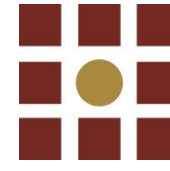


Redlands Emergency Preparedness Guide



Colleges and universities face competing priorities that are rarely found outside an educational environment. Not the least among these priorities is providing a secure environment for a community disposed toward freedom; freedom of thought, of speech, of access and of movement. The safety of our students, faculty, staff and visitors is and always will be our highest priority at Redlands Community College.

Our mass notification program Blackboard Connect, makes it possible for the Redlands community to receive information via text message and phone call regarding situations that may threaten campus safety and security. Our Security Team regularly implements programs and activities to help diminish potential emergency situations and that enable a coordinated response in partnership with federal, state, county and municipal authorities.

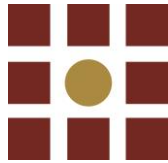
This booklet is provided to assist Redlands Community College to be better prepared in the event of emergencies both on and off campus. It represents only a small part of our commitment to your safety and the safety of all who visit our campus. I encourage you to review this booklet and become familiar with the Emergency Preparedness Guides that have been placed in classrooms, labs and offices throughout our campus. For more information about Redlands emergency preparedness programs, I encourage you to contact Campus Security.

Jack Bryant
President, Redlands Community College

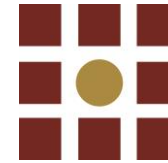
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FOR A MAPS OF CAMPUS "PRIMARY" SEVERE WEATHER SHELTERS, PLEASE SEE LAST PAGES OF THIS BOOKLET



Redlands Emergency Preparedness Guide



BLACKBOARD CONNECT

Blackboard Connect is the emergency notification system that allows Redlands officials to send news and instructions simultaneously to individuals through text messaging, and automated phone calls. The benefits of the Blackboard Connect system are its immediacy and direct access to individual campus members through multiple points of contact.

Blackboard Connect complements tools the university already has in place to respond to a range of emergencies that may include weather related closing, environmental health crises, public safety incidents, and other unique emergency situations. In the event of an actual emergency, the university will continue to relay critical information using the most appropriate options from our full range of notification resources: Blackboard Connect, web announcements, e-mail, the local radio/TV stations, door-to-door notifications and posters. Blackboard Connect will be used for weather related campus closings only for those individuals who opt-in to receive these messages via text message only.

All students, faculty, and staff are encouraged to update their contact information through the my.REDLANDScc portal (<https://my.redlandsc.edu/>). You will be automatically opted in to receive text message alerts and will receive a welcome text at the next system update (within an hour of updating your information). This welcome text will include instructions to opt out. The Home Phone field is for receiving phone call alerts and the Mobile Phone field is for receiving text message alerts. You can put the same number in both fields. There may be a charge from your cell phone provider for each text message you receive.

DISCLAIMER:

Use of this information is voluntary. This information is based on available best practices and Redlands does not and cannot accept, and hereby specifically disclaims, any liability for death, injury, any loss, cost or expense suffered or incurred by any person if such loss is caused by, arises from or results from the use of any of this material, due to default or omission or any act of its agents specifically disclaims, any liability for losses arising from, caused by, or resulting from, the provision or non-provision of information in this document. Redlands is not able to warrant and does not warrant that particular information herein, even when used properly, will protect the user or implementer of the information. Each individual should only act and apply what training and information that they feel qualified to utilize under the existing circumstances. As a condition to any participation in or attendance at Redlands or any meeting at Redlands or any function at Redlands associated or affiliated herewith, each such attendee and participant, including: students, faculty, staff, and visitors, accepts the foregoing disclaimer.

LEGAL STATEMENT:

In compliance with Title VI and Title VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IXX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Family and Medical Leave Act of 1993, the Civil Rights Act of 1991, and other Federal Laws and Regulations, the Redlands Community College does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, disability, status as a veteran in any of its policies, practices, or procedures; this includes but is not limited to admissions, employment, financial aid and educational services. Copies Printed Here.

GENERAL INFORMATION

This guide is provided to assist all Redlands community members and our visitors. An emergency can be any crisis including fire, medical emergencies, damaged property, or criminal incident which requires immediate action by victims, witnesses, and/or emergency responders. While Redlands is a very safe campus, we recognize that like any location, we are not immune from emergencies that impact members of our community.

If emergency situations occur that are not covered by this booklet, call the appropriate telephone numbers on the back inside cover of this booklet for assistance. 9-1-1 should always be called first unless you know that your particular emergency requires contact with one of the other numbers listed. This guide is provided to Redlands community members as a tool to use during those times when information is needed quickly. Prior planning is essential—everyone should be familiar with the facilities they use on campus including fire exits and shelter locations.

