

Los Angeles ORT College

EMERGENCY PROCEDURES

Quick Reference for Faculty, Staff and Students

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FIRE

EMERGENCY ACTION

- **REMAIN CALM**
 - **ACTIVATE THE ALARM**
 - **EVACUATE THE BUILDING**
 - **ASSEMBLE AND SIGN IN WITH AN EVACUATION MONITOR**
1. All building evacuations will occur when an alarm sounds continuously or upon notification by emergency personnel and/or the Campus Emergency Response Team.
 2. Be aware of all marked exits from your area and building. Know the routes from your work area or residence. Lit and marked exit signs are installed in all buildings on campus.
 3. Take note of physically handicapped individuals in your area who may need assistance and either help them or notify someone who can.
 4. If necessary, activate the building alarm.
 5. **DO NOT USE ELEVATORS** during an emergency evacuation. The fire department may use an elevator for the evacuation after reviewing the circumstances.
 6. When the building fire alarm is sounded or when told to leave by a designated emergency official, gather your personal effects, turn off equipment, if possible, and walk quickly to the nearest marked exit and ask others to do the same. Once outside, move to an area that has been designated as your assembly area.
 7. Check in with your evacuation monitor.
 8. **DO NOT** return to an evacuated building until Campus Safety gives the **ALL CLEAR** signal.
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EARTHQUAKE

Unlike other emergencies, the procedures to deal with an earthquake are much less specific. Since earthquake magnitude cannot be predetermined, everyone must initiate emergency precautions within a few seconds after the initial tremor is felt, assuming the worst possible case. The best earthquake instruction is to take precautions before the earthquake (e.g. secure or remove objects above you that could fall during the earthquake).

EARTHQUAKE PREPAREDNESS TIPS:

At the Office:

1. Check your office for overhead shelves that may fall during the quake.
2. Have a flashlight accessible in your office.
3. Know the emergency exits in your area.
4. Be trained in CPR and First Aid.
5. Follow the instructions of emergency personnel.

At Home:

1. Teach all family members how to shut off the gas, water and electricity.
2. Keep emergency supplies in a secure place:
 - a. Water
 - b. Canned and/or dry foods
 - c. Flashlights with extra batteries
 - d. Portable radio with extra batteries
 - e. First Aid kit
 - f. Cash
 - g. Extra clothes, coats, etc.
3. Train all family members in CPR and First Aid.

DURING THE EARTHQUAKE:

1. Remain calm and ACT, do not react.
2. If indoors, seek refuge under a desk or table and hold on (duck, cover and hold). Stay away from windows, shelves and heavy equipment.
3. If outdoors, move quickly away from buildings, utility poles, overhead wires and other structures.

CAUTION: Avoid downed power or utility lines as they may be energized. Do not attempt to enter buildings until you are advised to do so by the proper authorities.
4. If in an automobile, stop in the safest place available, preferably an open area away from power lines and trees. Stop as quickly as safety permits and stay in the vehicle for the shelter it provides.

AFTER THE INITIAL SHOCK:

1. Be prepared for aftershocks. Aftershocks are usually less intense than the main quake but can cause further structural damage.

2. Protect yourself at all times.
3. If the building fire alarm is sounded, walk quickly to the nearest marked exit and ask others to do the same, taking your belongings with you, if possible.
4. Once outside, move to an open area clear of overhead power lines or other structures that may fall. Keep fire lanes, hydrants and walkways clear for emergency crews and equipment.
5. Do not use elevators.
6. Be cooperative and follow the instructions of emergency personnel.
7. Do not return to an evacuated building until the ALL CLEAR signal is given. Assembly areas will be designated when a survey is completed.
8. Campus Safety will search all buildings after a major earthquake.
9. Should you become trapped in a building, DO NOT PANIC. Priority is given to classrooms and buildings with elevators. If a window is available, place an article of clothing outside the window as a marker for emergency personnel. If there is no window, tap on the wall at regular intervals to alert emergency crews.
10. A medical station will be set up in cases of emergencies.
11. Do not use lanterns, torches, lighted cigarettes or open flames since gas leaks could be present.
12. Open windows, etc. to ventilate the building. Watch out for broken glass. Do not open the windows if a fire is present.
13. If a fire is caused by the earthquake, implement fire procedures.
14. Determine whether or not anyone has been caught in the elevators or was trapped by falling objects. If so, notify the Campus Emergency Response Team so that an emergency rescue operation can be initiated.
15. Check water, gas and sprinkler valves for leaks. If there are any leaks, report them to Campus Safety personnel immediately.
16. If the structural integrity appears to be deteriorating rapidly, evacuate the building immediately.

