

# Faculty & Staff Emergency and Safety Procedures Guide



## CW Post Campus Emergency Phone Numbers

Dial From On Campus: 2222  
Dial From Off Campus: 516-299- 2222

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Police, Fire, EMS: 911\*

\* If you dial 911, make sure you notify  
Public Safety also.

Ver 01/14/08

## Gas Leak Suspected

Natural gas leaks may occur and may bring danger of an explosion. Gas leaks are identified by an odor similar to rotten eggs. If a gas leak is suspected, do the following:

- Notify Public Safety. They will provide any direction you need. If you feel the need to evacuate immediately, do so.
- Notify others who may be affected.
- Do not turn on or off any electrical device including light switches (spark prevention).
- If gas leak is inside building, ventilate by opening windows.
- If gas leak is outside the building, close windows and ventilation air intakes.
- Turn off all ignition sources.
- Public Safety will assess and determine if there is a need to evacuate.
- If you are asked to evacuate:
  - Leave lights on.
  - Do not lock doors.
- Follow normal fire drill route. Follow alternate route if normal route is too dangerous.
- Everyone should evacuate upwind of gas odor to a safe distance outside of building (preferably to a distance of 300 feet or greater).
- Try to determine if anyone is missing after you have evacuated and report those missing to Public Safety.
- No one may re-enter the building until the Fire Department or Public Safety declare entire building to be safe.
- Notify students and staff of termination of emergency
- Resume normal operations.

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## GAS LEAK

## Evacuation Procedures

Evacuation routes and evacuation rally points may change depending on the nature and location of the emergency. Follow instructions of your Emergency Building Manager (EBM) and Emergency Floor Supervisors (EFS). The EBM and EFS are responsible for conducting / facilitating evacuation procedures for their assigned building and assisting Public Safety.

**If the fire alarm sounds or you are instructed to evacuate:**

- Evacuate your area.
- Leave all personal belongings behind, unless instructed otherwise.
- Walk without delay, but do not run.
- **Do not use elevators. They will not operate if the fire alarm system is activated.**
- Assist those with temporary or permanent disabilities needing special assistance evacuating.
- Evacuate using the primary evacuation path to your designated outside evacuation rally point.
- Avoid any dangerous areas.
- Try to account for all students when you reach the designated evacuation rally point.
- Notify Public Safety if anyone is missing or injured.
- Supervise all students; prevent them from leaving the evacuation rally point area.
- Remain at the evacuation rally point area; Do not reenter the building until told to do so by Public Safety or the Fire Department.

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# EVACUATION

## Shelter-In-Place Procedures

**Shelter-in-Place:** It is a temporary strategy designed to be used when it is safer to remain inside rather than evacuate to the outside.

### **If Instructed to Shelter-In-Place:**

- Follow instructions of your Emergency Building Manager (EBM) and Emergency Floor Supervisors (EFS).
- The EBM and EFS are responsible for conducting / facilitating shelter-in-place procedures for their assigned building and assisting Public Safety.
- Close all doors and windows to seal off the building from the exterior.
- If there is an outside hazardous material or terrorism threat, shut down ventilation systems.
- Leave all personal belongings behind, unless instructed otherwise.
- Relocate everyone to pre-determined shelter areas (inside room or hallway). Stay away from windows.
- Supervise everyone in shelter; prevent them from leaving the shelter.
- Notify Public Safety if there are any injuries.
- Remain in the shelter until advised by EBM or Public Safety.

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**SHELTER-IN-PLACE**

## Types of Terrorism

**Chemical:** Involves use of chemical agents to deliberately harm or incapacitate people. Agents are poisonous gasses, liquids, or solids that have a toxic effect. They are introduced through inhalation or absorption through the skin or mucous membranes from food, water, or the air. Effects from an acute chemical event will be immediate and obvious.

**Biological:** Involves the intentional use of biological agents, or germs, to cause illness. Biological agents are viruses, bacteria, fungi, and toxin from living organisms that have illness-producing effects. Effects may not be known immediately because of the delay between exposure and onset of illness. Agents of greatest concern are: anthrax, smallpox, plague, and botulism.

