

SF SANTA FE COLLEGE

Emergency Procedures Safety Brief for Santa Fe College Staff

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Emergency Notification System

The Emergency Notification System (ENS) is designed to reach Santa Fe College students and staff by multiple methods such as text, email, home phone, and/or desktop notification. Emergency notifications are usually titled *SF Alert*. Alerts will be brief, communicating the nature of the emergency and any applicable instructions. Alerts will also be sent out when an emergency has passed or a situation has been declared all-clear. Employees can opt in or out of the emergency notification system and change their emergency contacts by clicking “Emergency Notification Info” under “My Information” in [eStaff](#). Employees and temporary workers can be added to the ENS at the [ENS Self-Registry Site](#). You are responsible for removing yourself from the system if no longer employed by SF.

In addition to the ENS, Santa Fe College has audible sirens mounted on buildings that may be activated in the event of an emergency on campus. Real-time emergency information can be found on the SF homepage, SF Police Department (SFPD) website, and local TV and radio. Emergency Procedures Quick Guides are available for all SF College campuses on the [SF Safety website](#). Post the Quick Guide next to your phone.

Accidents/Incidents on the Northwest Campus

If a medical emergency occurs on the NW campus:

- Call 911 immediately and the SFPD emergency line (395-5555)
- Tell 911 the nature of the emergency, your location, and any information that could aid responders
- Stay with the injured person until responders arrive
- SFPD will fill out an [Accident/Incident Report](#)
- Notify your supervisor as soon as possible

If an injury occurs on campus which does not require emergency medical services

- Immediately call the SFPD non-emergency number (395-5519)
- If in doubt as to whether the incident is an emergency or not, treat the incident as an emergency and call 911 and the SFPD emergency line (395-5555)
- SFPD will fill out an Accident/Incident Report
- Notify your supervisor as soon as possible

Accidents/Incidents on All Other SF College Campuses

If a medical emergency occurs on campus

- Call 911 immediately and the SFPD emergency line (395-5555)
- Tell 911 the nature of the emergency, your location, and any information about the situation that could assist first responders
- Notify the injured person's supervisor as soon as possible
- Stay with the injured person until responders arrive
- SFPD or the supervisor will fill out an [Accident/Incident Report](#) and may ask you to sign

If an injury occurs on campus which does not require emergency services

- Call the SFPD non-emergency line (395-5519)
- If in doubt on whether the incident is an emergency or not, treat the incident as an emergency and call 911 and the SFPD emergency line (395-5555)
- Notify the injured person's supervisor
- Submit a completed Accident/Incident Report to the Safety Coordinator as soon as possible
- The Safety Coordinator will provide the employee with a Workers' Compensation Medical Report (WCMR) authorizing medical treatment if medical treatment is needed; the Safety Coordinator will file a Workers' Compensation claim

College employees may NOT provide personal transportation to injured or ill employees, students, contract workers, or visitors.

Supervisors of TempForce staff must follow the process established by TempForce for employees who are involved in any accident or incident. This process can be found on the [SF Human Resources](#) website.

First Aid

First aid kits are available in most buildings on the SF campuses. Emergency eye/face-wash stations and drench showers are available in the chemical laboratories and some work areas. Familiarize yourself with the first aid supplies available in your work area. Please remember to report all injuries to your supervisor as soon as possible.

Automated External Defibrillators (AED)

Automated external defibrillators (AEDs) are available in most buildings on SF campuses. A list of AED locations can be found on the [Safety](#) website. Training videos are provided to learn more about the AED models used on campus. SFPD officers have been trained to use AEDs.

Chemical Spills

If the substance is known, immediately refer to the *Accidental Release Measures* section of the Safety Data Sheet (SDS) for the chemical. A safety data sheet is a document prepared by the manufacturer of a hazardous chemical that provides all of the important safety information about the chemical. An SDS binder should be available in any area that stores or uses hazardous chemicals. Safety data sheets are also available online at the manufacturer's website. The instructions on the SDS must be followed. If the SDS instructs evacuation of the building, immediately activate the building's fire alarm system to initiate evacuation to a designated area outside of the building and dial 911 and the SFPD emergency line at 395-5555. Inform the 911 operator that a hazardous material response team will be needed and disclose the name of the chemical.

