You never know when it will happen.....
What do I do in an Emergency?

• All student workers are subject to being called upon to assist in an emergency.

• Remain Calm.

• Assist people with injuries or disabilities.
Basic Threats to Your Safety

- Fire
- Bomb Threat
- Hazardous Materials
- Earthquake
- Explosion
- Utility Failures
- Campus Violence
• Call Campus Police x6691/6380
• Do not use elevator.
• Small Fire:
  – Use Fire Extinguisher.
• Large Fire:
  – Close door to contain fire.
  – Pull Alarm.
  – Evacuate to assembly area.
  – Crawl low if you have to go through smoke.
How to use a Fire Extinguisher

Pull the pin

Aim the extinguisher or nozzle at the base of the fire

Squeeze the handle and release the extinguishing agent

Sweep the extinguisher from side to side across the base of the fire until it appears to be out

Fire extinguisher - Video
• **Via Mail:**
  – Unique characteristics: marked personal/private; excessive postage; feels lopsided, irregular shape or bulges; wires hanging out.
  – Do not open - Evacuate the area.
  – Call College Police, x6691.

• **Via Email:**
  – Do not respond.
  – Save/print and forward to College Police and supervisor.

• **Via Phone:**
  – ask caller when, where, what kind?, why?
  – Record time, exact words, emotional state, speech pattern and accent, age/gender, background noises.
  – Notify supervisor and College Police.
Hazardous Materials

• Spilling chemicals on body or clothes:
  – Flush eyes with large amounts of water for 15 minutes.
  – Seek medical attention.
Earthquake

• If you are inside:
  – Stay in the building.
  – Stand in a doorway and brace your hands and feet against each side.
  – Get under or next to work tables or desks, or
  – Get on your hands and knees and cover your head with your hands and arms.
  – Stay away from windows or hanging light fixtures.
  – Stand flat against an interior wall

• If you are outside:
  – Stay outside.
  – Stay away from buildings, trees, power lines, roadways.
After Earthquake

- Check for injuries.
- Check for safety hazards: fire, electrical, gas leaks, water.
- Do not use phones/cell phones.
- Be prepared for aftershocks.
- Evacuate as directed.
• If Inside:
  – Take cover under table/desk.
  – Call College Police.
  – When safe – Evacuate.

• If Outside:
  – Vacate the area and report to College Police x 6691 or dial 911.
  – Keep roads and walkways clear.
Utility Failures

• **Electrical:**
  – Turn off or unplug equipment.
  – Notify CSS or Maintenance.

• **Water Leaks:**
  – Vacate area.
  – Do not use electrical equipment.
  – Call Maintenance.

• **Natural Gas:**
  – Vacate area.
  – Do not switch on lights or electrical equipment.
  – Call College Police and Maintenance.
• Call the Campus Police x6691/6380 or call 911.

• **Evacuate:** If there is an accessible escape path, attempt to evacuate the premises.

• **Hide out:** If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Lock door, keep down and Turn lights off. Barricade door. Turn cell phone off.

• **Take action:** As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter. Throw something and yell/charge.

• Attempt to remain calm and wait and listen for directions from police.
Campus Violence: Irate person with possible violent tendencies:

- No two situations are alike nor how you should react are alike; however, here are some basic recommendations that may help to prevent an unpleasant situation from turning violent. Note: If you or a co-worker is witnessing such a situation, if safe, call 911 or College Police (x6691/6380) and try to leave the area.
- Stay calm – maintain clarity of thought. Your calmness may help to keep the person calm and defuse the situation.
- Establish eye contact with the person.
- Assure the person that you can help them.
- If possible ask the person if you can call your supervisor to assist.
- Try to get the person engaged in a conversation to establish a personal connection.
- If the person starts to make demands, attempt to cooperate and/or stall.
- When police arrive remain quiet and listen carefully to what is going on.
Evacuation

- Directed by your supervisor or if fire alarm sounds.

- Exit quietly to the assembly area.

- Use stairs only.

- Do not re-enter until instructed.
Evacuation Signs

• Posted at exits

• Shows:
  - Exit Routes
  - Fire Alarm Pulls
  - Fire Extinguishers
Evacuation Team

- Evacuation Commander: (VP) Overall in charge.

- Evacuation Supervisors: (Deans) Supervise evacuation and account for staff at Assembly Area.

- Monitors: Evacuate staff and search assigned areas for injured.

- Security Monitors: Ensures no one reenters the building.

- All Staff: Disaster service duties as assigned.
Safety Equipment

Emergency Back-pack
Used by Evacuation Supervisors & Monitors

Emergency Kit/Locker
Located at bottom of each stairwell. First staff coming down stairs should take it to the evacuation area.
Evacuation Assembly Areas
First Aid/Injuries

- Unless properly trained, only provide the minimum medical assistance to sustain life.
  
  - Stop bleeding: Lay victim down, elevate limb, apply pressure, bandage/wrap.
  - Stop shock: Keep victim warm and lying flat.
  - Use water to cool burns.
  - Take injured to the Triage area or health services.
  - First Aid Kits mounted on wall.
(AED) Automated External Defibrillator

An AED is Automated External Defibrillator that evaluates the Sudden-Cardiac-Arrest victim’s heart rhythm with AED electrodes and is capable of delivering an electrical shock to the heart to restore the electrical activity so it can pump blood again. AEDs are part of all first responders medical equipment. AEDs are lightweight, battery-operated, portable devices that are easy to use. Each unit comes with instructions, and the device will even give you voice prompts to let you know if and when you should send a shock to the heart. Learning how to use an AED and taking a CPR course are helpful. However, if trained personnel aren't available, untrained people also can use an AED to help save someone's life.
Evacuation of Persons with Disabilities

- Always ask how you can help.

- Consider possibility of:
  - Heart conditions
  - Back problems
  - Severe physical complications

- Attempt a rescue of a person in a wheelchair only if you have had proper training or situation is life threatening.

- Do not grab a visually impaired person’s arm. Offer them your left or right elbow.

- Offer visual instructions to those who are deaf or hard of hearing.
Emergency Evacuation Chair

• Used for emergency evacuation of people with mobile impairments.

• Located at top of main stairs.
USE EXTREME CAUTION WHEN OPERATING: Chair can tip backwards!

- Not for use during an emergency evacuation.
- Used to assist people who use wheelchairs when the elevator is not working.
- Not for most power assisted wheelchairs.
- Located in room S207.
Office Safety

- Locate the safety hazards:
  - Opened file drawer
  - Electrical extension cord
  - Unstable Chair used as footstool
  - Carrying too heavy of objects
  - Not looking where you walk
  - Poor sitting posture
  - Poor housekeeping
  - Obstructed doorway
  - Empty safety cabinet
  - Broken ladder
• Locate emergency equipment.

• Locate Pull Alarms and Fire Extinguishers

• Training: Fire Extinguishers/Evac Chairs/First Aid

• Evacuation Drills