

IN CASE OF EMERGENCY:

<u>Location</u>	<u>Police</u>	<u>Fire/EMS</u>	<u>Police (non-Emergency)</u>
AVC	911	911	520-866-5111
Casa Grande	911	911	520-421-8711
Coolidge	911	911	520-723-5311
Corporate Center	911	911	520-421-8711
Florence	911	911	520-868-7681
Maricopa	911	911	520-866-5111
Saddlebrooke	911	911	520-866-5111
San Tan	911	911	520-866-5111
SMC	911	911	480-982-8260
SPC	8-836-9655	8-836-9655	5445

(Dialing 8 is not required to reach 911 from District telephones)

GENERAL EVACUATION PROCEDURES

Evacuation diagrams have been posted in all buildings. Building occupants should take time to become familiar with all emergency exits and routes from their work area. When evacuating a building, individuals should follow these steps:

- Stay calm, do not rush, and do not panic.
- Safely stop your work. Gather your personal belongings if it is safe to do so.
- If safe to do so, close your office door and window, but do not lock them.
- Be aware of people with disabilities in the area who might require assistance.
- Alert others to the emergency and ask if they will need help in evacuation.
- Use the nearest safe stairs and proceed to the nearest exit. DO NOT use the elevator.
- Proceed to the designated Emergency Assembly Area (EAA) and report to your building monitor.
- Alert the emergency responders if there are any persons remaining in the building.
- 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.

FIRE PROCEDURES

If You Discover a Fire:

- If you have been trained in the proper use of a fire extinguisher and it is safe to do so, you may fight small, incipient stage fires (no larger than a waste paper basket), providing you have a safe exit from the fire area.
 - Pull safety pin from handle.
 - Aim at base of fire.
 - Squeeze the trigger handle.
 - Sweep from side to side to side at base of fire.
- If you are unable to extinguish the fire, leave the area immediately and pull the fire alarm. From a safe location, call and report the fire.
- If you use a fire extinguisher, do not return it to its cabinet or bracket; call Maintenance or Campus Police to replace it. Report missing, discharged, or damaged fire extinguishers to Maintenance or Campus Police as soon as possible.

If You Hear the Fire Alarm or Smell Smoke:

- Evacuate the building as soon as the alarm sounds or if you detect smoke or flames.
- As you exit, warn others to evacuate.
- Move away from fire and smoke. 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 away from the building and go to your designated EAA.
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

If Trapped in a Room:

- Wet and place cloth material around and under the door to prevent smoke from entering the room.
- Close as many doors as possible between you and the fire.
- Call 911 (836-9655 at SPC) and let the dispatcher know your exact location, including

campus, building number and room number. Be prepared to signal someone outside, but DO NOT BREAK GLASS until absolutely necessary (outside smoke may draw into the room).

If Caught in Smoke:

- Drop to hands and knees and crawl toward exit.
- Stay low, as smoke will rise to ceiling level.
- Breathe shallowly through nose and use a filter such as a shirt or towel.

If Forced to Advance Through Flames (which should be a last resort):

- Hold your breath.
- Move quickly.
- Cover your head and hair with a blanket or large coat.
- Keep your head down and your eyes closed as much as possible.

CRIME IN-PROGRES

If you are the victim of, or a witness to, any on-campus crime:

- Summon police and emergency medical personnel as required.
- Provide medical assistance to the victim(s) if you're trained in first aid, and it is safe to do so.
- Don't get involved, unless it is safe to do so!
- Observe! Be a good witness; try to remember as much as you can about what occurred. Take notes, if possible.
- Don't touch or move anything at the scene, if possible, until the police arrive.
- Arrange to have people stationed at the campus entrance to direct emergency responders to the location of the incident.

>>>> HOSTILE INTRUDER OR SHOOTER ON CAMPUS <<<<

In case of a hostile intruder or shooter:

- Take cover – if you can, take immediate shelter in a room with a lockable door.
- Use any concealment available.
- If communications are available, call 911 (836-9655 at SPC).
- Do not sound the fire alarm. A fire alarm would signal the occupants to evacuate the building and thus place them in potential harm as they attempt to exit.
- Lock the windows and close blinds or curtains. Stay away from windows.
- Turn off lights and all audio equipment.
- Try to remain as calm as possible.
- If you hear shots being fired, do not go out into a hallway or corridor to investigate.
- Stay out of open areas and be as quiet as possible.
- If for some reason you are caught in an open area such as a hallway or lounge, etc., you must decide what you are going to do. This is a very crucial time and it can possibly mean life or death:
 - You can try to hide, but make sure it is a well-hidden space or you may be found as the intruder moves through the building or area looking for victims.
 - If you think you can safely make it out of the building or area by

running, then do so. If you decide to run, do not run in a straight line, and attempt to keep objects such as desks, cabinets, fixtures, etc., between you and the hostile intruder. When away from the immediate area of danger, summon help any way you can and warn others.

