



Campus Emergency Procedures

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Building Evacuation

Building evacuation will be initiated when the alarm is sounded and/or upon notification by emergency personnel.

Before evacuation order

- Familiarize yourself with the marked exit routes in the buildings you use the most.
- Know the location of the evacuation area.
- Faculty members are advised to review the emergency and evacuation procedures with students at the beginning of each semester.

During an evacuation

- If alarm sounds, or instructed to evacuate, do so immediately.
- Walk to the nearest marked exit and ask others to do the same.
- While you evacuate, calmly alert unaware people to the emergency.
- Ask if anyone needs assistance in evacuating, and pay attention to disabled people.
- If necessary, or if directed by emergency personnel, activate the building evacuation alarm as you exit.
- If time and conditions permit, try to take with you important personal items such as documents, medication, car keys.
- Do not use elevators unless instructed to do so by emergency personnel.
- If there is smoke in the building, keep the stairwell doors closed when not being used. This prevents the stairwells from filling up with smoke, which makes them safer for evacuees.
- Professors might assume leadership and direct their students. Managers in offices might do the same with their staff.

- After you exit the building, stay at least 100 feet away from affected buildings, and emergency facilities and personnel.
- Clear the way for emergency services and evacuating personnel; and reach the evacuation area.
- When you reach the evacuation area, be prepared to inform emergency personnel of:
 1. Injuries in your group
 2. Persons who need rescue
 3. Any hazardous condition: fire, gas, hazardous materials.
- If requested to assist emergency personnel in the evacuation process, do so. Be smart. Stay safe.
- Emergency personnel might count evacuees to make sure that everyone is safe; report that you exited the building and that you are safe or need any medical attention.
- Remain at the evacuation area until directed to take actions.
- Do not return to an evacuated building unless directed or permitted to do so by emergency personnel.
- Call your family and let them know that you are safe. Mothers worry.

In certain situations, you might be asked to evacuate off campus—there would be no evacuation area. Calmly and quickly proceed off campus through the closest exits. If you are evacuating in a car, assist pedestrians in transportation.

Evacuation/Physically challenged people

Before evacuation

- Familiarize yourself with the marked exit routes in the buildings you use the most.
- Know the location of the evacuation area.
- Inform your classmates or co-workers of the best way to assist you during an emergency.
- Physically challenged faculty, staff, and students are encouraged to file a class schedule each semester with University Testing & Disability Service at (479) 968-0302.
- If you wish to have assistance in preplanning, please call University Testing & Disability Service at (479) 968-0302.

During the evacuation

You might first consider using the elevator, be careful to make such a choice—but never in an earthquake or fire. If you choose not to use the elevator request assistance when you reach an obstacle such as a staircase.

If you could not get assistance, we suggest the following:

- Stay calm, and take steps to protect yourself.
- If you can, call 911; tell the emergency dispatcher your location, and where you will be moving.
- Stay near the wall in the exit corridor or in the stairwell.
- Find a way to attract the attention of others, and keep calling for help. People with speaking impairment might consider carrying a whistle, or other means to attract attention.
- Ask persons exiting by your way to inform emergency personnel of your location.

Evacuation/Assisting physically challenged individuals

Non-ambulatory individuals

When no life threatening condition is extant, you shall stay with a wheelchair user on the stairwell platform until help arrives, while a second person notifies emergency personnel of the exact location of the wheelchair user. If you need to evacuate immediately, remember the following:

- Some parts of wheelchairs are not designed to withstand stress or lifting.
- If the wheelchair is too heavy, consider removing the battery, but check if there is life-support equipment attached.
- You may find it necessary to remove a person from his wheelchair. Use caution, as this may cause him bodily harm or injury.
- Ask for the best methods to remove him or her from the wheelchair, and to carry him or her.
- Ask the person if he or she has any special care or needs.
- If you removed parts of the wheelchair, or left the wheelchair behind, delegate other volunteers to collect the pieces or get the wheelchair (do not make the wheelchair an obstacle).
- Return the person to his or her wheelchair as soon as it is safe to do so.
- If there is smoke or fumes, give priority to people with electric artificial respirators.
- If you have a belt, secure the person in the wheelchair.

