

**KENTUCKY WESLEYAN COLLEGE**

*Campus Safety and Security Plan*

**EMERGENCY PROCEDURES**

**SECURITY**

**(270) 929-8609**

<http://kwc.edu/campus-life/safety-and-emergency-response/>

Revised August 2016

## **INTRODUCTION**

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Emergencies can come without warning at any time. Being prepared to handle emergency situations is an individual, as well as a college responsibility. This guide has been developed to assist in minimizing the effects of such events. Please become familiar with the contents thoroughly so you will be able to protect yourself and others in the case of an emergency.

The information included in this guide is intended to cover most emergency actions, but is not all-inclusive. Common sense must prevail when instructions are not available. No matter what the crisis is, **THINK** before you **ACT**. Then act swiftly to minimize your exposure to danger.

### **YOUR SAFETY IS OF PRIMARY IMPORTANCE**

If you have questions concerning a unique situation not covered in this resource guide or if you are seeking additional information regarding emergency preparedness, contact the Vice President of Executive Initiatives and Retention at (270) 852-3122 or email at: [scottkr@kwc.edu](mailto:scottkr@kwc.edu).

### **WHAT CAN YOU DO NOW?**

Get to know your buildings and become familiar with the emergency exit procedures. Keep this resource guide where it will be immediately available for quick reference in an emergency.

### **REPORTING AN EMERGENCY/CRISIS**

If emergency personnel are required (ambulance, fire department, police), immediately call 9-911 from on-campus phone or 911 from your cell phone. Tell the dispatcher the nature of the emergency and the location. If possible, wait in a safe location for emergency personnel to arrive. Reports of all emergency situations and potential crisis should be reported to a college official. Depending on the nature of the emergency, the emergency weather monitor, TV or local radio station will be monitored by the Business Office and Facilities.

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## **INTRODUCTION**

## **INTRODUCTION** *continued*

### **DECLARATION OF AN EMERGENCY**

If a state of emergency is declared, the emergency plan will be initiated by the College President. In the President's absence, the Vice President of Finance, Vice President of Academic Affairs, or Vice President of Executive Initiatives and Retention (in that order) can implement this plan. The Vice President of Finance will begin the process by calling other College personnel according to the Emergency Call List.

### **COMMUNICATION OF AN EMERGENCY**

ONE CALL NOW is an emergency notification system provided to our students, faculty, and staff. Emergency alerts pertaining to bad weather, campus alerts or other mass notification needs are sent via emails, cell phones, text messages and telephone. Emergency messages are initiated by the Vice President of Academic Affairs, Director of Public Relations, President, Vice President of Executive Initiatives and Retention, or Vice President of Finance.

All campus email addresses and campus telephone numbers are automatically entered into the ONE CALL NOW database. Any personal contact information must be submitted to Rhonda Sartain, Library, to be included in the ONE CALL NOW database. If at any time your contact information needs to be updated in the ONE CALL NOW database, you should contact Rhonda Sartain, (270) 852-3258.

### **EMERGENCY CONTROL CENTER**

The Business Office in the Barnard-Jones Administration Building will typically be the control center during an emergency situation. If the Barnard-Jones Administration Building is incapacitated, the Winchester Center will be the alternate control center. Communication with campus facilities, local city police or the sheriff's department, state police, civil defense and other emergency agencies will be managed from the control center. Campus radios and cell phones used by facilities, security, and residence life personnel should be brought to the control center for coordination of communications to authorized individuals.

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## **INTRODUCTION** *continued*

### **MEDIA COMMUNICATIONS**

In the case of an emergency, the office of the Director of Public Relations will become the media communication center. Communication to all media outlets will be managed from this office. If this office is unable to be used, a media communication center near or at the site of the control center will be established.

### **PERSONAL RESPONSIBILITIES**

Senior administrators in each office are responsible for the personnel in that office. Faculty members are responsible for the students who are in their class during an emergency. All faculty and staff are asked to assist individuals with disabilities as needed.

### **EMERGENCY PREPARDNESS**

Administrative departments within Kentucky Wesleyan College should develop emergency plans specific for that department. Previous to adopting the plan, the following should be considered:

1. Establish and maintain a current list of all department employees, including cell phone numbers, office phone numbers, and street addresses.
2. Determine which employees may need to return to work in various types of emergencies.
3. Residence halls, facilities, and food service should keep emergency equipment readily available and maintain sufficient supplies and/or equipment to handle 3-5 days of emergency conditions.

Department chairs should educate employees that may be used in emergency situations. They should be instructed:

1. Safety precautions relating to various emergency situations.
2. To be courteous, but not to talk to news media during an emergency situation. All media communications will be coordinated by the Director of Public Relations.

## **BUILDING EVACUATION INFORMATION**

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### **Residence Halls:**

Building: \_\_\_\_\_ Floor: \_\_\_\_\_ Room: \_\_\_\_\_

Resident Assistant: \_\_\_\_\_ Resident Director \_\_\_\_\_  
Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Primary Evacuation Area: \_\_\_\_\_

### **Other Buildings:**

Building: \_\_\_\_\_ Floor: \_\_\_\_\_ Room: \_\_\_\_\_

Following an evacuation, no member of the faculty, staff, or student body should re-enter any campus building until given clearance by emergency personnel.

