

Emergency Preparedness Handbook

DO NOT FILE. KEEP FOR IMMEDIATE REFERENCE.

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Emergencies, disasters, accidents, injuries, and crimes occur without warning and at any time. Being physically and psychologically prepared to handle unexpected emergencies is an individual as well as an organizational responsibility.

This Emergency Preparedness Handbook is designed to assist in minimizing the negative effects from such events. Please read this handbook thoroughly before an emergency occurs and become acquainted with the contents. Keep it available in your office for immediate reference. **DO NOT FILE!!!** Once you are familiar with the information, you will be better prepared to protect yourself and your co-workers.

If you have questions concerning a unique situation not covered in this handbook, please contact the AUS Director of Facilities.

PROTECT YOURSELF

- Keep emergency supplies in your office (medications, flashlights, spare warm clothes, rain gear, comfortable shoes, bottled water, energy bars, batteries, portables radios, several large trash bags, etc.)
- Post this Emergency Procedure Handbook in a visible and convenient location in your work area or office.
- Know the quickest exit routes from the building.
- Locate the nearest fire extinguisher and pull station.

BUILDING EMERGENCY SYSTEMS

Telephones Call 9-911 from any AUS phone. For persons with cell phones or any other outside phones dial 911.

Building Exits Signs are marked with lit signs.

Elevators automatically return to the first floor when an alarm is activated and will not respond to other button commands.

Emergency Lighting is in stairwells and corridors to illuminate the exit path in an emergency.

Fire Extinguishers are located in hallways.

Smoke Detectors are located throughout. An alarm signal sounds throughout the building if activated by smoke. When an alarm sounds, the alarm company will notify the local fire department.

Intercom Speakers are installed throughout the building and will be used for alerts and instructions in the event of an emergency.

FIRE

Fire is the third leading cause of accidental deaths in the United States, yet most people ignore it. More than 150 workplace fires occur every day.

AUS does not expect you to fight a fire. Never fight a fire. If a fire occurs at AUS – spread the alarm and evacuate.

SEE EVACUATION SECTION OF THIS GUIDE FOR MORE INFORMATION

FIRE ON YOUR FLOOR

1. Immediately exit the building, closing doors behind you. (DO NOT USE THE ELEVATOR.)
3. Call 911

FIRE ALARM IS ACTIVATED

1. Walk to the nearest exit. (DO NOT USE THE ELEVATOR.)
2. Assist persons with special needs. Refuge points are in the exit stairs.
3. Notify fire personnel if you suspect someone is trapped inside the building.
4. Gather outside at the designated assembly area and do not attempt to re-enter the building until instructed to so by a university representative or the incident commander (the local fire or police department on scene commander).

TRAPPED IN A ROOM

1. Wet and place a cloth material around or under the door to prevent smoke from entering the room.
2. Close as many doors as possible between you and the fire.
3. Be prepared to signal to someone outside. DO NOT BREAK GLASS until absolutely necessary (outside smoke will be drawn into room).

CAUGHT IN SMOKE

1. Drop to hands and knees and crawl toward exit.
2. Stay low, smoke rises to the ceiling.
3. Hold your breath.
4. Breathe shallowly through nose and use a filter such as a shirt or towel.

FORCED TO ADVANCE THROUGH FLAMES

1. Hold your breath.
2. Move quickly.
3. Cover your head and hair.
4. Keep your head down and your eyes closed.

YOU ARE ON FIRE

STOP where you are

DROP to the floor

ROLL around the floor

This smothers flames, possibly saving your life.

SOMEONE ELSE IS ON FIRE

Smother the flames with blanket, rug, coat anything to wrap and smother.

MEDICAL EMERGENCIES

ALWAYS CALL 911

NO BREATHING, NO PULSE

1. Call 9-911 from any AUS telephone.
2. Check air passage for obstruction and clear if needed.
3. Apply external chest compression.
 - Find the notch where lower ribs meet the breastbone.
 - Place the heel of your hand on the breastbone.
 - Place your other hand on top of the first.
 - Position shoulders over hands.
 - Compress chest 15 times using a smooth, even rhythm.
 - Do three more sets of 15 compressions.
 - Re-check pulse and breathing for about 5 seconds.
 - If there is no pulse, continue sets for 15 compressions.
4. Continue until medical assistance arrives or until victim starts breathing and has a pulse.

