



Instructions for Completing the Building Emergency Plan Template

Welcome to the new Building Emergency Plan (BEP) Template.

Instructions to you (the Building Safety Coordinator) are highlighted by a  and written in **bold text**. To customize the template, replace the blank lines with your building's specific information. If you see

“REQUIRED” you **must** provide the requested information. (Remember to remove these  and their associated instructions after completing the template.) A few word processing tips for working with the template are included on the following page.

The appointed Building Safety Coordinator will be in charge of the development of the Building Emergency Plan (BEP) for their building. They will also identify or assign Roll Takers and Floor Directors. After completion of the Building Emergency Plan (BEP), a copy needs to be sent to the WSU Emergency Manager for review. (You may also send it as an e-mail attachment at mdavies1@weber.edu) Then the BEP needs to be distributed and training provided for employees. Training should take place at least annually with more specific training for new employees. If you need assistance in preparing this template, please contact Lt. Mike Davies at 626-7729.



Please note: You need to review this Building Emergency Plan annually and revise it by June 15 of each year, the revisions should be sent to the Emergency Manager and other appointed or volunteer positions that have a copy of your BEP by June 30 of each year.

Below are names and telephone numbers of contacts who may be useful as resources as you customize your template.

Function	Name	Phone No.	Department
WSU Emergency Manager	Mike Davies	626-7729	Police
EMERGENCY PLANNING COMMITTEE:			
Emergency Planning Committee Member	Kathy Edwards	626-6440	University Communications
Emergency Planning Committee Member	David Fluckiger	626-7043	Academic Affairs
Emergency Planning Committee Member	Travis Hampshire	626-6480	Human Resource
Emergency Planning Committee Member	Nancy Emenger	626-6017	Director of Purchasing
Emergency Planning Committee Member	Kevin Hansen	626-8022	Asst. VP Facilities Mgmt

Function	Name	Phone No.	Department
Emergency Planning Committee Member	Daniel Kilcrease	626-6968	Director of Housing Services
Emergency Planning Committee Member	John Kowalewski	626-7212	Director of Media Relations
Emergency Planning Committee Member	Clayton Anderson	626-7310	Continuing Education
Emergency Planning Committee Member	Dane LeBlanc	626-8003	Police Chief
Emergency Planning Committee Member	Kyle Stoddard	626-6808	Telecommunications Manager
Emergency Planning Committee Member	Margaret Rickards	395-3536	Campus Coordinator/Davis Campus
Emergency Planning Committee Member	Crystal Taylor	626-7801	Risk Manager
Emergency Planning Committee Member	Dennis Montgomery	626-7062	Fire Marshal
Emergency Planning Committee Member	Jeff Morris	626-6413	Director of Services for Students with Disabilities
Emergency Planning Committee Member	Jerry Bovee	626-8114	Director of Administrative Support Services
Emergency Planning Committee Member	Doug Richards	626-6115	Legal Counsel
Emergency Planning Committee Member	Richard Sandau	626-8004	EH&S Manager
Emergency Planning Committee Member	Ron Smith	626-6613	Accounting Manager

Word Processing Tips: This document uses Microsoft Word with tables imbedded in the document. As you fill in the table blanks, you can use the tab or arrows to move. You can add or delete from the table by placing your cursor in the table at the point of edit and move your mouse pointer to the toolbar over the word Table and click, the drop-down list will allow you to insert or delete rows as necessary.

The next page will be the start of your personal Plan. Fill in the blanks as you navigate throughout the document in the various tables. Fill in the questions that have an  and are bolded. Edit the document after you have filled in the required information, by removing the blue arrows  and instructions along with adjusting page breaks if necessary.

Weber State University
(COLLEGE OF SOCIAL AND BEHAVIORAL SCIENCES)
Building Emergency Plan

May 1, 2014

JOANN REYNOLDS

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Building Emergency Plan

As a building occupant, you need to be familiar with this plan, so read it carefully. If you have any questions, consult your Building Safety Coordinator, JoAnn Reynolds (626-6232). Keep the following in mind as you read through this document:

- Evacuation routes, exit points, and where to report for roll call after evacuating the building
- When and how to evacuate the building
- Locations of emergency supplies and materials that may be needed in an emergency, such as fire extinguishers, pull alarms and first aid kits
- Proper procedures for notifying emergency responders about an emergency in the building or work area
- Additional responsibilities (such as being a Floor Director or Roll Taker)
- Fire hazards
- Potential exposure to hazardous materials or processes in and around the work area, as well as any means of protecting yourself in the event of an emergency

I. Building Information

BUILDING INFORMATION	
Building Name	College of Social and Behavioral Sciences
Building Safety Coordinator	JoAnn Reynolds
Building Safety Coordinator Campus Address	1204 University Circle (SS270)
Telephone	626-6232
Fax	626-7130
E-mail	jreynolds1@weber.edu
Alternate Building Safety Coordinator	Jenny Eckenbrecht
Alt Bldg Safety Coordinator Campus Address	1205 University Circle (SS234)
Telephone	626-6706
Fax	626-7613
E-mail	jennyeckenbrecht@weber.edu

Description of Building: The Social Sciences building has four floors. It is used primarily for classroom usage. There are many meetings and outside lectures held in the building. A testing center is located in the southwest side of the basement, as well as a crime lab located on the 2nd floor north end near the elevator.

