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Emergency Preparedness Plan for Fielding Graduate University Students, Faculty and Staff at Off-Site Locations

May 2011

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Emergency Preparedness Plan

Fielding Graduate University is committed to the safety and security of all members of the Fielding community. Emergencies can come without warning at any time. It is your responsibility, as well as Fielding's and the conference facility's, to be prepared physically and psychologically for unexpected accidents or disasters. If a disaster occurs while Fielding employees and students are attending a Fielding-sponsored event at a facility that does not belong to Fielding, the emergency guidelines set forth by Fielding managers must be followed.

This plan has been developed to assist in minimizing effects from such events. Please read the contents thoroughly. Once you are familiar with the information, you will be better prepared to protect yourself and perhaps save the life of someone else.

YOUR SAFETY IS OF PRIMARY IMPORTANCE.

The information included in this plan is intended to cover most emergency actions, but it is not all-inclusive. What's provided here is a quick reference for efficient action during emergencies. The first thing to do in any emergency situation is to remember that your safety is of primary importance. Common sense must prevail when instructions are not available. No matter what the crisis, THINK before you ACT, then act swiftly to minimize your exposure to danger.

WHAT YOU CAN DO TO BE PREPARED:

- When you first arrive at a hotel, conference center, or other 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. If floor plans of the public areas of the facility are not readily available, ask where the external doors, fire extinguishers, and AED machines (if available) are located.
- Review the floor plans or walk through the facility.
- Confirm with the hotel/conference center that you can dial 911 directly from their landlines.
- Keep a flashlight with you at all times.
- Keep this document and Fielding's Emergency Preparedness Quick Guide for Students, Faculty and Staff with you so that they are available in case of an emergency.
- 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

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

1. Call 911.
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.
5. Notify Fielding Emergency Management and IT Teams.

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

Emergency Evacuation Plan

When to Evacuate

Every hotel/conference center will have a unique evacuation plan and notification system. Many facilities have designated alarm systems to alert people when an emergency evacuation is necessary. If the plan is not clear to you, ask the front desk for details. They might direct you to security, sales and catering, or a member of management.

How to Evacuate

Follow the facility's recommended evacuation procedures and meet at the designated assembly area. If you are not on the first floor of the building, take the stairs down. **Do not take the elevator.** Check the door for heat and smoke before entering the stairwell.

What YOU need to do in an Evacuation:

1. Stay calm, do not run or panic.
2. Exit the area through the closest designated emergency exit door. *In the event that the designated emergency exit is impassable, proceed to the secondary emergency exit.*
3. Assist any staff and/or occupants whose disabilities could slow their evacuation or awareness of an emergency. *Unless imminent life threatening conditions exist in the immediate area occupied by a disabled person, relocation of the individual should be limited to a safe area on the same floor, in close proximity to an evacuation stairwell.*
4. Move quickly to the designated assembly area.
5. Locate Fielding staff members and fellow students and discuss where missing people could be located.
6. Stay in the assigned assembly area so you can be accounted for as safe by staff and fellow students.
7. Report missing and/or unaccounted people to emergency response professionals, as soon as they arrive on the scene.
8. DO NOT re-enter the building until advised by an authorized person from the hotel/conference center and the local emergency authorities.
9. Designate someone from the scene to contact the Emergency Management Team and the Emergency IT Contacts, if needed. *See page 4.*

Remember: Use ONLY stairs for emergency exits - not elevators.

Earthquake Preparedness & Survival Procedures

Before An Earthquake

Earthquakes strike suddenly, violently and without warning. By identifying potential hazards and with advanced planning you can reduce the dangers of serious injury or loss of life from an earthquake.