SEVERE HEADACHE AND/OR BLURRY VISION

1. Call 9-911 from any AUS phone immediately.
2. Victim may be having a stroke, time is critical.

BLEEDING

1. Apply pressure directly to the wound with sterile gauze, clean handkerchief, or bare hand.
2. Maintain a steady pressure for five to ten minutes.
3. If victim is bleeding from an arm or leg, elevate it.
4. Stay with the victim until help arrives.

HEAT-RELATED ILLNESS

1. Get the victim to a cool place.
2. Loosen tight clothing.
3. Apply cool, wet cloths to the skin.
4. Fan the victim.
5. If the victim is conscious, give cool (not cold) water to drink.
6. Call an ambulance if victim refuses water, vomits, or loses consciousness.

ABDOMINAL THRUSTS FOR CHOKING VICTIM (Heimlich Manuever)

1. Get behind the victim. Wrap your arms around the person's waist, just above their navel.
2. Clasp your hands together in a doubled fist. PRESS IN AND UP IN QUICK THRUSTS.
3. Be careful not to exert pressure against the victim's rib cage with forearms.
4. Repeat procedure until choking stops.

EVACUATION

Determine your nearest exit to your location and the best route.

A red Evacuation Bag is located in each department and includes supplies, a walkie-talkie, flashlights, glow sticks, and first-aid kit.

If time permits during evacuation, secure your workplace and take personal items such as keys, purse, medication, eye glasses and emergency kit. If fire, evacuate immediately and leave behind personal items.

