



BUILDING EMERGENCY  
PLAN

FY 16

# Wyoming Union Emergency Plan

<b>Introduction</b> .....	<b>3</b>
<b>Purpose</b> .....	<b>3</b>
<b>General Information</b> .....	<b>3</b>
<i>Employee Responsibility</i> .....	3
<i>Education and Training</i> .....	3
<i>Reporting Emergencies or Disasters</i> .....	4
<i>Persons in Charge</i> .....	4
<i>UW Emergency Response Plan</i> .....	4
<b>Evacuation Procedures</b> .....	<b>4</b>
<b>Union Staff/Office Evacuation Responsibilities</b> .....	<b>5</b>
<i>Wyoming Union Administrative Offices</i> .....	5
<i>Campus Activities Center (CAC)</i> .....	6
<i>Marketing Office</i> .....	6
<i>Pete’s Game Room</i> .....	6
<i>SLCE</i> .....	6
<i>Information Desk</i> .....	6
<i>Events Office</i> .....	7
<i>Custodial Staff</i> .....	7
<b>Floor and Building Evacuation</b> .....	<b>7</b>
<i>Lower Level Evacuation</i> .....	7
<i>First Level Evacuation</i> .....	8
<i>Second Level Evacuation</i> .....	8
<i>Third Level Evacuation</i> .....	9
<b>Tips For Assisting People With Disabilities</b> .....	<b>10</b>
<i>Blindness or Visual Impairment</i> .....	10

*Deafness or Hearing Loss* ..... 10

*Mobility Impairment*..... 10

*Other Tips:*..... 10

**Fire Procedures** ..... 12

*Fire Discovery*..... 12

*Fire Drills*..... 14

**Tornado or Severe Weather** ..... 15

**Earthquake** ..... 16

**Bomb Threats** ..... 17

*Bomb Threat Report*..... 19

*Guide for Handling Bomb Threats*..... 20

*Letter Bomb Detection Guideline* ..... 21

**Medical and First Aid** ..... 22

**Psychological Crisis** ..... 23

**Active Shooter** ..... 24

**Explosion**..... 25

**Civil Disturbance/Demonstration Procedures** ..... 26

**APPENDIX A - University Store Evacuation Plan**..... 27

**APPENDIX B - Student Media Evacuation Plan** ..... 28

# WYOMING UNION BUILDING EMERGENCY PLAN

## Introduction

As a building occupant it is your responsibility to be familiar with this plan. Accidents and emergencies are often unpredictable. It is essential that all persons be well versed in the procedures that precede, follow, or may even prevent various types of situations. An emergency situation can pose unique problems, particularly in multi-level buildings. Experience dictates that a safe and successful evacuation during an emergency is dependent upon thorough planning, organization, education, training, and rehearsal of emergency procedures.

## Purpose

To implement a thorough Emergency Response Plan (ERP) for the Wyoming Union that will function as a guide during a Level I disaster and effectively prevent injury, loss of life, and damage to or loss of property.

Keep the following in mind as you read this document:

- Evacuation points, and exit points
- When and how to evacuate the building
- Locations of emergency supplies and materials that may be required during an emergency, such as fire extinguishers, alarms, first aid kits, and the Automated External Defibrillator (AED)
- Proper procedures for notifying emergency responders and building personnel about an emergency in the building or work area
- Additional responsibilities (such as being full time or part time staff of the Union)
- 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

## General Information

### *Employee Responsibility*

All Wyoming Union employees and building tenants will receive a copy of this plan. This plan should be available for referral at all times. It is the responsibility of all personnel to become familiar with the contents of this ERP and to communicate this information to others, including student and part-time employees, visitors, etc. Any question regarding the operation and implementation of the ERP should be directed to your immediate supervisor.

### *Education and Training*

Each supervisor is responsible for orienting his/her staff to this plan. Mock emergencies will be conducted periodically to measure the level of preparedness in the building.

## *Reporting Emergencies or Disasters*

The Information Desk is responsible for reporting emergencies to responders. However, if an emergency situation occurs, it may not always be appropriate to inform the Information Desk first. If you see an emergency situation occurring and it is life threatening, report the incident to 911 immediately, and then contact the Information Desk.

**PLEASE NOTE:** Call 911 from a campus phone instead of your cell phone. This connects you directly with UWPD. Calling from your cell phone connects you to the Laramie PD. They will transfer you to UWPD but this slows the emergency calling process. It is most expedient to call UWPD directly from a campus phone at 911.

When calling to report an emergency, remain calm and provide the following information:

1. Your name
2. Your telephone number
3. Nature of emergency
4. Exact location of the emergency
5. Injuries requiring an ambulance

Do not hang up until released by the dispatcher.

Assume control of the situation until a person of authority or officer arrives at the scene. Remain calm and keep others calm as well.

## *Persons in Charge*

In the absence of a person of responsibility, his/her immediate subordinate will have the responsibility of fulfilling emergency roles. For this reason, it is recommended that each staff member be well versed in the emergency responsibilities of his/her supervisor(s). See Union Flow Chart for more information regarding organizational structure. When full time staff are not working Information Desk or Building Manager staff will oversee evacuation responsibilities.

## *UW Emergency Response Plan*

Found on the bottom of all University of Wyoming webpages is a link to the University of Wyoming Emergency Preparedness site. By following this link you can learn about the UW Emergency Response Plan, UW Alert, Emergency Preparedness & Response Guide, UW Campus Safety and more topics related to campus emergency preparedness.

