

EMERGENCY RESPONSE PLAN

IOWA WESTERN COMMUNITY COLLEGE

*2700 College Road
Council Bluffs, IA 51503*



EMERGENCY TELEPHONE NUMBERS

CONTACT

<u>Name</u>	<u>Title</u>	<u>Office Phone</u>
Safety & Security Office		402-659-4939
Kevin Bollinger	Director of Campus Safety & Security	712-325-3727
Brian Sutter	Director of Facilities	712-325-3280
Kim Henry	Dean of Student Life & Student Success and Title IX Coordinator	712-325-3207
Liz Luiken	Director of Residence Life	712-325-3487

GENERAL

Ambulance	911
Council Bluffs Police Department	911
Council Bluffs Fire Department	911
Pottawattamie County Sheriff's Department	911
Civil Defense	712- 328-5777
Jennie Edmundson Hospital.....	712-328-6000
Alegent Mercy Hospital.....	712- 328-5000
Poison Control	1-800-955-9119

UTILITIES

	<u>Company</u>	<u>Phone</u>
Normal Business Hours	Physical Plant	712-325-3440 or 712-325-3328
After Business Hours	Campus Safety and Security	402-659-4939
- or -		
Gas	Mid American Energy	1-800-799-4443
Electric	Mid American Energy	1-800-595-5325

COMMUNICATION

Indoor Warning System:

Monitors

- There are monitors distributed throughout the campus. These will be used to give specific directions during an emergency situation. Monitors are located in the following areas:
 - Welcome Center
 - Student Center
 - Fremont Hall
 - Ashley Hall
 - Lewis Hall
 - Radio Station
 - Reiver Suites I & II
 - Reiver Tower
 - Dodge Hall
- Emergency data entry will be activated by IT staff.

Networked Computers

- When directed to do so, IT will send an emergency alert message to every networked computer. The message will intercept any operating program of the computers.

Telephones

- The campus telephone system will be used whenever possible.

Cell Phones

- In the event of power failure of the campus phone system, College cell phones will be gathered and redistributed for emergency personnel use.

Two-way Radios

- An alternative to the campus telephone system is the use of mobile two-way radios. The Director of the Physical Plant has access to these radios which are located in the Maintenance Building.
- The athletic department has additional radios which could be employed.

Alarm Systems

- Fire Alarm
- Tornado Alarm

Intercom System

- Although the College does not have a complete inter-campus alarm system, there is the capacity to use the fire alarm speakers for a voice message. In the event that specific directions need to be given, we can employ this system.

Any and all means of communication should be employed to maximize the delivery of emergency information.

IOWA WESTERN COMMUNITY COLLEGE
CRISIS MANAGEMENT PLAN

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INTRODUCTION

These emergency procedures are designed to provide guidance to those having responsibility for the safety of employees, students, visitors and contractors on the IWCC Campus.

Common sense should dictate the reaction of authorities to emergency situations. All situations **CANNOT** be neatly defined into a category for which hard and fast guidelines can be drawn. Individual judgment will need to be exercised in given situations. Continuing and meaningful efforts to prevent incidents that lead to emergency situations should be the area of greatest concern.

The Department of Human Resources will distribute the Emergency Procedures to all staff as part of New Employee Orientation. The Cabinet will review the plan annually and make changes, as needed. Employee training will be scheduled, as appropriate, during the Fall and/or Spring Staff Development program for all employees.

Campus Safety and Security will take charge of the building and be responsible for the emergency at hand. In all cases where 911 has been called, Campus Safety and Security must also be called. Campus Safety and Security will then notify all others with a need to know, and respond to the situation.

ARMED / VIOLENT INTRUDER

Definition

Any person who is coming into the building to threaten, hurt someone, hold someone hostage, brandish a weapon, or disrupt normal work functions.

Procedures

A. Whoever observes the intruder's behavior should Call 911 to ask for their immediate assistance.

Notify the police with the following information:

1. How many people are involved.
2. Type of weapons involved.
3. Location in the building or on the grounds.
4. Number of hostages, if any.
5. Description of persons involved.
6. Any injuries.
7. Other information that may help police.

B. The most important point in this situation is to protect yourself.

C. If you are the one confronted by the violent intruder:

1. Don't show panic; remain calm.
2. Be reasonable and prudent. Remember, safety comes first.
3. Do not talk to the hostage taker unless spoken to, then respond in a calm tone. Do not volunteer any information.

These situations would be extremely rare, but could be explosive and dangerous. Provide debriefing and follow-up support for those involved.

SEXUAL MISCONDUCT, SEXUAL ASSAULT, AND RAPE

In the event there is an occurrence of rape and/or serious assault, follow these procedures:

1. Phone the police — 911.
2. Call the Dean of Student Life and Student Success/Title IX Coordinator. In the case of a sexual assault, Campus Safety and Security should provide the student with the Sexual Misconduct Reporting and Resources brochure.
3. Have health professional render first aid to the victim if necessary.
4. Obtain as much information regarding the assailant and incident as possible, such as:
 - Physical description of assailant.
 - Time of assault.
 - Assailant exit – description of vehicle, direction of travel.
5. Check for:
 - Personnel emergency card if victim is an employee.
 - Notify individual on emergency card.
 - Ask the victim if he/she wants anyone else contacted. In the event the victim is a student ask if parents or emergency contact should be notified.
6. Security should report incident to Dean of Student Life and Student Success/Title IX Coordinator for follow-up and to provide a timely campus warning to other students, if necessary.

ATTEMPTED OR COMPLETED SUICIDE SERIOUS SELF-HARM

A. Incident Response Protocol

This is intended to provide guidelines for staff to follow in cases of suicide, suicide attempt/serious acts of self-harm, or suicide ideation involving student living on and off campus. It is to be used in conjunction with the Prevention Protocol and Emergency Notification Protocol.

