

CONTACTING POLICE AND EMERGENCY SERVICES

If you need to contact Police, Fire or EMS dial 911.

To contact the Wayland Police Department on campus or 806-291-1111 office or 806-774-4225 cellular. Between the hours of 6 pm to 3 am central time call 806-774-4225, after hours call 911 for emergencies or 806-296-1181 for non-emergencies.

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practices established by law enforcement experts.

If it is possible to do so safely, exit the building

Individuals not immediately impacted by the situation are to take protective cover staying away from windows and doors until notified otherwise.

If you are directly involved in an incident and exiting the building is not possible, the following actions are recommended:

Go to the nearest room or office.

Close and lock the door, if possible.

Turn off the lights.

Seek protective cover.

Keep quiet and act as if no one is in the room.

Silence your cell phone.

Do not answer the door.

Notify 911 and provide the dispatcher with the following information:

Your name

Your location (be as specific as possible).

Number of shooters (if known)

Identification or description of shooter

Number of persons who may be involved

Injuries if known

Wait for responding law enforcement officers to assist you out of the building.

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VENOMOUS ANIMALS

In the case of a bite or other injury caused by a venomous animal (e.g., a black widow or a brown recluse spider) or an allergic reaction to an insect or other animal, call 911 immediately for emergency medical assistance.

Be prepared to give your name, location, and, if possible, the species or type of animal involved.

Try to remove the affected person and yourself from danger. Tell others to vacate the area if a dangerous animal may still be nearby.

Help the victim immobilize the bite area, and make the victim as comfortable as possible until medical or other assistance arrives.

BOMB THREAT

If you receive a bomb threat by telephone, try to remain calm and get as much information as possible

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BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the bomb threat checklist on this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact :3' immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call 291-3635
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- Call 291-3635
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected Delivery

DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.

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Resume driving cautiously if it seems safe. Avoid bridges and ramps that may have been structurally damaged.

After the shaking has stopped:

Anticipate aftershocks, and plan where you will take cover from them.

Check for injuries, and give first aid as necessary.

Remain calm.

Avoid broken glass.

Check for fire. Take appropriate actions and precautions.

Check gas, water, and electric lines. If they appear damaged, or if you smell gas, open windows and leave the building immediately. Call 911 immediately.

Stay out of damaged buildings.

EVACUATION OF BUILDINGS

Call 911 and evacuate campus buildings according to the evacuation plan in cases of:

Chemical spills or hazardous odors or fumes

Explosion

Gas leak (major)

Smoke

Structural damage or collapse

Know your building evacuation plan. Plans are posted in classrooms. Leave your building immediately by the nearest safe exit when an alarm sounds or if you are instructed to do so by a university representative. Additional evacuation instructions may be given over the public address system. Move at least 500 feet away from the involved building.

As you are leaving:

Notify others who might not have heard the alarm or evacuation order.

Turn off equipment.

Secure hazardous operations if possible.

Take important personal items, such as a coat and keys.

Close doors behind the last person out.

Walk quickly, but do not run, to the nearest safe exit.

Faculty and staff should ensure students do not remain near doorways, block sidewalks, or areas emergency personnel may access.

Do not use an elevator unless authorized emergency personnel tell you to do so.

As soon as you have evacuated:

Report any missing or trapped persons to emergency personnel.

Move away from the building.

Do not re-enter the building until someone

ELECTRIC EMERGENCY

Avoid touching equipment that is smoking, sparking, tripping circuit breakers, or giving electric shocks.

PLUMBING FAILURE/FLOODING

Never enter areas where there is submerged electrical equipment. Vacate the area. Cease using all electrical equipment.

FIRE, SMOKE, EXPLOSION

All fires occurring on campus must be reported to Plainview Fire Department 911, including those that have been extinguished. Do not hesitate to activate a fire alarm if you discover smoke or fire. In that situation:

Activate a fire alarm by pulling on an alarm box.

Alert people in the immediate area of the fire and evacuate the area.

Confine the fire by closing doors and windows as you leave the room.

Call 911 to report the location and size of the fire.

Always call from a safe location.

Evacuate the building. Do not use elevators to evacuate unless directed to do so by emergency responders.

Assist the disabled in exiting the building.

Smoke is the greatest danger in a fire.

Stay near the floor where the air will be less toxic.