Prepare and Practice

- Become familiar with emergency exits. Review floor plans and maps of emergency exit routes.
- Know about the plans made and the routes chosen.
- Know and practice alternate routes that may need to be used.
- **If a hotel or other meeting facility participates in an emergency evacuation drill or exercise when you are there, drop what you are doing and follow the procedure.**
- Practice taking cover and exiting the building.
- Know the location of the emergency/disaster supply kits in each building. *Check with the hotel for these items.*

Check For Hazards

- Place large or heavy objects on lower shelves.
- Store breakable items such as bottled foods and glass in low, closed cabinets with latches.
- Hang heavy items such as pictures and mirrors away from anywhere people sit.
- Report defective electrical wiring and leaky gas connections for repair, as these are potential fire risks.
- Store flammable products securely in closed cabinets with latches and on bottom shelves.
- Ensure doorways, hallways and pathways to and from exits are clear and free of blockage.

Please use the designated evacuation routes, and know alternate routes, to avoid as many hazards as possible.

Identify Safe Places In Each Room

- Under sturdy furniture such as a heavy desk or table.
- Against an inside wall.
- Away from where glass could shatter around windows, mirrors, or pictures.
- Away from heavy bookcases or other heavy furniture that could fall over.
- On the floor between beds, if necessary.

Locate Safe Places Outdoors

- A safe place is in the open. Stay away from buildings, trees, telephone and electrical lines, overpasses, or elevated expressways.

Emergency Communication Plan

- Call 911, police, or fire department and tune into local radio station for emergency information (this will usually be an AM station).
- Locate other members of the Fielding community, if it is safe to do so.

- Contact Fielding’s Emergency Management Team. *See page 4*

Things to Consider During An Earthquake

- Evacuation should NEVER be automatic.
- There may be more danger outside of the building or facility than there is inside.
- There may be no safe assembly area outside.
- There may be no clear routes to get outside, and alternate routes may need to be cleared.
- The lighting inside of the room will probably be out--it may be DARK.

If Indoors

- Stay inside.
- The most dangerous thing to do during the shaking of an earthquake is to try to leave the building because of falling objects.
- There is no need to panic. The shaking will stop in a few seconds. **STAY CALM AND KEEP THINKING. REMAIN ORDERLY.**
- Immediately get under a sturdy piece of furniture and hold on. Move as little as possible. This will provide some protection from falling objects that can injure you during an earthquake. Protect your head and eyes. Keep body protected at all times during the shaking.
- Stay there until the emergency is over and you are sure that it is safe to move, or until subsequent instructions are given. Such instructions will depend upon circumstances and the extent of damage to the buildings. It may take some time for emergency personnel to arrive so make the best, most rational decision before attempting to move from your current location.
- Keep away from windows, bookshelves and heavy equipment.
- Turn off equipment immediately if possible.
- Exit according to the predetermined routes.
- DO NOT use elevators; use stairwell exits only when safe.
- Do not attempt to restrain falling objects unless they endanger a life.
- Walk carefully and quickly. (There may be broken glass or other fallen debris). **DO NOT RUN.** Do not delay exiting from the building by looking for belongings or other people.
- Do not tie up the phones.
- Do not go “sightseeing.” Do not re-enter the building.
- Remember the safety of others and cooperate with onsite and offsite safety officials, who will be easily distinguishable.
- Regroup at the designated assembly areas and wait for further instructions. Do not obstruct fire hydrants or responding fire/rescue workers and their equipment.

If Outdoors

- The safest place to be is in the open. If outdoors, stay there and **WALK** to an open area away from buildings, trees, power poles, brick or block walls and other objects that could fall. Drop to the ground and protect head and eyes.
- Stay in the open until the earthquake is over, or until further directions are given.
- Stay away from places under which large gas mains run.

- Stay away from areas near chain link fences (which can be an electric shock hazard if touched by live wires).
- Stay away from hazardous materials storage areas.
- Regroup at the designated assembly areas and wait for further instructions. Do not obstruct fire hydrants or responding fire/rescue workers and their equipment.
- Do not re-enter the building until it has been deemed safe by a building official.
- If you are in a vehicle, pull over to a clear location and stop. Avoid bridges, overpasses and power lines, if possible. Stay inside with your seatbelt fastened until the shaking stops. Then, drive carefully, avoiding bridges and ramps that may have been damaged.
- If a power line falls on your vehicle, do not get out. Wait for assistance.
- If you are in a mountainous area or near unstable slopes or cliffs, be alert for falling rocks and other debris. Landslides are often triggered by earthquakes.

