



Wyoming
Union

Building Emergency Action Plan

Updated: 2024



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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 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 Action Plan (BEAP) for the Wyoming Union that will function as a guide during a 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 routes, exit points, and assembly 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 working in the Union),
- Fire hazards and hazard mitigation,
- 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 employees in the Wyoming Union and building tenants will receive a copy of this Building Emergency Action Plan (BEAP). A modified version will also be posted on the Wyoming Union website for the public. 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 plan and to communicate this information to others, including student and part-time employees, visitors, etc. Any question regarding the operation and implementation of the BEAP 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

When calling 911 from a campus phone (landline) instead of your cell phone it will route directly to UWPD. Calling from a cellular phone it will route to City/County Police Dispatch. 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 TOLD TO DO SO.

(Unless evacuation is imperative)

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

The Building Emergency Coordinator and Work Area Emergency Coordinators are responsible for emergency response in the building. In the absence of a Work Area Emergency Coordinator, 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 their supervisor(s). See the emergency personal table below. When full time staff are not working, Building Manager staff will oversee evacuation responsibilities.



Erik Kahl
Building Emergency Coordinator

Union 326
(307) 766-2572
Cell: (815)-355-4011



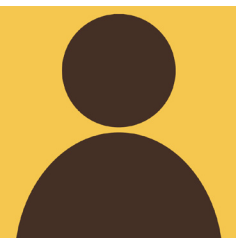
Quinn GrandPre
Alternate Building Emergency Coordinator

Union 318
(307) 766-4008
Cell: (307) 281-3001



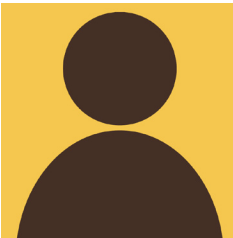
Misty Eaton
Work Area Supervisor - University Store

Union 118K
(307) 766-3191



Vacant
Work Area Supervisor - Campus Visit Center

Union 112
(307) 766-6519



Maureen Disque
Work Area Supervisor - ASUW

Union 104
(307) 766-5204



Scott Strannigan
Work Area Supervisor - Dining Operations

Union 031B
(307) 766-3626



Natalie Simpson
Work Area Supervisor - Second Level Rooms

Union 210
(307) 766-3161



Kosta Pappas
Work Area Supervisor - CSIL Offices East

Union 020
(307) 766-3727



Maia Marces
Work Area Supervisor - CSIL Offices West

Union 012
(307) 766-6463



Patrick Cummings
Work Area Supervisor - CSIL Offices 3rd Level

Union 320
(307) 766-6871

Evacuation Procedure

WHEN EVACUATING THE BUILDING OR YOUR WORK AREA:

- All building evacuations will occur when an alarm sounds and/or upon notification by the UW Police, the local fire department, the local police, Risk Management, safety personnel, or the Building/Facility Coordinator.
- If safe, close your office door and window, but do not lock them.
- When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same. If primary evacuation route is unsafe, use the next logical route from your area.
- Stay calm, do not rush, and do not panic.
- Safely stop your work or activity.
- Gathering your personal belongings if it is safe to do so. (Remember: take prescription medications and winter clothing with you if possible; it may be hours before you are allowed back in the building).
- Assist those who need help exiting the building! Do not use the elevators in cases of fire or earthquake.
- 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 (see section on assisting those with disabilities) or alert emergency personnel with the location of the disabled person.

- Once outside proceed to a clear area that does not obstruct emergency response personnel and away from the affected building.

Do NOT crowd the exits.

Keep streets, fire lanes, hydrant areas and walkways clear. Know your assembly points.

- DO NOT return to an evacuated building unless told to do so by the local fire department, the UW or local police or safety personnel.

Important

After any evacuation, report to your designated assembly point. Remain until an accurate headcount is taken. The Building/Facility Coordinator will take attendance and assist in the accounting for all known building occupants.

Staff 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 staff in the building during the emergency assist with evacuation.

Staff should be able to critically examine an emergency situation quickly and change routes if danger is imminent. 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 evacuation procedures outlined later in this plan will provide staff routes to non-hazardous exits. Office staff will always proceed to the same designated assembly area stated in the evacuation procedures.

It is strongly suggested all staff and student employees check in with their office supervisors or managers at emergency assembly points 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.

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.

It is assumed that the following descriptions are only effective during normal business hours. In the event of a weekend or evening emergency, Building Mangers will contact administrators at their home if needed. Offices equipped with two-way radios should take them to help with communication during the emergency.

