

Fresno Pacific University

EMERGENCY PROCEDURES

CALL: **CAMPUS SECURITY ext. 2298**
(453-2298, 24 hours)

GIVE: YOUR NAME AND TELEPHONE NUMBER
NAME OF VICTIM
LOCATION AND TYPE OF PROBLEM
LET CAMPUS SECURITY HANG UP FIRST

REASON: PARAMEDICS, ACCIDENT, INJURY OR ILLNESS

When Campus Security cannot be reached, call 911

Introduction

This information is being disseminated to assist all faculty and staff members in responding to different emergencies which may occur during the course of their duties at Fresno Pacific University. This guide should be posted in every office and in each classroom adjacent to the white board where it will be immediately available should one of the identified emergencies occur.

Please familiarize yourself with the contents of this guide. In an emergency it will serve as a quick reference for effective action. New employees should be made familiar with it as part of their orientation program.

As you review this guide, there are certain pages that contain blanks that you may fill in with critical information or the names of personnel in your department or unit who are qualified to perform First Aid or CPR in an emergency situation.

The Campus Security department is available seven days a week to respond to any emergency which may occur.

If there are any questions or comments regarding this guide, please contact the Campus Security department at extension 2298 (453-2298 24 hours).

INTRODUCTION

ACTIVE SHOOTER

An active shooter is an armed person who has used deadly force on other persons and continues to do so while having unrestricted access to additional victims.

Faculty and staff members must be vigilant to the risk of violence on campus. Some behaviors to take notice of and report to Campus Security are:

- Unusually aggressive, odd, or scary behavior of students or co-workers;
- Threats of violence or retribution, either serious or said jokingly;
- Students or co-workers who are distraught or suicidal;
- Overheard comments or rumors of some planned or intended violence;

When you hear shooting or are notified of a shooting on campus do the following:

- Get everyone to lie down, stay away from windows and doors, turn off lights;
- Close classroom doors to prevent shooter from entering;
- Do not evacuate rooms or buildings unless directed to do so by safety or rescue personnel;

CONTINUED ON NEXT PAGE

ACTIVE SHOOTER – Page 1

- Call Campus Security at extension 2298 (453-2298 24 hours), be prepared to answer the dispatcher's questions and do not hang up until told to do so by the dispatcher.

Active Shooter Questions

If you report an incident of an active shooter, Campus Security will ask you a number of questions. To the best of your ability, be prepared to answer the following questions:

1. The exact location of the suspect(s) including the building and general location of the shooter (room number, roof, breeze-way, etc.).
2. Has anyone been injured?
3. Numbers of casualties.
4. Description of suspect(s) including race, age, clothing or unusual characteristics.
5. Any demands or statements issued by suspect(s).
6. Is the suspect(s) still shooting?

FIRE

Upon discovering a fire, close the door to the room where the fire is located and immediately sound the building fire alarm.

Call the Campus Security department at extension 2298 (453-2298 24 hours). Be prepared to give your name, department, and location of the fire. Do not hang up until the dispatcher tells you to do so.

If the fire is small (e.g. trash can), you may wish to extinguish it with a fire extinguisher or a building fire hose. Be sure you are using the proper extinguisher for the type of fire you are fighting. If you are not sure, read the instructions on the fire extinguisher.

If the fire is large, very smoky, or rapidly spreading, evacuate the building immediately. Inform others in the building who may not have responded to the alarm to evacuate immediately. The alarm should sound continuously. If it stops, continue to evacuate. Warn others who may enter the building after the alarm stops.

If time permits, take purses and lock files before leaving. Walk, do not run, to the nearest exit. Evacuate to a distance of 500 feet from the building and stay out of the way of emergency personnel. Do not return to the building until instructed to do so by public safety personnel.

When the alarm sounds do not use the elevator. An elevator may become inoperative and become a trap. If possible give assistance to disabled persons using the stairs.

If you have a mobility impairment, request assistance from those nearest you. In the event no one provides assistance, proceed to the nearest stairway landing. Shout for help and wait there until help arrives.

Notify either public safety or firefighters on the scene if you suspect someone may be trapped inside the building.

FIRE

INJURY OR ILLNESS

1. Do not move a seriously injured person unless there is a life threatening situation.
2. Call the Campus Security department at extension 2298 (453-2298 24 hours). Give your name, location, and telephone (extension) number. Provide as much information as possible regarding the nature of the injury or illness, whether or not the victim is conscious and breathing, etc. Campus Security will contact the campus nurse(s) and arrange for an ambulance if required.
3. Return to the victim; if trained, administer First Aid and keep the victim as calm and comfortable as possible. You should list below the names of persons in your building who are trained in First Aid or C.P.R. should they be needed. You should maintain a list and know the location of the nearest First Aid Kit if one is available.

