

IN EMERGENCY

DIAL 911

EMERGENCY PROCEDURES

INTRODUCTION

This guide is intended to help faculty, staff, and students respond to emergency situations that may occur on the CSUCI campus.

The guide will serve as a quick reference for efficient action and should be posted in a conspicuous location inside all rooms. **Faculty and staff are requested to read and become thoroughly familiar with the contents of this guide before an emergency occurs.**

Questions or comments regarding the contents of this guide should be directed to the Office of Environment, Safety and Risk Management: (805) 437-8847.

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Environment, Safety, Risk Management



INTRODUCTION

CRIMINAL OR VIOLENT BEHAVIOR

1. Everyone is asked to assist in making the campus a safe place by being alert to suspicious persons or situations and by reporting them.
2. If you witness a criminal act, or if you notice a person(s) acting suspiciously on campus, immediately notify the Police Department: call 911.
3. If you are the victim of, or are involved in any on-campus violations of the law such as assault, robbery theft, overt sexual behavior etc. **DO NOT TAKE ANY UNNECESSARY CHANCES!** Notify the Police Department by dialing 911 as soon as possible.

CRIMINAL OR VIOLENT BEHAVIOR

EMERGENCY SIGNALS AND REPORTING

1. The quickest way to obtain professional emergency help for any type of emergency is to call 911 from any Campus phone. All campus phones should be posted with emergency phone number labels.
2. When calling the emergency number, stay calm and carefully explain the problem and location. Do not hang up until told to do so.
4. Report any observed conditions which may interfere with the evacuation of your building to the Police Department.
5. EMERGENCY SIGNALS:
 - **Building Alarm** : When an area fire alarm is activated, all occupants are required to evacuate the building. Follow routes posted in hallways.
 - **Voice Command**: Building occupants may also be instructed to evacuate by voice command. This command will come from a university official or an emergency authority (e.g. police or fire personnel).

EMERGENCY SIGNALS AND REPORTING

CIVIL DISTURBANCES OR DEMONSTRATIONS

1. Most campus demonstrations will be peaceful and everyone should attempt to carry on with business as normally as possible. Avoid provoking or obstructing demonstrators.
2. Should a disturbance occur, call the Police Department, ext. 911 on Campus phone. To avoid confrontation, use a telephone located away from disturbance if possible.
3. A threatening disturbance should be reported immediately to the Police Department. The following action should also be taken:
 - Alert all employees in the area to the situation;
 - Lock all doors, secure all files, documents and equipment;
 - When ordered by a Police Officer or area management, cease operations and evacuate; and
 - Stand by for further instructions.
4. The Police Department will assess the situation and confer with management if time permits. Participants who refuse to disperse will be arrested if any laws have been violated.
5. If a class or lecture is disrupted, call the Police: telephone 911.

CIVIL DISTURBANCE OR DEMONSTRATIONS

BOMB THREATS

IMPORTANT: REPORT ALL BOMB THREAT CALLS TO POLICE: 911 ON CAMPUS PHONE

1. Any person receiving a phone call that a bomb or other explosive device has been placed on campus, is to ask the caller:
 - When is the bomb going to explode?
 - Where is the bomb located?
 - What kind of bomb is it?
 - What does it look like?
 - Why did you place the bomb?

KEEP THE CALLER ON THE PHONE AS LONG AS POSSIBLE, LISTEN CAREFULLY TO THE CALLER AND TRY TO DETERMINE AND RECORD THE FOLLOWING:

- Date and time of the call
 - Exact words of the caller
 - Age and sex of the caller
 - Speech pattern and/or accent
 - Emotional state
 - Background noises (e.g. traffic)
2. University staff will make a preliminary investigation and report to police who will perform a comprehensive search if necessary. Faculty and staff are requested to make cursory inspections of their areas for suspicious objects and to report their locations to the Police. **DO NOT touch the object!**
 3. If you observe a suspicious object or potential bomb on campus, **DO NOT handle the object!** Clear the area immediately!

