

# Emergency Response at Whitworth University

## What You Need to Know

**Q: What is an incident that constitutes an emergency?**

A: An occurrence or event, natural or human-caused, which requires a response to protect life or property.

**Q: How will campus respond to an emergency?**

A: We have an [emergency response plan](#) based on the National Incident Command System; it is posted on the Whitworth website.

**Q: How will I be notified in an emergency?**

A: Voice notification will be broadcast through the **blue light stations** (outside), electronic **message boards** and phones (inside) and via WhitALERT **text message**.



Emergency Message Board (IP Clock)

To verify your WhitALERT cell phone number, go to: Self-Service – User Profile – Phone Numbers (via Pirate Port).

**Q: What should I know before an emergency?**

- 1) Know the quickest escape route out of a building.
- 2) Know the emergency equipment in the building where you live, learn, play or work (fire extinguishers, fire pull handles, etc.).
- 3) Watch the [Whitworth University Emergency Response video](#).
- 4) In the event of an active shooter: Run, Hide, Fight. If you cannot run and have to lock-down know the best place to hide, preferably behind a locked door.
- 5) Review “Campus Emergency Instructions” posters located in every classroom and building throughout campus.

**Q: What is my role in an emergency?**

A: Take these actions:



- 1) Take action to ensure your own personal life safety.
- 2) Call 911.
- 3) Call Security at **509-777-4444**.  
*Program this into your phone.*
- 4) Follow first responder instructions, and directions from WhitALERT, blue light or electronic message board broadcasts.

CAMPUS EMERGENCY INSTRUCTIONS		
WHITWORTH CAMPUS SECURITY: 509.777.4444   WHITWORTH FACILITIES SERVICES: 509.777.3254		
<b>POWER FAILURE</b> <ul style="list-style-type: none"><li>Turn off computers and other voltage-sensitive equipment.</li><li>If possible, move cautiously to a lighted area.</li><li>Use flashlights or cell phones to light your rooms or workspaces.</li><li>For localized outages, contact facilities services at 4254.</li><li>For information about a prolonged outage, check the Whitworth homepage or Pirate Port.</li></ul>	<b>FIRE</b> <ul style="list-style-type: none"><li>Activate the nearest fire alarm, if possible, and exit the building.</li><li>Call 911, then security at 4444.</li><li>Do not use elevators when evacuating a building.</li><li>Take keys, ID, wallet and cell phone, and close doors behind you (if you were leaving for the day).</li><li>Gather at assembly area and do not re-enter the building until you are authorized.</li></ul>	<b>SEVERE WEATHER</b> <ul style="list-style-type: none"><li>If possible, close all windows and doors.</li><li>Lock shelter away from exterior doors and windows.</li><li>Do not go outside during lightning, windstorms or blizzard conditions.</li><li>Be aware of downed wires and falling trees, limbs or objects.</li><li>Report emergencies to 911 and call security at 4444.</li></ul>
<b>HAZARDOUS MATERIALS</b> (chemical, radioactive, or biological) <ul style="list-style-type: none"><li>Move away from a spill to a safe location, warning others and closing doors behind you.</li><li>If possible, without endangering yourself or others, shut off any ignition sources.</li><li>If exposed, unless overhead or deluge shower to minimize health risks.</li><li>If someone could be in danger, activate building fire alarm if evacuation is necessary, then call 911 and security at 4444.</li><li>For assistance with a low-hazard spill, call facilities services at 4254.</li></ul>	<b>VIOLENT ACTS</b> (shooter or hostage situation) <ul style="list-style-type: none"><li>RUN if it's safe to do so, move quickly away from the scene, or HIDE (Lock-Down): If it's not safe to move, hide as best you can, lock or barricade doors, turn off lights and computer monitors, silence cellphones. Remain quiet until help arrives or the ALL CLEAR is given.</li><li>FIGHT: In a last resort, try to disarm or incapacitate the shooter.</li><li>Call 911, then security at 4444.</li><li>Monitor WhitAlert and electronic message boards for additional information.</li></ul>	<b>SUSPICIOUS PACKAGE OR BOMB THREAT</b> <ul style="list-style-type: none"><li>Do not touch or disturb the object.</li><li>Call 911—provide as much information as possible about the threat or object.</li><li>Call security at 4444.</li><li>If a bomb threat is made by phone, fill out the Bomb Threat Checklist, if available.</li><li>Notify your supervisor/instructor.</li><li>Be prepared to evacuate, if directed.</li><li>If told to evacuate, proceed with caution, and report anything suspicious to authorities.</li></ul>
<b>MEDICAL EMERGENCIES</b> <ul style="list-style-type: none"><li>Call 911 for advanced medical care, then call security at 4444.</li><li>Provide first aid to the extent of your personal training ability.</li><li>Request CPR immediately if the person is not breathing.</li><li>Have someone retrieve the nearest automated external defibrillator, turn it on, and follow audio instructions.</li><li>If there is active bleeding, assist the injured person by providing firm pressure while avoiding direct contact with blood or other bodily fluids.</li><li>Keep the individual calm, and send someone to guide rescue personnel.</li><li>When an emergency responder arrives, relay what you know about the person and the injury.</li><li>Complete an Accident Report Form and submit to Human Resources.</li></ul>	<b>SHELTER IN PLACE</b> <ul style="list-style-type: none"><li>Call indoors.</li><li>Shut, lock and then stay away from all doors and windows.</li><li>Barricade doors that don't lock, if so directed, and turn off lights.</li><li>If directed, turn off air conditioners, fans and heaters.</li><li>Stay inside until you're informed that it is safe to go outside.</li><li>Follow instructions from staff or emergency personnel.</li><li>Await an ALL CLEAR message from WhitAlert.</li></ul>	<b>EVACUATION</b> (except in the case of a shooter) <ul style="list-style-type: none"><li>Move calmly to exits. Do not run or push.</li><li>Be aware that some exits may be unusable due to smoke or danger.</li><li>Follow instructions from staff, emergency personnel, or WhitAlert.</li><li>Alert emergency personnel if someone needs help evacuating.</li><li>Bring your cell phone, keys, wallet, and your car keys and wear seasonal clothing (if you were leaving for the day).</li><li>Check for WhitAlert updates on the Whitworth homepage or Pirate Port.</li></ul>

NOTE: To verify your cell number in WhitAlert, visit Pirate Port, then WHITNET>User Account/WhitAlert & Emergency Contact Information