DO NOT USE THE TELEPHONE UNLESS IT IS ABSOLUTELY NECESSARY FOR EMERGENCIES.

Heavy use of the telephone will tie up the lines and prevent emergency calls from going out.

AFTER THE QUAKE:

1. If an emergency exists, contact Campus Emergency Response Team members. The college cannot depend on 911 or fire department services in the event of a natural disaster.
2. Report damaged facilities to Person-in-Charge.

NOTE: Gas leaks and power failures create special hazards.

TORNADO OR SEVERE WEATHER

1. Listen for city or campus tornado sirens or other warnings; monitor weather conditions.
 2. If time allows, move to a designated tornado-safe area in the building or move to an interior room or windowless corridor on the lowest level of the building; take cover/ stay low.
 3. If possible stay away from doors and windows. Try to put a heavy barrier between you and the window or doorway.
 4. Avoid lecture halls, labs and hazmat storage areas.
 5. Do not go outdoors to get to a shelter.
 6. Remain sheltered until given the ALL CLEAR signal.
 7. Report injuries according to campus procedures, and refer to the FIRST AID section in this manual.
 8. For life-threatening injuries, call 911.
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BUILDING EVACUATION

EMERGENCY ACTION:

- **REMAIN CALM**
- **ACTIVATE THE ALARM**
- **EVACUATE THE BUILDING**
- **ASSEMBLE AND SIGN IN WITH AN EVACUATION MONITOR**

1. Follow standard evacuation procedures.

2. If necessary or if directed to do so by a designated emergency official, activate the building alarm.
 - a. Make sure you feel the door before opening it. If it's hot, explore alternate evacuation routes and call 911.
 - b. If there is smoke, get as close to the floor as possible, follow walls to the nearest exit and evacuate with a wet cloth over your mouth and nose, if possible.
 - c. If you are trapped:
 - i. Close as many doors and windows as possible between you and the fire.
 - ii. Call 911 and give them your location.
 - iii. Place cloth under doors, if possible, to prevent smoke from entering.
 3. DO NOT USE ELEVATORS during an emergency evacuation. Fire department personnel may use an elevator for the evacuation after reviewing the circumstances.
 4. When the building fire alarm is sounded or when told to leave by a designated emergency official, gather your personal effects, turn off equipment, if possible, and walk quickly to the nearest marked exit and ask others to do the same. Once outside, move to an area that will be designated by emergency personnel.
 5. Check in with your evacuation monitor.
 6. DO NOT return to an evacuated building until Campus Safety gives the ALL CLEAR signal.
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CAMPUS LOCK-DOWN / SHELTER IN PLACE

1. Call 911 if you discover the threat or if you believe there is an imminent threat to life. Notify everyone you safely can that there is a dangerous situation outside. Use judgment about the safety of doing so. Lock doors or confirm that someone else is locking exterior (building entrance) doors.
2. Move to a location within the building that has a lockable door and lock it, or use a door wedge to secure door from inside.
3. Hide. Get out of the line of sight and fire.
 - a. Move away from windows, doors and outer walls, especially the basement or first floor windows and doors. Pull the shades, if possible.
 - b. Crouch down in areas that are out of sight from doors and windows, such as behind furniture or the wall nearest the view from outside the room.
 - c. Close, cover, turn off or lock, if possible, windows, blinds, window in the door, lights and ventilation.
4. Be quiet. Do not draw attention to yourself.
 - a. Don't talk or make sudden movements.

