

# EMERGENCY PROCEDURES

In an Emergency, call Emergency 911, then Safety and Security at (440) 775-8911 or Ext. 58911

## EMERGENCY PROCEDURES QUICK REFERENCE GUIDE

This Quick Reference Guide is intended to give advice to help community members during a developing situation. The guide cannot cover every emergency, but is a tool to help reduce injuries or death if put into action as soon as a situation develops. Please notify Emergency 911 and your Safety and Security Office at (440) 775-8911 or Ext. 58911 immediately for assistance.

### EMERGENCY ALERT SYSTEM

Oberlin College offers an automated messaging system in the event of a campus emergency in addition to its regular website announcements and paper postings. The system uses multiple delivery methods (i.e. voice messages to land and cell phones, emails, and text messages to cell phones, and to TTY/TTD devices for the hearing impaired) to provide emergency information to students and employees. Employee office phone numbers and college email addresses on file with Human Resources, in addition to student phone numbers and college email addresses on file with Residential Education are entered into the database.

The campus portal provided at [www.oberlin.edu/warn](http://www.oberlin.edu/warn) allows individuals to verify and customize their personal contact information directly with up to six phone numbers and two email addresses. Access to the campus portal is accomplished by the individual employee or student utilizing his or her T-number and email address. The email address must be the longer version (Firstname.Lastname@oberlin.edu). When updating information, the Main Contact Number is one where the individual would want to be contacted when away from campus or campus offices. Employees who do not have a college email and all other inquiries should be directed to the Office of Safety and Security.

At the end of spring semester, student contacts are removed from the system, and must be reentered when checking in for fall semester. Students on campus during the summer should reenter their preferred numbers after June 1st.

### FIRES

- Activate nearest fire alarm pull station if fire alarm is not already sounding.
- Call Emergency 911, then Safety and Security at (440) 775-8911 or Ext. 58911.
- Notify other occupants and help those needing assistance in the immediate area.
- **EVACUATION IS MANDATORY**, follow evacuation procedures. Confine the fire by closing doors behind you as you exit.

### BUILDING EVACUATION PROCEDURES

Evacuation may be ordered depending upon nature of the emergency:

- Exit via the nearest safe exit.
- Do not use elevators.
- Take personal belongings (ID, keys, purse, wallet) and dress appropriately for weather.
- Close doors behind you as you exit, but do not lock.
- Move all personnel to a safe area, away from the building in

danger.

- Account for building occupants.
- Assist handicapped or mobility impaired persons to exit; if you cannot do so safely, report the individual's location to responding officers.
- Do not reenter the building until directed to do so by emergency personnel.

### SEVERE WEATHER

Be alert to the onset of severe weather.

- The National Weather Service issues public warnings:
  - Severe Thunderstorm Watch** — Storms are likely to develop with frequent lightning, damaging winds, hail, and heavy rain.
  - Severe Thunderstorm Warning** — Severe weather is imminent or occurring with frequent dangerous lightning strikes, probable hail, and high winds. Tornado development is possible.
  - Tornado Watch** — Conditions favor tornado development.
  - Tornado Warning** — A tornado is imminent, indicated on radar, or has been sighted in the area.

Time permitting, the City of Oberlin activates its warning sirens, and Oberlin College warns subscribers via its Emergency Alert System.

- Seek shelter immediately in a designated shelter area, basement, or lowest level of a building; or central interior rooms away from windows, doors and outside walls. Avoid structures with free-span roofs like gymnasiums.
- If outside, lie flat in a depression or ditch and cover your head. Watch out for flying debris, downed power lines, unstable structures, and utility leaks.
- When safe, check for injuries and call Emergency 911 or Safety and Security at (440) 775-8911 or Ext. 58911 for help.

### FLOODING

Flooding can occur due to major rainstorms, water main breaks, or loss of power to sump pumps.

#### IF FLOODING IS IMMINENT:

- Secure vital equipment, records, and hazardous materials.

