

Emergency Procedures Manual

INTRODUCTION

Emergencies, disasters, accidents and injuries can occur in any setting and at any time, usually without warning. Being prepared physically and psychologically to handle emergencies is an individual responsibility as well as an organizational one.

The purpose of this guide is to acquaint you with a plan for handling emergencies and to establish guidelines to follow at work and at home. Once you are familiar with this information, you should be able to protect yourself and perhaps save the life of another.

Preparation is the key to minimizing the effects of emergencies. Know the answers to the following questions **BEFORE** you have to use the information.

**WHERE ARE THE EXITS?
HOW WILL VISITORS AND DISABLED EMPLOYEES BE
EVACUATED?
ARE VITAL RECORDS PROTECTED?
WHERE IS THIS PLAN KEPT, AND WHERE, WITHIN THIS
PLAN, ARE ITS EMERGENCY PHONE NUMBERS?**

The time that you spend researching and answering these questions can save lives and resources. Preparation will minimize panic and confusion. It will also allow planned response rather than an undirected reaction.

No matter what the crisis, **THINK** before you act, then act swiftly to limit your exposure to danger.

**PLEASE READ THIS GUIDE THOROUGHLY BEFORE AN
EMERGENCY OCCURS AND BECOME ACQUAINTED WITH YOUR
EMERGENCY RESPONSE TEAM MEMBERS AND EMERGENCY
PHONE NUMBERS.**

University Emergency Planning personnel have established procedures for you.
YOUR SAFETY IS OF PRIMARY IMPORTANCE!

If a catastrophic event occurs, the Campus Public Safety Office will notify The University President, local law enforcement and will then call the City Department of Emergency Management.

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PUBLIC RELATIONS

The President of the University designates an individual to represent the University with the media throughout a crisis situation. A back-up spokesperson should also be named who is knowledgeable and well-versed and who can assist the designated representative with any additional relevant information. In the event that a spokesperson is designated by an emergency institution, i.e., fire department, police or health official, the University representative must make sure that they are familiar with this person and has met with them so that all statements regarding one specific crisis situation remains consistent.

Please note that no one, other than the designated University representative, is to speak to the media under any circumstances.

The following protocol should be followed by the University representative:

1. A media/communications area is designated and remains staffed at all times. Having media calls/questions answered promptly is essential during a time of crisis. Media personnel **must** be escorted to the designated media area for all crisis situations. Media representatives are not allowed to interview students, staff or faculty members. It is imperative that communications come from one designated person so that the message remains consistent.
2. The University representative should have a prepared statement so they can talk intelligently regarding the information that they have been authorized to release. Even if facts are still being gathered, the media should be told that “Facts are still being gathered regarding the incident that previously occurred on our campus. A press conference will be held later this afternoon (or give a specific time). Please give me your contact information so that I can call you back with more specifics.”
3. Never ignore the media. If they are unable to get a direct answer regarding the incident they will draw their own conclusion, or possibly speak to witnesses that don’t have an exact account of what happened. All members of the media are to be treated equally. Whatever access us granted to one media organization needs to be granted to all.

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MEDICAL EMERGENCIES

**IMPORTANT: If you think a person requires immediate medical attention
CALL Campus Public Safety (340-3333), the Nurse (340-5052) or the Switchboard
(340-3366)**

UNCONSCIOUS VICTIMS: If rescuer is trained in CPR:

- 1) YELL FOR HELP, AND THEN HAVE SOMEONE CALL CAMPUS PUBLIC SAFETY, THE NURSE OR THE SWITCHBOARD.
- 2) Establish Airway.
- 3) Check for Breathing.
- 4) Check for Circulation.
- 5) Start Ventilation or CPR if necessary and if you are CPR trained.

UNCONSCIOUS VICTIMS: If rescuer is not trained in CPR:

- 1) YELL FOR HELP, AND THEN HAVE SOMEONE CALL CAMPUS PUBLIC SAFETY, THE NURSE OR THE SWITCHBOARD.

