



Emergency Responses and Action Planning Guidelines

for All Colleges, Divisions, Departments, & Units

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Emergency Responses and Action Planning Guidelines for All Colleges, Divisions, Departments, & Units

NOTE: For the purpose of this document, the terms Department or Unit will refer to all types of administrative groups within the university – College, Division, Department, Unit, Office etc. College/Division plans should indicate all departments or units that are a part of the College or Division. Each department/unit will still be responsible for development of its own emergency response and action plan specific to its mission and needs.

October, 2013

To: College Deans, Directors, Department Chairs, and Unit Administrators:

Departmental/Unit emergency response plans are the foundation for all emergency preparedness at WSU. It is critical to the safety and security of all aspects of the institution that each department and unit completes an emergency response plan. WSU BPPM 50.39 and Executive Policy #25 establish the requirement for all WSU units to develop and maintain emergency response plans.

To assist departments and units to complete and maintain their emergency response plans, these guidelines, procedures and forms are provided to assist you in your unit's planning efforts. For those departments who have completed plans, significant time may have passed since those plans were completed. Plans will need to be reviewed and updated, annually, per BPPM 50.39 by **October 1 of each year. All plans, whether new or updated, need to be submitted to the Office of Emergency Management for final review and approval.**

It is important for departmental administrators to be thoroughly involved in the development of departmental emergency response plans. Not only are the department's leaders responsible for managing the department's needs during an emergency, they are also responsible for providing appropriate training to departmental staff so they are prepared to implement the department's response plan when emergencies occur. Emergencies can affect just a department or the institution as a whole, so the more knowledgeable the department administrator is regarding all aspects of their unit's plan, the better they can serve the department's and university's needs in an emergency situation.

For assistance in preparing the department's emergency response plan please contact the Office of Emergency Management at (509) 335-7471. Your plan, when completed, should be treated as a "living" document. It should be used for training your unit staff and faculty and updated whenever necessary. You should test your plan at least, annually, with drills and exercises, and adjust it as appropriate to meet unit needs.

Office of Emergency Management





GLOSSARY OF KEY TERMS

DMT: Departmental Management Teams: Department or unit emergency management personnel responsible for preparedness and response prior to an emergency situation and for operations of their department or unit during minor or major emergencies. Typically, the Department Chair or Director is the DMT Leader.

C/DMT: College/Division Management Teams: Emergency management personnel such as College Deans, Division leaders, Associate VP's etc. responsible for coordination of emergency preparedness and response amongst the multiple departments or units under their College or Division

EMERGENCY: Any incident or situation that can threaten or impact the safety and security of the institution, either directly or indirectly and/or any incident involving students, faculty or staff that may have an impact on the operations and functioning of the institution. Emergencies can be large or small in impact and all WSU units need to be prepared for either.

UNIT EMERGENCY COORDINATOR- Each unit should have a designated staff/faculty individual serving as the Unit Emergency Coordinator for the unit. The Unit Emergency Coordinator is responsible for maintaining the department's emergency planning and response efforts through updating the Emergency Response Plan; managing all emergency equipment and resources; and assisting unit staff in acquiring appropriate training in emergency procedures.

CIMT/EOT: Critical Incident Management Team/Emergency Operations Team: The CIMT consists of a smaller group of key members of the EOT that respond to smaller scale or short term emergency incidents affecting the University. The EOT consists of a larger group of trained university personnel responsible for managing the impacts of a major emergency and or those that have a long term duration affecting the University.

EEMT: Executive Emergency Management Team: The Executive Duty Officer (typically the President) and/or his designated alternates per the Executive Duty Officer Policy. Provides overall strategic and policy guidance to the EOT and serves as the public "face" of the university during the crisis.

EMERGENCY ASSEMBLY AREA: A designated spot external to a building where staff gather and check-in during an evacuation of their building or office space.

EMERGENCY RESPONSE GROUP-The department personnel who provide first response to their unit during emergencies. They assist departmental leaders in developing emergency response plans specific to their unit. They coordinate evacuation of and accounting for all department staff as required. They also provide first aid and CPR to the level of their training and implement established departmental emergency procedures as needed.

GO-KIT: A kit containing basic emergency supplies. See the example on form 5 for a list of recommended Go-Kit contents.

AREA OF REFUGE: A designated area or areas in a building where those who cannot evacuate (usually people with disabilities) can go and await rescue. These spaces have specific requirements. See the Appendix for more information

WHITCOM: WSU and local emergency communications and dispatch center.



