

WS CC

Western States Chiropractic College

EMERGENCY SAFETY PROCEDURES (ESP) GUIDE

In an emergency: **dial 911 from *any* campus extension/payphone**
dial 0 from any campus extension for the
campus operator 7:30 AM – 5:00 PM (M-F)

revised 10/2000

PROTECTING PERSONAL SAFETY AND THE SAFETY OF PROPERTY ON CAMPUS IS OUR MAIN CONCERN

1. **BE ALERT** to suspicious activities/persons/vehicles and report them as outlined below.
2. **If you are the victim or are involved in any on-campus crimes that place you or others in danger: assault, robbery, theft (personal or auto), vandalism, overt sexual behavior, etc., DO NOT TAKE CHANCES! CALL 911.**
3. **CALL the CAMPUS OPERATOR (DIAL “0”) FROM ANY CAMPUS EXTENSION TO DISPATCH MAINTENANCE/SAFETY personnel and give the following information:**
 - a. **Are you or others injured?**
 - b. **Where are you? Where did the incident occur?**
 - c. **What happened? Was a weapon involved?**
 - d. **Describe person(s) involved.**
 - e. **Describe property involved.**
4. **If you witness a crime or notice a person(s) and/or vehicle(s) acting suspiciously on campus, notify the central operator by dialing “0” from any campus extension and provide the information contained in #3 above, including vehicle plate, make, and color if a vehicle is involved.**
5. **Help the Maintenance/Safety personnel when they arrive and give them any information you have.**

CRIMINAL ACTIVITIES/CRIME(S) IN PROGRESS

- **BASIC RESPONSE PROCEDURES - CHEMICAL SPILLS**

1. **CLOSE THE DOOR** to the room with the leak. Evacuate to 300 feet from the building.
2. **CALL CAMPUS OPERATOR (DIAL "0")** from the nearest campus extension and give the following information:
 - a. **Your name and location**
 - b. **Location of spill**
 - c. **Type of material, if known**
 - d. **Magnitude of spill**
3. **When Maintenance/Safety personnel arrive, direct them to the location of the spill.**

NEVER ATTEMPT TO CONTAIN OR CLEAN UP A HAZARDOUS SPILL - This will be handled by Maintenance/Safety personnel or HAZMAT teams.

CHEMICAL OR HAZARDOUS WASTE SPILL RESPONSE

- **BASIC RESPONSE PROCEDURE - FIRE EMERGENCIES**

Before a fire emergency happens, know where the nearest fire extinguisher and alarms are located. See building directories for locations.

Upon discovering a small fire:

1. **CALL 911.**
2. **If you are trained in the use of fire extinguishers, attempt to extinguish the fire. Even if a fire extinguisher's use stops a fire, it is imperative that you CALL THE CAMPUS OPERATOR (DIAL "0").**
3. **If you are unable to extinguish the fire, or the fire becomes beyond your control, follow the steps below.**

Upon discovering a fire that is beyond your control with a fire extinguisher:

1. **CALL 911.**
2. **SOUND THE FIRE ALARM and close the door to the room where the fire is located.**
3. **EVACUATE THE BUILDING when the fire alarm sounds or when directed to evacuate by Maintenance/Security personnel. Leave immediately, taking the nearest exit (posted on wall directory). See "BUILDING/CAMPUS EVACUATION" for evacuation procedures.**
4. **After leaving the building, CALL CAMPUS OPERATOR (DIAL "0") from nearest campus extension and give your name, the location of the fire, and if you suspect someone may be trapped in the building.**

FIRE EMERGENCIES - DIAL 911

- **MEDICAL EMERGENCIES:**

1. **If a serious injury or illness occurs on campus, CALL 911. Then CALL THE CAMPUS OPERATOR (DIAL “0”) TO DISPATCH MAINTENANCE/SAFETY. Give your name, location of victim(s), nature and severity of the medical problem, if known.**
2. **DO NOT MOVE A SERIOUSLY INJURED PERSON unless there is a life threatening situation.**
3. **Remain with the victim until emergency personnel respond.**
4. **Follow the instructions of emergency responders.**
5. **Maintenance/Safety personnel have full first aid kits with universal precaution protective equipment. There are various “self-help” first aid kits in every building.**
 - a. **Check building directories for the specific location of first aid kits in your immediate area.**
 - b. **All designated first aid kits are maintained by Human Resources. Call the Bookstore to replace supplies.**

MEDICAL EMERGENCIES/FIRST AID - DIAL 911

- **EARTHQUAKE PREPARATION**

- **BEFORE EARTHQUAKE:**

Identify vital records within your work area and make arrangements for backup copies. Plan with your department for the first 72 hours following an earthquake.

- **DURING AN EARTHQUAKE:**

DUCK, HOLD, COVER

1. If indoors, stay there. Get under a desk, heavy table, or stand in a corner away from windows and outside walls.
2. If in a crowded room, or in a large gathering, do not rush for doors. Move away from all areas with displays or glass that could fall. **REMAIN CALM** and use the closest exit **AFTER** the quaking stops.
3. If outdoors, get into an open area away from trees, buildings, walls, vehicles, and power lines/transformers.
4. If driving, pull over to the side of the road and stop. *Do not exit your car.* Avoid overpasses and power lines. *Do not run to your car or position yourself between vehicles. The bouncing of vehicles could injure or kill you.*

- **AFTER THE EARTHQUAKE - BASIC PROCEDURES:**

1. Following the initial shock, get outside and clear of buildings and trees. Prepare for after-shocks.
2. Follow procedures in this manual for fire, hazardous materials leaks/spills, and serious injury if necessary.
3. Assist the mobility impaired to exit facilities to safety. Report injured persons to the **CAMPUS OPERATOR (DIAL "0")**.