CONSCIOUS VICTIMS:

- 1) YELL FOR HELP, AND THEN HAVE SOMEONE CALL CAMPUS PUBLIC SAFETY, THE NURSE OR THE SWITCHBOARD.
- 2) Do not move patient or allow the patient to move around.
- 3) Try to control any heavy bleeding using direct pressure on the wound. **Do not put hands directly on or into the victim's blood unless you are wearing rubber gloves and you have been trained in blood borne pathogens.**
- 4) Try to keep the patient from going into shock by maintaining body temperature and elevating the lower extremities if possible.

EMERGENCY PROCEDURES MANUAL

THREATS BY PHONE

BOMB/OTHER THREAT CHECKLIST

SUSPICIOUS PACKAGES, MAIL, ETC.

LETTER AND PARCEL BOMB RECOGNITION POINTS

CIVIL DISTURBANCES

HAZARDOUS MATERIAL INCIDENTS

THREAT BY TELEPHONE

DURING THE CALL:

- 1) **DO NOT HANG UP!**
- 2) Stay as calm as possible.
- 3) Attempt to find out why the caller is upset.
- 4) Identify the type of threat and to whom the threat is directed.
- 5) Try to calm the caller down.
- 6) Get as much information as possible about the threat and motive.
- 7) Notify Campus Public Safety Department.

BOMB /OTHER THREAT CHECKLIST

QUESTIONS TO ASK

- When is bomb going to explode? Did you place the bomb?
- Where is it right now?

What does it look like?

What kind of bomb is it?

What will cause it to explode?

Did you place the bomb?

Why?

What is your address?

What is your name?

EXACT WORDING OF THE THREAT:

Sex of caller: _____
Length of call: _____
Number at which call is received: _____
Time: _____ Date: ____/____/____
Report call immediately to: _____
_____ Phone number: _____

CALLER'S VOICE:

____ Calm ____ Nasal ____ Angry ____ Stutter ____ Excited ____ Lisp ____ Slow
____ Raspy ____ Rapid ____ Deep ____ Soft ____ Ragged ____ Loud ____ Clearing Throat
____ Laughter ____ Deep Breathing ____ Crying ____ Cracking Voice ____ Normal
____ Disguised ____ Distinct ____ Accent ____ Slurred ____ Familiar

If voice is familiar, whom did it sound like?

BACKGROUND SOUNDS:

____ Street Noises ____ Factory Machinery ____ Crockery ____ Animal Noise ____ Voices
____ Clear ____ PA System ____ Static ____ Music ____ Local ____ House Noises
____ Long Distance ____ Motor ____ Booth ____ Office Machinery _____ Other

THREAT LANGUAGE:

____ Well Spoken ____ Incoherent ____ Taped ____ Foul ____ Message read by threat maker
____ Irrational

REMARKS: _____

Date: ____/____/____ Phone No. _____
Name: _____
Position: _____

AFTER THE CALL:

- 1) Write down the details of the call.
- 2) Notify your supervisor about the threat.
- 3) If directed to evacuate, proceed in accordance with the Evacuation section.
- 4) Supervisor will notify Campus Public Safety Department.

SUSPICIOUS PACKAGES, MAIL, ETC.

- 1) DO NOT HANDLE.
- 2) Refer to Letter and Parcel Bomb Recognition Points
- 3) Secure the area.
- 4) Contact Campus Public Safety Office.
- 5) If item has been opened and is threatening or appears to be a suspicious device, DO NOT HANDLE ANY FURTHER.
- 6) Keep everyone away until police arrive.