1. Initial Notification:

Any one of a number of individuals may receive initial information regarding a suicide, suicide attempt, serious acts of self-harm, or suicide ideation.

- a. **Residence Life:** When such incidents occur in student housing, the information may be received by a Resident Assistant, Residence Life Coordinator, or the Director of Residence Life. The information may be received directly from the student involved or indirectly through another student, friend, or a relative.
- b. **On Campus/Non-resident Student:** Information may be received initially by a faculty member or staff member familiar with the student or by Campus Safety and Security.
- c. **Off Campus:** Initial information is generally received by a law enforcement officer with the information coming from the student, but more often from a roommate, friend, or parent.

B. Suicide Response Procedure

1. In the event of a student suicide, the staff person receiving initial notification (if not Campus Safety and Security) shall notify Campus Safety and Security immediately. If the student is an on-campus resident, Residence Life staff should also receive initial notification.
2. Campus Safety and Security will notify local law enforcement.
3. Campus Safety and Security and/or the Director of Residence Life will notify the Dean of Student Life and Student Success who will notify the Vice President of Student Services.
4. The Vice President of Student Services assumes responsibility for contacting parents or other emergency contacts.
5. The Vice President will also notify other members of the President's Cabinet.
6. The Dean of Student Life and Student Success, in consultation with Campus Safety and Security, Residence Life, and Student Assistance staff, shall assess impact populations (i.e. roommates, other residents, academic departments, athletic teams, clubs, or other groups of individuals who may be affected by the incident).
7. The Dean of Student Life and Student Success or designee shall initiate Crisis Counseling Services as needed to work with affected populations.
8. The Dean of Student Life and Student Success will initiate the "Death of Student" procedures.

C. Suicide Attempt/Serious Act of Self-Harm

1. In the event of a suicide attempt/serious act of self-harm, the staff person receiving initial notification shall call 911 to report the emergency to law enforcement and rescue response.
2. Then, the staff person receiving initial notification shall notify Campus Safety and Security. If the student is an on-campus resident, Residence Life staff should also receive initial notification.
3. Campus Safety and Security and/or the Director of Residence Life will notify the Dean of Student Life and Student Success.

ATTEMPTED OR COMPLETED SUICIDE SERIOUS SELF-HARM *(Continued)*

C. Suicide Attempt/Serious Act of Self-Harm *(continued)*

4. The Dean of Student Life and Student Success shall determine the need for family notification and contact the Director of Student Support and Outreach for follow-up with college services.
5. Upon the student's return from the hospital to campus housing, the Director of Student Support and Outreach shall meet with the student and complete a "Self-Harm Report Form." A copy of the "Self-Harm Report Form" will be sent to the Dean of Student Life and Student Success.
6. For students living on campus: In cases of very serious or repeated attempts and when attempts to secure voluntary cooperation from the student have failed, the Dean of Student Life and Student Success, in consultation with the CIRT, shall consider the suitability for continued residence in on-campus housing.

D. Suicide or Self-Harm Ideation

1. In those instances when a student has expressed suicide or other self-harm ideation, the staff person receiving initial notification shall take the following actions:
 - a. If the incident occurs during regular college business hours, the staff person should attempt to stay with the student and contact the Student Support and Outreach Office immediately.
 - i. Student Assistance staff will meet with the student immediately and complete a "Self-Harm Report Form." If Student Assistance staff determines that a hospitalization is necessary, the Dean of Student Life and Student Success will be notified.
 - ii. Law enforcement will be contacted to transport the student to the hospital.
 - b. If the incident occurs outside of regular college business hours, the staff person should stay with the student and contact Campus Safety and Security. If the student is an on-campus resident, the staff person should also notify Residence Life staff.
 - i. Campus Safety and Security and/or Director of Residence Life will contact the Dean of Student Life and Student Success who will make a determination on the decision to hospitalize. Every effort will be made to get the student to voluntarily submit to hospitalization. But if the student refuses and is considered an imminent self-harm risk, law enforcement will be contacted to determine if involuntary hospitalization is required.
2. Upon the student's return from the hospital to campus housing, the Director of Student Support and Outreach shall meet with the student and complete the "Self-Harm Report Form." A copy of the "Self-Harm Report Form" will be sent to the Dean of Student Life and Student Success.
3. If the student is not hospitalized, the Director of Student Support and Outreach shall meet with the student and complete a "Self-Harm Report Form." A copy of the "Self-Harm Report Form" will be sent to the Dean of Student Life and Student Success.
4. For students living on campus: In cases of very serious or repeated attempts and when attempts to secure voluntary cooperation from the student have failed, the Dean of Student Life and Student Success, in consultation with the CIRT, shall consider the suitability for continued residence in on-campus housing.

Note: Self-Harm Report Form may be found in the Appendix of this document.

BOMB THREATS

Bomb Warning

A. Action to be taken by the person receiving the call:

All personnel should use the same procedure in the event a bomb threat is received.

1. Keep the caller on the line as long as possible. Send someone to call the telephone company and ask them to trace the call. Record the message if possible.
2. Dialing *57 immediately after hanging up will put an automatic trace on the line through the phone company.
3. Ask the caller to give the location of the bomb/explosive device.
4. It may be advisable to inform the caller that the building is occupied and that detonation of a bomb could result in death or serious injury to many innocent people.
5. Pay particular attention to any strange or peculiar background noises such as motors running, background music and the type of music, and any other noises which might give even a remote clue as to the place from which the call is being made.
6. Listen closely to the voice (male-female), voice quality, accents and speech impediments. Immediately after the caller hangs up, the person receiving the call should report this information to Campus Safety and Security.

No one other than the person so designated, or his alternate if he/she is not present, should receive this information.

