

# Faculty/Staff Emergency Planning Guide

## LOCATE

|                               |  |
|-------------------------------|--|
| Department Name:              |  |
| Building Name/Office Number:  |  |
| 911 Address:                  |  |
| First Responder Access Point: |  |

## SURVEY

|                                  |  |
|----------------------------------|--|
| Exits:                           |  |
| Closest Fire Alarm Pull Station: |  |
| Fire Extinguisher Locations:     |  |
| Closest AED Location:            |  |
| Rooms with "Break Glass Device": |  |
| Areas of Refuge:                 |  |

## PLAN

|                                     |  |
|-------------------------------------|--|
| Code Word/Phrase:                   |  |
| Dept. Communication Method:         |  |
| Shelter In Place (SIP) Location(s): |  |
| Accountability:                     |  |
| Off-site Reunification Points:      |  |

## PREPARE

|                                 |   |
|---------------------------------|---|
| First Aid Kit:                  | <a href="https://www.wcsu.edu/emergency-management/wp-content/uploads/sites/204/2022/08/First-Aid-Kit.pdf">https://www.wcsu.edu/emergency-management/wp-content/uploads/sites/204/2022/08/First-Aid-Kit.pdf</a>     |
| GO Bag:                         | <a href="https://www.wcsu.edu/emergency-management/wp-content/uploads/sites/204/2022/08/GO-Bag.pdf">https://www.wcsu.edu/emergency-management/wp-content/uploads/sites/204/2022/08/GO-Bag.pdf</a>                   |
| EveryDay Carry (EDC):           | <a href="https://www.wcsu.edu/emergency-management/wp-content/uploads/sites/204/2022/08/Every-Day-Carry.pdf">https://www.wcsu.edu/emergency-management/wp-content/uploads/sites/204/2022/08/Every-Day-Carry.pdf</a> |
| Live Safe App:                  | Download from the app store   |
| Everbridge Notification System: | <a href="https://member.everbridge.net/3091830992273673/login">https://member.everbridge.net/3091830992273673/login</a>   |
| Other Resources:                |   |

## CONTACT

|                             |              |
|-----------------------------|--------------|
| WCSU PD:                    | 203-837-9300 |
| Department Lead:            |              |
| Department Lead Back-up:    |              |
| Emergency Management:       | 203-837-9352 |
| Env. Health & Safety (EHS): | 203-837-9319 |
| Other Important Numbers:    |              |

# Instructions

Follow these instructions to customize your planning document.

After you fill in the blanks with your group, follow up with the Office of Emergency Management for an in-person review. We will complete the process with an exercise to evaluate the plan.

## LOCATE

|                                      |   |
|--------------------------------------|---|
| <b>Department Name:</b>              | Enter your department's name.                                   |
| <b>Building Name/Office Number:</b>  | Add the name of the building you are in and your office number. |
| <b>911 Address:</b>                  | We can help you determine this.                                 |
| <b>First Responder Access Point:</b> | Identify the entrance first responders are most likely to use.  |

## SURVEY

|   |   |
|---|---|
| <b>Exits:</b>                           | Identify <b>AT LEAST TWO</b> exits and exit routes.   |
| <b>Closest Fire Alarm Pull Station:</b> | Pull stations activate the fire alarm. They are located near exits.   |
| <b>Fire Extinguisher Locations:</b>     | Fire extinguishers are placed throughout the building. Identify locations closest to you.   |
| <b>Closest AED Location:</b>            | Automatic External Defibrillators are available in several buildings across campus. We can help you determine the location of the AED closest to your location.   |
| <b>Rooms with "Break Glass Device":</b> | Identify the rooms near your area which are equipped with a "break glass device." Watch this instructional video for more information/how to deploy:<br><a href="https://www.wcsu.edu/westconnect/facility-access-security/">https://www.wcsu.edu/westconnect/facility-access-security/</a> |
| <b>Areas of Refuge:</b>                 | Typically designated for people who need assistance evacuating, areas of refuge are likely to be found on stairwell landings. Confirm and note as necessary. Consider if people with accessibility concerns will be escorted.   |

## PLAN

|  |   |
|--|---|
| <b>Code Word/Phrase:</b>                   | Develop a secret word or phrase with your coworkers. When this code word/phrase is used, it should escalate awareness and trigger a series of predetermined actions.  |
| <b>Dept. Communication Method:</b>         | Develop a list of names and phone numbers and identify how you will communicate in the event of an emergency: phone tree, group text, etc. Build some contingency, in case a coworker cannot be reached. Also consider the possibility of the network going down. |
| <b>Shelter In Place (SIP) Location(s):</b> | Identify one or two "shelter in place" locations and equip them accordingly.  |
| <b>Accountability:</b>                     | Discuss and determine how you will account for missing coworkers. Identify who will be responsible and consider contingencies if this person is not available.  |
| <b>Off-site Reunification Points:</b>      | If the building or campus must be evacuated, designate a primary and secondary meeting place and communicate it with coworkers, friends and family. In the event of communications outage and after "all clear," head for that location.                          |

## PREPARE

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| <b>First Aid Kit:</b>                  | The linked PDF lists some ideas to help you build your own FAK. Consider your personal needs and stuff it accordingly. WCSU does NOT provide or support first aid kits. |
| <b>GO Bag:</b>                         | Consider assembling a "Get Out" bag with some useful items. The linked PDF can serve as a starting point.   |
| <b>EveryDay Carry (EDC):</b>           | The EDC should contain a few essential items you carry on you, your pockets, your bag or backpack all the time. The linked PDF can provide some ideas.                  |
| <b>LiveSafe App:</b>                   | Download the LiveSafe app and use its functionality.  |
| <b>Everbridge Notification System:</b> | Sign up and stay informed and connected with WCSU weather alerts, closures and other important notifications.   |
| <b>Other Resources:</b>                | Add any other resources which may be useful in your emergency planning process.   |

**Wolves** are ready.  
Are you?