



Western Emergency Response Guide

Location (Building/Room):
Telephone Number:
Building Assembly Point:

Employees and students receive Western Alerts containing emergency information by cell phone text message, email, building annunciation, or website. If you receive an alert or want information about a WWU emergency, go to: emergency.wvu.edu. To receive alerts, log onto Web4U and update your contact information.

Guide Update: September 2015

DO NOT FILE - *Hang this guide near your door or calendar.*

Please do not remove this guide from classrooms.

Western Emergency Response Guide

Prepared by:
WWU Emergency Management Committee

And

Environmental Health and Safety and Public Safety Departments:

Part of the Business and Financial Affairs Division

For non-emergency questions or comments, contact the Environmental Health & Safety office at (360) 650-3064 or ehs@wwu.edu

Emergency Phone Numbers

NOTE: All numbers in Area Code 360

Local Police / Fire Departments	911
Local Emergency Medical Aid	911
University Police	650-3911 (Emergency) 650-3555 (Non-Emergency)
SAFE Campus (24-hr)	650-SAFE (650-7233)
Crime and Sexual Assault Services (CASAS)	650-3700 (24-hr, students)
Employee Assistance Program (EAP)	(877) 313-4455
<i>After Hours</i>	(866) 704-6364
Environmental Health & Safety	650-3064
Facilities Management (business hours only)	650-3420
Storm / Emergency Line	650-6500
Student Health Center (Non-Emergency)*	650-3400

(*Only when classes are in session. Hrs: 8:30 am-4 pm MTWF and 9:30 am-4 pm Th)

Emergency Phone Numbers

Introduction

Emergencies, disasters, accidents, injuries and crimes can occur without warning at any time. Being prepared to handle unexpected emergencies is both an individual and organizational responsibility.

This guide has been developed to assist in minimizing the negative effects from such events. Please read this guide thoroughly. Keep this guide available in your area or office for immediate reference. Write your location, phone number and building evacuation location on the front cover.

DO NOT FILE THIS DOCUMENT! Hang up in your area near a door or calendar.

Familiarize yourself with this guide and with Section 2, Emergency Procedures in the *WWU Departmental Safety Information Book*, which is located in departmental offices and on the web at the Environmental Health & Safety website. If you have questions concerning a unique situation not covered in this guide or need additional information, please contact Environmental Health and Safety (EHS) at (360) 650-3064 or University Police at (360) 650-3555.

What You Can Do Now To Prepare

- Keep a 72-hour kit or at least some emergency supplies in your office or area (medications, flashlight, comfortable shoes, bottled water, batteries, and portable radio). Keep a 72-hour comfort kit at home.
- Post this Emergency Guide in your office or area. Insure all employees are aware of its location.
- Become familiar with multiple exit routes from locations where you spend time and multiple routes home.
- Locate the nearest fire extinguisher and pull station. Request fire extinguisher training at (360) 650-3064.
- Register for cardiopulmonary resuscitation (CPR), Automated External Defibrillator (AED), and First Aid training at the WWU training website or call (360) 650-3064.

When an Accident Occurs at WWU

Accident Reporting

All University-related accidents, including work-related accidents and occupational illnesses, are to be reported immediately. **Notify** supervisory personnel as quickly as possible, preferably within 24 hours. Supervisory personnel investigate accidents and injuries occurring to persons for whom they are responsible.

The accidental injury/illness report form and reporting procedure are available from the Environmental Health and Safety office or website. Work-related fatalities or multiple hospitalizations of employees must be reported as required to the Department of Labor and Industries by the Environmental Health and Safety (EHS) office within 24 hours. Call EHS at (360) 650-3064.

Workers' Compensation

The University purchases workers' compensation insurance from the Washington State Department of Labor and Industries. Coverage is provided for all paid faculty, staff, and student employees who are injured or develop a work-related illness while acting within the course and scope of their duties. Volunteers registered with the Human Resources office are also covered for medical treatment.

Liability and Property Claims

WWU participates in the Washington State Self-insurance Liability Program which provides liability insurance protection for WWU and its employees. Individuals seeking recovery of damages may file a tort claim with the State of Washington. Contact the Risk Management Office at (360) 650-3065 or the Risk Management web site for information.

Incident, Potential Hazards

University employees are expected to report unsafe conditions, equipment, practices, or assignments to their supervisor, chair, or director. Issues may be reported to the Environmental Health and Safety (EHS) office or the Central Health and Safety Committee as well.

Introduction

Medical Emergency

Emergency Medical Aid

911

Immediate Assistance (on campus)

(360) 650-3911

Student Health Center (*Non-Emergency*)

(360) 650-3400

Open when classes are in session: 8:30 am-4 pm MTWF and 9:30 am-4 pm Th

Provide first aid as your training allows. Washington State has a Good Samaritan Law. If an employee is involved in a medical emergency, whenever possible, notify the employee's supervisor.

