

WGTC EMERGENCY RESPONSE PROCEDURES

Active Shooter

What to do in an active shooter situation:

- **Evacuate** if there is an accessible escape path, attempt to evacuate the premises:
 - a. Have an escape route and plan in mind
 - b. Evacuate regardless if others agree to follow
 - c. Leave your belongings behind
 - d. Help others escape if possible
 - e. Prevent others from entering an area where the active shooter may be
 - f. Keep your hands visible
 - g. Follow the instructions of any police officers
 - h. Do not attempt to move wounded people

- **Hide Out** if evacuation is not possible, find a place to hide where the active shooter is less likely to find you:
 - a. Hide in an area out of the shooter's view
 - b. Provide protection if shots are fired in your direction
 - c. Lock the doors
 - d. Block entry to your hiding place with heavy objects
 - e. Do not trap yourself or restrict your options for movement
 - f. Silence your cell phone and stay quiet

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- **Take Action** as a last resort and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the shooter by:
 - a. Acting as aggressively as possible against him/her
 - b. Yelling
 - c. Throwing items and improvising weapons
 - d. Committing to your actions

Accident, Injury or Serious Illness

- Generally, it is best not to move sick or injured persons who are non-ambulatory unless their location presents some imminent peril, i.e., fire, collapsing building, etc.
- Determine the basic nature of the sickness or injury.
- Report it immediately to campus administration or college police – call 911 directly first, if the person is seriously injured.
- Comfort the person and render first aid, if necessary and you know what to do.
- Stay with the patient until campus administration or police arrive.

Bomb Threat

Bomb Threat by Phone

1. Attempt to ask the caller:
 - When is the bomb going to explode?
 - Where is the bomb located?
 - What kind of bomb is it?
 - What does the bomb look like?
 - Why did you place a bomb?
 - What is your name, number, and address?
2. Observe and record the following information:
 - Time and date of call
 - Telephone number and department where call was received
 - Age and sex of the caller
 - Number displayed on caller identification
 - Background noise
 - Speech pattern, accent, tone, and emotional state of caller
 - Exact words of person making the call

Bomb Threat by E-Mail

Print and do not delete the message.

If Notified to Evacuate

- Leave by your normal building evacuation route
- As time permits, close doors and windows, and be observant for suspicious packages and persons in the area
- If you see suspicious packages or persons, do not approach them – report them to authorities as soon as you are safe
- Do not re-enter the building until the all clear has been given.

Earthquake

1. If INDOORS

- Seek refuge under a desk or table.
- Stay away from glass, shelves, heavy equipment, windows and outside walls.
- The United States Geological society provides the following statement about standing in doorways during an earthquake, “In modern homes doorways are no stronger than any other parts of the house and usually have doors that will swing and can injure you. **YOU ARE SAFER PRACTICING THE DUCK, COVER, AND HOLD** under a sturdy piece of furniture.”

2. After the initial shock:

- Evaluate the situation to determine the extent of any destruction.
- Contact the college police to report the occurrence and any damage.
- Also, report any specific hazards, including gas leaks or power failures.
- Evacuate the building if you feel it may be unsafe or when directed to do so.
- Be prepared to take protective measures for your safety during potential aftershocks.
- If an emergency exists with an on-campus building, activate the building alarm. The alarm will activate locally inside the building only. Report the emergency to the college police.

3. If OUTDOORS, quickly move away from building structures and utility poles

4. If in an AUTOMOBILE, stop in the safest area available as soon as possible. Stay in your vehicle for shelter.

Extreme Weather Conditions

- Students should not leave the building during a watch or warning (high school students visiting college only).
- Take cover and instruct others to do the same when a warning notification is given. Find an interior wall of a building away from windows and exterior doors or proceed as directed by competent authority.
- Curl up in a "ball" or fetal position near the wall and place hands over the head. Remain in this position until the severe weather passes.
- Do not initiate a building evacuation during these circumstances. If fire is not present and a clear exit is maintained, everyone should remain indoors until the severe weather passes.
- Instructors are to close windows and doors before leaving with students.
- Instructors should keep their class rosters with them during the alert, and ensure that all the students are following the alert procedure. Instructors should verify student classroom count.
- Students in mobile classrooms will move to safe areas when directed by the Campus Administrator or designee.
- The all-clear signal will indicate an end to the alert.

Gas Leak

- If You Smell Gas ... Act Quickly
- A rotten egg odor is added to natural gas so that you can smell a leak if it occurs. The gas itself is actually odorless, but a substance called “mercaptan” is added as a precaution.
- If you smell a natural gas odor:
 - Do not use any devices that might create a spark, such as fire alarms, elevators, telephones, light switches, cell phones, computers or other electrical devices which might ignite the gas.
 - Immediately have everyone leave the area.
 - Once you are well away from the area, call maintenance personnel or the college police to report the odor.
 - Keep everyone away from the building until given the “all clear” from a gas company employee or appropriate college official.
 - Once outside, get away from the building. Do not smoke, use cell phones, or other electrical devices in the area of the affected building.

Hostage or Terrorist Situation

If you are taken hostage:

- Be patient. Time is on your side. Avoid drastic action.
- The first 45 minutes are the most dangerous. Be alert and follow instructions.
- Don't speak unless spoken to and then only when necessary.
- Avoid arguments or appearing hostile. Treat the captor with respect. If you can, establish rapport with the captor. It is probable that the captors do not want to hurt anyone. If medications, first aid, or restroom privileges are needed by anyone, say so.
- Try to rest. Avoid speculating. Expect the unexpected.
- Be observant. You may be released or escape. You can help others with your observations.
- Be prepared to speak with law enforcement personnel on the phone.