

EMERGENCY PROCEDURES



(August 2010)

STAFF EMERGENCY PROCEDURES

In advance, each staff person or volunteer should:

1. Read and understand these emergency procedures.
2. Know at least two ways out of the building from your regular workplace.
3. Recognize the sound of the evacuation alarm.
4. Be trained in all safety procedures as required by the Safety Officer.
5. Understand that dissemination of information to the public or press regarding accident or emergency is the responsibility of the President.

Safety is everyone's responsibility:

Immediately report any conditions or practices you think might cause personal injury or damage to equipment to your immediate supervisor and to the Superintendent of Buildings and Grounds at ext. 2880 or the Administrator on Call listed on the DSLCC website.

IN EMERGENCY CALL: **911 – Emergency/first aid/local law enforcement**
 (540) 863-4416 - State Police – Main campus area
 (540) 291-2548 – State Police - Rockbridge area
 2880 - Superintendant of Buildings & Grounds
 2801 - VP for Financial & Administrative Services
 2866 – Director of Student Services

EMERGENCY TELEPHONE NUMBERS

Whenever you are involved in an incident/accident or any situation that results in personal injury or damage to property, no matter how slight, the accident must be reported (See Attachment B).

If a visitor, staff member or student becomes ill or injured:

1. **Notify 911 IMMEDIATELY.** Report conditions, give location, and, if it is obviously serious in nature requiring an ambulance, inform the Dispatcher when you call. After calling 911, notify VP for Financial & Administrative Services at Ext. 2801 or Superintendent of Buildings and Grounds at Ext. 2880.
2. Buildings and Grounds Superintendant will dispatch a staff member with first aid supplies to render the minimum first aid necessary until emergency personnel arrive.
3. Unless it is a life-threatening situation, **do not attempt to render any first aid yourself** before emergency personnel arrive.
4. Do not attempt to move a person who has fallen and appears to be in pain.
5. Avoid unnecessary conversation with, or about, the ill or injured person. Limit your communication to quiet reassurances.
6. After the person's needs have been taken care of, and the incident is concluded, remain on call to assist the VP for Financial & Administrative Services or Director of Student Services if necessary.

MEDICAL EMERGENCIES

FIRST AID KIT LOCATIONS

<u>Building</u>	<u>Area</u>	<u>Room #</u>
Backels Hall	Student Services	139
Backels Hall	Chemistry Lab	224
Armory	Supply Room	628
Maintenance Bldg.	Garage Area	
Moomaw Center	Grill Area	505
Moomaw Center	Student Activities Office	513
Scott Hall	Arts & Sciences Work Room	310
Scott Hall	Welding Lab	365
Scott Hall	Forestry Lab	371
Sawmill	Behind Parking Area – McCarthy Hall	Sawmill
Rockbridge Center	Office	Main Office Area

MEDICAL EMERGENCIES (CONT.)

Chemical accidents, leaking gas, faulty boilers, or even bombs or falling aircraft could all be the cause of life-endangering explosions. In the unlikely event of an explosion:

1. Remain calm.
2. Be prepared for possible further explosions.
3. Crawl under a table or desk.
4. Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases and electrical equipment.
5. Be guided by the Building and Grounds Department. If evacuation is ordered, proceed to one of the designated areas (see Evacuation Procedures).
6. **Do not move seriously injured persons unless they are in obvious, immediate danger** (of fire, building collapse, etc.).
7. Open doors carefully. Watch for falling objects.
8. Do not use the elevator.
9. Do not use matches or lighters.
10. Avoid using telephones.

EXPLOSIONS

If a power outage occurs:

1. Remain calm.
2. Provide assistance to students and staff in your immediate area.
3. Designated staff will move through areas with flashlights, escorting people to safety.
4. If telephones are working, notify Buildings and Grounds staff at Ext. 2880. If phones are not working, dispatch someone to the Maintenance Building to notify Buildings and Grounds staff.
5. If you are in an unlighted area, proceed cautiously to an area that has emergency lights or access to daylight.
6. If you are in an elevator, stay calm. Use the emergency phone to summons assistance or to contact 911.
7. Stand by for instructions from Buildings and Grounds. If evacuation is ordered, proceed to one of the designated areas (see Evacuation Procedures).

