

Emergency Quick Reference Guide Calvin College



Campus Safety (Emergency)

3-3333 (campus phones)

526-3333 (other phones)

Campus Safety (non-emergency)

6-6452 (campus phones)

526-6452 (other phones)

Fire or Police Department

911

Poison Control Center

800-222-1222

Environmental Health & Safety

526-8591

FIRE

- Activate the nearest fire alarm pull station.
- Alert people in your area of the danger and to evacuate, assisting those with disabilities.
- Shut down any equipment that may add fuel to the fire.
- Immediately exit the building, closing doors between you and the fire. Do NOT use elevators!
- Go to a designated gathering place, staying at least 300 feet from the building
- Follow directions given by Emergency Liaisons

IF TRAPPED IN SMOKE

- If you are able, drop to your knees and crawl toward an exit.
- Hold your breath as much as possible.
- Breathe slowly through nose using a towel or shirt as a filter.

IF TRAPPED IN A ROOM

- Close as many doors as possible between you and the fire.
- Place cloth material (wet if possible) around or under the door to prevent smoke from entering the room.
- Be prepared to signal from a window to someone outside or by shouting at regular intervals.

WHEN TO USE AN EXTINGUISHER

- Only use an extinguisher to attempt to extinguish a small fire and only if you have been trained to use an extinguisher.
- An extinguisher can be used to suppress a fire that blocks your exit from the building.
- Remember PASS, the four basic steps to operating a fire extinguisher

P: Pull the pin

A: Aim the extinguisher hose at the base of the fire

S: Squeeze the lever

S: Sweep from side to side

BUILDING EVACUATION - AREAS OF REFUGE

- When the fire alarm is activated, follow posted evacuation routes.
- Walk quickly to the nearest exit.
- Do NOT use elevators!
- Assist people with disabilities if you are able to do so safely.
- Go to a designated gathering place (at least 300 ft from the building)
- Notify Campus Safety or emergency personnel of people that are still in the building.
- Remain outside until notified to return.

Mobility Impairments

- People who are not able to exit the building should go to an AREA OF REFUGE and wait there with an assistant.
- Close doors to that area.
- Notify emergency personnel or Campus Safety of your location with a phone or by sending someone with information.

EMERGENCY OR URGENT MEDICAL SITUATIONS

- For first aid or to get help notifying Emergency Medical Services (EMS) call **Campus Safety** at **3-3333 from a campus phone or 526-333 from a cell phone**.
- Do not expose yourself to someone else's blood or body fluids.
- If you suspect a **Heart Attack**
 - Have the victim sit quietly.
 - Phone Campus Safety immediately.
 - Send someone to bring the nearest AED.
- If a person becomes unresponsive and is not breathing normally, it could mean **Cardiac Arrest**
 - Shout for help.
 - Phone Campus Safety immediately.
 - Begin CPR if you have been trained.
 - Send someone for the nearest AED.

WORK RELATED INJURY OR ILLNESS

- For **work related injury/illness care** call Campus Safety for first aid and instruction on how to obtain medical care.
- For authorization to go to MED-1 for occupational medical services for work related injuries/illnesses contact:
 - EH&S officer at 526-8591 (office) or 299-2246 (cell) or at 526-6342
 - Campus Safety Dispatch, 6-6452
 - Custodial Supervisors: Ada Castle (299-3974)
Pete Land (262-7780) Rick Miles (293-2444) Nick Thompson (292-4738)
 - Human Resources, 526-6495
- Inform your supervisor and fill out an Employee Injury Report within 24 hours.

UTILITY FAILURE

- Call the Physical Plant at 6-6444 to report an electrical power failure, gas line break, heating emergency or water main break.
- After regular business hours or on weekends, call Campus Safety at 6-6452 or 3-3333 from a campus phone or 526-333 from a cell phone.
- Do not use candles for lighting. Emergency lighting for exit paths will activate in a power outage.
- Unplug electrical equipment including computers.

- If necessary activate the building fire alarm to evacuate the building.
- Do not use elevators.
- Notify Campus Safety of the location of any persons trapped in an elevator.

HAZARDOUS SPILLS/ RELEASES

If the chemical spill is small (i.e., localized within a few square feet) and does not present a fire hazard or involve toxic materials, employees who have received training may follow the precautions and procedures outlined in the chemical's MSDS to clean-up the spill after consulting with Environmental Health & Safety. If you are uncomfortable with the situation or need assistance, contact Campus Safety promptly.

If the chemical spill is immediately dangerous to life or health, involves a large area (i.e., an entire lab), or material that is radioactive, infectious, toxic, corrosive or reactive, do NOT attempt to clean up the spill. Evacuate the area and report the incident immediately to Campus Safety at x3-3333 from a campus phone or 526-333 from a cell phone. Campus Safety & a member of the Spill Advisory Team will determine the need for outside assistance.