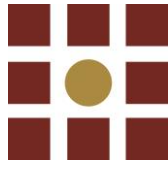
During an emergency, it is the responsibility of the Vice Presidents, Deans, Department Heads and Supervisors to provide qualified instructions to students, Redlands community members, and visitors. It is also their responsibility to provide other required safety measures, including closing the doors and providing the necessary first aid within their skill level - unless otherwise directed by campus security and/or properly identified emergency personnel.

Before an emergency occurs, know the locations of the fire extinguishers, the fire alarm pull stations, and two emergency exits for your area. Also please take time to note where your nearest severe weather shelter is located. To find your nearest shelter location, look at the map located on the back of this guide.

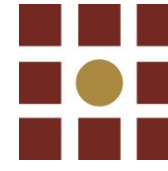
Calling 9-1-1 from a campus phone does not require dialing “9” for an outside line. Calling Redlands Security from a campus phone requires only the four digit extension (6200). You may also call 9-1-1 from a cellular phone.

Please be advised that when you dial 9-1-1 from a campus phone your precise location may not be available to emergency communications personnel who answer the call. Be prepared to give your building name, room number(s), and a short description of the emergency. When you call 9-1-1 they will route the information to Redlands Security and Administration and summon the fire or medical emergency responders from off campus.

To report emergencies, please call 9-1-1. To report non-emergencies or request routine public safety services such as SAFEWALK from Redlands Security please call (405) 422-6200.



Redlands Emergency Preparedness Guide



GENERAL BUILDING EVACUATION

THE TIME TO BECOME FAMILIAR WITH EMERGENCY PROCEDURES IS BEFORE AN EMERGENCY!

If a building evacuation occurs, every department should have a specific pre-determined area where employees meet and check in with their supervisor. Campus Security or other emergency response personnel should immediately be notified of missing persons so that a search can be made.

SOME EMERGENCIES MAY REQUIRE EVACUATION OF THE BUILDING IN THIS EVENT:

1. Fire alarms or verbal notice may be used to sound the evacuation.
2. Safely stop your work.
3. Remain calm and orderly. Gather your personal belongings quickly, especially prescription medicines. It may be hours before you are allowed back into the building.
4. Seek out and give assistance to disabled or injured people in the area.
5. If safe to do so, close doors and windows, but do not lock them.
6. Never prop open stairwell doors.
7. If time permits, turn off the power to all electrical equipment.
8. Walk quickly, but do not run to the nearest safe exit via the stairway.
9. Never use elevators.
10. Follow Police Services instructions or other properly identified emergency personnel.
11. Go to a pre-determined emergency rally point and report to your roll taker. If you don't know your emergency rally point, ask your supervisor, then fill in the blank below.
12. Keep all roadways and walkways clear for emergency vehicles.
13. Wait for instructions from emergency personnel.
14. Never re-enter any building until instructed to do so by Police Services or other properly identified emergency personnel.

The emergency rally point for our department is: _____

EVACUATING PERSONS WITH LIMITED MOBILITY OR SPECIAL NEEDS

IF YOUR MOBILITY IS LIMITED:

Pre-planning is essential to a safe evacuation. If you are a person who has special needs, know your limitation and consider what you would do in an emergency. If you need to be evacuated, help yourself and rescuers by providing them with information about your needs

and the best ways to assist you since people may not be aware of your circumstances or how to help.

OFFERING ASSISTANCE TO OTHERS

VISUALLY IMPAIRED PERSONS:

In the event of an emergency, tell the person the nature of the emergency and offer to guide them to the nearest emergency exit. Have the person take your elbow to escort them (this is the preferred method when acting as a "sighted guide").

HEARING IMPAIRED PERSONS:

1. Write a note telling what the emergency is and the nearest evacuation route. For example- "Fire. Go out rear door to the right and down now!"
2. Turn the light switch on and off to gain attention, then use gestures to show what to do.

AMBULATORY PERSONS USING CRUTCHES, CANES, OR WALKERS:

Carrying options include using a two-person lock-arm position or having the person sit on a sturdy chair, preferably one with arms. If time permits, call Campus Security at 422-6200 for assistance.

NON-AMBULATORY PERSONS (e.g. wheelchairs)

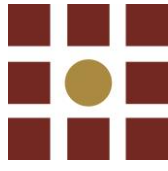
Contact Campus Security, 422-6200, then move the person to an area of refuge such as a stairwell, if possible. For assistance in identifying areas of refuge (shelter-in-place) before an emergency happens, contact the Physical Plant at 422-1400.

