

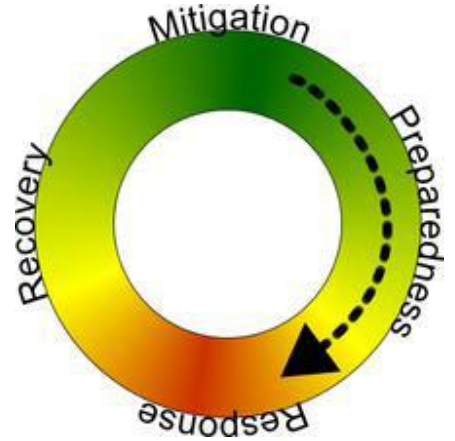
# WICHITA AREA TECHNICAL COLLEGE

## Emergency Guidelines and Procedures



WATC

WICHITA AREA TECHNICAL COLLEGE



Delivering Excellence in Education and Safety Since 1965

## SUSPICIOUS PEOPLE

Suspicious people (non-students or non-guests) are not allowed to roam the campus. Most students and all faculty and staff are issued ID's by the university. Each student and/or staff member should be willing to present their ID upon request.

### **Suspicious Person:**

1. Establish eye contact and ask if you can help him or her.
2. Do not physically confront the person.
3. Do not let anyone block your access to an exit.
4. Do not assist anyone into a locked building or office.
5. Do not block the person's access to an exit.
6. Call extension 677- 9500 for assistance. If the situation warrants call 9-1-1 immediately for a Law Enforcement response.
7. Keep a safe distance.
8. Note the person's travel direction, clothing, body type (weight & height), sex, race, approximate age, jewelry worn, any visible scars, identifying body marks, body piercings and/or tattoos, etc.
9. If the person leaves in a vehicle, try to obtain a general description (make, model, and color). If possible, try to get a tag number.

## SUSPICIOUS PEOPLE

## MEDICAL EMERGENCIES

Medical emergencies, with known and unknown causes, can occur without warning to students, staff, and visitors on campus. A timely, trained response is the best chance for recovery. To initiate a timely response, take the following steps immediately:

### **Life Threatening Emergency:**

1. Call 9-1-1. Advise the emergency operator of the circumstances and follow the instructions given.
2. Either call or send a runner to the President's Office (677-9500) to obtain immediate campus response in addition to responding paramedics.
3. State the medical aid needed.
4. Provide the location of the emergency.
5. Describe the type of injury or illness.
6. Provide a brief description of how the injury or illness occurred.
7. Do not move the injured or ill person unless it is necessary to avoid further injury.
8. Have someone meet the responding paramedics and direct them to the emergency location.

### **Non-Life Threatening Need for Medical Assistance:**

1. Call extension 677-9500.
2. State the medical aid needed.
3. Provide the location of the emergency.
4. Describe the type of injury or illness.
5. Provide a brief description of how the injury or illness occurred.
6. Do not move the injured or ill person unless it is necessary to avoid further injury.
7. If necessary call 911.
8. Have someone meet the responding personnel to direct them to the emergency location.

## MEDICAL EMERGENCIES & FACILITIES

## **IN THE EVENT OF A PLANE CRASH/BUILDING EXPLOSION/BUILDING COLLAPSE**

### **If Outdoors:**

1. If you are already outside, **STAY OUTSIDE**.
2. Call 9-1-1.
3. Check for injured individuals and provide or seek first aid for them.
4. Move away from any fire, smoke, damage and/or debris.
5. Proceed to the emergency assembly area, at least 300-500 feet away from the building.

### **If Indoors:**

1. Take cover under tables and desks which will give protection from flying glass and debris.
2. Avoid windows, cabinets, book shelves, overhead fixtures and other heavy objects that could fall.
3. Turn off any water, gas or electrical items that could lead to further damage.
4. When safe to do so, call 9-1-1 while evacuating the area.
5. Assist injured and disabled people to evacuate the building.
6. Proceed to the emergency assembly area, at least 300-500 feet away from the building.
7. **DO NOT** re-enter the building until the scene is declared cleared by emergency personnel.

