

# Building Emergency Action Plan (BEAP)

Tate Page Hall  
TPH

## Emergency Procedures:

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Building Emergency Safety Team (BEST) Leader: Sharon Hartz

# EVACUATION

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## **Building Evacuation**

Evacuation routes are posted in visible places throughout the building. When the fire alarm sounds, evacuate the building. If you are notified to evacuate a building by a Building Emergency Safety Team (BEST) Member or other responsible party, evacuate the building.

### **Evacuation Procedure:**

- Alert others around you.
- Shut down any operations which may create additional hazards if left unattended, if you can do so without endangering yourself. (Bunsen burner, etc.)
- Take your coat or jacket, umbrella, purse/wallet, keys, and cell phone with you.
- Help those who need assistance, especially physically challenged persons, in evacuating or relocation to an area of safe refuge. Untrained personnel should not attempt to carry disabled persons. Only trained professionals should conduct stairway evacuation of wheelchair users. Do not move injured persons unless absolutely necessary.
- Close your doors. Do not take the time to lock or unlock doors. Just shut the door and continue with the evacuation.
- Proceed to the nearest exit. Walk, do not run. **DO NOT USE ELEVATORS!** If the stairs are involved with fire or smoke, or otherwise obstructed, use an alternate escape route. You should be familiar with at least two distinct exit routes from your work place.
- Once outside, move away from the building and to the primary assembly area located under the DUC porch between the side entrance to the Post Office and the Subway entrance. Inform a BEST Member of:
  - The name (if known) and location of persons you know are still in the building. If known, indicate the reason for their remaining, i.e. injuries, trapped, physically challenged persons in areas of refuge, etc.
  - Provide any information observed about the emergency condition on your way out of the building, e.g. visible flames, smoke, odors, spills, structural collapse, sounds, etc.
  - Alert a BEST Member to any conditions, left upon your evacuation, from your work area that might endanger emergency responders or other personnel.
- Remain at the assembly area until directed otherwise. Regardless of the nature of the incident, information related to the length of interruption or estimates of re-entry will be generally available from the BEST Member, when available from emergency responders.
- If you are unable to leave a building that is being evacuated:
  - Alert someone evacuating the building of your inability to leave. Advise them of your name, department, and location. Make sure they understand that they need to advise a BEST Member of the situation.
  - If you are injured or trapped, remain where you are so that rescue can be attempted by emergency responders.
- You may not require anyone to remain inside a building that is being evacuated. Classes in session must evacuate as directed above.
- Stay in communication with your BEST Member at the assembly area outside the building and wait for further instructions and information.
- Do not re-enter the building for any reason, even if the alarm silences, until an all-clear is given by the WKU Police or communicated by the BEST Leader.

# ***FIRE / EXPLOSION / SMOKE***

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## **Fire / Explosion / Smoke**

- Alert personnel in the immediate vicinity.
- Confine the fire if possible to do so without endangering yourself or other personnel:
  - Keep yourself between the fire and an exit while attempting to confine the fire to avoid being trapped. Always maintain a clear escape path for yourself.
  - Close doors, if possible, to prevent spread of smoke or vapors into adjoining rooms and corridors.
  - For flammable liquid spills, shut off ignition sources, if possible. Avoid unplugging equipment due to possible electrical arc between receptacle and plug.
- If the fire is small, you may wish to use a fire extinguisher. You should know where the nearest two portable fire extinguishers are to your work area. If safe to do so, locate the nearest extinguisher and remember:
  - Do not use fire extinguishers unless you have been trained in their use.
  - Do not use an extinguisher unless you think it is safe to do so.
  - Never enter a smoke-filled room!
  - Never enter a room containing a fire without a backup person being present.
  - Maintain a clear escape path by placing yourself between the fire and an exit.
  - Feel all doors near the top for heat. Do not open a door that is warm to the touch. If the door is cool, kneel as low to the floor as possible before entering the room.
  - Remember "**PASS**" : **P**ull the pin, **A**im at the base of the fire, **S**queeze the handle completely, **S**weep side to side. Never turn your back on a fire, even if appears to be out, be aware of possible re-ignition.
- If a fire is large enough to activate the fire alarm system, if you are unable to extinguish the fire, or if smoke builds up quickly, evacuate the building. If the fire alarm has not yet sounded, pull the nearest fire alarm pull station on your way out. Manual fire alarm pull stations are located at the exits of all major buildings. If the alarm does not sound when the pull station is pulled, locate an additional station at your next nearest exit. If the fire alarm still does not sound, after attempting a second pull station, proceed to alert as many persons as possible on your way out of the building. The Building Safety Emergency Team (BEST) Leader should alert the BEST Members to initiate an evacuation of their respective areas, using any means possible.
- Call WKU Police at 911 to report the fire.

