

## Waterloo Center Lockdown and Evacuation Plan

### STAFF/FACULTY/STUDENT LOCKDOWN PROCEDURE – WATERLOO CENTER

1. Call 911, if you discover the threat. Also, call 6-911 from center phones or 911 from cell phones when there is a threat and/or an imminent threat to life. Notify those around you and anyone you can that is outside. Use judgment about the safety of doing so.
2. Lock doors.
  - a. Lock or confirm that someone is locking entrance doors.
3. Move to a location within the center that has a lockable door and lock it, or:
  - a. Use a door wedge to secure door from inside the room.
  - b. Stack furniture in front of the door.
  - c. If safely possible to do so, move from the computer lab to an adjoining classroom or office.
4. Hide. Get out of the line of sight and fire.
  - a. Get away from windows, doors, and outer walls.
  - b. Crouch down in areas that are out of sight from doors and windows, such as behind furniture or the wall nearest the view from outside the room.
  - c. Close, cover, turn off, or lock, if possible, blinds, window in the door, lights, and ventilation.
5. Be Quiet. Do not draw attention to yourself.
  - a. Do not talk.
  - b. Turn off audio equipment.
6. Turn off, or turn to silent, cell phones and radios.
7. Do not exit the building when a fire alarm sounds during lockdown unless:
  - a. you have reason to believe that there really is a fire in the building, or
  - b. you have been advised by a recognized emergency responder or Center employee to evacuate.
8. Be ready to move, if your current position is judged too dangerous. Be aware of possible escape routes.
9. Recognized law enforcement or a UIU official will notify occupants when it is safe to resume normal activities. ALL CLEAR.

### EVACUATION PLAN – WATERLOO CENTER

Familiarize yourself with the nearest exits from your classroom or office. Know your designated meeting point/safe zone. (The meeting point at the Waterloo Center is the South end of the parking lot.) Going to the meeting point allows faculty and/or staff to do a head count and know if all have exited the center safely.

If you find yourself in a critical situation, where you need to exit the center,

- Notify other people in the area – if it is a fire and you see flame, pull the fire alarm.

- Proceed to the nearest exit – leave your things, do not delay to take items with you.
- Go to the designated meeting point – the south end of the parking lot.
- Please be aware of those around you that may need assistance and help them exit the center, if necessary.
- Wait for the all clear – this will most likely come from your supervisor, faculty, or law enforcement.

### **Assisting those with Disabilities, Evacuation Guidelines**

A staff member, faculty member, or student will be paired with a person with disabilities to assist them with evacuating the center should it become necessary during an emergency.

#### **Persons with Visual Impairments**

Inform an individual with visual impairments of the nature of the emergency, and offer to guide him/her. As you evacuate the center, advise the individual: 1.) where you are at; 2.) where you are going; 3.) obstacles in the way; and, 4.) any other important information. Do not take the individual you are guiding by the arm, offer your arm instead.

#### **Persons with Hearing Impairments**

If you are unable to see the fire alarm system's visual indicators from your location, an alternate means of warning may be necessary for an individual with a hearing impairment.

1. Write a note telling the individual of the danger and the safest evacuation route.
2. Tap the person on the shoulder or turn the light switch on and off to gain their attention, and then indicate through gestures, or in writing, what is happening and what to do.

#### **Persons using Crutches, Cane or Walkers**

If an individual is having trouble exiting the center in a quick and safe manner, they may be carried out of the building. Options such as the firefighter's carry or two-person locked arm carry may be used. In addition, the person can be carried out while sitting in a chair.

#### **Non-Ambulatory Persons**

Most non-ambulatory individuals will be able to evacuate a building on their own. If assistance is needed, remember lifting someone in this state may be painful and may cause injury. Non-ambulatory individuals have respiratory complications. Remove them from smoke or fumes immediately.

Always consult the person that is being evacuated as to their preference about:

1. How to remove them from the wheelchair.
2. The number of people needed for assistance.
3. Issues involved with extending or moving extremities when lifting (such as pain, catheter bags, braces, etc.).

4. Whether a seat cushion or pad should be retained if he/she is removed from the chair.
5. Aftercare, if removed from the wheelchair.

**After Evacuation:**

- Once outside, meet with the Fire Department if you have information about the fire.
- Do not re-enter the center for any reason.
- Once the Fire Department is on scene, the Fire Chief or the next highest-ranking official will be in charge of the scene. The fire official will determine when, or if, it is safe to return to center. The fire official will also be the one to turn the fire scene back over to the university.