Notify emergency responders of the location, nature, and size of the fire as soon as you are outside. If you have been trained and it is safe to do so, you can attempt to put out a fire with a portable fire extinguisher. Attempt to extinguish only small fires, and make sure you have a clear escape path.

If you have not been trained to use a fire extinguisher, you must evacuate the area.

If clothing is on fire

Seek medical attention for all burns and injuries.

IN THE EVENT OF AN EXPLOSION ON CAMPUS, FACULTY, STAFF, AND STUDENTS WILL TAKE THE FOLLOWING ACTIONS:

Immediately take cover under tables, desks, and other objects which will give protection against falling glass or debris.

After the effects of the explosion have subsided, call 911. Give your name and describe the location and nature of the emergency.

If necessary, or when directed to do so, activate the building emergency alarm system to evacuate the building.

When told to leave by University officials, walk quickly to the nearest marked exit and ask others to do the same.

Assist the disabled in exiting the building do not use elevators in case of explosion and do not panic.

Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep roads and walkways clear for emergency vehicles and crews. Almost all major parking lots are at least 500 feet from the buildings.

If requested, assist emergency crews as necessary.

A campus emergency command post may be set up near the disaster site. Keep clear of the command post unless you have official business.

Do not return to an evacuated building unless told to do so by a University representative.

HAZMAT

All major hazardous materials (Haz Mat) spills on campus must be reported immediately. Call 911 and be prepared to provide (and spell) the names of the materials involved and to describe the location, size, and nature of the incident. A major hazardous material emergency exists when any of these conditions are present:

Clean up of a spill of a hazardous material is beyond the level of knowledge, training, or ability of the staff in the immediate spill area, and/or:

The spill creates a situation that is immediately dangerous to the lives and health of persons in the area or facility.

The material spilled is unknown.

A significant fire hazard may be present.

The material has the potential to reach the environment (e.g., via a floor drain).

The spill is in a common area (e.g., hallway) or other area accessible to the public.

Advanced personal protective equipment (more than gloves and a full-face respirator) is required to respond to the spill.

A responder is unsure whether the spill is a major hazardous material emergency.

IN A MAJOR HAZARDOUS MATERIAL EMERGENCY

Alert people in the immediate area, and evacuate the room. If an explosion hazard is present, take care not to create sparks by turning electrical equipment on or off.

Spill is not in a common area

Advanced personal protective equipment (i.e., more than gloves and a half-face respirator) is not needed to respond.

MINORHAZARDOUS

Cannot be roused

Has a head injury

Has cold, clammy skin

Has taken other drugs with alcohol

Is incoherent and is vomiting

Looks bluish or pale

After calling 911:

You may provide first aid if you are trained, it is safe to do so, and the victim consents.

Do not attempt to move an injured person unless it is absolutely necessary to prevent further injury.

Calmly assure the injured person that help is on the way.

Assist emergency personnel in locating the victim and investigating the incident.

REPORTING AN EMERGENCY

IN AN EMERGENCY, CALL 911

An emergency is any situation that requires immediate police, fire, or medical response to preserve life or property. Call 911 to report problems such as:

Assault or immediate danger of assault

Chemical spills

Crimes in progress

Explosions

Fires

Severe injuries or illnesses

Someone choking or drowning

Unusual odors

When reporting an emergency, be prepared to give the following information

Location of the emergency directions, street address, building, and room.

Type and severity of the emergency, e.g..

Fire t type and size of fire.

Medical t type of illness or injury, cause, number of victims.

Police/crime t type of crime, description of suspects and their direction of travel.

Misspellings of common words

No return address

Oily stains or discolorations

Protruding wires or foil

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Rigid envelope

Titles but no names

Visual distractions

VIOLENT SITUATIONS

Your actions may help calm a potentially violent situation, or they may escalate the problem. Try to behave in a manner that helps calm a situation:

Stay calm. Don [š] v Z μ Œ Œ Ç X

Be empathetic. Show you are concerned.

Try to have the other person and yourself sit down. Sitting is a less aggressive position.

Try to be helpful. For example, schedule an appointment for a later time.

Give positive-outcome statements, such as v P š š Z] • • š Œ] P Z š v } μ š X _

Give positive feedback for continued talking μ Z • ^ / [u P o Ç } μ [Œ Ç š μ o (o] Œ _ u Z } Á

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Have limited eye contact

Avoid Exacerbating Behaviors

Do not patronize.