## **Clothing Fires**

- **Stop** the person on fire from running; even from running to a fire blanket.
- **Drop** the person to the floor to prevent flames and hot gases from rising to the face and head.
- **Roll** the person to snuff out the flames. Blankets can be effective if brought to the person. Safety showers may be effective if within immediate proximity of the victim.
- Cool the person by removing smoldering clothing that has not adhered to the skin, and by using water and ice packs.
- Get medical assistance.

# MEDICAL EMERGENCY

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Life – Threatening  
Medical

## ***Life-Threatening Medical Emergency (Student/Employee/Visitor)***

- Call WKU Police at 911 and briefly explain the emergency, condition of the individual and location. WKU Police will call an ambulance.
- Remain with the individual. Do NOT attempt to move seriously injured persons unless they are in obvious, immediate danger from fire, building collapse, etc.
- Alert the Building Emergency Safety Team (BEST) Leader at 5-4662
- Instruct another staff member to meet the emergency responders.
- When in doubt, treat an emergency as life threatening.

Life – Threatening  
Medical

Employee Injury

## ***Employee Injury (not life-threatening)***

- If emergency medical attention is necessary, proceed to the emergency room or call WKU Police, who will call an ambulance.
- Notify the employee's supervisor or department as soon as possible.
- Contact the Worker's Compensation Coordinator at 745-8847 before seeking medical attention, if possible.
- If the injury prohibits you from contacting the Worker's Compensation Coordinator right away, seek treatment at WKU Health Services or with the physician of your choice. Notify the Worker's Compensation Coordinator as soon as possible.
- If your injury occurs after normal working hours (8:00 a.m. to 4:30 p.m.) seek treatment at the closest medical facility open at that time and notify the Worker's Compensation Coordinator as soon as possible.

Note: immediate notification of the Worker's Compensation Coordinator can speed up insurance approval of medical treatments and procedures

Employee Injury

Visitor Injury

## ***Visitor/Student Injury (not life threatening)***

- If a visitor is injured, offer to call WKU Police, 745-2548 to assist the injured party in receiving medical attention.
- Encourage him/her to fill out a **Accident/Incident Report Form for Non-Employees** which can be found at: <http://www.wku.edu/Dept/Support/Legal/EHS/>

Visitor Injury

First Aid

## ***First Aid***

- Notify your supervisor immediately.
- First aid kits are located in the Dean's Circle, room 201..
- Minor injuries can be treated at WKU Health Services.

First Aid

# TORNADO / SEVERE WEATHER

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## **Tornado Warning**

**A Tornado Warning is issued when a tornado has been sighted in the area.**

- Notification of a Tornado Warning will be made by one or more of the following:
  - Activation of the indoor Community Activated Lifesaving Voice Emergency System (C.A.L.V.E.S.) system. The C.A.L.V.E.S. unit is located in rooms 101, 201 and 366.
  - Activation of the Community Outdoor Warning System (C.O.W.S.) siren. The C.O.W.S. siren may not be heard inside all buildings.
  - Over local radio, television, or weather radio stations.
  - Or, by visual observation.
- **If you hear a tornado warning** immediately notify the Building Emergency Safety Team (BEST) Leader at 5-4662 so that building personnel can be alerted.
- **If a tornado warning is issued**, the Building Safety Emergency Team (BEST) Leader will call all departmental offices and will alert the BEST Members who will verbally warn classes on their assigned floors and direct building occupants to the designated tornado safety shelter.
- Relocate to the designated tornado shelter area located in the hallways and restrooms between Rooms 116 and 107, and in the hallway between Rooms 150 and 155B. Take your keys and jacket/umbrella with you.
- Do NOT use elevator. Use stairs. Mobility impaired persons only should use the elevators.
- Do NOT stop to lock doors.
- Use your judgment. If unable to reach designated shelter areas:
  - Take cover in a structurally reinforced area such as interior corridors, restrooms or under stairwell.
  - Avoid glass windows, walls or partitions and outside doors or walls. Stay away from lobby areas, or areas with large ceiling spans.
- Sit on the floor of the shelter area covering upper body and head with a jacket or heavy cloth and wait for the all-clear signal.
- When the all-clear signal is given the BEST Leaders will notify building personnel.
- If the building is damaged evacuation may become necessary. Follow evacuation procedures.