Wheelchairs have moveable parts: some are not designed to withstand the stress of lifting. You may have to remove the chair batteries. Life support equipment may be attached. Because lifting a person with minimal ability to move may be dangerous to their well-being, always consult with the person in the chair regarding:

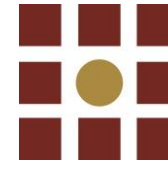
1. The number of people necessary for assistance.
2. Ways of being removed from the wheelchair.
3. Whether the seat cushion or pad should be brought along with him/her if they are removed from the chair.
4. Whether to straighten or bend arms or legs when lifting because of pain, braces, or other medical concerns.
5. Whether to carry a person forward or backward on a flight of stairs.
6. The type of medical assistance necessary after the evacuation.

WHEN LIFTING SOMEONE, REMEMBER TO USE PROPER LIFTING TECHNIQUES:

1. Never try to lift someone alone.
2. Always get at least two people to help lift a person.
3. Place one foot a little ahead of the other with toes pointing slightly outward.
4. Place your feet about shoulder width apart. Bend at your knees.
5. Lift yourself and the person with your legs, keeping your back straight.



Redlands Emergency Preparedness Guide



SEVERE WEATHER ~ TORNADO

IF SEVERE WEATHER IS IMMINENT AND YOU ARE OUTDOORS, MOVE INDOORS AS QUICKLY AS POSSIBLE!

On Redlands campus, the severe weather warning will be made via the sirens from the City of El Reno. Campus-wide notification will also be sent out via my.redlandsc.edu, Twitter, and Facebook.

1. Consider obtaining a flashlight and a NOAA All-Hazards Radio for your department.
2. Shut off any equipment that might be affected by a temporary loss of electricity.
3. Close hallway doors as you leave to shield the corridors from flying debris.
4. On campus, move to any of the eight designated "Primary" shelters across campus.
The eight "Primary" shelters can be found in the following buildings:
 - A. Ray Porter Basement
 - B. Two (2) safe rooms in Cougar Crossing Community Building
 - C. Four (4) locker rooms down stairs in Gymnasium.
 - D. Storage room down stairs in Gymnasium.
5. If time does not permit movement to a "Primary" shelter, seek shelter in your building's "Secondary" shelters. Please familiarize yourself with your specific buildings "Secondary" shelters.
6. When you are off-campus or in buildings without designated shelters, move to a small room on lower levels, an interior hallway, a basement, or a tunnel. Avoid upper floors, large glassed areas, and windows.
7. Stay out of parking garages, underpasses, auditoriums, and exterior walkways. Stay away from electrical appliances.
8. Use the telephone for emergency calls only.
9. Stay calm and alert.
10. Call 9-1-1 off-campus or 6200 on-campus to report any damage.
11. You are encouraged to listen/watch the local media broadcasts for weather updates.

FOR A MAP OF CAMPUS "PRIMARY" SEVERE WEATHER SHELTERS, PLEASE SEE LAST PAGE OF THIS BOOKLET

FIRE

ADVANCE PLANNING IS ESSENTIAL!

1. Know the location of fire extinguishers in your area and how to use them.
2. Know the locations of the fire alarm pull stations.
3. Be familiar with at least two fire exits in your area in case one is blocked or unusable.
4. Contact the Physical Plant for fire extinguisher training for your department.

UPON DISCOVERY OF A SMALL FIRE:

1. Immediately call Campus Security at 422-6200.
2. Remember the PASS method:
 - A. Pull the pin
 - B. Aim at the base
 - C. Squeeze the handle
 - D. Sweep from side to side.
3. At about 8 to 10 feet from the fire, promptly direct the charge of a fire extinguisher toward the base of the flames. Remember most fire extinguishers discharge their contents for only 30 seconds or less. Get help if necessary.
4. Evacuate and call for help if the small fire cannot be extinguished.

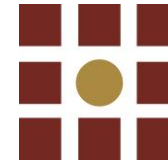
UPON DISCOVERY OF A LARGE FIRE:

1. Activate the fire alarm and give verbal alarm.
2. Call Campus Security at 422-6200.
3. Evacuate the building, alerting people as you go. Seek and assist persons in your area who are limited in their mobility or who may need some additional assistance in evacuating.
4. Exit using the stairways only. Do not use elevators.
5. Close all doors leading to the main hallways and any stairwells to prevent further spread of the fire.
6. Never prop stairwell doors open.
7. Once outside, move to your departmental emergency rally point which should be in an open area at least 500 feet away from the affected building(s). Avoid inner courtyards.
8. Keep roadways and walkways clear for emergency vehicles. Remain upwind from smoke and fumes.
9. Do not re-enter the building until instructed to do so by Campus Security or properly identified emergency personnel.

If clothes are on fire, stop, drop to the floor and roll (Stop, Drop & Roll). Smother the fire with a blanket, rug or heavy coat. Call 9-1-1 for help. Administer appropriate first aid within your ability until help arrives.



