inclement Weather
- Criminal Activity
- Crisis Communication/Psychological Crisis
- Electrical Power Outage
- Elevator Malfunction
- Explosion
- Fire
- Floods
- Gas Leak
- Medical Assistance and First Aid
- Preparing for Campus Building Security Incidents (Active Shooter)
- Radioactive Spill Response
- Shelter in Place
- Suspicious Letter or Package Receipt
- Tornado/ Severe Weather

COMMUNICATION

The most critical aspect of an EOP is communication. Accurate reports from the scene of an incident are essential to providing adequate services. The campus community must receive up-to-date instructions concerning emergency response procedures and news of evolving events. The EOCC,

staffed by the EMT, will provide support to emergency responders and information to the community. The EOCC has several redundant methods of communication with the campus community and general public during and after an emergency. Depending on the type of emergency and the type of information to be disseminated, the EOCC can use one or a combination of the following methods to provide information: emergency notification system, electronic mail, web site, voicemail, and media announcements.

An Emergency Notification System (ENS) allows the campus to notify students, faculty, staff, police, and other rapidly in the event of an emergency. WSC uses the system *Everbridge* for mass notification. The North Dakota State Board of Higher Education mandates all employee (including student employees) and students participate in the ENS. WSC will also utilize the campus email system and website in the event of an emergency.

Assurance NM

Everbridge is the emergency notification system used by all 11 North Dakota College System colleges and universities to provide timely information and instructions directly to students, faculty, staff and others during emergencies or urgent situations. Providing a safe campus environment is a top priority. Timely notification of events such as natural disasters and acts of violence will empower students, faculty and staff to take the appropriate steps to protect their safety. The Everbridge system is used to announce weather-related closings. WSC's CIO is the primary user of the Everbridge system

Everbridge uses cell-based telephone and text messaging, land lines, and email to inform participants of an emergency situation.

You can enter/update your information by logging in to:

- Students: Campus Connection
- Employees: HRMS

Situation Examples	
City Siren	<ul style="list-style-type: none"> • Tornado • Fire • Water problems
Emergency Notification System	<ul style="list-style-type: none"> • Fire • Bomb threat • Armed intruder • Power outage • Hazardous material release • Amber Alert (local) • Winter weather conditions • School closing • Severe weather • Flood Updates
Voice Mail / Email	<ul style="list-style-type: none"> • Severe weather (email) • School closing • Hazardous material release • Winter weather conditions (email) • Amber Alert (statewide)
Radio/TV	<ul style="list-style-type: none"> • Severe Weather

GENERAL PROTOCOLS FOR NON-RESPONDERS

In any emergency, no person is to take any action that would place anyone, including him or herself, in personal danger. Likewise, those who have not been properly trained to respond to a particular type of emergency must limit their actions to contacting those who are trained and equipped to respond.

Some emergencies could require more than one type of response (e.g., an explosion could result in a fire, which in turn could result in a release of a hazardous chemical), or may escalate from a low level response to a higher one. First Responders have the responsibility of determining the type and level of response, and the President or his/her designee will be responsible for directing the overall response. The Emergency Preparedness/Operations Coordinator with help from Campus Services will be responsible for conveying this information to building occupants.

In every emergency, unless or until the cause is known to be non-threatening, the area must be treated as a crime scene. For any evacuated building, the Williston Police Department, with requested assistance from Campus Services, shall secure the building and prevent entry by unauthorized persons until the building has been fully released by outside agencies. This means that nobody will be permitted to re-enter the area to retrieve personal belongings, and nothing that could be considered evidence is to be touched until released by the authorities. If it is imperative that someone obtain something from inside the restricted area, the requester must contact a representative of the Williston Police Department or responding agency (fire department, etc.) and explain why it is necessary. The Emergency Response Leader, with assistance from the Williston Police Department will make the final decision regarding entry.

It is the Director for Marketing role to interact with the news media. Only they are authorized to grant interviews, give statements, or discuss incidents with the media, and any requests that you may get for information should be directed to the Emergency Operations and Communication Center. Those requests will then be directed to the proper people. This is important to control rumors and ensure that only factual information is released.

LOCKDOWN/SHELTERING IN PLACE

At times a life-threatening, hostile, or hazardous situation may arise on or near property owned by WSC requiring the implementation of a lockdown. This procedure exists to protect human life and property and make resolution of a threatening situation easier for law enforcement agencies.

Definition

A "lockdown" is a temporary "sheltering-in-place" technique utilized to limit human exposure to an apparent life-threatening, hostile or hazardous situation or threat. When a lockdown is declared by the Williston Police Department or the EMT, occupants of any building within the impacted area are to remain in their respective spaces locking all doors and windows, not allowing entry or exit to a secured area until the "all clear" confirmation has been given. Individuals may be required to move to a safe location if they are immediately adjacent to the life-threatening or hazardous situation (e.g. shooter, bomb threat, etc.). In all cases, individuals must follow directions of Williston Police and appropriate law enforcement officials. Examples of life-threatening or hazardous situations include, but are not limited to:

- Someone has a gun or weapon on campus or there is an active shooter or shots are heard on campus.
- Execution of a high risk search or arrest warrant of a potentially dangerous suspect.
- Serious crime that is actively occurring on campus (e.g.: homicide, hostage situation, aggravated assault, robbery with a deadly weapon, sexual assault, etc.).
- Serious crime committed in close proximity to the campus or a campus building (e.g.: homicide, hostage situation, aggravated assault, robbery with a deadly weapon, sexual assault, etc.).
- Inclement weather (e.g.: ice storm, tornado in close proximity to campus, etc.).
- Hazardous chemical spill.

Due to the varying scenarios and situations that might occur on campus or near a WSC facility and the dynamic nature each scenario presents, it is imperative for individuals to stay alert and be aware of the proper precautions and procedures to take when a lockdown is necessary. When instructions are given for a "lockdown" by the Williston Police Department or designated administration official (ex. President or Vice President, Director for Campus Services, etc.), specific procedures are to be implemented immediately ([Appendix R](#)).

BUILDING EVACUATION

While sheltering in place may be the initial response, an escalation of the event could ultimately require an evacuation. In some cases, potentially serious events may require evacuation as the initial action. The order to evacuate will be given, or the fire alarm will be sounded (if there is a fire), if it appears that there is potential for the event to escalate to a point where the health and safety of the building occupants may be compromised.

During an evacuation, employees should check rest rooms, conference rooms, mechanical rooms, established areas of rescue assistance, and similar areas if they are along the escape route, to ensure that nobody remains in these areas. Do not deviate from the established evacuation route, however. If someone in these areas needs assistance, notify a campus official that there is a person in need of assistance, including their exact location, the nature of any injuries, why they need assistance, etc. Always know at least one alternate route out of the building, in the event that the primary exit route cannot be used.

Building occupants should avoid using elevators in an emergency. Most elevators are programmed to report to a specific floor when alarms are sounded, and they will not stop at any other floor to allow people to get off. In addition, there is a potential for the elevator to get stuck between floors if there is a power outage, allowing no means of escape for those inside.

Building occupants should refrain from using cell phones, pagers, or other electronic devices during an emergency once the emergency has begun. Unnecessary use of cell phones overloads the system and may prevent emergency communications (such as messages from Assurance NM) from getting through.

When buildings are evacuated, Campus Services secure the building(s). Remember: the silencing of an alarm **does not** mean that the building is safe to re-enter. Occupants are only permitted to re-enter a building after First Responders (e.g., Campus Services, Williston Police Department, or Williston Fire Department) declare the building safe and officially release it for re-entry. When the building is determined safe to re-enter, Campus Services will re-open the building. Until re-entry is authorized, nobody is permitted to re-enter, **even if the alarms have been shut off**.

EVACUATION OF CAMPUS

Should an evacuation of the entire campus or a significant portion of the campus be necessary, the President or designee will make the announcement. In addition, information related to the evacuation will be forwarded to local television and radio outlets by the Director of Marketing, who will also initiate additional, predetermined communication actions.

For purposes of this document it is assumed that the evacuation will have been precipitated by a major event as addressed elsewhere in this plan, and all mass evacuations will be considered Level 1. Building occupants who have their own means of transportation may leave campus on their own.

DISABLED PERSONS

Those individuals who have identified themselves as needing assistance have been instructed to exit the building when possible, but if evacuation is not practical they have been assigned emergency waiting areas. (Note: in most buildings the stairwells are designed to be emergency waiting areas.) In an emergency, both the classroom/work area and emergency waiting area must be checked to ensure that people are not trapped inside the building. However, this should only be done if it allows you to remain on your evacuation route.

To reduce the risk of personal injury, attempts to carry immobilized persons are discouraged. For more detailed information regarding assisting those who have identified themselves as needing assistance, refer to the Evacuation of Persons with Disabilities or in Need of Assistance Plan in the WSC Emergency Manual.

HAZARDOUS MATERIALS

For this document, hazardous materials include biological, chemical agents, compressed gases,

hazardous waste, materials identified by OSHA as Particularly Hazardous Substances, and radiological sources. Should you encounter a release or spill of any of these materials, do not attempt to clean the area unless you have received specific training on the proper procedures. Report the spill to Campus Services.

Likewise, if the evacuation route brings you into contact with a potentially hazardous material, seek an alternate route out of the building. Do not attempt to pass through the area unless the urgency of the incident does not permit re-routing.

RECOVERY OPERATIONS

There may be situations that overwhelm our resources and the resources of municipal agencies. Examples include tornados, floods, train derailments, blizzards/ice storms, multiple disaster response, etc. Extraordinary measures must be implemented to be able to deal with these major emergencies or disasters. It may be necessary to depart from normal consultative processes.

CONTINGENCY PLANNING

WSC depends on certain functions such as building operations, financial transactions, communications and information systems applications and infrastructure to conduct its business. Accordingly, WSC departments shall develop comprehensive contingency plans (Business Continuity Plans) to support mission critical functions.