- b. Turn off audio equipment.
 5. Turn off cell phones and radios or turn to vibrate.
 6. Do not exit the building when a fire alarm sounds unless:
 - a. You have reason to believe that there really is a fire in the building
 - b. You have been advised by a Campus Emergency Response Team, or other recognized emergency responder, to evacuate.
 7. Be ready to move if the current position is judged to be too dangerous. Be aware of possible escape routes.
 8. Recognized law enforcement or Los Angeles ORT College administrators will notify occupants when it is safe to resume normal activities.
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BOMB THREATS

EMERGENCY ACTION:

- **CALL 911 AND REPORT THE INCIDENT**
- **CALL CAMPUS EMERGENCY RESPONSE AND**
- **REPORT THE INCIDENT**

IF A SUSPICIOUS OBJECT IS OBSERVED:

- **DO NOT TOUCH IT**
- **EVACUATE THE AREA**
- **ASSEMBLE AND SIGN IN WITH A STAFF OR FACULTY MEMBER**

All bomb threats must be treated as a serious matter. To ensure the safety of the faculty, staff, students and the general public, bomb threats must be considered real until proven otherwise. In most cases, bomb threats are meant to disrupt normal activities. However, building evacuation is not a decision for anyone to make except the proper authorities listed below. The procedures described below should be implemented regardless of whether the bomb threat appears to be real or not.

All personnel should be trained in the following procedures:

1. **DO NOT** use the Public Address System, phones, cell phones or turn any electrical equipment or lights on or off.
2. If a suspicious object or potential bomb is discovered, **DO NOT HANDLE THE OBJECT, CLEAR THE AREA AND CALL 911**. In addition, call the Campus Emergency Response Teams. Be sure to include the location and appearance of the object when reporting.

3. If a bomb threat is phoned in, ask the caller the following questions and record the answers:
 - a. When is the bomb going to explode?
 - b. Where is the bomb located?
 - c. What kind of bomb is it?
 - d. What does it look like?
 - e. Where did you place the bomb?
 - f. Where are you now?

4. Keep the caller talking as long as possible and try to determine and record the following information also:
 - a. Time of call
 - b. Age and sex of caller
 - c. Speech pattern, accent, possible nationality, etc.
 - d. Emotional state of caller
 - e. Background noise
 - f. If your phone is equipped, an extension number.

IMMEDIATELY call 911. DO NOT evacuate unless directed to do so by the police department, if they were requested to respond. Evacuation before an evacuation route has been searched may place more people in danger than not evacuating at all.

If a bomb threat is received by mail:

- a. Stop handling the package or letter.
- b. Vacate the area immediately; Inform others that they need to evacuate the area.
- c. Immediately notify Campus Emergency Response Team and follow their instructions.

If an evacuation is called for, exit quickly taking your personal belongings with you. By doing so, the search crews will have fewer articles to cope with. Once outside, move away from the building in case of an explosion. Never re-enter a building until the ALL CLEAR signal is given. Keep the streets and walkways clear for emergency crews.

BOMB THREAT CHECK SHEET

Exact time of call

Exact words of caller

Questions to ask:

1. When is the bomb going to explode?
2. Where is the bomb?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?

7. Why?
8. Where are you calling from?
9. What is your address?
10. What is your name?

Caller's voice: (circle)

Calm Disguised Nasal Angry Broken Stutter Slow Sincere Lisp Rapid Giggling Deep Crying Squeaky Excited Stressed Accent Loud Slurred Normal

If voice is familiar, whom did it sound like?
Were there any background noises? Remarks:
Person receiving call:
Telephone number call received at:
Date:

Report call immediately to 9-911 from a campus phone, or 911 from your cell phone or off-campus phone.

ACTIVE SHOOTER / VIOLENT INTRUDER

ACTIVE SHOOTER: WHAT YOU SHOULD DO

If an active shooter is OUTSIDE YOUR BUILDING:

1. Go to the closest room that can be locked.
2. Close and lock all the doors and windows.
3. Turn off lights and get everyone in the room down on the floor so no one is visible from the outside.
4. Have someone in the room call the Police.
5. Tell the dispatcher quietly what you know about the situation, where you are, how many people are with you, what you are wearing, if there are any injuries.
6. When you are finished talking to the 911 dispatcher, put the phone on silent/vibrate so the dispatcher can call you back; answer only if you are sure it is safe to do so.
7. Remain in place until the police give you instructions.
8. An unknown voice may be the shooter trying to lure you from safety; do not respond to any voice commands unless you can verify it is a police officer. Security has keys

to most buildings on campus; they may be able to enter the room without asking you to unlock the door.