LETTER AND PARCEL BOMB RECOGNITION POINTS *(Source: U. S. Dept. of Treasury: Bureau of Alcohol, Tobacco & Firearms AND Arizona D. P. S. Bomb Disposal Unit)*

- Foreign Mail, Air Mail and Special Delivery
- Restrictive Markings such as Confidential, Personal, etc.
- Excessive Postage
- Hand Written or Poorly Typed Addresses
- Incorrect Titles
- Titles but no Names
- Misspellings of Common Words
- Oily Stains or Discolorations
- No Return Address
- Excessive Weight
- Rigid Envelope
- Lopsided or Uneven Envelope
- Protruding Wires or Tinfoil
- Excessive Securing Material such as Masking Tape, String, etc.
- Visual Distractions

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CIVIL DISTURBANCES

HOSTILE INTRUDER

WORKPLACE VIOLENCE

CAMPUS LOCKDOWN PROCEDURES

CIVIL DISTURBANCES

Civil disturbances are generally demonstrations, marches, groups or assemblies that negatively impact the normal operations of the University. In most cases, these activities are the legal exercise of the participants First Amendment Rights, but there is also the potential for these activities to deteriorate into an unlawful assembly or actual riot.

In the event such conditions arise:

- 1) Notify your supervisor and the Campus Public Safety Office, if they have not been informed. (340-5336).
- 2) Restrict both employee and visitor movement in your area.
- 3) Prepare for evacuation or relocation.
- 4) Secure your area (lock doors, safes, files, vital records, etc.).

HOSTILE INTRUDER

When responding to a hostile or aggressive intruder, time is of the essence and an officer's quick and decisive actions may very well be the difference between life and death. The University community as a whole must be prepared to put this plan into effect and minimize the harm that a hostile intruder can cause.

When a hostile intruder is in any of our buildings and is actively causing deadly harm or the threat of imminent deadly harm to University employees, students or visitors, immediately seek cover and call or contact Campus Public Safety. Give all details relative to location, number of assailants, means of aggression and other pertinent information.

- As extreme as a situation like this may be, panic and/or a reckless flight may cause additional injuries.
- Do not sound the fire alarm to evacuate. People may be placed in harm's way when they are attempting to evacuate the building
- Be aware of alternate exits if it becomes necessary to flee.
- Lock yourself in a classroom or office as a means of protection.

- Stay low, away from windows and barricade the door to the room you are in, if possible, by using furniture or desks as cover.
- If possible, cover any windows or openings that have a direct line of sight into the hallway.
- Under no circumstances are you to leave a secure area until an “All Clear” is given by Campus Public Safety and/or Police.

When a hostile intruder is actively causing death or serious physical injury or imminent death to persons on the University grounds, the following course of action is recommended:

- Run away from the threat if you can, as fast as you can.
- Do not run in a straight line. Use buildings, trees, shrubs and/or cars as cover.
- If you get away from the immediate area of danger, summon help and warn others.
- If you decide to hide, take into consideration the area in which you are hiding. Will I be found here? Is this really a good spot to remain hidden?
- If the intruder is causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you.
- The last option you have, if caught in an open area outside, may be to fight back. This is dangerous, but depending on your situation, this could be your only option.
- If you are caught by an intruder and you are not going to fight back, do not look the intruder in the eyes but do obey all commands.
- Once Campus Public Safety or Police arrive, obey all commands.

WORK PLACE VIOLENCE

Recognizing Inappropriate Behavior

- Obscene or abusive language.
- Intimidation through direct or veiled verbal threats
- Maliciously throwing objects in the workplace
- Inappropriate touching/Sexual Harassment.
- Physically intimidating others, finger pointing, fist shaking, etc.

WARNING SIGNS OF POTENTIALLY VIOLENT INDIVIDUALS

There is no exact method to predict when a person will become violent. The warning signs may be displayed before a person becomes violent.

- Increase in large muscle movements.
- Physical Intimidation or posture.
- Targeting Glances.
- Violates your safe zone.
- Movements to block exits.
- Direct or veiled threats.
- Unwarranted displays of anger.
- Externalization of blame.
- Unreciprocated romantic obsession.
- Fear reaction among co-workers.
- Drug and/or alcohol intoxication.
- Expresses plan to hurt themselves.
- High anxiety, feeling of hopelessness.
- Behavior and attendance problems.
- Steals or sabotages projects and equipment.
- Boundary crossing.