### **While on scene of this incident:**

1. Make sure someone called 9-1-1.
2. Check for injured individuals and provide or seek first aid for them.
3. Be alert for safety hazards (fires, electrical, gas leaks, etc.) and warn others of those hazards.
4. Do not use telephones or the roadway unless it is to address the emergency.
5. Remain calm, cooperate with emergency responders and keep them informed.

**PLANE CRASH - BUILDING EXPLOSION - BUILDING COLLAPSE**

## PRIOR PLANNING IS ESSENTIAL

1. Know the locations of the fire extinguishers in your immediate area.
2. Know the locations of the fire alarm pull stations.
3. Be familiar with at least **two (2) fire exits** in your area in case one is blocked or unusable.
4. Remember to assist any handicapped or elderly individuals out of the building.

### Upon Discovery of a Small Fire:

1. Call 9-1-1
2. To use the fire extinguisher: first - **Pull the pin**; next - **Aim it at the base** of the fire; then – **Squeeze the handle**; and finally – **Sweep it from side to side**.
3. Always stand 8 to 10 feet away from the fire and discharge the entire extinguisher on the fire (approx. 30 seconds).
4. Get help if necessary.
5. If the fire cannot be extinguished, evacuate the area and wait for the fire department.

### Upon Discovery of a Large Fire:

1. Activate the nearest fire alarm and give a loud verbal warning.
2. Call the Fire Department (9-1-1).
3. Evacuate the building, remembering to assist those individuals that are disabled or have limited mobility.
4. Exit using the stairways only. **Do not** try to use the elevators.
5. Close all doors leading to the main hallways and stairs.
6. Once outside, move to the emergency assembly area, at least 300-500 feet away from the building.
7. Keep roads and parking lots clear for emergency responders.
8. Remain upwind from smoke and fumes.
9. **DO NOT** re-enter the building until told to do so by trained fire personnel.

**FIRE**

## ACTIVE SHOOTER OR IMMEDIATE PHYSICAL THREAT

### Warning Signs

It must be stressed that if you have contact with any individuals who display the following warning signs, you should call the police and notify a staff member who should notify administration in a timely manner:

- Threatens harm or talks about killing students, faculty or staff.
- Constantly starts or participates in fights.
- Loses temper or self-control easily.

- Frequently swears or uses vulgar language and threats.
- Frequently draws images of death and/or violence.
- Possesses unauthorized weapons or firearms on campus property
- Unable to control frustration and converts it to physical violence.

When a hostile person(s) is actively causing deadly harm or the imminent threat of deadly harm within a building or on campus, we recommend the following procedures be followed:

- Stay calm and encourage others to do the same.
- If you cannot safely evacuate the building, lock yourself in a room.
- If you have a phone, call 9-1-1 and provide any details you can.
- Don't stay in open halls or commons area.
- **DO NOT** sound the fire alarm. It could cause other people into open areas, placing them in danger.
- Barricade yourself in a room with furniture or anything heavy.
- Close windows, blinds and/or curtains.
- Turn all lights and electronics off.

If for some reason you find yourself caught in an open area, lounge or commons you have several options:

1. You could try to hide, finding a small dark safe space while remaining quiet.
2. You may choose to “play dead” if other victims are around you.
3. You could try to run from the building keeping objects between you and the assailant.
4. You may choose to fight back. You can utilize common items around you as a weapon (this should be your **last option**).

Upon law enforcement arrival, obey their commands including putting your hands in the air. **Remember**, this is done for safety reasons as they will not know who the assailant is until the situation is resolved.

## WARNING SIGNS & ACTIVE SHOOTERS

## SEVERE WEATHER & TORNADOS

Severe local storms are the most common widespread hazard faced by Wichita Area Technical College. Effects of severe local storms - wind, snow, ice, hail and high winds - are immobility and loss of utilities. If electrical lines are damaged, other utilities such as telephone systems (cell and land lines), natural gas, water, and sewer systems may become inoperable. Transportation routes may be impassable leaving both staff and students without the ability to get to the college or worse, stranded.