Name (<i>Trained in CPR/First Aid</i>)	Location in Building (Room Number)
Location of First Aid Kit:	

4. Remain with the victim until Campus Security officers arrive.
5. Report an injury or illness to your supervisor.

INJURY or ILLNESS

CRIMES IN PROGRESS / CIVIL DISTURBANCE

1. Do not attempt to apprehend or interfere with the criminal except in case of self-defense.
2. Call the Campus Security department at extension 2298 (453-2298 24 hours). Give your name, location, and department. Advise them of the situation, and remain where you are until contacted by an officer.
3. If safe to do so, stop and take the time to get a good description of the criminal. Note height, weight, sex, race, approximate age, clothing, method and direction of travel, and his or her name if known. If the criminal is entering a vehicle, note the license number, make and model, color and outstanding characteristics.
4. In the event of civil disturbance, continue your normal routine. If the disturbance is outside, stay away from doors and windows.
5. Do not interfere with those persons creating the disturbance or with law enforcement authorities on the scene.

CRIMES IN PROGRESS / CIVIL DISTURBANCE

BOMB THREAT / SUSPICIOUS OBJECTS

1. Bomb threats usually occur by telephone.
2. The person receiving a bomb threat call should remain calm and attempt to obtain as much information as possible from the caller by using the check list on the next page.
3. Call the Campus Security department at 2298 (453-2298 24 hours). Give your name, location, and telephone number or extension. Inform them of the situation, including any information you may have as to the location of the bomb, time set to explode, and the time you received the call.
4. Inform your supervisor or your school's Dean.
5. Campus authorities will be responsible for building evacuation.
6. Report all suspicious objects, packages, etc., to the Campus Security department at 2298 (453-2298 24 hours). Do not touch, tamper with, or move the suspicious object. Keep yourself and others away from the suspicious object until the police arrive.

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BOMB THREATS

Instructions: Be calm. Be courteous. Listen, do not interrupt the caller. Notify a supervisor or fellow employee by prearranged signal while the caller is on the line. If the caller hangs up, leave the phone off the hook and immediately contact Campus Security by calling 2298 from a second phone. Give the dispatcher the location and telephone number you are calling from. Use the form below to record as much information as possible about the call.

QUESTIONS TO ASK

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

EXACT WORDING OF THE THREAT: _____

Sex of caller: _____ Race: _____ Age: _____ Length of call: _____

Number at which call received: _____ Time: _____ Date: _____

CALLER'S VOICE

- | | | | | |
|---------------------------------|------------------------------------|--|---|-----------------------------------|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Laughter | <input type="checkbox"/> Stutter | <input type="checkbox"/> Deep breathing | <input type="checkbox"/> Angry |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Lisp | <input type="checkbox"/> Cracking voice | <input type="checkbox"/> Excited | <input type="checkbox"/> Normal |
| <input type="checkbox"/> Raspy | <input type="checkbox"/> Disguised | <input type="checkbox"/> Slow | <input type="checkbox"/> Distinct | <input type="checkbox"/> Deep |
| <input type="checkbox"/> Accent | <input type="checkbox"/> Rapid | <input type="checkbox"/> Slurred | <input type="checkbox"/> Ragged | <input type="checkbox"/> Familiar |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Whispered | <input type="checkbox"/> Clearing throat | <input type="checkbox"/> Loud | <input type="checkbox"/> Nasal |

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

BACKGROUND NOISE

- | | | | | |
|---------------------------------------|--|--|---------------------------------|-----------------------------------|
| <input type="checkbox"/> Street noise | <input type="checkbox"/> Music | <input type="checkbox"/> Factory machinery | <input type="checkbox"/> Local | <input type="checkbox"/> Crockery |
| <input type="checkbox"/> House noises | <input type="checkbox"/> Animal noises | <input type="checkbox"/> Booth | <input type="checkbox"/> Voices | <input type="checkbox"/> Motor |
| <input type="checkbox"/> Clear | <input type="checkbox"/> Long Distance | <input type="checkbox"/> PA System | <input type="checkbox"/> Office | <input type="checkbox"/> Static |
| <input type="checkbox"/> Other | | | | |

THREAT LANGUAGE

- | | | | | |
|--------------------------------------|-------------------------------|-------------------------------------|--------------------------------|-------------------------------------|
| <input type="checkbox"/> Well spoken | <input type="checkbox"/> Foul | <input type="checkbox"/> Incoherent | <input type="checkbox"/> Taped | <input type="checkbox"/> Irrational |
|--------------------------------------|-------------------------------|-------------------------------------|--------------------------------|-------------------------------------|

Message by threat maker was read

Use of certain words or phrases: _____

HAZARDOUS MATERIALS LEAKS / SPILLS

If a hazardous material spill occurs:

1. Call the Campus Security department at 2298 (453-2298 24 hours).
2. If toxic chemicals come in contact with your skin, immediately flush the affected area with clear water for at least 15 minutes. Use chemical showers if available.
3. If you can give responders information as to the chemicals involved or stored in the affected area, it will help them respond more quickly.
4. If possible, notify your instructor of the extent and location of the spill. If there is any possible danger, evacuate your area immediately.

