

EMERGENCY PROCEDURES



Rose State College
Guidelines
Emergency/Crisis/Reportable Incident
Procedures

EMERGENCY PROCEDURES

General Information

Rose State Security	733-7313
Emergency (Police, Fire, Ambulance)	911
Physical Plant (24 Hour Service).....	733-7434
Rick Management – Emergency Only.....	911
Incident Reporting (Workers Compensation claims)	
Human Resources.....	733-7933
Risk Management.....	736-0123
Oklahoma Poison Control Center.....	911

Emergency Phones located in classrooms and campus

Parking lots automatically dial 911

When calling emergency services:

- Ensure you are in a safe location
- Give your name, phone number, building name and room number. Describe the situation clearly and accurately
- Don't hang up. Allow the emergency staff to gather all necessary information before terminating the call

First Aid

Head / Spine Injury

- Never move a person who may have a spine injury unless they are in immediate danger
- All head or spine injuries can be serious. Seek medical attention immediately by calling 911

Unconscious Person

- Check for breathing and pulse. Call 911
- If trained, begin CPR
- Place the victim on their side, unless a possibility of fall or other injury exists

Bleeding

- For control of minimal bleeding, use disposable gloves and apply direct pressure using a clean, dry dressing
- For control of spurting blood, use disposable gloves, a gown a mask and protective eyewear. apply direct pressure using a clean, dry dressing.
- Be alert for shock and contact 911.

Shock

- Ensure the victim is breathing. Call 911
- Stop any bleeding by applying direct pressure to the wound
- Lay the victim down and elevate the legs 6-8 inches
- Cover the victim to keep them warm
- Continue to monitor the victim and apply CPR

Seizure / Convulsion

- Do not attempt to restrain the victim. Call 911
- Protect the individual during the seizure. Place the individual on their side and protect the head and limbs
- DO NOT force anything into the mouth.
- Seek to reassure the individual

Fracture

- Do not move the victim unless there is a life threatening situation. Call 911
- Do not try to set the fracture or straighten an injured limb
- Stabilize the injured area

Small Object in Eye(s)

- Wash gently with normal saline or flush with water
- Do not rub eye(s)
- Seek medical attention

Dislocation

- Immobilize the joint in the position found and do not attempt to straighten the joint
- Seek medical attention immediately

Heat Stress

- Move the person into the shade or a cool area
- Loosen restrictive clothing
- Cool the individual using cool water (notice)
- Give sips of cool water (not ice water) only if the victim is conscious
- If HEAT STROKE is suspected, call 911 immediately

Frostnip/Frostbite

- Warm the affected area with lukewarm water (NEVER hot water)
- Dry heat is not recommended
- Do not rub the affected area
- Seek medical attention immediately

Burns

- Treat for shock as needed. Call 911
- Apply cool, NOT COLD, clean water or dressings
- Protect from dirt and friction by applying clean, dry dressings to the burns
- DO NOT break blisters, apply oil, butter, grease or burn ointment

Bomb Threat / Explosion

Bomb Threat

If a bomb threat is received over the telephone;

- Stay calm and pay close attention to details.
- Have a co-worker call 911 and report a bomb threat, then contact the President's office.
- Take notes. Attempt to secure the following information:
 - Caller's name
 - Reason for bomb or threat
 - What time is the bomb set to explode?
 - What the bomb looks like
 - Where it is located
 - What type of bomb it is
- Try to keep the caller on the phone, listening for background noise, voice inflections or accents, or the other items that would help determine the origin of the call
- Evacuate the building only upon the instruction of the President's office, a member of the administrative staff, or properly identified emergency personnel

If you are told to evacuate:

- Avoid touching suspicious or unfamiliar items
- Take only personal belongings that will not delay your evacuation.
- Leave doors and windows open
- Do not turn on or off lights or other electrical items
- Use stairs only: DO NOT use elevators
- Move well away from the building to the designated assembly area and wait

Suspicious Package

If you experience a suspicious package, letter or container:

- Do not handle the package
- Move away from the package and call 911
- If you have opened a suspicious package or letter,
 - Leave the package or envelope in place and move slowly away
 - Do not use cellular phones or other electrical devices in the vicinity of the package or container
 - Leave the room slowly, notifying the others to leave the room as well, closing doors behind you as you go
 - If the letter container contains powder or any other potentially hazardous material, stay in the room and do not contaminate others

Severe Weather / Tornado / Lightning

Severe Weather / Tornado

In the event severe weather/tornadoes threaten, campus administration will provide guidance on sheltering in designated areas. Be familiar with the shelter locations for each facility that are posted near each building exit.

- Remain calm and alert

- Turn off any equipment that might be affected by loss of power
- Close hallway doors as you leave to shield corridors from flying debris
- Move quickly to any of the designated shelter areas. Become familiar with the shelter areas before a storm occurs. The locations of designated shelter areas are posted near the exits of each building
- Avoid upper floors, large glass areas and windows
- If you are outside and cannot reach a designated shelter, move away from the path of the tornado at the right angle. If the time does not permit an escape, lie flat in the nearest depression (ditch or ravine).
- Call 911 to report any injuries or damage

Lightning

All thunderstorms produce lightning that can strike as far as 10 miles from any rainfall. On average 300 people are injured and 80 die each year from lightning strikes in the United States alone. To avoid a potential lightning strike, you should:

- Postpone outside activities promptly if you hear thunder and seek shelter in a building or automobile.
- Avoid open areas; places near water, trees, metal fences, overhead wires or power lines; elevated ground or open vehicles
- Avoid the use of radios or cellular phones
- Drop any metal objects such as tools, golf clubs and tennis rackets
- Be observant: If you feel your hair standing on end, and /or hear “cracking noises”, you are in lightning’s electric field. If caught outside during close-in lightning, immediately remove metal objects (including baseball cap), place your feet together, duck your head, and crouch down low in baseball catcher’s stance with hands on knees.

