

**Appendix A**

 **To Section 2**

**Tool-Kit for Completing Department Emergency Plans**

Instructions for Tool-Kit Usage:

The following tool-kit is a quick reference guide to be used in conjunction with departmental emergency plan templates. When completing the departmental plan template, department coordinators should follow the italicized instructions and procedures for filling out portions of the plan. These procedures will instruct the coordinator on when to refer to a specific section of the enclosed tool-kit.

In some instances, parts of the tool-kit may not be relevant to all departments. If the referenced section of the tool-kit is not applicable to the department in question, disregard and proceed to the next section of the departmental emergency plan template.

Contents of Tool-Kit:

Section 1) Emergency Supplies Inspection Form

Section 2) Supplemental Fire information

Section 3) Supplemental Earthquake information

Section 4) Hazardous Material Plan Template

Section 5) Threat of violence risk assessment and Security Survey

Section 6) Bomb threat checklist

Section 7) Laboratory data back up

Section 8) Employee Training and Drills

Section 9) Department Plan Checklist

**1) Emergency Supplies Inspection Form**

***Procedure:*** *Annually or after use, inspect emergency supplies and replace items which are out of date or otherwise unusable.*

Person Responsible for Checking Supplies: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- |
| **Item** | **Location** | **Date****Checked** | **Condition****Acceptable?****Yes or No** | **Comments** |
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**2) Supplemental Information for the Fire Plan**

Note: basic fire safety and emergency procedures are found in the WWU Emergency Response Guide flip-chart. The information below expands on the fire safety procedures found in the flip-chart.

***Sprinklers and Alarms***

Major University buildings have a fire alarm system usually consisting of:

1. Pull stations,
2. Smoke and/or heat sensors in various locations,
3. Water flow alarms, and
4. Horns or speakers and possibly strobe lights.

Automatic sprinklers are located throughout some buildings. Most of these sprinkler devices in the ceiling are set to discharge water when the temperature reaches 165 degrees Fahrenheit at the device, but some may be set at higher temperatures in or near special equipment.

Some persons mistakenly believe that if one sprinkler head on a system activates, the entire system will discharge water. In reality, only the head or heads where the temperature reaches the predetermined setting will operate to extinguish the fire.

Sprinkler heads must always be kept clear of high piled storage or equipment. At least 18 inches clear space should be allowed below the line of sprinklers to prevent the water discharge from being deflected from a fire.

Sprinkler heads must never be painted and should be protected from being struck and damaged or broken off.

The sprinkler system is tied to the building fire alarm system and will initiate a fire alarm if it activates. When a sprinkler system activates, call University Police immediately. The sprinkler system is shut off only with the approval of the fire department after their arrival. Leaks or other problems with the automatic sprinkler system should be reported to Facilities Management.

Manual fire alarm pull stations are located throughout many buildings, usually at or near a stairway or exit. When a fire alarm station is pulled, an alarm sounds throughout the building. In some buildings, the location of the fire alarm pull station which was activated is displayed on a fire alarm control panel in an electrical room and possibly at a remote annunciator panel just inside the main building entrance. Building alarms automatically transmit to University Police and the Bellingham Fire Department.

Fire alarm pull stations may also be considered as a life safety system for use during other life-threatening situations, particularly if a phone is not readily available.

In case of power failure, the fire alarm system will automatically switch to battery or generator power and will continue to be operable. The Bellingham Fire Department is the responding organization for fires in buildings on campus. When responding, the fire department is in charge of the emergency location until they relinquish control to University Police.

University Police should always be notified immediately of a fire, explosion, injury, or other incident requiring emergency assistance or creating an imminent, serious hazard to persons or property. When University Police is notified, the communications officer will dispatch campus police to the location to assist and, if 911 has not already been called, will summon the fire department, ambulance, and/or other personnel or equipment as needed. The dispatcher will also be in continuous radio contact with the responding officers and can quickly transmit emergency information as necessary to coordinate personnel and equipment.

***Fire Doors***

Fire door assemblies are specially constructed doors and frames that are rated to withstand fire for a specific length of time. They are used at stairways, in corridors, and at openings in fire walls to prevent the spread of smoke, heat, and fire. If fire doors are to be effective, they must be kept closed at all times unless they are held open by magnetic devices that release the doors to close when the fire alarm is activated.