- WATC classes and general business operations will continue unless otherwise notified.
- If you are outside and threatened by severe weather or observe lightning, move inside a building or your vehicle, if available.
- During a power outage, if you are in a darkened area, remain calm and move cautiously to a lighted area.
- If classes and general business of WATC is suspended during normal operating hours, staff will be notified through the existing telephone tree, by email and in the event of telephone or electrical outage, by runner.
- Severe weather may reduce the ability of students and staff to leave the building they are in, or campus. Faculty and staff will be notified by the President's Office designee whether to release students or to shelter-in-place. (No one will be held against his or her will in a building, classroom or on campus.)
- If it becomes necessary to close campus during pre-scheduled operating hours, the president or designee will initiate notification to staff and students through the phone tree, emergency texting, e-mail and by runner.

**Call** the WATC severe weather line 677-9596, for information regarding the status of a college closure. Notice of campus closure will also be announced through local radio and television media.

### **Tornados:**

Prior to any adverse weather, you should become familiar with any **designated shelter(s)**. At any time during a tornado, stay away from upper floors, windows, appliances and exterior walkways. If notified of a tornado:

1. Stay calm and alert.
2. Shut off any equipment, gas, water and/or electricity if time allows.
3. Close hallway doors to shield everyone from flying debris.
4. Move to the **designated shelters** within or near your building.
5. Only use telephones (campus phones or cellular) in an emergency.
6. You are encouraged to listen to local media broadcasts for weather updates and information.
7. Local media or campus administration should provide an "all clear."

## SEVERE WEATHER & TORNADOS

## **IF YOU FIND A SUSPICIOUS PACKAGE, LETTER, BOX, OR CONTAINER:**

1. Do not handle the item. Move away from it slowly if you feel threatened.
2. Leave the room slowly and calmly and notify others to do the same.
3. Leave the room and lock the door.
4. Inform your supervisor or instructor and 677- 9500 to notify administration of the need for assistance.
5. The President's Office will be responsible for notifying emergency responders.
6. Proceed to the emergency assembly area, at least 300-500 feet away from the building.
7. **DO NOT** re-enter the building until the scene is declared cleared by emergency personnel.

### **If a suspicious substance is found in opened mail:**

1. Put the envelope or package down immediately.
2. **Leave suspicious substance as is.**
3. Cover suspicious substance gently with an empty, overturned waste basket.
4. Limit the number of people allowed to enter the office or area.
5. Proceed to the emergency assembly area, at least 300-500 feet away from the building.
6. **DO NOT** re-enter the building until the scene is declared cleared by emergency personnel.

## **BOMB THREAT**

Colleges and other public institutions are prone to bomb threats. The threats rarely involve real explosives, but **each must be taken seriously. Do not search for a bomb**, pick-up, shake, handle or touch any suspicious objects until told to do so by law enforcement professionals. **Do not use radios or cell phones to communicate.** A radio or cell phone transmission contains a radio frequency that can activate some types of bombs and explosive devices.

### **If you receive a bomb threat or become aware of a bomb threat:**

1. Remain calm and courteous while trying to obtain information.
2. Record the time of the threat.
3. Record the exact words of the threatening person or caller.
4. If the bomb threat is written, handle it carefully – preferably with minimal touching to preserve evidence on the note.

### **In the event of a building or campus evacuation:**

1. Quickly scan the area for suspicious or unfamiliar items.
2. Do not touch anything suspicious.
3. Take personal belongings with you.
4. Leave doors and windows open.
5. Do not turn off lights or electronics.
6. Once outside, move to the emergency assembly area, at least 300-500 feet away from the building.
7. Wait for a faculty member, administrator or other law enforcement official, to give the "All Clear" before returning to a building or classroom. In the event the campus is evacuated, an "All Clear" should be provided by the university phone tree, university web page and/or urgent text message.

**SUSPICIOUS PACKAGES & BOMBS**



## FIRST AID

### Bleeding:

- For control of bleeding, use latex gloves and apply direct pressure using a clean dry dressing.
- Be cautious not to get blood in to your eyes, nose, mouth or any open cuts or wounds.
- Watch for the victim to go in to shock and seek medical attention by calling 9-1-1.

### Broken Bone:

- Do not move patient unless they are in a life threatening situation or position.
- Do not try to move or set the fractured limb.
- Stabilize the area and wait for medical assistance by calling 9-1-1.

### Burns:

- Apply cool (not cold) clean water or dressings.
- Protect from dirt and friction by wrapping in a clean dressing.
- **DO NOT** – Break blisters or apply oil, butter or ointments.