EAA Location: The main emergency assembly area would be to the west of the building on the open grass area primarily used as a practice field or soccer field. An alternate location as an assembly area is to the north of the building across the street to the Institute parking lot.

Departments

1. College of Social and Behavioral Sciences (SS270)

Francis Harrold, JoAnn Reynolds, Ryan Stephens, Breka Garcia, Ivonne Dabb

2. Social Science Education Center (SS138)

LaRae Larkin, Seth Wilhelmsen, Advisor

3. Department of Criminal Justice (SS218)

Bruce Bayley, Mike Chabries, Russ Dean, Monica Williams, Mark Denniston, Brent Horn, David Lynch, Scott Senjo, Brad Reyns, Molly Sween, Brian Namba, Faye Medd.

4. Department of Geography (SS314)

Dan Bedford, Bryan Dorsey, Eric Ewert, Alice Mulder, Julie Rich, Jeremy Bryson, Debbie Lacey.

5. Department of History (SS234)

Brady Brower, Sara Dant, Stephen Francis, Jeffrey Richey, Brandon Little, Greg Lewis, Kathryn MacKay, Susan Matt, Richard Sadler, Gene Sessions, Eric Swedin, Vikki Vickers, LaRae Larkin, Jenny Eckenbrecht.

6. Department of Political Science (SS280)

Robert Fudge, Richard Greene, Stephanie Wolfe, Richard Price, Gary Johnson, Thom Kuehls, Leah Murray, T. R. Reddy, Mary Beth Willard, Debra Strait.

7. Department of Psychology (SS370)

Aaron Ashley, Eric Amsel, Todd Baird, Lauren Fowler, Azenett Garza, Joe Horvat, Shannon McGillivray, Theresa Kay, Maria Parrilla deKokal, Matthew Schmolesky, Leigh Shaw, Melinda Russell-Stamp, Mickey Cole.

8. Department of Social Work and Gerontology (SS140)

Mark Bigler, Kerry Kennedy, Corie Tadehara, Steve Vigil, Kristina Moleni, Barrett Bonella, Jamie Luna

9. Department of Sociology and Anthropology (SS114)

Brooke Arkush, Carla Trentelman, Rosemary Conover, Linda Eaton, Ron Holt, Brenda Kowalewski, Marjukka Olliainen, Rob Reynolds, Huiying Wei-Arthus, Pepper Class, BelindaMcElheny.

10. Women's Studies (SS301)

Alicia Giralt, Carla Price

11. Walker Institute (SS346)

Carol McNamara, Carla Price

12. Testing Center (SS038)

Matthew Hinojosa

Building Safety Committee

	Department / Room Number	Telephone number
Building Safety Coordinator	JoAnn Reynolds (SS270)	626-6232
Safety Team Member Alternate Building Coordinator	Jenny Eckenbrecht (SS234)	626-6706
Safety Team Member	Faye Medd (SS218)	626-6146
Safety Team Member	Debra Strait (SS280)	626-6694
Safety Team Member	Debbie Lacey (SS314)	626-6207

Safety Team Member	Jamie Luna (SS140)	626-6157
Safety Team Member	Belinda McElheny (SS114)	626-6241
Safety Team Member	Seth Wilhelmsen (SS138)	626-7809
Safety Team Member	Mickey Cole (SS370)	626-6247
Safety Team Member	Carla Price (SS348)	626-6252
Safety Team Member	Matthew Hinojosa (SS038)	626-6598

Building Emergency Staff

	Department / Room Number	Telephone Number
Roll Taker/Floor Director	Jenny Eckenbrecht (History SS234)	626-6706
Roll Taker/Floor Director	Faye Medd (Criminal Justice SS218)	626-6146
Roll Taker/Floor Director	Debra Strait (Political Science/Philosophy SS280)	626-6694
Roll Taker/Floor Director	Debbie Lacey (Geography SS314)	626-6207
Roll Taker/Floor Director	Jamie Luna (Social Work/Gerontology SS140)	626-6157
Roll Taker/Floor Director	Belinda McElheny (Sociology/Anthropology SS114)	626-6241
Roll Taker/Floor Director	Matthew Hinojosa (Testing Center SS038)	626-6598
Roll Taker/Floor Director	Mickey Cole (Psychology SS370)	626-6247
Roll Taker/Floor Director	Carla Price (Walker Institute SS348)	626-6252
Outside Building Director	Seth Wilhelmsen (SS Advisor SS138)	626-7809
Outside Building Director	Jamie Luna (Social Work/Gerontology SS140)	626-6157

Critical Operations Found in this Building

There are no critical operations in the Social & Behavioral Sciences Building for which an employee is required to remain in the building during an emergency.