POWER OUTAGE

Serious water damage can occur from a number of sources: burst pipes, clogged drains, natural weather conditions, broken windows, or even the sprinkler system coming on. If a water leak or rising water occurs:

1. Remain calm.
2. Notify Buildings and Grounds staff at Ext. 2880 **IMMEDIATELY**. Advise the Buildings and Grounds staff of exact location and severity of the situation.
3. Notify your supervisor of the extent and location of the problem, if possible. If your supervisor has assigned you these duties, check on any other areas previously affected by high water or leaks.
4. If there are electrical appliances or electrical outlets near the leak, use extreme caution. If there is any possible danger, evacuate the area.
5. If you know the source of the water and are confident of your ability to stop it (e.g. unclog the drain, turn off the water, etc.) do so cautiously.
6. Be prepared to assist as directed.

FLOODING AND WATER DAMAGE

Severe storms can result in a number of disaster or potential disaster conditions. **Flooding and Water Damage** is covered on the previous page. The probability of experiencing a severe **earthquake** in this region is very low. **Tornadoes** have passed through nearby areas occasionally. Except in or near the immediate path of the tornado, there is normally no greater hazard than heavy rainstorms. When a *tornado warning* is issued, stay alert. If a tornado approaches (or in the event of an earthquake)...

If you are inside:

1. Remain calm.
2. Remain inside.
3. Stay away from the windows.
4. Crawl under a table, desk, or heavy piece of furniture.
5. Take cover in a central part of the building; interior hallways on lowest floors, basements and restrooms offer excellent protection.
6. Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases and electrical equipment.

If you are outside during a **tornado**:

1. Seek shelter in a substantial nearby building.
2. Otherwise, move quickly to open country, and lie flat in the nearest ditch or ravine.

If you are outside during an earthquake:

1. Move to an open area away from buildings, trees and power lines.
2. If forced to stand near a building, watch for falling objects.

STORMS/TORNADOS/EARTHQUAKES

If you are in a vehicle during an earthquake:

1. Stop your vehicle in the nearest open area.
2. Stay in the vehicle until the shaking stops.

After an earthquake:

1. Remain calm. Be prepared for aftershocks.
2. If evacuation is ordered, proceed to one of the designated areas (see Evacuation Procedures).
3. Do not move seriously injured persons unless they are in obvious, immediate danger (of fire, building collapse, etc.).
4. Open doors carefully. Watch for falling objects.
5. Do not use the elevator. Avoid using telephones. Do not use matches or lighters.

STORMS/TORNADOS/EARTHQUAKES (CONT.)

In order to prevent injuries because of panic or confusion in case of fire or a fire alarm, and to provide an unobstructed field of operations for the fire department, the following procedures have been worked out for the safety of all.

If you smell smoke or discover a fire:

1. Remain calm. If you notice any smoke or unusual odor in your area, **notify Buildings and Grounds** staff at Ext. 2880 IMMEDIATELY.
2. If you discover a small fire and you are experienced with fire extinguishers, try to extinguish the fire. Do not fight the fire single handedly – always have help. Do not jeopardize your personal safety. Never allow the fire to come between you and the exit.
3. If it is safe to do so, disconnect electrical equipment that is on fire. Shut down all hazardous operations.
4. Evacuate your area if you are unable to put out the fire, close the doors behind you to confine the area. Proceed to one of the designated areas (see Evacuation Procedures).
5. Go to the nearest pull station and activate (pull down the lever). If there is not a pull station in your area, call 911.
6. The Building and Grounds Superintendent will designate someone to meet the Fire Department at the entrance to the College.
7. Do not attempt to save possessions.
8. Do not open hot doors. Before opening any door, touch it near the top. If the door is hot, or, if smoke is visible, do not open the door.

During a fire emergency, NO ONE is permitted to stay in or come back into the building, except fire fighters, until an all clear is given by the senior fire chief or state fire marshal.

FIRE

It is possible, although somewhat unlikely, that any staff member might receive a threatening telephone call or letter, or might receive or discover a suspicious parcel or object somewhere on the premises.

If you receive a telephone threat:

1. Remain Calm.
2. Listen carefully. Be polite and show interest. Try to keep the caller talking so that you can gather more information. (Use Bomb Threat Checklist – Appendix A)
3. If possible, write a note to a colleague to call the VP for Financial & Administrative Services at Ext. 2801 or as soon as the caller hangs up, call the VP for Financial & Administrative Services at Ext. 2801.
4. The VP for Financial & Administrative Services will notify appropriate law enforcement and public safety agencies (In the absence of the VP for Financial & Administrative Services, the Director of Student Services will make the call).
5. Promptly complete an Incident Report, (Attachment B) in as much detail as possible. This information will be needed by investigators.
6. Do not discuss the threat with other staff.
7. Be guided by the Buildings & Grounds Department supervisor/staff. If evacuation is ordered, proceed to one of the designated areas (see Evacuation Procedures).