– If the intruder is causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you.

– Your last option if you are caught in an open area in a building may be to fight back. This is dangerous, but depending on your situation, this could be your last option.

If you are taken hostage:

- Stay as calm as possible. Remember law enforcement's first priority is your safe, speedy release.

- Observe and remember as much detail about hostage takers as you can. (Dress, physical descriptions, speech, mannerisms, etc.)

- Do not discuss what action the College or others may take to rescue you.

- Watch for any situation you can exploit to your advantage.

- Comply with your captor's directions as best you can.

- Avoid provocative remarks. Hostage takers may react explosively and violently.

- Physical resistance or direct challenges may cause your captors to injure you or others.

- Do not physically resist or struggle with hostage takers unless you believe you are in danger of losing your life otherwise.

- Escape attempts – do so only if you believe your life is in immediate danger and you have carefully weighed your chances for success.

- Try to establish rapport with hostage takers – by becoming a person, rather than an object to them, you increase your chances of getting out of a situation safely.

LOCK-DOWN (SHELTER-INPLACE) GUIDELINES

Building Monitors are essential personnel in the lockdown process; they are assigned to an individual building and are quickly notified during an emergency and directed to lockdown. Deans and department heads will assist, when requested, the Campus Chief of Police to solicit individuals willing to perform building monitor duties. These individuals shall receive initial building monitor/lockdown training provided by the campus police department. Building monitors perform the following duties:

1. Maintain lockdown kit in a readily accessible area; periodically check the status of radio, flashlight, batteries, and insure contents are intact. Contact Campus Police to replace supplies (during business hours: 520-494-5445); this includes all campuses and centers.
2. **When notified that an emergency status is in effect**, obtain lockdown kit, maintain two-way radio/phone contact with the police and/or the incident command post and follow directions.
3. Implement lockdown procedures when directed.
4. Lock all exterior doors to the assigned building

5. Implement building evacuation only **if** directed; assign person(s) to remain with disabled individuals until evacuated; assist responding emergency help.
6. Report the location of disabled individuals to the police.
7. Conduct final floor search **if** evacuation is necessary.
8. Lock evacuated building to prevent reentry of unauthorized persons.
9. Place **WARNING** placard on exterior doors **if safe to do so**.
10. Move everyone to the designated safe room and place correct placard (green or red) on window(s) on exterior of safe room door(s) and/or window(s).
11. Appraise Campus Police, local police, or the incident command post of immediate threats to safety of persons or building.
12. Participate in debriefings with the emergency management team.
13. Assist law enforcement officers as needed.

WORKPLACE VIOLENCE

What is violent behavior in the workplace?

- Any act which is physically assaultive
- Any substantial threat to harm or endanger the safety of others
- Behaviors or actions interpreted by a reasonable person as carrying the potential for violence and/or acts of aggression
- Any substantial threat to destroy property

What should you do if you encounter such behavior?

- If you feel an immediate threat – seek safety and summon the local police via 911 (836-9655 at SPC).
- Notify your immediate supervisor of the nature of your concerns when they arise

CIVIL DISTURBANCE OR DEMONSTRATION

Most campus demonstrations are peaceful and people not involved should attempt to carry on business as usual. Avoid provoking or obstructing demonstrators. Should a disturbance occur, contact your Campus Administration Office and advise them of the situation. However, if a disturbance seems threatening to the public safety:

- Contact the local police via 911 (836-9655 at SPC).
- Alert all persons in the area of the situation.
- Lock all doors and windows.
- Close blinds to prevent flying glass.
- If necessary, the Campus Administration may decide to cease work operations.
- If necessary to evacuate, follow directions from the emergency responders.

MEDICAL EMERGENCY

First and foremost, anyone who is seriously injured or becomes ill on campus should receive first aid or medical attention. If you or someone else becomes injured or ill while on campus:

- Summon police and emergency medical personnel as required.

- If possible, obtain the assistance of someone in the area who knows first aid.
- Do not move a seriously injured person unless a more serious injury or life-threatening situation may develop.
- Check breathing, open airway (tilt head back) and give CPR if necessary.
- Control serious bleeding by direct pressure on the wound.
- Keep victim still and comfortable.
- Have someone remain with the victim until help arrives.
- Arrange to have people stationed at the campus entrance to direct emergency personnel to the location of the victim.