Department/ Unit Emergency Response and Action Plan Summary

Emergencies and disasters can happen at any time and usually occur without warning. Emergencies can be relatively minor, affecting only limited parts of campus or major affecting the campus as a whole. Major emergencies are managed at the University level. WSU maintains the Comprehensive Emergency Management Plan (CEMP) which guides university-wide emergency operations.

The Office of Emergency Management maintains in conjunction with the city and county a Consolidated Comprehensive Emergency Management Plan (CCEMP) which guides the universities emergency operations with the accessibility of working seamlessly with the city and the county in prevention, protection, mitigation, response, and recovery efforts.

Whether an emergency is major or minor, campus departments and units may be affected. To prepare for these emergencies, Departments/Units specific emergency plans compliment and support WSUs planning efforts. To maintain the University's resilience and to promote safety for all students, faculty, staff, and visitors, each department must develop a Departmental/Unit Emergency Response and Action Plan appropriate to its needs (BPPM 50.39 and Executive Order #25).



Emergency Organization and Reporting Structure

For most emergencies on campus, little coordination is needed because emergency units respond to protect life, stabilize an incident, and conserve property. For more substantial incidents, coordination of resources and information is necessary and will involve three distinct levels, each with a unique function: operational incident response, emergency management support through the Emergency Operations Center (EOC), and policy as established by BPPM, the President, or an Executive Policy Team.

Colleges and units on campus provide much of the most critical information necessary for effective response in substantial incidents, and will play a key role in incident coordination. The EOC will draw upon campus and local resources as needed to support response units in their efforts, to support the continuing operations of the university, and to ensure the most effective allocation of resources during any significant emergency.

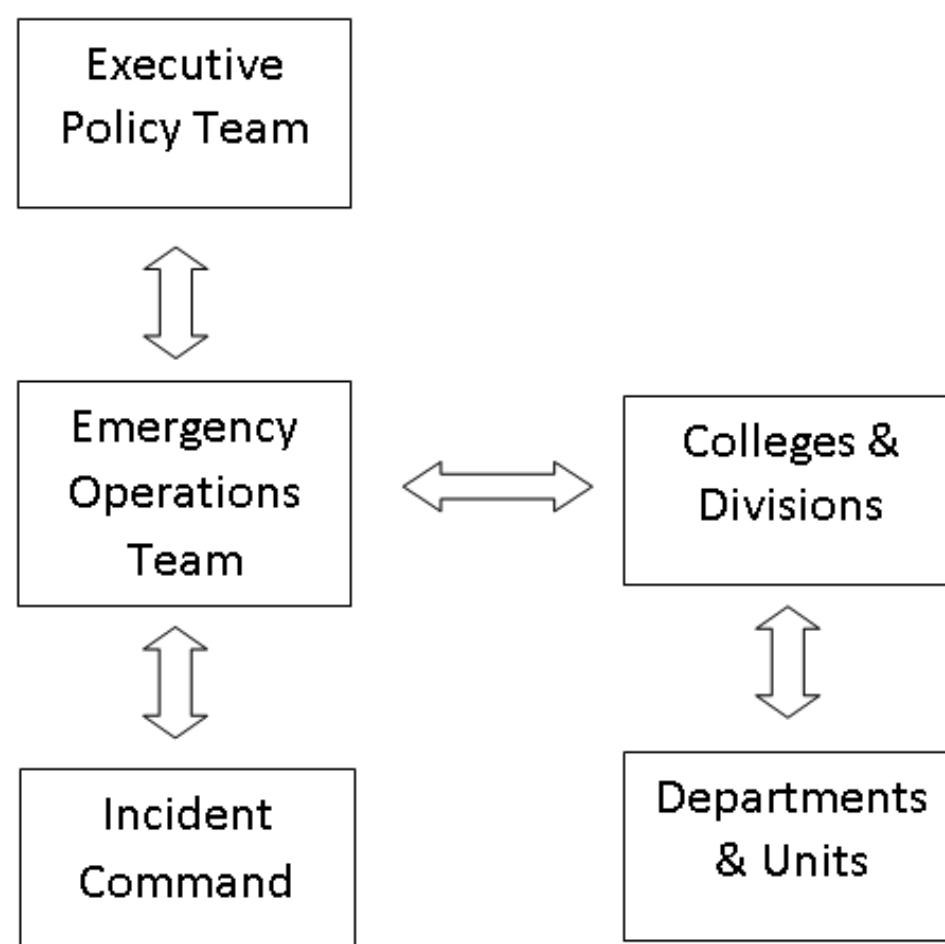
When an emergency occurs on campus, primary units responsible for incident response will depend upon the type of incident. If necessary because of incident size, severity or duration, WSU will exercise authority in providing management and support of the continuing situation. The University's Emergency Operations Center (EOC) will draw upon campus and local resources as needed to support the response units in their efforts and to support the continuing operations of the university during the emergency. The EOC reports to and receives its strategic direction from the President and Executive Policy Team via the Emergency Operations Director.



