



# EMERGENCY PROCEDURES INFORMATION

In Case of Emergency

Dial: 395.5555 or 911

## BOMB THREAT

You receive a Bomb Threat over the telephone:

- Remain calm.
- Use Bomb Threat Checklist below.
- Have a co-worker contact SFC Police Department ext. #5555 using another telephone as covertly as possible.
- Write information down as the caller says it and have the co-worker relay this information to the police department.
- Try to keep the caller on the phone. Listen for any background noises, voice inflection, accent or anything that would help determine the caller or the origin of the call.
- Follow instructions of police or college personnel. Evacuate the building upon instructions from properly identified emergency response personnel or as deemed appropriate in individual situations.
- An area will be designated by officials for all evacuees.

## Bomb Threat Checklist

When will it explode:

Where is it placed:

What does it look like:

What area is it in:

Why are you doing this:

Who are you:

Call received by:

Extension:

Time of call:

Write the EXACT (as close as possible) language the caller used in the area below:

Description of caller:

Male

Female

Adult

Juvenile

Voice: Speech: Language:

- loud soft fast slow excellent good
- high pitched deep distinct distorted fair poor
- raspy pleasant stutter nasal foul other
- intoxicated other slurred precise
- other

Accent: Manner: Background Noise:

- local not local calm angry office machines quiet
- foreign regional rational irrational factory machines bedlam
- race other coherent incoherent street traffic aircraft
- deliberate emotional animals trains
- righteous laughing mixed voices
- party music

# EVACUATION - BUILDING

When a fire alarm is activated in a building, evacuation is mandatory. Notice to evacuate the building will be transmitted via the siren, the intercom phone system and/or by verbal instructions from a competent authority to representatives throughout the building.

- Faculty and staff in affected building should:
- Ensure all students and staff evacuate in a prompt and orderly manner to the designated evacuation point. Do NOT use elevators.
- Take personal items and close doors as you exit.
- Supervise and assist the evacuation of students with disabilities.
- In the case of a fire, when an individual with mobility impairment is present, take the individual to the nearest stairwell, away from traffic.
- Go immediately to the nearest police or fire officer and notify them of the location of the individual.
- Keep all students and staff a safe distance from the affected building
- (at their evacuation point) to assure that all are out of the building, if possible.
- Maintain a clear path of access for emergency vehicles.
- Do not return to the evacuated building until specifically instructed to do so by a college official.

# FIRE

Initiate S.A.V.E.

- **S** = Save those in imminent danger.
- **A** = Activate the alarm. Pull the nearest fire handle alarm. Pick up a phone and dial 9 then 911. Have a second person dial ext. #5555 for the Santa Fe College Police. In both cases give exact location.
- **V** = Vocalize: Yell “Fire! Fire! Fire!”, to alert everyone in the building.
- **E** = Evacuate the building. Move to a clear area, upwind if possible at least 300 feet away.

# SHELTER IN PLACE

- Go inside or stay inside the building.
- Do not use elevators.
- Shut and lock all windows.
- Try to seal the doors and windows, as needed, with duct tape and plastic sheeting, wax paper, aluminum wrap or clothing.
- Turn off the heat, air conditioning, or ventilation system, if you have local controls for these systems.
- Quickly locate supplies you may need, e.g., water, radio, and flashlight.
- If possible, go to a room or corridor where there are no windows. In the event of a chemical release, go to an above-ground level of the building since some chemicals are heavier than air and may seep into basements even if the windows are closed.
- If there is the potential for a hazardous material, the college may shut down the air and heating systems (to limit the spread of the hazardous material into the building).
- If the power to a building is turned off during a hazardous material incident, do NOT use open flames (e.g. candles or lighters).
- If possible, monitor main college web page ([www.sfcc.edu](http://www.sfcc.edu)), the college Emergency Notification System, radio or television for further information and instructions.
- Do NOT call campus police (395-5555) unless you are reporting a life threatening situation.
- When the “all clear” is announced:
- Open windows and doors.
- Turn on heating, air conditioning, or ventilation system.
- Go outside and wait until the building has been vented.

