



IN CASE OF EMERGENCY



In case of emergency, follow these steps to ensure your safety.

EVACUATION

- Stay calm. Do not rush or panic
- Safely stop your work.
- Gather your personal belongings if safe to do so.
- Proceed to the nearest exit.
- Wait for instructions from emergency responders.
- Do not re-enter the building until instructed to do so by emergency responders.

FIRE

If you discover a fire:

- Evacuate the immediate area.
- Activate the nearest fire alarm.
- **Call 911** if safe to do so. Otherwise, evacuate the building and call 911 from outside.

If you hear a fire alarm:

- Evacuate as soon as the alarm sounds.
- Do not open doors if they are hot.
- Use stairs only. Do not use elevators.
- Proceed to the designated meeting point.
- Do not re-enter the building until instructed to do so by emergency responders.

CRIMINAL ACTIVITY

Immediately **call 911** from a safe location if you are the victim of or witness to:

- Assault.
- Verbal or other threat of bodily harm.
- Suspicious activity or suspicious packages/items.
- Crimes in progress.
- Weapons violations.
- Activities presenting a serious risk to the individual or others.

Do not confront the suspect or block their exit.

HAZARDOUS MATERIALS SPILL

- Evacuate the affected area.
- **Call 911.**
- Provide the dispatcher information on the material type, quantity and specific location of the spill.
- Stay in a safe location to provide information to emergency responders.

TORNADO

If you are inside:

- If you're on an upper floor, go to the ground floor or the basement if there is one in the building.
- Go to the innermost portion of the building.
- Duck and cover for protection.
- Avoid windows.
- Evacuate the building if told to do so by building staff or emergency responders.

If you are outside in your vehicle:

- Stop and leave the vehicle.
- Take cover in the nearest gully, ditch or low area.

MEDICAL EMERGENCY

- **Call 911.**
- Do not approach the patient unless it is safe to do so.
- Send someone to meet and direct emergency responders to your location.
- Do not move the patient unless absolutely necessary.
- Do not take seriously ill or injured persons to the Wayland Nurse.
- Provide first aid if trained and if it is safe to do so.

ACTIVE SHOOTER

- RUN – HIDE – FIGHT
- Escape the area quickly if possible.
- Take cover or hide if you can't escape.
- Go to the nearest room or office.
 - Close and lock the door if possible.
 - Turn off the lights.
 - Seek protective cover.
 - Keep quiet and act as if no one is in the room.
 - Silence your cell phone.
 - Do not answer the door.
- Look for additional chances to escape.
- Fight for your life.
- **Call 911.**

FOR MORE INFORMATION

To get more information during or after an emergency:

- Call Wayland Police Department at 806-291-3490 or Wayland Police On-Call at 806-774-4225.
- Visit the campus home page: <http://www.wbu.edu>.

Campus emergency plans and procedures can be accessed at any time at <http://www.wbu.edu/security>.

The WBU PD is located at 801 Smythe St. on the Wayland Campus.

PLEASE KEEP POSTED

For additional copies, contact the Wayland Police Dept. 806-291-3490

BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the bomb threat checklist on this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact WBU PD immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call WBU PD at 291-3490 or WBU PD On-Call at 806-774-4225
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- Call 291-3490 or 806-774-4225
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected Delivery
- Poorly handwritten
- Misspelled Words
- Incorrect Titles
- Foreign Postage
- Restrictive Notes

DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

WHO TO CONTACT

- 911
- Wayland Police Department, 806-291-3490 or Wayland Police On-Call, 806-774-4225

BOMB THREAT CHECKLIST

Date: Time:

Time Caller Hung Up: Phone Number where Call Received:

Ask Caller:

- Where is the bomb located?
(Building, Floor, Room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb? Yes No
- Why?
- What is your name?

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (Background and level of noise)
- Estimated age:
- Is voice familiar? If so, who does it sound like?
- Other points:

Caller's Voice

- Accent
- Angry
- Calm
- Clearing throat
- Coughing
- Cracking voice
- Crying
- Deep
- Deep breathing
- Disguised
- Distinct
- Excited
- Female
- Laughter
- Lisp
- Loud
- Male
- Nasal
- Normal
- Ragged
- Rapid
- Raspy
- Slow
- Slurred
- Soft
- Stutter

Background Sounds:

- Animal Noises
- House Noises
- Kitchen Noises
- Street Noises
- Booth
- PA system
- Conversation
- Music
- Motor
- Clear
- Static
- Office machinery
- Factory machinery
- Local
- Long distance

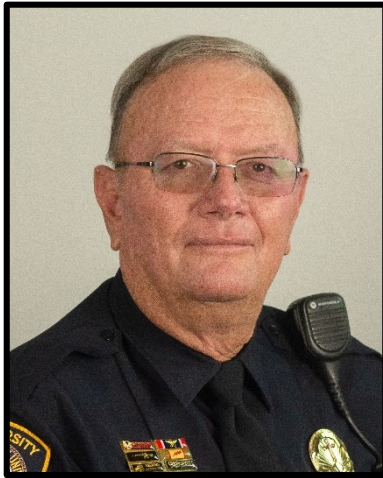
Threat Language:

- Incoherent
- Message read
- Taped
- Irrational
- Profane
- Well-spoken

Other Information:



Know our University Police Officers



Mike Allen, Interim Police Chief

Office Phone: 806-291-3492

On-Call Cell: 806-774-4225

mike.allen@wbu.edu



Jami Patterson, Patrol Officer

Office Phone: 806-291-3493

On-Call Cell: 806-774-4225

pattersonj@wbu.edu

Wayland Police Department

900 W 7th St. CMB 1201 Plainview, TX 79072

Office located at 801 Smythe St. 806-291-3490

Office hours: M-F 8:00am-5:00pm*

* Additional coverage is provided by off-duty licensed peace officers
from area police departments.



Emergency notifications are sent out through Pioneer Alert via voice calls, email and/or text messaging. It is critical to keep your information up-to-date. To access Pioneer Alert,

1. Go to www.wbu.edu and click on "Sign Up for Pioneer Alert" at the bottom of the page.
2. Log in to your Student Services account (you will need your WBU ID number and Student Services password).
3. Update contact info and verify the building where your office is located.
4. Click "Everything is OK" to save changes.



WAYLAND POLICE DEPARTMENT