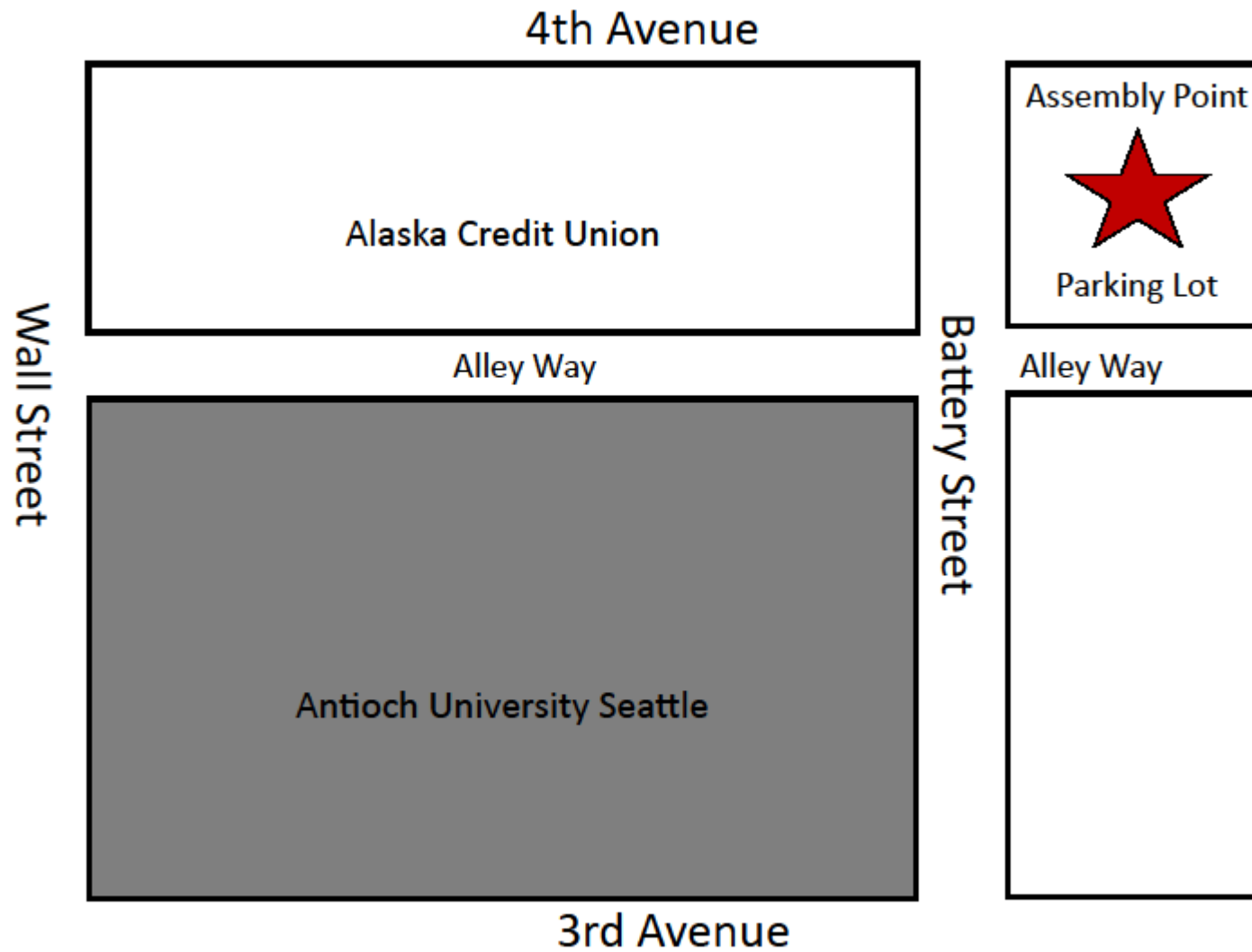
EVACUATION FROM A BUILDING

1. WALK, do not run, to the nearest safe exit.
2. Do not use the elevator.
3. Assist people with special needs (contact 9-911 from any University telephone) for assistance.
4. Gather outside at AUS's assembly point so that your department head or instructor can take the roll and account for all personnel.
5. Do not return to the building. Wait for instructions from an AUS representative or other organization in charge.