Medical and Rescue Trained

Name	Type of training	Telephone number
JoAnn Reynolds	CERT	626-6232
Jenny Eckenbrecht	1 st Aid, CPR	626-6706
Belinda McElheny	1 st Aid, CPR, AED Emergency Response, Defibullator	626-6241
Jamie Luna	1 st Aid	626-6157
Mickey Cole	1st Aid	626-6247
Seth Wilhelmsen	1 st Aid	626-7809
Carla Price	1 st Aid	626-6252/7732

II. Emergency Procedures

If you are not on the Ogden Campus, please list any other relevant telephone numbers, including the closest medical facility.

McKay-Dee Hospital at 4401 South Harrison Blvd (387-7000)

American Red Cross of Northern Utah at 2955 South Harrison Blvd (627-0000)

Immediate Emergency Notification

Emergency Phone Numbers		
Life Threatening	9-911 from a campus telephone	
Non Life Threatening	<u>Department:</u> University Police Emergency Management Facilities Management	626-6460 626-7729 626-6331

Medical Facilities	Phone Number
Ogden Campus Health Center, Student Service Center rm. 190 8:00 AM to 4:00 PM Monday – Friday 8:00 AM to 2:00 PM, Monday-Friday (summer)	626-6459
Ogden Campus Pharmacy 10:30 AM to 2:30 PM Monday - Friday 9:30 to 1:30 PM, Monday-Friday, (summer)	626-7924
Ogden Campus Counseling Services 7:30 AM to 5:30 PM Monday-Thursday 7:30 AM to 4:30 PM Friday 7:30 AM to 4:30 PM Monday – Friday (Summer)	626-6406
Davis Campus Health Center 9:00 AM to 1:00 PM Monday - Friday Tuesday and Wednesday 9:00 AM to 1:00 PM (summer)	395-3521
Emergency Information	FM/AM Dial Numbers
KLO	1430 AM
KWCR (Weber State)	88.1 FM
Building Information Line (if provided)	XXX-XXXX

Building Alarm(s)

This building has two alarm sounds.

- The evacuation alarm is a bull horn with flashing lights. University police can be reached by dialing 911

When you hear the evacuation alarm, leave the building. Follow evacuation procedures (see section below).

- The elevator alarm is a bell sound.
When you hear the elevator alarm, call University Police at 626-6460 or 911

Emergency Notification Procedures

When you call 911 (or any other emergency number) from a campus location to request emergency assistance, you will be connected to WSU Police Dispatch. Call from a safe location and remember to:

- Stay calm.
- Be prepared to answer the following questions:
 - Where is the emergency located?
 - What is the emergency? (fire, medical, hazardous material, etc.)
 - How did it happen?
 - When did it happen?
 - Who are you? (your name)
- Gather any other information that may be useful for the emergency responders (e.g. are there any injuries involved?).
- Do not hang up until instructed to do so by the dispatcher.

You do not need to know all the answers to these questions, but quickly gather as much information as you can. Give a telephone number or safe location where the emergency responders can call or meet you, and wait for the responders at that safe location.

General Evacuation Procedures

When evacuating your building or work area:

- Stay calm, do not rush and do not panic.
- Safely stop your work.

- Gather your personal belongings if it is safe to do so. (Reminder: take prescription medications out with you if at all possible; it may be hours before you are allowed back in the building.)
- If safe, close your office door and window, but do not lock them.
- Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator.
- Proceed to the designated Emergency Assembly Area (EAA) and report to your roll taker.
- Wait for any instructions from emergency responders.
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

Make sure any disabled person is looked after and is aware of what is happening. They could be deaf or blind. See Appendix C for “Evacuation for People with Disabilities.”

Evacuation Procedures

A building occupant is required by law to evacuate the building when the fire alarm sounds.

To exit the building on the second and third floor, take the nearest staircase that is not blocked with debris. Go to the first floor and exit the building going to the grass area which is to the west of the Social Sciences Building. If that area cannot be accessed, go to the north of the building into the parking lot of the Institute.

The first floor should be evacuated from any door, preferably to the north, south or west and then go to the grass area west of the building. The basement floor should try to evacuate on the north end of the building so that stairs do not have to be climbed and then proceed to the grass area west of the building. Again, if the west side cannot be accessed, go to the north of the building into the Institute parking lot.

Emergency Information	Locations
Posted evacuation diagrams including routes and fire alarm pull stations	Base of stairways, elevator landings and inside public doors.
Maps of Emergency Assembly Areas (EAA)	

Potential Fire Hazards

All departments will have paper products stored. The crime lab (SS230) located on the north end of the building of the second floor may have some potential hazardous materials for fire and/or flammable gasses as well as

some ammunition. Also the custodial rooms located on the north end of the building but on each floor may have potential hazardous materials stored.