***Stairways***

Stairways are a place of refuge and a means of egress during a fire, and stairway doors must not be propped open. Stairway doors are required to automatically close and latch. If a fire door will not close completely and latch for some reason, report it promptly to the Facilities Management Department.

***Emergency Lighting***

Emergency lighting is provided and maintained in academic buildings except for: Fine Arts, Fine Arts Annex, College Hall, Parking Office, High Street Hall, and the Alumni House. Lighting will come on in the event of a power failure in hallways and stairwells only as required by the building and fire codes.

Departments with personnel who work at night or in interior or basement rooms without daylight may wish to provide small flashlights for employees in the event of power failure.

***Elevators***

Many elevators on campus are not connected to emergency power generators. In a power outage or other emergency where power is lost, persons may become stuck in elevators. Elevators should be checked during power outages. The University Police department is notified to extricate people trapped in elevators.

***Firefighting***

It is not intended that you will take the place of the fire department. However, if a minor fire occurs that requires only the use of a portable fire extinguisher and you have been trained in how to use it; you should know how to cope with it quickly and effectively.

When fighting a fire, stay low and do not breathe any more vapors than necessary. Avoid exposure to extreme heat. Stay between the fire and the exit to avoid being trapped. Do not stay in any room or area where there is any significant amount of smoke or where other toxic, biohazardous, or radioactive vapors may be present.

Do not use water on flammable liquid, grease, electrical, or combustible metal fire. Using water on these can cause spattering or explosive spreading of the fire. Putting water on energized electrical equipment creates a shock hazard. If possible, turn off electrical equipment involved in fire by turning off the switch or circuit breaker or pulling the plug. For flammable liquid, grease, or electrical fires, use a carbon dioxide, halon, dry chemical, or multipurpose dry chemical portable fire extinguisher. Carbon dioxide might cause some moisture to condense on the equipment. Special dry powder is required for fires involving combustible metals.

***Portable Fire Extinguishers***

Portable fire extinguishers of various types are located throughout building in hallways and other areas. All rooms where chemicals or other flammable or combustible materials are used are required to have an extinguisher or extinguishers of the proper type for the specific hazards. They are generally mounted on wall brackets inside the room near to the door or just outside the room in the hallway. Special brackets secure the extinguisher during a seismic event.

Everyone must be made familiar with the several types of portable fire extinguishers available and the class or classes of fire they are effective in extinguishing. Using the wrong extinguishing agent on a fire could scatter or intensify the fire. Each portable fire extinguisher is clearly marked as to which class or classes of fire it may be used to extinguish. If an extinguisher is not identified, contact Environmental Health and Safety.

Information on portable fire extinguishers may be requested from the Office of Environmental Health and Safety. Department heads may also request training with portable fire extinguishers for their personnel.

Portable fire extinguishers are required to be kept in specific locations, either in cabinets or mounted on wall brackets, unobstructed and easily accessible. Report missing, empty, or damaged extinguishers to the Facilities Management Department as soon as possible. If a portable fire extinguisher is used, do not return it to its cabinet or bracket. Call Facilities Management and have it replaced as soon as possible.

**Classification of Portable Fire Extinguishers**

| **Class of Fire\*** | **Fuel** | **Extinguishing Agent** |
| --- | --- | --- |
| **Class A fires**pic_consumer_classA | Ordinary combustibles: wood, paper, cloth, rubber, some plastics | WaterMultipurpose dry chemicalAqueous film-forming foam (AFFF)Halon-replacement |
| **Class B fires**pic_consumer_classB | Flammable and combustible liquidsPressurized gases and liquids | Multipurpose dry chemicalCarbon dioxideAqueous film forming foamHalon-replacement |
| **Class C fires**pic_consumer_classC | Energized electrical equipment\*\*(shock hazard may be present) | Carbon dioxideMultipurpose dry chemicalHalon-replacement |
| **Class D fires**pic_consumer_classD | Combustible metals | Dry powder |
| **\*\*\*****K** | Grease | Potassium-based liquid |

 \* Letter designation is shown on shell of extinguisher.

 \*\* If power is shut off, the fire class becomes that of fuel burning.

\*\*\* Class K extinguishers are specifically designed for grease fires in institutional kitchens. The special design does not splash grease fires, but cools and smothers them. These extinguishers are for exclusive use in areas where "combustible cooking media" are present.

