

## **Attachment 2 Safety Program Guidelines for Emergency Situations**

### **Medical Emergencies**

If someone becomes ill or is injured and requires immediate assistance:

- Unless trained, do not attempt to render first aid before trained assistance arrives.
- Before rendering any assistance, observe the individual and the surrounding areas and check for outside substance that may pose a hazard to anyone rendering assistance (drugs, hazardous or infectious materials, etc.)
- Contact a supervisor or Senior Administrative Leadership Team (SALT) member who will arrange required services. (SALT is comprised of the President, Deans and Director of IT.) If a supervisor or SALT member is not available contact 911 emergency services from the nearest College phone.
- Do not attempt to move a person who has fallen and appears to be in pain.
- Limit your communication with ill or injured person to quiet reassurances.
- After the person's immediate needs have been taken care of, remain to assist the investigating College personnel and/or outside agency representative (police officer, etc.) with pertinent information about the incident.
- If the victim is a staff member, notify the victim's supervisor or a co-worker. If the victim is a student, notify Student Services.
- Complete an Incident Report Form and submit to the Safety Director.

### **Fire**

How to Report a Fire:

If a burning odor or smoke is present, notify a SALT member or call 911. Report the exact location of the fire and, if known, what is burning. If a fire is detected, sound the building alarm by pulling an alarm station.

Actions to Take:

- If you can help control the fire without personal danger, take action with available fire fighting equipment. If not, leave the area.
- A local alarm station will cause the alarm to sound (local alarms are located at the front and rear exits on both floors of HARCO Complex). It automatically notifies the county 911 center.
- Never allow the fire to come between you and the exit.
- Remove all persons from the danger area. Close doors behind you to confine the fire.

## Response to Audible Fire Alarms

- If the audible alarm sounds evacuate the building immediately.
- Do not use the elevators.
- If requested, accompany and assist persons with disabilities who appear to need assistance.
- Leave all parcels and personal property inside.
- Remain approximately 100 feet from the exits to help facilitate clear access to the building for fire department.
- Return to the building only when instructed to do so by SALT, police or fire department officials.

## **Flooding and Water Damage**

Serious water damage can occur from a number of sources: broken pipes, clogged drains, damaged skylights or windows, or construction errors.

### IF WATER LEAK OCCURS:

- Remain calm.
- If you know the source of the water and are confident of your ability to stop it (i.e., unclog the drain, turn off the water, etc.), do so.
- Notify SALT member. Report the exact location and severity of the leak.
- If there are electrical appliances or outlets near the leak, use extreme caution. If there is any possible danger, evacuate the area.
- Be prepared to assist as directed in protecting objects that are in jeopardy. Take only essential steps to avoid or reduce damage, such as covering objects with plastic sheeting or moving small or light objects out of danger.

## **Power Outage**

### IF A POWER OUTAGE OCCURS:

- Remain calm.
- Provide assistance to others in your immediate area who may be unfamiliar with the space.
- If you are in unlighted area, proceed cautiously to an area that has emergency lights.
- If you are in an elevator, stay calm. Use the emergency button or telephone.
- If instructed to evacuate, proceed cautiously to the nearest clear exit.
- Planning for such situations includes having a flashlight available.

## **Tornado/Severe Weather**

Tornado warnings are issued by the National Weather Service. The President's Office or designee will notify SALT members (who will notify the employees) of tornado warnings issued in the College's district. Employees that learn of tornado warning (from reputable source such as radio station, weather.com, television station, etc.) for the College district should contact a SALT member immediately with this information. A warning indicates a tornado has been sighted by ground observers or has appeared on radar within the county the warning is issued.

### **IF A TORNADO WARNING HAS BEEN ISSUED FOR YOUR AREA:**

- Stay inside and be alert for falling objects.
- Stay away from windows, mirrors, glass and unsecured objects such as filing cabinets and bookcases.
- Proceed to below-ground-level or central hallway of the building if possible.
- Do not use elevators.
- If requested, accompany and assist persons with disabilities who appear to need assistance.
- Remain in the safe area until the all clear has been given by SALT member.
- Listen to weather radio.
- Planning includes identifying the appropriate place in your building to seek shelter should a tornado occur.

## **Infectious or Hazardous Materials**

- Remain calm. While most threats turn out to be hoaxes, it is important to take all threats seriously.
- In the case of a threat of infectious material, remain in the room and immediately close all doors and windows. Move away from the suspected item (usually an envelope or package).
- In the case of a threat of hazardous material (or chemical spill), resist the urge to rush in; others cannot be helped until the situation has been fully assessed.
- Secure the scene. Without entering the immediate hazard area, isolate the area and assure the safety of people and environment. Keep everyone away from the scene.
- Contact SALT member, if possible, to briefly alert College administration of the situation. Call 911 and indicate that you have observed a potential hazardous or infectious material accident. Let them know how you observed the substance and that you possibly have been exposed. Remain on the line until the dispatcher lets you know that it is OK to hang up.
- If you have been exposed to a powder or other substance, do not touch your face or attempt to clean the desk or counter top. If a sink is available in the area, wash your hands, arms and face with soap and warm water.
- Wait for instructions from emergency responders.

