EMERGENCY PROCEDURES

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EMERGENCY PROCEDURES

In case of a total PHONE OUTAGE, Public Safety has an emergency phone that will be activated ONLY, when there is a total communication loss of University Phones.

Please take down this number and use it in case of phone outage EMERGENCY:

314-220-8487

Please be advised this is a cell phone and will not be activated unless the University phones are down.

It is very important that CMS Faculty and Staff are well-informed of emergency procedures as each of us is responsible for the safety of our students, in addition to ourselves. Webster University has an Emergency Response Guide that is very helpful. There is also a Public Safety Website with valuable information. http://www.webster.edu/public-safety/crisis/index.html. You are encouraged to view the videos on this website.

You will need two key words: USER NAME: crisis; PASSWORD: gorlock.

As faculty, you are responsible for knowing and enacting the procedures to secure your students’ safety, as well as your own. Staff will be on hand in all facilities to assist in an emergency.

The information, by necessity, is general. Webster University has campuses throughout St. Louis and all over the world. Please note that there may be some planned digressions from Webster’s policies due to the ages of our students.

If the emergency situation requires that we leave the building, it is very important that we have a record of who was in the building and that we account for their safe exit. Therefore, we will establish specific locations for us to assemble and take attendance. Branch Coordinators/Receptionists will be taking Teacher and Building Schedules (and Key Sign-In Sheet), but the faculty will be the primary source for student accountability.
Evacuation and Assembly Points

!! Always check in with the Branch Coordinator/Building Receptionist upon evacuation!!

CMS Center, 535 Garden Ave: (Inform the School Director of the evacuation!)

Building Receptionist takes Building Schedule and Sign in sheet to track those in the building and will move to the lawn between the Loretto Hilton Center (LHC) and the Thompson House. Student receptionist may give the documents to a staff or faculty member.

Faculty must check in with the Building Receptionist (who will be on the lawn between the LHC and Thompson House) to confirm successful evacuation.

2nd Floor: Exit down the stairs to the main floor and out the stairwell exit near the Loretto Hilton Center (LHC) and assemble on the lawn between the LHC and the Thompson House.

Main Floor Offices: Exit via the Lobby doors near the LHC and assemble on the lawn between the LHC and Thompson House.

Concert Hall: Those on stage or backstage should exit stage right/west toward the Loretto Hilton Center and assemble on the lawn between the LHC and Thompson House.

Audience members should exit by any one of the four exits at each corner of the concert hall and, if possible, convene on the lawn between the LHC and Thompson.

Please note: Families attending events in the concert hall should stay together. Students should stay with their ensemble until a parent signs them out.

Lower Level: All those in teaching studios #13-26 exit via the Garden Avenue stairs or the ramp to the LHC turning left past the door and proceeding up the stairs and out of the building, depending on proximity. If possible, join others on the lawn between the LHC and Thompson House.

Those in Room 11 exit up the stairs by the elevator and out the stairwell door on the main floor or via the Garden Avenue stairs/door and assemble on the lawn between the LHC and Thompson House.

Those in Room 10 exit up the stairs by the elevator and out the stairwell door on the main floor. Assemble on the lawn between the LHC and Thompson House.
Faculty: Upon evacuation, take attendance for the students in your charge and report to the CMS Receptionist on the lawn between the LHC and Thompson House.*

200 Hazel Avenue: Exit by either door and assemble in the Apartment parking lot across the street. Check in with Director or Department Assistant. (Inform the School Director of the evacuation.)

23 Old Orchard: Studios #1-5 exit out the front entrance and assemble on the sidewalk near the street. Check in with the Branch Coordinator/Receptionist to be sure everyone is out of the building. Studios #6 & 7 may exit out the back door, but need to walk to the sidewalk in front of the building near the street to check in with your colleagues. (Contact the School Office, who will inform the School Director of the evacuation.)

Strauss Center: Evacuation instructions are posted throughout the building. Please refer to these instructions in case of emergency. Escort your students to the central meeting place in the grassy area behind the fire hydrant, near the parking lot. Report to the Branch Coordinator or Public Safety Officer right away.