People who have struck by lightning do not carry an electrical charge and are safe to handle. If you encounter an individual that has been struck by lightning, apply first aid immediately if you are qualified to do so. Get emergency help promptly.

Assisting Individuals with Disabilities

Visually Impaired Individuals

- Give verbal instructions to advise about safest route or direction using compass directions, estimated distances, and directional terms
- DO NOT grasp a visually impaired person’s arm. Ask if they would like to hold onto your arm as you exit, especially if there is debris or a crowd
- Give other verbal instructions or information (i.e. elevators cannot be used)

Hearing Impaired Individuals

- Offer visual instructions to advise of safest route or direction by pointing toward exits or evacuation maps

Mobility Impaired Individuals

- Evacuating an individual with mobility impairments should only be performed by trained emergency personnel.

- If danger is eminent, carry the individual using a two-person locked-arm position or in a sturdy chair.

Fire

In the event of a fire, pull the closest fire alarm and call 911 if possible.

If the alarm does not sound, provide a verbal message and evacuate the building.

- Remain calm and in an orderly manner, leave the building. Be familiar with the least 2 emergency exits in your area
- Feel closed doors with the back of the hand: do not open doors if they are hot
- Provide assistance to individuals with disabilities or those that are injured
- If area is safe, close doors and windows but do not lock
- Never block stairwell doors open
- When evacuating from an upper floor always use stairs. **NEVER USE ELEVATORS**
- Evacuate to an area upwind of smoke and fumes
- Keep roadways and walkways clear for emergency vehicles and personnel
- **NEVER REENTER ANY BUILDING** until instructed to do so by emergency personnel or campus authorities

Medical Emergency

All medical emergencies should be reported immediately by calling 911.

Medical emergencies include:

- Any life threatening situation
- Loss of consciousness
- Chest pain
- Excessive bleeding
- Seizures
- Head injury with associated loss of consciousness
- Compound fractures
- Allergic reactions
- Ingestions or inhalation of a toxic substances
- Lacerations with significant bleeding

Bloodborne Pathogens

Should you encounter blood or other potentially infectious material, contact the Campus Safety Manager at Ext. 6213 or the Operations Division at Ext. 7434 immediately. **Only individuals trained in body fluid remediation should clean fluid spills.** Report all exposures to your supervisor immediately.

- If stuck with a sharp object that is contaminated with human blood or other potentially infectious material, wash the area thoroughly with soap and water

Active Shooter

Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

GOOD PRACTICES FOR COPING WITH AN ACTIVE SHOOTER SITUATION

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- If you are in a hallway, get into a room and secure the door
- Evacuate if you believe it is safe to do so and have an evacuation route and plan in mind.
- As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.

Call 911 When it is safe to do so!

PRIOR PLANNING IS ESSENTIAL!

- If emergency situations occur that are not covered by this booklet, call appropriate telephone number above for instructions. This chart is provided to familiarize Rose State employees with emergency procedures for use during those times when an emergency occurs and information is needed quickly. If there is an emergency, deans, department heads, and supervisors have the responsibility to give instructions to students, faculty, staff, and visitors to close doors and to provide other required safety and first aid measures unless otherwise directed by the Midwest City Police / Fire Department or other properly identified emergency personnel.
- Before an emergency occurs, know the locations of fire extinguishers, fire alarm pulls and at least TWO emergency exits for your area.
- Please make sure that you are familiar with your phone and the dial-out procedures that are required to make an emergency phone call. Also remember that emergency Phones located strategically in campus parking lots may be used should an emergency occur. These phones are connected directly to the Rose State Security Office.
- When trying to make an emergency call, please dial 911. It is NOT necessary to dial 9 before the number.

UTILITY FAILURE

Power Outage

- Between 7:30 a.m. and 5:00 p.m. Notify the Physical Plant at 733-7434. If phones are not operating properly, use a cell phone.
- After hours, notify Rose State College Security at 733-7313.
- If evacuation of the building is required, exit via stairways. **Do not use elevators.** Seek out disabled persons and provide assistance.
- Laboratory personnel should secure experiments or activities that may present a danger with the electrical power off or when it is restored unexpectedly. Notify the lab supervisor immediately.
- When mechanical ventilation is interrupted, vapors of chemicals may reach hazardous concentration levels. Do not perform procedures using hazardous materials until power is restored. Clean up or put away chemicals and close chemical containers and secure storage areas.

Flooding

- If flooding occurs because of a plumbing failure or other problem, stop using all electrical devices.
- Notify Physical Plant at 733-7434
- If necessary, evacuate the building. See the *GENERAL EVACUATION PROCEDURES* section of this document.

Gas Leak

- Cease all operations immediately.
- **Do not** switch lights on or off.
- Evacuate as soon as possible, notifying others as you go.
- Leave the area to call Physical Plant 733-7434
- **Do not** re-enter the building until cleared to do so by proper authorities

People Trapped In an Elevator

- Tell the passengers to stay calm and that you will get help.
- If you are trapped, push the alarm button and wait for help.
- Call Rose State College Security at 733-7313
- Try to keep the trapped passengers calm. Talk to them until the proper authorities arrives.