## **Evacuation Procedures**

It is strongly suggested that all staff and student employees check in with their office supervisors or managers after evacuation. Office managers and supervisors should then immediately relay to their supervisor if anyone is unaccounted for so that information can reach emergency personnel.

Union staff should be able to critically examine an emergency situation quickly and change routes if danger is imminent. Union staff have the responsibility, in such circumstances, to ensure that everyone on their evacuation route is exiting the building in a manner that is safe and productive. The office responsibilities mentioned above will provide staffing for non-hazardous exits. Office staff will always proceed to the same designated assembly area stated in the evacuation procedures.

Staff members should inform student employees of the emergency evacuation process. In the event of an evacuation, students should know where to gather in the absence of a supervisor.

Every individual accepts responsibility for evacuating a building during an emergency. Emergency personnel are usually available to assist with evacuation, but this may not always be the case. Developing alternate plans and arrangements in advance of an emergency will increase the likelihood of a safe exit from a building during an emergency. This is essential to the safety of those with mobility impairments because the use of elevators during emergencies should be avoided. Consequently, certain individuals will need to use alternate methods of evacuation.

When evacuating your building or work area:

1. Stay calm, do not rush, and do not panic.
2. Safely stop your work.
3. Gather your personal belongings if it is safe to do so. (Remember: take prescription medications out with you if at all possible; it may be hours before you are allowed back in the building)
4. If safe, close your office door and window, but do not lock them.
5. Follow the direction of Union staff and proceed to the appropriate staircase and exit the building. Do not use the elevator. **If appropriate evacuation route is unsafe, use the next logical route from your area.**
6. DO NOT CROWD THE EXITS. Proceed to the designated Emergency Assembly Area (Prexy's Pasture).
7. Wait for instructions from an emergency responder or Union staff member.
8. Do not re-enter the building or work area until you have been instructed to do so by an emergency responder or the Union staff member in charge.
9. If you are in an area with a disabled person, please make sure they have help. Make sure they are taken to a safe area, alert the police, fire personnel, or a safety person and give them the location of the disabled person.

## Union Staff/Office Evacuation Responsibilities

In the event of a building evacuation, certain staff members will have responsibility to fulfill particular roles. Due to layout and size of the Union, it is imperative that all Union staff in the building during the emergency assist with evacuation. It is assumed that the following descriptions are only effective during normal business hours. In the event of a weekend or evening emergency, Information Desk Staff/Building Managers will contact administrators at their home if needed. Offices equipped with two-way radios should take them to help with communication during the emergency.

### *Wyoming Union Administrative Offices*

The most senior administrative member present should find a two-way radio and proceed to the Information Desk. This individual will act as the information communicator with the emergency responders and make all decisions regarding operations. Ensure that the Information Desk staff has contacted 911 and Physical Plant and confirm the location of the alarm by going to the enunciator box. Then wait by the west entrance for emergency personnel and give them an update, including the location of the alarm. When emergency personnel indicate that it is safe to re-enter the building and alarms are off give staff the "all clear," meaning the public is allowed back in the building. It is best to give this notification utilizing a two-way radio.

Remaining staff in the administrative office are responsible for taking a two-way radio and evacuating the Flaming Gorge room, Resource Centers and the women's restroom on the first floor, directing occupants to Prexy's Pasture. Staff should help secure exits on the west side of the building, ensuring that traffic is exiting in an orderly fashion and that people are not entering the building.

**PLEASE NOTE:** Call 911 from a campus phone instead of a cell phone. This connects you directly with UWPD. Calling from your cell phone connects you to the Laramie PD. They will transfer you to UWPD but this slows down communication with the proper emergency personnel. It is most expedient to call UWPD directly from a campus phone at 911.

### *Campus Activities Center (CAC)*

Responsible for taking a two-way radio and evacuating the restrooms by the Union mailroom, ASUW, ASTEC and the Computer Lab. Occupants should be directed out an east exit and then directed to Prexy's Pasture, the designated Emergency Assembly Area. Staff should help secure exits on the east side of the building, ensuring that traffic is exiting in an orderly fashion and that people are not entering the building.

### *Marketing Office*

Responsible for taking a two-way radio and evacuating the occupants in Gallery 234, directing them to Prexy's Pasture. Staff should help secure exits on the west side of the building, ensuring that traffic is exiting in an orderly fashion and that people are not entering the building.

### *Pete's Game Room*

Responsible for evacuating the Game Room, Gardens Program Area, and the Skylight Lounge. Occupants should be directed out an east exit and then to Prexy's Pasture, the designated Emergency Assembly Area. Staff should help secure exits on the east side of the building, ensuring that traffic is exiting in an orderly fashion and that people are not entering the building.

### *SLCE*

Responsible for taking a two-way radio and evacuating the Gardens, Gardens restrooms and Fireplace Lounge. Occupants should be directed out an east exit and then to Prexy's Pasture, the designated Emergency Assembly Area. Staff should assist with securing the east entrances, ensuring that traffic is exiting in an orderly fashion and that people are not entering the building.