**Radioactive/Nuclear:** There are two primary scenarios for a nuclear or radiological attack. One is the detonation of a nuclear bomb. The second scenario is the detonation of a conventional explosive device incorporating nuclear materials (a so-called "dirty bomb" or radiological dispersal device).

**Explosive:** Conventional terrorism most often takes the form of bombs and other explosive devices in order to inflict traumatic injury. The danger to people comes from the effects of the blast. To date, this has been the most common type of terrorist attack.

### Inside Attack:

- Notify Public Safety immediately of suspected chemical attack, injuries and/or physical symptoms detected.
- Open doors and windows to bring in fresh air.
- If possible, turn on exhaust ventilation equipment.
- If attack affects your area, evacuate everyone to outside.

### Outside Attack:

- Notify Public Safety immediately of suspected chemical attack, injuries and/or physical symptoms detected.
- Close doors and windows.
- Turn off ventilation systems.
- Shelter-in-place.
- Listen for official instructions and follow directions.

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# TERRORISM

## Medical Emergency Procedures

- Notify Public Safety to report the medical emergency. Provide the following information:
  - Nature of the incident
  - Location and number of victim(s)
  - Nature of illness or injury
  - Hazards in the area (e.g., electrical shock, hazardous vapor, etc.)
  - Ambulance needed
- If the illness or injury appears life threatening, you should call 911 directly **and then notify Public Safety.**
- Keep all non-essential personnel away from the scene.
- Do not attempt to move the victim(s) unless they are in immediate danger.
- Do not attempt to treat the victim(s) if you are not formally trained and/or certified (i.e. first aid, CPR, AED).
- Keep the victim(s) calm and reassure that help is on the way.
- Take "universal precautions" to prevent contact with bodily fluids.
  - *Universal Precautions:* Universal precautions is a method of infection control in which all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens. Exposure occurs through contact with mucous membranes (e.g., eyes, nose, and mouth) or broken (cut or abraded) skin with contaminated blood.
- If you are providing medical treatment, use proper personal protective equipment (i.e. non-latex gloves, face shield barriers, and barriers for mouth to mouth resuscitation).
- Preserve the scene of the medical emergency in the event the incident will require an investigation by EH&S or Police.
- Do not clean up any bodily fluids, unless trained and properly equipped.
- Keep all patient information confidential.

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**MEDICAL EMERGENCY**

## CRIMINAL BEHAVIOR

- Be alert to what's going on around you.
- Do not approach or attempt to apprehend the person(s) involved.
- Notify Public Safety immediately if you witness a crime in progress or observe a suspicious person or activity, and be prepared to provide the following:
  - Your name
  - What is happening
  - Where is it happening
  - How many people are involved / Anyone injured
  - Description of the assailant – clothing, physical characteristics, etc.
  - Any weapons
  - Location of the assailant or direction of their escape
- Public Safety Officers will be dispatched to assess the situation.
- Stay on the phone with Public Safety until a Public Safety Officer arrives and provide additional information, as it becomes available or the situation changes.
- If possible, remain out of sight. Be concerned with your personal safety and act cautiously.
- If the offender has weapons or is suspected of having weapons, take cover immediately using all available concealment. Close and lock doors when possible to separate yourself and others from any armed offender.
- In the event of violent, hostile, or criminal behavior, leave the immediate area if possible, and direct others to do so.
- Always err on the side of caution and contact Public Safety.
- Follow LOCKDOWN procedures when instructed to do so.

## CIVIL UNREST

- Notify Public Safety and provide the following:
  - Your name
  - What is happening
  - Where is it happening
  - How many people are involved
  - Any injuries, violence, property damage, etc.
- Public Safety Officers will be dispatched to assess the situation.
- Follow instructions of Public Safety to ensure the safety of everyone.

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**CRIMINAL BEHAVIOR / CIVIL UNREST**

## Rescue

- Do not attempt rescue of anyone overcome by chemical vapors or gases in an enclosed room or area—only trained rescuers should enter the area protected with self-contained breathing apparatus.
- Notify Public Safety immediately.
- If exposed to a hazardous material, on clothing, skin or by inhalation, remove the clothing, and seek medical treatment immediately.

