

**LINDENWOOD
UNIVERSITY**
**BASIC EMERGENCY
ACTION PLANS**

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St. Charles Campus

John Bowman

Director of Public Safety & Security

LINDENWOOD

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For the purpose of this document, a building coordinator is a predetermined individual responsible for assisting with the emergency response in a particular building on campus. In the case of university-owned residential property, the building coordinator is identified as the area coordinator or designee.

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. Examples of threats can be an armed intruder or an incident that occurs off campus but threatens the safety of students and staff members. Lockdowns may last several minutes or may last several hours if the threat is still active.

Lockdown Procedures

Once a threat is verified, students and staff need to be alerted. A Rave alert will be activated, notifying students of the lockdown and asking students and staff who are not on campus to stay away. This will be done via text message, email, and ALERTUS notifications. During normal business hours, security will notify by radio the grounds and maintenance staff on Channel 2 and all residential life staff and building coordinators on Channel 3.

Once notified, the residential life staff, 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.

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 are 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 or university officials will unlock the door and provide instructions. The St. Charles Police Department and Lindenwood Public Safety & Security will coordinate the building's security once it has been secured.

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

ACTIVE SHOOTER

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

Building occupants may 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 Public Safety & Security at (636) 949-4911, and the St. Charles Police Department by dialing 911.

The building coordinator, if possible, 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, email, or word of mouth. Once the university is aware of the emergency situation, an emergency notification will be issued. An email, text, or ALERTUS notification will be issued to notify students and staff members of the location where the incident is taking place and to shelter in place and await further information.

When contacting 911, give them the following information:

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

If you are inside the building when violence occurs, do the following:

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 and go to a safe place
- Call 911 and give the police an update on what is happening

Hide Out

- Hide in an area away from the shooter's 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
- Act with physical aggression and attempt to incapacitate the shooter
- Use chairs, tables, or anything with which you can throw or hit 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 you with instructions. The St. Charles Police and Lindenwood Public Safety & Security will coordinate the building's security once it is secure.

SHELTER IN PLACE

What it means to “Shelter-In-Place”

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to “shelter-in-place” means to make a shelter of the building you are in, and with a few adjustments, this location can be made even safer and more comfortable until it is safe to go outside.

Basic “Shelter-In-Place” Guidance

If an incident occurs and the building you are in is not damaged, stay inside in an interior room until you are told it is safe to come out. If your building is damaged, take your personal belongings and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of elevators). Once you have evacuated, quickly seek shelter at the nearest university building. If police or fire department personnel are on the scene, follow their directions.

How You Will Know to “Shelter-In-Place”

A shelter-in-place notification may come from several sources, including Lindenwood Public Safety & Security, residential life staff members, other university employees, St. Charles government, or other authorities utilizing the university's emergency communications tools.

How to “Shelter-In-Place”

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise, follow these steps, unless instructed otherwise by local emergency personnel:

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on scene.
2. Locate a room to shelter inside. It should be:
 - An interior room that is above ground level and without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms may be necessary.
3. Shut and lock all windows (to create a tighter seal) and close exterior doors.
4. Turn off air conditioners, heaters, and fans.
5. Close vents to ventilation systems as you are able.
6. Make a list of people with you and ask someone (residential life, faculty, or other staff) to call the list to Lindenwood Public Safety & Security so they know where you are sheltering. If only students are present, one of the students should call in the list.
7. Turn on a radio or TV and listen for further instructions.
8. Make yourself comfortable.

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 the following:

- Getting under a desk or heavy table and holding 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, as 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 the evacuation assembly area. 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. Building coordinators will facilitate the evacuation of the buildings.

Be prepared for aftershocks. Although smaller than the main shock, aftershocks cause additional damage and may bring down weakened structures. 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 coordinator would assist in documenting the names of those missing and supply that list to Public Safety & Security and the St. Charles police.

Campus facilities, Public Safety & Security, and St. Charles police and fire will consult and a decision will be made on whether or not employees can return to their workstations or if they will be dismissed for the day. The building coordinator will give direction to students and staff based on that decision. This information will also be communicated by a Rave alert.

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 who 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 activating 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 Public Safety & Security 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 and seek assistance from an emergency responder. **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 at the evacuation assembly area. The building coordinator will conduct a count of all present and work to determine if everyone has vacated the building. Nobody should leave the assembly area, either to re-enter the building or leave the campus, until advised to do so by the building coordinator.

The building coordinator will provide information to Public Safety & Security, St. Charles City police or fire, or to any other emergency response agencies on the scene. This information may include, but is not limited to, the following:

- 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 Public Safety & Security 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** via text message, email, or ALERTUS, 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 coordinator should ensure that all building occupants are in the shelter areas and remain there until the "all clear" is given from university officials via text, email, or in-person notification.

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

Once the warning period has expired, the building coordinator will give the word for employees and students to return to normal activity.

UTILITY OUTAGE

This section of the **Building Emergency Action Plan** 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 coordinator should contact Public Safety & Security at (636) 949-4911 to report the problem and obtain any available information.

While a power interruption does not usually cause emergencies within a facility, injuries or hazards may be created by outages. The building coordinator will determine the appropriate course of action. The building coordinator 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
- Inability to contact responders if an emergency occurs while telephones are out

- Sanitation problems due to no water

The building occupants will await university leadership decisions regarding the continuance of work in the building during a utility interruption. Any occupant that comes into contact with someone who 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 Public Safety & Security at (636) 949-4911 or 911 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 may 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 Public Safety & Security at (636) 949-4911, or the St. Charles Police Department at 911.

The building 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, email, 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. As soon as possible, it is necessary for the call receiver to complete the “Threatening Call / Bomb Threat Checklist” with the assistance of Public Safety & Security. Either the caller or someone close by

should contact Public Safety & Security at (636) 949-4911 or St. Charles city police at 911 as soon as possible.

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, Public Safety & Security or St. Charles City police 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 Public Safety & Security 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 coordinator and Public Safety & Security 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 normal activity.

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

AFTER-THE-EMERGENCY ACTIONS

The building coordinator will participate in any post-incident critique regarding the emergency.

The building coordinator will contact the assistant vice president of operations regarding any property damage caused by the incident. In the event an occupant is injured, normal injury reporting procedures should be followed.

The building coordinator will assist in preparing a report 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 Public Safety & Security.