### *Information Desk*

Call 911 and proceed directly to the enunciator box to locate the area of the alarm (this box is located in the east vestibule). Contact Physical Plant to ensure that they know about the situation and can send electricians over to disable the alarm when necessary. Update Union Administration on location of alarm and confirm contacts made with Physical Plant and 911. Take a two way radio and monitor the south entrance, across from the Bookstore, ensuring that traffic is exiting in an orderly fashion and that people are not entering the building.

If full time staff are not in the building student employees from this area should serve as the information communicator with the emergency responders and should assist with decisions regarding operations. Contact 911 and Physical Plant. Get update on the location of alarm at the enunciator box. Wait by the west entrance for emergency personnel and give them an update,

including the location of the alarm. When emergency personnel indicate that it is safe to re-enter the building notify staff at entrances, via two-way radio, that we have the “all clear.”

**PLEASE NOTE:** Call 911 from a campus phone instead of a cell phone. This connects you directly with UWPD. Calling from your cell phone connects you to the Laramie PD. They will transfer you to UWPD but this slows down communication with the proper emergency personnel. It is most expedient to call UWPD directly from a campus phone at 911.

### *Events Office*

Responsible for taking a two-way radio and evacuating occupants from the second floor to Prexy’s Pasture. Staff should assist with monitoring the west entrances, ensuring that traffic is exiting in an orderly fashion and that people are not entering the building.

### *Custodial Staff*

Responsible for retaining two-way radios and helping to evacuate assigned floors, storage areas and back of house hallways that do not pose safety hazards and then exiting to Prexy’s Pasture. Priority should be given to back of house, food service, and loading dock areas.

## **Floor and Building Evacuation**

### *Lower Level Evacuation*

- **Administrative Office (001):** Evacuate Flaming Gorge room, 1<sup>st</sup> floor women’s rest room and Resource Centers then proceed to Prexy’s Pasture.
- **Flaming Gorge Room (002):** Union Administrative personnel will evacuate occupants to Prexy’s Pasture.
- **Gallery 234 (004):** Marketing staff will evacuate occupants to Prexy’s Pasture.
- **SLCE Staff Office (006):** Evacuate Gardens, Gardens bathrooms and Fireplace Lounge out the east side of the building and then to Prexy’s Pasture.
- **Marketing Office (010)** Evacuate Gallery 234 then proceed to Prexy’s Pasture.
- **CAC (012):** Evacuate mailroom bathrooms, ASUW, ASTEC and Computer Lab to east exit and then proceed to Prexy’s Pasture.
- **SLCE Student Office (011):** Evacuate Gardens, Gardens bathrooms and Fireplace Lounge out the east side of the building and then to Prexy’s Pasture.
- **ASUW (020):** A permanent staff member of ASUW should ensure that the office is evacuated and usher people out an east exit and then out to Prexy’s Pasture.
- **Pete’s Game Room (031):** Evacuate the Gardens program space and Skylight Lounge to and east exit and then to Prexy’s Pasture.
- **Gardens (018):** A permanent staff member of UW Dining should ensure that the area is evacuated and usher people out an east exit and then out to Prexy’s Pasture.
- **ASTEC (043):** A permanent staff member of ASTEC should ensure that the office is evacuated and usher people out an east exit and then to Prexy’s Pasture.
- **Computer Lab (033):** A permanent staff member of the Computer Lab should ensure that the office is cleared and then usher office occupants out an east exit and then to Prexy’s Pasture.

### *First Level Evacuation*

- **Non-Traditional Student/Women’s Center (102/104):** A staff member or student leader in the room should ensure that occupants exit and gather in Prexy’s Pasture.
- **Multicultural Resource Center (103):** A staff member or student leader in the room should ensure that occupants exit and gather in Prexy’s Pasture.
- **Rainbow Resource Center (106):** A staff member or student leader in the room should ensure that occupants exit and gather in Prexy’s Pasture.
- **Copy & Print Center (114):** A permanent staff member should ensure that the business is evacuated and secured, then proceed to Prexy’s Pasture.
- **University Store (118):** Due to size of this retail space, the store is required to draft its own emergency evacuation plan. When certain that all traffic in the store has been evacuated, a member of management should ensure that the business is secured. Customers and/or employees of the store should exit and proceed to Prexy’s Pasture.
- **Information Desk:** Call 911 and Physical Plant and notify that an alarm has been activated. Go to east vestibule and read location of alarm from enunciator. If two Information Desk staff members are present, one will make general “sweeps” through the hallways and bathrooms on the first floor, ensuring that traffic is exiting the building in a productive manner. The more senior staff member will stay at or near the west entrance and serve as the contact for emergency personnel, safety permitting, until relieved by a senior staff member.

***PLEASE NOTE:** Call 911 from a campus phone instead of a cell phone. This connects you directly with UWPD. Calling from your cell phone connects you to the Laramie PD. They will transfer you to UWPD but this slows down communication with the proper emergency personnel. It is most expedient to call UWPD directly from a campus phone at 911.*

- **Union Food Court:** The Union Food Court should follow the directions in this plan. All staff and customers should evacuate immediately and proceed to Prexy’s Pasture. The businesses should be secured, if safe to do so. All employees should be trained on fire prevention due to the potential fire hazards located within these retail establishments.

