

Western Technical
College

EMERGENCY

PROCEDURE GUIDE

October 2014

Introduction

Emergencies are unexpected and can happen at any time. This guide is designed to help you to prepare for such an event. Please take some time to familiarize yourself with this guide and its contents. Once familiar with the procedures, you will be better prepared to protect yourself and others.

This document is not meant to cover every emergency that may happen. If you are unsure of what to do, please contact Campus Security at **59191** (from a campus phone) or **608.785.9191**.

More information can be found at:
www.westernnc.edu/emergency_procedures

In the event of an emergency:

- **Please take note of safety signs and evacuation routes**
- **Follow instructions of supervisors, faculty and/or emergency response teams**

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Active Shooter – “RUN • HIDE • FIGHT”

RUN If it is safe to do so, the first course of action that should be taken is to run out of the building and move far away until you are in a safe location. Students and staff should be trained to:

- Leave personal belongings behind.
- Visualize possible escape routes, including physically accessible routes for students and staff with disabilities and others with access and functional needs.
- Avoid escalators and elevators.
- Take others with them but not to stay behind because others will not go.
- Call 911 when safe to do so; and
- Let a responsible adult know where they are.

HIDE If running is not a safe option, hide in a safe a place as possible. Students and staff should be trained to hide in a location where the walls might be thicker and have fewer windows. In addition:

- Lock the doors.
- Barricade the doors with heavy furniture.
- Close and lock the windows, and close blinds or cover windows.
- Turn off lights.
- Silence all electronic devices.
- Remain silent.

cont. on back

Active Shooter – “RUN • HIDE • FIGHT”

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- Use strategies to silently communicate with first responders if possible (e.g., in rooms with exterior windows make signs to silently signal law enforcement and emergency responders to indicate the status of the room's occupants).
- Hide along the wall closest to the exit but out of the view from the hallway (allowing for an ambush of the shooter and for possible escape if the shooter enters the room and
- Remain in place until given an all clear by identifiable law enforcement.

FIGHT If neither running nor hiding is a safe option, as a last resort when confronted by the shooter, adults in immediate danger should consider trying to disrupt or incapacitate the shooter by using aggressive force and items in their environment, such as fire extinguishers, chairs, etc.

While talking to staff about confronting a shooter may be daunting and upsetting for some staff, they should know that they may be able to successfully take action to save lives. To be clear, confronting an active shooter should never be a requirement of any campus employee's job; how each individual chooses to respond if directly confronted by an active shooter is up to him or her.

Bloodborne Pathogens Exposure

Contact the security office at
59191 or **608.785.9191**

Don't touch it!

Treat all human blood and body fluids as if known to be infectious for HIV, HBV, and other bloodborne pathogens.

WEAR GLOVES Always wear gloves when touching blood or bodily fluids, mucous membranes or non-intact skin of an individual or when handling items or surfaces with blood or bodily fluids.

EXPOSURES If exposed to blood or bodily fluids, wash the exposed body part with soap and water or flush with water for 15 minutes if exposed to eyes, nose or mouth.

CLEAN-UP Appropriate personnel will be called for the clean-up and disposal of contaminants.

REPORT Report the incident to supervisor or instructor. Complete an incident report form online at:
<http://wire.westernnc.edu/incidentreport/>

Bloodborne Pathogens Exposure

Bomb Threat

BY PHONE

1. Try to keep caller on the line.
2. Have someone else call Security - **59191** (*college phone*) or **608.785.9191**.
3. Make note of: (*checklist on back of this page*)
 - time of call
 - exact words
 - when set to go off
 - where placed
 - kind of bomb
 - is the voice familiar
 - who received the call
 - any identifying statements

OTHER THAN BY PHONE

- Call Security at **59191** (*college phone*) or **608.785.9191**
- If you find a document or graffiti that communicates a threat, do not touch or move it.

SUSPICIOUS PACKAGES (boxes, envelopes, etc.)

