Interim Administrative Procedures for Emergencies

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ACTIVE SHOOTER (SHELTER-IN-PLACE) PROCEDURES

• Move to the nearest location that can be secured by a locked door or barricade with furniture and turn out lights.
• Allow other trusted individuals into your secure location.
• Remain quiet (keep cell phones in a silent ring mode).
• Do not do anything that will draw attention to yourself.
• Notify Public Safety at soon as possible without putting yourself in harm’s way.

AIRPLANE CRASH

If inside the building:

• Seek cover under a desk, table or other heavy furniture which can provide protection from flying glass and debris.
• Remain inside the building until you are notified by Public Safety or an emergency response team that it is safe to exit.
• Follow directions of emergency response personnel.

If outside the building:

• Follow DROP AND COVER procedures (see "Severe Weather – Earthquake").
• Move away from the aircraft
• Proceed to a safe area.
• Follow directions of emergency response personnel.

If you have any information about the incident, contact Public Safety or give the officer-on-scene details.
BIOHAZARDOUS MATERIAL INCLUDING BLOOD BORNE PATHOGENS

This procedure should be followed in the event of a spill of a potentially biohazardous material. Students, staff and faculty working with these agents will be familiar with the general procedures outlined below as part of regular biosafety training for individuals working with these agents. However, all employees and students must be aware of this procedure in the event of a widespread contamination or other accidental contact.

- For releases outside of containment that cannot be easily and quickly cleaned up by one person trained in biohazardous material removal, leave area immediately to allow aerosols to dissipate with the room ventilation. Wait at least 15 minutes.
- Limit access to areas where there is potential contamination. Make sure those in the area are not contaminated before they leave.
- Call Public Safety.
- If you were splashed or believe you were exposed to aerosols, follow exposure Procedures (below).
- If there is broken glass, do not attempt to move. Wait for facilities director or other individual trained to remove biohazardous material.

EXPOSURES - to Potentially Infectious agents

- For splashes that contact mucus membranes or open skin, remove contaminated clothing and put in a red biohazard bag.

Note: if you believe you have inhaled an aerosol, this is an exposure and you should proceed to get medical attention immediately

- Immediately wash the exposed area in a sink, eyewash or shower for 15 minutes. Contaminated skin should be washed with soap or a mild disinfectant. Remember not all biological agents are sensitive to 10% bleach solution. Alternative method (quaternary ammonium salts) should be available.
- Those attending should be careful not to become contaminated as well.
- As soon as possible the exposed individual should get medical treatment. For serious incidents go directly to the emergency room (call 911). For non-serious incidents go to your personal physician.
- Fill out an incident report found at www.mctc.edu/physical-plant
- Contaminated garments must be disinfected, autoclaved or discarded as biowaste.
BOMB THREAT / EXPLOSION PROCEDURES

If You Receive a Bomb Threat (via telephone):

- If you receive a threatening call (bomb, or other physical harm, etc.) do not hang up. Have someone else call Public Safety from another extension if possible. Attempt to engage the caller in conversation and obtain as much information as possible. Stay calm and keep your voice calm. Ask questions and take notes. Write down, the date and time of call and phone number from caller ID. Note call details (background noise, gender, accent, stutter, emotional state, etc.)

  - What exactly is the threat?
  - When will it explode?
  - Where was the bomb left?
  - Where is it right now?
  - What does it look like?
  - What kind of bomb is it?
  - Who placed the bomb?
  - Who is the target?
  - Why was the bomb placed?
  - What is your address?
  - What is your name?

- Call Public Safety and follow Public Safety instructions.

**remember that confidentially is important to prevent wide-spread panic. Keep calm and notify only essential personnel.

If You Receive a Bomb Threat (via E-mail, Letter or Note):

- telephone Public Safety and save note as evidence to be turned in to Public Safety.

**remember that confidentially is important to prevent wide-spread panic. Keep calm and notify only essential personnel.

Chemical Attacks

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Emergency Procedures

- Stay alert for attack warning signs and contact Public Safety.