## Hazardous Materials Spill Procedures

### Inside Spills:

- Call Public Safety to report the emergency. Provide the following information:
  - Location of the spill
  - Type of chemical spilled
  - Known hazards of the spilled chemical
  - Quantity spilled
  - Number and extent of injuries / illnesses
  - Has spill or vapors from the spill spread into the drain or ventilation system?
- Attempt to provide ventilation to the affected area by opening the windows.
- Turn on local or building exhaust ventilation if available and safe to do so.
- If possible, control access to the affected area by closing doors.
- Obtain Material Safety Data Sheet (MSDS) on Hazardous Material involved (MSDSs are maintained in each department).
- If hazardous materials come into contact with your skin, immediately flush the affected area with clear water for at least 15 minutes.
- Use chemical showers if available.
- If the threat warrants, implement evacuation procedures to ensure that no one is exposed to danger.
- Direct everyone to evacuate immediately, in a calm and orderly manner, to the designated evacuation rally point for the building. **Do not use elevators.**
- Try to account for all personnel. Report any missing to Public Safety.
- Check people involved for adverse medical symptoms (shortness of breath, fainting, etc.) and request immediate medical attention, if necessary.
- Remain in the designated area until directed by Public Safety or the Fire Dept.
- Do not try to clean up the spill unless you are familiar with the hazardous material and are trained and have the proper equipment to perform the clean up.

### Outside Spills:

- Close all exterior windows and doors.
- Shut down room ventilation systems if possible.
- Shelter-In-Place inside the building and remain there until directed by Public Safety or Fire Department.

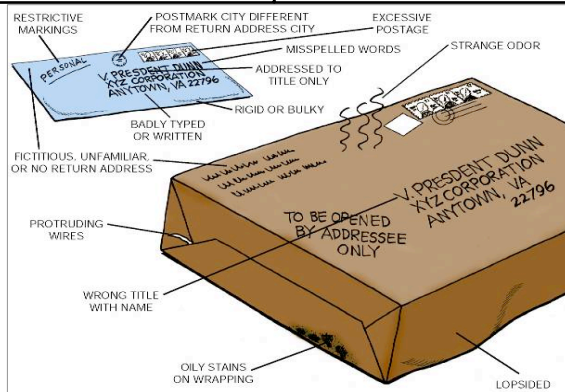
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**HAZARDOUS MATERIAL SPILL**



## Suspicious Package Indicators

- Powder in or on the envelope
  - Excessive postage
  - Handwritten or poorly typed addresses
  - Incorrect titles
  - Title, but no name
  - Misspellings of common words
  - Oily stains, discoloration or odor
  - No return address
  - Excessive weight
  - Lopsided or uneven envelope
- Protruding wires or aluminum foil
  - Excessive security material such as masking tape, string, etc.
  - Visual distractions
  - Ticking sound
  - Marked with restrictive endorsements, such as "Personal" or "Confidential"
  - Shows a city or state in the postmark that does not match the return address



## Suspicious Package Procedures

- Isolate the suspicious item. Do not touch or handle any suspicious items found.
- Notify Public Safety that a suspicious package has been detected.
- Alert everyone in adjacent areas that a suspicious letter or package has been found and to clear the area.
- Close the door, prevent others from entering.
- If the suspicious item is believed to be a bomb, evacuate the building and follow procedures for Bomb Threats.
- Write down any reasons for identifying the package as suspicious (e.g., excessive postage; no return address; rigid envelope; feel, etc.).
- Contact the addressee to determine if package was expected.
- Any person who had direct contact with the package should wash their exposed skin with soap and water and seek medical surveillance.

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**SUSPICIOUS PACKAGE / ENVELOPE**

## Threatening Telephone Calls

- Remain calm.
- Do not hang up, keep the caller on the line as long as possible, and listen carefully.
- Signal someone to call Public Safety.
- Note the time of the call.
- Try to get caller's number if you have caller ID.
- **Ask the caller the following questions:**
  - Where is the bomb?
  - When will it explode?
  - What does the bomb look like?
  - What kind of bomb is it?
  - What is the caller's name and motive for placing the bomb?
  - Are you an employee?
  - Are you a student?
- Write down any pertinent information such as background noises, gender of caller, and voice pitches and patterns.
- Make sure Public Safety has been notified.

