

EMERGENCY PROCEDURES

This booklet contains a summary of emergency situations which could occur on the Washington State University Health Sciences Spokane campus. Advanced planning, preparation and practice are your best tools to ensure your safety. Keep this booklet easily accessible at your work station and review the information on a regular basis. Begin the planning and preparation process now by completing the following information:

My building address is: _____

I am in room number: _____

My Emergency Assembly Location (EAL) is located: _____

EMERGENCY PHONE NUMBERS

Police – Fire - Paramedics.....911

IN CASE OF EMERGENCY CALL 911, then contact Campus Security at **509-358-7995**

Campus Security.....509-358-7995

Crime Check.....509-456-2233

Campus Emergency Notification Registration Instructions:

- WSU Spokane faculty, staff, and students register for Spokane campus emergency notifications at myWSU.
- EWU Spokane faculty, staff, and students register for Spokane campus emergency notifications at www.ewu.edu/alerts

If you expect to take classes, work and/or spend time on the Spokane campus, you are strongly encouraged to register.

REPORTING CAMPUS CONCERNS

Contact the Campus Security Office at **509-358-7995** for the following items:

- **If you SEE SOMETHING, SAY SOMETHING.** Report suspicious activity or person(s) immediately to campus security.
- Personal Safety Assistance/Escorts on campus
- Vehicle Break Ins/Thefts/Prowls
- Lost and Found

Contact Facilities Operations at **509-358-7994** for the following items:

- Sidewalk Issues
- Power Outages
- Hazardous Materials Incidents
- Poor Lighting Conditions

EMERGENCY BLUE POLE PHONES

In an emergency, you need immediate help – look for a blue light. The blue light identifies the location of an emergency telephone.

- Note the location of the blue light telephones as you move about the campus.
- Press the emergency phone button (no dialing is necessary) to be connected to campus security. The blue light will begin to flash.
- Describe your emergency to the campus security officer. Every call placed from a blue light is responded to by a campus security officer.

WHEN TO CALL 9-1-1

- Call 911 when life/property is in immediate danger.
- When you see smoke or a fire.
- When you see a crime being committed.
- When rescue or emergency medical assistance is needed.



WHEN TO NOT CALL 9-1-1

- Do not dial 911 for information, such as road or weather conditions, power outages, or directions.

HOW TO CALL 9-1-1

- Dial 911 (no need to dial 9). If possible, use land line.
- Give the operator the nature of the emergency.
- Give the exact street location including the building name, office/classroom number and cross street.
- Give the telephone number from which you are calling.
- Stay on the line. **DO NOT HANG UP.** Follow the directions of the dispatch operator.

CRIME CHECK – 509-456-2233

You should call Crime Check:

- To file a police report over the phone for a crime that is no longer occurring.
- If you witnessed a crime that previously occurred.
- If you have information about a past crime.
- To add information to a previous crime report.
- If you are a victim of a crime that is not in progress.
- To report a crime after the fact that does not require an officer or deputy response.

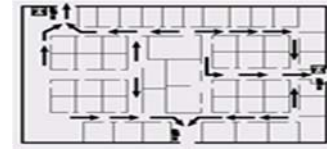
PERSONAL SAFETY PLAN

CAMPUS EMERGENCY NOTIFICATION

See page one for university specific registration instructions.



CALL 911 AND STAY ON THE LINE.



KNOW EVACUATION PROCEDURES AND ROUTES.

- Disasters can happen any time, any place.
- How well will **YOU** handle a disaster when it happens?
- How the disaster is handled depends on the prior planning **YOU** do. Being prepared can reduce fear and anxiety.
- Prior planning for a wide range of emergencies will give **YOU** the tools to act quickly and decisively when seconds matter.
- **You** can plan and practice for emergencies at any level.
- Personally be aware, use common sense, and plan early.
- Departments should develop an accountability plan to account for employee's location during an emergency. Who is on annual leave, out of the office, etc.?

BEFORE:

- Assume personal responsibility for your safety and security.
- Personally register to receive campus emergency notifications. See page one for registration instructions.
 - Keep your information current.
- Personally know your building name and address, your room number and your office phone number.
- Personally become familiar with the information contained in this booklet.
 - Consult with your supervisor to review and discuss any concerns you may have about information in this booklet.
- Personally have a plan for different situations:
 - Be aware of your surroundings.
 - Use common sense.
 - Plan early.
- Practice your plan.
- Lock things up:
 - Vehicle – Lock doors and put valuables in trunk prior to coming to campus.
 - Office – Lock door and keep valuables out of sight.
- Safety online:
 - Keep personal information confidential.
- Report suspicious or unusual activity immediately to campus security at **509-358-7995**.

DURING:

- Go to Emergency Assembly Location (EAL) when directed.
- Take direction from university official.

AFTER:

- Remain at the Emergency Assembly Location (EAL) until the "All Clear" is given by campus security.
- Contact your Supervisor if you are separated from your department, i.e. you may be across campus and in another building when the emergency event occurs.

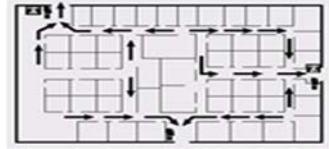
BUILDING EVACUATION

CAMPUS EMERGENCY NOTIFICATION

See page one for university specific registration instructions.



USE THE STAIRS



KNOW EVACUATION PROCEDURES AND ROUTES.

