

Lindenwood University

Basic Emergency Action Plans

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St. Charles Campus

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BUILDING LOCKDOWN

This section of the Basic Emergency Action Plan will be activated when a building lockdown is needed.

Lockdowns occur without warning when there is a threat that occurs on campus. Some threats can be an armed intruder or an incident that occurs off campus but threatens the safety of students and staff members. Lockdowns may take several minutes or can take several hours if the threat is still active.

Lockdown Procedures

Once a threat is verified, student and staff need to be alerted. Security will notify by radio the grounds and maintenance staff on Channel 2 and all resident directors and building coordinators on Channel 3.

Once notified, the resident directors, maintenance staff, and building coordinators will lock all entry doors and notify students and staff in their building to lock their doors. All radios will switch to Channel 1 for further updates.

A Rave alert will be activated, notifying students of the lockdown and asking students and staff who are not on campus to stay away.

Anyone outside when the lockdown is activated should get to a vehicle or go off campus as safely as possible.

Professors, staff, and students who are in an office or classroom should lock the door and turn off the lights. Stay away from windows and await further instructions.

If the building lockdown becomes an active shooter situation,

Hide Out

- Hide in an area away from the shooter's view.
- Block and lock the door using whatever obstacles or furniture available.
- Turn off the lights.
- Silence phones.
- Stay quiet.

Take Action

- Take action as a last resort and only when life is in imminent danger.
- Act with physical aggression and attempt to incapacitate the shooter.
- Use chairs, tables, or anything that can be thrown at the shooter.

DO NOT UNLOCK THE DOOR FOR ANYONE. Once the situation has been resolved, St. Charles Police Officers or University officials will unlock the door and provide instructions. The St. Charles Police Department and Lindenwood University Public Safety and Security Office will coordinate the building's security once it has been secured.

Once the lockdown is over, a Rave alert will be sent, and security will notify everyone over the radio that the threat is over. LU Public Safety and Security personnel and St. Charles police officers will consult and make a decision on when the lockdown will end.

ACTIVE SHOOTER

This section of the **Basic Emergency Action Plan** should be activated in the event an active shooter.

Building occupants will become aware of a violent act by the sounds of an explosion, gunfire, scuffling, or by observation of events that could only be intentional acts of violence. The person(s) who observe these life-threatening acts should immediately seek shelter and call the LU Public Safety and Security Office Department at (636) 949-4911, and the St. Charles Police department 911.

The Building Emergency Coordinator should attempt to communicate to everyone in the building that a perpetrator of workplace violence is in the building. This may be done by using several methods including, telephone, e-mail or word of mouth.

When contacting 911, give them the following information:

- Location of the shooter
- The number of shooters, if known
- Description of the shooter and type of weapons
- The number of people at your location

What to do if you are inside the building when violence occurs:

Evacuate

- Have an escape route and plan in mind
- Leave your belongings inside
- Keep your hands visible
- Don't let someone slow you down by inaction
- Once outside, stop people from entering the building
- Call 911, and give the police an update on what is happening

Hide Out

- Hide in an area away from the shooters view
- Block and lock the door. Use whatever is available to block the door
- Turn off the lights
- Silence your phone
- Stay quiet

Take Action

- As a last resort, and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with physical aggression and attempt to incapacitate the shooter
- Use chairs, tables or anything you can throw or hit the shooter with

DO NOT UNLOCK THE DOOR FOR ANYONE. Once the situation has been resolved, St. Charles Police Officers or University officials will unlock the door and provide you with instructions. The St. Charles Police Department and Lindenwood University Public Safety Department will coordinate the building's security once it is secure.

EARTHQUAKE

This section of the **Basic Emergency Action Plan** will be activated when a sustained earthquake occurs.

Earthquakes occur without warning. Some earthquakes are instantaneous tremors and others are significant sustained events followed by aftershocks. Individuals should take emergency action immediately and additional actions will be implemented after the quake stops.

An earthquake may cause noticeable shaking of the ground and building. This shaking will vary in intensity (i.e., mild tremors to shaking sufficient to destroy buildings.).

When a significant earthquake occurs, occupants should immediately take cover. Suggested locations inside buildings that provide cover include:

- Getting under a desk or heavy table and hold on.
- Kneeling in a corner of an interior wall with your head and face covered.
- Standing in a doorway and bracing your hands and feet against each side.
- Stay away from glass, bookshelves and wall hangings.

NOTE: Do not seek cover under laboratory tables or benches, chemicals could spill and harm personnel.

Once the shaking has stopped, gather valuables and quickly leave the building. **DO NOT USE ELEVATORS.** All employees should gather at a predetermined location. Occupants who come into contact with a student or visitor should direct them to take appropriate actions. Any occupant that comes into contact with a physically disabled individual should assist that individual or take them to the nearest stairwell landing and seek assistance from an emergency responder outside the building. The Floor Leaders and/or Building Coordinator will conduct roll calls to ensure all employees are out of the building.