### Dislocation:

- **DO NOT** – attempt to straighten.
- Immobilize the joint.
- Seek medical attention by calling 9-1-1.

### Electrical Shocks:

- **DO NOT** – touch the victim before turning off the power source.
- Seek medical attention immediately by calling 9-1-1.

### Head or Spine Injury:

- Never move a person with this type of injury unless they are in life-threatening or immediate danger.
- All head and spine injuries can be very serious.
- Seek medical attention in any case of head or spine injury by calling 9-1-1.

### Seizures:

- Do not restrain the patient.
- Protect the patient by turning them on their side and protecting their head and limbs.
- Do not place anything in the patient's mouth.
- Seek medical attention immediately by calling 9-1-1.

### Shock:

- Make sure the person is breathing.
- Stop any life-threatening bleeding.
- Elevate the person's legs 6 to 8 inches.
- Cover the patient to keep them warm.
- Continue to monitor the patient until help arrives.

### Small Object in Eye(s):

- Wash eye(s) gently with fresh water or saline.
- **DO NOT** – rub your eye(s)
- Seek medical attention immediately by calling 9-1-1.

### Unconscious Person:

- Check for breathing and a pulse.
- Send someone for help.
- Clear the airway if you know how.
- If the person isn't breathing, perform chest compressions if trained.
- If breathing, turn the victim on his/her side, unless there is a possibility of a spine injury.

### Exposure to Blood:

- Cuts or pricks to the skin: If you are cut or stuck with a sharp object which was contaminated with blood, wash the area thoroughly with warm water and antibacterial soap and "milk" the wound (squeeze it to produce more bleeding). Proceed to a medical care facility within 2 hours after the incident.
- Splash to the eyes: Flush area with warm water and saline if available. Proceed to a medical care facility within 2 hours after the incident.

**FIRST AID**

## PRIOR PLANNING IS ESSENTIAL

An emergency can be any crisis including fire, medical, damaged property, or criminal behavior which requires immediate action by victims, witnesses and emergency responders. While WATC is a very safe campus, we recognize that like any location, we are not immune from emergencies that impact the members of our community. This guide is meant to assist the members of the WATC community, should an emergency event arise.

If an emergency situation occurs that is not covered in this booklet, call the appropriate telephone numbers (above) for assistance only after 9-1-1 is called, unless you know that your particular emergency doesn't require emergency responders. This guide is meant as a quick reference for WATC community members should the information be required immediately. Remember that prior planning is essential and everyone should be familiar with the facilities including tornado shelters and fire exits.

If there is an emergency, faculty and staff have the responsibility to assist or give qualified instructions to students and guests. Anyone is encouraged to assist with safety or first aid measures given their skill level or knowledge, unless otherwise directed by an emergency responder.

Calling 911 on a university phone does not require dialing a "9" for an outside line. You may also call 9-1-1 from a cellular phone. Please be advised that when dialing 9-1-1 from either a cellular or campus phone, your location **will not** be known by the emergency call taker. Be prepared to give the building's location, room number and a short description of the emergency. Emergency responders will be responding from off the campus. Callers may choose to remain anonymous in most situations.

### **THE TIME TO BECOME FAMILIAR WITH THESE PROCEDURES IS BEFORE AN EMERGENCY.**

If an evacuation occurs, every department should have a pre-determined area outside where employees will gather with their students and visitors (preferably 300-500 feet away from the building).

### **Some emergencies may require an evacuation of the building(s)**

If a fire alarm sounds or other verbal or emergency notification notice (e-mail, text, etc.):

1. Safely stop your work or project.
2. Remain calm, gather your belongings quickly.
3. Seek out and give assistance to disabled or injured people in the area.
4. If safe to do so, close doors and windows.
5. If time permits, turn off any electrical, gas or water equipment.
6. Walk quickly, but do not run, to the nearest safe exit.
7. Use the stairs. **NEVER** use the elevator in an emergency.
8. Follow the instructions of faculty, staff, and emergency responders.
9. Evacuate the building and gather with other groups at least 300 to 500 feet away from the building.
10. Keep all roadways and parking lot lanes clear for emergency responders.
11. Wait for additional instructions from emergency responders.
12. Never re-enter a building until told to do so by an administrator or an emergency responder.

## **GENERAL INFORMATION AND BUILDING EVACUATION**