The President or designee, shall order an evacuation of the building whenever there are sufficient facts to indicate that the bomb threat is valid or whenever a foreign object or package has been discovered during a preliminary search. The Police Department will be contacted for the removal of any suspected bombs or explosive devices. The order to evacuate will be communicated through the Floor and Building Marshals or the fire alarm.

BOMB THREAT

FIRE INCIDENT

- In case of fire, the Fire Department must be notified immediately: **call 911**. Give your name and describe the location of the fire.
- Know the location of the fire extinguishers in your area and know how to use them.
- For minor fires that appear controllable, Cautiously follow these steps:
 1. IMMEDIATELY call 911 or send someone else to call
 2. Locate fire extinguisher (They are marked by signs)
 3. Remove pin from extinguisher
 4. Aim extinguisher at base of flames and use a back and forth motion while discharging; continue until fire is out.
- For large fires that do not appear controllable, IMMEDIATELY call 911. Evacuate all affected rooms by pulling a fire alarm. If you are the last person out of a room, close the door behind you - do not lock the door.
- If you become trapped inside a building during a fire and a window is available, place an article of clothing outside the window as a marker for emergency personnel. If no window is available, stay near the floor (more breathable oxygen will be available) and shout at regular intervals to alert emergency personnel to your location.

EXPLOSION, AIRPLANE CRASH, OR SIMILAR INCIDENT:

- In the event a violent accident such as an explosion or airplane crash occurs on or near campus, take the following protective actions:
 1. Immediately take cover under tables, desks , and other sturdy objects which will give protection from falling debris.
 2. After the effects of the explosion and/or fire have subsided, **call 911 from a Campus phone**. Give your name and describe the location and nature of the emergency.

FIRE, EXPLOSION, OR SIMILAR INCIDENT

BUILDING EVACUATION

1. Building evacuation will occur via one of the following mechanisms:
 - When a building fire alarm is sounded; or
 - Upon notification by order of the President; or
 - Upon notification by emergency responders.
2. Identify all of the marked exits and exit routes from your building and know the location of the nearest two exits.
3. If necessary, activate the building fire alarms in hallways.
4. When building evacuation is required, walk quickly to the nearest marked exit and ask others to do the same.
5. **Assist disabled students in exiting the structure.** Refer to the section of disabled consideration for more details.
6. Once outside the structure, stay at least 200 feet away from any affected buildings or structures. Keep streets and walkways clear for emergency vehicles and personnel.
7. If requested, assist Floor and Building Marshals (Marshals wear vests and hardhats).
8. **DO NOT return to an evacuated structure** unless directed to do so by an emergency authority or a Building Marshal.
9. At the beginning of each semester (or upon initial receipt), **instructors should review Evacuation Routes and the posted Emergency Procedures with their students. During an evacuation, instructors will be responsible for insuring that their students know how to evacuate.**
10. Emergency Procedures and Evacuation Routes should also be reviewed by all campus employees at least once a year (or upon initial assignment). Extra copies of this information can be obtained through Environment, Safety and Risk Management (805) 437-8847.

BUILDING EVACUATION

DISABLED CONSIDERATIONS

1. Evacuation Procedures:

- VISUALLY IMPAIRED PERSONS

Most visually impaired persons will be familiar with their immediate surroundings. In the event of an emergency, tell the person the nature of the emergency and offer to guide him/her (this is the preferred method when acting as a "sighted guide"). As you walk, tell the person where you are and advise of any obstacles. When you have reached the designated Evacuation Area, orient the person to where he/she is and ask if any further assistance is needed.

- HEARING IMPAIRED PERSONS

Most buildings are equipped with audible and visual evacuation alarms, nevertheless persons with impaired hearing may not notice emergency alarms and will need to be notified by an alternate method. Turn room lights off and on to gain attention and then indicate emergency through hand gestures or writing.

- PERSONS USING CRUTCHES, CANES OR WALKERS

Such persons should be treated as if they were injured for evacuation purposes. Carrying options include using a two-person lock-arm position, or having the person sit in a sturdy chair - preferably with arms.