If an active shooter is INSIDE YOUR BUILDING:

1. Remain calm and go to the closest room that can be locked. Close and lock all the doors and windows.
2. If you cannot find a secure room, look for an exit you can reach safely, moving away from the shooter.
3. Do not carry anything so you can move quickly and not be mistaken for the shooter.
4. Keep your hands visible for police and do exactly what they tell you to do.
5. DO NOT stop to help any injured victims or try to remove them. Leave them where they are and notify police or emergency responders of their location once you have reached a safe location.
6. DO NOT leave the area until you have been cleared to do so by the police.

If an active shooter ENTERS YOUR OFFICE OR CLASSROOM:

1. If possible, call 911.
2. If you cannot speak, leave the line open so the dispatcher can hear what is going on.
3. If the shooter is giving commands, do not resist. Remain calm and comply.
4. If there is no opportunity for escape or concealment, a possibility to negotiate may exist.
5. An attempt to overpower the shooter may also exist.

ATTEMPTS TO NEGOTIATE OR OVERPOWER THE SHOOTER MAY RISK YOUR LIFE OR THE LIVES OF OTHERS. THIS DECISION WILL BE MADE QUICKLY BASED ON WHAT GIVES YOU THE BEST CHANCE AT SURVIVAL.

VIOLENT INTRUDER: WHAT WILL HAPPEN

1. Police departments will respond IMMEDIATELY to the scene.
2. Dispatcher will activate all appropriate law enforcement personnel.

3. The first officers on the scene will enter the building to locate the suspect. Police officers are trained to respond directly to the area where shots were last heard. Their purpose is to stop the shooting as quickly as possible.
4. Police officers may be dressed in regular patrol uniforms or may be wearing tactical uniforms consisting of external bulletproof vests, helmets, boots and dark clothing.
5. Police officers may be carrying a shield and be armed with rifles, shotguns and/or handguns. They may also use tear gas or pepper spray.
6. Regardless of how they appear, remain as calm as possible. Do not be afraid of officers and follow their instructions carefully.
7. Put down anything you are carrying and keep your hands visible to the police at all times.
8. The first officers to arrive will not stop to aid injured persons. Rescue teams of other officers and medical personnel will follow the first officers into secured areas to treat and remove injured persons.
9. Continue to follow the instructions of police and emergency responders until you are released.
10. The emergency alert system will be activated immediately when an active shooter incident is identified. If you are not in the vicinity of the scene, follow all instructions issued through the system.
11. If you are not in the vicinity of the shooting and are outside, seek shelter in the nearest building and wait for the ALL CLEAR signal. Shooters may continue to move from building to building, so remain indoors and alert to any threats.
12. Once the incident is over and the threat is neutralized, an ALL CLEAR will be issued via the emergency alert system.

THREATENING, VIOLENT OR DISRUPTIVE BEHAVIOR

Threatening behaviors may include statements or acts of intention and/or expressions of excessive emotion. They can be indirect or direct, verbal or nonverbal. Shaking a fist or pounding on a desk are examples of nonverbal threats. Verbal threats may be indirect expressions of frustration or anger directed toward a person or office, or they may be direct statements of the intention to harm. All members of the Los Angeles ORT College community should consider any threatening behavior as potentially serious and report such behaviors to the Violence Intervention, Prevention, and Emergency Response (VIPER) team or campus administrators. Disruptive behaviors are behaviors

by an individual or individuals which prevent or significantly impair effective workplace or classroom activities. Disruptive behaviors may also be perceived as threatening.

Most people who commit violent acts exhibit warning signs. It is important to take seriously any behaviors or words that imply threat and to consult appropriate people to assess the risk and plan interventions.