Evacuation assistance: No student or disabled person is to be left alone. If one cannot exit an area (i.e. wheelchair on the second floor or someone has collapsed), an adult is to stay with that person while another person is designated to inform officers that assistance is needed. If assistance does not come in time, do everything possible to save yourself and your charge. Never leave anyone in harm’s way!

Do not dismiss any students during an emergency situation unless the parents are there to pick them up. In that case, it is important that the faculty member document the student leaving with the parent. If a staff/faculty member chooses to leave, they need to report to the Branch Coordinator or Building Receptionist. This is to confirm that everyone is present and accounted for...not still in the burning facility. We don’t want to send a firefighter or anyone back into a burning building for someone who is not actually there!
Fire (From Webster’s Public Safety Website) Fire in a building can occur for a variety of reasons and can occur at any time and spread very quickly.

**Fire Procedure**

1. Anyone seeing a fire, observing or smelling smoke should immediately go to the nearest fire alarm pull station and activate the fire alarm. Extinguish the fire only if you can do so safely and quickly.
2. They should then notify public safety at Ext 6911.
3. Faculty members and staff shall assume responsibility for those people in their charge and evacuate their classrooms and offices in an orderly manner to the nearest designated evacuation route and assembly point. *(See Evacuation and Assembly points on page 46.)*
4. Faculty and staff are responsible for keeping all students in the assembly area until recalled to the building or advised by emergency personnel of where to go.

Staff members are responsible for keeping a head-count of their employees.

**Fire Safety Tips**

*If your clothing catches fire:*

Stop, drop and roll to extinguish the flames.

*If trapped in a room:*

1. Place cloth material around the bottom of the door to prevent smoke from entering.
2. Close as many doors as possible between you and the fire.
3. Do not break glass unless necessary. Outside smoke may enter.
4. Signal from a window if possible.

*If caught in smoke:*

1. Drop to your hands and knees, and crawl.
2. Hold your breath as long as possible.
3. Breathe shallowly through your nose and use clothing as a filter.

*If forced to advance through flames:*

1. Hold your breath.
2. Move quickly.
3. Cover your head and hair.
4. Lower your head and close your eyes often.
**Tornado Cover:**

**CMS Center, 535 Garden Ave:** The lower level is clearly the safest place to be during a tornado. Anyone on the main and second floors should exit down the stairs to the lower level hallway. Those currently in studios and rehearsal halls should stay there crouch near an inside wall away from windows.

**200 Hazel:** Move to the storage room and take cover.

**23 Old Orchard:** Those in Studios 1 & 2 should move to Room 5. All others should stay in their studios and crouch near a wall away from door windows.

**Strauss Center:** Refer to the emergency instructions posted throughout the building. When the siren sounds, please escort your students to the tornado shelter, located in the basement underneath the main waiting area. Report to the Branch Coordinator or Public Safety Office upon arrival, and wait until the all clear before returning to your room.

**Earthquake Procedures (From Webster’s Public Safety Website)**

**If indoors**

1. Stay indoors, remain where you are.
2. Move away from the windows, shelves and heavy objects.
3. Take cover under a desk, table or strong doorway.
4. If unable to get to a designated safe area, move to an interior wall.
5. Turn away from any windows, kneel alongside the wall, cover your head with elbows and clasp your hands behind your neck.

**If outdoors**

1. Move to an open space.
2. Stay away from telephone poles and power lines.
3. Move away from buildings.
4. Lie down or crouch low to the ground.
5. Stay alert.

**After the earthquake**

1. Do not light fires or smoke.
2. Do not touch wires, and do not enter buildings until they have been checked.
3. Evacuate the area via the evacuation routes posted for that area.
4. Assemble at the designated assembly area and await further instructions from emergency personnel.
5. Faculty and staff should make sure that everyone is accounted for.
**Bomb Threat (From Webster’s Public Safety Website)**

A bomb threat may come to our attention in a variety of ways. It is important to compile as much information as possible. In the case of a written threat, it is vital that the document be handled by as few people as possible. This evidence should be turned over to the campus police department. If the threat comes through e-mail; save the information on the computer. If the threat is obtained by voice mail; save the message. In all cases of bomb threats, notify Public Safety ext. 6911 immediately. Most bomb threats, however, are made over the telephone. Therefore, the following instructions are provided.

