



# **Faculty/Staff Emergency Procedures**

**Building information**

Building: \_\_\_\_\_

Building Coordinator: \_\_\_\_\_

Building Coordinator Phone #: \_\_\_\_\_

Outdoor Emergency Assembly Area: \_\_\_\_\_

Indoor Safe Area: \_\_\_\_\_

AED Location: \_\_\_\_\_

**Link to your Building Emergency Action Plan (BEAP):**

[www.wku.edu/ehs/beap/](http://www.wku.edu/ehs/beap/)

**WKU Emergency and Other Important Numbers**

**All emergencies: 911**                      **Bowling Green Fire Department**  
270-393-3702

**WKU Police Department**                      **Bowling Green Police Department**  
Non-emergency 270-745-2548      270-393-2473

**Campus Escort Services**                      **Warren County Sheriff's Office**  
270-745-2548 or 270-745-3333      270-842-1633

**Kentucky State Police**                      **Environmental Health & Safety**  
270-782-2010                                      270-745-2395

**Facilities Management**                      **Warren County Emergency Mgt.**  
270-745-3253                                      270-781-8776

**Health Services**                                      **EMS Ambulance Dispatch**  
270-745-5641                                      270-843-1174

This handbook is intended for use by faculty and staff at WKU in order to prepare for emergencies. Take the time to familiarize yourself with emergency procedures and make sure new employees are trained to follow their Building Emergency Action Plan (BEAP).

You should also fill in the blanks in this book's sections with information that applies to your location. You should then review all procedures, and place this handbook in an accessible location, preferably near a telephone.

In instances where your Building Emergency Action Plan (BEAP) differs from instructions in this handbook, the Building Emergency Action Plan (BEAP) will supersede this handbook.

**Dialing 911 from a campus phone will direct you to the WKU Police Department Dispatch Center.** The WKU Police Department phone number is 270-745-2548. You may want to store this number in your cell phone for immediate use in case of an emergency.

**Dialing 911 from a cell phone connects you to Bowling Green Police Department 911 Center.** You will be immediately connected to the WKU Police Department. During an emergency, please do not call WKU Police Department for information or updates. The lines need to stay clear for emergency calls. The campus community will be notified through WKU's Emergency Notification System.

**WKU Police Department**

1906 College Heights Blvd. #11050 • Bowling Green, KY 42101  
*(located beside Parking Structure #1, Diddle Arena side of University Blvd.)*  
270-745-2548

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**EMERGENCY PHONE NUMBERS & INTRODUCTION**



- ▶ Report the outage to Facilities Management at 270-745-3253 or WKU Police Department at 270-745-2548 after hours.
- ▶ Help building occupants move to a safe location.
- ▶ Turn off/unplug sensitive electrical equipment.
- ▶ Exit the building, if safe to do so. If persons are unable to exit the building, notify WKU Police Dispatch at 270-745-2548 and give the location of the person(s) inside the building.
- ▶ Be alert for downed power lines or other hazards associated with the power outage when leaving the area.
- ▶ If trapped in an elevator, use the emergency phone located in the elevator or contact the WKU Police Department at 270-745-2548 or, if an emergency, dial 911.
- ▶ In the event of a water leak or flooding inside a building, avoid standing water due to the potential hazards.

## **POWER OUTAGE/UTILITY FAILURE**



- ▶ Hazardous material emergencies may involve chemical or biological materials. During normal storage and handling, these materials are generally safe. However, if the materials are spilled or released, they may pose a threat to persons or property.
- ▶ Get everyone away immediately.
- ▶ Report the spill to WKU Police Department at 911 or 270-745-2548 and be prepared to provide the following information:
  - Your name
  - Location of the release
  - Type of material (if known)
- ▶ If you come in contact with materials, remove contaminated clothing and flush affected areas with large amounts of water for at least 15 minutes.

