

The “City University of Seattle, Campus Emergency, Safety, and Accident Prevention Plan “ is provided to assist members of the campus community before and during emergencies. This publication addresses the most common emergencies and those that are most likely to occur in the future.



EMERGENCY RESPONSES AND CRISIS
SITUATIONS



CITY UNIVERSITY OF SEATTLE

CAMPUS EMERGENCY, SAFETY, AND ACCIDENT PREVENTION PLAN

2014

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INTRODUCTION

The “*City University of Seattle Campus Emergency, Safety, and Accident Prevention Plan*” is prepared by the Human Resources and Facilities Departments to assist members of the campus community before and during emergencies. While it is impossible to produce a document that is all inclusive, this publication addresses the most common emergencies and those that are most likely to occur in the future. Preparation is critical to be effective in emergencies. All university personnel should become familiar with the plan’s contents. If you are unsure of what you need to do at your facility or have any questions, contact your respective site manager or one of the following departments:

Non-Emergency Phone Numbers:

Facilities Department (425) 681-9666
Human Resources Department (206) 239-4944

What is an Emergency?

An emergency is any unplanned event that can cause deaths or significant injuries to employees, students, and visitors. An emergency is any immediate threat to life and/or property that requires immediate response from police, fire or ambulance personnel. Emergencies can shut down entire campuses or facilities, disrupt operations, cause physical or environmental damage, and threaten the University’s financial standing and public image. Your judgment often determines whether an incident is an emergency. If you find your safety in any doubt then it is an emergency situation and the procedures in this booklet should be followed. **Always error on the side of caution!**

- Numerous events can be considered “emergencies,” including:
 - Natural Disasters: flood, earthquake
 - Technological Incidents: power outage, system failure, viruses
 - Fires or Haz-Mats: building fire, explosion, airborne contaminant
 - Violence or Civil Disorder: workplace violence, bomb threat, shooting
 - Pandemic influenza outbreaks or outbreaks of uncommon infectious diseases

WHEN TO CALL (9) 9-1-1: ***You should call in ALL emergencies***

When reporting an emergency:

- Stay on line with the dispatcher.
- Provide the address, location and a description of the emergency.
- Provide the phone number at your location.
- Provide a thorough description of the incident to ensure that appropriate resources are dispatched.

How to Use the City University of Seattle “Campus Emergency, Safety, and Accident Prevention Plan”

This document serves as a recommendation for general guidelines and procedures to follow in the event of an emergency. Courses of action should always take the context of the situation into consideration. Adjustments should be made on an as needed basis. A printed version of this should be maintained in a safety binder at each university location.

Emergency guidelines will be reviewed and updated on an annual basis to reflect changes in City University of Seattle policies or to respond to new emergency situations. At each university site, a designated employee will be appointed as the CityU safety committee representative/floor captain and is responsible for communicating safety process changes to local staff, and to maintain and update emergency contact information.

Emergency situations are not predictable, and staff are responsible for knowing basic safety procedures prior to an emergency. This guide provides both a general overview for emergency situations, as well as a more detailed response plan broken up into sections based on specific situations.

Emergency Responses

SHELTER-IN-PLACE

You may be required to *Shelter-In-Place* for events such as severe weather, major earthquake, or Hazardous Materials release.

- **When notified, you should:**
 - Seek **immediate** shelter inside a building (preferably in a room with no windows).
 - Additionally, if you are “sheltering” due to a hazardous materials (HAZMAT) accidental release of toxic chemicals, the air quality may be threatened and sheltering in-place keeps you inside an area offering more protection.
 - Seek inside shelter if outside.
 - Seal off openings to your room if possible (HAZMAT event).
 - Remain in place until you are told that it is safe to leave.

- **How will I be notified?**
 - You are informed through radio or television public service announcements.
 - You observe or sense dangerous air conditions.
 - You receive notification from the emergency alert system

- **Additional actions:**
 - Close all doors and windows to the outside.
 - Do not use elevators as they may pump air into or out of the building (HAZMAT).
 - If possible, close and/or seal vents & ducts (HAZMAT event).
 - Do not go outside or attempt to drive unless you are specifically instructed to evacuate.

- **Information sources:**
 - Tune to the Emergency Alert System station on your radio or television for further information. The following are radio stations that you can tune to for emergency broadcasts:
 - Seattle Metro area - KIRO AM 710, KOMO AM 1000 and KING FM 98.1

Remain in place until Police, Fire, or other Emergency Response officials tell you it is safe to leave or until information is announced through radio or television broadcasts alerting you that it is safe to leave.

CAMPUS LOCKDOWN

City University will use explicit communication in order to identify any threat or perceived threat to the university community or the physical facility.

Initiation of lockdown procedure

- Whenever possible, the determination to declare and lockdown will be at the discretion of the President of City University or designee(s).
- Declarations of lockdowns may be made in respect to and in conjunction with local law enforcement activities, public health situations, first responder's activations, civil unrest, and emergency related events.
- In the event of an immediate threatening emergency where initiation of a lockdown is necessary, site security personnel and other selected personnel at the site are authorized to initiate a lockdown.

Electronic lockdown operation (5TH AND Wall – Seattle location)

- CityU in Seattle has the capability to electronically shut down elevators and restrict access to the building.
 - One (1) roll up garage door
 - Four (4) access doors
- This system is accessed via a swipe card system, on any of the CityU facilities exterior swipe card points.
- These cards are kept at the Receptionist desk, the Director of Facilities' desk, and a representative in the Library area.
- Building Engineer / Property Management also have the ability to lock the facility down manually via the computer system.
- The system will be tested on a semi-annual basis to ensure its operability.
- Three levels of lockdown will be utilized to protect the employees, students, faculty, students, and visitors from threats.
 - **LEVEL GREEN:** There is a NO THREAT level to the facility or occupants.
 - Normal day to day operations
 - **LEVEL YELLOW:** There is a threat in the area or information is presented that a local event could potentially affect City University. This level is designed to keep unauthorized personnel out of the facility.
 - Examples include: an event occurs in immediate local area, a fugitive is thought to be in the area, threatening protests/demonstrations, above average reports of theft & break-ins, multiple arrests at adjacent facilities, etc.
 - CityU will utilize the Yellow card to:
 - Lock ALL exterior doors
 - Post a guard at main entrance

- Place signs at entrances to notify personnel to utilize the main entrance
 - Make announcements to all employees
 - Employees can still utilize their badges to access the facility – all hours. (if they have that level of access under normal conditions). Note: Do not allow tailgaters to follow you into the building – confront and report. Exiting the building should be avoided during these times
 - Office activity will remain normal
 - Supervisors should account for personnel at all times
 - Screening of individuals will be conducted for people entering and exiting the facility
 - All personnel will be screened to ensure they are authorized to enter
 - No deliveries will be accepted. Delivery operators will be instructed to redeliver the following day
 - All supplies entering and exiting the facility will be checked
- **LEVEL RED:** There is a direct threat to City University or its employees, faculty, students, and/or visitors
 - Examples Include: an active shooter, hostage situation, direct knowledge of planned threatening event, etc.
 - Level RED Lockdown is a Life Saving Safety measure – there will be no screening unless accomplished by Law enforcement officials.
 - Elevators will automatically lock down to prevent access from lower levels.
 - Stop Office Activity
 - CityU will inform everyone in the building of the threat - loud speaker, email, alert system, and verbally.
- **Changing of Lock down status**
 - The determination to remove or change the status to a less secure level will only be executed by the Director of Facilities, Security or Building management under the approval / direction from the President or designee(s) which include the, Provost, VP of Student Services, or HR Director of City University; and the Director of Security (or designee) for Sabey Corporation . This would include going from a Red status to a Yellow status, a Yellow status to a Green status or a Red status to a Green status.
 - CityU will inform everyone in the building of the change in lockdown status - loud speaker, email, alert system, and verbally.

BUILDING EVACUATION

Building evacuations will occur when an alarm sounds continuously and/or upon notification by emergency personnel. If necessary, or if directed to do so by a designated emergency official (Floor Captain), activate the building alarm as you exit the building. Be aware of people with disabilities in your area who might require assistance in an emergency evacuation. Be prepared to render assistance if necessary. Floor Captains are aware of those that may need assistance during an evacuation.

Emergency Actions:

- When the alarm sounds, be prepared to leave the building immediately
- Alert others to the emergency and ask if they need help in evacuating
- Do not use elevators unless instructed to do so by emergency personnel

NOTE: It is suggested that people with disabilities prepare for emergencies by learning the locations of exit corridors and enclosed stairwells and by informing their Floor Captain, faculty member and/or classmates of the best methods of assistance during an emergency.

If evacuation is ordered, follow these procedures:

- Stay calm, do not rush, and do not panic
- Safely stop your work
- Gather your personal belongings if it is safe to do so. Take prescription medications out with you if at all possible; it may be hours before you are allowed back into the building
- Before opening any door, feel the door. If it is HOT, do not open it; if it is not hot, brace yourself against the door, open it slightly, and if heat or heavy smoke are present, close the door and stay in your room.
 - If you cannot leave the room,
 - Open the window and hang a light-color object out of the window to attract the attention of emergency personnel and then close the window.
 - If there is a phone in the room, call (9) 9 – 1 – 1 and report that you are trapped.
 - Stuff towels, coats, or similar materials under all doors leading into the corridors. Stay close to the floor if smoke enters the room.
 - If safe, close your office door and window, but do not lock them (leave the overhead light ON)
 - Walk directly to the nearest exit, leave the building and proceed to the pre-designated assembly area where a head count can be taken and any missing individuals can be noted.
 - DO NOT use the elevator. If hallways and/or exit stairwells are not accessible because of heavy smoke, return to your room, close the door and follow the instructions given above.
 - Hold handrails when you are walking on stairs
 - Move to the right if you encounter emergency personnel on stairs
- Assist any co-workers or visitors who may not be familiar with the emergency evacuation procedures.
- Wait for any instructions from emergency responders

- DO NOT re-enter the building or work area until you have been instructed to do so by the emergency responders

A power outage does not necessarily call for evacuation of a building. The overall safety of the building must first be evaluated, including lighting, hazardous materials, ventilation systems, and other hazardous operations. If the building can be safely occupied, evacuation is not necessary.

NOTE: It is suggested that people with special needs prepare for emergencies by learning the locations of exit corridors and enclosed stairwells and by informing their Floor Captain, co-workers, instructors, and/or classmates of the best methods of assistance during an emergency. If you wish to have assistance in preplanning, please contact the Floor Captain or Safety Committee representative.