There are 4-6 fire extinguishers and 3-4 fire alarms located on every floor of building. They are located on the north and south ends as well as some in the middle of the building on the west and east sides. Each department, classroom, hallway, and office is equipped with a sprinkler system.

Following are the potential* fire hazards identified in the College of Social and Behavioral Sciences:

- Combustible materials (e.g. paper, cardboard, wood, etc.)
- Flammable/combustible gases in laboratories
- Flammable/combustible solids in laboratories
- Flammable/combustible liquids in laboratories

*Fire hazards are controlled by proper storage and housekeeping procedures.

Earthquake Procedures

In case of an earthquake:

Inside The Building:

- Duck under the nearest sturdy object and hold onto it until the shaking stops. If you are not near a sturdy object, make yourself as small as possible and cover your head and neck.
- If you stand in a doorway, brace yourself against the frame and watch out for a swinging door or other people.
- Avoid windows, filing cabinets, bookcases, and other heavy objects that could fall or shatter.
- Stay under cover until the shaking stops, and then leave the building.
- If it is safe to do so, stabilize any laboratory procedure that could lead to further danger. (For instance, turn off Bunsen burners or electrical equipment.)

Outside the building:

- Move away from trees, signs, buildings, and electrical poles and wires.
- Protect your head with your arms from falling bricks, glass, plaster, and other debris.
- Move away from fire and smoke.
- Proceed to the Emergency Assembly Area if safe, or proceed to a pre-designated alternate assembly area. Check in with your roll taker(s) to let them know that you are all right (see "General Evacuation Procedures" above this section).

- Stay alert for further instructions.

Civil Disturbance/Demonstration Procedures

Most campus demonstrations are peaceful and people not involved should attempt to carry on business as usual. Avoid provoking or obstructing demonstrators. Should a disturbance occur, call WSU Police at 911.

If a disturbance seems to threaten the occupants of the building, report it immediately to WSU Police and take the following actions:

- Alert all persons in the area of the situation.
- Lock all doors and windows.
- Close blinds to prevent flying glass.
- If necessary, your department may decide to cease work operations.
- If necessary to evacuate, follow directions from police.

If evacuation occurs, meet at the location designated as your buildings Emergency Assembly Area (EAA) and wait for additional instructions and information (see "General Evacuation Procedures" above).

Criminal or Violent Behavior Procedures

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations or persons and reporting them as outlined below.

If you are the victim of, or are involved in, any on-campus violation of the law such as assault, robbery, theft, overt sexual behavior, etc., do not take any unnecessary risk. Notify University Police as soon as possible and give them the following information:

- Nature of the incident
- Location of the incident
- Description of the person(s) involved
- Description of the property involved

If you witness a criminal act or notice person(s) acting suspiciously on campus, immediately notify University Police at 911.

Assist the police when they arrive by supplying them with any additional information requested; ask others to do the same.

Explosion or Bomb Threat Procedures

A suspicious-looking box, package, object, or container in or near your work area may be a bomb or explosive material. Do not handle or touch the object. Move to a safe area and call WSU Police immediately at 626-6460. Use a telephone in a safe area. Do not operate any power switch, and do not activate the fire alarm.

If there is an explosion:

- Take cover under sturdy furniture, or leave the building if directed to do so by emergency responders.
- Stay away from windows.
- Do not light matches.
- Move well away from the site of the hazard to a safe location.
- Use stairs only; do not use elevators.
- Call 911 if no one has called. Follow “Emergency Notification Procedures” above.

If you receive a bomb threat (via the telephone):

- Stay calm and keep your voice calm.
- Pay close attention to details. Talk to the caller to obtain as much information as possible.
- Take notes. Ask questions:
 - When will it explode?
 - Where is it right now?
 - What does it look like?
 - What kind of bomb is it?
 - Where did you leave it?
 - Did you place the bomb?
 - Who is the target?
 - Why did you plant it?
 - What is your address?
 - What is your name?
- Observe the caller's:
 - Speech patterns (accent, tone)
 - Emotional state (angry, agitated, calm, etc.)
 - Background noise (traffic, people talking and accents, music and type, etc.)
 - Age and gender
- Write down other data:
 - Date and time of call
 - How threat was received (letter, note, telephone)
- Call University Police and submit your notes from the telephone call or the bomb threat (letter or note) to University Police.

- Follow University Police's instructions.

If you are told by emergency responders to evacuate the building (see "General Evacuation Procedures" above):

- Check your work area for unfamiliar items. Do not touch suspicious items; report them to campus authorities.
- Take personal belongings when you leave.
- Leave doors and windows open; do not turn light switch on or off.
- Use stairs only; do not use elevators.
- Move well away from the building and follow instructions from emergency responders.