Visually impaired individuals

As you assist a visually impaired person in evacuation, describe to him or her nature of the emergency. Maintain a good level of oral communication. As you walk, describe where you are, and advise him or her of any obstacles. When you have reached safety, orient the person to his location and ask if any further assistance is needed.

Hearing impaired individuals

Because persons with impaired hearing may not hear emergency alarms, you might consider:

1. Writing a note (or on a blackboard) describing the emergency and nearest evacuation route.
2. Turn the light switch off and on to get their attention, and then indicate with gestures (or writing) what is happening and what to do.

Shelter-In-Place Procedures

During certain emergency situations (usually chemical, biological or radioactive material releases) and some weather emergencies (tornados, snowstorm), you may be advised to *shelter-in-place* rather than evacuate the building. In a shelter-in-place situation, do the following:

- Stay inside the building, or go indoors as quickly as possible.
- Do not use elevators.
- Quickly get supplies you may need such as food, water, radio, first aid kit, etc.
- If possible, shelter in a room where there are no windows and few doors.
- If the situation permits, shut and lock all windows and doors. Sealing the crack between the door and the floor will keep the building safe from any danger.
- Shelter in an above-ground level of the building in the event of a chemical release—some chemicals are heavier than air and may seep into basements.
- Turn off the heat, fans, air conditioning or ventilation system. (If you have not called your mother by now, do so immediately).
- Do not drink water from the tap. Use bottled water.

Explosion

- Stay informed. If available, take a radio or television to the room.
- If you smell gas or vapor, hold a wet cloth over your nose and mouth and breathe through it normally.

When the *all clear* is announced:

- Open windows and doors.
- Turn on heating, air conditioning or ventilation systems.
- Go outside (for a coffee break if you want) and wait until the building has been vented.

Bomb Threat

Any bomb threat must be considered real until proven otherwise.

If you received a phone call that a bomb or other explosive has been placed on campus, you should keep the caller on the phone as long as possible, and try to get information from the caller about (you may here write a note to delegate someone next to you to call 911):

- when the bomb is going to explode
- where the bomb is located
- what kind of bomb it is
- what it looks like
- why he placed the bomb

While on the phone pay attention and remember the following:

- time of the call
- key and exact words of the caller, and his speech pattern and/or accent
- age and gender of the caller
- background noises

Write down and report all the information you got to the emergency personnel.

If not ordered to evacuate, faculty, staff, and students are advised to scan their areas for things that may be out of order— this will greatly reduce the amount of time required to search a building. If you suspected any object, quickly report its location—do not touch it. If you did not find anything and wanted to leave, keep doors, offices and storage spaces open and unlocked; this will facilitate the search.

Suspicious mail

Suspicious packages might have the following characteristics:

- Foreign mail, air mail, and/or special delivery
- Excessive postage and weight.
- An unofficial return address or no return address at all
- Hand written or poorly typed addresses
- Addressed to incorrect titles or title, but no name
- Restrictive markings such as “Confidential” or “Personal”
- Oily stains, discoloration, or a strange odor
- Rigid envelope
- Protruding wires or tinfoil
- Excessive securing material
- Visual distractions

If you receive such a suspicious mail or observe a suspicious object or potential bomb on campus, do not handle it, move it, immerse it or cover it. Report its location and appearance to Public Safety. Try not to use a cellular phone or two-way radio; these signals may activate remote controlled devices. Secure the location.

Fire

In all cases of fire, no matter how small it is, immediately call 911. Give your name and describe the location of the fire.

In case of large fires, immediately contact Public Safety. Evacuate all affected rooms, and tell other to do so. Pull a fire alarm, and if you are sure that you are the last person out of a room, close the door behind you, but do not lock it. In fire evacuation, consider the following:

- When moving through smoke, stay low; drop to hands and knees and crawl or crouch; and exit. Hold your breath as much as possible; breathe shallowly through nose using a filter such as blouse or shirt.
- If forced to advance through flames, hold your breath. Move quickly, covering head and hair. Keep head down and close eyes as often as possible.
- If you catch on fire, do not run. Stop, drop and roll to put out the flames.
- As you evacuate, feel every door you need to go through with your hand; if it is hot, do not open it.
- Do not use elevators. Stairs are the safest in case of fire.