After An Earthquake

- Remember the aftershocks. If in a safe place, remain there. The buildings will be inspected as soon as possible. When safe to do so, exit to the designated assembly areas unless otherwise instructed.
- If applicable, expect and prepare for landslides or even a tsunami. Tsunamis are often generated by earthquakes.
- In circumstances in which you wait a long time without hearing anything, you will have to make decisions yourself.
- Check yourself for injuries and get first aid, if necessary, before helping injured or trapped persons.
- Put on long pants, and a long-sleeved shirt, sturdy shoes and work gloves to protect against injury from broken objects.
- No one is to re-enter the building for any reason until the buildings are declared safe.
- Do not touch electrical wires that may have fallen.
- Do not turn on/off any light switch and/or light any fires after the earthquake until the area is declared safe.
- Do not move seriously injured persons unless they are in immediate danger of further injury. Call for help.
- Listen to a battery-operated radio station, or television for the latest emergency information.
- Remember to help other Fielding community members who may require special assistance--infants, the elderly, and people with disabilities.
- Stay out of damaged buildings. Return to building, office or home only when authorities say it is safe and as directed.
- Identify and report any spilled medicines, bleaches or gasoline or other flammable liquids so they are addressed and cleaned up immediately.
- Leave the area if you smell gas or fumes from other chemicals. Report to fire/emergency response professionals and/or appropriate hotel/building management.
- Open closet and cupboard doors cautiously.
- Inspect the entire length of chimneys carefully for damage. Unnoticed damage could lead to a fire.

- If in an unsafe area - the ceiling has collapsed, wires are crackling, broken glass or chemicals are all over the floor, there is a smell of gas or smoke – it is necessary to leave, BUT inspect for damage before moving to safety. Once in a safe location, communicate location to fire/rescue workers by whatever method that you can.
- If it is necessary to leave an injured person, try to protect him/her from items that might fall during aftershocks. Post a large visible sign indicating the person is there. Find an emergency response professional and report this information.
- The lights will probably be out and it may be dark, ALWAYS have a flashlight that works.
- Be alert while going down stairwells or corridors to anything (dangling lights and ceiling struts, broken glass, slippery floors) that could injure.
- In an aftershock, duck and cover until the shaking stops.
- Although smaller than the main shock, aftershocks cause additional damage and may bring weakened structures down. Aftershocks can occur in the first hours, days, weeks, or even months after the quake.

Inspecting Utilities

- If there is a smell of gas or a blowing or hissing noise, open a window and quickly leave the building. Immediately notify an emergency response professional or, if not available, someone who works at the facility. If the gas is turned off for any reason, a professional must turn it back on.
- Look for electrical system damage. If there are sparks or broken or frayed wires, or the smell of hot insulation, notify a fire/emergency response professional. They will turn off the electricity at the main fuse box or circuit breaker.
- If there is sewage and/or water line damage, notify an employee of the building and/or an emergency response professional. If the sewage lines are damaged, avoid using the toilets. Avoid using water from the tap. Plug sink drains to prevent sewage back up.

Let Your Family Know You're Safe

If the community experiences an earthquake, or any disaster, register on the American Red Cross Safe and Well Web site available through RedCross.org to let your family and friends know about your welfare. If you don't have Internet access, call 1-866-GET-INFO to register yourself and your family.

Emergency Medical Procedures

Dial 911 in any circumstance in which someone is unconscious or otherwise appears to have a serious medical emergency. If you do not know CPR, ask bystanders if they are certified in First Aid and CPR.

Protection Against Hazards

Injury

There is a certain routine to follow in the event of an injury. Memorizing this sequence of events will help you respond quickly and properly.

