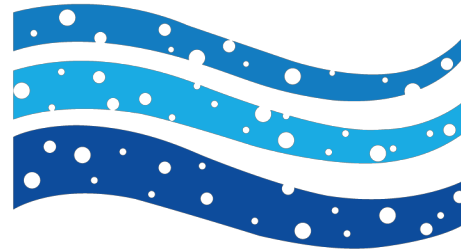


CENTRAL COAST
COLLEGE
a Legacy Education Institution



EMERGENCY PROCEDURES

Revised 3/2019

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FIRE PROCEDURES

SIGNAL

In case of a small fire, there are extinguisher canisters conveniently located in each classroom and are marked for easy accessibility and use. However, an announcement will be made by a school administrator if it is determined that the fire is more than a small, easy to extinguish, localized event. The announcement is to be repeated several times.

PROCEDURE DURING CLASS TIME

1. Students exit classroom via doors and **WALK** in an orderly manner.
2. Students are to evacuate the building by designated routes (see map in each classroom).
3. When the building fire alarm is sounded or when told to leave by a designated emergency official, gather your personal effects, turn off equipment, if possible, and walk quickly to the nearest marked exit and ask others to do the same.
4. **DO NOT USE ELEVATORS** during an emergency evacuation. The fire department may use an elevator for the evacuations after reviewing the circumstances.
5. No talking should be permitted.
6. Faculty:
 - a. Take attendance binder with you if still in your possession.
 - b. Check that all students are out of the classroom.
 - c. Check that all exits are clear.
 - d. Close classroom door. **DO NOT LOCK.** (Later entry may be required.)
7. Students are to assemble in parking lot of school, out of harm's way. In assembly area, faculty member to take roll and account for each student.
8. Students in classrooms other than their own are to remain with that class until given permission to rejoin their class by Central Coast College faculty or staff.
9. Students are to remain in parking areas until the "all clear" announcement is made by Campus Management* (reference last page for list of contacts and phone numbers) or the Fire Department.

PROCEDURE USED BEFORE OR AFTER SCHOOL SESSIONS, OR DURING BREAK

1. Students to **WALK** outside the school building to the parking area.
2. Students to wait out of harm's way in parking area for directions from Campus Management* or Fire Department.

EARTHQUAKE EMERGENCY PROCEDURES

1. When intense shaking occurs, faculty are to give command for students to immediately get under their table/desks ("Duck/Cover/Hold" Procedure). Stay away from windows, shelves and heavy equipment. Remain calm and ACT, do not react.
2. Wait for shaking to stop. Be aware of the potential for aftershocks.

3. Check for injuries and/or trapped individuals. Move all students who can be moved when you evacuate. Assure trapped individual that help will be coming.
4. After checking for blocked exits, faculty will give command to evacuate, take your belongings with you, if possible.
 - a. In multi-story campuses, evacuees must use stairs to exit the building. Use of the elevators is **not allowed**.
 - b. **CAUTION:** Avoid downed power or utility lines as they may be energized.
5. Faculty will escort their students to the parking area. They should take with them the attendance binder to enable them to take roll.
6. In the parking area, Central Coast Medical College staff and faculty should continue to keep students from the risks of falling items and power lines. Keep fire lanes, hydrants and walkways clear for emergency crews and equipment.
7. Faculty are to take roll and check for missing students. Faculty are to account for all students.
8. Students are to be checked for injuries, and faculty are to send/report an attendance list, as well as list of missing students to Campus Management*.
9. Students who are injured should be sent to Medical Assisting and/or Nursing faculty for limited First Aid until professional medical services can be provided.
10. Campus Management* to account for all students and staff, as possible.
11. Faculty and Staff should supervise and continue to monitor the health and mental status of these students and report any individuals needing assistance to Campus Management*.
12. Campus Management* will update faculty and staff members of the status of the emergency. All questions/requests must be directed to Campus Management*.
13. Students are to be released to leave the parking lot evacuation area only after receiving clearance from Campus Management*.
14. Faculty and Staff members will be relieved of their assignments only by Campus Management*.

EARTHQUAKE, “DROP/HOLD” PROCEDURES FOR FACULTY

“DROP/HOLD” INSIDE CLASSROOM

- A. Upon command, drop down to knees.
- B. Get under/below equipment (desks, tables, chairs, etc.); back to windows.
- C. Grasp equipment (legs, etc.) with both hands, hold tight.
- D. Keep body under or below equipment.
- E. Wait for further instructions.

