

Attachment 2
Safety Program
Guidelines for Emergency Situations

Medical Emergencies

If someone becomes ill or is injured and requires immediate assistance:

Unless trained, do not attempt to render first aid before trained assistance arrives. Before rendering any assistance, observe the individual and the surrounding areas and check for outside substance that may pose a hazard to anyone rendering assistance (drugs, hazardous or infectious materials, etc.)

Contact a supervisor or Senior Administrative Leadership Team (SALT) member who will arrange required services. (SALT is comprised of the President, Deans and Director of IT.) If a supervisor

Response to Audible Fire Alarms

If the audible alarm sounds evacuate the building immediately.

Do not use the elevators.

Tornado/Severe Weather

Tornado warnings are issued by the National Weather Service. The President's Office or designee will notify SALT members (who will notify the employees) of tornado warnings issued in the College's district. Employees that learn of tornado warning (from reputable source such as radio station, weather.com, television station, etc.) for the College district should contact a SALT member immediately with this information. A warning indicates a tornado has been sighted by ground observers or has appeared on radar within the county the warning is issued.

IF A TORNADO WARNING HAS BEEN ISSUED FOR YOUR AREA:

Stay inside and be alert for falling objects.

General Evacuation Procedures

In advance each staff member should:

Understand the evacuation plan for their area and understand they are to assist with evacuation of students and visitors.

Know at least two ways out of the building from their regular workspace.

Recognize the sound of the evacuation/fire alarm.

When you here the evacuation/fire alarm or are verbally told to evacuate the building:

Remain calm.

Leave Quickly.

Try to make sure that all members of your department hear the alarm or are notified and evacuate the area.

As you exit, quickly check nearby restrooms, copier rooms, and storage rooms for occupants who may not have heard the alarm or received the verbal notification.

If requested, accompany and assist persons with disabilities who appear to need assistance.

Take with you essential personal items ONLY. Do not attempt to take large or heavy objects.

Shut all doors behind you as you go. Closed doors can slow the spread of fire, smoke or water.

Do not use elevator.

