

# EMERGENCY PREPAREDNESS: QUICK RESPONSE GUIDE

**FOR ALL EMERGENCIES REQUIRING POLICE, FIRE OR MEDICAL call 9-1-1  
(Dial 9 to get an outside line for non-campus numbers)**

Jefferson College Campus Police Department (non-emergency).....	636-797-3000 ext. 3500
Jefferson College Campus Police Supervisor (non-emergency).....	636-797-3000 ext. 3503
Jefferson College Building & Grounds.....	636-797-3000 ext. 3505
Jefferson County Sheriffs Department w Non-Emergency.....	636-797-5000
Hillsboro Police Department w Non-Emergency.....	636-797-5229
Arnold Police Department w Non-Emergency.....	636-296-3204
Hillsboro Fire w Non-Emergency.....	636-797-3619
Rock Community Fire w Non-Emergency.....	636-296-2211
Missouri Highway Patrol.....	800-525-5555 (cell *55)
Missouri Road Conditions.....	800-222-6400
Poison Control.....	800-366-8888
Mercy Jefferson ER .....	636-933-1111 • Information..... 636-933-1000

## INTRODUCTION • DO NOT FILE THIS DOCUMENT

Emergencies, disasters, accidents, injuries and crimes can occur without warning. Being physically and psychologically prepared to handle unexpected emergencies is an individual as well as an organizational responsibility.

This Emergency Procedure Flipchart has been developed to assist in minimizing the negative effects from such events.

Please read this guide thoroughly before an emergency occurs, become acquainted with the contents, and keep this flipchart available for immediate reference.

Once you are familiar with the information enclosed, you will be better prepared to protect yourself and other members of the Jefferson College community.

If you have any questions concerning a unique situation not covered in this chart or need additional non-emergency information, please contact the Campus Police Department at 636.797.3000 ext. 3500.

## SEVERE THUNDERSTORM

*Know the location of the nearest safe area in your location!*

The weather is constantly monitored by the staff at the Campus Police Department and during business hours also at the Buildings and Grounds Office. Any weather related concerns will be relayed to all Building Contacts as they become apparent. Severe weather procedures will be implemented through your Building Contact person.

### SEVERE THUNDERSTORM WATCH:

Conditions are right for a severe thunderstorm. Continue with normal activities, but continue to monitor the situation.

### SEVERE THUNDERSTORM WARNING:

Severe thunderstorms are occurring. Be prepared to move to a place of shelter if threatening weather approaches.

1. Remain indoors and away from windows until the severe storm passes.
2. If large hail begins to fall, seek immediate shelter.
3. Report any injuries and damage by calling 9-1-1
4. Be prepared to give the following information:
  - Your name
  - Building name and room number
  - Type of injury/ies or damage
  - The location of any injured person(s) or building damage

## **TORNADO**

### **TORNADO WATCH:**

Conditions are right for a tornado. Continue with normal activities, but continue to monitor the situation.

### **TORNADO WARNING:**

Radar or weather spotters have identified a tornado.

During a tornado warning take the following actions:

1. **SEEK IMMEDIATE SHELTER** (Individuals with disabilities: follow the same procedures), in the safe areas designed in your location.
2. Stay away from outside walls, exterior doors, and glass windows or partitions. **AVOID HALLWAYS!**
- 3 Do not open windows.
4. In a vehicle:
  - Get out and seek shelter in a nearby well-built structure.
  - If you cannot find a well-built structure nearby, seek out a ditch or ravine, which can offer some protection.
  - Lay prone; face down, with your hands covering your head.
5. After the all clear, leave badly damaged buildings, if it is safe to do so.
6. Elevators may not work in damaged buildings (the electrical power may be out or there may be damage to the elevator equipment).
7. If you are surrounded by debris, be aware that removing some of it can cause other debris or part of the building to collapse.
8. If it is not safe or possible to leave the area, stay there until assisted out.
9. Do not attempt to return to the building unless directed to do so by Campus Police personnel. Do not attempt to turn on or off any utilities or other equipment.
10. Report all injuries and damage to 9-1-1.

### **BE PREPARED TO GIVE THE FOLLOWING INFORMATION:**

1. Your name
2. Building name and room number.
3. Type of injury/ies or damage
4. The location of any injured person(s) or building damage

## **UTILITY FAILURES**

During regular business hours - Report any Utility Failure to Building and Grounds by dialing 797.3000 ext. 3505. After hours/weekends & holidays – Report any Utility Failure to Campus Police at 636-797-5000, ext. 3500

### **Be prepared to provide the following information:**

- Your name
- Phone number where you can be reached
- Building name and room number
- Nature of the incident
- Floor(s) or area affected

## **POWER OUTAGE**

### **IN CASE OF A MAJOR, CAMPUS WIDE POWER OUTAGE:**

1. Remain calm.
2. If evacuation of a building is required, see “Evacuation” section of this guide.
3. Laboratory personnel should secure all experiments and unplug electrical equipment prior to evacuating. All chemicals should be stored in their original locations. Provide natural ventilation by opening all windows and/or doors if outside temperatures are above 45 degrees. If this is not possible, or natural ventilation is inadequate, evacuate the laboratory until power is returned.