If a chemical fire occurs:

1. Remain calm.
2. If time permits, close windows in the room where the fire is located. Close the door behind you as you leave and immediately sound the building fire alarm.
3. Call the Campus Security department at 2298 (453-2298 24 hours).
4. If you can give responders information as to the chemicals involved or stored in the affected areas, it will help them respond more quickly.
5. If the fire is large, very smoky, or rapidly spreading, evacuate the building immediately. Inform others in the building who may not have responded to the alarm to evacuate immediately. The alarm may not sound continuously. If the alarm stops, continue to evacuate. Warn others who may attempt to enter the building after the alarm stops. **ALWAYS EVACUATE A BUILDING IF THE ALARM IS SOUNDING.**
6. When fire alarms sound, do not use the elevators. An elevator may become a trap. If possible provide assistance to (help carry, if necessary) disabled persons in using the stairs.
7. Relocate to your designated assembly area, which should be a distance of at least 500 feet from the building, and stay out of the way of emergency personnel. Do not return to the building until instructed to do so by public safety personnel.
8. Notify either public safety personnel or firefighters on the scene if you suspect that someone may be trapped inside the building.
9. Unless you have been trained specifically in fighting hazardous material fires, do not attempt to extinguish the fire.

HAZARDOUS MATERIALS LEAKS / SPILLS

EARTHQUAKES

1. If indoors, stay there. Get under a desk or table or stand in a corner.
2. If outdoors, get into an open area away from trees, building, walls and power lines.
3. If driving, pull over to the side of the road and stop. Avoid overpasses and power lines. Stay inside until the shaking is over.
4. If in a multi-story building, stay away from windows and outside walls. Get under a table. Do not use elevators.
5. If in a crowded public place, do not rush for the doors. Move away from display shelves containing objects that could fall.
6. After the shock subsides, get out of doors and well away from the building.
7. Follow the procedures in the guide for fire, hazardous material leaks, and serious injuries if necessary.
8. In the event of major damage or disruption, the Campus Security department will announce and implement evacuation of the campus.
9. Identify and assist the injured.
10. Call the Campus Security department, extension 2298 (453-2298 24 hours), to report any serious hazards or injuries.
11. Do not return to an evacuated building until it has been cleared by structural engineers and public safety personnel.