Emergency Organization and Reporting Structure

College/Division Management Teams (C/DMT) are comprised of the leadership of the various Colleges or Divisions of the University and provide critical management and information functions at that level. C/DMT interact directly with the EOC, assist the departments and units under their direction in dealing with the emergency and relay information regarding the impacts and issues generated by the emergency situation on their departments and units both to and from the Emergency Operations Center.

Department Management Teams (DMT) are responsible for managing the impacts of the emergency situation on the staff and operations of their department/unit following the procedures established in their departmental emergency response and action plan. Each DMT reports the impacts on operations and personnel caused by the emergency to their College/Division Leadership who will pass that information on to the EOC. The department/unit will then receive instructions generated by the EOC via their College/Division Management Teams.





Department/ Unit Emergency Response and Action Plan Guidelines

Department emergency plans should outline how an organization will accomplish the following emergency response goals:

- Protect the safety of students, faculty, staff, and visitors in the department.
- Safeguard physical and intellectual resources related to the department's mission, including ensuring the safety of any animals associated with the department's operations.
- Coordinate with the University's emergency response and recovery procedures.

These revised and simplified Emergency Response and Action Plan Guidelines offer a model for developing department emergency plans. These guidelines will help you produce simple and flexible procedures for a variety of "common" emergency incidents including, but not limited to:

- Power or Utility Outages
- Fires or Explosions
- Floods
- Hazardous Materials Releases
- Medical Emergencies
- General Evacuation Information
- Evacuation Information for People with Disabilities
- Severe Weather
- Civil Disturbances or Demonstrations
- Bomb Threats
- Threatening, Violent or Disruptive Behavior
- Armed Hostile Intruder
- Suspicious Packages (other objects)
- Earthquakes



Department/ Unit Emergency Response and Action Plan Overview

Each section contains information and associated forms that will assist you in organizing your plan. The Emergency Response and Action Plans forms should be adapted or augmented to fit a department's mission, staffing, location(s), or other unique circumstances. For example, an emergency plan for a department with laboratories would include hazardous materials management issues; a plan for Residence Life/ Housing would address alternate housing needs for residents; and a department using animals would plan for potential movement of the animals to alternative housing and care, if circumstances warrant.

The information/instructional materials provide you with the concept can context of what it is you are creating. *This information is provided to assist you in developing your plan. You do not need to include this information in the plan submitted to the Office of Emergency Management for review.* The information is also useful when training and educating departmental staff regarding their role in emergency response. All of the documents available for your Departments/Unit Emergency Response and Action Plans should be included in the copies of the plan you use for training and other internal departmental purposes. ***Only the forms for your Departments/Units Emergency Response and Action plan needs to be submitted to The Office of Emergency Management.***



Department/ Unit Emergency Response and Action Plan Overview

We have pared down the information you should include in your plan to the specific information that will be useful to your department and the University when an emergency occurs. This information should be included on the forms provided. We recommend you organize your plan with the most critical information first. Key information that must be included in your plan:

- Department/Unit Location
- Department/Unit Internal Emergency Response Organization
- Department/Unit Internal & External Communications procedures during emergencies
- Planning and Practicing Facility Evacuations and Evacuation Plans for those Individuals with Disabilities
- Shelter-in-Place Plans Specific to Your Department/Unit
- Management of Any Hazardous Materials Kept by the Department/Unit
- Department/Unit Emergency Plan Annexes that Include Response Plans and Protocols for Issues Specific to the Department/Unit Mission and Role within the University
- Department/Unit Staff Accountability
- Department/Unit Response to Common Emergencies



Department/ Unit Emergency Response and Action Plan Overview

By organizing your emergency response plan in a loose-leaf binder, it can be easily customized or updated as needed. Be sure all members of your Department Management Team are provided with a copy. Additional copies should be provided to your College or Divisional Leadership.

To prepare your document for institutional review and approval. 1) Upload all of the FORMS to your WSU Ready Plan 2) Call or e-mail (emergencymanagement@wsu.edu) The Office of Emergency Management that you have successfully uploaded all of your forms to your WSU Ready Plan

After Review the Office of Emergency Management will contact you with information that will detail what additional information needs to be included or revised.

Please only submit the information on the Forms with your Departmental/Unit Plan. The other information/instructional guidelines should be used for general guidance in preparing your plan and Departmental/Unit training purposes only.