Students may contact the WWU **Student Health Center** when school is in session. On the main campus, students may call University Police at (360) 650-3911 for transport to the Student Health Center.

In Case of Injury or Illness:

- Do not move the patient except to protect him/her from a dangerous situation.
- If the patient has been contaminated by hazardous material, tell the emergency responder the name of the material involved and the potential hazards, if known. Provide a Safety Data Sheet, if possible. See also information for chemical spill under *Hazardous Materials Incident*.
- Call University Police at (360) 650-3911. If you are off campus, call 911.
- Provide assistance as your training allows.
- Keep the patient calm.
- Stay with the patient until assistance arrives.

If patient is not breathing, use AED and provide CPR:

- **Call 911.**
 - Open airway using chin lift, head tilt technique.
 - Look, listen, feel for breathing (no more than 10 sec).
 - If breathing, protect airway and continue assessment.
- **If the Patient Is Not Breathing, Perform CPR.**
 - Provide continuous cycles of 30 compressions and 2 ventilations until another provider or paramedic takes over.
- **When AED arrives, use without delay:**
- **Turn on Power.**
 - Place the AED near the head of the patient.
 - Follow the verbal instructions from AED unit.
- **Attach AED to Patient.**
 - Bare the patient's chest, prepare areas for the pads, and place the pads on the chest.
 - Do not move the patient during analysis by the AED.
- **If Indicated by the AED, deliver a shock.**
 - Clear yourself and others from the patient.
 - Push the shock button.
- **Perform CPR.**
 - Stop only if the AED instructs you to do so, the patient moves, or another provider takes over.

In Case of Choking:

- **Confirm Choking:**
 - a. Ask, "Are you choking?"
 - b. If the patient can speak or cough forcefully, they are not choking and do not require abdominal or chest thrusts.
- **Position Yourself:**
 - a. Get behind the patient.
 - b. Put your arms around the patient's waist.
 - c. Put your fists above the patient's navel and below the ribs.
- **Perform Abdominal Thrusts:**
 - a. Quickly thrust inward and upward.
 - b. Repeat until the airway is cleared.
 - c. If the patient is pregnant or obese, use chest thrusts instead. Put arms around patient's chest. Thrust inward.
- **If the Patient Becomes Unresponsive:**
 - a. Lower the person to the ground, call 911.
 - b. Perform CPR. Inspect the mouth for foreign material when attempting ventilations.

AED Locations

As of June, 2015

MOBILE

- Three University Police Cars (Call (360) 650-3911)
 - Police officers are trained in their use
- Three for Athletic Trainers
- Shannon Point Marine Center, Boat

IN FACILITIES - Most are Medtronic Lifepak 1000's

- Academic Instructional Center East, North Main Entrance
- Administrative Services Building, 2nd floor near Room 210
- Arntzen Hall, Main Entrance next to AH106
- Campus Services Facility, Student Health Center, Room 231
- Carver Gym, Main Hallway
- Carver Gym, Athletic Training Office, Room 120
- Communications, Main West Entrance
- Engineering Technology, North Entrance
- Fairhaven, Main Dining Entrance
- Haggard Hall, Hallway Facing East Entrance on 1st floor
- Humanities, North Main Entrance
- Miller Hall, Southeast Entrance

- Old Main, Main West Entrance
- Parks Hall, Ground Floor Entrance adjacent to restrooms
- Performing Arts Center, Main Lobby
- Physical Plant Building, Room 238 – in the hallway adjacent to Room 213, Electric Shop
- Ridgeway Commons, Dining Entrance
- Shannon Point Marine Center, Breezeway between lobby and library
- SMATE, South Main Entrance
- Viking Commons, Dining Entrance
- Viking Union, Administrative Office, Room 535
- Wade King Student Recreation Center, Main stairwell at second floor by Equipment Desk
- Wilson Library, North End of Skybridge by the Book Return

Building Evacuation & Disaster Meeting Locations

Building Evacuation

Read the Building Evacuation Plan posted in classrooms or information in your *WWU Departmental Safety Information Book* located in departmental offices.

- Evacuate the building immediately.
 - If others do not respond to the alarm or do not know of the evacuation, inform them of the need to evacuate immediately.
 - When evacuating, do not delay to gather belongings, etc. from the building. Only take immediately available items (coats, books, wallets) with you as time allows.
 - Use stairways.
- Never use elevators
- When outside, stay a safe distance from the building (100') and out of the way of emergency personnel. Go to the building evacuation location (identified on the cover of this guide).
- Seek out Building Coordinator (red vest) to provide any information on persons remaining in the building or other info.
- Remain away from the building unless you are told to re-enter or receive other directions from the fire department, University Police, Building Coordinator (red vest), or Floor Warden (orange vest).
- Stay with classmates, fellow University employees, etc., so that a head count may be taken.