Shelter in place in lieu of evacuation

During certain emergency situations, particularly **chemical releases, and some weather emergencies**, you may be advised to “Shelter in Place” rather than evacuate the building.

In the case of biological event:

- Go to or stay inside the building.
- Do not use elevators.
- Shut and lock all windows and doors.
- Turn off the heat, air conditioning or ventilation system, if you have local controls for these systems. Most University buildings have ventilation systems controlled centrally by Facilities or the landlord.
- Quickly locate supplies you may need, e.g., food, water, radio, etc. Each CityU site has an inventory of emergency supplies.
- If possible, go to a room or corridor where there are no windows. In the event of a chemical release, go to an above-ground level of the building, since some chemicals are heavier than air and may seep into basements even if the windows are closed.
- If possible, monitor for additional information via the main University web page, radio or television for further instructions.
- Do not call (9) 9-1-1 unless you are reporting a life-threatening situation.

In case of an active shooter event:

- If you cannot escape. Stay inside or get indoors and stay in that location until emergency responders informs you that it is safe to exit your location
- Lock all entrances to your location if possible.
- If you are unable to lock entrances, barricade all entrances with furniture, desks, or anything available.
- Stay low to the ground and hide if possible until the situation has ended.

Additional steps to be taken if materials are available:

- In the event of a chemical, biological or radioactive material release requiring Shelter-in-Place, try to seal doors and windows with duct tape or plastic sheeting (if available).
- Cover cracks under doors with damp towels, coats, and similar materials.

When the “all clear” is announced

- Open windows and doors.
- Turn on heating, air conditioning or ventilation system.
- Go outside to evacuation assembly area and wait until the building has been vented. And you receive the “all clear” to re-enter.

EMERGENCY GUIDELINES FOR DISABLED PERSONS

Evacuation of persons with physical disabilities:

This section provides a general guideline of evacuation procedures for persons with disabilities during fire and other building emergencies. Individuals with disabilities must identify their primary and secondary evacuation routes, and seek out colleagues (Floor Captains) who are willing to serve as evacuation assistants, or ensure that assistance is available. Other faculty and staff members can help by becoming aware of others who may need assistance in an evacuation

Building emergency response staff (Floor Captains) should assess the needs of any building occupants with special needs within their zone prior to an emergency. Ask if there are staff or faculty members who will need assistance in the event of an evacuation, and arrange for nearby individuals to serve as evacuation assistants.

Evacuating a disabled or injured person yourself is the last resort. Consider your options and the risks of injuring yourself and others in an evacuation attempt. Do not make an emergency situation worse. Evacuation is difficult and uncomfortable for both the rescuers and people being assisted. Some people have conditions that can aggravate or trigger problems if they are moved incorrectly. Remember that environmental conditions (smoke, debris, loss of electricity) will complicate evacuation efforts.

The following guidelines have been adopted by City University of Seattle to assist in planning for the evacuation of people with physical disabilities.

In all emergencies, after an evacuation has been ordered:

- Evacuate if possible
- **DO NOT** use elevators, unless authorized to do so by emergency services personnel.
- Check on people with special needs during an evacuation. A “buddy system,” where people with disabilities arrange for volunteers (co-workers) to alert them and assist them in an emergency, is recommended
- **Only** attempt an emergency evacuation if you have had emergency assistance training or the person is in immediate danger and cannot wait for emergency services personnel
- Always **ask** someone with a disability how you can help **before** attempting any emergency evacuation assistance. **Ask** how he/she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person

If you have a physical disability and are unable to use stairways:

- Stay calm, and take steps to protect yourself
- If there is a working phone, **call (9)9-1-1** and tell the police dispatcher where you are located
- If you must move, we recommend the following:
 - Move to an enclosed exit stairway, while taking care not to block the exit of building personnel
 - Request persons exiting by way of the stairway to notify the Fire Department of your location
 - Wait for emergency responders

Power Outages:

- If an outage occurs during the day and people with disabilities choose to wait in the building for electricity to be restored, they can move near a window where there is natural light and access to a working telephone. During regular business hours, floor captains should be notified so they can advise emergency personnel
- If people would like to leave and an evacuation has been ordered, or if the outage occurs at night, **call (9)9-1-1** and request evacuation assistance

The following guidelines are general and may not apply in every circumstance.

- Occupants should be invited to volunteer ahead of time to assist people with disabilities in an emergency. If a volunteer is not available, the Floor Captain will designate someone to assist who is willing to accept the responsibility
- Two or more trained volunteers, if available, should conduct the evacuation
- Try to avoid evacuating people who use wheelchairs while they are still in their wheelchairs. This is standard practice to ensure the safety of people with disabilities and volunteers. Wheelchairs will be evacuated later if possible.
- Proper lifting techniques (e.g. bending the knees, keeping the back straight, holding the person close before lifting, and using leg muscles to lift) should be used to avoid injury to rescuer's backs. Certain lifts may need to be modified, depending on the disabilities of the people. Volunteers can obtain more emergency evacuation information regarding lifting techniques from the Human Resources Department.

Tips to remember when interacting with people with specific disabilities.

- **Visual Impairment**
 - Provide verbal instructions to advise of the safest route or direction using simple directions, estimated distances and directional terms.
 - **DO NOT** grasp a visually impaired person's arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd.
 - Give other verbal instructions or information (i.e. elevators cannot be used).
- **Hearing Impairment**
 - Get the attention of a person with a hearing impairment by establishing eye contact. If the person's back is toward you, tap him/her on the shoulder to get his/her attention. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand.
 - Offer visual instructions that advise of the safest route or direction by pointing toward exits or evacuation maps.
- **Mobility Impairment**
 - It may be necessary to help clear the exit route of debris (if possible).

- If people with mobility impairments cannot exit, they should move to a safer area, (e.g., enclosed stairwells, an office with the door shut which is a good distance from the hazard and away from falling debris in the case of earthquakes).
- **Call 9-1-1** or notify police or fire personnel immediately about any people remaining in the building and their locations.
- Police or fire personnel will decide whether people are safe where they are, and will evacuate them as necessary. The Fire Department may determine that it is safe to override the rule against using elevators.
- If people are in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary to evacuate them using an evacuation chair or a carry technique.

Emergency Situations

ACTIVE/GUN THREAT AND/OR WORKPLACE VIOLENCE/SHOOTING INCIDENT

Incidents involving violence in the workplace occur without warning and many times without a specific victim in mind. All people onsite are at risk, and although workplace violence/shootings are a rare occurrence, the ability for them to happen anywhere at any time makes being prepared a crucial component of any public safety program.

The following recommendations should be used as guidelines. Always use common sense and keep in mind that while the following steps can help keep you safe, they are only to be taken as recommendations for action, not verbatim guidelines.

In all cases involving a weapon or a threat of violence:

- Emergency personnel are the best equipped to handle the situation.

Notify police (9) 9-1-1 as soon as possible and give them the following information:

- Nature of the incident
- Location of the incident
- Any injuries and if medical assistance is needed
- Description of the person(s) involved
- Description of the property involved

In case of an immediate life-threatening event, each individual should take whatever actions are necessary to protect his or her own life.

Do not sound the fire alarm unless there is a fire.

- Fire alarms alert people to evacuate a building
- Evacuation during an active threat could place people in harm's way.

Do not approach emergency responders, let them come to you.

- Raise both your hands over your head when approached or confronted by emergency responders
 - This is the universal surrender signal. Otherwise, emergency responders may not know the difference between you and the threat/shooter.

Do not attempt to rescue injured people.

- Moving them may cause further injury.
 - Take note of their location and notify emergency personnel where they are as soon as possible.

Do not drive away from the scene until you are instructed to do so. It may be unsafe.

Perpetrator(s)/Shooter Outside the Building

- CityU may be instructed to initiate lockdown by the local police department. Also specific people within the facility have authority and access to immediately lock down access to the building in the event of an outside threat.
- Quickly proceed to a room that can be locked from the inside.
 - Close and lock all doors and windows.
 - Turn off the lights.
 - Get everyone to lie down on the floor or to hide somewhere where they are not visible from the outside.
- Stay in your hiding place until a trusted official or police officer gives the all clear.
 - Do not respond to unfamiliar voices. Remain hiding if you are uncertain.
- Observe and make notes of the following if this can be done safely:
 - Descriptions of the people involved in the act
 - Vehicle(s) description
 - Types and number of weapons
 - Statements and other pertinent information

Perpetrator(s)/shooter Inside the Building:

- Above all, attempt to escape from the building if possible, and look for an area to provide protection/concealment.
- If you cannot immediately escape, and if the room that you are in can be locked, follow the same procedures listed above.
 - If not, determine whether:
 - Another room can be reached safely that is able to be locked from the inside.
 - You can safely exit the building; keeping in mind an evacuation plan.
 - If you cannot reach a safer location, barricade yourself in the room by placing heavy furniture or other items in front of the door.
 - If you decide to move from your current location, call (9) 9-1-1 if possible and safe to do so. Do not place yourself at risk. Cell phones can alert an intruder to your location.
 - Give your name and location.
 - If you cannot speak leave the line open but only if it is safe to do so so law enforcement can listen to what is taking place.
 - Keep your hands free and visible at all times to aid emergency forces in identifying you as a victim and not the shooter.

Perpetrator/shooter enters your area or classroom

- As always, try and remain calm.
- If possible, dial (9) 9-1-1 using a landline phone and alert the dispatch to the shooter's location.
 - If it is unsafe to speak, keep the landline open so that dispatchers can hear what is going on and attempt to pinpoint your position. The location can often be determined without having to speak if a landline is used. A cell phone is also useful for helping authorities find out what is going on.
- If you cannot escape, make every attempt to conceal yourself and/or take cover behind the most solid object you can find (e.g., desk, cabinet or row of seats/chairs)

- Attempting to overpower the shooter should only be considered an absolute last resort if all other options have been exhausted and your life is in danger.
- If the shooter leaves the area, proceed immediately to a safe area.
 - A safe area will be one that has been marked by emergency services, a public area away from the site of the shooting, or somewhere you can separate yourself from the danger (a lockable building offsite, for example).
 - Attempt to not disturb any objects or items that were in the vicinity of the shooter, as they may be important to investigators later.

