

Redlands Community College Safety and Emergency Preparedness Guide



Are you ready for an emergency?

Redlands Community College Emergency Preparedness Guide

EMERGENCY EVACUATION PROCEDURES/SITUATIONS

Emergency

These sections on Emergency Evacuation procedures and situations can be reproduced and maintained at your workstation, in your home, school or other locations as required. It provides a useful document for your personal safety and has application in and out of the workplace.

General Building Evacuation

The time to become familiar with emergency procedures is BEFORE an emergency!

If a building evacuation occurs, every department should have a specific pre-determined area where employees meet and check in with their supervisor. A Building Captain, Campus Security or other emergency response personnel should immediately be notified of missing persons so that a search can be made.

In the event that an emergency requires you to evacuate the building:

- Fire alarms or verbal notice may be used to sound the evacuation.
- Safely stop your work.
- Remain calm and orderly. Gather personal belongings quickly, especially prescription medicines. It may be hours before you are allowed back into the building.
- Seek out and give assistance to disabled or injured people in the area.
- If safe to do so, close doors and windows, but do not lock them.
- Never prop open stairwell doors.
- If time permits, turn off the power to all electrical equipment.
- Walk quickly, but do not run to the nearest safe exit via the stairway.
- Never use elevators.
- Follow properly identified emergency personnel instructions.
- Go to a pre-determined emergency rally point and report to your roll taker. If you don't know your emergency rally point, ask your supervisor or look at the building evacuation plan.
- Keep all roadways and walkways clear for emergency vehicles.
- Wait for instructions from emergency personnel.
- Never re-enter any building until instructed to do so by a properly identified emergency person.

Emergency Evacuation of Persons with Limited Mobility/Special Needs

If your mobility is limited, pre-planning is essential to a safe evacuation. If you are a person who has special needs, know your limitations and consider what you would do in an emergency. If you need to be evacuated, help yourself and rescuers by providing them with information about your needs and the best ways to assist you since people may not be aware of your circumstances or how to help.

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Offering Assistance to Others

For a visually impaired person - In the event of an emergency, tell the person the nature of the emergency and offer to guide them to the nearest emergency exit. Have the person take your elbow to escort them (this is the preferred method when acting as a “sighted guide”).

For a hearing impaired person – In the event of an emergency, write a note telling what the emergency is and the nearest evacuation route. For example – “Fire. Go out rear door to the right and down now!”

For ambulatory persons using crutches, canes or walkers – Carrying options include using a two-person lock-arm position or having the person sit on a sturdy chair, preferably one with arms. If time permits, call Campus Security at 405.422.6200 for assistance.

For non-ambulatory persons (e.g. wheelchairs) – Contact Campus Security, 405.422.6200, then move the person to an area of refuge such as a stairwell, if possible. For assistance in identifying areas of refuge (shelter-in-place) before an emergency happens, contact the Physical Plant at 405.422.1400.

Wheelchairs have moveable parts; some are not designated to withstand the stress of lifting. You may have to remove the chair batteries. Life support equipment may be attached. Because lifting a person with minimal ability to move may be dangerous to their well-being, always consult with the person in the chair regarding:

1. The number of people necessary for assistance.
2. Ways of being removed from the wheelchair.
3. Whether the seat cushion or pad should be brought along with him/her if they are removed from the chair.
4. Whether to straighten or bend arms or legs when lifting because of pain, braces, or other medical concerns.
5. Whether to carry a person forward or backward on a flight of stairs.
6. The type of medical assistance necessary after the evacuation.

When lifting someone, remember to use proper lifting techniques:

1. Never try to lift someone alone.
2. Always get a least two people to help lift a person.
3. Place one foot a little ahead of the other with toes pointing slightly outward.
4. Place your feet about shoulder width apart. Bend at your knees.
5. Lift yourself and the person with your legs, keeping your back straight.

Evacuation Plan:

The evacuation of specific campus buildings or of the entire campus may be required due to certain emergency situations occurring on or near Redlands Community College. Whenever possible, any evacuations will be done in a systematic, controlled, and planned manner with the guidance and assistance of the Building Captains.

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The Building Evacuation Plans has been designed to help building occupants to safely evacuate the building in the event of a fire, explosion, spill, or other emergency situation. These plans will show emergency exits, evacuation routes, locations of fire extinguishers, and fire alarm pull stations' location.



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Fire and Fire Evacuation

Advance planning is essential!

- Know the location of fire extinguishers in your area and how to use them. You may be required to use them to assist you in exiting the building.
- Know the locations of the fire alarm pull stations.
- Be familiar with at least two fire exits in your area in case one is blocked or unusable.

Upon Discovery of a Small Fire:

- Call 9-1-1 and Campus Security at 405.422.6200.
- Locate the fire extinguisher in your area. Be familiar with the PASS strategy: **P**ull the pin, **A**im the hose, **S**queeze the lever, and **S**weep the hose. At about 8 to 10 feet from the fire, promptly direct the charge of a fire extinguisher toward the base of the flames. Remember most fire extinguishers discharge their contents for only 30 seconds or less. Get help if necessary.
- Evacuate the building if the small fire cannot be extinguished.

Upon Discovery of a Large Fire:

- Activate the fire alarm and give verbal alarm. Flashing lights signal the fire alarm.
- Call 9-1-1 and Campus Security at 405.422.6200.
- Evacuate the building, alerting people as you go. Seek and assist persons in your area who are limited in their mobility or who may need some additional assistance in evacuating. Take visitors with you and be responsible for their safety.
- Exit using the stairways only. Do not use elevators.
- Close all doors leading to the main hallways and any stairwells to prevent further spread of the fire.
- Never prop stairwell doors open.
- Once outside, move to your departmental emergency rally point which should be in an open area at least 500 feet away from the affected building(s). Avoid inner courtyards.
- Remain in your designated area so that all persons may be accounted for.
- Do not backtrack or re-enter the building after exiting until instructed to do so by Campus Security or properly identified emergency personnel.