“DROP/HOLD” OUTSIDE SCHOOL BUILDINGS

- A. Get clear of all buildings, power lines, light poles or sources that

may be dangerous.

- B. Assume “drop/hold” position if possible.
- C. Wait for further instructions of all clear.

“DROP/HOLD” TO AND FROM SCHOOL

- A. Move away from building, trees, hazards of any kind.
- B. Assume “drop/hold” position if possible.

Do not return to an evacuated building until the ALL CLEAR signal is given.

TORNADO OR SEVERE WEATHER

1. Listen for city sirens, campus fire alarms or other warnings; monitor weather conditions.
2. If time allows, move to a designated tornado-safe area in the building or move to an interior room or windowless corridor on the lowest level of the building; take cover/stay low.
3. If possible, stay away from doors and windows. Try to put a heavy barrier between you and the window or doorway.
4. Avoid lecture halls, labs, and hazmat storage areas.
5. Do not go outdoors to get to a shelter.
6. Remain sheltered until given the **ALL CLEAR** signal.
7. Report injuries according to campus procedures, and refer to the FIRST AID section of this manual.
8. For life-threatening injuries, call 911.

CAMPUS LOCKDOWN/ SHELTER IN PLACE PROCEDURES

1. Call 911 if you discover a threat or if you believe there is an imminent threat to life. Notify everyone you safely can that there is a dangerous situation outside. Use judgement about the safety of doing so. Lock doors or confirm that someone else is locking exterior (building entrance gates) and classroom/office doors.
2. Move to a location within the building that has a lockable door and lock it, or use a door wedge to secure door from inside.
3. Hide. Get out of the line of sight and fire.
 - a. Move away from windows, doors and outer walls. Pull the shades, if possible
 - b. Crouch down in areas that are out of sight from doors and windows, such as behind furniture or the wall nearest the view from outside the room.
 - c. Close, cover, turn off or lock, if possible, windows, blinds, window in the door, lights and ventilation.

4. Be quiet. Do not draw attention to yourself.
 - a. Don't talk or make sudden movements.
 - b. Turn off audio equipment.
5. Turn off cell phone and radios or turn to vibrate.
6. Do not exit the building when a fire alarm sounds unless:
 - a. You have reason to believe that there really is a fire in the building.
 - b. You have been advised by Campus Management*, or other recognized emergency responder, to evacuate.
7. Be ready to move if the current position is judged to be too dangerous. Be aware of possible escape routes.
8. Campus Management* will notify occupants when it is safe to resume normal activities.

BOMB THREATS

- | | |
|---|---|
| • CALL 911 AND REPORT THE INCIDENT | • DO NOT TOUCH IT |
| • CALL CAMPUS MANAGEMENT* AND REPORT THE INCIDENT | • EVACUATE THE AREA |
| • IF A SUSPICIOUS OBJECT IS OBSERVED: | • ASSEMBLE AND SIGN IN WITH A STAFF OR FACULTY MEMBER |

All bomb threats must be treated as a serious matter. To ensure the safety of the faculty, staff, students and the general public, bomb threats must be considered real until proven otherwise. In most cases, bomb threats are meant to disrupt normal activities. However, building evacuation is not a decision for anyone to make except the proper authorities listed below. The procedures described below should be implemented regardless of whether the bomb threat appears to be real or not.

All personnel should be trained in the following procedures:

1. **DO NOT** use a Public Address System, phones, cell phones or turn any electrical equipment or lights on or off.
2. If a suspicious object or potential bomb is discovered, **DO NOT HANDLE THE OBJECT, CLEAR THE AREA AND CALL 911**. In addition, call the Campus Management*. Be sure to include the location and appearance of the object when reporting.
3. If a bomb threat is phoned in, ask the caller the following questions and record the answers:
 - a. When is the bomb going to explode?
 - b. Where is the bomb located?
 - c. What kind of bomb is it?
 - d. What does it look like?
 - e. Where did you place the bomb?
 - f. Where are you now?
4. Keep the caller talking as long as possible and try to determine and record the following information:
 - a. Time of call
 - b. Age and sex of caller
 - c. Speech pattern, accent, possible nationality, etc.
 - d. Emotional state of caller

- e. Background noise
- f. If your phone is equipped, an extension number.

IMMEDIATELY CALL 911. DO NOT evacuate unless directed to do so by the police department, if they were requested to respond. Evacuation before an evacuation route has been searched may place more people in danger than not evacuating at all.

