

**EMERGENCY ACTION PLAN**

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**Emergency Action Plan**

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# EMERGENCY ACTION PLAN

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## 1 PURPOSE

The Emergency Action Plan has been developed to ensure the safety of Westfield State University Students, Faculty, Staff, and Guests in the event of a fire or other emergency. The plan provides a written document that details the actions and procedures in an emergency and assigns responsibility for certain actions to designated individuals.

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## 2 SCOPE

Following the requirements of the U.S. Occupational Safety and Health Administration and the Office of Emergency Preparedness and Response, the following guidelines have been developed to inform and train our Students, Faculty, Staff, and Guests regarding:

- Emergency evacuation and shelter-in-place procedures
- Personnel accountability
- Fire prevention
- Fire extinguisher use

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- Medical emergency procedures
- Response to other hazardous situations

Students, Faculty, Staff, and Guests are expected to know how to respond to an emergency. Appropriate responses may be as simple as evacuating the area, summoning additional assistance, mitigating the hazard, or assisting another member of the Westfield State University community in cases of accident, fire, illness, or injury.

The Emergency Action Plan shall be made available to all Students, Faculty, Staff, and Guests upon request.

### 3 ACTION PLAN COMMUNICATION COMPONENTS

#### 3.1 Emergency Communications

In an emergency, critical information should be communicated clearly, quickly and to the appropriate agency. On the Westfield State University campus, (413) 572-5262 is the main contact for the University Police, although 9-1-1 can be dialed as a back-up to the University Police main number. Communicate information to the Westfield State University Police Dispatcher who will summon outside agencies (police, fire, EMS, and others) as needed and communicate emergency information to appropriate members of the WSU community.

#### 3.2 Emergency Phones

There are over 50 Emergency Phones located across campus. There are also phones in many elevators on campus to provide communications in an emergency. Press the emergency button to prompt an emergency response from WSU University Police.



#### 3.3 Reporting an Emergency by Phone – Dial 911

For Police emergencies, contact the University Police at:

413-572 5262

For emergencies requiring the Fire Department or Ambulance dial 911 WSU has a conference call system that the University Police Dispatcher can listen to the call when 9-1-1 is dialed from any campus phone. The University Police can also be reached directly by dialing X **5262** from any university phone on campus. It is, to know that when 9-1-1 is called from a cell phone, there can be a delay in determining your exact location since the call must be processed through a 911 call center. When reporting an emergency, give

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your name, location, and reason for the call. Always stay on the line with the dispatcher until you are told to hang-up.

### 3.4 Westfield Emergency Notification System (ENS)

- Westfield State University has implemented an emergency campus alert system that can contact thousands of individuals within minutes if there is an urgent situation or crisis.
- During critical events, Westfield State University will use the ENS to deliver advisories and instructions to students, faculty, staff, and others via cell phones, landlines, email, and other communication devices.
- WSU students, faculty, and staff can use their mobile phone number to enable WSU to reach them in the event of an emergency. Personal cell phone numbers will only be used by authorized personnel for emergencies or official business.
- The Westfield Community can sign up for ENS notifications at myWestfield

### 3.5 Westfield Siren Warning System



Westfield State University has installed an outdoor emergency siren system on campus. The system consists of two (2) strategically placed sirens that will be used to warn the University community in the event of a life-threatening emergency with no advanced warning. In many university buildings the fire alarm notification system has been upgraded to allow for alert messages to be transmitted through the building. These devices have two strobes on them: one white for fire and one amber for emergency alert.

If a life-threatening emergency is identified where a campus-wide siren activation is necessary, the University Police will activate the system. The activation will consist of an alert tone

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and a voice message regarding the nature of the emergency. Additionally the University will utilize Westfield's web-based notification system (**ENS**) to provide further information via telephone, email, or text messaging and information.

**Students, faculty, staff, and visitors who hear the siren should seek shelter by immediately going inside of a nearby building.** The system will be used to alert people to go indoors to shelter-in-place and seek additional information by doing the following:

- Listen to the voice message following the siren alert tone
- Carefully read and listen to all incoming messages via email, text message or telephone voice mail
- Limit non-emergency outgoing communications so as not to overburden the phone system

Once an emergency is resolved, the siren or other ENS communication methods will be utilized to inform people that the emergency is over. Examples of emergencies where the siren would likely be activated include:

- Weather emergency (tornado)
- Large Chemical Release near Campus
- Hostile Intruder (Active Shooter)

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### 3.6 Additional Information

Siren system tests will be announced in advance. When the system is activated for a test, no action is necessary, and there is no need to seek shelter. Although exterior sirens will be loudest within the limits of campus, some neighbors will be able to hear the warning system. If you are indoors when the siren is activated, it is not expected that you will hear the exterior sirens or the voice message that follows. Interior warning devices are located inside some building on campus and convey the same information as exterior siren system, as of now not all buildings have warning devices installed.