- If a suspicious object is found and there is possible imminent danger, **CALL 911**, follow evacuation procedures and do not move, jar or touch the object.
- Immediately report the location and description of the object to Security at **59191** (*college phone*) or **608.785.9191**.
- Information about the College's response to the threat will be communicated to students and staff using the most appropriate media (*i.e. email text message, website, etc.*).

cont. on back

Bomb Threat Checklist

Exact time of call: _____

Exact words of caller: _____

QUESTIONS TO ASK *(ask questions to keep caller on the line)*

1. When is bomb going to explode? _____
2. Where is the bomb? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why? _____
8. Where are you calling from? _____
9. What is your address? _____
10. What is your name? _____

CALLER'S VOICE *(circle)*

Calm Disguised Nasal Angry Broken Stutter Slow
Sincere Lisp Rapid Giggling Deep Crying
Squeaky Excited Stressed Accent Loud Slurred Normal

If voice is familiar, whom did it sound like? _____

Were there any background noises? _____

Remarks: _____

Person receiving call: _____

Telephone number call received at: _____

Date: _____

Report call immediately to: _____

Chemical Spill/Leak/Odors in a Campus Building

A. KNOWN OR UNKNOWN SUBSTANCE SPILL

- Avoid direct contact with the material.
- Evacuate the area/building.
- Contact the Security Office at **59191** or **608.785.9191**.

B. NATURAL GAS LEAK OR UNKNOWN ODOR

- Follow evacuation procedure to evacuate the building.
- Call **911** and report the incident.
- Contact the Security Office at **59191** or **608.785.9191**.

Chemical Spill/Natural Gas Leak Outside of or in Vicinity of Campus Buildings

- Hazardous materials leaks in the areas surrounding the Campus could produce dangerous conditions.
- In the event of a hazardous material/gas leak that impinges on a Campus location a message will be distributed to direct all personnel in buildings impacted to follow Shelter-in-Place Procedures.

Evacuation

An evacuation should occur when a building/ fire alarm sounds or announced via phone system, emergency notification system, email, Web site or other communication device.

Leave the building IMMEDIATELY by the nearest marked exit and alert others to do the same.

- Close, but do not lock the doors.
- Turn off the lights.
- Take any personal belongings such as purses or backpacks with you. Do not re-enter the building for any reason.
- Assist people with disabilities and limited English proficiencies in exiting the building.
- Do not use elevators to exit the building during fires.

Once outside, move to a clear area that is at least 500 feet away from the affected building.

Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. *(It is important to know that everyone has exited the building and is accounted for.)* **Everyone in assembly area should sign a list indicating you had exited the building.**

Do not return to the building unless instructed to by authorized personnel.

cont. on back

EVACUATION OF PERSONS WITH DISABILITIES

If you are unable to leave the building due to a physical disability:

- Go to the nearest inside area where there are no hazards.
- Call **911** or contact Campus Security at **608.785.9191**.
- If possible, signal out the window to on-site emergency responders.

To evacuate persons who are mobility impaired:

- Inform individual of situation.
- Always ask how you can help.
- Move debris if necessary/possible to allow safe escape route.
- If unable to exit, move individual to designated evacuation location and inform emergency personnel.

Fire Emergency

1. Call **911** and give exact location.
2. Pull nearest fire alarm to evacuate building.
3. Immediately evacuate the building by the closest available exit, closing doors as you exit.
4. **DO NOT use elevators.**
5. If stairway contains smoke or fumes, use an alternative stairway exit.
6. Once outside move to a clear area at least 500 feet from the affected building.
7. **DO NOT RE-ENTER building** until an "all clear" signal is given.

EVACUATION OF PERSONS WITH DISABILITIES

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- Call **911** or contact Campus Security at **608.785.9191**.
- If possible, signal out the window to on-site emergency responders.

To evacuate persons who are mobility impaired:

- Inform individual of situation.
- Always ask how you can help.
- Move debris if necessary/possible to allow safe escape route.
- If unable to exit, move individual to as safe an area as possible and notify appropriate personnel of the individual's location.

NOTE: If you become trapped in building and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay near the floor as the air will be less toxic. Shout at regular intervals to alert emergency crews as to your location.

Lockdown

A lockdown will be announced via phone system, emergency notification system, email, Web site or other communication device.

- Go into a room (*or stay in your classroom/office*).
- Barricade doors that cannot be locked.
- Close and lock all doors and windows – interior and exterior. If you cannot lock the door, barricade it with desks, chairs, etc.
- Turn off all lights.
- Move all persons away from windows and doors.
- Occupants should be seated below window level (*if possible*).
- Remain silent. Turn off all radios and other devices that emit sound. Silence cell phones.
- If possible, one person in each room should write down the names of everyone present in that room.
- Everyone is to stay in their room and remain quiet until all clear notification is given by law enforcement, emergency management and/or college staff.
- **DO NOT SOUND THE FIRE ALARM.** Once in a lockdown, if the fire alarms sound, **DO NOT EXIT** your safe area unless there is obvious danger from smoke and/or fire in your location. The hostile intruder may use the alarms in order to increase the amount of victims.

