



# WESTERN KENTUCKY UNIVERSITY FARM EMERGENCY GUIDE FOR FACULTY & OTHER INSTRUCTIONAL PERSONNEL FOR EMERGENCIES, CALL 911

## GENERAL INFORMATION

- ▶ Provide your classes with general information about emergency procedures. The beginning of each semester is an ideal time to discuss emergency procedures. Adding emergency information to your syllabus is also very effective.
- ▶ Know how to report an emergency from the classroom, laboratory, building, area or office.
- ▶ Take charge of the students you are instructing.
- ▶ Follow all procedures for incident alarms.
- ▶ Ensure that students with disabilities or special needs have the information and assistance they may require during an emergency.
- ▶ Sign up for the university's emergency text messaging at [www.wku.edu/emergency](http://www.wku.edu/emergency).

## BUILDING EVACUATION

In the event of a fire or other emergency that requires evacuation, take immediate action to help everyone exit the building.

### ▶ STOP CLASS

- ▶ Instruct students to collect their personal belongings and follow you.
- ▶ Immediately evacuate the building.
- ▶ If you are able to assist mobility-impaired individuals, do so. If not, contact WKU Police at 911 or 270-745-2548.
- ▶ If the cause of the evacuation is a fire, do not attempt to extinguish the fire yourself.
- ▶ Once outside of the building, gather at a designated assembly area.
- ▶ Do not re-enter the building for any reason.
- ▶ Upon arrival, WKU Police or Fire Department will assess the situation and verify all personnel have evacuated.

## MEDICAL EMERGENCIES

- ▶ Do not move the ill or injured person unless he/she is in a life threatening situation.
- ▶ Render first aid or CPR only if you have been trained and are comfortable doing so.
- ▶ Designate someone to call WKU Police at 911 or 270-745-2548. Be prepared to provide the following information:
  - Type of emergency
  - Location of the victim(s)
  - Condition of the victim(s)
  - Any dangerous conditions
- ▶ Assign someone to meet and direct emergency personnel to the scene.
- ▶ Avoid contact with blood or other bodily fluids. If exposed to another person's bodily fluids, wash the exposed area and contact your supervisor or Environmental Health & Safety at 270-745-2395. Then follow up with WKU Health Services at 270-745-5641.

**For more information, contact the Department of Environmental Health & Safety at 270-745-2395 or WKU Police at 270-745-2548**

# SEVERE WEATHER

## TORNADO

Tornado warnings instruct you to stay inside a building to protect your students and yourself.

### ► STOP CLASS

- Instruct your students to stay inside the building due to the emergency. Going outside poses a risk of injury or death.
- Move to the lowest floor of the building. Select an interior room or hallway without windows and avoid mechanical equipment.
- Listen to the radio and television or follow directions provided by WKU emergency alert texts.

Building: \_\_\_\_\_

Shelter Area: \_\_\_\_\_

## LIGHTNING

- When you hear thunder, immediately move to a safe shelter- a substantial building with electrical or plumbing or an enclosed metal-topped vehicle with the windows up.
- Stay in a safe shelter at least 30 minutes after you hear the last sound of thunder.

## FLOODING

- Avoid known flood prone areas.
- If flooding begins in your area, go to higher ground.
- When walking, do not attempt to cross streams.
- When driving, never drive through flooded roadways.
- TURN AROUND, DON'T DROWN

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## IMPORTANT CONTACTS

NAME

TELEPHONE

NAME

TELEPHONE

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NOTES: \_\_\_\_\_

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**For more information, contact the Department of Environmental Health & Safety at 270-745-2395 or WKU Police at 270-745-2548**