

EMERGENCY PROCEDURES

PAUL B. JOHNSON BUILDING

IHL SECURITY OFFICE 2-6598

IHL SECURITY CELL PHONE 90-601-540-8579

TO ACTIVATE EVACUATION PLAN 2-6060

POLICE / FIRE / MEDICAL 90-911

FIRE

- Remain Calm
- Activate Emergency Evacuation Plan
- Call 90-911
- Evacuate building via stairs
- Do not use elevators
- Remain at assembly area with floor until advised
- Do not leave the premises unless advised to do so
- Do not re-enter building until advised to do so

MEDICAL EMERGENCY

- If life threatening or victim is unconscious, call 90-911
- Be prepared to describe nature of emergency & location of victim
- Do not move victim unless absolutely necessary
- Call co-worker for help
- Protect yourself and others from bloodborne pathogens – use barriers
- Assess airway, maintain open airway
- Assess breathing, if not breathing, provide rescue breathing
- Assess circulation, if no pulse, begin CPR
- If breathing & circulation are present, tend to other wounds
- An Automated External Defibrillator (AED) is located on the 4th floor
- Stay with victim until help arrives

SEVERE WEATHER

- Be alert to changing weather conditions
- When tornado siren sounds, proceed to basement via stairs
- Do not use elevators
- Listen for announcements from floor captain
- Remain in basement until the "all clear" is given

POWER FAILURE

- Remain calm, provide assistance to others as needed
- Call Physical Plant to report outage 2-6597
- Floor Captains have flashlights, auxiliary lights should come on immediately
- Open window shades for additional light if needed
- Do not light candles
- If evacuation is necessary, use stairs to exits
- Telephones have limited battery backup, use sparingly
- Turn off and unplug computers and other voltage sensitive equipment

SHELTER-IN-PLACE

- If unable to evacuate, stairwells are safest "Area of Refuge"
- Floor Captain will send emergency responders to location for rescue
- Communicate floor # and whether it's the east or west stairwell

CBERN THREAT

- CBERN: Weapon of Chemical – Biological – Explosive – Radiological – Nuclear origin
- If threat received by phone, gather as much information as possible
- Once caller hangs up, call 90-911, then IHL Security
- If note received, do not touch, call 90-911, then IHL Security
- If suspicious package, do not touch, call IHL Security
- Prepare to evacuate as instructed
- Do not use cell phones or two-way radios

VIOLENT ACT

- Stay alert to surroundings
- Do not physically confront violent person
- Do not provoke, threaten or antagonize through words
- Speak slowly, calmly, and confidently
- Do not let into a locked door, say you do not have keys
- Do not get in vehicle with person
- If robbery attempted, do not risk your life for property
- Do not block exit route
- Call IHL Security at 2-6598 or 90-601-540-8579 as soon as you are able to do so
- Call 90-911 if IHL Security not on duty
- Be prepared to provide description, location, direction or travel, vehicle description, others present