STEPS TO FOLLOW:

1. If the threat is immediate, leave the situation, if possible, and call the Person-in-Charge or designated security personnel. If the threat or behavior indicates possible danger, take immediate action to protect yourself.
2. For an angry or hostile student, customer or co-worker: Stay calm. Listen attentively. Maintain eye contact. Be courteous. Be patient. Be respectful. Keep the situation in your control, but try to ensure there is a barrier between the individual and yourself. Do not get backed into a corner.
3. If shouting, swearing or threatening continues: Signal a co-worker or supervisor that you need help. Do not make any calls yourself.
4. If someone is threatening you with a gun, knife or other weapon: Stay calm. Quietly signal for help. Maintain eye contact. Stall for time. Keep talking, but follow instructions from the person who has the weapon. Don't risk harm to yourself or others. Never try to grab the weapon. Watch for a possible chance to escape to a safe area.
5. If the threat isn't immediate, report the behavior to the Person-in-Charge or Violence Intervention, Prevention, and Emergency Response (VIPER) team to receive assistance in assessing the level of danger, determining an appropriate intervention, and choosing appropriate safety measures.
6. Document the incident. Fill out an Incident Report or Student of Concern Report.
7. MY SAFE CAMPUS. Describe the sequence of statements and the context. Give details. Have threats been made in the past? Is the person known to have a weapon? Is there a history of animosity? This information is important in evaluating the level of risk.

HAZARDOUS MATERIALS I: Biological Hazards

EMERGENCY ACTION

- **SECURE THE AREA**
- **ASSIST THE INJURED**

- **EVACUATE IF NECESSARY**
- **ASSEMBLE AND SIGN IN WITH AN EVACUATION MONITOR**

BLOODBORNE PATHOGENS AND SHARPS

Blood and other body fluids have the potential to contain pathogens, like hepatitis and HIV. Sharps potentially contaminated with bodily fluids, such as used hypodermic needles and broken glass which has caused a cut, can pose a significant danger. It is important to your health to avoid contact. Although the risk of exposure is relatively low on campus because all the students and many employees have received hepatitis vaccinations, it is still best to take universal precautions and assume all blood and bodily fluids that might contain blood are contaminated.

INJURED PERSON

1. Call Campus First Aid if there is an injured or ill person who is the source of the blood spill.
2. Have the injured person stay in one place, preferably over a surface that is easy to clean, like a tile floor, instead of on a rug or carpet.
3. Secure the contaminated area to prevent exposure to others. People who do not notice the spill can step in it and track the blood to other places.
4. If you make contact with blood or other bodily fluids, wash all contacted surfaces with soap and water. Take care not to contaminate sinks, faucet handles and other washing facility surfaces. Use universal precautions and assume that the bodily fluids contain pathogens. Do not accidentally contaminate other parts of your body by scratching an itch before washing.
5. If clothing gets contaminated, change as soon as possible. Put clothing in a plastic bag to transport, and wash clothing in a separate load with a germicidal cleaner.
6. The Campus Emergency Response Team can do small cleanups, or they can call the Person-in-Charge to arrange for a third party who specializes in cleanup procedures.

CONTAMINATED SHARPS

1. If you find a hypodermic needle or a piece of glass, metal or other sharp object that is contaminated with blood, do not touch it.
2. Call the Campus Emergency Response Team.
3. If you can, stay at the site where the sharp is located in order to keep others away until Campus Emergency Response Team personnel arrives. Please do so to help prevent possible injury to others.
4. If you or anyone in the area accidentally makes contact with the blood or other bodily fluids, wash with soap and water. Take care not to contaminate washing facility surfaces.

