



EMERGENCY RESPONSE INSTRUCTIONS

1. In case of a fire, medical, or police emergency, call 911. From a campus phone dial 9-911.
2. Call Campus Security at 589-5682.

Campus Security, Bldg 22, Room 127, phone 589-5682 or 589-5557

Introduction

This Emergency Response reference manual contains the procedures to follow in case of fire, medical emergency, earthquake, or other crisis situations. These procedures will help prevent or minimize injury to Clover Park Tech students, faculty, staff, and visitors.

Please read and learn the steps for each emergency procedure. To perform each procedure correctly, learn the location of all first aid stations, manual fire alarms boxes and fire extinguishers. The emergency map posted in each classroom or office points out these items, as well as evacuation routes and assembly areas.

It is the responsibility of each employee to familiarize themselves with the contents of this document.

This reference manual should be posted prominently in classrooms or general office areas so that anyone can refer to it when necessary. Review the contents periodically for changes or additions.

Environmental Safety (Chemical Spills Etc.)

Procedures:

1. **DO NOT ATTEMPT TO CLEAN UP HAZARDOUS SPILLS. CALL CAMPUS SECURITY IMMEDIATELY.**
2. If a strange odor or smell of chemicals is present evacuate the area and call Campus Security.

Safety and Security

Procedures:

In the event of an emergency or accident, the employee present (or first at the scene) is expected to take charge until relieved by an administrator or appropriate public official. Listed below are the procedures you should follow in an emergency or accident.

1. Call Campus Security at 589-5682 or from a campus phone dial Ext. 5682. If you can not reach Security call 911 or from a campus phone dial 9-911.
2. Provide first aid if you are qualified and you desire to do so.
3. Appoint a person to meet the medic unit and direct them to the scene.
4. Do not move the injured person (s) unless there is further danger of injury by being left in the present location (i.e. fire, building collapse, electrical, etc.).
5. In accordance with regulatory requirements, information pertaining to an illness or injury accidents occurring on campus will be recorded within 24 hours. An Accidental Injury or Occupation Illness Report will be completed and given to your immediate supervisor, who will be forwarded to the Risk Manager

Fire

Procedures:

1. In case of fire call 9-911 and then state that there is a fire and describe the following:
 - a) Your location including the building and room number.
 - b) The telephone number from which you are calling.
 - c) The exact location of the fire.
 - d) The extent of the fire (small, large, etc.) and type of fire if you identify it (wastepaper basket, electrical, chemical, etc.).
2. After you have called 911 call Campus Security at 589-5682 or from a campus phone dial Ext. 5682 and a Security Officer will arrive on the scene as soon as possible.
3. Pull a manual fire alarm. (See the emergency map for the alarm boxes nearest the room.)
4. You may attempt to extinguish the fire yourself if you know how to do so (however it is more important to avoid injuring yourself or others). See the emergency map for the closest fire extinguisher.
5. Evacuate the area (see evacuation instructions).

Acts of Violence

Procedures:

1. Stay calm.
2. Secure your own safety and the safety of others around you.
3. First call 911 or from a campus phone dial 9-911 and describe the following:
 - a) The location where the incident took / or is taking place.
 - b) The individual (s) involved in the violence (physical features, clothing, etc.).
 - b) Any weapons that were involved.
 - c) Any injuries occurred
4. Then call Campus Security at 589-5682 or from a campus phone dial Ext. 5682 and a Security Officer will arrive at the scene as soon as possible.

5. Cooperate with Campus Security and with local law enforcement personnel when they have responded to the call and taken control of the situation.
6. If you witnessed an act of violence, be prepared to make a statement describing what you saw, when you saw it etc.

Earthquake (Catastrophic Emergency)

Procedures:

During the earthquake-

1. Stay calm and stay where you are.
 - a) If you are indoors, stay indoors. Take shelter under a desk or table or along an inner wall. Move away from windows, outside walls, glass walls, or outside doors-these are danger areas.
 - b) If you are outdoors, stay there. Move away from overhead electrical wires, poles, or anything that may shake loose or fall.
2. Remain in your sheltered area until safe to evacuate.
3. Evacuate the area (see evacuation instructions on page 4).

After the earthquake-

1. Be prepared for additional after shocks which may be as strong as the initial earthquake.
2. After the “all clear”, be extremely careful when entering any buildings.
3. Do not use any open flames until advised that there are no gas leaks.
4. Stay away from fallen or damaged electrical wires.
5. If there is a fire or serious injury, follow the instructions given elsewhere in these emergency procedures.

Medical Emergency

Procedures:

In the case of injury or some other medical emergency:

1. Call 9-911. State the immediate medical need and describe:
 - a) Your location, including the building and room number if you know them.
 - b) The telephone number from which you are calling.
 - c) The location of the injured or sick person (if different from your location).
 - d) The person's present condition (e.g., bleeding, breathing erratically, conscious / unconscious, etc).
2. Then call Campus Security at 589-5682 or from a campus phone dial Ext.5682 and a Campus Security Officer will arrive at the scene as soon as possible.
3. After calling Campus Security return to the injured person; do not leave the scene or leave the injured person alone again.
4. Do not move the injured person.
5. Provide first aid if you are qualified and desire to do so.
6. Wait for Emergency Medical help or Campus Security to arrive.

Evacuation Procedures

Procedures:

In the event of a Catastrophic Emergency, Fire, or upon notification from the Vice President for Operations & Facilities (or his/her designee), comply with the following evacuation procedure:

1. Pick up personal belongings (purse, backpacks, etc.) and walk quickly out of your classroom/workspace and ask others to do the same, to the nearest exit and proceed to a predetermined area at least 200-300 feet from the building. Assist any person in immediate danger to safety, if it can be accomplished without the risk to yourself. (EXCEPTION)- In an earthquake situation-First, DROP-COVER-HOLD until shaking subsides-then evacuate.

2. If smoke or a fire is detected activate the fire alarm system if not already activated. If the fire is small enough use a fire extinguisher to control and extinguish the fire. Do not fight a fire if the following conditions exist:

- You don't know what is burning.
- The fire is spreading rapidly.
- You don't have the proper equipment.
- The fire might block your means of escape.
- You might inhale toxic smoke.
- Your instincts tell you not to do so.

3. **If possible**, doors and windows should be closed, not locked, as the last person leaves the room or area.

4. DO NOT USE ELEVATORS, use building stairways to exit.

5. **If you are not able to assist a person or persons to evacuate, position the person or persons in the safest place possible according to the emergency.**

Alert emergency personnel of the person or person's location.

6. Upon evacuation of the building, proceed to a designated area for head count by instructor/supervisor.

7. Never re-enter the building without permission from the Vice President for Operations and Facilities (or his/her designee).