SECTION 1

Create Your Department/ Unit Emergency Plans

(Use this information in preparing Form 1)

All department/ unit faculty and staff should be engaged in the process of planning for emergencies. It is recommended a department/unit meeting be held to discuss these issues and your department/ unit's approach to responding to emergencies. Use this information to notify all faculty and staff.

To meet requirements publicly display all pages 1 through 3 in your department/ unit's most often visited areas (e.g. kitchen or break room). Once you have completed all of your forms that process will assist you in filling in your department/ unit specific emergency information sheets (pages 1-3).

Department Management Team Leader Duties

The Department Head typically serves as the Department Management Team (DMT) leader, but the duties could be assigned to other unit staff. The DMT Leader must be familiar with all emergency procedures established for the department in the Department Emergency Response Plan as well as the general guidance established in the Consolidated Comprehensive Emergency Management Plan. During an emergency the DMT leader would typically do the following:

- Activate the DMT
- Provide direction and coordination for all aspects of the DMT's operations
- Ensure that life-safety emergencies are reported to 911
- Contact appropriate campus emergency response departments for assistance and repair (e.g. Facilities Operations, Environmental Health and Safety, Radiation Safety, etc.).
- Deliver critical University information and instructions to stakeholders. Keep all personnel in the department aware of emergency conditions and disseminate University safety instructions and status reports as received. Active communications plan as specified in the Department Emergency Response Action Plan.
- Forward disaster impact reports to Deans/Directors at the College/Division Management Team (C/DMT).
- Evaluate the emergency's effects on mission critical operations and continuity.



SECTION 1

Create Your Department/ Unit Emergency Plans

(Use this information in preparing Form 1)

Unit Emergency Coordinator Duties

- The Unit Emergency Coordinator assists the DMT Leader in developing and implementing the Department Emergency Plan. The Emergency Coordinator must be familiar with the Department's programs, operations and physical facilities and will have the management experience and financial authority to:
- Collaborate with the Department Head to develop and maintain the information in the Department Emergency Plan
- Serve as the alternate DMT Leader when the primary leader is absent
- Collaborate with the Department Head to establish a DMT
- Arrange related safety education and training for all unit staff
- Acquire department emergency equipment and supplies
- Work with unit staff to prepare post-disaster impact summaries and to document all disaster related exceptional expenses
- Establish methods to collect and share information on unit disaster impacts and issues with C/DMT.

Emergency Response Group Duties

- The Emergency Response Group is made up of unit personnel who are selected or volunteer for the task. This group assists the DMT in the emergency planning, response, recovery, and mitigation activities of the unit. Without exposing themselves to undue risk, the unit's Emergency Response Group provides the initial response in any emergency situation as follows:
- Assist DMT Leader and Emergency Coordinator as needed and appropriate
- Disseminate emergency instructions to all personnel in unit facilities
- Assist with facility evacuations and the security of unit facilities and resources
- Provide First Aid/CPR/AED per level of their training to those in need
- Coordinate actions with professional emergency responders as appropriate
- Assist unit Emergency Coordinator with training of all departmental staff in their duties and responsibilities for emergency situations
- Other emergency duties appropriate to their level of training and responsibility
- The designated group leader will coordinate all activities of this group

TAKE A LOOK AT THESE DUTIES AND THEN TAILOR THEM SPECIFICALLY TO YOUR DEPARTMENT/ UNIT'S NEEDS. ADD THOSE DUTIES TO THESE SO THOS ASSIGNED THESE ROLES WILL KNOW SPECIFICALLY WHAT THEY ARE SUPPOSED TO DO



SECTION 2

Planning Ahead for Evacuations

(Use this information in preparing FORM 2, 3, 4 and Evacuation Maps)

A building evacuation is mandatory whenever a fire alarm sounds, and building occupants should exit immediately. After a building has been evacuated, occupants must wait for permission from emergency responders before re-entry. If a complete building evacuation and closure is necessary during a disaster, it will be announced and coordinated by emergency responders.

It is critical that departments caring for animals have a plan for what to do with animals when personnel need to evacuate with no warning.