UW EMERGENCY RESPONSE PLAN

Found on the bottom of all University of Wyoming webpages is a link to the:

[UW Emergency Preparedness website](#)

- Learn about the UW Emergency Response Plan
- UW Alert
- Emergency Preparedness & Response Guide
- UW Campus Safety and more

Campus Evacuation

The Vice President for Finance and Administration will announce evacuation of all or part of the campus grounds.

All persons (students, faculty, and staff) are to immediately vacate the site in question and relocate to another area as directed.

Do NOT return to an evacuated area.

Unless told to do so by the Vice President for Finance and Administration.

Important

After any evacuation, report to your designated assembly point. Remain until an accurate headcount is taken. The Building/Facility Coordinator will coordinate the accounting for persons in the area.

Work Area 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, Building Mangers will contact administrators at their home if needed. Offices equipped with two-way radios should take them to help with communication during the emergency.

Once outside the Work Area Emergency Coordinators will move to the Designated Assembly Area and report to the Building Emergency Coordinator. Emergency Coordinators will report if everyone has evacuated their area or if someone has not and why they could not evacuate. If the person did not leave, they should provide the location of the person to the Building Emergency Coordinator. The Building Emergency Coordinator will relay all the information that has been gathered from all areas, to emergency responders or an Incident Commander. In the absence of the Building Emergency Coordinator or their Alternate, the most senior staff member will relay the information.



LOWER LEVEL WORK AREAS

Student Media Office & Studio

The Work Area Emergency Coordinator will take a two-way radio and evacuate the restrooms by the Union mail room, PCCR, Food Pantry, and FSL spaces. Occupants should be directed out the west exit to Prexy’s Pasture, the designated Emergency Assembly Area.

CSIL Offices East (Marketing & Violence Prevention Center/Pokes Pub and Gameroom/SLCE)

The Work Area Emergency Coordinator will grab the radio located behind VPC front desk, then exit the main VPC doors heading east facing the Pokes Pub and Gameroom. Clear the Poles Pub and Gameroom heading north, clear Skylight Lounge, and clear the SLCE office. Occupants should be directed up the Skylight Lounge stairs, out the east door in the Food Court to Union Parking Lot.

CSIL Offices West (FSL/PCCR & Food Share Pantry)

The Work Area Emergency Coordinator will take a two-way radio and evacuate the restrooms by the Union mail room, PCCR, Food Pantry, and FSL spaces. Occupants should be directed out the west exit to Prexy’s Pasture, the designated Emergency Assembly Area.

Custodial Staff

Staff are 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.

ENTRY LEVEL WORK AREAS

Information Desk

Proceed to the annunciator box to locate the area of the alarm (this box is located in the east vestibule), then call 911. (UWPD Dispatch will need to know the location from the panel.) Contact Physical Plant to ensure that they know about the situation and can send electricians over to disable the alarm when necessary. Update the Building Emergency Coordinator 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 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.

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 an update on the location of alarm at the annunciator box. Wait by the west entrance for emergency personnel and give them an update.

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.

University Store

Since the University store is located on two levels of the building, there is a separate appendix in this BEAP addressing evacuation and security of the space.

Campus Visit Center

The Work Area Emergency Coordinator, or admissions staff present, will gather visiting students and families and proceed to Prexy’s Pasture. Staff will secure filing cabinets and storage unit door prior to leaving the facility. If visiting families are out of the building on a campus tour, they will not meet staff at the Designated Assembly Area and not return to the building until advised to do so.

Dining Operations & Food Court

Dining staff will turn off cooking equipment, secure businesses, and check the walk-in freezers before proceeding to the nearest exit. Due to the nature of this business, Dining Operations may have supplemental plans or procedures for emergency evacuations.

Student Organizations and Entertainment

The Work Area Emergency Coordinator will take a two-way radio and evacuate the Student Org. and Entertainment Office. Occupants should be directed out the nearest exit and head to the designated Emergency Assembly Area.

ASUW

The Work Area Emergency Coordinator will take a two-way radio and evacuate the ASUW Offices, Conference Room and the All-Gender restroom. Occupants should be directed out the west exit to Prexy’s Pasture, the designated Emergency Assembly Area.