If you become trapped inside a building during a fire, consider the following:

- Stay calm, and take steps to protect yourself.
- If possible, move to a room with an outside window.
- Wedge wet towels or cloth along the bottom of doors to keep out smoke.
- Stay near the floor, where more breathable oxygen will be available.
- If a window is available, wave a light-colored item outside the window to attract the attention of emergency personnel.
- Shout at regular intervals to alert emergency personnel to your location.

- If possible, call 911 and tell the dispatcher your location.

In case of minor fires, and if you are trained, you may consider controlling the fire using an extinguisher until emergency personnel arrive. When you decided to do so, do the following:

- First, call Public Safety or send someone to call.
- Locate the fire extinguisher. (Know the location of the fire extinguishers in your area and know how to use them).
- Remove the pin from the extinguisher.
- Aim the extinguisher at the base of the flames and use a back and forth motion. Do not stop until the fire is completely out.
- Be sure you have a safe exit from the area and leave if one extinguisher does not put out the fire.

Airplane crash or similar incident

If such an accident occurred on or near campus, do the following:

- Immediately take cover under tables, desks, and other sturdy objects to protect yourself from falling debris.
- Call 911. Tell the dispatcher the location, the cause of explosion, if known, and injuries, if any.

Civil Disturbance/Demonstrations

Campus demonstrations should be peaceful. However, should a disturbance occur, call 911. Use a telephone located away from the disturbance to avoid confrontation. You should also consider the following actions:

- Alert all faculty, staff, and students in the area of the situation.
- Lock all doors; secure all files, documents and equipment.
- When instructed to evacuate, do so.
- Log off computers.

Criminal or Violent Behavior Prevention

If you witness a criminal act on campus, or notice suspicious actions, be aware of the situation and call 911. Be prepared to provide as much of the following information as possible:

- Nature and location of the incident.
- Description of suspects involved.
- Injuries, if any.
- Description of any weapons involved.
- If possible, keep the dispatcher updated on any changes. You might want to keep the line open.

If you are the victim of, or are involved in any on-campus criminal or violent act, call 911. Do not take any chances.

To reduce your risk of a criminal act, consider the following:

- Avoid walking alone at night. If you felt uncomfortable walking at night, call Public Safety. They would be happy to give you a ride.
- If you are confronted by an attacker, scream loudly and try to run to a well-lit, populated area.
- In the dorms, lock up your valuables.
- Do not leave your lap-top and bags unattended.
- Never leave the windows of your car cracked or your convertible top down.
- Park in a well-lit area.
- Park in lots more frequently used by others.

Active shooter

If an active shooter is outside your office or classroom:

- Proceed to a room that can be locked, close and lock all the windows and doors, and turn off all the lights. If the door has no lock, use a wedge or a piece of heavy furniture.
- Get everyone down on the floor and ensure that no one is visible from the outside. Stay calm.
- One person in the room should call 911; give the dispatcher all the information.
- Unless you are very close to an exit, do not run through a long hall to get to one, you may encounter the shooter.
- Since many of Tech classrooms are in ground floor, you might consider exiting through window openings—if the shooter location was helpful. Have someone watch as students gets out through the windows.
- If you receive an “all clear” call, make sure it is from a familiar voice, or a police officer, otherwise do not response.
- When officers arrive on scene, and ask you to exist, do so keeping your hands on top of your head.
- Officers may need information you have. Unless otherwise instructed, do not leave the area entirely.

If an active shooter enters your office or classroom:

- Try to remain calm.
- Do what the shooters say and do not move suddenly.
- Dial 911, describe the situation to the dispatcher; if you can't speak, leave the line open so the dispatcher can listen to what is happening.