BEFORE:

- Personally identify at least two evacuation routes out of the building from your regular workplace.
 - Evacuation maps are located near the elevators in each building, classroom and conference room.
- Personally practice using those evacuation routes.
- Personally identify the location of the fire-rated stairwell of the building where your regular workplace is located.
- Personally identify the location of the “area of rescue” (fire-rated stairwell) for disabled individuals.
- Personally know where the Emergency Assembly Location (EAL) is located for your building.
 - EAL map is located on the next page.
- Disabled person(s) should create an evacuation plan that works for their needs and coordinate with their supervisor and the floor captain for their area.

When you hear the evacuation alarm or are told to evacuate the building:

DURING:

- **Remain calm. Follow directions of university official, if given.**
- Only take personal items such as car keys, purse, wallet and/or briefcase, and coat.
- Leave immediately, proceed to marked exits.
- Shut all doors behind you as you go.
- **Do not use elevators.**
- Assist any co-worker who may need assistance or calm direction.
 - If a person is unable to leave the building assist them to the **area of rescue** located in a fire rated stairwell of each building.
 - Inform emergency personnel immediately of the location of the person in the stairwell.
- Once out of the building, go to the appropriate Emergency Assembly Location (EAL).
 - Meet with other members of your department and remain at the EAL for head count.
 - Alert emergency personnel if anyone is trapped inside or needs additional assistance.
- If you are trapped in your office use the “HELP” sign located in this booklet to signal first responders of your location.

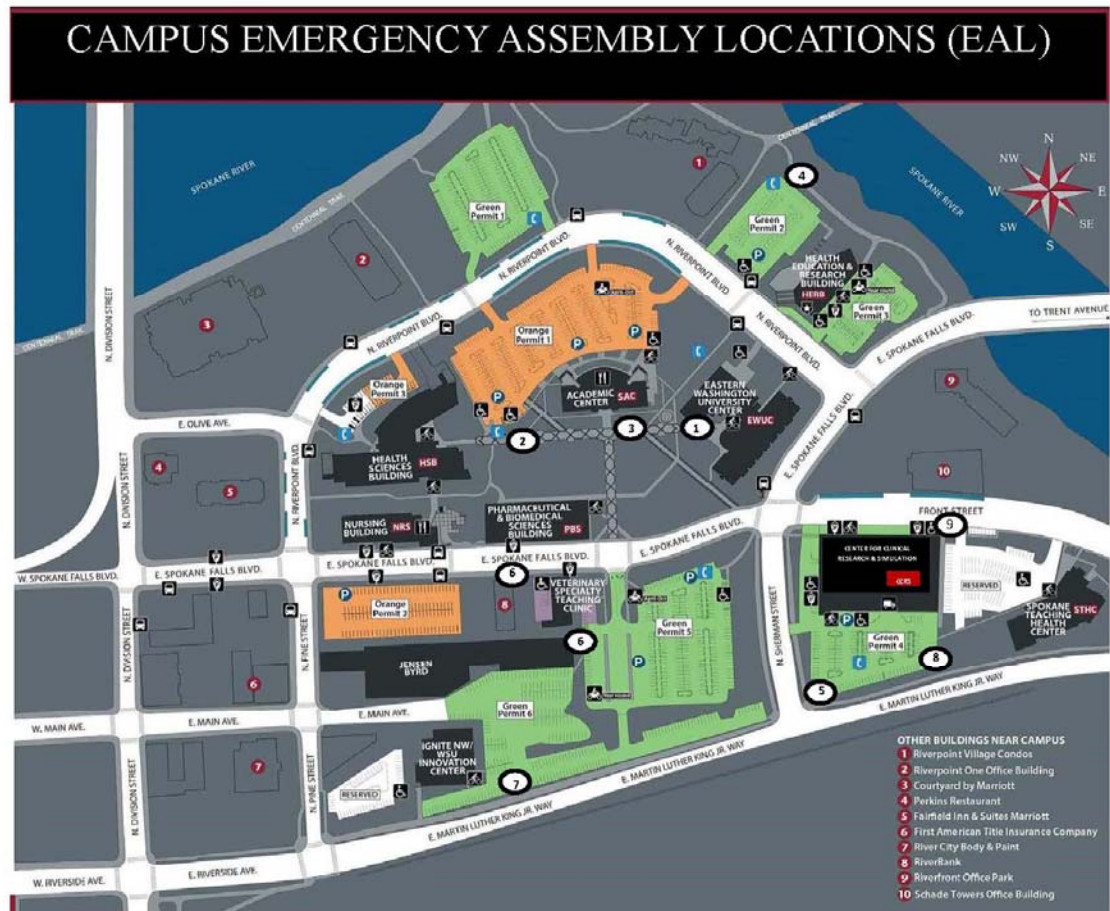
AFTER:

- Remain at the Emergency Assembly Location (EAL) until the “All Clear” is given by campus security.

EMERGENCY ASSEMBLY LOCATIONS

○ = EAL

1. Academic Center
2. Nursing Building & Health Sciences Building
3. Spokane Eastern Washington University Center & Pharm/Biomed Sciences Building
4. Health Education & Research Building
5. Center for Clinical Research and Simulation
6. Vet Clinic (2 locations)
7. Ignite NW/WSU Innovation Center
8. Spokane Teaching Health Clinic
9. Riverfront Office Park



Updated 8/01/2020

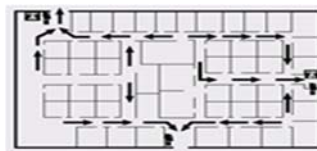
HAZARDOUS MATERIALS ACCIDENTS/RELEASE

CAMPUS ALERT EMERGENCY NOTIFICATION

See page one for university specific registration instructions.