Second Level Work Areas

Ballrooms/Meeting Rooms
Designated full-time staff will sweep the meeting rooms and restrooms and guide people down the grand staircase out the west doors by Prexy’s Pasture. The Work Area Emergency Coordinator will sweep the large event rooms and restrooms and guide people down the terrace stairs by the UW Union Transit Center.

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.

THIRD LEVEL WORK AREAS

The Work Area Emergency Coordinator will exit the office, clear the Thunder Basin meeting room, knock on both restroom doors, and enter the Veteran Service Center (VSC). The Work Area Emergency Coordinator will guide people out of the building through the South West stairwell and to the Designated Assembly Area on Prexy’s Pasture.



FLOOR & BUILDING EVACUATION - LOWER LEVEL

Student Media
(001-004)

Staff will evacuate offices and video production studio, then proceed to up any staircase to Prexy’s Pasture.

STS
(043)

A permanent staff member of STS should ensure that the office is evacuated and usher people out an east exit and then to Prexy’s Pasture.

Fraternity & Sorority Life Office
(006 & 010)

Staff will direct occupants up the grand staircase and out of the west exit to Prexy’s Pasture.

SLCE Office
(033)

A permanent staff member of the SLCE Office should ensure the office is cleared the usher occupants out an east exit to the staging area.

Pokes Lounge
(011)

Evacuate up the grand staircase and out the west exit to Prexy’s Pasture.

Violence Prevention Center & Marketing
(020)

A permanent staff member of Marketing should ensure that the office is evacuated and usher people out an east exit and then out to Prexy’s Pasture.

Poke’s Pub and Gameroom
(018)

Evacuate the Poke’s Pub and Gameroom program space and Skylight Lounge to and east exit and then to Prexy’s Pasture



FLOOR & BUILDING EVACUATION - FIRST LEVEL

ASUW
(103)

A staff member or student leader in the room should ensure that occupants exit and gather in 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.

Student Organization and Entertainment
(124)

Evacuate mailroom bathrooms, all offices, proceed up the grand staircase and out the west exit to Prexy’s Pasture.

Union Food Court
(138 & 128)

Occupants should proceed to the nearest east exit, then to the Designated Assembly Area.

ASUW Conference Room
(106)

A staff member or student leader in the room should ensure that occupants exit and gather in Prexy’s Pasture.



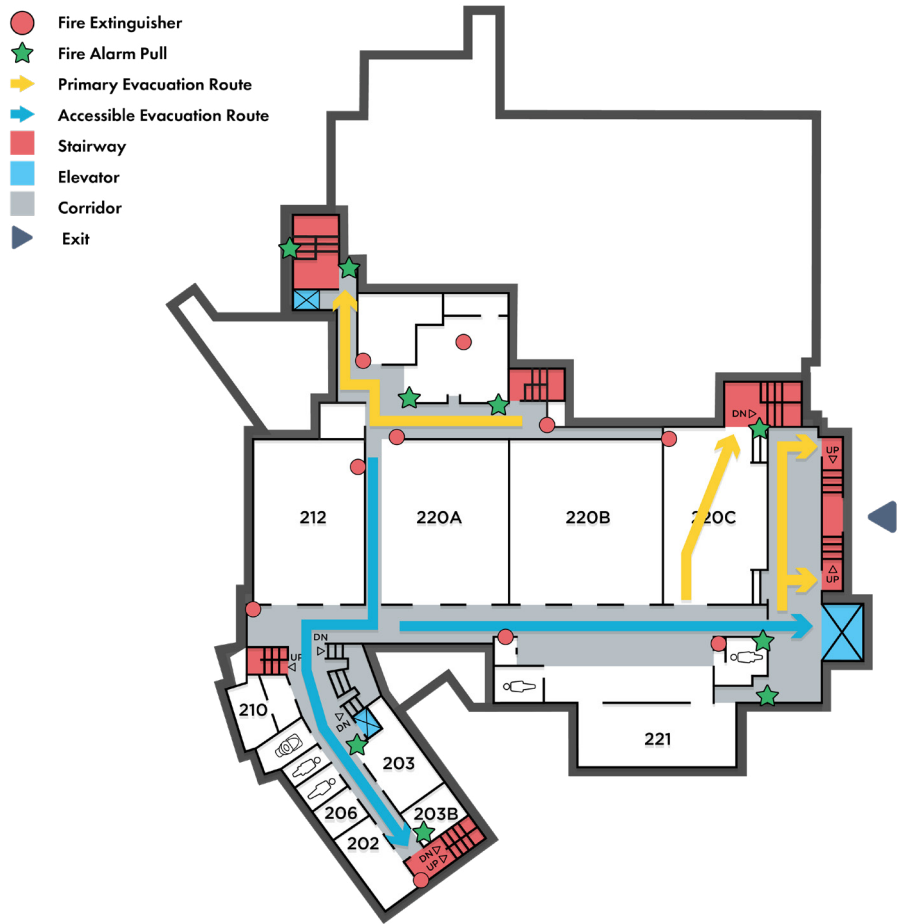
FLOOR & BUILDING EVACUATION - SECOND LEVEL