## **BUILDING EVACUATION INFORMATION**

## **EVACUATION OF PERSONS WITH DISABILITIES**

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1. In most cases, evacuation will not be necessary or advisable. Do not evacuate unless instructed to do so by emergency personnel, a fire alarm is activated, or danger is imminent.
2. All persons should proceed toward the nearest safe exit as instructed by emergency personnel. When a person with a disability reaches an obstruction, such as a staircase, he/she should represent assistance from others in the area.
3. If assistance is not immediately available, stay in the exit corridor and call for help. If the exit corridor should appear dangerous (smoke, fire), proceed into the stairwell, if possible, and stay at the stairway landing. Close the door behind you to keep smoke out of the stairway. If the stairway should become unsafe, proceed to a safe area away from smoke and fire, closing doors behind you isolates the smoke. Call 9-911 from a campus phone or 911 from your cell phone and advise the dispatcher of the situation. If in a room with a window, signal first responders by waving or placing a sign in the window. Do not open the window unless smoke is entering the room. If possible, place a wet cloth material around and under the door to prevent smoke from entering.
4. Persons who cannot speak loudly should carry a whistle or other means of attracting attention and assistance.

NOTE: It is suggested that individuals with mobility, visual, or hearing disabilities prepare for an emergency ahead of time by informing their resident assistant, professor, co-workers, or other campus personnel of the best methods of assisting during an emergency.

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**EVACUATION OF PERSONS  
WITH DISABILITIES**

## **EVACUATION OF PERSONS WITH DISABILITIES** *continued.*

### **ASSISTING PERSONS WITH DISABILITIES DURING EMERGENCY EVACUATION:**

#### **Persons who are Non-Ambulatory**

Always consult the person about the following:

- Preferred ways of being removed from wheelchair. Wheelchairs should not be used in stairways, if at all possible. Most floors have evac-chairs available when the elevator is not operational.
- Whether to extend or move extremities when lifting because of pain, catheter leg bags, spasticity, braces, etc.
- Whether a seat cushion or pad should be brought along with the person if he or she is removed from the chair.
- Being carried forward or backward on a flight of stairs.
- After-care if removed from the wheelchair (i.e. whether they prefer a stretcher, chair with pad, or medical assistance).

#### **Person with Visual Disabilities**

- Tell the person the nature of the emergency. Offer to guide him or her to safety.
- As you walk, say where you are and advise them of any obstacles.
- When safety is reached, help to orient the person and ask if additional assistance is needed. Do not leave them alone.

#### **Persons with Hearing Disabilities**

(Persons who may not hear audible alarms and are in buildings that do not have visual alarm devices)

Either:

- Write a note explaining the nature of the emergency. Include “Go to \_\_\_\_\_ exit – NOW,”  
or
- Turn light switch on and off to gain attention, then indicate through gestures or writing what is happening and what to do.

## **MEDICAL EMERGENCIES**

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For any on campus emergency from a campus phone, call 9-911, or use your cell phone to call 911. A medical emergency can occur anywhere on campus. The reaction of the victim or those around her/him can ensure quick arrival of trained emergency personnel.

If poisoning is suspected, contact the Poison Control Center 1-800-222-1222.

What to do if someone is injured or becomes ill:

- Stay calm.
- Dial 9-911 from a campus phone or 911 from your cell phone and explain the type of emergency, the location of the victim and the condition of the victim. Let the dispatcher know of any safety hazards – chemical spills, fire, fumes, etc.
- Be sure to tell the dispatcher if the person is unconscious, not breathing, is bleeding profusely or has chest pain. These all cause the dispatcher to summon an ambulance.
- Do not hang up unless told to do so by the dispatcher.
- Do not move the victim unless there is danger or additional injury if s/he is not moved.
- Do not give the victim anything to eat or drink.
- Contact Kentucky Wesleyan Security (270) 929-8609 or other Wesleyan employee as soon as possible.

### **Automated External Defibrillators (AED)**

Automated External Defibrillators (AED's) are located in different campus buildings. These devices provide simple verbal instructions for the untrained; however contact 9-911 from a campus phone or 911 from your cell and the Campus Nurse prior to starting the use of an AED.

### **Emergency Evacuation Stair Chairs**

Evacuation chairs are located in every building on campus with no ground egress. Chairs are located in stairwells of the Barnard-Jones Administration Building and the Winchester Center.

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## **MEDICAL EMERGENCIES**



## **MEDICAL EMERGENCIES** *continued*

### **Steps to Manage a Seizure**

Ease person to the floor and loosen constricting clothing such as ties. A seizure cannot be stopped, so let it run its course.

Remove any hard or sharp objects that may injure the person.

Do not force anything between the teeth. Turn the head to the side for release of saliva. Place something under the head for cushion.

Contact the Campus Nurse at (270) 313-7750 or Ext. 3288 from any campus phone.

