

BSCTC CRISIS MANAGEMENT TEAM

Appendix B

Emergency Procedures Quick Reference

1/1/2013

ACCIDENT AND EMERGENCY PROCEDURES

- If the emergency occurs in the classroom, the instructor of the class assumes responsibility for carrying out the emergency procedures.
- If the emergency occurs outside the classroom, the first college employee on the scene assumes responsibility for carrying out the emergency procedures.
- The emergency number for the ambulance service is **911**. As soon as it is safe notify the Crisis Management Team by dialing 67911 from a campus phone. All incidents or accidents are to be reported as soon as possible.
- Always stay with the victim until emergency personnel arrives, and when possible send someone to direct emergency services to the victims location. We advise college employees not to transport victims under any circumstances.
- After the situation has been resolved, the responsible employee will complete an Accident Form (FM84) and submit to the Office of Safety & Security, Randy Haney.

FIRST AID

Every campus at Big Sandy Community Technical College has First Aid kits situated in various locations. If the accident is minor and not requiring emergency services please notify instructors/staff, and he/she can help locate the first aid supplies. **Report all accidents.**

- When an emergency or incident occurs in your area, please initiate the following procedure:
 - Instructor/staff stays with victim.
 - Assess the situation, if life-saving interventions are needed, call 911.
 - Notify Administrative Personnel.

FIRE ALARM

When the fire alarms sound, you must leave the building immediately. Persons who do not evacuate during a fire alarm could be prosecuted.

- Do not use the elevators during a fire alarm. Use the nearest stairway to get to ground level and exit the building.
- Stay together as a group.
- Faculty should be prepared to account for their students.
- When evacuating, remember to turn off the lights and shut your office or classroom behind you.
- Remain calm and walk—do not run.
- Once outside the building, keep at least 200 feet from the building.
- Stay outside the building until police or fire personnel have given an “All Clear” announcement.

TORNADO AND SEVERE WEATHER EMERGENCY PLAN

In the event of a tornado or severe weather emergency, the goal is to go to the designated location in any building. The safest location is usually in the center hallway on the lowest level of the building away from windows. Specifically, all exterior rooms with windows; foyers or exits with glass areas; or large open areas must be evacuated.

- Stay together as a group.
- Remain calm and walk—do not run.
- Faculty—be prepared to account for your students.
- Stay in the shelter area until an “All Clear” is given.

EARTHQUAKE PREPAREDNESS/RESPONSE

Earthquakes are nature’s most unpredictable hazards, which strike without warning. Steps must be taken to become prepared for a major earthquake.

If inside the Building:

- Get down and take cover.
- Get beneath a desk, table, or any other fixture that will give overhead protection.
- Cover your head with your hands and arms, lying face down.
 - If no overhead protection can be found, lie down inside interior doorways or narrow halls or against weight bearing inside walls. Once again, cover your head.
 - Stay away from bookcases, cabinets, windows and any other large, heavy freestanding objects until the tremors cease.
- **STAY CALM.** Take the nearest cover available. Do not run through the building or run when you are outside.
- In rooms with no overhead protection such as a bathroom, crouch against an inside doorway or wall.
- **IN LIBRARY-**stay away from bookshelves.
- **IN BOILER ROOMS-** stay away from water heaters and heavy equipment.
- **IN LABORATORIES-** move away from chemical storage areas.
- **ONCE THE TREMORS HAVE STOPPED,** evacuate the building.

If outside the Building:

- Quickly move away from the building, any high standing outside buildings or trees, and overhead electrical wires.
- Once again, do not run; **WALK** swiftly. Lie down on the ground face first and wait for the quakes to subside. Do not get up until the tremors stop.

AGGRESSIVE STUDENT

- Assess your level of safety. If you believe you are in danger, call 911 or 67911 from a campus phone.
- Consult with your Dean's office or with your supervisor.
- Report all incidents of aggression.

Avoid

- Staying in a situation in which you feel unsafe.
- Meeting alone with the student.
- Engaging in a screaming match or behaving in other ways that escalate anxiety and aggression.
- Ignoring signs that the student's anger is escalating.
- Touching the student or crowding their sense of personal space.
- Ignoring a gut reaction that you are in danger.

WORKPLACE VIOLENCE

Workplace violence can happen in many forms. These may include weapons, harassment, and physical threats.

- Assess your level of safety. If you believe you are in danger, call 911 or 67911 from a campus phone.
- Consult with your Dean's office or with your supervisor.
- Report all incidents of aggression.

LOCK-DOWN (SHELTER-IN-PLACE)

A lock-down condition may be required for a number of different types of emergencies, such as a hostile intruder, a chemical spill or plume, or civil unrest.

Lock-down announcements are given with the SNAP System.

If you see a hostile intruder, dial **911** from a College phone if you can, and report what is happening.

- **DO NOT** pull a fire alarm! This could cause innocent persons to be put in harm's way.
- Stay in your classroom or office.
- Immediately secure the classroom or office door(s).
- Turn off the lights.
- If possible, stay out of sight of windows and doors.
- Stay put until police officers give an "All Clear."

GUNFIRE – LOCK DOWN

- If you here gun fire, immediately seek shelter in a room that can be locked. If a phone is available call 911. Stay there until help arrives.
- Take no action to intervene with the perpetrator.

Call 911 when it is safe to do so

How To Respond When an Active Shooter is in Your Vicinity

1. Evacuate

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

2. Hideout

- Hide in an area out of the shooter's view
- Block entry to your hiding place and lock the doors
- Silence your cell phone and/or pager

3. Take Action

- As a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with physical aggression and throw items at the active shooter

CRIMINAL ACTIVITY

If you observe a crime or something you suspect as criminal immediately call 911.

GENERAL LIFE SAVING INFORMATION

Study the emergency information located in the campus building hallways and classrooms. Know ahead of time how to get from your classroom or office to the closest designated shelter area or to exit the building by the most direct route during an evacuation.

Remain calm and walk—do not run.

Persons with disabilities—go to stairway landings and wait for emergency rescue personnel. Stairwells are constructed with a higher fire rating than any other areas of a building. Emergency personnel responding to the building will be checking the stairway landings for persons with disabilities upon their arrival.

Faculty—Stay with your students and provide them with direction to the nearest shelter area or to the nearest exit. Be prepared to account for your students. Notify 911 of any persons with disabilities requiring assistance. If possible, have someone stay behind with persons with disabilities until emergency personnel arrive.

When evacuating, remember to turn off the lights and shut your office or classroom behind you. Call 911 from a College phone to report any injuries or medical emergencies.