

## Tornado



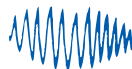
### If a tornado approaches:

1. Move quickly to an interior hallway or to the lowest level safe area. Severe weather safe areas are marked on building walls.
2. Stay away from windows.
3. Stay out of rooms below large roof sections such as gymnasiums, auditoriums or cafeterias.
4. Sit down or kneel on the floor against the wall with hands on your head.
5. Do not leave the building unless you are instructed to do so.
6. If outside, seek shelter in a nearby building or find a ditch or depression in which to hide and cover your head.

### After a tornado:

1. Beware of:
  - Broken glass.
  - Hanging electrical lines (inside or outside).
  - Unstable equipment and debris.
2. Call Campus Police (4300) if anyone is hurt.
3. Check on fellow employees and students.
4. See "Evacuation."

## Earthquake



### If you feel an earthquake:

1. If inside, seek cover immediately:
  - Hide under a desk, table or other heavy furniture and hold on and move with it.
  - Brace yourself in a doorway in a position where a swinging door cannot hit you.
  - Move against an interior wall and kneel or sit and cover yourself.
2. If outside:
  - Stay outside.
  - Move into an open area.
  - Stay away from buildings, power lines, light posts, trees, etc.
  - Sit down or kneel and cover yourself.

### After an earthquake:

1. Beware of:
  - Broken glass.
  - Hanging electrical lines (inside or outside).
  - Unstable equipment and debris.
2. Check on fellow employees and students.
3. Aftershocks may occur. Remain alert and be prepared to seek cover.
4. See "Evacuation."

## Chemical Spill



### If you discover a chemical spill:

1. Immediately inform all in the area to leave the area.
2. If the chemical comes in contact with any person:
  - Remove all contaminated clothing.
  - If there is contact with a person's eyes, rinse eyes with water for at least 15 minutes.
  - If there is contact with a person's skin, thoroughly rinse under water and then wash with soap and water.
3. Call Campus Police (4300).
4. Inform Campus Police of the type and amount of chemical spilled.
5. Do not clean up any chemical spill on your own without permission of Campus Police.

## Loss of Utilities



### If you discover a gas leak:

1. Cease all operations.
2. Call Campus Police (4300).
3. Evacuate the area.
4. Do not switch lights or electrical equipment on or off. Electrical arcing can trigger an explosion.

### If you are notified of a gas leak in your area:

See "Evacuation."

### If you discover a loss of utilities other than a gas leak:

Notifying Campus Police (4300) is all that is necessary.

### If you are notified of a loss of utilities other than a gas leak:

Prepare to evacuate if necessary.

## Medical Emergency



### In case of a medical emergency:

1. Avoid leaving the injured/ill person except to summon help.
2. Call Campus Police (4300).
3. Do not move the person unless he/she is in danger.

4. Render first aid or CPR if trained and qualified. Those trained will know the location and proper use of personal protective equipment necessary to avoid contact with potentially infectious bodily fluids.
5. If you are exposed to another's bodily fluids, inform Campus Police when they arrive.

## Before an Emergency

Make sure you know the college's Campus Police department number: **314-513-4300**.

Study this guide at least once a month.

Plan at least two emergency evacuation routes (remember that in most cases you will not be able to use an elevator).

Know your emergency assembly area.

If you have a disability, please make special note of the "Instructions for Individuals With Physical Disabilities" on the inside of this pamphlet.

Plan where you will seek shelter if you feel an earthquake. If you are inside, remember to either:

- Hide under heavy furniture.
- Brace yourself in a doorway.
- Move against an interior wall.

Look over your work area for objects that may cause injury during an earthquake (heavy objects on high shelves, unsecured shelving, etc.) and make appropriate modifications.

Plan where you will seek shelter if you are notified of an approaching tornado. Remember to:

- Move to the lowest level interior hallway safe area.
- Stay away from windows.
- Avoid large rooms.

Find the location of the two nearest fire extinguishers and remember the acronym **PASS**:

**P**ull the pin.  
**A**im at base of fire.  
**S**queeze the trigger.  
**S**pray until extinguished.

Report fire hazards to Campus Police (4300).

St. Louis Community College is an equal opportunity/affirmative action institution.

Special accommodations are available for persons with disabilities.

