



**North Arkansas College**

# **Emergency Procedures**

**Quick Reference Guide**

Revised July 16, 2007

# FIRST AID / ACCIDENT

1. Determine level of consciousness; if victim is unconscious call **9-911 (Northark phone) or 911 (cell phone)**. Even if the victim does not want help, fill out an Incident Report (see below).
2. Call **9-911 (Northark phone) or 911 (cell phone)** and request an ambulance for injuries that appear serious. Give as much information as possible about the injury or illness and the condition of the person:
  - Exact location
  - Problem
  - What's being done for the victim

Follow all instructions given to you by the 911 operator.

3. Do not move seriously injured victims unless they are in danger, such as being near falling objects or fire, or if a risk of explosion exists.
4. After calling 9-911 or 911, call the front desk at extension 200; the receptionist will notify a member of the Crisis Management Team, Don Sugg, 391-3216, Gwen Gresham, 391-3316, or K.C. Jones at 391-3125.
5. Stay with the victim and administer comfort care.
6. Follow up all 9-911 or 911 calls by completing an incident report submitted to the Crisis Management Team (CMT) Don Sugg, 391-3216, Gwen Gresham, 391-3316, or K.C. Jones at 391-3125. Incident report forms are available at the front desks on North and South Campuses and in C107 (Continuing and Community Education); please return the form to any of those locations or to a member of the CMT.

# FIRST AID / ACCIDENT

# FIRE / EXPLOSIONS

## **R**eact

1. Take appropriate precautions to ensure your personal safety.
2. Call the Harrison Fire Department. Dial 9-911 (**Northark phone**) or 911 (**cell phone**). Give your name and exact location of the fire (building, floor, room, etc.). Be sure to stay on the phone until released by the emergency dispatcher.

## **A**larm

1. Activate the nearest alarm located in most hallways and near exit doors.
2. Call the switchboard (extension 200).

**C**ontain: When everyone has been removed from the room that contains the fire, close the door(s) to the room.

## **E**xtinguish or Evacuate

1. If the fire is small and you are comfortable with the use of fire extinguishing equipment, use a portable extinguisher. Evacuate the building by the nearest exit. Do not use the elevators. Avoid panic.
2. If disabled students cannot be safely evacuated from the building, move them to the nearest stairway and yell for help. Disabled students that cannot reach a stairway should return to a room with a window and signal for help.
3. Injured persons should be referred to first aid personnel.
4. Once outside, move to a clear area that is at least 300 feet away from the building. Keep streets and walkways clear for emergency vehicles and crews.
5. Remain in the protected area until the “All Clear” is given by appropriate college officials or the Crisis Management Team (CMT)
6. Do not return to an evacuated building unless authorized by the Harrison Fire Department.

# FIRE / EXPLOSIONS

# HAZARDOUS MATERIALS

1. Consult the Material Safety Data Sheet (MSDS) located in science/allied health labs and janitors closets in a red notebook near the door.
2. Follow the MSDS recommendations for the proper response to the spill.
3. If the spill results in injury or property damage, complete an incident report submitted to the Crisis Management Team (CMT) Don Sugg, 391-3216, Gwen Gresham, 391-3316, or K.C. Jones at 391-3125. Incident report forms are available at the front desks on North and South Campuses and in C107 (Continuing and Community Education); please return the form to any of those locations or to a member of the CMT.

HAZARDOUS MATERIALS

# VIOLENT OR CRIMINAL BEHAVIOR

## **VIOLENT OR CRIMINAL BEHAVIOR**

If you are a victim or witness of violent or criminal behavior, take the following actions:

1. In emergency situations or after normal working hours, call **9-911 (Northark phone) or 911 (cell phone)** and ask for assistance. Tell your exact location and describe the criminal behavior.
2. Avoid confrontation or provocative remarks with the subject that may increase the chance of violence.
3. Maintain observation of the scene throughout the incident, if possible.
4. If you observe a weapon, close and lock the door, take cover and remain concealed until it is safe to evacuate the area.
5. If you believe a weapon has been discharged or if you hear a fight outside the classroom or office, close and lock the door.
6. Stay away from windows.

**Follow up all 9-911 or 911 calls by completing an incident report submitted to the Crisis Management Team (CMT) Don Sugg, 391-3216, Gwen Gresham, 391-3316, or K.C. Jones at 391-3125. Incident report forms are available at the front desks on North and South Campuses and in C107 (Continuing and Community Education); please return the form to any of those locations.**

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# VIOLENT OR CRIMINAL BEHAVIOR

# NATURAL DISASTER

## (Tornado, Thunderstorm, and Earthquake)

### **Tornado and Thunderstorm**

1. Receptionists will relay NOAA weather radio warnings via intercom.
2. Staff and faculty should assist and direct students to designated safe areas as shown on the evacuation plan in each classroom.
3. Keep away from outside doors and windows, and do not leave the building.
4. Sit down next to a wall.
5. Remain in the protected area until the “All Clear” is given by appropriate college officials or the Crisis Management Team (CMT).

### **Earthquake**

1. Get under a desk or table, or stand in a corner or in a doorway.
2. Stay away from glass windows, shelving, or heavy equipment.
3. Do not use the elevators.

### **After the shock subsides, take the following actions:**

1. Staff and faculty should assist and direct students to designated safe areas as shown on the evacuation plan in each classroom.
2. In the event of a fire, hazardous material spill or leak, or the need of first aid, please follow the procedures for those emergencies.
3. If there are injuries, dial **9-911 (Northark phone) or 911 (cell phone)** and assist students as needed.
4. Do not return to the evacuated building until proper authorities have deemed it safe to do so.

NATURAL DISASTER

# GENERAL EVACUATION PROCEDURES

Faculty and staff should assist students and visitors to evacuate buildings(s). Classes and office staff should attempt to stay together until everyone is accounted for.

1. Intercom announcements and loud continuous frequency alarms will notify when an evacuation becomes necessary. In case of a power outage, a runner will be dispatched to each room.
2. Building alarms located in hallways, when tripped, will automatically dispatch the Harrison Fire Department. Fire alarms are located in Center Campus on each floor by the stairwells. If you must activate a building alarm, call **9-911 (Northark phone) or 911 (cell phone)** and notify the dispatcher of the emergency, providing specific information about location.
3. All faculty, staff, students, and visitors will immediately evacuate the building(s) upon sounding of alarm or when instructed to do so by a proper authority.
4. **Do NOT use elevators in an emergency.**
5. Walk quickly to the nearest marked exit and alert others to do the same. Prepare and know in advance the most direct routes from classrooms and work areas.
6. Move to a safe location 300 feet or more away from the structure. **Do not attempt to return to a building that has been evacuated for any reason, unless instructed by authorized emergency personnel.**
7. Assist persons with disabilities in exiting the building.
8. Keep all streets and walkways cleared for emergency vehicles.
9. Assist county personnel or other emergency personnel if requested.
10. Follow directions of emergency personnel, or you could be arrested if your actions or behavior interrupt emergency procedures.

# GENERAL EVACUATION PROCEDURES