Warm Valley (202), Big Horn (203), and Family Room (212)

An Events 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 staff member will ensure that all rooms are evacuated to Prexy’s pasture.

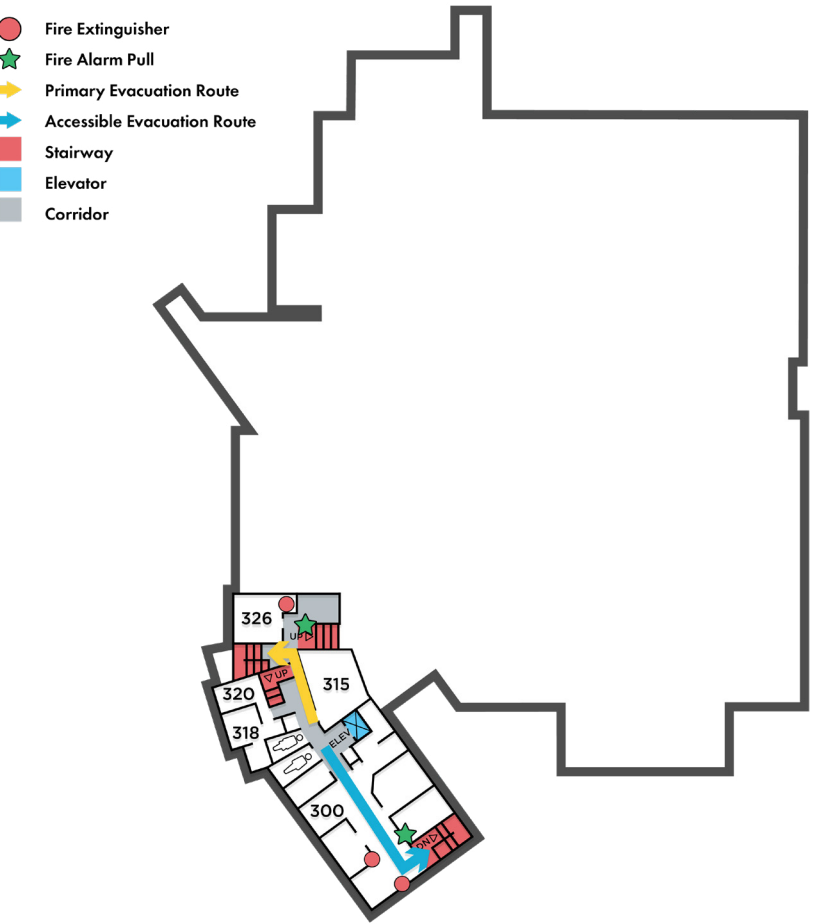


FLOOR & BUILDING EVACUATION - THIRD LEVEL

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.

Veterans Services Center (300)

Occupants should proceed down the South West stairwell to the Designated Assembly Area on Prexy’s Pasture.



Tips For Assisting People With Disabilities

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.
- Before attempting an evacuation, volunteers and the people being assisted should discuss how any lifting will be done and

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.

- where they are going.
- 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.

- 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 3rd 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 (1st) floor.

OTHER TIPS
CONTINUED

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.

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

- 1 Call the Information Desk, 766-3160, (from a safe distance) to notify them of the situation.
- 2 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.
- 3 Evacuate the building, touching closed doors used for exits. DO NOT open them if they are hot.
- 4 Close doors and windows behind you, if time permits. DO NOT LOCK DOORS.

- 5 Move well away from your building and proceed to your designated roll call assembly area.
- 6 Do not re-enter the building or work area until instructed to do so by a Union staff member or emergency responder.

Please Note

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

STOP, DROP,
AND ROLL

If your 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.

Fire Extinguishers

Portable fire extinguishers can be used for small fires or to gain access to emergency exiting. An immediate readiness to evacuate is essential. Fire extinguisher training is available from the UW Operations Safety Office.