5. Campus Emergency Response Team personnel will follow the Exposure Control Plan procedures to safely dispose of sharps in a sharps container. They can also call Facilities Management to mobilize a team trained in clean-up procedures.
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HAZARDOUS MATERIALS II: Chemical Hazards

EMERGENCY ACTION

- SECURE THE AREA
- ASSIST THE INJURED
- EVACUATE IF NECESSARY
- ASSEMBLE AND SIGN IN WITH AN EVACUATION MONITOR

For spills, leaks and incidents when a fire is not involved, facility personnel may take the following steps, if appropriate:

1. Any reportable spillage or release of a hazardous chemical is to be reported immediately to Campus Emergency Response Team personnel. When reporting, give the following information:
 - a. Your name
 - b. Room number
 - c. Chemicals involved and amount of exposure
2. If the spill is serious and people have been badly contaminated, call 911 from campus phones and report "I am calling from (*location*) to report a hazardous materials spill and chemical exposure to (*give details including chemicals involved, number of people exposed and amount of exposure*) at (*building location and room number*)."
3. The Person-in-Charge should evacuate the affected area and seal it off to prevent further contamination of others until the arrival of the Campus Emergency Response Team.
4. Anyone who is contaminated by the spill should avoid contact with others as much as possible, remain in the vicinity and give their names to emergency personnel. Washing off the contamination and first aid should be started immediately.
5. Do not try to contain or clean up spills or releases unless you have been trained to do so. If you completed Hazard Communication Training, refer to the Material Safety Data Sheets for clean-up procedures.

6. If it is a very large release, contaminates more than one room, has toxic or flammable vapors or may cause immediate threat to human life, activate the fire alarm to evacuate or start selective evacuation.
 7. When the alarm in the building is sounded, an emergency exists. Walk quickly and quietly to the nearest marked exit, or follow the instructions given by emergency personnel.
 8. ASSIST THE HANDICAPPED TO EXIT THE BUILDING and remember the elevators are reserved for emergency responders' usage. IN CASE OF FIRE OR POSSIBLE POWER FAILURE, DO NOT USE THE ELEVATORS.
 9. Once outside, move to the safe area designated by evacuation maps and/or emergency personnel.
 10. Keep streets, fire lanes, hydrants and walkways clear for emergency personnel and equipment.
 11. If requested, assist emergency crews as necessary.
 12. A campus emergency command post may be set up near the emergency. Keep clear of the command post unless you have official business.
 13. DO NOT return to an evacuated building unless given the ALL CLEAR signal.
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FLOODING

IN CASE OF A MAJOR IMMINENT FLOOD:

EVACUATE IMMEDIATELY IF INSTRUCTED TO DO SO. FOLLOW EMERGENCY NOTIFICATION INSTRUCTIONS FOR IMMEDIATE ACTION.

Minor or area flooding of the campus is a more likely scenario. This could be the result of rainstorms or a water main break. In the case of imminent weather-related flooding, college administrators monitor the National Weather Service and other emergency advisories to guide necessary actions, such as evacuation of areas and cancellation of classes.

DURING AN EVACUATION

1. Listen to a battery-operated radio for evacuation and emergency instructions.
2. Assist those who need help evacuating, if possible.
3. Follow recommended evacuation routes — shortcuts may be blocked.

4. Leave early enough to avoid being marooned by flooded roads. Evacuation is much simpler and safer before flood waters become too deep.
5. If you are in a car and it stalls, abandon it immediately and climb to higher ground. Many deaths have resulted from attempts to move stalled vehicles.
6. If walking, climb to high ground and stay there. Avoid walking through floodwaters. If it is moving swiftly, even water six inches deep can sweep you off your feet.

AFTER A FLOOD

1. Flood dangers do not end when the water begins to recede. Listen to a radio or television and do not return to the area until authorities indicate it is safe to do so.
2. Stay out of buildings if flood waters remain around the building.

IN CASE OF MINOR IMMINENT FLOODING:

1. Secure vital equipment, records and chemicals; move to higher, safer ground.
2. Unplug or shut off all electrical equipment. Secure all laboratory experiments.
3. Wait for instructions from Department of Public Safety for immediate action.
4. If evacuated from your building, do not return unless cleared to do so by emergency personnel.
5. Notify one of the following if you experience flooding in your area:
 - a. Campus Director / Coordinator *or*
 - b. Director of Admissions & Finance *or*
 - c. Security Guard

UTILITY FAILURE

EMERGENCY ACTION

- **CALL FACILITIES MANAGEMENT**
- **CALL CAMPUS SAFETY**
- **EVACUATE IF NECESSARY**
- **ASSEMBLE AND SIGN IN WITH BUILDING MONITOR**