- Protect yourself. Take cover immediately; hide behind a sturdy object.
- If there is no chance to escape or hide, it might be possible to negotiate with the shooter.
If the phone line is open, try to get as information as possible from the shooter.
- Attempting to overpower the shooter with force should be considered a very last option, and only to avoid a worst probable scenario.

Be aware that the site may be a potential crime scene. Avoid unnecessarily tampering with or disturbing evidence. Leave all objects exactly as they are in order to protect evidence for law enforcement investigations. Discourage others from disturbing potential evidence.

Workplace Violence

Be alert to warning signs of potentially violent persons:

- Irrational beliefs and ideas
- Stated or implied threats
- Expressions of a plan or intent to hurt oneself or others
- Displays of unwarranted anger
- New or increased source of stress at home or work
- Feelings of being victimized
- Intoxication from alcohol or other substances
- Theft or sabotage of projects or equipment.

If threatened by a person on the workplace, or in class, consider the following:

- Remain calm.
- Try to calm the person.
- If possible, call 911.
- Keep a safe distance from the individual.
- Try to get the attention of a co-worker who can call for help.
- Avoid any type of challenging stance. Do not point at the person.
- Do not threaten, argue, or treat the person in a disrespectful manner. Do not talk with your hands.
- Speak clearly with a moderate tone, volume, and rate of speech. Listen to the person and let him do most of the talking.
- Acknowledge the person's feelings.
- Use delaying techniques to give the person time to calm down.

- Be reassuring and point out choices other than violence.

If a weapon is involved:

- Before you move, explain your movements at all times—do not make any quick moves.
- If you want to grab something from your desk, or pick up the phone, explain that before you do.
- If possible, dial 911. Leave the line open if you cannot speak.
- Try to increase distance between yourself and the individual.
- Speak softly and clearly.
- Cooperate fully with all demands.
- Withdraw and summon assistance when able.

Earthquake

Before an earthquake

Avoid storing heavy items on high shelves. When possible, locate book cases and file cabinets away from areas where people normally sit. Know your evacuation route and area.

During an earthquake

Outdoors: The safest place is in the open; move quickly away from any structures. Avoid power or utility lines as they may be energized.

In an automobile: Stop in the nearest safe place available—remember, in the open and away from utilities. Stay in the vehicle.

Indoors:

- Duck, Cover, and Hold. Duck or drop to the floor. Take Cover under the nearest sturdy object such as a desk, or a table. If that is not possible, seek cover against an interior wall and protect your head and neck with your arms. Hold onto the object since it might move during an earthquake.
- Avoid bookshelves, file cabinets, and overhead fixtures.
- If possible, shut off gas and electricity to any equipment being used—even if shaking has stopped.
- If you are in bed, stay there and cover your head with a pillow.
- If you use a wheelchair, lock the wheels and cover your head.

If you are in an elevator, you are probably better protected than most people. The elevator will not fall down the shaft—elevators have emergency breaks. Nothing heavy will fall on you. If the power fails, the elevator will stop and lights will go off. Stay calm. Ring the emergency bell, and wait for emergency personnel.

After an earthquake

- Be prepared for aftershocks. They are usually less intense than the main quake, but can cause further structural damage.
- Do not use lanterns, torches, lighted cigarettes, or open flames, since gas leaks could be present.
- Open windows to ventilate the building.
- If any small fires occurred in your office or class, reach the nearest extinguishers. In case of a major fire, report it to 911.
- Give first aid. Avoid and help other avoid aftershocks.
- Search for anyone who might be trapped by an object, or locked in an elevator—you know better than emergency personnel where your classmates or coworkers are.
- Report damaged facilities, such as gas leak, or power failure, to emergency personnel—to avoid further damages.
- Do not try to use telephones except to report fires or medical emergencies. Replace telephone handsets that have been shaken off—this will keep lines free for emergency personnel.
- Evacuate to the evacuation area; structure may fall down, or fires may occur after an earthquake.
- Do not use elevators to evacuate.
- Do not reenter buildings until the buildings have been declared safe—do not become a secondary shock victim.

If trapped in debris

- Move slowly so that you do not kick up dust.

- Cover your nose and mouth with a handkerchief or clothing.
- Tap on a pipe or wall so that rescuers can hear where you are. Use a whistle if one is available.

Hazardous Material Spill/Release

Any spill or release of hazardous materials should be reported immediately to Public Safety. Be prepared to give information on the type, amount, and location of the material released. If you smell gas in a dark room, do not turn on lights; this action could ignite gas. Do not touch, activate, or de-activate any power switches, fire alarms, or light. Report it to Public Safety

In a hazardous material situation, do the following:

- Do not attempt to contain or clean up spills and or releases. This should be done by trained personnel.
- Seal off the affected area to prevent further contamination of others until the arrival of emergency personnel.
- Evacuate and limit access to the affected area. Head upwind from the release location if possible.
- If toxic chemicals come in contact with your skin, immediately flush the affected area with clear water; and remove any contaminated clothing.
- Anyone who had been exposed should avoid contact with others as much as possible, and should report to emergency personnel.
- Do not return to the affected area until the area is declared clean.

If a small spill happened in the lab and you have been trained in spill clean-up procedures, remember the following:

- Dike the spill by surrounding the area with absorbent materials such as paper towels, spill control pillows, vermiculite, or sand.
- If possible, wear protective equipment (e.g. respirator, safety goggles, and gloves).
- Neutralize acids with sodium bicarbonate and bases with citric acid.

- Treat all materials used in the cleanup as hazardous waste. Follow the regular procedures for hazardous waste disposal.
- Wash the affected surface and tools with soap and water.

Mental Health Crises

Individuals are subject to stress. This can be because of academic demands, family and social problems, work, finances and cultural experiences. If not treated properly, stress might lead to a psychological crisis, where individuals might be threatening harm to themselves, or are agitated and disruptive.

Psychological crisis signs:

- Highly disruptive or aggressive behavior.
- Overt suicidal or homicidal threats (written or verbal).
- Inability to communicate (incoherent, garbled or slurred).
- Loss of contact with reality.
- Inability to focus
- Loss of appetite
- Changes in eating and sleeping patterns
- Fatigue

If you have concerns that you are, or someone is, experiencing such a crisis, call University Counseling Service at (479) 968-0276. They will be ready to assist.

If you are in the same area with someone who is experiencing critical situation, call University Counseling Service at (479) 968-0276 and consider the following:

- Provide a safe, secure, quiet environment.
- Invite the person to stay until help arrives.
- Listen actively and show empathy.
- Maintain a straightforward, supportive attitude.
- Don't leave the person alone unless you feel threatened.

- Don't try to restrain the person if he or she wants to leave.
- Don't minimize the person's distress.
- Remember, you need not handle a situation that you feel might be dangerous

Utility Outages

- In the event of a power failure, if you are in a dark area, proceed to an area that has emergency lights. Assist others who may be unfamiliar with the building or the area.
- Turn off equipment such as computers and monitors to avoid potentially serious damage when the power is restored.
- If you become trapped in an elevator, use the emergency button or telephone to alert emergency personnel. Do not attempt to open the elevator car door or shake the car to move.
- If you are not inside the elevator but hear an elevator bell, call Public Safety. Keep the occupants calm and wait for help to arrive.
- Consider keeping a flashlight and a portable radio in your office/work/study area.
- Avoid using candles, as they are fire hazards.

Sexual Assaults

- To reduce the risk of being sexually assaulted, consider the following:
- Communicate your boundaries clearly and firmly.
- Beware of the growing use of *date rape drugs*. Do not accept beverages from open containers, and try not to leave your drink unattended.
- Remember, a small amount of alcohol can make you vulnerable to sexual assault. If you know you will be drinking, plan ahead and make arrangements to get home safely.
- Do not walk alone at night. If you felt uncomfortable, call Public Safety for a ride. If you must walk alone, stay on well-lit and busy paths.
- Make it a habit to sense danger. Pay attention to your surroundings. If you sense any danger, get away or seek help.
- If someone follows you, or attempts to assault you, do not be afraid of drawing attention to the situation; scream or yell. It is safer to scream for nothing than to be assaulted silently.

Severe Weather

A **tornado** is defined as a violent rotating column of air extending from a thunderstorm to the ground. The most violent tornados are capable of tremendous destruction with wind speeds of 250 mph or more. Tornados may occur with little or no advance warning or siren activation.

A **Tornado Watch** is issued when atmospheric conditions are favorable for the formation of tornadoes in a given area. During a tornado watch, stay informed.

A **Tornado Warning** indicates that a tornado has been sighted and poses a definite threat to a given area. Tornado warnings are issued by the National Weather Service/county when a tornado is approaching the area. Alerts will also be sent via text messages, email alerts and desktop pop-up windows.

Possible Indicators of a Tornado

- Dark, often greenish sky.
- Large hail.
- Loud roar, similar to a train.
- Cloud of debris (the tornado may not be visible).
- Wind becomes calm and still.
- Frequent lightning.
- Tornados generally occur near the trailing edge of a storm.

During severe weather conditions/storm/tornado

- Remain calm.
- Seek shelter immediately—preferably in a substantially constructed building; basements are perfect places. Remember, no place outside is safe.

- In a four stories buildings or more, vacate the top floor and move to a lower floor or to the basement.
- Occupants of wood-frame or brick buildings with wood floors should leave the building and go directly to a more substantial concrete building.
- Avoid temporary structures such as a trailer, automobile, truck, or pole building.
- In lab, move vital equipment, records, or chemicals away from windows.
- If water has entered a parking garage or basement, do not walk through it—it may contain hazardous materials.
- Do not try to drive over a flooded road. If your car stalls, abandon it immediately. Attempting to move a stalled vehicle in flood conditions can be fatal.
- If you are asked to leave your residence or work site, disconnect all electrical appliances.
- After a severe weather conditions have passed, call Public Safety to report power failures, water leakage or damage, fallen trees or tree limbs, clogged catch basins or flooded streets.
- Remember, if you hear thunder, you are close enough to be struck by lightning.
- Outdoors, stay away from telephones, electrical appliances and plumbing.
- Indoors, stay away from windows, glass, stairwells, and unsecured objects.
- Stay indoors for thirty (30) minutes after hearing the last clap of thunder.

Before severe weather conditions/storm/tornado

- Locate a basement or corridor shelter location in your building.
- When you expect severe weather conditions, stay informed (through local media for example).
- Have a good flashlight on hand.

- Plan for the worst and always have adequate clothing, medication, food and water.

During a flood

- Take necessary, but safe, actions to avert immediate water damage (i.e., move items to higher ground, or covering objects with plastic). Secure vital equipment, records, chemicals, or your personal valuables.
- If instructed to evacuate the building, do so.
- Do not return to your building unless instructed to do so.
- If you are outdoors, go to high ground and wait.
- Scrub bathtubs and sinks with bleach, then rinse and fill them and any extra bottles with clean water for sanitary use in case the water supply becomes contaminated.
- If on foot, do not attempt to walk through flood waters. Instead, turn around and go directly to higher ground.
- If you are in a car, drive away from flooded areas; never try to take a shortcut through them.
- If your car stalls, immediately abandon it and climb to higher ground.
- Do not open windows during a storm. This only lets damaging wind and rain into your office or class.

After a flood

Watch for snakes and other animals forced indoors by flood waters.

Use flashlights instead of candles to see if power is on or off after a flood—this will prevent accidental fires.

Wear sturdy shoes and protective clothing as you begin cleaning up.

Throw away all foods, including canned goods, which have come into contact with flood waters; they may be tainted.

A Flood is a high flow or overflow of water from a river or similar body of water, occurring over a period of time too long to be considered a flash flood. Floods are in a variety of ways: winter or spring rains, coupled with melting snows; torrential rains from decaying hurricanes or other tropical systems; ice jams on rivers in conjunction with a winter or spring thaw; dam break, etc.

Flood Watch occurs when high flow or overflow of water from a river is possible in the given time period. It can also apply to heavy runoff or drainage of water into low-lying areas.

Flood Warning is when flooding conditions are actually occurring or are imminent in the warning area.

Emergency Supplies

Electricity, water, and gas may be out of service after a major earthquake and aid may not reach you for several days. Consider having the following items in your office:

- **Fire extinguisher:** If you do not have one, order one now. It should be visible and easily accessible and suitable for all types of fires.
- **First Aid kit:** Your first aid kit should be in a central location and include emergency instructions.
- **Flashlight and extra batteries:** Keep flashlights in several locations in case of a power failure. Battery supplies last longer if kept in the freezer.
- **Radio and extra batteries:** Transistor radios will be useful for receiving emergency broadcasts and current disaster information
- **Bottled water and non-perishable food:** (e. g. dry cereal, peanut butter, canned fruits, canned vegetables—make sure to have a non-electric can opener).
- **Prescription medications, medical and personal hygiene supplies**

Medical and First Aid Instruction

If a serious injury or illness occurs on campus to you or someone in your area, immediately call Public Safety. Give information on who was affected, and on the nature of the medical problem. Stay on the line with the dispatcher to keep emergency personnel updated on the conditions of the victim.

If you decided to give first aid, and you are trained to do so, remember the following:

- Keep the victim still and comfortable. Do not move the victim unless he is in danger.
- Ask the victim, "Are you okay?" or "What is wrong?" Try to keep the victim conscious.
- Keep the victim warm.
- Comfort the victim and assure him that medical assistance is on the way.
- Check victim's breathing and give artificial respiration if necessary.
- If the victim is bleeding, apply direct pressure on the wound.
- Be aware of hazards associated with blood-borne pathogens. Avoid contact with any suspected infectious materials. If you come in contact with any, wash the exposed area thoroughly with soap and water and seek medical attention.
- Remain beside the victim until help arrives.
- Be alert for any jewelry with an inscription indicating a medical condition (i.e. diabetes, heart condition) or other medical information. Bring this to the paramedics' attention as soon as they arrive.
- Be prepared to give information to the paramedics when they arrive.

Do not jeopardize your safety or that of the patient if you are not sure you can handle the situation. Wait for professional help. You are encouraged to obtain training in First Aid and

CPR. Training can be provided by the American Red Cross (phone number). Departments may also purchase and maintain First Aid kits for their areas.

First Aid Tips

Bleeding: Call 911; Press directly onto the wound with sterile gauze, sanitary napkin, clean handkerchief, or bare hand. Maintain steady pressure for 5 to 15 minutes. If bleeding is from an arm or leg, elevate that limb until emergency personnel arrive.

Choking: Call 911. Do nothing if the victim is moving air by coughing or gasping. If no air movement, apply four abdominal thrusts by grabbing the victim from behind with your hands over the “belly button” area; quickly squeeze in and up.

Seizure: Call 911. Protect victim from self-injury. Keep victim comfortable until emergency personnel arrive. Watch for vomiting.

Shock: Call 9-1-1. Keep victim warm and calm, with legs slightly elevated, until emergency personnel arrive.

Dress During Cold Weather

- Wear layers of loose-fitting, lightweight, warm clothing. Trapped air between the layers will insulate you. Outer garments should be tightly woven, water repellent, and hooded.
- Wear a hat, because 40 percent of your body heat can be lost from your head.
- Cover your mouth to protect your lungs from extreme cold.
- Mittens, snug at the wrist, are better than gloves.
- Try to stay dry and out of the wind.
- Stay fashionable.

Incident Command Structure

In an event of major incident, designated university personnel will assemble in the EOC and use Incident Command Structure (ICS) protocol to manage and support the response efforts.

Basically, ICS has five major components:

- Incident Command
- Operations
- Planning/Intelligence
- Logistics
- Finance

Briefly, Incident Command is responsible for the overall responsibility for the event. Operations perform the tactical response. Planning/Intelligence collects, analyzes and evaluates data; Logistics is responsible to provide needs such as supplies, personnel. And Finance tracks the cost related to the response.