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- Keep roadways and walkways clear for emergency vehicles. Remain upwind from smoke and fumes.

If clothes are on fire—Stop, Drop to the floor, and Roll (Stop, Drop & Roll). Smother the fire with a blanket, rug or heavy coat. Call 9-1-1 for help. Administer appropriate first aid within your ability until help arrives.

Tornado Safety

Each City/Town maintains a citywide civil defense warning siren that will be sounded in the event of a tornado warning. This will be the case of any Redlands Community College campus. Campus-wide notification will also be sent out via my.Redlandscc.edu, text and social media. If severe weather is imminent and you are outdoors, move indoors as quickly as possible. If we receive sufficient warning time, the employee may opt to take leave to go home with the approval of their supervisor.

1. Consider obtaining a flashlight and a NOAA All-Hazards Radio for your department.
2. Lock/secure all file cabinets.
3. Turn off electrical machinery and equipment that might be affected by a temporary loss of electricity.
4. Close hallway doors as you leave to shield the corridors from flying debris.
5. Move to any of the eight designated “primary” shelters across campus. All employees are to remain in the shelter areas until danger has passed.
6. If time does not permit movement to a “primary” shelter, move to a small room on the lower levels, an interior hallway, or basement. Stay away from windows and doors. Use available furniture/equipment as a protective shield.
7. Avoid upper floors, large glassed areas, auditoriums, and windows.
8. Stay out of parking lots and exterior walkways.
9. Stay away from electrical appliances.
10. Use the telephone for emergency calls ONLY.
11. Stay Calm and Alert.
12. Call 9-1-1 off-campus or 405.422.6200 on-campus to report any damage.
13. You are encouraged to listen/watch the local media broadcasts for weather updates.

Redlands Community College has eight (8) “primary” shelters that can be found in the following buildings:

- A. Ray Porter Basement
- B. Two (2) safe rooms in Cougar Crossing Community Building
- C. Four (4) locker rooms downstairs in Gymnasium.
- D. Storage room downstairs in Gymnasium.

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Lightning Safety

All thunderstorms produce lightning that can strike as far as 10 miles away from any rainfall. On average, 20 percent of strike victims die; 70 percent of survivors suffer serious long-term effects. Lightning kills more people than tornadoes do.

1. If you hear thunder, move indoors immediately. Avoid standing in water.
2. Sturdy buildings are the safest place to be. Avoid sheds, picnic shelters, baseball dugouts, and bleachers. If no sturdy building is nearby, get in a hardtop vehicle with windows closed. The steel frame of the vehicle provides some protection if you are not touching metal.
3. If you can't get indoors, crouch in the open keeping twice as far away from a tree as it is tall.
4. Avoid metal! Drop metal backpacks, golf clubs, fishing rods, or tools. Avoid fences and electrically conductive objects.
5. Never seek shelter under trees. Don't huddle in a group.

WHAT TO DO IF SOMEONE IS STRUCK BY LIGHTNING:

1. Call 911 immediately. Get medical attention as quickly as possible.
2. Give first aid. If the victim has stopped breathing, begin rescue breathing. If the victim's heart has stopped beating, a trained person should give CPR. If the person has a pulse and is breathing, address any other injuries.
3. People struck by lightning carry no electrical charge that can shock other people. You can attend to them without risk of shock.

Bomb Threat ~Suspicious Package

Supervisors are responsible for insuring that all employees become familiar with the Bomb Threat Procedures.

If you find or open a suspicious letter, box, package, or container:

1. Do not handle the package. Move away if you feel threatened and call Campus Security at 405.422.6200.
2. If you have opened a suspicious package or letter:
 - a. Leave the package or envelope in place and move away slowly.
 - b. Leave the room slowly; notifying others to leave the room also, closing doors behind as you go.
 - c. Notify others in the building to evacuate.
3. Do not operate any power switches.
4. Do not activate the fire alarm.
5. Move to a safe area and call Campus Security at 405.422.6200.
6. Do not allow re-entry into the area/office suite where the package is located.
7. Follow the instructions you will receive from Campus Security or other recognized authorities.

If a Bomb Threat is received over the telephone, take the following actions:

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1. Stay calm. Try to pay close attention to all details. They may be important.
2. Take notes. Write down the exact wording of the threat. Attempt to get the following information from the caller:
 - a. Who are you?
 - b. Why are you doing this?
 - c. What time is the bomb set to explode?
 - d. What does it look like?
 - e. Who else have you told?
 - f. What is your organization?
 - g. Where has the bomb been placed?
 - h. What type of bomb is it?
 - i. Where are you calling from?
3. Listen to the caller's voice characteristics:
 - a. Male or Female
 - b. Calm, Angry, Excited, Slow
 - c. Rapid, Soft, Loud, Laughing
 - d. Crying, Normal, Distinct, Slurred
 - e. Nasal, Stutter, Lisp, Raspy
 - f. Deep, Ragged, Clearing throat, Deep breathing
 - g. Cracking voice, Disguised, Foreign, Familiar
4. Have a co-worker or another person contact 9-1-1 using another phone.
5. Relay the exact threat that was written down, along with other pertinent information to the 9-1-1 Operator.
6. Try to keep the caller on the phone. Listen to any background noises, voice inflection or accents, and/or anything that would help to determine the origin of the call.
 - a. Street (Cars, Buses, etc.), Airplanes
 - b. Voices, PA System, Music
 - c. House (Dishes, TV, etc.), Animal noises
 - d. Motor (Fan, Air Conditioner, etc.)
 - e. Office machinery, Factory machinery
 - f. Clear, Static, Local call
 - g. Long distance call, Phone booth
7. Evacuate the building upon instruction from properly identified emergency personnel or as deemed appropriate in individual situations.
8. After completion of the Bomb Threat call (Remember to leave the telephone off the hook - do not hang up), the employee should immediately notify their supervisor or administrator. **DO NOT** discuss the call with other employees.