PERSONAL CONDUCT TO MINIMIZE VIOLENCE

These are suggestions in daily actions with people to de-escalate potentially violent situations. If at any time a person's behavior starts to escalate beyond your comfort zone, disengage.

- Project calmness.
- Be an empathetic listener.
- Maintain a relaxed yet tentative posture, and position yourself at a right angle, rather than directly in front of the person. Make sure there is three to six feet of space between you and the other person.
- Establish ground rules if unreasonable behavior persists.
- Use delaying tactics which will give the person time to calm down.
- Ask uninvolved parties to leave the area to summon help if this can be done safely.
- Be reassuring and point out choices.
- Accept criticism in a positive way.
- Ask for his or her recommendations.
- Position yourself so that the person cannot block your access to an exit.
- Above all... trust your instincts. If the situation deteriorates to a level where you can't handle it, escape at the first opportunity and notify Campus Public Safety.

CAMPUS LOCKDOWN PROCEDURES

- A lockdown is used when it is more dangerous to evacuate a building than to remain. In active shooter cases for example.
- When in a lockdown, remain calm and stay with your group of people. Lock doors and windows and close shades, if possible. Turn off interior lighting. Stay away from doors and windows.
- Persons outside should immediately find shelter inside the nearest building.
- The Campus Public Safety Department issues the lockdown notice and secures the exterior doors to the building(s).
- **DO NOT** open your locked door unless you are 100% certain that it is a police officer asking you to do so.
- Notify the Campus Public Safety Department at 340-3333, if possible, concerning facts at your location.
- If you hear a gunshot, get on the floor and remain quiet.
- Do not leave while under a lockdown.
- Only the Campus Public Safety Department can cancel a lockdown.

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HAZARDOUS MATERIAL INCIDENTS

Appropriate personnel must be familiar with any precautions or special procedures to be followed during an emergency involving hazardous materials. An accident resulting in a spill of hazardous materials on campus can involve materials commonly used in all campus facilities. Material Safety Data Sheets must be available and copies kept on file with Harris-Stowe State University's Safety Committee. For spills, releases or incidents requiring special training, procedures or personal protective equipment (PPE) that is beyond the abilities of present personnel, take the following steps depending on the location:

HAZMAT SPILL OR RELEASE - INSIDE

- 1) EVACUATE THE AREA. (See page 22 of manual.) Immediately notify affected personnel and evacuate the spill area. Take appropriate steps to insure that no one evacuates through the contaminated area.
- 2) ACTIVATE FIRE ALARM if building evacuation is required. (See page 22 of manual.)
- 3) IMMEDIATELY notify the Campus Public Safety Department and call 911 to report the incident. **Give the 911 operator the following information:**
Your name, telephone number, location, time and type of incident, name and quantity of the material (if known), and extent of injuries or damage if any.
- 4) TIME AND SAFETY PERMITTING, shut down equipment, close doors, secure area and vital records. If possible, seal off the area to prevent further contamination of others until the arrival of emergency personnel.
- 5) Anyone who is contaminated by the spill should wash off the contamination; remain in the vicinity, and give his/her name to the emergency personnel. If needed, first aid can be started immediately.
- 6) LIMIT ACTIVITY TO PROTECT LIVES AND EVACUATION OF PERSONNEL. **DO NOT ATTEMPT TO RESPOND OR CLEAN UP A SPILL OR RELEASE unless you have been trained in the proper methods to do so!**
- 7) A campus Emergency Operations Center may be set up near the emergency site. Keep clear of the incident command area unless you have official business.
- 8) Do not re-enter the area until directed by emergency personnel.