## ACTIVE SHOOTER/HOSTAGE – EMERGENCY LOCKDOWN

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Hostage incidents, campus shooters, and other terroristic situations occur in college and universities across the country. The following statements are guidelines for handling the situation to maximize your ability to be safe and secure. Every incident is unique and you should remain calm and use the best judgment possible in your actions for each situation.

**Faculty, staff, and students MUST follow directions of local authorities and administrative officers in all threatening situations.**

Initial instructions:

- If a threatening person, with or without a weapon is suspected, immediately take cover and barricade/secure yourselves and others in a campus location. Avoid running in open grounds areas outside of buildings.
- Notify the police (9-911 or 911) when you are safe. Relate details of the situation and the last known location of the suspected person(s).
- Notify a college officer with the same information.

Information concerning controlling/managing the situation:

- The appropriate college personnel will declare an emergency and will work with local authorities in determining and carrying out an appropriate response. In most cases, this would include notifying personnel in other buildings and instructing personnel to remain in their current, secured location when possible. **Lock doors and or barricade doors. DO NOT ALLOW PERSONNEL TO LEAVE/ENTER THE AREA UNLESS IT CAN BE DETERMINED THAT THE ACTION DOES NOT COMPROMISE SAFETY OF ALL PERSONNEL IN THE AREA.**
- Personnel will be instructed to lockdown/barricade themselves in offices, classrooms, or other rooms as quickly as possible and to move to the furthestmost point in the room away from windows and doors. Close the blinds for concealment, cover the door window, and turn off the lights.
- Personnel will be instructed to avoid use of campus phones, cell phones, etc. unless specifically requested to assist with essential campus communication.

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**ACTIVE SHOOTER/HOSTAGE  
EMERGENCY LOCKDOWN**

## ACTIVE SHOOTER/HOSTAGE EMERGENCY LOCKDOWN *continued*

- Securing yourself in locations with access to phones, email, and/or communication radios is beneficial.
- The command station for a hostage/shooter incident will be the Business Office on the first floor of the Barnard-Jones Administration Building if possible. If this area is involved in the attack, the Greenwell Library Learning Center will serve as the back-up command center.
- The Director of Facilities will assign a facilities staff member to the designated Command Station with master campus keys (if possible) and a communications radio.
- Each building's designated emergency contact/phone/email location maybe contacted from the Command Station when established to verify the presence of personnel.
- Mass student, faculty, and staff emails and phone messages will be sent apprising personnel of the on-going situation. Email messages will be sent every 10-15 minutes with appropriate update information and instructions. If feasible, personnel may be asked to respond to the email message confirming receipt and/or actions taken.
- Campus communication radios will be activated for communications. These radios are located in Facilities, Business Office, and Library.
- ONE CALL NOW emergency messages (email, phone, and/or text) may be issued by the appropriate administrative officers.
- If you are in contact with a suspected shooter/perpetrator, please note the following suggestions:
  - As in any emergency, try to remain calm and avoid sudden movements.
  - Don't speak unless spoken to.
  - Comply with instructions from the perpetrator as best you can.
  - Be observant and alert.

Remain in your secure campus location until local authorities arrive to safely escort you to safety. **DO NOT LEAVE A SAFE, SECURED AREA UNLESS SPECIFICALLY INSTRUCTED OR ESCORTED BY LOCAL AUTHORITIES!**

Stay in the area you are escorted to until a FINAL ALL-CLEAR message is received from the local authorities.

## **BLOOD/BODY FLUID/INFECTIOUS AGENT**

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A general rule for dealing with blood borne pathogens is: “If it’s wet, sticky, and not yours, DON’T TOUCH.”

In the event you or another person is exposed, meaning bodily fluids have gotten in an eye, mouth, or other mucous membrane, or non-intact skin, follow the steps below to protect yourself.

### **If you are exposed:**

1. Immediately WASH the area with soap and water, or eyewash, for 15 minutes as applicable;
2. Contact Facilities at (270) 852-3324 for assistance.
3. OBTAIN medical help:
  - a. Document the amount of exposure you experienced,
  - b. Notify your personal physician,
  - c. NOTIFY you supervisor,
  - d. Report any exposure to your supervisor and Human Resources.

**BLOOD/BODY FLUID/  
INFECTIOUS AGENT**

## BOMB THREATS

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There appear to be two explanations for why someone would report that a bomb is going to go off in a particular building: 1) the caller has definite knowledge or has reason to believe that an explosive or incendiary has or will be placed, and they want to minimize personal injury or property damage; or 2) the caller wants to create an atmosphere of anxiety and panic at the organization where the device is reportedly located.

The Bureau of Alcohol, Tobacco & Firearms has published the following checklist to be completed any time a bomb threat is received by telephone. It is important to complete the checklist as soon as possible after a call is received so details are not forgotten. Give the completed form to Campus Security.

1. Exact time of call.
2. Exact words of caller (attach additional sheets if necessary)
3. When is the bomb going to explode?
4. Where is the bomb?
5. What does it look like?
6. What kind of bomb is it?
7. What will cause it to explode?
8. Did you place the bomb?
9. Why?
10. Where are you calling from?
11. What is your address?
12. What is your name?

Note the caller's voice: Was it familiar?

