Faculty/Staff
Emergency Procedures Handbook
Building Information

Building: L. Reid Haire Administration Building

Campus Evening Manager: Kevin Dorth

Campus Evening Manager Phone: (270) 852-7789 or (270) 314-3354

Outdoor Emergency Assembly Area: Sign at main entrance, off New Hartford Rd.

Indoor Safe Area: 1st floor west hallway between women’s restroom and room 110, in 1st floor restrooms

Link to your building’s Emergency Action Plan:
www.wku.edu/ehs/beap/owensborobeap.pdf

Link to the Bomb Threat Checklist:
www.wku.edu/police/images/bombthreatchecklist.jpg

Owensboro Fire Department
891 East 25th Street
Owensboro, KY 42303
(270) 687-8411

Emergencies (from a campus phone):
911

Calling from a non-campus phone:
Emergency Medical Service, Ambulance
1101 Alsop Lane, Owensboro, KY
(270) 926-4066

Non-emergencies:
Front Office/Evening Manager
(270) 684-9797

Facilities Management
(270) 852-6404 or (270) 570-4595

Daviess County Sheriff’s Department
212 St. Ann Street
Owensboro, KY 42301
(270) 685-8444

Kentucky State Police
3119 Nashville Road
Bowling Green, KY 42102
(270) 782-2010

Human Resources:
(270) 745-5360

Risk Management
(270) 745-5859

Daviess County Emergency Management
1501 West Parrish Avenue
Owensboro, KY 42301
(270) 686-7896

Daviess County Health Department
(270) 686-7747
**Introduction**

This handbook is intended for use by faculty and staff at WKU-Owensboro. It has been designed to provide a quick reference during emergencies. Every employee should become familiar with its contents, and new employees should be trained to follow these procedures and the building’s Emergency Action Plan.

Informational blanks have been provided in several sections, and you should insert applicable information. Once the blanks are completed and procedures reviewed, this handbook should be kept in a readily accessible location, preferably near a telephone.

In instances where your building’s Emergency Action Plan differs from instructions in this handbook, the Emergency Action Plan will supersede this handbook.

During the event of an emergency, please do not call Daviess County Sheriffs Department (DCSD) for information or updates. The lines need to stay clear for 911 calls. The Campus Community will be notified with updates.

Dialing **911** from a campus phone or a cell phone will direct you to the Central Dispatch Center. The Dispatch phone number is *(270) 685-8444*. It is a good idea to store this number in your cell phone so you do not have to remember it or look it up in times of an emergency.

**Daviess County Sheriffs Department**

212 St. Ann Street
Owensboro, KY 42301
(270) 685-8444
**Workplace Violence**
This may take the form of various types of personal assaults. These may or may not include weapons. The only warning you may receive during a workplace violence incident is the sound of gunfire, scuffling, or other employees yelling a warning.

**Gunfire**

1. If you hear gunfire, immediately seek refuge in an area that can be locked from the inside. If possible, block the door to discourage entry. Hide inside the area behind a desk, under a table, in a closet, or whatever is available to you. Remain still and quiet.
2. If a phone is immediately available in the area you are using for refuge, and if it is safe to do so, call Dispatch at 911. If it is safe to do so, stay on the phone with the police dispatcher.

**Explosion/Bomb**

1. Immediately evacuate the building using your general evacuation procedures.
2. Call Dispatch at 911. Inform them of the situation with as much information as is available. If it is safe to do so, stay on the phone with the police dispatcher.

**Hostage Situation**

1. Immediately evacuate the building using your general evacuation procedures. Stay out of sight of the perpetrator at all times.
2. Take no action to intervene with the hostage taker.
3. Call Dispatch at 911. Inform them of the situation with as much information as is available. If it is safe to do so, stay on the phone with the police dispatcher.