7. When the responsible person receives the information, he/she should activate the plan.

B. The plan:

1. In case of bomb threat - notify Campus Safety and Security. Campus Safety and Security will take the following action:
 - a. Call the police/fire emergency (911) and tell them there is a "Bomb Threat" at the building.
 - b. Call the telephone company and ask them to trace all calls to the building.
 - c. Decide whether to evacuate the building based on consultation with the police and Campus Safety and Security.

BUILDING SECURITY

1. All employees should be alert for suspicious-looking and acting people. All employees should be alert for foreign or suspicious objects, items or parcels which do not appear to belong in the area where such items or parcels are observed.
2. Make sure all keys to all locks are accounted for. If all keys are not accounted for, locks should be changed.
3. The Director of Building and Grounds will check all fire extinguishers regularly.
4. Make sure all financial and personnel records are well protected.
5. The Director of Facilities will check all exterior and protective lighting for proper operation on a regular basis. Notify the Director if lighting in your area is not functioning correctly or if you notice lights that are out.
6. Program Chairs, faculty, maintenance personnel, and others working with chemicals should arrange for the security of chemicals that can be used for the construction of explosive devices. Contact the Director of Facilities if you have any questions regarding the storage or elimination of chemical materials.

CRISIS MANAGEMENT TEAM

A. Definition

The Crisis Management Team is a focused responsibility group for the crisis management process. The core Crisis Management Team includes members of senior management and representatives from several areas of the College who are in the best position to respond to the emergency. Specifically, the core team consists of:

- President
- President's Cabinet

The Core Crisis Management Team meets regularly during the year and when a crisis occurs. Additional individuals may be invited to Crisis Management Team meetings during a crisis as support members. The core members remain constant, while support members are event-dependent. Some examples of support members include (but are not limited to):

- Director of Facilities
- Dean of Student Life and Student Success
- Director of Residence Life
- Director of Human Resources
- Director of Information Technology Services
- Director of Campus Safety and Security
- Others, as defined by nature of the crisis

B. Jurisdiction

The Crisis Management Team has jurisdiction for handling any of the following incidents:

- Death on campus or at college sanctioned or sponsored events
- Any student death, any near fatal accident or incident; attempted suicide
- Serious damage to College property
- Incidents demanding special attention and meeting the definition of major crisis, emergency, or disaster

C. Authority

The Crisis Management Team structure deviates from the normal lines of authority, and the team is empowered to act decisively on behalf of the institution. These procedures apply to all personnel, buildings, and grounds owned and operated by the College.

The President has the executive authority to execute all portions of this plan. The Vice President of Finance and Operations chairs the team with authority to give direction to the team and make final decisions.

Some campus groups have authority to manage a crisis as it happens until the Crisis Management Team takes over. The groups with authority to handle crises initially during an emergency are:

- Physical Plant and Facilities Maintenance and Operations
- Residence Life
- Safety and Security

CRISIS MANAGEMENT TEAM

(Continued)

D. Team Responsibilities

The main functions of the Crisis Management Team are:

- Assessment/Mitigation - Project what might occur, vulnerability assessment, elimination or reduction of the probability of a crisis.
- Direct/Indirect Threat Management-Gather information about potential threats to campus safety. Develop threat management plans and guide their implementation.
- Preparation - Develop a response plan to different potential crises.
- Response - Respond to emergencies and direct emergency resources, plan activation.
- Recovery and evaluation - Return of conditions to normal or improved levels; assure community well-being; recovery of vital functions; debrief and provide for the evaluation and improvement of the crisis process; reduction of risk of crisis recurrence.

E. Additional Functions of the Crisis Management Team

- Recommending appropriate response for each area of the organization.
- Recommending and developing community and media communications during and after the crisis.
- Serving as consultants, or providing “third-party” opinions to other members of the team.
- Working with appropriate outside resources to secure information, resources, and assistance as needed.
- Participating in, or conducting disaster and emergency preparedness training.
- Developing and/or recommending efforts toward preventing crises from happening.
- Revising and updating printed materials such as the Emergency Response Plan flipchart. Assuring that all the emergency-related signs and designated areas are clearly marked and in place. Recommending appropriate training in preparedness and recovery.

EMERGENCY EXITS

1. Emergency exit routes should be posted in each room. These will be posted yearly by the Director of Central Services. If you see that the posting is missing from your classroom or office area, contact the office of the Director.
2. Emergency exits and routes to emergency exits should be clear with no obstructions.
3. Every exit sign shall be suitably illuminated by a reliable light source giving a value of not less than five foot-candles on the illuminated surface. If you notice that any of these lights are not functioning, contact the Director.

EVACUATION PROCEDURES

Evacuate the building to at least 500 feet or to primary or secondary areas (see chart below).

Building	Primary	Secondary
Reiver Village	Reiver Suites	Lewis Hall
Arts Center	Stuart Hall	Kanesville Center
Ashley Hall	Arts Center	Kanesville Center
Student Center	Arts Center	Kanesville Center
Clark Hall	Looft Hall	Lewis Hall
Dodge Hall	Kanesville Center	Stuart Hall
Fremont Hall	Lewis Hall	Dodge Hall
Hoover Hall	Kanesville Center	Stuart Hall
Kanesville Center	Dodge Hall	Stuart Hall
Lewis Hall	Clark Hall	Dodge Hall
Looft Hall	Clark Hall	Residence Hall
Reiver Suites	Dodge Hall	Kanesville Center
Reiver Tower	Looft Hall	Clark Hall
Stuart Hall	Kanesville Center	Dodge Hall
Kinney Hall	Looft Hall	Clark Hall
Maintenance	Dodge Hall	Kanesville Center
Power Plant	Dodge Hall	Kanesville Center

Emergency Procedures for People with Disabilities

- A. People with health issues should meet with disability services/student assistance prior to the beginning of the semester to discuss his/her needs to address the following information:
1. Whom to notify in the event of an emergency.
 2. Under what circumstances 911 should be called.
 3. How to respond to the medical emergency, such as a seizure.