In the event of a major utility outage during regular working hours – 8:00 a.m. to 5:00 p.m. Monday through Friday – contact the Person-in-Charge immediately. If there is potential danger to the building occupants or if the utility failure occurs after hours on the weekend holiday, notify the Person-in-Charge. The Campus Emergency Response Team will check all buildings with elevators in the event of a power failure. Do not evacuate a building unless told to do so by qualified emergency personnel. Do not return to an evacuated building unless the Person-in-Charge gives the ALL CLEAR signal.

POWER FAILURE

Some buildings have emergency power generators to supply lighting for evacuation. Some buildings have battery powered emergency lights. To aid in evacuation, it is advisable to have a flashlight. If it appears that only your building is without power, call facilities management during regular working hours and the Person-in-Charge at all other times. Evacuation of science buildings is necessary if a power outage lasts for an extended time because the hoods do not operate and no fresh air is delivered.

NATURAL GAS LEAK

DO NOT SWITCH LIGHTS ON OR OFF OR UNPLUG ANY ELECTRICAL EQUIPMENT! ELECTRICAL ARCING COULD TRIGGER AN EXPLOSION.

1. DO NOT use cell phones!
2. Cease all operations.
3. Notify Facilities Management.
4. If during the weekend or holiday, call Campus Safety.
5. Evacuate the area immediately.

VENTILATION PROBLEMS

DO NOT RETURN TO AN EVACUATED AREA UNLESS THE ALL CLEAR IS GIVEN BY CAMPUS EMERGENCY RESPONSE TEAM.

1. If smoke or odors come from the ventilation system, immediately call Facilities Management.
2. During weekends, after hours or on holidays, immediately call the Person-in-Charge.

3. If necessary, cease all operations and vacate the area.

ELEVATOR FAILURE

1. If you are trapped in an elevator, use the emergency phone to call for help.
2. Stay calm and encourage others to do the same; help is on the way.

PLUMBING FAILURE | FLOODING | WATER LEAK

1. Cease using all electrical equipment and turn off any electrical equipment near the leak, if it is safe to do so.
 2. Notify facilities management.
 3. If during the weekend, after hours or during holidays, call the Person-in-Charge.
 4. Evacuate the immediate area to prevent injuries.
 5. Make sure water-cooled experiments and water-supplied equipment are shut off.
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FIRST AID

FIRST AID HAS THREE OBJECTIVES:

- **To Save a Life**
- **To Prevent an Injury or Condition from Worsening**
- **To Relieve Anxiety, Pain and Discomfort**

First Aid is FIRST aid only-measures to be taken until help or professional assistance arrives. The most important thing to remember in dealing with a medical emergency is that quick and proper action is extremely important.

1. Contact campus first aid immediately. If the injury may be life-threatening, call 911. If 911 is called, it is important that Campus Emergency Response Team personnel are also called so that they may meet the responders and escort them to the location.
2. State that medical aid is needed and provide the following information:
 - a. Address where aid is needed
 - b. Location of injured person (i.e. building name, room number or area)

- c. Type of injury or problem
 - d. The individual's present condition
 - e. The sequence of events leading up to the emergency
 - f. Medical history and name of the injured person's doctor (if known)
 - g. The phone number from where you are calling
3. The person making the phone call should stay on the phone with the dispatcher and answer as many questions as possible regarding the condition of the injured person so that information can be radioed ahead to the responding units.

The following information is ONLY if qualified first aid personnel are not available or until paramedics arrive:

BROKEN BONES

1. Do not move the victim unless he/she is in immediate danger of further injury.
2. Check for:
 - a. Breathing: Give mouth-to-mouth resuscitation, if needed, and if you are certified to do so.
 - b. Bleeding: Apply direct pressure to the wound.
 - c. Shock: Keep the victim calm and warm.
3. Call for help:
 - a. DO NOT try to push the broken bone back into place if it is sticking out of the skin.
 - b. DO NOT try to straighten or move a suspected fractured limb.
 - c. DO NOT allow the victim to walk around.
 - d. DO NOT move a victim of a suspected back injury unless an extreme danger to the victim exists.