- Move upwind from the source of the attack.

- If evacuation from the immediate area is impossible, move indoors (if outside) and upward to an interior room on a higher floor.
- Once indoors, close all windows and exterior doors and shut down air conditioning or heating systems to prevent circulation of air.

- Cover your mouth and nose. If gas masks are not available, use a surgical mask or a handkerchief.
- Cover bare arms and legs and make sure any cuts or abrasions are covered or bandaged.

- If splashed with an agent, immediately wash it off using copious amounts of warm soapy water.
- Seek medical attention immediately if there is any possibility that you were exposed.

CRIMINAL OR VIOLENT BEHAVIOR

- Be alert to and report suspicious situations or persons and criminal activity to Public Safety.

- Be prepared to provide the following information:
  - Nature of the incident
  - Location of the incident
  - Description of the person(s) involved
  - Description of the property involved

Avoiding violent situations

- Inform Public Safety about any individuals deemed to be threatening or dangerous.
- Eliminate opportunities for violence by:
  - Knowing your escape route
  - Placing a barrier between yourself and the aggressor
  - Using effective people / communication skills
  - Having a second person with you.
Reacting to violent situations:

- Maintain eye contact and a positive posture to send out positive signals
- Do not touch or approach a person who may become violent
- Keep the person talking as you maintain a controlled, calm demeanor.
- Show concern yet maintain a safe distance; avoid being alone with the person.
- Call Public Safety or have someone else call.

EVACUATION PROCEDURES

- Campus Evacuation
  - If it is necessary to evacuate the campus, exit in the direction given by Public Safety or other emergency authority.
  - Do not put your vehicle in a position where it blocks the way for others.
  - If the road is not usable, leave your vehicle off of the roadway and evacuate by foot.

- Building Evacuation
  - If safe, close your office door and window, but do not lock them.
  - Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator.
  - Wait for any instructions from emergency responders.

  Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

Handicapped Evacuation Procedures

- Individuals with disabilities shall move to the evacuation staging areas which are near exits and tops of stairwells.
- Building Representatives will assist in evacuation and/or notify emergency responders immediately about any people remaining in the building and these locations.
- Public Safety or fire personnel will decide whether people are safe where they are and will evacuate them as necessary. The Fire Department may determine that it is safe to override the rule against using elevators.
FIRE

- Notify fire department by pulling the pull station. Call Public Safety to provide details.
- If you have been trained in the use of a portable fire extinguisher and are able to safely extinguish the fire, you may do so. Be sure you have a safe exit from the area and leave if one extinguisher does not put out the fire.
- Evacuate the building as soon as the alarm sounds and report to Building Representative.
- On your way out, warn others nearby.
- Move away from fire and smoke. Smoke is the greatest danger in a fire, so stay near the floor where the air is less toxic.
- Close doors and windows if time permits.
- Touch closed doors. Do not open them if they are hot.
- Use stairs only; do not use elevators.
- Move to the safe area 200 feet from the building that has been identified by the Director of your department or the instructor.
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

MEDICAL EMERGENCY/ACCIDENT

- If any situation appears to be a medical emergency, contact Public Safety.
- In the event of an accident involving injury or illness:
  - Stay on the phone until instructed to hang up
  - Provide location, nature and cause of injury, and any hazards that may be present.

SEXUAL ASSAULT INFORMATION

- If you are a victim of a rape or sexual assault, seek medical attention immediately.
- Contact Public Safety. Female officers are available upon request.
- Public Safety can provide you with transportation to the hospital, and a Crisis Services sexual assault advocate will meet you there.
- To help with the investigation you should not:
  - bathe or douche;
o change clothing, comb your hair or brush your teeth;
o disturb the area in which the crime occurred.

- If you think that you may have been assaulted while under the influence of rohypnol, GHB or any other 'date rape drug', it is also suggested that you should not urinate before providing urine samples. Notify Public Safety and medical providers of this immediately.
- If possible, collect any glasses from which you drank.

