

The Department of Family & Preventive Medicine

# *SAFETY & EMERGENCY MANUAL*

KEEP THIS MANUAL AT THIS OFFICE OR  
DESK LOCATION

1. Please locate and memorize the Emergency Assembly Point
2. Review often unfamiliar material.
3. Make a personal plan for yourself, in conjunction with this manual, in handling emergencies.



The University of Utah

Department of Family & Preventive Medicine

## IN CASE OF EMERGENCY

YOU ARE IN ROOM # \_\_\_\_\_ IN BLDG# \_\_\_\_\_ AT  
PHONE# \_\_\_\_\_

EMERGENCY EVENT	FIRST ACTION	THEN DO THIS
FIRE OR EXPLOSION	Call 5-2677 24 hrs University Police	Pull alarm. Close doors and windows. Evacuate to meeting point.
CHEMICAL SPILL IS or MIGHT BE LIFE THREATENING	Call 5-2677 24 hrs University Police	Evacuate to meeting point. (Unless non-life threatening in which case secure the spill).
CARDIAC ARREST	Call 5-2677 24 hrs University Police	Ensure access to the area. Begin CPR if qualified.
ODD ODOR	Call 1-6590 7a-5p/EHS Call 5-2677 24 hrs University Police	Identify source if possible.
NATURAL GAS ODOR	Call 1-7221 Plant Operations	Identify source if possible.
EARTHQUAKE	DO NOT CALL	Inside-Get beneath structure. (desk, doorway) Outdoors-Get into open area after tremor.
GAS LEAK OR ELECTRICAL HAZARD	Call 5-2677 24 hrs University Police	Leave the area immediately. Evacuate to meeting point. Post a "Do not enter" sign.
SECURITY PROBLEM - PERSON OR ANIMAL	Call 5-2677 24 hrs University Police	Get a complete description of the situation.
UTILITY FAILURE	Call 1-7221 7a-5p Plant Operations 5-2677 24 hrs University Police	Give exact location of utility failure. Turn off equipment and major appliances. Do not use open flames for lighting.
MEDICAL ASSIST	Call 5-2677 24 hrs University Police	Complete "first report of injury" form or "accident/ injury report" form.

EMERGENCY ASSEMBLY POINT (OUTSIDE):

Format courtesy of Howard Hughes Medical Institute

## INTRODUCTION

In an emergency, minutes count. The purpose of this manual is to inform and prepare the reader regarding safety and emergency preparedness issues.

### First Section

Contains a variety of suggestions for personal safety and includes a personal security checklist.

### Second Section

Explains what to do when faced with criminal activity including robbery and bomb threats.

### Third Section

Discusses emergency preparedness for situations such as earthquakes, winter storms, and fires.

### Reference Guide

CPR and basic first aid instructions have been provided.

Read this manual and become familiar with its suggestions, precautions, and solutions. Know your role in the case of an emergency and what emergency items you need to be prepared.

The information given in this guide was based on the Registrar's Office's guide and has been gathered from the Department of Public Safety, the FBI, the Federal Emergency Management Agency, the American Red Cross, the Mayo Clinic Family Health Book, and the Environmental Health and Safety Department at the University of Utah.

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## **Harassment & Potential Violence on Campus**

Harassment, threats and violent behavior are unacceptable and will not be tolerated. All reports of harassment, intimidation, threats and physical violence will be investigated. Understanding how to respond will assist the University of Utah community in making clear and well informed decisions in the event of an emergency. Proactively planning for emergencies may include steps such as:

- Considering that, although unlikely, potential emergencies including violence can occur at the University of Utah.
- Plan possible responses
- Learn about ways in which warning signs are expressed by potential aggressors
- Know that early reporting is a valuable tool in prevention and intervention

Every potentially violent situation is different! Each person on campus must rely on his/her best judgment and evaluate the situation to the best of their ability based on the information available at the time and respond accordingly. Utilize the following information to be prepared. Safety on campus is everyone's responsibility.

**Weapon's on Campus-** With two exceptions, the University of Utah does not allow lethal weapons on campus – that policy applies to firearms, knives, explosives, or other items whose central purpose is inflicting harm on others. The two exceptions to this policy are the firearms carried by law enforcement officers and concealed weapons carried by lawful permit holders. Those persons who have a permit to carry a concealed weapon must keep their weapons concealed while on campus.

