Emergency Action Plan
2013-2014
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Integrated Wellness Complex Emergency Action Plan

Fire Procedures

• Should you see or smell smoke, immediately pull the nearest fire alarm, leave the building, and contact the Winona Fire Department (911) from a safe area. Be prepared to give the following information:
  o Location of fire
  o Building and area (if known)
  o Your name and telephone number
  o Stay on the phone until the dispatcher releases you
• The person reporting the fire should remain in the vicinity outside of the Integrated Wellness Complex to supply information upon request from the Winona Fire Department.
• All persons are to evacuate the IWC when fire alarms sound immediately.
  o Individuals must be at least 500 feet away from the building and should convene outside of the front doors parallel with Mark Street or the doors located between McCown and Somsen.
• Do not attempt to put out a fire if you are endangering your own safety or the safety of others.
• Do not use the elevator. Power may fail causing the elevators to stop between floors or elevator doors may open onto the fire floor.
• Disabled persons who are unable to move down the stairwells should move to a stairwell. Caution should be used as to not block traffic.
• Immediately notify rescue personnel of any persons left in the IWC along with their location.

NOTE: If you become trapped in a building during a fire and a window is available, place an article of clothing outside the window as a marker for rescue personnel. If there is not a window, stay near the floor where the air will be less toxic. Seal up the cracks around the door using pieces of clothing or whatever is available. Shout at regular intervals to alert emergency personnel of your location.

CAUTION: Building fire alarms may stop ringing. If they stop, do not return to the building unless notified by the Winona Fire Department or Winona State University Security.

*Know the location of the fire alarm pull stations, fire extinguishers, all AEDs and exits in the Integrated Wellness Complex. See page 5 for fire extinguisher and AED locations.*
Severe Weather/University Closing

Severe Weather/Tornado Watch:
A watch is a statement that severe weather/tornado conditions are present and could occur. The National Weather Service will issue a watch bulletin to local authorities as well as to the local radio and TV stations.

Severe Weather/Tornado Warning:
When a severe weather/tornado sighting occurs, the National Weather Service alerts all weather stations and local authorities. If severe weather or a tornado is approaching a continuous sounding of the city's emergency sirens will signal the warning.

In Case of Severe Weather/Tornado:
When the emergency warning sirens sound, it is YOUR responsibility to get to shelter. All persons should seek shelter in the nearest safe area. Note: gymnasiums and large areas with wide roofs should be avoided. Avoid all windows and exterior doors.

Severe Weather Guidelines for the IWC:
• Move to, or stay on the lowest floor of the building, specifically near the locker rooms below McCown Gym and Memorial Hall. Stairs are located near the west end of Memorial Hall and near the Memorial Hall pool.
• Stay in central corridors away from glass
• Stay away from windows, especially avoid the Fitness Center and the IWC entrances
• Do not use the elevator
• These areas are considered the safest:
  o Basements
  o Stairwells
  o Lower level rooms without any windows
  o Lower level hallways without any windows

Most tornadoes strike in the late afternoon and evening hours. When a severe thunderstorm/tornado warning is issued, take shelter immediately. Go to the basement and seek shelter under stairs or sturdy furniture. If you cannot make it to the basement, seek shelter in a small room in the lowest level available, in the center of the building. Bathrooms and closets are good potential shelters. Avoid rooms with windows.

Severe weather conditions may result in any of the following:
• Delayed opening
• Early closing
• Cancellation of activities within the IWC
• Closing of the IWC (only if University closes)
Violent Behavior

Weapons on Campus
- Immediately call 911 and WSU Security (ext. 5555)
- Wait for police to arrive
- Do not confront the person with the weapon
- No effort should be made to intervene
- If known, provide the following information to the police:
  - Name of individual(s) with weapon(s)
  - Location of individual(s) with weapon(s) in the IWC
  - What person(s) did with weapon after it was displayed

Active Shooter
- If shots are fired, notify the Winona Police Department immediately by calling 911. Be prepared to provide the police with the following information:
  - Description of the shooter(s)
  - Location of the incident within the IWC
  - Nature of injuries
  - Stay on the phone with the police dispatcher if safe to do so
- If shooting is outside of the IWC, go inside of the IWC as soon as possible (if safe to do so). If you can’t get inside, take cover and get as compact as possible, put something between you and the shooter.
- If shots have been fired, classrooms and offices should be immediately locked down if possible. Use caution and discretion in allowing anyone inside the classroom once it has been secured. Stay away from doors and windows.
- If shots have been fired, turn off the lights in the room. Close the drapes or blinds on the windows if safe to do so.
- Do not panic and calm others if they are present.
- Remain in the room until the police or other emergency personnel arrive with directions.
- When requested by emergency personnel, move as quickly as possible out of the room. Assist others if necessary and safe to do so.
- If qualified, provide medical care to the injured if safe to do so.

Hostage – Witness
- If hostage taker is unaware of your presence, do not intervene.
- Call 911 immediately and be prepared to provide the police with the following information:
  - Description of hostage taker(s)
  - Location of the incident in the IWC
  - Number of hostages (if known)
  - Reason for hostage taking
  - Injuries to hostages (if known)
- Stay on the phone with police if requested and safe to do so
- Do not enter the hostage scene and advise others not to enter the area
• Follow police directions upon arrival at the scene

Hostage – If You Are Taken Hostage
• Follow the instructions of the hostage taker
• Do not panic
• Be respectful to the hostage taker
• Ask permission to speak and do not argue

It is imperative that all faculty, staff and students be proactive in the prevention of potentially violent situations. Members of the University community are encouraged to report all incidents or threats (oral or written), physical assaults, violent encounters, etc. to the Winona Police Department and/or Winona State University Security.
**IWC Fire Extinguisher Locations**

- Basement near Elev. Equip. Rm. B006
- Elevator Equipment Room B006
- Basement Storage Room B007
- Basement outside Electric Rm. B003
- Basement Electrical Room B003
- Inside Athletics Office Area
  - By Room #152
  - By Room #143
  - By Elevator, 1<sup>st</sup> Fl.
- Weight Room
  - By Room #127
  - 1<sup>st</sup> Fl. By Stair B
- Top of Stairs by Gym, 2<sup>nd</sup> Fl.
- 2<sup>nd</sup> Floor, NE Side of Gym
- 2<sup>nd</sup> Floor, East Wall of Gym
- By Gym and Restrooms, 2<sup>nd</sup> Fl.
- By Room #267 (Health Serv. S. Exit)
- On Pillar by Health Services, 2<sup>nd</sup> Fl.
- By Room #224
- By Room #249
- Running Track, Top of Stairs, 3<sup>rd</sup> Fl.
- NE Corner of Running Track
- South Wall of Running Track
- NW Running Track
- HVAC Room, 3<sup>rd</sup> Fl.

Note: To open fire extinguisher cases, pull the handle outwardly hard and the lock will release

**IWC/Memorial Hall AED Locations**

- Memorial Hall Across from 119 by pool
- Memorial Hall in McCown Gym
Communication

- Make sure that your professional staff/faculty and student employees are aware of the Emergency Action Plan.
- If and when an emergency occurs and the Director of Integrated Wellness is not in the building please follow-up with him or her at 507.458.9356 (cell) after emergency personal have been contacted so that he or she is aware of what transpired and how the situation was or will be resolved.
- Suggestions for edits or improvements to the IWC EAP should be forwarded to the Director of Integrated Wellness.
- The IWC EAP complements the framework provided by the Winona State University *Emergency Operations Plan* and will be evaluated on an annual basis.