CAMPUS SECURITY

509-358-7995



KNOW EVACUATION PROCEDURES AND ROUTES.

BEFORE:

- Personally register to receive campus emergency notifications. See page one for registration instructions.
 - Keep your information current.
- Lab supervisors shall have a hazardous materials accidents/release procedure in place.
 - Ensure chemicals and other potentially dangerous substances are properly stored and secured.
 - Ensure employees and students working with chemicals are properly trained on lab safety and accident procedures.
- Know the chemical that you are working with, review the Safety Data Sheet (SDS) prior to working with the material.
 - Make sure that you always use appropriate personal protective equipment (PPE) when working with or around chemicals.

DURING:

If a chemical spill occurs:

- Move away from the incident, and help keep others away.
 - Try to stay upstream, uphill, and/or upwind of the incident.
- Notify your supervisor and/or campus security at **509-358-7995** of the spill.
 - If known, material released.
 - Extent and location of release.
- If chemical unknown, evacuate to an area outside of the room or lab.
- **Supervisor should assess and manage** the spill. Refer to SPPM 5.62.1 Chemical Spill Control for safety procedures and information.
 - Small spill the supervisor is to clean up if his or her staff in the work area are capable of managing the release.
 - Contact campus security at **509-358-7995** if the Supervisor and staff are not capable of managing the release.
 - Large uncontained spill call **911** and campus security at **509-358-7995**.
- **Supervisor is to notify Environmental Health and Safety (EH&S) of any spill.** Contact EH&S at **509-358-7994**. EH&S will need to evaluate the incident.

Personal Exposure to toxic chemical:

- Follow the first aid instructions on the SDS
- If first aid procedure is unknown immediately flush the affected area with clean water for a minimum of 15 minutes at chemical shower. Any contaminated clothing should be removed while showering.
- If chemical splashes into eye, flush water for a minimum of 15 minutes at an eye wash station. If wearing contacts, remove after starting eye flush. Hold eyelids open while flushing eyes. Consult a physician.

If a chemical fire occurs:

- Evacuate the area.
- Report the fire as a “chemical fire” call **911 IMMEDIATELY**, and then call campus security at **509-358-7995**.

If an airborne release occurs:

- Immediately evacuate the area.
- Call **911**.
- Describe the substance and the amount of the release, if possible.
- Do not re-enter a contaminated area until cleared to do so by competent authority.
- Notify Environmental Health and Safety at **358-7994**.

AFTER:

- Take direction from university officials.

ACTIVE SHOOTER

CAMPUS EMERGENCY NOTIFICATION

See page one for university specific registration instructions.



CAMPUS SECURITY

509-358-7995

CALL 911 AND STAY
ON THE LINE.

If an armed intruder comes to campus it is critical that faculty, staff, and students report it immediately and take protective actions. To survive you need to take direct responsibility for your survival.

- If you are in a classroom or office and you hear gun shots **DO NOT** move toward the sounds of possible gunfire.
- Quickly move away from the sounds of shots being fired.
- Report what you are hearing to **911**.
 - Keep calling since the lines may be jammed.
 - Give a description of the shooter:
 - Report gender, nationality
 - Approximate age
 - Facial features (beard, scars, tattoos)
 - Obvious clothing/glasses/hat
 - Numbers and types of weapons (pistol, rifle)
 - Any bags or backpacks carried

BEFORE:

- Personally register to receive campus emergency notifications. See page one for registration instructions.
 - Keep your information current.
- Assume personal responsibility for your safety and security.
- Attend the "Shots Fired" presentation when it is offered on campus.
- Personally develop your own plan for reacting to an active shooter situation.
- Personally be aware of your surroundings, use common sense, and plan early.

DURING:

RUN: If the disturbance is far enough away from your location and you can safely leave the area do so.

- Move away from the area and seek shelter, avoid parking lots, and open areas.
- Be prepared to follow commands from the local police department, i.e., "stop, get down on the ground; put your hands up". Compliance with their commands is imperative. Hold both hands out, fingers spread.
- Preplan your movement by moving to safe locations in the shortest distance. For example, take cover at one location, i.e., behind a tree or boulder, think about your next move and then quickly and safely move to a safe location away from the danger.
- Do not gather with others in a crowd once outside campus buildings. Spread out so you and others do not present a single target to the shooter.
- When you have reached an area of safety wait there until given direction from a university official or campus security. It is imperative we know that everyone is safe. **DO NOT** leave campus until you are approved to leave by campus security.

HIDE: If you are unable to leave your location the following actions are recommended:

- Close and barricade the door. Without giving away your location look for alternative ways to exit the room, i.e., break a window.
- Cover any windows that expose your position to the hallway, i.e. close the blinds.
- Turn off the lights.
- Spread out, do not huddle together.
- Take measures to protect yourself. Find a hiding place behind something solid.
- Keep quiet and act as if no one is in the room.
- Silence cell phone ringers. Put your phone in the vibrate mode. Turn your computer screen away from a window that looks out into the hallway.
- Do not answer the door. Wait for campus security or law enforcement to assist you out of the building.

FIGHT: If you are trapped your only option may be to fight back. Two basic strategies are to disrupt the shooter's gun firing behavior and/or to physically overwhelm and disarm the shooter. This must be a total commitment, with resolve.