Persons with Disabilities

Persons with disabilities are encouraged to review the *Emergency Evacuation Guidelines for Persons with Disabilities*. This document may be found on the Environmental Health and Safety website and contains information on the following options for persons with disabilities:

- **Evacuate** to the outside or to another building
- **Go to a designated area:** Evacuate to the inside of a contained stairwell
- **Stay in place:** Remain in the room. Call University Police at (360) 650-3911 or 911

Actions If Trapped

- Call University Police at (360) 650-3911 or 911. Report your location and situation.
- Go to a window if available, and signal emergency personnel by waving, or by hanging a large sign in the window.
- If smoke is present, stay low, cover your face with a wet cloth and place fabric around door cracks to keep smoke out.

Major Disaster Assembly Locations

Go to one of three major disaster assembly areas for information and assistance in case of a major disaster affecting multiple buildings:

Old Main Lawn

South Campus Oval at Communications Facility

Field near tennis courts below the Campus Services Building

Building Evacuation & Disaster Assembly Locations

Fire

Call University Police at (360) 650-3911 or 911

Fire or Explosion

- Notify persons in the area.
- Evacuate the room, area, or building.
- Pull the nearest fire alarm.
- Confine the fire if possible to slow the spread.
- Use a fire extinguisher, if trained.
- Close doors and windows, if possible.
- Assemble in a safe place, 100' from the building, and choose one person to meet and inform the Building Coordinator (red vest).

Clothing Fire

- Drop to the floor.
- Roll the victim to extinguish flames. Use a blanket, if available.
- Cool the patient with water. Go to an emergency shower if close by.

Burns

- Remove smoldering clothing or hot material. Use care to avoid removing attached skin.
- Cool the burned area with cold water.






Do not re-enter the building until the all-clear is given. The fire alarm may be silenced for first responders to work, but does not mean it is safe to re-enter.

Only attempt to fight a fire if:

- The fire is confined to a small area, such as a wastebasket,
- You can keep an exit to your back
- Be sure that your extinguisher is the proper size and type for the fire and you know how to use it. Follow these steps for using an extinguisher:

P	Pull the pin. Some extinguishers require releasing a lock latch, pressing a puncture lever or taking another first step.
A	Aim low. Point the extinguisher nozzle (or its horn or hose) at the base of the fire
S	Squeeze the trigger or handle while holding the extinguisher upright. This releases the extinguishing agent.
S	Sweep the extinguisher from side to side. Keep the extinguisher aimed at the base of the fire and sweep back and forth covering the area of the fire with the extinguishing agent until it appears to be out. Watch the fire area. If the fire breaks out again, repeat the process.

Classification of Portable Fire Extinguishers

Class of Fire	Fuel	Extinguishing Agent
Class A fires 	Ordinary combustibles: wood, paper, cloth, rubber, some plastics	Water Multipurpose dry chemical Aqueous fire foam (AFFF) Halon-replacement
Class B fires 	Flammable and combustible liquids Pressurized gases and liquids	Multipurpose dry chemical Carbon dioxide Aqueous fire forming foam Halon-replacement
Class C fires 	Energized electrical equipment (shock hazard may be present)	Carbon dioxide Multipurpose dry chemical Halon-replacement
Class D fires 	Combustible metals	Dry powder
	Grease <i>Used only in Commercial Kitchens</i>	Potassium-based liquid

Fire

Earthquake

At first indication of ground shaking: DROP COVER HOLD

- Stay where you are.
- Protect yourself: **Drop** to the floor. **Cover** yourself under or next to any available furniture, as possible. **Hold** on to your shelter.
- Be aware of items that might fall. Move away from windows and heavy objects.
- Don't enter or exit a building during shaking due to danger from falling debris.

Inside

- Place your head between or near your knees to protect your face from falling glass or objects.
- Crouch under a table or desk away from the windows and hold on.
- Physically locate yourself in the innermost corner of the room and away from windows.
- Avoid bracing yourself in an inner doorway because of possible injury from the moving door.
- **Don't use elevators during an earthquake.**

Outside

- Move far away from buildings to avoid being struck with broken glass or debris.
- Stay away from utility poles, power lines, and trees.

In a Vehicle

- Drive away from underpasses and overpasses. Avoid stopping close to buildings and utility wires as possible.
- Stay in the vehicle until the shaking stops.
- When shaking stops, proceed cautiously. Avoid bridges and elevated structures.

In a Classroom or Laboratory

- Turn off gas burners. Extinguish open flames. Beware of hazardous chemicals.
- Faculty members are to remain in control of their classes. Keep students inside until the shaking has stopped unless an identified hazard such as fire or toxic fumes exist.

In an Auditorium

- Crouch in the aisles of the auditorium or large lecture hall. Cover your head and neck.
- Stay calm, and urge others to stay calm.

