



Emergency Response Procedures for Building Evacuation Leads

August 22, 2012

Emergency Response Procedure for Building Evacuation Leads

1. **Purpose:** To provide necessary information for Building Evacuation Leads to coordinate building evacuations and to assist with lockdown situations.
2. **Scope:** Building Evacuation Leads will lead building evacuations, assist building occupants with complying with lockdown orders and will report the building status to emergency responders and/or the SCU Emergency Operations Group following an emergency.

3. Expectations of Building Evacuation Leads

1. Learn this procedure and be prepared to coordinate an evacuation or assist in a lockdown situation.
2. Before an emergency occurs, identify personnel in your building that can assist in an evacuation.
3. Familiarize yourself with those in your building particularly those who need assistance to evacuate and who their assigned evacuation buddies are.
4. Know how to contact the Police or Campus Safety in an emergency: **911** or **408 554-4444 (Emergency Dispatch)**.
5. Support Emergency Evacuation drills and provide feedback.

4. References:

- a. SCU Emergency Operations Plan
- b. SCU Faculty and Staff Emergency Procedure Handbook
- c. SCU Department Emergency Plan Template
- d. SCU Emergency Procedure Poster

5. Definitions

Lock Down: When there is advance warning of a potentially dangerous situation where being outside may put you at risk (such as a nearby chemical release or reports of shots in nearby neighborhood) you could be instructed to stay indoors or in an immediately dangerous situation, you could be instructed to lock/barricade doors, hide from windows and not leave the room until directed to (see Attachment 1 for additional examples).

Evacuation: When required to leave the work area and report to an Emergency Assembly Point. Evacuations are initiated when there is a potential threat to staying in the building such as a fire or damage after an earthquake (see Attachment 1 for additional examples).

Medical Emergency: Situations requiring professional medical assistance including psychological crisis.

6. Procedure for Evacuation

1. Safely stop your work, leave your work area and close (but do not lock) your door and window if safe to do so.
2. Evacuate the building promptly. If not previously assigned, assign two of the building evacuees to canvas the building for any remaining personnel on the way out (if safe to do so). Bring with you the Building Emergency Status Report Form.
3. Use the nearest safe stairs and proceed to the nearest exit. **DO NOT USE THE ELEVATOR.**
4. Assist any visitors under your supervision to the Emergency Assembly Point.
5. Go to the Emergency Assembly Point (Emergency Assembly Points are at: <http://university-operations.scu.edu/ehs/>), calm evacuees (if needed), and ensure that evacuees are not lingering in the access areas for emergency response vehicles.
6. Check with evacuees to confirm if they know that all those present in their area at the time of the evacuation did safely evacuate.
7. Close but do not lock building doors.
8. Complete the **Building Emergency Status Report** (Attachment 3) and if the emergency is minor or localized then wait for the first responders to arrive to report the building status and roster information. If a major, widespread emergency where first responders do not arrive, call the Emergency Operations Center at extension 4742 (408-554-4742). If telephone service is unavailable, send a report by messenger to the Emergency Operations Center (Facilities Building).
9. **DO NOT RE-ENTER** or allow others to re-enter the building or work area until you have been instructed to do so by emergency responders.

IN A MAJOR EMERGENCY, IT IS EXPECTED THAT ALL THOSE WHO DO NOT HAVE A DEFINED EMERGENCY RESPONSE ROLE AND ARE ABLE TO LEAVE CAMPUS, WILL GO HOME. Before leaving the campus, faculty and staff will be expected to report to their respective departments (resident students report to their Residence Halls and non-resident students report to the Leavey Event Center to sign out). By reporting before leaving, it provides the departments with a record of who has left and who is still on campus for emergency contact purposes. If unable to leave campus, students, faculty and staff should be instructed to report to the Leavey Event Center to register for shelter.

Those who have had HEAT/CERT, First Aid, or other training that would be beneficial in an emergency are encouraged to volunteer to support the campus emergency response efforts. Volunteers may assist in support duties such as care and shelter services, messaging, traffic direction and crowd control. Those wishing to volunteer should be informed to report to the Benson Center for assignment.

