Building evacuation plan

If the fire alarm is activated or university police issues an evacuation order, proceed to the nearest exit.

- DO NOT use elevators.

- Assist the disabled in exiting the building.

- Report anyone having difficulty evacuating to University Police (ext. 1153).

■ If the fire alarm sounds, feel door and/or doorknob for heat before opening the door.
   ○ Check the bottom of door for signs of smoke.
     If no heat or smoke is detected, slowly open the door while checking for fire or smoke.
   ○ If it is safe, proceed to the nearest exit or stairway. If the nearest exit or stairway is blocked, proceed to an alternate exit.
   ○ CLOSE ALL DOORS behind you.

■ If heat and/or smoke are detected, or all exits are blocked, stay in the room and seal door openings with a wet cloth or other insulating material.
   ○ If the room has a window, place a bright colored item in the window to signal public safety personnel.
   ○ If there is a telephone available, call ext. 1153 and report your location.
     Stay on the line, remain calm and wait for assistance to arrive.
   ○ If smoke enters the room, stay as close to the floor as possible.
   ○ If smoke becomes heavy, break a window to expel smoke and admit fresh air.
   ○ KEEP DOORS CLOSED until help arrives.

■ After evacuating, move well away from the building to facilitate movement of emergency response equipment.

■ Go to your evacuation assembly area and wait until the all clear signal is given.

Shelter in place plan

If university police staff issues a shelter-in-place alert via e-mail, voice mail, text or other means of communication:

- Stay indoors. Do not exit the building.

- All occupants should seek safety in offices or meeting rooms.

- Close and secure all doors and windows in the room or office.

- Seal all door openings with paper, clothing, tape, or any material that will provide an insulation effect. If necessary, cover your mouth and nose with a wet cloth.

- Turn on any computer and log on to the campus e-mail, or check campus voice mail with a telephone or cell phone.

- Wait until the all clear signal is given before leaving.

Business continuity and recovery planning

As part of the Emergency Operations Plan, Washburn University will develop, document and test a Business Continuity and Recovery Plan.

The plan will ensure the continuance of critical campus functions, systems and services when a disruption to campus operations occur after a disaster or emergency situation.

Emergency activities of departments, including requests for resources or services and documentation of financial impact, will be coordinated through the Emergency Operations Center and in compliance with the Emergency Operations Plan.

- Each vice president shall have the responsibility for the development, testing and maintenance of the business and operations continuity plans within their area.
- A representative from each department should be assigned to develop and maintain that department's plan.
- Completion of the Business Continuity and Recovery Plan is a priority function.

Guidelines for building your department's
Business Continuity and Recovery Plan

- Who is responsible for the plan?
- Are procedures and technology outlined on how staff will be contacted during duty and after hours?
- Are there at least two methods to contact staff?
- Do you have all staff contact information?
- Are there backup personnel designated to perform essential functions in the department in the event of a disaster?
- Does the department have written guidelines to assist personnel and back up personnel to perform necessary functions of the department?
- Are key personnel identified within the department?
- Does the department's plan include information to prevent contamination or contagions, such as pandemic flu or biological event?
- Will the department allow faculty, staff or students to work from home?
- How will protective gear get delivered to workers?
- Is there documentation outlining the department's critical data systems (or any functional/critical system) and the individuals responsible for the maintenance?
- Do key employees of organizations/departments conduct routine liaisons with successors?
- Are there sufficient accessible resources on campus or off site necessary to carry out essential functions of the department?
- Does the plan depend on outside support, such as local restaurants or food deliveries, to support your operation? Are the outside support sources identified? Do identified support agencies, etc. know they are to provide support?
- Are there key areas that will shut down the department?
- Have considerations been made regarding the life support issues for the primary and the alternate site? (food, medical, housing, transportation and communications for staff)
- Where are the department's non-emergency personnel during this time frame?
- Have provisions and/or considerations been made for physical security at the site?

- What considerations have been made for communication needs? For tech workers?
- Has a memorandum of understanding been considered which would enable the exclusive use of a site within 12 hours and for up to 30 days?
- Is there a plan in place in case essential services (water, heat, electricity, etc.) begin to fail at the University? Or at the alternate sites?
- Is there a plan in place to dispense medication to ill students, staff and faculty?
- What will the department do in the event office supplies and deliveries of equipment are interrupted?
- What will the department do if office equipment breaks down and maintenance personnel are not available to service the equipment?
- How will personnel, including non-emergency personnel, be informed of the threat of death has lessened but the return to normal operations is still not appropriate?
- How will the reduction of personnel available to fill positions be handled?
- How will the determination be made for the department to return to normal operations? How will this be accomplished?
- How will the department address mental health issues experienced after a crisis by workers, their families and students?
- How will long term questions or succession planning be addressed if there are fatalities the chain of authority?
- How will personnel (including non-emergency personnel) be informed the threat of or actual emergency no longer exists?
- How will instructions be provided for resumption of normal operations?
- Is there a staffing plan in place to address urgent hiring and replacement workers?
- What is the formal decision-making process to determine when it is time to invoke a continuity of business operations plan for the department?
- What circumstances could trigger activation in the department?