Emergency Response Training

Chief Emergency Building Coordinator
Emergency Building Coordinator
Let’s find out...

- Review the overall responsibilities of the CEBC and the EBC
- Items in the emergency preparedness kit and resource binder
- Components of the ShockerAlert System and how it works
- Types of emergencies that may occur on campus
- Duties of the CEBC and EBC in each type of emergency situations
- Review the general steps for evacuate and shelter-in-place
- How to handle injuries
- Campus website resources
- Emergency contact resources
Roles and Responsibilities

- The Chief Emergency Building Coordinator (CEBC) and the Emergency Building Coordinator (EBC) are main roles in the overall emergency operations plan for the university.

- The CEBC position has responsibilities assigned to a building on campus or satellite location.

- The EBC position has responsibilities assigned to a designated area within a building on campus or satellite location.
Roles and Responsibilities

- The CEBC and EBC positions have core responsibilities in the following main areas:
  - Emergency Preparedness
  - Emergency Response
  - Communication Liaison

- The details of the core responsibilities for each position are shown on the following slides
Responsibilities of the CEBC

Emergency Preparedness

- Coordinates the development of and submits annually the building Emergency Response Plan to the Office of Environmental Health and Safety for review
  > There will be a separate online training explaining how to develop and implement the Emergency Response Plan
  > There are changes to the Emergency Response Plan form that you will need to update for 2014 plans
  > Coordinate with EBCs to make sure they understand the plan details and know the building areas they are responsible for in emergency situations
  > Implement the building Emergency Response Plan with EBC(s)
Responsibilities of the CEBC

Emergency Preparedness

- Lead all campus-wide evacuation drills in coordination with the Office of Environmental Health and Safety
  - CEBCs will observe the drill, complete evaluation questions, and submit responses

- Serve as the building liaison to other campus departments and units that provide support, assistance, and input regarding emergency preparedness planning
  - Relay all pertinent information to the EBCs on their team
Responsibilities of the CEBC

**Emergency Preparedness**

- Chairs or staffs the building committee and meets quarterly
- Documents policy and procedures
- Posts notices and disseminates information about building activities, preparation and campus programs
Responsibilities of the CEBC

Emergency Response:

- Acts quickly to determine if sheltering-in-place or evacuation activities are required for the building

- Lead personnel to the established emergency assembly area as designated in the Emergency Evacuation Plan and execute a roll call
Responsibilities of the CEBC

Serves as the communications liaison between building occupants and campus services/agencies

> CEBCs will be the communications liaison in both emergencies and day-to-day operations

> CEBCs will coordinate with EBCs in all communications
Responsibilities of the CEBC
Communication Liaison

- Notifies building occupants of impending access interruption to public areas and utilities
- Meet with and communicate with EBCs regularly
- Communicates the status of the building to the appropriate authorities
- Responsible for updating all changes for EBCs to Shelly Kellogg
Responsibilities of the EBC

Emergency Preparedness

- Assist the CEBC in the development and implementation of the Emergency Building Response Plan
- Lead their assigned area in all campus-wide evacuation drills in coordination with the CEBC
- Works in cooperation with the CEBC to post notices and disseminated information about the building’s emergency procedures
- Complete all training workshops and activities for EBCs
Responsibilities of the EBC

Emergency Response:

- Partner with the CEBC and direct building occupants to either shelter-in-place or evacuate based on the nature of the emergency.

- Maintain records and/or accountability for building occupants and provide assistance to the CEBC.
Responsibilities of the EBC

Communication Liaison

- Notifies building occupants of impending access interruption to public areas and utilities
- Posts notices of construction work in the building that could affect occupants in public areas
- Meets and communicates with CEBC regularly
- Communicates the status of the building to the appropriate authorities in emergency situations
Emergency Preparedness Kit

Keep your Emergency Preparedness Kit and all contents in an easy to access location

- Bag
- Vest
- Flashlight
- Whistle
- Clipboard with pen and information check lists
- Training binder and reference cards
- Temporary emergency signage and tape
Emergency Preparedness Kit

- **Bag**
  - Keep all emergency preparedness kit items in the bag
  - Keep the bag in an easy to access location
  - Take the bag with you to all types of emergencies

- **Vest**
  - Wear the vest in all types of emergencies to easily identify EBCs to those you are leading and to emergency management personnel