Evidence Protection for criminal event

- Document details of evidence
 - Location
 - Description
 - Witnesses or suspects
- Notify Police officer on scene of evidence, so they can:
 - Guard evidence
 - Prevent tampering by suspects, witnesses or conditions
- Do not disturb any evidence
- Evidence may be dangerous; tampering with it can:
 - Cause injury to people
 - Contaminate it
 - Destroy it
 - Compromise legal proceedings

Hazardous Materials Procedures

If you witness a hazardous material spill, evacuate the spill site and warn others to stay away. Call 911 if you believe the spill may be life threatening. If you can determine that the spill is not life threatening, follow the procedures outlined below.

If you are a hazardous material user (user), you should be trained by your supervisor on proper use and storage of hazardous materials. This training should include hazard information, proper procedures for preventing spills, and emergency procedures when a spill happens.

If as a user you spill a hazardous material or materials:

- Leave the area of the spill first and proceed to a safe location nearby. Then assess if you have the proper training and protective gear to clean up the spill.
- If you have been properly trained and are able to clean up the spill, follow proper cleanup procedures and use proper personal protection. Manage the generated waste as appropriate. Consult your supervisor if necessary.
- Isolate the spill area to keep everyone away, and post signs as necessary.
- If you require assistance to clean up the spill:
 - During normal business hours (8 AM-5 PM, M-F), you can call Environmental Health & Safety (EH&S) directly (626-7823).
 - During off-hours, call University Police (626-6460). University Police will call EH&S.
- If you suspect or witness a release of a hazardous material to the environment (air, water, ground) call University Police.

Utility Failure

In the event of a major utility failure, notify Facilities Management at, 626-6331

Before 8:00 AM and after 4:30 PM or on weekends and holidays, notify WSU Police at 626-6460.

Evacuate the building if the fire alarm sounds and/or upon notification by the police (see "General Evacuation Procedures" above).

A major power outage may not in itself be destructive, but a possible resulting panic or fire could endanger life and property. Panic can be partially avoided by an immediate decision on the need to cancel classes or meetings in progress or to evacuate the building (see "Evacuation Procedures" above).

In laboratory buildings, fume hoods do not operate during a power outage and most laboratories should not be used until the ventilation is properly restored. (For more information, refer to the Fact Sheet, "Power Failure".)

Elevator Failure

If you are trapped in an elevator, use the emergency telephone to call for assistance.

If the elevator does not have an emergency telephone, turn on the emergency alarm (located on the control panel) to signal your need for help.

Flooding/Plumbing Failure

If flooding occurs (due to a plumbing failure or other problem):

- Cease using all electrical equipment.
- Notify University Police at 626-6460. If necessary, evacuate the building (see "General Evacuation Procedures" above).
- Notify Facilities Management at 626-6331.

If you smell natural gas:

- Cease all operations immediately.
- Do not switch lights on or off.
- Evacuate as soon as possible (see "General Evacuation Procedures" above) and notify University Police at 911.
- Notify Facilities Management at 626-6331.

Gas Leak

If you smell natural gas:

- Cease all operations immediately.
- Do not switch lights on or off.
- Evacuate as soon as possible (see "General Evacuation Procedures" above) and notify University Police at 911.
- Notify Facilities Management at 626-6331.

Ventilation Problem

If odors come from the ventilation system:

- Immediately notify Facilities Management at 626-6331 and Environmental Health & Safety (EH&S) at 626-8004.
- If necessary, cease all operations and evacuate area (see "General Evacuation Procedures" above).
- If smoke is present, activate the fire alarm system by pulling the pull station and call 911 from a safe location.

III. Emergency Preparedness

Supplies

Be prepared for emergencies. Keep an emergency kit in your work area that is easy to carry out of the office to the Emergency Assembly Area (EAA) when evacuating the building.

The following supplies are recommended for your personal kit:

- Drinking water (1 gallon a day; 3 days' supply recommended and replace quarterly)
- Food (keep airtight in pest-proof packaging and replace annually)
- Flashlight and extra batteries
- Utility knife
- Personal first aid kit with any special personal needs included
- Sturdy, comfortable shoes and clean socks
- Space blanket (a standard blanket is okay if space and weight permit)
- Light sticks
- Heavy duty work gloves
- Cash (some in quarters)
- Sanitation needs (such as tissue paper, small bottle of bleach, plastic bags, plastic bucket)
- Customized items such as prescription glasses or contacts, medicine, etc.
- Duct tape and/or barrier tape
- Large sheets of paper, markers, pens and pencils
- Whistle
- Campus and area maps
- A copy of the building roster
- Building notification roster

Training and Documentation

Training is an integral part of the safety program for your building and it is the responsibility of each department to ensure all their employees are trained on the Building Emergency Plan for the building(s) they occupy. It is the responsibility of the occupant to become familiar with the Building Emergency Plan, to know evacuation routes and assembly areas, and to attend training(s) given by their department. As a supplement to the training, the Building Coordinator posts information in the building to ensure all

occupants and guests can safely exit during an emergency. All department employees should get annual refresher training on the contents of the Building Emergency Plan for buildings they work in.