## HAZARDOUS MATERIAL EMERGENCIES





- ▶ Do not move the injured person unless he or she is in a life-threatening situation.
- ▶ Render first aid or CPR only if you have been trained and are comfortable doing so.
- ▶ Designate someone to call WKU Police Department at 911 or 270-745-2548.
- ▶ When reporting a medical emergency, be prepared to provide the following information:
  - Type of emergency
  - Location of the victim
  - Condition of the victim
  - Any dangerous conditions
- ▶ Designate someone to stand outside the building to direct emergency personnel to the scene.
- ▶ Avoid contact with blood or other bodily fluids. If you are exposed to another person's body fluids, wash the exposed area and contact your supervisor or Environmental Health & Safety at 270-745-2395. Follow up with WKU Health Services at 270-745-5641.
- ▶ Automated External Defibrillators (AEDs) have been installed in residence halls and other campus buildings. They are located on the first floor or on the entry level of each building. Only utilize if you have been properly trained to do so.

## MEDICAL EMERGENCIES



## **Fire**

- ▶ Activate the building fire alarm by using a pull station located at building exits and call 911.
- ▶ Do not try to fight the fire unless properly trained to do so.
- ▶ Provide assistance to those in need, if it is safe to do so.
- ▶ DO NOT return to your area to retrieve personal items.
- ▶ If the stairs are filled with smoke or fire or are otherwise obstructed, use an alternate escape route.
- ▶ If you catch on fire, DO NOT RUN! STOP where you are. DROP to the ground. And ROLL to smother the flames.
- ▶ Do not re-enter the building until instructed to do so by the fire department.

## **Evacuation**

- ▶ Close the door when exiting the building.
- ▶ Take your personal belongings with you, if close at hand.
- ▶ Provide assistance to those in need, if it is safe to do so.
- ▶ Proceed to the nearest exit.
- ▶ Walk, do not run.
- ▶ DO NOT use elevators.
- ▶ If the stairs are filled with smoke or fire or are otherwise obstructed, use an alternate escape route.
- ▶ If persons are unable to evacuate, notify WKU Police Dispatch at 911 or 270-745-2548 and give the location of the person inside the building.
- ▶ Once outside, move away from the building to your designated assembly area.

# **FIRE/EVACUATION**



## **Earthquake**

### ▶ IF INSIDE:

- Stay indoors.
- Watch for falling objects and debris.
- Crawl under a sturdy piece of furniture or stand in a doorway.
- Stay away from windows and suspended objects.
- Evacuate damaged buildings carefully.
- DO NOT use elevators.

### ▶ IF OUTSIDE:

- Move to an open area away from buildings and power lines.
- Avoid street lamps, trees, and utility poles.
- After the earthquake, be prepared for aftershocks. Watch for falling objects.

## **Explosion**

- ▶ Remain calm.
- ▶ Be prepared for the possibility of additional explosions.
- ▶ Stay away from windows and unstable furniture or other objects.
- ▶ If there is damage to the structure, evacuate carefully.
- ▶ DO NOT use elevators.
- ▶ Provide assistance to those in need, if it is safe to do so.
- ▶ Report injuries and/or building damage to WKU Police Department at 270-745-2548 or, if an emergency, dial 911.



- ▶ The following characteristics may identify suspicious parcels:
  - Unexpected or from someone unfamiliar to you.
  - Addressed to someone no longer with your organization or otherwise outdated.
  - No return address or one that cannot be verified as legitimate.
  - Has any powdery substance on the outside.
  - Marked with restrictive endorsements, such as Personal or Confidential.
  - Protruding wires, strange odors or stains.
  - Has an unusual amount of tape.
  - Has excessive postage applied to the parcel
  - A city or state in the postmark that does not match the return address.
  
- ▶ If you receive a suspicious parcel in the mail:
  - Do not open the parcel.
  - Isolate the piece of mail.
  - Call WKU Police Department at 911 or 270-745-2548 for additional instructions.
  - Do not pass the letter/parcel to others.
  - Deny access to the letter to everyone except emergency responders.
  - Relocate all persons to an area away from the parcel to minimize exposure.
  - If possible, wash your hands and face with soap and water.
  