- **Flashlight**
  - Use to flashlight to guide during loss of power
  - Use the flashlight as a beacon to guide while evacuating or to summon emergency responders to your location
  - Check routinely if batteries need replaced
Emergency Preparedness Kit

- **Whistle/Lanyard**
  - Use whistle to summon emergency help if you are trapped in your shelter area due to debris
  - Use whistle to summon attention
  - Use lanyard to avoid dropping the whistle in an area where it cannot be retrieved

- **Clipboard with pen**
  - Keep all lists needed in an emergency attached to the clipboard such as updated lists with names of occupants in your assigned area
  - Print all needed emergency information and lists from university websites and keep attached to the clipboard for use in case of emergency situations
  - Use the board to write on as you take headcount, notes etc. during an emergency situation
Emergency Preparedness Kit

Temporary Signage

- Develop signage to post on the entrance doors to your building/area for use during the following emergencies:
  - Tornado Warning
  - Bomb Threat Evacuation
  - Fire Alarm Evacuation
  - Hazardous Materials Evacuation or Shelter-in-Place

- [Click here](#) for templates to develop signage for your area.

- Signs need to be printed on colored paper and laminated.

- Keep the signs in your emergency kit to be used when necessary.
Training Binder & Reference Card

- Review both periodically to remain prepared for responding to all types of emergency

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### Chief Emergency Building Coordinator

**Emergency Building Coordinator**

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### EMERGENCY BUILDING COORDINATOR

- **For Emergency Response:** Call 911 from any campus telephone or 978-3450 from any other phone

#### FIRE
- Call 911 from campus phone or 978-3450 from other phone, report exact location of fire
- Pull fire alarm
- Remove all persons from danger area
- Evacuate the building; shut all doors behind you; move away from fire and smoke
- Do not use elevators
- Offer assistance to disabled individuals
- Move at least 300 feet away from the building, remaining upwind from fire

#### POWER OUTAGE
- Provide assistance to others in your immediate area
- Proceed cautiously to a safe location that has emergency lighting
- Check elevators; notify campus police if anyone is trapped

#### GAS LEAK
- Cease all operations
- Do not turn on/off any lights or electrical equipment
- Immediately evacuate the building

#### TORNADO
- Before:
  - Proceed to the nearest designated storm shelter location or to an interior hallway, stairwell, or other room on the lowest floor
  - Remain in the safe area until the “all clear” has been announced by the Shocker Alert System, the National Weather Service, or emergency responders
- After:
  - Stay inside and be alert to falling objects
  - Stay away from windows, mirrors, glass, and unsecured objects
  - Do not use elevators
  - Offer assistance to disabled individuals

### QUICK REFERENCE GUIDE

#### BOMB THREAT or SUSPICIOUS OBJECT
- Remain calm
- Call 911 from campus phone or 978-3450 from other phone, if you are the first one receiving the threat
- If threat is by phone or has been received by another individual, try to get as much information as possible
- If it is a suspicious object keep anyone from handling it or going near it
- Guide all those in the vicinity to a safe location

#### CHEMICAL SPILL / HAZARDOUS MATERIALS INCIDENT
- Call 911 from campus phone or 978-3450 from other phone and provide information
- Move away from the site of the hazard to a safe location
- Offer assistance to disabled individuals
- Follow the instructions of emergency personnel
- Alert others to keep clear of the area
- If a toxic hazardous material comes in contact with skin, immediately flush the affected area with clear water

#### FLOODING
- Evacuate the area
- Offer assistance to disabled individuals
- Use extreme caution
- Do not use any electrical appliances or outlets

#### EXPLOSION
- Stay away from windows, mirrors, overhead fixtures, bookcases & electrical equipment
- Do not move seriously injured persons unless they are in obvious immediate danger
- Open doors carefully. Watch for falling objects

#### GENERAL EVACUATION INFORMATION
- Remain calm
- Evacuate the building; check for occupants who may not have heard the signal
- Shut all doors behind you and proceed as quickly as possible
- Follow emergency guidelines and directions given by emergency personnel
- Be sure everyone is accounted for at the Emergency Evacuation Area

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WSU Wichita State University
ShockerAlert System

The ShockerAlert System (SAS) is used to send mass notifications for severe weather or emergency situations.