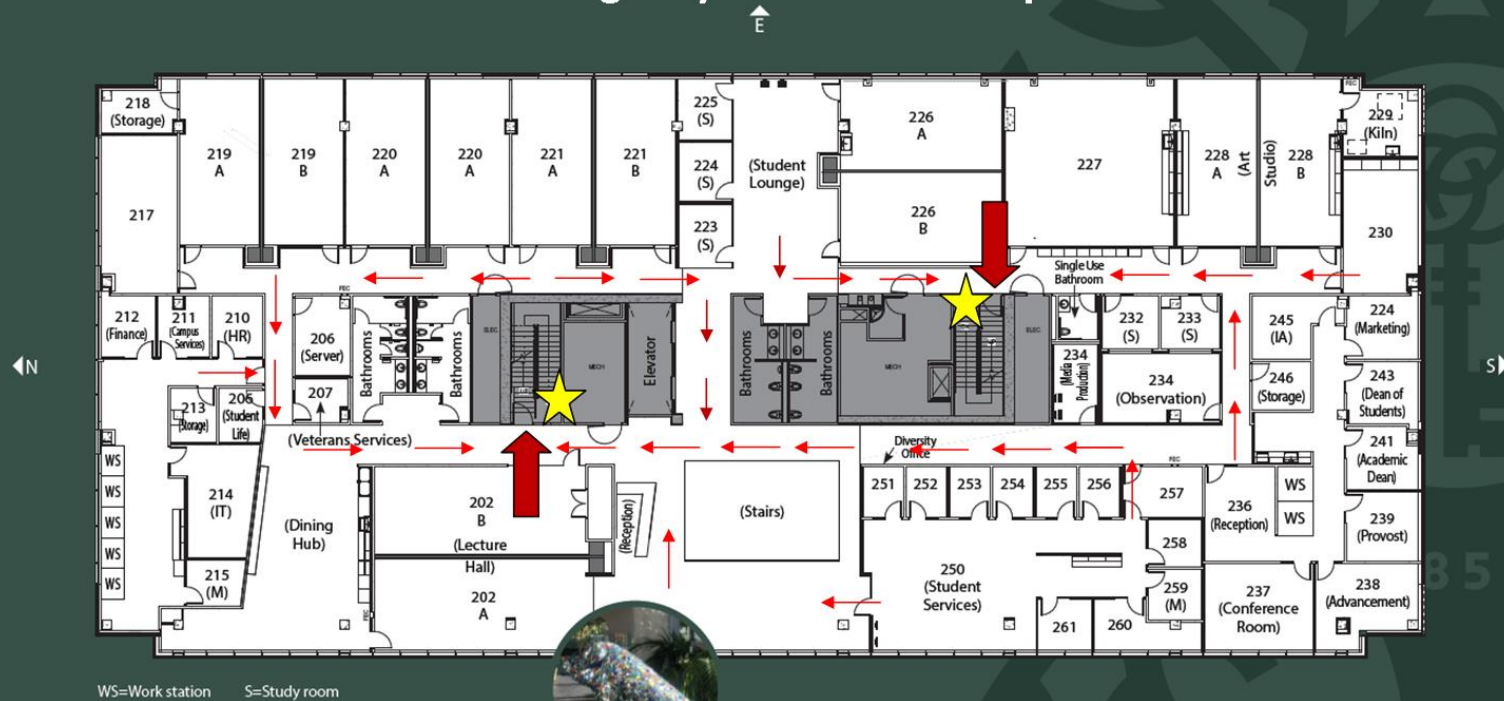
ON- AND OFF- CAMPUS ASSEMBLY AREAS

In the event of an immediate, life-threatening emergency during which the entire campus must be evacuated in a matter of minutes, the off-campus assembly point is located at:

1. The assembly point is the 4th and Battery parking lot (picture on next page).
(If the assembly point is unavailable, AUS Rep will announce another location as soon as possible.)
2. Take all necessary steps to get to the assembly area.
3. Once there, register with your instructor or department head (it is important that everyone check-in to ensure personnel are accounted for when family or friends call to determine the whereabouts of loved ones.)



Antioch University Seattle | Second Floor Emergency Evacuation Map



Assembly Point
Parking Lot
4th and Battery

In an emergency take the stairs and exit the building on the 1st floor. Our assembly point is the 4th and Battery Parking lot. A star is a refuge point where rescuers will assist with mobility needs.

ANTIOCH UNIVERSITY
SEATTLE

Antioch University Seattle | Third Floor Emergency Evacuation Map



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ANTIOCH UNIVERSITY
SEATTLE

EARTHQUAKE/Tsunami

Seattle is located on the Seattle Fault Zone, and the potential for an earthquake does exist. If a major earthquake occurs, be prepared to provide your own resources for an unlimited period of time. It is a good idea to maintain certain supplies in your office (see “Introduction” for details).

IF INSIDE

1. STAY THERE! Do not run outside. (DO NOT USE ELEVATORS.)
2. Take cover underneath a desk or table, protecting your head and neck.
3. Stay clear of all windows, bookcases, file cabinets and objects that can fall.
4. Crouch low against an inside wall (away from windows) and cover your head and neck with your hands.
5. Call out to others to take cover. Stay put until the shaking stops.

Do not brace yourself in a doorway. Doorways do not provide adequate protection.

IF OUTSIDE

1. Stay in the open away from trees, buildings, walls, and power lines. If outside in the city, try to get inside, away from windows.
2. Drop to your knees and get into a fetal position, close your eyes and cross your arms over the back of your neck for protection.
3. Stay in a fetal position until the shaking stops.

AFTER SHAKING STOPS

1. Do not use regular or cellular telephones EXCEPT to report serious injuries.
2. Assist in the building evacuation of persons with special needs.
3. Tune portable radios to an Emergency Broadcast Station (EBS), and follow instructions given.
4. Be prepared to evacuate if instructed or if there is an obvious reason to do so. (The decision to evacuate from campus will be based on severity of the earthquake and the damage to buildings.)
5. AUS will provide instructions for immediate action by means of door-to door alerting or fire alarms.

DURING A TSUNAMI

1. Do not go near the shore to watch a tsunami hit. If you can see it, you are too close to escape.
2. Should a tsunami occur and you cannot get to higher ground, stay inside where you are protected from the water. It's best to be on the landward side of the house, away from windows.
3. Often tsunamis occur in multiple waves that can occur minutes apart, but also as much as one hour apart.
4. Monitor the tsunami's progress and listen for warnings or instructions from local officials.
If you are safe when the first tsunami hits, stay put until authorities declare all is safe.
5. After a tsunami hits, you may encounter flood waters. Flood waters can be dangerous to walk or drive through. Before driving anywhere, it is best to listen carefully to rescue officials who will be coordinating evacuation plans.