**3)** **Supplemental Information for the Earthquake Plan**

Note: basic earthquake safety and emergency procedures is found in the WWU Emergency Response Guide flip-chart. The information below expands on the earthquake safety procedures found in the flip-chart.

***Securing Building Contents***

Because most earthquake-related injuries result from objects inside a building falling on people or windows shattering and causing lacerations, departments should properly secure building contents including shelves, computers, wall hangings, chemicals, equipment, etc. As part of your plan, determine a schedule for securing items. The Environmental Health and Safety office is available to consult.

1. Conduct a walk-through of each room belonging to the department and identify:

* Shelves or cabinets that are not bolted to the wall
* Unsecured computers, typewriters or other electronic equipment
* Objects on shelves which may fall, especially heavy objects on high shelves
* Free-standing furniture or objects which do not have a high enough base to height ratio to be "fall proof," for example, tall bookcases
* Desks or seating directly under plate glass windows or skylights
* Heavy, hanging pictures, mirrors or plants
* Cupboards or cabinets without secure, automatic latches
* Objects on wheels that are not locked in one position, e.g., audiovisual carts
* Water heaters that are not strapped to the wall
* Doorways that might be blocked by falling objects
* Any concerns specific to your area, e.g., animal cages, chemicals, cluttered storage areas, hallways

2. Organize the results of the survey and decide how to secure these items using the following methods:

* Velcro tabs or plastic loop fasteners for typewriters, computers, wall hangings, faxes and telephones
* Brackets to secure furniture, cabinets, and shelving to the wall or floor
* Straps for water heaters, refrigerators, freezers and filing cabinets and for holding materials on shelves.
* Lips or "bungee" cords on shelves to prevent books, glassware, etc. from sliding off
* Spring-loaded or heavy duty latches on cupboard and cabinet shelves
* Miscellaneous approaches, e.g., gas meter shut off valves, wedges or brakes for carts, closed loop hooks for plants, plastic window film, etc.

4) Hazardous Materials Plan Template

***Procedure:*** *If your department has hazardous materials on site, complete this section*

Questions related to chemicals/biological agents may be directed to the stockroom advisor. Information is available from Environmental Health and Safety and in Sections 6-10 of the *Safety Information Book* (Hazard Communication/Chemical Hygiene).

Radioactive materials are handled in accordance with the University's license. Guidance is available from the Radiation Safety Officer and in the manual, *Radiation Protection Practices and Procedures*.

Principal investigators, supervisors, and persons directly involved in a release should go to the fire department vehicle or command van or the responding University Police vehicle. Ask a University Police officer to direct you.

Environmental Health and Safety staff will respond to chemical or biological spills and provide information and containment.

#### Chemical Emergency Equipment

Showers and eyewashes are the major pieces response equipment in the event a hazardous material spill makes contact with a person. Eyewashes are to be provided if chemicals used (or stored) have a pH of less than 2.5 or greater than 11.

***Procedure****: Provide the locations of safety showers in areas of chemical use*.

**Safety Showers**

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***Procedure****: Provide the locations of eyewashes in areas of chemical use*. If drench hoses are provided, so indicate with the letters, DH.

**Eyewashes**

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#### Contacts for Hazardous Materials Emergencies

***Procedure:*** *Provide the information requested below for each area where chemical, biological, or radioactive materials are used or stored. This information may be kept confidential. It will be maintained at University Police and in the Emergency Information database with controlled and limited access.*

Chemical, Biological, or Radiological Emergency Contacts:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Building | Room | HazardPresent | Type of Contact | Name | OfficeLoc. | CampusPhone | Home Phone |
|  |  | ChemBios 2Rad | MainBackup  |  |  |  |  |
|  |  | ChemBios 2Rad | MainBackup |  |  |  |  |

\* Bios 2 refers to organism which are rated by the Centers for Disease Control and National Institutes of Health at Biosafety Level 2 or higher.

#### Hazardous Material Storage

Hazardous materials are to be properly secured to minimize breakage and chemical, biological or radioactive spills. Use of shelving lips and cabinet latches which will stay fastened are encouraged.

