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**Campus Safety is EVERYONE’S Responsibility-**

**Faculty, Staff and Students!**

***Before an Emergency:***

**You should familiarize yourself with your department’s emergency response plan. Check with your Department or Dean’s Office for your current emergency response plan.**

Be aware that during an emergency the students in your classroom or laboratory will look to you for leadership and direction. Even though they are adults, they will have an expectation that as their instructor, you will be able to aid them during the emergency situation. By taking some time now to familiarize yourself with the following information, you can better aid your students and yourself during a crisis. Please review the following information:

***REPORTING EMERGENCIES***

POLICE/FIRE SERVICES/EMERGENCY MEDICAL SERVICES-- **DIAL 9-1-1**

WSU POLICE NON-EMERGENCY NUMBER-- **335-8548**

CITY OF PULLMAN FIRE/EMS NON-EMERGENCY NUMBER-- **332-8172**

CRISIS LINE FOR CRISIS INTERVENTION COUNSELING-- **334-1133**

STUDENT HEALTH AND WELLNESS/URGENT CARE---**335-3575**

(Available 9 AM-5 PM M-f & 9 AM-1 PM Sat. Urgent and Emergency Care available after hours)

FACILITY EMERGENCIES---**335-9000**

***General Evacuation Information for all Emergencies- Fire alarm activated or other notification to evacuate:***

* When fire alarms sound, you are required to evacuate the facility. Never assume it is a false alarm. Follow instructions and evacuate your facility as directed, when notified by Siren/PA or other means.
* Remain calm and encourage others to remain calm. Provide clear directions.
* Take your personal belongings (purses, keys, wallets, etc.) with you.
* Secure any hazardous materials, turn off gas (in laboratories) or equipment before leaving.
* Evacuate the building using the nearest exit or alternate if nearest exit is blocked.For each classroom or building you are in, locate at least two exits out of the building.
* The Instructor should check that all students have exited the classroom.
* **Do not use elevators**
* Follow directions given by building and/or emergency personnel if they are present.
* Assist persons with disabilities. SEE SECTION BELOW ON EVACUATING PEOPLE WITH DISABILITIES. If the disabled person must remain in the building, inform emergency personnel that a disabled person is still in the building and where they are located as soon as possible- Call **9-1-1** if emergency personnel are not easily contacted.
* Once outside, move away at least 50 feet from your building and watch out for and stay out of the path of emergency vehicles and personnel.
* Do not re-enter the building unless authorized by emergency personnel.

***Fire Emergencies***

* If smoke or fire is visible, activate the nearest fire alarm (if available) and follow evacuation instructions (above).
* Call **9-1-1** from a phone outside of the building if possible to provide more information to a dispatcher.

***Hazardous Material Releases***

* If an emergency or if anyone is in danger, call **9-1-1** immediately.
* Move away from the site of the hazard to a safe location.
* For laboratories, follow procedures in the laboratory’s Chemical Hygiene Plan.
* Follow the instructions of building and/or/ emergency personnel.
* Alert others to stay clear of the area.
* Notify emergency personnel if you have been exposed to any hazardous materials or have information about the release.

***Suspicious Object***

* Do not touch or disturb the object.
* Call **9-1-1** to report the object***.***
* Notify your department/Dean’s office, and/or building staff, if possible.
* Be prepared to evacuate the building if so ordered.

***Power Outage***

* Remain calm; provide assistance to others if you are able.
* Turn off and unplug computers and other sensitive electronic equipment.
* For laboratories, follow procedures in the laboratory’s Chemical Hygiene Plan.
* Move cautiously to a lighted area. Exits may be indicated by lighted signs if the emergency power is operating.
* Follow directions from building and/or emergency personnel. Report outage to **335-9000**.

***Suspicious Person***

* Do not physically confront the person.
* Do not let any person into a locked building/office unless that person is known to you to have a specific reason and approval to be there, including any suspicious person.
* Do not block the person’s access to an exit.
* Call 9-1-1. Provide as much information as possible about the person and their direction of travel.
* Notify your department/Dean’s office, and/or building staff, if possible.

***Shelter-in-Place***

* Shelter-in-place may be required for a number of different issue: chemical release, active shooter, threats of violence, weather incidents, etc.
* Identify locations prior to need where you can safely shelter-in-place. Doors need to lock from the inside, and ideally, there should be no (or a minimum) of internal or external windows.
* If directed to shelter-in-place, first, follow all provided directions. Then, direct all students to the previously identified shelter and go there yourself.
* Secure all doors and windows. If possible, move desks or other objects to block doors. If available, close shades on windows. If possible, move all people away from doors and windows.
* After calling 9-1-1 to report the situation, keep quiet- no talking. Turn off lights. Turn off cell phone ringers and set to vibrate only. Stay off cell phones if possible.
* Do not open door except to law enforcement officers. Stay sheltered until you have directions from proper authority to leave.

***ADDITIONAL INFORMATION FOR TEACHING FACULTY***

**Know two exit routes to the outdoors from the classrooms in which you are teaching!**

You must able to direct your students to exits from the classroom as well as to safe exits from the building.

