

Shelter in place procedure: Residential Living

This shelter in place policy will be used to manage the response during and after an incident.

Shelter in place announcement:

A shelter in place directive is triggered primarily by current events on campus (criminal on campus; police request). Other shelter in place scenarios could be a tornado or chemical spill.

Examples that would result in activation of a shelter in place directive:

- A gun/weapon has been spotted on campus
- A person with a gun/weapon is en route to a campus
- Shots are heard on campus
- Police initiate due to:
 - The immediate pursuit of a dangerous suspect
 - The execution of a high-risk search or arrest warrant
 - A large-scale enforcement operation involving potentially dangerous suspects
- Tornado warning
- Hazardous materials release

Decision:

Decisions to execute the shelter in place process can be made due to potential hostile acts and emergency circumstances that warrant limited exposure or movement.

Shelter in place directives may be issued by:

- Emergency Executive
- University Police
- Residential Living director or designee

Communications:

Shelter in place messages may include:

- IAlert
- Timely Warnings
- Phone
- Email notifications
- Website announcement

Shooter on Campus

Active shooter situation definition:

An active shooter is a person(s) who appears to be actively engaged in killing or attempting to kill people in a populated area. In most cases, active shooters use firearms; and there is no apparent pattern or method to their selection of victims. These situations normally evolve rapidly.

During normal business hours:

- Phone notification and or timely warning notifications will be made to each campus residential facility advising that shelter in place procedures are in effect.
- Residential Living staff may be dispatched to their respective facilities to supervise residents and secure the facility.
- All occupants will lock their respective room/apartment doors, close and lock open windows and close blinds or curtains. Staff will lock office/work area doors.
- All occupants will turn off all media sources, extinguish interior lighting and position themselves as low to the floor as possible keeping out of line of sight of windows.
- Once in place, all occupants will remain motionless and silent.
- Securing of exterior entrances of facilities will be coordinated between Facility Services management and University Police as soon as possible.
- All occupants will remain in position until notified all clear by law enforcement.
- Occupants will keep silent in their rooms. In some situations, law enforcement may evacuate the premises.
- Occupants should not unlock or open doors for any person(s) unless they can make positive identification and are certain no threat exists.

After hours:

- Residential Living staff will be notified as soon as possible. Residential Living staff will take appropriate actions as specified in steps 2 through 6 listed above.
- University Police or Facilities Services staff will secure facilities as quickly as possible. Until exterior doors are secured, seek shelter in secure locations.
- All steps listed during normal hours will be followed.

Tornado warning

- Tornado refuge area locations can be found on my.washburn.edu with the campus safety information. Shelter locations are listed on the Safety-Planning and Emergency Management webpage.
 - Benton Hall basement
 - Bradbury Thompson Alumni Center basement
 - Garvey Fine Arts Center basement
 - Henderson Learning Resources Center basement
 - KTWU basement
 - Mabee Library lower level
 - Law School & Law Clinic basement
 - Morgan Hall basement, west wing
 - Stoffer Science Hall basement
 - Petro Allied Health Center lower level corridors
 - Washburn Village basement of commons building
 - Living Learning Center ground floor mechanical room, ground floor restrooms
 - Art Building, first floor restrooms and immediate corridor area
 - Student Recreation & Wellness Center, restroom/locker rooms on main floor
- Tornado shelters are equipped with red emergency (911) phones. Once the handset is lifted, the phone will automatically dial 911 and reach Shawnee County Emergency Dispatch. The phones should only be used for reporting emergencies such as health or personal safety issues. Please note this is not a house phone or local access phone. University Police will be able to call the phones to announce to occupants of the area when a tornado warning has been lifted and it is safe to exit the tornado shelters.
- Utilize NOAA weather alert or portable radios to monitor severe weather information.
- A **tornado watch** is when conditions are favorable for tornadoes. One may continue normal activities, but supervisors should assign someone to monitor the situation and notify others in the building if storm conditions deteriorate.
- A **tornado warning** is when a tornado is occurring in the area. **Seek shelter immediately!** Proceed to the designated tornado refuge area in the building; if there is no designated tornado refuge area in your building, go to an interior hallway or other enclosed area on a lower floor, away from windows. Avoid auditoriums, gymnasiums, or other large rooms where roof collapse may be more likely. Seek shelter if outside or in a vehicle.

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- Additional tornado shelter information will be provided to students residing in the Living Learning Center by Residential Living staff.
- A **severe thunderstorm watch** is when conditions are favorable for severe thunderstorms. One may continue normal activities, but supervisors should assign someone to monitor the situation.
- A **severe thunderstorm warning** is when severe thunderstorms are occurring in the area. Be prepared to move to a place of shelter if threatening weather approaches. Stay indoors away from windows until the storm passes. If large hail begins to fall, seek shelter.

Hazardous chemicals

In a situation where a serious hazardous chemical spill has quickly caused a toxic atmosphere, it may be more dangerous to go through those toxic vapors or to attempt to outrun them than to stay in an existing structure.

Shelter in place means to enter a building not affected by the spill and remain there during the emergency. Shelter in place is a viable option for protection against exposure to potentially dangerous airborne chemicals during an emergency. Residential Living staff may coordinate several of these activities with Facilities Services:

- Close all doors to the outside and close and lock all windows (windows sometimes seal better when locked.)
- Ventilation systems should be turned off so no outside air is drawn into the structure.
- Turn off all heating systems and all air-conditioners and switch inlets to the “closed” position.
- Seal any gaps around window type air conditioners with tape and plastic sheeting, wax paper or aluminum wrap.
- Turn off all the exhaust fans in kitchens, bathrooms and attics, and cover the openings with plastic wrap or plastic sheeting.
- Close as many internal doors as possible in the structure you are in.
- You may need to relocate to a higher level of the structure, as most of the chemicals that are of concern are heavier than air and will settle in the basement.
- Select a room in the building that is comfortable and easy to seal off. The room should, if possible, provide access to water, toilet facilities, and have adequate room for people to sit.

Student awareness tips:

- If the vapor begins to bother you, place a wet cloth over your nose and mouth. For a higher degree of protection, go into the bathroom, close the door and turn on the shower in a strong spray to “wash” the air. Seal any opening to the outside of the bathroom as best you can.
- Make sure to have a battery-powered radio and a flashlight in case the power goes out.
- Once in the room, seal windows, air vents and exhaust fans with plastic sheeting and duct tape.
- In some homes, light switches and electrical outlets on outside walls are sources of air infiltration and should also be sealed with duct tape and plastic.
- Seal around the door with duct tape. If the space under the door is too big to seal with tape, try stuffing a damp towel under the door.
- Continue to listen to the radio or TV for emergency information and updates on the incident. Don't call **9-1-1** unless there is an additional emergency like a fire or a serious injury.
- Keep phone available.

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.

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- If heart 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.