If a bomb threat is received by mail:

- a. Stop handling the package or letter.
- b. Vacate the area immediately; Inform others that they need to evacuate the area.
- c. Immediately notify Campus Management* and follow their instructions.

If an evacuation is called for, exit quickly taking your personal belongings with you. By doing so, the search crews will have fewer articles to cope with. Once outside, move away from the building in case of an explosion. Never re-enter a building until the ALL CLEAR signal is given. Keep the streets and walkways clear for emergency crews.

BOMB THREAT CHECK SHEET

Exact time of call, Exact words of caller

Questions to ask:

1. When is the bomb going to explode?
2. Where is the bomb?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. Where are you calling from?
9. What is your address?
10. What is your name?

Caller's voice: (circle)

Calm Disguised Nasal Angry Broken Stutter Slow Sincere Lisp Rapid Giggling Deep Crying Squeaky Excited Stressed Accent Loud Slurred Normal

- If voice is familiar, whom did it sound like?
- Were there any background noises? Remarks:
- Person receiving call:
- Telephone number call received at:
- Date:

Report call 911 from a campus phone, your cell phone or off-campus phone.

ACTIVE SHOOTER / VIOLENT INTRUDER

ACTIVE SHOOTER: WHAT YOU SHOULD DO

If an active shooter is OUTSIDE YOUR BUILDING:

1. Go to the closest room that can be locked.

2. Close and lock all the doors and windows.
3. Turn off lights and get everyone in the room down on the floor so no one is visible from the outside.
4. Have someone in the room call the Police.
5. Tell the dispatcher quietly what you know about the situation, where you are, how many people are with you, what you are wearing, if there are any injuries.
6. When you are finished talking to the 911 dispatcher, put the phone on silent/vibrate so the dispatcher can call you back; answer only if you are sure it is safe to do so.
7. Remain in place until the police give you instructions.
8. An unknown voice may be the shooter trying to lure you from safety; do not respond to any voice commands unless you can verify it is a police officer. Campus personnel have keys to most rooms on campus; they may be able to enter the room without asking you to unlock the door.

If an active shooter is INSIDE YOUR BUILDING:

1. Remain calm and go to the closest room that can be locked. Close and lock all the doors and windows.
2. If you cannot find a secure room, look for an exit you can reach safely, moving away from the shooter.
3. Do not carry anything so you can move quickly and not be mistaken for the shooter.
4. Keep your hands visible for police and do exactly what they tell you to do.
5. DO NOT stop to help any injured victims or try to remove them. Leave them where they are and notify police or emergency responders of their location once you have reached a safe location.
6. DO NOT leave the area until you have been cleared to do so by the police.

If an active shooter ENTERS YOUR OFFICE OR CLASSROOM:

1. If possible, call 911.
2. If you cannot speak, leave the line open so the dispatcher can hear what is going on.
3. If the shooter is giving commands, do not resist. Remain calm and comply.
4. If there is no opportunity for escape or concealment, a possibility to negotiate may exist.
5. An attempt to overpower the shooter may also exist.

ATTEMPTS TO NEGOTIATE OR OVERPOWER THE SHOOTER MAY RISK YOUR LIFE OR THE LIVES OF OTHERS. THIS DECISION WILL BE MADE QUICKLY BASED ON WHAT GIVES YOU THE BEST CHANCE AT SURVIVAL.

VIOLENT INTRUDER: WHAT WILL HAPPEN

1. Police departments will respond IMMEDIATELY to the scene.
2. Dispatcher will activate all appropriate law enforcement personnel.
3. The first officers on the scene will enter the building to locate the suspect. Police officers are trained to respond directly to the area where shots were last heard. Their purpose is to stop the shooting as quickly as possible.
4. Police officers may be dressed in regular patrol uniforms or may be wearing tactical uniforms consisting of external bulletproof vests, helmets, boots and dark clothing.
5. Police officers may be carrying a shield and be armed with rifles, shotguns and/or handguns. They may also use tear gas or pepper spray.
6. Regardless of how they appear, remain as calm as possible. Do not be afraid of officers and follow their instructions carefully.
7. Put down anything you are carrying and keep your hands visible to the police at all times.
8. The first officers to arrive will not stop to aid injured persons. Rescue teams of other officers and medical personnel will follow the first officers into secured areas to treat and remove injured persons.

9. Continue to follow the instructions of police and emergency responders until you are released.
10. The Emergency Alert System (message via email, text and website) will be activated immediately when an active shooter incident is identified. If you are not in the vicinity of the scene, follow all instructions issued through the system.
11. If you are not in the vicinity of the shooting and are outside, seek shelter in the nearest building and wait for the ALL CLEAR signal. Shooters may continue to move from building to building, so remain indoors and alert to any threats.
12. Once the incident is over and the threat is neutralized, an ALL CLEAR will be issued via the emergency alert system.

THREATENING, VIOLENT OR DISRUPTIVE BEHAVIOR

Threatening behaviors may include statements or acts of intention and/or expressions of excessive emotion. They can be indirect or direct, verbal or nonverbal. Shaking a fist or pounding on a desk are examples of nonverbal threats. Verbal threats may be indirect expressions of frustration or anger directed toward a person or office, or they may be direct statements of the intention to harm. All members of the Central Coast Medical College staff/faculty should consider any threatening behavior as potentially serious and report such behaviors to Campus Management*. Disruptive behaviors are behaviors by an individual or individuals which prevent or significantly impair effective workplace or classroom activities. Disruptive behaviors may also be perceived as threatening.

Most people who commit violent acts exhibit warning signs. It is important to take seriously any behaviors or words that imply threat and to consult appropriate people to assess the risk and plan interventions.

STEPS TO FOLLOW:

1. If the threat is immediate, leave the situation, if possible, and call appropriate staff/faculty or campus administration. If the threat or behavior indicates possible danger, take immediate action to protect yourself.
2. For an angry or hostile student, customer or co-worker: Stay calm. Listen attentively. Maintain eye contact. Be courteous. Be patient. Be respectful. Keep the situation in your control, but try to ensure there is a barrier between the individual and yourself. Do not get backed into a corner.
3. If shouting, swearing or threatening continues: Signal a co-worker or supervisor that you need help. Do not make any calls yourself.
4. If someone is threatening you with a gun, knife or other weapon: Stay calm. Quietly signal for help. Maintain eye contact. Stall for time. Keep talking, but follow instructions from the person who has the weapon. Don't risk harm to yourself or others. Never try to grab the weapon. Watch for a possible chance to escape to a safe area.
5. If the threat isn't immediate, report the behavior to the Campus Management* to receive assistance in assessing the level of danger, determining an appropriate intervention, and choosing appropriate safety measures.
6. Document the incident. Complete a statement form.
7. Describe the sequence of statements and the context. Give details. Have threats been made in the past? Is the person known to have a weapon? Is there a history of animosity? This information is important in evaluating the level of risk.

HAZARDOUS MATERIALS I: Biological Hazards

BLOODBORNE PATHOGENS AND SHARPS

Blood and other body fluids have the potential to contain pathogens, like hepatitis and HIV. Sharps potentially contaminated with bodily fluids, such as used hypodermic needles and broken glass which has caused a cut, can pose a significant danger. It is important to your health to avoid contact. Although the risk of exposure is relatively low on campus because all the students and many employees have received hepatitis vaccinations, it is still best to take universal precautions and assume all blood and bodily fluids that might contain blood are contaminated.

INJURED PERSON

1. Inform Lab Faculty if there is an injured or ill person who is the source of the blood spill.
2. Have the injured person stay in one place, preferably over a surface that is easy to clean, like a tile floor, instead of on a rug or carpet.
3. Secure the contaminated area to prevent exposure to others. People who do not notice the spill can step in it and track the blood to other places.
4. If you make contact with blood or other bodily fluids, wash all contacted surfaces with soap and water. Take care not to contaminate sinks, faucet handles and other washing facility surfaces. Use universal precautions and assume that the bodily fluids contain pathogens. Do not accidentally contaminate other parts of your body by scratching an itch before washing.
5. If clothing gets contaminated, change as soon as possible. Put clothing in a plastic bag to transport, and wash clothing in a separate load with a germicidal cleaner.
6. The Lab faculty can do small cleanups, or they can call Campus Management* to arrange for a third party who specializes in cleanup procedures.

