

### 30. Emergency Procedures

The purpose of this procedure is to provide guidance to employees on what to do in the event of an emergency. For employee Injury reporting:

30.01. Employees:

30.01.01. If you get hurt or sick on the job, get appropriate medical care right away.

30.01.02. Notify your supervisor as soon as possible (in person or by phone).

30.01.03. Complete an Employee Injury Report (see Appendices).

30.01.04. Employee Injury Report may be obtained from your supervisor.

30.02. Department Supervisors:

30.02.01. Investigate incidents, determine contributing causes and take appropriate actions to prevent the risk of future occurrences.

30.02.02. Complete the Supervisor Injury Report. (See Program Appendices). Supervisor reports shall be completed as soon as possible or within 24 hours of notification of the incident or injury.

30.03. Evacuation Emergencies

30.03.01. All campus buildings have evacuation route maps for each floor.

30.03.02. The evacuation route maps show the locations of exits, egress routes, fire extinguishers, fire alarm pull stations, severe weather shelter locations and other safety information.

30.04. In the Event of a Building Evacuation

30.04.01. Follow directions of authorities.

30.04.02. Use the nearest exit or, if it is blocked, an alternate exit.

30.04.03. Do not use elevators.

30.04.04. Assist persons with disabilities or special needs.

30.04.05. Once outside, make your way to the designated gathering point. Good practice is to gather across the street from the main entrance to the building.

30.05. Fire Emergencies

30.05.01. Activate the nearest fire alarm.

30.05.02. Evacuate the building.

30.05.03. Call 911.

30.05.04. Do not re-enter the building until authorized to do so by emergency personnel.

30.06. Severe Weather

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- 30.06.01. Tornado Watch: Means conditions are right for tornado, remain alert to weather conditions.
- 30.06.02. Tornado Warning: Means a tornado has been sighted within a 25-mile radius; warnings are typically available 3-15 minutes in advance of the tornado.
- 30.07. In the Event of Severe Weather:
  - 30.07.01. Go to an internal, lowest area of safety: hallways or basement away from windows and glass.
  - 30.07.02. Do not use elevators during a tornado warning.
  - 30.07.03. Close all doors, including main corridors.
  - 30.07.04. Crouch near the floor or under heavy, well-supported objects and cover your head.
  - 30.07.05. If outside, lie down in a low area such as a ditch and cover your head.
  - 30.07.06. Be alert for fire and use the fire plan if needed.
- 30.08. Shelter in place:
  - 30.08.01. Shelter in place is a process for taking immediate shelter in a location readily accessible to the affected individual by sealing a single area (an example being a room) from an outside situation. You may be safer where you are.
  - 30.08.02. Stay quiet and calm.
  - 30.08.03. Pay attention to your surroundings.
  - 30.08.04. Follow directions of authorities.
- 30.09. Violent Incident
  - 30.09.01. If you know location of assailant or danger, consider escaping if a safe escape route is immediately available to you. Call 911 when safe.
  - 30.09.02. If it is unsafe to escape:
    - 30.09.02.01. Immediately seek protection.
    - 30.09.02.02. Secure area by locking or barricading door using whatever means available.
    - 30.09.02.03. Stay behind solid objects away from door.
    - 30.09.02.04. Call 911.
    - 30.09.02.05. Minimize noise that may draw attention to your location: turn off lights, computers, radios and put cell phones on vibrate.
  - 30.09.03. Follow all directions of authorities; do not challenge law enforcement.
- 30.10. Hazardous Materials Release:

- 30.10.01. For major spills call 911.
- 30.10.02. Evacuate, and assemble at a safe distance.
- 30.10.03. Notify emergency personnel if you have been exposed or have information about the spill.
- 30.11. Suspicious Package
  - 30.11.01. Do not touch or disturb object.
  - 30.11.02. Call 911.
  - 30.11.03. Be prepared to evacuate.
- 30.12. Blood Borne Pathogens
  - 30.12.01. Blood borne Pathogen program (BBP), protect employees against exposure to human blood or other potentially infectious materials (OPIM). Blood or OPIM can contain disease-causing viruses such as Hepatitis B, Hepatitis C and HIV.
  - 30.12.02. Exposures can be direct or indirect.
  - 30.12.03. Direct – passed from one person to another (ex. during first aid).
  - 30.12.04. Indirect – passed through an object (ex. needle stick).
  - 30.12.05. Both types of exposures require immediate medical attention.
  - 30.12.06. Jobs that may encounter human blood or OPIM will receive BBP training and offered the Hepatitis B vaccinations.
  - 30.12.07. If you see blood or OPIM, do not touch or clean, block or control access to the area and notify your supervisor.
  - 30.12.08. What to do if you're exposed.
    - 30.12.08.01. Wash the exposed area with non-abrasive, antibacterial soap and running water.
    - 30.12.08.02. Flush exposed eye, nose or mouth with running water for at least 15 minutes.
    - 30.12.08.03. Seek medical evaluation.
    - 30.12.08.04. Report the exposure to your supervisor.
    - 30.12.08.05. Complete the Injury Report form & Biological Exposure form. Both forms are located in the Appendix of the safety program manual.