HAZMAT SPILL OR RELEASE - OUTSIDE

- 1) Notify the Campus Public Safety Department.
- 2) Comply with directives from Emergency Personnel.
- 3) Evacuate the area.(see Evacuation section – Page 22).
- 4) TIME AND SAFETY PERMITTING, shut down equipment, secure area and vital records.
- 5) Anyone who is contaminated by the spill should wash off the contamination; remain in the vicinity, and give his/her name to the emergency personnel. If needed, first aid can be started immediately.
- 6) **DO NOT ATTEMPT TO RESPOND OR CLEAN UP A SPILL OR RELEASE unless you have been trained in the proper methods to do so!**
- 7) A campus Emergency Operations Center may be set up near the emergency site. Keep clear of the incident command area unless you have official business.
- 8) Do not re-enter the area until directed by emergency personnel.

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FIRE ON YOUR FLOOR
FIRE EXTINGUISHER INSTRUCTIONS
WHEN A FIRE ALARM IS ACTIVATED
IF TRAPPED IN A ROOM
ADVANCING THROUGH FLAMES
FIRE ALARM PROCEDURES
LOCATION OF FIRE EXTINGUISHERS

FIRE ON YOUR FLOOR – CALL 911 AND THEN:

- 1) Activate fire alarm, alert others, move everyone away from area of fire.
- 2) Call either the Campus Public Safety Office at 340-3333 or the Switchboard at 340-3366 and report location of fire.
- 3) Use fire extinguisher on small (wastebasket size) fires only if safe to do so.
- 4) For larger fires, GET OUT, close doors and confine fire as much as possible.
- 5) If your clothing catches fire . . .

STOP...DROP...ROLL

FIRE EXTINGUISHER INSTRUCTIONS

- P- PULL safety pin from handle.
A- AIM nozzle at base of fire.
S- SQUEEZE the trigger handle.
S- SWEEP the spray from side to side.
-

WHEN A FIRE ALARM IS ACTIVATED

- 1) Proceed to the nearest EXIT. FOLLOW DIRECTIONS OF EMERGENCY STAFF.
 - 2) Feel the top of the door. If it is hot or smoke is visible, **do not open**.
 - 3) Do not attempt to save possessions at the risk of personal injury.
 - 4) DO NOT USE ELEVATORS.
 - 5) DO NOT BREAK WINDOWS. Oxygen feeds fires.
 - 6) Stay low if moving through smoke.
 - 7) ALL fires, regardless of size, must be reported to the local Fire Department and the Campus Public Safety Department.
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IF TRAPPED IN A ROOM

- 1) Place cloth material around/under door to prevent smoke from entering.
- 2) Close as many doors as possible between you and the fire.
- 3) DO NOT open or break windows unless necessary to escape (outside smoke may be drawn in).
- 4) Be prepared to signal your location through window.

ADVANCING THROUGH FLAMES

If forced to advance through flames: hold your breath; move quickly; cover head and hair; keep head down; and keep eyes closed as much as possible.

FIRE ALARM PROCEDURES

The fire alarm system in the main Campus building is an unsupervised system. This means an outside company does not monitor the alarm, rather it is monitored internally. When the system is activated, the smoke detector is tied into the Fire Department and they are remotely called. For fire elsewhere in the building, the Fire Department will be contacted by either the Public Safety Department or the Switchboard Operator, and the building should be **IMMEDIATELY EVACUATED BY ALL PERSONS EXCEPT CAMPUS PUBLIC SAFETY OFFICERS AND MAINTENANCE PERSONNEL.**

PERSONNEL:

ALL Public Safety Officers assigned to outside duties will immediately return to the main building and go to the Public Safety Office, Room #019, and await further instructions.