The responsibility for continuity of a function at WSC, in the absence of a critical resource, rests with the user of the resource. Responsibility for the recovery of the resource rests with the provider. As a result, providers and users of mission critical functions at WSC are expected to have a Business Continuity Plan (BCP). This plan will identify high likelihood and high impact risks so that specific actions steps can be developed to ensure readiness, response, recovery and restoration. All plans should be periodically tested, reviewed and updated by the responsible department.

CONTINUITY OF OPERATIONS PLAN (COOP)

In the event of a major or catastrophic disaster, WSC will implement the Continuity of Operations Plan (COOP).

The State's COOP is available online through the ND Department of Emergency Services. WSC's plan varies because of the nature of its employees and students. Many employees carry laptop computers and may continue operations at home. Students can continue studies where an Internet connection is available. WSC will post updated files on computer inventories and users, phone users, and other equipment and supply information when possible. For more information on the COOP, contact the Emergency Preparedness/Operations Coordinator at 701.774.4526.

POST EMERGENCY OPERATIONS

When emergency conditions have been stabilized and control has been returned to the College by external emergency responders, recovery operations will be initiated. The Director of Marketing will issue appropriate announcements of the resumption of College operations.

Representatives of Campus Services will conduct an inspection of any College facilities that have been affected, prior to re-opening the facilities. Depending on the nature of the incident, the Emergency Preparedness/Operations Coordinator may be asked to assist in the investigation to determine a cause for the emergency and recommend preventive action to avoid recurrence. A member of the investigation team will issue a report outlining causes and recommendations to the appropriate parties as soon as practical. Safety/Risk Management will initiate claims processing for recovery.

Campus Services will also determine the need for specialized cleanup, as in the case of a hazardous materials release or spill, fire, flood, etc. Should specialized cleanup be required, Campus Services will make arrangements with the appropriate agencies. Campus Services will also be responsible for sampling, testing, and inspecting the emergency site and any affected areas to ensure safe re-occupancy.

The on-site record keeping team will submit all official records of the site activities, including photos, to Emergency Preparedness/Operations Coordinator for processing with insurance carriers. Repairs, where necessary, will begin as soon as legally permitted but not before the investigation team agrees that such repairs will not interfere with the gathering of pertinent information. Oversight of these repairs will be the responsibility of Campus Services who will also initiate routine cleanup activities.

Academic and/or administrative space adjustments will be the responsibility of Campus Services and the Emergency Management Team with input from Department Chair(s) of the affected area(s).

POST EMERGENCY PSYCHOLOGICAL COUNSELING

Recognizing that traumatic events often produce short and long-term psychological concerns, counseling will be offered to all students, faculty, and staff who desire such intervention. This service will be offered as soon as practical after the emergency is concluded.

Student counseling is handled through the WSC on-campus Counseling Services and the WSC CARE Team. Faculty and staff can obtain confidential assistance through the Employee Assistance Program called The Village. To access this service you or a member of your household may call 1.800.627.8220. You may also access their website at www.thevillagefamily.org.

Other options include: area private agency providers that offer services when there is a tragedy or traumatic event (death, suicide, accidents involving numbers) and the Red Cross is available with their Mental Health Disaster Mental Health Counselors, law enforcement, fire department, etc. if needed.

WSC BIT Team

Mission

It is the mission of Williston State College BIT (Behavioral Intervention Team) to provide counseling, guidance, and support to students, following a crisis. Our greatest concern is the well-being of our students.

Scope

- BIT Team will meet at least once a semester.
- BIT contacts will become available to assemble on campus following the crisis. Assembly times will be determined around the crisis and the availability of the contacts.
- BIT Team may be the first point of contact for those in need of comfort and ultimately should refer those in need to the WSC counselor.

BIT Contacts

Contact 911 (9-911) in the event of an emergency. Once the crisis develops, the President or designee of the President should be notified immediately. The President or designee of the President will make the determination of level of care and appropriate action. (See [Appendix T](#))

Designated BIT Locations

Alumni Room, Frontier Hall Livdahl Lounge, Frontier Hall Ready Room, Stevens Hall classrooms, Teton Lounge, CTE Classrooms

APPENDICES

APPENDIX A: EMERGENCY MANAGEMENT TEAM RESPONSIBILITIES & DUTIES

PRESIDENT or PRESIDENT'S DESIGNEE (when applicable)**(with assistance from EXECUTIVE ASSISTANT TO THE PRESIDENT, if needed)**

Act as highest level of campus authority during an emergency, crisis or disaster. Acquire response resources from outside the College as needed.

- Initiate/maintain log of significant events, messages, and phone calls and pass on to relief person with instructions to maintain it.
- Assess situation; obtain information and periodic updates from Emergency Management Team (EMT).
- Decide if a state of emergency must be declared and/or activate the Emergency Operations and Communication Center (EOCC).
- Establish communications with the State Board of Higher Education and other Federal, State and local officials as the situation warrants.
- Authorize the following protective or precautionary actions as appropriate:
 - Partial or total campus evacuation (evacuations for site specific emergencies may also be ordered by the Emergency Response Leader or outside agencies)
 - Sheltering, campus closure and/or re-opening;
 - declared curfew;
 - Cancellation of classes and all other events.
- Issue any necessary public statements personally or through the Marketing Department.
- Seek advice/direction from the Vice President's concerning actual or potential effect of the crisis or disaster situation on critical mission of the institution.
- Establish target date for resumption of full or limited administrative and academic schedules.
- Order deactivation of campus state of emergency when all phases of emergency have concluded.

VICE PRESIDENT FOR ACADEMIC AFFAIRS

Responsible for decisions concerning the cancellation, rescheduling, or relocation of classes, tests, and other programs interrupted by an incident.

- Initiate/maintain log of significant events, messages, and phone calls and pass on to relief person with instructions to maintain it.
- Serve as lead representative in matters related to academic interface with EOCC operations.
- Assess money, class scheduling and staffing effects of a disaster on academic areas.
- Coordinate the use of academic space in providing mass care facilities.
- Assist in determining security requirements for academic areas.
- Assist in dissemination of information related to the disaster to the academic community.
- Coordinate the use of foreign language interpreters if needed.
- Assess impact of crisis on academic departments and initiate activation of departmental emergency plans as necessary.
- Coordinate notification of prospective students, especially admitted students, with Marketing Department.
- Coordinate transfer of recruitment and admissions procedures and responsibilities to unaffected parts of campus (if possible).
- Coordinate with Enrollment Services for assessment of crisis concerning maintenance of undergraduate student records and financial aid processing.
- Coordinate with Marketing Department communication plan to keep current students and parents apprised of crisis events and its resolution.

VICE PRESIDENT FOR BUSINESS SERVICES

Assess and advise on response, finance, legal, facility, and safety related issues.

- Initiate/maintain log of significant events, messages, and phone calls. Pass this on to relief person with instructions to maintain it.
- Poll other Executive EMT members to assess potential or actual monetary impact of the crisis or disaster at hand.
- Develop and maintain a tracking system for all events tied to reimbursement to assure maximum financial recovery for the College.
- Poll other EOCC staff to assess requests for reimbursement or their finance issues.

- Assure that all finance and administration departments are operating in emergency response mode to support the emergency response of all departments and divisions.
- Assess impact of crisis on finance and administration departments.
- Coordinate/provide transportation services for campus evacuation and other needs.

VICE PRESIDENT FOR STUDENT AFFAIRS

Assess crisis management needs for students; provide short and long-term plan for student housing and food services and coordinate records survey.

- Initiate/maintain a log of significant events, messages, and phone calls. Pass this on to relief person with instructions to maintain it.
- Coordinate/arrange for student counseling personnel, medical triage and other student necessities as warranted, such as:
 - Post-event counseling;
 - Student financial assistance;
 - And student inventory.
- Organize and administer existing housing and food supplies.
- Evaluate the need and arrange for emergency student housing and food services.
- Develop plan to recruit student volunteers and coordinate the recruitment and manage student volunteers with Chief Financial Officer.
 - Registration of volunteers
 - Skills needed/available
 - Assignment of volunteers
- Serve as the lead representative in matters related to the emergency's health impacts on the campus community.
- Assist in coordinating student counseling personnel, medical triage and other student necessities.
- Coordinate campus-wide mass vaccination clinics.
- Coordinate with Director of Creative Services to inform the campus community of health related issues.

DIRECTOR OF MARKETING

Formulate and disseminate general public information.

- Initiate/maintain log of significant events, messages, and phone calls and log of all media releases and statements. Pass this on to relief person with instructions to maintain it.
- Establish procedures for release of public information noting that unless otherwise directed, the Director of Creative Services is the official spokesperson for the College.
- Authenticate all sources of information received, and verify for accuracy.
- Designate location for media to set up providing for needed supplies and utilities.
- Prepare and issue public statements that are concise, factual and non-speculative as soon as practical after the incident or disaster, and update regularly thereafter. Prepare recorded telephone messages regarding the nature of the crisis and the state of the campus and update WSC webpage. Where possible, establish phone lines for a Disaster Inquiry Center (DIC) to answer questions from the public; provide bilingual staff when available; publicize the DIC phone numbers.
- Coordinate media releases and statements with the Executive EMT members before release.
- Determine the need for on-scene media briefings and designate a media-briefing center.
- Coordinate with the Williston Chief of Police to contact Federal, State and local agencies to share information.
- Periodically prepare and disseminate a media release that addresses rumor control.
- Contact the Director of Residence Life responsible for shelters. Request the location(s) and preferred method of contact for Disaster Inquiry and Locator Services. Prepare and disseminate a media release advising the public of this information.

EMERGENCY PREPAREDNESS/OPERATIONS COORDINATOR

- Be main point of contact to help communications through ENS Call Tree and Assessment Team
- Notify ND Risk Management and outside agencies (EPA, DNR, etc.) as necessary regarding the

incident(s) and the projected impact on the campus and community.

- Gather and document loss data and file claims on behalf of the departments that have sustained losses.
- Meet with EMT after event to debrief and discuss appropriate training to help campus community.
- Assists The Director of Campus Services in areas he needs help stated below.