### 3.7 CONTACT TELEPHONE NUMBERS

#### Emergency Contacts

<b>WSU University Police– Emergency</b>	<b>(413) 572-5262</b>
<b>All Emergencies</b>	<b>911</b>

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#### Non-Emergency Contacts

<b>Facilities and Operations</b>	<b>(413) 572-5278</b>
<b>WSU University Police– Business</b>	<b>(413) 572-5262</b>
<b>Emergency Preparedness and Response</b>	<b>(413) 572-8711</b>

### 3.8 Fire Alarms

Fire alarm systems provide occupant notification in case of fire. In addition to horns and strobes, a fire alarm activation will also capture the elevator to a pre-determined floor, release fire doors and shut down some building heat and air conditioning systems.

#### 3.8.1 Alarm Initiation

- University buildings are equipped with fire alarm and many with fire suppression systems to detect and control fires while providing building occupants with an early warning evacuation signal. In most buildings, an alarm signal is sent simultaneously to both the WSU University Police and the Westfield Fire Department allowing first responders to be quickly dispatched to the emergency

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- Early warning fire alarm systems may be activated automatically or manually. Smoke detectors, heat detectors, and sprinkler flow switches are all examples of devices that will activate a fire alarm system automatically. A fire alarm pull station can be operated manually to initiate an alarm.
- You will find fire alarm pull stations located at the entrances to stairwells and building exits.

### 3.8.2 How to Activate a Fire Alarm Pull Station

To activate a fire alarm pull station, follow the directions printed on the device. Pull stations require two actions to initiate an alarm.

### 3.8.3 How to Activate a Fire Alarm Pull Station

To activate a fire alarm pull station, follow the directions printed on the device



To activate this type of fire alarm pull station, push the flap, grasp the top of the “T” and pull towards you. You will hear a click, and the device will lock into position.







Please note that in some buildings a tamper cover is secured over the fire alarm pull station. This must be removed to activate the pull station. A whistling alarm will sound when it is removed. Ignore and continue with activation process.

## 4 TYPES OF EMERGENCIES (EVACUATE, LOCKDOWN, OR SHELTER-IN-PLACE)

Emergencies can generally be grouped into one of three categories: Events that require building evacuation, a lockdown, or events that require building occupants to shelter-in-place.

### 4.1 Evacuation

#### 4.1.1 Reasons to Evacuate

Evacuate the building **every time** the fire alarm is activated. Although a fire in the building is a primary reason to leave the building, other reasons may force the evacuation of occupants.:

- Chemical spill (evacuation may be limited to room or floor)
- Significant Gas leak
- Presence of unwanted animals or other pests

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- Prolonged power or other utility outages

### 4.1.2 Emergency Exit Requirements

**4.1.2.1** In addition to OSHA requirements, Massachusetts building and fire safety regulations dictate how exits are to be constructed and maintained. These regulations apply to exit doors, the exit access (corridors and stairwells that lead to the exit) and the exit discharge (the area past the exit doors which may include exterior ramps, steps, fire escapes, and sidewalks.)

**4.1.2.2** Exits are permanent, unobstructed means of egress that must lead to a street, walkway, or other open space outside the building. They can, under certain circumstances, lead directly into another building or area of refuge provided that they then lead directly to the outside. Exits must be adequate in number and shall be visible to all occupants in the building. An illuminated sign, readily visible from any direction of exit access, shall mark each exit.

### 4.1.3 Egress Maintenance

**4.1.3.1** Exit accesses and discharges must be maintained and remain unobstructed at all times. Exits provide a safe and easily identifiable route out of a building in cases of emergency and allow swift and unhampered ingress for firefighters or other emergency personnel in the event of a fire or rescue. Designated exits must meet the following criteria:

- All corridor smoke and fire doors must be kept closed to prevent smoke migration to other parts of the building. Fire doors may be held open by magnetic door-holders connected to the building's fire alarm system. These doors will close automatically in the event of a fire. Door wedges and stops must never be used.
- Corridors and stairwells cannot be obstructed or used for storage. Prohibited items include but are not limited to: recycling and trash containers, boxes and paper, combustible decorations, stuffed chairs, couches, and other furnishings.
- Exit doors may **never** be chained or locked to prevent travel out of the building.
- Any door located within the means of egress that may be mistaken to be a part of the means of egress shall be labeled "Not an Exit."
- All exits and exit signage must be maintained at all times. During construction, demolition or repair of a building, any alternate means of egress must be approved by

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the Facilities Supervisor if the exit is to be blocked during construction or altered in any way.