- **Call for medical help immediately.** Explain the kind of injury and where the victim is. There is no time to waste in an emergency, and often no way for you to know how serious the emergency is. So be calm and act fast.
- **Bring help to the victim.** Don't bring the victim to help.
- **Call upon a person who knows First Aid and/or CPR.**
- **Don't move an injured person** unless it is necessary to save his or her life.
- **Ask someone to find a first aid kit.**
- **Check to see if the victim is breathing.**
- **If unsure of what to do,** make the phone call for professional help and wait.

Safety procedures:

Bleeding

If someone is bleeding heavily, stop the flow until medical help arrives.

- To do this, push on the wound with a cloth or hand.
- For deeper cuts, elevate the wound while applying pressure.
- For more serious cuts, add a third action: push on pressure points on the inside of the upper arm and the crease of the groin. Don't use a tourniquet unless the bleeding won't stop and the person is dying.

Amputated Limb

Place the limb in a plastic bag with ice and rush it to the hospital with the victim.

Shock

A seriously injured person will frequently go into shock that in some cases can be fatal. While waiting for medical help, lay the person down, cover, and raise the feet above heart level. Don't provide anything to drink and check regularly for breathing.

Broken Bones

Don't move any person who may have broken bones unless it's absolutely necessary. The wrong move could be deadly. Keep the person still and wait for expert help.

Eye Injuries

Eye injuries should be treated immediately. If chemicals were splashed in the eye, flush with water for at least 15 minutes. Then close the eyes, cover them with a clean cloth, and get medical help. If something is stuck in the eye, just keep the person calm until medical help arrives.

Electrical Shock

Electrical shock can be deadly to the victim and also kill others if the wrong move is made when they are trying to help.

- Don't touch the person in contact with a live electrical current.
- Turn off the main electric switch or fuse, or get an electrician to do it if one can be found quickly.
- If you **MUST** move a person from a live wire, stand on something dry and use a dry stick or board to push the person off the wire. Don't use anything metal, wet or damp.
- After the person has been moved from the electricity, check for heartbeat and breathing. If necessary and you know how, administer CPR.

Burns

The way to treat a burn depends on the kind and degree of burn it is:

Chemical Burns - treat by flushing the burned part of the skin with water for 15 minutes and carefully remove contaminated clothing.

Other burns are classified on three levels:

- **First-degree burns** - the least serious, the skin is red.
- **Second-degree burns** - the skin is red and there are blisters.
- **Third-degree burns** - the most serious, the skin is destroyed, tissues are damaged and there is charring.

What to Do to Help a Burn Victim

- Wrap the person who is on fire in a blanket or coat, or make the victim drop and roll.
- Cut away loose clothing, but don't touch clothing that is stuck to a burn.
- Don't rub the body.
- Immerse first- and second-degree burns in cold water to relieve pain, then cover the skin with a moist sterile dressing. Elevate burned limbs.
- Treat the victim for shock and check for breathing problems.
- Don't use ice, lotion, or ointment on a burn.

Chemical Exposure

If someone has inhaled, swallowed, or been splashed with a hazardous chemical, refer to the chemical's label to determine proper treatment. There are, however, some general approaches that apply in most instances:

- **Eyes and skin.** Flush with water for 15 minutes.
- **Inhalation.** Move to fresh air and administer CPR if necessary.
- **Swallowing.** Get medical assistance and call the poison control center. Don't give an unconscious person fluids.

Protecting Against Hazards

Illness

There are a number of different kinds of illness you might encounter, including:

- Not breathing
- Choking
- Fainting
- Chemical exposure
- Heatstroke
- Heart attack
- Stroke
- Epileptic seizure

Safety procedures

Not Breathing

When a person stops breathing, death could come in minutes. Here is how to help:

- Shout at and shake the victim to determine if he or she is unconscious. Don't, however shake him/her if there is a possible neck or back injury.
- If the person doesn't respond, look, listen, and feel for signs of breathing.
- Lie a person who's not breathing on his or her back, loosen clothes around the neck, and make sure nothing is blocking the mouth or throat.