## **UTILITY FAILURES CONTINUED**

4. Do not light candles or other type of flame for lighting.
5. Unplug all electrical equipment and turn off light switches.
6. Evacuate the building using the stairs.

### **IF PEOPLE ARE TRAPPED IN AN ELEVATOR:**

1. Tell passengers to stay calm and that you are getting help. Instruct passengers to pick up emergency phone in elevator so they can provide information to the emergency responders.
2. Call 9-1-1 and provide information.
3. Stay near passengers until Campus Police or other assistance arrives, provided it is safe to stay in the building.

### **STEAM LEAKS**

- If the steam leak is inside a building, evacuate the area and close the door behind you.
- A steam leak may cause the building's fire alarm to sound. Even if you have ascertained the problem is a steam leak, exit the building immediately.

### **WATER LEAKS/FLOODING**

- In the event of water leaks, try to contain the leakage in a container to minimize damage or safety hazards. If it is a significant water leak, avoid the areas where water has accumulated, and wait for help. Water makes an excellent conductor of electricity; thus electric shock is a strong possibility.

## **FIRE**

### **IF YOU DISCOVER FIRE ON YOUR FLOOR:**

1. Manually activate the fire alarm system.
2. If safe to do so, immediately exit the building, closing doors behind you (**DO NOT USE ELEVATORS**).
3. Call 9-1-1.

### **ONCE FIRE ALARM IS ACTIVATED:**

1. Walk to the nearest exit. (**DO NOT USE ELEVATORS**)
2. Assist persons with special needs.
3. Notify Public Safety or fire personnel if you know or suspect someone is trapped inside the building.
4. Gather outside at a designated assembly area, and do not attempt to re-enter the building until instructed to do so by Campus Police or firefighters.

### **IF TRAPPED IN A ROOM:**

1. Wet and place a cloth material around or under the door to prevent smoke from entering the room.
2. Close as many doors as possible between you and the fire.
3. Be prepared to signal to someone outside, but **DO NOT BREAK GLASS** until absolutely necessary (outside smoke may be drawn into room).

### **IF CAUGHT IN SMOKE:**

1. Drop to hands and knees and crawl toward exit.
2. Stay low as smoke will rise to ceiling level.
3. Hold your breath as much as possible.
4. Breathe shallowly through nose and use a filter such as a shirt or towel.

### **FIRE EXTINGUISHER INSTRUCTIONS:**

1. Pull safety pin from handle.
2. Aim at base of fire.
3. Squeeze the trigger handle.
4. Sweep from side to side at base of fire.

**NOTE:** Fire Extinguisher Video Training is available on the Campus PD web page.

## **EVACUATION**

In advance of an emergency, determine the nearest exit to your location and the best route to follow. In most emergencies, complete evacuation of the campus is not necessary. If, however, there is a major hazardous materials release, flood, or other MAJOR incident, it may be necessary to relocate all College personnel to a safer location.

If time permits during evacuation:

1. Secure your workplace and take personal items.

### **EVACUATION FROM A BUILDING:**

1. **Walk, do not run.**
2. Do not use elevators.
3. If safe to do so, assist people with special needs as indicated by that person, or direct to the nearest stairwell, and contact Campus Police for assistance with location.
4. Gather outside at a designated staging area. There your supervisor will take roll and account for all personnel.
5. If you cannot return to your building, wait for instructions from Campus Police or other organization in charge.

### **SHELTER "INPLACE":**

In some instances, it is safer to shelter "in place" than it is to leave a building, for example:

- Smoke or fire is immediately outside your room
  - Live electrical wires bar access to the exit
  - Individuals with mobility disabilities are on upper or below ground floors.
1. If the hazard is fire or smoke, see "Fire" section of this guide.
  2. If the hazard causes elevators to become inoperative (fire alarm sounds),
    - If safe to do so, go to the nearest stairwell and tell someone who is evacuating to notify emergency personnel of your location and that you are unable to evacuate the building, and/or
      - Call 9-1-1 and tell them your name, your location, that you are unable to evacuate, and why you are unable to evacuate the building. Follow directions of the 9-1-1 operator.