### 4.1.4 Know Your Building

Members of the WSU community are urged to acquaint themselves with the layout of the building in which they may be working, studying, living, or visiting.

You should be familiar with:

- The location of corridors and exterior doors in your building.
- The locations of stairways. Be familiar with at least two ways out of the building.
- The location of fire alarm pull stations
- The location of fire extinguishers

At appropriate times, under the direction of the Westfield Fire Department WSU Facilities and Operations, and in accordance with the Clery Act, evacuation drills may be carried out in any University-owned building. The Authority having Jurisdiction (AHJ) will determine the number of annual drills held as to familiarize occupants with the drill procedure and to establish conduct of the drill as a matter of routine. The drills are conducted to familiarize staff and occupants of the building with the sound of the fire alarm and to initiate the appropriate, desired response during an alarm.



### 4.1.5 Responding to a Fire Alarm in Your Building

When you hear the fire alarm, evacuate the building quickly and calmly. It is state law and University policy that you evacuate when the fire alarm is activated. Failure to do so may result in disciplinary action.

**If a door to the hallway is closed, check the doorknob.**

**If it is hot, don't open it!**

**If the door is cool, open it slowly and check the hallway for smoke.**

- Remember that smoke rises, so the best visibility will be near the floor.
- If smoke or heat blocks your way, look for an alternate exit. There should be at least two ways out of the building.
- An elevator is not an exit. Never use an elevator during a fire or fire alarm.
- Close doors behind you as you leave. Closing doors will help prevent the spread of smoke and fire. On your way out, notify others that they should immediately evacuate from the building.
- Go to the exit and proceed directly to the evacuation location outside of the building.
- Do not re-enter the building until the fire department grants permission.

### **If you are unable to evacuate the building because of fire or smoke in the corridor:**

- Remain calm.
- Close the door to the room and call 911 and describe your location.
- If smoke begins to come in around the door frame, place tape, blankets, towels, or clothing around the door, wet the fabric with water if possible.
- Wave a brightly colored article of clothing or similar material in the window to attract attention, but do **not** break the window.

#### **4.1.6 Evacuation Procedures for Persons with Disabilities**

Persons with disabilities should utilize a “buddy system” in the event of an emergency evacuation from the building. This “buddy” will evacuate, seek help, and communicate the location and other information about the disabled person to emergency personnel.

In the event of evacuation within a building remember, the elevator will not operate when the fire alarm is activated. If you need to use the elevator to evacuate the building, proceed to an “area of rescue” in a stairwell, room or office with a fire door. Communicate with 911 or WSU PD your location and other information (413) 572-5262, and wait until firefighters arrive.

If you need to evacuate the building, the fire personnel may choose to carry you. Be prepared to explain the quickest way to disengage any equipment to facilitate the evacuation and give them any other necessary instructions. In some cases you may be asked to shelter-in-place inside your room if firefighters determine that your room will remain safe while the situation is brought under control.

##### **4.1.6.1 When the fire alarm sounds:**

- If you can access an exit without the use of the elevator, proceed to the assigned evacuation location outside of the building. Once you have safely left the building, make sure that Building Coordinators are aware that you have exited the building safely.
- If you require the use of the elevator, you will need to shelter-in-place until firefighters can respond to assist you. A stairwell or an office with a thick wooden or metal door will provide an “area of rescue” where you can await the arrival of firefighters who will help evacuate you from the building.
- If you are unable to evacuate the building for any reason, WSU University Police at **(413) 572-5262, or 911**. Give the dispatcher the following information:

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- There is an emergency in your building.
- You have a disability and need assistance.
- Provide the name of the building and your exact location.
- If you are in a room, wait by the window. If possible, use a brightly colored article of clothing or similar material to attract the attention of emergency responders.

### 4.2 Lockdown

#### What Does “Lockdown” Mean?

An imminent threat of violence may cause a lockdown of all or part of campus. Some exterior doors will lock automatically. Emergency responders may lock others manually. The goal is to limit exposure of students, faculty, and staff to danger by preventing dangerous persons from entering campus buildings. When the doors are electronically locked you will not gain access to the building.

##### 4.2.1 If a Lockdown is ordered

- Stay inside! Do not leave the building unless you are confronted with imminent danger inside.
- If outside, seek shelter in the nearest building.
- Take shelter in a lockable room if possible. Once the door is locked, do not unlock it or open the door to let others in.
- If the door does not automatically or manually lock or you do not have the key to lock the door, close and then block the door using whatever is available -- door wedges, desks, file cabinets, other furniture, etc.
- Close windows, shades and blinds, and avoid being seen and heard from outside the room if possible.
- Monitor the Emergency Notification System for updates and further instructions.
- Report any emergency or unusual condition to University Police at (413) 572-5262.
- Once in a secure location, do not leave until receiving the “all clear” from a police officer, University Police officer, the Emergency Notification System, or website communication.