Use mouth-to-mouth resuscitation

1. Tilt head and lift chin, then pinch the nose shut.
2. Take a breath and make a complete seal over the person's mouth.
3. Blow in to make chest clearly rise.
4. Give two (2) rescue breaths (each should last about 1 second)
5. If breaths go in, give cycles of 30 chest compressions and 2 rescue breaths until AED machine or emergency medical services (EMS) arrive.
6. If breaths do not go in, tilt head farther back, try 2 rescue breaths again.
7. If chest does not rise - give 30 chest compressions (remove breathing barrier when giving chest compressions)
8. Look for object
9. Remove if one is seen.
10. Try 2 rescue breaths
11. If breaths do not go in, repeat steps 6 through 10 until emergency medical services (EMS) arrive
12. If breaths go in, check for signs of life and give care based on conditions you find

Shock

A seriously ill person will frequently go into shock, and that can be fatal. While waiting for medical help, lay the person down and cover. Don't provide anything to drink; check regularly for breathing.

Choking

It doesn't take long for someone to choke to death, so take this common occurrence seriously. Ask the person loudly, "Are you choking?" If he or she can't respond:

1. Have someone **CALL 911**
2. Obtain consent
3. Lean the person forward and give 5 back blows with the heel of your hand.
4. Give **5** quick, upward abdominal thrusts.
(NOTE: Give chest thrusts to a choking person who is pregnant or too big for you to reach around).
(NOTE: You can give yourself abdominal thrusts by using your hands, just as you would do to another person, or lean over and press your abdomen against any firm object such as the back of a chair).
5. Continue back blows and abdominal thrusts until –
 - a. Object is forced out.
 - b. Person can breathe or cough forcefully.
 - c. Person becomes unconscious.

To deliver abdominal thrusts:

- Stand behind the victim and put both arms around his or her waist. Make a fist with one hand and place it, thumb side in, against the victim's stomach between the navel and the ribs.
- Grab your fist with the other hand.

Pull in and up sharply and repeat as necessary.

Whatever approach, do not stop until the object is removed or medical help arrives.

Fainting

In case of fainting lay the victim flat with feet slightly raised. Loosen clothing and check regularly for breathing. If the person isn't conscious within a few minutes, get help.

Heart Attack

It's not always easy to know when someone's having a heart attack. Signals of a heart attack are: Persistent chest pain or pressure (a primary signal of a heart attack) that lasts longer than 3 to 5 minutes or goes away and comes back, chest pain spreading to the shoulders, neck, jaw stomach or arms. Shortness of breath or trouble breathing, nausea or vomiting, dizziness, light-headedness or fainting, pale, ashen (grayish) or bluish skin, sweating, denial of signals. Both men and women experience the most common heart attack signal, which is chest pain or discomfort But women are somewhat more likely than men to experience some of the other warning signals, particularly shortness of breath, nausea/vomiting and back or jaw pain. Women also tend to delay telling others about their signals to avoid bothering or worrying others.

If someone is having a heart attack:

- Call 911
- Have the person stop what he or she is doing and rest comfortably
- Loosen any tight or uncomfortable clothing.
- Closely watch the person until emergency medical services (EMS) arrives. Notice any changes in the person's appearance or behavior.
- Try to obtain information about the person's condition.
- Comfort the person.
- Assist with medication, if prescribed.
- Offer an aspirin if medically appropriate.
- Be prepared to give cardiopulmonary resuscitation (CPR) if the person's heart stops beating and use an automated external defibrillator (AED) if one is available and you are trained to do so.