In case of emergency situations, we encourage people who might need assistance to identify and discuss, in advance, a “plan of action” with their instructor or staff:

- Who might assist them in leaving the building.
 - Who will inform emergency personnel/Campus Safety and Security of their presence/location.
 - Where they are located so that further assistance can be provided.
- B. All students are responsible for studying and remembering the important areas of each building they are in, including stairways, exits, phone locations, and elevator procedures. Students with physical challenges should prepare for an emergency ahead of time by instructing faculty and classmates on how to assist in an emergency, or when 911 should be called. Instructors who have students in their classes who might have problems leaving the building during emergencies should discuss procedures ahead of time with the student or Disability Services/Student Assistant. Hearing or visually impaired persons working alone in isolated areas, such as study rooms and labs, should notify nearby building staff of their location.

C. Persons with Seizure Disorders

1. Basic Seizure First Aid:

- Stay calm & track time.
- Keep child safe.
- Do not restrain.
- Do not put anything in mouth.
- Stay with child until fully conscious.
- Record seizure/report to disability services/student assistance.

2. For Tonic-clonic (Grand Mal) Seizure:

- Protect head.
- Keep airway open/watch breathing.
- Turn person on side.

3. For Emergency situations please contact 911 and Campus Safety and Security (402-659-4939) A Seizure is generally considered an Emergency When:

- A convulsive (tonic-clonic) seizure lasts longer than 5 minutes.
- Person has repeated seizures without regaining consciousness.
- Person has a first time seizure.
- Person is injured or has diabetes.
- Person has breathing difficulties.
- Person has a seizure in water.

D. Visually Impaired Persons

Most visually impaired persons will be familiar with the immediate area they are in. In the event of an emergency, tell the person the nature of the emergency and offer to guide him or her to the nearest exit. Have the person take your elbow and escort him or her (this is the preferred method when acting as a “sighted guide”). As you walk, tell the person where you are and advise of any obstacles. When you have reached safety, orient the person to where he or she is and ask if any further assistance is needed.

E. Deaf or Hard of Hearing Persons

Although some modern buildings are equipped with flashing light alarms, many buildings are equipped with sound alarms. Therefore, persons who are deaf or hard of hearing may not perceive emergency alarms and an alternative warning technique is required. Two methods are: 1). Writing a note telling what the emergency is and the nearest evacuation route. For example: “Fire – out rear door to the right and down. Now!” 2). Turning the light switch on and off to gain attention, then indicating through gestures or in writing what is happening and what to do.

F. Non-Ambulatory Persons or Persons Using Crutches, Canes, or Walkers

Most non-ambulatory persons will be able to exit safely without assistance if on the ground floor. Some people have minimal ability to move and lifting them may be dangerous to their well-being. Their needs and preferences will vary, so always consult the person as to his or her preference with regard to:

- Ways of being removed from the wheelchair.
- The number of people necessary for assistance.
- Whether a set cushion or pad should be brought along with if he or she is removed from the chair.
- Whether to extend or bend extremities when lifting because of pain, catheter, leg bags, spasticity, braces, etc. Being carried forward or backward on a flight of stairs.
- After-care if removed from the wheelchair (i.e., whether a stretcher, chair with cushion pad, car seat, or perhaps paramedic assistance is necessary).

If the non-ambulatory person is not able to maneuver themselves down or up stairs with a minimal amount of assistance, it is strongly recommended to call 911 and Campus Safety and Security (402-659-4939) to have a rescue squad move the person. The student, instructor, or staff may call 911 and Campus Safety and Security (402-659-4939) – whoever can call the soonest.

G. Emergency Situations: Additional Things to Consider

- Wheelchairs have many movable or weak parts that were not constructed to withstand the stress of lifting (i.e., the seat bar, foot plates, wheels, moveable arm rests).
- Some people in wheelchairs may have electrical artificial respirators attached. They should be given priority assistance if there is smoke or there are fumes, as their ability to breathe is seriously jeopardized.
- Some people have no upper trunk or neck strength.
- If the wheelchair is left behind, remove it from the stairwell and place it so it does not block others.
- Remove the batteries from a power wheelchair before attempting to transport it. Make sure the footrests are locked and the motor is off.
- If a seat belt is available, secure the person in the chair.
- If carrying a person more than three flights, a relay team arrangement may be needed.
- In the event of emergency, people in wheelchairs and other disabled persons should observe the following procedures for evacuation:

1. All persons shall move toward the nearest marked exit. As a first choice, the wheelchair occupant or other disabled person may attempt to use the elevator (except in case of fire or earthquake).
2. As a second choice, when a wheelchair occupant reaches an obstruction, such as a stairway, the person should request assistance from others in the area.
 - Note: It is suggested that the wheelchair occupant or other person with a disability, when possible, prepare for emergencies ahead of time by learning the locations of exit corridors and smoke tower stairwells and by showing a classmate or instructor how to assist him or her in case of emergency.
3. If the above choices are not successful or available, the wheelchair occupant or other person with a disability should stay in the exit corridor or on the landing in the smoke tower stairwell. He or she should continue to call for help until rescued. Persons who cannot speak loudly should carry a whistle or have some other means of attracting the attention of others.
 - Note: All exit corridors and smoke tower stairwells are marked with exit signs and are protected with self-enclosing fire-rate doors. These are the safest areas during an emergency. Fire and police rescue personnel will first check all exit corridors and exit stairwells for any trapped persons.