### *Second Level Evacuation*

- **Warm Valley (202), Big Horn (203), Snowy Range (206), and Family Room (212):** An Events Office and Facilities staff member will ensure that all rooms are evacuated to Prexy’s pasture.
- **Yellowstone Ballroom (220), back hallways, catering kitchen, Senate Chambers (223), pre-function area, and restrooms:** An Events Office and Facilities staff member will ensure that all rooms are evacuated to Prexy’s pasture.

### *Third Level Evacuation*

- **Student Media:** Due to size of this office space, Student Media is required to draft its own emergency evacuation plan. A designated staff member is responsible for ensuring that the third floor is evacuated and occupants proceed to Prexy's Pasture. Staff responsible for evacuating the third floor should check in with Union staff (Union staff members) to let them know everyone in their area has safely evacuated.

**A "You Are Here" Emergency Exit Plan will be posted by the exit of each room. The Evacuation Plan focuses on the most efficient exiting processes, but other routes may need to be accessed in the event of an exit blockage.**

## Tips For Assisting People With Disabilities

(Fire, Bomb Threat, Earthquake, Tornado, Health Emergency):

The following suggestions are advised for individuals with disabilities to increase the chances of safe evacuation from a building during an emergency situation.

### *Blindness or Visual Impairment*

- Give verbal instructions to advise of 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*

- 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 maps to advise of the safest route or direction by pointing toward exits or evacuation maps.

### *Mobility Impairment*

- 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 of the building.
- If people with mobility impairments cannot exit, they should move to a safer area of the building.
- 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 Department 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 a carry technique.

### *Other Tips:*

Evacuating a disabled or injured person oneself 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* to assist people with disabilities in an emergency. If a volunteer is not available, designate someone to assist who is willing to accept the responsibility.
- Two or more volunteers, if available, should conduct the evacuation.
- DO NOT evacuate people with disabilities in their wheelchairs. This is standard practice to ensure the safety of everyone involved. Wheelchairs will be evacuated later if possible.
- Always ASK people with disabilities 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 they 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.
- As there is a risk of injury to the person doing the lifting, this should be done as a last resort. 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 rescuer's 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 lifting techniques may need to be modified based on the person's disabilities.

The physical evacuation of a person with mobility impairments should be the last resort. Emergency responders are trained to handle such situations. The person should be merely moved to a safe place, if possible, and then their whereabouts reported to responders. Safe places in the Wyoming Union are:

- The stairwell on the south wing of the Union (across from Coe Library). This stairwell runs between the 3<sup>rd</sup> floor and the Lower Level.
- The northeast stairwell that exits from the kitchen on the second floor, behind the Yellowstone Ballroom, and runs down to the first floor next to the First Interstate Bank.
- The northwest stairwell that exits from the back hallway between the Yellowstone Ballroom and the Family Room on the second floor. This stairwell runs from the second floor to the Lower Level and opens to the western side of the Union on the ground (1<sup>st</sup>) floor.

## Fire Procedures

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

If there is a fire in your work area:

1. Pull the fire alarm and call 911 (from a safe distance) to provide details of the situation. Report the following information:
  - a. Building Name and University of Wyoming
  - b. Floor Level
  - c. Room Number
  - d. Other pertinent information about fire emergency

**PLEASE NOTE:** Call 911 from a campus phone instead of a cell phone. This connects you directly with UWPD. Calling from your cell phone connects you to the Laramie PD. They will transfer you to UWPD but this slows down communication with the proper emergency personnel. It is most expedient to call UWPD directly from a campus phone at 911.

2. Call the Information Desk, 766-3160, (from a safe distance) to notify them of the situation.
3. If you have been trained in the use of a portable fire extinguisher and are able to safely extinguish the fire, do so. Be sure you have a safe exit and **leave if one extinguisher does not put out the fire.**
4. Evacuate the building, touching closed doors used for exits. DO NOT open them if they are hot.
5. Close doors and windows behind you, if time permits. DO NOT LOCK DOORS.
6. Move well away from your building and proceed to your designated roll call assembly area.
7. Do not re-enter the building or work area until instructed to do so by a Union staff member or emergency responder.

If there is a fire in your building follow evacuation procedures as soon as you hear the fire alarm sound.

NOTE: Unless immediate danger of fire or smoke is observed, remain calm and wait for further instructions from a Union staff member.

**REMEMBER TO STOP, DROP, AND ROLL IF CLOTHING CATCHES ON FIRE!!**

### Fire Discovery

If you smell smoke:

Notify the Information Desk or a Union staff member.

If you see smoke filling the air or room:

If practical or possible, keep people away from the affected area while starting an evacuation of the area, until relieved by a Union staff member. If not, leave using a fire exit.

If you see fire where it should not be:

If the fire is wastebasket size and you are trained on the use of a portable fire extinguisher, attempt to put it out. If one attempt is not sufficient, pull the fire alarm and leave.

DO NOT FIGHT A FIRE IF ANY OF THE FOLLOWING ARE TRUE:

- The fire is spreading beyond the immediate spot where it started.
- The fire could block your exit.

- You have not been trained or are not familiar with proper use of the extinguisher.
- FIGHT THE FIRE WITH THE EXTINGUISHER ONLY IF THE FOLLOWING ARE TRUE:
- The fire department has been notified.
- Everyone is out.
- The fire is small and confined to the immediate area of origin.
- You can fight the fire with your back to the exit.
- You have the proper extinguisher, know exactly how to use it, and it is working order.

