

EMERGENCY PROCEDURES PLAN



WEATHER

- Storms and Tornadoes:** Seek shelter immediately in the basements, bathrooms, hallways or any other room without windows. Avoid using telephones or computers and stay away from open areas, isolated trees or towers, open water and wires.
- Flooding:** Be alert to conditions that may cause water to rise and avoid contact with floodwater or debris due to potential contamination.
- Earthquakes:** Seek shelter by moving to an archway, doorway or under a strong table or desk. If you are outside, make sure you move away from buildings utility poles and trees.



BUILDING FIRE

1. Get everyone to a safe area away from the fire.
2. Call 911 and report the location of the fire.
3. Notify the Director of Facilities so that he or she can direct first responders to the right location.
4. Small fires: Use fire extinguishers, but only if it is safe to do so.
5. Large Fires: Get out of the building.
6. All fires, large or small, must be reported to the Director of Facilities.

IF TRAPPED IN A ROOM:

- a. Place cloth material under and around a door to prevent smoke from entering.
- b. Close as many doors as possible between you and the fire.
- c. Stay low to the ground to avoid inhaling smoke.
- d. Try to signal your location through a window.
- e. If you have a cell phone, call your supervisor.



FIRE ALARM AND TORNADO WARNINGS

1. In the Administration Building, staff will be notified of fire through smoke detector system.
2. In any other area of camp people will be notified with the radios, bell, air horns, or with vehicle horns depending on the situation.



EVACUATION

1. If possible, use the buddy system, working in pairs.
2. Inform patrons and guests that the building must be evacuated.
3. If safe, secure vital records and shut down electrical equipment.
4. Proceed to the nearest, safe exit.
 - a. Stay low to the ground if there is smoke.
 - b. If the door is hot or if smoke is visible, do not open the door. Use another exit.
 - c. Close doors as you exit to help contain fire and smoke.
5. Do not attempt to save possessions at the risk of personal injury.
6. Assemble at the Wyman east parking lot.
7. Do not re-enter the building until authorized by an authorized Wyman Staff.



DOWNED POWER LINES, GAS ODORS, ETC.

Evacuate the area immediately. Notify Director of Facilities.



THREAT OF VIOLENCE OR HARM

Report the incident immediately to a supervisor or if in the case of extreme emergency, dial "911" from a wireless device. If there is an immediate threat to you, evacuate or hideout. If possible, help others to do the same.



EMERGENCY PHONE NUMBERS

	Eureka Campus Non-Emergency	Emergency
Police (Wildwood)	(636) 938-6600	911
Fire / Ambulance (Eureka)	(636) 938-5505	911
Poison Control	(800) 222-1222	911
Site Services Manager	314-472-8495	