**CALLER'S VOICE:** Circle all that apply

Calm	Slow	Crying	Slurred	Stutter
Deep	Loud	Broken	Giggling	Accent
Angry	Rapid	Stressed	Nasal	Lisp
Excited	Disgusted	Sincere	Squeaky	Normal

*continued....*

## BOMB THREATS

**BOMB THREATS** *continued*

If voice is familiar, whom did it sound like? \_\_\_\_\_

\_\_\_\_\_

Were there any background noises? \_\_\_\_\_

\_\_\_\_\_

Remarks (attach additional sheets if necessary): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Person receiving the call: \_\_\_\_\_

Telephone number call received at: ( ) \_\_\_\_\_ - \_\_\_\_\_

Date: (DD/MM/YYYY) \_\_\_\_\_

Notify the Vice President of Finance or other administrator, call the emergency number (9-911) and be prepared to relay all pertinent information. Do not discuss the call with anyone else; carefully follow the additional instructions from the police/fire authorities and campus administrator. Wait at the same location for law enforcement officers to arrive to speak with you.

## **CIVIL DISTURBANCE OR DEMONSTRATION**

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Most campus demonstrations held at the College will be peaceful and everyone should attempt to carry on business as normally as possible. Persons holding such demonstrations must first have permission to do so.

In the event a demonstration is not campus related or could cause a disturbance:

- Call Campus Security (270) 929-8609.
- Avoid provoking or obstructing the demonstrators.
- Avoid the area of disturbance.
- Continue with your normal routine.
- Stay away from doors or windows if the disturbance is outside.
- If a class or lecture is disrupted, the offending person(s) should be requested to leave.

**CIVIL DISTURBANCE OR  
DEMONSTRATION**

## **COMMUNICATION: THREATENING/INAPPROPRIATE**

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The objective of threat management is to determine the value of a threatening situation. Determining the intent, motive, and ability provides the essential ingredients for assessing the level of risk to College employees and/or students. After determining the value of a threat, a strategy is developed for defusing the potential risk.

**If there is a threat or inappropriate communication toward you or another individual contact Campus Security immediately at (270) 929-8609.**

Communications containing any of the following references should be immediately reported to Campus Security, a residence hall director, resident assistant, college administrator, etc. who will report it to the appropriate dean, vice president, or college official:

1. **Threats** – all threats of harm to College employees and students received by email or in writing, by phone or text, or fax, through an informant or in-person should be reported. Any assault or attempted assault should be reported.
2. **Inappropriate Communications** – many communications do not make explicit threats but are, nevertheless, cause for concern. Any communication that meets one or more of the following tests should be reported:
  - A particular complaint or sense of outrage over the handling of a College incident.
  - References to a special history or destiny shared with the employee or student.
  - Evidence of suspicious behavior, or research into personal affairs of the employee or student.
  - Religious and historical themes involving the employee or student.
  - References to death, suicide, weapons, violence, assassinations, acts of terrorism, or affection.
  - Obsessive desire to contact the employee or student.
  - Belief that the employee or student owes the person a debt.
  - Perception of the employee or student as someone other than him or herself.
  - References to public figures who have been attacked.
  - References to individuals (or their acts) who have been attacked public figures or committed notorious acts of violence or terrorism.
  - References or claims of mental illness, such as psychiatric care, anti-psychotic medication, etc.
  - References to bodyguards, security, safety, danger, etc.

**COMMUNICATION:  
THREATENING INAPPROPRIATE**



## **CRIME IN PROGRESS**

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### **DO NOT TAKE UNNECESSARY CHANCES**

Do not interfere with:

Persons committing the crime/creating the disturbance;  
Law Enforcement Authorities that are on the scene.

If you are the victim of, are involved in, or witness any on-campus violation of the law such as assault, robbery, theft, overt sexual behavior etc.:

**Call Campus Security IMMEDIATELY at (270) 929-8609 with the following information:**

- a. Nature of incident, weapons involved
- b. Location of incident
- c. Description of person(s) involved
- d. Location of person(s) involved
- e. Your name, location, department, and extension number or cell number

**Get a good description of the criminal if it is safe do so. Note:**

Height	Name if known
Weight	Hat/Hair/Bald
Gender	Facial Hair
Skin Color	Shirt/Backpack
Approximate age	Pants
Clothing	Footwear
Method and direction of travel	

If a vehicle is involved, note the license plate number, state, type of vehicle and color.

This provides vital information to investigating police officers. Should a criminal leave in a vehicle, bicycle, etc. note the make, model, license plate number (if possible), color, outstanding characteristics, etc.

**Remain where you are until police or campus security arrives.**

## **CRIME IN PROGRESS**

## **DEMONSTRATIONS OR DISTURBANCES**

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The College recognizes the right of students to demonstrate peaceably; however, demonstrations should be registered with the Student Life Office. Contact the Associate Dean of Student Services for additional instructions if a spontaneous situation necessitating action arises. If it is determined that a situation is serious, the Associate Dean of Student Services will be in charge and will make necessary administrative decisions for calling law enforcement agencies, etc.

