



Emergency Response Procedures/ General Guidelines	Plans
	Effective Date: May 2018
	Board Review Date: May 2018

1. WHOM TO CONTACT

To dial out:	9 + ###-####
Fire, Police, Ambulance	911
Campus Security	674-8647
St. George Police Department	627-4300
County Dispatch	634-5730
Utilities, St. George City	627-4700
Telephone	674-8621
Risk Management	801-538-9560

2. WHAT TO DO

How you respond in an emergency may mean the difference between life and death for you or someone else.

- Stay calm.
- Make safety the first priority.
- Assess the situation.
- Summon appropriate response services (see phone numbers above).
- Document everything you remember.

3. BOMB/TELEPHONE THREATS

3.1 WHAT TO DO:

- Be calm and courteous.
- DO NOT PUT CALLER ON HOLD.
- DO NOT TRANSFER AND DO NOT HANG UP THE PHONE.
- As the caller talks, fill in the checklist information. (When the caller finishes, try to finish filling in the checklist.)

3.2 SPECIFIC QUESTIONS FOR BOMB THREAT

- Where is it located?
- What kind of bomb?
- When will it go off?
- What does the bomb look like?
- Why are you doing this?
- Who are you?
- Where are you now?

3.3 BOMB/TELEPHONE THREATS CALLER INFO SHEET (FILL OUT TO THE BEST OF YOUR ABILITY)

CALLER INFORMATION

Male Female Unknown

Older Younger Unknown

VOICE CHARACTERISTICS

Loud Raspy Soft

Pleasant

Intoxicated

Deep

Other: _____

High Pitched

SPEECH PATTERNS

Fast Slow Stutter Distinct

Lisp Distorted Slurred Other: _____

LANGUAGE

USE Fair Good Obscene

Poor

Other: _____

Abusive

ACCENT

Loud Racial Foreign

Unknown Other: _____

BACKGROUND NOISE

Party Noise Traffic Quiet

Machines Voices Trains Airplanes

Animals Other: _____

EMPLOYEE INFORMATION

Date:

Name:

Supervisor

Name _____

*Talk only to your supervisor and Emergency Personnel.

4. CHEMICAL / BIOLOGICAL

4.1 WHAT TO DO

If you discover a hazard:

- Notify the instructor and Student Services.
- DO NOT activate the fire alarm.
- Wait for instructions from administration or regulatory

agency. If you receive a Threat:

- See bomb threat instructions

above. If you have a Chemical Spill:

- If a known chemical is spilled, contain spill, if safe to do so.
- If an unknown chemical is spilled or fumes are detected; evacuate the area and inform supervisor and Student Services.
- SDS (Safety Data Sheet) binder is located where chemicals are stored.

Remember: The 911 Operator is trained to talk you through this event.

5. EARTHQUAKE PREPARATION

- Be aware of potential hazards at your location.
- Study your evacuation route carefully.
- If possible, place your desk away from bookcases, wall hangings, or cabinets that might fall on you as the ground shakes.

5.1 WHAT TO DO

5.1.1 Inside the building:

1. Sit next to (not under) a desk or table, and hold on to furniture so it does not move away from you.
2. Stay away from outside walls and windows.
3. If there is no furniture near, sit against an inside wall and cover your head. If near a doorway, brace yourself in the doorway against doorjamb.

5.1.2 Outside the building:

1. Stay clear of power lines.
2. If driving, pull to the side of the road and stop vehicle; remain in your vehicle, if it is safe to do so.
3. Stay clear of buildings as walls may fail.

5.1.3 After the Quake:

1. Take steps to prevent further injury; render first aid if necessary.
2. Evacuate the building carefully but quickly.
3. Be aware of hazards; i.e. jammed doors, broken windows, etc.
4. Move a safe distance from the building, away from power lines, and other hazards.
5. Disseminate situational information as this information may become important to your personal safety, or to search and rescue personnel.
6. In major disasters, outside help might not be available for at least 72 hours. Search and rescue efforts begin immediately, but you might be on your own for a period of time.
7. Count on aftershocks. Initial earthquake tremors last less than one minute, aftershocks may occur within second, minutes, days or weeks, following the initial quake.

6. FIRE

6.1 WHAT TO DO

- R Remove students and personnel from building.
- A Activate fire alarm (Inform front desk of fire location).
- C Contain the fire.
- E Extinguish the fire if possible.

6.2 Extinguishing Fires: Keep your back to the exit and stand six to eight feet from the fire. In emergency situations Fire Extinguishers are to be used to clear a path to an emergency exit.

6.3 Extinguisher Operation PASS: Pull pin; Aim low; Squeeze top lever; Sweep from side to side at the base of the fire.

6.4 Faculty and Staff:

1. As you leave your area, do not lock doors behind you.
2. Evacuate all personnel and students to the nearest exit.
3. Once evacuated, everyone should proceed to the safe meeting area located at the North and South parking lots.
4. Everyone is to remain in the safe meeting area until the "all clear" command has been given by administration, regulatory agency, or people are instructed to go home.

*Dial: 911: Location: 610 Tech Ridge Drive, St. George, UT

7.0 FIRST AID

7.1 FIRST AID KIT

First aid kits are available on every floor and in every student lab. If possible, the individual needing First Aid should administer it. If a person is incapacitated, attempt to stop the immediate threat to life and then dial 911. If First Aid administered is inadequate, seek the attention of a healthcare or an emergency services provider. Faculty and staff cannot recommend or dispense medication. If medication is given from the first aid kit, the patient must initiate it.

