What to do in an emergency (*version Mt Vernon, Jan 2021*)

|  |
| --- |
| **PREPAREDNESS** |
| Make sure your name and phone number are current on your Mt Vernon personnel paperwork, the main Mt Vernon emergency list (the latter PI’s & staff, not students or timeslip) and the WSU Emergency Alert System (online through your WSU Account). |
| Take the time to familiarize yourself with your surroundings and know your nearest primary and alternative exits from all buildings you might be in, and emergency gathering spot. |
| Know which route(s) to safely leave the station to higher/safer ground in case of major flooding or lahar events. |
| If you have a physical limitation, arrange evacuation assistance with at least two nearby coworkers that are physically able and likely to often be working near you. If more assistance is needed, notify safety committee. |
| Have a personal emergency evacuation kit in your car or/and at the station for yourself in case you cannot reach your home. Plan for several days of water, food, medications, 1st aid kit, clothing, other necessary daily use items. Have an additional 4 week supply kit at home. https://www.ready.gov/kit |
| Read this plan in full. |
| **EMERGENCY RESPONSE ACTIONS** |
| **Specific Issues Actions. Otherwise use General directions** |
| Major flood or lahar – flooding from the Skagit River or lahar from Mt Baker which would follow the river route. Evacuate with your personal emergency kit to higher locations as fast as possible, preferably driving away from the river and not going through lower spots. Lahars can be set off by earthquakes so be aware of this possibility if a major quake occurs. Recommended for most immediate high ground is going north to the airport area: via driving west on Hwy 536 then onto Hwy 20 and Farm to Market Rd or Higgens Airport Way. |
| Earthquake. Get under a desk or a table away from windows and hold on, remaining there until the shaking stops. Never evacuate while the earthquake is still happening. When safe, evacuate to station gathering spot. *Realize that an earthquake may set off a lahar, or a quake or lahar can cause breaching of Baker Dam causing river flooding, so listen to radio for warnings and consider a lahar/flood evacuation.* |
| Found bomb. Do not use any sort of electronic device around the bomb (ie cell or other phone, radio, etc). Notify everyone as best can and announce which exits people should NOT use (ie exits close to bomb). Keep an eye out for other suspicious items/people, especially as you exit. Evacuate to gathering spot unless it is close to the potential bomb blast area. If there is suspicion of a different secondary hazard outside such as a gunman, do all you can to avoid encountering it. |
| Bomb threat (written, emailed, or phoned, but not confirmed). Campus authorities/police/fire should determine if evacuation is necessary in case of a threat, as evacuation may cause greater risk. Keep an eye out for suspicious people/items. Always assume a threat is real. |
| Fire/Explosion/Hazardous spill. Evacuate asap. Pull fire alarm on way out if can. If it’s safe to do so, announce up and down halls to alert people of specific type and location of hazard. Evacuate to gathering spot. |
| Shooter inside building. *Use your judgement depending on the situation*. Evacuate and leave campus if safe and not near shooter, otherwise hide/lock/barricade oneself in a room preferably behind heavy thick furniture/walls. Turn lights off, block windows. If one can safely warn others in the area, do so. Mute cell phones, call 911 if can without alerting shooter to your presence (even if just to leave phone line open). At a last resort if shooter is near you and your life is imminently at risk, try to incapacitate/attack them. Follow all police directions and make no motions that might be misconstrued by police. Check in at gathering spot only when campus is secure and if police specifically allow you to do so. |
| Activists. Notify police, call 911. Stay inside locked buildings if you’re already inside, or leave if you’re just arriving. Avoid confrontation, be courteous, don’t engage. |
| **Regular Gathering Areas (NOT in case of lahar, flooding, active shooter and potentially bomb)** |
| Front of station along highway by Oak tree |
| **General Evacuation Actions** |
| If emergency personnel or hazard mitigation personnel are needed, call 911 or other phone#s as soon as safe to do so. |
| If it is safe to briefly delay evacuation, shut down any experiments or equipment that may cause a hazard if left running for several days. Assume power that’s out might return when you’re not able to re-enter the building. |