For a small spill which does not threaten the safety of those present:

- Don appropriate personal protective equipment as indicated on the safety data sheet. At a minimum, spill responders should don eye protection and gloves; shoe covers should be considered if the spill is located on the floor
- Take action to stop the spill (upright bottles, recap or contain leaking containers, etc.)
- Stop the spill from spreading by covering it with absorbent materials. Small acid spills may be covered with soda ash, which will neutralize the acid and make the spill easier and safer to clean up
- Notify all nearby personnel that a spill has occurred and request assistance as necessary
- Clean up the spill and any absorbents used. Decontaminate the spill area and bag all cleanup material. Label all contaminated cleanup materials as Hazardous Waste
- Dispose of spill cleanup materials according to the safety data sheet

For a large spill or a spill presenting an immediate safety hazard:

- Notify all workers that a spill has occurred, and evacuate all personnel to a safe location
- If the spill poses a threat to human life or may cause a fire or explosion, activate the building's fire alarm
- Isolate the space by placing signs on the doors that read, "DO NOT ENTER - CHEMICAL SPILL"
- Notify adjacent work spaces or laboratories of the spill
- Call 911 and the SFPD emergency line at 395-5555

Fires and Building Evacuations

R.A.C.E. to Safety:

R - Rescue

Move an impaired person who needs assistance away from immediate danger of fire or smoke if you can do this without putting yourself in immediate danger.

A - Alert

Activate the closest manual fire alarm pull station as soon as possible; pull stations are usually red and located near exit doors. Activating the pull station will alert everyone in the building to evacuate, and it will send a signal to the SF Police Department. The SFPD will notify the local Fire Department to respond.

C - Confine the fire

Many of the doors are self-closing, but for any door that is not, close the door behind you if you are the last person to leave the room. Closing doors will slow the spread of fire and smoke and give people more time to escape.

E - Evacuate

Evacuate the building immediately. Use stairs, not elevators. Once outside, assemble in designated areas. Never re-enter an evacuated building until so directed by the Fire Department.

Extinguishment of the fire is an option for staff members who are competent in using a fire extinguisher, but never compromise your safety to attempt to extinguish a fire and remember that fire extinguishers are only to be used on incipient (small) stage fires. No person is obligated or designated to use fire extinguishers. Fire extinguishers are available throughout the buildings on the campuses, so please familiarize yourself with the locations of the fire extinguishers. A short video on fire extinguisher use is provided on the [Safety](#) website.

During Evacuation

Don't panic! Do not use elevators as they may quickly become unsafe in a fire. Do not lock doors - this will impede search and rescue efforts – but be sure to close doors if you are the last person to leave. Notify responders of any persons requiring assistance. Maintain a distance of at least 50 feet from the building, preferably upwind. If possible, keep others from approaching or entering the building. Keep a path clear for emergency vehicles.

Evacuating Labs

When evacuating a lab make sure to turn all gas lines off, stop experiments at the safest stopping point, and take the lab's chemical inventory list and safety data sheets with you. Give the list and the safety data sheets to the nearest responder and inform them of any hazardous substances or experiments.

Individuals with Disabilities

The landings inside enclosed stairwells are considered areas of refuge for individuals with disabilities. In the event of evacuation, individuals with disabilities located above the ground floor should proceed to a designated area of refuge and remain until emergency personnel arrive. Supervisors are responsible for reporting the location of disabled individuals to emergency personnel. Garaventa Evacu Trac chairs are available in S building, the library, and the second floor of the Andrews Center in Starke to assist emergency personnel in the evacuation of disabled people from floors above the ground floor. A training video that shows how to properly use the chair is available on the [Safety](#) website. SFPD officers are trained in use of the chairs.

Severe Weather

Hurricanes

The College uses the Four Phases of Preparation based on projected hurricane landfall for the area:

1. Precaution
2. Watch (approximately 36 hours out)
3. Warning (approximately 18 hours out)
4. Assessment (post-storm damages)

Whenever a tropical storm or hurricane threatens the area, College officials will monitor the situation and decide whether to close campus. If campus closure is ordered, employees should do the following:

1. Unplug all electrical equipment
2. Where feasible, move computers and other equipment away from windows and leak-prone areas
3. Employees with items outside should secure them or relocate them inside buildings
4. Close and lock all windows securely. Immediately notify Facilities of any malfunctioning locks.
5. Refer to the SF homepage for emergency updates. Watch for Emergency Notification System alerts.
6. Listen to the local news or a NOAA Weather Radio to stay informed about watches and warnings.