**DEMONSTRATIONS  
OR DISTURBANCES**

# EARTHQUAKE

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Earthquakes can occur at any time, without warning, and may last up to three (3) minutes. Often they are followed by aftershocks. In the event of an earthquake, students, faculty, and staff who are indoors should stay indoors; those outdoors should remain outdoors. The danger of falling debris and flying glass makes entering and exiting a building hazardous.

Those indoors should get under a sturdy object (desk, table) and hold on. If nothing is available, brace yourself in a doorway or go to an interior hallway. Stay away from the outside walls, windows, glass and other objects may fall (bookcases, display cabinets). Protect your eyes and head. Do not use an elevator during an earthquake. People outside should move to an open space away from buildings, trees, and power lines. Lie down, face down and wait until the quake subsides. If you are in a vehicle, stop as soon as possible and stay in your car for protection.

## **During an Earthquake:**

If inside – STAY inside.

Get under a desk or sturdy table or brace yourself within a narrow hallway or doorway and keep clear of windows or other items that can shatter.

## **DUCK, COVER, HOLD**

## **DO NOT RUN OUTSIDE DURING AN EARTHQUAKE!**

### **If in a crowded stadium, theater, or lecture hall:**

Stay in your seat – protect your head and neck.

Do not rush for the exits.

Follow directions of emergency personnel.

### **If in an Elevator:**

If power fails, elevators will stop and lights will go off.

Be patient. Emergency personnel will rescue you as soon as possible.

### **If Outside:**

Move to a clear area if safe to do so. Avoid falling hazards and stay away from buildings, trees, walls, and utility wires. Duck, Cover, and Hold in an open area. Protect your head and neck. Stay in open area until shaking stops.

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**EARTHQUAKE**

## **EARTHQUAKE** *continued*

### **If in a Vehicle:**

Pull over and stop in clear area. Avoid overpasses, power lines, and structural hazards. Stay with your vehicle.

### **After the Shaking Stops:**

#### **If in a Campus Building:**

Expect aftershocks over the next hours and days.

Check yourself and others for injuries. Report all injuries to college or emergency personnel.

Use your training to provide first aid, use of fire extinguishers, cleanup spills, etc.

Assess your surroundings, check for damage and hazardous conditions. Report them to college or emergency personnel.

Phone systems may be severely impacted. Limit phone usage to emergency calls only.

**DO NOT EVACUATE AUTOMATICALLY.** Outdoor hazards may be greater than indoor hazards.

If asked to evacuate to assembly areas, move swiftly. Grab keys, personal items, and emergency supplies only if convenient and safe to do so.

Follow directions of college and emergency responders.

### **If Outdoors on Campus;**

Stay clear of buildings, trees, or other falling hazard areas.

Move to evacuation assembly areas.

Follow directions of college and emergency personnel.

### **WHEN TO GO HOME:**

In the event of a major earthquake, be prepared to stay on campus. You should not try and get home until college and emergency personnel say it is safe, the streets are cleared for travel, and most emergency conditions have been stabilized. The campus is prepared to provide emergency care and shelter in partnership with the American Red Cross.

## **EXPLOSION/AIRPLANE CRASH**

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If an explosion of any type occurs, immediately call Campus Security (270) 929-8609 or 9-911. Give all information to the dispatcher and stay on the line for emergency directions.

### **If inside the building:**

- Seek cover under a desk, table, or other heavy furniture which can provide protection from flying glass and debris.
- Remain inside the building until it is safe to exit.
- Follow directions from emergency response personnel.
- If an evacuation is in order, take personal necessities (glasses, keys, medicines) with you.

### **If outside the building:**

- Follow DROP & COVER procedures.
- Proceed to an evacuation assembly area or other safe area.
- Follow directions from emergency response personnel.

### **IF YOU HAVE INFORMATION ABOUT THE INCIDENT WHICH MAY BE USEFUL TO INVESTIGATORS:**

Call Campus Security (270) 929-8609 or give the officer on-scene details and the following information: your name, location, and nature of the emergency.

**EXPLOSION/  
AIRPLANE CRASH**

## **FIRE**

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### **When fire or smoke is discovered:**

Safely exit the building through the nearest exit. **DO NOT** use an elevator. The Barnard-Jones Administration Building and Winchester Center are equipped with emergency exit chairs for physically challenged individuals used for assistance to exit the buildings. Upon exiting the building pull the closest fire alarm pull station if the alarm is not already activated. Most fire alarms **DO NOT** automatically contact the Fire Department, the only exceptions include: Ralph Center, Winchester Center, Yu Hak Hahn Center, and Deacon, Kendall, Massie, and Peeples residence halls. If the fire alarm system fails and your safety permits, shout down the halls, "FIRE!", and assist any occupants from the building. Do not be concerned with property or material damage. Safety of personnel is the critical issue. **LEAVE THE FACILITY.**

Call 911 (dial 9-911 if calling from a campus phone) to notify emergency personnel of the fire.

Call Facilities (270) 852-3324 to notify the department of the situation.