If 9-1-1 has not yet been called, the supervisor or administrator will immediately notify the City of El Reno Police Department by dialing 9-1-1 and provide all information regarding the call.

Unless there is indication of immediate danger, the decision to evacuate the building will be made at the direction of the Police authorities, Redlands Community College Administration, or the Supervisor or their designee(s). In the event an evacuation is ordered:

1. Quickly scan your work area for suspicious or unfamiliar items. Do not touch any suspicious items.

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2. Take personal belongings when you leave. You may not be allowed back in for an extended period.
3. Leave doors and windows open.
4. Do not turn on or off lights.
5. Use only the stairs; do not use elevators.
6. Move well away from the building to your departmental emergency rally point and wait for further instructions from Campus Security or other authorities. See General Building Evacuation for your departmental emergency rally point.

When the decision to evacuate the building is made, the Campus Emergency Manager or their designee will coordinate the evacuation with each Building Captain using the most expedient manner of notification available (the fire alarm system will not be used).

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Bomb Threat Questionnaire

Redlands Community College
Department _____

Date: _____
Time: _____

- Report call immediately to Immediate Supervisor, Campus Emergency Manager, Administration, and Campus Security.
- Keep calm!
- Advise the caller, if you can, that the detonation of the bomb may kill or injure innocent people.
- Alert Manager/supervisory personnel immediately to listen to, and if possible, record the call.
- OBTAIN AS MUCH OF THE FOLLOWING INFORMATION AS POSSIBLE:

1. When is bomb going to explode? _____
2. Where was it placed? (address/floor/room) _____
3. Did you place it there? _____
4. What does it look like? _____
5. What kind of bomb is it? _____
6. What will cause it to explode? _____
7. Where are you now? _____
8. What is your name? _____
9. What is your address? _____
10. Exact wording of threat? _____

Callers Voice Description: Check all that apply

Gender: Male _____ Female _____

Calm _____	Crying _____	Lisp _____
Angry _____	Distinct _____	Raspy _____
Soft _____	Slurred _____	Deep _____
Loud _____	Nasal _____	Laughter _____
Child _____	Young _____	Stutter _____
Accent/Type _____		

Does the Voice Sound Familiar? Yes _____ No _____
If yes, who? _____

Background Sounds: Check all that apply

Street _____	PA System _____	Bus Station _____
Restaurant _____	Music _____	Office Machines _____
Voices _____	Airport _____	Factory _____
Booth _____	Children _____	Other _____

Thread Language:

Well Spoken _____ Irrational _____ Incoherent _____
Foul _____ Taped _____ Message text read _____

Remarks: _____

Number/Extension at which call was received: _____
Employee Name and Title: _____

Information Given to: _____
Date _____ Time _____

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Prison Break and Hostage Procedures: General Guidelines

Redlands Community College is located 3.3 miles from a Federal Correctional Institution. If notified of a local prison break:

1. Account for all employees or students in your area and secure the area by locking all doors. If not all employees or students are accounted for, wait a reasonable amount of time for them to return, then secure all doors. Don't admit anyone to the area after the area is secured, as they may be a hostage of the prison escapee.
2. Don't unlock your area until given an 'all clear' signal by proper authorities.
3. Take appropriate cover during a prison break; avoid becoming a potential hostage by staying clear of windows and doors.
4. In the event of a hostage situation, don't be a hero. Accept your situation and be prepared to wait.
5. The first (15 to 45) minutes are the most dangerous for all concerned. Follow the instructions of your captor. The longer you are together, the less likely the captor will hurt you.
6. Don't speak unless spoken to and only if necessary, try to be friendly if possible, but not phony.
7. Try to get rest, sit if you can, if the situation goes for a long period of time, try to sleep if you can.
8. Don't make suggestions to the hostage-taker; if your suggestion goes wrong, he may think you planned it that way.
9. Don't try to escape unless you are absolutely sure you can make it, and even then rethink it before you try.
10. If anyone needs special medication, inform your captors.
11. Be observant of everything you see and hear, try to memorize the number of captors, their description and conversation, weapons carried, etc. Also the number and identities of other hostages. You may be released and your information will help the police.
12. If you are permitted to speak on the phone, be prepared to answer "yes" or "no" to questions asked by the police.
13. Don't be argumentative to captors or other hostages, put forth a cooperative attitude.
14. Don't turn your back on your captors unless directed to do so, but don't stare at them either, eye contact can be good. People are less likely to harm someone they are looking at.
15. Be patient, even though the police may appear to be doing nothing, they are engaged in a complete program designed to rescue you unharmed as soon as possible.
16. If you believe a rescue is taking place, or you hear a noise or shooting, hit the floor and stay down. Keep your hands on your head; do not make any fast moves.

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Explosion – Earthquake – Severe Building Damage

In the Event of an Earthquake or Explosion, take the following actions:

If Outdoors:

1. In an earthquake, if you are outside, stay outside. Move away from trees, signs, buildings, electrical poles, and wires. Protect your head with your arms from falling bricks, glass, plaster, and other debris.
2. Move away from fire and smoke, and at least 300 feet away from the affected building.
3. Proceed to the emergency assembly area for your group, if safe to do so. Check with your supervisor to determine your meeting location if you do not know it.