DIRECTOR OF CAMPUS SERVICES

Provide staff and resources to assess and repair property damage and mobilize resources as needed.

- Initiate/maintain a log of significant events, messages, and phone calls. Pass this on to relief person with instructions to maintain it.
- Poll other Executive EMT members for resource (supplies) needs.
- Poll other Executive EMT members for facility repair needs, moving and custodial services.
- Maintain/restore critical utility services.
- Arrange for the evaluation, measurement, and control of hazardous substances, infectious agents, and radioactive sources.
 - Post-incident, determine if re-entry to affected areas is safe.

CHIEF INFORMATION OFFICER

Conduct communications and converged network (data, voice, and video) damage assessments. Establish and manage emergency telephone services and IT systems using available resources.

- Initiate/maintain log of significant events, messages, and phone calls. Pass this on to relief person with instructions to maintain it.
- Determine status of College network.
- Poll Executive EMT members to determine emergency information technology and converged network services needs.
- Implement disaster recovery plan for all IT systems, activating contracts with external organizations for alternate work sites as needed.

DIRECTOR FOR TRAINND NORTHWEST

Act as primary for the TrainND campus. Responsible for decisions concerning the cancellation, rescheduling or relocation of classes, tests and other programs interrupted by an incident specific to TrainND.

- Initiate/maintain log of significant events, messages, and phone calls and pass on to relief person with instructions to maintain it.
- Serve as lead representative in matters related to academic interface with EOCC operations.
- Assess money, class scheduling and staffing effects of a disaster on academic areas.
- Coordinate the use of academic space in providing mass care facilities.
- Assist in determining security requirements for academic areas.
- Coordinate the use of foreign language interpreters if needed.
- Assess impact of crisis on academic departments and initiate activation of departmental emergency plans as necessary.
- Coordinate notification of prospective students, especially admitted students, with Marketing Department.
- Coordinate transfer of recruitment and admissions procedures and responsibilities to unaffected parts of campus (if possible).
- Coordinate assessment of crisis concerning maintenance of student records and financial processing.
- Coordinate with Marketing Department communication plan to keep current students apprised of crisis events and its resolution.
- Initiate/maintain a log of significant events, messages, and phone calls. Pass this on to relief person with instructions to maintain it.
- Coordinate with VPSA for student counseling personnel, medical triage and other student necessities as warranted, such as:
 - Post-event counseling;
 - Student financial assistance;
 - And student inventory.

- Develop plan to recruit student volunteers and coordinate the recruitment and manage student volunteers.
 - Registration of volunteers
 - Skills needed/available
 - Assignment of volunteers

SENIOR HUMAN RESOURCE GENERALIST

Provide employee information. Organize volunteers for operational use.

- Initiate/maintain a log of significant events, messages, and phone calls. Pass this on to relief person with instructions to maintain it.
- Poll other Executive EMT members for personnel needs.
- Provide employee information. Organize volunteers for operational use.
- Coordinate with Payroll to provide all EOCC staff on acceptable procedures and documentation for timekeeping and payroll operations. Assist other College departments in implementation of these procedures as needed.
- Attempt to meet staffing needs by utilizing in-house resources. If this is not feasible:
 - Use volunteers and other disaster service workers.
 - If semi-skilled, skilled or professional staff are required contact local personnel agencies, state and federal agencies, or professional organizations.
 - Designate and arrange for staffing of registration centers for disaster service workers.

LEAD LAW ENFORCEMENT

Lead law enforcement agency oversees the first responders and the Emergency Response Leader. S/he is designated to be in immediate charge of all emergency response and is thus empowered to direct the response of college personnel and coordinate with all outside local, state or federal emergency response and law enforcement agencies responding to campus emergencies.

- Initiate/maintain log of significant events, messages, and phone calls. Pass this on to relief person with instructions to maintain it.
- Provide security for protection of the Emergency Operations and Communication Center and its staff.
- Determine the need to evacuate affected or threatened areas. Make certain that this action is coordinated with appropriate personnel and agencies. With regard to evacuation operations:
 - If WSC resources appear to be insufficient to support shelter operations, seek Executive EMT advice whether to request assistance of American Red Cross or County or State Emergency Government.
 - Ensure that persons with special needs are made aware of the evacuation order, assembly points, and transportation modes.
- Have staff conduct a situation analysis to determine the nature, scope, and severity of the incident(s) and issue decisions regarding requests for mutual aid, evacuation taking into consideration the following:
 - Nature of the emergency(s) and multiple incidents.
 - Areas of the campus affected or threatened.
 - Containment potential.
 - Number of fatalities and injuries and damage assessment to WSC facilities.
 - Determine the need to issue public warnings.
- Poll law enforcement/security field units to determine:
 - Location and response capability of law enforcement resources.
 - Number and location of uncommitted units.
- If curfew is to be imposed, review circumstances and legal power with the NDUS Legal, prepare instructions and curfew order, submit to EEMT for approval, and issue instructions to all law enforcement personnel, campus wide. Coordinate release of curfew order with the Director of Creative Services.
- Determine security needs for mass care facilities; maintain order, crowd control, and public warning measures.
- Arrange emergency medical care for students, faculty and staff with the local Fire Department.
- Assign staff to assist the civil emergency response forces in urban search and rescue operations as requested; poll field forces to determine if they are in threatened areas.

- Provide security and anti-looting patrols for inundation/evacuation areas.
- Assign assembly points for people evacuating by their own vehicles or using emergency bus service.
- In the event of a hazardous chemical/biological/radiological incident, coordinate the establishment of perimeter/access/traffic control.
- Coordinate evacuation notification of impacted residents with city/county/state/federal law enforcement using their field resources and public address systems.
- If evacuations are ordered:
 - Coordinate with outside law enforcement personnel for traffic control and security for the evacuated area and shelters,
 - Develop security plans for re-entry after the event.
 - Assign personnel to patrol vacated areas and provide perimeter and traffic control as necessary.
 - Coordinate with Director of Creative Services to provide information on evacuation routes/shelter sites to the public through the media. Notification should include the following information:
 - Why the public must evacuate;
 - Whether the evacuation is mandatory or voluntary;
 - Evacuation routes, including road conditions;
 - What to do if a vehicle breaks down;
 - Location of shelter sites.

APPENDIX B: NATIONAL INCIDENT MANAGEMENT SYSTEMS (NIMS)

Outside agencies, including the Williston Police Department, Williams County Sheriff and Williston Fire Department will use the NIMS system and terminology when responding. The major functions for emergency response are included below. Additional information can be found on the Williams County NIMS Information weblink.

<https://www.williamsnd.com/emergency-responder-information/>

INCIDENT COMMANDER AND COMMAND STAFF

The Command Staff includes the Public Information, Liaison and Safety Officers, and the Scribe.

INCIDENT COMMANDER

The first person on the scene. Responsibilities will be handed off to the person with the greatest expertise

PUBLIC INFORMATION OFFICER

One person shares information with campus, media, outside agencies. The Director of Creative Services will determine the incident spokesperson

LIASON OFFICER

Coordinates technical information with other responding agencies.

SAFETY OFFICER

Ensures safety of all responders, College safety, and assurances staff

SCRIBE

A knowledgeable person who documents the incident response. The purpose is to create records for de-briefing and to seek reimbursement.

GENERAL STAFF (Includes Operations, Planning, Logistics, Operations Section):

General Staff serve in the field and typically include Williston Police Department, Campus Security, Williston Fire Department, County EMS and Ambulance. Other groups in Operations are Campus Services, Counseling Services, Human Resources, Williams County Sheriff's Department, and others as needed.

STAGING

Location established where resources are placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

BRANCHES

(WSC responding departments) include Groups (Functional units such as Utilities, Public Safety, and Health) and Divisions (Geographic units such as Campus Quadrants and Off-Campus Sites).

DIVISIONS

Made up of various sub-units depending upon the response needed. A strike team is a homogeneous resource (ex. Williston Police responding for crowd control), a Task Force is a mixed resource (Police, Safety/Risk Management, Fire Department, and Chemistry Department responding to a chemical spill), and a single resource (Campus Services staff repairing a pressure gauge) are all sub-units of Divisions.

PLANNING SECTION

Decision-makers plan for the next hour, day, week, etc. The President and the Executive Cabinet lead this section if the incident is major. Who participates depends on the size and type of incident. Potential participants are the President, Executive Cabinet, Williston Police Chief, Safety/Risk Management, Human Resources, Department Directors/Chairs.

PLANNING SUB-UNITS

Include Resources, Situation, Demobilization, and Documentation Units.

RESOURCE UNIT

Determines on-going and additional resources needed.

SITUATION UNIT

Assess changes in the incident over time.

DEMOBILIZATION UNIT

Removes staging and equipment used in the incident response.

DOCUMENTATION UNIT

Prepares a written plan for complex incidents.

LOGISTICS SECTION

Provides resources and includes a Service Branch and a Support Branch.

SERVICE BRANCH

Made up of a Communication Unit, Medical Unit, and Food Unit.

SUPPORT BRANCH

Composed of the following Units, Supply, Facilities, and Transportation.

FINANCE/ADMINISTRATION SECTION

Tracks and pays for labor, supplies, and reimbursement. The four Units included in this section are Payroll, Compensation Claims, Procurement, and Cost. (This title is a federal term; not intended to exactly mirror the campus division with the same name.)

APPENDIX C: EMERGENCY OPERATIONS AND COMMUNICATION CENTER (EOCC)

The EOCC serves as the centralized facility in which team members will gather, check in, receive assignments from the Section Chief and assume their emergency response roles. Tactical and short-term response activities and work assignments in support of the on-scene field command will be planned, coordinated, and delegated from the EOCC. EOCC personnel should report directly to the EOCC upon notification.

The primary Emergency Operations and Communication Center is located in the office of the President in Stevens Hall or other designated location as specified by the President.

The EOCC team is composed of a broad cross section of campus personnel, selected for their expertise and the needs of the EOCC. The Incident Commander (IC) determines the appropriate level of activation and calls out the designated EOCC Team members. The EOCC is led by an EOCC Commander. This person communicates with the IC and receives assignments from the IC. S/he then informs the Section Chiefs of the assignments for their teams. EOCC Section Chiefs then assigns Section team members tasks needed to accomplish their assigned objectives.

The EOCC's scope and function is determined by the incident, its impact on the campus or region and the needs due to the emergency situation. The primary goal of an initial response is to save lives and this is followed by controlling the crisis to protect property and provide resources to the campus. Once the crisis is controlled, the priorities shift into re-entry and recovery operations. As response moves into the recovery phase of an incident, the EOCC demobilizes and Continuity of Operations Plan (COOP) and Business Continuity Plans (BCP) are activated as needed to return the campus to post crisis status.

The EOCC is led by an EOCC Commander. Other members of the EOCC are divided into 5 specific sections. Each section is charged with distinct functions during an emergency as follows:

OPERATIONS SECTION

Responsibilities:

Represents the campus emergency services units — the actual on-scene emergency responders — responsible for the implementation of field operations and management of staffs assigned to response roles.

The EOCC Operations Section is responsible for providing strategic operational response as requested by the Incident Commander. This Section provides operations related objectives, priorities, and information to the Planning Section for dissemination to other EOCC Sections and for inclusion in EOCC Action Plans and also works closely with the Logistics Section.

- Directs and coordinates all response/tactical actions to achieve the incident objectives.
- Typically one of the first organizations assigned to the incident.
- Expands from the bottom up.
- Has the most incident resources.
- May have staging areas and special organizations.
- Takes direction from the Incident Commander.

PLANNING SECTION

Responsibilities:

The Planning Section is responsible for collecting, evaluating, and disseminating key emergency / disaster information to the EOCC and Executive Emergency Management (EEMT) teams. The Planning Section collects and analyzes damage assessment and response data, conducts planning meetings, maintains EOCC documentation, and coordinates the development and distribution of EOCC Action Plans, drafts long-range planning objectives and plans for demobilization at the end of the incident.

- Help decide what happens in the next hour, day, week.
- Collect, evaluate and display incident intelligence and information (this is done through the Information and Communications Subgroup which reports to the Planning Section).
- Determine what we need and who can help.
- Assist the EEMT by identifying needed decisions.
- Prepare and document Incident Action Plans.
- Track resources assigned.
- Maintain incident documentation – chronology of events.
- Develop plans for demobilization.
- Provide resources such as maps and floor plans.

INFORMATION & COMMUNICATIONS SECTION (part of the Planning Section and is headed by a Deputy Chief)

Responsibilities:

- Provide status for campus communications/computing services for disaster response.
- Maintain, operate, and deploy emergency communications upon receiving direction from the Planning Section Chief. Release of information beyond the EOCC must have the Incident Commander approval. Provide technical support for Communications and Crisis Communications.
- Verify factual information regarding the crisis.
- Draft accurate communications.
- Work with Logistics to find locations for Press Conferences.
- Post updates on the website.
- Draft messages and talking points for the Director of Creative Services or President to use as press releases and during press conferences.

LOGISTICS

Responsibilities:

The Logistics Section is responsible for providing facilities, services, personnel, equipment, supplies, and materials to meet the logistical needs of both field and EOCC operations.

- Coordinates information/services to employees, assists in providing personnel resources, coordinates all requests for transportation or movement of personnel, evacuees and equipment, coordinates issues related to on-campus housing and dining.
- Order, obtain, maintain and account for essential personnel, equipment, facilities and supplies.
- Provide communication planning and resources.
- Set up food service for responders.
- Provide support transportation (e.g., buses for evacuation).
- Provide medical services for responders (not injured students).

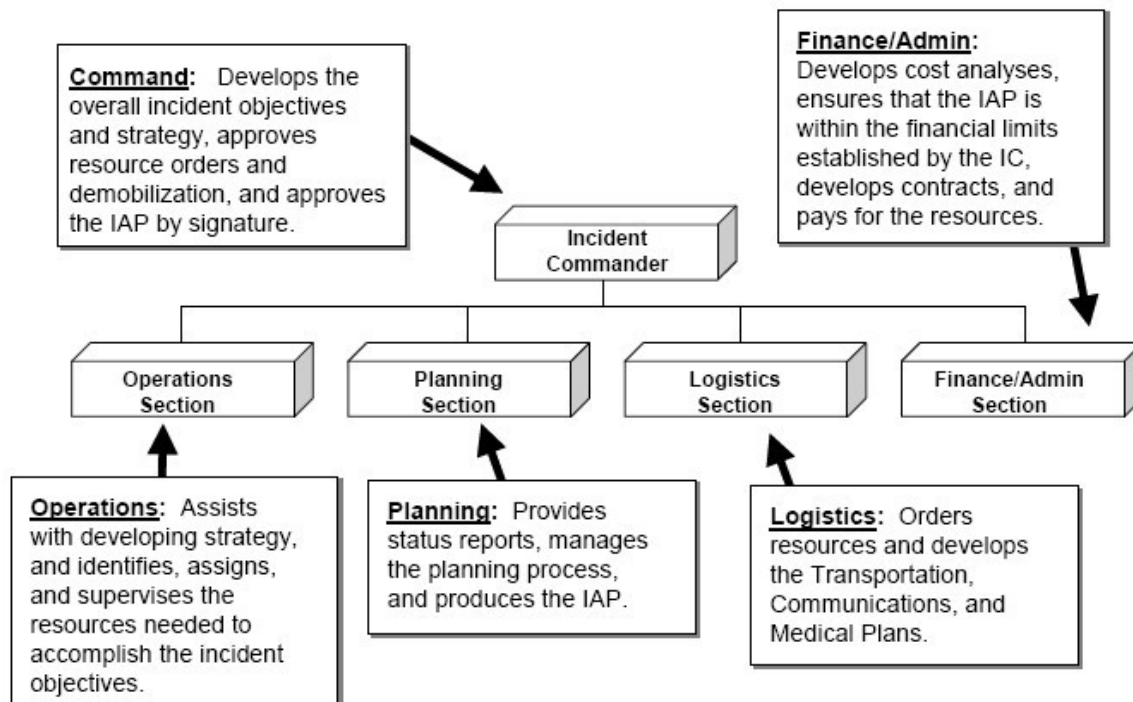
- Obtain and stage delivery of incoming resources.
- Setup and maintain incident facilities.
- Contract for goods and services needed at the incident.
- Report recovery resource needs to the Operations Group.

FINANCE AND ADMINISTRATION

Responsibilities:

Provide overall management of financial accounting and cost analysis for the emergency response, including keeping the EOCC Manager advised of the total cost-to-date of the emergency response, estimated losses and financial impacts of the emergency to College businesses, programs and facilities. Also, begin the tracking and documentation process for crisis response reimbursement and insurance claims. Either standard or special disaster accounting systems may be used to track personnel, equipment and vendor services costs.

- The Finance Section manages EOCC time reporting and assists other departments with time reporting and expenditures record keeping.
- Responsible for purchasing, cost accountability and risk assessment. Document expenditures, purchase authorizations, damage to property, equipment usage and vendor contracting.
- Document expenditures (needed to file claims later).
- Work with Logistics and the Operations Group to ensure that resources are procured.
- Collect copies of notes, tapes, photographs, videos and other records of damage from departments and field responders.
- Ensure employees are paid..
- Find funding for emergency equipment and supplies
- Work with campus groups to establish compensation for injury and property damage
- Document crisis as needed for reimbursement.



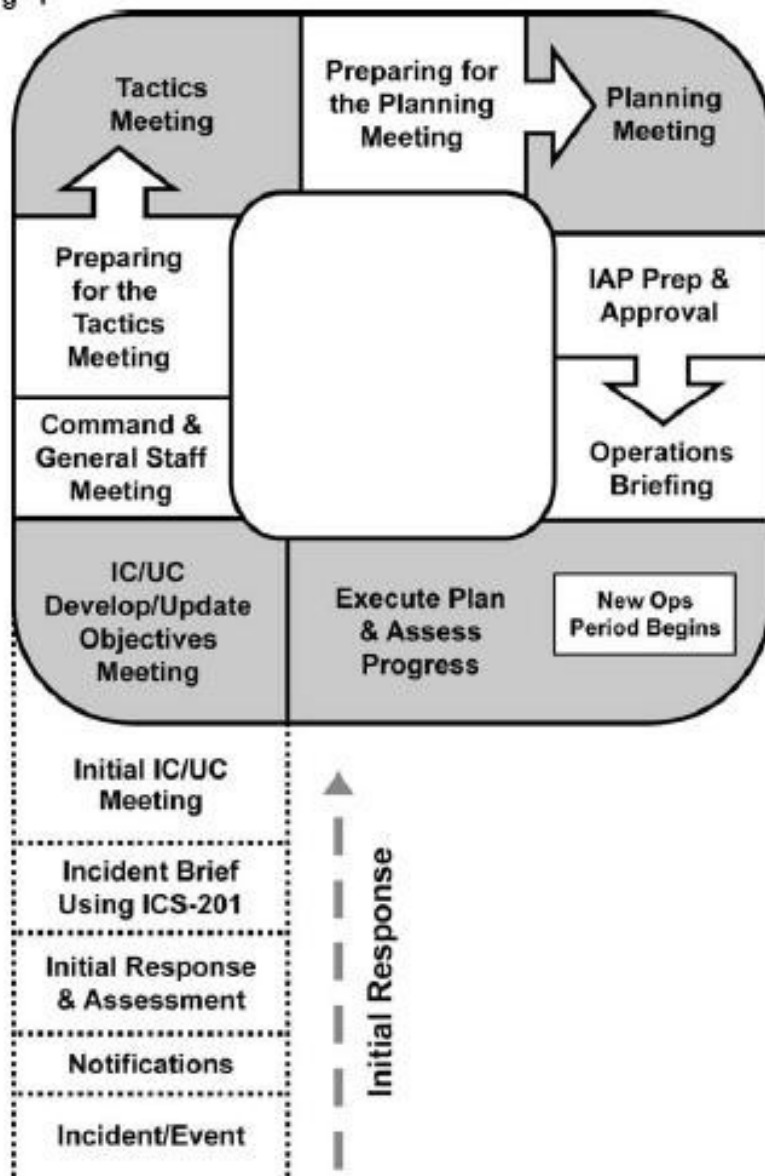
****Organizational chart showing that Command develops the overall incident objectives and strategy, approves resource orders and demobilization, and approves the IAP by signature. Operations assists with developing strategy, and identifies, assigns, and supervises the resources needed to accomplish the incident objectives. Planning provides status reports, manages the planning process, and produces the IAP. Logistics orders resources and develops the Transportation, Communications, and Medical Plans. Finance/Administration**

develops cost analyses, ensures that the IAP is within the financial limits established by the IC, develops contracts, and pays for the resources.

