

GONZAGA UNIVERSITY EMERGENCY GUIDELINES

Life-Threatening Emergencies: 911

All Emergencies: 509-313-2222

EMERGENCY NOTIFICATION

Notification and guidance may come from several sources, including Gonzaga Security, Housing & Residence Life staff members, other University employees, and Spokane police or fire personnel. Information may be provided through the [University webpage](#), [Campus Security Wordpress page](#), [Facebook](#), [Twitter](#), Email, classroom intercoms, campus phones, and [via ZagAlert](#).

POTENTIAL SITUATIONS

DANGEROUS PERSON

If you come across or learn of an intruder or someone who is threatening the safety of individuals on campus, immediately dial 911 and then contact Campus Security as soon as you can do so safely. Remove yourself from danger; if safe to do so get to a safe zone. If remaining in the building, lock and barricade room door. Turn off lights and equipment. Do not approach the person. Be prepared to give a full description of the individual, as well as his or her location. Remain in secured area until “all clear” has been given by law enforcement or Campus Security.

SUSPICIOUS PERSON

Do not physically confront the person or block the person’s access to an exit. Call Campus Security; provide as much information as possible about the person and their direction of travel.

MEDICAL EMERGENCY

Remain calm and dial 911, then contact Campus Security. Do not move the injured/ill person. If it is safe to do so, comfort them and reassure them that help is on the way. Do not touch the person if you are not certified in first aid and/or do not have personal protection gear if there is danger of coming into contact with bodily fluids. If you are certified in first aid and it is safe to do so, provide care to the person to the extent you are capable. Follow all the instructions that are given to you by public safety responders and Campus Security.

FIRE

If the fire alarm sounds, remain calm and immediately evacuate the building by the nearest safe exit. If you observe smoke or a fire and the alarm is not sounding, leave the building immediately. If safe to do so, activate the fire alarm at a pull station on your way out. Remain calm and dial 911, then contact Campus Security.

POWER OUTAGE

Call Campus Security. Remain calm and move cautiously to a lighted area while assisting persons with special needs. Exits may be indicated by lighted signs if the emergency power is operating. Turn off stoves and unplug computers, appliances, and other voltage-sensitive equipment. Do NOT tamper with or reset tripped fuses or switches. Do NOT use candles during power outages.

SUSPICIOUS ITEM

If you discover a suspicious item (e.g., out of place/unattended backpack, bag, box, etc.) or substance, do not touch it. Remain calm and immediately leave the area, and warn others of the possible danger. If physical contact is made with the item or substance, wash all affected areas of the body as soon as possible. Do not use a cell phone near the area. Once you can safely do so, contact Campus Security and advise them of the situation. Be sure and provide any information you can recall regarding the location of the item, size, description, etc. Follow all instructions given to you by public safety responders and Campus Security.

HAZMAT SPILL

In the event there is a hazardous material spill, immediately leave the area if it is safe to do so and go to a safe area. Remain calm and dial 911 and then contact Campus Security as soon as it is safe to do so. Provide as much information as possible including identify of hazardous material involved, the location and how many people are affected. Follow all the instructions that are given to you by public safety responders and Campus Security.

RESPONSE ACTIONS

BUILDING EVACUATION

Close doors behind you if possible and safe to do so. If safe, shut down any hazardous operations quickly. Do not use elevators. If you can do so safely, assist any person(s) with disabilities with their evacuation. Go to your building's assigned meeting area (if you have one). If you know of anyone who may possibly be trapped inside, notify the Fire Department and Campus Security and provide the trapped person(s) last known location. Do not return to an evacuated building unless told to do so by public safety responders or Campus Security.

LOCKDOWN and MODIFIED LOCKDOWN

During an emergency, Campus Security may lockdown some or all buildings on campus. In the event of a lockdown, remain calm, lock your doors, close and lock your windows and shut blinds. If you can do so safely, inform others in your area of the lockdown. If someone needs assistance and you can do so safely, help get them to the lockdown area. If you are in an area that does not lock, use all available items including desks, dressers, tables, chairs, etc. to barricade doors. Stay low on the floor away from windows and doors and under desks if possible. Turn off all lights. Turn off all devices that emit sound; silence your cell phones. If YOU or other individuals are in IMMEDIATE danger contact 911. Do not leave the area unless you are in imminent danger or you are told to do so by Campus Security, law enforcement, or other authorized personnel. **The modified lockdown takes similar precautions but allows more movement within the building. Lights may also remain on and normal activities *within* the building are allowed.**

SHELTER IN PLACE

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors because leaving the area may expose you to that danger. If you are inside, stay where you are. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene. Locate a room to shelter inside. It should be an interior room, above ground level; and without windows or with the least number of windows. Close and lock all windows and close exterior doors. Turn off air conditioners, heaters and fans. Cover or close vents as you are able. (University personnel will turn off the ventilation as quickly as safely possible). Stay inside until you are told it is safe to come out. If police or fire personnel are on the scene, follow their directions.

For more information regarding these procedures, please contact Gonzaga University Campus Public Safety & Security at 509-313-2222.