NOTE: It may or may not be necessary to vacate facilities during some emergency incidents. Occupants in the area may be directed to shelter-in-place, or they may be asked to move to other sectors of their floor or building. The following should be considered when planning ahead for evacuations:

- **Practice all emergency procedures including evacuations for your department/unit regularly**
- **Plan where to go during an evacuation, and know the routes to get there.**
 - Building evacuees go to the department/unit's Emergency Assembly Area
 - Emergency Assembly Areas are safe outdoor destinations where personnel meet, notify managers of their safety and get emergency information and assistance
 - All WSU department/units must have a designated Emergency Assembly Area. They shall be identified in the department/unit ERP and be provided to all department/unit faculty, staff, and students.
- **Identify an Area of Refuge for disabled personnel on each floor that does not have direct, unrestricted access to outside of the building. See SPPM S60.48.5**
- **Review evacuation information and responsibilities with faculty, staff, and students**
 - Conduct evacuation drills regularly
 - Plan evacuation needs with disabled personnel
- **Assist others with evacuation when appropriate. Do not place yourself or others at risk**
 - In case of observed fire or smoke, pull the fire alarm and call 911 from a safe location
- **In some events, evacuations are not necessary more may be contradicted**
 - Know the difference, in some cases, it may be necessary to shelter-in-place or take other steps for safety.
 - Follow instructions from emergency personnel or other appropriate university personnel whenever possible.
- **Know how to obtain and disseminate emergency information and instructions to all department/unit staff**
- **Contact the Fire Marshal at (509) 335-4929 for information regarding evacuation routes, Areas of Refuge, and Emergency Assembly Area site selection.**
- **For locating fire extinguishers, fire alarm pulls and distinguishing the type of alarm in your building contact the Facilities Operations Life Safety Unit (509) 335-9000**



SECTION 2

Planning Ahead for Evacuations

(Use this information in preparing FORM 2, 3, 4 and Evacuation Maps)

- **Laboratory Emergency and Safety**

Refer to your Laboratory Safety Manual and to

http://ehs.wsu.edu/labsafety/import_index.html

- **Employee Accountability for your department/ unit personnel**

The designated Unit Emergency Coordinator in your department/ unit will carry checklists of all department/ unit employees when evacuating the building so a head count can be taken.

Inform all faculty and staff to check in with these identified personnel after arriving at the emergency assembly area.

Inform emergency responders of any missing people immediately.

Be sure to have accurate and update employee rosters available and staff designated to take those lists with them when an evacuation takes place. The lists will be used at the departmental emergency assembly area to check that all faculty and staff in the office at the time of the evacuation left the building and assembled at the departmental emergency assembly.

- **Emergency Procedures for People with Disabilities**

Allow people to self-identify as disabled, include them in your evacuation plan.

Assign volunteer faculty and staff members to help assist in the evacuation of those who might need assistance

Practice your emergency evacuation procedures with those who have self-identified as disabled in your department/ unit regularly

Read SPPM S60.48 for full information on evacuation for people with disabilities

For more information about evacuation plans for people with disabilities contact The Office of Emergency Management (509) 335-7471

Contact the Fire Marshal at (509) 335-4929 for additional information and assistance regarding evacuation routes, Areas of Refuge, and site selection for Emergency Assembly Areas for people with disabilities