Redlands Emergency Preparedness Guide



EXPLOSION ~ EARTHQUAKE ~ SEVERE BUILDING DAMAGE

IN THE EVENT OF AN EARTHQUAKE/EXPLOSION IN A BUILDING, TAKE THE FOLLOWING ACTIONS:

1. In an earthquake, if you are outside, stay outside. Move away from trees, signs, buildings, electrical poles and wires. Protect your head with your arms from falling bricks, glass, plaster, and other debris.
2. Move away from fire and smoke.
3. Proceed to the emergency assembly area for your group, if safe to do so. Check with your supervisor to determine your meeting location if you do not know it.

IF INDOORS:

1. Immediately take cover under tables, desks or other such objects which will give protection against flying glass and debris.
2. If you are not near a sturdy object, make yourself as small as possible and cover your head and neck.
3. In an earthquake, stand in a doorway, brace yourself against the frame and watch out for swinging doors or other people.
4. Avoid overhead fixtures, windows, filing cabinets, bookcases and other heavy objects that could fall or shatter.
5. Stabilize any laboratory procedures that could lead to further danger (turn off gas or electrical equipment).
6. After the effects have subsided, evacuate the immediate area and call Campus Security at 422-6200.
7. Do not light matches.
8. Do not turn lights on or off.
9. Seek and assist injured and disabled persons in evacuating the building.
10. Exit via the stairway. Do not use elevators.
11. Once outside, move at least 500 feet away from the affected building. Keep roadways and walkways clear for emergency vehicles.
12. Wait for further instructions from Campus Security or other properly identified emergency personnel. Do not re-enter the building until instructed to do so.

AFTER AN EARTHQUAKE OR EXPLOSION:

1. Check for injuries, give or seek first aid.
2. Be alert for safety hazards (fires, electrical, gas leaks, etc.).
3. Do not use telephones or use roadways unless absolutely necessary.
4. Be prepared for aftershocks.
5. Cooperate with emergency response personnel, keep informed, and remain calm.

UTILITY FAILURE ~ GAS LEAK ~ PERSONS STRANDED IN ELEVATOR

POWER OUTAGE:

1. Between 8:00 a.m. and 5:00 p.m. notify the Physical Plant at 422-1400. If phones are not operating properly, use a cell phone.
2. After hours, notify Campus Security at 422-6200.
3. If evacuation of the building is required, exit via stairways. Do not use elevators. Seek out disabled persons and provide assistance.
4. Laboratory personnel should secure experiments or activities that may present a danger with the electrical power off or when it is restored unexpectedly. Notify the lab supervisor immediately. For emergencies after hours, contact Campus Security at 422-6200.
5. When mechanical ventilation is interrupted, vapors of chemicals may reach hazardous concentration levels. Do not perform procedures using hazardous materials until power is restored. Clean up or put away chemicals and close chemical containers and secure storage areas.

FLOODING:

1. If flooding occurs because of a plumbing failure or other problem, stop using all electrical devices.
2. Notify Physical Plant at 422-1400.
3. If necessary, evacuate the building. See the GENERAL EVACUATION PROCEDURES section of this document.

STEAM LINE FAILURE:

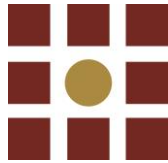
1. In the event of a failure of a steam line, call Campus Security at 422-1400.
2. Evacuate the area as soon as possible by taking exits that avoid the steam leak.

GAS LEAK:

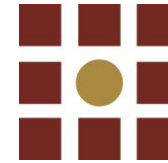
1. Cease all operations immediately.
2. Do not switch lights on or off.
3. Evacuate as soon as possible, notifying others as you go.
4. Leave the area to call Campus Security at 422-1400.
5. Do not re-enter the building until cleared to do so by Campus Security or other proper authorities.

PEOPLE TRAPPED IN AN ELEVATOR:

1. Tell the passengers to stay calm and that you will get help.
2. If you are trapped, use the emergency phone in the elevator or push the alarm button and wait for help.
3. Call Campus Security at 422-1400.
4. Try to keep the trapped passengers calm. Talk to them until Campus Security or other help arrives.



Redlands Emergency Preparedness Guide



SLIPS ~ TRIPS ~ FALLS

SPILLED LIQUIDS AND WET FLOORS ARE ONE OF THE MAJOR CAUSES OF SLIPS, TRIPS AND FALLS. EVEN MOISTURE FROM OUTSIDE CARRIED IN ON SHOES CAN CAUSE AN INJURY.