TO FIGHT THE FIRE WITH MOST EXTINGUISHERS: FOLLOW EXTINGUISHER INSTRUCTIONS:

- Remove the extinguisher from its mount.
- Pull the pin, usually secured with a plastic seal.
- Aim the extinguisher nozzle at the base of the fire.
- Squeeze the handle.
- Sweep from side to side at the base of the fire until it goes out. Shut off the extinguisher. Watch for reflash and reactivate the extinguisher if necessary.

NOTE: HALOGEN AND CARBON DIOXIDE EXTINGUISHERS CAN BE A REPSIRATORY HAZARD IF USED IN A CONFINED SPACE: Halogen concentrations above 10% atmosphere can be fatal. Halogen operates by breaking down the combustions chain in a manner that excludes oxygen from the fire triangle. The same process will exclude oxygen from the metabolic chain in a person resulting in death. Carbon Dioxide displaces oxygen. Oxygen is essential to life as well as fire. Neither Extinguisher should be used in a confined space in the absence of good ventilation. Personnel should remove themselves from rooms where halogen or carbon dioxide has been released.

**Never trace the sources of smoke or fire that is not obvious.**

## *Fire Drills*

Fire drills shall be conducted periodically for each working tour, or shift, in the building. All occupants of the building shall participate in the fire drills; however, they are not required to leave their floors or use exterior exits unless instructed to do so by the emergency staff. Assembling outside their assigned stairwell or exterior exit fulfills the intent of the fire drill.

Since it is vital that this plan function under emergency conditions, fire drills may be conducted at unexpected times to prove their effectiveness and condition employees to emergency operations.

Alternate routes should be used to condition the emergency organization and building occupants to situations that might occur during an actual emergency. The plan shall be designed to familiarize the occupants with all the alternate means of evacuation that are available.

Observers from the Fire and Police departments, Risk Management and Safety, UW Physical Plant, or other agencies may be invited to observe and comment on fire drills.

Shortly after the fire drills, the Union Director shall hold meetings with the staff to determine the effectiveness of the fire drills, and to assure that procedures are being followed in accordance with this emergency plan. Any deficiencies should be noted and reviewed with the Risk Management and Safety and UW Physical Plant for immediate correction.

## Tornado or Severe Weather

### Notification

#### Tornado Watch:

- The National Weather Service will issue a tornado watch if there is the possibility of tornados forming in the area.

#### Tornado Warning:

- A tornado warning is an alert by the National Weather Service confirming a tornado sighting and locations. The weather will announce the approximate time of detection and direction of movement. Wind will be 75 mph or greater.
- A public warning will come over the radio, TV, or five minute steady blasts of sirens by the Civil Defense warning system.
- The University of Wyoming will also alert students and staff by way of UW News Service, UW Alert, or Campus Alert.

### Actions to take in the event of a tornado warning

- Get away from the perimeter of the building and exterior glass.
- Leave your exterior office and close the door.
- Go to the lowest level and most interior point of the building.
- Stairwells are safe as long as no windows are present. If crowded move to a different level or location.
- Do not go outside or to any open area with windows.
- If you are trapped outside an optimum shelter area, keep as far to the interior of the building as possible and take cover. The best cover is an object that will prevent debris from falling directly on top of you. One should always remember to crouch in a ball and cover your head and neck with your hands.
- Keep your radio or television set tuned to a local station for information, or obtain access to a weather radio.
- Do not use the telephone to get information or advice. Refrain from using cell phones or sending text messages to clear the network's bandwidth.
- Follow the directions given by the Union staff members and the Information Desk.
- Do not use elevators for they are reserved for emergency personnel.
- Assist those with disabilities.

### Weather Emergency Kit:

The Union Information Desk has been equipped with a weather radio and other supplies that might be helpful during a weather related emergency. Staff from this area, or a senior level manager, should gather these supplies to help manage the situation in the building.

## Earthquake

### How long will it last?

- The shaking may last only a minute or two, but there may be recurring aftershocks over several hours, days, or weeks.

### During an earthquake:

- Remain calm.
- Take cover under a desk or table. Remember to protect your neck and head from falling objects.
- Turn away from windows and get out of their proximity.
- Stay away from objects that could fall on you.
- Do not run outside. Falling debris may cause injury.
- If outdoors, stay in an open area. Do not enter a building.
- If operating an appliance, turn it off at the first sign of shaking.
- The electricity may fail and the alarm/sprinkler system may be activated.

### When an earthquake stops:

- Check yourself and others for injuries.
- Call out, asking if anyone is injured or trapped.
- Begin assembling people in small groups near supporting columns.
- Make a rapid assessment of the damage to determine if evacuation is possible and practical. Look outside, if possible, to see what ground damage occurred. If some, or all, of the ceiling has collapsed, it may be necessary to climb through the debris. Watch for electrical wires.
- When all shaking has stopped, have one group at a time exit via the stairwell.
- When an exit is reached, first ensure that no debris is suspended over the exit path. Usher people, one by one, out the doorway. Instruct them to get as far away from any building as it is tall (i.e., if the building is 100 feet tall, move at least 100 feet away from it). The designated roll call areas used during a routine evacuation will be used here, as well.
- Do not touch any item that is hanging down or damaged.
- After all people are assembled at an evacuation area, get a count of the deceased, trapped, injured, missing, and present.
- Stay at the designated roll call area until otherwise instructed by a Union authority, fire or police department, or University of Wyoming Physical plant officials.