Other trainings recommended for building occupants are Campus Emergency Response Team (CERT), CPR, first aid, and fire extinguisher training. For information call the Emergency Manager at 626-7729. The department can request fire extinguisher training from the Fire Marshal at 626-7062.

Drills

Building evacuation drills should be tested annually. Residence halls are required to have a drill every semester. If your building needs to have a drill, the Building Safety Coordinator is responsible for conducting the drill and documenting it. The campus Fire Marshal and Emergency Manager can help you in your planning. Call 626-7062, 626-7729 for more information.)

Securing Building Contents

Experts claim that more than 90 percent of earthquake-related injuries do not come from collapsing buildings but from objects inside the building which fall on people (or from windows shattering and causing lacerations). Also, these objects will be damaged themselves, leading to expensive replacement costs after the quake. Therefore, it is in your best interest to spend a little effort now to prevent this from happening. You will need to physically secure shelves, computers, wall hangings, equipment, etc. You may want to conduct your own inspection of your work area.

The main things to look for are:

- Shelves or cabinets that are not bolted to the wall
- Computers or typewriters on desks
- Objects on shelves which may fall (even a 3-ring binder, if thrown with force, can cause significant injury)
- Freestanding objects that do not have a high enough base: height ratio to be "fall proof" (e.g., a tall filing cabinet)
- Desks or seating areas directly under plate glass windows
- Heavy hanging pictures, mirrors, or plants
- Cupboards or cabinets without secure "automatic" latches
- Objects on wheels which are not locked in one position (e.g., an audiovisual cart)
- Heavy, breakable items not on the lowest possible shelves
- Water heaters which are not strapped to the wall
- Doorways that might be blocked by falling objects

For more information about any concerns specific to your area (e.g., animal cages, chemicals, valuable documents under water sprinklers, etc.) call the Emergency Manager at 626-7729.

For more information about securing falling hazards, please contact your Building Safety Coordinator, or Facilities Management (626-6331).

Appendices

Appendix A: Acronyms and Terms

Acronym	Meaning
BSC	Building Safety Coordinator
EAA	Emergency Assembly Area
Term	Definition
Building Safety Coordinator	A University employee who has a defined role in campus emergency/disaster preparedness: he or she prepares building response plans and coordinates education and planning in this area for all building occupants. In addition, he or she serves as the communication liaison between campus service agencies and building occupants for specific circumstances enumerated in the Building Coordinator position description.
Building Emergency Plan	A document which consists of emergency procedures, activities for preparing for emergencies, and roles and responsibilities of building occupants.
Building Emergency Staff	The occupants of the building (in both volunteer and appointed positions) who work on building safety issues, such as members of the Building Safety Committee, Role Takers, Floor Monitors and the Building Coordinator.
Building Safety Committee	A group composed of members of each department in the building, generally chaired by the Building Coordinator, charged with building emergency preparedness or overseeing building safety concerns.
Campus Emergency Operations	The headquarters for emergency responders and designated Center (EOC) representatives of campus essential services, where resources are allocated during a disaster.
EAA (Emergency Assembly Area)	A pre-designated safe location near a building where building occupants assemble and report to the Roll Taker(s) after evacuating their building.
Emergency Responder(s)	Person(s) who provide assistance in an emergency (or potential emergency) situation in a building. They are not building occupants and may be from University Police, local fire departments, Public Safety, etc. In critical situations they may take charge of the building and have full authority over activities in and around the building.
Floor Director	A building occupant assigned to assist with a building evacuation during an emergency by alerting other occupants on their way out of the building.
Roll Taker	A building occupant assigned to take roll at the emergency assembly area (EAA) after a building evacuation.
Campus Emergency Response Team (CERT)	Individuals with disaster training skills in fire suppression, medical, search & rescue, team organization and psychology
Emergency Planning Committee	

Appendix B: Resource List

A number of University programs and service organizations are available to help maintain and promote a safe and healthful work environment for the campus community. A list of telephone numbers and web sites is provided below; please use the Campus Telephone Directory for up-to-date telephone numbers.

Weber State University, Main Campus Information Line/Web Site	http://www.weber.edu/	626-6000
University Police	http://www.weber.edu/police	626-6460
Office of Environment, Health & Safety	http://departments.weber.edu/ehs/	626-7547
Emergency Manager		626-7729
Facilities Management Services	http://weber.edu/facilities.xml	626-6331 after hrs 626-6693
University Health Services	http://departments.weber.edu/healthcenter/	626-6459
University Counseling Center	http://departments.weber.edu/CPSC/html/cc.htm	626-6406
University Services for Students with Disabilities	http://departments.weber.edu/ssd/	626-6413

Appendix C: Evacuation of People with Disabilities

Evacuating a disabled or injured person yourself is the last resort. Consider your options and the risks of injuring yourself and others in an evacuation attempt. Do not make an emergency situation worse.