ACTIVE SHOOTER

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims. Quickly determine the most reasonable way to protect your own life.

Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

EVACUATE

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

1. Have an escape route and plan in mind
2. Evacuate regardless of whether others agree to follow
3. Leave your belongings behind
4. Help others escape, if possible
5. Prevent individuals from entering an area where the active shooter may be
6. Keep your hands visible and follow the instructions of any police officers
7. Do not attempt to move wounded people – Call 911 when you are safe.

HIDE OUT

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

1. Set your phone to "Silent."
2. Be out of the active shooter's view
3. Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
4. Not trap you or restrict your options for movement
5. To prevent an active shooter from entering your hiding place:
6. Lock the door. Classrooms lock from the inside and have a lock/unlock icon on the panic bar.
7. Blockade the door with heavy furniture

BOMB THREAT

BY TELEPHONE

1. DO NOT HANG UP. Remain calm.
2. Take the caller seriously.
3. Ask questions using the checklist below as a guide.
4. Have a co-worker call 9-911 on another line, or call 9-911 yourself from any AUS telephone.
5. Notify the Front Desk, time permitting, at Extension 4000.

SEE CHECKLIST ON NEXT PAGE.

BOMB THREAT CHECK LIST

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

CALLER'S VOICE:

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

If Known: Name of caller: _____ Number from which call originated: _____

Male/Female: _____ Race: _____ Approx. Age: _____

Number at which call was received: _____

Time: _____ Date: _____

BACKGROUND SOUNDS:

Street Noises	Factory Machinery	Animal Noises	Other Voices
PA System	Static	Music	Long Distance
House	Motor	Office Machinery	Other

ADDITIONAL COMMENTS:

SUSPICIOUS PACKAGE/OBJECT

DO NOT TOUCH IT, TAMPER WITH IT OR MOVE IT.

IMMEDIATELY DIAL 4000 TO REPORT IT TO FACILITIES.

LETTER AND PARCEL BOMB

Be cautious of:

- Foreign mail, air mail and special deliveries
- Restrictive markings such as “confidential” or “personal”
- Excessive postage
- Handwritten or poorly typed address
- Incorrect titles
- Misspellings of common words
- Oily stains or discolorations on package
- Excessive weight
- Rigid, lopsided or uneven envelopes
- Protruding wires or tinfoil
- Excessive tape or string
- Visual distractions
- No return address

Not your birthday? Don't know who sent it? Don't open it!

HAZARDOUS MATERIALS INCIDENT

ONLY TRAINED AND AUTHORIZED PERSONNEL ARE PERMITTED TO RESPOND TO HAZARDOUS MATERIALS INCIDENTS!

IN CASE OF HAZARDOUS SPILL OR LEAK, CALL 4000 IMMEDIATELY.

Provide Front Desk with spill information such as injuries, type of chemicals, flammability, amount, etc.

MAJOR/HAZARDOUS SPILL OR LEAK

1. Activate the nearest fire alarm.
2. Immediately evacuate the area, closing doors behind you.
3. Call 9-911 from any AUS telephone.
4. Do not attempt to clean up the spill yourself.
5. Provide clean-up/rescue personnel with appropriate Materials Safety Data Sheets (MSDS) and other pertinent information.

MINOR/NON-HAZARDOUS SPILL OR LEAK

1. Attempt to contain the spill – DO NOT ALLOW ANYTHING TO LEAK INTO DRAINS.
2. Wear proper personal protective equipment while cleaning up.
3. Notify the area supervisor or call the Front Desk at Extension 4000.

The Facilities Manager is trained in the proper cleanup and containment of hazardous spills or releases, and can be reached via the Front Desk at Extension 4000.

POWER OUTAGE

The inherent danger during a major power outage is panic; therefore, attempt to remain calm. In the event of a major, campus-wide outage, emergency lights will immediately provide lighting to most areas of the campus for a short duration. To report a minor, localized power outage, call the Front Desk at Extension 5000. Keep flashlights and batteries in key locations throughout your work areas.