Do not yell or argue.

Do not joke or be sarcastic.

Do not touch the person.

If Someone Becomes Agitated

Leave the scene immediately, if possible. Call Police from a safe place.

Or try to alert a co-worker that there is a problem; e.g., by calling and using an agreed-upon code word to indicate trouble.

Practice Preventive Measures

Discuss and agree on circumstances and situations in the workplace that everyone should watch out for. Have procedures, signals, and code words in place to deal with threatening situations.

Avoid scheduling appointments for times when no one else is in the area. Alert your colleagues in

Winter Ice and Snow Storms

When severe winter weather conditions are predicted, monitor weather reports closely. If you live in an outlying area where driving onto the campus may be extremely hazardous, consider contacting your instructor to make arrangements for missing coursework. Stay home and stay safe!

NOAA weather www.noaa.gov

Weather.com www.weather.com

THUNDERSTORMS/TORNADOES

If a thunderstorm approaches

Go to safe shelter immediately. Remember that if you can hear thunder, you are close enough to be struck by lightning. Use phones only in an emergency. Stay away from water sources, i.e., drinking fountains, faucets, showers, etc. If you are outside during a thunderstorm and there is no shelter nearby:

If you feel your skin tingle or your hair stand on end, squat low to the ground on the balls of your feet.

Place your hands on your knees with your head between them. Make yourself the smallest target possible. Minimize your contact with the ground

Find a low spot away from trees, fences, and poles. Make sure the place you pick is not subject to flooding.

If you are in a wooded area, take shelter under the shortest trees.

Tornadoes

Tornado warnings issued for areas within 20 miles or less will result in an immediate seek shelter announcement. If a tornado alert or warning is given or you see a funnel cloud:

Immediately seek shelter inside a substantial building.

If there is no shelter nearby, lie flat in a ditch or low spot with your hands shielding your head.

Protective Sheltering

Protective sheltering involves taking shelter in an interior hallway and staying away from glass doors and windows as much as possible.

Recommended areas to seek shelter are those on the lowest level away from possible flying glass.

MISSING PERSONS

The Higher Education Act requires that all institutions that provide on campus student housing must establish a missing student notification policy and procedures.

Wayland Baptist University takes student safety very seriously. The following policy and procedure has been established to assist in locating students who live in Wayland Baptist University on campus housing, who, based on the facts and circumstances known to Wayland Baptist University have been determined to be missing.

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At the beginning of each academic year, the Dean of Students will inform all students residing in on campus housing that the Dean of Students will notify either a parent or an individual selected by the student not later than 24 hours after the time that the student is deemed to be missing. The information provided to the resident students will include the following:

- Resident students have the option of identifying an individual to be contacted by the Dean of Students not later than 24 hours after the time that the student has been determined to be missing. Students can register this confidential contact information through the Dean of Students Office.
- If the resident student is under 18 years of age, and not an emancipated individual, the Dean of Students is required to notify a custodial parent or guardian not later than 24 hours after the time that the student is determined to be missing.
- If the Wayland Police Department has been notified and makes a determination that a student who is the subject of a missing person report has been missing for more than 24 hours and has not returned to campus, the Dean of Students will initiate the emergency contact procedure in accordance

S e a al n i a p

The Wayland Police Department upon notification of a missing student will conduct a thorough investigation and obtain all necessary information with or where they may be, vehicle description and the physical and mental well being of the individual will be obtained.

The Wayland Police Department will conduct a quick, but thorough search of the campus buildings and

The Wayland Police Department may also request assistance from Resident Assistants or others to assist in a search on campus. The Wayland Police Department may issue an ID card photograph to assist in the identification of the missing student.

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Wayland Baptist University will follow the following notification procedure for a missing student who resides in on campus housing:

- Any reports of missing students are to be referred immediately to the Wayland Police Department and after investigating the report it is determined that the student has been missing for more than 24 hours, the Dean of Students will contact the individual identified by the student or the custodial parent or legal guardian if the student is under the age of 18 and not emancipated.
- The Dean of Students and/or Wayland Police will notify the Campus Provost of any missing student.

i l o i i e p e o

In all cases of a missing student, Wayland Police will provide information to the media that is designed to obtain public assistance in the search for any missing student. The Wayland Police will consult with Wayland Baptist University Public Relations. Any media requests to the university will be directed to Public Relations.