### **When a fire alarm is activated:**

**TREAT ALL ALARMS LIKE A REAL EMERGENCY. DO NOT ASSUME IT'S A FALSE ALARM.**

1. Follow emergency personnel directions.
2. Walk – do not run – to the nearest exit. If alarm stops, continue to evacuate.
3. Use stairways for exit, do not use elevators. Do not push or crowd, use handrails in stairwells and stay to the right.
4. If willing and able, assist persons with disabilities.
5. Notify emergency personnel if you suspect someone may be trapped in the building.
6. Go to the street side entrance of the building and wait for the responding emergency personnel to arrive.
7. **DO NOT** return to the building until the building has been cleared by campus and/or fire officials.

### **Additional notes:**

After extinguishing a fire, back away. Watch for re-ignition.

Use fire extinguishers on small fires only – trashcans or smaller.

Residence Life personnel are trained for the proper use of fire extinguishers.

**DO NOT** leave stairwell door open. This will allow a fire to spread to your escape route.

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**FIRE**

**FIRE** *continued*

**If trapped in a room:**

Place a cloth material around or under door to prevent smoke from entering.

Retreat and close as many doors as possible between you and the fire.

Be prepared to signal from window, but do not break glass unless absolutely necessary.

**If caught in smoke:**

Drop to hands and knees, and crawl to exit.

Hold breath as much as possible.

Breathe shallowly through nose, and use cloth (shirt or jacket, other) as filter.

**If forced to advance through flames:**

Hold your breath.

Move quickly.

Cover head and hair.

Keep head down and eyes closed, as much as possible.

**If clothing catches fire:**

STOP, DROP, ROLL

## **GAS LEAKS OR SMELL**

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In case of a gas smell or leak in or near the building, notify the Facilities Department (270) 852-3324 during office hours or contact (270) 929-8608 after hours. If the situation appears to be dangerous or injurious, immediately call 9-911 for assistance and evacuate the building.

**GAS LEAKS  
OR SMELL**



## HAZARDOUS MATERIAL INCIDENTS

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Any natural disaster may have consequential side effects, which threaten life and/or property. Warning of a hazardous accident is usually received from the fire or police department or from emergency preparedness officials when such an accident or condition occurs near the campus. An overturned tanker, a truck or train, a broken fuel line and an accident in a commercial establishment that uses chemicals are potential hazards if such accidents involve potentially harmful chemicals.

In the event of a hazardous accident with campus impact, the emergency plan will be initiated, with a control center established and college administrators assuming responsibility for handling the situation. They will act on specific instructions from local authorities as to evacuation or other measures to protect students, faculty, and staff.

### PERSONNEL EXPOSURES/CONTAMINATION

1. Remove exposed/contaminated individual(s) from area, unless it is unsafe to do so because of (1) medical condition of victim(s), or potential hazard to rescuer(s).
2. **AT ALL TIMES** notify the Campus Nurse at (270) 852-3288 if immediate medical attention is required.
3. Proceed to the nearest emergency eyewash/shower to flush contaminated eyes/skin for 15 minutes.
4. Remove any contaminated clothing.
5. Administer first aid as appropriate.
6. Stand to provide information or assistance to emergency response personnel (in cases where they are dispatched).

### CONTAMINATION OF EQUIPMENT/FACILITIES

1. Avoid spreading contamination by restricting access to the equipment/area only to individuals who are properly protected and trained to delay the type of hazard that exists (e.g., corrosive, flammable, biological, radioactive).
2. Report details and/or request assistance from Facilities at (270) 852-3324 if the incident occurs during normal working hours. If the incident occurs after hours, contact the Facilities on-call number (270) 929-8608.
3. Do not attempt clean up or decontamination procedures alone or without wearing proper protective attire, including appropriate respiratory protection where airborne hazards exist (personnel must be trained and certified before using respiratory protection).
4. Attempt spill cleanup if you feel it is safe to do so, you are familiar with the chemical properties of the spilled material, and are trained to handle spills.

*continued...*

## HAZARDOUS MATERIAL INCIDENTS

## **HAZARDOUS MATERIAL INCIDENTS** *continued*

5. If a liquid spills, attempt to contain it by using appropriate absorbent material.
6. Decontaminate the equipment/area using appropriate methods.
7. Dispose of waste material. Label the waste bag with a UP Hazardous Waste Label and dispose of the hazardous waste. Temporarily store the bag/container of waste in the fume hood if material is volatile. Call Facilities at (270) 852-3324 to pick it up.
8. Stand by to provide information/assistance to emergency response personnel (in cases where they are dispatched).

## **RELEASE TO THE ENVIRONMENT**

1. Stop the release, if it is safe to do so.
2. Follow procedures described above the contamination of equipment/facilities.

## **NUCLEAR EMERGENCY**

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Everyone is exposed to the possibility of potential hazards resulting from incidents of falling aircraft, nuclear accidents, and radioactive fallout. Warnings would normally be received through police or emergency radio broadcasts and sounded through public warning systems.

Upon notification from the College President (or appropriate administrator in his/her absence), the emergency plan will be initiated. Due to the unique circumstances of such an occurrence, instructions will be issued by personnel from the control center, which would be in contact with the proper authorities.