H. Follow up Procedures After an Emergency

A significant occurrence report or similar written narrative should be completed after any of the above mentioned emergencies and turned into the Disability Services/Student Support and Outreach Office for appropriate follow up and review.

FIRE PROCEDURES

A. On discovery of fire when the building is occupied, proceed according to the following plan:

1. Sound the fire alarm. Call 911.
2. Evacuate building to at least 100 feet.
3. Those trained in portable fire extinguisher use may attempt to extinguish small fires. Use common sense – keep yourself between the fire and an exit, and if at any time the fire is deemed to large to extinguish, evacuate immediately.
4. Contact the Director of Facilities and/or Campus Safety and Security.
5. Director of Facilities and/or Campus Safety and Security will establish any additional communications in the immediate area by using local police radio or by calling the Council Bluffs emergency number listed on the Emergency Numbers form.

B. Possible False Alarms:

Follow the evacuation procedures listed above. When notifying the fire department; indicate one of the two situations:

1. "An alarm has been sounded at the Iowa Western Community College. We do not know if there is an actual fire. Please stand by."
2. "The fire alarm has sounded at Iowa Western Community College. We know it was a false alarm. We do not need your services at this time but are simply reporting the alarm as required by the State Fire Marshal's Office."

C. Re-occupancy of the Building:

1. The building may not be reoccupied in event of a drill or possible false alarm until an "all clear" is sounded by the Director of Facilities and/or Campus Safety and Security or designated representative (have the Fire Chief give the "all clear" signal if at all possible).
2. If the fire alarm is still sounding, the building may not be reoccupied.
3. In the event of an actual fire, the fire chief or fire official must give instructions as to re-occupancy.

HAZARDOUS MATERIALS EMERGENCY

- A. Evacuate the area if indoors. In the event of an outdoor occurrence (i.e. overturned tanker, chemical fire, broken fuel line), leave employees inside the building, keep all doors and windows closed and turn off outdoor ventilation unit, unless otherwise instructed.
- B. If burns or blisters are encountered during hazardous material contact:
 - 1. Call for ambulance — dial 911.
 - 2. For chemical burns to skin or eyes, flush burn with large amounts of water (15 to 20 minutes). If only one eye has been affected, flush from the nose outward to prevent contaminating the other eye.
 - 3. Have victim take off any contaminated clothing.
 - 4. If extensive, have victim lie down with legs elevated. EXCEPTION: FACIAL BURNS. For extensive facial burns, sit or prop victim up. Observe for breathing difficulty.
 - 5. Do not immerse or apply ice water. Apply cold pack to hands, face or feet if necessary.
 - 6. Loosely apply a dry, sterile bandage.
 - 7. Don't put ointment or pressure on burn.
 - 8. Don't break blisters or remove pieces of cloth stuck to burn.
- C. Notify Director of Facilities and/or Campus Safety and Security.

IWCC LOCKDOWN PROCEDURES

One means of securing Iowa Western Community College is to implement lockdown procedures.

A. These procedures may be called for in the following instances:

1. Lockdown with warning:

The threat is outside of the Campus buildings. The College may have been notified of a potential threat outside of the building i.e. a bomb threat.

2. Lockdown with intruder:

The threat/intruder is inside the Campus buildings.

B. Lockdown with warning procedures:

- Using all appropriate and available communication modes, an announcement of “Lockdown with Warning” will be made.
- Repeat announcement several times. Be direct. Code words lead to confusion.
- Bring people inside.
- Lock exterior doors.
- Clear hallways, restrooms and other rooms that cannot be secured.
- Pull shades. Keep students away from windows.
- Control all movement. Move only on the announcement of the “All Clear.”
- Building administrator will announce “All Clear.”

C. Lockdown with intruder procedures (these actions happen rapidly):

- Building administrator/Security Officer will order and announce “lockdown with intruder” procedures.
- Repeat announcement several times. Be direct. Code words lead to confusion.
- Immediately direct all students, staff and visitors into nearest classroom or secured space.
- Classes that are outside of the building SHOULD NOT enter the building.
- Move outside classes to primary evacuation site.
- Lock classroom doors.
- DO NOT lock exterior doors.
- Move people away from windows and doors. Turn off lights.
- DO NOT respond to anyone at the door until “All Clear” is announced.
- Keep out of sight.
- Using all appropriate and available communication modes, an “All Clear” announcement will be made.

*Some other threats may override lockdown, i.e., confirmed fire, intruder in classroom, etc.
Consider making an action plan for people in large common areas, i.e. cafeteria, gymnasium.*

Lockdown may be initiated in non-threatening circumstances to keep people away from areas where there may be a medical emergency or disturbances.

MEDICAL EMERGENCIES

ALWAYS REMEMBER: **"KEEP CALM"**
 "SURVEY THE SCENE FOR SAFETY"
 "USE UNIVERSAL PRECAUTIONS"

UNIVERSAL PRECAUTIONS IS THE TREATMENT OF ALL BLOOD AND BODY FLUIDS AS IF THEY WERE INFECTED WITH A BLOODBORNE DISEASE.

1. Wear latex or vinyl gloves.
2. After giving care, do not touch your mouth, nose or eyes, or eat or drink until you have thoroughly washed your hands.

FIRST AID GUIDELINES

<p>PROCEDURES FOR MEDICAL EMERGENCY</p>	<ol style="list-style-type: none">1. Do a primary survey of the scene and person. Look for a medical alert bracelet or necklace.2. Check airway, breathing, and circulation — ABCs. Begin CPR if indicated and only if trained.3. Check for bleeding, start first aid.4. DO NOT leave injured person unattended.5. Determine the need for immediate medical attention and CALL 911.6. DO NOT move the injured person. Always suspect head/neck trauma.7. Keep person warm. Cover with a blanket.8. DO NOT give liquids to an unconscious person.9. Be supportive.10. Keep crowd away and have others help.
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(Continued)

MEDICAL EMERGENCIES

(Continued)

Urgent Care Directions

Look for a "Medical Alert" bracelet or necklace which will contain specific information pertaining to the individual.

