

## Emergency Procedures\_\_\_\_\_

### **Bomb Threats**

If a bomb threat is received on a student telephone, the resident should:

- Note the exact time of the call.
- Write down as accurately as possible all statements made by the caller.
- Listen to the voice to determine the caller's gender, age, accent, and any distinguishing features of the voice.
- Listen for background noises.
- Note alleged location and description of the device.
- Notify Public Safety at x6911 immediately.
- If necessary, all students will be notified to evacuate.

### **Earthquake**

*What to do during an earthquake:*

- **Remain Calm.** If you are indoors, stay inside. If you are outside, stay outside.
- If you are indoors, stand against a wall near the center of the building, stand in a doorway, or crawl under heavy furniture (a desk or table). Stay away from windows and outside doors.
- If you are outdoors, stay in the open away from power lines or anything that might fall. Stay away from buildings (debris might fall off the building or the building could fall on you).
- Do not use matches, candles, or any type of open flame.
- If you're in a car, stop the car and stay inside the car until the earthquake stops.
- Do not use elevators.

*What to do after an earthquake:*

- Check yourself and others for injuries.
- Check for the smell of gas. If you believe there may be a gas leak, open all the windows and doors, leave immediately, and, if possible, report it to Public Safety at x6911.
- Turn on the radio. Do not use the phone unless it's an emergency.
- Stay out of damaged buildings.
- Be careful around broken glass and debris. Wear boots or sturdy shoes to keep from cutting your feet.
- Stay away from damaged areas.
- Expect aftershocks.

### **Elevator Emergencies**

If the elevator does not function properly, inform the Residential Life Office or Department of Public Safety immediately. Should you become stuck in an elevator, remain calm and remain in the elevator (do not try to climb out of the compartment). Use the alarm button and a staff member will come to your assistance.

### **Explosion**

In the event of an explosion in a building, residents should take the following actions:

- Immediately take cover under tables, desks, or anything else that provides protection against flying glass and debris.
- After the immediate effects of the explosion have subsided, call the Department of Public Safety if possible.
- If possible, activate the building fire alarm system.
- Evacuate the immediate area of the explosion.
- Seek out and assist injured and disabled persons in evacuating the building. Exit via the stairway. **Do not use the elevator.**

### **Explosion (continued)**

- Once outside, move at least 500 feet away from the building and proceed to the designated area for evacuation. Keep roadways and walkways clear for emergency vehicles.
- Wait for instructions from Public Safety officers or other emergency or university personnel. Do not re-enter the building until instructed to do so.

### Fire in Student Housing

In the residence halls, fire extinguishers are located on each floor. Every apartment is equipped with a small fire extinguisher by the kitchen table.

When the fire alarm sounds:

1. Evacuate the building as quickly and as orderly as possible. Do not use the elevators.
2. Before leaving your room or apartment, check your door. If it feels warm, do not open it. A warm door may indicate smoke and flames on the other side.
3. If your door does not feel warm, open it cautiously to check for smoke outside or in the hallway.
4. Upon exiting your room or apartment, be sure you have closed your window and locked your door.
5. If you believe that the area outside your door is passable, alert the other occupants on your floor/building and proceed to the closest exit stairway.
6. You may use any exterior door to exit a building when the fire alarm is sounding.
7. After you leave the building, keep a safe distance away from it and do not interfere with the fire department or public safety operations. Return to the building only when told it is safe to do so by a member of the residential life staff.
8. Residents who do not evacuate the halls or apartments during a fire alarm are subject to fines and disciplinary action.

If you discover a fire:

1. Go to the nearest alarm box, follow the instructions printed on the box, and activate the alarm. Evacuate the building immediately and **do not use an elevator**.
2. As soon as it is safe to do so, call Public Safety (x6911) and give the exact location of the fire, and notify a member of the residential life staff.
3. If your door is warm or if the hallway is smoke-filled, stay in your room with your door closed. Seal cracks around the door with towels or sheets to keep the smoke from entering the room.
4. If smoke does enter your room, open one window slightly. Hang something noticeable out the window like a towel or sheet to indicate your exact location to fire fighters. Each room has a telephone that you may use to give your exact location to the Department of Public Safety.
5. If you cannot open the window, remain close to the floor. The best breathing air will be approximately 18 inches above the floor.
6. Above all, remain calm. The Webster Groves Fire Department is very familiar with all campus housing and will be on the scene immediately directing rescue operations.

