

# Washington Adventist University

## Emergency Response Plan Overview Sheet

This document is intended to be a guide to respond appropriate to emergency incidents when they occur on campus. Please refer to the full emergency response plan document for specific information on responding to each incident as listed below.

<b>Fire/Explosion</b> 	<ul style="list-style-type: none"> <li>Active fire alarm, call 911/ Security evacuates occupants away from building or area, wait for fire department to arrive.</li> </ul>
<b>Medical Emergency/ Fatality</b> 	<ul style="list-style-type: none"> <li>Call 911/ Security, render appropriate assistance if trained to do so (first aid/ CPR) remain calm &amp; comfort victim until EMS arrives</li> </ul>
<b>Electrical Power Outage</b> 	<ul style="list-style-type: none"> <li>Call Security who will also notify Facility Service, do not touch downed wires or electric apparatus that has been damaged, protect others in the area from damaged equipment.</li> </ul>
<b>Natural Gas Leak</b> 	<ul style="list-style-type: none"> <li>Active fire alarms, call 911/Security, safely evacuate occupants away from building or area, and wait for fire department to arrive.</li> </ul>
<b>Hazardous Material Release Emergency</b> 	<ul style="list-style-type: none"> <li>Large quantity spill or one or more chemical, Active the fire alarm for immediate evacuation of the building</li> <li>Notify Campus Security at ext.4019 who will call 911 for public emergency response services.</li> </ul>
<b>Hurricane/Tornado /High Winds</b> 	<ul style="list-style-type: none"> <li>Assist mobility-impaired persons to safe areas</li> <li>Close windows and turn off all electrical devices if time permits (shutting windows is appropriate during tornados, as well as other high wind incidents)</li> </ul>
<b>Severe Electrical Storm</b> 	<ul style="list-style-type: none"> <li>Do not go outside. If outside when an electrical storm hits, go inside a building. Use automobiles as a shelter ONLY as a last resort, stay away from windows, particularly those near trees.</li> </ul>
<b>Bomb Threat</b> 	<ul style="list-style-type: none"> <li>If received by telephone, remain calm and NONCONFRONTATIONAL</li> <li>Notify Campus Security at ext. 4019 who will call 911 for public emergency response services</li> </ul>
<b>Physical Confrontation</b> 	<ul style="list-style-type: none"> <li>DO NOT place yourself in the middle of a confrontation</li> <li>Call Campus Security at ext. 4019. They will call 911 for public emergency response services if necessary.</li> </ul>
<b>Trespasser</b> 	<ul style="list-style-type: none"> <li>Do not confront or attempt to physically remove the trespasser/intruder</li> <li>If the trespasser/intruder is unarmed and non-threatening, call Campus Security at ext. 4019 to report the situation.</li> </ul>
<b>Weapon possession/ hostage situation/ Shooting</b> 	<ul style="list-style-type: none"> <li>Call 911 for public emergency response services</li> <li>Notify Campus Services at ext. 4019 to report the emergency and that 911 has been called</li> <li>Be prepared to provide the information on the nature of the incident; descriptions of subjects(s) &amp; weapons observed; number of injuries</li> <li>Isolate the area and quietly arrange for evacuation or lockdown of the building if possible.</li> </ul>
<b>Building Evacuation</b> 	<ul style="list-style-type: none"> <li>Do not use elevators in case of fire, power outage, or potential power outage, Quickly check restrooms to ensure total evacuation, and close all hallway and office doors if time permits.</li> </ul>
<b>Multiple-Building and campus-wide evacuation</b>	<ul style="list-style-type: none"> <li>Call 911 and advise the dispatcher of assistance needed</li> <li>Notify Campus Security</li> <li>Determine buildings to be evacuated &amp; designate safe assembly areas</li> </ul>
<b>Earthquake</b> 	<ul style="list-style-type: none"> <li>Inside a building when an earthquake occurs, drop to the ground and duck under a desk or study table</li> </ul>
<b>Epidemic</b> 	<ul style="list-style-type: none"> <li>In the event that a government or outside agency declares a pandemic, the University will follow the agency's guidelines</li> </ul>