Faculty, staff, or students may become aware of the presence of a weapon in their immediate vicinity either by happenstance as when a concealed weapon is momentarily visible or through deliberate action of the possessor. In either event, the advice of law enforcement experts is the same – stay calm and avoid confrontation whenever possible.

Nobody other than an official law enforcement officer should ask the possessor of a weapon whether he/she has a concealed carry permit. Trained peace officers are the right people to deal with this issue.

In all situations – **STAY CALM – AVOID CONFRONTATION** if at all possible

1. If a weapon is not being brandished in a threatening manner, there is no reason for you to become directly involved with the weapon. This is true whether it is openly visible or only briefly exposed. If you have any concern about the weapon's presence, then
  - make note of the identity of the possessor

- call 585-2677 (5-COPS) or 9-911
  - do not ask the possessor for a weapon permit
2. If a weapon is being brandished in a threatening manner or the possessor seems unstable, then
    - STAY CALM – do not make the situation worse by confrontation if it can be avoided.
    - Call 585-2677 (5-COPS) or 9-911
  3. If you are threatened directly or if violence erupts, then
    - STAY CALM
    - take evasive action
    - do not enter any area without knowing what is there
    - use self-defense methods only to the extent that you are familiar or comfortable with them
    - look for the most solid protection available (e.g., prefer solid wood furniture over drywall)
    - call 585-2677 (5-COPS) or 9-911

**Harassment**-Situations in which a person is receiving harassing communications and/or unwanted attention, such as personal visits, stalking or other forms of physical harassment may be a scenario for potential violence on campus. In the event that you are being harassed or know of a harassing situation:

- Do not tolerate verbal or physical harassment from anyone.
- Do not ignore the behavior in hopes that it will stop. Students, Faculty and staff should

report concerns to Public Safety by calling 5-2677.

- Do not give out personal information via personal websites.
- Do not give out other's information when requested by unfamiliar subjects
- If you have a civil order of protection ("No Contact Order" or "Restraining Order") issued by a court, notify Public Safety and provide a copy of the order
- Learn more about the University of Utah's harassment policy.

Suspicious Persons- Suspicious persons on campus may also be scenario in which violence on campus may occur. In the event that you encounter an individual on campus that just doesn't fit, seems out of place or exhibits suspicious behavior (walking aimlessly, starrng, etc.) notify Public Safety immediately by dialing either 911 or 5-2677.

If non-threatening, you may also:

- Establish eye contact and ask if you can help him/her. They may be a visitor or be in need of assistance.

- Do not give access to a building or office that is locked or restricted.
- Keep a safe distance and do not physically confront anyone
- Make a mental note of the description of the person, for example:
  - gender
  - age
  - race
  - weight
  - height
  - clothing
  - noticeable skin markings, tattoos or scars
  - direction of travel

**Threats-** Treat all threats or rumor of violence as serious. Call 9-911 in instances where you are in immediate danger or if you observe a weapon, are informed of someone that has a weapon on campus, or if you are told of someone's intent to bring a weapon to campus.

Again, every potentially violent situation is different! Each person on campus must rely on his/her best judgment and evaluate the situation to the best of their ability based on the information available at the

time and respond accordingly. Safety on campus is everyone's responsibility.

**Hostile Confrontation**-You may be confronted by a hostile or disgruntled individual that may or may not be armed. Individuals that are not allowing others to leave an area and/or threatening violence are certainly scenarios in which violence may occur. In these types of situations:

- Remain as calm as possible
- Be cooperative and patient, time is on your side
- Offer to listen, but don't judge or argue with their perceptions
- Treat each concern as important and valid. A person in crisis will only respond to someone who is willing to listen in an understanding, respectful, and non-judgmental way
- Maintain polite eye contact
- Keep gestures and body language open and non-threatening. Use a low soft, slow voice when you speak. Ask or tell the person before you make any moves.
- Be truthful-to lose credibility can be catastrophic. Assure the person you will do

everything you can to resolve his/her grievances in a fair manner.

- Ask the aggrieved party to suggest a solution. A person in crisis will be more accepting of a solution that he/she has helped formulate.
- Always look for a way to give the aggrieved party to retain their dignity
- Be observant. Note as much as possible about the aggressor, including type and number of weapons, state of mind and specifics about what they've said. In the event that you are released or escape this information will be helpful for the emergency personnel responding.

