

Emergency Action Plan—Quick Reference (for 2009/2010 Directory)

We each have a responsibility to know how we should respond in an emergency. This quick action reference provides a brief overview for the preparation and response to most emergency situations that may affect the Lake Campus.

- ▶ **Know your surroundings.**
- ▶ **Identify your exit routes.**
- ▶ **Understand the action plan.**

Download this complete Emergency Action Plan action reference for the Lake Campus at: wright.edu/lake/about/closing.html. For more information about emergency preparedness and response at Wright State University, email the Emergency Management Administrator at: Emergency_Management@Wright.edu or visit <http://www.wright.edu/admin/bpra/em>

REPORTING AN EMERGENCY

• Call 911

**Dialing 911 from any campus telephone will connect you with Mercer County Dispatch
Dial 419-586-6455 to contact Mercer County Dispatch from a cell phone**

Phone located in classrooms and hallways can be used to dial 911 directly.

• Remain calm and tell the dispatcher

- The nature and location of the emergency
- Your name and location

• Follow the instructions given by the dispatcher

• Fire Alarm pull stations are intended to report a possible fire in a building

• Employees who report an emergency should contact their supervisor as soon as possible

ACTIVE SHOOTER / PERSON WITH GUN

Police are trained in responding to an active shooting incident by entering the building as soon as possible and proceeding to the area of the shooter.

Remember:

- Remain calm and be patient
- DO NOT attempt to get involved
- Let the police do their job

NOTE: Police may not be able to immediately aid people. Their main goal is to get to the shooter.

Initial Response:

• Figure Out (in advance of an incident)

- How are you going to survive?
- How will you get out (paths of escape)?
- Will you hide out?
- What are your options if confronted by the shooter?

• Get out

- Exit the building immediately
- Move quickly. Don't wait for others to validate your decision
- Leave your belongings behind

• Call out

- Call 911. Provide the following information:

- >Your name and location
- >Location of the incident
- >Number of shooters
- >Description and identity of shooter(s)

If you cannot exit the building:

• Hide out

- Go to the nearest room or office
- Close, lock and barricade the door
- Cover windows if possible
- Turn the lights out

• Spread out

- Spread out in the room
- Keep quiet. Act as if no one is in the room
- DO NOT answer the door
- Call 911. Provide the following information:
 - >Your name and location
 - >Location of the incident
 - >Number of shooters
 - >Description and identity of shooter(s)

• Wait for police to assist you out of the building

These incidents are unpredictable and may change rapidly. Follow police instructions.

BOMB THREATS

All bomb threats are taken seriously until proven otherwise. Most bomb threats are received by phone. However, threats may be received via hand-written note, email, instant messaging, or other means.

- Remain calm
- If someone calls you with a bomb threat, get as much information as possible (use checklist below)
- If threat is by written note, DO NOT handle the document
- If threat was sent electronically, DO NOT clear or delete message
- DO NOT use two-way radios or cell phones – radio signals have the potential to detonate a bomb
- DO NOT activate the fire alarm
- DO NOT touch or move a suspicious package
- Evacuate the building
- **Call 911** on campus phone or on cell phone
- Employees should contact their supervisor as soon as possible
- Follow directions of the emergency response personnel

Bomb Threat Checklist:

What is the exact wording of the threat? _____

How many bombs? _____

Where is bomb located? _____

When will bomb explode? _____

What does bomb look like? _____

What kind of bomb is it? _____

What will cause it to explode? _____

How can you be contacted? _____

Caller's voice sounded:

- | | |
|--|--|
| <input type="checkbox"/> Male | <input type="checkbox"/> Female |
| <input type="checkbox"/> Adult | <input type="checkbox"/> Juvenile |
| <input type="checkbox"/> Accent | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Calm | <input type="checkbox"/> Angry/Threatening |
| <input type="checkbox"/> Incoherent | <input type="checkbox"/> Soft/Loud |
| <input type="checkbox"/> Other Characteristics | _____ |

Who did it sound like? _____

Sounds in the background were:

- | | |
|--|---|
| <input type="checkbox"/> Quiet | <input type="checkbox"/> Voices |
| <input type="checkbox"/> Music | <input type="checkbox"/> House noise |
| <input type="checkbox"/> Vehicle(s) | <input type="checkbox"/> Aircraft |
| <input type="checkbox"/> Street noise | <input type="checkbox"/> Office Machinery |
| <input type="checkbox"/> Factory/Machinery | <input type="checkbox"/> Other |

CHEMICAL/BIOLOGICAL/RADIOACTIVE MATERIAL SPILL OR RELEASE

- Call 911 on campus phone or on cell phone to report any known or suspected accidental or intentional spill or release.
- Follow instructions given by emergency response personnel.