***Procedure:*** *Inspect areas where hazardous materials are stored. Add any areas which need to be secured to the form below, “Departmental Contents that Need to be Secured.”. Refer to Section 10 of the Western Safety Book for safe handling and storage.*

**Department**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Departmental Contents that Need to be Secured**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Building** | **Room** | **Location** | **Item** | **Concern** | **Completed****Yes - No** |
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**5) Violence Risk Assessment and Mitigation**

The *Threat of Violence Plan* (outlined in the emergency response guide flipchart) outlines procedures to protect persons during an act of violence. By assessing risks and potential threats of violence prior to an incident, however, the impact of violence can be mitigated by preventative actions. The following should be read and completed by department coordinators in order to prepare for the threat of violence.

***Potential sources for violence in the workplace***

Events over the past few years have led to increased concern by faculty, staff, administrators, and students for their security and safety at work. In general, threats of violence arise from three sources:

1. Clients angry with service providers who may deny or limit services.
2. “Outside violence” randomly directed against an office without apparent reason.
3. Current or former employees who are angry with the organization or another employee.

While other possibilities for violence, such as deliberate acts of terrorism, may occur, primary concerns are directed at the above three scenarios. Good security measures are able to reduce a large portion of the risk in all three situations. Workplace violence is committed by people. Therefore, potential sources of violence include people who work at, are affiliated with, or visit a department.

#### Levels of Risk

The Washington State Attorney General’s office has developed three risk categories for workplaces as shown below. These are used to determine the risk of violence for a department.

|  |
| --- |
| **Risk Level A** - Visitors rarely, if ever, come to the office. The office does not usually deal with hostile or disgruntled members of the public. The office does not receive money or store other valuable items. There have been no threats or actual instances of workplace violence **Risk Level B** - At times, the office works with members of the public who are disgruntled by a particular agency action. The office collects or receives money or stores valuable or confidential information. There is some history of threats or actual violence against either the office or its staff members. **Risk Level C** - The office routinely makes, or is involved in, decisions that are adverse or highly controversial to members of the public. The office routinely receives or stores large amounts of money or other valuable items. The office routinely works with individuals who have a potential for or a history of violence. Threats or actual incidents of violence against the office or its staff are common |

***Procedure:***  *Using the above risk levels (A,B,C), answer the following Risk Assessment questions to evaluate the level of risk for your department. If there are special areas of concern, please note within the comment space.*

**Risk Assessment**

|  |
| --- |
| I. General FunctionNumber of Employees in Department/Area: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Operating Hours: Weekdays Saturday Sunday  Opens: \_\_\_\_\_\_\_ Opens: \_\_\_\_\_\_\_ Opens: \_\_\_\_\_\_\_ Closes: \_\_\_\_\_\_\_ Closes: \_\_\_\_\_\_\_ Closes: \_\_\_\_\_\_\_II. Communications***Risk Level A***Does staff have an avenue for reporting security issues, threats, or violence from any source to leadership who can then determine what action is appropriate?Yes\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_ Comments\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***Risk Level B***Does the receptionist desk have a silent alarm or panic button that can summon assistance from specially designated office personnel?Yes\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_ Comments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***Risk Level C***Is an alarm system installed which automatically summons University Police?Yes \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_ Comments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Are provisions provided for alternate communication in the event phone lines are not functioning?Yes \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_ Comments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_III. Secured Area Control ***Risk Level A***Are secured areas clearly designated by signs so non-authorized persons know that they are not allowed in a secured area?Yes \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_ Comments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***Risk Level B***Are there visual or architectural barriers that separate secured from non-secured areas?Yes \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_ Comments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***Risk Level C***Are secured areas separated from non-secured areas and access is limited to key or card entry?Yes \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_ Comments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_IV. Reception Area***Risk Level A***Is the receptionist area clearly indicated so visitors know where to check in?Yes \_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_ Comments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Do visitors sign in and is the date, time and person visiting recorded?Yes \_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_ Comments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Does the intercom or PA system code allows a receptionist to request assistance without drawing attention?Yes \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_ Comments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Emergency code words/phrases that allows a receptionist to request assistance without drawing attention. For example, “Principal Edward Mathes just called for you.” (1st president of WWU) *List code* words/phrase:Yes \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_ Comments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Risk Level BIs a receptionist present during visiting hours? Do visitors wear visitor badges or I.D? Yes \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_ Yes\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_Are visitors escorted to their destination? Is there is a policy for reporting unauthorized persons who do not have an appropriate visitor’s badge? Yes \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_ Comments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Does the counter or workstation area provide an adequate distance between visitors and the receptionist to prevent the receptionist from being easily grabbed by a visitor? Does the workstation allows receptionist a means of escape?Yes \_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_Are specific visiting hours set at times when there are other staff members present for backup or assistance? Yes \_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_Is a room designated near the reception area where hostile clients can be taken?Yes \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_Does the entry door provide some audible (visible) mechanism announcing visitors? Yes \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_***Risk Level C***Is the receptionist area totally removed from other staff working areas?Yes \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_ Comments For extreme cases, is the receptionist area is physically separated from visitors?Yes \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_ Comments Is a formal means of screening visitors considered?Yes \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_ Comments V. Access Control***Risk Level A***Does the office perform an annual inventory of keys?Yes \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_ Comments Does the office keep a record of all individuals who have keys and a way to identify which keys are missing? Yes \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_ Comments Does the office have a program to recover keys from employees who leave the office? Are steps are taken if keys are missing?Yes \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_ Comments ***Risk Level B***Are secured area doors kept locked at all times?Yes \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_ Comments Does the department policy require combination numbers be kept secret and not disclosed to any unauthorized person?Yes \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_ Comments Does the office consider electronic or combination door locks that can be periodically changed? Yes \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_ Comments Does the office have a key or card key policy that requires immediate reporting of lost or missing keys?Yes \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_ Comments VI. Late Night Working Hours***Risk Level A*** Is a person designated to ensure that the office is closed and locked for the night? Yes \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_ Comments ***Risk Level B*** Do all entry doors leading into work areas where persons work after hours have an audible (visible) signal announcing the arrival of others? Yes \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_ Comments Are University Police advised when some persons work after hours? Yes \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_ Comments ***Risk Level C***Does the office determine whether persons may work alone after hours, and, if so, under what conditions?Yes \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_ Comments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