MAJOR, CAMPUS-WIDE POWER OUTAGE

1. Remain calm.
2. Follow directions from AUS Rep for immediate action.
3. If evacuation of a building is required, seek out persons with special needs and provide assistance (contact the Front Desk at Extension 4000.)
4. Do not light candles or other type of flame for lighting.
5. Unplug all electrical equipment (including computers) and turn off light switches.

PEOPLE ARE TRAPPED IN AN ELEVATOR

1. Tell passengers to stay calm and that you are getting help. A help call-button is located at the bottom right panel in the elevator and a light will blink when the call is answered. A call button is also installed at each elevator bay.
2. Call 9-911 from any AUS telephone and provide any necessary information.
3. Stay near passengers until police or other assistance arrives, provided it is safe to stay in the building.

CIVIL DISTURBANCE

Civil disturbances include riots, demonstrations, threatening individuals, crime in progress, or assemblies that have become significantly disruptive.

1. Avoid provoking or obstructing demonstrators.
2. Secure your area (lock doors, safes, files, vital records, and expensive equipment).
3. Avoid area of disturbance.
4. Continue with normal routines as much as possible (non-violent disturbances only.)
5. If the disturbance is outside, stay away from doors or windows. STAY INSIDE.

THREATENING INDIVIDUAL(S)

1. Avoid a confrontation.
2. Avoid area of disturbance.
3. Shelter in place. Secure your area, lock doors, turn out lights and stay away from interior windows.
4. Take cover get down on the floor and take your telephone with you.
5. Call 9-911 and report incident.
6. Remain where you are until given an all clear or you instructed otherwise.

PANDEMIC INFLUENZA

Pandemics happen when a novel influenza virus emerges that infects and can be efficiently transmitted between humans. Animals are the most likely reservoir for these emerging viruses; avian viruses played a role in the last three influenza pandemics. Two of these pandemic-causing viruses remain in circulation and are responsible for the majority of influenza cases each year.

An Ounce of Prevention

- **Take precautions to prevent the spread of infection to others if an individual or a family member has symptoms of influenza.**
 - Wash hands frequently with soap and water.
 - Cover your mouth and nose with a tissue when you cough or sneeze.
 - Put used tissues in a waste basket.
 - Cough or sneeze into your upper sleeve if you don't have a tissue.
 - Clean your hands after coughing or sneezing. Use soap and water or an alcohol-based hand cleaner.
- **Stay at home if you are sick.**
- **Be prepared to follow public health guidance that may include limitation of attendance at public gatherings and non-essential travel for several days or weeks.**
 - It may be difficult to get medical care. Large numbers of sick people may overwhelm hospitals and clinics. Doctors and nurses will get sick, too, so hospitals and clinics may be short-staffed.
 - Supplies and services will be limited. Many people will be unable to work, affecting how long businesses, banks, government offices and other services are open.
 - You may be asked to stay away from others. Staying home will help stop the spread of the virus. Events may be canceled, and theaters and schools closed. If necessary, health officials will issue orders to keep people who have the virus separated from others.
 - It will take months to develop a vaccine against the new virus, so flu shots will not be immediately available.
 - Medicines for flu symptoms may be in short supply.

- Travel may be difficult. Routes and schedules for buses, trains or planes may change or be restricted. Gasoline may also be in short supply.
 - You may be asked to wear a mask. Masks may be required in hospitals, clinics or doctors' offices, as well as other places that are open to the public.
 - A flu pandemic could last a long time. The 1918 flu pandemic lasted 18 months. In some cases, pandemics weaken for a while and then recur.
 - Health officials will keep you informed. They will work with the media to provide timely information and advice. Web sites from government health agencies will also have updated information.
- **Keeping supplies of materials at home, as recommended by authorities, to support essential needs of the household for several days if necessary.**
- Enough food and water per person for a week or more—Choose foods that will keep for a long time and do not require refrigeration or cooking. Include a non-electric can opener.
 - Medications—Keep at least a week's supply of the medicines you take regularly.
 - Items to relieve flu symptoms—Stock medicines for fever, such as ibuprofen and acetaminophen. Cold packs, blankets and humidifiers will also be useful. Have extra water and fruit juices on hand in case someone is sick—the flu virus causes dehydration, and drinking extra fluids helps.
 - Items for personal comfort—Store at least a week's supply of soap, shampoo, toothpaste, toilet paper and cleaning products.
 - Activities for yourself and your children—Include books, crafts, board games, art supplies and other things to do. Include things that do not require electricity.
 - Cash—Banks may not always be open and cash machines may not always work.
 - Pet supplies—Remember food, water and litter.
 - Cell phone or regular phone with a cord—Cordless phones will not work if the power is out
 - Large trash bags—Garbage service may be disrupted or postponed for many days.

Cover coughs and sneezes. Wash hands often. Sick? Stay home!

PERSONAL SECURITY

Personal security is exactly that – personal. No one else can do it for you.

These guidelines are by no means all-inclusive and are not intended to supplant other effective safety measures you may already be using. Use these guidelines to reduce your vulnerability.

Stay alert to your surroundings and trust your instincts that something may be wrong and take appropriate action.

SECURITY IN THE WORKPLACE

SAFETY & SECURITY

- Be alert to suspicious persons in your area. If anything appears to be not quite right, contact the Front Desk at extension # 4000.
- Never leave bags unattended even for a few minutes.
- Never agree to watch bags for strangers or allow them to leave them in your area.
- Notice emergency fire exits, pull stations and fire extinguishers near you.
- Never attach your AUS exterior entry key to any item that can identify the school. If lost in town it cannot be traced back to the school. If lost or misplaced notify Facilities immediately at extension # 4035.
- Be aware of how to use the internal AUS telephone system (9-911) to contact emergency personnel.
- Remember: The safety and security of your workplace is everyone's responsibility—it's a team effort.

AVOID CONFRONTATIONS

- Don't allow yourself to be drawn into arguments or shouting matches with coworkers or the public.

PROTECT YOUR THINGS

- Keep all personal belongings such as backpacks, briefcases, or purses close to where you are working. If you leave the area, even for only a short time, secure them in a locked drawer or cabinet, or have a coworker watch them.
- Close and lock office doors when you leave even if you are leaving for a short time period

AFTER HOURS ENTRY

- Park close to the entry door.
- Make sure the door is closed and locked behind you upon entering and leaving the building.
- If you suspect the building was broken into, don't go inside; go someplace safe and call 911.

SECURITY IN YOUR VEHICLE

BEFORE YOU DRIVE - CAR CONDITION

- Keep your car well maintained.
- Keep your gas tank at least half full.
- Purchase or lease a cell phone. Keep it charged or buy a cigarette lighter adapter for power and recharging in your vehicle.

PARKING

- Park in well-lit areas that are close to your destination.
- Lock vehicle when unattended.
- Place your valuables in the trunk and take your registration and insurance card with you.
- Alternate parking places rather than park in the same place every day.

RETURNING TO YOUR VEHICLE

- Keep your keys ready to unlock the car door and enter without delay. You can appear vulnerable if you look for your keys as you approach your car.
- Check inside your car, especially the backseat, before entering.
- Check your vehicle for signs of tampering.
- Carry a small light on your key chain to see the car or house door lock easier.
- Pair up - Ask someone to walk you to your car, then drive them to their car and wait until they get it started. Don't be embarrassed - ask someone to escort you.

SECURITY ON THE STREET

STAY WITH THE CROWD

- Stay on populated, well-lit streets.
- Avoid secluded, dark or deserted areas and businesses.
- Avoid shortcuts through alleys or vacant lots.
- On public transportation, sit near the driver.
- If you take a ride in a cab or from a friend, ask the driver to wait and watch until you are safely inside your destination.

PAY ATTENTION

- Walk confidently. Look around. Be aware of your surroundings. Make eye contact. Make it difficult for anyone to take you by surprise.
- Be cautious about revealing cash or credit cards.
- Don't wear headphones that block your ability to hear someone approaching you.

BAGS—PACKAGES

- Limit the number of items you carry.
- Deter handbags or packages from being grabbed or snatched by carrying close to your body.

BE READY TO ACT

- Trust your instincts, and don't hesitate to remove yourself from any situation. Be willing to make a scene or create a disturbance if necessary. Your safety may depend on a quick and decisive action.
- Carry a whistle or other personal alarm that makes a loud noise that can scare off possible attackers.

STAY ALERT! THE LIFE YOU SAVE MAY BE YOUR OWN.