- **Remain calm and immediately refer to the bomb threat checklist.** Pay attention to your telephone display (if applicable) and record the information shown in the display window.

- **Keep the caller on the line as long as possible to attempt to gather as much information as possible.** Try not to anger the caller at any time. Pay attention to background noises and distinctive sounds, such as machinery, traffic, other voices, music, television, etc.

- **Note any characteristics of the caller's voice (gender, age, education, accent, etc.).**

- **Attempt to obtain the location of the device (building, floor, room, etc.).** Attempt to obtain information on the time and type of detonator.

*Immediately after the call has ended, notify Public Safety ext. 6911 and keep the information confidential.*

- **Once Public Safety is notified, they will notify the VP of Finance and Administration and/or the senior administrator on duty and advise them of the situation.**

- **If the location of the bomb is known, Public Safety, along with members of physical plant and staff most familiar with the location's normal appearance, will conduct a search of the area quietly and without fanfare.**

- **Teams will be assigned to search designated areas.** If suspicious packages or items are found, they will not be moved or touched. St. Louis County Bomb and Arson will be notified to investigate.

**Decision to Evacuate**

The decision to evacuate a building and/or the campus shall be made after a thorough evaluation of the information that is available. That information shall include, but is not limited to:

1. The nature of the threat
2. The specific location and time of detonation
3. Circumstances related to the threat
4. The discovery of a device or unusual package, luggage, etc.
Bombs by Mail

Receiving a bomb in the mail is remote. Unfortunately, over the years a small number of explosive devices have been mailed that have resulted in injury and/or death.

Mail bombs can be enclosed in a letter, package or envelope and may appear to be safe. However, some unique characteristics may assist in identifying bombs:

1. Mail bombs may bear restricted endorsement, such as “Personal or Private.”
2. Addressee’s name or title may be inaccurate.
3. Return address may be fictitious or not available.
4. The package may be addressed with distorted handwriting or cut-and-paste lettering.
5. Protruding wires, aluminum foil, oil stains, or a peculiar odor may be present.
6. Cancellation or postmark may show a different location than the return address.
7. Mail bombs may have excessive postage.
8. Mail may feel rigid, uneven or lopsided.

If you are suspicious

1. Do not open mail.
2. Isolate mail and evacuate the immediate area.
3. Do not put in water or in a confined space.
4. Open windows in the immediate area.
5. Contact Public Safety.

Explosion

An explosion is caused by a rapid expansion of gas from chemical reactions or incendiary devices. Signs of an explosion may be a very loud noise or series of noises and vibrations, fire, heat or smoke, falling glass, debris or building damage.

Immediate action

1. Get out of the building as quickly and as calmly as possible.
2. Call Public Safety at Ext 6911.
3. If items are falling off of bookshelves or from the ceiling, get under a sturdy table or desk.
4. If there is fire, stay low and exit the building.
5. If you are trapped in debris, tap on a pipe or wall so that rescuers can locate you.
6. Assist others in exiting the building and move to designated evacuation areas.
Hazardous Materials Incident (From Webster’s Public Safety Website)

Millions of tons of hazardous materials are transported by rail and/or motor vehicle that come in close contact with Webster University. There are even small amounts of hazardous materials on the Webster University grounds.

A Hazardous Materials Incident may be a spill or a release of chemicals, radioactive materials or biological materials inside a building or to the environment. Most of the time, a small spill can be managed by the user. Major spills or emergencies require assistance from outside agencies that are trained and capable of handling the spill. These are known as Haz-Mat Teams.

Chemicals and solvents

For accidents posing an immediate fire hazard or requiring medical attention:

1. Call Public Safety immediately.
2. Evacuate the area.
3. Assist others with first aid and evacuation.

If the spill does not pose immediate danger

1. Isolate the spill.
2. Evacuate the scene.
3. Limit access.
4. Notify the area supervisor and Public Safety.

For life threatening exposure to hazardous materials

1. Call Public Safety immediately.
2. Perform rescues and emergency first aid.
3. Keep all persons as far away from the accident scene as possible.
4. Avoid contamination.
5. Keep all persons isolated until they can be examined.
Civil Protest/Civil Disturbance (From Webster’s Public Safety Website)

A civil protest/disturbance will usually take the form of an organized public demonstration of disapproval with a particular action, idea or incident. The civil protest/disturbance does not necessarily have to be from any action taken by Webster University. It could be from any action or event worldwide.