After an Earthquake:

- After a large earthquake, information and assistance will be provided at the Major Disaster Assembly Areas (refer to Disaster Assembly Locations section).
- Recognize that the electricity and lights are probably out.
- Don't move a seriously injured person unless he or she is in danger of further injury.
- Be prepared for additional, likely milder earthquake shocks as they may cause additional damage.
- Don't use a telephone except for a true emergency.
- Tune the radio to KGMI 790 AM or other local stations broadcasting emergency information.
- Check for fire and fire hazards. Don't use candles around natural gas breaks.
- Report gas, water, and sewer breaks to Facilities Management (360-650-3420) or University Police (360-650-3911).
- Don't use any elevator unless it has been checked.
- Wear shoes to avoid injury from broken glass.
- Don't eat or drink from open containers because they may contain broken glass.
- Don't drink from taps unless you have been told the lines are safe.
- Don't flush toilets unless Facilities Management (360-650-3420) or University Police (360-650-3911) has told you that sewage lines are intact.
- Watch for downed power lines.
- University Police and the University Emergency Response Team will direct response to an earthquake.
- Keep the streets clear for emergency vehicles. Do not use your vehicle unless there is an emergency.

Tsunami/Volcano

Tsunami

While the main campus is not in immediate danger from tsunami, some satellite locations are close to the water. In addition, members of the Western community may be near the shore as part of University-related activities.

Tsunami Watch

- Listen to your radio, National Oceanic and Atmospheric Administration (NOAA) weather radio*, or TV for updates on the watch.
- Know your safest evacuation route to higher ground well in advance.

Tsunami Warning

- Move to higher ground or inland. If no higher ground is near, go to upper levels of reinforced buildings.
- Continue to monitor your local radio or NOAA weather radio* (see below) for further information and instructions.
- Wait for the "All Clear" from authorities before you return anywhere.

City Meeting Location for Assistance

In Bellingham, meet at Whatcom Middle School, 810 Halleck Street.



Coastal Evacuation Signs

Tsunami evacuation routes were developed to help coastal residents and visitors find safer locations in case of an earthquake and tsunami. Evacuation signs have been placed along coastal roadways to indicate the direction inland or to higher ground.

In some places, there may be more than one direction available to reach safer areas. These routes may be marked with several signs showing additional options for evacuation. You should know the evacuation routes for your area.

*NOAA Weather Radio (NWR) requires a special radio receiver or scanner capable of picking up the signal. Broadcasts are found in the VHF public service band at seven VHF frequencies from 162.400MHz to 162.550 MHz. NWR can be heard online at <http://www.weather.gov/nwr/> (click **Streaming Audio**).

Volcano and Falling Ash

Listen to your radio for information.

- If you have asthma or another respiratory condition - or have a child with asthma - pay attention to symptoms such as wheezing and coughing, or more severe symptoms such as chest pain or tightness, shortness of breath and severe fatigue.
 - Stay indoors and follow your asthma management plan.
 - Contact your doctor if you have trouble breathing.
- Wear goggles to protect your eyes. If you wear contact lenses, protect your eyes by wearing glasses or protective goggles or by removing your contacts.
- Wear a long-sleeved shirt and pants to protect your skin.
- Use a dust-mask or hold a damp or wet cloth or handkerchief over your face to help breathing.
- If you find ash in your drinking water, use an alternate source of drinking water such as purchased bottled water.
- Stay indoors until the ash has settled unless there is a danger of the roof collapsing.
- Close doors, windows, and all ventilation in the house (chimney vents, furnaces, air conditioners, fans, and other vents).
- Clear roofs and rain gutters of ashfall. Ashfall is very heavy and can cause buildings to collapse. Use extreme caution when working on a roof.
- Avoid running vehicle engines. Driving can stir up volcanic ash that can clog engines, damage moving parts, and stall vehicles.
- If you must drive, keep speed down to 35 MPH or slower. Be prepared to change oil, oil filter and air filters frequently (every 50 to 100 miles in heavy dust and every 500 to 1,000 miles in light dust).
- As much as possible, keep ash out of buildings, machinery, air and water supplies, downspouts, storm drains, etc.
- Protect dust-sensitive electronics.

Weather Emergency

During Severe Weather

- Listen to your National Oceanic and Atmospheric Administration (NOAA) weather radio* for emergency information.
- Check the WWU-Storm Line/Emergency Hot Line at (360) 650-6500 for University-related information.
- Be aware of University policies for inclement weather and suspended operations.

Ice, Snow and Cold

- Wear several layers of loose-fitting light weight clothing and sturdy boots with good tread.

