
Staying Safe on Campus



**Environmental
Health,
Occupational
Safety, &
Emergency
Management Office**

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Being Prepared

Staying safe by knowing what to do – before something happens...

You can respond quickly and appropriately in a crisis if you know your campus and community. So, make sure that you know.....

- **Public Safety's Phone Number** – so you can call at a moment's notice when something happens on campus.
- **Off-Campus Contacts** – so you can tap into 911, the fire department and the local police.
- **Res Life Duty Schedules** – so you can contact staff members immediately in a crisis.
- **Fire Pull Box & Extinguisher Locations** – so you can get to them quickly if there's a fire.
- **Emergency Phone Locations** – so you can find one quickly on campus. Emergency/duress phones (blue lighted phones) are located throughout campus. Phones provide immediate access to Public Safety (no need to dial 9-1-1).
- **Your Hall's Front Desk Number** - so you can access staff that can help you find whatever you need. Plus, they're trained to handle crisis effectively.
- **What Emergency Exits to Use** – so you can get out of the building quickly.
- **How Campus Emergency Alerts Work** – so you can sign up to receive alerts via text, cell phone or email.

ICE

It stands for "In Case of Emergency" – program it into your cell phone right now. Have a few ICE contacts that you can count on. That way, if something happen to you, emergency personnel can access your phone and know whom to get in touch with right away.

Seven Crisis Considerations

Be prepared and keep the following tips in mind, should you encounter a campus crisis:

1. If a friend seems ill, intoxicated or drugged, get help immediately. Don't worry about her "getting in trouble." Her health and safety need to be your #1 concern.
2. Stay as calm as possible in crisis situations. Quick, clear-headed thinking can make all the difference.
3. Don't hamper the efforts of medical or emergency personnel. Get out of the way and help with crowd control, if staff members ask you to.
4. If someone is bleeding, apply pressure and ask someone else to get medical help immediately.
5. Don't transport anyone to the hospital! Most of us aren't medically trained and could do more harm than good by moving an injured person. Ambulance personnel can work on your friend en route – they know what they're doing.
6. Listen to trained staff and don't second guess their directives. They know what they're doing and have your best interests at heart. Arguing in the midst of crisis does not do anyone any good.
7. Don't play the hero by stepping into a heated situation. Chances are that you'll get hurt and make the situation worse. Instead, get help from residence life staff, public safety and other trained personnel so things can be handled safely, quickly and effectively.

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Medical Emergencies

In the event of a serious illness or injury on campus, immediately call 9-1-1. If you notice any jewelry with an inscription of medical information, bring it to the dispatcher's attention. Give appropriate first aid until (if trained) until Public Safety personnel arrive; have someone escort personnel to the scene.

Do not move the victim until Public Safety arrives.

FIRST AID TIPS:

- **BLEEDING**

Call 9-1-1. Press directly onto the wound with sterile gauze, sanitary napkin, clean handkerchief, or bare hand.

Maintain steady pressure for 5 to 15 minutes. If bleeding is from an arm or leg, elevate that limb until emergency personnel arrive.

- **CHOKING**

Call 9-1-1. Do nothing if the victim is moving air by coughing or gasping. If no air movement, apply four abdominal thrusts by grabbing the victim from behind with your hands over the "belly button" area; quickly squeeze in and up.

- **SEIZURE**

Call 9-1-1. Protect victim from self-injury. Keep victim comfortable until emergency personnel arrive. Watch for vomiting.

- **SHOCK**

Call 9-1-1. Keep victim warm and calm, with legs slightly elevated, until emergency personnel arrive.

- **UNCONSCIOUS/UNRESPONSIVE Call 9-1-1.**

Check for Breathing: If victim is not breathing, initiate Rescue Breathing.

Rescue Breathing: Gently tilt the head back to open the airway; watch chest and listen for air from mouth. If not breathing, pinch the nose and give 2 slow, full breaths. Watch the chest rise and fall during each breath. Breathe into the victim's mouth once every 5 seconds until emergency personnel arrive.

Check for a pulse by gently pressing the side of the victim's throat. If no pulse, and if an AED is available open AED and apply. Administer CPR as required. If you don't know CPR, continue with Rescue Breathing.

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Evacuation

Determine the nearest exit from your work location and the route you will follow to reach that exit in an emergency. Establish an alternate route to be used in the event your route is blocked or unsafe.

DURING EVACUATION: If time and conditions permit, secure your personal workplace, and take with you important personal items such as car keys, purse, medication, glasses.

- Follow instructions from emergency personnel.
- Check doors for heat before opening. (Do not open door if hot.)
- WALK – DO NOT RUN. Do not push or crowd.
- Keep noise to a minimum so you can hear emergency instructions.
- Use handrails in stairwells; stay to the right.
- Assist people with disabilities.
- Move to your assembly point unless otherwise instructed.

If relocating outside the building:

- Move quickly away from the building.
- Watch for falling glass and other debris.
- Stay with your Area Coordinator, who will keep track of people from your area.
- Keep roadways and walkways clear for emergency vehicles.
- If you have relocated away from the building, DO NOT RETURN until notified that it is safe to do so.

Evacuation of Disabled Persons

Non-ambulatory persons:

Evacuation may not be necessary or advisable. Many stairwells are designed to provide temporary protection from fire or other danger. An able-bodied volunteer should stay with a wheelchair user in the platform area of the stairwell while a second person notifies emergency personnel or paramedics of the exact location of the wheelchair user.

If immediate evacuation is necessary, be aware of the following considerations:

- Wheelchairs have movable parts; some are not designed to withstand stress or lifting.
- You may need to remove the chair batteries; life support equipment may be attached.
- In a life-threatening emergency, it may be necessary to remove an individual from the wheelchair. Lifting a person with minimal ability to move may be dangerous.
- Wheelchairs should not be used to descend stairwells, if at all possible.
- Non-ambulatory persons may have respiratory complications. Remove them from smoke or fumes immediately and determine their needs and preferences.

Always consult with the person in the chair regarding how best to assist him/her:

- The number of people necessary for assistance.
- Ways of being removed from the wheelchair.
- Whether to extend or move extremities when lifting because of pain, catheter leg bags, spasticity, braces, etc.
- Whether to carry forward or backward on a flight of stairs.
- Whether a seat cushion or pad should be brought along if the wheelchair is being left behind.
- In lieu of a wheelchair, does the person prefer a stretcher, chair with cushion/pad, or car seat?
- Is paramedic assistance necessary?