

Desktop

EMERGENCY

Flipchart

Yavapai
COLLEGE
Your community. Your college.

Campus Safety Non-Emergency **Dial 311** From Any Phone On Campus

Emergency Phone #:	Life Line Ambulance	(emergency) 911
		(business) 445-3814
	Prescott Fire Dept.	(emergency) 911
		(business) 445-5555
	Central Yavapai Fire	(emergency) 911
		(business) 772-7711
	Chino Valley District	(emergency) 911
		(business) 636-2442

Workplace Violence

1. Call **Campus Police @ 311 or 776-2185.**
2. Determine threat of safety to students and/or staff.
3. Remain calm, speak softly and slowly.
4. Do not antagonize the person.
5. Try to keep a barrier between you and the person(s).
6. Signal/warn co-workers and others in the area for help/assistance, if possible.



Examples:

- A student with a gun is seen walking around the athletic fields
- Two people waving knives are seen in the parking lot
- You observe loud and disruptive behavior in a classroom

Quick Reference Emergency Response

1. Determine the seriousness of the situation.
2. **Call 911** and secure everyone's safety.
3. Call **Campus Police @ 311 or 776-2185**.
4. Get assistance for victims.
5. Gather facts while maintaining confidentiality as appropriate.
6. Notify your supervisor.
7. Refer all media inquiries to **Advancement/Marketing Director 776-2001**.



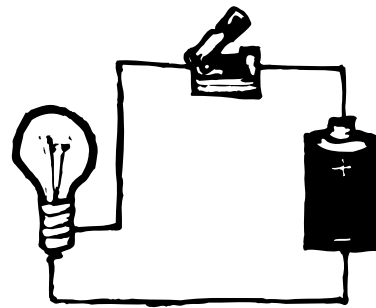
Emergency Response

Utility Disruption

To report an electrical, gas, water or sewer problem:

1. During normal business hours, contact **Facilities Maintenance @ 776-2180**.
2. After normal business hours, contact **Campus Police @ 311 or 776-2185**.
3. In the event of a power failure, turn off any equipment being used in your area (computers, printers, etc.). This will assist in assuring circuit breakers will not fail once power is restored and will protect vital equipment.

DO NOT call the utility companies. The Facilities Management department is responsible for calling the utility companies to report the problem and to determine the amount of down time. The Facilities Management department staff will convey this information to the affected buildings.



Examples:

- Leaking water or broken water pipe
- Power outage
- Sewer backup

Accidents/Injuries

1. Determine type and location.
2. Determine if first aid is required.
If yes, **call 911**.
3. Call **Campus Police @ 311 or 776-2185**.
4. Remain calm and give support to victim.
5. Report all incidents to Campus Police.

Examples:

- A car strikes a student or staff member
- A person faints or passes out
- A person trips or falls



Attempted Suicide/Suicide

Imminent Danger to Self or Others, Actual Threat or Self-Inflicted Injury

(Has the means in immediate possession and acting in a manner to commit the act.)

1. **Call 911**, identify yourself, give building and room location.
2. Give victim information; age, gender, injury, condition, etc.
3. Administer First Aid as directed.
4. Call **Campus Police @ 311 or 776-2185**.
5. Move students/employees from immediate location.



Threatening Animals/Insects

1. Do not approach animal/pests.
2. Keep your distance.
3. Enter the nearest building or if possible, return to car.
4. Once you are in a safe place, contact **Campus Police @ 311 or 776-2185**.



Examples:

- A coyote loose on the campus
- A swarm of bees
- Stray dogs or skunks

Critical Threat

(Has the means available, not in immediate possession, to carry out threat)

1. Call **Campus Police @ 311 or 776-2185**.
2. Talk with person until officer arrives.
3. Move students/employees from immediate location.

Significant Threat

(Past conversation or in written form of committing suicide)

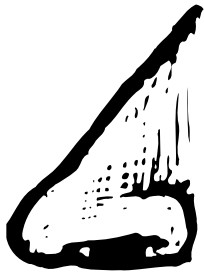
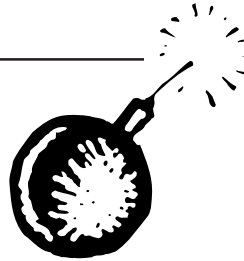
1. Call **Campus Police @ 311 or 776-2185**.
2. Call **Counseling Department @ 776-2106**.
3. Talk with person to determine if threat could escalate.

Attempted Suicide/Suicide

Bomb Threats

Should you receive a bomb threat:

1. Remain calm with the caller.
2. Attempt to obtain information.
 - A. Exact location of device
 - B. Type of device
 - C. Time of explosion
 - D. Reason for bombing



Suspicious Odors

1. Remember: Your nose is your best indicator for abnormal odors!
2. During normal working hours, contact **Facilities Management @ 776-2180**.
3. After hours, contact **Campus Police @ 311 or 776-2185**.
4. When in doubt, leave the building.

DO NOT:

- Turn on/off any electrical equipment or switches
- Activate the fire alarm
- Use any elevators
- Re-enter the building until the "All Clear" is given by the Scene Commander or Facilities Management
- Share any information with the news media

3. Pay attention to the caller's voice, tone, mood, and background sounds.
4. Call **Campus Police @ 311 or 776-2185** and identify yourself, provide your specific location and any information you obtained.

DO NOT:

- Activate fire alarm
- Turn on/off any electrical equipment or switches
- Operate any cell phones
- Use elevators
- Share any information with the news media



Chemical Incidents

1. Large spills – contact local **Hazardous Material Team at Fire Department** by calling **911**.
2. Call **Environmental Health and Safety Office @ 776-2179**. If no answer, call **776-2180**.
3. Call **Campus Police @ 311 or 776-2185**.

Hazardous Conditions On Campus

1. During normal working hours, contact **Facilities Management @ 776-2180**.
2. After hours, contact **Campus Police @ 311 or 776-2185**.
3. When in doubt, leave the building.

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| Examples: | <ul style="list-style-type: none">• Icy sidewalks or damaged steps• Heating or cooling problems• Inoperative elevators |
|------------------|--|

4. Determine the identity of chemical(s), the location of incident, the amount of chemical(s) involved.
5. Evacuate immediate area and restrict anyone from entering the area.
6. Refer to your department manual of **Material Safety Data Sheets** for all products or chemicals maintained in each department. Material Safety Data Sheets for the specific chemical will provide information in treating the spill, the hazards and first aid treatments.
7. Close doors and windows.
8. If the chemical has overcome anyone, move the victim immediately to an area with fresh air.

Examples:

- A leaky container filled with chemicals
- A chemical spill

Chemical Spill

FIRE

Know Your Evacuation Path(s) From The Building and Reassembly Site!

1. **Call 911**, identify yourself, the building and room location.
2. Activate the nearest alarm (pull station) in your building.
3. If your building does not have an alarm, assign responsible person(s) to assist in verbally alerting departments and classrooms.
4. Evacuate **AWAY** from the immediate area, calmly and orderly.
5. Go to interior stairwells to the reassembly sites outside the building. (Each building has specific reassembly site(s) noted on posted Evacuation diagrams located in hallways.)
6. Supervisors and instructors are responsible in accounting for their employees or students during evacuation.
7. Provide assistance to any persons with disabilities.
8. Close all doors and windows in your immediate area.
9. If heavy smoke is present, cover nose/mouth and stay close to floor while exiting the building.

<p>DO NOT:</p> <ul style="list-style-type: none">• Use any elevators• Fight the fire• Share any information with the news media	
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