SECTION 2

Planning Ahead for Evacuations

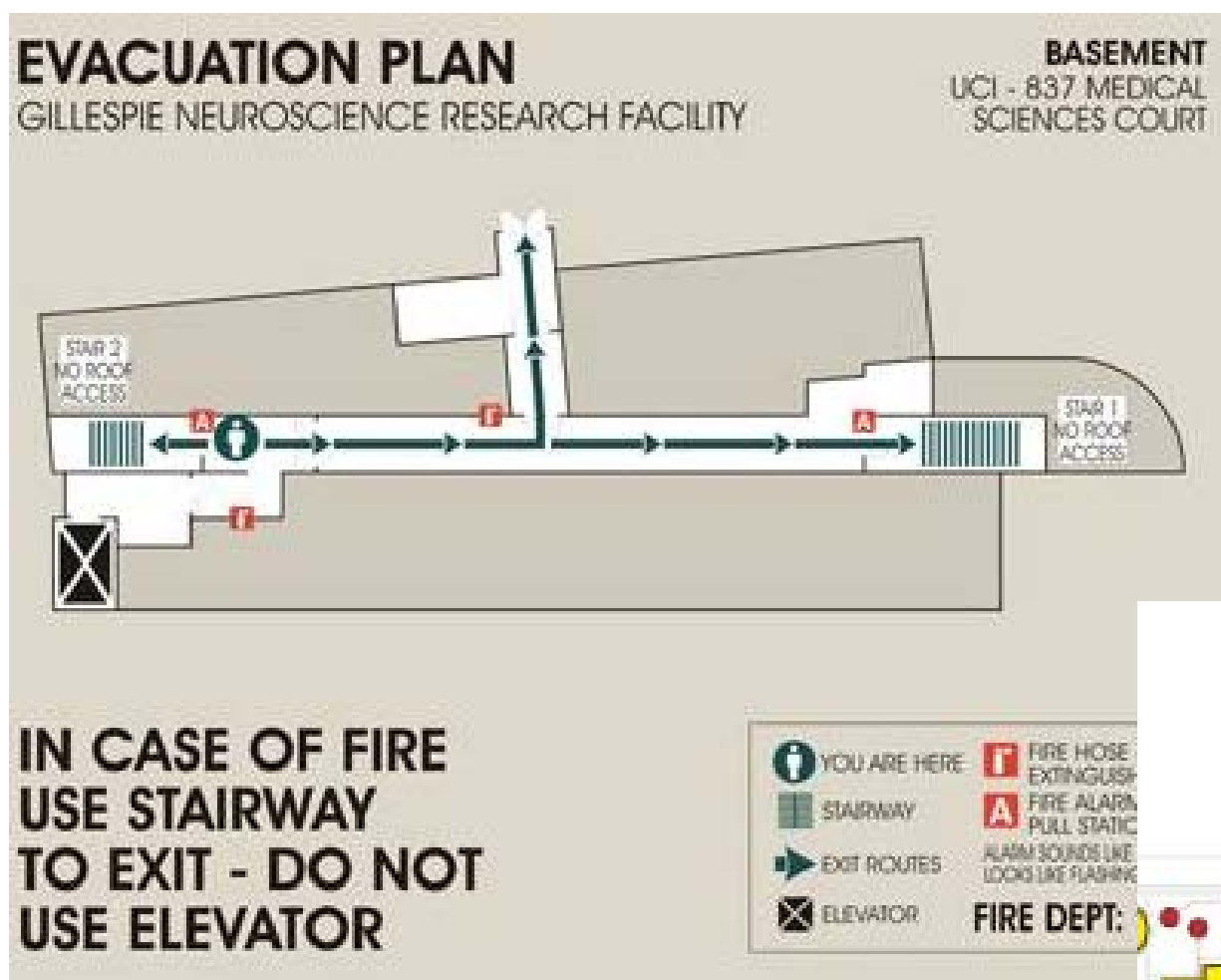
(Use this information in preparing FORM 2, 3, 4 and Evacuation Maps)

Evacuation Route Maps

Include maps of the evacuation routes from all facilities of your department. Indicate Emergency Assembly Area's external to the buildings where all faculty, staff, and any students should meet after evacuating the facility.

Copies of the posted building evacuation maps that are found on each floor and "R" sheets that show a detailed layout of each floor for your building are available from Facilities Operations by calling (509) 335-9000

Once you have acquired these, provide training to all department/ unit faculty, staff, and students on the routes to exits to the building. Remember to indicate not to use elevators during emergencies. Exit routes should indicate using enclosed exit stairwells, whenever available. Identify Areas of Refuge for people who have disabilities. Contact the WSU Fire Marshal for assistance at (509) 335-4929 in developing your evacuation plan.



Left: Example of an "R Sheet"

Below: Example of Rally Points, indicated by the red dots on the map.





SECTION 3

Alternative Location and Emergency Supplies

(Use this information in preparing FORM 5)

While major emergencies affecting part or all of the campus is rare, emergencies like minor medical emergencies, small chemical spills, and utility failures can be more common.

All department/ unit personnel should be aware of recommended procedures that should be followed should an emergency situation occur. If an emergency event does occur on campus and disrupts day-to-day business in your original location on campus it might become necessary and beneficial to continue your department/ unit's regular business operations. It is essential to have the same or similar emergency supplies located in your primary and secondary location and your personnel have been trained on how and when to use it.

Primary Department/ Unit Location and Emergency Supplies

Designate a primary area where the Department Management Team (DMT) will meet as a headquarters (HQ) in an emergency situation. This space should have ready access to telephone communications as well as access to a computer linked to the net. A battery/alternate power AM/FM radio should also be available. If possible a television capable of receiving local channels is desirable. The HQ area should be large enough for the entire team to function and work in comfortably.

Secondary/ Alternate Location and Emergency Supplies

A secondary or alternate location for emergencies should also be designated and prepared for use when the primary location is unusable. It needs to be geographically separated from the primary location and ideally should have the same resources available as the primary location.

Contact your College/Division Leader regarding establishing primary and alternate location for inclusion in your plan.

Please list the type, location and quantity of all emergency supplies available in your department (e.g. first aid kits, hand held radios).

If you need assistance on what should go in to a "Go Kit" for your department/ unit, see below for an example list of what could go in a "Go Kit" for a department. If your department/ unit would be interested in an emergency preparedness seminar contact The Office of Emergency Management for more information.