- Physically overwhelming the shooter is more easily accomplished if you and others coordinate your actions, i.e., to tackle the shooter - come at the shooter from different directions, two grab arms, another grabs gun, etc.
- For either strategy, you may use many types of items as weapons: books, trash cans, back packs, lap top computers, or other small items (pens, keys).
- Throwing items may increase your chances of survival by distracting the shooter and disrupting their aim. The shooter may realize you are too difficult a target and move on.
- Even if you are initially caught by the shooter, you should always be looking for a chance to escape.
- **KNOW YOUR OPTIONS**
- **INCREASE YOUR SURVIVAL CHANCES**
- **ACT DECISIVELY, WITH A SURVIVAL MINDSET**

AFTER:

- Take direction from university official.



MEDICAL EMERGENCY



BEFORE:

- Personally identify the location of the first aid kit for your department.
- Personally identify where the Automated External Defibrillator (AED) is in each building on campus.
- Attend First Aid/CPR/AED classes offered by the university.

DURING:

The CABs (Compression Airway Breathing) of Handling Medical Emergencies

- Establish responsiveness.
- If no movement or response call **911** and get the AED.
 - If there is a second rescuer present send second rescuer to get the AED.
- If victim is not breathing (unresponsive) start 30 compressions by placing heel of hand (the other hand on top) on lower half of sternum and between nipples. Push hard and fast.
- After 30 compressions open airway with head tilt chin lift method.
- Give 2 breaths watching for the chest to rise,
- Begin another cycle of 30 compressions and 2 breaths until the AED machine arrives.
- Do at least 100 compressions per minute.

AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

Provide CPR until AED arrives. All AEDs operate using the following basic steps:

- Power on
- Attachment of pads to patient
 - Select correct pad size (child/adult). Health Sciences building has pediatric pads.
 - Open package and expose adhesive surface
 - Attach pads to the patient's bare chest as shown on the package
- Analysis
 - Announce to the team members, "*Analyzing rhythm stand clear!*"
- Shock – Press the "shock" button
 - The device will charge and signal that a shock is indicated. Announce: "*Shock is indicated. Stand clear! I'm going to shock on three!*" Verify that no one is touching the patient. Press the "**shock**" button when signaled to do so. If the AED says, "*No shock advised! Check for signs of life (movement, coughing, and pulse).* If no signs are present, start CPR for 2 minutes and listen for the prompts of the AED!" **Keep Pads and AED ON until 911 personnel tell you to turn OFF AED and remove PADS!**

Repeat CPR and steps "Analyze" and "Shock" until the abnormal heart rhythm is no longer present. The rescuer should deliver ONE shock and then immediately resume CPR, beginning with chest compressions. 2 ventilations/30 compressions. Do 5 cycles (2/30) about 2 minutes of CPR, the AED should then analyze and deliver another single shock if indicated. The cycle is then repeated.

AFTER:

- **Do not touch the accident site.** Environmental Health and Safety, **509-358-7994**, or the Police Department may need to investigate. This applies to all personnel at the campus, including WSU Spokane, EWU Spokane, and tenants.
- Complete an online incident report.

DISRUPTIVE PERSON/ WORKPLACE VIOLENCE

CAMPUS SECURITY

509-358-7995

BEFORE:

- Review WSU's *Workplace Violence Policy*.
- Be aware of your co-workers behavior:
 - A change in their behavior patterns.
 - The frequency and intensity of the behaviors are disruptive to the work environment.
 - The person is exhibiting many of these behaviors, rather than just a few.

Potential warning signs:

- Displays of unwarranted anger.
- Indications of marked mood swings.
- Fascination with weaponry and/or acts of violence.
- Expression of a plan to hurt self/others.
- Unwarranted or extreme expressions of distrust or persecution.
- Frequent interpersonal conflicts.
- Strong external reactions to criticism.
- Lack of concern for the safety of others.
- Physical reactions – i.e. clenching fists, red in face, pacing, etc.

DURING:

When confronted with a problem person who is threatening, violent, or disruptive:

- Alert a co-worker and have them call campus security at **509-358-7995**.
- Be aware of your surroundings:
 - Do not let the person put you into a corner or other position from which you cannot flee.
 - Keep the person at least a leg length away so they cannot reach you.
- Stay calm, listen attentively, and maintain eye contact.
- Be courteous, patient, and respectful but firm and consistent with your explanation.
- Maintain an outward appearance of composure.
- Do not physically touch, crowd, or confront the person.
- Do not argue with the person.
- Suggest alternatives.
- Refer person to a supervisor or other university authority.
- If the disruptive person shows they are willing to talk:
 - Continue the conversation in a calm, non-threatening fashion, which by itself may help defuse the situation.
 - Do not take the person or allow yourself to be taken to a private area.
 - However, if they engage in physical violence, protect yourself and have someone else call **911 immediately**.
- The **last resort** in some situations is self-defense. State law permits the “use of force” in certain circumstances (RCW 9A.16.020): Preventing or attempting to prevent an offense: also detention of persons unlawfully on premises.” “Defense of person or property (RCW 9A.16.110): Protection of self, property or other persons against assault, rape, burglary, etc. (Exemption from legal jeopardy).” **Use of force is permitted for detention or apprehension in cases of serious crime but is NOT recommended in most circumstances.**

AFTER:

- Report the incident to your supervisor.
- Complete the Workplace Violence Incident Report indicated above.

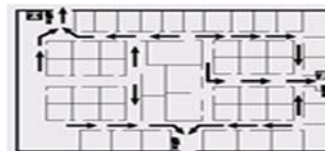
BOMB THREAT

CAMPUS EMERGENCY NOTIFICATION

See page one for university specific registration instructions.



