

EMERGENCY PREPAREDNESS QUICK GUIDE FOR FIELDING STUDENTS, FACULTY AND STAFF (AT OFF-SITE LOCATIONS)

May 2011

The first thing to do in any emergency situation is to remember that your safety is of primary importance. No matter what the crisis, think before you act, then act swiftly to minimize your exposure to danger.

When you first arrive at the hotel, conference center, or other designated meeting site, locate the floor plans or a map of the exterior doors, fire extinguishers, and Automatic External Defibrillator (AED) machines. Floor plans can generally be found at the front desk of a hotel and behind the door of your sleeping room.

Most of Fielding's events are held at venues that have designated evacuation locations. If you arrive prior to the event and the facility does not have a designated evacuation meeting location, establish an open space that you can evacuate to, if needed. Try to avoid being too close to trees, telephone poles, buildings and other objects that could fall on you.

Upon their arrival, a member of Fielding's Conference and Event Service Department will find out where the evacuation location is and will make sure that it is announced at the first group meeting. If you miss the announcement for any reason, please speak with a representative of the venue and/or a member of Fielding's Conference and Event Service Department, to find out where the designated evacuation location is.

Emergency Notification Procedures (if you are first on the scene):

1. Call 9-1-1

2. Inform all emergency response units with your name, location and nature of the emergency, then listen for any instructions from the dispatcher. Remember, it is important to SPEAK CLEARLY AND SLOWLY.

3. If you are trying to help someone who appears to be unconscious, and it is safe to do so, ask someone to locate an AED machine. While it is helpful, you do not need formal training to use an AED machine. Turn it on, take a deep breath, and then follow the instructions that it verbally dictates to you.

4. If it is possible and safe to do so, alert someone from the facility about the emergency. If needed, and you are not trained in CPR, ask others if they know CPR.



Who To Notify at Fielding if an Emergency Occurs at an Off-Site Location:

Emergency Management Team

Anna McDonald	805.898.4018 – amcdonald@fielding.edu
Gloria Willingham	805.898.2928 – gwillingham@fielding.edu
Richard Meyers	805.898.2903 – rmeyers@fielding.edu
Emergency Preparedness Roster	
Dawn Upham	805.898.4083 – dupham@fielding.edu 805.797.2157 (cell)
Carol Hershey	805.898.4067 – chershey@fielding.edu
Susan Love	805.898.4023 – slove@fielding.edu

Important reminder! Do not use elevators during an emergency situation.

Building Closure Procedures:

Whenever a building closes due to an emergency situation, leave the premises immediately. Do not enter the building again until it has officially reopened.

For status updates during emergency closures at Fielding Graduate University's administrative offices, please go to www.epsilon.com/ict or call 800.340.1099 or 805.687.1099.

Basic Personal Safety Tips:

1. Lock the doors anytime you're alone in a meeting room after hours, and whenever you're in your hotel room.
2. Always lock your car when you leave it, look into it before entering it, and lock it right away when you get in.
3. If someone comes into your study/work area, trust your instincts. If you are alone, ask strangers who they are looking for and then step out to a public area as if you're leading them in the right direction.
4. If you've called 911, attempt to alert the people around you (only if you can do so safely).
5. Report anyone who seems out of place to the hotel front desk or to a Fielding representative.
6. If you ever feel unsafe with a person, do not agree to meet with them alone. Ask someone to go with you.
7. It is okay to leave the room if you feel unsafe and the person will not leave.
8. If you are walking anywhere at night, be aware of your surroundings, keep your head up and move briskly to your destination.