7. Procedure for Lockdown:

1. **SHELTER.** Go inside the nearest building or classroom and remain there. Assist the building occupants with finding shelter. Lock the door. You are looking for enclosed protection from the outside. You may need to remind Instructors of their responsibilities: *Instructors should quickly check halls and get students into classrooms. Instructors will keep all students in the classroom until the emergency is resolved or until directed to evacuate by the Campus Safety and/or emergency responders. In some instances, classes may continue to be held while a lockdown is in effect. Building Evacuation Leads and staff should assist building occupants with finding shelter.*
2. **SHUT.** Close all doors and windows. The tighter and more complete the seal the better. Close as many windows and doors between the outside and your shelter as possible.
3. **LISTEN.** Remain quiet to hear critical instructions from Campus Safety and/or emergency responders.
 - Do not release students or leave the shelter location until directed to do so by Campus Safety and/or emergency responders.

Additional steps if appropriate such as a situation involving a hazardous material related incident- often referred to as 'shelter-in-place':

- ❑ Advise students/staff to cover mouth and nose with a damp cloth or handkerchief to protect from any airborne hazards.
- ❑ Faculty or staff (or student if no official present) should close all vents, windows and turn off ventilation systems if possible. *The goal is to keep inside air in and outside air out. Air conditioners and heating systems bring outside air in.*
- ❑ Turn off all motors and fans if possible. *Still, non-moving air is best. Turn off anything that creates wind, generates extra heat, or could generate sparks.*
- ❑ Do not release students/staff from the shelter location until the "all-clear" signal is given by a Campus Alert Message, Campus Safety and/or emergency responders.

8. Procedure for Active Shooter

Be aware of your surroundings and immediately take action.

Three words to remember are **RUN, HIDE, or FIGHT.**

If outside:

- **RUN** off campus in a zig-zag pattern.
- Seek cover.
- Prevent others from entering the danger zone.

OR

If inside and cannot escape:

- Get inside a room.
- Secure the door (lock, barricade, wedge, straps, etc.).
- Cover windows and turn off lights.
- Stay on floor behind an interior barricade, offset from the door or **HIDE** the best that you can.
- Turn phones to vibrate and check frequently for Campus Alert notifications.
- Call 9-1-1 if you know the location, description or identity of the shooter(s).
- Remain calm and prepare for an evacuation.
- As a last resort, use improvised weapons and **FIGHT**.

9. Procedure for Earthquakes

DROP, COVER AND HOLD ON. Minimize your movements to a few steps to a nearby safe place and if you are indoors, stay there until the shaking has stopped and you are sure exiting is safe.

If Indoors:

- DROP to the ground; take COVER by getting under a sturdy table or desk; and HOLD ON until the shaking stops. If there isn't a table or desk near, cover face and head with arms and crouch in an inside corner of the building.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- Stay in bed if there when the earthquake strikes. Hold on and protect head with a pillow, unless under a heavy light fixture that could fall then move to the nearest safe place.
- Do not use a doorway except if it is a strongly supported, load-bearing doorway and it is close.
- Stay inside until the shaking stops and it is safe to go outside. Do not exit a building during the shaking.
- **DO NOT** use the elevators.
- Electricity may go out and sprinkler systems or fire alarms may activate.

If Outdoors:

- **Stay there.**
- Move away from buildings, streetlights, and utility wires. Once in the open, stay there until the shaking stops. The greatest danger is directly outside buildings, at exits and alongside exterior walls.

- Report to Emergency Assembly Point to conduct evacuation duties, if evacuation is ordered.

10. Procedure for Medical Emergency:

Do not move the injured person:

- Try to make the injured person comfortable. If you are trained in First Aid or CPR assist as you feel comfortable in assisting.
- Gather as much information as you can about the person and the injury (signs/symptoms and complaints of the victim).
- Assign someone to meet the Campus Safety or EMT's at the service elevator lobby on the floor and direct them to the injured person.

Illness or Injury to Students

- Report serious injury or illness to students that would prevent them from being transported by conventional means to the Cowell Student Health Center directly to Campus Safety x4444 (408-554-4444).
- During the regular academic year, from 8 a.m. – 5 p.m., Monday-Friday, students with minor injuries/illness can report to the Cowell Student Health Center.
- Report minor illness or injury after hours when the Cowell Student Health Center is closed to Campus Safety. Campus Safety will dispatch an Emergency Medical Technician to the scene to provide medical treatment and evaluate what level of further medical care is required.