A. Emergency Care for Serious Accident and/or Illness:

1. Render immediate first aid care.
2. Do not move a seriously injured person unless it is necessary for safety reasons.
3. Call for medical assistance if needed — dial 911.
4. Notify emergency contact person in personnel file, if possible.

B. Bleeding:

1. Gently blot the wound to inspect for debris. If bleeding is severe, apply pressure on the wound. Apply a dry cold pack to the area around the wound.
2. Continue pressure until bleeding stops. Elevate wound above level of heart to help reduce bleeding. Treat for shock.

C. Cessation of Breathing / Choking Incidents:

If victim can cough, speak and breathe, do not interfere. If the victim cannot speak or cough, uses the distress signal, or appears blue from poor air exchange, proceed with the following:

1. Stand behind victim with one foot beside the victim to support him/her.
2. Wrap your arms around victim's waist.
3. Make a fist, place the thumb side of your fist against the victim's abdomen, slightly above the navel and below the xiphoid (breastbone).
4. Grasp your fist with the other hand. Press your fist into the victim's abdomen, with a quick inward and upward thrust.
5. Repeat this action until the obstruction is cleared or victim becomes unconscious. If victim becomes unconscious, continue to attempt to clear airway with abdominal thrusts. Call 911 if necessary.
6. Once the airway is open, if the unconscious patient is not breathing, CPR may need to be given by trained personnel only.

D. Convulsions / Epileptic Seizures:

1. Protect victim from injury but do not restrain. Support and protect the patient's head, being careful not to be hit or kicked. Following the seizure or if the patient vomits, turn their entire body onto their side. Do not force a blunt object between the victim's teeth. Do not give fluids. If breathing stops, give CPR if trained.
2. Try to time how long the seizure lasts.
3. Call 911.

(Continued)

MEDICAL EMERGENCIES

(Continued)

E. Eye Injuries:

Chemical Burns:

1. Flush the eye with a gentle stream of lukewarm water while holding the eye open. If only one eye is affected, turn the head so the injured eye is down. If both eyes are affected, tilt the head back and pour water onto the bridge of the nose. Flushing should continue at least 20 minutes. For acid/alkali burns, it may be necessary to remove jewelry and clothing which may be contaminated by the runoff. Ears may also become contaminated.

Penetrating Injuries of the Eye:

1. Do not remove the object or wash the eye. Cover both eyes loosely. Stabilize the object. Keep the victim quiet on his/her back.
2. Call 911.

F. (Suspected) Neck or Spinal Cord Injury:

1. Maintain open airway.
2. Do not move victim.
3. Do not transport victim.
4. Call 911.

G. Poisoning / Food Poisoning:

1. Dilute poison by giving one or two glasses of water. Call the Poison Control Center or dial 911.

Food Poisoning:

1. Administer first aid, using trained personnel in building.
2. Call 911 or make appropriate medical referral.
3. Building staff should follow directives of medical authorities.

H. Shock:

Watch for cold, clammy skin, a pale, bluish face, profuse sweating; or a weak or rapid pulse.

1. Have person lie down.
2. Maintain body temperature.
3. Cover only enough to keep victim from losing body heat.
4. Reassure and calm the victim.

Post Incident Follow-up Procedures After a Traumatic Event or Critical Incident

A. Definition:

A traumatic event or critical incident is any situation causing unusually strong emotional reactions, which have the potential to interfere with a person's ability to function during or after the event.

Examples of critical incidents include:

- Suicide of a student, school employee, or other significant person.
- Injury to or death of a child.
- Mass-casualty incident/accident or any accidental death.
- Natural disaster causing death and/or serious injury.

Any time there is a prolonged event and/or intense media interest, the impact of a critical incident is increased.

B. What is Critical Incident Stress Management?

CISM is a comprehensive service designed to assist those who have experienced unusual stress.

CISM is interested in promoting a helpful response throughout the entire range of a crisis experience including: the pre-crisis, acute crisis and post-crisis phases. Within the CISM program are seven core functions of response including Critical Incident Stress Debriefing (CISD) which is a group intervention used within 24-72 hours after a major stressful event.

C. The Seven Types of Interventions or Core Functions of CISM Include:

- Pre-incident education workshops.
- On-scene support.
- Defusing and demobilization (short debriefings for small and large-scale events).
- Critical incident stress debriefings.
- Mental health referrals.
- Informal discussions.
- Specialty debriefings.

A **debriefing** is a group meeting or discussion about a distressing critical incident. Based upon the core principles of education and crisis intervention, the critical incident stress debriefing is designed to mitigate the impact of a psychologically traumatic event (a critical incident) and to assist personnel in recovering as quickly as possible from the stress associated with the event. The formal critical incident stress debriefing is a structured group meeting using a seven-stage intervention process.

A debriefing is provided by a specially trained team that includes at least one mental health professional and at least one peer support person. The peer support person could be a student, school employee, or local community leader such as a minister.

Defusing is a shortened version of the debriefing. Defusings take place immediately or relatively soon after the critical incident is finished and typically last less than one hour. The leader of a defusing may be a peer support person or one of the mental health support staff. Defusings are designed to either eliminate the need to provide a formal debriefing or to enhance the debriefing if it is still necessary to provide one.