Medical Emergency

SEVERELY INJURED, ILL, OR UNCONSCIOUS PERSON:

- Call **911** – Always err on the side of safety.
- Notify security at **59191** (*college phone*) or **608.785.9191**.
- If possible, have someone meet and escort emergency responder to the scene.
- Automated External Defibrillators (AEDs) are available in each building and with security personnel.

QUESTIONABLE SEVERITY:

- If you are not sure how ill or injured a person is, call **911** immediately, then notify security at **59191** (*college phone*) or **608.785.9191**. Always err on the side of safety.
- A person may refuse transport in an ambulance, and if so must sign off with the ambulance personnel.
- If a person refuses transport and signs off with the ambulance personnel, but still needs transportation to a medical facility for treatment, a friend, classmate, family member, taxi cab, or Western security personnel may transport to the medical facility. Once a person signs off with ambulance personnel, it is no longer considered a medical emergency.

PERSON IS CONSCIOUS AND ALERT BUT MAY NEED MEDICAL ATTENTION:

- Ask if person needs an ambulance; if person says no, encourage the person to seek medical follow-up. If person is a minor, call **911** for any medical situation.
- A friend, classmate, family member, taxi cab, or Western security personnel may transport to the clinic.
- Notify security at **59191** (*college phone*) or **608.785.9191**.

Severe Weather/Tornado

When it has been determined that severe weather is in the area (*emergency notification such as siren, phone, or email*), please follow the emergency procedure outlined below.

- Close all doors and proceed to the nearest designated shelter in your building.
- Assist people with disabilities to designated shelter.
- **DO NOT USE AN ELEVATOR.**
- **DO NOT OPEN WINDOWS OR GO OUTSIDE.**
- Keep away from windows and doors and any glass fixtures.
- Protect your head with your arms.
- Move to the lowest floor and to the interior of the building, or a designated shelter and sit as low to the ground as possible.
- Wait for an announcement of the “all clear” before returning to your work area or classroom.

TORNADO WATCH: Conditions are right for a tornado. Continue with normal activities, but monitor the situation.

TORNADO WARNING: A tornado has been sighted. Move calmly to the designated shelter area.

Shelter-in-Place

Shelter-in-Place is used when chemical, biological, or radiological contaminants may have been released accidentally or intentionally into the environment. A Shelter-in-Place will be announced via phone system, emergency notification system, email, Web site, or other communication device.

- Do not leave the building.
- Close and lock all windows, exterior doors, and any other openings to the outside.
- When possible, move to interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit in. Avoid overcrowding by selecting several rooms if necessary. Large storage closets, utility rooms, pantries, and copy and conference rooms without exterior windows work well. Avoid selecting a room with mechanical equipment like ventilation blowers or pipes, because this equipment may not be able to be sealed from the outdoors.
- If you are told there is danger of explosion, close the window shades, blinds, or curtains.
- Write down the names of everyone in the room.
- Listen for an official announcement from school officials and stay where you are until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.
- Wait for an announcement of "all clear" before returning to your work area or leaving the building.

Local officials on the scene are the best source of information for the particular situation. Following their instructions during and after emergencies regarding sheltering, food, water, and clean up methods is your safest choice.

Threatening/Violent Behavior

IMMEDIATE THREAT (*violent outbursts, weapons seen, physical altercation, etc.*):

- Call **911** – give name, location and description of situation.
- Call Campus security **59191** from college phone or **608.785.9191**.
- Do not personally intervene.
- If possible, keep others from entering area.

MODERATE THREAT (*raised voices, verbal altercation, suspicious behavior, etc.*):

- Call Campus security **59191** from college phone or **608.785.9191**.
- Report incident with specific location and what is occurring.
- Calmly describe person's actions and appearance.
- Do not personally intervene.

CONCERN OF POTENTIAL THREAT OR VIOLENCE:

- Contact Dean of Students at **59880** from college phone or **608.785.9880**.
- Or, meet with Dean of Students at Kumm Center room 100.
- Describe incident and/or concern.

All incidents or reports of threatening/violent behavior will be investigated and assessed with appropriate actions taken.