STUDENT REC CENTER EMERGENCY INFORMATION

Security Patrol: 682-6911
Maria Agnew Safety/Security: 509-630-3022

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 caution 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 sand/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.