CALL 911 AND STAY ON THE LINE.



KNOW EVACUATION PROCEDURES AND ROUTES.

BEFORE:

- Personally register to receive campus emergency notifications. See page one for registration instructions.
 - Keep your information current.
- Personally ensure you have a Bomb Threat Question Card, next page, at your work station.
- Personally become familiar with the Bomb Threat Question Card.

DURING:

If you receive a telephone bomb threat:

- REMAIN CALM.
- Get the attention of other staff members to help you.
- Alert the co-worker to call **911** and campus security at **509-358-7995** while you are on the phone with the caller.
- Retrieve the Bomb Threat Question Card checklist, next page, and **follow the instructions on the card**.
 - Complete the bomb threat card as quickly as possible.
 - Retain the bomb threat card for security to review.
- Listen carefully to the caller.
- Be polite and show interest.
- Keep the caller talking, so you can gather more information.
- **911** dispatch operator will ask:
 - What is the specific threat?
 - Was any information about timing, target and/or location of the explosive device given?
 - Is anyone searching the area for a possible device?
 - Are there any possible suspects? Has anyone claimed responsibility?
 - Has there been any other suspicious activity?
 - Will the building or area be evacuated? If not, will any other precautions or steps be taken?
 - For telephone threats, were any background noises heard?
- Immediately check your workspace and the areas with which you are the most familiar.
- If any suspicious object (gym bag/backpack) or package is found, **DO NOT TOUCH IT** and keep others away. Call **911** immediately.
- If evacuation is ordered, follow the evacuation procedures outlined in this booklet:
 - Upon leaving your office tape an **OK** sign on your office door indicating you have checked your area and found nothing suspicious.
- If the bomb threat is a letter, voicemail, or e-mail contact campus security immediately at **509-358-7995**.

AFTER:

- Continue to take direction from the university official or police.

Special Issues:

- Avoid using the phone that received the bomb threat.
 - Law enforcement may have a chance to trace the call.
- Avoid using cell phones, two-way radios, and other wireless communication devices to avoid triggering a possible device.

BOMB THREAT QUESTION CARD

WSU Spokane Campus Security
(509)-358-7995 (24-hour number)

BOMB THREAT QUESTION CARD

Upon receiving a bomb threat do NOT use two-way radios or cell phones

KEEP THIS CARD NEAR YOUR TELEPHONE

QUESTIONS TO ASK:

1. What time is the bomb going to explode? _____
2. Where is the bomb located? _____
3. What kind of bomb is it? _____
4. What will cause it to explode? _____
5. Is it a back pack or other? _____
6. Why target this campus? _____
7. Did you place the bomb? _____
8. What is your address? _____
9. What is your name? _____
10. What is your call back number? _____

EXACT WORDING OF THE THREAT: (VERY IMPORTANT)

Sex of Caller: _____

Nationality: _____

Age: _____

Number at which call received: _____

Time: _____

Date: _____

CALLER'S VOICE:

- | | |
|----------------|-----------------------|
| _____ Calm | _____ Nasal |
| _____ Angry | _____ Stutter |
| _____ Slow | _____ Lisp |
| _____ Rapid | _____ Raspy |
| _____ Soft | _____ Deep |
| _____ Loud | _____ Ragged |
| _____ Laughter | _____ Clearing throat |
| _____ Crying | _____ Deep breathing |
| _____ Normal | _____ Cracking voice |
| _____ Distinct | _____ Disguised |
| _____ Slurred | _____ Familiar |
| | _____ Whispered |

If voice is familiar, who did it sound like?

BACKGROUND SOUNDS:

- | | |
|-----------------------|------------------------|
| _____ Street noises | _____ Factory machines |
| _____ Voices | _____ Animal noises |
| _____ PA System | _____ Clear |
| _____ Music | _____ Static |
| _____ House noises | _____ Local |
| _____ Motor | _____ Long distance |
| _____ Office machines | _____ Booth |

Other: _____

THREAT LANGUAGE:

- | | |
|-------------------|---------------------------------|
| _____ Well spoken | _____ Incoherent |
| _____ Taped | _____ Foul |
| _____ Irrational | _____ Message or script read by |
| | _____ Threat maker |

Remarks: _____

REPORT CALL ***IMMEDIATELY*** TO
SPOKANE POLICE ***911*** AND THEN DIAL
CAMPUS SECURITY
(509)-358-7995

Your Name: _____

Position: _____

Phone Number: _____

Date: _____

LOCKDOWN AND SHELTER IN PLACE (SIP)

CAMPUS EMERGENCY NOTIFICATION

See page one for university specific
registration information.

CAMPUS SECURITY

509-358-7995

LOCKDOWN:

BEFORE:

- Personally register to receive campus emergency notifications. See page one for registration instructions.
 - Keep your information current.
- Personally have a plan to lock down your work area.
- Personally be aware of your surroundings, use common sense, and plan early.

DURING:

Lockdown – campus wide emergency that requires all buildings to be secured.

- Close and lock all doors to the room.
- Close window shades, if they are available.
- Leave computers on.
- Leave cell phones on with silenced ringers.
- Only allow entry to others if you are certain they are no threat.
- Wait for further instructions from university official.