#### IF FLOODING OCCURS:

- Call Facilities Operations for assistance at (440) 775-8445 or Ext. 58445. After hours contact Safety and Security at (440) 775-8444 or Ext. 58444.
- Exit via the nearest safe exit. Take personal belongings with you. Move all personnel to a safe area, away from the building in danger.
- Do not return to affected areas of the building until instructed to do so by Facilities Operations personnel or Safety and Security.

### GAS LEAKS, FUMES, OR VAPORS

If you detect natural gas, fumes, or vapors:

- **DO NOT ACTIVATE** fire alarm pull station
- **DO NOT TOUCH** light switches or electrical equipment.
- Evacuate the building. Take personal belongings (ID, keys,

purse, wallet) with you. Alert others in area of the same.

- From a safe location, call Facilities Operations for assistance at (440) 775-8445 or Ext. 58445. After hours contact Safety and Security at (440) 775-8444 or Ext. 58444.
- Provide your location and the location of the odor to the dispatcher. Provide as many details as possible.
- Wait for further instruction from Facilities Operations or Safety and Security.

### HAZARDOUS MATERIAL SPILL

Hazardous Material spill, incident or release for which assistance is needed:

- If the incident is indoors, close all doors to isolate the area if it is safe to do so.
- From a safe area call Safety and Security at (440) 775-8911 or Ext. 58911.
- Provide as much information as possible including: name and quantity of the spilled material; time and location of the incident; injuries or exposures to personnel; exposure to the environment; and whether fire, explosion or reaction potential exists.
- Follow instructions initiated by emergency response personnel.
- Evacuate the area if the spill is in a building, close all doors to isolate area if safe to do so. Evacuate away and upwind from the spill if outdoors, or shelter in if spill is out of doors and you are instructed to stay inside by emergency response personnel.

### SUSPICIOUS PACKAGES/BIOLOGICAL OR CHEMICAL AGENT THREATS

- Know what mail/packages appear normal for your area.
- Do not touch, move or disturb the object, substance, or package about which you are suspicious.
- Evacuate the immediate area, alerting others.
- If you believe you have been exposed to a biological or chemical agent, remove yourself from the area (upwind, uphill or upstream if outdoors) and report the suspected exposure to medical authorities at the scene or nearest emergency medical facility.
- Call Safety and Security at (440) 775-8911 or Ext. 58911.
- Notify your building representative, residence hall director or RA.

### SUSPICIOUS PERSONS

If you encounter someone who appears suspicious, who is a stranger not accompanied by a student or staff member in a residence hall, or who appears to be present without authorization in restricted areas such as offices and mechanical spaces, please call Safety and Security at (440) 775-8911 or Ext. 58911, noting his or her description and location.

### BOMB THREATS

- Remain calm.
- Obtain as much information as possible from the caller such as: identity of the caller; when the device is set to explode; where the device is located; type of device and what it looks like; what will cause it to explode; where the bomb was placed and why?
- Document the caller's exact wording.
- Note gender, approximate age and any voice distinctions including: calm, anger, accent and demeanor (coherency, rationality, etc.).

- Listen for distinct background noises (traffic, trains, airplanes, machinery).
- Note your caller ID.
- Call Emergency 911 and Safety and Security at (440) 775-8911 or Ext. 58911.

### DISRUPTIVE PERSONS/PERSONS OF CONCERN

If you observe an individual on campus exhibiting unstable or threatening behavior:

- Contact Safety and Security at (440) 775-8911 or Ext. 58911, giving your name, location and brief explanation of the situation. If the disruptive person is known, give his/her identity. If the disruptive person is unknown, give a detailed description of personal features and clothing.
- If the person is in your classroom, give a student a note to call Security while you ask the person to speak with you in the hall.
- Respect the person's space—do not physically confront or block the person's access to exit.
- Remain calm, speak clearly and give the person clear instruction, engaging him/her in the process.
- Tell the person what exactly you can do for him/her; offer an appropriate alternative. (I need to be in class now, we can talk later.)
- When Safety and Security arrives, return to your office/classroom and debrief with officers.