## **Severe Thunderstorm Warning**

**A Severe Thunderstorm Warning is issued when a Severe Thunderstorm is in the area.**

- Stay indoors and away from windows until the storm passes.
- Monitor weather information for updates.

## **Tornado Watch/Severe Thunderstorm Watch**

**Tornado Watch: conditions are favorable for development of a Tornado**

**Severe Thunderstorm Watch: conditions are favorable for development of a Severe Thunderstorm**

- Monitor weather information for updates.

# CHEMICAL SPILL

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## Chemical Spill

- **Alert** personnel in the immediate vicinity.
- **Confine** the spill, if possible to do so without endangering yourself or other personnel.
  - Keep yourself between the spill and an exit while attempting to confine the spill to avoid being trapped.
  - Close doors to prevent spread of vapors into adjoining rooms and corridors.
  - Do not use light switches and avoid unplugging equipment
- **Evacuate** the emergency area, if needed. If in doubt, evacuate the building. To evacuate a building, pull the nearest fire alarm pull station on your way out, and follow the building evacuation procedure.
- **Summon Aid** - From a safe location, notify or have others notify emergency responders immediately. Dial 911 from campus phones. Answer any questions from the operator as best as you can and do not hang up until they do.

## Chemical Splashes in the Eyes

- Immediately wash the eyes with potable water for at least 15 minutes.
- Continuously encourage the victim to keep his/her eyes open and to roll his/her eyes while irrigating.
- Do not use any substance other than potable water or eyewash solution to wash the eyes.
- Get medical assistance.

## Chemical Splashes on the Body

- Flush the splashed area with large amounts of potable water. Never use anything other than water or mild soap and water to clean chemicals from the skin.
- Remove protective eyewear under the emergency shower as quickly as possible when chemicals have entered the eyes. In cases where the eyewear has not been breached by the chemical, remove the protective eyewear after head and face have been thoroughly washed.
- Wash with potable water for 15 minutes or longer. Wash any part of the skin that may have had chemical contact or contact with contaminated wash water. Remove any clothing which may have come in contact with the chemical or contaminated wash water under the emergency shower.
- Washing should give special attention to areas that may be missed such as underneath the earlobes, underneath the arms, the crotch, between the toes, the creases at the sides of the nose, a deep cleft in the chin, etc.
- Get medical assistance. Advise the attending medical personnel the nature of the chemical exposure, and provide a Material Safety Data Sheets (MSDSs) for the involved chemicals.
- After washing of the victim is completed, rescuers need to wash themselves to prevent injury from diluted chemical washed off from the victim.

## Minor Chemical Spill

- **Alert** personnel in the immediate vicinity.
- **Confine** the spill, if possible to do so without endangering yourself or other personnel.
- **Restrict** access to avoid people tracking the spilled material all over the place (especially mercury).
- **Call** Environment, Health and Safety at 745-2395 or WKU Police at 745-2548.
- **Do not attempt clean-up** unless you are thoroughly familiar with the hazards of the spilled material, have been trained to confine and clean up spills, and have access to the appropriate personal protective equipment and spill clean-up materials.

Chemical Spill

Chemical Spill

Chemical  
Splash

Chemical  
Splash

Chemical  
Splash  
on the Body

Chemical  
Splash  
on the Body

Minor Spill

Minor Spill

# EARTHQUAKE

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Earthquake

Earthquake

## ***During an Earthquake***

- **DUCK** - When you feel an earthquake, duck under a sturdy desk or table. Stay away from windows, bookcases, file cabinets, tall furniture, heavy mirrors or paintings, and other objects that could fall. Watch out for falling plaster, lighting fixtures or ceiling tiles.
- **COVER** - Stay under cover until the shaking stops. If no desk or table is available, seek cover against an interior wall and protect your head and neck with your arms.
- **HOLD** - Hold onto the desk or table. If it moves, move with it. Hold your position until the ground stops shaking and it is safe to move about.
- Do not rush outdoors, since most injuries occur as people are leaving buildings from falling glass, plaster, bricks, debris, and electrical lines. Stay put!
- Do not attempt to restrain falling objects unless your life is endangered by them.
- If you are outdoors, remain there. Move into the open. Move away from overhangs, power lines and trees, and stay in the open away from all structures.