Heatstroke

Heatstroke, often referred to as sunstroke, is the most serious form of heat stress. It can lead to delirium, convulsions, or unconsciousness-even death if the body doesn't cool down. So it's important to recognize the symptoms:

- Dry (or moist), hot, reddish skin
- Changes in the level of consciousness.
- Vomiting
- Strong and rapid pulse
- Chills

Heatstroke is *very dangerous!* Call a doctor immediately. While waiting, cool the person as much as possible. Hose down or soak the clothing with water and fan the body. Do not give an unconscious victim fluids. If the person refuses water, vomits or starts to lose consciousness:

1. Send someone to call 911
2. Place the person on his or her side
3. Continue to cool the person by using ice or cold packs on their wrists, ankles, groin and neck, and in the armpits.
4. Continue to check signs of life (movement and breathing)

Stroke

A stroke can be hard to identify, but can be fatal, so medical attention is a must. Sometimes a stroke victim is unconscious. Other times, symptoms such as heavy breathing, inability to speak or be understood, and apparent weakness in the face or the limbs on one side of the body may be visible.

- If any of these signs appear, call 911 and do not give the person anything to eat or drink before EMS arrives.

Epileptic Seizure

Move a person who appears to be having a seizure away from any dangerous objects. Check for breathing, but don't put anything in the victim's mouth. Try to keep the person as comfortable as possible and keep other people away while waiting for medical attention.

Fire/Explosion Procedures

Fire is the most common of all the hazards. Every year fires cause thousands of deaths and injuries and billions of dollars in property damage.

Fire Prevention practices

- Store flammable liquids in approved safety containers and cabinets.
- Dispense and use flammable liquids in accordance with established safety standards.
- Store all combustible waste in solid metal or approved plastic containers.
- Do not obstruct aisles that lead to exit doors.
- Do not place an item in a corridor used as an exit.

If you discover a fire or smoke anywhere in or about the building;

1. Keep calm
2. Size up the situation to determine if this is an emergency or non-emergency situation.
3. Note location of fire.
4. Close the door behind you to any room involved in fire.
5. Advise other people in the vicinity.
6. All alarms and /or an emergency sounding devices should be taken seriously. If you hear an alarm or a message, evacuate the building immediately via the nearest exit route.
7. Do not use building elevators.
8. Do not break windows.
9. Do not use water on electrical fires.
10. Go to the nearest safe telephone and call 911. Give your name, telephone number, location of the building, and the nature of the emergency.
11. Always stand between the fire and the exit.
12. DO NOT ENDANGER YOURSELF.
13. Do not re-enter the building to get personal belongings.
14. If appropriate, select the correct fire extinguisher and dispense the contents on the fire -ONLY IF APPROPRIATE. Never attempt to fight a fire larger than wastebasket size. A small fire can generate enough smoke to cause serious injury.
15. Locations of fire extinguishers are often clearly marked at larger hotels and conference centers. They are generally marked on floor plans, as well.

Fire Extinguisher Instructions

- P* PULL safety pin from handle
- A* AIM at the base of the fire
- S* SQUEEZE the trigger handle
- S* SWEEP from side to side

16. Use designated emergency exits, if needed.
17. If clothes catch fire, STOP, DROP, AND ROLL!!!
18. If aware that someone is trapped in a burning structure, inform the firefighters immediately.

19. If you are trapped, stay low to the ground while attempting to exit.
20. Do not open any doors that feel hot.
21. Use wet towels or clothes to protect from flames and smoke.
22. DO NOT return to the building. The fire department official in charge of the scene will instruct staff when specific areas of the building may be re-occupied.

Fire Emergency Procedures for Mobility-Impaired Persons

- Learn about fire safety
- Plan ahead for fire emergencies
- Be aware of individual capabilities and limitations

When the fire alarm sounds, do the following:

1. If on the ground floor, exit by normal means and proceed to designated assembly area or other safe location.
2. If above or below the ground floor:
 - a.) Look for "areas of refuge" like stair enclosures or other side of corridor fire doors. Elevators are not safe during fires. Sometimes it may be safer to stay in the room.
 - b.) If there is an immediate threat to safety, ask others nearby for assistance. If no help is available, seek refuge in a room with a window or stairway. If possible call 911 to report location and receive instructions from the Emergency Operator.
 - c.) After safely exiting, proceed to the designated assembly area or other safe location.