- A. The Public Safety Supervisor on duty will respond to Room #110 and determine the LOCATION OF THE PULL STATION ACTIVATED. This Supervisor will dispatch, by radio, a Public Safety Officer to the location identified.
- B. The dispatched officer will immediately check the area for the signs of a fire (Smoke, Fire, Odor, etc.).
- C. To avoid a panic situation the word "Fire" should not be used. The Phrase "Code 100" should be used. "Unconfirmed Code 100" will be used when there are no signs of a fire. **BEFORE DECLARING AN "UNCONFIRMED CODE 100," THE AREA MUST BE COMPLETELY CHECKED.**
- D. THE TERM "CONFIRMED CODE 100" MEANS THE SIGNS OF A FIRE ARE PRESENT. (Fire, smoke, odor.) This will be radioed to the Campus Public Safety supervisor, who will give the order to Contact the Fire Department.

- E. Faculty Instructors in each classroom, as well as the supervisor on duty in the various offices, are responsible for insuring the students and employees in their area leave the building and go to the designated assembly area. Once there the faculty Instructor or supervisor will make sure all their students and employees are present. If not, this information should be reported to the nearest Public Safety Officer.
- F. All persons leaving the affected building from the front doors will assemble on the grassy area across the street from the Henry Givens, Jr., Administration Building.
- G. All persons leaving the building by the rear or west door should assemble on the athletic field. All persons leaving the building by the east doors (Garrison Avenue) will assemble on the Gateway School parking lot.

FIRE ALARM PROCEDURES FOR THE LIBRARY

The AT&T Technology Center (Library) contains a supervised fire alarm that connects directly to an outside monitoring company, as well as a sprinkler system. The alarm box is behind the Circulation Desk and has an audible alarm. The smoke alarm is both smoke and heat sensitive. If the alarm senses the presence of heat or smoke it automatically alerts the monitoring company who will contact the fire department. Once the alarm sounds people inside the Library can exit by either the front door or the back door at the staff parking lot.

FIRE ALARM PROCEDURES FOR THE EMERSON PERFORMANCE CENTER

The Emerson Performance Center contains a supervised fire alarm that connects directly to an outside monitoring company, as well as a sprinkler system. The alarm box is behind the Ticket Booth and has an audible alarm. The smoke alarm is both smoke and heat sensitive. If the alarm senses the presence of heat or smoke it automatically alerts the monitoring company who will contact the fire department. Once the alarm sounds persons inside the Emerson Performance Center can exit by one of the following doors:

- Main Entrance door by the Theater
- Rear Entrance exit door leading to the back parking lot
- Gymnasium southwest doors and northwest doors to outside exits
- Rear hall west exit to soccer field
- Exit in the northeast corner of the Art Room
- Door in back of stage on the east side of building

FIRE ALARM PROCEDURES FOR THE REV. WILLIAM G. GILLESPIE RESIDENCE HALL

The Residence Hall contains a supervised fire alarm that connects directly to an outside monitoring company, as well as a sprinkler system. There are also smoke detectors located throughout the building and in each residence suite. The smoke alarms are both smoke and heat sensitive. If the alarm senses the presence of heat or smoke it automatically alerts the monitoring company who will contact the fire department. Once the alarm sounds, if the weather is freezing or raining, students and employees will evacuate to the Emerson Performance Center Gymnasium. If the weather is not inclement, students and employees will evacuate through the nearest exit and gather at least 500 feet from the building. There are 6 handicapped suites in the Residence Hall. When a smoke or fire alarm is triggered, a siren sounds at the Security Desk in the Lobby. The Campus Public Safety Officer on duty can access the Data Room, on the ground floor, which is directly across from the Desk, or in the vestibule of the rear entrance, and look at a Notifier Panel that shows which room is affected.

FIRE ALARM PROCEDURES FOR THE FREEMAN BOSLEY RESIDENCE HALL

The Residence Hall contains a supervised fire alarm that connects directly to an outside monitoring company, as well as a sprinkler system. There are also smoke detectors located throughout the building and in each residence suite. The smoke alarms are both smoke and heat sensitive. If the alarm senses the presence of heat or smoke it automatically alerts the monitoring company who will contact the fire department. Once the alarm sounds, if the weather is freezing or raining, students and employees will evacuate to the Emerson Performance Center Gymnasium. If the weather is not inclement, students and employees will evacuate through the nearest exit and gather at least 500 feet from the building. There are 6 handicapped suites in the Residence Hall. When a smoke or fire alarm is triggered, a siren sounds at the Security Desk in the Lobby. The Campus Public Safety Officer on duty can access the Data Room, on the ground floor, which is directly across from the Desk, or in the vestibule of the rear entrance, and look at a Notifier Panel that shows which room is affected.

