

22.0) EMERGENCY PROCEDURES

Emergency Weather and Weather Related Emergency Procedures

General Safety Procedures

The following guidelines apply to weather-related emergency conditions on campus. Please review these procedures frequently and identify appropriate protected areas within reasonable proximity to your working, living, and classroom areas so that you may move quickly to safety should circumstances appear threatening or a warning be issued. Faculty members should review these guidelines with their classes at the beginning of each semester. Remember, these procedures are not to be confused with the normal procedures used to evacuate a building because of smoke, fire or other possible emergency situation.

Severe Storm or Tornado Watch

A thunderstorm or tornado watch is issued whenever weather conditions exist that could produce a severe storm in this area. A severe thunderstorm warning is issued when a storm is observed moving toward the area. In case of a severe thunderstorm watch or warning or a tornado watch:

- Sirens will not sound.
- Be alert to the possibility of high winds or hail. Should a storm develop, move away from windows exposed to the impact of high winds, debris, or hail into a protected area of hallway or an interior windowless room until the danger is past.

Tornado Warning

A tornado warning is issued when a tornado has been sighted and is moving toward the Lawrence area. In case of a tornado warning:

- Sirens will sound a three (3) minute warning signal.
- Move immediately to protected areas and remain there until the all clear is given by local radio stations, National Weather Service Radio System, police or other official sources of information.
- Sirens ARE NOT used for an all-clear signal, and will only be sounded when a tornado warning is issued.

- Interior protected areas usually recommended by the U.S. Weather Service include basements (especially those under reinforced concrete structures) or, if a basement is not available, the lowest level of a building, in an interior hallway or a room without windows or other exposed glass. In cases where there has been no prior warning or the warning has not provided sufficient time to move to an adequately protected area, moving into an interior hallway, windowless room, or under/behind heavy furniture may be of less risk than moving to lower levels.
- If you are out-of-doors when a tornado warning is sounded, take cover in a protected area if possible. If a protected area is not accessible, lie in a ditch or depression away from trees and power lines and cover your head with your hands.

Lightning Safety

If you are out-of-doors, during a thunderstorm, and have no time to reach a safe building or automobile, take shelter in a low area away from natural conductors of electricity (such as tall trees, power lines, open water, fences, etc.). If you feel your hair stand on end--indicating that lightning is about to strike--drop to your knees and bend forward putting your hands on the ground in a four point stance. DO NOT lie flat on the ground.

These safety tips are to be observed when lightning threatens:

- Stay away from open doors and windows, fireplaces, radiators, stoves, metal pipes, sinks, and plug-in electrical appliances or tools.
- Don't use the telephone during the storm--lightning may strike telephone lines outside.
- Don't work on fences, telephone or power lines, pipe lines, or structural steel fabrications.
- Don't use metal objects such as surveyor's rods or shovels; they make good lightning rods out of people.
- Don't handle flammable materials in open containers.
- Stop tractors and open vehicles, especially when pulling metal equipment, and dismount.
- Stay in your automobile, truck or pick-up. They offer good lightning protection.
- Get out of and away from any body of water.
- Seek shelter in buildings.
- When there is not shelter, avoid the highest object in the area. If only isolated trees are nearby, your best protection is to crouch in the open, keeping twice as far away from

isolated trees as the trees are high.

- Avoid hill tops, open spaces, wire fences, metal poles, exposed sheds, and any electrically conductive elevated objects.
- When you feel the electrical charge--if your hair stands on end or your skin tingles--lightning may be about to strike you. Drop to your knees and bend forward putting your hands on the ground in a four point stance. Do not lie flat on the ground.

If you are driving a vehicle, proceed to the nearest sheltered area and wait in your car for the storm to pass. If a tornado is sighted or if a tornado warning has been sounded, leave the vehicle and lie down in a ditch or depression between the approaching tornado and your vehicle. If the funnel is more than a mile away, you may drive at a right angle away from the funnel.

Procedure in Case of Injury, Damage, or Hazardous Conditions

As soon as it is safe to do so, report injuries or hazardous conditions to the E911 Center; dialing 911 any where in Douglas county will put you in contact with the appropriate emergency service for that area. Be prepared to give your location and provide information on extent of injuries and any indication of respiratory or cardiac failure or severe bleeding.

If a telephone is not available, send someone to find a working telephone or to report the situation to a police officer or University staff member, specifically those involved with facilities maintenance, security or authority for the structure.

Emergency First-Aid Procedures

In the event of an injury where blood or other potentially infectious materials are present, individuals assisting with first-aid are to take precautions to protect themselves from exposure to disease. (see page 6-8 for Bloodborne Pathogen Policy).

- Do not move a seriously injured person unless the person is in jeopardy of further injury.
- Apply direct pressure to serious external bleeding.
- If a victim is having difficulty with breathing, clear the air passages, and check to see if the tongue is blocking the airway. If the victim is not breathing, use cardio-pulmonary or mouth-to-mouth resuscitation techniques, if you are trained to provide them.

If damage to a building leaves the area uninhabitable, and a move can be made safely, evacuate the area.

Evacuation of injured persons is only to be done when current shelter conditions present a

threat to life (flooding or structural damage) and then must be done in a safe/approved manner.

EMERGENCY NOTIFICATION PROCEDURES

While the University Police, Human Resources, University Relations and a variety of other University administrative offices may be a normal source of information, under emergency circumstances these areas need to be a focal point for incoming information that may require continued emergency response or administrative decisions. The source of general information while emergency conditions exist is university telephone number 864-SNOW (for emergency information twelve (12) months of the year). Other sources for information during these times are:

- The University's Information Center (864-3506) is kept abreast of emergency and post-emergency information that pertains to the University for dissemination to the community.
- While all local radio and television stations do provide on-going community emergency information, the University radio stations KJHK FM 90.7 and KANU FM 91.5 will also broadcast post-emergency information specific to the campus when provided by University authorities. This information can include, but not necessarily be limited to, street/building closings, work/class schedule changes, special event information, etc.
- Human Resources provides information dealing with employees work status due to evacuations or other types of emergency situations that displace persons from their normal work stations.
- During normal University hours, Telecommunications can provide general JayTalk broadcasts to all users when requested by University authorities. As the Ethernet expands, a similar general user message system will be developed.