**NUCLEAR  
EMERGENCY**

## **POWER FAILURE**

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In case of electrical power failure during office hours, notify the Facilities Department (270) 852-3324. After business hours, on weekends, or holidays contact (270) 929-8608. If the power failure occurs after dark, residence hall directors are encouraged to organize students into small groups for protection and assistance.

**POWER FAILURE**

## **SERIOUS INJURY OR ILLNESS**

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In case of serious injury or illness on campus, phone the 9-911 emergency number and be prepared to detail the number and nature of injuries or illness. Notify the Associate Dean of Student Services, Vice President of Academic Affairs, or the Vice President of Finance. Return to the scene of the injury or illness and wait for Emergency Medical Technicians and college administrators to arrive. The Student Life Office should always be notified when serious illness, injury or death involves a Kentucky Wesleyan student. The Student Life Office will notify other administrators, the student's family, and others, as the situation warrants.

**SERIOUS INJURY  
OR ILLNESS**

## **SEVERE THUNDERSTORMS**

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Severe thunderstorms include the possibility of damaging lightning, winds, hail, and flash flooding. Students, faculty, and staff should go inside a sturdy building, staying away from windows. If lightning is heavy and frequent, computers and other electrical appliances should be turned off if they are not essential. Under no circumstances should floodwaters be crossed, either by foot or vehicle.

**SEVERE  
THUNDERSTORMS**

## **SHELTER IN PLACE/AIRBORNE CHEMICAL RELEASE**

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Shelter in Place (SIP) simply means seeking immediate shelter inside a building. This action may be taken during a release of toxic chemical, biological, or radioactive materials to the outside air or other emergency. If the outside air quality is threatened or compromised, Shelter in Place keeps you inside an area offering more protection. Although rarely called for, Shelter in Place events usually last only a few hours. If you have earthquake kits of food, water, and other supplies, these can be used during Shelter in Place events.

### **Immediate Shelter in Place:**

- When the release is nearby and the need to seek shelter is immediate.
- Stay inside the building.
- If outside, enter nearest building.
- Remain in place until advised by emergency personnel that it is safe to leave.

### **Additional Procedures:**

- Move to floors above ground level. Shelter in Place in an interior room without windows or with the least number of windows.
- Shut and lock all windows. Shut exterior and interior doors. Limit use of telephones to emergency calls only.
- If in a laboratory, reduce all operations to a safe condition as quickly as possible. Follow instructions from the Professor in the lab.
- Do not use elevators. Movement of elevators pumps significant amounts of air in and out of the building.
- If you are in an office, close all windows and place clothing at the base of the door.
- Follow instructions of the college administrators or faculty.
- Make yourself comfortable. Look after each other.

### **Delayed Shelter in Place:**

- When a release occurs off campus and there is time (30 minutes or more) to, move people to large enclosed areas.
- Follow directions of emergency personnel to move quickly to Shelter in Place location.
- Remain in place until advised by emergency personnel that it is safe to leave.
- Email or phone messages will be broadcast to campus.

### **ALL CLEAR:**

- Campus Security or college administrators will give each building the All Clear.
- Open doors and windows (if possible).
- Return ventilation system to normal.
- Go outside until the building has been vented.

**SHELTER IN PLACE/  
AIRBORNE CHEMICAL RELEASE**

## **SMOKE SMELL**

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If you smell smoke, see if you can find the source. Notify the Facilities Department (270) 852-3324 or contact (270) 929-8608. If the situation becomes more serious, don not hesitate to call 9-911 and exit the building. In all incidents, once the proper notification of authorities has been made, go to the street side entrance of the building and wait for the responding personnel and emergency agencies to arrive.

**SMOKE SMELL**



## **SNOW AND ICE STORMS**

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Public warning is issued by the National Weather Service through the radio and television media when a severe snowstorm, blizzard, or ice storm is anticipated. Essential employees will be notified by administrative officers if contingency plans or special duties are required of them. If necessary, emergency housing for stranded students and staff will be coordinated by the Student Life Office.

The decision to suspend classes will be made by the Vice President of Academic Affairs. The Director of Public Relations will notify the local radio and TV stations. One Call Now will be utilized to communicate to the Wesleyan community. You may also call the Information Line (270) 852-3116 for this information.

**SNOW AND  
ICE STORMS**

## **SUSPICIOUS PACKAGE/OBJECT**

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### **Suspicious Package/Letter/Object:**

If you receive or discover a suspicious package, letter, or object, **DO NOT TOUCH IT, TAMPER WITH IT, OR MOVE IT UNDER ANY CIRCUMSTANCES.**

**Report it immediately to Campus Security at (270) 929-8609**

### **Characteristics of suspicious letters and packages:**

- Origin – Postmark does not match the city of the return address, name of sender is unusual, unknown, or no return address is given.
- Postage – Excessive or inadequate postage.
- Balance – The letter is lopsided or unusually thick weight – the letter or package seems heavy for its size.
- Contents – Stiffness or springiness of contents; protruding wires or components; oily outer wrapping or envelope; feels like it contains powdery substance.
- Smell – Particularly almond or other suspicious odors.
- Writing – Handwriting of sender is not familiar or indicates a foreign style not normally received by recipient, or cut-and-paste or rub-on-block letters are used. Common words, names, and/or titles are misspelled, or special instructions like ‘fragile,’ ‘confidential,’ or ‘do not delay’ are present.