##### 4.2.2 Active Shooter / Hostile Intruder

Besides natural weather emergencies and large scale chemical releases, you may need to “Lockdown” if there is a report of an armed person threatening harm to people on, or around campus. We generally refer to this type of situation as a “Hostile Intruder” or an “Active Shooter.” The University has developed guidance to assist in responding to Hostile Intruder(s) on campus. A Hostile Intruder may be described as an Active Shooter by law enforcement when a firearm or another weapon is involved. If a hostile intruder

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threatens the personal safety of members of the Westfield State University community, people should refer to the guidance provided by the WSU University Police.

This Run, Hide, Fight guidance cannot cover every possible situation that might occur. Nevertheless, it is a training tool that can reduce the number of injuries or death if put into action as soon as a situation develops.

### **RUN**

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible to responding police officers

### **HIDE**

- Hide in an area out of the active shooter's view
- Block entry to your hiding place and lock doors
- Silence cell phones

### **FIGHT**

- As a last resort and only when your life is in imminent danger
  - Attempt to incapacitate the shooter
  - Act with physical aggression. Throw items at the shooter if possible
- Call **911** or University Police at **(413) 572-5262** when it is safe to do so.

### 4.2.3 Shelter in Place

#### **What Does “Shelter-in-Place” Mean?**

During certain situations, particularly weather emergencies or major chemical releases, you may be advised to “Shelter in Place” rather than evacuate the building. In such a case it will be safer for people to remain indoors rather than go outside. As with any emergency, it is most important that people remain calm.

Types of emergencies that will typically require occupants to **Shelter-in-Place**:

- Severe weather (such as hurricane, lightning, tornado, etc.)
- Large scale chemical release near campus

## 5 FIRE PREVENTION

### 5.1 Housekeeping

To limit the risk of fires, all employees shall take the following precautions:

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- Minimize the storage of combustible materials.
- Storage of any kind is prohibited in all building stairwells.
- Storage of any kind is prohibited in all residential occupancy corridors and common areas.
- Make sure that doors, hallways, stairs, and other exit routes are kept free of obstructions.
- Dispose of combustible waste in appropriate containers.
- Keep work areas free of dust, lint, sawdust, scraps, and similar material.
- Use and store flammable materials in well-ventilated areas away from ignition sources.
- Keep electrical equipment in good working order. Inspect electrical wiring and appliances regularly.
- Cook in designated areas only. Never leave cooking appliances unattended.

### 5.2 Maintenance

The Facilities and Operations will ensure that equipment is maintained according to manufacturers' specifications. Westfield State University also complies with requirements of the Massachusetts Uniform Fire Code and applicable National Fire Protection Association (NFPA) standards for specific equipment. Only properly trained and licensed persons shall perform maintenance work.

The following equipment is subject to the maintenance, inspection, and testing procedures:

- Equipment installed to detect fuel leaks, control heating, and control pressurized systems;
- Portable fire extinguishers, automatic sprinkler systems, and fixed extinguishing systems;
- Detection systems for smoke, heat, or flame;
- Fire alarm systems; and
- Emergency backup systems and the equipment they support.

### 5.3 Recognizing Hazards and Prohibited Items

The following sections address the major building fire hazards encountered at Westfield State University and the procedures designed for controlling these hazards. Here is a short list of prohibited items in all buildings:

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- Hoverboards
- Candles
- Incense
- Smoking of any substance
- Explosives
- Weapons
- Fireworks
- Unapproved Space heaters

Additional prohibited items in residence halls can be viewed at:

<http://catalog.westfield.ma.edu/content.php?catoid=8&navoid=329>

### 5.4 Electrical Fire Hazards

Electrical system failures and the misuse of electrical equipment are the leading causes of workplace fires. To prevent electrical fires:

- Do not overload electrical outlets and limit the use of extension cords.
- Never use extension cords as substitutes for permanent wiring.
- Grounded, 15-ampere rated surge protectors are the only type of extension cord allowed in residence halls.
- Make sure that worn power cords are replaced or taken out of service and discarded.
- If an extension cord must be used temporarily, be sure that it carries an Underwriters Laboratory (UL) label and is the proper size (ampere rating) for the intended use.
- Inspect electrical wiring and appliances regularly and keep motors and machine tools free of dust and grease.
- Check the wiring in hazardous locations where the risk of fire is especially high.
- Check electrical equipment to ensure that it is properly grounded or double insulated.
- Any electrical equipment that is used outdoors, or in a wet environment indoors, shall be equipped with GFCI (Ground Fault Circuit Interruption) protection.