Evacuation is difficult and uncomfortable for both the rescuers and the people being assisted. Some people have conditions that can be aggravated or triggered if they are moved incorrectly. Remember that environmental conditions (smoke, debris, loss of electricity) will complicate evacuation efforts.

The following guidelines are general and may not apply in every circumstance.

- Occupants should be invited to *volunteer* ahead of time to assist disabled people in an emergency. If a volunteer is not available, designate someone to assist who is willing to accept the responsibility.
- Two or more trained volunteers, if available, should conduct the evacuation.
- DO NOT evacuate disabled people in their wheelchairs if you are not on the ground floor. This is standard practice to ensure the safety of disabled people and volunteers. Wheelchairs will be evacuated later if possible. Special evacuation chairs are available in Promontory Tower and in the Student Services Center in the Services for Students with Disabilities Office.
- Always ASK disabled people how you can help BEFORE attempting any rescue technique or giving assistance. Ask how they can best be assisted or moved, and if there are any special considerations or items that need to come with them.
- Before attempting an evacuation, volunteers and the people being assisted should discuss how any lifting will be done and where they are going.
- Proper lifting techniques (e.g. bending the knees, keeping the back straight, holding the person close before lifting, and using leg muscles to lift) should be used to avoid injury to rescuers' backs. Ask permission of the evacuee if an evacuation chair or similar device is being considered as an aid in an evacuation. When using such devices, make sure the person is secured properly. Be careful on stairs and rest at landings if necessary.
- Certain lifts may need to be modified depending on the person's disabilities.

Appendix D: Emergency Preparedness Guidelines for People with Disabilities

- Follow the guidelines found in the Appendix C: Evacuation of People with Disabilities. In particular:
 - Make your environment earthquake and fire safe (do not place heavy objects above where you sit or sleep, bolt bookcases to the wall, make sure your exit route is clear).
 - Keep sufficient emergency supplies to last three days (include food, water, prescription medicines and any other supplies you might need).
 - Become familiar with alternate evacuation routes in buildings you use frequently.
 - Learn what may constitute a safe area in buildings you use frequently.
- Develop other strategies for your protection. For example, if you use a wheelchair and cannot duck and cover under a table:
 - Protect your head as much as possible.
 - Move away from windows, filing cabinets, bookcases, light fixtures, and heavy objects that could shatter, fall, or tip over.
 - Engage the electronic brake or wheel locks on your wheelchair.
- Consider various disaster scenarios and decide ahead of time what you would do in different emergencies. For example, people with power wheelchairs should consider the following:
 - In evacuations, it is standard practice to evacuate disabled people without their wheelchairs. Where should you be located while waiting for your wheelchair?
 - Are there certain medications or support systems that you need?
 - Do you have access to another wheelchair if yours cannot be evacuated?
- Know your limitations and be aware of your needs in different emergencies.

- If you need assistance, ask for it. People may not be aware of your circumstances or know how they can help.
- Consider how people will give you emergency information and how you will communicate your needs if you have impaired speaking, hearing, or sight.
- Consider arranging a buddy system with friends or colleagues so that someone will check with you, alert you as necessary, and see whether you need any assistance.
- If you need to be evacuated, help yourself and rescuers by providing them with information about your needs and the best ways to assist you.

Blindness or Visual Impairment

Bomb Threat, Earthquake, Fire, Hazardous Materials Releases, and Power Outages:

- Give verbal instructions to advise about the safest route or direction using compass directions, estimated distances, and directional terms.
- DO NOT grasp a visually impaired person's arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd.
- Give other verbal instructions or information (i.e. elevators cannot be used).

Deafness or Hearing Loss

Bomb Threat, Earthquake, Fire, Hazardous Materials Releases, and Power Outages:

- Get the attention of a person with a hearing disability by touch and eye contact. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand.
- Offer visual instructions to advice of safest route or direction by pointing toward exits or evacuation maps.

Mobility Impairment

Bomb Threat, Earthquake, Fire, and Hazardous Materials Releases:

- It may be necessary to help clear the exit route of debris (if possible) so that the person with a disability can move out or to a safer area.
- If people with mobility impairments cannot exit, they should move to a *safer area*, e.g.,
 - most enclosed stairwells
 - an office with the door shut which is a good distance from the hazard (and away from falling debris in the case of earthquakes)
Safer areas in your building can be identified ahead of time, call campus Emergency Management office for more information at 626-7150.
- Notify police or fire personnel immediately about any people remaining in the building and their locations.
- Police or fire personnel will decide whether people are safe where they are and will evacuate them as necessary. The Fire Marshal may determine that it is safe to override the rule against using elevators.
- If people are in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary to evacuate them using an evacuation chair or a carry technique.

Power Outages:

- If an outage occurs during the day and people with disabilities choose to wait in the building for electricity to be restored, they can move near a window where there is natural light and access to a working telephone. During regular building hours, Building Safety Coordinator or alternate should be notified so they can advise emergency personnel.
- If people would like to leave and an evacuation has been ordered, or if the outage occurs at night, call Building Coordinator to request evacuation assistance if needed.