If you receive a written threat or suspicious parcel or if you find a suspicious object anywhere on the premises:

1. Keep anyone from handling it or going near it.
2. Notify VP for Financial & Administrative Services at Ext. 2801 IMMEDIATELY.
3. The VP for Financial & Administrative Services will notify appropriate law enforcement and public safety agencies.
4. Promptly complete an Incident report, in as much detail as possible. This information will be needed by investigators.
5. Remain calm. Do not discuss the threat with other staff members.
6. Be guided by the Buildings & Grounds Department supervisor/staff. If evacuation is ordered, proceed to one of the designated areas (see Evacuation Procedures).

BOMB THREATS/SUSPICIOUS OBJECTS

If a chemical spill occurs:

1. If toxic chemicals come in contact with your skin, immediately flush the affected area with clear water. Use eye wash stations and/or chemical showers if available. If your job description requires you to handle chemicals, your supervisor will provide you with the locations of the emergency care areas.
2. Notify Buildings & Grounds Supervisor at Ext. 2880 or the VP for Financial & Administrative Services at Ext. 2801 **IMMEDIATELY**.
3. Notify your supervisor of the extent and location of the spill, if possible.
4. If there is any possible danger, evacuate the area.

If a chemical fire occurs:

1. Remain calm.
2. Notify Buildings & Grounds Supervisor at Ext. 2880 **IMMEDIATELY**.
3. If you discover a small fire and you are experienced with fire extinguishers, try to extinguish the fire. Do not fight the fire single handedly – always have help. Do not jeopardize your personal safety. Never allow the fire to come between you and the exit.
4. If it is safe to do so, disconnect electrical equipment that is on fire. Shut down all hazardous operations.
5. Evacuate your area if you are unable to put out the fire, close the doors behind you to confine the area. Proceed to one of the designated areas (see Evacuation Procedures).
6. Go to the nearest pull station and activate (pull down the lever).
7. Do not attempt to save possessions.
8. Do not open hot doors. Before opening any door, touch it near the top. If the door is hot, or, if smoke is visible, do not open the door.

During a fire emergency, **NO ONE** is permitted to stay in or come back into said building, except fire fighters, until an all clear is given by the senior fire chief or state fire marshal.

CHEMICAL SPILLS AND FIRES

When you hear the evacuation alarm or are told to evacuate the building:

1. Remain calm.
2. Immediately shut down all hazardous operations.
3. Go to the nearest exit by hallway or stairs. Remember to keep to the right to allow fire department members to pass through.
4. When an evacuation alarm sounds, tell students, staff and any visitors calmly that everyone will have to leave the building. Go to the nearest assembly point. Employees should use the buddy system and students from each classroom should proceed to a staging area where faculty will conduct a head count to their rosters.
5. Leave quickly. Do not push. Hold handrails when walking downstairs.
6. Do not use the elevator.
7. Do not open hot doors. Before opening any door, touch it near the top. If the door is hot, or, if smoke is visible, do not open the door.
8. Do not attempt to save possessions at the risk of personal injury.
9. Do not telephone for the location of the fire.
10. If you have been assigned monitor duties, quickly check the nearby restrooms, copier rooms, closets, etc. to insure that no one is being left behind for any reason.
11. Accompany and assist handicapped students, visitors and any co-worker who appears to need calm direction or assistance.
12. Shut all doors behind you as you go. Closed doors can slow the spread of fire, smoke and water.

EVACUATION PROCEDURES

13. Go to the most convenient assembly area:
 1. Backels Hall:
West Exit: Entrance to swinging bridge
East Exit: Lawn area right of sidewalk leading to Scott Hall
South Exit: Lawn area in front of flag poles
 2. Warren Hall:
North Exit: Lawn area between Warren Hall & rear parking lot
East Exit: Lawn area on east side of Warren Hall
 3. Moomaw Center:
South Exit: Lawn area in front of Moomaw Center
North Exit: Pine trees behind back parking lot
 4. Scott Hall:
West Exit: Lawn area left side of sidewalk leading to Backels Hall
North & East Exit: Lawn area North end of Scott Hall
 5. Armory:
North & East Exits: Lawn area south side of Scott Hall
South & West Exits: Lawn area west side of Armory
 6. Sawmill:
Parking Lot area
14. **Wheelchair students, visitors or staff:** Fire fighters and security personnel will evacuate wheelchair students, visitors or staff. Use radio or telephones to advise of location of handicapped or wheelchair students, guests or staff.
15. Report to the fire chief on the scene if you were the person who activated the pull station. Advise him/her of the situation.
16. The highest-ranking person in each department shall be responsible for insuring that all members of his/her department evacuate the area. In addition, every employee should check that all others in that workplace are leaving as instructed.