CONTAMINATED SHARPS

1. If you find a hypodermic needle or a piece of glass, metal or other sharp object that is contaminated with blood, do not touch it.
2. Notify Faculty or Campus Management*.
3. If you can, stay at the site where the sharp is located in order to keep others away until personnel arrives. Please do so to help prevent possible injury to others.
4. If you or anyone in the area accidentally makes contact with the blood or other bodily fluids, wash with soap and water. Take care not to contaminate washing facility surfaces.
5. CENTRAL COAST MEDICAL COLLEGE personnel will follow the Exposure Control Plan procedures to safely dispose of sharps in a sharps container. They can also call Campus Management* to mobilize a team trained in clean-up procedures.

HAZARDOUS MATERIALS II: Chemical Hazards

- SECURE THE AREA
- ASSIST THE INJURED
- EVACUATE IF NECESSARY
- ASSEMBLE AND CHECK IN WITH CENTRAL COAST MEDICAL COLLEGE PERSONNEL

For spills, leaks and incidents when a fire is not involved, CENTRAL COAST MEDICAL COLLEGE personnel may take the following steps, if appropriate:

1. Any reportable spillage or release of a hazardous chemical is to be reported immediately to Campus personnel. When reporting, give the following information:

- a. Your name
 - b. Room number
 - c. Chemicals involved and amount of exposure
2. If the spill is serious and people have been badly contaminated, call 911 from campus phones and report “I am calling from (location) to report a hazardous materials spill and chemical exposure to (give details including chemicals involved, number of people exposed and amount of exposure) at (building location and room number).”
 3. The Person-in-Charge should evacuate the affected area and seal it off to prevent further contamination of others until the arrival of the Campus Management*.
 4. Anyone who is contaminated by the spill should avoid contact with others as much as possible, remain in the vicinity and give their names to emergency personnel. Washing off the contamination and first aid should be started immediately.
 5. Do not try to contain or clean up spills or releases unless you have been trained to do so. If you completed Hazard Communication Training, refer to the Material Safety Data Sheets for clean-up procedures.
 6. If it is a very large release, contaminates more than one room, has toxic or flammable vapors or may cause immediate threat to human life, activate the fire alarm to evacuate or start selective evacuation.
 7. When the alarm in the building is sounded, an emergency exists. Walk quickly and quietly to the nearest marked exit, or follow the instructions given by emergency personnel.
 8. ASSIST THE HANDICAPPED TO EXIT THE BUILDING and remember the elevators are reserved for emergency responders’ usage. IN CASE OF FIRE OR POSSIBLE POWER FAILURE, DO NOT USE THE ELEVATORS.
 9. Once outside, move to the safe area designated by evacuation maps and/or emergency personnel.
 10. Keep streets, fire lanes, hydrants and walkways clear for emergency personnel and equipment.
 11. If requested, assist emergency crews as necessary.
 12. A campus emergency command post may be set up near the emergency. Keep clear of the command post unless you have official business.
 13. DO NOT return to an evacuated building unless given the ALL CLEAR signal.

FLOODING

IN CASE OF A MAJOR IMMINENT FLOOD:

EVACUATE IMMEDIATELY IF INSTRUCTED TO DO SO. FOLLOW EMERGENCY NOTIFICATION INSTRUCTIONS FOR IMMEDIATE ACTION.

Minor or area flooding of the campus is a more likely scenario. This could be the result of rainstorms or a water main break. In the case of imminent weather-related flooding, college administrators monitor the National Weather Service and other emergency advisories to guide necessary actions, such as evacuation of areas and cancellation of classes.

DURING AN EVACUATION

1. Listen to a battery-operated radio for evacuation and emergency instructions.
2. Assist those who need help evacuating, if possible.
3. Follow recommended evacuation routes — shortcuts may be blocked.
4. Leave early enough to avoid being marooned by flooded roads. Evacuation is much simpler and safer before flood waters become too deep.
5. If you are in a car and it stalls, abandon it immediately and climb to higher ground. Many deaths have resulted from attempts to move stalled vehicles.

6. If walking, climb to high ground and stay there. Avoid walking through floodwaters. If it is moving swiftly, even water six inches deep can sweep you off your feet.

AFTER A FLOOD

1. Flood dangers do not end when the water begins to recede. Listen to a radio or television and do not return to the area until authorities indicate it is safe to do so.
2. Stay out of buildings if flood waters remain around the building.

IN CASE OF MINOR IMMINENT FLOODING:

1. Secure vital equipment, records and chemicals; move to higher, safer ground.
2. Unplug or shut off all electrical equipment. Secure all laboratory experiments.
3. Wait for instructions from Department of Public Safety for immediate action.
4. If evacuated from your building, do not return unless cleared to do so by emergency personnel.
5. Notify Campus Management* if you experience flooding in your area.