### Weather Emergency Kit:

The Union Information Desk has been equipped with a weather radio and other supplies that might be helpful during a weather related emergency. Staff from this area, or a senior level manager, should gather these supplies to help manage the situation in the building.

## Bomb Threats

The policy of the University of Wyoming is to regard all bomb threats as serious and to evaluate each threat individually to assess its credibility and to determine an appropriate response.

### Bomb Threats

- Any bomb threat received by a UW employee shall be reported to the UW Police Department immediately (911).

***PLEASE NOTE:** Call 911 from a campus phone instead of a cell phone. This connects you directly with UWPD. Calling from your cell phone connects you to the Laramie PD. They will transfer you to UWPD but this slows down communication with the proper emergency personnel. It is most expedient to call UWPD directly from a campus phone at 911.*

- Front-line staff, including secretaries, receptionists, and anyone with frequent telephone contact with the public will be provided with a standard format of questions to be used to gather information from the individual making the threat.
- The University Police Department will provide training for university personnel on how respond to bomb threats and bomb emergencies to promote consistent understanding of these policies and procedures.

### Evacuation

- The decision to evacuate a building must be left up to the UWPD. The Chief of Police or designee, in consultation with management officials, will make this decision.
- The UWPD will assist in coordination of the evacuation effort.
- When the decision to evacuate the building has been made, all individuals must leave. Failure to do so may result in civil charges.
- Employees evacuating the building should move to their designated assembly area only if it is safe to do so. The required minimum distance is 600 feet. (i.e., Day Parking Lot, Prexy's Pasture)

### Search

- Bomb searches are most effective when conducted by persons familiar with the area. Upon being informed of an evacuation due to a bomb threat, employees should check their respective work areas for any unusual or out-of-place packages. Suspicious items should be reported to UWPD. Evacuees should remove items such as lunch boxes, purses, briefcases, backpacks and other personal belongings that might cause unnecessary wasted effort during the building search phase. When possible, work areas that have been checked should be locked when employees leave.
- After the building is evacuated and it is established that a preliminary search has been conducted by employees, the UWPD will coordinate a building search.

### Additional Information

- If the caller is familiar with the building and specifics about the location of the bomb, the call should be regarded with a high degree of urgency.
- The Union Director or other authority (UWPD) will advise the other tenants, as appropriate, that a bomb threat has been made on the building.

- Emergency instruction or the report of a false alarm will be phoned to the senior authorities in each office.
- Tenants are encouraged not to leave their office except at the direction of the Police or the Fire Department, although it is up to the tenant to make the decision.
- If you are to evacuate, please take personal purses and briefcases out of the building to facilitate the search for an unusual item. Follow the direction of Union staff members during an evacuation.

### Bomb Threat Report

In addition to the questions to be asked, document the following information to the best of your ability.

#### Questions to Ask

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

#### Exact Wording of the Threat:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Sex of caller: \_\_\_\_\_ Race: \_\_\_\_\_

Age: \_\_\_\_\_ Length of Call: \_\_\_\_\_

Number at which call is received: \_\_\_\_\_

\_\_\_\_\_

Time: \_\_\_\_\_ AM PM Date: \_\_\_\_\_

#### Caller's Voice

- |                 |                       |
|-----------------|-----------------------|
| _____ Calm      | _____ Nasal           |
| _____ Angry     | _____ Stutter         |
| _____ Excited   | _____ Lisp            |
| _____ Slow      | _____ Raspy           |
| _____ Rapid     | _____ Deep            |
| _____ Soft      | _____ Ragged          |
| _____ Loud      | _____ Clearing Throat |
| _____ Laughter  | _____ Deep Breathing  |
| _____ Crying    | _____ Cracking Voice  |
| _____ Normal    | _____ Disguised       |
| _____ Distinct  | _____ Accent          |
| _____ Slurred   | _____ Familiar        |
| _____ Whispered |                       |

If the voice is familiar, to whose voice could it be compared? \_\_\_\_\_

\_\_\_\_\_

#### Background Noises

- |                        |                         |
|------------------------|-------------------------|
| _____ Street Noises    | _____ Factory Machinery |
| _____ Crockery         | _____ Animal Noises     |
| _____ Voices           | _____ Clear             |
| _____ PA System        | _____ Static            |
| _____ Music            | _____ Local             |
| _____ House Noises     | _____ Long Distance     |
| _____ Motor            | _____ Booth             |
| _____ Office Machinery | Other _____             |
|                        | _____                   |

#### Threat Language

- |                                    |
|------------------------------------|
| _____ Well Spoken                  |
| _____ Foul                         |
| _____ Irrational                   |
| _____ Incoherent                   |
| _____ Taped                        |
| _____ Message read by threat maker |
| Remarks: _____                     |
| _____                              |

#### Report immediately to the UWPD by calling 911

**PLEASE NOTE:** Call 911 from a campus phone instead of a cell phone. This connects you directly with UWPD. Calling from your cell phone connects you to the Laramie PD. They will transfer you to UWPD but this slows down communication with the proper emergency personnel. It is most expedient to call UWPD directly from a campus phone at 911.

## *Guide for Handling Bomb Threats*

This guide briefly outlines the procedures to follow in the event that an employee receives a bomb threat.