Bomb Threat Procedures

Bomb threats usually come on the telephone and generally are made by individuals who want to create an atmosphere of general anxiety or panic. All bomb threats should be assumed to pose legitimate danger to the Fielding population.

By Telephone

1. Take the caller seriously, but remain calm.
2. Use the checklist below as a guide for questions to ask.
3. Take notes on everything said and on observations about background noise, voice characteristics, etc.
4. If possible, get someone nearby to call 911 in order to continue talking to the caller.
5. If nobody is around, call Emergency 911 immediately after the call.
6. Notify Fielding community members and hotel/conference center officials immediately.
7. If evacuation is required, move a safe distance from the building, a minimum of 300 feet. Follow the evacuation procedures. *See page 5*
8. Contact Emergency Management Team in Santa Barbara. *See page 4*
9. Do not re-enter the building until instructed to do so by emergency response officials.

Suspicious Package/Object

1. If a suspicious package or foreign device is received or discovered, **DO NOT TOUCH IT, TAMPER WITH IT OR MOVE IT, UNDER ANY CIRCUMSTANCES!**
2. Report it immediately to Police at 911.
3. Notify Fielding community members in the vicinity and facility officials.

Bomb Threat Report – Questions to Ask

1. Exact wording of threat: _____
2. When is the bomb going to explode? _____
3. Where is it right now? _____
4. What does it look like? _____
5. What kind of bomb is it? _____
6. What will cause it to explode? _____
7. Did you place the bomb? _____
8. Why? _____
9. What is your name? _____

What To Be Aware Of

Circle all that apply:

Caller's Voice

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

If voice is familiar, who did it sound like? _____

Sex of caller:: _____ Age: _____ Race: _____

Length of call: _____ Time of Day: _____ Date: _____

Number at which call was received: _____

Circle all that apply:

Background Sounds

- Street Noises Long Distance Voices Booth Local
- Music Animal Noise Noises Static Office Machine
- Factory Machinery House PA System Motor Other

Threat Language

- Well Spoken (Educated) Incoherent Taped
- Irrational Message Read by Threat Maker Foul

Utility Emergency Procedures

Gas Leak

Natural gas is lighter than air and has a very high ignition temperature. The Gas Company adds a very distinctive odor to natural gas so that leaks are easily detected. If you smell natural gas:

- DO call the fire department at **911**
- DO get everyone out of the building immediately
- DO call the local Gas company
- DO NOT panic
- DO NOT light a match, candle or cigarette
- DO NOT turn electrical appliances or lights on or off
- DO NOT use phones in the immediate area of the gas leak

Power Outage

In the event of an electrical power failure or an emergency situation necessitating the shutdown of electrical power:

- DO have the hotel or conference center call the local power company.
- DO have them shut off power if there are power lines down or damaged.
- DO have them shut off power if gas lines have been damaged.
- DO have them shut off power if water lines are damaged and there is significant flooding in the Building.
- DO use flashlights when monitoring the power outage and / or executing the shutdown procedures.
- DO NOT use matches or candles.
- DO NOT turn on electrical switches if there is any damage.

Finally, check for fires and fire hazards as a result of electrical damage, ***AND ABOVE ALL DO NOT TOUCH ANY POWER LINES, ABOVE OR ON THE GROUND.***

Flood Procedures

In the event of flooding, evacuation may be necessary.