If Indoors:

1. Immediately take cover under tables, desks, or other such objects for protection against flying glass and debris.
2. If you are not near a sturdy object, make yourself as small as possible and cover your head and neck.
3. In an earthquake, stand in a doorway, brace yourself against the frame and watch out for swinging doors or other people.
4. Avoid overhead fixtures, windows, filing cabinets, bookcases, and other heavy objects that could fall or shatter.
5. Stabilize any laboratory procedures that could lead to further danger (turn off gas or electrical equipment).
6. After the effects have subsided, evacuate the immediate area and call Campus Security at 405.422.6200.
7. Seek and assist injured and disabled persons in evacuating the building.
8. Do not light matches.
9. Do not turn lights on or off.
10. Exit via the stairway. Do not use elevators.
11. Once outside, move at least 300 feet away from the affected building. Keep roadways and walkways clear for emergency vehicles.
12. Wait for further instructions from Campus Security or other properly identified emergency personnel.
13. Do not re-enter the building until instructed to do so.

After an Earthquake or Explosion:

1. Check for injuries, give or seek first aid.
2. Be alert to safety hazards (fires, electrical, gas leaks, etc.).
3. Do not use telephones or use roadways unless absolutely necessary.
4. Be prepared for aftershocks.
5. Cooperate with emergency response personnel, keep informed, and remain calm.

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Active Shooter

Active Shooting or Immediate Physical Threat

When a hostile person(s) is actively causing deadly harm or the imminent threat of deadly harm within a building or other location, we recommend the following procedures be followed:

- If you cannot safely evacuate the building, lock yourself in the room you are in at the time of the threatening activity.
- If telephone communication is available, call 9-1-1.
- Don't stay in the open hall or other common area.
- Do not sound the fire alarm! A fire alarm would signal the occupants in the rooms to evacuate the building and thus place them in potential harm as they attempt to exit.
- Barricade yourself in the room with furniture or anything you can push against the door.
- Lock the window and close blinds or curtains.
- Stay away from windows.
- Turn all lights and audio equipment off.
- Try to stay calm and be as quiet as possible.
- If for some reason you are caught in an open area such as a hallway or lounge-type area, you must decide what action to take. 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 looking for victims.
- If you think you can safely make it out of the building by running, then do so. If you decide to run, do not run in a straight line. Keep any objects you can between you and the hostile person(s). Use trees, vehicles or any other object to block you from view as you run. When away from the immediate area of danger, summon help any way you can and warn others.
- If the person(s) 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.
- The last option you have if caught in an open area, may be to fight back. This is dangerous, but depending on your situation, this could be your last option.
- If you are caught by the intruder and are not going to fight back, follow their directions and don't look the intruder in the eyes.
- Once the police arrive, obey all commands. This may involve you being handcuffed or made to put your hands in the air. This is done for safety reasons and once circumstances are evaluated by the police, they will give you further directions to follow.

WARNING SIGNS

It must be stressed that if you have had contact with any individuals who display the following tendencies, that you contact the Campus Security, student affairs officials, Housing (if applicable), department heads, police, or other university officials in a timely manner:

- Threatens harm or talks about killing other students, faculty or staff.
- Constantly starts or participates in fights.
- Loses temper and self-control easily.
- Swears or uses vulgar language most of the time.
- Possesses or draws artwork that depicts graphic images of death or violence.
- Assaults others constantly to include immediate family members.

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- Possesses weapons (firearms or edged weapons) or has a preoccupation with them.
- Becomes frustrated easily and converts frustration into uncontrollable physical violence.

Utility Failure – Gas Leak – Persons Stranded In Elevator

POWER OUTAGE:

1. Between 8 a.m. and 5 p.m., notify the Physical Plant at 405.422.1400. If phones are not operating properly, use a cell phone.
2. After hours, notify Campus Security at 405.422.6200.
3. If a member of the Administrative Staff determines evacuation of the building is required, exit via stairways. Do not use elevators. Seek out disabled persons and provide assistance.
4. 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. For emergencies after hours, contact Campus Security at 405.422.6200.
5. 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, close chemical containers and secure storage areas.

Should electrical power go out on campus, the college will continue to operate as normal as possible, considering the circumstances. A member of the Administrative Staff will determine if and when employees in their departments should leave their work areas, taking into account the availability of light, ventilation and ease of evacuation. Barring specific instructions to the contrary or safety problems, College employees are expected to remain at their workplaces and maintain normal business during the periods of an electrical blackout. In the event the campus will close, a member of the Administrative Staff or his/her designee will go around to the various buildings/offices to notify everyone of campus closing.

Employee safety is the top consideration. Offices without adequate light or ventilation should not be occupied. In the event of an extended outage, which could result from storm damage to the system or other contingencies, personnel should follow the steps outlined in the Emergency Response that follows:

If the power goes out during the day:

- Course instructors will be the primary source of information for their students, and will determine if lighting and ventilation is sufficient for instruction to continue or if class should be interrupted or dismissed.
- Faculty who dismiss their classes should report their action to the Department Head. The Department Head is to notify the Chief Academic Officer.
- Staff employees do not leave the workplace without appropriate authorization from your supervisor or a member of the Administrative Staff. Although loss of electrical service may compromise or prohibit certain College operations, it is expected that some functions can be continued, and personnel efforts should be directed toward these.

