

SCNM EMERGENCY PROCEDURES

QUICK REFERENCE GUIDE

IMMEDIATE EMERGENCY	911
Police Non-emergency	480-350-8305
Poison Control Center	1-800-955-9119

CAMPUS SECURITY AUTHORITIES (CSA)

Facilities Director/Department	602-647-7105/480-222-9205
Dean of Students	410-409-1049
Chief Information Officer	602-738-7166
Chief HR Officer	480-231-0788

MEDICAL CENTER STAFF SHOULD BE AWARE OF PROCEDURES SPECIFIC TO THE CLINIC

GENERAL EMERGENCY

- Call 911 and give the following information to the dispatch operator:
- Nature of the Emergency.
- Exact address and cross street and “just west of Price Road (101 highway)”
 - Academic Building - 2140 East Broadway Road, Tempe, AZ 85282
 - Community Commons – 2152 East Broadway, Tempe, AZ 85282
 - Medical Center Building - 2164 East Broadway, Tempe, AZ 85282
- Telephone number from which you are calling.
- Your name.
- Room Number/Floor Number/Area on Campus.
- DO NOT HANG UP, as additional information may be needed.
- Contact one of the CSA’s immediately.

FIRE

- Participate in the all-building fire and emergency drills
- Study and remember important locations in each building you enter: exits, stairways, phones, and elevators. Identify two routes out of each building, excluding the elevator.
- When a fire or other evacuation alarm sounds, every person must follow the evacuation procedures or as directed by the facilities team.
- If an actual fire is observed, call 911 first and then one of the CSAs.
- Do not fight a fire if you have not been trained or are unsure about what type of fire extinguisher to use. Most portable extinguishers are appropriate for only small contained fires, such as a fire in a wastebasket.
- Remember to never fight a spreading or growing fire and never block your escape.

ACTIVE SHOOTER

- Run
 - If there is an escape path, attempt to evacuate.
 - Prevent others from entering the area.
 - Evacuate whether others agree or not.
 - Meet at a predetermined area, do not leave campus.
 - Leave your belongings behind.
 - Call 911 and one of the CSAs when you are safe.
 - Help others escape if possible.
- Hide
 - Lock and/or blockade the door
 - Spread out. It is much easier to shoot a group of people who are huddled in one place than if they are scattered around the room.
 - Hide behind large objects.
 - Silence your cell phone. Remain very quiet.
- Fight (Last Resort)
 - Attempt to incapacitate the shooter by throwing objects and improvise as weapons
 - Act with physical aggression.
- When Law Enforcement arrives on the scene:
 - Do exactly as the team of officers instructs.
 - Do not approach the officers.
 - Keep your hands visible, fingers spread, and empty.
- As a preventative step, ask for help - if you, or if you know someone who is feeling desperate, we want to help. Report concerns about your co-workers to one of the CSAs

POWER OUTAGE

- In the event of an electric power outage, the emergency lighting in hallways will activate in 10-15 seconds.
- Remain calm – move cautiously to a lighted area. Exits may be indicated by lighted signs.
- Turn off or unplug computers and other voltage sensitive equipment.

HAZARDOUS MATERIAL LEAK

- Report all leaks/spills to one of the CSAs.
- If the spill presents an imminent hazard (injuring people, fire risk) call 911 immediately. Provide exact location of spill, including room number inside a building, its appearance etc.
- Clear the affected area and close all doors and wait for assistance.

EVACUATION

- If the fire alarm sounds or you are notified by an official to evacuate for any reason, evacuate using the nearest exit or alternative if nearest exit is unsafe. DO NOT USE ELEVATORS.
- Alert/assist others, including persons with disabilities, if safe to do so.
- Know the needs and capabilities of people requiring assistance who are routinely in your classroom or work area.
- Notify emergency personnel of the location of people who are still in the building or not accounted for.
- Proceed to the pre-determined assembly area of the buildings. Occupants of the buildings will assemble as follows:
 - Academic Building: east side of the building (grassy area)
 - Community Commons: parking lot to the north of the building
 - Medical Center Building: parking lot to the west of the building
- If you are unable to leave the building use a telephone to call 911 and one of the CSAs.

MEDICAL EMERGENCY

- For patient medical emergency refer the Medical Center procedures
- If appropriate, apply first aid.
- If needed, call 911.
- Call one of the CSAs as soon as possible
- Stay on the line, provide the building and room number.
- Provide information on the number and extent of injury(s)/condition.
- Indicate if transport to a hospital will be required.
- Promptly inform the Facilities department, the area supervisor or instructor.
- If the injured person(s) is an employee, contact Human Resources.
- If a student(s) is injured, contact the Dean of Students Office.
- Complete and turn in the required College incident forms.

BOMB THREAT

- All bomb threats are to be taken seriously!
- Written Note or Electronic Bomb Threat Message:
 - Note should be handled as little as possible in order to preserve fingerprint, handwriting, postmarks, typewriting and other evidence.
 - Place written threat inside a sheet protector (prefer plastic protector).
 - Do not delete bomb threat messages received via E-mail. Print e-mail for emergency personnel.
 - Upon receipt of a written bomb threat, immediately notify 911 and one of the CSAs.
- Phone Call Bomb Threat:
 - Person receiving the call should alert someone nearby with a note about the call and direct them to call 911 or push the police button (if you have one) on the alarm system for two seconds.
 - Stay on the line with the caller and remain calm. Be courteous and don’t interrupt the caller. Ask the caller as many as you can the following questions:
 - What is your name?
 - When is the bomb going to explode?
 - Where is the bomb?
 - What does it look like?
 - What kind of bomb is it?
 - What will cause it to explode?
 - When is bomb set to explode?
 - Did you place the bomb?
 - Why was the bomb placed?
 - Are there other bombs in the building and if so, where?
 - From where are you calling?
 - What is your address?
 - Keep caller on the phone as long as possible. Don’t hang up until the caller does. The phone company may be able to trace the call if you stay on the line long enough.
 - If caller ID system displays caller’s phone number, write it down.
 - If caller hangs up or as soon as call is completed, submit the Bomb Threat Report form immediately.
- Call 911 and report immediately to one of the CSAs.
- If it is determined that an evacuation is necessary, EVACUATE the building.
- DO NOT use cell phones or radios within 300 feet of the area suspected of containing the explosive device.
- Never try to remove a suspicious package when there is an active bomb threat.
- Report your observations to the emergency personnel.

WATER LEAK

- At first indication that there may be a water or waste water leakage, immediately notify one of the CSAs with the exact location and severity of the leak.