



EMERGENCY RESPONSE INSTRUCTIONS



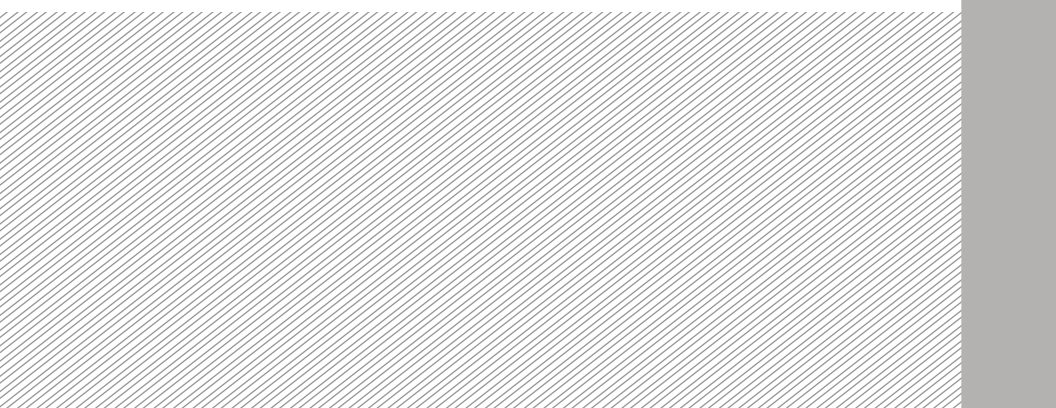
INTRODUCTION

This document contains basic guidance to follow in case of fire, medical emergency, earthquake or other crisis situations. These procedures, together with common sense, are intended to reduce injuries, loss of life and property damage.

BE PREPARED

- Take time now to prepare for an emergency. It could save your life and the lives of others.
- Familiarize yourself with the procedures in this document.
- Develop situational awareness, which could help you in times of crisis by being familiar with your environment and being prepared to act.
- Practice good housekeeping. Many emergencies are caused or compounded by placing obstacles in front of emergency exits, fire extinguishers, first aid kits, etc.
- Know the hazards in your work area.
- Know the location of emergency equipment such as automated external defibrillators (AED), fire pull stations, extinguishers and medical supplies, and know how to use them.
- Know evacuation routes and procedures.
- The overriding priority during an emergency is personal safety, followed by protection and security of college property and the environment.

It is the responsibility of each employee to familiarize themselves with the contents of this guide.





ENVIRONMENTAL SAFETY (CHEMICAL SPILLS, ETC.)

1. DO NOT ATTEMPT TO CLEAN UP HAZARDOUS SPILLS. CALL FACILITIES IMMEDIATELY.
2. If a strange odor or chemical smell is present, evacuate the area and call Facilities at x5560.
3. After contacting Facilities, call Security at x5682.

FIRE



PROCEDURE

1. In case of fire, dial 9-911 and state that there is a fire. Describe the following:
 - a) Your location – including the building and room number.
 - b) The telephone number from which you are calling.
 - c) The exact location of the fire.
 - d) The extent of the fire (small, large, etc.) and the type of fire if you are able to identify it (wastepaper basket, electrical, chemical, etc.).
2. After you have called 911, call Security at 253-589-5682 or from a campus phone dial 5682 and Security Staff will arrive on the scene as quickly as possible.
3. Pull a manual fire alarm. See the evacuation map for your building for the location of an alarm box nearest the room.
www.cptc.edu/risk/safety/emergency-management
4. You may attempt to extinguish the fire yourself if you know how to do so (however it is more important to avoid injuring yourself or others).* See the evacuation map for the closest fire extinguisher.
www.cptc.edu/risk/safety/emergency-management
5. Evacuate the area (see evacuation instructions).
6. If you are trapped inside, stay near the floor. Shout at intervals to alert rescue personnel of your location.

*Attempt to extinguish the fire only after calling 9-911.



ACTS OF VIOLENCE

PROCEDURE

1. Stay calm.
2. Secure your own safety. See resources at <http://www.cptc.edu/risk/safety/emergency-management>.
3. Call 911 or from a campus phone dial 9-911 and describe the following:
 - a) The location where the incident took/or is taking place.
 - b) The individual(s) involved in the violence (physical features, clothing, etc.).
 - c) Any weapons that are/were involved.
 - d) Any injuries that have occurred.
4. Call Security at 253-589-5682 or from a campus phone dial 5682 and Security Staff will arrive at the scene as soon as possible.
5. Cooperate with Security and with local law enforcement personnel when they have responded to the call and taken control of the situation.
6. If you witnessed an act of violence, be prepared to make a statement describing what you saw, when you saw it, etc.