Inside a building:

- Evacuate the immediate area, closing doors to the area where possible
- Someone familiar with the situation should meet emergency response personnel outside the building
- If there are injuries or suspected exposure to the materials, inform emergency response personnel that medical assistance is needed
- DO NOT re-enter the area until instructed by emergency response personnel
- DO NOT attempt to clean up chemical/hazardous material unless directed by Environmental Health and Safety staff

Major transportation incident:

Revised on August 3, 2009

- Releases may occur during material transfer procedures or as a result of an accident/crash involving
 - Aircraft
 - Train/railway
 - Highway traffic

If you witness or become aware of a chemical or hazardous material release:

- **Call 911** on campus phone or on cell phone.
- You may be instructed to
 - Seek shelter in the closest building or remain in your building
 - Evacuate
- Make sure you get upwind of the incident scene as quickly as possible
 - If getting upwind is not possible, move laterally away
 - DO NOT move downwind of the scene

If you are exposed to the chemical/hazardous material:

- Make use of the nearest emergency shower and/or eyewash if available. The location of your nearest emergency shower/eyewash is (write in location below):

-
- Cover your mouth and nose with layers of cloth (handkerchief, towel, etc.)
 - Move as far away from the source of contamination as possible
 - Wash with soap and water
 - Remove contaminated clothing as soon as possible
 - **Call 911** on campus phone or on cell to report your exposure

CIVIL DISTURBANCE

Civil disturbances can include riots, threatening individuals, crimes in progress or a building takeover that has become significantly disruptive.

- **Call 911** on campus phone or on cell phone. Provide the following information:
 - The name of the group, if known
 - The exact location of the group
 - The size of the group
 - Weapons involved
- Avoid the area of the disturbance
- Avoid provoking or obstructing demonstrators

If disturbance is outside and you are inside:

- Stay inside
- Stay away from doors and windows
- Continue with normal business operations, if possible
- Secure your work area (lock doors, safes, files, vital records, and expensive equipment)
- Log off computers
- Evacuate if necessary

EARTHQUAKE

Although Ohio is not prone to frequent earthquakes, the possibility of a moderate to severe earthquake in this area does exist.

If you are inside a building:

Revised on August 3, 2009

- Stay inside
- DO NOT use elevators
- Take cover beneath a sturdy desk or table or stand in a doorway or corner
- Protect your head and neck
- Stay away from windows, glass, and objects that could fall

If you are outside:

- Get away from trees, buildings, walls, and power lines
- Assume a fetal position on the ground with eyes closed and arms crossed over the back of your neck for protection
- Stay in fetal position until the shaking stops

If you are in a vehicle:

- Pull over and stop
- DO NOT park on or under overpasses or under power lines
- Stay inside vehicle until shaking stops
- Avoid driving over bridges, overpasses, and damaged sections of roads

After an earthquake:

- DO NOT make telephone calls except to report serious injuries, downed power lines, or gas leaks
- DO NOT enter any building that is deemed or looks unsafe
- DO NOT place yourself in harms way. If it is safe to do so, help people who are trapped and assist people with disabilities. Get help from people in the area
- Use battery-powered radios to listen for instructions given by the Emergency Alert System
- Follow instructions given by emergency response personnel
- Keep campus roadways clear for emergency vehicles. Avoid driving a vehicle unless absolutely necessary

Be prepared for aftershocks.

EVACUATION PROCEDURES

You may need to evacuate a building or the campus at any time. In general, you should:

- Know your surroundings – identify your primary and secondary building exit locations
- Become familiar with your office or department emergency plan, if one has been developed
- Understand your role during a building or campus evacuation

Evacuating a Building:

- Remain calm
- Complete assigned tasks, if any, relative to your department evacuation plan
- If possible, perform critical staff functions before leaving (e.g., locking cash drawers, turning heat sources off, securing computers)
- Take your personal belongings with you
- Exit the building by the most direct route that avoids danger
- Inform others along the way
- Assist visitors and, if needed, people with special needs
- In the event of a fire alarm, DO NOT use elevators unless instructed to do so by emergency response personnel
- Move at least 300 feet away from the building
- Make your way to the predetermined assembly point for your class, office, or department
- DO NOT re-enter the building until an all clear is given.