### **If the letter or package is a mail bomb, the letter or package may also have:**

- Protruding wires, strange odors or stains.
- An unusual amount of tape.
- Buzzing, ticking, or a sloshing sound.
- Irregular shape, spots, or bulges.
- Excessive weight for its size.
- Letter bombs may feel rigid, appear uneven, or lopsided.

**SUSPICIOUS  
PACKAGE/OBJECT**

## **TORNADOES**

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A tornado WATCH is a forecast of the possibility of tornadoes in a large area; conditions are favorable for a tornado to develop. Normal activities should continue with the following precautions taken:

1. Upon issuance of a tornado watch through the weather monitor, public communications, or police, the Business Office and facilities personnel should be alerted of the situation.
2. The emergency weather monitor or local radio station should be monitored constantly by the Business Office and Facilities Office.

A tornado WARNING means that a tornado has been sighted or indicated by the weather radar and may be approaching. The public warning siren system will be activated by the Daviess County Emergency Management Agency. The following steps should be taken immediately:

1. Take shelter. Students, faculty, and staff should take measures to protect themselves. Move immediately to basements, center hallways or bathrooms if time permits. Stay away from windows and large, open rooms. Take cover under heavy objects, if possible, and hold on to it. In building hallways, sit with your back to the walls and put your head between your knees and cover with your hands to protect your head.
2. Do not bother with opening or closing windows.
3. If you are outside, seek shelter in a building if time permits. Otherwise, lie down in a ditch or low area with your hands covering the back of your head and neck.
4. Do not stay in cars.
5. Students, faculty, and staff should remain in the safety area until local emergency personnel or college administrators give notice that it is clear.
6. Shelters are identified with signage at the entrance of each door.

## **TORNADOES**

## UTILITY FAILURE

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### MAJOR UTILITY FAILURE

Facilities (270) 852-3324 from 7:00am-3:30pm Monday-Friday  
After hours: (270) 929-8608  
Campus Security (270) 929-8609 24 hours

1. IF A SUPERVISOR IS UNAVAILABLE call Facilities and give a brief, clear description of the problem.
2. If you are responsible for an area with a critical backup generator and it does not begin to operate, contact Facilities or Campus Security.
3. REMAIN CALM.
4. FOLLOW DIRECTIONS OF EMERGENCY PERSONNEL.
5. If evacuation is directed by Emergency Personnel, follow their direction and provide assistance to others in accordance with your training.
6. Department heads may call Facilities or Campus Security for information regarding scope and expected length of outage.

### UTILITY PROBLEMS

Call Facilities at (270) 852-3324.

#### General Action Guide:

- Gas leak: Vacate area if there is a smell of rotten eggs.
- Ventilation: If smoke or strong burning odors occur, evacuate immediately.
- Elevator Failure: Activate the call button. Describe problem to dispatcher.  
Remain calm until help arrives. **DO NOT ATTEMPT TO GET OUT YOURSELF.**
- Plumbing/Flooding: If personal safety allows, evacuate area.
- Electrical failure: Call Facilities (270) 852-3324. **DO NOT HANDLE OR TOUCH THE CIRCUIT BREAKER YOURSELF.**

**DO NOT RE-ENTER AREA/BUILDING UNLESS COLLEGE OFFICIAL ANNOUNCES IT IS SAFE**

## UTILITY FAILURE



**KENTUCKY  
WESLEYAN  
COLLEGE**  
— 1858 —

3000 Frederica Street  
Owensboro, KY 42301

**270-852-3120**  
**800-999-0592**

## Campus Map Key

### Administration and Academic Buildings

- |   |   |
|---|---|
| 1. Barnard-Jones Administration Building                              | 5. Security Desk                                    |
| 2. Snyder Faculty Office Building                                     | 15. Ralph Center for Fine Arts & Communication Arts |
| 3. Winchester Campus Community Center                                 | 17. Facilities Services                             |
| 4. Hocker Family Dining Center/ Greenwell Library and Learning Center | 23. Yu Hak Hahn Center for the Sciences             |
|   | 24. Martin Center                                   |

### Athletic Facilities

- |  |   |
|--|---|
| 8. Jones Gymnasium/Woodward Health & Recreation Center | 20. Panther Field                         |
| 12. Panther Hitting Facility                           | 21. Bullet Wilson Field at Steele Stadium |
| 13. Panther Park                                       | 22. Foster Field                          |
| 14. Tennis Courts                                      |   |

### Residential Buildings

- |                                  |
|----------------------------------|
| 6. Massie Residence Hall         |
| 7. Peoples Residence Hall        |
| 9. Kendall Residence Hall        |
| 10. Deacon Residence Hall        |
| 16. Stadium Drive Residence Hall |
| 25. Wesleyan Village Apartments  |

### Points of Interest

- |                       |
|-----------------------|
| 11. The Quad          |
| 18. Hocker-Hall Grove |
| 19. President's Home  |
| 26. Minerva           |
| 27. Tapscott Chapel   |