Example Departmental GO-KIT

- Flashlights/ Headlamps
- AM/FM Battery or crank powered radios, weather radio (NOAA radio)
- Two-way radios
- Megaphone
- Plenty of extra batteries for all items necessary
- Orange Vests (hunter style-to identify those in charge)
- Tools (e.g. screwdrivers, hammers, wire cutters, pliers, electrical tape, duct tape, crow bars)
- Hard hats (to identify those who are in charge and assisting with rescues)
- Eye Protection-Goggles
- Heavy duty work gloves
- Loud whistles
- Dust Particulate Masks
- First Aid Kit
 - Band-Aids
 - Gauze and gauze pads
 - Roller bandages
 - Chemical instant ice packs
 - Medical gloves (latex free)
 - Biohazard bag
 - Antibiotic ointment
 - Athletic tape
 - Alcohol wipes
 - Bottled Eye-wash
 - CPR micro mask
 - Medical scissors
 - Tweezers
 - Hand sanitizer
 - Space blankets
- Clipboard with pens/pencil & paper
- Digital camera (documenting damage/hazards)
- Unit Emergency Response and Action Plan
- Employee rosters/ phone numbers for department/ unit faculty, staff, students
- Emergency Response Instructions, Building Evacuation Plans

- **Other things to consider adding to your kit:**
 - Water supply
 - Blankets
 - Extra First aid supplies
 - Emergency food items





SECTION 4

Internal Department/ Unit Communication Plan & Internal College/Division Communication Plans

(Use this information in preparing FORM 6 & 7)

The University has developed a number of tools to provide emergency warning and notification to the university community. It is vital all faculty, staff, and students are aware of these communication tools and follow the guidance they will provide during times of crisis. The focus of these tools is generally towards the university as a whole. At the department/ unit level, making sure all faculty, staff and students are kept well-informed regarding the specific steps they need to take to protect themselves and vital university resources is a key element of a department/ unit's emergency response plan and an important responsibility of a department/ unit's leaders.

- **Identify and document the methods you will use to contact and inform all department/ unit faculty and staff of the emergency situation and what you want them to do.**
 - This can take the form of a phone tree. This is an effective system as long as telephone landlines or cell phones are working. (*FORM 4 Employee Contact Information*)
- **Identify and document the methods your department/ unit will use to maintain contact with your College/Division (C/DMT) Leadership during the emergency.**
 - Be sure your C/DMT Leadership is involved in the decisions and identifies and documents the same communication methods in their C/DMT plan
- **Please be aware that telephone landlines, e-mail and cell phones may not function during emergencies.**
 - Generally landlines are the most reliable system for contacts on campus during emergencies, as campus lines are all underground.
 - Off-campus though landlines are mostly carried by telephone poles and can be disrupted by winds, downed trees, freezing conditions, and other debris falling on them.
 - Cell phones may seem like a reasonable alternative, but cell system can become jammed up due to too many people attempting to make a call at the same time. Sending a text message (SMS) is often more reliable during an emergency situation.
 - E-mail is similar to landline phones with considerable differences likely between on and off campus reliability during emergencies. Be aware of these limitations and your communication plans should prepare for these possibilities.
- **Consider establishing a department/ unit hotline for emergencies (contact IT at (509) 335-2378 for more information).**
 - Establish procedures for use of the hotline and who will be trained to set it up and out messages on it.
- **Train with your faculty and staff by practicing each communication method to make sure it will work when a real emergency occurs.**
- **Urge all faculty, staff, and students to register for the Crisis Communication System**
- **If they have registered, urge them to go on-line and check their listed contact information to make sure it is up-to-date.**
- WSU can only attempt to inform the University Community of emergency issues if contact information is correct and up-to-date. Go to <http://alert.wsu.edu/> and select **Sign Up for Emergency Notification to register today.**



SECTION 4

Internal Department/ Unit Communication Plan & Internal College/Division Communication Plans

(Use this information in preparing FORM 6 & 7)

Emergency Warning and Notification for Faculty, Staff and Students

In times of crisis, or when other critical information needs to be shared with WSU faculty, staff, and students on the Pullman campus, emergency information and guidance will be provided through various channels including one or more of the follow:

- **Campus Outdoor Warning System (COWS)** consisting of siren tones and public address announcements for those outdoors in the core campus area
- **Crisis Communication System** with direct emergency notifications to faculty, staff, and students via landline and cell phone using voice and text messaging and e-mail notification. Requires Registration for WSU Phone and E-mail as well as personal home phone and cell phones and non WSU e-mail, go to <http://alert.wsu.edu/> and select **Sign Up for Emergency Notification** to register today
- **WSU Alert Web Message** posted to the **WSU Alert Web** page at <http://alert.wsu.edu>
- **WSU Alert e-mail messages** sent to all faculty, staff, and student e-mail addresses that appear in the WSU online telephone directory
- **Emergency Message** on the **WSU Alert telephone hotline at (509) 335-2345**
- **WSU Announcements** will let you know of new articles at WSU Today and other emergency information as appropriate, <http://announcements.wsu.edu>
- **Verbal Information and Instructions** from supervisors, others in charge of departments/ units, residence hall advisors, or other appropriate people.
- **Campus Spotlight in ZZUSIS** will carry the emergency information and/or directions when the situation affects many parts of the campus.
- **Targeted Notices** in ZZUSIS will be used for emergency messages for specific units of the Pullman campus. Make sure to set up your ZZUSIS account and choose all the groups relevant to you
- **External Communication via News Media**

The WSU News Service will provide emergency messages and news updates to local and regional media as appropriate. This includes radio and television stations and newspapers, including the Daily Evergreen

Tune to the following radio stations to check for emergency information:

KQQQ – 1150 AM, KHTR – 104.3 FM, KMAX – 840 AM, KRFA – 91.7 FM, KWSU – 1250 AM



SECTION 5

Department/ Unit Hazardous Materials Inventory & Security, Release, and Damage Prevention Form

(Use this information in preparing FORM 8)

The WSU Environmental Health and Safety Office (<http://www.ehs.wsu.edu>) can assist you with identifying and managing any hazardous materials needed by your department/ unit. More information and assistance with hazardous material management can be gotten from EH&S at (509) 335-3041 or more information at the EH&S Hazardous Materials website at: <http://www.ehs.wsu.edu/hazardousmaterials>

The information you include on your department/ units' hazardous materials in your emergency response and action plan is only basic information that can be useful if emergency response is necessary as well as to train your department/ units personnel on appropriate procedures for emergencies. Check with EH&S for more specific requirements regarding hazardous materials management.

- Day to day operations, research and instruction at WSU necessitates the use of numerous chemicals, radioactive and bio-hazardous materials. To prevent or minimize the effects of an emergency situation with these materials, please follow these recommendations:
- Use chemically compatible containers with secure closures
- Store hazardous materials only in the way they were intended and in well ventilated areas
- Always label containers as to prevent unauthorized access or removal
- Develop plans to secure hazardous materials if an emergency situation (e.g. power outage, fire alarm, etc.) occurs while using hazardous materials
- Develop plans to safely store temperature sensitive (heat sensitive or cold/freezing sensitive) materials in the event of loss of power or building heat
- Ensure that people in your work area are properly trained and equipped prior to commencing use of hazardous materials. If directed to shelter-in-place, follow department/ unit guidelines in the Emergency Preparedness Guide

If an emergency situation causes a release of hazardous materials:

- Notify other people in the area that a release has occurred
- Evacuate the immediate area and ensure that no one re-enters the area
- Stop the source of the spill and/or contain the spill only if it is safe to do so
- Do not track through a spill area to stop or contain a spill
- Call 911 to report a spill/ release of hazardous materials. Be prepared to answer the 911 dispatcher's questions as to the names/types of hazardous materials involved, quantities, location of the release, and a safe location where emergency responders can meet you
- Follow instructions from emergency responders.



Department/ Unit Emergency Response and Action Plan Conclusion

All Washington State University department/ units will have specific challenges and issues to prepare for in case of an emergency on campus. Departments/ units that are primarily administrative in function may have less technical issues to plan and prepare for than those department/ units working with hazardous materials or processes. Department/ units working with animals will have additional and complex issues to deal with in crisis situations such as emergency care plans and disposal issues for dead animals.

For those department/ units that have these more complex issues to deal with, plans and preparations have usually already been established. These plans and listing of the preparations made by the department/ unit should be included in the department/ unit emergency response and action plan. Inclusion of this information is important, as emergency responders need to be aware of your plans and procedures to assist with response. The Office of Emergency Management also needs to be aware of these plans to be able to ascertain critical issues the institution may face. Having this critical information in one place will also assist in training department/ unit personnel regarding departmental emergency policies and procedures.

NOTE: Under section 5 select “Document Summary” this is where you can upload specific additional department/ unit plan documents. Upload any specific emergency plans you have for your department/ unit in this location.

Many department/ units also must meet externally established criteria for safety, emergency and security issues. These policies and procedures may be established by federal, state, or local regulatory agencies and may deal with hazardous materials, hazardous waste, environmental safety and protection or other operational procedures. These requirements, policies and procedures should be uploaded to your added to your departmental/ unit emergency response and action plans.

This information may be of critical value to emergency responders or management as well as integral to your department/ unit personnel training.



The Office of Emergency Management
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