Tornadoes

Since tornadoes occur with little warning, you must act quickly to protect yourself. The SFPD and College staff will attempt to notify you should a tornado endanger the campus. Remember that it is safer to remain in the building and do the following:

- Don't panic. Remain calm and assist others.
- Proceed to the lowest floor of your building and locate yourself in an interior room with no windows or glass doors.
- Stay indoors. Do not go outside until the all-clear is given.
- Keep away from windows and glass doors.
- Stay close to structural supports like beams or columns.
- Sit facing an internal wall with knees and head down, and hands covering face and head.

Active Campus Threat

What is an Active Threat?

An active threat is a person attempting to kill or harm people using weapons such as guns, knives, improvised explosive devices, etc. This is sometimes referred to as an "active shooter", but other weapons may be used. Because such situations often last only a few minutes, personnel must be prepared both mentally and physically to respond until law enforcement arrives.

How do I respond to an active threat?

- Know the emergency exits and escape routes in your area
- Read the [DHS Active Shooter: How to Respond](#) pamphlet
- Watch the [Run! Hide! Fight!](#) response video on YouTube
- Use the [Emergency Notification System](#) to stay informed

If an active threat occurs in your area:

- [Run! Hide! Fight!](#)
- Try to remain calm.
- If there is an escape route, use it.
- Help others escape if possible.
- Call 911 and SFPD once you're safe.
- If escape is not possible, lock or block the door.
- Silence your cell phone. Hide and stay quiet.
- As a last resort, use physical aggression to fight.
- If the event is not in your immediate area:
 - Pay attention to all sirens, alarms, and alerts.
 - Look for Emergency Notification System updates.
 - Stay alert and prepare to evacuate if the situation changes.

What will happen when help arrives?

When the first officers respond, their goal is to find the threat and neutralize it. They are not there to administer aid to injured persons, protect anyone specifically, or lead you away from the building. It is important to follow directions and cooperate with law enforcement until the situation is under control. Do not stop to ask officers for help or directions. Put down any items you are holding, keep your hands visible, and do not shout at or make sudden movements toward officers. Proceed in the direction from which the officers came unless they direct you to go somewhere else.

What resources are available after an active threat situation?

The College has a Trauma Response Team (TRT) consisting of employees who would provide psychological first aid after traumatic events. After any traumatic event on campus, the TRT will be available to work with students and their families, SF College employees, visitors, and TempForce staff, including referring to additional resources. All [SF Counseling Center](#) counselors are members of the TRT and are available when needed.

Bomb Threat

All bomb threats must be treated as an emergency situation. If you receive a bomb threat, it is SFPD's responsibility to determine the severity of the threat, not yours – however, your impressions are valuable and will aid in their determination. If you receive a bomb threat, you should act quickly but remain calm to obtain as much information as possible. Complete the Bomb Threat Checklist either as the threat is occurring or as soon as possible afterward. It should be completed as quickly as possible before memories of details have the opportunity to fade. The SFPD should be called immediately prior to completion of the form, perhaps using a second person to call the police while the first person is still gathering information about the threat.

Suspicious Mail

If you receive a suspicious letter, item, or package:

- ISOLATE IT - LEAVE IT - REPORT IT
- Do not attempt to open the item. Do not shake, bump, or drop it.
- Do not smell or taste any portion of the item. Avoid handling it.
- Isolate the item and look for Suspicious Mail Indicators.
- Call the SFPD immediately. Notify 911 if the package creates an emergency.
- If you recognize a biological threat: isolate the area, call 911, and wash your hands with soap and water after evacuating.

Characteristics of a suspicious package

- Rigid or bulky
- Lopsided or uneven
- Wrapped in string
- Badly written or misspelled labels
- Generic or incorrect titles
- Excessive postage, or no postage
- Foreign writing, postage, or return address
- Missing, nonsensical, or unknown return address
- Leaks, stains, powders, or protruding materials
- Ticking, vibration, or other sound

Contact Information

SF Chief of Police & Emergency Manager

Ed Book – 395-5519, ed.book@sfcollge.edu

SF Safety Coordinator

Marian Nesbitt – 395-5526, marian.nesbitt@sfcollge.edu

Print Name _____

Signature _____

Date _____