### **Bomb threat received by telephone**

An employee receiving a call that indicates that a bomb has been placed in the company building or equipment should:

- Get as much information as possible from the caller.
  - a. Type of bomb
  - b. Male or Female
  - c. Accent or dialect
  - d. Background Noises
  - e. Name and address if possible
  - f. Motive for placing the bomb
  - g. Keep caller talking, notify supervisor if possible and start trace of call.
- As soon as possible after receiving the bomb threat, dial 911 and advise the operator that you received a bomb threat.
- Give all available information about the threat and stay on the line unless released by the operator.
- Fill out bomb threat form while information is fresh on your mind.

### **Bomb threat received by written message**

- As soon as possible after receiving a bomb threat by note or letter, dial 911. Tell the operator you received a bomb threat. NOTE: Do not handle the message more than absolutely necessary to prevent destroying fingerprints or other identifying marks.
- Give all available information to the operator and stay on the line unless released by the operator.

### **Suspicious envelope or parcel received by mail**

- If an employee has reason to be suspicious of an envelope or parcel, notify a Union staff member immediately.
- Under no circumstances should the employee or supervisor attempt to open or inspect a questionable item. NOTE: Refer to the following section for a letter bomb detection guide.

### **Evacuation of building in event of bomb threat**

- When directed to evacuate, employees will walk to the nearest exit.
- Money, safes, etc. will be secured.
- Operating machines will be turned off, if possible.
- Union staff members will ensure that assigned sections are clear and close all doors on the floor.
- Evacuation assistance for people with disabilities will be provided by Union staff members, if necessary.

The Campus Police is responsible for security of their assigned areas. They are responsible for moving personnel away from suspicious objects and for evacuation of part or the entire floor according to the severity of the situation.

## *Letter Bomb Detection Guideline*

Suspicious media should be checked for the following:

- Address
  - a. No return address
  - b. Addressed to administrative official, whether by name, title, or department
  - c. Title for administrative official is incorrect
  - d. Poorly typed or handwritten address
- Thickness
  - a. Not uniform
  - b. For medium-sized envelopes, the thickness of a small book and fairly rigid
  - c. For large envelopes, bulkiness, an inch or more in thickness
  - d. Rigidity
  - e. Greater than normal, particularly along its center length
- Envelopes
  - a. Oil stains
  - b. Appears to have been opened and adhesive applied, or is taped, or otherwise tampered with
  - c. Strange odor
  - d. Wires or strings sticking out or attached
  - e. Feeling of springiness in the sides, bottom, or top
- Packages
  - a. Excessive use of cord, tape, or both
  - b. Not packaged or wrapped in a professional manner
  - c. Excessive postage or unusual class of mail
- Writing
  - a. Marked personal, confidential, or private
  - b. Marked air mail, registered, certified, or special delivery
  - c. Misspelled words
- Stamps
  - a. More postage than required to mail the item
- Postmark
  - a. Sent from a small U.S. town or city
  - b. Foreign country
- Suspicious items should be moved to a safe area
  - a. Carefully set the item down and make sure it is not touched by anyone
  - b. Notify the Information Desk

## Medical and First Aid

The following steps should be taken if an emergency happens that requires first aid:

1. If a serious injury occurs in the Union, immediately call 911. Give your name; describe the nature and severity of the medical problem, and the location of the victim. Do not hang up until released by the emergency operator.

If conscious and oriented, the individual has the right and responsibility to determine his or her own health care needs and the response to those needs. The assisting staff member should attempt to get the name and contact information of the injured individual. Under such circumstances, University staff should refrain from recommending specific health care providers.

In circumstances involving a person who is unconscious and/or disoriented, calling the designated emergency response number (911) is the appropriate response.

***PLEASE NOTE:** It is best to call 911 from a campus phone instead of your cell phone. This connects you directly with UWPD. Calling from your cell phone will connect you to the Laramie PD. They will transfer you to UWPD but this slows the emergency calling process. It is best, and most expedient, to call UWPD directly from a campus phone at 911.*

2. Keep the victim still and comfortable until help arrives. Avoid moving the victim.
3. In case of minor illness or injury, students may go to the Student Health Center or have a trained person provide the appropriate first aid.
4. Individuals whose position description does not require them to provide first aid are acting as Good Samaritans.
5. Never attempt to clean up spills of blood or other bodily fluids. Contact custodial services, who will provide trained personnel.
6. It is strongly recommended that only emergency responders or persons certified in First Aid, CPR or AED should administer emergency aid.

## Psychological Crisis

A psychological crisis exists when an individual poses a physical threat to his/herself or others, or does not seem to come in contact with reality. Uncontrollable behavior and/or hallucinations could be manifested. If a psychological crisis occurs:

1. Remain calm
2. Notify the campus police by calling 911.  
Provide the police with the following information:
  - Your name
  - Location
  - Observed symptoms
  - Name of individual (if known)
3. Until help arrives, be pleasant, patient, considerate and understanding, to avoid escalating the situation.
4. Do not argue with the individual. Be accepting of the individual's point of view. Do not confront or try to detain a violent individual.
5. If another person is available and able to leave the area, have them meet the Campus Police and provide up-to-date information.

**PLEASE NOTE:** Call 911 from a campus phone instead of a cell phone. This connects you directly with UWPD. Calling from your cell phone connects you to the Laramie PD. They will transfer you to UWPD but this slows down communication with the proper emergency personnel. It is most expedient to call UWPD directly from a campus phone at 911.