If needed, contact Facilities Operations at **335-9000** to get a floor plan of the building and floor where your classroom is located. Many buildings on campus have evacuation maps located in hallways. If an evacuation map is posted in your building, please familiarize yourself with it.

**Accounting for all students can be very difficult, especially with a large class. However, if an attempt can be made it is very helpful. Possible approaches include:**

* Using your class roster
* Using a head count
* Asking students to see if students seated next to them are present at the assembly point.

**If possible, when exiting the building, try to keep your class together and check off the names of the students who evacuated against your class roster. This may not always be possible due to circumstances. Please try to make contact with your department or Dean’s office to let them know you and your class are out of the building.**

**To aid in this process, keep the following materials with you in every class:**

• Class roster

• Department Administrator or Manager’s phone number

• Dean’s Office and other phone numbers for your unit

***BUILDING EVACUATION FOR PERSONS WITH DISABILITIES***

If you have a person with a known disability in your class, you should be knowledgeable about their personal response plan and who may be assisting them. A "buddy system," where people with disabilities arrange for volunteers (other students, faculty or staff) who alert them and assist them in an emergency is one method that can be used.

***There are 4 options for evacuation available to persons with disabilities:***

1. Horizontal evacuation: If there is an accessible exit on the floor where you are located so that no stairs interfere with the ability to exit outside or to another building.
2. Stairway evacuation: Move the person to the top surface inside a designated, closed evacuation stairwell.
3. Stay in place: Have the person remain in the classroom/ laboratory unless danger is imminent.
4. Area of Refuge: If available and clearly identified in the building, and you can reach it.

Always ASK someone with a disability how you can help BEFORE attempting any rescue technique or giving assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.

Attempt a rescue evacuation ONLY if you have had rescue training or the person is in immediate danger and cannot wait for professional assistance.

***IF A SHOOTING INCIDENT OCCURS***

Should a shooting incident take place near you, use the following information to help you decide the best course of action for you to take. These are only guidelines and any decision you make in such a situation is yours and yours alone to make.

Planning for such an incident will be your best chance for surviving an active shooter incident. Be aware of your escape routes, know how you will respond, and be prepared to take action to fight the intruder.

The guidelines below are based on the best available information. Local Law enforcement recommends you familiarize yourselves with each scenario and the options provided so you can make the best decisions for yourself in an active shooter situation. WSU encourages students, faculty and staff to be personally aware of developing incidents, assessing each emergency individually, and taking actions to ensure the safety of all.

Best practices for dealing with an active shooter situation:

* Be aware of your environment and any possible dangers.
* Identify the two nearest exits in any facility you visit.
* Assess your situation-If you are in an office, stay there and secure the door.
* If you are in a classroom that can be locked, secure the door and move students out of sight.
* Assess your situation-If you are in a hallway, get into a room and secure the door.
* Take action- as a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.

WSU teaches a Run, Hide, Fight protocol in the event of an active shooter situation. Should you find yourself in this situation, you alone must assess and determine which option will provide the greatest degree of security.

***RUN:*** *Evacuate If Possible*

* Quickly assess your personal situation.
* If there is considerable distance between you and the armed person, quickly move away from the sound of the gunfire/armed person. If the intruder is in your building and it is safe to do so, run out of the building and move far away until you are in a secure place to hide.
* Leave your belongings behind.
* Keep your hands visible to law enforcement.
* Help others escape if possible, but do not stay behind because others will not go.
* Call 911 when it is safe to do so. Do not assume that someone else has reported the incident.

***HIDE:*** *Hide silently in as safe a place as possible*

* Quickly assess your personal situation.
* If the shooter is in close proximity and you cannot evacuate safely, hide in an area out of the intruder’s view.
* Choose a hiding place with thicker walls and fewer windows, if possible.
* Lock doors and barricade with furniture, if possible.
* Turn off lights. Close windows, shades and blinds, and avoid being seen from outside the room, if possible.
* Silence phones and turn off other electronics. Remain very quiet.
* If you are outdoors and cannot RUN safely, find a place to hide that will provide protection from gunfire such as a brick wall, large trees or buildings.
* Call 9-1-1 as soon as safely possible.

***FIGHT:*** *Take action to disrupt or incapacitate the shooter*

* Quickly assess your personal situation.
* As a last resort, fight. If you cannot evacuate or hide safely and **only** when your life is in imminent danger, take action.
* Attempt to incapacitate or disrupt the actions of the shooter. Commit to your actions.
* Act with physical aggression toward the shooter.
* Improvise weapons by using items in your area such as fire extinguishers or chairs. Throw items at the shooter if possible.
* Call 911 when it is safe to do so.

***Immediately after an incident:***

* Wait for Local Law Enforcement officers to assist you out of the building, if inside.
* When law enforcement arrives, students and employees must display empty hands with open palms.
* The first arriving officers will not stop to assist the injured or evacuate personnel.

**Run. Hide. Fight**

**Remember, emergency preparedness begins with each one of us. Take small steps each month to ensure that you and your students are ready for whatever comes to campus.**

be **Aware** of developing incidents,

**Assess** each situation, and

take **Action** to ensure your own safety!

***“By failing to prepare,***

***You are preparing to fail.”***

***-Benjamin Franklin***