

# STUDENT REC CENTER EMERGENCY INFORMATION

Security Patrol: 682-6911

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## EVACUATION

*Evacuate the building and meet on the multipurpose field (Knights Field) behind the Student Rec Center.*

- Close all doors as you leave the building
- Leave the building via the closest-safe exit
- Gather your class/employees at your building "Evacuation assembly area."
- Conduct a roll call then forward information to your Evacuation Team Leader.
- Wait for WVC Team authorization, before re-entering the building.
- Check your classroom/work area and report anything unusual to administration.
- Debrief your students/employees.

## FIRE

*If you discover smoke or fire, pull a fire alarm as you leave the building. Insure that 911 have been contacted with incident information.*

- Use the above evacuation produce for any fire or suspected fire.
- Leave room lights on and close all doors as you exit. DO NOT lock doors!
- Employees choosing to use a fire extinguisher; use cation and apply your training.

## LOCKDOWN

*Downstairs Safe Room – Managers Office / Upstairs Safe Room – Bathrooms*

- If an interior threat is discovered a Lockdown Alert will be made via an Emergency Text Alert.
- Employees at exposed work stations, move to your predetermined safe room.
- Employees occupying an office, classroom or storage area; lock or barricade yourself in and remain in place.
- If inside, close, lock and cover all interior windows and glass panels.
- Leave curtains/blinds open on exteriors windows
- Move everyone away from interior doors and windows
- Turn off lights and keep quiet. Set your Cell to vibrate only. Don't open your door for any reason.
- Anyone in transit between rooms shall immediately seek shelter in the closest room
- Anyone in transit between buildings shall immediately leave campus.
- Lockdown is concluded when police or a WVC Team member enters your location.
- Follow their instructions.

## INJURY ACCIDENTS

*Call 911 if requested by injured party (victim) or if in your judgement, such assistance is obviously required.*

- Calling 911 with any campus phone also notifies the WVC Incident Management Team.
- If a cell phone was used to call 911, now call administration to alert the WVC Team.
- Provide appropriate First Aid to the victim(s).
- If alone with victim, take actions that will assist the ambulance in finding your location.

## SHELTER IN PLACE

*You may be notified of this situation by phone, ETA or building point of contact.*

- If inside, stay inside.
- If outside immediately enter any building.
- Facility Department will:
  - Activate automatic door locking where available.
  - Stop all air exchanges in all buildings.
  - Instructors will close and lock all exterior classroom door(s) or window(s).
  - All employees will work with the Incident Management Team to secure all exterior doors.
  - Do not open exterior doors, for any reason, until the all-clear is given.

## BOMB THREAT

*You may be notified of this situation by phone, ETA or building point of contact.*

- May be delivered in many formats
- Notify administration to alert the WVC Team and they will call 911.
- Turn off cell phone and/or walkie-talkies (radio waves could trigger a bomb).
- Our Incident Management Team will coordinate with emergency responders.
- Follow standard evacuation procedures if the alarm is sounded.
- If you see something suspicious REPORT IT – DON'T TOUCH IT!

## EARTHQUAKE

- DROP** To the floor.
- COVER** Take cover under a sturdy [piece of furniture. Against a load bearing wall is best. Protect your head and neck with your arms. Avoid danger spots near windows, hanging objects, mirrors, or tall furniture.
- HOLD** On to sturdy objects and be prepared to move with it. Hold until the ground stops shaking and it's safe to move.
- EVACUATE** When the shaking stops, leave the building via the closest – safe exit and follow evacuation procedures as described above.