UTILITY FAILURE

- CALL FACILITIES MANAGEMENT or CALL CAMPUS PERSONNEL
- EVACUATE IF NECESSARY
- ASSEMBLE AND CHECK IN WITH CENTRAL COAST MEDICAL COLLEGE PERSONNEL

In the event of a major utility outage during business hours (see below) contact Campus Management immediately. If there is potential danger to the building occupants or if the utility failure occurs after hours on the weekend holiday, notify the Person-in-Charge. The Campus Management will check all buildings with elevators in the event of a power failure. Do not evacuate a building unless told to do so by qualified emergency personnel. Do not return to an evacuated building unless the Person-in-Charge gives the ALL CLEAR signal.

Office Hours are Monday through Thursday 8am to 7pm and Friday 8am to 5pm. Instruction Hours are Monday through Friday 8am to 4:30pm for Day Session and Monday through Thursday from 5:50pm to 9:50pm.

POWER FAILURE

The campus does not have emergency power generators to supply lighting for evacuation. To aid in evacuation, it is advisable to have a flashlight or use a cell phone. Notify Campus Personnel who will advise if evacuation is necessary and contact the appropriate utility company. Follow standard evacuation protocols.

NATURAL GAS LEAK

DO NOT SWITCH LIGHTS ON OR OFF OR UNPLUG ANY ELECTRICAL EQUIPMENT! ELECTRICAL ARCING COULD TRIGGER AN EXPLOSION.

1. DO NOT use cell phones!
2. Cease all operations.
3. Notify Campus Management*.
4. Evacuate the area immediately.

VENTILATION PROBLEMS

DO NOT RETURN TO AN EVACUATED AREA UNLESS THE ALL CLEAR IS GIVEN BY CAMPUS MANAGEMENT*.

1. If smoke or odors come from the ventilation system, immediately notify Campus Management*.
2. If necessary, cease all activity and vacate the area.

ELEVATOR FAILURE

1. If you are trapped in an elevator, use the emergency phone to call for help.
2. Stay calm and encourage others to do the same; help is on the way.

PLUMBING FAILURE | FLOODING | WATER LEAK

1. Cease using all electrical equipment and turn off any electrical equipment near the leak, if it is safe to do so.
2. Notify Campus Management*.
3. Evacuate the immediate area to prevent injuries.

MEDICAL EMERGENCIES

LIFE THREATENING

If the medical emergency requires immediate medical attention or is life threatening such as seizures, heart attacks or loss of consciousness, Campus Management* should be notified, and **911** must be called immediately.

If the injured student or employee is found on the ground and unable to get up on their own, they should not be moved, except by the responding medical professionals. Provide verbal comfort, and if necessary, cover them with a blanket or clothing for warmth until qualified medical assistance arrives.

Depending on the situation, limited emergency first aid should be provided by Nursing or Medical Assisting faculty:

Examples of situations that may require limited emergency first aid include, but are not limited to choking and severe bleeding from wound.

Following the life threatening incident, Campus Management* is to request from the student a medical release indicating that the student is capable of returning to school.

NON-LIFE THREATENING

If the medical emergency is not life threatening, first notify Campus Management*.

Depending on the situation, Campus Management* may do the follow, or combinations of the following:

- A. Direct the student for limited first aid at the school for minor issues such as scratches or small cuts. Emergency Medical Kits are available for easy accessibility at the front desk and located just inside the Medical Assisting Classrooms.
- B. Offer to contact, and then contact, family or other persons identified by the student to retrieve the student, and/or
- C. Offer the contact information for local medical providers, and release the student from class if requested by the student

If the condition is non-life threatening, but still determined to be serious, Campus Management* may request a medical release from the student indicating that the student is capable of returning to school.

The following information is ONLY if qualified first aid personnel are not available or until paramedics arrive:

BROKEN BONES

1. Do not move the victim unless he/she is in immediate danger of further injury.
2. Check for:
 - a. Breathing: Give mouth-to-mouth resuscitation, if needed, and if you are certified to do so.
 - b. Bleeding: Apply direct pressure to the wound.
 - c. Shock: Keep the victim calm and warm.
3. Call for help:
 - a. DO NOT try to push the broken bone back into place if it is sticking out of the skin.
 - b. DO NOT try to straighten or move a suspected fractured limb.
 - c. DO NOT allow the victim to walk around.
 - d. DO NOT move a victim of a suspected back injury unless an extreme danger to the victim exists.