Severe Thunderstorms & Microbursts (Very high winds in a limited area)

Indoors

- Stay indoors, and do not exit the building or use elevators.
- Stay away from all windows and large glass objects.
- Interior stairwells are usually good places to take shelter, and if not crowded, will allow you to get to a lower level quickly. Crouch down and cover your head.
- Avoid being underneath heavier objects such as lights, wall hangings and other items which may fall.
- Remain inside until the storm has passed or you are cleared to leave.
- Do not use matches or lighters, in case of leaking natural gas pipes or fuel tanks nearby.
- Help direct people with special needs to a safe place, as necessary.
- If instructed to evacuate, see the Building Evacuation section of this guide.

Outdoors

- Move away from trees, buildings, walls and power lines.
- 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.
- University Police will provide instruction for immediate actions as needed.

Lightning

- Seek protective shelter immediately.
- If outdoors, do not stand underneath tall isolated objects. Seek shelter in a low area under a thick growth of small trees. In open areas, seek a low spot such as a ravine or valley.
- Get off or away from open water. Keep away from metal equipment or small metal vehicles such as 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 15 to 20 feet apart.
- Lightning may strike some miles from the parent cloud. If you feel your hair stand on end, lightning may be about to strike. Drop to a low crouching position with your feet together. Get onto the balls of your feet as possible to minimize ground contact. Put your hands over your ears to minimize acoustic shock from thunder and place your head between your knees. **Do not lie flat on the ground.**

Flooding

- Listen to NOAA weather radio*, local radio or television stations for information.
- Be aware of streams, drainage channels and areas known to flood suddenly.
- If local authorities issue a flood watch (possibility of widespread flooding) or warning (unusually severe ponding of water), prepare to evacuate.
- Evacuate to higher ground immediately.
- Do **not** attempt to drive over flooded roads. The depth of water is not always obvious. The road bed may be washed out under the water, and you could be stranded or trapped.
- Follow instructions from local authorities for immediate action.
- Use extreme caution around electrical appliances or outlets near water.

*NOAA Weather Radio (also referred to as NWR) requires a special radio receiver or scanner capable of picking up the signal. Broadcasts are found in the VHF public service band at seven VHF frequencies from 162.400MHz to 162.550 MHz. NWR can be heard online at <http://www.weather.gov/nwr/> (click **Streaming Audio**).

Heat Stress, Heat Stroke & Hypothermia

Heat Stress

Heat stress is the body's response to an excessive loss of the water and salt contained in sweat. If heat stress is untreated, it may progress to heat stroke.

Warning Signs of Heat Stress include the following:

- Heavy sweating,
- Paleness,
- Muscle cramps,
- Tiredness,
- Weakness,
- Dizziness,
- Headache,
- Nausea or vomiting,
- Fainting,
- Cool or moist skin,
- Fast & weak pulse, and
- Fast and shallow breathing.

What to Do for Heat Stress:

- Provide the patient with cool, non-alcoholic beverages using small sips.
- Help the patient to rest.
- Cool the patient using whatever methods you can, for example:
 - Cool shower, bath, or sponge bath.
 - An air-conditioned environment.
 - Loosen clothing.
- **Seek medical attention immediately** if any of the following occurs:
 - Symptoms are severe.
 - The patient has heart problems or high blood pressure.

Heat Stroke

Heat stroke occurs when the body is unable to regulate its temperature. During heat stroke, the body's temperature rises, the sweating mechanism fails, and the body is unable to cool down.

Warning Signs of Heat Stroke vary but may include the following:

- An extremely high body temperature (above 103 °F),
- Red, hot, and dry skin (no sweating),
- Throbbing headache,
- Dizziness,
- Nausea,
- Confusion, and
- Unconsciousness.

What to Do for Heat Stroke:

- Get medical assistance as soon as possible.
- Call 911 for Medical Aid and University Police at (360) 650-3911.
- Get the patient to an air-conditioned or shady area.
- Cool the patient rapidly using whatever methods you can:
 - Immerse the patient in a tub of cool water.
 - Place the person in a cool shower.
 - Spray the patient with cool water from a garden hose.
 - Sponge the person with cool water.
 - If the humidity is low, wrap the patient in a cool, wet sheet and fan him or her vigorously.
 - Apply cold packs to armpits, groin, neck and back.
- If possible, monitor body temperature, and continue cooling efforts until the body temperature drops to 100 °F or less (down to 98.6 °F).
- Do not give the patient fluids to drink

**NOTE: If patient is hot and sweating, GIVE fluids.
If patient is hot with dry skin, DO NOT give fluids.**

Hypothermia

Hypothermia is a condition brought on when the body temperature drops to less than 95°F. This condition may occur in very cold temperatures, but may also happen in milder temperatures when other factors, such as moisture or wind chill are present.

Warning Signs of Hypothermia include the following:

- Uncontrollable shivering,
- Slow speech,
- Memory lapses,
- Frequent stumbling, and
- Drowsiness and exhaustion.