- ▶ If you open a parcel that appears to be contaminated:
  - Do not move parcel.
  - Call WKU Police Department at 911 or 270-745-2548.
  - Turn off any fans, window air conditioners or space heaters. Isolate the area.
  - Evacuate the adjoining areas and report to your indoor safe area.
  - Do not pass the letter/parcel to others. Deny access to the letter to everyone except emergency responders.
  - Anyone in contact with the parcel should remain isolated in an area adjacent to the original location and wait for additional instructions from emergency responders.
  - If possible, anyone who had contact with the parcel should wash their hands and face with soap and water.

## **SUSPICIOUS PACKAGES**





## General Safety Practices

### ▶ Vehicle

- Lock your vehicle at all times
- Place valuables in the trunk or out of sight  
Examples: cell phone, computer, money, etc.
- Don't crack the window in your vehicle when it's hot

### ▶ Personal Safety

- Be aware of your surroundings
- Know where you are at all times
- At night:
  - If possible, walk in pairs
  - Walk only on well lighted routes / Avoid dark isolated areas
  - If you feel uncomfortable, call WKU Police Department for an escort at 270-745-2548 or 270-745-3333

### ▶ Text Alert Emergency Notifications

- WKU utilizes a text alert system to notify students, faculty, and staff of emergencies that may impact the campus or university operations. These notifications may include severe weather warnings, reports of violent crimes on or near campus, or campus closures or delays due to weather or facilities issues.
- To sign up for the text alerts go to [www.wku.edu/emergency](http://www.wku.edu/emergency) or TopNet and select the Personal Information Tab then select: View/Update Cell Phone Messaging Notification. Complete and submit the online form.



Workplace violence may take the form of personal assault and may or may not include weapons. You might hear the sound of gunfire, scuffling, or other employees yelling.

### **Gunfire**

- ▶ If you hear gunfire, run away from the area if possible. If not, seek refuge in an area that can be locked from the inside. Block the door to discourage entry. Hide inside the area behind a desk, under a table, in a closet or whatever is available. Remain still and quiet. Silence all cell phones.
- ▶ If a phone is immediately available, and if it is safe to do so, call WKU Police Department at 911 or 270-745-2548. If you can, stay on the phone with the police dispatcher.

### **Explosion/Bomb**

- ▶ Immediately evacuate the building using your general evacuation procedures.
- ▶ Call WKU Police Department at 911 or 270-745-2548. Inform them of the situation with as much information as is available. If it is safe to do so, stay on the phone with the police dispatcher.

### **Hostage Situation**

- ▶ Immediately evacuate the building using your general evacuation procedures. Stay out of sight of the perpetrator at all times.
- ▶ Take no action to intervene with the hostage taker.
- ▶ Call WKU Police Department at 911 or 270-745-2548. Inform them of the situation with as much information as is available. If it is safe to do so, stay on the phone with the police dispatcher.

### **Physical Threat**

- ▶ Immediately evacuate the building using your general evacuation procedures.
- ▶ Call WKU Police Department at 911 or 270-745-2548. Inform them of the situation with as much information as is available. If it is safe to do so, stay on the phone with the police dispatcher.



### **Tornado**

- ▶ Tornado warnings require immediate action.
- ▶ Know the shelter area within your building; if unsure, move to the lowest level away from windows and doors.
- ▶ If outdoors, move into a sturdy building.
- ▶ Information will be sent out via WKU text alerts and the Community Outdoor Warning System.
- ▶ Immediately leave a badly damaged building, when it is safe to do so.

### **Severe Thunderstorm/Lightening**

- ▶ Stay indoors and away from windows until the storm passes.
- ▶ Monitor weather information for updates.
- ▶ Be aware of hazards associated with straight-line/high winds and lightening.