If you hear gunshots or witness an armed person:

- Isolate yourself and others from the suspect. Close, lock and barricade doors if possible and lie on the ground. If you are in an open space, hide to the maximum extent possible- get behind something solid (a wall, planter, etc)
- If it is safe to do so, call 9-911 and provide as much detail as you can.
- Follow instructions of emergency personnel that will be responding to the area, but do not

expose yourself or others until you are notified by police that the danger has passed. Do not assume that the danger is over.

- If you have to run for it, be aware of how people are reacting around you. You may be locked out of buildings that have been secured. Keep a low profile and seek Public Safety personnel.

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## **PERSONAL SAFETY**

### **Personal Security Checklist**

Observe the following guidelines to avoid becoming a victim of crime:

1. Always lock unattended offices and secure valuables in lock drawers and cabinets. Valuable personal items should not be brought and/or stored on campus. The University assumes no responsibility for these types of lost or stolen items.
2. Always secure your computer. Intelligent and computer savvy thieves (such that are found at Universities) can access your files and websites, such as bank or other personal information sites. Either password-lock your equipment or log off when your computer is unattended.
3. Always lock your car and trunk. Store valuables out of sight.
4. Never leave keys in your car or “hide” a spare key in a visor wheel well or bumper.
5. Never leave your car/house keys, purse, backpack, or other personal items unattended.
6. Carry car keys separately from house keys. Never put your name or address on your keys.
7. Lock your bicycle in racks outside campus buildings (not to trees or railings). Use a U-shaped lock or case hardened lock and chain.

- Take easy-to-steal items (helmet, pump, bottles, quick release seat, etc.) with you.
8. Engrave your bicycle's frame and wheels with your driver's license number to discourage theft.
  9. Be aware of your surroundings. Know where you are, where you are going and what to expect. Use well lit walkways at night
  10. Avoid walking alone. Walk in pairs/groups, or call University Police at 5-2677 for an escort to your car.
  11. If you must walk alone, let friends or family know your destination and when you plan to arrive.
  12. Be aware of blue light emergency phones around campus that ring directly to the University Police. All campus and pay phones can access emergency services by dialing 9-911.
  13. Report suspicious activities or persons to University Police at 5-2677.
  14. Lock the outside door of campus offices when (a) leaving after work, (b) the office will be unoccupied during the workday, (c) working alone at night or on weekends.

## **Reporting a Crime**

1. Ascertain as much information about the perpetrator as possible, such as:
  - a. Height and weight.
  - b. Hair and eye color.
  - c. Distinguishing marks (tattoos, scars, etc.).
  - d. Clothing worn (hat, jacket, etc.)

- e. Information displayed by the person (badges, card, etc.).
- f. The location and nature of the incident.
2. Notify University Police at 5-2677 immediately.
3. Notify your supervisor.

## **Vehicular Accidents**

All employees must participate in the University's defensive driving course.

### Unattended Vehicles

If you collide with an unattended vehicle, stop immediately. Attempt to locate the vehicle's owner or notify University Police at 5-2677. If this is not possible leave a note with your name, address and telephone number on the vehicle.

### Damage Under \$1,000

If you are involved in an accident resulting in damage under \$1,000 you must stop and give the following information to the owner/operator of the other vehicle:

1. Your name.
2. Your address.
3. Registration number of your vehicle.
4. Your driver's license number.

### Damage over \$1,000, Injury, or Death

If an accident results in damage over \$1,000, if there is a question about the amount of damage, or if an accident results in injury or death, notify University Police at 5-2677 immediately.

### University Vehicles

Report immediately all collisions involving University vehicles to University Police (5-2677) and to the Motor Pool office (1-8155), regardless of the amount of damage. If the collision occurs after office hours, report the accident to the Motor Pool office within 24 hours of the accident.

### **Violence in the Workplace**

Experts estimate that approximately 1.5 million acts of workplace violence occur annually in the United States. Precursors of this often come in the form of threats, which can be classified into three categories: direct, conditional, and veiled. Circumstances to watch for:

- Direct threats might be articulated as: “I’m going to kill so-and-so.”
- Conditional threats are tied to an action: “If I lose my job then I will...”
- Veiled threats prompt a manager to wonder what the employee is really saying. A worker might say, “I can see why somebody would want to come in here with a gun.”