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- Employees will be expected to remain on campus unless notified that the electricity will remain off for several hours and a supervisor or a member of the Administrative Staff releases them from campus.
- Employees who leave their offices should take their personal items, shut off lights and anything that needs to remain off during the overnight hours, and lock the door behind them. Make sure to turn off any equipment that was still in service in order to avoid power surges when service is restored.
- Elevators will be closed and are not to be used. Physical Plant employees will confirm that all elevators have been cleared.
- If you are in an elevator during an outage use the emergency button to notify the Physical Plant. Do not try to climb out of the elevator.
- Enclosed offices without any kind of lighting should not be occupied. Where lighting and ventilation is adequate employees will be expected to continue working.
- Campus telephones will not be available when the power goes out. The only telephones that should operate normally are the phones located in the ASC, LRC, and MM buildings since they are connected to a generator.
- Cellular telephones should operate normally.
- Do not use candles for illumination. Use battery flashlights if you have them.
- Use caution when leaving campus. Remember that surrounding traffic lights may be out of service.
- Once power returns, all staff employees should report back to their area and faculty and students should report to their next scheduled class and resume normal operations.

If the power goes out after business hours or on a weekend:

- Course instructors will be the primary source of information for their students. If at all possible, Information Technology will coordinate with the Director of Public Communications and Marketing to communicate with instructors regarding the operational status of the campus. However, if the blackout occurs in the evening, instructors should assess the situation to the best of their ability until notification has been made.
- If the instructor determines that canceling class is the appropriate response to the blackout, they should assist students in evacuating the campus safely. At the earliest possible opportunity, the instructor should notify their department head that the class was cancelled.
- If you need assistance, call Security at 405.422.6200. You may have to use a cellular phone due to the phones being dead.
- When leaving campus – walk with another individual or group whom you trust.

FLOODING:

1. If flooding occurs because of a plumbing failure or other problem, stop using all electrical devices.
2. Notify Physical Plant at 405.422.1400 of the specific location of the flooding.
3. As necessary, evacuate the area or building. See General Building Evacuation Procedures.

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GAS LEAK:

1. Cease all operations immediately and evacuate the area in accordance with the General Building Evacuation Procedures. Notify others as you leave.
2. Do not switch light on or off. Do not take time to open windows or close doors.
3. Leave the area to call Campus Security at 405.422.6200.
4. Do not re-enter the building until cleared to do so by the Campus Security or other proper authorities.

PEOPLE TRAPPED IN AN ELEVATOR:

1. Try to keep the trapped passengers calm. Talk to them until Campus Security or other help arrives.
2. If you are trapped, use the emergency phone if one is installed in the elevator, or push the alarm button and wait for help.
3. Call Campus Security at 405.422.6200.

First Aid

EXPOSURE TO BLOOD (or other potentially infectious material): Treat everything as if it is contaminated with a blood borne pathogen. Do not attempt to clean up the area.

INJURY REPORTING. Always report all injuries or exposures to blood to your supervisor and Human Resources immediately.

PERCUTANEOUS EXPOSURE (Cuts to the skin): If you are stuck with any sharp object (needle, scalpel, dental wire, suture needle, etc.) which is contaminated with human blood or other potentially infectious material, wash the area thoroughly with water and antibacterial soap (if available), and proceed to a healthcare facility to get care within 1 to 2 hours of the exposure.

SPLASH TO THE EYES, FACE, MUCOUS MEMBRANES, OR BROKEN SKIN: Flush the area with water or normal saline and proceed to a healthcare facility to get care within 1 to 2 hours of exposure.

HEAD/SPINE INJURY:

- Never move a person who may have a spine injury unless they are in life-threatening situation/immediate danger.
- All head or spine injuries can be very serious. Seek medical attention.

UNCONSCIOUS PERSON:

- Check for breathing and pulse. Call for help.
- Clear the air-way of you know how.
- If you are trained, perform CPR if needed.
- Place the patient on his/her side, unless there is the possibility of spinal injuries.

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 and apply direct pressure using a clean, dry dressing.
- Watch for shock and seek medical attention, as needed.

SHOCK:

- Make sure the patient is breathing. Then get help.
- Stop any life-threatening bleeding by using disposable gloves and applying direct pressure to the wound.
- Lay the patient down and elevate the legs 6-8 inches.
- Cover the patient to keep warm.
- Continue to monitor the patient until help arrives.

SEIZURE/CONVULSION:

- Do not restrain the patient.
- Protect the patient during the seizure. Place patient on side and protect the head and limbs.
- Do not force anything into the patient's mouth.
- Seek medical attention.

CLOSED FRACTURE:

- Do not move patient unless there is danger of fire, explosion, or other life-threatening emergency.
- Do not try to set a fracture or straighten an injured limb.
- Stabilize the injured area.
- Seek medical attention.

SMALL OBJECT IN EYE (S):

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

ELECTRICAL INJURIES:

- Never touch the patient before turning off the power source.
- Seek medical attention immediately.

DISLOCATION:

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

FROSTNIP/FROSTBITE:

- Get the patient to a warm place.
- Warm affected area with lukewarm water (never hot) only until thawing is complete.

- Do not rub the affected area.
- Elevate the affected body parts.
- Seek medical attention, especially if blisters occur.

HEAT STRESS/INJURIES:

- Get the person into the shade or a cool area.
- Loosen restrictive clothing.
- Cool the person using cool water, not ice.
- Give sips of cool water to drink, but not ice water, only if the person is conscious.
- If Heat Stroke is suspected, seek medical attention immediately (this is a life threatening condition).

Note...Do not administer First Aid unless you have been trained to do so. If failure to administer First Aid would result in further injury or death, use common sense and work within your abilities. Do not begin to assist unless you can conclude the assistance. You could be liable if you initiate help but do not carry it out.