APPENDIX D: NIMS- EMERGENCY RESPONDING AND PLANNING

The Incident Command System has a “planning P” cycle that helps guide agencies during an emergency. Below is an excerpt of the ICS training manuals.

The Planning “P”



- The Planning “P” is a guide to the process and steps involved in planning for an incident. The leg of the “P” describes the initial response period: Once the incident/event begins, the steps are Notifications, Initial Response and Assessment, Incident Briefing Using ICS 201, and Initial Incident Command (IC)/Unified Command (UC) Meeting.
- At the top of the leg of the “P” is the beginning of the first operational planning period cycle. In this circular sequence, the steps are IC/UC Develop/Update Objectives Meeting, Command and General Staff Meeting, Preparing for the Tactics Meeting, Tactics Meeting, Preparing for the Planning Meeting, Planning Meeting, IAP Prep and Approval, and Operations Briefing.

- At this point a new operational period begins. The next step is Execute Plan and Assess Progress, after which the cycle begins again.

INITIAL RESPONSE

Planning begins with a thorough size-up that provides information needed to make initial management decisions. The ICS Form 201 provides Command Staff with information about the incident situation and the resources allocated to the incident. This form serves as a permanent record of the initial response to the incident and can be used for transfer of command.

THE START OF EACH PLANNING CYCLE

IC/UC Objectives Meeting: The Incident Command/Unified Command establish incident objectives that cover the entire course of the incident. For complex incidents, it may take more than one operational period to accomplish the incident objectives.

The cyclical planning process is designed to take the overall incident objectives and break them down into tactical assignments for each operational period. It is important that this initial overall approach to establishing incident objectives establish the course of the incident, rather than having incident objectives only address a single operational period.

COMMAND AND GENERAL STAFF MEETING

The Incident Command/Unified Command may meet with the Command and General Staff to gather input or to provide immediate direction that cannot wait until the planning process is completed. This meeting occurs as needed and should be as brief as possible.

PREPARING FOR AND CONDUCTING THE TACTICS MEETING

The purpose of the Tactics Meeting is to review the tactics developed by the Operations Section Chief. This includes the following:

- Determine how the selected strategy will be accomplished in order to achieve the incident objectives.
- Assign resources to implement the tactics.
- Identify methods for monitoring tactics and resources to determine if adjustments are required (e.g., different tactics, different resources, or new strategy).

The Operations Section Chief, Safety Officer, Logistics Section Chief, and Resources Unit Leader attend the Tactics Meeting. The Operations Section Chief leads the Tactics Meeting.

The ICS Forms 215, Operational Planning Worksheet, and 215A, Incident Safety Analysis, are used to document the Tactics Meeting.

Resource assignments will be made for each of the specific work tasks. Resource assignments will consist of the kind, type, and numbers of resources available and needed to achieve the tactical operations desired for the operational period. If the required tactical resources will not be available, then an adjustment should be made to the tactical assignments being planned for the Operational Period. It is very important that tactical resource availability and other needed support be determined prior to spending a great deal of time working on strategies and tactical operations that realistically cannot be achieved.

PREPARING FOR THE PLANNING MEETING

Following the Tactics Meeting, preparations are made for the Planning Meeting, to include the following actions coordinated by the Planning Section:

- Review the ICS Form 215 developed in the Tactics Meeting.
- Review the ICS Form 215A, Incident Safety Analysis (prepared by the Safety Officer), based on the information in the ICS Form 215.
- Assess current operations effectiveness and resource efficiency.
- Gather information to support incident management decisions.

PLANNING MEETING

The Planning Meeting provides the opportunity for the Command and General Staff to review and validate the operational plan as proposed by the Operations Section Chief.

Attendance is required for all Command and General Staff. Additional incident personnel may attend at the request of the Planning Section Chief or the Incident Commander. The Planning Section Chief conducts the Planning Meeting following a fixed agenda.

The Operations Section Chief delineates the amount and type of resources he or she will need to accomplish the plan. The Planning Section's "Resources Unit" will have to work with the Logistics Section to accommodate.

At the conclusion of the meeting, the Planning Section Staff will indicate when all elements of the plan and support documents are required to be submitted so the plan can be collated, duplicated, and made ready for the Operational Period Briefing.

IAP PREPARATION AND APPROVAL

The next step in the Incident Action Planning Process is plan preparation and approval. The written plan is comprised of a series of standard forms and supporting documents that convey the IC's intent and the Operations Section direction for the accomplishment of the plan for that Operational Period.

For simple incidents of short duration, the Incident Action Plan (IAP) will be developed by the Incident Commander and communicated to subordinates in a verbal briefing. The planning associated with this level of complexity does not demand the formal planning meeting process as highlighted above.

Certain conditions result in the need for the Incident Commander to engage a more formal process. A written IAP should be considered whenever:

- Two or more jurisdictions are involved in the response.
- The incident continues into the next Operational Period.
- A number of ICS organizational elements are activated (typically when General Staff Sections are staffed).
- It is required by agency policy.
- A Hazmat incident is involved (required).

OPERATIONS PERIOD BRIEFING

The Operations Period Briefing may be referred to as the Operational Briefing or the Shift Briefing. This briefing is conducted at the beginning of each Operational Period and presents the Incident Action Plan to supervisors of tactical resources.

Following the Operations Period Briefing supervisors will meet with their assigned resources for a detailed briefing on their respective assignments.

EXECUTE PLAN AND ASSESS PROGRESS

The Operations Section directs the implementation of the plan. The supervisory personnel within the Operations Section are responsible for implementation of the plan for the specific Operational Period.

The plan is evaluated at various stages in its development and implementation. The Operations Section Chief may make the appropriate adjustments during the Operational Period to ensure that the objectives are met and effectiveness is assured.

APPENDIX E: ICS/NIMS FORMS AND USES

The ICS uses a series of standard forms and supporting documents that convey directions for the accomplishment of the objectives and distributing information. Forms can be found at: www.fema.gov/media-library-data. Listed below are the standard ICS form titles and descriptions of each form:

Standard Form Title	Description
Incident Action Plan Cover Page ICS 200	Indicates the incident name, plan operational period, date prepared, approvals, and attachments (resources, organization, Communications Plan, Medical Plan, and other appropriate information).

Incident Briefing ICS 201	Provides the Incident Command/Unified Command and General Staffs with basic information regarding the incident situation and the resources allocated to the incident. This form also serves as a permanent record of the initial response to the incident.
Incident Objectives ICS 202	Describes the basic strategy and objectives for use during each operational period.
Organization Assignment List ICS 203	Provides information on the response organization and personnel staffing.
Field Assignment ICS 204	Used to inform personnel of assignments. After Incident Command/Unified Command approve the objectives, staff members receive the assignment information contained in this form.
Incident Communications Plan ICS 205	Provides, in one location, information on the assignments for all communications equipment for each operational period. The plan is a summary of information. Information from the Incident Communications Plan on frequency assignments can be placed on the appropriate Assignment form (ICS Form 204).
Medical Plan ICS 206	Provides information on incident medical aid stations, transportation services, hospitals, and medical emergency procedures.
Incident Status Summary ICS 209	Summarizes incident information for staff members and external parties, and provides information to the Public Information Officer for preparation of media releases.
Check-In/Out List ICS 211	Used to check in personnel and equipment arriving at or departing from the incident. Check-in/out consists of reporting specific information that is recorded on the form.
General Message ICS 213	Used by: <ul style="list-style-type: none"> Incident dispatchers to record incoming messages that cannot be orally transmitted to the intended recipients. EOC and other incident personnel to transmit messages via radio or telephone to the addressee. Incident personnel to send any message or notification that requires hard-copy delivery to other incident personnel.
Unit Log ICS 214	Provides a record of unit activities. Unit Logs can provide a basic reference from which to extract information for inclusion in any after-action report.
Operational Planning Worksheet ICS 215	Documents decisions made concerning resource needs for the next operational period. The Planning Section uses this Worksheet to complete Assignment Lists, and the Logistics Section uses it for ordering resources for the incident. This form may be used as a source document for updating resource information on other ICS forms such as the ICS 209.
Incident Action Plan Safety Analysis ICS 215A	Communicates to the Operations and Planning Section Chiefs safety and health issues identified by the Safety Officer.
Air Operations Summary ICS 220	Provides information on air operations including the number, type, location, and specific assignments of helicopters and fixed-wing aircraft.
General Plan ICS 226	Addresses long-term objectives approved by Incident Command/ Unified Command. These objectives are often expressed as milestones (i.e., timeframes for the completion of all and/or portions of incident response operations). A General Plan should identify the major tasks to be carried out through to the end of emergency response operations, the duration of the tasks, and the major equipment and personnel resources needed to accomplish the tasks within the specified duration.

APPENDIX H: MEMORANDUM OF UNDERSTANDING

WSC extends rights of law enforcement jurisdiction for campus property to the Williston Police Department and other local law enforcement offices when directly pertaining to issues of traffic law enforcement. In addition, the College will continue to enlist the services of the Williston Police Department and other local law enforcement offices in support of the rights and responsibilities of the students, faculty, and staff as needed.

The College's intent is to continue our long and successful working relationship based on regular communication and understanding related to the laws and welfare of the WSC community.