### **Sexual Assault**

Many victims of sexual assault do not know where to turn for help, or what to do after an assault. They may be ashamed to talk to someone or they may try to act as if nothing has happened. The following steps should serve as a guide.

1. Seek help quickly.
2. Call or 9-911, the University Police (5-2677), or the Salt Lake Rape Recovery Center (467-7273). The Salt Lake Rape Recovery Center is located at 2035 S. 1300 E.
3. Call a close friend or relative.
4. Do not douche, bathe, or change clothes until you have talked with the police. You may destroy valuable evidence needed by the police.
5. If you need counseling, contact the Women’s Resource Center (1-8030).

#### OTHER RELEVANT PHONE NUMBERS

Campus Police.....	5-2677
Emergency.....	9-911
University Hospital Emergency (5pm-8am).....	1-2291
Poison Control.....	1-2151
Student Health Service.....	1-6431
Campus Utility Services.....	1-3039
Salt Lake Rape Recovery Center.....	9-467-7273
2035 S. 1300 E.	
Women’s Resource Center.....	1-8030
Counseling Center (8am-5pm).....	1-6825

Employee Relations.....1-5085

## **Stalking**

If you believe you are being stalked:

1. Tell someone. Explain your concerns to household members or a close friend.
2. Notify the Police Department.
3. Keep a record or log of the occurrences including a description of the suspect(s), vehicle, dates, times, locations, and all other pertinent information. This information will assist the police in their investigation.
4. Be aware of your surroundings. Check the area before entering or exiting vehicles or buildings.

## **DEALING WITH CRIMINAL ACTIVITY**

### **Robbery**

These procedures should be followed to help assure your safety:

1. Cooperate. Give the person exactly what he/she asks for, nothing more.
2. Remember distinguishing traits: color and type of clothing, facial hair, race, height, weight, and age.
3. Notice type of weapon used.
4. Listen carefully to voice characteristics and what is said.

5. Note direction of travel or flight after the confrontation.
6. Notify University Police at 5-2677 immediately.

## **Bomb Threats and Suspicious Parcels**

### Bomb Threats

1. Ascertain as much information about the act as possible, such as:
  - a. Where is the bomb?
  - b. When will it go off?
  - c. What is the caller's age?
  - d. What is the caller's name?
  - e. Is the caller warning you to have the building evacuated?
  - f. Why is the caller threatening to set off the bomb?
2. Notify University Police at 5-2677 immediately.
3. Notify your supervisor.
4. Do not activate the building alarm system to evacuate. Doing so may cause the bomb to go off. Inform others to evacuate by knocking on doors and shouting a warning.
5. Do not touch suspicious objects.
6. Do not attempt to find the bomb. Police personnel will undertake the search.

### Suspicious Parcels

1. Be aware of suspicious parcels that are unexpected or unknown and have any of the following characteristics:
  - a. Foreign mail, airmail, and special delivery.
  - b. Restrictive markings such as *Confidential* or *Personal*, etc.
  - c. Excessive postage.
  - d. Handwritten or poorly typed address.
  - e. Incorrect titles.
  - f. Titles, but no names.
  - g. Misspellings of common words.
  - h. Oily stains or discolorations.
  - i. No return address.
  - j. Excessive weight.
  - k. Rigid envelope.
  - l. Lopsided or uneven envelope.
  - m. Protruding wire or tinfoil.
  - n. Excessive securing materials such as masking tape or string.
  - o. Visual distractions.
2. Contact University Police at 5-2677.
3. Move people in the immediate area away, but do not activate the fire alarm system.
4. Do not move or open the package.
5. Do not investigate the package too closely.
6. Do not cover or insulate the package.

### Evacuation

1. Check your work area for additional unfamiliar items. Do not touch suspicious items. Report them to the Police or other campus authorities on the scene.

2. Take personal belongings with you such as keys, bags, etc.
3. Leave doors and window open.
4. Do not turn light switches on or off. Do not make cell phone calls. This may cause the bomb to go off.
5. Use stairs only. Do not use elevators.
6. Move well away from the building.
7. Do not reenter until University Police issues authorization to do so.