## Electronic Mail Threats

- Remain calm.
- Leave the e-mail message open on the computer, do not erase it.
- Notify Public Safety immediately.
- Print the message. Include the properties of the message.
- Save the e-mail.

## Written Threats

- Remain calm.
- Do not handle written threat . Keep everyone from handling it or going near it.
- Save all packing materials.
- Write down everything you remember about the written threat.
- Notify Public Safety immediately.

## Verbal Threats

- Note the description of the person who made the threat (e.g., name, race, sex, type and color of clothing, body size, hair color, and any distinguishing features).
- Write down the threat exactly as it was communicated to you.
- For rumors, write down known information.
- Notify Public Safety immediately.

## Bomb Threat Evacuation

- Direct everyone to gather personal belongings.
- Direct everyone not to use cellular phones and pagers.
- Visually sweep room for suspicious items.
- Leave doors and windows open.
- Do not touch the light switch.
- Proceed to the designated Evacuation Rally Point and follow further instructions from Public Safety.

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**BOMB THREAT**

## Suicide Threat

- Consider any students, faculty or staff reference to suicide as serious.
- Protect yourself, do not put yourself in harms way.
- **DO NOT LEAVE THE INDIVIDUAL ALONE.**
- Do not allow the individual to leave until help arrives, if possible.
- Notify Public Safety immediately if you become aware of a suicide threat.
- Talk calmly to the person until appropriate personnel arrive at the scene.
- Remember:
  - Be positive
  - Engage the person in conversation
  - **Do Not** become confrontational
  - **Do Not** make fast movements toward the individual
- When trained personnel arrive, defer to their judgement on the course of action to be taken.

## Suicide Attempt

- Notify Public Safety immediately of any suicide attempt. Provide person's name if known.
- Protect yourself, do not put yourself in harms way.
- **DO NOT LEAVE THE INDIVIDUAL ALONE.**
- Try to calm the suicidal person.
- Try to remove the individual from any immediate means of hurting himself / herself.
- Take "universal precautions" to prevent contact with bodily fluids.  
*Universal Precautions:* Universal precautions is a method of infection control in which all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens. Exposure occurs through contact with mucous membranes (e.g., eyes, nose, and mouth) or broken (cut or abraded) skin with contaminated blood.
- If you are providing medical treatment, use proper personal protective equipment (i.e. non-latex gloves, face shield barriers, and barriers for mouth to mouth resuscitation).
- Stay with the suicidal person until Public Safety or other help arrives.
- Clear the area to allow emergency personnel to work and provide privacy for the victim.
- Keep everyone away from the scene.
- Remain with the situation as directed by Public Safety, working to defuse the crisis by remaining calm.
- Reassure everyone involved that everything possible is being done to return the situation to normal.
- Do not release any information beyond Public Safety or suicide intervention personnel.

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**SUICIDE THREAT OR ATTEMPT**

## Power Outage or Utility Failure Procedures

### **If the power goes out or even partial outage:**

- Remain calm.
- Notify Public Safety.
- Public Safety will notify Facilities Services and assess the scope and expected duration of the outage.
- Public Safety will attempt to assess the scope and expected duration of the outage.
- Public Safety will provide response directions to you once they complete their assessment.
- Remain in your area/room and do not move around the building unnecessarily.
- Do not attempt to use elevators.
- If you are in a dark area, proceed cautiously to an area that has emergency lights.
- Emergency lighting should come on automatically. If emergency lights do not come on in your area, notify Public Safety.
- Provide assistance to others in your immediate area who may be unfamiliar with the building.
- If instructed to evacuate, proceed cautiously to your designated evacuation rally point.

### **If there is loss of another utility:**

- Notify Public Safety.
- Public Safety will notify Facilities Services and assess the scope and expected duration of the outage.
- If there is an immediate problem or special needs, notify Public Safety.

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**UTILITY OUTAGE / FAILURE**

## Intruder / Shooter

- If you become aware of an intruder / shooter, notify Public Safety and 911 immediately.
- Always assume an intruder is armed and dangerous.
- If the location of the perpetrator(s) is unknown or on the move, prepare to lockdown in your area.
- Remain in place until Public Safety or Police provide you with further instructions.
- If a hostage incident develops, identify room location, number of persons held, and information about the hostage taker. Relay information to Public Safety or Police.
- If you come across an unattended weapon, do not touch it, isolate and secure the area so no one takes the weapon, and notify Public Safety immediately.
- If you come face to face with perpetrator(s):
  - Do as they demand; never argue.
  - Avoid sudden moves which could startle the intruder.
  - Take your time.
  - Avoid using force unless someone's life is in imminent danger.