## **MEDICAL EMERGENCY**

1. Call 9-1-1.
2. Stay calm
3. Be prepared to give the following information:
  - Your name
  - Building name and room number
  - Type of injury/ies
  - The location of the injured person(s) if different than your location
4. Do not hang up until told to do so.
5. Provide first aid care only to the extent of your training.
6. Stay with the victim until help arrives.
7. A written report will be filed by the Campus Police.

## **PERSONAL THREAT OR ASSAULT:**

Personal threat or assault includes threatening behavior that is deemed threatening or harmful by another individual.

### **STALKING:**

1. Call 9-1-1
2. Do not confront stalker.
3. Take note of physical characteristics and other identifiers that you can report to Campus Police.

### **ASSAULT:**

Call 9-1-1

Be prepared to give the following information:

- Your name
- Building name and room number
- Type of injury/ies
- Description of the person/s who committed the assault.

## **CRIMINAL ACTIVITY**

If you observe a crime in progress:

1. **DO NOT** approach or attempt to apprehend the person(s) involved.
2. Call 9-1-1 and report the following:
  - What the person doing.
  - How many people are involved.
  - Where is it happening.
  - Physical and clothing description of those involved.
  - Are weapons involved.
  - Vehicle description and license plate number, if a vehicle is involved.
  - Direction of travel if known.
  - Has anyone been injured.
  - Remain on the phone with 9-01-1 until Campus Police arrive or until you are advised to hang up.

## **SUSPICIOUS PACKAGE/OBJECT**

If you receive or discover a suspicious package or object, **DO NOT TOUCH IT, TAMPER WITH IT, OR MOVE IT.**

### **IMMEDIATELY DIAL 9-1-1 TO REPORT IT TO THE POLICE**

Be cautious of:

- Foreign mail, air mail, and special deliveries
- Restrictive markings such as "confidential" or "personal"
- Excessive postage
- Handwritten or poorly typed address
- Incorrect titles
- Misspellings of common words
- Oily stains or discolorations on package
- Excessive weight
- Rigid, lopsided, or uneven envelopes
- Protruding wires or tinfoil
- Excessive tape or string
- Visual distractions
- No return address

## **CIVIL DISTURBANCE (Riot, Demonstration, Etc.)**

1. Call 9-1-1.
2. Avoid provoking or obstructing demonstrators.
3. Secure your area.
4. Avoid area of disturbance.
5. Continue with normal routines as much as possible.
6. If the disturbance is outside, stay away from doors and windows. **STAY INSIDE.**
7. Prepare for evacuation or relocation

## **BOMB THREAT**

**BY TELEPHONE:**

1. **DO NOT HANG UP.**
2. Remain calm.
3. Take the caller seriously.
4. Ask a lot of questions, using the checklist below as a guide.
5. Have a co-worker call 9-1-1.

## **BOMB THREAT CHECKLIST**

### **Ask:**

- When is the bomb going to explode?
- Where is it right now?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb? Why?
- What is your address?
- What is your name?
- Exact wording of threats:

### **Caller's Voice:**

Calm Nasal Slow Raspy Loud Angry  
Stutter Excited Rapid Deep Soft Laughter  
Normal Disguised Distinct Deep Breathing Clearing Throat Crying  
Accent Slurred Lisp Ragged Cracked Familiar

### **If Known:**

Name of caller Male/Female Approx. Age Race  
Time Date Number from which call originated  
Number at which call was received

### **Background Sounds:**

Street Noises Factory Machinery Animal Noises Other Voices  
PA system Static Music Long Distance  
House Motor Office Machinery

## **MAJOR ACCIDENTS**

### **AIRCRAFT**

#### **IF YOU WITNESS AN AIRCRAFT ACCIDENT:**

1. Call 9-1-1.
2. Identify the accident location and if any campus structures are affected.
3. Evacuate the building if smoke from the crash scene moves in your direction.
4. **DO NOT** approach a downed aircraft.

### **MOTOR VEHICLE**

#### **IF YOU WITNESS A MOTOR VEHICLE ACCIDENT INVOLVING INJURIES:**

1. Call 9-1-1.
2. Advise the operator of the number of injured and their injuries.
3. Look for hazards that could affect you or first responders (fuel, chemicals, etc.) and report them to the 9-1-1 operator.
4. Do not attempt to move the injured unless it is more dangerous to leave the injured where they are, i.e., car fire.
5. Attempt to keep the victims calm and reassure them that assistance is on the way.
6. Remain on the scene until released by paramedics and police.

