



SCOTTSDALE COMMUNITY COLLEGE EMERGENCY RESPONSE QUICK-REFERENCE GUIDE

Dial **911** for the fastest response for police, fire or medical assistance
Also contact SCC Public Safety: 480.423.6175

CRITICAL ACTIONS TO TAKE

Safety Escorts: The SCC Public Safety Department provides safety escorts to your car. Contact **Public Safety at 480.423.6175**

WHAT TO KNOW FIRST:

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:

- **Public Safety at 480.423.6175** (24 hours/day)
- From cell phone to 911: to Salt River Police
- From campus phone to 911: to Salt River Police
- From emergency call box: to campus Public Safety
- Calls to Public Safety go to SRPD and vice versa

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)

BOMB THREAT:

If received by Telephone:

- Take Notes on what is said
- Signal a co-worker to call Public Safety

If received by written note:

- Stop handling the paper and envelope
- Call Public Safety 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; move to outside assembly area.
- Do not reenter a vacated building until cleared to do so.

FIREARM/WEAPON ON CAMPUS

- Call **Public Safety** 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 & shades
- Turn off lights; remain out of sight from doors 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.

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.*
- *Hans-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, com-press chest 2 inches; push hard & fast—2 com-pressions/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.*

- **Fall Victim:** If person is conscious but unable to move, DO NOT ATTEMPT TO MOVE THE VICTIM; call 911 or 36175 (Campus Public Safety). 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.

Provided by the
SCC Department of Public Safety