## Hostage Situations

### Do's

1. Be calm
2. Follow the captors directions
3. Stay away from doors and windows.
4. Be aware of psychological and emotional problems developing.
5. Be aware of details such as the number of captors and the number of hostages.
6. Be sensitive to the group of captives.
7. Be courteous and professional.
8. Support the other hostages and avoid arguments.
9. Use first names if possible.
10. If a release is negotiated, **leave** even if you feel someone else should be released before you. Don't be a "hero".
11. Expect to be debriefed.

### Don'ts

1. Do not try to talk the captor out of it.
2. Do not try to overpower the captor.
3. Do not argue with the captor.
4. Do not stare at the captor.
5. Do not attract unwanted attention.

# **EMERGENCIES**

## **Reporting an Emergency**

Dial 5-2677 (or 9-911) to notify the University Police. Do not use these numbers for reasons other than emergency purposes.

1. Before taking any action, be sure that you are not endangering yourself. Avoid unstable structures, radiation hazards, electrical wires, toxic fumes, chemical spills, fires, etc. Do not jeopardize your life or the lives of others by attempting to save personal or University property.
2. Give your name, location, telephone number, and the nature and location of the emergency.
3. Don't hang up until the person answering the call ends the conversation.

## **Behavior in an Emergency**

1. Remain calm and use common sense. DON'T PANIC.
2. Render assistance if you can do so without risking personal injury.
3. Evacuate the building immediately upon the request of authorities, upon hearing an audible alarm, or when remaining in the building becomes life threatening. (See page \_\_\_ for a map with exit routes).
4. Know the location of at least two emergency exits in your working area. Do not use

elevators. (See page \_\_\_\_ for a map with the designated meeting point).

5. Keep a flashlight handy.
6. Work together with those around you. Do not become territorial.

## **Earthquakes**

### During the Tremor

1. Don't panic. The motion is frightening, but unless it causes something to fall on you, it is generally harmless.
2. If you are indoors, stay indoors. Get under a desk, doorframe, table, bench, or against an inside wall.
3. If you are outside, move away from buildings and utility wires. Once in the open, stay there until the tremors stop.
4. If you are in a vehicle, stop as quickly as safety permits. Stay in the vehicle. The car will move a great deal, but it is a relatively safe place to be.
5. Stay away from glass.
6. Do not use candles, matches, or other open flames either during or after the tremor. Douse all fires.
7. Do not be surprised if the electricity goes off.
8. Do not run through or near buildings. The greatest danger from falling debris is just outside doorways and close to outer walls.

### After the Tremor

1. Check for injuries. Do not attempt to move seriously injured persons unless they are in immediate danger of additional life threatening injuries.
2. If the building is severely damaged, leave immediately.
3. Do not turn on utilities, including light switches. Do not use any type of open flame for lighting purposes. This may ignite a fire or cause an explosion.
4. If you smell gas, open windows and leave the building.
5. Do not reenter the building until officials say it is safe.
6. If your supervisor is available, contact him or her for further instructions.

### General Instructions

1. Do not go sightseeing. Stay at the designated meeting area.
2. Use a transistor radio to receive up-to-date emergency bulletins.
3. Do not use the telephone except to report medical or fire emergencies or safety hazards.
4. Keep streets clear for emergency vehicles.
5. Be prepared for aftershocks. Most of these are smaller than the primary quake, but some may be large enough to do additional damage.
6. Cooperate with public safety officials. Do not go into damaged areas unless your help is requested.

At the University, an additional hazard exists due to the large number of chemicals and gas lines located in the laboratories. Leave the area immediately if chemical containers are ruptured or broken.

In case of severe damage or loss of life, the director of Public Safety will implement emergency procedures as soon as possible. The director will coordinate all campus operations and activities. Housing, food, medical care, and other emergency provisions will be instituted as needed.

## **Winter Storms**

When a severe winter storm occurs on campus, the University President decides whether the campus will close or personnel should leave work early. When notified to leave campus, please do so without delay. Personnel are notified through supervisory channels and the University's television and radio stations (KUED channel 7 or KUER-FM90).

Staffs who question whether the University will be open after a major overnight storm should tune into the campus television and radio stations.

## **Fire**

### Be Prepared

1. Know how to activate the fire alarm.
2. Know the location of fire extinguishers.

3. Know how to operate a fire extinguisher.
4. Know all building exit routes. Elevators should not be used for exit in the event of a fire. Keep exit routes free from obstructions.