## ***After an Earthquake***

- Remain calm. Take actions as necessary to prevent injuries and further damage. Do not panic and do all that is possible to calm others.
- Remember, aftershocks may occur at any moment with nearly the same force as the original quake. Be prepared.
- Move cautiously and observe your surroundings for hazardous situations.
- Check yourself and people around you for injuries. Touch bases with your Building Emergency Safety Team (BEST) Member. Do not attempt to move seriously injured people unless they are in immediate danger of further injury. Provide first aid where necessary.
- Do not use your telephone except for genuine emergency calls. Seek help by phone (if working and you have need for emergency aid), or by sending an able-bodied person. Expect a long delay if serious quake has occurred.
- Elevators can be unpredictable and dangerous after a quake. Never use elevators until you have been assured by University personnel that they are safe.
- Do not use any matches or candles. Open windows, leave the building immediately, and check-in with a BEST Member.
- Stay in communication with your BEST Member at the assembly area located under the DUC porch between the side entrance to the Post Office and the Subway entrance. Wait for further instructions and information.

After an Earthquake

After an Earthquake

# UTILITIES FAILURE

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## **Electrical Power Failure**

- Emergency lighting will illuminate hallways, stairwells and exit signs in the event of an electrical power failure. Emergency lighting may not last the duration of the electrical power failure.
- In buildings serviced by emergency generators, the emergency generator will NOT operate elevators. Do NOT use the elevators in an emergency when power might fail. BEST Members should check elevators for trapped persons.
- The Building Coordinator will report power outage to Facilities Management at 745-3253 to ask the nature of the outage and how long the power will be off. If there is not sufficient daylight to allow an eventual safe exit from the building, occupants should relocate to a lobby area or evacuate while emergency lighting is still illuminated.
- Faculty can decide whether to continue or dismiss classes based on available information. If the decision is made by the Provost to close the building, the Building Coordinators will inform building occupants.
- Realize that an electrical power failure may be caused by a downed power line, transformer fire, or other situation that creates a hazard. When exiting a building during a power failure, make a brief survey to determine if your travel path is safe.

## **Elevator Entrapment**

- Stay calm. Elevator occupants can push the button to activate the emergency speaker phone that is a direct line to the WKU Police Communications Center.
- If you hear occupants trapped in an elevator, call WKU Police at 745-2548

## **Flooding/Water Leakage**

- Remember that wet surfaces are slippery.
- Stay clear of electrical cords and equipment.
- During regular business hours report the incident to Facilities Management at 745-3253. After regular business hours call WKU Police at 745-2548.

## **Natural Gas Leak**

- For small leaks call Facilities Management at 745-3253. If you are unable to reach Facilities Management, call WKU Police at 911 or 745-2548.
- For strong leaks, evacuate the building and call WKU Police at 911.

Electrical Power Failure

Elevator Entrapment

Flooding Water Leak

Natural Gas Leak

Electrical Power Failure

Elevator Entrapment

Flooding Water Leak

Natural Gas Leak

# ***BOMB THREAT***

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**Bomb Threat**

**Bomb Threat**

## ***Bomb threat by telephone***

- Don't hang up. Keep person on the telephone as long as possible.
- Get the attention of another person.
- Give them a note saying, "BOMB THREAT – Call 911"
- Write down what is displayed on your Caller ID.
- Get as much information as possible using bomb threat checklist (next page).
- Notify the Building Coordinator at 5-4662
- The WKU Police will tell you whether to evacuate all or part of the building.
- If evacuation is necessary, follow the evacuation procedure.
  - Gather at the outdoor emergency assembly area located under the DUC porch between the side entrance to the Post Office and the Subway entrance.
  - Report unfamiliar items you saw on your way out of the building to a Building Emergency Safety Team (BEST) Member.
- BEST Members will check assigned floors to make sure all occupants have left the building and will report to the Building Coordinators.
- WKU Police and/or authorized emergency responders will search the building.

