

## MEDICAL EMERGENCY

- **Contact 911** and describe the nature of the medical problem and the campus location.
- Remain with the injured until help arrives.
- If you have been trained, quickly:
  - Check breathing and give artificial respiration if necessary.
  - Control serious bleeding by direct pressure on the wound.
  - Keep the affected individual(s) still and comfortable. Have them lie down, if necessary.



Certain incidents, such as a hazardous materials spill, may require you to Shelter in Place.

- Select a small, interior room, with no or few windows and close all windows and exterior doors.
- Turn off all fans, heating and air conditioning systems.
- If instructed, use whatever is available to seal all cracks around the door and any vents into the room.
- Remain indoors until the authorities tell you it is safe or you are told to evacuate.

## SHELTER IN PLACE

## HAZARDOUS MATERIALS

If a chemical spill occurs within a campus building, immediately **call 911**.

- If a chemical spill occurs outside of a building or from an off campus source, follow shelter-in-place procedures.
- In either case, notify the fire department if you have been exposed to a chemical.
- If exposed, avoid contact with others.
- If evacuating, move to an area upwind and away from the odors.



### If indoors:

- Immediately **DROP, COVER** and **HOLD ON** under a sturdy desk or table.
- Position yourself along an interior wall, staying away from glass windows, shelves and heavy equipment which may topple over.
- Do not run outside unless your building is believed to be in imminent danger of collapse.

### If outdoors:

- Move quickly away from buildings, utility poles and other structures. Stay in an open area.

## EARTHQUAKE

## BOMB THREAT

Report all threatening calls to **911**.

Keep talking to the caller as long as possible and ask the following:

1. When is the bomb going to explode?
2. Where is the bomb?
3. What kind of bomb is it?
4. What does it look like?
5. Why did you place the bomb?
6. What is your name?



- Activate the fire alarm using a manual pull station.
- Evacuate the building using the nearest exit or exit stairwell.
- Do not use elevators.
- **Call 911**.
- Do not reenter the building until instructed by the fire department.

### Fire Extinguisher Instructions

- P**-Pull the pin on the extinguisher.
- A**-Aim the hose or nozzle at the base of the fire.
- S**-Squeeze the handle to activate the extinguisher.
- S**-Sweep the extinguishing agent back and forth at the base of the fire.

## FIRE

## ARMED INTRUDER/ ACTIVE SHOOTER

### RUN, HIDE, FIGHT

- If possible exit the building and evacuate to a safe area away from the danger.
- **Call 911**.
- If it is not possible to exit safely, get to an enclosed room or office and lock or barricade the door. Turn off the lights and keep quiet. Take protective cover.
- If the intruder enters your location, your only option may be to fight. Use improvised weapons and coordinate an attack with the others with you. Do not stop.

