

# SCOTTSDALE COMMUNITY COLLEGE EMERGENCY RESPONSE QUICK-REFERENCE GUIDE

Dial **40911** for the fastest response for police, fire or medical assistance.

Also contact SCC College Police: **480.423.6175**

## 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)

### SAFETY ESCORTS

The SCC College Police Department provides safety escorts to your car.

CALL  
**480.423.6175**

## 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.

Provided by the  
SCC Department of  
College Police



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COMMUNITY COLLEGE

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