SHELTER IN PLACE (SIP):

BEFORE:

- Personally register to receive campus emergency notifications. See page one for registration instructions.
 - Keep your information current.
- Personally make a Shelter in Place (SIP) plan for your work area.
 - **Shelter in Place means going inside the nearest building and selecting a small, interior room, above the ground floor, with no or few windows and taking refuge there.**
- Personally be aware of your surroundings, use common sense, and plan early.

DURING:

When the Shelter in Place order is given take the following actions.

- Select an interior room(s) above the ground floor, with the fewest windows or vents.
- Close and lock all windows, exterior doors, and any other openings to the outside.
- Stay away from windows and doors.
- Use your cell phone to call **911** and report your exact location including building name, building address and room number.
- Wait for further instructions from university official.

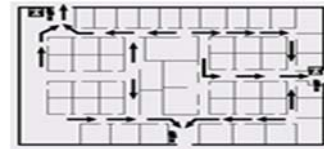
FIRE

CAMPUS EMERGENCY NOTIFICATION

See page one for university specific registration instructions.



CALL 911 AND STAY ON THE LINE.



KNOW EVACUATION PROCEDURES AND ROUTES.

BEFORE:

- Personally register to receive campus emergency notifications. See page one for registration instructions.
 - Keep your information current.
- Personally review evacuation procedures outlined in this booklet.
- Lab supervisors shall have a policy and procedure in place for fire.

DURING:

If you observe fire or smoke:

Remember to **R.A.C.E.:**

- **Remove** anyone from immediate danger.
- **Activate** the building fire alarm system, **call 911 and campus security at 509-358-7995.**
- **Confine** the fire by closing office doors and stairwell doors as you exit.
- **Evacuate** - Follow the evacuation procedures outlined in this booklet.

Extinguish small, controllable fires (if you have been trained to use a fire extinguisher). Remember **P.A.S.S.**

- **Pull** safety pin from handle.
- **Aim** at base of the fire.
- **Squeeze** the trigger handle.
- **Sweep** from side to side at base of fire.

AFTER:

- Remain at the Emergency Assembly Area (EAL) until the "All Clear" is given by campus security.
 - Do not leave campus.
- Do not re-enter the building until it is declared safe by emergency personnel.

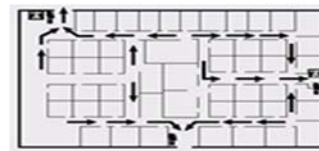
EXPLOSION

CAMPUS EMERGENCY NOTIFICATION

See page one for university specific registration instructions.



CALL 911 AND STAY ON THE LINE.



KNOW EVACUATION PROCEDURES AND ROUTES.

Explosions may be accidental or deliberate and can be caused by chemicals, natural gas, propane, high pressure steam, motor vehicles or an explosive device.

BEFORE:

- Personally register to receive campus emergency notifications. See page one for registration instructions.
 - Keep your information current.
- Secure heavy, large objects to avoid flying debris.
- Lab supervisors shall ensure chemicals and other potentially dangerous substances are properly stored and secured.

DURING:

If you see/hear an explosion.

- Immediately take cover under sturdy furniture.
- When safe evacuate the area, if possible.
 - Move away from the sound of the explosion to a safe place.
- Remain calm. Call **911**, and then call campus security at **509-358-7995**.
- The dispatch operator will ask:
 - For explosion, are there any injuries or damage to property?
 - For devices, what does the device look like?
 - Were any possible suspects seen in the area?
 - Was anything else suspicious seen or heard?
 - Will the building or area be evacuated? If not, will any other precautions or steps be taken to ensure the safety of occupants of the building and/or the general public?
- Personally be prepared for possible further explosions.
- Take direction from university official.
- If building evacuation is ordered, follow the evacuation procedures outlined in this booklet.

AFTER:

- Do not use matches or lighters.
- Remain at the Emergency Assembly Area (EAL) until the “All Clear” is given by campus security.

PERSON WITH A WEAPON

CAMPUS EMERGENCY NOTIFICATION

See page one for university specific registration instructions.



CAMPUS SECURITY

358-7995

CALL 911 AND STAY
ON THE LINE.

SEE SOMETHING, SAY SOMETHING! Daily be aware of your surroundings. Be vigilant in reporting any suspicious activity immediately to campus security at 509-358-7995.

BEFORE:

- Personally register to receive campus emergency notifications. See page one for registration instructions.
 - Keep your information current.
- Personally be prepared to call **911** and answer the following questions:
 - Your location (building name, address, room number and office phone number) and the location of the person involved
 - What is currently happening
 - Description of the person
 - Facial features (beard, scars, tattoos)
 - Obvious clothing/glasses/hat
 - Numbers and types of weapons (pistol, rifle)
 - Any bags or backpacks carried
 - Vehicle information including license plate
- Personally be aware of your surroundings, use common sense, and plan early.

If you observe someone with a weapon, call 911 immediately and then call campus security at 509-358-7995.

DURING:

- Trust your instincts.
- **Under no circumstances** should you confront the person.
- Do not look the person in the eye.
- Keep detailed notes of the event to provide to police
- Observe at a distance. Your observations could be helpful later.
- Take cover.

AFTER:

- Make yourself available to campus security and police.

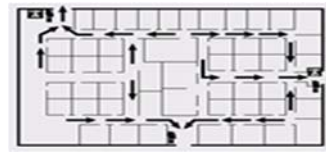
POWER OUTAGE

CAMPUS EMERGENCY NOTIFICATION

See page one for university specific registration instructions.



HAVE A
WORKING
FLASHLIGHT.



KNOW EVACUATION
PROCEDURES AND ROUTES.