EARTHQUAKE/ VOLCANIC ERUPTION

PROCEDURE

During the earthquake

1. Stay calm and stay where you are.
 - a) If you are indoors, stay indoors. Take shelter under a desk or table or along an inner wall. Move away from windows, outside walls, glass walls, or outside doors. These are danger areas.
 - b) If you are outdoors, stay there. Move away from overhead electrical wires, poles, or anything that may shake loose or fall.
2. Remain in your sheltered area until it is safe to evacuate.
3. Evacuate the area (see evacuation instructions).
www.cptc.edu/risk/safety/emergency-management

After the earthquake

1. Be prepared for additional aftershocks, which may be as strong as the initial earthquake.
2. After the “all clear,” be extremely careful when entering any buildings.
3. Do not use any open flames until advised that there are no gas leaks.
4. Stay away from fallen or damaged electrical wires.
5. If there is a fire or serious injury, follow the instructions given elsewhere in this emergency guide.

MEDICAL EMERGENCY



PROCEDURE

In case of injury or other medical emergency:

1. Dial 9-911 and state that you need medical aid. Stay on the phone and provide the following information:
 - a) Your location, including the building and room number if you know them.
 - b) The telephone number from which you are calling.
 - c) The location of the injured or sick person (if different from your location).
 - d) The person's present condition (e.g., bleeding, breathing erratically, conscious/unconscious, etc.).
 - e) The actions that have been taken so far.
2. Notify Security at 253-589-5682 or from a campus phone dial x5682 and Security staff will arrive at the scene as soon as possible. Inform them which actions have been taken prior to their arrival.
3. After calling Security, stay with the injured person.
4. Do not move the injured person.
5. Administer medical aid only if you are qualified and desire to do so.
6. If possible, have someone meet emergency response personnel and direct them to the injured person's location.
7. Complete an Accidental Injury/Occupational Illness report within 24 hours. The form should be completed by the injured party or their immediate supervisor and forwarded to the Risk Manager. The form can be found online at **<http://support.cptc.edu/forms>**.



EVACUATION PROCEDURE

In the event of a catastrophic emergency, fire, or upon notification from the Vice President for Finance and Administration (or his/her designee), perform the following evacuation procedure:

1. Gather personal belongings (purse, backpacks, etc.) and walk quickly out of your classroom/workspace and ask others to do the same. Walk to the nearest exit and proceed to the predetermined area(s) at least 200-300 feet from the building. Assist any person in immediate danger to safety, if it can be accomplished without risk to yourself. (EXCEPTION) In an earthquake situation first DROP-COVER-HOLD until shaking subsides, then evacuate.
2. If fire or smoke is detected activate the fire alarm system if it has not already been activated and dial 9-911. If fire is small enough use a fire extinguisher to control and extinguish the fire. Do not fight a fire if the following conditions exist:
 - You don't know what is burning.
 - The fire is spreading rapidly.
 - You don't have the proper equipment.
 - The fire might block your means of escape.
 - You might inhale toxic smoke.
 - Your instincts tell you not to do so.
3. If possible, doors and windows should be closed, not locked, as the last person leaves the room or area.
4. DO NOT USE ELEVATORS. Use building stairways to exit.
5. If you are not able to assist a person or persons evacuate, position the person or persons in the safest place possible according to the emergency. Alert emergency personnel of the person or person's location.
6. Upon evacuation of the building, proceed to the designated area(s) in order for instructor(s)/supervisor(s) to perform a head count.
7. Never re-enter the building without permission from the Vice President for Finance and Administration (or his/her designee).

Building evacuation plans are located at:

www.cptc.edu/risk/safety/emergency-management

BOMB THREAT DATA SHEET



1. No bomb threat is to be ignored.
2. Treat every bomb threat as a potential threat to human life.
3. If possible, have a co-worker call Security at x5682 or x5557
4. **TRY NOT TO UPSET THE CALLER, AND KEEP THEM ON THE PHONE.**
5. Be aware of background noises and special voice characteristics (office machinery, music, tone of voice, male or female, nationality, etc.).
6. Questions to ask the caller. Document this information:
 - ___ Where is the bomb (building and area)?
 - ___ When is it going off?
 - ___ What kind of bomb is it?
 - ___ What does the bomb look like?
 - ___ What will cause the bomb to explode?
 - ___ Why did you place the bomb?
 - ___ Where are you now (on campus/home)?
 - ___ Are you a student, which program?
 - ___ What is your name?
 - ___ Where do you live?
7. Notify security at x5682 and the Vice President for Finance and Administration at x5602.

DO NOT PANIC. You will be assisted as soon as possible.

DO NOT USE cellular phones, two-way radios, or other such devices during bomb threats. Use regular telephones.



BEHAVIORAL INTERVENTION TEAM (BIT)

How to make a BIT referral:

1. If you witness student behavior that may pose a threat of harm to self or to the college community, please contact the Behavioral Intervention Team.
2. The CPTC Behavioral Intervention Team proactively identifies, intervenes in, and responds to student behaviors that cause concern about a possible threat or danger. Learn more about BIT or make a referral at www.cptc.edu/bit or call 253-589-5522 to leave a message.
3. For emergencies dial 9-911 and then call CPTC Security at 253-589-5682.

NOTES





www.cptc.edu

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SOUTH HILL CAMPUS, 17214 110TH AVE E, PUYALLUP WA 98374-9509