FV10/08

# EMERGENCY RESPONSE GUIDE

# Florissant Valley Emergency Response Guide

## Inclement/ Severe Weather



### In case of snow, ice storms, etc.

- If you are at home —
  - Call the Severe Weather hotline at 314-513-4949.
  - Tune in to KMOX-AM radio (1120) or television channels 2, 4, 5 and 30 for closing announcements.
- If on campus —
  - College officials and Campus Police will determine if conditions warrant early dismissal or other actions. Campus Police notify staff on campus of any actions.

## Police Emergency



### If you discover a police emergency (i.e., crime in progress):

- Do not attempt to apprehend or interfere with a criminal except in self-defense.
- If it is safe to do so, try to get a detailed description of the criminal noting:
  - Height
  - Weight
  - Sex
  - Race
  - Age
  - Clothing
  - Weapon, if any
  - Method of travel
  - Direction of travel
- If the criminal enters a vehicle, note its:
  - License number
  - Make, model, color
  - Any other identifiers
- Call Campus Police (4300).
- Remain where you are until contacted by a Campus Police officer.

### If you are notified of a police emergency:

- Cooperate fully with Campus Police.
- See "Evacuation."

## Fire



### If you discover fire:

- Call Campus Police (4300) before doing anything else.
- If the fire is small and you have the training, use a proper fire extinguisher to combat the fire. Do not endanger yourself or others by trying to extinguish a large, well-developed fire.
- If the fire is beyond your means:
  - Pull a fire alarm.
  - Help rescue anyone in need of assistance.
  - Contain the fire by closing, but not locking, as many doors as possible.
  - Evacuate the area.

### If you are notified of a fire in your building:

- See "Evacuation."
- If you are above the ground floor and fire or dense smoke has restricted your exit routes:
  - Remain in your office.
  - Place something at the base of your door to prevent the entrance of smoke.
  - Call Campus Police (4300) and let them know your situation.
- Campus Police will inform you when it is safe to re-enter the building.

## Evacuation

### If an evacuation order is issued for a building:

- Take keys, briefcases, purses, wallets, coats and other personal belongings.
- Do not use elevators.
- Close doors, but do not lock them.
- Evacuate in groups to ensure all are able to get out.
- Provide assistance for those with physical disabilities.
- Evacuate in a safe, orderly manner to the prearranged location.

### Only Campus Police can issue the order to re-enter the building.

## Bomb Threat



### If you receive a bomb threat:

- Keep the person talking as long as possible (pretend to have difficulty hearing).
- Secure as much information as possible, such as:
  - Where is the bomb?
  - When is it set to go off?
  - What type of bomb is it?
  - What does it look like?
  - Why has it been planted?
  - Who planted it?
  - What will make it explode?
- Hold the line open. Do not hang up. Use another line for yourself or another to call Campus Police (4300).

### If you are notified of a bomb threat involving your building:

See "Evacuation."

## Identifying Mail Bombs

Be suspicious of packages with the following:

- Marked Personal or Private
- Lopsided
- Postmark different from return address
- Missing return address
- Oil stains or odors
- Marked Fragile or Rush
- Protruding wires or foil
- Unusually heavy
- Excessive tape or string

If you have any doubts, call Campus Police (4300).

## Shots Fired/ Weapons Seen on Campus



### If you see a person(s) with weapons on campus or hear shots being fired:

- If it is safe to do so, notify Campus Police at 4300 or by using a campus emergency phone.
- Warn others in the vicinity of the threat.
- Safety should be the main concern. Everyone in an area should remain under cover, concealed and quiet. Keep away from windows and openings. If you are in a room, lock, barricade or secure doors if possible.
- If the shooter is seen—do not engage the shooter. This could lead to a hostage situation.
- Campus Police and/or other law enforcement officials will take control of the building and situation as soon as possible. Comply fully with these officials.
- At no time should you leave a locked room or classroom unless advised so by police or appropriate campus official.

### Information Police Dispatcher Will Need When You Call to Report Weapons or Shots Fired

- Your name
- Location of person with weapon or where firings occurred
- Description, including number of suspects and their identity if known
- Any known injuries

## Instructions for Individuals With Physical Disabilities



### If you have a disability that could impair your ability to perform any of these procedures, please:

- Inform the Access office of your circumstances and request a brief meeting to discuss any special emergency-response accommodations needed (remember elevators may not be working).
- Find two or three colleagues who are willing to help you in the event of an emergency.
- Develop two escape plans: one assuming help is available, and one assuming it is not.
- Talk with your department evacuation coordinator.