**Physical Threat**

1. Immediately evacuate the building using your general evacuation procedures.
2. Call Dispatch at 911. Inform them of the situation with as much information as is available. If it is safe to do so, stay on the phone with the police dispatcher.

Remember to never put yourself in harm’s way.
Suspicious Mail/Packages:

The following characteristics may identify suspicious parcels:
1. Unexpected or from someone unfamiliar to you.
2. Addressed to someone no longer with your organization or otherwise outdated.
3. No return address or one that cannot be verified as legitimate.
4. Has any powdery substance on the outside.
5. Marked with restrictive endorsements, such as Personal or Confidential.
6. Protruding wires, strange odors, or stains.
7. Has an unusual amount of tape.
8. Has excessive postage applied to the parcel.
9. A city or state in the postmark that does not match the return address.

If you receive a suspicious parcel in the mail:
1. Do not open the parcel.
2. Isolate the piece of mail.
3. Call Dispatch at 911 for additional instructions.
4. Do not pass the letter/parcel to others.
5. Deny access to the letter to everyone except emergency responders.
6. Move to an area that minimizes exposure to others and to the parcel.
7. If possible, wash your hands and face with soap and water.

If you open a parcel that appears to be contaminated:
1. Do not move parcel.
2. Call Dispatch at 911.
3. Turn off any fans, window air conditioners, or space heaters.
4. Isolate the area. Evacuate the adjoining areas and report to your indoor safe area.
5. Do not pass the letter/parcel to others. Deny access to the letter to everyone except emergency responders.
6. 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.
7. If possible, anyone who had contact with the parcel should wash their hands and face with soap and water.

Infectious Agents (i.e. Anthrax)
1. Leave the material in the same location where it was found or opened. Immediately evacuate and isolate the area.
2. Segregate the individuals who may have been exposed.
3. Call Dispatch at 911. Inform them of the situation and provide them with as much information as is available.
Medical Emergency/Ambulance

1. Do not move a seriously injured person unless he or she is in a life threatening situation.
2. Render first-aid or CPR only if you have been trained.
3. Do not leave the injured person except to summon help.
4. Designate a calm person to summon help by calling 911.
5. When reporting a medical emergency, provide the following information:
   - Type of emergency
   - Location of the victim
   - Condition of the victim
   - Any dangerous conditions
6. Comfort the victim until emergency medical services arrive.
7. Designate a calm person to stand outside the building to flag down the ambulance.
8. If you are exposed to another person’s body fluids, wash the exposed area and contact the Campus Evening Manager at (270) 314-3354 or the Daviess County Health Department at (270) 686-7747.
9. When in doubt, treat an emergency as life threatening.

Criminal Activity

If you observe a crime in progress or behavior that you suspect is criminal, immediately notify Dispatch at 911. Report as much information as possible including:
   - What the person(s) is/are doing
   - Where it is happening
   - Physical clothing description of those involved
   - Whether there are weapons involved and what type
   - Vehicle description and license number
   - Direction of travel
If it is safe to do so, stay on the telephone with DCSD and provide additional information as changes occur with the situation until the first officer arrives.

Emergency Phones

WKU–Owensboro has installed Emergency Call Boxes on the campus. By pushing the red button on the call box, you will be connected to the Central Dispatch Center by phone and your location will be displayed on caller ID. Pushing the button activates a blue flashing light on top of the pole. This flashing light draws attention to the area and could prevent further criminal action.
Fire

1. Upon the discovery of a fire, explosion, or smoke in a building, activate the fire alarm. The nearest fire alarm pull station is: _______________________________________________________

2. Call Dispatch at 911.

3. You should immediately evacuate the building using your general evacuation procedures to the outdoor emergency assembly area. Do not use elevators.

4. If possible, provide assistance to mobility-impaired individuals. If it is not possible for you to assist these individuals, call Dispatch at 911 with their location.