### 5.5 Office Fire Hazards

Fire risks are not limited to industrial facilities or laboratories. Fires in offices have become more likely because of the increased use of electrical equipment, such as computers, printers and fax machines. To prevent office fires:

- Avoid overloading circuits with office equipment.
- Turn off nonessential electrical equipment at the end of each workday.
- Keep storage areas clear of any trash.



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- Ensure that extension cords are never placed under carpets or coiled. Extension cords are intended for short-term use only. Contact Facilities and Operations to install additional electrical outlets as needed.
- Ensure that trash and paper set aside for recycling is not allowed to accumulate.
- Limit the use of toasters and similar equipment to appropriately designated locations.

### 5.6 Flammable and Combustible Materials

To help minimize the hazards posed by the storage of flammable and combustible materials:

- Report gas leaks immediately. Facilities and Operations shall ensure that all gas leaks are repaired immediately upon notification. Westfield Gas & Electric shall be called by Facilities and Operations for outdoor problems or major leaks.
- Report flammable spills to the Facilities and Operations at (413) 572-5278 or the WSU University Police at (413) 572-5262.
- Keep combustibles away from accidental ignition sources such as hot plates, soldering irons, or other heat or spark-producing devices.
- Store paper stock in metal cabinets.
- Store used rags in metal bins with self-closing lids.
- Use care when handling Class B flammable liquids (oils, greases, tars, oil-based paints, and lacquers), flammable gases, and flammable aerosols. Use equipment and procedures specifically designed for the purpose whenever Class B materials are stored, transported, or transferred from container to container.

#### 5.6.1 Smoking

- Smoking or the use of tobacco or marijuana products in University owned or leased vehicles are prohibited. Smoking or the use of tobacco or marijuana products is also prohibited in personal vehicles when those vehicles are on University property.
- The use of edibles, THC pills, and vaporizer devices including, but not limited to, hookah pens, marijuana pens, and e-cigarettes is prohibited on all University property or University-leased property as described above.

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- All campus constituents have a collective responsibility to promote the safety and the health of the campus community and, therefore, share in the responsibility of policy compliance. Individuals observed smoking or using tobacco or marijuana in any form, are to be reminded, in a professional and courteous manner, of the University policy.
- Students in violation of this policy shall be referred to the University student conduct system for disciplinary proceedings for repeated offenses. Employees in repeat violation of this policy will be referred to Human Resources.
- To assist those who wish to stop the use of tobacco or marijuana products, the Human Resources Department, the Health Services Department, the Counseling Center and the Employee Assistance Program (EAP) can direct employees and students to tobacco and marijuana cessation programs which the University might provide.
- Any questions regarding the interpretation of this Policy rest within the authority of the Vice President, Student Affairs (for students) and the Assistant Vice President for Human Resources (for employees).

### 5.7 Report Vandalism to Life Safety Equipment

To Facilities and Operations (413) 572-5278  
and University Police after 5 pm (413) 572-5262

Examples include:

- Fire Doors - should close automatically and completely.
- Exit Signs - Two exit signs should be visible from all public areas.
- Fire Alarm Equipment - Note damage to smoke detectors, sprinklers, pull stations, horn strobes, and report to WSU University Police (413) 572-5262.
- Fire Extinguishers – Report extinguishers that have been discharged or have lost pressure to the WSU University Police (413) 572-5262.

## 6 FIRE EXTINGUISHERS

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**No member of the WSU Community is ever required to use a fire extinguisher!**

**If you see a fire, we advise that you close the door to the room, activate the nearest fire alarm pull station and calmly evacuate the building.**

You may attempt to extinguish a fire only if:

- You have been trained in the use of fire extinguishers
- You have sent another person to report the fire or the fire alarm has already been activated
- The fire is small, and you believe it can be controlled in 10 seconds or less.

### 6.1 Fire Extinguisher Instructions

**If you plan to use a Fire Extinguisher in a building, you must follow these procedures:**

- Ensure that the fire alarm has been activated
- Choose the proper type and size of fire extinguisher
- Have a clear path between you and the exit (your back oriented towards the exit)
- Utilize the **PASS** procedure to extinguish the flames.
- Empty the entire contents of the extinguisher on the fire

### 6.2 PASS Procedure



- Pull the pin.
- Aim the extinguisher nozzle or hose at the base of the fire.
- Squeeze the handle to activate the agent.











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- Sweep the stream across the base of the fire.
- Always position yourself with a clear escape route that will not be blocked by fire.
- Try to keep your back pointed toward an open exit door.
- Stand six to eight feet from the fire.
- Use the PASS procedure.
- Never assume the fire has been fully extinguished!
- The fire department should always inspect the scene.

Notify Westfield State University Facilities and Operations of any fire extinguishers that have been discharged. Vandalized fire extinguishers or extinguishers that appeared to have leaked may also be reported to Fire Safety or Facilities Management.