## ***Bomb threat by card, letter, or email***

- If the threat is by letter, put it down and do NOT handle it any further.
- If the threat is by e-mail, STOP using your computer, and leave it on as is.
- Call WKU Police at **911** or 745-2548.

## **Suspicious letter, package, abandoned backpack, briefcase etc.**

- Do NOT touch the item. If you have already handled the item do not handle further.
- Isolate the item. Leave the immediate area and alert others to do the same.
- Call WKU Police at **911**.
- Anyone who touched the parcel/letter should wash their hands thoroughly with soap and water. Wash any other body parts that may have touched the package. Remove contaminated clothing. 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.

**Suspicious Package**

**Suspicious Package**

# ***BOMB THREAT CHECKLIST***

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Bomb Threat Checklist

Bomb Threat Checklist

<b>Date:</b>	<b>Time Call Received:</b>	<b>AM/PM</b>	<b>Time Call Concluded:</b>	<b>AM/PM</b>
<ul style="list-style-type: none"> <li>Remain calm, be courteous, <b>LISTEN</b> to, and do not interrupt the caller</li> <li><b>DON'T HANG UP THE PHONE.</b> Leave the line open.</li> <li><b>GET THE ATTENTION OF ANOTHER PERSON</b> - Give them a note saying, "BOMB THREAT – Call 911"</li> </ul>				
<ul style="list-style-type: none"> <li>Write down what is displayed on your caller id:</li> </ul>				
<ul style="list-style-type: none"> <li>Write down the exact words of the caller and threat:</li> </ul>				
<b>KEEP THE CALLER ON THE PHONE AND TALKING BY ASKING THE FOLLOWING QUESTIONS:</b>				
When is the bomb going to explode?		What kind of bomb is it?		
Where exactly is the bomb?		What will make the bomb explode?		
Which building? Which floor? Which room?		Did you place the bomb? Why?		
When did you put it there?		Who are you? What is your name?		
What does the bomb look like?		Where are you? What is your address?		

<b>DESCRIPTION OF CALLER (check all that apply)</b>				
<input type="checkbox"/> Male		<input type="checkbox"/> Female		<input type="checkbox"/> Unknown
				Approximate Age: _____
Voice	Speech	Language	Behavior	Background Noises
<input type="checkbox"/> Clean	<input type="checkbox"/> Deliberate	<input type="checkbox"/> Educated	<input type="checkbox"/> Agitated	<input type="checkbox"/> Airport
<input type="checkbox"/> Distorted	<input type="checkbox"/> Distinct	<input type="checkbox"/> Foul	<input type="checkbox"/> Angry	<input type="checkbox"/> Animals
<input type="checkbox"/> Loud	<input type="checkbox"/> Fast	<input type="checkbox"/> Intelligent	<input type="checkbox"/> Blaming	<input type="checkbox"/> Baby
<input type="checkbox"/> Muffled	<input type="checkbox"/> Hesitant	<input type="checkbox"/> Irrational	<input type="checkbox"/> Calm	<input type="checkbox"/> Birds
<input type="checkbox"/> Nasal	<input type="checkbox"/> Lisp	<input type="checkbox"/> Rational	<input type="checkbox"/> Fearful	<input type="checkbox"/> Gymnasium
<input type="checkbox"/> Pitch-High	<input type="checkbox"/> Slow	<input type="checkbox"/> Slang	<input type="checkbox"/> Laughing	<input type="checkbox"/> Machinery
<input type="checkbox"/> Pitch-Med	<input type="checkbox"/> Slurred	<input type="checkbox"/> Uneducated	<input type="checkbox"/> Nervous	<input type="checkbox"/> Music
<input type="checkbox"/> Pitch-Low	<input type="checkbox"/> Stuttered	<input type="checkbox"/> Unintelligible	<input type="checkbox"/> Righteous	<input type="checkbox"/> Quiet
<input type="checkbox"/> Pleasant	<input type="checkbox"/> Accented	<input type="checkbox"/> Foreign	<input type="checkbox"/> Whiney	<input type="checkbox"/> Restaurant/Bar
<input type="checkbox"/> Raspy	<input type="checkbox"/> If Accented, Describe:	<input type="checkbox"/> If Foreign, Describe:	<input type="checkbox"/> Other:	<input type="checkbox"/> Talking
<input type="checkbox"/> Recorded message				<input type="checkbox"/> Television
<input type="checkbox"/> Smooth				<input type="checkbox"/> Traffic
<input type="checkbox"/> Soft				<input type="checkbox"/> Train
<input type="checkbox"/> Squeaky	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:		<input type="checkbox"/> Typing
<input type="checkbox"/> Other:				<input type="checkbox"/> Water/Wind
				<input type="checkbox"/> Other:
Name Of Person Receiving Call:				
Phone Number Threat Was Received On:				
Name Of Possible Suspect(s):				