5. Do not re-enter the building until advised to do so.

Utility Failure

In case of utility failure (electricity, water, gas), notify Facilities Management at (270) 570-4595. If it is during evening hours contact the Campus Evening Manager at (270) 314-3354. If they are unavailable, please contact Dispatch at 911. An emergency generator will supply emergency lighting.

The generator does not supply power to the elevator. If someone is trapped in an elevator, call Dispatch at 911.

In any case, be prepared to give:
• Building name
• Floor number
• Room number
• Nature of problem
• Person to contact or telephone extension

Remain in place until notified by the Building Coordinator to leave or the utility failure is over. Emergency lighting is temporary and is not provided to continue building operations.
Hazardous Material Releases - Outside

1. A large spill of hazardous materials outside will require the campus WKU Emergency Management Committee to decide how to respond based on available information. Building occupants may be required to “shelter in place:”
   - Close all windows and doors.
   - Turn HVAC system off by notifying Facilities Management at (270) 570-4595.
   - Everyone should move to the indoor safe space as designated by the WKU Emergency Management Committee according to the nature of the material or materials.
   - The Building Coordinator will monitor the situation and will keep building occupants informed.
   - If a person becomes ill from the chemical release call Dispatch at 911 for assistance.

2. Building occupants may be required to evacuate the building. The WKU Emergency Management Committee will instruct building occupants to do one of the following based on available information:
   - Walk to an assembly area to be evacuated, or
   - Walk or drive away from the area using specific travel directions.

3. Notify Dispatch at 911 and be prepared to give the following information:
   - Building name
   - Floor and room number
   - Specific chemical name of involved gas
   - Estimated volume of gas

Hazardous Gas Leaks
(Flammable, toxic, corrosive, oxygen, cryogenic)

If a gas cylinder or gas piping leaks or is suspected of leaking, and if in the judgment of the persons responsible for such materials decide it presents a danger to them or to other building occupants, the following steps should be taken:

1. Immediately notify building occupants to evacuate the area using general evacuation procedures.

Toxic/Irritant Gas

1. Immediately evacuate the building using general evacuation procedures.

2. Call Dispatch at 911. Inform them of the situation and provide them with as much information as is available.
Hazardous Material Releases - Inside

A hazardous material may include chemical, biological, and physical materials. During normal storage and handling these materials pose no extreme threat. In the event of a release, contact the OPD and provide them with the following information:

- Person reporting
- Location of released hazardous material
- Estimated volume quantity

Not Immediately Dangerous to Life or Health

If the individuals responsible for the chemicals feel the chemical spill does not pose a threat to them or others:

1. Notify the Campus Evening Manager at (270) 314-3354 or Facilities Management at (270) 570-4595.
2. If you are thoroughly familiar with the hazards of the spilled material, have been trained to confine and clean up spills, and have access to appropriate personal protective clothing and equipment, attempt to confine the spread of the spill as much as possible.
3. If you come in physical contact with the spilled material, immediately remove all contaminated clothing and flush all areas of bodily contact with large amounts of water for at least 15 minutes. Use a safety shower if one is available.

Immediately Dangerous to Life or Health

If the individuals responsible for the chemicals feel the chemical spill poses an immediate threat to them or others:

1. Immediately notify all building occupants in the area where the spill has occurred. Notify Dispatch at 911. Give the following information:
   - Building name
   - Floor number
   - Room number
   - Type of incident
   - Chemical(s) involved
   - Estimated volume of spill
2. Ensure the ventilation system for the building is shut down by notifying Facilities Management at (270) 570-4595. If it is after hours or you are unable to contact Facilities Management, contact the Campus Evening Manager at (270) 314-3354 or Dispatch at 911.
3. If you are in the immediate area of the chemical emergency, vacate the area and report to the outdoor emergency assembly.
4. If you come in physical contact with the spilled material, immediately remove all contaminated clothing and flush all areas of bodily contact with large amounts of water for at least 15 minutes. Use a safety shower if one is available.
5. Ensure medical assistance is obtained for those injured or exposed.
**Tornado/Severe Thunderstorm**

**Watch**

A tornado or severe thunderstorm watch means severe weather is possibly approaching. Continue normal activities but also continue to monitor the situation.