BEFORE:

- Personally register to receive campus emergency notifications. See page one for registration instructions.
 - Keep your information current.
- Personally be aware of your surroundings, use common sense, and plan early.
- Personally ensure you have access to a working flashlight in your work area.
- Lab supervisors shall have a policy and procedure in place for possible power outages.

DURING:

If a power outage should occur:

- Notify Facilities Operations at **509-358-7994** immediately during business hours. Contact campus security at **509-358-7995** after hours and on weekends/holidays.
 - Provide the following information:
 - Building and room location.
 - Details regarding the outage.
 - Indicate any critical equipment in imminent danger.
- Turn off or unplug computers or other electronic equipment at the power source.
- If you are in an unlit area, proceed cautiously to an area that has emergency lights.
- Provide assistance to people in your immediate vicinity.
- If you are in an elevator, remain calm.
 - Attempt to use the emergency alarm and intercom to notify the elevator company.
 - The elevator company will contact campus security.
 - If the power outage has taken out the emergency power generator, remain calm. Help will come.
- Take direction from university official.

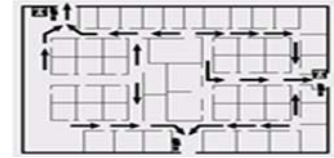
AFTER:

- Continue to take direction from university official.

EARTHQUAKE

CAMPUS EMERGENCY NOTIFICATION

See page one for university specific registration instructions.



KNOW EVACUATION PROCEDURES AND ROUTES.

BEFORE:

- Personally register to receive campus emergency notifications. See page one for registration instructions.
 - Keep your information current.
- Secure heavy, large objects to avoid flying debris.
- Personally develop your earthquake action plan.
- Personally be aware of your surroundings, use common sense, and plan early.
- Have a working flash light at your work station.

DURING:

Inside:

- **Drop, cover and hold.**
 - Get under a desk or sturdy table and hold on.
 - Cover your head and neck with your hands.
 - Stay there until the quake stops.
- If you are in a **HIGH RISE BUILDING**, and not near a desk or table, move against an interior wall and protect your head and neck with your hands.
- Stay away from windows, and unsecured objects.
- Stay put. Do not enter or exit a building during the shaking.
- Stay inside until the shaking stops.
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
- Avoid using telephones except to report severe emergencies.
- Evacuate the building following the evacuation procedures outlined in this booklet.
 - Use flashlights. Do not use matches, lighters, or electrical switches.
 - Open doors carefully. Watch for falling objects.
- Do not move seriously injured persons unless they are in obvious immediate danger (of fire, building collapse, etc.)
- Inform emergency/rescue personnel of the location of any trapped person(s).

Outside:

- Move to an open area away from trees, buildings, walls and utility poles and lines.
- Avoid entering buildings.

AFTER:

- Remain at Emergency Assembly Location (EAL).
- Do not re-enter building.
- Do not leave campus.
- Take direction from university official.

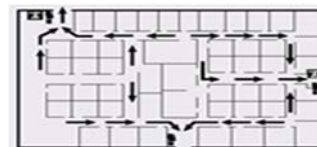
SUSPICIOUS PACKAGE, (GYM BAG, BACKPACK, BOX) ENVELOPE, OR OBJECT

CAMPUS EMERGENCY NOTIFICATION

See page one for university specific
registration instructions.

CAMPUS SECURITY

509-358-7995



KNOW EVACUATION
PROCEDURES AND ROUTES.

BEFORE:

- Personally be aware of suspicious signs:
 - Rigid, bulky, or lopsided package
 - Misspelled or poorly written names, titles, addresses, or labels
 - Strange appearance:
 - Excessive tape
 - Tied with string
 - Strange odors
 - Leaks, stains
 - Protruding wires
 - Discoloration
 - Crystallization
 - Powdery substances on or in the item
 - No postage, non-metered postage or excessive postage
 - Handwritten or restrictive notes such as:
 - To be opened in the privacy of
 - Confidential
 - You're lucky day is here
 - Prize enclosed
 - Hand delivered or "dropped off for a friend" packages or letters
 - No return or nonsensical return address
 - Mailed from a foreign country
 - Letters or packages arriving before or after suspicious calls.

DURING:

If you receive a **suspicious package, envelope** or if you find a **suspicious object** anywhere on the premises:

- DO NOT MOVE OR TOUCH THE ITEM AND KEEP OTHERS AWAY.
- Remain calm
- Notify campus security at **509-358-7995** **immediately** with description of package.
- Call **911** if you are unable to contact campus security.
- Promptly write down any information regarding the package (address, postmark, etc.)
 - Law enforcement investigators will need this information.
- If evacuation is ordered, following the evacuation procedure outlined in this booklet.

AFTER:

- Instruct those who had contact with the suspicious object to wash their hands with soap and water.
- Make a list of everyone who had contact with the object, including their contact information.
- Continue to take direction from university official.

If you receive a suspicious/threatening email notify campus security at **509-358-7995** **immediately**.

TERRORISM

Terrorism is the use of force or violence against persons or property in violation of the criminal laws of the United States for purposes of intimidation, coercion, or ransom.

Terrorists often use threats to:

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

Acts of terrorism include threats of terrorism; assassinations; kidnappings; hijackings; bomb scares and bombings; cyberattacks (computer-based); and the use of chemical, biological, nuclear and radiological weapons.