NEVER trace the sources of smoke or fire that is NOT OBVIOUS.

TO FIGHT THE FIRE WITH MOST EXTINGUISHERS, follow these instructions:

- 1 Remove the extinguisher from its mount.
- 2 Pull the pin, usually secured with a plastic seal.
- 3 Aim the extinguisher nozzle at the base of the fire.
- 4 Squeeze the handle.
- 5 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.

Please Note

Halogen and carbon dioxide extinguishers can be a respiratory 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.

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, UW Environmental Health 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 UW Environmental Health 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 tornadoes forming in the area. Some people may receive text-based alerts too depending on their phone settings.

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.
- Emergency exit stairwells are safest (no windows are present). If crowded move to a different level or location, which may include interior offices, restrooms, or storage facilities.
- Go to the lowest level and most interior point of the building. Do not use elevators for they are reserved for emergency personnel.
- The Union Tornado Shelter is located in the Lower Level mail room and back halways.
- 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.
- If the building is being hit by the tornado (it will sound like a train), crouch down low and in a ball by covering 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. If you must communicate, please do so via text message to conserve cell bandwidth.
- Follow the directions given by the Union staff members and the Information Desk.
- 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.



Tornado Or Severe Weather

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 by taking frequent and deep breaths.
- 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.

AFTER 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.
- Do not touch any item that is hanging down or damaged.
- 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.
- 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 (**clarify where for this emergency**) 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.

Earthquake

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).
- Emergency instruction or the report of a false alarm will be phoned to the senior authorities in each office.

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.

- 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

- When is the bomb going to explode?
- Where is it right now?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- Why?
- What is your address?
- What is your name?

Exact Wording of the Threat:

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

CALLER'S PROFILE

Sex: _____ Race: _____

Age: _____ Call Length: _____

Time: _____ AM / PM

Date: ____ / ____ / ____

Number of which the call was received:
(____) _____ - _____

CALLER'S VOICE

- ☐ Calm
- ☐ Angry
- ☐ Excited
- ☐ Slow
- ☐ Rapid

- ☐ Soft
- ☐ Loud
- ☐ Laughter
- ☐ Crying
- ☐ Normal

- ☐ Slurred
- ☐ Distinct
- ☐ Whispered
- ☐ Nasal
- ☐ Stutter

- ☐ Lisp
- ☐ Raspy
- ☐ Deep
- ☐ Ragged
- ☐ Clearing

- ☐ Throat
- ☐ Deep
- ☐ Breathing
- ☐ Cracking
- ☐ Voice

- ☐ Disguised
- ☐ Accent
- ☐ Familiar

BACKGROUND NOISES

- ☐ Street Noises
- ☐ Crockery
- ☐ Voices
- ☐ PA System
- ☐ Music

- ☐ Factory Machinery
- ☐ Animal Noises
- ☐ Clear
- ☐ Static

- ☐ Local
- ☐ House Noises
- ☐ Motor
- ☐ Office Machinery
- ☐ Long Distance
- ☐ Booth
- ☐ Other: _____

THREAT LANGUAGE

- ☐ Well Spoken
- ☐ Foul
- ☐ Irrational
- ☐ Incoherent
- ☐ Taped

- ☐ Message read by threat maker

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 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.

Please 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.



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.
 - Type of bomb
 - Male or Female
 - Accent or dialect
 - Background Noises
 - Name and address.
 - Motive for placing the bomb
 - 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.



EVACUATION OF BUILDING IN EVENT OF BOMB THREAT

- When directed by UWPD to evacuate, employees will walk to the nearest exit and stay at least 300 feet away and out of the potential path of debris.
- 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.

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.

Please Note

Refer to the following section for a letter bomb detection guide.



Letter Bomb Detection Guideline

Suspicious media should be checked for the following:

- Address
- No return address
 - Addressed to administrative official, whether by name, title, or department
 - Title for administrative official is incorrect
 - Poorly typed or handwritten address

- Thickness
- Not uniform
 - For medium-sized envelopes, the thickness of a small book and fairly rigid
 - For large envelopes, bulkiness, an inch or more in thickness
 - Rigidity
 - Greater than normal, particularly along its center length

- Envelopes
- Oil stains
 - Appears to have been opened and adhesive applied, or is taped, or otherwise tampered with
 - Strange odor

- Wires or strings sticking out or attached
- Feeling of springiness in the sides, bottom, or top

- Packages
- Excessive use of cord, tape, or both
 - Not packaged or wrapped in a professional manner
 - Excessive postage or unusual class of mail

- Writing
- Marked personal, confidential, or private
 - Marked air mail, registered, certified, or special delivery
 - Misspelled words

- Stamps
- More postage than required to mail the item

- Postmark
- Sent from a small U.S. town or city
 - Foreign country

Suspicious items should be moved to a safe area

- Carefully set the item down and make sure it is not touched by anyone
- Notify the Information Desk

Medical And First Aid

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



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.