- Call 911 if it is an emergency. Turn on the radio. Follow instructions from the local traffic control and emergency response officials.
- If there is time before a potential evacuation, try to move important papers, equipment, etc. off the floor and/or off of lower shelves to help alleviate potential damage from floodwaters.
- Upon returning, assess and report damages to Fielding's Emergency Management Team. *See page 4.*

Hazardous Materials Incidents

Exposures/Contamination

1. Remove exposed/contaminated individual(s) from the area, unless it is unsafe to do so because of
 - (a) medical condition of the victim(s), or
 - (b) potential hazard to rescuer(s).
2. AT ALL TIMES notify emergency 911 if immediate medical attention is required.
3. Notify hotel/conference center officials and 911.
4. Administer First Aid where appropriate.
5. Remove any contaminated clothing.
6. Flush eyes with eyewash if eyes are contaminated.
7. Stand by to provide information or assistance, including material safety data.
8. Notify Fielding's Emergency Management Team when it is safe to do so. *See page 4.*

Contamination of Equipment/Facilities

1. Do not attempt any clean up or decontamination procedures alone or without wearing proper protective attire, including appropriate respiratory protection where airborne hazards may exist. (You must be trained and certified before using respiratory protection). Unless the incident is a small spill of a relatively innocuous material, **DO NOT ATTEMPT SPILL CLEAN UP WITHOUT APPROVAL OF EMERGENCY RESPONSE PROFESSIONALS.**
2. Restrict access to the equipment/area only to individuals who are properly protected and trained to deal with the type of hazard which exists (e.g., radioactive, corrosive, flammable, biological) to avoid contamination.
3. Report details and/or request assistance from the hotel/venue officials.
4. Attempt to decontaminate the equipment/area using appropriate methods under direction. If material is radioactive, assess radiation levels with appropriate monitoring devices before and after decontamination.
5. Provide information to the Emergency Response Team.

Release to the Environment (Air, Water, Soil)

1. Report offensive odors from ventilation systems or other systems to venue employee.
2. Notify Emergency 911 based on findings.
3. Stop the release, if safe to do so.
4. Follow procedures described above for contamination of equipment/facility.

Violence at Fielding Graduate University

Defining workplace violence has generated considerable discussion. Definitions range from any language or actions that make one person uncomfortable in the workplace to any bodily injury inflicted by one person on another. A reasonable working definition of workplace violence is as follows: violent acts, including physical assaults and threats of assault, directed toward persons at work or on duty.

Workplace violence has been gaining discussion because it is on the rise. According to the FBI, workplace violence is the number one growing homicide in the United States. An average of 20 workers are murdered each week in the United States. The majority of these murders are robbery-related crimes. In addition, an estimated one million workers are assaulted annually in U.S. workplaces. Most of these assaults occur in service settings such as hospitals, nursing homes, and social service agencies.

What YOU can do:

Know the Facts

- Know the Characteristics of people who commit acts of violence in the workplace.
 1. History of Violence- *Individuals who participate in the following types of activities: Criminal Acts, Domestic Abuse, Anti-social Behavior, Verbal Abuse*
 2. Romantic Obsession- *The object of attraction may not know the degree of obsession and usually holds a higher status.*
 3. Chemical Dependence-*Alcohol and Drugs*
 4. Depression
 5. Pathological Blamer-*Individuals who accept no responsibility for their actions*
 6. Elevated Frustration with the Environment, *i.e. family, peers, co-workers*
 7. Obsession with weapons

- Know the Indicators- *Each of these behaviors is a clear sign that something is wrong. None should be ignored. By identifying the problem and dealing with it appropriately, you may be able to prevent violence from happening at Fielding.*
 1. Direct or veiled threats of harm;
 2. Intimidating, belligerent, harassing, bullying, or other inappropriate and aggressive behavior;
 3. Numerous conflicts with supervisors and other employees;
 4. Bringing a weapon to the workplace, brandishing a weapon in the workplace, making inappropriate references to guns, or fascination with weapons;
 5. Statements showing fascination with incidents of workplace violence, statements indicating approval of the use of violence to resolve a problem or statements indicating identification with perpetrators of workplace homicides;
 6. Statements indicating desperation (over family, financial, and other personal problems) to the point of contemplating suicide;
 7. Drug/alcohol abuse; and
 8. Extreme changes in behavior

Always Take Threats Seriously - All threats are a cry for help.

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.epsilen.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 him/her 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.