If you spill something, please clean it up immediately. If you discover a spill or wet floor and need assistance with clean up, contact Physical Plant immediately at 422-1400. If you experience a slip, trip or fall:

1. If the injury occurred on the Redlands Campus, call Campus Security at 422-6200. Security officer will come to your location. An employee from Risk Management may respond as well.
 2. Because the incident may involve workers' compensation or risk management, a report will be filed by the responding officer.
 3. Either the responding officer or the employee from Risk Management will facilitate Medical attention for the victim, if needed.
- **Employees** who require medical attention should go to the suggested location of Mercy Hospital of El Reno, or Canadian Valley Regional in Yukon. For after-hours emergencies (life or limb threatening), employees should call 911 immediately or proceed directly to the Mercy Hospital Emergency Room. Directions are in this document under ***Injury Reporting***.
 - Injured employees and their supervisor must complete the appropriate Redlands injury report forms in order to have benefits paid under the Workers' Compensation system. See ***Injury Reporting*** in this document for further details.
 - **Students** requiring immediate medical attention (life or limb threatening), should call 911 immediately or proceed directly to the Mercy Hospital Emergency Room. Directions are in this document under ***Injury Reporting***.
 - If a **visitor** is injured, immediately contact security at 422-6200.
 - Human Resources/Risk Management should be notified in the event of any injury occurring on campus at 422-1267.

INJURY REPORTING ~ EMERGENCY MEDICAL FACILITIES

STUDENTS: For life threatening injuries, chemical exposures, or needle-sticks after regular business hours contact Campus Security at 422-1400. Campus Security will arrange for transport to appropriate medical facility. For treatment of non-life threatening injuries proceed to Mercy Hospital of El Reno, or Canadian Valley Regional in Yukon.

VISITORS: If a visitor is injured, contact Campus Security at 422-1400 or via 9-1-1. They will notify Redlands Security and Administration after medical attention has been sought for the injury.

EMPLOYEES: If any injury occurs to Redlands faculty and staff, notify Campus Security at 422-1400. They will initiate the proper notifications and, if necessary, arrange for emergency transport to the nearest appropriate emergency room. After regular Redlands business hours, for life threatening injuries, serious chemical exposures, or needle-sticks, seek treatment at the nearest hospital emergency room. Contact Campus Security at 422-1400 as soon as possible.

For treatment of occupational injuries, the following locations are recommended:

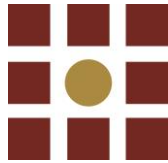
Mercy Hospital – El Reno
2115 Parkway Dr.
El Reno, OK 73036
(405) 262-2640

INTEGRIS Canadian Valley Hospital – Yukon
1201 Health Center Parkway
Yukon, OK 73099
(405) 717-6800

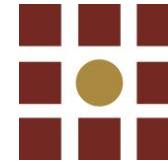
Remember all accidents, injuries, or illnesses that occur on the job regardless of location must be reported to Human Resources/Risk Management at 422-1267.

**FOR MORE INFORMATION ABOUT SAFETY AND SECURITY AT REDLANDS
OR TO REVIEW THE CURRENT “ANNUAL SECURITY REPORT” , PLEASE
VISIT:**

<https://www.redlandsc.edu/node/51>



Redlands Emergency Preparedness Guide



FIRST AID OVERVIEW

EXPOSURE TO BLOOD (Or Other Potentially Infectious Material): Take the following actions immediately:

- Treat everything as if it is contaminated with a blood borne pathogen.

PERCUTANEOUS EXPOSURE (Cuts to the skin): if you are stuck with any sharp object (needle, scalpel, dental wire, suture needle, etc.) which is contaminated with human blood or other potentially infectious material, wash the area thoroughly with warm water and antibacterial soap (if available), and proceed to a facility to get care within 1 to 2 hours of the exposure.

SPLASH TO THE EYES, FACE, MUCOUS MEMBRANES, OR BROKEN SKIN: Flush the area with water or normal saline and proceed to a facility to get care within 1 to 2 hours of the exposure.

ELECTRICAL INJURIES:

- Do not touch the victim before turning off the power source.
- Seek medical attention immediately.

HEAT INJURIES:

- Get the person into the shade or a cool area.
- Loosen restrictive clothing.
- If Heat Stroke is suspected, seek medical attention immediately.

FROSTNIP/FROSTBITE:

- Warm the affected area with lukewarm water.
- Do not rub the affected area.
- Seek medical attention, especially if blisters occur.

CLOSED FRACTURE:

- Do not move patient unless they are in life-threatening immediate danger.

SMALL OBJECT IN EYE(S):

- Wash gently with normal saline or flush with water.
- Do not rub eye(s) and seek medical attention.

ANIMAL BITES:

- While wearing gloves help the patient carefully massage the wound and apply gentle pressure to encourage bleeding.
- Rinse the wound under warm water for 15 minutes.
- Wash the wound and surrounding area with povidone-iodine swab stick for 5 minutes and continue to rinse periodically.
- Pat injury dry using sterile gauze pads.
- Cover the wound with a pad and secure it with gauze and tape.