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 / her own health care needs and the response to those needs. Under such circumstances, University staff should refrain from recommending specific health care providers. When in doubt, call 911 and let the responding police or EMT help the individual with that assessment. In circumstances involving a person who is unconscious and/or disoriented, calling the designated emergency response number (911) is the appropriate response.

2 Keep the victim still and comfortable until help arrives. Avoid moving the victim. Precautions should be taken to avoid contact with human blood and bodily fluids. Never attempt to clean up spills of blood or bodily fluids. Contact custodial services, who will provide trained personnel.

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 Persons with serious or unusual medical problems should be encouraged, before an incident, to notify their supervisors or instructors of the medical problem and the standard emergency treatment related to that problem.

6 Contact UW Operations Service Desk (766-6225) regarding area clean-up of blood, glass or other debris that may cause a hazard.

Pandemic or Infectious Disease

GENERAL INFORMATION

Infectious diseases such as Avian Flu and Severe Acute Respiratory Syndrome (SARS) can spread very quickly to become a pandemic. According to the World Health Organization (WHO), the world is overdue for the next influenza pandemic. The threat of a pandemic influenza is not as much a question of if, but when.

PANDEMIC PHASES AS IDENTIFIED BY THE WORLD HEALTH ORGANIZATION (WHO):

Inter-pandemic Period

Phase 1: No new influenza virus subtypes have been detected in humans. An influenza virus subtype that has caused human infection may be present in animals. If present in animals, the risk to human infection or disease is considered to be low.

Phase 2:

No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza virus subtype poses a substantial risk of human disease.

Pandemic Alert Period

Phase 3:

Human infection(s) with a new subtype but no human-to-human spread or at most rare instances of spread to a close contact.

Phase 4:

Small cluster(s) with limited human-to-human transmission but spread is highly localized, suggesting that the virus is not well adapted to humans.

Phase 5:

Large cluster(s) but human-to-human spread is still localized, suggesting that the virus is becoming increasingly better adapted to humans but may not yet be fully transmissible (this creates a substantial pandemic risk).

Pandemic Period

Phase 6:

Pandemic phase: increased and sustained transmission in the general population.

Post-pandemic Period

Return to Inter-pandemic Period (Phase 1).

OPERATIONS DURING EACH PANDEMIC PHASE/ PERIOD

Phases 1, 2 and 3

Phase 1:

Communicate the UW's pandemic response planning efforts to students, staff, faculty and parents and educate students on what they need to do individually to limit the spread of disease (e.g. wash hands frequently, cover coughs and sneezes with tissues and stay away from work or class if sick).

Phase 2:

Monitor the spread of diseases that could become pandemic through the World Health Organization (WHO), CDC, state and local health organizations.

Phase 3:

Develop a strategic plan to assure continuity of instruction in the event the UW is forced to close for a long period of time.

Phase 4:

Develop continuity of operations plans for maintaining essential operations of the UW during a pandemic event in which 25-33% of the employees do not report for work.

Phase 5:
Alert students (and their families), staff & faculty traveling to geographic areas where potential pandemic viruses have been isolated of the risks and precautions they should take.

Phases 4 and 5 (Pandemic Alert Period)

Phase 6:
Continue to communicate and educate students, staff, faculty and parents on our pandemic response plan and what they need to do to individually to prepare and limit the spread of the flu (e.g. wash hands frequently, cover coughs and sneezes with tissues and stay at home from work or class if sick).

Phase 7:
Consider cancellation of UW sponsored travel to geographic areas where potential pandemic viruses have been isolated.

Phase 8:
Consider closing Residence Life and Dining facilities to limit exposure, with considerations for international students and/or student travel limitations.

Phase 9:
Departments should begin to identify and stockpile critical supplies that may be quickly consumed during a pandemic and may be difficult to obtain



should the pandemic interrupt normal supply lines.