Muster and Head Count:

- Individuals in leadership positions need to account for students, faculty, staff, and visitors that were under their immediate

Revised on August 3, 2009

supervision at the time of the evacuation. Those positions may include:

- Faculty or instructors in the classroom
- Laboratory supervisors and staff
- Directors and office managers
- Shift and area supervisors
- Camp counselors

- Inform the individual in leadership if you suspect someone did not exit the building. The individual in leadership should inform emergency response personnel of the person's last known whereabouts

Evacuating the Lake Campus:

An order may be given to evacuate the entire campus due to a threat or damage from a natural hazard (e.g., winter storm, tornado, earthquake) or a human borne emergency (e.g., chemical spill, civil unrest, person with a gun). Depending on the incident, established evacuation plans and routes may be changed to keep you safe and out of harms way. If a campus evacuation is ordered, stay informed and listen or watch for evacuation instructions that will be provided to you through various emergency notification methods.

Leaving by vehicle: Follow the flow of traffic and as directed by law enforcement personnel.

Leaving by foot: Exit the campus by the most direct route and away from danger. If someone is picking you up, use an off campus location as a meeting place unless otherwise instructed.

EXPLOSIONS

If an explosion occurs in your area:

- Remain calm
- **Call 911** on campus phone or on cell phone
- If the odor of natural gas is present, evacuate immediately
- Beware of damaged areas and the potential for falling objects
- Open doors carefully
- DO NOT use elevators
- DO NOT move seriously injured persons unless danger is immediate
- DO NOT enter any building that is deemed or looks unsafe
- DO NOT place yourself in harms way. If it is safe to do so, help people who are trapped and assist people with disabilities. Get help from people in the area
- Avoid electrical equipment
- DO NOT use phones, matches, or lighters
- Follow instructions given by emergency response personnel

FIRE

- Pull a fire alarm if you discover fire or smoke
- **Call 911** on campus phone or cell phone
- Exit the building
- If you are trained and feel confident to do so, use a fire extinguisher on a small fire. The location of your nearest fire extinguisher is (write in location below)
- Close doors as you leave. Leave lights on
- DO NOT use elevators
- Feel doors before opening. If a door is hot, do not open. Backtrack to an alternate evacuation route
- Alert other building occupants by loudly knocking on doors and yelling "FIRE" on your way out
- If you encounter smoke, stay low. Crawl if necessary
- Continue evacuation even if the alarm sound stops. Warn others who may attempt to enter the building

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- Someone familiar with the situation should meet emergency response personnel outside the building.
- Immediately inform emergency response personnel of anyone that did not/could not evacuate
- DO NOT re-enter to the building until instructed by emergency response personnel

If clothing is on fire:

- **Stop, drop, and roll.** DO NOT run
- Smother flames by wrapping in a blanket, rug, coat, etc.

If you become trapped in a building:

- Find a room with a window. Enter and close the door
- If smoke begins to enter around the door, seal with rags, tape, or other material
- **Call 911.** If no phone is available, signal from a window
- Shout at regular intervals to alert emergency response personnel of your location

MEDICAL EMERGENCIES

- DO NOT move a seriously injured person unless in a life-threatening situation
- Remain with the victim, if possible. Send someone else to call 911 and to wait for emergency response personnel at the main entrance
- Only render first aid based on your level of training
- When emergency response personnel arrive, provide the following information:
 - Location of victim
 - Description of injury or illness
 - Victim's present condition
 - Medical history, if known
 - Your name and telephone number

Automated External Defibrillator (AED) Use

An AED is a computerized medical device that uses voice prompts, lights, and text messages to tell you the steps to take.

It can:

- Check a person's heart rhythm
- Recognize a rhythm that requires a shock
- Advise the rescuer when a shock is needed

If you use an AED:

- Send someone else to call 911 and to wait for emergency response personnel at the main entrance.
- Follow the instructions on the AED
- Follow the steps under MEDICAL EMERGENCIES above

NOTE: If an AED is removed from its mounted location, an alarm will be activated.

AED Lake Campus Locations:

- Andrews Hall near faculty elevators.
- Dwyer Hall inside cafeteria near north doors.
- Trenary Lab inside Library by north entrance.
- The location of your nearest AED is.

