



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 teach or conduct research.
- ▶ Provide your classes with general information about emergency procedures. The beginning of each semester is an ideal time to discuss emergency procedures. Adding emergency information to your syllabus is also very effective.
- ▶ Know how to report an emergency from the classroom, laboratory or your office.
- ▶ 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.

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.
- ▶ Upon arrival, WKU Police or Fire Department will assess situation and verify all personnel have evacuated.

TORNADO

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

▶ STOP CLASS

- ▶ 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 your Building Emergency Action Plan at www.wku.edu/emergency or contact the Building Coordinator.

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

ACTIVE SHOOTER /VIOLENT ACTS

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

▶ STOP CLASS

- ▶ If possible, try to escape from the building and take others with you. If you cannot escape and you are in an office or classroom, immediately close the door and lock if possible. Use desks and chairs to block the doorway.
- ▶ Stay away from windows and out of view. Turn off the lights and silence your cell phones. Hide behind heavy furniture or anything that will hide your location.
- ▶ If a phone is available and it is safe to do so, call 911.
- ▶ If you are in an open area, find a place in which to take shelter away from the incident.
- ▶ If the gunman approaches you, your actions will depend solely on your judgment and capabilities. No strategy is 100% effective. If left with no other option, when confronted by a person with a gun, fight back with whatever is available (scissors, hot beverages, fire extinguishers).
- ▶ If the police approach and identify themselves, keep your hands up and follow their commands and directions.

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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