What to Do for Hypothermia:

- Get medical help immediately.
- Get the person to a warmer area.
- Remove wet clothing.
- Wrap patient in dry clothes you have pre-warmed, if possible.
- If you cannot get the person to a warmer area, use body heat to help warm them.
- **Do not give** an affected person any alcohol or liquids containing caffeine. These will increase the effects of cold on their body.

Frostbite

Frostbite is damage to body tissue caused by extreme cold.

Warning Signs of Frostbite include the following:

- White or pale appearances in fingers, toes, nose or ear lobes,
- Skin that feels unusually firm or waxy, and
- Numbness.

What to Do for Frostbite:

- Get medical help. Call University Police at (360) 650-3911. If you are off campus, call 911.
- If possible, immerse affected areas in warm (NOT HOT) water.
- **Do not give** a frostbite patient **any liquid containing caffeine**. Caffeine will cause the heart to beat faster and hasten the effects cold has on the body

Suspicious Packages/ Bomb Threat

Suspicious Mail

If you receive suspicious mail or discover an object that appears suspicious due to the presence of a powder or other substance:

Use the following to evaluate parcels that seem unusual. Do not touch the parcel and deny access to everyone except emergency responders.

- Unexpected international mail, air mail, and special deliveries.
- Restrictive markings such as “confidential” or “personal.”
- Excessive postage.
- Handwritten or poorly typed address.
- Incorrect titles.
- Misspellings of common words.
- Oily stains or discolorations on package, etc.
- Excessive weight, rigid, lopsided, or uneven envelopes.
- Protruding wires or tinfoil.
- Excessive tape or string.
- Visual distractions on the package.
- No return address.

If mail appears suspicious, DO THE FOLLOWING:

- Call University Police at (360) 650-3911. If you are off campus, call 911.
- Do not move or touch the parcel or object.
- Do not pass the parcel or object to others. Deny access to everyone except emergency responders.
- Turn off any fans, window air conditioners and/or small area heaters.
- Isolate the room area. Evacuate the adjoining areas.
- The individual who opened the parcel and anyone else who has come into contact with the parcel should remain isolated in an area adjacent to the original location, and wait for additional instructions from responding emergency personnel.
- The individuals who have had contact with the parcel should wash their face and hands with soap and water.
- Create a list of persons in the room where the package was received.

University Police carefully evaluate all bomb threats and provide the campus with information and specific instructions on how to respond.

Anyone receiving telephoned bomb threats should ask the caller for the exact location where the bomb has been planted or is going to be planted.

Attempt to get as much information as possible about the caller (gender, accent, etc.). Listen for background noise which may indicate the location of the caller.

- Complete the checklist below as soon as possible after receiving a bomb threat call.
- Report all bomb threats **immediately** to the University Police at (360) 650-3911.
- Police will use direct contact information in their investigation and evaluation of threat level.

Bomb Threat Checklist

Place Underneath Phones For Quick Retrieval

Date _____ Time of Call _____ Length of Call _____ Local/Long Dist _____

Call Received by _____ Phone No. _____

Record the exact wording of the threat _____

Keep Caller on the phone. Ask **WHEN** it is set to go off _____

WHERE is it _____

WHY are you doing this _____

WHO are you _____

Voice on the phone:

Man _____ Woman _____ Child _____ Age _____

Spontaneous _____ Rehearsed _____ Reading _____

Intoxicated _____ Accent _____ Speech Impediment _____

Other _____

Background Noise:

Music _____ Children _____ Airplane _____ Talk _____

Traffic _____ Typing _____ Machines _____ Other _____

Suspicious Packages/ Bomb Threat

Hazardous Material Incident

Major Chemical Spill

- Call University Police at (360) 650-3911.
- Notify persons in the area. Evacuate the room, area, or building.
- Pull the nearest fire alarm station if evacuation is required.
- Confine if possible. Close doors on the way out if possible.
- Assemble in a safe place away from spill.
- One person meets and informs emergency responders. Provide assistance as necessary.

Minor or Small Chemical Spill

- Notify persons in the immediate area. Leave the hazardous area.
- If possible, turn off ignition sources and establish or maintain exhaust ventilation.
- Close doors and windows, if possible.
- Call Environmental Health and Safety at (360) 650-3064; if no answer, call University Dispatch at (360) 650-3911.
- Follow specific instructions on the Safety Data Sheet.
- Confine and clean the spill with appropriate protective clothing and equipment.
- Dispose of waste properly. Call Environmental Health and Safety at (360) 650-3064 for information.

Chemical Splash to Skin (Read Safety Data Sheets -SDS)

- Generally, remove contaminated clothing and wash the patient with water for 10 minutes.
- Call 911 or seek medical assistance.
- Call Environmental Health and Safety at (360) 650-3064 for information.
- Call University Police at (360) 650-3911.
- Follow specific instructions on the Safety Data Sheet.
- Take **SDS** to emergency providers.

