

Scottsdale Community College
EMERGENCY RESPONSE QUICK-REFERENCE GUIDE

Dial 9-1-1 for fastest response to the need for police, fire or medical assistance

College Safety (480) 423-6175

WHAT TO KNOW FIRST:

- The procedures in this Quick-Reference Guide & keep it handy. Please review applicable portions of the Emergency Operations Plan for additional information.
- Your surroundings & locations of:
 - Building exits & evacuation routes.
 - Outside assembly areas.
 - Fire alarm pull stations.
 - Fire extinguishers.
 - First Aid kits & defibrillators (AED).
 - Campus call boxes (blue light phones).
- On-campus communications:
 - To College Safety: 480-423-6175, 24-hours/day.
 - From a cell phone to 9-1-1, calls go to the SRPMIC.
 - From a campus phone to 9-1-1, calls go to the SRPMIC.
 - From an emergency call box, calls go to College Safety.
 - One-way from the College to you as a subscriber to "Clear Text" messaging by cell phone.
 - Calls to College Safety go to SRPMIC & vice versa.
- Notification of an emergency may occur by:
 - Building fire alarm.
 - Building public address system.
 - Emergency call box public address.
 - "Clear Text" message (to subscribers only).
 - Campus telephone.
 - Word-of-mouth/runner (Building Coordinator)..

BOMB THREAT:

- If received by telephone:
 - Take notes on what is said.
 - Signal a co-worker to call College Safety: 480-423-6175.
- If received by written note:
 - Stop handling the paper & envelope.
 - Call College Safety immediately.
- If received in person:
 - Remain seated or still; follow instructions; note person's appearance.

BUILDING EVACUATION:

- Take small personal possessions.
- Assist those with special needs.
- Look for others who were with you.
- Check rest rooms if possible.
- Close doors if last one out.
- Exit by closest door leading outside.
- Move to outside assembly area.

FIRE:

- Assume that an alarm is "real;" evacuate the building.
- Exit directly to the outside of the building, if possible.
- Assist those with special needs; account for others.
- Knock on closed doors; close doors on the way out.
- Stay low; cover mouth & nose if smoke is present; move to outside assembly area.
- Do not reenter a vacated building until cleared to do so.

FIREARM/WEAPON ON CAMPUS:

- Call College Safety immediately: 480-243-6175.
- Give a description of the person and type of weapon.

LOCKDOWN:

- Take refuge in offices & classrooms.
- Close & lock all windows & doors; close blinds & shades.
- Turn off lights; remain out of sight from doors & windows.
- Encourage others; avoid speech that unnerves others.

MEDICAL EMERGENCIES:

- Bleeding: Apply direct pressure over the bleeding area until bleeding stops or paramedics arrive.
- Choking: Perform the Heimlich maneuver.
- CPR – Prior to starting:
Is victim conscious? If not known, ask “OK?” If no response, call 9-1-1. Get AED.

CPR – To administer:

- **A** – Airway-clear. Person on back; head tilt-chin lift (palm on person’s forehead, gently tilt head back using other hand to gently lift chin forward to open airway); check for normal breathing, 10 seconds max (listen for breath, look for chest motion, feel breath on cheek or ear); gasping is not normal; if no breath, or if breathing is abnormal, begin mouth-to-mouth. If heart attack is suspected, skip breathing & begin chest compression.

B – Breathing-for person. Airway open; pinch nostrils shut, cover victim’s mouth with yours, make air tight seal; give the first of 2 rescue breaths; if chest rises, give

second breath; if chest does not rise, recheck airway (head tilt-chin lift), then give second breath; begin chest compression.

- **C** – Circulation. Put heel of one hand over the center of person’s chest, other hand on top, elbows straight, shoulders above hands; use upper body weight, push straight down, compress chest 2 inches; push hard & fast – 2 compressions/second or 100/minute; after 30 compressions, recheck for open airway (head tilt-chin lift); prepare to give 2 rescue breaths (see **B**, above).

This completes one cycle. If someone is available, ask that person to give two breaths after you complete another 30 compressions.

If the person does not move after 5 cycles, (about 2 minutes) and an AED is available, open kit & follow prompts. If not trained in AED, a 9-1-1 operator may be able to guide you. (Get AED first before CPR cycles.)

Continue CPR until victim moves or until emergency personnel arrive & take over.

- Fall Victim: If person is conscious but unable to move, do not attempt to move the victim; call 9-1-1 or 3-6175 if the incident appears to be an emergency; be aware of possible injuries to head, neck & back; wait for assistance. If victim is unconscious, administer CPR.
- Heat exhaustion: Cool victim; loosen clothing; water only.
- Heat stroke – life-threatening: Call 9-1-1; cool victim fast – wet cloth, fan; prone position; water only, if not vomiting.