### **Flooding**

- ▶ If you expect flash flooding, stay away from low lying areas.
- ▶ Never drive or walk through flooded roadways or sidewalks.
- ▶ Report flood conditions to WKU Police Department at 270-745-2548.

### **Winter Weather**

- ▶ Ice, snow, and/or extremely cold temperatures may impact operations of the university. On rare occasions, the Bowling Green campus and/or regional campuses may be closed for part of a day or for the entire day.
- ▶ Be informed and note the difference between a delay or cancellation of classes and a closure of a campus or a delay in campus opening. Monitor radio and television broadcasts, consult the WKU website, and signup for text alerts at [www.wku.edu/emergency](http://www.wku.edu/emergency).
- ▶ Be aware that conditions may vary significantly across the region. Therefore, please use your best judgment in making the decision whether or not to come to work/class.
- ▶ Make sure to dress in layers appropriate for the temperature and weather conditions.
- ▶ Select footwear that provides good traction.
- ▶ Allow extra time for the commute.



Bomb threats may be received in many ways. The most common method is by phone. If you receive a bomb threat by phone, attempt to keep the person on the phone as long as possible and try to obtain the following information using the Bomb Threat Checklist:

**1 Initial Actions:**

- Do not hang up! Keep caller talking.
- Time of Call: \_\_\_\_\_ AM/PM

**2 Exact Wording of Threat:**

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**3 Questions to Ask:**

- When is the bomb going to explode? \_\_\_\_\_  
\_\_\_\_\_
- Where exactly is the bomb? \_\_\_\_\_  
\_\_\_\_\_
- When did you put it there? \_\_\_\_\_  
\_\_\_\_\_
- What does the bomb look like? \_\_\_\_\_  
\_\_\_\_\_
- What kind of bomb is it? \_\_\_\_\_  
\_\_\_\_\_
- What will make the bomb explode? \_\_\_\_\_  
\_\_\_\_\_
- Did you place the bomb? \_\_\_\_\_  
\_\_\_\_\_
- Why did you place the bomb? \_\_\_\_\_  
\_\_\_\_\_
- What is your name? \_\_\_\_\_  
\_\_\_\_\_
- Where are you? \_\_\_\_\_  
\_\_\_\_\_
- What is your address? \_\_\_\_\_  
\_\_\_\_\_

#### 4 Listen for:

- Caller:  Male  Female  Juvenile \_\_\_\_ Approx. Age
- Voice:  Loud  Soft  Raspy  Deep  
 High Pitched  Other: \_\_\_\_\_
- Speech:  Fast  Slow  Distinct  Slurred  
 Stutter  Distorted
- Accent:  Local  Foreign \_\_\_\_\_ Nationality
- Manner:  Calm  Angry  Laughing  Intoxicated  
 Coherent  Nervous  Irrational  Emotional
- Language:  Excellent  Fair  Foul  
 Good  Poor
- Background  Machines  Music  Trains  Animals
- Noises:  Planes  Party Noises  Mixed  Quiet  
 Traffic Noises  Other

#### 5 After the Call:

- Immediately call WKU Police Department at 911 or 270-745-2548.
- Provide them any information you received.
- Note the time of the end of the call: \_\_\_\_\_ AM/PM
- Name of recipient (print): \_\_\_\_\_
- Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Bomb Threat By Letter or Email

- If the threat is made in writing, do not handle the letter or note any more than necessary.
- Do not touch or move any unfamiliar objects and wait for police to arrive on scene.

If you are instructed to evacuate a building take your purse, backpacks or brief cases with you. As you exit, survey the area for suspicious or unusual packages, boxes, or book bags. **You are more familiar with what is normal for your building than first responders. Report suspicious items and/or persons to the WKU Police Department at 911 or 270-745-2548.**

#### Link to the Bomb Threat Checklist:

<http://www.wku.edu/police/images/bombthreatchecklist.jpg>



**Place building or department-specific  
information here.**