6) Bomb Threat Checklist

Note: This checklist can also be found in the red-spiraled WWU Emergency Response Guide Flip-chart. The checklist is included here so that it can be printed and placed near phones, in addition to being mounted on the wall in the flip-chart.

University personnel receiving telephoned bomb threats should attempt to get the exact location where the bomb has been planted or is going to be planted. Attempt to get as much information as possible about the caller; for example, male or female, accent, etc. Listen for background noise which may indicate the location of the caller.

***Procedure****: Place WWU Emergency Response Guide flip-chart bomb threat checklist near phone(s) of concern (or make a copy of the checklist and place under the phone). Complete the checklist as soon as possible after receiving a bomb threat call. Report all bomb threats received either by mail or phone immediately to the University Police at x3911.*

**Bomb Threat Checklist** - *Place Beneath Phones of Concern*

Date \_\_\_\_\_\_\_\_\_\_Time of Call \_\_\_\_\_\_\_\_\_ Length of Call \_\_\_\_\_\_\_ Local/Long Dist \_\_\_

Call Received by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone No. \_\_\_\_\_\_\_\_\_\_\_\_\_

Record the exact language of the threat \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Keep Caller on the phone. Ask **WHEN** it is set to go off \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**WHERE** is it \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**WHY** are you doing this \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**WHO** are you \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Voice on the phone:

Man \_\_\_\_\_\_\_ Woman \_\_\_\_\_\_\_\_ Child \_\_\_\_\_\_\_ Age \_\_\_\_\_

Spontaneous \_\_\_\_\_\_\_\_ Rehearsed \_\_\_\_\_\_\_\_\_\_ Reading \_\_\_\_\_\_\_\_\_\_\_\_\_

Intoxicated \_\_\_\_\_\_\_\_\_ Accent \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Speech Impediment \_\_\_\_\_\_\_

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Background Noise:

Music \_\_\_\_\_\_\_ Children \_\_\_\_\_\_\_\_ Airplane \_\_\_\_\_\_\_ Talk \_\_\_\_\_\_\_\_\_

Traffic \_\_\_\_\_\_\_ Typing \_\_\_\_\_\_\_\_\_ Machines \_\_\_\_\_\_\_\_\_ Other \_\_\_\_\_\_\_\_\_

If you are asked to leave your area, take the following precautions if it is safe to do so. ***These activities must not significantly delay your departure. Exercise good judgment.***

• Take personal belongings such as coat and handbag.