EARTHQUAKES

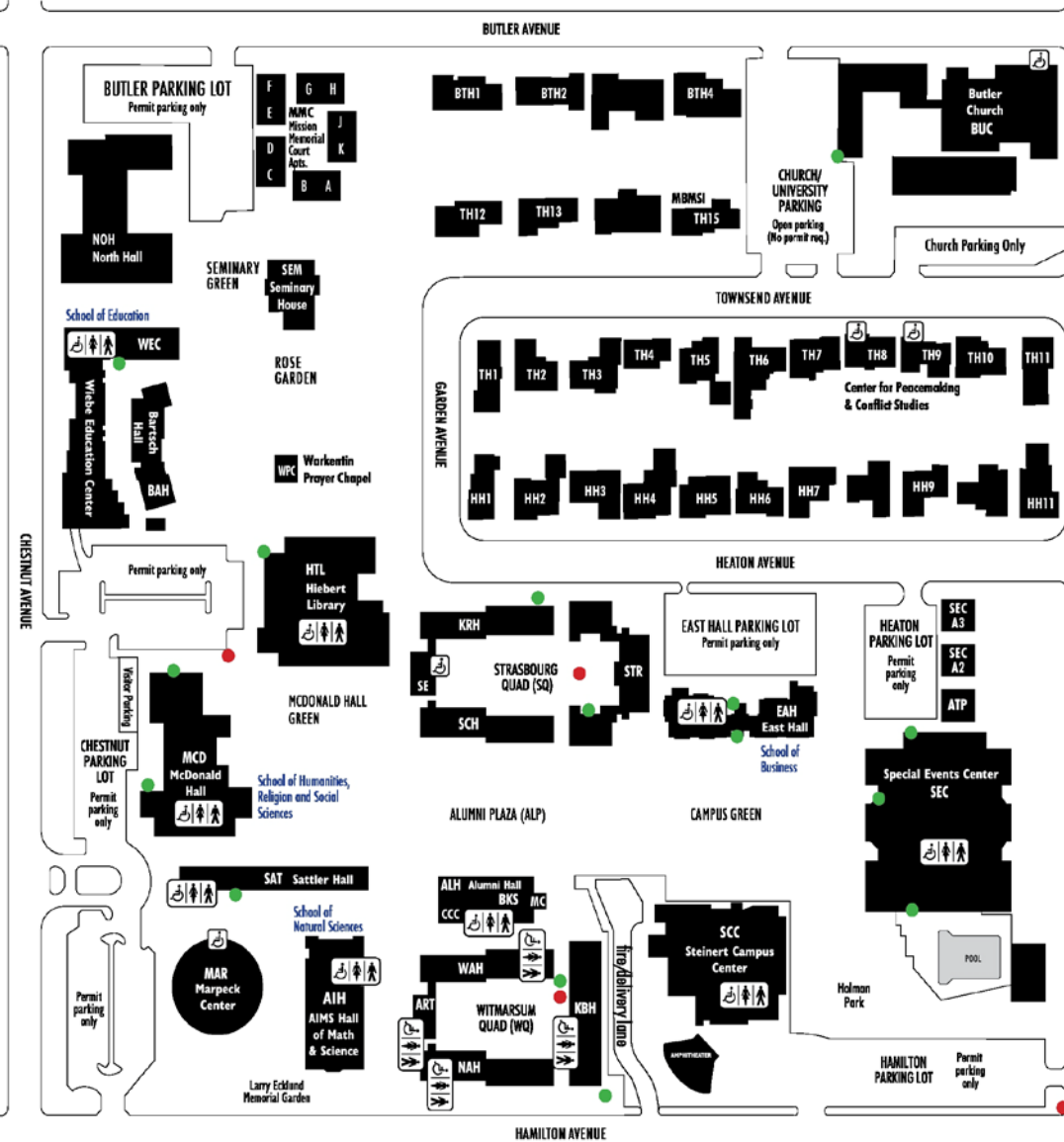
EVACUATION OF DISABLED

In the event of an emergency, occupants of wheelchairs and other disabled persons should observe the following evacuation procedures:

1. All persons shall move toward the nearest marked exit. As a first choice, the wheelchair occupant or person with mobility impairment may use the building elevators. However, elevators should never be used in the event of fire or earthquake.
2. As a second choice, when a wheelchair occupant or other person with mobility impairment reaches an obstruction, such as a staircase, he or she should request assistance from others in the area.
3. It is suggested that the wheelchair occupant or person with mobility impairment prepare for emergency ahead of time by instructing a classmate or instructor on how to assist him or her in the event of an emergency.
4. If assistance is not immediately available, the wheelchair occupant or person with mobility impairment should stay in the exit corridor or in a stairway or landing. He or she should continue to call for help until rescued. Persons who cannot speak loudly should carry a whistle or have other means of attracting the attention of others. Rescue personnel, fire and police, will check all exit corridors and exit stairwells for trapped persons.
5. All disabled faculty, staff, and students are encouraged to file an emergency status card with the Campus Security department.

EVACUATION OF DISABLED

Fresno – Main Campus



- ATP Adult Transition Program
- AIH AIMS Hall of Math & Science
- ALH Alumni Hall
- ALP Alumni Plaza
- ART Art Room
- BAH Bartsch Hall
- BTH Butler Houses
- BUC Butler Church
- THB-9 Center for Peacemaking
- CCC Charlotte's Coffee Corner
- TH16 Commuter House
- EAH East Hall
- FMB Facilities Management
- HH Heaton Houses
- HTL Hiebert Library
- KRH Krause Hall
- KBH Kriegbaum Hall
- MC Mail Center
- MAR Marpeck Center
- MCD McDonald Hall
- MMC Mission Memorial Court Apts.
- NAH Nachtigall Hall
- NOH North Hall
- BKS Pacific Bookshop
- SAT Sattler Hall
- SCC Steinert Campus Center
- SCH Schlichting Hall
- SEC Special Events Center
- SEC A2 SEC Portable Classroom
- SEC A3 SEC Portable Classroom
- SEM Seminary House
- STR Strasburg Hall
- SE Student Executive
- TH Townsend Houses
- WPC Warkentin Chapel
- WAH Warkentine Hall
- WEC Wiebe Education Center

- SCHOOL LOCATIONS**
- School of Business
 - East Hall (EAH)
 - School of Education
 - Wiebe Education Center (WEC)
 - School of Natural Sciences
 - AIMS Hall (AIH)
 - School of Humanities, Religion and Social Sciences
 - McDonald Hall (MCD)



- disabled accessible building and restroom
- disabled accessible
- emergency poles
- safety phones

FRESNO MAIN CAMPUS MAP



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