BURNS

1. Immerse burned area in cool water.
2. Flood chemical burn with cool water for 15 minutes.
3. Cover burn with dry bandage.
4. Keep victim warm and comfortable.

CHOKING

1. If victim is able to speak or cough effectively, DO NOT interfere with his/her attempt to expel foreign objects.
2. Check victim's mouth and clear any foreign matter.
3. Use abdominal thrusts.

ELECTRIC SHOCK

1. Do not touch the person who has been in contact with the electrical current until you are certain that the electricity has been turned off. This must be done at a plug, circuit breaker or fuse box.
2. If the victim is in contact with a wire or a downed power line, use a dry stick to move it away.
3. Check for breathing. If the victim's breathing has stopped or is very weak, start mouth-to-mouth resuscitation immediately (if certified).
4. Call for help.
5. While you are waiting for help to arrive:
 - a. Keep the victim warm, covered with a blanket or coat.
 - b. Do not give the victim anything to eat or drink until he/she has seen a doctor.
6. Give the alert victim assurance that help is on the way.

FAINING, UNCONSCIOUSNESS AND SHOCK

1. Have the victim lie or sit down and rest.
2. Keep the victim comfortable, not too hot or too cold, until help arrives.
3. Ask for a medical emergency I.D.
4. Treat other injuries as necessary.

FRACTURES AND SPRAINS

1. Keep the victim still.
2. Keep injured area immobile.

CAUTION: If a victim is suspected of having head, neck, or back injuries, keep him/her absolutely still. Treat for shock, as necessary, and keep warm.

HEAD INJURIES

1. If there is bleeding from an ear, it might mean there is a skull fracture.
2. Special care must be taken when trying to stop any scalp bleeding if a skull fracture is suspected. Bleeding from the scalp can be very heavy, even when the injury is not serious.
3. Do not press too hard. Be extremely careful when applying pressure over the wound so that bone chips from the potential fracture will not be pressed into the brain.
4. Try not to move the injured person or bend his/her neck, because it may be fractured.
5. Call 911. Let a professional medical person clean the wound and stitch it if necessary. Do not give the victim alcohol. It may mask important symptoms.

HEART ATTACK

1. If the victim is conscious, he/she may be more comfortable sitting up.
2. Place the victim lying on his/her back.
3. Give resuscitation or CPR as necessary, if trained.
4. Keep victim comfortable, not too hot or too cold, until help arrives.
5. Ask or look for a medical emergency I.D.
6. Treat for shock.

INTERNAL BLEEDING

1. If the victim is coughing or vomiting blood or “coffee ground” material, he/she may have internal bleeding.
2. Have the victim lie flat and breathe deeply.
3. Call 911. Do not let the victim take any medication until a professional medical person approves.

SEIZURES

1. During the seizure:

- a. Let the seizure run its course.
- b. Help the victim lie down to avoid injury.
- c. Loosen restrictive clothing.
- d. Do not try to restrain a seizure victim.

2. After the seizure:

- a. Check to see if the victim is breathing; if not, give mouth-to mouth resuscitation (if certified).
- b. Check to see if the victim is wearing a medical emergency alert or similar communication of medical emergency requirement.
- c. Check to see if the victim has any burns around the mouth, this might indicate poison.
- d. Stay with the victim. The victim of a seizure or convulsion may be conscious but not talkative when the intense movement stops.
- e. Be certain that breathing continues.
- f. When the victim seems able to move, get help.

SEVERE BLEEDING AND WOUNDS

1. Apply direct pressure on the wound.
2. Use clean cloth or hand.
3. Apply pressure to blood vessel, if necessary.
4. Elevate body part.
5. Add more cloth if blood soaks through.
6. Keep pressure on the wound until help arrives.
7. Use tourniquet ONLY as a last resort.
8. If the victim has been impaled, DO NOT remove the object.

CAUTION: Communicable diseases may be transmitted by the exchange of body fluids. Be sure to use protective gloves and practice universal precautions.