Once out of the building,

- Do as officers tell you.
- If officers are not present, then find a place that can provide protection, concealment, and cover.
- If you know where the perpetrator/shooter is, notify officers when they arrive.
- Keep in mind that the entire area is a crime scene and police will generally not allow anyone to leave until they are able to question witnesses and the situation is fully under control.
- Remain near the facility but do not go to your designated evacuation assembly area.
- Wait until authorities provide instructions on how to proceed.

General Procedures Emergency Services Take during an Active Threat/Shooting Situation

- A shooting is a frightening event, and although they are a rare occurrence, being familiar with how these situations are generally handled by emergency personnel can help you remain calm during an actual event.
- Police officers responding to an emergency situation involving an active shooter make it their goal to apprehend the perpetrator before assisting the injured. Cooperate with officers entering the scene and follow any instructions they give you.
- Keep your hands visible at all times and put down anything you are carrying.
- The first officers onsite will not aid injured people. Rescue teams including emergency medical staff will follow the officers to treat and remove injured parties. If you are injured, remain calm and try to move yourself to a safer area if you are able.

CRIME AND VIOLENT BEHAVIOR, and PSYCHOLOGICAL CRISIS

Reporting of Crimes in Progress (for more information see Appendix C - “Violence in the Workplace”)

- If you are a victim or a witness to any in-progress criminal offense, report the incident as soon as possible by **dialing (9)9-1-1**. You should attempt to provide as much of the following information as possible:
 - Nature of the incident. **MAKE SURE** the dispatcher understands that the incident is in progress!
 - Location of the incident.
 - Description of suspects involved.
 - Injuries that have occurred.
 - Description of any weapons involved.
 - Description of property involved.
- Stay on the line with the dispatcher until help arrives. Keep the dispatcher updated on any changes so responding units can be updated. Even if you cannot communicate, and if safe to do so, keep the line open. The dispatcher may be able to learn more about what is happening.

Reporting of Crimes NOT in Progress

- If you have become a victim of a crime and it is not an emergency or life-threatening situation, telephone the local Police Department **(9)9-1-1**; be prepared to provide at least the following information:
 - Your name.
 - Your address.
 - Your telephone number.
 - A brief synopsis of what occurred.
 - Your exact location at the time of the call.

Psychological crisis

- A psychological crisis exists when an individual is threatening harm to himself/herself, or is agitated and disruptive
- If a psychological crisis occurs:
 - Contact Security (206-714-5707)
 - **Call (9)9-1-1** if the situation becomes violent or life threatening
- In an unusual or potentially dangerous situation, remember the following:
 - **Never** try to handle a situation that you feel might be dangerous

CIVIL DISTURBANCES AND DEMONSTRATIONS

Most demonstrations are peaceful and people who are not involved should attempt to carry on business as usual.

In case of a civil disturbance or demonstration:

- Immediately notify the manager/supervisor
- Do not get involved or become a spectator.
 - Leave the area to avoid injury
- Avoid provoking or obstructing demonstrators
 - Do not argue or debate with any of the participants
- If potential for personal harm or property damage exists, notify the manager/supervisor and/or police by calling **(9) 9 – 1 – 1**
- If the incident is outside:
 - CityU will go on lockdown and may be instructed by local authorities to do so. Also specific personnel have the authority to initiate a lockdown if the threat is imminent..
 - Lock all doors and windows
 - Close blinds to prevent flying glass

If necessary, CityU may decide to cease work operations. If evacuation is necessary, follow direction from officials. If evacuation occurs, meet at the assigned assembly area and wait for additional instructions and information.

SUSPICIOUS BEHAVIOR AND PERSONAL SAFETY

The University is considered to be a safe campus. However, since the campus and our buildings are open to the public, please lock all office doors and ground floor windows, and windows that may open onto balconies, whenever you leave a room unattended.

If you work in an open cubicle, keep valuables (purses, backpacks) in a locked drawer. Secure laptops with a security cable and place in a locked drawer when unattended for long periods of time.

Assist in making the worksite a safe place by being aware of your surroundings and promptly reporting suspicious situations or persons to the proper authorities.

Victim of a crime:

If you are the victim of , are involved in, or witness to an individual behaving in an unusual or suspicious manner or an individual is disorderly, intoxicated, committing vandalism, or other destructive act such as assault, robbery, theft, overt sexual behavior, etc., proceed as follows:

- Do not take any unnecessary risk. Cooperate. Give the person exactly what he/she ask for, nothing more.
- Keep a safe distance from the person. Watch him/her only if it is safe to do so.
 - Be prepared to seek protection in a nearby room or evacuate (if it is safe to do so) if the intruder/suspicious person approaches and is visibly armed with a weapon.
- Do not attempt to talk with or remove the individual yourself
- Notify police **(9) 9-1-1** as soon as possible as give them the following information:
 - Nature of the incident
 - Location of the incident
 - Any injuries and if medical assistance is needed
 - Description of the person(s) involved
 - Use the Suspect Description form
 - Location of the person(s) involved
 - Description of the property involved
 - Direction of travel after the confrontation.
- Get a good description of the suspicious person if personal safety allows.
 - Note height, weight, sex, color, approximate age, clothing, method and
 - Direction of travel, and name if known.
 - This provides vital information to investigating police officers.
- Should a suspicious person attempt to leave the scene in a vehicle, bicycle, etc... note the make and model, license number (if possible), color, outstanding characteristics, etc.
- Remain where you are until a police officer arrives
 - If possible, write down all details you can remember as soon as possible to help you remember them later.
- Do not to tamper with the crime scene by removing evidence or cleaning up the site.
 - Await instructions from emergency personnel before entering a crime scene.
- Do not interfere with:
 - Persons committing the crime/creating the disturbance
 - Wait for Law enforcement authorities to arrive on the scene

- Supervisors should be made aware of any crimes that take place onsite.

Workplace Risks:

The following situations or activities are considered to be potential workplace risks:

- Working alone at night and during the early morning hours
- Exchange of money
- Presence of valuable items such as money or jewelry
- Availability of prescription drugs
- Working with patients, clients, customers or students known or suspected to have a history of violence
- Employees or former employees with a history of assaults or who exhibit belligerent, intimidating or threatening behavior

Every site or department should perform an initial assessment to identify its particular workplace security issues. If that assessment determines university employees are at significant risk, the responsible manager or supervisor should contact the Facilities Department for additional information and training.

Personal Safety Tips

- Be observant and aware of your surroundings at all times
- Keep a list of emergency numbers with you
- If you feel uneasy about a stranger or unusual noise, call police at **(9) 9-1-1**
- Secure valuables (purse, wallets, backpacks, briefcase, PDAs, laptop computers, and cell phone, etc.)
- Lock your door and lock your filing cabinets, desk, etc., whenever you leave your office or workspace
- Always keep the door to your room locked when you are working alone
- Do not let people into a locked building or office unless you work with them or they have been properly identified. If the person gives you any problems, call the police.
- If a suspicious person is seen roaming around, or suspicious calls are received, contact the police immediately. Do not investigate a suspicious person or noise outside by yourself.
- If you need to work late, you may want to move your car closer to your building.
- Remember to always lock your car. Do not leave valuables in plain sight in your car; remove all briefcases, computer cases, tote bags, gym bags, and all electronic accessories.
 - Also, remove any mounting devices for the electronic equipment/ accessories from the vehicle or conceal them so they are not visible to anyone looking into the vehicle. A mounting device left in view may be an indicator to the thief that its associated electronic device may still be hidden in the vehicle (glove compartment).
- Walk with a co-worker - call Security for an escort.
- Walk in an alert and confident manner, actively pay attention to your surroundings, and do not wear earphones
- Choose the best lit, most traveled paths when walking.
- Take a self-defense course

VIOLENCE IN THE WORKPLACE

General Statement

City University of Seattle is committed to providing students, faculty, staff and visitors a safe and healthful environment. Accordingly, the University prohibits acts of violence or threats of violence in the campus community or the workplace. This prohibition extends to persons conducting business with or visiting the University, even though such persons are not directly affiliated with the University.

II. Definitions

1. An *act of violence* is conduct that intentionally or recklessly causes bodily injury to another person or damage to property.
2. A *threat of violence* includes any behavior that could be interpreted by a reasonable person as intent to cause physical harm to another person or damage to property.
3. *Employee* means faculty, staff and/or student employees.
4. *Workplace* means all University facilities and other locations where an employee is engaged in University business.

III. Reporting Requirements

1. Employee involvement is essential to preventing acts or threats of violence in the workplace. Each employee is therefore responsible for immediately reporting to his or her supervisor or department head and to the Human Resources Department any such act or threat.
2. The University will ensure that all reports of workplace violence are treated confidentially to the maximum extent possible.
3. Anyone who experiences, observes, or otherwise knows of an imminent act or threat of violence should immediately call Security and/or Human Resources Department.

IV. Investigations

The University will promptly and thoroughly investigate all threats or acts of violence in the workplace.

V. False Charges

Bringing a knowingly false charge under this statement is prohibited and may be illegal.

VI. Retaliation

Retaliation against anyone for reporting a violation of this statement or for cooperating in an investigation under this statement is prohibited. Retaliation includes, but is not limited to, acts of reprisal, interference, restraint, penalty, discrimination, intimidation or harassment against an individual or group.

VII. Weapons

The University will strictly enforce rules against possessing or storing firearms, explosives, dangerous chemicals, substances, instruments or other weapons which can be used to inflict bodily harm on any individual, or damage upon a building or grounds of the University, or at University sponsored or supervised events.

Exception: law enforcement personnel.

VIII. Sanctions

Any employee who violates this statement will be subject to disciplinary action, up to and including termination. Any student who violates this statement will be subject to disciplinary action, up to and including expulsion. Further, the University will support criminal prosecution or other remedial action against any person who violates this statement.

EXPLOSION

In the event of an explosion in the building, take the following actions:

- Immediately take cover under tables, desks, or other objects that will give projection against flying glass and debris (in case there are secondary explosions)
- After the effects of the explosion have subsided, call the police **(9) 9-1-1**. Use a cell phone if the land line is down Give them the following information:
 - Location.
 - Area where explosion occurred.
 - Cause of explosion, if known.
 - Injuries.

BEFORE YOU HANG UP, MAKE SURE THE 9-1-1 DISPATCHER HAS ALL THE INFORMATION NEEDED.