FIRST AID OVERVIEW

DISLOCATION:

- Immobilize the joint, do not attempt to straighten.
- Seek medical attention.

HEAD OR SPINE INJURY:

- Never move a person who may have a spine injury unless they are in life-threatening/immediate danger
- All head or spine injuries can be very serious. Seek medical attention in all cases of head or spinal injury.

UNCONSCIOUS PERSON:

- Check for breathing and pulse. Summon help.
- Clear the air-way if you know how.
- If you are trained, perform CPR if needed.
- Place the victim on his/her side, unless there is the possibility of spinal injuries.

BLEEDING:

- For control of minimal bleeding, use disposable gloves and apply direct pressure using a clean, dry dressing.
- For control of spurting blood, use disposable gloves, a gown, a mask and protective eyewear and apply direct pressure using a clean, dry dressing.
- Watch for shock and seek medical attention.

SHOCK:

- Make sure the patient is breathing.
- Stop any life-threatening bleeding.
- Elevate the patient's legs 6-8 inches.
- Cover the patient to keep warm.
- Continue to monitor the patient until help arrives.

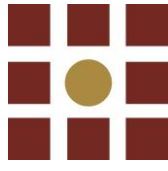
SEIZURE/CONVULSION:

- Do not restrain the patient.
- Protect patient during the seizure. Place the victim on his/her side and protect the head and limbs.
- Do not force anything into the patient's mouth.
- Seek medical attention immediately.

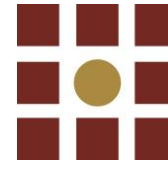
THERMAL BURNS:

- Apply cool, not cold, clean water or dressings.
- Protect from dirt and friction by applying clean, dry dressings.
- Do not break blisters.
- Do not apply oil, butter, grease or ointment.

Note: Do not administer First Aid unless you have been trained to do so. If failure to administer First Aid would result in further injury or death, use common sense and work within your abilities. Do not begin to assist unless you can conclude the assistance. You could be liable if you initiate help but do not carry it out.



Redlands Emergency Preparedness Guide



DANGEROUS SUBSTANCE SPILLS/DECONTAMINATION

CHEMICAL SPILLS:

1. Evacuate the area as needed.
2. Call Campus Security at 422-6200.
3. Most chemicals are odorless so remember just because you can't smell it doesn't mean it's not harming you. Look at the Material Safety Data Sheets (MSDS) for health hazards and required personal protective equipment.
4. Seal the area off. Only trained personnel should be permitted to enter the area.
5. Check MSDS for precautions and cleanup information.
6. Wear appropriate personal protective equipment, (gloves, respirator, shoe covers)
7. Clean up spill following precautions listed in MSDS for that chemical.
8. Use appropriate absorbent, and neutralizing material or a spill kit to clean up.
9. Dispose of all contaminated material as hazardous waste.

CHEMICAL SPLASH ON BODY/EYES:

1. Remove contaminated clothing. Flush skin or eyes with water for at least 15 minutes.
2. For chemical splashes to the eyes. Hold eyelids open for flushing of the eyes for 15 minutes.
3. Make sure chemicals have not accumulated in the soles of shoes. This could be a potential long term exposure point.
4. Seek medical attention for all chemical splashes to the eyes by calling 9-1-1.

MERCURY SPILLS:

1. Mercury is a heavy metal and when released or spilled becomes airborne.
2. Evacuate and restrict access to the area.
3. Call Campus Security at 422-6200.
4. Only trained personnel should be allowed into the area.
5. Put on appropriate personal protective equipment, (gloves, respirator, shoe covers)
6. If a mercury spill kit is available use the extractor/pump to clean up the beads.
7. Use the water bottle and scouring pads for all areas without beads.
8. All contaminated material must be disposed of as hazardous waste.

BLOOD SPILLS:

1. Alert people in the immediate area of spill.
2. Put on appropriate personal protective equipment.
3. Cover the spill with absorbent material.
4. Pour an appropriate disinfectant or a freshly prepared 1 to 10 dilution of household bleach around the edges of the spill and then into the spill. Be careful to avoid splashing!
5. Use the recommended contact time of the disinfectant or for bleach a 20 minute contact time.
6. After spill has been absorbed, clean up the spill. Place all material in a biohazard bag for disposal.
7. If material involves broken glassware, use mechanical means to clean up such as a brush and dustpan.