STRUCTURAL COLLAPSE / FAILURE

If a structure collapses or suffers severe, moderate, or even seemingly light damage:

- Immediately contact Public Safety.
- Move to a safe location and protect yourself and others from secondary collapses
- Do not attempt to enter the structure to perform a rescue.
- If you know that someone is trapped or missing, immediately notify emergency responders.

SUSPICIOUS PACKAGES

How to Identify Suspicious Envelopes or Packages

- Excessive postage
- Handwritten or poorly typed address
- Incorrect title
- Title without name
- Misspelling of common words
- Oily stain, discoloration, or odor
- No return address
- Excessive weight
- Lopsided or uneven envelope
- Protruding wires or aluminum foil
- Excessive security material such as masking tape, string, etc.
- Visual distractions
- Ticking sound
- Restrictive endorsements, such as "personal" or "confidential"
- City or state in the postmark that does not match the return address

For Suspicious Unopened Envelopes or Packages Marked with Threatening Messages:
- Do not touch, shake or empty the contents of any suspicious envelope or package.

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• If you have already picked up the package, place it on a stable surface. Do not sniff, touch, taste or look closely at it or any contents that may have spilled.
• Leave the room and close the door or section off the area to prevent others from entering (i.e., keep others away).
• Wash your hands with soap and water.
• Report the incident to Public Safety.
• If possible, list all people who were in the room or area when the envelope or package arrived. Give this list to responding authorities.

TORNADO

• Go to a designated area for your building as follows:

- Cabell Hall - go to
- CCA - go to
- IWA - go to
- MAIN CAMPUS BUILDING:
  - Ground Floor - go to
  - First Floor - go to
  - Second Floor - go to
  - Third Floor - go to
  - Fourth Floor - go to

• Avoid places with wide-span roofs such as auditoriums, cafeterias, or large hallways.
• Get under a piece of sturdy furniture (e.g. workbench, heavy table, desk and hold on to it.
• Use arms to protect head and neck.

If outdoors:

- If possible, get inside a building.
- If shelter is not available or there is no time to get indoors, lie in a ditch or low-lying area or crouch near a strong building. Be aware of the potential for flooding.
• Use arms to protect head and neck.

If in the car:

- Never try to out-drive a tornado.
- Get out of the car immediately and take shelter in a nearby building.

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• If there is no time to get indoors, get out of the car and lie in a ditch or low-lying area away from the vehicle. Be aware of the potential for flooding.

UTILITY FAILURE

• Power Outage

- For all utility emergencies, notify Physical Plant and Public Safety.
- Evacuate building if fire alarm sounds and/or directed by Public Safety.
- Fume hoods do not operate during a power outage. Do not use laboratories until the ventilation is properly restored. Laboratory personnel should secure experiments or activities that may present a danger when the electrical power is off or when it is restored unexpectedly. Close sashes on fume hoods and clean up or put away chemicals. Do not perform procedures until power is restored.

• Flooding or Water Break

- If flooding occurs, stop using all electrical devices.
- Notify Public Safety and evacuate the area or building.

• Gas Leak

- Cease all operations immediately and evacuate the area as soon as possible, notifying others as you leave.
- Do not switch lights on or off.
- When you are a safe distance away from the leak, call Public Safety.
- DO NOT re-enter building until cleared and instructed to do so by Public Safety.

• Elevator failure

- If you are trapped, use the emergency phone in the elevator and/or push the alarm button.
- If you have a cellular telephone, call Public Safety. Remain calm and wait for help to arrive.
- If you discover trapped people, notify Public Safety, talk to the trapped people and try to keep them calm until an officer or other help arrives.

• Water line / sewer failure

- Notify Public Safety immediately. Advise them of the severity and location of the
problem.
- **Stop using all electrical equipment.**
- If the source of the water is known and you can stop it safely, (i.e. unclog the drain, turn off the water), do so cautiously.
- If safe to do so, protect objects from water damage by removing them from the area.
- If directed to evacuate, follow building evacuation procedures.

**NOTE:** Procedures derived from work of Broome Community College located in Binghamton, NY