Acts of Violence

If you are in the area of an act of violence, consider taking the following steps:

- **Get out:** If you are able to safely flee the area of danger, you should run from the area as quickly as possible, and keep running until you have reached a safe distance from the threat.
- **Hide out:** If you are unable to safely flee from the area of danger, you should look for a location that can provide you with safe cover, preferably a location that can be locked and provides good concealment from the threat.
- **Take Out:** If you are unable to safely flee from the area of danger and you are not able to find a safe location to hide that will protect you from someone who is actively trying to cause death or serious physical injury, your only option might be to confront your attacker. If you are in a location with two or more people, talk to each other about what you will do to try and stop an attacker. Make sure to spread out; do not huddle together for mutual protection as it is much harder to harm a group of people who are spread out. Find something you can use to throw at or strike an attacker with. Be prepared to attempt to subdue an attacker. Since this is potentially a life or death confrontation, there must be a total commitment to take action against an attacker.

As soon as possible call Campus Safety at-3-3333 from a campus phone or at 526-3333 from a cell phone. Provide as much information as possible about any suspects, including number of suspects as well as number and types of weapons seen. As you leave the area, alert other people to the danger.

SUSPICIOUS PERSONS & CRIMINAL BEHAVIOR

- If you witness Criminal or Suspicious Behavior, call Campus Safety at 3-3333 from a campus phone or 526-333 from a cell phone and provide as much information as possible as to what is happening, where and who is involved.
- Stay on the line with Campus Safety to provide additional information, until officers arrive, if your safety is not in jeopardy.
- If a threat is imminent, vacate the area and notify others of the threat as you come in contact with them.
- Do not physically confront a suspicious person. Do NOT put yourself at risk.

HOSTAGE SITUATIONS

- Be Patient. Time is on your side.
- Follow instructions and be alert. Avoid arguments and don't speak unless spoken to.
- Maintain eye contact with the captor if possible and treat them in as friendly a manner as possible.
- Be observant and try to remember all distinguishing characteristics of your captor.
- Be prepared to answer the police on the phone should a line be patched through to your location.
- If medications or first aid are needed by any hostages, tell your captors.

SUSPICIOUS MAIL OR PACKAGE

ITEMS THAT MAY MAKE IT SUSPICIOUS

- Restricted marking such as "Personal" or "Special Delivery"
- No return address or one that cannot be verified as legitimate
- A city or state in the postmark that does not match the return address
- Multiple stamps in various denominations
- Unusual weight based on size
 - Lopsided
 - odd shape
 - rigid or
 - bulky package
- Strange odors, oily stains, crystallization, protruding wires, excessive tape or string.

IF YOU RECEIVE A SUSPICIOUS LETTER OR PACKAGE

- Do not try to open it.
- Isolate it by keeping others out of the area.
- Call Campus Safety at 3-3333 from a campus phone or 526-333 from a cell phone
- Call the Mail Services Supervisor (x67627)

WEATHER EMERGENCY

SEVERE THUNDERSTORM WARNING

- If you can hear thunder, you are within striking distance for lightning. Seek sturdy indoor shelter and stay away from windows.
- Do not touch anything that conducts electricity

TORNADO WATCHES

- Be prepared to evacuate to shelter area.
- For up-to-date weather information check the National Weather forecast at www.crh.noaa.gov/grr

TORNADO WARNINGS

- Upon notification proceed to posted shelter area and notify others you meet to do the same.
- Do not use elevators.
- Assist those with disabilities to the safest area on the floor (interior corridor, room, office)

Emergency announcements may come via

- Your Emergency Liaison
- Cell phones or office phones
- Email messages
- Emergency Services sirens

BOMB THREAT

- After a threat is received:
 - Follow directions of Campus Safety and law enforcement officials.
 - If you are in a building that has received a bomb threat, DO NOT use your cell phone. Turn off all 2-way radios, cell phones, pagers or anything else that can transmit a signal. The

signal that is transmitted when you use one of these electronic devices could actually set off a bomb.

- Use the checklist found below to gather useful information from the caller.
- Record the date, exact time and phone number where call came from.
- Call Campus Safety immediately by dialing 3-3333 from a campus phone or 526-333 from a cell phone and report the information.

BOMB THREAT CHECKLIST

Listen - Do Not Interrupt - Keep the Caller Talking

TIME BOMB WILL GO OFF: _____

WHERE BOMB IS LOCATED: _____

WRITE OUT THE ENTIRE MESSAGE:

DATE: _____ TIME: _____

CALLER'S SEX: M F AGE: _____

CALLER'S IDENTITY: _____

PHONE # FROM CALLER ID: _____

CIRCLE THE WORDS WHICH DESCRIBE THE CALLER:

Voice	Speech	Language	Manner	Background Noises
Loud	Fast	Excellent	Calm	Factory machines
High pitch	Stutter	Fair	Coherent	Animals
Raspy	Slurred	Good	Deliberate	Quiet
Soft	Slow	Poor	Righteous	Street traffic
Deep	Distorted	Foul	Angry	Music
Pleasant	Nasal	Accent?	Irrational	Office machines

AFTER THE CALL:

1. Notify the Campus Safety Dispatcher immediately.
Dial 3-3333
2. Do not talk with anyone unless instructed to do so by Campus Safety

REPORT TAKEN BY _____ DATE _____