## Lockdown Procedures

**Lockdown:** is a protective action employed to safeguard students and staff when there is an armed perpetrator approaching the campus, on campus, or in a campus building. Lockdown is employed to keep people away from a violent perpetrator while Public Safety and Police engage the suspect.

Familiarize yourself with the system that will be used to warn you to lockdown. This may be the Emergency Alert System, public address system, if available, or telephone.

### If instructed to Lockdown:

- Follow instructions of your Emergency Building Manager (EBM) and Emergency Floor Supervisors (EFS).
- The EBM and EFS are responsible for conducting / facilitating lockdown procedures for their assigned building and assisting Public Safety.
- Lock all exterior doors.
- Take refuge in the nearest classroom, office, or other room.
- Direct anyone immediately outside your area into the nearest room.
- Close and lock or secure doors as much as possible.
- Close and lock windows.
- Close blinds or shades to prevent anyone from seeing inside the room.
- Turn off lights.
- Direct everyone away from windows and doors.
- Prevent anyone from leaving the room.
- If a gunshot or an explosion is heard, get everyone on the floor.
- If the fire alarm sounds, evacuate if there are visible signs of fire. Await instructions if no signs of fire (intruder may pull alarm to get to you).
- Remain in secured area until notified by Public Safety or Police.
- Preserve the crime scene and avoid touching, moving or disturbing evidence.

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**LOCKDOWN / INTRUDER / SHOOTER**

## Fire Procedures

- Remain calm.
- Pull the nearest fire alarm, if not already activated.
- Only attempt to use a fire extinguisher if you have been formally trained.
- Remove anyone from immediate danger.
- Notify Public Safety from a safe location.
- Close all doors to confine smoke and fire.
- Unless otherwise directed, follow your Building Evacuation Plan and proceed to the designated evacuation rally point outside the building.
- Do not delay evacuation for the purpose of retrieving personal belongings.
- Walk without delay, but do not run. **Do not use elevators.**
- Feel exit doors for heat, stay low and close to walls while evacuating.
- If smoke is present, stay low. The best quality of air is near the floor.
- Consider persons with disabilities who may need assistance evacuating.
- Never allow the fire to come between you and an exit.
- Try to account for everyone when you reach the evacuation rally point.
- Notify Public Safety if anyone is missing or injured.
- Everyone should remain at the evacuation rally point until directed otherwise by Public Safety or the Fire Department.

## If You are Trapped in a Room / Area

- Wedge wet towels or cloth materials along the bottom of the door to keep out smoke.
- Close as many doors as possible between you and the fire.
- Use the telephone to notify Public Safety of your problem and location.
- If you are trapped in an area and need fresh air, only break the window as a last resort, and use caution when breaking the window.

## Explosion Procedures

### Report Any of the Following to Public Safety:

- Is there structural damage or collapse?
- Any injuries?
- Is natural gas or any hazardous material leaking?
- Did the explosion disperse any liquids, mists, vapors or gas?
- Did the explosion only destroy a package or the bomb device?
- Are there unexplained odors?

### If the Explosion is Inside:

- Evacuate along established routes to your designated evacuation rally point.
- Redirect to exits away from site of the explosion.
- **Do not use elevators.**
- Discontinue use of all radios, cell phones (any communication transmitting device).
- Try to account for everyone when you reach the evacuation rally point.
- Notify Public Safety or Incident Commander if anyone is missing or injured.
- Everyone should remain at the evacuation rally point until directed otherwise by Public Safety or the Fire Department.

### If the Explosion is Outside:

- If you are in danger due to fire, smoke, danger of collapse, broken glass, or other hazards, evacuate away from the scene of the explosion; follow evacuation procedures.
- Keep AWAY FROM WINDOWS.
- If your room is safe, await instructions from Public Safety.
- Prepare to "Shelter-In-Place."

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