When is a ShockerAlert issued?
- Tornado warning for Sedgwick County issued by the National Weather Service
- Campus closing due to inclement weather
- Emergency declaration on campus

Who can issue a ShockerAlert?
- University Police Department
- University Relations
- University Computing and Telecommunications
- Physical Plant
ShockerAlert System

The ShockerAlert System can automatically send emergency alerts via the following systems:

- Emergency Mass Notification displays
- Cell phone text messages
- Email to:
  - wichita.edu addresses of active students, faculty and staff
  - Additional email addresses above group may have added to their ShockerAlert profile
  - Child Development Center parents who have opted in
  - Overland Charters drivers
  - NIAR
- WSU public website (www.wichita.edu)
- WSU intranet (myWSU)
- Campus Information Channel (TV monitors)
- WSU ShockerAlert Facebook page
ShockerAlert System

To view more information on the ShockerAlert System, find answers to frequently asked questions, or to sign up for the ShockerAlert notifications, please click below.
Types of Emergencies

- Fire
- Tornado
- Power Outage
- Gas Leak
- Flooding
- Bomb Threats/Suspicious Objects
- Explosion
- Chemical Spills/Hazardous Materials Release
- Armed Intruder/Active Shooter (this is a separate training module)
Fire Response

- Report a fire:
  - Call 911 from campus phone or 978-3450 from other phone, report exact location of fire
  - Activate nearest fire alarm

- Evacuate building:
  - Remove all persons from the immediate danger area
  - Evacuate the building – shut all doors behind you
  - Move in direction away from fire and smoke; never allow the fire to come between you and an exit
  - If you see smoke, crouch near the floor as you exit
  - Do not use elevators
  - Offer assistance to disabled individuals or instruct others to assist with disabled individuals
Fire Response

- **Once outside the building:**
  - Move at least 100 yards from the building remaining upwind from the fire
  - Do not obstruct access to building for the emergency response personnel
  - Take a count of those evacuated in your group

- **Return to building:**
  - Only when instructed to do so by emergency response personnel
Tornado Response

➢ Take cover:

➢ If the warning siren sounds, notify all occupants in your building area
➢ Put on the EBC vest, take your EBC tote with supplies
➢ Take your cell phone if you have one
➢ Begin to move to the designated storm shelter location or to an interior hallway, stairwell, or other room on the lowest building floor
➢ If requested, provide assistance to persons with disabilities
➢ Take a headcount of people in your assigned area
➢ Be alert for falling objects
➢ Stay away from windows, mirrors, glass, and unsecured objects
➢ Do not use elevators
➢ Remain in the safe area until the “all clear” has been announced by the ShockerAlert System, the National Weather Service, or other emergency responders
Tornado Response

If a tornado occurs:

> Stay inside and be alert to falling objects
> Stay away from windows, mirrors, glass, and unsecured objects
> If building is damaged, leave immediately if possible
> Once evacuated, do not return to a building unless given permission by the WSU Police or emergency responders
> Report to the designated Emergency Evacuation Area and account for all in your group
Bomb Threat or Suspicious Object Response

This includes:
> Receiving a threatening phone call
> Receiving a suspicious letter or parcel
> Discovering a suspicious object somewhere on the premises
> A suspicious item can be anything which is out of place and cannot be accounted for or any item suspected of being an explosive device
> You may be the one who makes the discovery or you may be the one to whom it is reported
Bomb Threat or Suspicious Object Response

- **Telephone threat:**
  - Remain calm
  - Listen carefully – be polite and show interest
  - Try to keep the caller talking so you can gather as much information as possible about the device, the validity of the threat, or the identity of the caller - [Click here](#) for a copy of the Explosive Device Data Record
  - If a threat has been received by another individual, get as much information as possible
  - Upon completion of the call, immediately notify the University Police Department
Bomb Threat or Suspicious Object Response

- **A suspicious parcel or object:**
  - Keep anyone from handling it or going near it
  - Do not use portable radio or cellular equipment within 100 yards of a suspicious item
  - Notify the University Police Department **IMMEDIATELY**
  - Remain calm
  - Guide all those in the vicinity to a safe location at least 100 yards away
Chemical Spill or Hazardous Material Incident Response

- If you are in the direct area of a significant chemical spill or hazardous material release, call the University Police Department immediately.
- Move away from the site of the hazard to a safe location.
- Upon receiving an alert for a chemical spill or hazardous material release, if there is any possible danger in your area, evacuate immediately.
- Offer assistance to disabled individuals.
- If toxic hazardous material comes in contact with skin, immediately flush the affected area with water.
Explosion Response