### What to do in a Fire

1. Notify your supervisor.
2. Activate the fire alarm and call the University Police at 5-2677. Give as much information as possible, including the building name, number, and the location of the possible fire.
3. When there is no alarm, warn other occupants by knocking on doors and shouting a warning.
4. Leave the building. Ask visitors and guests to leave with you. All doors and windows will remain unlocked but **must be closed** behind you to prevent the fire from spreading. Go to the nearest exit or stairwell. Do not use elevators. If fire, heat, or smoke blocks the nearest exit, use the alternate exit.
5. If there is smoke in your room or in the corridors, keep down near the floor.
6. Before opening a door, feel the door and/or knob. If either is hot, do not open the door.
7. Open the door slowly. If heat or heavy smoke is present, close the door and stay in the room. Open a window to let the heat and smoke out, and fresh air in.
8. If you are trapped in your room, call University Police at 5-2677 and give your situation and location. Place a sign in a window to draw attention.

## Fire Extinguishers

Fire extinguishers are located in all buildings at the University. When used appropriately by a trained team, they can be very effective tools for extinguishing small fires. Here are a few basic rules to know about the fire extinguishers:

1. Remember PASS: **P**ull **A**im **S**queeze **S**weep.

**Pull**- Pull the pin. This will unlock the operating lever on the extinguisher.

**Aim**- Aim low. Point the extinguisher nozzle at the base of the fire.

**Squeeze**- Squeeze the lever. This will discharge the extinguishing agent.

**Sweep** – Sweep from side to side. Carefully move toward the fire, sweeping the extinguisher across the fire until the flames appear to be extinguished.

2. Always notify the Fire Department before fighting a fire.

## **Wildfires**

The University is close to nearby mountains and is susceptible to the danger of wildfires. Do not go sight seeing as it will only congest the area for firefighters. Should you not be able to evacuate, head for the nearest barren spot or road, and lie down until the fire passes away from you.

## Poison Control

1. Try to identify the poison. If possible, ask the victim what he swallowed or inhaled. Otherwise, look around for any open or nearby containers of chemicals or for any plants or household items that the victim may have swallowed. Sniff the air for unusual odors.
2. Call the poison control center at 1-2151 or 911. Tell emergency personnel what chemical, plant or household item the victim swallowed. Wait for instructions on how to proceed.
3. Follow the instructions given by the poison control center or by 911 personnel. Depending on the poison, you may be instructed to induce vomiting by giving the victim syrup of ipecac, milk or water to drink, or to give activated charcoal. CAUTION: Do not try to induce vomiting unless told to do so. Do not induce vomiting if it has been more than one hour since the victim ingested the poison. Do not give the victim anything to eat or drink unless told to do so. Do not rely on poisoning instructions given on container labels.
4. Save any vomit for medical personnel to test.

The closest emergency room is located at University Hospital. The emergency room is found on the North East Corner of the building.

## **Other Safety Recommendations**

1. Keep a list of telephone numbers and addresses at home so that you can contact staff, vendors, nearest relatives, doctors, etc. in case of an emergency.
2. Keep a list of all medications, allergies, and past surgeries in your wallet or purse.

## Emergency Kit

Keep a portable emergency kit at your desk. The following suggestions are items you may find useful if you must remain on campus during an emergency situation. Decide what is reasonable for you to have considering storage space, items already provided by the office, personal medical needs, etc.

- Flashlight
- Battery-powered radio
- Cash on hand
- Water in sealed, unbreakable container.  
Replace every six months.
- Medicine regularly used
- Coat or jacket and a change of clothes
- Sturdy shoes
- Nonperishable food items
- Safety pins
- Small bar of soap, a towel, and a washcloth
- Tweezers
- Anti-septic cream or solution
- Surgical tape
- Gloves

Store the kit in an easy-to-carry container such as a backpack or duffel bag.

Suggestions for emergency materials in your car:

- First aid kit
- Blanket
- Flashlight & batteries
- Reflectors & flares
- Shoes
- Water
- Cash
- Fire extinguisher
- Snow scraper

## **REFERENCE GUIDE**

**CPR-Cardiopulmonary Resuscitation: Think A-B- C:**

### **A - Airway**

- Place victim flat on his/her back on a hard surface.
- Shake victim at the shoulders and shout, "are you okay?"
- If no response, call emergency medical system - 911 then,
- Head-tilt/chin-lift - open victims' airway. Tilt their head back with one hand while lifting up their chin with the other hand.

