

**Wright State University**  
**Dayton Campus**  
**Emergency Action Plan—Quick Reference**

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 Dayton campus.

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

Download this quick action reference for the Dayton campus at <http://www.wright.edu/em>.

For more information about emergency preparedness and response at Wright State University, email the Emergency Management Administrator at:

EMProgram@Wright.edu

or visit

<http://www.wright.edu/em>

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## **REPORTING AN EMERGENCY**

- Call 911. Dialing 911 from any campus telephone will connect with University Police. To contact University Police from a cell phone, dial 937-775-2111.

NOTE: If 911 is dialed from a cell phone, you will be connected with OFF-CAMPUS emergency responders.

**CONSIDER: Programming your cell phone to speed-dial University Police 937-775-2111.**

- Push the red button on any “yellow” emergency telephone located inside buildings.
- Push the talk button on any “blue light” emergency telephone located throughout the campus grounds.
  - State your emergency and your name.
  - Follow the instructions given by the dispatcher.

NOTE: University Police will be immediately dispatched to the location of an activated yellow or blue light emergency telephone.

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

IF YOU PULL A FIRE ALARM:

- Meet first responders at the entrance to the building and inform them of the emergency.
  - Staff should notify their supervisor as soon as possible.
- Automated External Defibrillator (AED) stations are intended for a response to cardiac arrest victims.

IF YOU OPEN AN AED STATION:

- Have someone wait at the AED station to meet first responders and direct them to the victim.

NOTE: University Police will be immediately dispatched to the location of an activated AED station.

## **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.

**Note:** Police may not be able to immediately aid people. Their main goal is to get to the shooter.  
Remain calm and be patient. Let the police do their job.

**ADOPT A SURVIVAL MINDSET: Mentally and emotionally prepare to confront a life threatening risk.**

### **• Figure Out**

- What is going on?
- Where is it happening?
- What are my paths of escape (main entrance, back door, window, fire escape)?
- Can I get to an exit without confronting the shooter?
- Is it better to hide out?
- What are my options if confronted by the shooter?

### **• Get out**

- Move quickly to exit the building.
- Break a window out if necessary.
- 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 and Keep Out**

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

### **• 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** if you cannot be heard by the shooter.

### **• Take out**

- If you are in a group, make a plan to overcome the shooter.
- Confront the shooter if there is no other option.
- Do whatever it takes to neutralize the threat.
- Disrupt the actions of or incapacitate the shooter.
- Throw things (books), yell, use improvised weapons (fire extinguisher, chair, pen, keys).

Keep a survival mindset – *I WILL SURVIVE!*

Ultimately, the choice is yours and ***the only wrong action is no action.***

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

**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 within 100 ft. – 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. See EVACUATION PROCEDURES on page 8.
- Call 911 on campus phone or 937-775-2111 on cell or off-campus phone.
- Employees contact your supervisor as soon as possible.
- Follow directions of the emergency response personnel.

**Bomb Threat Checklist:**

Exact wording of 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 937-775-2111 on cell or off-campus 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 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:**

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

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

- Call 911 on campus phone or 937-775-2111 on cell or off-campus phone.
- You may be instructed to
  - Seek shelter in the closest building or remain in your building. See SHELTERING IN PLACE on page 12.
  - Evacuate. See EVACUATION PROCEDURES on page 8.
- 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 937-775-2111 on cell or off-campus phone and 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 937-775-2111 on cell or off-campus 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. See EVACUATION PROCEDURES on page 8.

## **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**

- 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**

- Only use telephones (regular or cellular) 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). See PERFORMING CRITICAL OPERATIONS on page 11.
- 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 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 Dayton 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.



## **EXPLOSIONS**

If an explosion occurs in your area:

- Remain calm.
- Call 911 on campus phone or 937-775-2111 on cell or off-campus phone.
- If the odor of natural gas is present, evacuate immediately. See EVACUATION PROCEDURES on page 8.
- 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 injured or trapped.
- Avoid electrical equipment.
- DO NOT use phones, matches, or lighters.
- Follow instructions given by emergency response personnel.

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## **FIRE**

- Pull a fire alarm if you discover fire or smoke.
- Call 911 on campus phone or 937-775-2111 on cell or off-campus phone.
- Exit the building. See EVACUATION PROCEDURES on page 8.
- 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) \_\_\_\_\_
- 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.
- 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

- 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 that will automatically notify University Police.

Visit the following website to identify the AED nearest to your location:

<http://www.wright.edu/admin/ehs/aed.html>.

The location of your nearest AED is (write in location below)

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## **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.

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## **PERFORMING CRITICAL OPERATIONS**

Critical operations may require attention during an emergency. Essential Employees may be instructed to remain on duty or be called back to campus under certain conditions. See UNIVERSITY CLOSURE/CANCELLATION OF CLASSES on page 13.

### **Following a building evacuation**

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

1. Person is designated Essential Employee or a member of an emergency response team assigned to a critical operation;
2. Approval has been granted by the person in authority over the incident; AND
3. 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 your current location. Sheltering in place is a way for you to stay as safe as possible until help arrives or the threat has passed.

### **People living in Residence Halls**

Preparing to shelter in place includes having basic items that can include:

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

For more information, visit *Personal Preparedness* at [www.wright.edu/em](http://www.wright.edu/em) .

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## **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 on campus phone or 937-775-2111 on cell or off-campus phone. 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 937-775-2111 on cell or off-campus phone.
  - Follow directions of emergency response personnel.
  - If instructed to evacuate, see EVACUATION PROCEDURES on page 8.
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### **TORNADO**

#### **If notified of a tornado warning:**

- Proceed immediately to the nearest emergency shelter (WSU tunnel system and basement area).
  - If your building 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 or University Police.
  - 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, call the WSU Information Line at 937-775-3500, or visit the Wright State homepage at [www.wright.edu](http://www.wright.edu) for information. Broadcasts and postings will announce cancellations and closures. See PERFORMING CRITICAL OPERATIONS on page 11.
- During the day, the campus community will be notified as above if the status of the university changes.
- DO NOT call University police for information about closure or cancellations.

#### **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.
- NOTE: Mini-University Child Development Center closes when the campus closes. If you have children at Mini-U, they must be picked up.

### **UTILITY FAILURE**

During normal business hours, call Physical Plant Customer Service Center for all Dayton Campus utility failures (937-775-4444). Outside normal business hours, call University Police at 937-775-2111.

- 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. See EVACUATION PROCEDURES on page 8
- 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 Emergency Action Plan can be found at [www.wright.edu/em](http://www.wright.edu/em) - -

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Emergency Management  
Wright State University

*Preparedness through cooperation*