

# In case of emergency, follow these steps to ensure your safety.

## EVACUATION

- x Stay calm. Do not rush or panic
- x Safely stop your work.
- x Gather your personal belongings if safe to do so.
- x Proceed to the nearest exit.
- x Wait for instructions from emergency responders.
- x Do not re-enter the building until instructed to do so by emergency responders.

## FIRE

If you discover a fire:

- x Evacuate the immediate area.
- x Activate the nearest fire alarm.
- x **Call 911** if safe to do so. Otherwise, evacuate the building and call 911 from outside.

If you hear a fire alarm:

- x Evacuate as soon as the alarm sounds.
- x Do not open doors if they are hot.
- x Use stairs only. Do not use elevators.
- x Proceed to the designated meeting point.
- x Do not re-enter the building until instructed to do so by emergency responders.

## TORNADO

If you are inside:

- x If you're on an upper floor, go to the ground floor or the basement if there is one in the building.
- x Go to the innermost portion of the building.
- x Duck and cover for protection.
- x Avoid windows.
- x Evacuate the building if told to do so by building staff or emergency responders.

If you are outside in your vehicle:

- x Stop and leave the vehicle.
- x Take cover in the nearest gully, ditch or low area.

## MEDICAL EMERGENCY

- x **Call 911.**
- x Do not approach the patient unless it is safe to do so.
- x Send someone to meet and direct emergency responders to your location.
- x Do not move the patient unless absolutely necessary.
- x Do not take seriously ill or injured persons to the Wayland Nurse.
- x Provide first aid - [(P)-3>BDdt 8e2P.6 (.)-9.5 04 400.56 369 501.36 Tm [(C

## ACTIVE SHOOTER

- x RUN –
- x Look for additional chances to escape.
- x Fight for your life.

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## HAZARDOUS MATERIALS SPILL

- x Evacuate the affected area.
- x **Call 911.**
- x Provide the dispatcher information on the material type, quantity and specific location of the spill.
- x Stay in a safe location to provide information to emergency responders.

- x **Call 911.**

## FOR MORE INFORMATION

To get more information during or after an emergency:

- x Call Wayland Police Department at 806-291-3490 or Wayland Police On-Call at 806-774-4225.
- x Visit the campus home page: <http://www.wbu.edu>.

Campus emergency plans and procedures can be accessed at any time at <http://www.wbu.edu/security>.

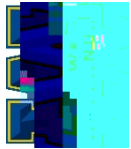
**The WBU PD is located at 801 Smythe St. on the Wayland Campus.**

PLEASE KEEP POSTED

For additional copies, contact the Wayland Police Dept. 806-

291- 3490

IN CASE OF EMERGENCY





WAYLAND POLICE DEPARTMENT

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