WHAT TO KNOW FIRST

KNOW YOUR SURROUNDINGS & LOCATIONS OF:
- Building exits & evacuation routes
- Outside assembly areas
- Fire alarm pull stations
- Fire extinguishers
- First Aid kits & defibrillators (AED)
- Campus call boxes (blue light phones)

ON-CAMPUS COMMUNICATIONS:
- College Police at 480.423.6175 (24 hours/day)
- From cell phone to 480.748.0911 to District Police Communications
- From campus phone to 40911 to District Police Communications
- From emergency call box: to College Police

NOTIFICATION OF AN EMERGENCY MAY OCCUR BY:
- Building fire alarm
- Emergency call box public address system
- “Clear Text” message
- Campus telephones
- Word-of-mouth /runner (Building/Coordinator)

CRITICAL ACTIONS TO TAKE

BOMB THREAT
If received by telephone:
- Take notes on what is said.
- Signal a co-worker to call College Police.
If received by written note:
- Stop handling the paper and envelope.
- Call College Police immediately.
If received in person:
- Remain seated or still; follow instructions; note the person’s appearance.

BUILDING EVACUATION
- Take small personal possessions.
- Assist those with special needs.
- Look for others who were with you.
- Check rest rooms if possible.
- Close doors if last one out.
- Exit by closest door leading outside.
- Move to the outside assembly area.

FIRE
- Assume that an alarm is “real;” evacuate the building.
- Exit directly to the outside and move away from the building, if possible.
- Assist those with special needs; account for others.
- Knock on closed doors; open doors on the way out.
- Stay low, cover mouth & nose if smoke is present, and move to outside assembly area.
- Do not reenter a vacated building until cleared to do so.

FIREARM/WEAPON ON CAMPUS
- Call College Police Immediately at 480.423.6175
- Give a description of the person and type of weapon.

LOCKDOWN
- Take refuge in offices and classrooms.
- Close & lock all windows & doors; close blinds and shades.
- Turn off lights; remain out of sight from door and windows.
- Encourage others; avoid speech that unnerves others.

MEDICAL EMERGENCIES
- Bleeding: Apply direct pressure over the bleeding area until bleeding stops or paramedics arrive.
- Choking: Perform the Heimlich maneuver.
- Heat Exhaustion: Cool victim; loosen clothing; give water only
- Heat Stroke: Life threatening; Call 911; cool victim fast-wet cloth, fan, prone position; water only, if not vomiting,
- Heart Attack: If a heart attack is suspected, check for a pulse. If no pulse is detected, begin CPR immediately, get an AED.
- CPR – Prior to starting: Is victim conscious? If not known, ask if “OK?” If no response, call 911, start CPR.
- Fall Victim: If person is conscious but unable to move, DO NOT ATTEMPT TO MOVE THE VICTIM; call 911 or 36175 (Campus College Police). Be aware of possible injuries to head, neck & back; wait for assistance. If victim is unconscious and you are unable to locate a heartbeat, administer CPR, get an AED.

CPR
Hands-Only CPR: CPR without mouth-to-mouth rescue breaths. It involves two easy steps: Call 911 and push hard and fast on the center of the chest. Don’t stop until help or an AED arrives.
- Anyone can perform Hands-Only CPR and everyone should perform it if they aren’t confident in their CPR skills or haven’t learned conventional CPR.
- Hands-Only CPR is easy to remember and results in delivery of more, uninterrupted chest compressions until more advanced care arrives on the scene.

CPR Chest Compressions: Put heel of one hand over the center of the person’s chest, other hand on top. Elbows straight, shoulders above hands; use upper body weight, push straight down, compress chest 2 inches; push hard and fast—2 compressions/second; after 30 compressions, recheck for pulse.
- If an AED is available, open kit and follow prompts.
- If not trained in AED, a 911 operator may be able to guide you.
- Continue CPR until victim moves or until emergency personnel arrive and take over.

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