Be prepared for aftershocks. Although smaller than the main shock, aftershocks cause additional damage and may bring weakened structures down. Aftershocks can occur in the first hours, days, weeks, or even months after the quake. Follow the same procedures as for earthquakes.

If building occupants cannot be accounted for, the Building Emergency Coordinator may direct personnel to search for the missing people but instruct personnel **NOT TO RE-ENTER THE BUILDING.** The Building Coordinator should contact the St. Charles Police Department at 911, or LU Public Safety and Security Office Department at (636) 949-4911 for assistance.

The Facilities Division, Fire Department and Police Department, will consult and make a decision on whether employees can return to their workstations or be dismissed for the day. The Building Coordinator will give direction to employees based on that decision.

FIRE

This section of the **Building Emergency Action Plan** will be activated in the event of:

- Fire alarm activation
- Fire discovered by building occupant

Any faculty, staff, student or visitor that becomes aware of a fire shall immediately activate the building fire alarm system. The fire alarm system will in turn notify all building occupants that a fire emergency exists. This is accomplished through sounding an audible alarm and a visual flashing light. The University Evacuation Policy mandates that the building shall immediately be evacuated. All faculty, staff, students, and visitors will regard any activation of a fire alarm as a true fire emergency unless there has been previous notification of the fire alarm system being tested.

The person activating the fire alarm shall contact LU Public Safety and Security Office Department at (636) 949-4911 or call 911 and advise the Police Dispatcher of the fire situation in the building.

All occupants will immediately evacuate the building utilizing the posted evacuation routes. Occupants may collect their valuables (purse, coat, etc.) if time permits and should close the door upon leaving. Any occupant who comes into contact with a student or visitor should direct them to evacuate the building. Any occupant that comes into contact with a physically disabled individual should assist that individual from the building or to the nearest stairwell landing and seek assistance from an emergency responder outside the building. **DO NOT USE ELEVATORS.**

Only occupants trained to operate a fire extinguisher should make an attempt to extinguish the fire. Those who have not been trained shall immediately evacuate the building.

Only if the fire is very small, such as an incipient stage fire, should those trained occupants attempt to extinguish the fire. If the fire is not contained, involves flammable solvents, is spreading rapidly, is partially hidden behind a wall or ceiling, cannot be reached from a standing position, or if it becomes difficult to breathe in the room, one should not attempt to extinguish the fire or cease the attempt to and immediately evacuate the building.

Once out of the building, all occupants should gather to be counted at a pre-determined location. The Building Coordinator or Floor Leader will conduct a roll call of employees to determine if everyone has vacated the building. No employee should leave the assembly area, either to re-enter the building or leave the campus, until advised to do so by the Building Emergency Coordinator.

The Building Coordinator will provide information to the Police Dispatcher, Fire Department or any other emergency response agencies on the scene. This information may include, but is not limited to:

- Location of the fire.
- Name and Location of disabled individuals requiring evacuation assistance.
- Status of the evacuation, personnel missing that may still be in the building.
- Special hazards associated with the building.

DO NOT RE-ENTER THE BUILDING UNTIL FIRE OFFICIALS GIVE THE ALL CLEAR SIGN.

MEDICAL EMERGENCY

Implement the **Basic Emergency Action Plan** for Medical Emergencies for any injury or illness that requires more than simple first aid.

Immediately contact the LU Public Safety and Security Office Department at (636) 949-4911 and 911 to report the emergency.

When reporting the emergency, provide the following information:

- Type of emergency
- Location of the victim
- Condition of the victim
- Any dangerous conditions

Comfort but do not move the victim.

Have someone standby outside the building to "flag down" the ambulance when they reach the vicinity of the building.

Once the victim has been cared for and is transported, normal worker injury reporting procedures should be followed.

SEVERE WEATHER

This section of the **Basic Emergency Action Plan** will be activated in the event of a severe weather situation.

This notification will advise building occupants of the type of warning (thunderstorm or tornado) and to implement the Emergency Action Plan - Severe Weather.

Once occupants have been notified of a **THUNDERSTORM WARNING**, they should take no other steps than to ensure that they are prepared if conditions deteriorate.

Once occupants have been notified of a **TORNADO WARNING**, they should gather their valuables and take cover in the nearest Severe Weather Shelter area in the building. Any occupant who comes into contact with a student or visitor should direct them to take appropriate actions. Any occupant that comes into contact with a physically disabled individual should assist that individual to the Severe Weather Shelter areas. Office doors should be closed upon exiting. Building occupants should take cover in the areas determined safe.

The Building Emergency Coordinator and/or Floor Leaders will conduct roll calls to ensure that all employees are in the shelter areas. If an employee is missing, the Building Coordinator will make a determination whether it is safe to search for the missing employee(s) and solicit someone to locate them and direct them to the shelter areas.

If injuries or building damage occurs, notify the St. Charles Police Department at 911 or LU Public Safety and Security Office Department at (636) 949-4911.

Once the warning period has expired, the Building Coordinator will give the word for employees to return to their workstations or go home.

UTILITY OUTAGE

This section of the **Building Emergency Action Plan** for Power Outage should be activated in the event of a utility outage.

