Emergency Procedures & Information Packet

- Safety Procedures
- Timely Warning System
- Crime Report
SAFETY PROCEDURES

Before an emergency: take the time to learn evacuation routes and locations of fire extinguishers and first aid kits. Be prepared to assist those who may be injured or disabled. In the case of all emergencies, do not use the elevator. Listed below are the specific actions that should be taken in the case of each emergency.

EARTHQUAKE

Take cover under sturdy furniture, protect your head, and avoid windows, bookcases or heavy objects that might fall. Stay under cover until the shaking stops, then evacuate the building until damage can be assessed. Watch for falling plaster, bricks, and other debris. Once outside, stay away from trees, power lines, buildings or other objects that might fall. Aftershocks should be expected after a major earthquake and can be as powerful as the initial shock.

FIRE

Take all fire alarms seriously. Evacuate the building calmly, helping those who need assistance. Test closed doors before opening them. If they are hot, do not open them - use an alternate route. Do not use the elevator.

REPORTING AN EMERGENCY

For all emergencies dial 9-1-1

Non-emergency reporting:

(510) 981-5900 Berkeley Police & Fire Department

(510) 841-9230 ex.140 Wright Institute Safety Officer

If reporting a crime or suspicious activity, be prepared to give the following information:

• Your name
• Location of the incident
• Nature of the incident / Is it still in progress?
• Description of the people involved (race, sex, physical characteristics, clothing / Are they still at the location?)
• Description of any vehicles involved (type, licence number, color / Last known location?)
**FLOOD**

Determine whether to shelter-in-place or evacuate the building. If evacuation is called for move outside to a designated shelter, and if possible, report to the emergency assembly area. Avoid all moving water and any fallen electrical wires.

**HOSTILE INTRUDER**

Remain calm and do not engage the intruder. If safely possible, try to escape the area quickly and quietly. If attempting to escape, do not carry phones or other objects in your hands. As you move through open areas keep your hands elevated with open palms visible, especially if encountering responding law enforcement officers. Follow all instruction officers may give you. If you cannot safely exit, seek shelter in a room where the doors can be locked or barricaded securely. Close and lock windows, lower blinds, remain out of sight. Once secured inside, take cover behind concrete walls, thick desks, filing cabinets, etc. Remain quiet and turn off cell phone ringers. Only one person from the room should call police at 911 and tell them where you are, where the intruder is and the condition of others. Follow their instructions. If you cannot speak, leave the line open so the dispatcher can hear what is going on. Assist others if they are injured. Do not respond to any unfamiliar voice commands or open the door until you can be sure that it is coming from a police officer.

**BOMB THREAT**

If you receive a bomb threat by telephone, try to get as much information as possible. Ask for the exact location of the bomb, the expected time of explosion, and the type of bomb. Listen carefully to the caller's voice and any background noises. Immediately report the threat to campus officials and the Berkeley Police Department. If an evacuation is ordered, take personal belongings as you leave. If time permits, check surroundings for, but do not touch, suspicious or unfamiliar items. Note their locations and report them to campus officials. **DO NOT TURN ON OR OFF any light switches, computers, or other electrical equipment.** Leave doors and windows as they are.
EMERGENCY EVACUATION
BUILDING ROUTE MAP
2728 Durant Avenue

Below is a detailed map of exits in case of an emergency evacuation. Upon evacuation of the building all students, faculty, and staff must gather at the primary Emergency Assembly Area (EAA) located at The Class of 1914 Fountain at the intersection of Bancroft Way and College Ave.

Fire alarms and extinguishers are also marked on the map in case of a building fire. The first aid kit for immediate medical attention is located in the Receptionist's office. There are two telephones on the first floor of the building for student use. In the case of an emergency, call 9-1-1 and report the indecent.
Upon evacuation of the building all students, faculty, and staff must gather at the primary Emergency Assembly Area (EAA) located at:

The Class of 1914 Fountain at the intersection of Bancroft Way and College Ave.
Below is a detailed map of exits in case of an emergency evacuation. Upon evacuation of the building all students, faculty, and staff must gather at the primary Emergency Assembly Area (EAA) located at the Bank of America Parking lot at Tenth St. and Parker St.

Fire alarms and extinguishers are also marked on the map for use in case of a building fire. The first aid kit for immediate medical attention is located with the receptionist. There are two telephones on the first floor of the building for student use. In the case of an emergency, call 9-1-1 and report incident.
Upon evacuation of the building all students, faculty, and staff must gather at the primary Emergency Assembly Area (EAA) located at:

Bank of America Parking Lot, Tenth St. and Parker St.
TIMELY WARNING SYSTEM

In the event that a situation arises, either on or off campus, in the judgment of the Office of the President, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The primary warning will be issued through the Wrightlink e-mail system to students, faculty, and staff. It will also be posted on the first and second floor bulletin boards, including the computer lab. In such instances a copy of the notice may also be posted in each student mailbox, at the front door of the Institute and its off-site clinics.

Depending on the particular circumstances of the crime or event, especially in situations that could post an immediate threat to the community and individuals, the Wright Institute operates an opt-in emergency broadcast system utilizing cell phone calls, text messaging and email, providing the community with more immediate notification.

Anyone with information warranting a timely warning should report the circumstances to the receptionist for immediate delivery to the Office of the President by phone at (510) 841-9230 or in person at the Institute.

To sign up for the timely warning system, please visit this website and enter your information.

http://alert.wi.edu
CRIME REPORT

WRIGHT INSTITUTE CRIME STATISTICS/YEARS 2014 - 2016

The Students' Right to Know and Campus Security Act of 1990 provides that educational institutions disclose occurrences of crime on campus and at off-campus facilities. These statistics include: murder, forcible and non-forcible sex offenses, burglary, robbery, aggravated assault, motor vehicle theft, liquor law violations, drug and narcotic offenses, and weapons possession.

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<th>Crime Type</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
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<tr>
<td>Forcible Sex Offense</td>
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<td>Non-forcible Sex Offense</td>
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<tr>
<td>Robbery</td>
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<tr>
<td>Aggravated Assault</td>
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<tr>
<td>Burglary</td>
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<tr>
<td>Motor Vehicle Theft</td>
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<td>Liquor Law Violation</td>
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<tr>
<td>Drug &amp; Narcotic Offense</td>
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<tr>
<td>Weapons Possession</td>
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*1918 University Avenue

HATE CRIMES/YEARS 2014 - 2016

The following are statistics for crimes that manifest evidence of prejudice based on race, religion, sexual orientation, or ethnicity.

<table>
<thead>
<tr>
<th>Hate Crime Related (Also in above table)</th>
<th>2014</th>
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<th>2016</th>
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<td>Forcible Rape</td>
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