PEOPLE WITH DISABILITIES

If you are a person with a disability and need assistance when a building evacuation or other emergency is underway:

- Move to the nearest stairwell or safe exit. If you need help, ask someone to assist you to the nearest stairwell or safe exit
- Make your presence known to others in the area
- NOTE: Use of elevators during emergencies are only permitted when:
 - Severe weather/tornado conditions exist
 - Instructed by emergency services personnel
- Ask someone to notify emergency response personnel of your location and your need to be evacuated

Visually Impaired

- Ask someone to explain the nature of the emergency
- If necessary, ask someone to guide you to the nearest safe exit and to a safe location

Assisting the Hearing Impaired

- Explain the nature of the emergency by speaking slowly and clearly in front of the person or by the written word
- If necessary, guide person to nearest safe exit and to a safe location

PERFORMING CRITICAL OPERATIONS

Critical operations may require attention during an emergency. Essential staff may be instructed to remain on duty or be called back to campus under certain conditions.

Following a building evacuation

A person may not re-enter or remain in a building or area that has been evacuated unless:

- Person is designated essential personnel or a member of an emergency response team assigned to a critical operation
- Approval has been granted by the person in authority over the incident
- A direct communication link is maintained between the person and emergency response personnel

SHELTERING IN PLACE

If it is dangerous to leave the building, it may be safer to make a shelter out of the place you are in. Sheltering in place is a way for you to stay as safe as possible until help arrives.

People living in Residence Halls:

Preparing to shelter in place includes having the following minimum items:

- First aid kit
- Food and water
- Clothing and shoes
- Flashlight and batteries
- Battery-powered radio
- Whistle
- Medications
- Blanket or sweater

For more information, visit www.Ready.Ohio.gov .

SUSPICIOUS ACTIVITY

If you observe a crime in progress or behavior that is suspicious:

- DO NOT approach or attempt to apprehend person(s) involved
- **Call 911.** Provide the following information:

- What the person(s) are doing
- Location
- Physical and clothing description
- Weapons or tools
- Vehicle description, license number
- Direction of travel when last seen
- Stay on the phone until instructed otherwise

If directly involved in the situation:

- Remain calm
- Cooperate with the person(s)
- Make no sudden movements
- Call 911 as soon as possible

SUSPICIOUS OBJECT, PACKAGE, ETC.

- DO NOT touch or move a suspicious object
- DO NOT use two-way radios or cell phones within 100 feet of object
- **Call 911** on campus phone or on cell phone
- Follow directions of emergency response personnel

TORNADO

If notified of a tornado warning:

- Proceed immediately to the nearest emergency shelter as marked on the Lake Campus emergency maps.
- The Lake Campus has no basement or connection to the tunnel system, go to lowest level and seek shelter in a hallway or restroom near the center of the building and without windows
- Use elevators if you have a disability or are helping a person with a disability
- Stay away from windows, glass, stairwells, and unsecured objects
- Unless an emergency situation exists, DO NOT call 911
- Remain in shelter until the “All Clear” message is given
- If outdoors, lie in low-lying ditch, culvert or at low land levels. Protect your face and head

UNIVERSITY CLOSURE/CANCELLATION OF CLASSES

Under severe weather conditions and/or a declared state of emergency, there could be a

- Delay in opening the university
- Cancellation of classes, or
- Closure of campus

Before you leave for campus:

- Listen to local radio/TV stations or visit the www.wright.edu/lake/about/closing.html for information. Broadcasts and postings will announce cancellations and closures
- During the day, the campus community will be notified as above if the status of the university changes

If you are on campus:

- You may be notified using a variety of methods (email, telephone, text message, person-to-person, etc.)
- Follow instructions provided in the notification

UTILITY FAILURE

Revised on August 3, 2009

During normal business hours, call Maintenance for all Lake Campus utility failures (8347) or (8365). Outside normal business hours, call Betty Staugler 419-305-2215.

- Assist those in your area who may be unfamiliar with your space
- In the event of a power outage, emergency generators should provide lighting in hallways and stairways and will illuminate the building "Exit" lights
- Immediately evacuate the building
- If you are in an elevator, stay calm. Use the emergency button or call 911
- DO NOT re-enter the building until power is restored. Emergency Power does not support building operations

Any updates made to the Lake Campus Emergency Action Plan can be found at

<http://www.wright.edu/lake/about/closing.html>.