APPENDIX I: REGIONAL EMERGENCY PHONE NUMBERS

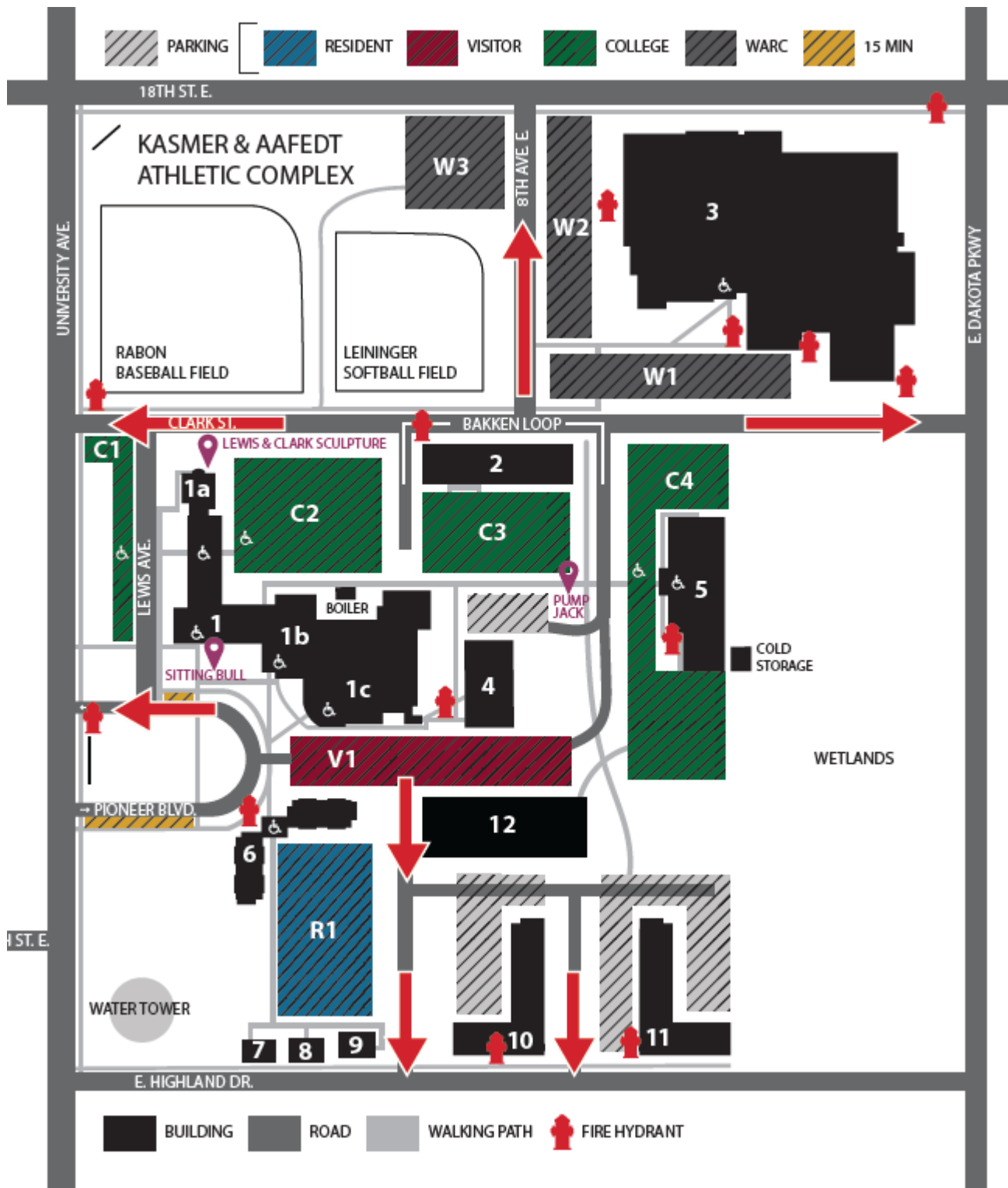
Emergency Fire, Ambulance, Police	911 (9-911)
Fire Chief	(701) 572.3400
City Administrator	(701) 713.3800
Police Chief	(701) 577.1212
Williams County Sheriff	(701) 577.7700
Public Works	(701) 577.6368
Williams County Highway	(701) 577.4521
Williams County Emergency Manager	(701) 577.7707
ND Department of Transportation	(701) 328.2500
American Red Cross (National) American Red Cross (Western ND Regional)	1.800.252.6746 (701) 852.2828
Williams County Disaster Emergency Service	(701) 577.7707
Williston Family Crisis Shelter/Center	(701) 572.0757
Mercy Medical Center	(701) 774.7400
Williston Police Department	(701) 577.1212
Williams County Sheriff's Office	(701) 577.7700
Williston Fire Department/Ambulance Service	(701) 572.3400

Northwest Narcotics Task Force	(701) 577.7711
Williston FBI Office	(701) 713.4112
Rape Victim Hotline	(800) 472.2911
Poison Center	(800) 732.2200

APPENDIX J: WSC EMERGENCY PHONE/TEXT NUMBERS(severe)

WSC Staff Member	Emergency Notification System Calling/Text Tree Order	Contact Information
WSC President	1	Work: 701.774.4231
VP for Business Services	1	Work: 701.774.4250
VP for Academic Affairs	1	Work: 701.774.4500
VP of Student Affairs	1	Work: 701.774.4295
Executive Director of TrainND Northwest	2	Work:701.713-3780
Director of Marketing	2	Work: 701.774.4223
Director or Campus Services	2	Work: 701.774.4231
Chief Information Officer	2	Work: 701.774.4250
Small Business Development Center Director	Will be reached out to by Direct Supervisor	Work:701.570-4260
Director for Human Resources	2	Work: 701.774.4204
Director for Residence Life	Will be reached out to by Direct Supervisor	Work: 701.774.4528
Coordinator for Conference Services and Student Life	Will be reached out to by Direct Supervisor	Work: 701.774.4213
Executive Assistant to the President/ Emergence Preparedness/ Operations Coordinator	1	Work: 701.774.4526
Campus Security	1	701.570.6699

APPENDIX K: CAMPUS EVACUATION MAP WITH FIRE HYDRANT LOCATIONS



APPENDIX L: BOMB THREAT REPORT

Instructions: Remain calm and be courteous with the caller. Do not interrupt the caller. Pretend you can't hear the caller and try to keep the caller talking. Fill out the form below with as much information as possible.

1. Where is the bomb going to explode?		5. What will cause the bomb to explode?	
2. When is the bomb going to explode?		6. Did you place the bomb? If so, why?	
3. What does the bomb look like?		7. What are you calling from? Address?	
4. What kind of bomb is it?		8. What is your name?	
Exact wording of the threat: _____ _____ _____ _____			
Time of Call:		Date:	
Accent: <input type="checkbox"/> Local <input type="checkbox"/> Middle East <input type="checkbox"/> Hispanic <input type="checkbox"/> African <input type="checkbox"/> Slavic <input type="checkbox"/> Southern <input type="checkbox"/> Northern <input type="checkbox"/> Midwestern <input type="checkbox"/> Other: _____		Manner: <input type="checkbox"/> Calm <input type="checkbox"/> Rational <input type="checkbox"/> Coherent <input type="checkbox"/> Deliberate <input type="checkbox"/> Righteous <input type="checkbox"/> Angry <input type="checkbox"/> Irrational <input type="checkbox"/> Incoherent <input type="checkbox"/> Emotional <input type="checkbox"/> Laughing <input type="checkbox"/> Other: _____	
Voice: <input type="checkbox"/> Loud <input type="checkbox"/> High Pitch <input type="checkbox"/> Raspy <input type="checkbox"/> Intoxicated <input type="checkbox"/> Soft <input type="checkbox"/> Deep <input type="checkbox"/> Pleasant <input type="checkbox"/> Other: _____		Speech: <input type="checkbox"/> Fast <input type="checkbox"/> Distinct <input type="checkbox"/> Distorted <input type="checkbox"/> Slurred <input type="checkbox"/> Slow <input type="checkbox"/> Stutter <input type="checkbox"/> Nasal <input type="checkbox"/> Other: _____	
Background: <input type="checkbox"/> Machines <input type="checkbox"/> Music <input type="checkbox"/> Office <input type="checkbox"/> None <input type="checkbox"/> Traffic <input type="checkbox"/> Trains <input type="checkbox"/> Animals <input type="checkbox"/> Voices <input type="checkbox"/> Airplanes <input type="checkbox"/> Other: _____		Language: <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> Foul <input type="checkbox"/> Other: _____ <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Other: _____	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		<input type="checkbox"/> Adult <input type="checkbox"/> Juvenile Age: _____	
Your Name:		Your Phone Number:	
Your Position:		Date of Report:	

APPENDIX M: EVACUATION FOR PERSON WITH DIASBILITIES OR IN NEED OF ASSISTANCE

Faculty, staff, and resident assistants are to assist those with disabilities to a safe-area. There are no designated "safe areas" in each building. The safest place is the behind a fire door or at the "evacuation assembly point" (marked by a sign) at each building stairwell where there isn't a ground level exit.

GENERAL

This provides a general guideline for emergency evacuation of persons with disabilities from occupied buildings at WSC. Disabled faculty, staff, students, and visitors must develop their specific facilities evacuation plans and identify their primary and secondary evacuation routes from each building they use.

Emergency evacuation plans should include:

- Being familiar with evacuation options.
- Seeking evacuation assistants who are willing to assist in case of an emergency.
- Asking supervisors, instructors, Facility Management Services about evacuation plans for buildings.

Most College buildings have accessible exits at the ground level floor which can be used during an emergency. In most buildings people will need to use stairways to reach building exits. Elevators cannot be used because they have been shown to be unsafe to use in an emergency and in some buildings they are automatically recalled to the ground floor.