7.2 Check your ABC's: A

Airway

B Breathing

C Circulation

7.3 Allergic Reactions

- Check ABC's.
- If breathing is impaired, call 911.

7.4 Burns

- Reduce the source, reduce pain, with cold water or burn free agents.
- If burned area exceeds 4"x4" call 911

7.5 Cuts and Wounds

- Apply direct pressure, elevate above heart level, apply compress wrap, ice injury, and check ABC's.
- Precaution should be taken in bodily fluid clean up. If possible, the person that bled should be the one to clean up the bodily fluid.

7.6 Diabetic

- Evaluate and provide for their needs.

7.7 Electrical Shock

- Kill the source
- Check ABC's and dial 911

7.8 Eye Injury

- Flush any chemical exposure for 30 minutes.
- Even if only one eye is injured cover both eyes.

7.9 Fainting

- Assist to sit or lie down
- Elevate feet
- Check ABC's

7.10Heart Attack / Stroke

- Check ABC's
- If person is unconscious and heart has stopped beating, administer A.E.D. procedure. AED is located on every floor
- Dial 911

7.11Seizure

- Assist them to the ground.
- Cradle their head and protect them from injury.
- Do not restrain!!!
- Check ABC's

7.12Shock

- Assist them to the ground
- Elevate feet
- Maintain body temperature
- Check ABC's
- Dial 911

REMEMEMBER WHEN YOU DIAL 911:

- OUR LOCATION IS: 610 Tech Ridge Dr., St. George, UT
- 911 operators are trained to talk you through this event

8. HOSTAGE SITUATION

8.1 PREPARATION

- Always leave a message with a co-worker if you are out of the office for a long time.

8.2 TAKEN AS HOSTAGE

- Remain calm (Try to think of other things that will help save you)
- DO NOT talk to captors or accompany them except by force, or threat of force.
- Observe features and attitudes of captors, but avoid eye contact.
- Drink water and eat to maintain strength.
- If shots are fired, drop to the ground with your hands on your head.
- Co-operate with emergency responders.

8.3 WARE OF A HOSTAGE SITUATION

- Dial 911
- Notify your building security.
- Notify department administration.
- Notify those in immediate areas of the danger.
- Quickly and quietly evacuate the area.

- DO NOT re-enter building until told to do so by emergency responders or administration.
- Report any damage to your department head, or to administration.
- Document all you remember about the incident.

9. STUDENT ILLNESS

9.1 WHAT TO DO

- Students who become ill during the school day should be sent home to avoid exposing other students.
- If a student is so ill that they cannot move on their own, the instructor should provide an area to rest on the floor, away from furniture; the front office should be made to contact their emergency contact for the student and arrangements made for them to be picked up.
- If a student vomits, precautions should be taken in bodily fluid clean up. If possible, the person who vomits should clean up his/her bodily fluid.

10. EMERGENCY HEALTH CARE

- Illness or accidents may require immediate attention; always err on the side of caution.
- Dial: 911 [Location: 610 Tech Ridge Drive, St. George]

11. SUSPICIOUS PACKAGE

11.1 PREPARATION

The following are characteristics of letter and parcel bombs:

- Foreign mail, airmail, or special delivery
- Restrictive markings
- Excessive weight
- Handwritten or poorly typed envelope
- Incorrect titles
- A title but no name
- Misspelled common verbs
- Oily stains, discolorations, or powder like substance
- Rigid envelope
- Lopsided or uneven envelope
- Wires or foil protruding from package or envelope
- Excessive masking tape, string, or other wrapping

11.2 WHAT TO DO

- DO NOT allow anyone to touch or jar package.
- Notify the instructor and Security of a suspicious package
- Call 911 (911 operators are trained to talk you through this event)

12. VIOLENT ACTS

12.1 CONFLICT RESOLUTION

If a person is potentially violent or becomes violent, follow these procedures:

- DO NOT take the person's remarks personally.
- Focus on the situation. Be helpful, and be attentive.
- Let the hostile person vent his/her feelings.
- Listen actively. Acknowledge what the person says.
- Maintain eye contact.
- Be polite and professional.
- Take notes. Write down details the person tells you, so he/she will see you are interested in helping.
- Ask questions. Clarify anything that you do not understand.
- Repeat details back to the person. This demonstrates that you understand important points.
- Apologize sincerely for their inconvenience.
- Take responsibility to solve problems. If you do not know the answer, say that you do not know, then tell the person you will find the answer.
- DO NOT make promises you cannot keep

12.2 HOW TO RESPOND TO A VIOLENT ACT

- DO NOT move or make any sudden gestures that may alarm or attract the perpetrator's attention.
- If you can do so without attracting attention, leave the area immediately and summon help. If you must stay, try to seek cover under a table or desk, or just lie on the floor.
- If moving will attract attention, stay where you are. Do not move until otherwise directed.
- If you are near a location of a violent act, do not go toward the location. Go to a safe area.

12.3 HOW TO RESPOND TO A SHOOTER

QUICKLY DETERMINE THE MOST REASONABLE WAY TO PROTECT YOUR OWN LIFE.
Only

call 911 when it is safe to do so

1. FLEE

- Have an escape route and plan in mind
- Leave your belongings behind
- Notify as many people as possible once you are safe

2. HIDE

- Hide in an area out of the active shooter's view. Turn your cell phone to silent
- Block entry to your hiding place and lock the doors

3. FIGHT

- As a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the active shooter
- Act with physical aggression and throw items at the active shooter