- Activate the building's alarm system
- Evacuate the area as soon as it is safe to do so, following established building evacuation procedures (see **BUILDING EVACUATION**).
 - Assist others in exiting the building and move to your designate assembly area or 150 feet upwind from the affected building
- Exit using stairways; DO NOT use elevators
- Once outside, do not attempt to rescue people who are inside a collapsed or compromised building unless you have received specific training to do to.
- Keep roads and walkways clear for emergency vehicles
- Wait for further instructions from emergency personnel. Do not re-enter the building until they instruct you to do so

FIRE

Evacuation is mandatory for all individuals when the fire alarm is sounding. Anyone who fails to evacuate may face disciplinary action. While evacuating, remain attentive for dangerous or criminal activity that may be associated with the evacuation notice. Fire alarms may be associated with incidents other than fire. It is also possible that an individual has falsely activated the alarm system. If you observe criminal or suspicious activity, report it immediately to Police – call **(9) 9 – 1 – 1**. Know the location of fire exits and alarm systems in your area, and know how to use them.

If you discover smoke or fire in the building:

- Remove anyone from immediate danger
- Confine the fire by closing doors as you leave the area
- Activate the nearest fire alarm, or shout an alarm
- Notify the local Fire Department - call **(9) 9 – 1 – 1** from a safe location

If you hear an alarm or see a fire – EVACUATE following the established building evacuation procedure

- Take your emergency supplies, car keys, purse, and/or wallet and other personal items if it is safe to do so
- Do not attempt to save possessions at the risk of personal injury
- While exiting, note other hazards and any remaining personnel
- Proceed to safest exit/stairwell
 - **DO NOT USE THE ELEVATOR**
 - Do not block/wedge exit doors in an open position.
 - The doors must remain closed to keep smoke and keep stairwells safe for evacuation and fire personnel
- If you are the last to leave, close doors behind you to confine the fire, but do not lock them
- If an area is smoky, stay low to the ground
 - Crawl if necessary
- Assume smoke and/or fumes are hazardous
- Use a wet cloth, if possible, to cover your nose and mouth
- Use the back of your hand to feel the upper, lower, and middle parts of closed doors
- If the door is hot or smoke is visible, do not open the door. Look for another way out
- If the door is cool, brace yourself against it and open slowly
- If you see fire, confine it by closing doors and windows, if safe to do so
- Check in at the designated Emergency Assembly area for your site and report any noted hazards or remaining personnel. Find your Floor Captain.
 - Help to account personnel and report to the emergency staff if any occupants are unaccounted for and may be still in the building
- **Never go back into a burning building**
- Do not return to the building until instructed to do so
- Wait for further instructions from the CityU Incident Commander or the Fire Department
- If you are in a lab and hear the fire alarm, shut down any hazardous equipment or processes as you exit, unless doing so presents a greater hazard

If trapped inside your office or area:

- Stay calm, and take steps to protect yourself.
- If possible, move to a room with an outside window.
- If there is a telephone, **call (9)9-1-1** and tell the dispatcher where you are.
 - Do this even if you can see fire department personnel from the window.
 - Stay where rescuers can see you through the window, and wave a light-colored item to attract their attention.
 - Provide your telephone number
 - Describe the severity of the fire, and (if known) how it started
- Stuff clothing, towels or paper around the cracks in the door to help keep smoke out of your refuge.
- Be patient; rescue of occupants within large structures will take time. **NOTE: Do not hang up until the dispatcher does**
- Close as many doors as possible between you and the fire
- If windows are operable, and you must have air, open the window
 - Break windows as a last resort
- If necessary signal through the window to let the Fire Department know your location

Fight the fire ONLY if:

- The fire is small (wastebasket size)
- You are not alone
- A safe escape route is present
- If this is not true, simply close the door and evacuate.

Floor Captain(s) in conjunction with the Site Leader or Incident Commander:

- Coordinate an orderly evacuation of personnel to ensure all employees have evacuated the area/floor
- Perform an accurate head count of personnel reported to the designated area
- Execute a search (sweep) to locate missing personnel
- May provide the Fire Department personnel with the necessary information about the facility
- Perform assessment and coordinate office emergency closing procedures
- Report any problems to the Incident Commander at the assembly area
- Provide for assistance to those that are physically challenged in emergency evacuation

Fire Life and Safety Equipment

- **Sprinkler systems and water flow detection devices** are present in all buildings. Water flow in these devices is monitored by an emergency dispatch center and automatically triggers a response.
- **Smoke detectors** are also provided in all buildings.
- **Manually activated fire alarm pull stations** are located at exit points in buildings.
- If any sprinkler, heat detector, or pull station is activated, an alarm will sound throughout the building. Some smoke detectors will also activate the building alarm.

- **Elevator Fire Control** may cause the building elevators to come to a halt at the main floor upon activation of the fire alarm system. The elevators can be accessed by emergency personnel using a key override. **DO NOT attempt to use the elevators to evacuate any building.**
- **Emergency pathway lighting** is provided in some buildings. The lighting will activate automatically in a power failure and last for a minimum of 20 minutes.
- **Illuminated exit signs** are provided throughout the buildings.

***KNOW THE LOCATIONS OF FIRE ALARMS.
KNOW WHERE THE FIRE EXITS ARE LOCATED AND ENSURE
THEY ARE FREE OF OBSTRUCTIONS***

HAZ-MAT (Hazardous Material) SPILL OR RELEASE

For spills, releases or incidents requiring special training, procedures or personal protective equipment (PPE) that is beyond the abilities of present personnel, take the following steps:

- Immediately notify affected personnel and evacuate the spill area.
- Pull the fire alarm if building evacuation is required.

In the event of a chemical spill, the individual(s) who caused the spill is responsible for prompt and proper clean-up. It is also the responsibility to have spill control and personal protective equipment appropriate for the chemicals being handled readily available.

If you witness a hazardous material spill and believe it is life threatening:

- Call Police at **(9) 9-1-1** if you believe the spill may be life-threatening. Give the operator the following information:
 - Your name, telephone number and location.
 - Time and type of incident.
 - Name and quantity of the material, if known.
 - Extent of injuries or damage, if any
- Notify Facilities at 426-681-9666
- Secure the area. Evacuate the affected area at once and seal it off to prevent further contamination of others until the arrival of emergency personnel.
- Anyone who is contaminated by the spill should wash off the contamination; remain in the vicinity, and give his/her name to the emergency personnel. If needed, first aid can be started immediately.
- No effort to contain or clean up spills and/or releases should be made unless you have been trained in the proper methods to do so.
- Take appropriate steps to make sure no one evacuates through the contaminated area.
- If an alarm sounds, follow established building evacuation procedures (see **BUILDING EVACUATION**).
- A campus Emergency Operations Center may be set up near the emergency site. Keep clear of the incident command area unless you have official business.
- **DO NOT** re-enter the area until directed by emergency personnel.

If you are a hazardous material user,

You should be trained by your supervisor on proper use and storage of hazardous materials. This training should include hazard information, proper procedures for preventing spills, and emergency procedures for when a spill occurs.

If you are a hazardous material user and if you can determine that the spill is not life-threatening, use the following procedures:

- Leave the area of the spill and proceed to a safe location.
 - Determine whether you have the proper training and protective gear to clean up the spill.
- If you are able to clean up the spill, follow proper cleanup procedures and use proper personal protection.
- Consult your supervisor and post signs as necessary

Chemical and Solvent Spills

- If spill involves personal injury, remove clothing and flush with warm tap water for no less than 15 minutes
- If immediate hazard exists or medical assistance is required, call (9) 9-1-1
- For small spills and/or those not involving immediate danger to life or property:
 - Confine the spill.
 - Evacuate and secure the immediate area; limit access to authorized personnel
 - Notify area supervisor

Any spill that could POTENTIALLY cause injury to a person or property must be reported to the Facilities Department immediately.

Toxic Fumes

- If you smell gas or other toxic fumes or experience irritation, coughing, burning eyes and/or difficulty breathing, evacuate the area immediately
- If you smell gas in a dark room, do not turn on the lights; this action could ignite the gas. Do not touch, activate, or deactivate any power switches, fire alarms, lights etc.
- Evacuate immediately and notify the Facilities Department. Do not re-enter the area until advised to do so by emergency personnel

The University's "Hazardous Chemical Communication Plan" is attached in Appendix F

- **Currently City University of Seattle has no chemicals at any sites that qualify as "hazardous".**

SUSPICIOUS MAIL/PACKAGES

Since 2001, there have been a limited number of incidents involving agents of terror, including Anthrax and Ricin, being sent through the mail. The following guidelines are intended to help identify suspicious materials and to provide procedures to follow in the event of receiving suspicious mail.

DO NOT PANIC. – Anthrax is not spread from person to person. Note the Anthrax organisms must be rubbed into abraded skin, swallowed, or inhaled as a fine, aerosolized mist to cause infections in the skin, gastrointestinal system or lungs.

Disease can be prevented after exposure to the anthrax spores by early treatment with appropriate antibiotics.

How to Identify Suspicious Envelopes or Packages

A suspicious envelope or package might include the following:

- Excessive postage
- Handwritten or poorly typed address
- Incorrect title or title without name
- Misspelling of common words
- Oily stain, discoloration, or odor
- No return address
- Excessive weight
- Lopsided or uneven envelope
- Protruding wires or aluminum foil
- Excessive security material such as masking tape, string, etc.
- Visual distractions
- Ticking sound
- Restrictive endorsements, such as "personal" or "confidential"
- City or state in the postmark that does not match the return address

Pranks and Hoaxes

Pranks or hoaxes involving false threats of agents of terror, including Anthrax or Ricin, disrupt lives; create serious safety concerns, and tax valuable University and community resources. They create illegitimate alarm in a time of legitimate concern. The University and law enforcement authorities take all such actions very seriously. The University will aggressively investigate any such incidents. Any individual found responsible for such acts will be subject to University disciplinary action, up to and including separation from the University, and prosecution under State and Federal law.

For Suspicious Unopened Mail or Packages Marked with Threatening Messages:

- Do not shake or empty the contents of any suspicious envelope or package.
- Place any suspicious envelope or package in a sealable plastic bag, if possible, or other type of container to prevent the contents from leaking.
- If you do not have a container, cover the envelope or package with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover.

- Leave the room and close the door or section off the area to prevent others from entering (i.e., keep others away).
- Wash your hands with soap and flowing water for at least 20 seconds
 - Not waterless antibacterial soap
- Report the incident to Senior Manager (site leader), and notify an available supervisor.
- If possible, list all people who were in the room or area when the envelope or package arrived. Give this list to responding authorities.