Building occupants (students, faculty, staff, etc.) with permanent disabilities need to make their locations known to campus officials. Students with disabilities should register their room/office numbers and description of disability with the Director for Residence Life and Vice President for Student Affairs. These people will keep a record and make it available only to responding emergency personnel for the purpose of locating persons with disabilities during an emergency. To ensure the list is up-to-date, the person with the disability will notify appropriate WSC personnel any time he/she moves to another permanent location on campus.

Persons with temporary disabilities should also be instructed to register in the same manner as identified above. These persons should let the appropriate campus personnel know when there is no longer any disability so he/her name can be removed from the record.

EVACUATION OPTIONS

Persons without disabilities must evacuate to the nearest exit. Persons with disabilities have four basic evacuation options.

- **Horizontal evacuation:** using building exits to the outside ground level or going into unaffected wings of multi-building complexes.
- **Stairway evacuation:** using steps to reach ground level exits from the building.
- **Stay in Place:** unless danger is imminent, remaining in a room with an exterior window, a telephone, and a solid or fire resistant door. With this approach, the person may keep in contact with emergency services by dialing 911 (9-911) and reporting his or her location directly. Emergency services will immediately relay this location to on-site emergency personnel, who will determine the necessity for evacuation. Phone lines are expected to remain in service during most building emergencies. If the phone lines fail, the individual can signal from the window by waving a cloth or other visible object.

The Stay in Place approach may be more appropriate for sprinkler protected buildings or buildings where an "area of refuge" is not nearby or available. It may also be more appropriate for an occupant who is alone when the alarm sounds. A "solid" or fire resistant door can be identified by a fire label on the jam and frame. Non-labeled 1 3/4 inch thick solid core wood doors hung on a metal frame also offer good fire resistance.

- **Evacuation Assembly Point (EAP):** with an evacuation assistant, going to an area of refuge away from obvious danger. The evacuation assistant will then go to the building evacuation assembly point and notify the on-site emergency personnel of the location of the person with a disability. Emergency personnel will determine if further evacuation is necessary.

Usually, the safest EAPs are pressurized stair enclosures common to high-rise buildings, and open air exit balconies. Other possible EAPs include: fire rated corridors or vestibules adjacent to exit stairs, and pressurized elevator lobbies. Many campus buildings feature fire rated corridor construction that may offer safe refuge. Taking a position in a rated corridor next to the stair is a good alternative to a small stair landing crowded with the other building occupants using the stairway. For assistance in identifying an Evacuation Assembly Point (EAP), call Facility Department at 701.774.4578.

For false or needless alarms or an isolated and contained fire, a person with a disability may not have to evacuate. The decision to evacuate will be made by the fire department. The fire department will tell the individual their decision or relay the information to the Emergency Management Team.

DISABILITY GUIDELINES

Prior planning and practicing of emergency evacuation routes are important in assuring a safe evacuation.

Mobility Impaired Wheelchair

Persons using wheelchairs should Stay in Place, or move to an area of refuge with their assistant when the alarm sounds. The evacuation assistant should then proceed to the evacuation assembly point outside the building and tell the fire department, law enforcement or Campus Services the location of the person with a disability. If the person with a disability is alone, he/she should phone emergency services at 911 (9-911) with their present location and the EAP they are headed too.

If the stair landing is chosen as the EAP, please note that many campus buildings have relatively small stair landings, and wheelchair users are advised to wait until the heavy traffic has passed before entering the stairway.

Stairway evacuation of wheelchair users should be conducted by trained professionals. (fire department, law enforcement). Only in situations of extreme danger should untrained people attempt to evacuate wheelchair users.

Mobility Impaired - Non Wheelchair

Persons with mobility impairments, who are able to walk independently, may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent the individual should wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (detectable smoke, fire, or unusual odor), the person with a disability may choose to stay in the building, using the other options, until the emergency personnel arrive and determine if evacuation is necessary.

Hearing Impaired

Some buildings on campus are equipped with fire alarm strobe lights; however, many are not. Persons with hearing impairments may not hear audio emergency alarms and will need to be alerted of emergency situations. Emergency instructions can be given by writing a short explicit note to evacuate.

Reasonable accommodations for persons with hearing impairments may be met by modifying the building fire alarm system, particularly for occupants who spend most of their day in one location. Persons needing such accommodation should contact Disability Services office. (See below).

Visually Impaired

Most people with a visual impairment will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route is likely different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating. The assistant should offer their elbow to the individual with a visual impairment and guide him or her through the evacuation route. During the evacuation, the assistant should communicate as necessary to assure safe evacuation.

APPENDIX N: BUILDING EVACUATION SHELTER LOCATIONS & ASSEMBLY POINTS

Services will coordinate evacuations according to the situation.

Building	Campus Map Reference No.	Shelter Location	Assembly Points
Stevens Hall (Main Building)	5 Campus Map	Locker Rooms below the Skadeland Gym	South (Front) Parking Lot or North (Rear) Parking Lot of Stevens Hall
Thomas Witt Leach Health Science and Sports Complex (aka The Well)	7 Campus Map	Lower level of "The Well" Southwest Concession Area	South (Front) Parking Lot of Stevens Hall
Art Wood Building	8 Campus Map	Lower level of "The Well" Southwest Concession Area	North (Rear) Parking Lot of Stevens Hall
Crichton Building	3 Campus Map	Lower level of "The Well" Southwest Concession Area	North (Rear) Parking Lot of Stevens Hall
Frontier Hall	11 Campus Map	Lower level of Frontier Hall "Livdahl Lounge"	R 1 Parking lot
Abramson Hall	12 Campus Map	Lower level of Abramson	R 1 Parking lot
Manger Hall	13 Campus Map	Lower level of Manger	R 1 Parking lot
Nelson Hall	14 Campus Map	Lower level of Nelson	R 1 Parking lot
Western Star Building	9 Campus Map	Men's and Women's Restrooms	North Parking lot of Western Star Building
The ARC	2 Campus Map	Men's and Women's Locker Rooms	South Parking Lot of the ARC
TRAINND- Workforce Training Center	1 Workforce Training Campus	Lower Level Bathrooms	Parking lot, against south fence
Petroleum Safety and Tech Center	2 Workforce Training Campus	Bathrooms	Parking lot, against south fence

APPENDIX O: BUILDING ADDRESSES

Building	Address
Stevens Hall	1410 University Ave.
Science Center	1410 University Ave.
Health and Wellness Wing	1410 University Ave.
Thomas Witt Leach Complex (The Well)	1410 University Ave.
Crighton Building	1410 University Ave.
Williston Area Recreation Center	1410 University Ave.
Artwood Building	1410 University Ave.
Western Stars Career and Technology Center	1410 University Ave.
Frontier Hall	1410 University Ave.
Abramson Hall	601 E. Highland Dr.
Manger Hall	609 E. Highland Dr.
Nelson Hall	613 E. Highland Dr.
WSC Foundation Apartments I	721 E. Highland Dr.
WSC Foundation Apartments II	705 E. Highland Dr.
TRAINND- Workforce Training Center	415 22 nd Ave. NE
Petroleum Safety and Tech Center	421 22 nd Ave. NE

APPENDIX P: EMERGENCY SHUTOFF LOCATIONS

FIRE ALARM RESET LOCATIONS	
Stevens Hall	Door S18 on right, Door S1 on right and receiving room #124B, S3, S7
Crighton Building	Door C1 through 2 nd entrance door on right
Artwood Building	In may bay, south of office doors on west wall
Western Star Career & Technology Center	In main entrance on right and room 118(last door on left in hallway)
Frontier Hall	Room B013A and door F1 on right
Abramson Hall	NA/individual alarms-not on system
Manger Hall	NA/individual alarms-not on system
Nelson Hall	NA/individual alarms-not on system
WSC Foundation Apartments I	In Basement maintenance room and at main entrance of apt building
WSC Foundation Apartments II	In Basement maintenance room and at main entrance of apt building
TRAINND- Workforce Training Center	Southwest door, on first floor
Petroleum Safety and Tech Center	Main front entrance
TrainND Shop (Building 3)	NA

WATER SHUT OFF LOCATIONS	
Stevens Hall	In basement of science wing on north wall 10B Mechanical North
Thomas Witt Leach Complex (The Well)	On north exterior wall next to air recirculation system, #66
Crighton Building	In mechanical room
Williston Area Recreation Center	In maintenance room on east side of building
Artwood Building	In women's bathroom West entrance
Western Stars Career and Technology Center	In boiler room south wall
Frontier Hall	In boiler room first room to right
Abramson Hall	In boiler room first room to right
Manger Hall	In boiler room first room to left
Nelson Hall	In boiler room in basement garage
WSC Foundation Apartments I	In boiler room in basement garage
WSC Foundation Apartments II	In basement of science wing on north wall
TRAINND- Workforce Training Center	In 1 st floor boiler room, northwest corner of building (sprinkler, drain) Outside shut off located northwest corner exterior of building (flagged)
Petroleum Safety and Tech Center	In furnace room in high bay (locked room)
TrainND Shop (Building 3)	Southwest corner

NATURAL GAS SHUT OFF LOCATIONS	
Stevens Hall	Northwest wall of boiler building and east wall of boiler building
Science Center	East side by stairs for patio
Health and Wellness Wing	West wall of Skad, south of windows
Thomas Witt Leach Complex (The Well)	East side of generator outside of weight room
Crighton Building	North wall middle of building, area where roofs are different heights
Williston Area Recreation Center	Southeast side behind the generator
Artwood Building	North wall, west of garage door
Western Star Career & Technology Center	Northeast corner of building by welding shop
Frontier Hall	Southeast corner by basement doors
Abramson Hall	North wall west of A2 door
Manger Hall	North wall west of M2 door
Nelson Hall	Southeast corner by N2 door
WSC Foundation Apartments I	Northeast corner of building
WSC Foundation Apartments II	Northwest corner of building
TRAINND- Workforce Training Center	Behind building, near gas meter
Petroleum Safety and Tech Center	Behind building, near gas meter
TrainND Shop (Building 3)	Southwest corner, No natural gas, electrical boiler

APPENDIX Q: CRITICAL ASSETS

1. People
2. Infrastructure (no particular order)
 - a. Power Plant
 - b. Steam lines and manholes
 - c. Utilities
 - d. Network center
 - e. Phone equipment
 - f. Streets
3. Vulnerable equipment and labs
4. Buildings
5. Office and classroom equipment
6. Parking Lots
7. Exterior Common Spaces

APPENDIX R: EMERGENCY PROCEDURES - QUICK REFERENCE

WSC EMERGENCY MANAGEMENT EMERGENCY PROCEDURES

Fire Emergency

1. Activate the nearest fire alarm pull station and call the Williston Fire Department 911 (9-911).
2. Notify Campus Security if there is time (701.570.6699).
3. Evacuate the area immediately.
4. When evacuating, do not use elevators.
5. Walk — do not run!
6. Close all doors behind you to help contain the fire.
7. Do not re-enter the area unless you have been given permission or have received the “all clear”.