DANGEROUS SUBSTANCE SPILLS/DECONTAMINATION

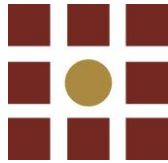
RADIOACTIVE MATERIAL SPILL:

1. Redlands Physical Plant must be notified promptly in the event of the following:
 - Personnel contamination
 - Indication of ingestion, inhalation, absorption, or puncture involving radiological chemicals
 - Unexpected release of radioisotopes to the air or sewer
 - Loss of radioactive material
 - Damaged radioisotope shipment containers
 - Any radiochemical spill outside of a labeled area
2. During regular working hours, report all radiation related accidents to Physical Plant at 422-1400.
3. If an accident occurs during off-duty hours, notify Campus Security at 422-6200.
4. Seek immediate medical attention when necessary.

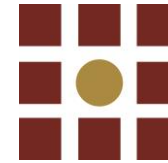
PERSONNEL DECONTAMINATION:

1. Flush contaminated skin area(s) thoroughly with water, and wash repeatedly with mild soap and warm water.
2. If skin is lacerated by glassware or equipment contaminated with radioactive material, Immediately wash the wounded area(s) under a stream of lukewarm water.
3. If ingestion of radioactive material has occurred, report the incident immediately to a supervisor.
4. Remove and bag contaminated clothing.
5. Seek immediate medical attention when necessary.





Redlands Emergency Preparedness Guide



ACTIVE SHOOTER

ACTIVE SHOOTING OR IMMEDIATE PHYSICAL THREAT

When a hostile person(s) is actively causing deadly harm or the imminent threat of deadly harm within a building or other location, we recommend the following procedures be followed:

- If you cannot safely evacuate the building, lock yourself in the room you are in at the time of the threatening activity.
- If telephone communication is available, call 911.
- Don't stay in the open hall or other common area.
- Do not sound the fire alarm. A fire alarm would signal the occupants in the rooms to evacuate the building and thus place them in potential harm as they attempt to exit.
- Barricade yourself in the room with furniture or anything you can push against the door.
- Lock the window and close blinds or curtains.
- Stay away from windows.
- Turn all lights and audio equipment off.
- Try to stay calm and be as quiet as possible.
- If for some reason you are caught in an open area such as a hallway or lounge-type area, you must decide what action to take.
- You can try to hide, but make sure it is a well hidden space or you may be found as the intruder moves through the building looking for victims.
- If you think you can safely make it out of the building by running, then do so. If you decide to run, do not run in a straight line. Keep any objects you can between you and the hostile person(s) while in the building. Use trees, vehicles or any other object to block you from view as you run. When away from the immediate area of danger, summon help any way you can and warn others.
- If the person(s) is causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you.
- The last option you have if caught in an open area, may be to fight back. This is dangerous, but depending on your situation, this could be your last option.
- If you are caught by the intruder and are not going to fight back, follow their directions and don't look the intruder in the eyes.
- Once the police arrive, obey all commands. This may involve you being handcuffed or made to put your hands in the air. This is done for safety reasons and once circumstances are evaluated by the police, they will give you further directions to follow.

This emergency action plan cannot cover every possible situation that might occur. Nevertheless, it is a training tool that can reduce the number of injuries or deaths if put into action as soon as a situation develops. Time is a critical factor in the management of a situation of this manner.

ACTIVE SHOOTER

WARNING SIGNS

It must be stressed that if you have had contact with any individuals who display the following tendencies, that you contact the Campus Security, student affairs officials, Housing (if applicable), division directors, police, or other university officials in a timely manner:

- Threatens harm or talks about killing other students, faculty or staff.
- Constantly starts or participates in fights.
- Loses temper and self-control easily.
- Swears or uses vulgar language most of the time.
- Possesses or draws artwork that depicts graphic images of death or violence.
- Assaults others constantly to include immediate family members.
- Possesses weapons (firearms or edged weapons) or has a preoccupation with them.
- Becomes frustrated easily and converts frustration into uncontrollable physical violence.

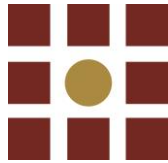
BOMB THREAT ~ SUSPICIOUS PACKAGE

IF YOU FIND OR OPEN A SUSPICIOUS LETTER, BOX, PACKAGE, OR CONTAINER:

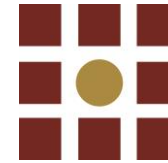
1. Do not handle the package. Move away if you feel threatened and call Campus Security at 422-6200.
2. If you have opened a suspicious package or letter:
 - Leave the package or envelope in place and move away slowly.
 - Leave the room slowly; notifying others to leave the room also, closing doors behind as you go.
 - Notify others in the building to evacuate.
3. Do not operate any power switches.
4. Do not activate the fire alarm.
5. Move to a safe area and call Campus Security at 422-6200.
6. Do not allow reentry into the area/office suite where the package is located.
7. Follow the instructions you will receive from Campus Security or other recognized authorities.