Dangerous Substance Spills/Decontamination

CHEMICAL SPILLS:

- Evacuate the area as needed.
- Call Campus Security at 405.422.6200.
- Most chemicals are odorless so remember just because you can't smell it doesn't mean it is not harming you. Look at the Safety Data Sheets (SDS) for health hazards and required personal protective equipment.
- Seal the area off. Only trained personnel should be permitted to enter the area.
- Check SDS for precautions and cleanup information.
- Wear appropriate personal protective equipment (gloves, respirator, shoe covers).
- Clean up spill following precautions listed in SDS for that chemical.
- Use appropriate absorbent, and neutralizing material or a spill kit to clean up.
- Dispose of all contaminated material as hazardous waste.

CHEMICAL SPLASH ON BODY/EYES:

- Remove contaminated clothing. Flush skin or eyes with water for at least 15 minutes.
- For chemical splashes to the eyes. Hold eyelids open for flushing of the eyes for 15 minutes.
- Make sure chemicals have not accumulated in the soles of shoes. This could be a potential long-term exposure point.
- Seek medical attention for all chemical splashes to the eyes by calling 9-1-1.

MERCURY SPILLS:

- Mercury is a heavy metal and when released or spilled it becomes airborne.
- Evacuate and restrict access to the area.
- Call Campus Security at 405.422.6200.
- Only trained personnel should be allowed into the area.
- Put on appropriate personal protective equipment (gloves, respirator, shoe covers).
- If a mercury spill kit is available use the extractor/pump to clean up the beads.

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Section 840-2.11 of Title 74 - SSN, Home Addresses and Telephone Numbers of current and former employees are confidential and not for public inspection or disclosure

- Use the water bottle and scouring pads for all areas without beads.
- All contaminated material must be disposed of as hazardous waste.

BLOOD SPILLS:

- Alert people in the immediate area of spill.
- Put on appropriate personal protective equipment.
- Cover the spill with absorbent material.
- Pour an appropriate disinfectant or a freshly prepared 1 to 10 dilution of household bleach around the edges of the spill and then into the spill. Be careful to avoid splashing!
- Use the recommended contact time of the disinfectant or for bleach a 20 minute contact time.
- After spill has been absorbed, clean up the spill. Place all material in a biohazard bag for disposal.
- If material involves broken glassware, use mechanical means to clean up such as a brush and dustpan.

RADIOACTIVE MATERIAL SPILL:

During regular working hours, report all radiation related accidents immediately to Physical Plant at 405.422.1400 and seek immediate medical attention when necessary in the event of the following:

- Personnel contamination.
- Indication of ingestion, inhalation, absorption, or puncture involving radiological chemicals.
- Unexpected release of radioisotopes to the air or sewer.
- Loss of radioactive material.
- Damaged radioisotope shipment containers.
- Any radiochemical spill outside of a labeled area.

If an accident occurs during off-duty hours, notify Campus Security at 405.422.6200.

PERSONNEL DECONTAMINATION:

- Flush contaminated skin area(s) thoroughly with water, and wash repeatedly with mild soap and warm water.
- If skin is lacerated by glassware or equipment contaminated with radioactive material, immediately wash the wounded area(s) under a stream of lukewarm water.
- If ingestion of radioactive material has occurred, report the incident immediately to a supervisor.
- Remove and bag contaminated clothing.
- Seek immediate medical attention when necessary.

Injury Reporting

SLIPS, TRIPS, AND FALLS

Spilled liquids and wet floors are one of the major causes of slips, trips, and falls. If you spill something, please clean it up immediately. If you discover a spill or wet floor and need assistance, please contact the Physical Plant at 405.422.1400. Report all other trip and fall hazards (malfunctioning elevators, holes in the sidewalk, loose carpet, etc.) to the Physical Plant at 405.422.1400.

Responding to Injuries to Visitors and Employees

If any situation appears to be a medical emergency, contact 911 to get help immediately.

VISITORS: If any visitor is injured, or if you see a visitor who is injured, do the following:

1. Assess the injured and provide reasonable assistance if it is apparent that such treatment is necessary. Obtain permission from the claimant prior to assisting with their injuries. DO NOT suggest that the state will pay for any emergency or medical services rendered.
2. In the case of a vehicle accident, call the police, regardless of who's at fault. Always try to obtain a police report. Fill out an Accident Information Form (DCS/Risk Mgmt Form 004) located in the glove compartment of the Redlands vehicle or you can request a form from Human Resources.
3. Provide the address and telephone number of Risk Management to the claimant. There should not be any statement made by "ANYONE" to the claimant, or anyone else, as to guilt or negligence on anyone's part. Risk Management's contact information is P.O. Box 53364, Oklahoma City, OK 73152, 405.521.4999, or fax 405.522.4442.
4. The employee reporting the incident should get the claimant's information, which should include name, address, city, state, zip, phone number, email address. If the claimant was injured, the employee should be able to describe the claimant's injuries and where they were taken to for treatment of their injuries. If it was involving a vehicle accident, the employee will have to give the claimant's vehicle information, which should include Year, Make, Model, License Tag Number, and a detailed description of the damage on the vehicle.
5. Immediately report the incident to Human Resources.
6. The employee reporting the incident – NOT the injured visitor – must fill out the Standard Liability Incident Report (DCS/Risk Mgmt Form 001) and Scope of Employment (DCS/Risk Mgmt Form 002) forms that can be obtained from the Human Resources Office.
7. Human Resources will send the original completed forms to Risk Management while keeping a copy on site.
8. Do not take documents, estimates, or other paperwork from claimant. The claimant must contact Risk Management to handle their claim.
9. DO NOT suggest, recommend, or insist that the claimant go to a doctor, call an ambulance, or suggest who will pay for it.
10. If you have any questions about reporting an accident/incident or injury involving a visitor, call (405) 422-1267.