Safe places to go when building is evacuated:

<b>Buildings</b>	<b>Evacuation Location*</b>
1, 2, and 6	The parking lot behind the pool and in front of building 6.
3, 4, and 5	The parking lot between buildings 5 and 6.
East Hall	The parking lot to the north of West Hall.
West Hall	The parking lot to the east of East Hall.

\*During inclement weather, students are encouraged to evacuate to any nearby campus building.

## **Fire in Student Housing (continued)**

### **Persons with Disabilities**

If you have a disability that might hinder emergency evacuation:

1. As soon as you move into the residence hall (or as soon as you become injured or develop a condition hindering your evacuation) notify the Office of Housing & Residential Life or the Webster Village Apartments of your disability and any difficulty you may encounter in an emergency situation or emergency drill. You will then be advised of special procedures in your case.
2. If you ever need to evacuate the building under emergency circumstances, *immediately* contact Public Safety and residential life staff.

### **Maintenance Emergencies**

*Residence Halls:* During normal business hours, contact the Office of Housing and Residential Life (x7030) for any urgent maintenance problems. After hours or on weekends, contact the RA on duty for maintenance emergencies (situations that may be harmful to you or your property). For less urgent maintenance issues, inform your RA as soon as you become aware of the problem, and provide as much information as possible.

*Webster Village Apartments:* During normal business hours, contact the Webster Village Office for all plumbing and electrical problems. After hours or on weekends, please call the RA on duty for maintenance emergencies.

### **Medical or Psychological Emergency**

In the event of a personal, medical, or psychological emergency, contact the RA on duty and/or Public Safety (x6911) immediately. Be prepared to give the dispatcher your name, phone number, location, and nature of your emergency. These staff members will know the appropriate way of handling the situation. During normal business hours, residents may also contact the Counseling Life Development (x7030), The Housing & Residential Life Office (x4663), the WVA office (x5920), Student Health Services (x6922) or Public Safety (x7430). Please also see the Mental and Physical Health Emergency Policy on page 16.

### **Tornados and Severe Weather**

Tornado season typically takes place during the spring and summer months. In Webster Groves, community alert sirens are in operation via a county-wide alarm system.

The National Weather Service issues two types of tornado alerts: tornado watch and tornado warning.

#### **Tornado Watch**

This means that conditions are such that storms capable of producing a tornado may develop. During a tornado watch, move smaller objects indoors. Stay close to a TV or radio to see if a tornado warning is imminent.

#### **Tornado Warning**

This means that either a tornado or funnel cloud has been sighted or that is highly probable that one will develop. When a tornado warning has been issued the community alert horns will sound continuously for 3-5 minutes.

Residents should be familiar with this distinction because it dictates which course of action to follow. Similar warnings are used to describe other forms of severe weather. Residents should evacuate if they are requested to do so. Residents must follow the instructions indicated by university officials and emergency personnel. You will be notified by staff when it is safe to return to your room or apartment.

## **Tornados and Severe Weather (continued)**

In the event of a tornado, take the following steps for your safety:

- If you are caught outside, get indoors and stay indoors during the storm.
- Leave vehicles immediately and go to a nearby shelter or building.
- If you are in your room or apartment, and it is safe to do so, open all windows slightly.
- Inside move to an interior hallway, preferably on the lowest floor if possible.
- Avoid upper floors, large glassed areas, windows, doors, and outside walls.
- If possible, get under a sturdy table or structure, and protect your head.
- Do not use the elevators.
- Use the telephone for emergency calls only.
- Remain calm and alert.

During severe weather, safer areas within the on campus housing system include:

- Residence Halls: Ground floor, hallways, away from windows.
- WVA: The lobby of the Loretto-Hilton Center, apartment bathrooms, hallways, ground floor.

### **Important Safety Tips**

- Use all appliances for their intended purposes and according to the manufacturer's instructions: Hair dryers are not for drying clothes. Stereo systems need room to vent the heat they produce. Use irons on ironing boards, not on floors, furniture or counter tops.
- Avoid overloading electrical outlets. Use only UL approved grounded multiple outlets.
- NEVER use candles for light and note that candles are not allowed in any on-campus housing.
- NEVER disconnect your smoke alarms.
- Keep your doors and windows locked at all times.
- Leave your light on while you are away; others will think someone is home.
- DO NOT make an extra key.
- DO NOT leave cash or valuable in plain sight.
- DO NOT walk alone.
- Keep your blinds turned up so that no one can see in from the outside
- Look through the peep hole before you let anyone into your room/apartment.
- For an escort from anywhere on campus, at any time of day or night, call Public Safety at X6900.