**Warning**

If the approaching severe weather is deemed to pose an immediate threat to the area, the watch may be elevated to a severe thunderstorm or tornado warning.

1. The C.O.W.S. and C.A.L.V.E.S. systems will be activated by a member of the building emergency safety team. They will verbally warn building occupants and direct them to the designated tornado shelter.

2. If it is a thunderstorm warning, you should stay indoors and monitor weather information for updates on changing conditions. Report injuries to Dispatch at 911. Provide the following information:
   - Building name
   - Type of emergency
   - Condition of victim
   - Any dangerous conditions

3. If it is a tornado warning, you should seek shelter in a safe space immediately. If you are in a vehicle, get out and seek shelter in a sturdy building. If a building is not available, a depression such as a ditch or a ravine offers some protection.

4. Basements, interior hallways, and interior rooms on the lower floors offer the best shelter.

5. The designated storm shelter area is located in the west hallway on the first floor between the women’s restroom and IVS room 110. **Both restrooms on the first floor are also designated as storm shelter areas.**

6. After danger has passed, immediately report injuries to Campus Evening Manager at (270) 314-3354 or the building emergency safety team member. If they are unavailable please contact Dispatch at 911. Provide the following information:
   - Building name
   - Type of emergency
   - Condition of victim
   - Any dangerous conditions

7. Immediately leave a badly damaged building and do not attempt to return to the building unless directed to do so.

8. Do not attempt to turn utilities or equipment on or off.
Earthquake

During an Earthquake

1. Stay where you are, get under a desk/table, stand in a doorway, or in the corner of the room. Do not seek cover under tables or desks in laboratories. If possible, extinguish fires, flames, or other sources of ignition.
2. If you are outside get into an open area away from buildings, power lines, and trees.
3. Do not use elevators.
4. If you are driving, pull over to the side of the road and stop immediately. Avoid overpasses and power lines. Stay inside vehicle until shaking has stopped.

Following an Earthquake

1. Evacuation will not be automatic. The dangers outside may be worse than those inside the building. The Building Coordinator and emergency services personnel will assess the situation. The fire alarm will be activated if evacuation is necessary.
2. If your building has suffered severe damage, leave the building quickly. If necessary, provide assistance to those who have been trapped in the building. Gather at your outdoor emergency assembly area.
3. Do NOT smoke, light matches, or use electricity.
4. Do NOT stop to turn off lights or lock doors.
5. Be careful when opening doors, and watch for falling debris or objects.
6. If persons are injured, cannot be accounted for, or if you know that someone is trapped in the building, call Dispatch at 911.
7. To expedite rescue and emergency services, a sign should be posted on the front of the building denoting if all of the occupants got out or if people are trapped in the building. If people are trapped, note the time, date, number of victims, and their last known locations on the sign.
8. Check for injuries, but do not move seriously injured people unless the danger in the area is greater than their injuries.
9. A significant earthquake will affect the entire city and county. You may have to fend for yourself and your co-workers for a long time. Render whatever aid you can provide but remember you are responsible for your personal safety.
10. Use telephones only to report emergencies.
11. Facilities management will shut off gas and electric power if it is safe to do so.
12. Never touch downed utility poles or lines. Avoid damaged building equipment.
13. Do not use your vehicle unless there is an emergency. Keep the streets clear for emergency vehicles.
14. Be prepared for aftershocks and to take cover again. Aftershocks are usually smaller but may create more damage.
Bomb Threats Checklist

Bomb Threat By Telephone

Bomb threats may be received in many ways. The most common method is by phone. If you receive a bomb threat by phone, attempt to keep the person on the phone as long as possible and try to obtain the following information using the Bomb Threat Checklist:

1. **Initial Actions:**

   Time of Call: ____________________________ AM/PM: __________

   *Do not hang up! Keep caller talking. When is the bomb going to explode?*

2. **Exact Wording of Threat**

   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________

3. **Questions to Ask:**

   Where exactly is the bomb? ____________________________

   When did you put it there? ____________________________

   What does the bomb look like? ____________________________

   What kind of bomb is it? ____________________________

   What will make the bomb explode? ____________________________

   Did you place the bomb? ____________________________

   Why did you place the bomb? ____________________________

   What is your name? ____________________________

   Where are you? ____________________________

   What is your address? ____________________________
4. **Listen for:**

   Voice: accent/impediment/tone/speech/diction/manner

   Language: incoherent/irrational/taped/read out/abusive

   Noises: traffic/voices/machinery/music/noises on the line/local call

   Other: sex of caller/estimated age

5. **After the Call**

   Note the time of the end of the call: ________________ AM/PM________

   Name of Recipient (Print): _____________________________________

   Signature: _________________________________________________

   Date: _____________________________________________________

   **Immediately call Dispatch at 911. Provide them any information you received.**

**Bomb Threat By Letter or Email**

1. If the threat is made in writing, do not handle the letter or note any more than necessary.

2. Do not touch or move any unfamiliar object. Wait for police to arrive on scene.

   If you are instructed to evacuate a building, take purses, backpacks, and briefcases with you. As you exit survey the area for suspicious or unusual packages, boxes, or book bags. You are more familiar with what's normal for your building than first responders. Report suspicious items and/or persons to the DCSD.
After the Emergency

Regardless of the source or type of emergency, careful attention to administrative procedures must be paid to ensure protection of the facility and those within.

After a Workplace Injury or Illness

If an individual is injured or becomes ill as a result of his/her workplace environment, follow these procedures:

1. Ensure the individual has received the appropriate medical care.
2. Notify the individual’s immediate supervisor of the injury surrounding the events.
3. Complete an Employee Accident/Near Miss Investigation Report to document the injury or illness as soon as possible. If further assistance is needed, contact:

   Facilities Management
   (270) 570-4595

   Campus Evening Manager
   (270) 314-3354

If evacuation is necessary, a building emergency safety team member will activate the fire alarm or provide instructions.

1. Take your personal items (i.e. backpacks, keys, and purses) with you.
2. Move calmly out of the building to your outdoor meeting area.
3. Do NOT stop to lock the doors.
4. Do NOT turn light switches on or off or use cell phones.

Damage to Buildings

1. Report all damages to the Campus Evening Manager (270) 314-3354 or to Facilities Management at (270) 570-4595.
2. Notify the WKU-O main office at (270) 684-9797 of the damage and provide them with necessary information.
Definitions

C.O.W.S

Community Outdoor Warning System siren is an intermittent wail of 3-minute duration. The all clear signal is a steady tone of 3-minute duration.

C.A.L.V.E.S

Community Activated Lifesaving Voice Emergency System is an indoor warning system that announces an approaching tornado, other threatening weather, or emergency situation by an intermittent tone or voice communication.

Shelter In Place

In the event of a large chemical spill or a biological weapons attack, the safest course of action may be to “shelter in place.” Close all windows and doors, arrange to get HVAC systems shut down, and remain in the indoor safe area until you receive further instructions.

Link to your building’s Emergency Policy and Procedures Manual:
www.wku.edu/Dept/Support/Legal/EHS/

Link to the Bomb Threat Checklist:
www.wku.edu/police/BombThreatChecklist.htm
FIRST LEVEL - EMERGENCY ACTION PLAN

SECOND LEVEL - EMERGENCY ACTION PLAN

New Hartford Rd.

TORNADO SAFETY SHELTER
FIRE EXTINGUISHER
PULL STATION
EXIT SIGN
EGRESS ROUTE

THIS LEVEL