EMPLOYEES: In the event of an accident involving injury or illness suffered on-the-job by any employee, the following procedures must be followed:

1. If life-threatening, seek emergency medical treatment.
2. Employees must notify their immediate supervisor as quickly as possible of any on-the-job injury or illness.
3. If not an emergency, the supervisor should be notified BEFORE the employee seeks medical treatment.
4. The employee and/or supervisor is responsible for contacting Human Resources to make them aware of the injury.
5. The employee and the supervisor will have to complete worker's compensation paperwork that can be obtained from the Human Resources.
6. If the employee needs to go see a medical professional for his/her injuries, the employee must go to an approved worker's compensation facility, unless it is an urgent medical emergency, of which, 9-1-1 should be called or the employee should be taken to an emergency room immediately. The name, address and contact information of an approved worker's compensation facility can be obtained by the Human Resources Office.
7. Once all of the worker's compensation paperwork is completed by the employee and immediate supervisor, it must be given to Human Resources. Additional paperwork will be completed by Human Resources and everything will be submitted to the Worker's Compensation Insurance Company.

REPORTING INCIDENTS:

Report any of the following to Campus Security immediately at 405.422.6200 or call 9-1-1:

- A tense situation between individuals or groups that has a potential for violence.
- Any unusual noise that you can't explain, such as screams, breaking glass, pounding, or a gunshot.
- Any emergency, such as an accident, a fire, or a critically ill or injured person.
- Anyone being forced into a vehicle.
- Property being carried out of an office or area that you know is not occupied.
- Recently broken windows or doors, or scratches on your doors or windows.
- Someone running from a vehicle, building, or area while carrying property.
- Someone looking into building windows or windows of parked vehicles.
- A vehicle driving slowly and aimlessly, back and forth on a street, or in a parking lot.
- Door to door solicitors without properly issued local permits or licenses.
- Someone loitering around the buildings, hallways, or other campus areas, with no clear purpose.
- Any form of vandalism, such as spray painting a sign or building; graffiti; removing benches or signs; pulling up or removing plants and shrubbery.

Report any of the following to Physical Plant (M-F, 8 a.m. – 5 p.m.) at 405.422.1400 or Campus Security after hours at 405.422.6200:

- Overgrown shrubs, tall weeds, or trees that could potentially harbor a criminal.
- Broken or non-working lights.
- Holes in parking lots, grounds or other locations.

- Dim lighting in and around buildings, parking lots, pathways, and sidewalks.
- Water on the floors from leaking pipes, water fountains, etc.

INCIDENT REPORT

Date: _____ Report Taken by: _____ Title: _____

1. Building: _____

2. Address: _____

3. Victim: Employee _____ Visitor _____ Other Bldg Tenant _____

4. Sex: Male _____ Female _____

5. Name: _____

6. Address: _____
City/State/Zip Code _____

7. Phone: Residence _____ Business _____

8. Time of Incident: _____

9. Type of Incident: _____

10. Location of Incident: _____

11. Description of Incident Loss: _____

12. Injuries Sustained: _____

13. Medical Treatment Required: Yes _____ No _____
If Yes, where treated? _____
Name of attending Physician _____
Admitted: Yes _____ No _____

14. Other Remarks: _____

15. Name and Addresses of Witnesses:

16. Were Police on-site? Yes _____ No _____
If yes, which Agency? _____
Contact: _____

17. Copy of report given to police? Yes _____ No _____
If yes, give the date: _____ Given to: _____

EMERGENCY NUMBERS

REDLANDS COMMUNITY COLLEGE OFFICES		
Campus Security	1300 South Country Club Road El Reno, OK 73036	*405-422-6200
Physical Plant	1300 South Country Club Road El Reno, OK 73036	*405-422-1400
Human Resources Office – Also the Emergency Manager	1300 South Country Club Road El Reno, OK 73036	*405-422-1267

***If you are calling from a Redlands Community College phone, you must dial 9 to get an outside number.**

FEDERAL, STATE, AND COUNTY AGENCIES		
Canadian County Emergency Management	201 North Choctaw Avenue El Reno, OK 73036 Current Emergency Manager is Andrew Skidmore	*405-295-6077
Oklahoma Office of Homeland Security	P.O. Box 11415 Oklahoma City, OK 73136 Current Director is Kim Edd Carter	*405-425-7296
Oklahoma State Bureau of Investigation (OSBI)	6600 North Harvey Place Oklahoma City, OK 73116	*405-848-6724
Federal Emergency Management Agency (FEMA)	Region VI oversees Oklahoma FRC 800 North Loop 288 Denton, TX 76209-3698	*800-621-3362

EL RENO AND CANADIAN COUNTY EMERGENCY NUMBERS

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EMERGENCY OPERATIONS CENTER		
Canadian County Civil Defense	119 North Choctaw Avenue El Reno, OK 73036	*405-262-1586

***If you are calling from a Redlands Community College phone, you must dial 9 to get an outside number.**

AMBULANCE SERVICES		
Mercy Hospital El Reno	2115 Parkview Drive El Reno, OK 73036	*911 or *405-295-1360

***If you are calling from a Redlands Community College phone, you must dial 9 to get an outside number.**

FIRE DEPARTMENTS		
City of El Reno Fire Department	2707 Faith Avenue El Reno, OK 73036	*911 or *405-262-2949

EL RENO AND CANADIAN COUNTY EMERGENCY NUMBERS CONT.