BOMB THREAT

If you receive a written threat:

- If a bomb threat is received in writing, it should be kept including any envelope or other container.
- Avoid unnecessary handling to retain possible evidence such as fingerprints, handwriting, paper and postmarks.
- Summon local police via 911 (or 836-9655 at SPC)

If you receive a telephone threat:

- Remain calm and keep the caller on the line as long as possible. Ask the caller to repeat the message and take good notes, documenting every word.
 - If the caller does not indicate the type, location or the time of detonation of the bomb, ask for this information.
 - Advise the caller that the building is occupied and detonation could result in death or serious injury to innocent people.
 - Pay particular attention to background noises, such as motors running, music or any other noises that may indicate the location from which the call is being made.
 - Listen closely to the voice to determine voice quality, accents, speech impediments, gender, or unusual characteristics.
 - If the caller can be kept talking, ask the following information:
 - When is the bomb going to explode?
 - Where is it right now?
 - What does it look like?
 - What kind of bomb is it?
 - What will cause it to explode?
 - Did you place the bomb?
 - Why?
 - What is your name?
 - What is your address?
 - It is desirable, but not always practicable, to have more than one person listen in on the bomb threat call.
 - Do not initiate a building evacuation. The decision to evacuate will be determined by the local police in consultation with campus management authorities.
 - If an evacuation is subsequently initiated, follow the “General Evacuation Procedures” listed above.
- If a suspicious package or device is located:

- Do not handle the suspected package.
- Make sure the package is isolated and evacuate the immediate area (room where the package is located).
- Do not initiate a building evacuation. The decision to evacuate will be determined by the local police in consultation with campus management.
- If an evacuation is subsequently initiated, follow the “General Evacuation Procedures” listed above.

SUSPICIOUS MAIL OR PACKAGES

What constitutes a “suspicious parcel”? You should be suspicious if the item:

- Is unexpected or from someone unfamiliar to you.
- Is addressed to someone no longer with your organization or otherwise outdated (e.g., improper title).
- Bears no return address, or one that can’t be verified as legitimate.
- Is of unusual weight, given its size, or is lopsided.
- Is marked with restrictive endorsements, such as “Personal” or “Confidential”.
- Exhibit protruding wires, strange odors, stains, or leaks a powdery substance.
- Exhibit a city or state in the postmark that doesn’t match the return address.

What you should do if you receive a suspicious parcel in the mail:

- Do not try to open the parcel, as they are usually designed to withstand handling while in the mail, and to explode when opened or when an item is removed.
- Isolate the parcel without handling it further.
- Evacuate the immediate area.
- Avoid physical contact with anyone else so as to avoid any possible spread of the contamination.
- Gather all persons who may have had contact with the contaminated object in an area away from others and wait for the local police to arrive.
- Summon the police and medical assistance, as required.
- List all persons who have touched the letter and/or envelope with contact information and provide the information to the police.
- If the contamination is causing you discomfort (i.e. burning, itching or stinging) – wash the affected area with soap and water. Try to keep other people away from the area you have already contaminated.
- If you are experiencing no discomfort – do not wash. The police and other emergency medical personnel will be with you in a matter of minutes, once they have been called. They will advise you of correct decontamination procedures.

HAZARDOUS MATERIAL SPILL

If you witness a spill:

- Move to a safe location and warn others to stay away.
- Contact the Maintenance Department. If you are unable to do so, contact Campus Police at 836-9655 for guidance.
- If you are a hazardous material user, you should be trained by your supervisor

in the proper use and storage of hazardous materials, to include hazard information, spill prevention, and emergency procedures when a spill happens.

If, as a user, you spill a hazardous material or materials:

- Immediately alert others in the area and the supervisor, and evacuate the area, if necessary.
- If there is a fire or medical attention is needed, summon police and fire.
- Attend to any people who may be contaminated. Contaminated clothing must be removed immediately and the skin flushed with water for no less than fifteen minutes.
- If volatile, flammable material is spilled, immediately warn others in the area, control sources of ignition, and ventilate the area.
- Use personal protective equipment, as appropriate to the hazards. Refer to the Material Safety Data Sheet or other references for information.
- Protect floor drains or other means for environmental release. Spill socks and absorbents may be placed around drains, as needed.
- Loose spill control materials should be distributed over the entire spill area, working from the outside, circling to the center. This reduces the chance of splash or spreading of the spilled chemical.
- When the spill materials have been absorbed, place materials in an appropriate container. Complete hazardous waste sticker, identifying the material, and affix the sticker to the container or bag. Remember, the use of an absorbent does not alter the chemical properties of the chemical. Contact Campus Police for pick-up and storage.
- Decontaminate surfaces involved in the spill using a mild detergent and water, as appropriate.
- If you require assistance in cleaning up the spill, contact Campus Police immediately.