During a fire emergency, No one is permitted to stay in or come back into said building, except fire fighters, until an all clear is given by the senior fire chief or state fire marshal.

EVACUATION PROCEDURES (CONT.)

Procedures to follow if active shooter is on campus:

1. Remain calm.
2. If you cannot safely exit the area, take cover under a table, desk, or heavy piece of furniture and avoid windows and open spaces.
3. If possible, without jeopardizing your safety, call 911 to report the incident.

ACTIVE SHOOTER

APPENDIX A
BOMB THREAT CHECKLIST

BE CALM, BE COURTEOUS AND LISTEN. DO NOT INTERRUPT THE CALLER. NOTIFY VP FOR FINANCIAL & ADMINISTRATIVE SERVICES, VP FOR INSTRUCTION & STUDENT SERVICES, VP FOR CONTINUING EDUCATION/WORKFORCE SERVICES OR PRESIDENT WHILE CALLER IS ON THE LINE IF POSSIBLE.

Name of Operator _____ Time _____ Date _____

Caller's Identity: Male _____ Female _____ **Origin of Call:** Local _____
 Adult _____ Juvenile _____ Long Distance _____
 Approximate Age _____ Booth _____
 Internal _____

Voice Characteristics:

___ Loud ___ Soft
 ___ High Pitched ___ Deep
 ___ Raspy ___ Pleasant
 ___ Intoxicated ___ Other

Language:

___ Excellent ___ Good
 ___ Fair ___ Poor
 ___ Foul ___ Other

Manner:

___ Calm ___ Angry
 ___ Rational ___ Irrational
 ___ Coherent ___ Incoherent
 ___ Deliberate ___ Emotional
 ___ Righteous ___ Laughing

Speech:

___ Fast ___ Slow
 ___ Distinct ___ Distorted
 ___ Stutter ___ Nasal
 ___ Slurred ___ Lisp

Accent:

___ Local ___ Not Local
 ___ Foreign ___ Region
 ___ Race

Background Noises:

___ Factory Machines ___ Trains
 ___ Animals ___ Bedlam
 ___ Music ___ Quiet
 ___ Office Machines ___ Voices
 ___ Airplanes ___ Mixed
 ___ Street Traffic ___ Party

BOMB FACTS: Pretend difficulty with hearing, keep caller talking. **Write down exact conversation.** If caller seems agreeable to further conversation, ask questions like:

When will it go off? Certain hour _____
 Where is it located? Building _____ Area _____
 What kind of bomb? Incendiary _____ Explosives _____
 Where are you now? _____
 What is your name & address? _____
 How do you know so much about the bomb? _____

If building is occupied, inform the caller that detonation may cause injury or death- Did the caller seem familiar with the campus or building by his description of the bomb location? Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.

Actions to take immediately after call:

Notify VP for Financial & Administrative Services, VP for Instruction & Student Services or President of the College. Talk to no one other than instructed by VP for Financial & Administrative Services, VP for Instruction & Student Services or President of the College.

APPENDIX B

DABNEY LANCASTER COMMUNITY COLLEGE INCIDENT INVESTIGATION FORM

Date _____

1. Employee/Student Involved _____
2. Division and Department _____
3. Date, Time and Location of Incident _____
4. Description of Incident _____

5. Did the incident occur during a supervised activity? Yes ____ No ____
6. What was done for the victim? (if applicable) _____

Person Involved in Incident _____
Signature _____ date _____

Security Officer on Duty
(if applicable) _____
Signature _____ date _____

First Assistance (Employee) _____
Signature _____ date _____

Director of Student Services _____
Signature _____ date _____

copies: VP of FAS
Security Officer
Superintendent of Building & Grounds
Human Resources

NOTE - This form does not take the place of the Workers Compensation First Report of Injury Form or any other accident report required by the College's Insurance Company.