***If you are calling from a Redlands Community College phone, you must dial 9 to get an outside number.**

SHERIFF AND POLICE DEPARTMENTS		
Canadian County Sheriff	208 West Rogers El Reno, OK 73036	*911 or *405-262-3434
El Reno Police Department	116 North Evans Avenue El Reno, OK 73036	*911 or *405-262-6941
Yukon Police Department	100 South Ranchwood Boulevard Yukon, OK 73099	*911 or *405-354-1711
Mustang Police Department	650 East State Highway 152 Mustang, OK 73064	*911 or *405-376-2488
Piedmont Police Department	325 Piedmont Road North Piedmont, OK 73078	*911 or *405-373-1334
Union City Police Department	101 North Elm Avenue Union City, OK 73090	*911 or *405-483-5020

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HOSPITALS AND CLINICS		
Mercy Hospital El Reno	2115 Parkview Drive El Reno, OK 73036	*405-262-2640
Integrus Canadian Valley Hospital	1201 Health Center Parkway Yukon, OK 73099	*405-717-6800
Healthcare One Urgent Care and Family Practice	1900 South Country Club Road El Reno, OK 73036	*405-295-2900
Mercy Clinic Primary Care	605 SW 27 th Street El Reno, OK 73036	*405-384-7746

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ELECTRICAL SERVICES		
Oklahoma Gas & Electric (OG&E)	211 North Robinson Avenue Oklahoma City, OK 73102	*1-800-272-9741
Cimarron Electric Cooperative	19306 U.S. Highway 81 North Kingfisher, OK 73750	*1-800-375-4121

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GAS COMPANIES		
Oklahoma Natural Gas (ONG)	401 North Harvey Avenue Oklahoma City, OK 73102	*1-888-685-0016
Tiger Natural Gas Inc	1422 East 71 st Street, Suite J Tulsa, OK 74136	*1-918-491-6998

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WATER DEPARTMENTS		
City of El Reno Utility Department (water/sewer)	101 North Choctaw Avenue El Reno, OK 73036	*405-262-4070
Green Valley Water District	203 East Wade Street El Reno, OK 73036	*405-262-4203

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PROPANE COMPANIES		
Daughety Brothers Propane, Inc.	119 North Calumet Road Calumet, OK 73014	*405-893-2220

EL RENO AND CANADIAN COUNTY EMERGENCY NUMBERS CONT.

***If you are calling from a Redlands Community College phone, you must dial 9 to get an outside number.**

OTHER UTILITIES		
Allied Waste Services (Garbage Collection/Landfills)	7540 SW 59 th Street Oklahoma City, OK 73179	*405-745-4141
OneNet (Internet Provider)	655 Research Parkway, Suite 200 Oklahoma City, OK 73104	*405-225-9444

***If you are calling from a Redlands Community College phone, you must dial 9 to get an outside number.**

COMMUNITY RESOURCES		
Canadian County Civil Defense	119 North Choctaw Avenue El Reno, OK 73036	*405-262-1586

***If you are calling from a Redlands Community College phone, you must dial 9 to get an outside number.**

EQUIPMENT VENDOR AND SERVICE CONTRACTS		
Educational Systems Products (ESP) (POISE Software)	11415 East 19 th Street, Suite B Tulsa, OK 74128	*1-918-437-4920
Hewlett-Packard Company	P.O. Box 101149 Atlanta, GA 30392	*1-800-752-0900
Johnson Controls	4730 SW 20 th Street Oklahoma City, OK 73128	*405-688-3777
Simplex-Grinnell, LP	2835 South Utah Avenue Oklahoma City, OK 73108	*405-246-1000 or *1-866-746-7539
AT&T	P.O. Box 105414 Atlanta, GA 30348	*918-284-9125 or *1-800-268-8313
Firetrol Protection Systems	108 NW 132 nd Street Oklahoma City, OK 73114	*1-405-752-2330
Dell Inc. (OKC Campus)	3501 SW 15 th Street Oklahoma City, OK 73108	*1-800-456-3355

EMPLOYEE PHONE NUMBERS ARE NOT TO BE GIVEN OUT EMERGENCY USE ONLY!

REDLANDS COMMUNITY COLLEGE DISASTER TEAM MANAGEMENT PERSONNEL			
Team Position	Name	Work Phone	Personal Phone

REDLANDS COMMUNITY COLLEGE DISASTER TEAM MEMBERS			
Team Position	Name	Work Phone	Personal Phone

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REDLANDS COMMUNITY COLLEGE SAFETY ROLES			
Team Position	Name	Work Phone	Personal Phone

EMPLOYEES/STUDENTS NEEDING SPECIAL ASSISTANCE AND THEIR HELPERS		
Name of Person Needing Assistance	Name of Helper	Name of Alternate Helper

Any employee with health issues should inform their immediate supervisor about assistance.

Distribution List for Redlands Community College Personnel		
Team Position	Name	Location
Distributor	Kim Andrade	Human Resources Office
Alternate Distributor	Dana Smith	Human Resources Office
Alternate Distributor	Darla Rissler	Institutional Research Office

Redlands Community College Ham Operators			
Assist with communication links between similar agencies, establishing communications in areas outside of public service coverage areas, shadowing emergency management workers to ensure constant contact, monitoring highways and bridges to ensure safety, and observing damaged areas to provide reports. Emergencies and Storm Spotting. Three contacts will be sufficient.			
Name	Cell Phone	Call Sign	
None at this time.			

Homeland Security

All persons are encouraged to familiarize themselves with the Homeland Security Web page for your site's emergency precautions so that you will be prepared in the event a response is warranted.

Inquiries and for further information:

We hope that these recommendations will assist you. It is our goal of Redlands Community College that these proactive measures will ensure the safety of our students, employees, and visitors in College buildings. If you have questions, please contact your supervisor, the campus emergency manager, or appropriate administrator.