BURNS

1. Immerse burned area in cool water.
2. Flood chemical burn with cool water for 15 minutes.
3. Cover burn with dry bandage.
4. Keep victim warm and comfortable.

CHOKING

1. If victim is able to speak or cough effectively, DO NOT interfere with his/her attempt to expel foreign objects.
2. Check victim's mouth and clear any foreign matter.
3. Use abdominal thrusts.

ELECTRIC SHOCK

1. Do not touch the person who has been in contact with the electrical current until you are certain that the electricity has been turned off. This must be done at a plug, circuit breaker or fuse box.
2. If the victim is in contact with a wire or a downed power line, use a dry stick to move it away.
3. Check for breathing. If the victim's breathing has stopped or is very weak, start mouth-to-mouth resuscitation immediately (if certified).
4. Call for help.
5. While you are waiting for help to arrive:
 - a. Keep the victim warm, covered with a blanket or coat.
 - b. Do not give the victim anything to eat or drink until he/she has seen a doctor.
6. Give the alert victim assurance that help is on the way.

FAINTING, UNCONSCIOUSNESS AND SHOCK

1. Have the victim lie or sit down and rest.
2. Keep the victim comfortable, not too hot or too cold, until help arrives.
3. Ask for a medical emergency I.D.
4. Treat other injuries as necessary.

FRACTURES AND SPRAINS

1. Keep the victim still.
2. Keep injured area immobile.

CAUTION: If a victim is suspected of having head, neck, or back injuries, keep him/her absolutely still. Treat for shock, as necessary, and keep warm.

HEAD INJURIES

1. If there is bleeding from an ear, it might mean there is a skull fracture.
2. Special care must be taken when trying to stop any scalp bleeding if a skull fracture is suspected. Bleeding from the scalp can be very heavy, even when the injury is not serious.
3. Do not press too hard. Be extremely careful when applying pressure over the wound so that bone chips from the potential fracture will not be pressed into the brain.
4. Try not to move the injured person or bend his/her neck, because it may be fractured.
5. Call 911. Let a professional medical person clean the wound and stitch it if necessary. Do not give the victim alcohol. It may mask important symptoms.

HEART ATTACK

1. If the victim is conscious, he/she may be more comfortable sitting up.
2. Place the victim lying on his/her back.
3. Give resuscitation or CPR as necessary, if trained.
4. Keep victim comfortable, not too hot or too cold, until help arrives.
5. Ask or look for a medical emergency I.D.
6. Treat for shock.

INTERNAL BLEEDING

1. If the victim is coughing or vomiting blood or “coffee ground” material, he/she may have internal bleeding.
2. Have the victim lie flat and breathe deeply.
3. Call 911. Do not let the victim take any medication until a professional medical person approves.

SEIZURES

1. During the seizure:

- a. Let the seizure run its course.
- b. Help the victim lie down to avoid injury.
- c. Loosen restrictive clothing.
- d. Do not try to restrain a seizure victim.

2. After the seizure:

- a. Check to see if the victim is breathing; if not, give mouth-to-mouth resuscitation (if certified).
- b. Check to see if the victim is wearing a medical emergency alert or similar communication of medical emergency requirement.
- c. Check to see if the victim has any burns around the mouth, this might indicate poison.
- d. Stay with the victim. The victim of a seizure or convulsion may be conscious but not talkative when the intense movement stops.
- e. Be certain that breathing continues.
- f. When the victim seems able to move, get help.

SEVERE BLEEDING AND WOUNDS

1. Apply direct pressure on the wound.
2. Use clean cloth or hand.
3. Apply pressure to blood vessel, if necessary.
4. Elevate body part.
5. Add more cloth if blood soaks through.

6. Keep pressure on the wound until help arrives.
7. Use tourniquet ONLY as a last resort.
8. If the victim has been impaled, DO NOT remove the object.

CAUTION: Communicable diseases may be transmitted by the exchange of body fluids. Be sure to use protective gloves and practice universal precautions.

***CAMPUS MANAGEMENT CONTACTS**

In case of emergency, the following is a list of numbers for Campus Management:

- President, 661-579-2911
- Director of Career Services, 831-753-6670
- Program Director (Healthcare), 831-753-6667
- Program Director (VT,VA), 831-753-6672
- Director of Human Resources, 661-579-2952