6.3 Types of Extinguishers

Fire Class & Symbol	Pictogram	Types of Fires
		Ordinary solid combustibles (paper, wood, cardboard and most plastics)
		Flammable liquids and gases (gasoline, kerosene, grease or oil)
		Energized electrical equipment (appliances, wiring, circuit breakers or outlets)
	Not Commonly Used 	Combustible metals found in labs (magnesium, titanium, potassium or sodium)
		Oils and fats (cooking oils, trans-fats, or fats in cooking appliances)

Class K fires involve cooking media (grease, fats, and oils) in commercial cooking appliances. These extinguishers may be found in commercial kitchens on campus. Always activate the fixed suppression systems that protect commercial cooking applications first, before attempting to use a K type extinguisher.

## 7 MEDICAL EMERGENCIES

Emergency Medical Services on campus are provided by Westfield Fire Department. If a student, an employee or any other member of the campus community becomes ill or suffers an injury and needs assistance:

### Contact the Westfield Fire Department at 911 for Medical Assistance

Notify the dispatcher of:

- Nature of the injury
- Location of the patient
- Condition of the patient (unconscious etc.)
- Age of the patient

**Do Not Move Patient** unless the patient is going to suffer a further injury (fire, crushing, etc.).

Stay with the person until trained medical personnel arrive and take control. Trained medical personnel may include members of the Westfield Fire Department Emergency Medical Service personnel or mutual aid from other local departments

**Avoid bodily fluids.** An employee trained in handling blood-borne pathogens should be called to clean up any blood or body fluids. Call Environmental services at: (413) 572- 5261 or 5278. Contact University Police after 5 pm (413) 572-5262

### **Always Remain Calm!**

#### **Call 911 whenever a person:**

- Is unconscious or unresponsive
- Has trouble breathing or is breathing in a strange way
- Has chest pain or pressure
- Is bleeding severely
- Has pain or pressure in the abdomen that does not go away
- Is vomiting or passing blood
- Is having or has had a seizure
- Has a severe headache, slurred speech, tingling fingers, or dizziness
- Has ingested poison or suspected poison
- Is reacting to drugs or alcohol
- Has sustained injuries to the head, neck, or back
- Suffers an injury involving broken bones, sprains, or dislocations
- Has experienced an electrical shock

### 8 HOT WORK (CUTTING, WELDING AND OTHER WORK INVOLVING HEAT OR OPEN FLAMES)

WSU Facilities and Operations supervisors, contractors, and any other University employee authorizing work on university-owned property shall maintain Hot Work vigilance by:

- Exploring alternative methods to complete task without Hot Work.
- Ensuring a Hot Work permit has been obtained from the Westfield State University Environmental Health & Safety Office before the start of any work that uses or generates heat or sparks. Included are: cutting, welding, soldering, grinding, and the use of heat guns.
- Ensuring cutting and welding are done by authorized personnel in designated cutting and welding areas whenever possible.
- Ensuring adequate ventilation is provided.
- Adhering to the University's "Hot Work Policy": [WSU Hot work Policy](#)

### 9 OTHER EMERGENCIES

#### 9.1 Weather Emergencies

- Hurricane
- Blizzard
- Ice Storm, freezing rain
- Flood
- Difficult travel (walking, driving, etc.)
- Extreme heat or cold

When a weather emergency threatens to close the University, Students, Faculty, Staff, and Guests are instructed dial the Emergency / Weather Hotline (413) 572- 5411 and to monitor local radio and television stations. If the emergency impacts to operations of the campus and requires a delayed opening or cancellation, text, voice mail, and e-mail messages will be sent to supervisors and department coordinators who will instruct their subordinates.

Do not come to campus when a weather-related closing is announced. Employee access to inner-campus is typically limited to emergency vehicles and snow removal personnel. If a weather closing is possible, take any needed items from campus in advance as you may

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not be permitted to enter until snow removal is complete. Essential Personnel have been pre-identified and will be required to come to campus.

Parking Policy - In the event of a parking ban, a notification will be delivered via WSUAlert with instructions on where to move vehicles. However, email is the official notification method of the University and will be the primary method of delivery for these notifications.

### 9.2 Hazardous Material Leak/Spill

- Alert all personnel to evacuate the area and close and lock the door behind you.
- Contact Environmental Health and Safety (413) 572-5209 and Westfield State University Police at (413) 572-5262, and report the nature of the emergency with as much detail as possible.
- Move a safe distance away and tend to injured or contaminated personnel.
- When emergency responders arrive on scene, make yourself available to answer any questions (i.e., type of chemical, size of spill, Safety Data Sheets, etc.).