• Leave doors open behind you as you leave.

• Shut off heat-producing equipment (Bunsen burners, etc.).

• Return hazardous materials to proper storage units.

If you receive suspicious mail or discover an object that appears suspicious, do not move or touch it. Call University Police immediately. Without endangering yourself or others, try to keep people away from the object until the police arrive.

Persons with responsibility for others are to ensure that those for whom they are responsible exit the building safely. For example, ensure that classes exit appropriately.**7) Laboratory data back up and continuity of operations**

Laboratory personnel should develop emergency plans specific to their activities in conjunction with the department plan. These plans should incorporate the unique concerns of research and teaching laboratories, such as, extensive equipment and dangerous materials. In most buildings on campus, when power is lost, only emergency lighting and building life safety systems are connected to back-up power systems. Thought should be given to laboratory apparatus and the consequences resulting from a power outage or inability to access them for a period of time. Consideration should be made for remote monitoring where applicable and capabilities exist, such as for freezers and refrigerators.

Consideration should be given to unattended operations which may involve cooling water, gas burners or electrical heating equipment. Automatic shutdown protocols should be considered and developed, particularly for operations that may result in dangerous consequences if not attended at crucial times. Records should be duplicated so data are not lost if a laboratory becomes inaccessible or records are burned or chemically contaminated.

Maintenance of adequate backup supplies may become important, as regular delivery and distribution of outside orders may be uncertain after a widespread emergency.

Backups of frozen cell lines and research samples in conjunction with good recordkeeping should minimize losses in the event access to a laboratory is not possible after a disaster, or if cultures or research samples become contaminated. Consideration should be given to periodically sending backup materials and documents to a colleague at another geographical location for safekeeping.

Consideration should also be made as to methods to access data if the lab or building is closed due to a small or large emergency or disaster.

***Procedure****: Provide information below or in attachments on the procedures to be used. Include the contact for retrieving data where they will be kept or sent.*

**Procedure for: (identify laboratory or group of laboratories): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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8) Employee Training and Drills

***Procedure:*** *It is the responsibility of the chair, department head or center director to provide regular training for personnel to ensure familiarity with emergency procedures and building evacuation. Department personnel should also be familiar with Western’s Comprehensive Emergency Management Plan. Environmental Health and Safety is available to assist in training by providing general emergency information.*

Departmental and building emergency training should be incorporated into new employee orientation and student worker orientation. Annual refresher training should be provided after an annual plan review incorporating changes, updates and a brief review of the departmental and building plans.

Each member of Western’s community - faculty, staff, administrative exempt, student employees, and students - can make a difference. YOU can make a difference in an emergency if you:

* KNOW the established emergency procedures for your department;
* KNOW the locations of fire alarm pull stations;
* KNOW the locations of portable fire extinguishers and how to use the various types;
* KNOW the locations of safety showers, eyewash fountains, and other emergency equipment available to you;
* KNOW two means of egress from your work area and where they lead;
* KNOW the hazards of the materials and equipment you are handling and the precautions necessary to work safely with them.
* KNOW safe areas in each room you spend time in, including:
* Under tables
* Beneath desks
* In inside corners away from windows
* KNOW the building plan for re-uniting with and accounting for colleagues and students.
* KNOW where physically impaired persons are located to assist them.
* KNOW the location of first aid kits.
* KNOW where the battery-powered radio, flashlight, and spare batteries are.
* KNOW where extra medicine is accessible if you take it regularly.
* KNOW how to save a life by learning first aid and CPR.

 **9) Department Plan Checklist**

* Assign Department Assembly Point
* Assign Major Disaster Assembly Point
* Assign Floor Wardens
* Determine employees with special skills
* Department phone contacts
* Department emergency equipment and supplies checked
* Delegation of Authority and Order of Succession
* Read Fire Plan supplemental
* Read Earthquake Plan supplemental
* Hazardous Materials Plan (if applicable)
* Violence Mitigation Measures determined
* Print Bomb Threat Checklist
* Injury or illness plans
* Emergency records and expenses liaison assigned
* Continuity of Operations
* Electronic data back-up and protection of valuables procedures
* Laboratory data backup procedures (if applicable)
* Employee Training and Drills plan

Thank you for all your time and effort!