- Chemicals, leaking gas and faulty boilers could be the cause of life-endangering explosions
  > Stay away from windows, mirrors, overhead fixtures, bookcases, and electrical equipment
  > If evacuation is required, lead those in your area to one of the designated exits
  > Do not move seriously injured persons unless they are in obvious immediate danger (of fire, building collapse, etc.)
  > Offer assistance to disabled individuals
  > Open doors carefully and watch for falling objects
  > Do not use elevators
  > Once outside, remain at least 100 yards from the exit
Flooding Response

- If you are in the immediate vicinity of the initial onset of flooding:
  - Mon-Fri 7:45 a.m. to 4:30 p.m., call the Gaddis Physical Plant service desk at 978-3444
  - After business hours, call the University Police Department
- Evacuate the area if needed
- Offer assistance to disabled individuals
- Use extreme caution - do not use electrical appliances or outlets near the leak
- Take essential steps to avoid or reduce immediate water damage if there is no risk of personal injury. Cover objects with plastic sheeting or move small light objects out of danger
**Gas Leak Response**

- Immediately evacuate the building
- Offer assistance to disabled individuals
- Use extreme caution
- Do not turn on/off any lights or electrical equipment

**Power Outage Response**

- If evacuation is required, provide leadership and assistance to those in your evacuation area
- Check elevators; notify campus police if anyone is trapped
- Proceed cautiously to a safe location that has emergency lighting
Handling Injuries

If there are injured individuals in your area in any type of emergency situation, immediately report any injuries to WSU Police:

- 911 from any campus telephone
- 978-3450 from a cell phone
- Use a campus emergency lighted phone

Be prepared to give the following information:

- Location of the injured
- Condition of the injured
- Any dangerous conditions
General Evacuation Reminders

- Remain calm
- Evacuate the building
- As you exit, quickly check nearby restrooms and storage rooms for occupants who may not have heard the evacuation signal
- Offer assistance to disabled individuals
- Shut all doors behind you while evacuating
- Proceed as quickly as possible, but in an orderly manner
- Once out of the building, move away at least 100 yards from the structure
- Follow emergency guidelines and directions given by emergency personnel
- Be sure everyone is accounted for at the emergency evacuation area
- Provide emergency response personnel information about anyone who may need assistance
General Shelter-in-Place Reminders

- Remain calm
- Evaluate the emergency to determine if occupants need to take shelter in a certain location in the building
- If so, lead occupants to the shelter area
- If occupants need to only stay within the building, make sure they are aware to not leave the building
- Determine if you need to perform any specific safety actions such as opening or closing all windows
Contact Numbers

If you need immediate assistance, call the WSU Police Department:

- 911 from any campus telephone
- 978-3450 from any cell phone or off-campus phone
- Use a campus emergency lighted phone

Click here for a list of emergency information contact numbers for the WSU Campus, City of Wichita, Sedgwick County, and State of Kansas.
WSU Online Resources

Click on the links below to access WSU information:

- Emergency Building Coordinators Information
- Emergency Procedures Quick Reference Guide
- Campus Safety Website
- WSU Police Department
- Environmental Health and Safety
- Emergency Operations Plan
- Annual Security and Fire Safety Report
- ShockerAlert System
- Tornado Shelters
Checklist

CEBCs and EBCs should know or have access to all of the following:

- What to do in various types of emergency situations – fire, tornado, bomb threat or suspicious object, chemical spill or hazardous materials release, flood, explosion, power outage and gas leak
- Location of the tornado shelter for your area
- Location of all fire escapes for your area
- Shelter-in-place options for your area
- Occupants names in your assigned area(s) in a checklist format
- Disabled individuals in your area who may need assistance during evacuations or shelter-in-place
- Options to provide assistance to disabled individuals for evacuation or shelter-in-place
- Location of Emergency Preparedness Kit
- Accessibility of Bomb Threat Checklist
- Location of Emergency Assembly Points
- Location of nearest fire extinguisher and fire alarm
THANK YOU!

CLICK HERE to register your completion of this training module

Wichita State University appreciates your dedication and service to ensuring we are ready to react should any type of emergency occur at WSU.