IF A BOMB THREAT IS RECEIVED OVER THE TELEPHONE, TAKE THE FOLLOWING ACTIONS:

1. Stay calm. Try to pay close attention to all details. They may be important.
2. Take notes. Attempt to get the following information from the caller:
 - Who are you? • What is your organization?
 - Why are you doing this? • Where has the bomb been placed?
 - What time is the bomb set to explode? • What type of bomb is it?
 - What does it look like? • Where are you calling from?
 - Who else have you told?
3. Have a co-worker or another person contact 9-1-1 using another phone.
4. Write down exactly what the caller says and have co-worker relay information to 9-1-1.



Redlands Emergency Preparedness Guide



5. Try to keep caller on the phone. Listen for any background noises, voice inflection or accents, and/or anything that would help to determine the origin of the call.
6. Evacuate the building upon instruction from properly identified emergency personnel or as deemed appropriate in individual situations.

IF YOU ARE TOLD TO EVACUATE:

1. Quickly scan your work area for suspicious or unfamiliar items. Do not touch any suspicious items.
2. Take personal belongings when you leave. You may not be allowed back in for an extended period.
3. Leave doors and windows open.
4. Do not turn on or off lights.
5. Use only the stairs; do not use elevators.
6. Move well away from the building to your departmental emergency rally point and wait for further instructions from Campus Security or other authorities. See GENERAL BUILDING EVACUATION in this brochure for your departmental emergency rally point.

REPORTING INCIDENTS

REPORT ANY OF THE FOLLOWING TO CAMPUS SECURITY IMMEDIATELY AT 422-6200 OR CALL 9-1-1:

- A tense situation between individuals or groups that has a potential for violence.
- Any unusual noise that you can't explain, screams, breaking glass, pounding, or a gunshot.
- Any emergency, such as an accident, a fire, or a critically ill or injured person.
- Anyone being forced into a vehicle.
- Property being carried out of an office or area that you know is not occupied.
- Recently broken windows or doors, or scratches on your doors or windows.
- Someone running from a vehicle, building, or area while carrying property.
- Someone looking into building windows or windows of parked vehicles.
- A vehicle driving slowly and aimlessly, back and forth on a street, or in a parking lot.
- Door to door solicitors without properly issued local permits or licenses.
- Someone loitering around the buildings, hallways, or other campus areas, with no clear purpose.
- Any form of vandalism, such as spray painting a sign or building; graffiti; removing benches or signs; pulling up or removing plants and shrubbery.

REPORT THE FOLLOWING TO PHYSICAL PLANT (M-F, 8:00am-5:00pm, 422-1400) OR CAMPUS SECURITY AFTER HOURS AT 422-6200:

- Overgrown shrubs, tall weeds, or trees that could potentially harbor a criminal.
- Broken or non-working lights.

- Holes in parking lots, grounds or other locations.
- Dim lighting in and around buildings, parking lots, pathways, and sidewalks.
- Water on the floors from leaking pipes, water fountains.

**Access Control
Emergency Management
Environmental Health and Safety
Police Services
Transportation and Parking Services**

EMERGENCY PHONE NUMBERS

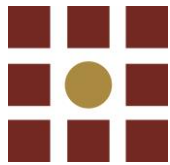
Campus Security	974-2345
Emergency	911
Fire/Emergency	911
Weather Information	325-3816
Redlands Safewalk	422-6200
Physical Plant	422-1400

Environmental Health and Safety (EHS)

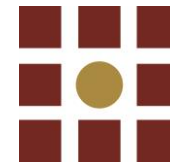
Canadian County Sheriff	262-3434
El Reno Police Department	262-6941
Chemical Spills, Airborne Contaminants, etc	422-1400
Canadian County Health Dept. El Reno	262-0042
Workers Compensation	422-1267
Domestic Violence & Sexual Assault	800-522-7233
Mercy Hospital El Reno	262-2640

WHEN CALLING:

1. Get to safe location.
2. Give your name.
3. Give your phone number.
4. Give building name and room number or other specific location.
5. Describe the condition clearly and accurately.
6. Don't hang up! Let the person you are talking to end the conversation; other information may be needed.



Redlands Emergency Preparedness Guide



- | | |
|----------------------------------|---|
| 1. Ray Porter Academic Complex | 9. Multimedia Lifelong Learning Center |
| 2. Gymnasium / Natatorium(Pool) | 10. Conference Center |
| 3. Learning Resources Center | 32. HealthSouth Fitness/Wellness Center |
| 4. Bill S. Cole Nursing Building | 34. Baseball Indoor Hitting Facility |
| 5. Physical Plant Building | 36. Bass Student Center |
| 7. Culture Education Center | 88. Arts & Science Building |
| 8. Gemini Center | 95. Cougar Crossing |

***** Primary Tornado Shelters Located in Buildings 1, 2, and 95 *****