# ACTIVE SHOOTER

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## Active Shooter

When a hostile person(s) is actively causing death or serious bodily injury, or if there is the threat of imminent death or serious bodily injury:

- **Figure Out.** In the first few seconds, try figure out the situation
  - What is going on? Where is it happening?
  - Is there a path of escape?
  - Is there a well-protected hiding place where the shooter might not find you?
  - Trust your intuition, your "gut feeling." It's a built-in survival mechanism.
  - Make a decision and act quickly.
- **Get Out. Get Away.** If you think you can safely make it out of the building or away from the threat, do so.
  - Do not sound the fire alarm.
  - Once outside, do not run in a straight line. Use vehicles, bushes, trees, etc. to conceal yourself as you run.
  - Call 911 or use a campus emergency phone to report the incident as soon as it is safe for you to do so.
- **Hide Out.** If you cannot make it out of the building safely, take shelter in the nearest classroom or office. Stay out of lobbies, hallways, or open areas.
  - Lock and barricade the door.
  - Turn off lights and all audio equipment. Set cell phones to "SILENT".
  - Spread out within the room and take cover.
  - If communication is available, and the shooter will not hear you, dial 911.
  - Quietly talk about what you'll do if the shooter enters.
- **Take Out.** If you are directly confronted with the shooter, the only remaining option may be to fight back. In this kind of situation, anything you do, or anything you don't do, may involve life-threatening risks.
  - Yell, throw things, use improvised weapons.
  - Act as a team to charge and swarm the shooter.
  - Total commitment and absolute resolve are critical.
- **Comply with Instructions from Police.**
  - Once the police arrive, obey all commands.
  - Show your hands, and do not run up to the Police or do anything that may appear to be a threat.
  - You may have weapons pointed at you. You may be handcuffed, searched, or made to put your hands in the air. This is done for safety reasons, and once circumstances are evaluated by the police, they will give you further directions to follow.

A training video (*Shooting on Campus*) is available on the WKU Police website at:

<http://www.wku.edu/emergency-info/>

# ***SHELTER - IN - PLACE***

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## ***Shelter-In-Place***

Some types of outdoor or off-campus incidents may make evacuation more dangerous than staying indoors. Leaving the area might take too long or put you in harm's way. In such a case it may be safer for you to stay indoors than to go outside.

“Shelter in place” means to make a shelter out of the place you are in. Shelter in place announcements are different than “take shelter” messages that may be associated with tornado warnings.

“Shelter-in-place” announcements may be made by any combination of the C.O.W.S. outdoor warning sirens, cell-phone alerts, the C.A.L.V.E.S. system, television/radio broadcasts, by telephone, e-mail, or Building Emergency Safety Team (BEST) Members.

If you hear or read an announcement to “shelter in place”:

- Individuals outside of buildings should enter the nearest building and proceed to a secure area and remain there until the "all clear" is sounded. Vehicles are not an adequate shelter.
- Individuals who are off campus should remain off campus until the “all clear” signal is given;
- Individuals who are inside of buildings should remain in classrooms, labs, assigned offices or office areas until the “all clear” is sounded.
  - Secure interior rooms by:
    - Closing and locking windows
    - Closing and locking doors, if possible
    - In laboratories, close containers, close fume hood sashes, and turn off heating apparatus.
  - Do NOT pull the fire alarm
  - Do NOT lock exterior doors of buildings as this may prevent others from seeking shelter
- If the “Shelter in place” directive is issued because of a hazardous material release”
  - Shut down any ventilation or exhaust systems that you can. If remotely controlled ventilation systems are not shutting down, call Facilities Management at 745-3253 to shut down the ventilation systems.
  - You may be told to relocate within the building (e.g. move to lower or higher floors) as further information becomes available. This information may be communicated by any combination of the C.O.W.S. outdoor warning sirens, cell-phone alerts, the C.A.L.V.E.S. system, television/radio broadcasts, by telephone, e-mail, or BEST Members.