**HAZARDOUS MATERIALS INCIDENT**  
**ONLY TRAINED AND AUTHORIZED PERSONNEL ARE PERMITTED**  
**TO RESPOND TO HAZARDOUS MATERIALS INCIDENTS**  
**IN CASE OF A MAJOR HAZARDOUS SPILL CALL 9-1-1**

**FOR A MAJOR-HAZARDOUS SPILL OR LEAK:**

1. Activate the nearest fire alarm.
2. Immediately evacuate the area, closing doors behind you.
3. Do not attempt to clean up the spill yourself.
4. Provide clean-up/rescue personnel with appropriate Materials Safety Data Sheets (MSDS) and other pertinent information.
5. Follow the directions on the MSDS.
6. Call 9-1-1 to report additional information for first responders.

**EARTHQUAKE**

**IF INSIDE:**

1. **STAY THERE** Do not run outside.
2. **DO NOT USE ELEVATORS.**
3. Take cover underneath a desk or table, protecting your head and neck.
4. Stay away from windows and objects that could fall on you.
5. Help direct persons with special needs, if required.
6. Persons with wheelchairs should lock brakes.

**IF OUTSIDE:**

1. Run to an area away from trees, buildings, walls, and power lines.
2. Drop to your knees and get into a fetal position.
3. Close your eyes and cross your arms over the back of your neck for protection.
4. Stay in a fetal position until the shaking stops.

**AFTER SHAKING STOPS:**

1. Do not use regular or cellular telephones **EXCEPT** to report serious injuries.
2. Assist in the building evacuation of persons with special needs, if safe to do so.
3. Be prepared to evacuate if instructed to do so.
4. Building Contacts and Campus Police will provide instructions for immediate action by means of door-to-door alerting, vehicle loud speakers, fire alarms, or bull-horns.
5. Do not enter any building that is deemed or looks unsafe.

**HOSTAGE INCIDENT**

In the event of a hostage action against anyone at Jefferson College:

1. Call 9-1-1.
2. If possible, evacuate the area where the event is taking place.
3. Avoid panic in the area.
4. Advise as many people as possible of the situation so that they can avoid the area too.
5. Make careful mental notes of as much factual information as possible. This should include information like:
  - Location of incident.
  - Number and identity of hostages and/or perpetrators.
  - Type and number of weapons or communications devices that are apparent.
  - As much descriptive information as possible concerning the perpetrators.

When police arrives on scene, they will assume on-scene command of the situation and will direct all actions to counter the threat.

## **ACTIVE THREAT INCIDENT**

### **EXIT THE BUILDING IMMEDIATELY**

When you become aware of the incident, move away from the immediate path of danger and take the following steps:

1. Notify anyone you may encounter to exit the building immediately.
2. Evacuate to a safe area away from danger and take protective cover.
3. Stay there until assistance arrives or the area is no longer safe.
4. Call 9-1-1 and provide the dispatcher with the following information:
  - Your name
  - Location of incident
  - Number of shooters, intruders, threatening persons (if known)
  - Identification or description of persons(s) causing the threat.
  - Number of persons who may be involved
  - Your location

Injuries to anyone (if known)

### **IF YOU CAN NOT EXIT THE BUILDING**

If you are directly involved in an incident and **exiting the building is not possible**, the following actions are recommended:

- Go to the nearest room or office
- Close and lock the door, if possible
- Turn off the lights
- Seek protective cover
- Keep quiet and act as if no one is in the room
- Do not answer the door.
- Call 9-1-1 if it is safe to do so

## **A.L.I.C.E**

<b>A</b> lert	<ul style="list-style-type: none"> <li>• Stay alert &amp; be aware of your environment.</li> <li>• Know evacuation routes.</li> <li>• Pay attention to any emergency notifications.</li> </ul>
<b>L</b> ockdown	<ul style="list-style-type: none"> <li>• Securing in place means more than locking doors.</li> <li>• Make door hard to open.</li> <li>• Lockdown does not mean Locker-in.</li> <li>• Barricade or get obstacles between the danger &amp; you.</li> <li>• You can always leave a room or building, even if the door is locked.</li> <li>• If exiting is possible and a better option, do it!</li> </ul>
<b>I</b> nform	<ul style="list-style-type: none"> <li>• A two-way street of information must exist.</li> <li>• Make good safety decisions based on information being provided by any means.</li> <li>• If you have information that will help, call 9-1-1.</li> </ul>
<b>C</b> ounter	<ul style="list-style-type: none"> <li>• If contact is made with a dangerous person, engage in Counter strategies, and then evacuate or swarm.</li> <li>• Secure any weapons controlled.</li> <li>• DON'T hold weapon/s when police are entering.</li> </ul>
<b>E</b> vacuate	<ul style="list-style-type: none"> <li>• Remove yourself from the danger area if a safe route exists.</li> <li>• Proceed to an area where help and assistance can be provided.</li> <li>• Evacuating campus in a vehicle may require you stop for a search by responding police units.</li> </ul>