## **Explosions**

- Remain calm.
- Be prepared for possible further explosions.
- Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases and electrical equipment.
- Be guided by SALT member, police or fire department personnel. If evacuation is ordered, proceed to one of the designated exits.
- Do not move seriously injured persons unless they are in obvious immediate danger (of fire, building collapse, exposure, etc.).
- Open doors carefully: watch for falling objects.
- Do not use elevators.
- If requested, accompany and assist persons with disabilities who appear to need direction or assistance.
- Do not use matches, lighters or turn on light switches.
- Avoid using the telephones.

## **Evacuation Procedures**

Each SALT member is to develop an evacuation plan for their department. The plan shall include at a minimum: identification of at least two ways out of the building from the regular departmental workstations (SALT shall determine standard evacuation routes for common areas, classrooms and laboratories that will be followed by all users of those spaces); identification of individual(s) within the department that are responsible for roll call & headcount; a meeting place outside of the building (adhering to the general evacuation guidelines listed below); identification of individual(s) that are to report evacuation status to emergency command location and relay information back to departments; and the general evacuation procedures listed below. A copy of current evacuation plans shall be kept on file in the business office.

The Business Office shall develop a package of essential items to be removed as part of the evacuation. These items shall include, but not be limited to, emergency purchase card, insurance policy numbers and phone numbers and essential phone numbers, such as Council for Community & Technical College Education.

Facilities shall develop a package that shall include, but is not limited to, blueprints or floor plans and important telephone numbers to remove in the event of an evacuation.

Academics shall develop a package that shall include, but is not limited to, a class schedule and a roll call for each class to remove in the event of an evacuation.

The President's Office shall designate a meeting place outside of the building (adhering to the general evacuation guidelines listed below) to be known as the emergency command location. SALT members or department designees are to report evacuation status to this location. From this location the President and SALT members will meet, confer, and coordinate communications in emergency evacuation situations.

## *General Evacuation Procedures*

In advance each staff member should:

- Understand the evacuation plan for their area and understand they are to assist with evacuation of students and visitors.
- Know at least two ways out of the building from their regular workspace.
- Recognize the sound of the evacuation/fire alarm.

When you here the evacuation/fire alarm or are verbally told to evacuate the building:

- Remain calm.
- Leave Quickly.
- Try to make sure that all members of your department hear the alarm or are notified and evacuate the area.
- As you exit, quickly check nearby restrooms, copier rooms, and storage rooms for occupants who may not have heard the alarm or received the verbal notification.
- If requested, accompany and assist persons with disabilities who appear to need assistance.
- Take with you essential personal items ONLY. Do not attempt to take large or heavy objects.
- Shut all doors behind you as you go. Closed doors can slow the spread of fire, smoke or water.
- **Do not use elevator.**
- Proceed as quickly as possible, but in an orderly manner. Do not push or shove. Hold handrails when you are walking on the stairs.
- Once out of the building, move at least 100 feet away from the structure or as instructed by SALT member, police or fire department officials.
- Return to the building only when instructed to do so by SALT member, police or fire officials.

## **Threat of or Assault/Disorderly Conduct**

Emergency Telephone Number – 911

SALT member should be contacted first.

SALT member will:

- Respond immediately to area of the assault and assess the situation.
- If the SALT member is unable to resolve the physical conflict, the SALT member will contact the appropriate authorities by calling 911.

SALT member will notify the following:

- If the individual is a student, SALT member will contact Student Services.
- If the individual is an employee, SALT member will contact the appropriate Dean or Director of the employee's department.

## **Bomb Threats and Suspicious Objects**

It is possible, although highly unlikely, that someone on campus may receive a threatening telephone call, letter, or a suspicious parcel, or discover a suspicious object somewhere on the campus grounds.

### **IF YOU RECEIVE A TELEPHONE BOMB THREAT**

- Remain calm.
- Listen carefully. Be polite and show interest. Try to keep caller talking so that you can gather more information.
- Use the Explosive Device Data Record, located in Attachment 3 of Safety Program, to question the caller in a polite and non-interrogative manner. Use any means to prolong the conversation. This will provide a better chance to identify the voice and hopefully obtain additional information about the device, the validity of the threat, or the identity of the caller.
- Upon completion of the call, IMMEDIATELY notify a SALT member (the SALT member will contact 911), complete the Explosive Device Data Record as soon as possible while the incident is fresh in your memory.
- If a threat is received by another individual and he/she is relaying the information to you, use the Explosive Device Data Record to get as much information from them as possible.

Note: A SUSPICIOUS item is defined as anything that is out of place and cannot be accounted for or any item suspected of being an explosive device.

### **IF YOU RECEIVE A WRITTEN THREAT OR A SUSPICIOUS PARCEL, OR IF YOU FIND A SUSPICIOUS OBJECT ANYWHERE ON CAMPUS:**

- Keep anyone from handling or going near it.
- Do not use portable radio equipment within 100 feet of the suspicious item. The signal from the device may interfere with any electronic detonation device.
- Notify a SALT member IMMEDIATELY.
- Promptly write down everything you can remember about receiving the letter or parcel or finding the object. The information will be needed by SALT member and police or fire departments.
- Remain calm. Do not discuss the threat with other staff members.
- Be guided by SALT member or police instructions.