For Mail or Packages That Have Been Opened and Contain Powder:

- If there is spilled material, do not try to clean it up and do not smell, touch or taste the material.
 - Cover any spilled contents immediately with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover.
- Leave the room and close the door or section off the area to prevent others from entering (i.e., keep others away).
- Wash your hands with soap and flowing water for at least 20 seconds
 - Not waterless antibacterial soap
- Report the incident to Senior Manager (site leader), and notify an available supervisor.
- Remove heavily contaminated clothing as soon as possible and place in a plastic bag or other container that can be sealed. Give this clothing to responding emergency personnel.
- Shower with soap and water as soon as possible.
 - Do not use bleach or other type of disinfectant on your skin.
- If possible, list all people who were in the room or area, especially those who had actual contact with the powder. Give this list to responding authorities.
- Follow the instructions of responding agency officials

If There Is Question of Room Contamination (e.g., a device is triggered or a warning is received that a ventilation system is contaminated or that a biological agent has been released in a public space):

- Turn off local fans and ventilation units in the area.
- Leave the area immediately.
- Close the door or section off the area to prevent others from entering (i.e., keep others away).
- If possible, shut down the ventilation system in the building.
- If possible, list all people who were in the room or area. Give this list to responding authorities.

If you receive a suspicious package or letter notify the Facilities Department or site-ops staff immediately. Do not open the letter or package.

Facilities: 425-681-9666

Security: 206-714-5707

Site Operations: 206-239-4545 or 4506

HOSTAGE SITUATION

The University is considered a safe campus. However in the event of an individual holding people against their will, it is important to be familiar with the following procedures to improve the likelihood of a favorable resolution to the situation.

If you hear or see a hostage situation:

- Immediately remove yourself from danger if possible
- Call Police **(9) 9-1-1** and provide the following information:
 - Location of incident
 - Number and description of hostage takers
 - Number and description of hostages
 - Your name, location and phone number

NOTE: Do not hang up until the dispatcher advises you to disconnect.

If you are taken hostage:

- Remain calm, be polite and cooperate with your captors
- Speak normally
- Observe the captors and try to memorize their physical traits, clothing or other details that can help provide a description.
- Try to establish a relationship with your captors and get them to know you. You want the captor to think of you as a person not as an object. Captors are less likely to harm you if they respect you.
- If forced to present terrorist demands to authorities, state clearly that the demands are from your captors. Avoid making a plea on your own behalf.
- Try to stay low to the ground or behind cover away from windows or doors
- Do not attempt escape unless there is an extremely good chance of survival
- Do not complain, avoid being belligerent and comply with instructions
- Do not draw attention to yourself with sudden body movements, statements, comments or hostile looks
- If possible, dial **(9) 9-1-1** and leave the connection open

TELEPHONE THREAT

In all cases:

- Stay calm
- Do not let the caller know that he/she has upset you.
- If possible, signal a colleague to phone **(9) 9-1-1** for you (out of earshot of the caller), or call as soon as the caller hangs up.
- The 911 response staff will notify appropriate law enforcement and public safety agencies.
- Alert your supervisor to the situation. Do not discuss the threat with others.
- Follow instructions from the 911 dispatcher
- DO NOT activate the building alarm system

Voice mail:

- If the caller leaves a message on your voice mail, please **do not** delete the message
- DO NOT activate the building alarm system

E-mail

- If you receive a threatening e-mail, do not delete the e-mail.
 - Forward the e-mail directly to your supervisor and facilities/security department
- DO NOT activate the building alarm system

Incoming Telephone call:

- Listen carefully and take notes
- Be polite and show interest
 - Do not interrupt the caller
 - Try to keep the caller talking so that you can gather more information
- During the call, take notes; ascertain as much information from the caller as possible.

BOMB THREATS

All bomb threats must be treated as a serious matter. To ensure the safety of the faculty, staff, students, and the general public, bomb threats must be considered real until proven otherwise. In most cases, bomb threats are meant to disrupt normal activities. The procedures described below should be implemented regardless of whether the bomb threat appears real or not.

In Any Bomb Threat Situation:

- Check your work area for unfamiliar items.
 - If you see a package or foreign object- DO NOT TOUCH
 - Report them to call Senior Manager or site leader
- Take personal belongings when you leave.
- Leave doors and windows open; do not turn light switches on or off.
- Use stairs only; do not use elevators.
- Move well away from the building and follow instructions from emergency responders.

Upon discovery of a suspicious device anywhere in the building, restrict access to the area and notify emergency authorities

Report any suspicious persons in the work area to management

Evacuate building/campus in the event of a threat

If you receive a bomb threat by phone: – use the Bomb Threat Checklist (Appendix B)

NOTE: If you get a bomb threat at your workplace, an evacuation plan should be activated immediately. However evacuation plans should never involve 2-way radios or cell phones because if there really is a bomb, these could be programmed to trigger it.

- **STAY CALM.**
- **DO NOT** put the caller on hold.
- **DO NOT** attempt to transfer the call.
- **DO NOT HANG UP THE PHONE THAT THE CALL CAME IN ON.** If possible have someone else use another phone to call (9) 9-1-1, and inform your supervisor of the bomb threat.
- Pay particular attention to background noises, such as running motors, music or any other noises that may indicate the location from which the call is being made.
- Listen closely to the voice to determine voice quality, accents, speech impediments, sex or any unusual characteristics.
- Complete the BOMB THREAT CHECKLIST.
 - *It is highly recommended that all CityU personnel become familiar with the checklist. A Bomb Threat Checklist should be immediately available...keep the checklist close to the phone.*
- Follow established building evacuation procedures (see **BUILDING EVACUATION**).

If You Receive a Bomb Threat (via E-mail, Letter or Note):

- If you receive a bomb threat via e-mail, letter or note, call Senior Manager or site leader and save notes as evidence to be turned in to Police.
- DO NOT activate the building alarm system

MEDICAL EMERGENCY

Medical emergencies could be an injury or illness, which occurs to someone in your office. Report any emergencies or injuries to your manager/supervisor. Fire Department personnel are trained and certified as Emergency Medical Technicians. They will respond to medical emergencies on campus. Any injury occurring because of an existing hazardous condition should be reported to the Emergency **(9) 9-1-1** Dispatcher. While awaiting emergency personnel, contact a floor captain or security guard to render first aid until emergency personnel arrive.

If the medical emergency requires immediate medical attention or is life threatening:

- Dial **(9) 9-1-1** from any campus phone and Emergency **9-1-1** from any cell or pay phone for any major emergency
- Remember in any medical emergency, remain calm, use common sense, and ensure your own safety first before rendering any first aid or medical assistance. Take note of all aspects of the situation so that you can provide dispatchers with as much information as possible. Dispatchers will typically ask the following questions:
 - What is the nature of the medical emergency?
 - What is the current condition:
 - Is the person conscious?
 - Is the person breathing?
 - Is the person bleeding?
- What is the person's gender and approximate age?
- Any known medical history?
- Location of the emergency
 - Where is the person located? Be prepared to offer special directions if necessary
- Your name and phone number from which you are calling from.

NOTE: DO NOT HANG UP UNTIL THE DISPATCHER ADVISES YOU TO DISCONNECT

The dispatcher will be dispatching police, emergency medical teams, and the fire department at the same time that they are speaking with you.

Remain with the person with the medical emergency.

If possible, send a second person to a location where they can easily contact arriving emergency personnel and assist them in finding the patient's location.

- Do not attempt to move a person unless they are in immediate danger (i.e., fire, building collapse, etc.)
- Public Safety personnel will respond with first aid equipment and will render basic first aid as necessary, and summon additional assistance as required (paramedics, etc.) They will arrange for transportation if required
- Avoid unnecessary conversation with, or about, the ill or injured person. You might add to the person's distress or fears, increasing the risk of medical shock. Limit your communication to quiet reassurances

- Do not discuss the possible cause of an accident or any conditions that may have contributed to the cause
- Do not discuss any insurance information
- Clear the area of any bystanders to give the person privacy
- After the person has been given aid and the incident is over, remain available to help the investigating Public Safety person with pertinent information for a medical report, or, if applicable, a Workers' Compensation report
- An Incident/Accident Report form must be completed for all incidents of job related illness and injury. Please call Human Resources for forms and assistance. They can also be found on the Staff Portal.

Attempt first aid **ONLY** if trained and qualified.

If personnel trained in First Aid are not available refer to the following General Guidelines for First Aid.

If case of rendering assistance to an individual exposed to hazardous materials, consult the Material Safety Data Sheet (MSDS) and wear the appropriate personal protective equipment (PPE).

General Guidelines for First Aid

The City University of Seattle has attempted to make sure that each site has at least one CPR/First Aid certified employee onsite (Floor Captain). However, it may not be the case that they will be able to get to the scene of a first aid incidence on time. Familiarizing yourself with some basic first aid procedures could help in the event of an emergency. If possible, try to attend first aid training with an institute such as the Red Cross. The following are meant to be used as general guidelines and may not always apply to the situation. Use common sense when deciding upon a course of action.

- If you provide first aid, **consider the following:**
 - Is immediate action needed in order to save a life?
 - Will I place myself in harm or jeopardy?

FIRST AID IS MINOR CARE ONLY . . . DO NOT JEOPARDIZE YOUR HEALTH OR THE HEALTH OF THE PATIENT. WAIT FOR PROFESSIONAL HELP IF YOU ARE NOT ABLE TO PROVIDE FIRST AID SAFELY OR ARE NOT TRAINED IN FIRST AID.

Severe Bleeding:

- Call Emergency **(9) 9-1-1**
- Apply pressure directly to the wound using sterile gauze, sanitary napkins, or clean handkerchiefs (avoid contact with blood or other bodily fluids)
- Maintain steady pressure for 5 to 15 minutes
- If bleeding is from an arm or leg, elevate the limb until emergency personnel arrive

Burns, Chemical and Thermal:

- Call Emergency **(9) 9-1-1**
- Immerse burned area in cool water
- Loosely cover burn with dry bandage
- Keep victim comfortable until emergency personnel arrive

Choking:

- Call Emergency **(9) 9-1-1**
- Do nothing if the victim is moving air by coughing or gasping
- If no air movement, apply five back blows to try to clear the air way.
- Attempt to locate a CPR certified individual to administer CPR, if necessary.
- If no CPR certified individuals are available, thrusts can be administered by grabbing the victim from behind with your hands over the “belly button” area and quickly squeezing in and upwards to try to dislodge the obstruction.

Fainting and Shock:

- Call Emergency **(9) 9-1-1** if necessary
- Have victim lie or sit down and rest (place victim on side if unconscious)
- Do not give victim anything to eat or drink while they are recovering (in case of shock)
- Keep victim comfortable
- Ask or look for emergency medical I.D.
- Treat other injuries as necessary until emergency personnel arrive

Fractures and Sprains:

- Call Emergency **(9) 9-1-1**
- Keep victim comfortable. Do not attempt to move them!
- Keep injured area immobile until emergency personnel arrive

Poisoning and Overdose:

- Call Emergency **(9) 9-1-1**
- If choking, lower head
- Determine what substance was involved and how it was taken
- Call local Poison Control Center at 1-800-876-4766 (24 hours)
- Stay with victim and assist as necessary until emergency personnel arrive

Seizures:

- Call Emergency **(9) 9-1-1**
- Protect victim from self-injury by removing nearby objects
- Watch for vomiting. Make sure the victim’s airway is not obstructed and turn head to the side or lower head
- Ask bystanders not to crowd the person
- Keep victim comfortable until emergency personnel arrive

Shock:

- Call Emergency **(9) 9-1-1**
- Keep victim warm and calm, with legs slightly elevated, until emergency personnel arrive

Unconscious/Unresponsive:

- Call Emergency **(9) 9-1-1**

If You Choose To Administer CPR

- **Check for breathing.** If victim is not breathing, initiate chest compressions:
 - Gently tilt head back to open the airway; watch chest and listen for air from mouth
 - Administer chest compressions as required. If you don't know CPR, continue with rescue breathing. If possible, have a second person seek out someone with CPR training to assist you

ELEVATOR MALFUNCTION

If you become trapped in an elevator, use the emergency telephone or activate the elevator emergency bell within the elevator car. **If you are not inside the elevator but hear an elevator bell, please take the following action and call Facilities at (425) 681-9666 or Site Operations at (206) 239-4545.**

Elevators have many safety features built into the design. On occasion there are problems when the elevator stops and the doors do not open. Remain calm and follow the steps below.

In case of an elevator malfunction:

- Activate on-board emergency telephone or alarm.
- Call Facilities at (425) 681-9666 in Seattle or your site leader, if you hear an elevator alarm
- Give building location
- Tell where the car is stopped
- Determine whether a medical emergency exists.
- Elevators have mechanical safety brakes that will operate in all situations, even during power failures.
- Keep the occupants calm and wait for help to arrive.

Before you hang up, make sure the Facilities Department or Site Operations has all the information they need.

FLOODING AND WATER DAMAGE

Serious water damage can occur from many sources: burst pipes, fire sprinkler activation, clogged drains, broken skylights and windows, construction projects, major rainstorms, water main breaks, or loss of power to sump pumps.

If a water leak occurs:

- Call Facilities at (425) 681-9666 and give the following information:
 - Your name
 - Telephone number
 - Location of the leak (building, floor, room number, etc.)
 - Severity of the leak
 - Indicate whether any people or equipment are involved or are in imminent danger
- If you know the source of the water and are confident of your ability to stop it (unclog the drain, turn off the water, etc.), do so cautiously
- If there are electrical appliances or outlets near the leak, avoid contact
- If there is any possible danger, evacuate the area
- If you can do so safely:
 - Secure vital equipment, records, and hazardous materials by moving them to higher, safer ground
 - Shut off all non-essential electrical equipment
- Locate those persons with special needs, and provide assistance if possible. Otherwise, provide their location to emergency responders.
- Consult the Evacuation Procedures section of this booklet for additional information
- Do not return to the building until instructed to do so.

POWER OUTAGE/UTILITY FAILURE

A major power outage may not in itself be destructive, but it can be very disruptive to the education process and to information technology. Response to a power outage/utility failure will depend on the circumstances. For non-emergency repairs, or if you discover a major water leak, gas leak and/or other major utility failure; call Facilities at (425) 681-9666. Do not attempt to correct the problem on your own. Facilities will notify the necessary maintenance personnel, clean up and insurance representatives.

If possible, information should be obtained from Facilities Management on the extent and likely duration of the outage. However in many cases, the likely duration cannot be determined.

- NEVER use matches/candles during a blackout or power outage due to extreme risk of fire.
 - Use only flashlights for emergency lighting
- Check elevators to determine if anyone is trapped inside. If so, immediately call for help; do not attempt to force open doors and rescue them. Wait for a qualified elevator mechanic

Be aware that...

- Many times the problem can be corrected quickly and class disruption or evacuation may not be needed
 - Await instructions concerning evacuation of the building

Power Outage:

- **Call Emergency (9) 9-1-1** if you are injured or require emergency assistance. At present, some buildings may not be equipped with emergency lighting or the emergency lighting may not provide sufficient illumination for safe exit. It is recommended that you consider keeping a flashlight and a portable radio in your office/work area. Report to Facilities at (425) 681-9666 the
 - Nature of the utility problem
 - Location of the utility problem
- Help co-workers in darkened areas move to safer locations
- Secure current experimental work and keep refrigerators and freezers closed
- Unplug personal computers, appliances and non-essential electrical equipment
- Open windows for additional light and ventilation
- Follow the instructions given by the Facilities personnel and the Police/ Fire Department

Gas Leaks (Indoor):

- Evacuate the area immediately. **Call Emergency (9) 9-1-1**
- Call the Facilities at (425) 681-9666 to report the problem
- Do not switch on lights or any other electrical equipment. Do not smoke in the area.
- Account for all building personnel once outside and wait for further instructions from the Emergency Coordinator, Police and/or Fire Department

Gas Leaks (Outdoor):

- Evacuate the area immediately. **Call Emergency (9) 9-1-1**

- Do not attempt to shut off gas or manipulate valves
- Call the Facilities (425) 681-9666 to report the problem
- Prevent vehicular traffic and pedestrians from entering the area until the Police arrive to set up a perimeter
- Do not smoke in the area or move any vehicles that are parked near the broken gas line
- Follow the instructions of the Emergency Coordinator, Police and/or Fire Department

EARTHQUAKE

Major earthquakes are possible in Washington. Being prepared can prevent loss of life and property. Unlike other emergencies, the procedures to deal with an earthquake are much less specific. Since earthquake magnitude cannot be predetermined, everyone must initiate emergency precautions within a few seconds after the initial tremor is felt, assuming the worst possible case. The best earthquake instruction is to take precautions before the earthquake (e.g., **secure or remove objects above you that could fall during an earthquake**).

You can survive an earthquake and minimize its damage simply by becoming aware of potential hazards and taking some basic earthquake preparedness measures. Being prepared at home as well as the workplace will help you to get back to your normal routine as quickly as possible.

Preparing for an Earthquake

- Know the safe spots in your office, such as under sturdy tables, desks or against walls.
 - Recognize the danger spots: windows, mirrors, hanging objects, and tall unsecured furniture
- Learn where several exits are in your office area and the building.
 - Practice using alternate routes out of the building to the nearest safe evacuation area
- If you are on campus after hours, contact emergency services at **(9) 9-1-1** if you need emergency assistance
- Learn where fire extinguishers are located and how to operate them.
 - The Facilities Department will schedule training on fire extinguishers if necessary
- Secure and anchor equipment and furniture, including bookshelves, cabinets, and computers
- Attend discussions or workshops on disaster preparedness topics
- Maintain emergency food, water, and other supplies, including flashlight, a portable battery operated radio, extra batteries, medicines, first aid kit, and clothing. Keep similar supplies in your vehicle.
- Enroll in a First-Aid/CPR Class
- Become familiar with where your designated assembly area. Make sure the meeting point is in an area free from fixtures that could fall in the event of an aftershock
- Choose an out-of-state point person to contact can after the quake to report and exchange information. Keep in mind that long distance telephone lines often remain in working condition, while local lines become inoperative
- Identify safe spots in each room, such as under sturdy tables, desks, or against inside walls. Be aware of danger spots: Windows, mirrors, hanging objects, and unsecured furniture
- Keep a list of emergency phone numbers somewhere you can get to them in an emergency. If able, program them into your cell phone
- Secure appliances that could move enough to rupture utility lines
- Keep breakable and heavy objects on bottom shelves
- Secure heavy, tall, furniture that can topple
- Put latches on cabinet doors to keep them closed during shaking
- Keep flammable or hazardous liquids in cabinets, or secured on shelves

During the Earthquake:

- If indoors:
 - Stay there. Remember to DUCK (drop down on the floor) and COVER (take cover under a sturdy desk, table or other furniture).
 - Stay away from windows, hanging objects, mirrors, and outside walls
 - Look overhead and avoid moving under or around glass ceilings, atriums, etc.
 - If that is not possible, seek cover against an interior wall. Protect your head and neck with your arms. If you take cover under a sturdy piece of furniture, hold on to it and be prepared to move with it. Maintain this position until the ground stops shaking and it is safe to move
 - Do not use elevators
 - Do not stand in doorways
- If outdoors;
 - Move away from the building
 - Get into an open area away from trees, buildings, walls, and power lines
 - Near the beach or coast, move to higher ground.
 - An earthquake can cause a tsunami.
 - Avoid downed power or utility lines as they may be energized. Do not attempt to enter buildings until you are advised to do so by the proper authorities.
- If you use a wheelchair, lock the wheels and cover your head.
- If driving:
 - Pull over to the side of the road and stop.
 - Avoid stopping near or under buildings, trees, overpasses and power lines.
 - Stay inside the vehicle until the shaking is over
- If in a crowded place:
 - Do not rush for the doors.
 - Move away from display shelves containing objects that could fall
- If you are in an elevator:
 - You are probably better protected than most people - nothing heavy can fall on you.
 - If the power fails, the elevators will stop and lights will go off.
 - The Facilities Department will respond as quickly as possible and can advise you as to how rescue operations will proceed.

After the Earthquake:

- Be prepared for aftershocks. Protect yourself at all times
- Check the people around you for injuries. Apply first aid if necessary. Do not move seriously injured individuals unless they are in immediate danger
- Do not use the telephone immediately unless there is a serious injury, fire, or other emergency
- Replace receivers that have fallen off the hook
- Check for hazards. Watch for broken glass.
- Do not use lanterns, torches, lit cigarettes, or open flames, since gas leaks could be present
- Open windows, etc. to ventilate the building.
- Do not use your vehicle unless there is an emergency. Keep the streets clear for emergency vehicles

- Be prepared for aftershocks
- Stay calm and lend a hand to others
- If your building is evacuated, follow the instructions of officials or emergency personnel
 - Evacuate in an orderly fashion. Many injuries occur when people run for the exits.
- Assist disabled persons in your building
- Assemble in the designated assembly areas and await instructions.
- Turn on a battery-powered radio, if you have one, for up-to-date information pertaining to your local area

If you are trapped in debris

- Do not light a match
- Move as little as possible so they you do not kick up dust.
 - Cover your nose and mouth with a handkerchief or clothing
- Tap on a pipe or wall at regular intervals so that rescuers can hear where you are.
 - Use a whistle if one is available
 - Shout only as a last resort.
 - Shouting can cause you to inhale dangerous amounts of dust
 - If a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews
 - Emergency personnel will check building immediately after a major quake

NOTE: DO NOT USE THE TELEPHONE UNLESS IT IS NECESSARY FOR EMERGENCIES. Heavy use of the telephone will tie up the lines and prevent emergency calls from going out.

HEAT WAVES AND HEAT-RELATED ILLNESS

It is estimated that over 200 people die throughout the nation each year from heat-related illnesses. It is important for employees to be aware of the dangers of heat exposure and what to do in the case of an air-conditioning outage during this time. Though many of City University of Seattle's employees work indoors most of the day, lunch hours, travel, and any outside activity could put employees at risk during a heat wave.

During a heat wave:

- Avoid going outside between 10am and 3pm, when UV rays are strongest
- Reduce physical activity and stay indoors
- Avoid eating hearty, protein-dense meals as it can raise your metabolic rate and cause you to lose water more quickly
- Drink plenty of fluids and avoid caffeine
- Use sunscreen with at least SPF 15 when going outside

If an air-conditioning outage occurs during a heat wave:

- Contact Facilities (425) 681-9666 immediately
- If available, turn on fans to keep air circulating and block direct sunlight by turning down blinds
- Await further instructions from Facilities if problem is not resolved

EXTREME COLD

Useful to know guidelines

It is possible that City University of Seattle campuses may have to deal with extreme cold fronts. It is useful to know guidelines should such an event occur.

- Check walkways and parking lots for ice. If necessary, salt walkways to prevent slips
- Make sure floor mats are put near entrances for wet conditions
- Dress warmly when leaving buildings
- Make sure temperatures inside buildings are kept as a comfortable level
- Contact facilities for problems with indoor heating. Use layers if necessary

INFECTIOUS AND CONTAGIOUS DISEASE

City University of Seattle has developed procedures specific to certain illnesses.

Pandemic Influenza, including H1N1

For information on response guidelines for Pandemic Influenza, please reference **Appendix A**, “City University of Seattle Pandemic Influenza Response Plan.”

Other Contagious or Infectious Diseases

Actionable plans pertaining to an outbreak of an infectious disease at City University of Seattle will be developed as the need arises. Because factors such as symptoms, treatments, and best response varies according to the type of illness being dealt with, situations involving an uncommon illness among employees or students will need to be handled on a case by case basis. Sick employees and students should always be encouraged to stay home to avoid spreading the illness. Updates on procedures addressing specific illnesses will be sent to a safety representative at your location via e-mail from Human Resources as they are created.

PANDEMIC

What is a Pandemic?

A Pandemic Influenza refers to a worldwide epidemic due to a dramatically different strain of influenza virus to which there is no immunity among humans. New virus strains may spread rapidly from person to person and in severe cases, can result in high levels of disease and death around the world. It is impossible to predict the exact timing and severity of the next pandemic and because of its unprecedented nature, a vaccine may not be readily available. Unlike other natural disasters, where any disruption to business service provision is likely to be infrastructure-related, disruption to business operations in the event of a pandemic will mainly affect personnel and could lead to high absenteeism in the workforce. Additionally, a pandemic could last many months over a long period of time and affect many areas throughout the world simultaneously. Other infection control strategies such as social distancing, isolation, and quarantine may be used to control the spread of disease and could lead to further disruption of normal work activities.

Purpose of City University of Seattle Response Plan

In April 2009, virus H1N1 (Swine Flu) was declared a pandemic by the World Health Organization. City University of Seattle realizes the importance to preparing their students, staff, and faculty for an outbreak of pandemic influenza in the local community. Seasonal influenza generally hits elderly and infantile populations the hardest. Pandemic influenza, however, poses a threat to all segments of the population and may lead to a high level of employee absenteeism and operation disruption if continuity plans are not established prior to an outbreak.

Assumptions

- A pandemic may come and go in waves lasting from six to eight weeks for up to nine months
- Workplace absentee rates could be as high as 25% during a wave of pandemic influenza
- Vulnerable populations include healthy individuals and all age categories
- Risk of illness is higher in areas where people co-mingle. Campus closures may be necessary to prevent the spread of illness.
- In areas where disease has not yet spread, but is a threat, employees and students may stay home due to fear.
- It is possible that City University of Seattle may be compelled to close campuses by local, state, or federal health authorities regardless of its desire to remain open.

Concept of Operations

1. City University of Seattle will operate in accordance with state, federal, and county recommendations for building closures and quarantines should the situation reach a critical level.
2. Employees and any groups included in the plan will be briefed on the entire plan. Training will be provided to staff to assist them with their emergency responsibilities.

3. The City University of Seattle Pandemic Response Plan is based on a graduated response to a growing emergency situation. Although it includes recommendations for action, plans may be adjusted on an as-needed basis or as new developments arise that are not addressed in the original document. Ultimate decisions on action plans rest with the Crisis Response Team.

4. A course of action for pandemic outbreaks will be decided by the Crisis Response Team. Emergency training for employees will be the responsibility of Safety Committee Representatives or a designated Floor Captain at each campus.

5. Emergency preparedness training and supplies to aid in preventing the spread of disease will be made available.

6. The Pandemic Response Plan will be reviewed and updated on a yearly basis to ensure accuracy.

Communication

Content of communication will be determined by the Crisis Response Team and Senior Communications Advisor.

E-mail: Any information pertaining to emergencies that affect City University of Seattle staff, students, or alumni should be sent out via e-mail. Content of updates and recipients should be determined by Crisis Response Team.

Internet: The City University of Seattle Pandemic Response Plan should be available online and linked to the University's home page to use for general public information. A webpage should include links to other useful information. This site should be updated periodically to include information on outbreaks affecting the City University of Seattle community as it becomes available.

Crisis Response Team

Crisis Response Team Will is composed as Follows:

- **Senior Member:** President of City University of Seattle
- **Crisis Action Team Leader:** **TBD**
- **Senior Academic Advisor:** Provost
- **Senior Communications Advisor:** Director, Public Relations and Communications
- **Senior Financial Advisor:** Vice President and CFO
- **Senior Human Resources Advisor:** Director, Human Resources
- **Senior Legal Consultant:** University Retained Attorney
- **Administrative Support:** Executive Assistants to the President and the Provost
- **Senior Information Technology Advisor:** Director of Information Technology
- **Facilities Operations Advisor:** Director of Facilities
- **Senior Student Services Advisor:** Vice President of Student Services
- **Emergency Training:** CityU Safety Committee Rep for Each Campus

Crisis Response Team Will Determine Action Items Including But Not Limited to:

- Campus closures
- Cancellation of any system-sponsored events
- Monitoring of health effected individuals

- Communication plans and information
- Programs for mental health and psychosocial needs

LEVEL 0: Pre-Event Planning	
Response	Responsibility
Crisis Response Team needs to be notified of duties and role for each level of emergency	TBD
Chain of command established for each campus within each department	TBD
Seminars on flu prevention and hygiene conducted through Wellness program	Wellness Committee, HR, and Health Care Provider
Upload pandemic influenza plan with resources to website	Director, Public Relations and Communications
LEVEL 1 (International/National): Pandemic Declared	
Response	Responsibility
Notify faculty, staff and students of current situation and provide access to information from the CDC website	Director, Public Relations and Communications
As pandemic level is updated provide e-mail communication to correspond with information provided by the CDC	Director, Public Relations and Communications
Assemble Crisis Response Team to respond to any increases in severity or spread of illness as they occur	President Director, Human Resources
Send e-mail to all site locations leadership to notify human resources of any illness related to the pandemic by faculty, staff, or students	President Director, Human Resources Director, Public Relations and Communications
Provide students, faculty, and staff with resources they can use to learn current information about the issue (ie CDC.gov, pandemicflu.gov, WHO.int)	Director, Public Relations and Communications
LEVEL 2 (Regional): Pandemic Outbreak in Local Community – Non-University Victims	
Response	Responsibility
Crisis Response Team assembled Activate emergency student notification system	President Director, IT
LEVEL 3 (Local): Pandemic Outbreak among faculty, staff, or students	

Response	Responsibility
Crisis Response Team assembled to determine the following: 1. Campus closures 2. Cancellation of any System sponsored events 3. Monitoring of health effected individuals 4. Communication plan 5. Mental health and psychosocial needs 6. Adoption of CDC recommendations as appropriate	President
LEVEL 4 (Critical): Death within City University of Seattle	
Response	Responsibility
Crisis Response Team assembled Press Statement Assembled Crisis Counseling made available	President Director, Public Relations and Communications Director, HR

Emergency Situation Levels:

Level 0

Crisis Response Team should become familiar with procedures in the event of an emergency on each level. Chain of command should be established within each department and updated as needed. Information should be available online for concerned individuals to reference.

Level 1

Crisis Response Team (all or parts) determine content of informational update to student, staff, and faculty that will include information about the Pandemic outbreak and how City University of Seattle will address it if it worsens. Provide links to resources for crisis hotlines, government updates, etc. through the website and e-mail.

Levels 2 - 3

All steps for Level 1. Host webinar or provide forum for concerned employees to post their questions and get answers in a timely fashion.

Level 4

Follow similar procedure as in Level 2-3. Crisis counseling made available to affected individuals.

**Recommendations for Action Based on CDC Guidelines
Pre-Outbreak Preparation**

Training

Training for Pandemic Flu Prevention and evacuation procedures in the event of a campus closure will be carried out by the Safety Committee Representatives (Floor Captains) at each campus. Training will follow guidelines approved by Crisis Response Team and CDC recommended procedures.

Crisis Response Team

The Crisis Response Team will assemble prior to an emergency to discuss roles and confirm emergency procedures.