Post Incident Follow-up Procedures

After a Traumatic Event or Critical Incident

(Continued)

D. Steps:

1. Following the incident, the Dean of Student Life and Student Success is informed of the possible need for a Critical Incident Stress Management session by any staff or school employee with knowledge of the event or incident.
2. Information regarding the incident is given to the Student Support and Outreach Office.
3. The Student Support and Outreach Office evaluates the need for CISM service.
4. If a CISM session is needed, a CISM team is designated and a time/location set. The CISM team could be from IWCC or from local community groups trained in CISM, depending on the size of the group needing an intervention.
5. A CISM session is conducted at the designated location and time.
6. A written evaluation will be completed after the CISM session with recommendations for follow up services.

SEVERE WEATHER

A. Severe Thunderstorms:

1. Awareness — Severe Thunderstorm Watch
 - a. A severe thunderstorm watch is when weather conditions are favorable for the formation of severe thunderstorms including high winds, hail, heavy rain, lightning and tornadoes.

B. Tornadoes:

1. Awareness — Tornado Watch
 - a. A tornado watch is when weather conditions are favorable for a tornado to occur. No tornado has been sighted.
 - b. Continue with normal activities. The office should tune in to a local radio station to hear weather announcements.
2. Action — Tornado Warning
 - a. A 5-minute steady blast on the civil defense siren would indicate severe weather and that all persons should seek cover.
 - b. The best areas to take cover in are smaller interior rooms with block walls. All persons should proceed immediately to the designated SEVERE WEATHER SHELTER area. Stay away from windows.

SEVERE WEATHER SHELTER AREAS:

ALL INTERIOR RESTROOMS.

ALL INTERIOR STAIR WELLS.

ALL INTERIOR ROOMS WITH BLOCK WALLS AND NO WINDOWS
ARE CONSIDERED A SEVERE WEATHER SHELTER AREA.

- c. Designated evacuation areas should be posted so that instruction books do not have to be consulted in the event of a tornado emergency.
- d. If possible, persons should sit on the floor with head between knees and cover face and eyes with hands.

C. Blizzards & Winter Storms:

1. Awareness
 - a. The approaching winter storm or blizzard conditions will be announced by radio or by TV.
2. Action
 - a. Executive team members will make the decision on whether or not an early dismissal of employees will occur.
 - b. At time of dismissal, employees should be advised to:
 - Go directly home.
 - Dress properly for the weather.
 - Be aware of low visibility and that it may be difficult to see or be seen.

STUDENT DEATH

A. Notification Protocol

1. Initial Notification: Any one of a number of individuals may receive initial information regarding a student death.
 - a. On-Campus Death: Generally when such incidents occur in student housing, the information may be received by a Resident Assistant, Residence Life Coordinator, or the Director of Residence Life.
 - b. Off-Campus Death: Initial information is generally received from a law enforcement officer or family member.

B. Death of Student Incident Response

1. In the event of a student death, the staff person receiving initial notification (if not Campus Safety and Security) shall notify Campus Safety and Security immediately. If the student is an on-campus resident, Residence Life staff should also receive initial notification.
2. Campus Safety and Security will notify local law enforcement if they have not already been notified.
3. Campus Safety and Security and/or the Director of Resident Life will notify the Dean of Student Life and Student Success who will notify the Vice President of Student Services.
4. The Vice President of Student Services assumes responsibility for contacting parents or other emergency contacts.
5. The Vice President will also notify other members of the President's Cabinet.
6. The Dean of Student Life and Student Success, in consultation with Campus Safety and Security, Residence Life, and Student Assistance staff, shall assess impact populations (i.e. roommates, other residents, academic departments, athletic teams, clubs, or other groups of individuals who may be affected by the incident).
7. The Dean of Student Life and Student Success or designee shall initiate Crisis Counseling Services as needed to work with affected populations.
8. The Dean of Student Life and Student Success will initiate the "Death of Student" procedures as outlined on the "In the Event of Student Death" form found in the Appendix. When notification is received of the death of a student, family contact or notification will be made by the appropriate person (to be determined by the Crisis Team).

C. See "In the Event of Student Death" form in the Appendix

THREAT MANAGEMENT PROCESS

A. Definition

When members of the campus community become aware of a potential threat to the safety of students, staff, visitor, or property of the college, a report of the potential threat should be made to the Crisis Management Team chairperson or Campus Safety and Security. The report should be made using the college's Incident Report Form found in the appendix or online at URL.

B. Procedures

Once the initial report is made, the following steps will occur:

1. Member of IWCC community identifies potential risk.
2. Notification of Campus Safety and Security and Crisis Management Team.
3. CMT - Gather Information (Incident Report Form/Student of Concern Form).
4. CMT - Determine threat risk.
5. CMT - Develop threat management plan.
6. CMT - Implement plan.
7. CMT - Gather information.
8. CMT - Evaluate process.

THREATENING BEHAVIOR

A. Definition

A threat can be implicit or explicit. Both should be reported so that a threat assessment can be conducted. Examples of threatening behavior are:

- Intimidating or harassing another person through words and/or actions.
- Threats of/or actual physical violence.
- Threatening gestures or yelling/screaming.

B. Procedures

If the individual believes that the behavior is imminently threatening or causes an immediate concern for the safety of the campus community, call 911 and then Campus Safety and Security.

In instances where the threat of danger is not believed to be imminent, a threat assessment should be completed. To begin this process, the reporting party should complete an Incident Report Form and submit it to Campus Safety and Security or the Coordinator of the Crisis Management Team.

UTILITY EMERGENCIES

A. Gas Line Break — TOP PRIORITY

1. Clear the immediate area (evacuate building if deemed necessary).
2. Call Fire Department if necessary – dial 911.
3. Call gas company.
4. Notify maintenance personnel.