Emergency Procedures Manual

Natural Disasters

<p><u>TORNADOS</u></p> <p><u>EARTHQUAKES</u></p> <p><u>FLOODING</u></p>
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DURING A TORNADO

1. Do not evacuate – **stay in the building until the tornado is over.**
2. The designated employee SAFE areas in each building in the event of a tornado are:

Henry Givens, Jr., Administration Building

Academic Resource Center

Annex

Hallway outside of the Academic Resource Center and Annex

Corridor outside the Security Office across from the Bursar/Cashier's Office

Library

Main Library Reference Room

Emerson Performance Center

Hallway

The Rev. William G. Gillespie Residence Hall

Take shelter under tables, desks, and heavy furniture, in doorways against walls or in bathrooms, or any area that does not have windows. If indoors, go to the lowest level of the building

Keep away from windows, overhead fixtures, filing cabinets and bookcases.

Assist disabled persons in the area and find a safe place for them to remain until it is safe to exit from the building, according to evacuation plan procedures.

If outdoors, go to the nearest ditch or depression away from power lines, buildings and trees. Do not stay in a car or attempt to outrun the tornado.

The Freeman Bosley Residence Hall

Take shelter under tables, desks, and heavy furniture, in doorways against walls or in bathrooms, or any area that does not have windows. If indoors, go to the lowest level of the building

Keep away from windows, overhead fixtures, filing cabinets and bookcases.

Assist disabled persons in the area and find a safe place for them to remain until it is safe to exit from the building, according to evacuation plan procedures.

If outdoors, go to the nearest ditch or depression away from power lines, buildings and trees. Do not stay in a car or attempt to outrun the tornado.

After a Tornado:

1. **Leave the building when the tornado is over.** Do not run. Calmly exit the building, as it may be unstable and full of debris. Use the nearest exit. Take personal belongs such as handbags, briefcases, eyeglasses and car keys if possible. Do not return to classrooms or offices to retrieve personal belongings.
 2. Once outside the building, move to a distance at least 500 ft. from the affected building. Keep streets and sidewalks clear for emergency vehicles and personnel.
 3. Move to the designated assembly point as soon as possible. Remain in open areas away from other structures or buildings.
 4. Account for all employees and visitors in your area, a supervisor who will have knowledge of which employees reported to work that day should do this.
 5. Check for injuries of employees and visitors. Seek first aid.
 6. Emergency personnel will direct the next appropriate actions.
 7. **DO NOT** return to the building until it has been declared safe by the appropriate authorities.
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During An Earthquake

- 1) Take cover underneath a desk or table. **PROTECT YOUR HEAD AND NECK.**
- 2) Stay away from windows and objects, which could fall on you.
- 3) Stay where you are - **DO NOT RUN OUTSIDE**; falling debris may cause injury.

- 4) **DO NOT USE ELEVATORS.**
- 5) IF OUTDOORS, stay in an open area. DO NOT enter the building.

After An Earthquake

IF YOU ARE STILL IN THE BUILDING:

- 1) Be prepared for AFTERSHOCKS. Do not return to your office until directed.
 - 2) Give first aid to injured personnel.
 - 3) **DO NOT MOVE VICTIMS UNLESS ABSOLUTELY NECESSARY.**
 - 4) Alert Emergency Personnel and/or supervisors to anything needing their attention.
 - 5) Replace telephone handsets, but DO NOT USE THE PHONE except to report fires or medical emergencies.
 - 6) Go to the interior of the building, staying away from the exterior walls. Avoid glass and equipment.
 - 7) Wait for and follow instructions from Emergency Personnel.
 - 8) Be prepared to evacuate if necessary. (See "Evacuation" section, page 22, of this manual.)
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DURING A FLOOD

In the event of flooding on the Harris-Stowe State University campus where there is a threat to our University community, the Campus Public Safety Department will be responsible for notification of all appropriate departments and emergency service agencies.