### **B - Breathing**

- Position your cheek close to victims' nose and mouth, look toward victims' chest, and
- Look, listen, and feel for breathing (5-10 seconds)
- If not breathing, pinch victim's nose closed and give 2 full breaths into victim's mouth.
- If breaths won't go in, reposition head and try again to give breaths. If still blocked, perform abdominal thrusts (Heimlich maneuver).

### **C - Circulation**

- Check for carotid pulse by feeling for 5-10 seconds at side of victims' neck.
- If there is a pulse but victim is not breathing, give Rescue breathing at rate of 1 breath every 5 seconds Or 12 breaths per minute.
- If there is no pulse, begin chest compressions.
- Place heel of one hand on lower part of victim's sternum. With your other hand directly on top of first hand, Depress sternum 1.5 to 2 inches.
- Perform 15 compressions to every 2 breaths. (rate: 80-100 per minute)
- Check for return of pulse every minute.

Continue uninterrupted until advanced life support is available.

### **Heimlich Maneuver**

1. Stand behind the victim and wrap your arms around their waist (or around their chest if obese or pregnant).
2. Make a fist. Place the thumb-side of your fist in the middle of the victim's abdomen, just

above the navel and well below the tip of their breastbone (or on the middle of the victim's breastbone if the victim is obese or pregnant).

3. Grasp the fist with your other hand.
4. Keep your elbows out and press your fist into the victim's abdomen inward and upward with quick, distinct thrusts.
5. Continue these abdominal thrusts until the object is dislodged, help arrives, or the victim loses consciousness.
6. If the victim loses consciousness, give first aid for an unconscious victim.
7. If the victim starts having convulsions or seizures, give first aid for this problem (see convulsion, first aid).

## **Recognizing and Treating Shock**

Symptoms:

- Restlessness or anxiety
- Weak, rapid pulse
- Cold, clammy, pale skin
- Shaking or chills
- Chest pain
- Rapid, shallow breathing
- Dizziness or general weakness
- Nausea or vomiting
- Unconsciousness

1. Try to determine the cause of shock. Then perform first aid for the appropriate emergency.
2. Make the victim warm and comfortable. Loosen any tight clothing. Cover the victim with a blanket or additional clothing to keep him warm. Do not use an electric blanket or any other form of direct heat. If the victim is lying down, do not place a pillow under the head as this might cause the airway to become blocked. Elevate legs and feet above the level of the heart to maximize flow of blood to the head.
3. Keep the airway open. If the victim begins to choke or vomit, turn his head to one side so that the vomit will not block his airway.
4. If medical help is more than an hour away, give the conscious victim a clean cloth soaked in water to suck on.

### **How to Stop Severe Bleeding**

1. Calm and reassure the victim.
2. Lay the victim down. This will reduce the chances of fainting by increasing the blood flow to the brain.
3. Remove any obvious loose debris or dirt from a wound. However, do not remove any objects impaled in the victim.
4. Put pressure directly on an external wound with a sterile bandage, clean cloth, or even a piece of clothing. If nothing else is available, use your hand.
5. Direct pressure is usually best for external bleeding, except for an eye injury, on a wound

that contains an embedded object, or on a head injury if there is a possibility of a fractured skull.

6. If the wound is superficial, wash it with soap and warm water and pat dry. However, don't wash a wound that is deep or bleeding profusely. When the bleeding has subsided, even if the wound is still oozing, place a clean dressing over the wound. Bandage the dressing firmly (dressings should be large enough to extend at least 1 inch beyond the edges of the wound), but not so tightly that the victim's skin beyond the wound becomes pale and cool, which indicates that the circulation is cut off.
7. Maintain pressure until the bleeding stops. When it does, bind the wound dressing tightly with adhesive tape. If none is available, use a piece of clean clothing.
8. If bleeding continues and seeps through the material being held on the wound, do not remove it. Simply place another cloth over the first one.
9. If the bleeding doesn't stop after 15 minutes of direct pressure or if the wound is too extensive to cover effectively, use pressure point bleeding control. For example, in the case of a wound on the hand or lower arm, for example, squeeze the main artery in the upper arm against the bone. Keep your fingers flat; with the other hand, continue to exert pressure on the wound itself.

## DFPM Emergency Assembly Point