Chemical Splash to Eyes

- Immediately wash with potable (drinking quality) water for 15 minutes.
- Hold the eyelids open. Get the victim to roll eyes while irrigating.
- Call University Police at (360) 650-3911.

If a chemical release should occur which cannot be contained in a room or building, or if an off-campus chemical release occurs, University personnel may be asked by County or City Emergency Responders to “shelter in place.”

Shelter in Place Procedure

- Go indoors or remain in a building where the air is less contaminated. Stay in upper stories of buildings if possible.
- Close and lock doors and windows, as possible, to seal out contaminated air. Turn off or block all sources of outside air. Facilities Management controls building ventilation. Locally controlled ventilation includes room air conditioners and fans.
- Cover windows, doors and ventilation openings with plastic sheeting and duct tape from departmental emergency supplies. Stuff cloth or clothing (preferably wet) at the bottom of the door. If you smell contaminants in your room, cover your nose and mouth with a wet towel or cloth.
- Tune to the emergency broadcast station on your radio, for example, KGMI 790 AM. Stay inside until you are notified by local radio or television or other means that it is safe to go outside.
- When the emergency is over, go outdoors to ventilate yourself. Open all doors and windows to ventilate the area.

Act of Violence-In Progress

If shots are fired, take protective measures. Use your best judgment and follow these actions:

RUN

If you are certain you are not within range or in danger of shots fired and exiting the building is possible, the following actions are recommended:

- Have an escape route in mind. Exit the building immediately.
- Encourage others to exit the building immediately and do not allow others to enter.
- Leave belongings behind.
- Keep your hands visible.
- Follow the instructions of any police officers.
- Do not attempt to move wounded people.
- When you are safe, call University Police at (360) 650-3911. If you are off campus, call 911.

HIDE

If evacuation is not possible, the following actions are recommended:

- Get out of the shooter's view
- Go to the nearest room or office and/or hide behind something that may protect you from shots fired in your direction. Lock the door and/or barricade it with heavy furniture.
- Cover the door windows, if possible.
- Keep quiet. Silence phones and any other source of noise.
- Do **not** answer the door.
- Call University Police at (360) 650-3911. If you are off campus, call 911.

FIGHT

If you are caught in the immediate area and escape is not possible, as a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

How to respond when law enforcement arrives

- Remain calm, and follow officers' instructions
- Put down any items in your hands, raise hands and spread fingers
- Avoid pointing, screaming, yelling, and/or making quick movements
- Do not stop to ask officers for help or direction, proceed in the direction from which officers came

The first officers to arrive will not stop to help injured persons. Teams will come later to treat any injured persons. Once you have reached a safe location or assembly point, you may be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave the area until law enforcement authorities instruct you to do so.

Act of Violence-In Progress

Assault, Civil Disturbance, or Threat of Violence

Stalking

- Call University Police at (360) 650-3911. If you are off campus, call 911.
- Seek the safety of others.
- Do not confront the alleged stalker.
- Take note of physical characteristics and other identifiers that you can report to the Police.

Assault

- Call University Police at (360) 650-3911. If you are off campus, call 911.
- For student sexual assault assistance call **Crime and Sexual Assault Services (CASAS)** at 650-3700 (24-hour line).
- Employees may also call the free, confidential Employee Assistance Program (877-313-4455 or for after hours 866-704-6364)
- Remain with the victim until emergency assistance arrives, provided it is safe to do so.

Relationship Violence

- If there is a medical emergency or immediate threat, call University Police at (360) 650-3911. If you are off campus, call 911.
- Find support at CASAS at (360) 650-3700 (24-hour line)
- Employees may also call the free, confidential Employee Assistance Program (877-313-4455 or for after hours 866-704-6364)

Civil Disturbance

Civil disturbance includes riots, violent demonstrations, crimes in progress and assemblies that have become significantly disruptive.

- Call University Police at (360) 650-3911. If you are off campus, call 911.
- Avoid provoking or obstructing demonstrators.
- Secure your area (lock doors, safes, files, vital records and expensive equipment).
- Continue with normal operations to the extent possible.
- If the disturbance is outside, stay inside away from doors and windows.
- Prepare for evacuation or relocation.

Threat of Violence on Campus

• **Imminent Violence**

Call University Police at (360) 650-3911. If you are off campus, call 911.

• **Employees**

If you are concerned that a situation in your workplace involving an employee might lead to violence, call Human Resources at (360) 650-3774.

• **Students**

If you are concerned about a situation involving a student that is disturbing or might lead to violence, call Western's Dean of Students at (360) 650-3450 or the office of Student Life at (360) 650-3706.

Hostage Situation

- If you are not involved, immediately evacuate the building where the incident is occurring.
- If you are involved, follow the same procedures as for a **Shooting Incident**.
- If it is safe to do so, call University Police at (360) 650-3911. If you are off campus, call 911. Inform the dispatcher of the situation with as much information as is available.