Any recommendation to close campus offices or cancel scheduled classes, due to flooding, will be communicated to the President of Harris-Stowe State University by the Vice President of Business and Financial Affairs. The final decision on any closure rests with the President or his designated representative.

The Harris-Stowe State University Vice President of Business and Financial Affairs will release information concerning closure of campus offices.

IF FLOODING OCCURS IN YOUR BUILDING

1. Notify a supervisor and the Campus Public Safety Office 340-5336.
2. Secure your area and vital records. Prepare to receive and comply with directions from Emergency Personnel.
3. USE EXTREME CAUTION around appliances or outlets near the leak and/or water.
4. If you know the source of the water and can safely stop it, do so CAUTIOUSLY.
5. If directed to evacuate, do so following guidelines and procedures outlined in the Evacuation section (see page 22) of this manual.

Emergency Procedures Manual

<u>EVACUATION OF PERSONS WITH DISABILITIES</u>

<u>EVACUATION PROCEDURES</u>

EVACUATION OF PERSONS WITH DISABILITIES

It is very likely that evacuations will involve disabled individuals.

The following will be helpful in safe evacuation and communication during an emergency. Above all else, involve the individual. They are the experts on their own disabilities, and how best to move them out of a building in an emergency. Make sure he/she understands what is happening, and what procedure must be followed. Many disabled people are vulnerable to respiratory complications--remove them from smoke or fumes immediately.

PERSONS WITH MOBILITY IMPAIRMENTS

Persons having mobility impairments may or may not use wheelchairs. On floors above or below ground level, escort the person with mobility impairment to a safe area close to the nearest stairwell, since elevators become inoperative when the fire alarm sounds. Immediately notify emergency personnel about the location and condition of the person with the mobility impairment so that emergency personnel can safely transport the individual to ground level.

VISUALLY IMPAIRED PERSONS

Although most blind or visually impaired persons will be familiar with their immediate work area, it is necessary to:

Explain the nature of the emergency.

Offer to guide her/him. As you walk, explain your destination, where you are, any obstacles, which way you are going to turn, the number of steps, etc.

Upon reaching safety, orient the individual to her/his surroundings. Ask if further assistance is needed. Stay with her/him.

DEAF, HEARING IMPAIRED OR SPEECH IMPAIRED PERSONS

Communication varies with persons who are deaf, hard of hearing or speech impaired. They may not hear audible alarms. It is important that everyone understand what is happening and how and where to proceed.

To gain attention, turn light switch on and off, tap her/his shoulder, wave your hands, etc. Indicate through gestures, or in writing (short, concise words), what is happening and what to do.

Example: FIRE - out rear door to the right and down. Leave NOW!

ABOVE ALL, REMEMBER THAT PEOPLE WITH SIMILAR DISABILITIES ARE UNIQUE. THROUGH BRIEF COMMUNICATION AND ASKING QUESTIONS, EVACUATION CAN BE QUICK AND SAFE.

EVACUATION PROCEDURES

1. If safe, secure vital records and shut down electrical equipment.
2. Proceed to your predetermined exit or alternate exit if necessary. Shut all doors as you leave.
3. The Department Emergency Coordinator is responsible for ensuring that all staff and visitors evacuate the area.
4. Assist disabled employees or visitors.
5. Proceed quietly and orderly.
6. **DO NOT USE ELEVATORS.**
7. **DO NOT OPEN DOOR** if hot or if smoke is present.
8. Once outside, assemble at a designated area and stay there; your supervisors will need to have a tally of their personnel.