High-risk targets for acts of terrorism include military and civilian government facilities, international airports, large cities, and high-profile landmarks. Terrorists might also target large public gatherings, water and food supplies, utilities, and corporate centers. Further, terrorists are capable of spreading fear by sending explosives or chemical and biological agents through the mail.

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

General Safety Guidelines:

- Personally register for **ALERT Spokane**, the Spokane County Emergency Notification System.
- Personally be aware of your surroundings, use common sense, and plan early.
- Be aware of conspicuous or unusual behavior.
- Move or leave if you feel uncomfortable or if something does not seem right.
- Take precautions when traveling.
- Do not accept packages from strangers.
- Do not leave luggage unattended.
- Promptly report unusual behavior, suspicious or unattended packages, and strange devices to campus security at **509-358-7995**.
- Learn where emergency exits are located in buildings you frequent. Plan how to evacuate in the event of an emergency.
- Be prepared to go without services you normally depend on – electricity, telephone, natural gas, gasoline pumps, cash registers, ATMs, and Internet transactions.

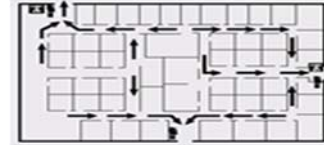
TERRORISM, WEAPONS OF MASS DESTRUCTION

CAMPUS EMERGENCY NOTIFICATION

See page one for university specific
registration instructions.

CAMPUS SECURITY

509-358-7995



KNOW EVACUATION
PROCEDURES AND ROUTES.

BEFORE:

- Personally register to receive campus emergency notifications. See page one for registration instructions.
 - Keep your information current.
- Report any suspicious person or activity by calling campus security at **509-358-7995**.
- Possible suicide bomber indicators –A.L.E.R.T.:
 - Alone and nervous
 - Loose and/or bulky clothing, may not fit weather conditions
 - Exposed wires, possibly through a sleeve
 - Rigid midsection: Explosive device or may be carrying a rifle.
 - Tightened hands: May hold detonation device.

DURING:

- If an explosion is seen or heard call **911**, follow the bomb/explosion guidelines outlined in this booklet.
- Be aware of the possibility of a second explosion.
- Unusual odors or visible cloud, especially in an enclosed area:
 - Call **911**
 - Evacuate the area immediately, following the evacuation procedures outlined in this booklet.
 - If there is any physical reaction, such as tearing, coughing, difficulty breathing or sudden nausea, get outside to fresh air and seek medical help.
- Do not attempt to rescue persons who collapse or become unconscious.

AFTER:

- Continue to take direction from university officials.

MASS ILLNESS

Mass illness can be caused by disease organisms or by exposure to toxic substances. Exposure can result from skin contact, ingestion of food or water, or breathing airborne substances or organisms.

If you or someone around you becomes ill, especially if the onset is sudden:

- Is there more than one person affected?
- Does the illness seem to originate from or be confined to a specific area?
- Did those affected engage in similar activity, such as sharing a meal?
- If symptoms appear serious or life threatening, such as shortness of breath, uncontrolled vomiting, altered mental status or unconsciousness, call **911** immediately.
- Notify Environmental Health and Safety at **509-358-7994** if multiple persons exhibit similar symptoms in about the same time period. After hours contact campus security at **509-358-7995**.
- Check the Spokane Regional Health District for current updates on any wide spread health issue that may be occurring in our area.

GENERAL SAFETY

FLOODING AND WATER DAMAGE

- Notify Facilities Operations at **509-358-7994** IMMEDIATELY during business hours. Contact campus security at **509-358-7995** after hours, weekends, and holidays.
- Advise of the exact building and room location and severity of the leak.
- Indicate whether any part of a collection or equipment involved is in imminent danger.
- Campus security or Facilities Operations will notify the appropriate people.
- Notify your supervisor of the extent and location of the leak, if possible.
- If there are electrical appliances or electrical outlets near the leak, **use extreme caution**. If there is any possible danger, evacuate the area. **Do not step in standing water**.
- If you know the source of the water and are confident of your ability to stop it (i.e., unclog the drain, turn off water, etc.), do so cautiously.
- If possible, be prepared to assist when asked to do so by Facilities Operations personnel in protecting any objects that are in jeopardy. Take only essential steps to avoid or reduce immediate water damage. Cover large objects with plastic sheeting; carefully move small or light objects out of the emergency area.

ODORS, NATURAL GAS SMELL

- Do not smoke, light matches, turn electrical switches on or off, use the telephone or do anything else that might create a spark. Extinguish all flames.
- Evacuate everyone from the area, and keep others away.
- When you are out of the building notify Facilities Operations at **509-358-7994** IMMEDIATELY during business hours. Contact campus security at **509-358-7995** after hours, weekends, and holidays.
- Advise of the exact building and room location and severity of the leak.
- Campus security or Facilities Operations will notify the appropriate people.

WEATHER EMERGENCIES

- Weather emergencies and natural disasters, except for earthquakes and tornados, are generally predictable and allow time for preparation.
- If such an event is forecasted or is occurring, visit the website WSU Spokane Campus Alert web site or call the 24-Hour Recorded Message at **509-323-2474** for campus closure and other information.
- Tune into local television or radio stations for up to date information.
- Keep an emergency kit in your car that includes first aid kit, flashlight and extra batteries and extra clothing appropriate for the season.
- Keep a flashlight and extra batteries in your office.
- Plan your transportation needs.
- Do not attempt to drive in severe weather conditions.

If during an emergency event you find yourself trapped in your office tape this sign to your office window facing outwardly. This will notify the first responders of your location and that you require assistance.

HELP