Most of the time, protests are of peaceful means and of non-destructive or non-obstructive nature.

However, protests and civil disturbances can crop up at a moment’s notice.

It is the policy of Webster University to uphold the rights of all individuals, which includes the right to free speech and the right to peaceably assemble on public property.

These rights will not be interfered with, provided that the expressive activity does not disrupt the educational mission or involve substantial disorder and/or invasion of the rights of others.

Immediate action must be initiated if the following occur:

1. Disruption of normal operations.
2. Obstruction of access to offices, buildings or other facilities.
3. Willful demonstrations within the interior of any building or structure, except as authorized, to protect the rights and safety of other persons and to prevent damage to property.
4. Un-authorized entry into, or occupation of, a classroom, building, or area of the campus, including such entry or occupation at any unauthorized time and/or any unauthorized or improper use of school property, equipment or facilities. If the above occurs, Public Safety will be notified, and in turn will notify the vice president of Finance and Administration as well as the dean of students. Depending upon the nature of the protest, the appropriate procedures should be followed.

Peaceful, Non-Obstructive Protest

Peaceful protests should not be interrupted, unless violations of conditions above occur. If protesters are asked, at the president’s or designee’s request, to leave, but refuse to leave by regular facility closing time:

1. Arrangements will be made by the dean of students to monitor the situation during business hours, or
2. Determination will be made to treat the violation of regular closing hours as a disruptive protest.
Non-Violent, Disruptive Protest

In the event that a protest blocks access to facilities or interferes with the operations of the campus:

1. The dean of students or his/her designee will go to the area and ask the protesters to leave or to discontinue the disruptive activities.
2. If the protesters persist in disruptive activity, a statement will be read by a selected University administrator as circumstances permit, advising the protesters that they are in violation of University policy and those individuals may be subject to disciplinary action, up to expulsion from the University. Individuals may also be subject to arrest.

If the protesters still persist in a disruptive manner, public safety/law enforcement will be called to clear the area.

Violent, Disruptive Protest

In the event that a violent protest in which injury to persons or property occurs or appears imminent, the following will occur:

1. Public Safety will be notified immediately and take immediate steps to secure the situation.
2. The VP of Finance and Administration will be notified.
3. The President, in consultation with the director of Public Safety, VP of Finance and Administration, Dean of Students and other administrative staff, will determine further action.

Armed or Hostile Intruder (From Webster’s Public Safety Website)

An active shooter or hostile intruder incident can occur under a variety of circumstances, so no guidelines can cover specific actions to take in every situation. Even so, being familiar with these guidelines can help you to plan your own survival strategy for a variety of incidents.

While the information provided here refers primarily to academic areas, these procedures are also relevant to all areas of the University including the Residence Halls, Maria Hall, and Webster Village Apartments.
**General Procedures**

An **active shooter** is a person who is using a firearm with the intent to injure or kill others in a populated area. Webster University Department of Public Safety personnel are not armed and cannot take out a shooter. They will respond to the area to assist with any immediate medical needs; assist in evacuation procedures; assist in containment and be the eyes and ears for responding law enforcement personnel.

Law Enforcement personnel will deploy to the area of an active shooter with the primary goal of stopping the shooter. Members of the University community (students, faculty and staff) who encounter an active shooter or hostile intruder should adhere to the following guidelines.

**If an active shooter is outside of your building**

Do not confront or try to apprehend the intruder.

Faculty should immediately lock/barricade the students and themselves in their classroom. If possible cover any windows or openings that have a direct line of sight into the hallway. Barricade the doors with desk, tables, etc.

If not in a room at the time, proceed to a room that can be locked. On your way to the room, tell as many people as possible to do the same.

Lock all doors and windows; close all blinds or curtains and turn off the lights. Stay away from the windows. Do not try to “see what’s happening”.

