



# WESTERN KENTUCKY UNIVERSITY EMERGENCY GUIDE FOR FACULTY & OTHER INSTRUCTIONAL PERSONNEL FOR EMERGENCIES, CALL 911

## GENERAL INFORMATION

- ▶ Be familiar with the Building Emergency Action Plan for each building where you work.
- ▶ Provide your classes with general information about emergency procedures at the beginning of each semester. Adding emergency information to your syllabus is also very effective.
- ▶ Know how to report an emergency.
- ▶ Take charge of the students in your classroom or laboratory.
- ▶ Follow the appropriate procedures for all building alarms or incident alerts.
- ▶ Ensure that students with disabilities or special needs have the information and assistance they may require during an emergency.
- ▶ Sign up for the university's emergency text messaging at [www.wku.edu/emergency](http://www.wku.edu/emergency).
- ▶ If you have questions regarding Emergency Preparedness, contact Environmental Health & Safety 270-745-2395.

## BUILDING EVACUATION

In the event of a fire or other emergency that requires evacuation, take immediate action to help everyone exit the building.

### ▶ STOP CLASS

- ▶ Instruct students to collect their personal belongings and follow you.
- ▶ Immediately evacuate the building, following directional exit signage.
- ▶ Do not use elevators.
- ▶ If you are able to assist mobility-impaired individuals, do so. If not, contact WKU Police at 911 or 270-745-2548.
- ▶ If the cause of the evacuation is a fire, do not attempt to extinguish the fire yourself.
- ▶ Once outside of the building, gather at the designated assembly area noted in the Building Emergency Action Plan.
- ▶ Do not re-enter the building for any reason.

## TORNADO

Tornado warnings instruct you to stay inside a building to protect your students and yourself.

### ▶ STOP CLASSROOM ACTIVITIES

- ▶ Instruct your students to stay inside the building due to the emergency. Going outside poses a risk of injury or death.
- ▶ Move to the lowest floor of the building. Select an interior room or hallway without windows and avoid mechanical equipment. These areas should be designated in the Building Emergency Action Plan.

- ▶ Listen to the radio and television or follow directions provided by WKU emergency alert texts.

Building: \_\_\_\_\_

Shelter Area: \_\_\_\_\_

Consult the Building Emergency Action Plan at [www.wku.edu/emergency](http://www.wku.edu/emergency) or contact the Building Coordinator.

## ACTIVE SHOOTER /VIOLENT ACTS

If you hear gunfire see a person with a gun or other weapon, or witness other hostile actions take immediate steps to protect your students and yourself.

### ▶ YOU HAVE THREE OPTIONS

#### **RUN**

- ▶ Have an escape route and plan in mind.
- ▶ Leave your belongings behind.
- ▶ Evacuate regardless of whether others agree to follow.
- ▶ Help others escape, if possible.
- ▶ Do not attempt to move the wounded.
- ▶ Prevent others from entering an area where the active shooter may be.
- ▶ Keep your hands visible.
- ▶ Call 911 when you are safe.

#### **HIDE**

- ▶ Hide in an area out of the shooter's view.
- ▶ Lock door or block entry to your hiding place.
- ▶ Silence your cell phone (including vibrate mode) and remain quiet.

#### **FIGHT**

- ▶ Fight as a last resort and only when your life is in imminent danger.
- ▶ Attempt to incapacitate the shooter.
- ▶ Act with as much physical aggression as possible.
- ▶ Improvise weapons or throw items at the active shooter.
- ▶ Commit to your actions...your life depends on it.

## MEDICAL EMERGENCIES

- ▶ Do not move the ill or injured person unless he/she is in a life threatening situation.
- ▶ Render first aid or CPR only if you have been trained and are comfortable doing so.
- ▶ Designate someone to call WKU Police at 911 or 270-745-2548. Be prepared to provide the following information:
  - Type of emergency
  - Location of the victim(s)
  - Condition of the victim(s)
  - Any dangerous conditions
- ▶ Assign someone to stand outside the building to direct emergency personnel to the scene.
- ▶ Avoid contact with blood or other bodily fluids. If exposed to another person's body fluids, wash the exposed area and contact your supervisor or Environmental Health & Safety at 270-745-2395.
- ▶ Then follow up with WKU Health Services at 270-745-5641.
- ▶ Automated External Defibrillators (AEDS) have been installed in residence halls and other campus buildings. They are located on the first floor or on the entry level of each building. Only use these if you have been properly trained to do so.

## IMPORTANT CONTACTS

NAME

TELEPHONE

NAME

TELEPHONE

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

NOTES: \_\_\_\_\_

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**For more information, contact WKU Police at 270-745-2548 or the Department of Environmental Health & Safety at 270-745-2395**