Building Evacuation

1. Remain calm!
2. Unplug computers or other sensitive equipment.
3. Check voicemail/email for additional information from campus administration.
4. Take personal belongings (keys, wallet/purse, medications, etc.).
5. Close all doors behind you.
6. Go to the building evacuation assembly points.
7. Assist those with disabilities or special needs.

Medical Emergencies

1. If a serious injury or illness occurs on campus, contact 911 (9-911).
2. For minor injury or illness, trained personnel should provide basic first aid care. Contact Campus Security at 701.570.6699.

Suspicious Person

1. Do not confront the person.
2. Do not let anyone into a locked building.
3. Call 911 (9-911) to report the person.

Suspicious Object

1. Call Campus Services at 701.774.4578.
2. DO NOT TOUCH THE OBJECT.
3. Be prepared to evacuate the area.

Power Outage/System Failure

1. Remain calm and provide assistance to others, if necessary.
2. Unplug computers or other sensitive equipment.
3. Check voicemail/email for additional information from campus administration.

Elevator Entrapment:

In the event the elevator stops operating while you are inside. Do not try to force the doors open or attempt to get out of the elevator on your own. Use the emergency call button in the elevator or personal cell phone to report situation. Give the person the following information:

1. Name of building.
2. Location within the building of malfunctioning elevator.
3. Where the car is stopped, if known.
4. Whether a medical emergency exists for anyone inside the elevator.
5. Assist other passengers in remaining calm
6. After the incident notify Campus Services..

If the elevator restarts before calling for assistance, contact WSC Campus Services 701.774.4578, and report the problem.

Weather Emergencies

WSC Weather Decision and Notification

Procedure: WSC will contact news media in the area as soon as the school closing or delay decision is made. An email message will then be sent out to students and employees informing them of the delay/closure.

In the event of a Tornado Warning, the city will sound a siren alerting all residents. If you hear the siren, please move to the lowest level of the building you are in (each academic building has a basement- if you are in the dorms, move to a first floor hallway, away from all doors and windows). Stay in this area until the “all clear” has been given by the city or campus officials.

The campus notifications system, Everbridge and the WSC email system will be used to notify the campus of closures and other weather-related emergencies.

Important Numbers: Police and Fire
EMERGENCY: 911
Police Non-Emergency: 701.577.1212
Campus Security: 701.570.6699

Armed Intruder

1. Call 911 (9-911).
2. Alert others nearby, if possible.
3. Stay away from open areas.
4. Evacuate the area, if possible.
5. If you cannot evacuate, lock yourself in a room and turn off the lights. Do not let anyone in the room unless they are Police or other Safety Official.
6. Stay calm and wait for Police or other Campus Security to give the "all clear".

Bomb Threats

If you observe a suspicious object or potential bomb on campus, do not touch the object. Clear the area and immediately call 911 (9-911) first, then call Campus Security at 701.570.6699.

For a bomb threat, immediately call 911 (9-911), then notify Campus Security at 701.570.6699. Any person receiving a phone call bomb threat should try to obtain the following information from the caller:

1. When is the bomb going to go off?
2. Where is the bomb located?
3. What kind of bomb is it?
4. What does the bomb look like?
5. Where did you place the bomb?

DO NOT ACTIVATE THE BUILDING ALARM!

Do not touch suspicious objects, Do not open cabinets, drawers, or closets, Do not turn lights on or office equipment on or off. If evacuation is required you will be informed of the location and evacuation information at that time. When law enforcement arrives, follow their instructions exactly. Trained professionals will perform a search and other required actions.

Hazardous Material Emergency

1. Evacuate the area. Call 911 (9-911) and the Safety Office.
2. Advise others to stay out of the area.
3. If you are contaminated by the material stay in the vicinity to receive medical care.

Threat of Violence

Students, employees, and visitors should address emergencies by calling 911 (9-911), whether they are on central campus or on other College property.

For all other non-emergency concerns of violence, the students, employees, and visitors should notify the Vice President of Student Affairs at 701.774.4585

It is important that the Williston Police Department is made aware of concerns of violence even if they occur on property outside of the campus.

The College has adopted procedures for responding to and addressing conduct that violates this policy and urges all students, employees and visitors to be alert to the possibility of violence on campus. As part of the College community, all students, employees, and visitors are responsible for reporting violence they experience or witness.

Incident Reporting

Injury or Near Miss

1. Seek medical assistance by individual trained in first aid, if needed.
2. Call 701.570.6699 to complete an Incident Report within 24 hours of the incident.

Vehicle Accident

1. Contact proper authorities (police department).
2. If the incident occurred in a state vehicle, the insurance information is located in the glove compartment.
3. Call 701.570.6699 to complete an Incident Report within 24 hours of the incident.
4. Contact a towing company, if needed.

Important Numbers:

Police and Fire EMERGENCY: 911
Police Non-Emergency: 701.577.1212
Campus Security: 701.570.6699

APPENDIX S: MEDICAL SUPPLIES LOCATIONS

Automated External Defibrillator (AED) and ONE Box Narcan Locations:

- Stevens Hall – Outside of the Skadland Gym
- Stevens Hall – 2nd floor by Human Recourse office
- Thomas Witt Leach Complex – Athletic Training room
- Williston Area Recreation Center – two in Aquatics, one at Guest Services Office, and one at second floor fitness desk
- Western Star Career and Technology Center

First Aid Kit Locations:

- Stevens Hall Teton Grill,
- Stevens Hall Janitors closets
- Science Center Room 205B
- Science Center Room 104A

- Thomas Witt Leach Complex (The Well) Janitors closet
- Thomas Witt Leach Complex (The Well) Training room
- Crighton Building Diesel shop south wall between 1st and 2nd garage doors
- Williston Area Recreation Center Aquatics, Guest services/facilities office, upstairs fitness desk
- Artwood Building wash station on west wall
- Western Stars Career & Technology Center Welding instructors office, petroleum shop
- Frontier Hall Livdahl Lounge
- Frontier Hall Janitors closet on each floor
- Frontier Hall RA office
- Abramson Hall None
- Manger Hall None
- Nelson Hall None

First aid kits include bandages (assorted sizes and shapes), antibiotic ointment, sanitizing wipes, gauze, gauze pads, tweezers, scissors, medical tape, eye rinse, CPR breathing barrier, and protective gloves. First Aid Kits and AEDs are inspected on an annual basis.

If you need a kit refill before the annual inspection, please contact the Campus Safety Office.

APPENDIX T: WSC CARE TEAM CONTACTS

WSC BIT TEAM

Vice President for Student Affairs	701.774.4295
Health & Wellness Coordinator	701.774.4224
Student Life Coordinator	
Resident Life Director	
Senior Human Resource Generalist	
Jenae Hunter	
WSC Security Representative	
Retention Specialist	
Academic Deans	

COMMUNITY CARE PARTNERS

Pastor St. Joseph's Catholic Church	701.572.6731
Pastor First Lutheran Church	701.572.6363
Deacon Community Connections	701.713.6783
City of Williston Police Department	701.577.1212
City of Williston Fire Department	701.572.3400

WILLISTON COMMUNITY AREA RESOURCES

Area Schools

Williston High School	701.572.0967
Williston Middle School	701.572.5618
Williston Trinity Christian School	701.774.9056
Trenton High School	701.774.8221

Law Enforcement

Williston Police Department	701.577.1212
Williams County Sheriff's Department	701.577.7700
Williams County Correctional Center	701.577.4585
Northwest Narcotics Task Force	701.577.7711
North Dakota State Highway Patrol	701.774.4360

Crisis

Domestic Violence/Sexual Assault Crisis Line	701.770.5180
National Suicide Prevention Lifeline	800.273.8255
Northwest Human Service Center/ Emergency On-Call Crisis Line	701.572.9111
Poison Center	800.222.1222

Emotional & Behavioral Health

Choice Recovery Counseling (Chemical Dependency Evaluations/DUI/Outpatient Substance Abuse)	701.770.9743
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Northwest Human Service Center (Addiction Services/Medication Management/Mental Health)	701.774.4600
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Nexus-PATH (Behavioral Health Services/Therapeutic Foster Care)	701.572.7650
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Summit Counseling Services
(Addiction/Family/Mental Health Services)

701.334.6242

Chatter Pediatric Therapy
(Student Mental Health Services)

701.609.2004

V APPENDIX U: ANNUAL REVIEW

Regular review of this Emergency Operations Plan should be conducted at least annually. Revisions and updates may be based on operational changes, best practices, and corrective actions identified through exercises, incidents, and assessment processes. The Emergency Management Team will track and record changes.

Date	Changes Made	Location of Change	Changes Made By
January 2018	Plan Version Created	n/a	Cassandra Rugroden
February 2019	Executive Cabinet Approval of Final Draft	n/a	Dr. Miller, President
July 22, 2021	Executive Cabinet Approval of Final Draft	n/a	Megan Kasner, Kimberli Wray
July 11, 2022	Executive Cabinet Approval of Final Draft	n/a	Dr. Hirning Jenae Hunter
July 14, 2025	Executive Cabinet Approval of Final Draft		Dr. Hirning Jenae Hunter