## Active Shooter

Guidelines directly from the U.S. Department of Homeland Security:

An 'active shooter' is an individual who is engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.

When an active shooter is in your vicinity, you must be prepared both mentally and physically to deal with the situation.

You have three options:

- ❖ Run
  - Have an escape route and plan in mind
  - Leave your belongings behind
  - Evacuate regardless of whether others agree to follow
  - Help others escape, if possible
  - Do not attempt to move the wounded
  - Prevent others from entering an area where the active shooter may be
  - Keep your hands visible
  - Call 911 when you are safe
- ❖ Hide
  - Hide in an area out of the shooters view
  - Lock door or block entry to your hiding place
  - Silence your cell phone (including vibrate mode) and remain quiet
- ❖ Fight
  - Fight as a last resort and only when your life in is imminent danger
  - Attempt to incapacitate the shooter
  - Act with as much physical aggression as possible
  - Improvise weapons or throw items at the active shooter
  - Commit to your actions ... your life depends on it

The first officers to arrive on scene will not stop to help the injured. Expect rescue teams to follow initial officers. These rescue teams will treat and remove injured.

Once you have reached a safe location, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified, and questioned. Do not leave the area until law enforcement authorities have instructed you to do so.

This information comes from the U.S. Department of Homeland Security Active Shooter Event Quick Reference Guide, <http://www.dhs.gov/sites/default/files/publications/active-shooter-pamphlet-508.pdf>

## Explosion

In the event of an explosion in building, take the following action:

- Immediately take cover under tables, desks, or other objects, which will give protection against falling glass and debris.
- After initial effects of the explosion have subsided, notify the Laramie Fire Department at the designated emergency response number (911). Give your name and describe the location and nature of the emergency.

***PLEASE NOTE:** Call 911 from a campus phone instead of a cell phone. This connects you directly with UWPD. Calling from your cell phone connects you to the Laramie PD. They will transfer you to UWPD but this slows down communication with the proper emergency personnel. It is most expedient to call UWPD directly from a campus phone at 911.*

- Activate the fire alarm.
- Evacuate the building using the nearest exit, assisting those with disabilities.
- Do not use elevators.
- Do not panic.
- Once outside, move to a designated evacuation assembly area so that roll call may be taken.
- Keep streets and walkways clear for emergency vehicles and personnel.
- Do not return to an evacuated building unless authorized by the Laramie Fire Department, emergency personnel, or Union personnel.

## 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 the Campus Police (911). Provide the following information:

- Location (building, entrance, floor, room, etc.)
- Approximate number of leaders
- Size of groups
- Obvious objective or demand of group
- Group is: rational, organized, violent, etc.

When the Campus Police arrive, provide them with an update. Follow their instructions.

**Remain non-confrontational at all times.**

***PLEASE NOTE:** Call 911 from a campus phone instead of a cell phone. This connects you directly with UWPD. Calling from your cell phone connects you to the Laramie PD. They will transfer you to UWPD but this slows down communication with the proper emergency personnel. It is most expedient to call UWPD directly from a campus phone at 911.*

## **APPENDIX A - University Store Evacuation Plan**

The University Store is located on two levels and will essentially work from downstairs to upstairs and from the back to the front of the store. The managerial staff in the lower level of the bookstore will work in a team effort to direct all customers and non-managerial employees out of the lower level, out the front doors of the store and then out the west doors of the Union. Prior to leaving the lower level of the Bookstore, these same managers will verify that all doors are shut and the bathrooms and stockrooms are empty. Once this has been verified, these managers will proceed upstairs and work in cooperation to ensure the upper level of the store has been evacuated.

The managerial staff upstairs will work as a team from the back to the front of the store directing employees and customers out the front doors of the store and the west doors of the Union. These same managers will verify that all doors are shut and stockrooms are empty within the main level of the store.

The highest level manager (store manager, assistant manager, etc,) on call will verify with each respective managerial staff member that their respective areas are clear and secure and that they should proceed to the pre-assigned meeting area. Once this is done, this manager will lock all entrances to the store and proceed to the pre-assigned meeting area.

The pre-assigned meeting area for University Store employees will be the courtyard in front of the Rendezvous Cafe.

## **APPENDIX B - Student Media Evacuation Plan**

1. In the event of an emergency, an alarm will sound and an electronic voice will advise people to cease operations and leave the building using the nearest exit.
2. Listen to the loud speaker. Immediately evacuate the Student Media area using the nearest non-elevator exit. There are stairway entrances on both the north and south end of the hallway on the third floor.
3. If there are visible signs of smoke or if the door feels hot to the touch, use the alternate exit located on the other end of the hallway. Do not use the elevators in the case of an emergency.
4. In the event of an emergency, the professional staff members are to make sure that everyone is out of their respective areas and the doors are closed before exiting the building.
5. The Student Media Supervisor or their designee, in the event of their absence, is responsible for clearing the newsroom (Room 306) and the online office (Room 305). The sales manager is responsible for clearing the magazine editor office (Room 320).
6. After an emergency evacuation, employees are to gather at the south end of the Wyoming Union near Coe Library until it can be ascertained that everyone got out of the building safely. Either the Student Media Supervisor or their designee, in the event of their absence, will be responsible for determining that all employees are safely out of the building.