# Duties

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BEST Leader Duties

BEST Leader Duties

## **Building Emergency Safety Team (BEST) Leader**

- Be familiar with the building layout and the contents of this Building Emergency Action Plan.
- Know all BEST Members in your building and how to contact them.
- Keep emergency contact numbers by your phone.
- Gather information from the BEST Members (or building occupants with knowledge of the incident) pertaining to:
  - injured persons or persons still inside the building,
  - which areas have been determined to be “clear” by BEST members and which have not,
  - any smoky conditions, unusual odors, suspicious items, etc.
- Act as liaison between the building and emergency personnel. Provide to emergency personnel information gathered from BEST Members and building occupants.
- Do not allow anyone back in the building until the all clear has been given.
- Communicate to the BEST Members and occupants information (if available) such as the nature of the emergency, the location of an alternate assembly area out of the weather, the estimated time before the all-clear is given, etc.

BEST Member Duties

BEST Member Duties

## **Building Emergency Safety Team (BEST) Member**

- Be familiar with the building layout and the contents of this Building Emergency Action Plan.
- Know how to contact the BEST Leader, and be able to recognize him or her by sight.
- Keep emergency contact numbers by your phone.
- When you hear an alarm, go to your assigned floor and begin your sweep of the area.
- Check all areas on the floor including computer labs and lounges if you can do so without placing yourself at risk.
- Communicate to the building occupants:
  - The nature of the emergency, if known.
  - Depending upon the emergency, instruct the occupants to either:
    - Evacuate to the outdoor assembly area; or
    - Proceed to the tornado shelter; or
    - Shelter in place; or
    - Pass along instructions from the BEST Leader or emergency personnel.
  - During an evacuation, remind occupants to use stairs, not elevators. Suggest that they take personal items with them such as jackets, cell phones, wallets/purses, and keys.
- Close doors, but do not take the time to lock or unlock them.
- Assist the physically challenged to evacuate the building when possible or contact the BEST Leader for help from emergency services personnel. Do not attempt to carry anyone. During a severe weather incident, the physically challenged may use the elevators to get to the tornado shelter area. Physically able occupants should always use the stairs.
- Do not stay in the building any longer than it is safe to do so.
- If you see anything suspicious, do not touch or disturb the item.
- Report any injured, physically challenged or other persons still in the building. Also report any smoky conditions, unusual odors, unusual items, anything suspicious or any other pertinent information to the BEST Leader.

# Duties (continued)

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## Administrative Council

The Administrative Council is responsible for ensuring that Building Emergency Safety Team Leaders and Members are assigned for each building, and for ensuring that personnel under their direction act in accordance with these emergency procedures.

## Department of Environment, Health, and Safety

EH&S is responsible for:

- Developing Emergency Procedures
- Providing training to BEST Leaders and Members
- Coordinating Fire Drills upon request
- Preparing and posting Emergency Evacuation Route Plans
- Designating Severe Weather Shelters
- Designating Evacuation Assembly Areas
- Maintaining list of Building Information and BEST Leaders and Members
- Posting current BEAPs on EHS website

## Faculty

Faculty are responsible for:

- The safety of the students in their class
- Reviewing the emergency procedures for the buildings in which they teach classes
- Reviewing the evacuation plans posted in the hallway or on the EH&S website, identifying a primary AND alternate evacuation route
- Knowing the location of the evacuation assembly area for each building in which they teach
- Reviewing this information with each class

When the fire alarm sounds faculty shall:

- Take the class roster and immediately guide the students safely out of the building and to the designated assembly area for the building
- Account for students using the class roster
- Report student status to a Building Emergency Safety Team (BEST) member
- Do not re-enter the building until the “all-clear” has been given by WKU Police or communicated by the BEST Leader

Faculty are required to evacuate when the fire alarm sounds and to direct their students to evacuate to the outdoor assembly for the building.

Faculty are required to proceed to the tornado shelter area and direct their students to the tornado shelter area when a tornado warning is issued.