Do not sound the fire alarm. A fire alarm would signal the occupants to evacuate the building and thus place them in potential harm as they attempt to exit.

Call Public Safety Ext. 6911 and be prepared to advise the dispatcher with the following information:

1. Your location
2. Your name
3. Number of people in the room with you
4. Information you have on the shooter

Keep everyone together.

Remain in the room until advised by law enforcement personnel to exit the building. Do not respond to voice commands or fire alarms.
If an active shooter is inside your building

Determine if the room you are in or near can be locked. If so, follow the procedures as indicated above.

If the room cannot be locked, you have two options:

1. Locate the nearest exit and determine whether or not you can exit the building in safety.
2. If you cannot exit the building safely, lock or barricade the doors of the room you are in with desk, tables, etc. If communication is available, immediately call the Department of Public Safety at 314-246-6911. Never assume that someone else has called Public Safety.
3. If you can safely leave the building, do so by following the instructions listed below under “Exiting a building safely.”
4. Turn the light off in your room. **In the CMS Center, some rooms have automatic lights. You can touch the button on the light pad and the lights will go off.

If an active shooter enters your office or classroom

Try to remain calm and call Public Safety Ext.6911, if possible.

If you are unable to speak, leave the phone line open so that dispatchers can hear what is taking place.

If you cannot escape or hide, you must decide what to do next. Some options are:

1. Try to negotiate with the shooter
2. Pretend to be unconscious
3. As a last resort, try to overpower the shooter with force
4. Prepare by making a plan with those in the room. It may involve distracting the shooter by throwing objects and then trying to overpower or using other means.

Active Shooter catches you in the open

If for some reason you are caught in an open area such as a hallway or lounge, etc., you must decide what you are going to do. This is a very crucial time and it can possibly mean life or death.

1. You can try to hide, but make sure it is a well-hidden space or you may be found as the intruder moves through the building or area looking for victims. Take into consideration the area in which you are hiding. Will I be found here? Is this really a good spot to remain hidden?
2. If you think you can safely make it out of the building or area by running, do so. If you decide to run, do not run in a straight line. Attempt to keep objects such as desks, cabinets, fixtures, etc., between you and the hostile person/s. Once outside, do not run in a straight line. Use trees, vehicles and other objects to block you from the intruder’s view. When away from the immediate area of danger, summon help any way you can and warn others.
3. If the person/s is causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you.
4. Your last option if you are caught in an open area in a building may be to fight back. This is dangerous, but depending on your situation, this could be your last option.
5. If you are caught by the intruder and are not going to fight back, obey all commands.

Exiting a building safely

1. Have a route planned before attempting to leave
2. Do not attempt to carry anything with you while fleeing
3. Move quickly and keep your hands visible as you exit the building
4. Do not attempt to treat or remove injured people but note their locations so that you may provide that information to emergency responders.
5. Proceed to a safe location, but do not leave campus. Keep in mind that the entire area is still a crime scene and officers will need to obtain information from you before you leave. Remain at whatever assembly area is designated until you are released.
6. At all times, comply with commands from law enforcement officers.

Strauss Center:
Become familiar with all instructions listed in the CMS Emergency Procedures handbook regarding an intruder. If you are alerted that an armed intruder is in the building, immediately lock/barricade the students and yourself in your classroom. Turn off all lights. If possible, cover the exterior peep hole located on many of the Strauss Center studio doors. If you are in the hallways, office, or waiting area, try to find a secure place to hide or exit the building in an opposite route from the intruder. Be aware of all available doors and windows throughout the building. Call Public Safety from a cell phone to alert them of the intruder.

What you may expect from responding officers

Police officers responding to an active shooter may be wearing regular uniforms or may have special tactical gear but will be clearly identified as law enforcement officers. Responding officers are trained to proceed immediately to the area where shooting is taking place. If you are injured, those officers will not stop to assist you. Another group of officers and/or tactical medics will follow to provide medical assistance. Remain calm and comply with all commands from law enforcement officers.

1. Raise your hands to show you are not the shooter and are safe!
2. Understand that you may be hand cuffed and questioned. The officers do not know who the shooter is. It could be anyone and (s)he may try to blend in with the crowd.
3. Cooperate with the officers!