Criminal Activity

If you observe a crime in progress or behavior that you suspect is criminal, immediately notify University Police at (360) 650-3911. If you are off campus, call 911. Report as much information as possible, including:

- What the person(s) is/are doing.
- Where it is happening.
- Physical and clothing description of those involved.
- Whether there are weapons involved, and if so, what type.
- Vehicle description and license number if appropriate.
- Direction of travel when last seen.

Do not approach or attempt to apprehend the persons involved. If it is safe to do so, stay on the telephone with the police dispatcher and provide additional information until police arrive.

If you are concerned that someone may pose a safety risk to you or the campus in general, call
SAFE CAMPUS 650-SAFE (650-7233).

Assault, Civil Disturbance, or Threat of Violence

Power Outage & Utility Failure

In Case of a Power Outage

- Remain calm.
- In the event of a major, campus-wide outage, many buildings have emergency generators which power stairway lighting and other essential building components for a brief time period (usually 15 minutes).
- After 15 minutes, stairwells may be completely dark.
- Follow any instructions from University Police or Facilities Management staff.
- If evacuation is required, refer to the evacuation section of this guide and your building's evacuation plan.
- Unplug all electrical equipment, including computers, and turn off light switches before leaving.
- Avoid lighting candles or using other types of open flames for lighting.
- Laboratory personnel should secure experiments and unplug electrical equipment prior to leaving the laboratory. Chemicals should be stored in their original locations and all containers closed and sealed.
- For a major power outage that is expected to last a considerable length of time, the University's Emergency Response Team will provide coordination.
- To report a minor, localized power outage, call University Police at (360) 650-3555.

If People are Trapped in an Elevator

- Tell passengers to remain calm and that you are getting help.
- Instruct passengers to pick up the emergency phone in the elevator and provide direct information to the University Police dispatcher.
- Call University Police at (360) 650-3911.
- Stay near passengers until assistance arrives if it is safe to remain in the building.

Water Emergency

- Notify Facilities Management Work Control for water-related problems. During business hours, call (360) 650-3420. After hours, call University Police at (360) 650-3555.
- If you are involved with responding to a water emergency but have not determined the source, remember that the water could be contaminated.
- If there is standing water on the floor, there is a risk of electrical shock. Do not enter the area until you are sure the electricity has been turned off.

Phone Service

- If the phone service is not working, attempt to use the University's computer network to notify Telecommunications at telecom@wwu.edu.

Gas Leak

Natural gas is colorless and has an added odorant that smells similar to skunk odor. If gas equipment or gas piping is suspected of leaking and, in the judgment of the person or persons responsible for such materials, it presents a serious danger, the following steps should be taken:

- Immediately notify building occupants to evacuate the area using the preplanned evacuation route. This may be accomplished by pulling the building fire alarm if needed.
- Notify University Police at (360) 650-3911. Provide the following information:
 - Building name.
 - Floor number.
 - Room number.
 - Specific chemical name of the involved gas, if known.
 - Estimated volume involved, if known.
- Do not switch lights or electrical equipment on or off. Electrical arcing could possibly trigger an explosion.
- Building occupants are not to return to the building until instructed to do so by emergency responders.

Power Outage & Utility Failure

Faculty Information for Classroom

- **Familiarize yourself with your department's emergency plan** in the green *Safety Information Book* located in your department office
- **Know 2 exit routes** from the classrooms in which you are teaching
- **Keep the following materials** with you in every class:
 - Class roster.
 - Any departmental contact phone numbers needed in an emergency
- **Review emergency information** for evacuation and general emergency procedures with your students at the beginning of each quarter.

Fire Alarms

Fire alarms sound a slow whoop, a horn or a voice broadcasting an evacuation message. In most buildings, alarms include strobe lights for persons with hearing disabilities.

- **Instruct everyone to evacuate immediately.**
- Procedures that may be hazardous if left unattended should be shut down.
- Verify that everyone leaves.
- Verify that all doors are closed.
 - Closing doors significantly reduces fire and smoke damage and can save lives.
- Never use an elevator during a fire.

Building Evacuation for Persons with Disabilities

If you have a person with a known disability in your class, you should be knowledgeable about their personal response plan and who may be assisting them.

- See the Environmental Health and Safety website for the document, *Emergency Evacuation Guidelines for Persons with Disabilities*.
- There are three options for evacuation available to persons with disabilities:
 - **Evacuate** to the outside or to another building
 - **Go to an evacuation location:** Evacuation to the inside of a closed stairwell
 - **Stay in place:** Remain in the room. Call University Police at (360) 650-3911 or 911.

Behavior Safety Concerns

If you have concerned that someone may pose a safety risk to you or the campus in general call, SAFE Campus 360-650-SAFE (360-650-7233).

Faculty Information for Classroom