

How do I respond in an emergency situation?

It is difficult to predict all that might occur in a given emergency situation but you should be familiar with safety procedures that have been determined for specific emergencies. Always use your best judgment for the safety of yourself and those around you. The following list identifies several emergency situations followed by a course of action.

If you are the first person to arrive at the scene of an emergency:

1. Call Security 573-642-1122
2. Assess the situation and call for other assistance if necessary (911, supervisor, etc.)
3. Take command and secure area as much as possible until Security arrives
4. Brief Security or 911 first responders as to the situation
5. Step aside

First response, in the event of:

Bomb Threat

- ☞ If you receive a bomb threat phone call, ask questions until you determine gender, background noise, tone, accent, or any other clue as to the caller's identity or purpose
- ☞ Verbally warn the building occupants under the threat via phone or voice
- ☞ Call 911 and Security 573-642-1122
- ☞ Current occupants of the building are to evacuate to the building's Safe Zone unless advised otherwise
- ☞ Report to your RA, professor, or Building Contact, alerting them of your safety

Chemical Spill

- ☞ For a chemical release in your area, shut off nearby running equipment, evacuate the area and close the door behind you, giving a verbal warning to all in the area/building to evacuate
- ☞ Call 911 and Security 573-642-1122
- ☞ Go to the Safe Zone for that building
- ☞ Report to your professor or Building Contact, alerting them of your safety and the absence of any others you may know of
- ☞ If you hear a verbal warning that there is a chemical release in your area/building, shut off nearby equipment and close the door behind you, evacuate to your building's Safe Zone
- ☞ If there is a major release in the vicinity of the campus, the local emergency HazMat Team will inform our campus of the situation
- ☞ Our Vice President for Business and Finance will inform the campus what to do, possibly utilizing the siren, text messages, and email. Be prepared to evacuate.

Earthquake

- ☞ At the first tremor, take cover under heavy furniture or in sturdy doorways
- ☞ If outdoors- remember campus power lines are above ground and may fall, campus gas lines are underground and may rupture, and do not touch metal

Fire

- ☞ Initiate or respond to an alarm. Alarms may be: pull stations, automatic alarms, aerosol boat horns, or voice.
- ☞ Buildings have designated Safe Zones. Follow the building residents to that zone.
- ☞ Report to your RA, your professor, or your Building Contact to let them know you have made it safely out of the building. Also, report any missing persons to the appropriate one of the above or to the Fire Department.
- ☞ Remain in the Safe Zone until dismissed

Lockdown

- ☞ Stay put!
- ☞ Close the door to your area, locking and barricading it
- ☞ Cover windows if necessary or safe to do so
- ☞ Keep a cell phone on for text information
- ☞ Check email for information if able to do so safely
- ☞ Be aware of your surroundings and evaluate the situation constantly

- ☞ Do not move from your area unless it is necessary and you are certain it is safe to do so
- ☞ Have an alternate plan before you move
- ☞ Be prepared to move again
- ☞ Watch your environment while changing locations, especially tops of buildings and high areas
- ☞ Never run toward police if they are engaged in combat with an attacker
- ☞ Do not assume the situation is over until administration or police tell you

Nuclear

- ☞ Nuclear emergencies most likely come with fair warning
- ☞ The President and Senior Vice President will make evacuation decisions in conjunction with local emergency response agencies
- ☞ If evacuating campus, sign out on the sheets found at building exits. Leave a contact phone number on the sheet or with your RA, Student Life, or Building Contact.
- ☞ Lock and close your area, taking with you anything you do not wish to be stolen.
- ☞ Community shelters can be found at Jason Gym on Lincoln's campus in Jefferson City and The Hearne Center on MU's campus in Columbia
- ☞ Call backs will be via the campus web page or the contact phone number you left behind

Public Safety

- ☞ Counseling and Health Services will alert the campus community as to any current or pending contagious illnesses
- ☞ Westminster College will cooperate with County Health Officials during any high level epidemic or pandemic outbreak
- ☞ Accommodations will be made on campus for small numbers needing quarantine or isolation
- ☞ Large outbreaks may require college closure. The announcement will originate from the President and Senior Vice President of the College with instructions as to the closure procedure.
- ☞ Sign out sheets will be placed at all exits in all buildings. Sign out leaving a contact phone number on the sheet unless you have previously left one with your RA, with Student Life, or with your Building Contact.
- ☞ Call backs will be via the web page or the contact phone number you left behind upon evacuation

Shooter

- ☞ At the sound of a shot call 911
- ☞ If possible, call Campus Security at 573-642-1122
- ☞ If you have no means of escape and the shooter is in your area, blockade yourself into a room
- ☞ The college will sound a warning siren followed by text and email messages detailing the location of the shooter
- ☞ Do not leave your area until safe to do so
- ☞ If you do change location, have an alternate plan before doing so
- ☞ Watch the tops of building and high areas for shooters
- ☞ Never run toward law enforcement in a shooter situation
- ☞ Do not assume the situation is over until told so by administration or the police

Tornado

- ☞ Alerts come via city sirens (sounded upon visual sighting), NOAA weather radios, or news warnings
- ☞ Take cover in the lowest part of the building in an area away from glass
- ☞ If outside, go to the nearest depression (ditch or creek area) and crouch or lie flat, covering your head with your arms. If in a building without a lower level, go to a similar outdoors location or find shelter in bathrooms or under sturdy stairs.

Violence

- ☞ Violence may range from a two-person scuffle to a hostage situation or demonstration involving many people
- ☞ Always cooperate with instigators
- ☞ Call 911 and 573-642-1122 for help or leave the scene only when safe to do so