Web Development

A separate website will be developed for the City University of Seattle University website on Pandemic Influenza and how the university is handling the developing situation. A PDF version of the Pandemic Response Plan will be made available, as well as up-to-date information for students, staff, and faculty. Links to resources for further information will also be posted on this site. Content will be approved by Crisis Response Team.

Staffing Considerations in Event of a Campus Closure

In the event of a campus closure, only essential employees should be allowed access to carry out fundamental operations. Essential employees should be designated in advance and approved for re-entry before entering closed campuses.

- Critical Response Team will determine if essential employees should be allowed to return to a closed campus and under what circumstances.
- Each phase of a pandemic should be considered when determining essential employees and critical operations. For example, staff may be essential at Level 2 but non-essential at Level 3. Employees must be notified of essential/non-essential standing in advance and agree to carry out functions if necessary.
- Essential positions must also establish a chain of command, listing at least two substitute employees should the first be unable or unwilling to perform essential duties.

General Workplace Guidelines to Follow in Event of a Campus Closure

Checklists will need to be tailored appropriately according to department (i.e. IT and facilities) in the event of a campus closure.

In the event of a campus closure, the following steps need to be taken before leaving the workplace:

- Change voicemails to inform callers of office closure, both individual and departmental. Inform callers where they can get more information (web, hotline, etc.).
- Secure office equipment
- Deposit any cash or checks
- Submit and approve timesheets
- Lock building windows and secure facility
- Remove all food and other perishable items from break rooms and unplug each unit
- Remove live plants and any food kept in office
- Remind employees to take home any valuables or possessions with them
- Turn off lights
- Shut down computers and electronic equipment

Leave Policies

All staff, faculty, and students determined to have contracted pandemic influenza should remain home until symptoms resolve and they are physically ready to return.

Staff: Guidelines will vary based on department. Establish a chain of command in advance so that substitutes can fill in for affected staff. Establish a chain of command for each department and for each campus. Include information on staff from other departments who would be able to fill in if needed.

Home phone numbers and contact information should be available so that sick employees might be reached for questions related to work procedures

Federal law does not require employers to provide paid leave to employees who are absent from work because they are sick with pandemic flu, or have been exposed to someone with the flu. Employees should be able to elect the substitution of PTO if infected.

Employees may be eligible for paid leave under the Family and Medical Leave Act (FMLA) to care for family members with serious illness. Workers who have a family member with influenza should be urged to stay home to minimize the spread of the pandemic.

The university should consider flexible leave policies for their employees during an outbreak of pandemic flu to prevent spread in the workplace.

City University of Seattle might consider requiring medical documentation and periodic reports of the employee's status as to intent to return to work and progress on recovery in order to prevent abuse of leave policies.

Student:

Actions pertaining to the spread of illness among students will be handled by Student Services.

Student Notification system needs to be ready to go in the event of an emergency. Notifications should include resources for concerned students to find out more information and specific information about which areas of City University of Seattle have been affected (ie campus locations).

Faculty:

Actions concerning how to handle a stalled course due to faculty illness will be determined by the Division of Academic Affairs.

Military and Medical:

Service in the National Disaster Medical System (NDMS) in response to a public health emergency, as well as authorized training to prepare for such service is considered "service in the uniformed services" and is protected by the Uniformed Services Employment and Reemployment Rights Act (USERRA). Employees leaving because of NDMS activation have rights for reemployment upon return.

Employees called to service for the National Guard in an emergency situation also have the right to timely reemployment following completion of service.

Business Closure

In the case of a campus closure, workers laid off due to a shutdown caused by an influenza pandemic would be eligible for unemployment benefits if the worker meets all other UI program requirements (i.e. worker is available to work).

A plan should be activated to help employees relying on public transit to get to work should the public transit system be halted or shut down during an outbreak. Telecommuting and carpools with other employees might be good options to consider.

FMLA Leave

Employees electing to use their FMLA coverage in the event of a pandemic flu outbreak cannot be discriminated against for doing so (ie layoffs).

Refusal to Work

Leave taken by an employee for the purpose of avoiding exposure to the flu would not be protected under the FMLA. Ill employees should be encouraged to stay home to prevent illness from spreading in the workplace, but able-bodied employees should come to work to ensure continuation of operations in the event of a widespread absence.

The best way to keep employees from fearing coming to work is to keep them informed. Issue frequent updates on what City University of Seattle is doing to prevent the spread of illness and notify them when employees become ill. Seminars on wellness and prevention, as well as the latest updates in healthcare for combating disease should be readily available. If employees refuse to come to work, it may be necessary to consider termination or lay-offs on a case-by-case basis.

Sending Employees Home

If a sick employee comes to work and it is later confirmed to have flu, it is important to inform your workforce in case they start to become sick as well.

Some states do have laws that prohibit an employer from terminating an employee who is under order of isolation or quarantine, or has been directed to enter isolation or quarantine and chooses to come to work anyways, although current laws should be reviewed when making a decision as to a course of action.

Encourage sick employees to stay home to avoid spreading illness among able-bodied workers. Review pay policies for absences and keep employee informed on the latest health information updates.

Employees exhibiting signs of illness should be sent home as soon as possible until they recover to avoid spreading disease.

Employers have the right to mandate that employees who are known or suspected to have pandemic influenza to stay home if their presence poses a direct threat to the rest of the workforce.

Pay Policies

Establish a plan with payroll to determine which departments would require overtime in the event of a mass-absence and how this would be handled.

Press Releases and Information Disbursal

Information released should be decided upon by the Crisis Response Team in a timely fashion and sent to students, staff, and faculty as quickly as possible following a local outbreak.

Work with EAP to develop a crisis communication hotline for concerned individuals

Create a web-based information source that students and staff can access for the latest updates on the pandemic and how City University of Seattle is responding

Disburse information on sicknesses, campus closures, safety measures, etc., through e-mail

Create forums for questions to be posted so that answers can be made available quickly

Campus Closures, Social Distancing, and Work Restrictions

The decision to implement social distancing methods, such as a campus closure, ultimately rests with the Senior Members of the Critical Response Team. Quarantine will do little to improve the situation due to the nature of pandemic influenza, and campus closure may be deemed necessary in some cases to protect students, staff, and/or faculty. Campus closure decisions should be based on the current stage of pandemic, number of employees who are ill, other campus closures in the immediate area, recommendations from local and federal government to close business, and rising mortality rates.

Social Distancing Recommendations

- Cancel all public gatherings or participation in community events (i.e. job fairs)
- Cancel all City University of Seattle-related travel
- Cancel classes involving person-to-person contact and conduct only online classes
- Restrict access to campus except by essential staff
- Implement telecommuting procedures where possible
- Maintain an adequate amount of space between employees when possible
- Stagger shifts or institute flex-work policies to prevent employees from coming into contact with each other
- Close laboratories and research labs if necessary

SEXUAL ASSAULT AND STALKING

City University of Seattle is an educational community bound by common standards of conduct. The University recognizes that in order to fulfill its mission it must provide an educational environment that is free from discriminatory practices. City University of Seattle considers sex discrimination in all its forms to be a serious offense. This policy refers to all forms of sex discrimination including but not limited to: unfair treatment based on sex, sexual harassment, sexual assault, sexual misconduct, and sexual violence by students, employees, or third parties.

In compliance with Title IX, the University provides:

- A statement of expectations for behavior with regard to University standards;
- Resources aimed at reducing the risk of sexual violence and sexual harassment, including educational programs for staff, faculty and students;
- Procedural interventions to offer support and information following a report of sexual violence or sexual harassment; and
- Student conduct and employee disciplinary procedures that address the needs of victims or survivors and protect the rights of alleged assailants.

To ensure the safety of the University community, which includes all staff, faculty, students, interns, volunteers, University-affiliated board members and visitors, offenders of this policy may be subject to appropriate campus adjudication processes through the appropriate City University of Seattle policy. All reported instances of sexual discrimination will be investigated and appropriate disciplinary, criminal, and/or legal action will be taken.

RESPONSIBILITIES FOR Investigation:

- Investigation and resolution of allegations of sexual discrimination and harassment involving university employees, and related information and assistance are available by contacting the Director of Human Resources.
- Investigation and resolution of allegations of sexual harassment involving university students, and related information and assistance are available by contacting the Vice President of Student Services or the Title IX Coordinator.
- Investigation and resolution of allegations regarding student conduct involving university students, and related information and assistance related to student rights and responsibilities, are available by contacting the VP of Student Services.

TRAINING:

Title IX Awareness Programs are offered on a continual basis to students through a link on Campus Cruiser and in the student handbook. https://slate.workplaceanswers.com/cityuseattle_student additionally, training on Title IX is a required element for staff and faculty during orientation.

In addition to the training, information, referrals and confidential counseling is available through the City University Counseling Center (206) 239-4760 for the Puget Sound campus community. The City University Counseling Center can help facilitate the connection to resources at other campuses.

Appendix A:

City University of Seattle, Bomb Threat or Other Violent Threat - Checklist

STAY CALM

EXACT WORDS USED TO MAKE THE THREAT (if possible):

(ATTACH EMAIL, LETTER, OR MESSAGE IF AVAILABLE)

IF THIS IS A BOMB THREAT - QUESTIONS TO ASK:

1. WHEN IS THE BOMB GOING TO EXPLODE?

2. WHERE IS THE BOMB LOCATED?

3. WHAT KIND OF BOMB IS IT?

4. WHAT WILL CAUSE THE BOMB TO EXPLODE?

5. WHAT DOES THE BOMB LOOK LIKE?

6. WHO PLACED THE BOMB?

7. WHY WAS THE BOMB PLACED?

8. WHAT IS YOUR NAME?

9. WHERE ARE YOU CALLING FROM?

IN ALL THREATS OF A VIOLENT NATURE PROVIDE A DESCRIPTION OF CALLER'S VOICE:

Caller's name _____

Accent _____ Race _____

Time of call _____

CIRCLE THE APPROPRIATE DESCRIPTION:

MALE
OLD
LISP
STUTTER
DEEP
RASP
RAGGED
NASAL
WHISPERING

FEMALE
MIDDLE AGED
SOFT
CRYING
LAUGHING
SLURRED
NORMAL DEEP
DISGUISED
LOUD ACCENT

YOUNG
CALM
SLOW
EXCITED
DISTINCT
RAPID
BREATHING
ANGRY

IF THE VOICE IS FAMILIAR, WHOM DID IT SOUND LIKE?

YOUR NAME _____

YOUR POSITION _____

YOUR TELEPHONE NUMBER _____