Employees will become aware of utility outages by the obvious absence of that particular utility:

- No Lights, Computers not working - Electric
- Toilets won't flush, drinking fountains not working - Water
- Inability to place outgoing telephone calls - Telephone
- Building won't warm up during winter - Steam or Gas
- Building won't cool in summer - Electric or chilled water

The Building Emergency Coordinator, Department Chairperson or other administrative staff should contact the Lindenwood University Public Safety Department at 636- 262-4622 to report the problem and obtain any available information.

While a power interruption does not usually cause emergencies within a facility or injuries to its employees, hazards may be created by outages. The Building Emergency Coordinator in conjunction with the Department Chairperson will determine the appropriate course of action. The Building Emergency Coordinator and or the Department Chairperson should consider the following issues:

- Dangers from tripping and injuries due to lights being out.
- Person(s) being trapped on elevators.
- Dangers of extreme heat and cold on employees.
- Inability to contact responders if an emergency occurs while telephones are out.
- Sanitation problems due to no water

The Building Emergency Coordinator and or Department Chairperson will make a decision regarding the continuance of work in the building during a utility interruption. Any occupant who comes into contact with a student or visitor should direct them to take appropriate actions. Any occupant that comes into contact with a visitor or student that is physically disabled should assist those individuals.

If laboratory research is underway during a utility interruption and the interruption will affect the research, the research should cease until the utility has been restored. Experiments, chemical processes and operating electric equipment should be stopped in a manner that would not cause additional problems.

If anyone is trapped on an elevator, immediately call the LU Public Safety and Security Office Department at (636) 949-4911 for assistance.

WORKPLACE VIOLENCE / TERRORISM

This section of the **Basic Emergency Action Plan** should be activated in the event any type of workplace violence or act of terrorism.

Building occupants will become aware of a violent act by the sounds of an explosion, gunfire, scuffling, or by observation of events that could only be intentional acts of violence. The person(s) who observe these life-threatening acts should immediately seek shelter and call the LU Public Safety Department at 636-262-4622, or the St. Charles Police department 911.

The Building Emergency Coordinator should attempt to communicate to everyone in the building that a perpetrator of workplace violence is in the building. This may be done by using several methods including, telephone, e-mail or word of mouth. **Different types of workplace violence require different actions:**

Explosion - If an explosion occurs, building occupants should leave the building using the same evacuation plan and procedures as they would for a fire.

Threatening Phone Calls / Bomb Threat – In the event that the facility receives a threatening phone call or bomb threat, the call receiver is to maintain an open line of communication with the caller for as long as possible. If possible, the call receiver is to complete the 'Threatening Call / Bomb Threat Checklist,' Lindenwood Public safety and St. Charles City Police are to be contacted as soon as possible by dialing 911, or contacting security at 636-262-4622.

Gunfire - If you become aware of gunfire occurring in the building, take refuge in a room that can be locked. The room should also provide limited visibility to anyone that is outside of it. Secure the door and hide under a desk, in a closet or in the corner. **DO NOT UNLOCK THE DOOR FOR ANYONE.** Once the situation has been resolved, St. Charles Police Officers or University officials will unlock the door and provide you with instructions.

Physical Threat - If someone's actions pose a physical threat to you, evacuate the area and report these actions to your supervisor. Contact LU Public Safety and Security Office Department at (636) 949-4911.

Toxic or Irritant Gas - Immediately evacuate the building using the same evacuation plan and procedures as used for a fire.

Hostage Situation - Immediately vacate the area or seek safe, secure shelter, take no chances to endanger the life of the hostage. Contact St. Charles City Police as soon as possible by dialing 911. In the event someone is hurt and/or a fire is caused by these events, advise the St. Charles Police Department of this situation.

The Building Emergency Coordinator, Department Chair, and Lindenwood University Public Safety Department will coordinate the building's security once the Incident Commander releases the building. This group will also contact building occupants and advise them on when to return to work.

The Building Emergency Coordinator and/or the Department Chair will participate in any post-incident critique regarding the emergency.

Any occupant who comes into contact with a student or visitor should direct them to take appropriate actions.

AFTER-THE-EMERGENCY ACTIONS

Once the emergency is over and the building has been returned to the occupant, the Building Emergency Coordinator and Department Chair will determine if the building occupants should return to work or be released. If they are released, employees will be advised when to return to work.

The Building Emergency Coordinator, Department Chair, and LU Public Safety Department will coordinate the building's security once the Incident Commander releases the building. This group will also contact building occupants and advise them on when to return to work.

The Building Emergency Coordinator and/or the Department Chair will participate in any post-incident critique regarding the emergency.

The Building Emergency Coordinator will contact the University's Facilities Office at 636-949-4922, regarding any property damage caused by the incident. In the event an employee is injured, normal worker injury reporting procedures should be followed.

The Department Chair will direct that a report be prepared after implementing this plan. This report shall review emergency actions, their effectiveness and needed revisions. This report will be shared with employees and forwarded to the Department of Public Safety.