| Close doors behind you as you leave to minimize spread of fire/spill/fumes. UNLOCK inner doors before you leave if you have time as emergency personnel may need access (use key in keyhole). Do not do so if it endangers anyone’s life or health. |
| REMEMBER: take your purse/wallet, car keys, medication, emergency food kit, and/or other personal belongings you will need with you. Never go against the evacuation foot traffic back into the emergency area to retrieve your belongings. |
| While evacuating be aware of your surroundings and take mental note of damage, hazards or potential hazards, trapped or injured people, specifics on equipment or experiments that were left running/unsecured that might be hazards, and report to Campus Authorities at gathering spot. Assist any fellow employees that need help, as you are able, unless it endangers yourself. |
| Never move severely injured persons unless they are in imminent danger as you may cause more harm to them, or if moving them might endanger yourself (especially in an unknown situation where unconscious people are possibly unconscious from fumes/gases). |
| While evacuating take first station aid kits (removable from walls), the AED, and Backpack Evacuation Kits (4 kits-Front Office, West door, South loading dock door, Shop on west side of north end). If someone else has not brought them to the gathering spot after a certain amount of time, only retrieve these supplies if it is safe to re-enter building. |
| If a building is dangerous to re-enter, post signs “Do No Enter Unless Directed” signs on ALL entryways. These signs may be flipped over to “Ok to re-enter” after a building is determined safe again. |
| Go to the gathering site and sign in so people know you’re safe. **Do NOT leave without signing in**. *Note that in case of lahar and flooding (and possibly shooter/bomb depending on situation) there is no gathering spot as everyone needs to evacuate the campus asap and documentation will not be possible.* |
| Attempt to contact others of your program that have not checked in to be documented so they’re known safe. They still need to check in if not working that day or are at a different location. Have person documenting everyone to list their name, phone#, and either: known location and if they will join gathering area. Or, if you can’t get ahold of them, document their probable location and that they are not accounted for and are possibly trapped in a building/other location.  Students, timeslip, other temporary employees, new people, and guests will not be on the main telephone contact list so each program head is responsible for locating and accounting for them. Documentation of guests and their destination when leaving is highly recommended in case they can’t be later located after leaving the station.  Do not re-enter unsafe buildings to attempt to locate missing people. |
| Do not leave without notifying Campus Authorities at the gathering spot that you are leaving and give probable destination. If you leave without doing so, you might be considered missing and emergency responders or co-workers may risk their lives conducting a search for you. |
| Information and sheets of hazards, injuries, who’s accounted for or not, should be handed to the highest personnel authorities after everything has been documented so they can organize hazard mitigation or other necessary emergency actions. |
| Do not answer media questions; refer them to the Campus Authorities. |
| **AFTERHOURS, WEEKENDS & HOLIDAYS** |
| Contact emergency personnel (fire, medical, chemical, etc) as needed. |
| Contact Campus Authorities (Carol, Dan, other) to notify them of damage, injuries, hazards. Tatum can be used as an out of area contact if need be. |

**DO NOT** use these phone numbers for casual use, only for emergency evacuations.

|  |  |
| --- | --- |
| Carole Miles | 360-610-0942 |
| Dan Gorton | 360-770-9613 |
| Tatum Weed | 509-592-6732 |

SKAGIT COUNTY SHERIFF 911

or

Dept. of Emergency Management: 416-1850

Cellular Phone Users Emergency: 336-3131

Skagit County River Level Hotline

(360) 416-1404

The following are television, radio and scanner frequencies that broadcast the Emergency Alert System (EAS) when activated: (formerly the Emergency Broadcast System)

LOCAL RADIO STATIONS

KAPS 660 AM

KBRC 1430 AM

KLKI 1340 AM

SEATTLE RADIO STATIONS

KOMO 1000 AM

KIRO 710 AM

KJR 950 AM

KVI 570 AM

KMPS 1300 AM / 94.1 FM

TELEVISION STATIONS

KOMO 4

KING 5

KIRO 7

KSTW 11

KVOS 12