### ARMED INTRUDER/SHELTERING IN

If an armed person is actively causing deadly harm or there is imminent threat of deadly harm, we recommend:

- If possible, exit the building and quickly move away to a safe area, call Emergency 911, then Safety and Security at (440) 775-8911 or Ext. 58911.
- If you cannot exit, clear the hallway immediately and/or remain behind closed doors in a locked or barricaded room. Stay away from windows.
- Turn all lights and audio equipment off, including your ringtone on your cell phone. Quietly call Emergency 911.
- Try to stay calm and quiet; plan alternatives for your safety:
  - If you think you can exit the building safely by running, get out. Use trees, vehicles, or other objects to block yourself from view as you run. Run until out of danger, then summon help.
  - If you are unable to run, you may choose to play dead if other victims are around you.
  - If no other option, you may have to fight. This is dangerous, but it could be your last option.

Once police arrive, FOLLOW ALL COMMANDS, until the police identify and neutralize the suspect.

### MEDICAL EMERGENCIES

Assess the scene for any continuing threat to rescuer's safety.

#### CARDIAC ARREST/HEART ATTACK

- Call or instruct someone to call Emergency 911, then Safety and Security at (440) 775-8911 or Ext. 58911.
- IF APPROPRIATELY TRAINED, check the victim for consciousness, breathing and pulse. If victim is not breathing and there is no pulse, begin CPR. Continue CPR until relieved by an equally trained responder or emergency personnel.

- Assist responding emergency personnel with information about what occurred and any known background or contact information for the victim.

### **VICTIM NOT BREATHING, HAS PULSE**

- Call or instruct someone to call Emergency 911, then Safety and Security at (440) 775-8911 or Ext. 58911.
- IF APPROPRIATELY TRAINED, position victim and begin RESCUE BREATHING. Continue until relieved by an equally trained responder or emergency personnel.
- Assist responding emergency personnel with information about what occurred and any known background or contact information for the victim.

### **BLEEDING**

- Call or instruct someone to call Emergency 911, then Safety and Security at (440) 775-8911 or Ext. 58911.
- IF APPROPRIATELY TRAINED, respond using Universal Precautions to protect yourself from exposure to blood and body fluids.
- If untrained and victim is conscious, instruct the victim to apply pressure to the affected area using a clean cloth or dressing.
- Elevate affected area above the heart.
- Keep victim calm until help arrives.

### **SUDDEN ILLNESS**

- Sudden illnesses may include strokes, seizures, diabetic emergencies, poisonings or allergic reactions.
- Call or instruct someone to call Emergency 911 then Safety and Security at (440) 775-8911 or Ext. 58911.
- Care for life-threatening conditions, as above IF APPROPRIATELY TRAINED.
- Keep victim comfortable, either seated or lying down until help arrives.

### **CHOKING**

- If victim is actively coughing, do not attempt to dislodge object.
- Call or instruct someone to call Emergency 911 then Safety and Security at (440) 775-8911 or Ext. 58911.
- If victim is choking and you are APPROPRIATELY TRAINED, respond using abdominal thrusts.

### **BURNS**

- Remove the cause of the burn if safe to do so.
- Direct victim to sink or emergency shower, flush affected area, and remove chemically contaminated clothing.
- Call Emergency 911, then Safety and Security at (440) 775-8911 or Ext. 58911.

### **CRIME**

Be proactive and seek crime prevention advice from your Safety and Security Office.

- Report all crimes or suspected crimes immediately. If an emergency or crime is in progress, call Emergency 911.
- Do not interfere with or attempt to stop the offender. Instead, be a good witness to what occurred, and be able to describe the offender.
- If in danger, move to safety. Leave the phone line open and move to another extension, or use cell phone.
- When officers arrive, seek assistance and debrief with officers.