Summary

Prepare occupants in your building ahead of time for emergency evacuations. Know your building occupants. Train staff, faculty, and students to be aware of the needs of people with disabilities and to know how to offer assistance. Hold evacuation drills in which occupants participate, and evaluate drills to identify areas that need improvement. Plans must cover regular working hours, after hours, and weekends. Everyone needs to take responsibility for preparing for emergencies. People with disabilities should consider what they would do and whether they need to take additional steps to prepare. Additional information is available from the Services for Students with Disabilities Office and from the Emergency Manager.

Weber State University Police Department

Student and Employee Guidelines for Active Shooter Response

Violent Behavior / Active Shooter Response Protocol

1. College and University campuses are no longer immune to serious or violent crime. In the aftermath of the Virginia Tech shootings, it is imperative that we provide students, staff and faculty with protocols on how to respond during potentially violent criminal attacks on campus.

2. **Response to Potentially Violent Criminal Behavior.** If you see or know that a person has a firearm on campus or if you hear shots fired on campus or if you witness an armed person shooting people, **protect yourself first - move to a safe location.**

2.1 As soon as possible, call the police by dialing 911 or 6460 when using a campus phone or use a campus Emergency Blue Light Phone if available and safe.

2.2 Tell the dispatcher your name, location, phone number and describe the situation you are reporting: who, what, when, where, how and why (if known). Is anyone hurt or injured?

2.3 If possible, alert others in the immediate area about the current situation.

3. **Active Shooter Incident.** An active shooter can be described as a person who causes death or serious bodily injury through the use of a firearm. This is a dynamic situation that usually evolves rapidly and demands an

immediate response from law enforcement officers to terminate the life-threatening situation. The immediate response of the first officers on the scene is to take aggressive action to find and stop the shooter or shooters.

3.1 Active Shooter Response. Officers from Weber State University Police, Ogden City Police, South Ogden City Police and Weber County Sheriff's Office will likely be the first to respond to the scene. As they move into the affected area, rescue efforts will be delayed until the shooter is located and stopped or no longer a threat to life safety.

3.2 If you are wounded or with someone who is wounded, these officers will bypass you to search for the shooter and stop the killing. Rescue teams will follow shortly to aid you and others.

3.3 To assist the police, please stay calm and patient during this time, and do not interfere with police operations. If you know where the shooter is, and/or have the shooter's description, tell the police.

3.4 When you encounter the police, keep your hands empty and in plain view at all times. Listen to their instructions and do exactly what they say. If you are evacuating, carry nothing that could be mistaken for a weapon.

3.5 Rescue teams will follow shortly after the first responding officers enter the building. They will attend to the injured and remove everyone safely from the area.

4. If the shooter is outside your building:

4.1 Unless directed otherwise, turn off all the lights, close and lock all windows and doors. If you cannot lock the door, try to block the door with desks and chairs.

4.2 If you can do so safely, get all occupants on the floor and out of the line of fire.

4.3 If you can do so safely, move to the core area of the building and remain there until the police tell you it is safe to leave. Do not respond to commands until you are certain they are issued by a police officer.

5. If the shooter is inside your building:

5.1 If it is possible to escape the area safely and avoid danger, do so by the nearest exit or window. Leave in the room books, backpacks, purses, etc.

5.2 As you exit the building, keep your hands above your head and listen for instructions that may be given by police officers. If an officer points a firearm at you, make no movement that may cause the officer to mistake your actions for a threat. Try to stay calm.

5.3 If you get out of the building and do not see a police officer, attempt to call the police by dialing 911 or 6460 from any campus phone or use a campus Emergency Blue Light Phone if available and safe. Tell the dispatcher your name and location and follow their instructions.

5.4 If you are unable to escape the building, move out of the hallway and into an office or classroom and try to lock the door. If the door will not lock, try barricading the door with desks and chairs. Lie on the floor and/or under a desk and remain silent. Wait for the police to come and find you.

6. If the shooter enters your office or classroom:

6.1 There is no set procedure in this situation. If possible call 911 and talk with a police dispatcher. If you cannot speak, leave the phone line open so the police can hear what is going on.

6.2 Use common sense. If you are hiding and flight is impossible, attempts to negotiate with the suspect may be successful. Playing dead may also be a consideration.

6.3 Attempting to overcome the suspect with force is a last resort that should only be considered in the most extreme circumstances. **Only you can decide if this is something you should do.** Remember there may be more than one shooter.

6.4 If the shooter exits your area and you are able to escape, leave the area immediately. Do not touch anything in the area and remember to be alert for responding police officers who may mistake you as the shooter.

6.5 While escaping, as soon as you see a police officer put your hands over your head and immediately comply with the officers instructions.

7. What else can you do? Prepare a plan of action for an active shooter in advance. Determine possible escape routes and know where the nearest building exits are.