B. Electric Power Failure

1. Call electric company.
2. Notify maintenance personnel.

C. Water Main Break

1. Shut off water.
2. Notify maintenance personnel.

D. Sudden Damage to Facility

1. If dangerous, evacuate occupants to a shelter area.
2. Call 911.
3. Notify maintenance personnel.

VANDALISM / BURGLARY

- A. When an act of vandalism or a break-in has been discovered, the following plans should be followed:
 - 1. Do not enter the building; go to the nearest phone and call Security.
 - 2. If you have entered the building and you find there has been a break-in, do not touch anything. Leave everything alone and call the police and wait for them to give you the orders to clean up or to make repairs.
- B. Security should secure the building after the police or sheriff's office has completed their preliminary investigation. If necessary, security will contact FBG to complete the cleanup and repair the damage. The supervisor of the areas vandalized - should compile an inventory of damaged or stolen items. Additional information relative to damage or loss must be reported to the Business Office.
- C. File Vandalism/Break-In Report with the Vice President of Finance and Operations.

Appendix

Student: _____
ID: _____
Home Address: _____

Campus Address: _____
Date of Death: _____

Funeral Arrangements

Location: _____

Date: _____
Time: _____

**TO BE COMPLETED
IN THE EVENT OF A STUDENT DEATH**

Communicate the circumstances to the following:

(Probably done best by sending out an e-mail to the people identified below.)

- ___ President
- ___ Vice President of Academic Affairs
- ___ Vice President of Finance and Operations
- ___ Vice President of Marketing and Public Relations
- ___ Vice President of Student Services
- ___ Director of Accounting
- ___ Director of Financial Aid
- ___ Director of Housing
- ___ Registrar
- ___ Student Activities Coordinator

V.P. of Marketing & Public Relations:

- ___ Immediate meeting with V.P. of Marketing and Public Relations to craft the necessary statements to the press.

V.P. of Academic Affairs:

- ___ Communicate with faculty regarding the student's death.

V.P. of Student Services:

- ___ Craft letter to family. Include any refunds and offer assistance with paperwork to absolve Financial Aid debt.
- ___ Have letter signed by the President.
- ___ Contact family to determine funeral arrangements. (If some other faculty or staff member already has a relationship with the family, it may be best to request that this person make the family contact.)

Registrar:

- ___ Mark student's transcript and records as deceased.
- ___ Cancel any further communication to the student.
- ___ Zero balance student account/marked deceased.

Housing:

- ___ Secure student's room and possessions. (Inventory any expensive items: computer, television, etc.)
- ___ Take photograph of room or apartment.
- ___ Move roommate, if appropriate.
- ___ Communicate the death of the student to others in housing, as appropriate.
- ___ Call Hugh Irwin, as needed, for counseling to other students in housing.
- ___ Communicate any refunds due the student to the business office.
- ___ Request deposit be returned to parents.
- ___ Assist family when they come to pack up the student's belongings. Provide boxes and moving assistance.
- ___ Request the return of keys, if possible.

IN THE EVENT OF A STUDENT DEATH
(Continued)

Business Office:

- Cut check for any balance due (housing will provide information, as appropriate).
 Retain check to be included in letter to student's family. *(To be included in President's letter.)*
- Cancel any further communication to the student.
- Flag student's account as deceased.

Financial Aid:

- Mark student files as deceased.
- Communicate with appropriate federal agencies. (Calculate any refunds, etc.)
- Communicate with lenders.

Foundation:

- Mark student alumni records as deceased and block any further communication being sent to the student.
- Work with family or department, as appropriate, if a memorial has been requested to the scholarship fund.

Academic Support and Student Support and Outreach Office:

- Provide counseling support to other students, staff and faculty, as needed.
- Communicate with faculty and housing regarding availability of support for students and staff.
- Provide literature on grief and recovery.
- Depending on the circumstances of the death, provide individual and group counseling.
- Contact outside grief or crisis team members, as needed.

Student Senate:

- Send card and flowers to family of student.

Completion Date: _____

**Iowa Western Community College
Incident Documentation**

Date: _____ Time: _____ Location: _____

Individual(s) involved in incident:

1. Name: _____ Room/Apt: _____
2. Name: _____ Room/Apt: _____
3. Name: _____ Room/Apt: _____
4. Name: _____ Room/Apt: _____
-

Describe Incident (Use back if needed): _____

Witness(es) to the incident: _____

Was/were the individual(s) cooperative? Yes No

Were Local Law enforcement officers called for this incident? Yes No

(If yes, please list which law enforcement agency and the officer's name, if possible.)

- _____
1. _____ Date: _____
2. _____ Date: _____
-

For Office Use Only

Date Received by Security or Administration: _____

Staff Comments: _____

Please return this form to IWCC Campus Safety and Security:
2700 College Road, Council Bluffs, IA 51503 or security@iwcc.edu

SELF-HARM REPORT FORM

Student Name: _____ IWCC Student ID#: _____

Local Address: _____

Local Phone Number: _____ Alternate Phone Number: _____

Staff Member Completing This Form: _____

Date of Incident: _____ Time: _____ a.m. / p.m.

Brief Description of Incident (Attach Incident Report if necessary):

- The incident has been reviewed and discussed with the student.
- Referral to the Student Support and Outreach Office for a minimum of two assessment sessions. The First appointment must be made within three (3) business days.
- Referral to outside Counseling Resources. (List specific resources referred.)

-
- The student has been informed that any further action of self-harm may jeopardize his/her status as a resident student at Iowa Western Community College.

The above items were discussed on _____ as a result of a self-harm incident.

Staff Member Signature

Student Signature

**Iowa Western Community College
Vandalism / Break-In Report**

Building: _____ Date of Report: _____

Time & Date Problem Discovered: _____

Time & Date Reported to Authorities: _____
(Use 911 only if emergency still exists.)

Time & Date Reported to Supervisor: _____

PLEASE BE AS DESCRIPTIVE AS POSSIBLE

Type of Vandalism: _____

Visible Damage: _____

Items Known to be Missing: _____

Comments: _____