## Staff

- WKU Staff are responsible for reviewing this plan and the evacuation plans posted in the hallway or on the EH&S website. Know the location of the tornado shelter area, primary and alternate evacuation routes, and the location of the outdoor evacuation assembly area.
- All WKU personnel are required to evacuate when the fire alarm sounds. All WKU personnel are required to proceed to the tornado shelter area when a Tornado Warning is issued.
- WKU personnel are not permitted to re-enter an evacuated building until the “all-clear” has been given by WKU Police or communicated by the BEST Leader.

EH&S Duties

Faculty Duties

Staff Duties

EH&S Duties

Faculty Duties

Staff Duties

# Emergency Notification Information

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## Emergency Notification Information

### Fire Alarm

The fire alarm system signals a building evacuation. In tall buildings and buildings with a high occupancy, the alarm system also includes instructional voice announcements. **Silencing of the alarm is not considered an all-clear signal!**

### C.O.W.S.

[The Bowling Green and Warren County Emergency Management Agency](#) and Western Kentucky University maintains [Community Outdoor Warning System \(C.O.W.S.\)](#) units to alert citizens of threatening weather. In the event of a tornado warning or other emergency, these warning devices are activated. The Community Outdoor Warning System (C.O.W.S.) siren is an intermittent wail of 3-minute duration. This siren signals people who are outdoors, to seek shelter inside a nearby building.

### C.A.L.V.E.S.

The Community Activated Lifesaving Voice Emergency System (C.A.L.V.E.S.) is an indoor warning system that announces an approaching tornado, other threatening weather or emergency situation by an intermittent tone or voice communication. Each building should have its own C.A.L.V.E.S. unit. It is activated by the Warren County Emergency Management Agency. It is linked to the weather radio station for continuous weather updates.

### WKU Alert Text Message System

WKU has developed the capability to send emergency text messages to faculty, staff and student cell phones in the event of an emergency. You may elect to receive these messages by registering your cell phone under the Personal Information tab within TopNet. You may incur charges for text messages sent to your cell phone depending on your cell phone plan and provider, and you will be responsible for any such charges. If your cell phone carrier changes, you will need to update your information on TopNet even if your phone or phone number remains the same.

### Emergency Call Boxes

Western Kentucky University has installed Emergency Call Boxes throughout campus and on each floor of both parking structures. By pushing the red button on the call box you will be connected to the WKU Police Communications Center by phone. Your location is displayed on caller ID at the Communications Center. Pushing the button also activates a blue flashing light on top of the pole. This flashing light draws attention to the area and could prevent further criminal action

### 9-1-1

Dialing 9-1-1 from a campus phones will automatically dial The WKU Police Department Communications Center.

9-1-1 calls from cell phones will be directed from the Bowling Green Police Dept. to the WKU Police. If you need to call 9-1-1, there is no problem with using your cell phone; just realize that your call will be transferred to the WKU Police Communications Center.

### All-Clear

An All-Clear may be given by a member of the WKU Police, on the WKU homepage at <http://www.wku.edu/>, by text-message from the WKU Alert system, or over the C.O.W.S. system.

# EMERGENCY TELEPHONE NUMBERS

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WKU Police Emergency **911**

WKU Police Non-Emergency 745-2548 (on campus dial 5-2548)

Off Campus Authorities 911 from cell or pay phones

Emergency Maintenance 745-2549 (on campus dial 5-2549)

Facilities Management 745-3253 (on campus dial 5-3253)

WKU Radiation Safety Officer - Gary Spichiger

Work: 745-7095

Cell: 779-6601

Radiation Health Branch, Kentucky Cabinet for Health and Family Services:  
(502)564-3700 (normal hours), or (502)564-7815 (after hours)

Tate Page Hall

***BEST Leader***

<u>Name</u>	<u>Location</u>	<u>Phone</u>
Sharon Hartz	TPH #208	5-4662

***Alternate BEST Leader***

<u>Name</u>	<u>Location</u>	<u>Phone</u>
Dr. Sam Evans	TPH #201	5-4662

TPH #312 5-6321

TPH #364 5-4452

TPH #363 5-2922

Caroline Hunt TPH #425 5-4890

Melinda Wisdom TPH #409 5-4953

For more information about this plan contact:

Bob Austin

Susie Johnson

Fire Safety Officer

Laboratory Safety Officer

bob.austin@wku.edu

susie.johnson@wku.edu

Telephone: 745-2931

Telephone: 745-3168

Fax: 745-5037

Fax: 745-5037