

UTTC Emergency Action Guide

Fire

- **Activate the nearest fire alarm.**
- **Call the Fire Department - Dial 911.**

State: (Your name) calling from UTTC, Location of fire (building name, room #), and Type of fire

• Calmly alert people in the building and evacuate the building by following EXIT signs.

• **Do not use elevators**, keep to the right, walk-do-not-run, remain calm, but take immediate action.

• Feel closed doors before opening – if door is hot, do not open.

• Assemble at the **designated emergency assembly point.**

• Remain outside the building until the Fire Department or management staff informs you that it is safe to return to the building or to leave the area.

Evacuation

• If necessary or if directed to do so by a designated emergency official, activate the building alarm and call 911.

• **Do not use elevators.** Use stairwells – stay to the right and use handrails.

• Stay calm and exit the building quickly and proceed in an orderly manner to the designated emergency assembly point.

Do not leave the area.

• Do not re-enter an evacuated building until instructed to do so by an official or selected monitor.

• If possible, assist individual with disabilities.

• If unable to directly assist a person with disabilities, ask the individual to wait at the nearest exit for assistance from official emergency personnel.

• If you are trapped in a room, place a wet cloth around and under the door to prevent smoke/other hazards from entering.

Shelter/Secure in Place

During certain emergency situations and some weather emergencies, you may be advised to “shelter in place” rather than evacuate or leave the building. If there is an emergency that is a risk to the public, your local officials will notify you by e-mail or cell/telephone. The outdoor warning sirens may be activated. If you hear the sirens, go inside and tune to a local radio or TV station. The safest immediate action is to shelter-in-place while listening for further instructions.

• Stay inside the building.

• DO NOT go outside to investigate.

• Close all windows and doors.

• If you have a prepared emergency kit with essential disaster supplies, such as bottled water, nonperishable food, flashlights, radios, duct tape, plastic sheeting, first aid supplies, etc., take it with you.

• Follow instructions by Emergency Response Officials.

Tornado/Severe Weather

Tornado Watch: Conditions are favorable for tornado development. Stay tuned to any local radio or TV Station.

Tornado Warning: A tornado has been spotted in the area.

• Stay calm and remain inside.

• Seek shelter immediately in the lower level or an interior room of the building you are in. Get under something sturdy.

• If no lower level is available, some safe areas are:

basements, interior halls, bathrooms, hallways against walls & away from glass

• Remain on the lower level until an ALL CLEAR bulletin from the National Weather Service or UTTC official is announced.

Medical Emergency on Campus and in the Classroom

• Remain calm and call 911 immediately.

• Send someone outside to escort emergency personnel to the scene.

• Clear the area around the victim and do not move or restrain.

• Remain with the person until emergency responders arrive.

• Faculty should use discretion regarding continuation of class.

Bomb Threat

All bomb threats are to be taken seriously.

• Remain calm.

• **EVACUATE THE IMMEDIATE AREA AND CALL 911 and the UTTC Security (1200).** Be sure to include the location and appearance of the object when reporting.

• Follow the UTTC official's instructions, including evacuation of the building if necessary. Alert others to evacuate the area (follow building evacuation plans).

• **Do not search for the bomb.**

• Go to the designated gathering point or to a safe area that is at least 500 feet away from the affected building.

• Do not re-enter the building until instructed to do so by appropriate personnel (UTTC officials).

• Refrain from using cell phones or engaging any portable radios.

Remember: Safety & security is everyone's responsibility

United Tribes Technical College Safety Office 11/2010

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Suspicious Package/Mail

In case of suspicious mail or packages, following the recommended steps can minimize problems. **If a suspicious letter or package is received:**

- **DO NOT OPEN IT!**
- Call 911 or Security at 1200.
- Give dispatcher description & location of package.
- Follow the instructions given by the police.
- **Do not shake or empty** the contents of any suspicious mail.
- **Do not carry the package or envelope, show it to others, or allow others to examine it.**
- **Treat the scene as a crime scene.**
- Alert others in the area about the suspicious envelope or package. Leave the area, close any doors, and take actions to prevent others from entering the area.
- WASH hands with soap and water to prevent spreading potentially infectious material to face or skin.
- Evacuate the building if told to do so by Emergency Response Officials.

Active Shooter/Armed Intruder

If an armed shooter/ intruder incident occurs, the following actions are recommended:

- Go to the nearest room or office (do not stay in an open hallway).
- Close and lock the door, silence cell phones, turn off the lights and the audio equipment. Keep quiet and act as if no one is in the room.
- Barricade yourself in the room with furniture or anything you can push against the door and seek protective cover.
- Do not answer the door - secure in place.
- Notify 911 if it is safe to do so and be prepared to provide the dispatcher with the essential information:
 - a. Your name and location of the incident;
 - b. Number of shooters;
 - c. Identification or description of shooter(s);
 - d. Your exact location and injuries to anyone, if known;
 - e. You may be asked to remain on the line with dispatch while they coordinate the response.
- If you think you can safely make it out of the building, then do so. Notify anyone else you may encounter to exit the building immediately, but **do not sound the fire alarm**. This may place everyone in potential harm as they try to exit the building.
- Wait for the police or emergency personnel to assist you out of the building. Obey all commands from the police for safety reasons and wait for further instructions.

Chemical/Radiological and Biological Spills

For major chemical, biological or radiation spills/attacks:

- If possible, control the source of the spill without endangering yourself.
 - If necessary, shut off any sources of ignition
 - Leave the immediate area and Call 911 or the UTTC Security (1200).
- Remain calm, be patient, and provide them with your name, specific location of the spill and if possible the name of the substance spilled.
- Evacuate the Building if told to do so by Emergency Response Officials
 - Do not enter the contaminated area.

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