- NON-AMBULATORY PERSONS

Some people have minimal ability to move and lifting them may be dangerous to their well being.

Frequently, non-ambulatory persons have respiratory complications: Remove them from smoke and fumes immediately. Non-ambulatory persons' needs and preferences will vary. Always consult the person as to his/her preference with regard to:

- Ways of being removed from a wheelchair
- The number of people needed for assistance
- Whether to extend or move extremities when lifting because of pain, catheter leg bags, spasticity, braces, etc...
- If a seat cushion or pad should be brought along with him/her if he/she is removed from the chair
- After-care if removed from the wheelchair (i.e. if a stretcher, chair with cushion pad, car seat, or perhaps paramedic assistance is needed)

DISABLED CONSIDERATIONS

ADDITIONAL CONSIDERATIONS:

1. Wheelchairs have many movable or weak parts which were not constructed to withstand the stress of lifting (e.g., the seat bar, foot plates, wheels, movable arm rests).
2. Some people in wheelchairs may have electric artificial respirators attached. They should be given priority assistance if there is smoke or fumes, as their ability to breath is seriously in danger.
3. Some people have no upper trunk or neck strength.
4. If a wheelchair is left behind, do not leave it in an exit path or doorway.
5. If attempting to move a power wheelchair, remove the batteries. Make sure the foot rests are locked and the motor is off.
6. If a seatbelt is available, secure the person in the chair.

EARTHQUAKE

IF OUTDOORS:

1. Move quickly away from buildings, utility poles, and structures. The safest place to be is in the open. CAUTION: Always avoid power or utility lines as they may be energized.
2. If in an automobile, stop in the nearest safe place available - preferably an open area away from structures, power lines, and trees. Stop as quickly as safety permits, and stay in the vehicle - it offers good shelter. Tune to a local radio station for emergency information.

IF INDOORS:

1. Duck, Cover and Hold. Take cover under the nearest sturdy object such as a desk or a table. Make sure to hold onto the object since it will probably move during a large earthquake.
2. Keep away from and avoid book shelves, file cabinets, and overhead fixtures.
3. Shut off gas and electricity to any equipment being used - e.g., hot plate.
4. Help injured. Give first aid and protect injured individuals from aftershocks.
5. Put out small fires with available fire extinguishers.

EVACUATE TO:

Nearest exit. Watch for downed power lines, and fallen or unstable debris, e.g. roof tiles. Building Marshals will provide additional information at the evacuation areas.

PLAN AHEAD:

Do not store heavy items on high shelves. When possible, locate book cases and file cabinets away from areas where people normally sit for long periods of time (i.e. work desk). Know your evacuation route. **If you are an instructor, make sure your students know how to evacuate.**

EARTHQUAKE

MEDICAL AND FIRST AID INSTRUCTIONS

1. If a serious injury or illness occurs on campus, immediately dial **911**. Give your name, describe the nature and severity of the medical problem, and the campus location of the victim.
2. In case of minor injury or illness, Public Safety personnel are trained to provide first aid care. Departments may purchase, maintain and use First Aid kits for their areas if employees are appropriately trained.
3. In case of serious injury or illness, personnel should quickly perform the following steps:
 - Keep victim still and comfortable. **DO NOT MOVE VICTIM.**
 - Ask victim, "Are you okay?" or "What is wrong?"
 - Check breathing and give CPR if appropriate and you are trained.
 - Control serious bleeding by applying direct pressure on the wound, being careful to avoid direct contact with blood.
 - Continue to assist the victim until help arrives.
 - Look for emergency medical I.D., question witnesses, and give all information to the Paramedics and/or Police.
4. Departments/ Areas/Individuals are encouraged to obtain training in First Aid and CPR. Training can be provided via the American Red Cross (818) 376-1742, or the CSUCI Department of Public Safety.
5. All injuries must be immediately reported to supervisors or instructors.
6. An Accident Investigation Report must be completed and sent to the Human Resources Office within 24 hrs for all employee injuries. Forms are available from Human Resources or your Department Office.

MEDICAL AND FIRST AID INSTRUCTIONS