POWER OUTAGE

A power outage does not necessarily call for evacuation of a building. The overall safety of the building must first be evaluated: lighting, hazardous materials, ventilation systems, and other hazardous operations. If the building can be safely occupied, evacuation is not necessary. If evacuation is ordered, follow these procedures:

- Remain calm and let your eyes adjust to the darkened conditions.
- Help others in darkened areas move to safe locations.
- Turn off personal computers.
- Take personal belongings if instructed to leave the building.
- Secure any hazardous material or equipment before leaving.

GAS LEAK

If you smell natural gas:

- Cease all operations immediately.
- Do not switch lights on or off.
- Evacuate as soon as possible (see General Evacuation Procedures).
- Summon police, fire and emergency medical personnel as required.

VENTILATION PROBLEMS

If odors come from the ventilation system:

- Immediately notify Maintenance at 494-5460 or Campus Police at 836-9655
- If necessary, cease all operations and evacuate the area (see “General Evacuation Procedures” above).
- If smoke is present, activate the fire alarm system by pulling the pull station and summon the fire department.

ELEVATOR FAILURE (SPC Only)

- If you are trapped in an elevator, use the emergency telephone to call for assistance.
- If you discover someone trapped in an elevator, call Campus Police at 836-9655.
- If an elevator does not seem to be operating properly, call Maintenance at 494-5460 during business hours. After business hours call Campus Police and they will notify Maintenance on-call personnel.

MECHANICAL FAILURE

- Any emergency related to building or facility problems, such as equipment failure or erratic operation, must be reported to Maintenance as soon as possible.
- If a failure occurs after-hours, when Maintenance is not available, contact Campus Police at 836-9655. Campus Police has an on-call list of personnel. If there is a potential danger to building(s) and/or its occupants:
 - On the Signal Peak Campus, contact Campus Police at 836-9655.
 - On all other CAC campuses or centers, call 911.

EARTHQUAKE

If Inside a Campus Building:

- **STAY THERE!** Do not run outside. Falling debris and glass can cause major injuries.
- Duck, cover and hold until the shaking stops. Take cover under something sturdy, for example your desk.
- If you cannot reach cover, brace yourself in an interior doorway or crouch in an interior corner away from windows, shelves or cabinets.
- Say clear of windows, bookcases, cabinets and other heavy objects.
- Do not use elevators unless authorized.
- Follow instructions of emergency personnel.

If Outside:

- Move away from the sides of buildings, overhead wires or other hazards.
- Assume duck and cover position until shaking stops.

If in a Vehicle:

- Pull over to side of the road.
- Avoid stopping on or under bridges, overpasses or near trees or power lines.

- Stay inside the vehicle until the shaking is over.

After the shaking stops:

- Be prepared for aftershocks.
- Do not use telephones except to report emergencies.
- Summon fire and emergency medical help, as required.
- Check for gas, water leaks, broken electrical wiring, or sewage lines.
- Follow evacuation instructions of emergency personnel.

TORNADO

- Seek shelter immediately.
- If you are inside a building, go to an interior hallway or other enclosed area on a lower floor and away from windows.
- Avoid auditoriums, gymnasiums or other large rooms where roof collapse may be more likely.
- If you are outside or in a vehicle seek shelter. If there is no time to escape, lie flat in the nearest depression (i.e., ditch or ravine).

SEVERE THUNDERSTORM

When severe thunderstorms are occurring in the area:

- Move to a place of shelter.
- Stay indoors away from windows until the storm passes.
- If large hail begins to fall, seek shelter.

FLOODING

Any person who discovers a flood problem or a potential flood problem, resulting from weather conditions or facilities damage, should follow these procedures:

- If safe to do so, secure vital equipment, records and hazardous materials.
- Shut off all electrical equipment, and secure important papers and documents.
- Stay out of the area. Post people at all entrances to the flooded area to prevent entry by unauthorized personnel.
- Call Maintenance at 494-5460 and Campus Police at 836-9655. A person or campus Police officer will respond with the appropriate authorities to evaluate the situation.
- Do not return to the building or work area until instructed to do so by competent authority.