### 9.3 Natural Gas Leak

Any natural gas leak should be immediately reported to 911 and WSU University Police. If the leak is large enough to pose an immediate hazard to people in the area, close doors and move away from the area. Notify other occupants of the building in your path as you leave the building by voice to evacuate. Do not activate the fire alarm, light switches, or electrical devices. First responders including WSU University Police and the Westfield Fire Department will help evacuate the building if it is necessary. Limit sources of ignition such as open flames, heating equipment, and electrical appliances. Make yourself available to describe the location and extent of the leak to emergency responders.

### 9.4 Mechanical Emergencies

Water leaks, steam leaks, electrical outages, heating failures, and any other utility issues should be reported to Facilities and Operations at (413) 572-5278 or University Police after 5 pm (413) 572-5262

### 9.5 Animal or Insect problems

Any direct physical contact with an unknown animal, especially if it results in a bite or scratch, could have serious consequences (rabies). Any animal acting abnormally on campus should be reported to University Police (413) 572-5262. If a wild animal such as a bat or a raccoon is inside a building, try to safely isolate it in a room by closing the doors behind it and keeping people away. Do not attempt to handle any dead wild animals. In



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the case of a bite or other injury caused by an animal or venomous insect (bee, etc.) or a severe allergic reaction to an insect or other animals, dial University Police or 911 immediately for emergency medical assistance. Be prepared to give your name, location, and, if possible, the species or type of animal involved.

Try to remove the affected person and yourself from danger. Tell others to vacate the area if a dangerous animal may still be nearby. Help the victim immobilize the bite area and make the victim as comfortable as possible until medical or other assistance arrives.

### 9.6 Bomb Threat

A bomb threat should be reported immediately to WSU University Police at (413) 572-5262 and 911. Officers will respond and assess the situation before initiating any evacuation of the building. A person who has received a bomb threat by telephone should make an effort to gather as much information as possible while the call is in progress.

#### Try to ask the following:

- When will the bomb explode?
- What kind of bomb is it?
- What will cause it to explode?
- Where is it right now?
- What does it look like?
- Who placed the bomb?
- Did you place the bomb?
- Why did you place the bomb?
- How many bombs are there?
- What is your address?
- What is your name?

Describe the caller's voice, any background noises you heard, and the exact wording of the message.

Do **NOT** hang up[ the phone even if the caller does, and write down all info on the phone display.

Do **NOT** pull the fire alarm to evacuate the building.

Do **NOT** touch suspicious packages. Inform University Police of suspicious packages, items, or people in the area.

Follow instructions from first responders in regards to evacuation assembly areas.

You may be asked to Shelter In Place in unaffected areas of the campus.

## **10 RESPONSIBILITIES OF THE WSU COMMUNITY**

### **10.1 Department Heads**

- Identify a Department Coordinator for every building or floor used by the department. The number of coordinators required will depend on the size of the department or the size of the building. The Office of Emergency Preparedness and Response may be consulted to resolve questions. (FUTURE PROGRAM)
- Be responsible for the implementation and enforcement of this plan within the area of the Department Head's responsibility.
- Maintain training records within the department.

### **10.2 Emergency Building Coordinators (FUTURE PROGRAM)**

- Review the Emergency Action Plan at least annually to ensure familiarity.
- Attend Emergency Action Plan training and follow the provisions of the plan.
- Provide training, or make arrangements with the Office of Emergency Preparedness and Response to provide training on the Emergency Action Plan for all faculty, staff, and students in their department.
- Ensure that all new employees have completed training on this plan.
- Maintain a printed copy of the Emergency Action Plan, and make it available to occupants of the building upon request.
- Help the Office of Emergency Preparedness and Response to designate an alternate Building Coordinator who can act in the absence of the Building Coordinator.
- Report missing persons and those in need of assistance to emergency responders.
- When a fire alarm sounds, proceed calmly to the nearest exit, closing doors behind you and ensure that anyone you encounter is also exiting the building.
- Contact the Office of Emergency Preparedness and Response to request Emergency Action Plan training.

### **10.3 Students, Faculty & Staff**

- Attend Emergency Action Plan training and follow the provisions of the plan.
- Know evacuation locations for building you occupy
- Know the location of fire alarm pull stations, emergency exits, and fire extinguishers in their areas.

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- Know procedures for reporting fires and other emergencies.
- Know the pre-determined evacuation location for their building/department and proceed to that location in the event of a fire alarm.
- Notify authorities of any condition that poses a risk during an emergency.
- In an emergency, remain calm. Don't panic.
- Never re-enter a building until authorities have given permission.
- Assist others who may have difficulty evacuating the building or notify emergency responders of the location of anyone unable to leave the building.
- Following an evacuation, assist with determining that all fellow students, co-workers, and visitors have evacuated safely.
- Take personal responsibility for correcting minor problems involving the storage or general housekeeping.