Phase 10:
Establish an ongoing communication link with state and local health agencies and emergency response agencies.

Phase 11:
Enhance surveillance among university travelers returning from geographical areas in which a potential pandemic virus has been detected.

Phase 6 (Pandemic Period)

Phase 12:
Cancel large gatherings on campus, such as concerts and athletic contests.

Phase 13:
Consider closing UW and sending students home before a serious campus outbreak occurs.

Phase 14:
Implement community control measures to minimize the spread of the virus, such as curfew, isolation and quarantine.

Phase 15:
Cancel UW sponsored travel.

Phase 16:
Implement a work-at-home policy for non-essential staff.

Phase 17:
Establish a means of transporting sick students to and from medical facilities.

Phase 18:
Be prepared to work with local authorities to establish an alternative care medical facility on campus for community overflow patients.

Phase 19:
Establish and publicize distribution plans for antiviral medication and flu vaccines by priority groups as directed by the local and state Department of Health.

Phase 20:
Be prepared to provide security for flu vaccine and anti-viral distribution sites on campus.

CDC FLU-AID MODEL ESTIMATES

The estimates below are based upon an average of high risk & non-risk mean rates per 1000 for 0-18 and 19- 64 year olds:

Student population 13,850
(the number enrolled for fall semester)

Outpatient visits - 4,955
Hospitalizations - 54
Deaths - 22

Staff/Faculty population 2,800
(used 19-64 yr. old mean rate)

Outpatient visits - 241
Hospitalizations - 6
Deaths - 4

DEPARTMENTAL PLANNING CRITICAL SUPPLIES

Each department is responsible for developing a list of their critical non-medical supplies (supplies that may be needed during a pandemic and/or may be difficult to obtain in the event normal supply distribution systems are disrupted) and coordinating the purchase of these supplies with the Procurement Services once the pandemic reaches Phase 5.

QUARANTINE AND ISOLATION SITES

The UW Director of Health Services in coordination the Wyoming Department of Health will identify isolation and quarantine sites. Residence Life and Dining will be responsible for providing basic services to the students located in these sites.



CONTINUITY PLANS FOR MAINTAINING ESSENTIAL OPERATIONS

The UW considers all departments that make up the EOG to be essential. Each essential should complete continuity of operations plans prior to an emergency.

TRANSPORTATION

In case of medical emergencies and when transport is necessary, an ambulance will provide transportation. Emergency transport is requested through the 911 emergency dispatch center.

Generally, it is not advised that individual faculty, staff or students take responsibility for transporting a person involved with any health emergency.

In the case of protective custody or emergency detention where a restraint is necessary, University Police or the City of Laramie Police will be involved directly with transportation.



Psychological Crisis

University Counseling Center
(307) 766-2187

Counseling After Hours
(307) 766-8989

Designated Emergency Response Number
911 or UWPD (307) 766-5179

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 University Police at the designated emergency response number (911).**

- A. Provide the following information:
- Your name
 - Location
 - Observed symptoms
 - Name of individual
 - Description of individual

B. Until help arrives, be pleasant, patient, considerate and

understanding, to avoid escalating the situation.

C. 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.

D. If another person is available and able to leave the area, have them meet the University 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 not 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
- Follow the instructions of any police officers
- Call 911 when you are safe or text using keyword UWYO to 847411

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 is in 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

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES

Law enforcement’s purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

How to identify officers

- Officers usually arrive in teams of four (4), but may be alone
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment with clear law enforcement insignia
- Officers may be armed with rifles, shotguns, handguns

- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety

How to react when law enforcement arrives

- Remain calm, and follow officers’ instruction
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers 2 Hide Out (HIDE) 3 Take action against the active shooter (FIGHT) 4 As a last resort...
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

Information to provide to law enforcement or 911 operator

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter(s) (clothing description, height, weight, hair color, etc)
- Number and type of weapons held by the shooter(s)
- Number of potential victims at the location

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:

[ActiveShooterPamphlet.pdf](#)

Explosion

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

- Immediately take cover in a closet or 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.

- Do not make phone calls or send messages to clear the network’s bandwidth.
- Activate the fire alarm.
- Assess the space and injuries around you.

Individuals with significant injuries should be instructed to remain where they are and their location / notable injuries shared with medical personnel.

- 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 (Prexy’s Pasture) 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.

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



Appendix A

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.