## **SHOOTER - ACTIVE**

- Call 911 and Santa Fe College Police Department ext. #5555 and provide location of the shooting.
- Consider exiting the building if shots sound like they are coming from inside the building, call 911 and SFCPD ext. #5555.
- Consider securing yourself behind closed doors or barricade room doors. Follow directions of police.
- Do not make sudden movements toward police.
- Turn all lights and audio equipment off.
- Silence cell phones.
- Try to stay calm and be as quiet as possible.
- Keep others calm, quiet and out of sight.
- When you reach safety, call family to let them know you are safe.

## **WEATHER – SEVERE**

Hurricanes - Hurricane season is generally from June 1 to November 30 of each year. To facilitate readiness, Santa Fe College has incorporated phases of preparation based on projected landfall for this area:

- Phase 1 Pre-caution
- Phase 2 Watch (36 hours out)
- Phase 3 Warning (18 hours out)
- Phase 4 Assessment (damage)

In the event a hurricane does threaten the area, the President and associated staff will monitor the situation and decide whether or not to close the campus. Should the decision to close the campus be made, faculty and staff should do the following:

1. All electrical equipment should be unplugged.
2. Where feasible, move computers and electronic equipment away from the areas that have leaked in the past. Roof leaks are very possible during storms of this nature.
3. Instructors with items outside should secure them or relocate them inside buildings. Loose items will be put away by the maintenance staff.
4. Make certain windows are locked securely. If you are unable to lock one, notify Facilities Services at ext. # 5521 as soon as possible.
5. Listen to local radio and TV stations.
6. For more information refer to the hurricane section of the Disaster Preparedness Manual.

### **Tornadoes**

Since tornadoes give no advance notice, little can be done except for protecting yourself. The campus police and Santa Fe College staff will notify you should a tornado endanger the campus. Remember that it is safer to remain in the building and do the following:

- Stay away from windows.
- Stay close to structural supports (i.e. beams and/or columns) on the first floor of the building.
- Sit facing the internal wall with knees and head down, and hands covering face and head.
- Remain calm.

## **CHEMICAL SPILLS**

Always follow the detailed instructions provided in the Material Safety Data Sheets. Call the Santa Fe College Police Department at ext. #5555 for major spills or if assistance of medical treatment is needed. The Santa Fe College Police Department will notify other response personnel.

1. If flammable material is spilled, turn off all sources of ignition, if safe to do so.
2. Evacuate as necessary. Remove injured person(s), if safe to do so.
3. Identify or characterize the substance involved.
4. Provide Material Safety Data Sheet (MSDS) to response personnel.

## **CHEMICAL SPLASH ON BODY**

- Remove all contaminated clothing including shoes.
- Flush skin and/or eyes with water for at least 15 minutes.
- Make certain that chemicals have not accumulated in the shoes.
- Seek medical attention, if necessary, by dialing 9 then 911 for emergency services.
- Review First Aid section of Materials Data Safety Sheet.

## **EXPOSURE / INFECTION CONTROL AND BIOMEDICAL WASTE**

- All waste materials that are suspected of containing blood and/or body fluid must be disposed of in RED biohazardous bags.
- Sharps must be disposed of in rigid, puncture-proof containers.
- No eating, drinking, applying cosmetics or lip balm or handling contact lenses in areas where there is a likelihood of infectious exposure.
- Personal Protective Equipment (PPE) should be worn and Universal Precautions (UP) practiced when ANY chance of exposure is present.
- HAND WASHING remains the single most effective means of preventing the spread of infection.

## **REPORTING EMERGENCIES**

Emergency phone numbers for the NW Campus:

1. Santa Fe College Police Department: dial ext. #5555
2. Ambulance (in house phone): dial 9, then 911
3. Fire Department (in house phone): dial 9, then 911
4. Poison Control: dial 1-800-282-3171
5. Crisis Intervention (in house phone):  
dial ext. #5508 (normal business hours) or  
dial ext. #5519 (after hours and on weekends)

In the event an ambulance or fire fighting equipment is needed, dial 9 then 911 (inside phone) and have a second person dial the SFC Police Department at ext. #5555.