NATURAL DISASTER RESPONSE - EARTHQUAKE

- **ASSISTING WITH THE EVACUATION OF PERSONS WITH MOBILITY IMPAIRMENTS:**

In an emergency, help persons in wheelchairs and with other physical mobility limitations by following the evacuation procedures below:

- 1. Please volunteer to assist the impaired person move toward the nearest exit. In emergencies other than Fire/Earthquake, use the nearest exit. You should treat persons with mobility impairment as if they were injured persons for evacuation purposes.**
- 2. If you reach an obstruction such as staircases, request assistance from others.**
- 3. If you need help to move the mobility impaired person, please call for help until assistance arrives. Rescue personnel, fire, police, will check all exit corridors and exit stairwells first for trapped personnel.**

- **EVACUATION OF PERSONS WITH VISUAL IMPAIRMENTS:**

In an emergency, explain to the visually impaired person the nature of the emergency and offer to guide the person to the nearest exit. Have the person take your elbow. As you walk, describe where you are and advise them of any obstacles. When you have reached safety, reorient the person and ask if further assistance is needed.

- **EVACUATION OF PERSONS WITH HEARING IMPAIRMENTS:**

Get the person's attention by physical contact or by turning the lights on and off, if they are operable. Then use a simple warning method such as writing a simple note explaining the emergency and the nearest evacuation route ("*Fire....come with me*"), or indicating through gestures what is happening and what to do.

EVACUATION OF THE PHYSICALLY DISABLED

- **EMERGENCY REPORTING:**

All utility failures should be reported by **CALLING CAMPUS OPERATOR (DIAL “0”)**. These include:

- **Natural Gas Leak or Odor of Gas**
- **Electrical Power Failure**
- **Water Failure or Leaks**
- **PROCEDURES:**
 1. **In the event of a major utility failure, CALL CAMPUS OPERATOR (DIAL “0”).**
 2. **If there is a major gas leak DO NOT ACTIVATE THE FIRE ALARMS OR USE THE TELEPHONE a spark could cause an explosion. Evacuate the building, then CALL THE CAMPUS OPERATOR (DIAL “0”) from another location.**
 3. **If instructed to do so, evacuate the building following the procedures under “Building/Campus Evacuation.”**
 4. **Do not return to an evacuated building until told to do so by emergency personnel.**

UTILITY FAILURES - DIAL 0

EVACUATE THE BUILDING WHEN A FIRE ALARM SOUNDS CONTINUOUSLY OR UPON NOTIFICATION BY MAINTENANCE/SAFETY PERSONNEL OR CAMPUS EVACUATION TEAM.

- **PRIOR TO EMERGENCY:**

1. Each department or class should choose an outside re-grouping area.
2. Department managers and instructors should periodically review directories and procedures with their employees/students.

- **DURING EMERGENCY EVACUATION, EMPLOYEES, STUDENTS, AND CAMPUS USERS WILL:**

1. **USE THE NEAREST EXIT** to take you away from the building or hazard. Building directories showing exits and emergency equipment are posted in all campus rooms and at major entrances.
2. **MOVE TO YOUR PRE-DESIGNATED RE-GROUPING AREA** or a safe place as directed by emergency personnel. Stay out of fire lanes, traffic areas, and emergency response personnel's way. Evacuate at least 300 feet from the building. *Do not return to the building until instructed by emergency personnel.*
3. **MOVE INTO THE WIND AND AWAY FROM CHEMICAL VAPORS** in chemical/gas emergencies. The need for evacuation will be determined by Maintenance or Campus Safety Officer.
4. **REPORT TO YOUR MANAGER OR INSTRUCTOR.** Do not leave the grounds until accounted for and cleared by your manager or instructor.

- **PROCEDURES TO ACCOUNT FOR ALL EMPLOYEES/STUDENTS FOLLOWING EVACUATION:**

1. People on campus report to the pre-designated re-grouping areas where Campus Evacuation Teams will account for evacuees. It is important that each instructor take attendance at each class meeting and carry their attendance list/roll book with them when they evacuate.
2. Unaccounted for people should be reported to the Campus Safety Officer. Give the person's name and the last time they were seen. This information will be brought to the attention of emergency responders so a search can commence.

BUILDING/CAMPUS EVACUATION

- **IN AN EMERGENCY FOR POLICE, FIRE, AMBULANCE:**

1. **DIAL 911 FROM ANY CAMPUS EXTENSION OR PAYPHONE.**

All pay phones are FREE for 911 calls. Payphones are located in or near the following buildings:

Administration Building

West Hall/Westside

Bookstore/Gymnasium Lobby

Campus Outpatient Clinic Entrance Foyer

2. DIAL 0 FROM ANY CAMPUS EXTENSION (TO NOTIFY CAMPUS OPERATOR YOU HAVE CALLED 911)

• DIAL EXTENSION #5767 FOR MAINTENANCE

• WHEN REPORTING AN EMERGENCY REMAIN CALM:

3. Advise if you or others are injured and require medical attention, and if 911 has been called.

4. Give your location, what happened - who, what, when, where, if a weapon was involved.

5. Describe person(s) involved, describe property involved.

6. If a vehicle was involved, give make, model, color, and license plate if possible.

kd 10/2000

REPORTING EMERGENCIES & BASIC RESPONSE - DIAL 911