### 10.4 The Office of Emergency Preparedness and Response

Westfield State University Office of Emergency Preparedness and Response  
Scanlon Hall Room 146  
577 Western Ave  
Westfield, MA 01086-1630

Emergency Preparedness and Response (413)-572-8711  
E-mail: [tkettle@westfield.ma.edu](mailto:tkettle@westfield.ma.edu)

- Develop the Emergency Action Plan for the University.
- Review the plan annually and make revisions as necessary.
- Communicate revisions of the plan to Building Coordinators and other employees as requested.
- Provide training for employees as requested.
- Assist in determining evacuation locations for departments.
- Communicate safety concerns and deficiencies to the appropriate person or department for appropriate corrective action.

### 10.5 WSU Department of Facilities & Operations

Westfield State University Department of Facilities and Operations  
Scanlon Hall  
577 Western Ave  
Westfield, MA 01086-1630

Facilities and Operations shall:

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- Correct any reported fire safety deficiencies.
- Comply with requirements of the Massachusetts building and fire safety regulations and National Fire Protection Association (NFPA) standards for maintenance and testing of all fire safety equipment including, but not limited to: fire alarm systems, sprinkler systems, fire pumps, kitchen hood suppression systems, clean agent suppression systems, fire extinguishers, emergency generators and emergency lighting. Ensure that only properly trained and licensed persons perform maintenance and testing.
- Provide information as needed regarding sprinkler, gas, water, electrical shutoffs, etc.
- Provide Emergency Evacuation Maps in residence halls, and other buildings as required or appropriate.
- Maintain a current list of Facilities contact persons, and provide an updated list to the University Police regularly.

## 11 TRAINING

### 11.1 Office of Emergency Preparedness and Response

The Office of Emergency Preparedness and Response provides on-going Emergency Action Plan Training for Faculty, Staff, and Students. Classroom training can be requested (413) 572-8711

### 11.2 Department of Human Resources

The Human Resources Department shall provide a time for new employees to receive Emergency Action Plan training as part of an employee onboarding process.

The department should also provide notification to the Office of Emergency Preparedness when an employee who is a Building Coordinator terminates employment, this will allow for maintenance of Coordinator status.

### 11.3 Supervisors

Supervisors should train employees about the hazards associated with the specific materials and processes to which they are exposed, and maintain documentation of the training. Employees should receive this training:

- At their initial assignment, and

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- When work processes change.

## 12 DOCUMENT LINKS & CONTACT INFORMATION

### **Environmental Health & Safety Website**

<http://www.westfield.ma.edu/offices/environmental-health-safety>

Office Phone: (413) 572-5209

### **Emergency Preparedness and Response Website**

<XXXXXXXXXXXXXXXXXXXXXXXXXXXX>

Office Phone: (413) 572-8711 / Email: [tkettle@westfield.ma.edu](mailto:tkettle@westfield.ma.edu)

### **WSU University Police**

#### **Website**

<http://www.westfield.ma.edu/offices/department-of-public-safety>

Emergency Phone: 911 / Routine Business: (413) 572-5262 / Silent Witness:

<https://secure.blueoctane.net/forms/KOEIXSE82L1G>

**WSU Alert**- Self-service for **Faculty, Staff** and **Students** to sign up for WSUAlert

<http://www.westfield.ma.edu/offices/information-technology-it/emergency-notification-system>

**WSUEmployee Emergency Info Line** <https://www.westfield.ma.edu/weather>

(413) 572- 5411

### **Facilities and Operations (Repairs and Building Issues)**

<https://login.myschoolbuilding.com/msb>

### **Disability Services**

Website: <http://www.westfield.ma.edu/academics/disability-services>

E-mail: [banacos@westfield.ma.edu](mailto:banacos@westfield.ma.edu) or Phone: (413) 572-5789

### **The Active Shooter Emergency Response Guidance Plan**

<http://www.westfield.ma.edu/emergency-preparedness-and-response/incident-types>

### **Prohibited Items in Residential Halls**

<http://catalog.westfield.ma.edu/content.php?catoid=8&navoid=329>

### **Hot Work Policy**

[www.westfield.ma.edu/offices/environmental-health-safety](http://www.westfield.ma.edu/offices/environmental-health-safety)

### **Bomb Threat Guidance**

<http://www.westfield.ma.edu/emergency-preparedness-and-response/incident-types>

**EAP Training (On-Line) (FUTURE PROGRAM)**

<http://xxxxxxxxxxxxxxxxx.edu>

**Building Specific Emergency Action Plan Information (FUTURE PROGRAM)**

<http://xxxxxxxxxxxxxxxxxxxxxxxxxx.edu>