Illness or Injury to Faculty, Staff, and Guests

- Contact Campus Safety x4444 (408-554-4444) for emergency medical assistance.
- Contact Campus Safety x4444 (408-554-4444) for treatment of job-related injury or medical illness. **Note:** the injured employee's supervisor and the Department of Human Resources must be contacted and an accident/incident form must be completed by the employee's supervisor for all job-related illness or injury (this form is obtained from the Department of Human Resources).

Psychological Crisis

- A psychological crisis exists when an individual is threatening harm to themselves, others or is out of touch with reality. A psychotic break may be manifested by hallucinations, uncontrollable behavior, or complete withdrawal.
- Contact Campus Safety at x4444 (408-554-4444) for assistance.
- If it is safe to do so, remain on the line until emergency personnel arrives.
- Never try to deal with a potentially dangerous situation by yourself.
- Report any suicide attempt to Campus Safety so that the proper procedures may be followed in order to ensure the safety of the victim.

When contacting Campus Safety regarding a medical emergency, be prepared to provide the following information:

- Injured individual's name;
- Building name and location;
- Floor and room number;
- Nature of the emergency; and
- Your call back number.

Automatic External Defibrillators (AEDs)

- AEDs have been placed within minutes of any campus location and a team of SCU campus community members are trained in CPR and AED use.
- The AED locations are available on the SCU EHS website at this link: <http://university-operations.scu.edu/ehs/emergency-management/automatic-external-defibrillators/>
- AEDs can be used without training by following the equipment instructions.

Attachment 1: Lockdown and Evacuation Examples

Type of Emergency	Emergency Description	Action Type
Earthquake	A significant earthquake strikes the area.	Stay put or find a safe place nearby. Evacuate only if there is significant structural damage
Fire	A fire breaks out inside the building	Evacuate
Gas Leak/Explosion	A gas line ruptures either externally or internally causing gas to escape and/or leading to an explosion.	Lockdown if the leak is outside the building. Evacuate if the gas leak is inside the building.
Water Damage	A pipe bursts causing water to leak onto a floor or create a flood; possible electrical hazard.	Evacuate damage area.
Civil Disturbance	Riot or civil unrest in and around the building and neighborhood.	Lockdown.
Bomb Threat	Notification of the possibility of a bomb or suspicious package in or near the building or the actual discovery of a bomb or suspicious package by Police Department.	Evacuate the area.
Gunman/Active Shooter/ Police Action	A gunman is in or around a building on campus.	Lockdown.
Biological Release	Biological materials (HazMat) are released externally near the building or inside the building.	Outdoor release: Lockdown. Indoor release: Evacuate.
Chemical Release	Chemical materials or hazardous materials (HazMat) are released externally near the building or inside the building.	Outdoor release: Lockdown. Indoor release: Evacuate.
Radiological Release	Radiation materials (HazMat) are released externally near the building or inside the building.	Outdoor release: Lockdown. Indoor release: Evacuate.
Nearby Neighborhood Emergencies	Apartment house fire in neighborhood; robbery/shooting at nearby market; major accident; armed intruder in community.	Lockdown.

Attachment 3

SCU BUILDING EMERGENCY STATUS REPORT

Following a major emergency with significant operational impact to the campus, Building Evacuation Lead use this form to provide a status report of damage and injuries, and to request assistance from the SCU Emergency Operations Center (Facilities Building).

Report status by telephone if available (call 408-554-4742 or extension 4742) otherwise by designated runner.

Building#: _____

Date: _____

Building Evacuation Contact Name: _____

Emergency Phone # _____

Check if **no** major problem at this time otherwise complete the tables below

Problem/Urgent Need	Exact Location	Details
Serious Injuries		
Fire		
Explosion		
Building collapse		
People trapped		
Natural gas leak		
Hazardous material spill		
Other		

Services Functioning:

Service	Yes	No
Telephones		
Emergency Lighting		
Electrical		
Water		
Gas		
Elevators		
Emergency Generators		
Other		

Comments: