CAMPUS EMERGENCY PROCEDURES

The following are frequently asked questions regarding campus safety and emergency procedures. Please take a moment to re-familiarize yourself. Then keep this memo handy for quick reference.

How will I recognize a campus emergency?
Stay alert for dangerous situations, potential crimes and unusual behavior on campus. Some examples might include broken glass, a disturbance, an injury, dangerous activity, slippery floors, or any form of violence.

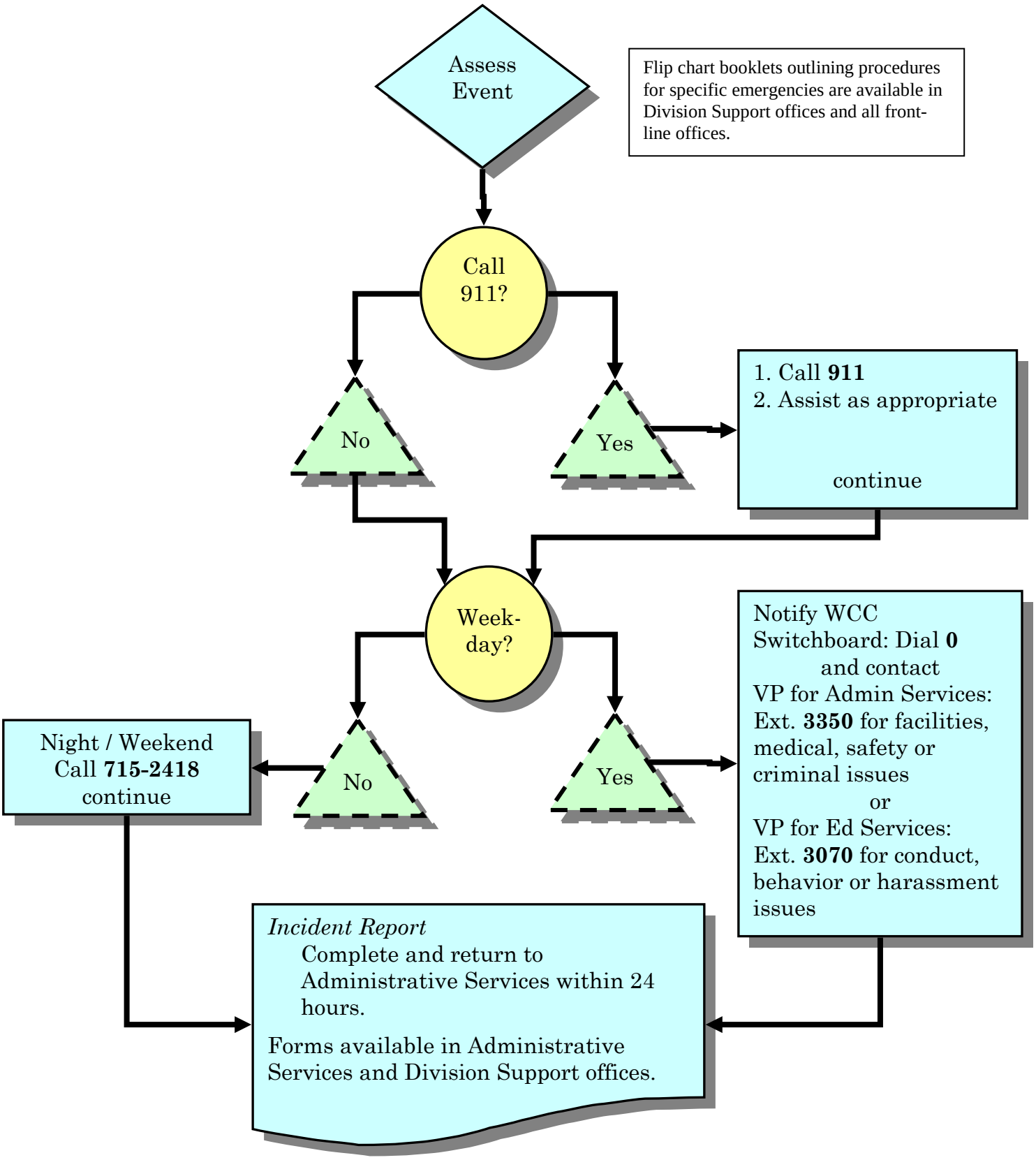
What steps should I take?
Never put yourself in danger. Assess the situation. Determine whether 911 should be called. Contact appropriate personnel (see below). Assist if possible. Follow-up by completing an Incident Report form within 24 hours. Flip chart booklets outlining procedures for specific emergencies are available in Division Support offices and all front-line offices.

Who is in charge?
Dr. Hiyane-Brown or her designees have authority and responsibility for campus activities. Ray White and Trish Onion are designated to have administrative authority for security/safety concerns. When Kathi, Ray or Trish are unavailable or off-campus, the designee will be the senior administrator on duty or the staff member in charge of the event. That individual will have the authority to lead emergency efforts, ask individuals to leave the premises, or call police to authorize a criminal trespass.

What about evenings and weekends?
Whatcom uses an answering service (715-2418) for receiving calls regarding campus emergencies and other issues **after normal business hours**. Use this number to report facilities problems, potential hazards, unusual situation and other campus problems during evenings and weekends.

~ AFTER HOURS ASSISTANCE 715-2418 ~

Why should I fill out an Incident Report?
The Incident Report is a critical part of our ongoing campus safety efforts. These forms are filed to document the type, frequency, and causes of campus emergencies. Data from these incidents can then be studied by the safety committee and prevention measures can be determined. The data is also required for federal and state reporting. An Incident Report should be completed for every unusual situation, particularly those involving the police or paramedics. Forms are available at all Division Support offices, the Administrative Services office and on the staff web. The report does not have to be compiled by an individual directly involved. Completed Incident Reports should be submitted to Administrative Services within 24 hours of the incident.

When should I call 911?
All students, faculty and staff are encouraged to call 911 immediately if they witness a crime, experience a health problem that requires more than a bandaid, or feel that someone may be in danger on campus. They should not attempt to handle a situation if they feel threatened in any way.

Daytime Emergency Procedures