

KIRKWOOD COMMUNITY COLLEGE



EMERGENCY REFERENCE GUIDE

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INTRODUCTION

This manual is designed as a quick reference to guide Kirkwood faculty and staff through emergency situations such as fire, tornado, bomb threat, evacuation, medical emergency, and more.

Faculty and staff have a responsibility to know how to respond to various types of emergencies. The safety of everyone around us depends on that knowledge and our ability to respond appropriately to emergency situations.

Faculty and staff should become familiar with the emergency procedures outlined in the following pages. This manual should be used for both actual and practice sessions.

This manual should remain in its designated location so it may be referred to quickly when necessary. Do not place this in a drawer or on a shelf to be forgotten or misplaced.

Updates to these pages will be made on an as needed basis. Individual pages may be printed and distributed as replacements for this manual.

This manual was prepared by Campus Security. If you have questions, please contact us at 319-398-7777.

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EMERGENCY NUMBERS

(On Campus phones – Dial “9” first)

Emergencies (Ambulance, Fire, Police)	911
Campus Security	389-1774

OTHER IMPORTANT NUMBERS

Facilities (x5561)	398-5561
Campus Health (x5588)	398-5588
President’s Office (x5500)	398-5500
Cedar Rapids Police/Fire Department (non-emergency)	286-5491
Linn County Sheriff Department (non-emergency)	398-3911
Linn County Emergency Management	363-2671
Iowa City Police/Fire Departments (non-emergency)	356-5275
Johnson County Sheriff Department (non-emergency)	356-6020
Johnson County Emergency Management	356-6028

Site Specific Phone Numbers (please add important numbers for your area):

_____	_____
_____	_____

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CAMPUS SECURITY

- Contact Campus Security by dialing 319-389-1774 if you witness or are the victim of a crime or any criminal activity on Kirkwood property or at any Kirkwood sponsored event. The Campus Security cell phone is answered 24 hrs. a day.
- Dial 911 for emergencies or to report a crime in progress. Follow immediately with a call to Campus Security.
- Dial 398-7777 for routine Campus Security business, Monday – Friday, 8am – 5pm.
- When a situation may pose a serious threat to students, faculty or staff, campus safety alerts are issued through the web, email, and a variety of other sources.
- Call Campus Security if you observe a demonstration or a protest on Kirkwood property.
- Please advise Campus Security immediately if you learn of the death or serious injury of a student, faculty, or staff member.

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BOMB THREAT/SUSPICIOUS ITEM/MAIL THREAT

When a bomb threat is received, do and complete the following:

1. _____ Keep the caller on the line as long as possible.
2. _____ Don't be abrupt, speak in a normal tone.
3. _____ Record the caller's phone number, if you have caller ID. _____
4. _____ Record exact time of call. _____
5. _____ Record every word exactly as spoken by the caller. _____
6. _____ Attempt to have the caller disclose:
 - a. What does the object look like _____
 - b. Exact location of the object _____
 - c. Expected time to detonate _____
7. _____ Listen closely to:
 - a. Sex of the caller _____
 - b. Young or old, age _____
 - c. Odd expressions or slang, any accent? _____
 - d. Speech patterns, talking fast or slow _____
 - e. Background noise, or lack of _____
 - f. Other information _____
8. _____ Notify Campus Security (319-389-1774) immediately after caller hangs up.

Suspicious Item Discovered Without Warning:

1. _____ Do not touch, move, or disturb the item.
2. _____ Call Campus Security (319-389-1774) immediately.
3. _____ Keep people away from the area until help arrives.

Threats by Mail:

1. _____ Put item down, do not handle letter, envelope, or page.
2. _____ Call Campus Security (319-389-1774) immediately.
3. _____ Do not allow anyone to handle or look at the item.

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COLLEGE CLOSING

College closings will be communicated through the web, email, radio/TV, Kirkwood Alert, and a variety of other sources.

All Campus closings, including individual sites, will be coordinated through the President's office and Facilities.

Generally, if on-campus classes are cancelled, classes at the Iowa City campus and all off-campus locations will also be cancelled. This will apply to both credit and most continuing education courses and programs. Some programs and functions may continue (Truck Driving, KCCE, Hotel) with the approval of the President and/or responsible Vice President.

Announcements will indicate whether the cancellations apply to day or evening classes. If the college is closed, Kirkwood Kids will also be closed. If the college closes during the day, Kirkwood Kids will also be closed and parents will be contacted and asked to pick up their children as soon as possible.

If advised the College is closing, while you are at work:

1. Complete immediate task/class business.
2. Shut down computers and other equipment.
3. Close doors as you leave.
4. Leave campus by the specified time.

At home:

1. Monitor the news, internet and other sources for opening information.

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EMERGENCY NOTIFICATION

Notification in an emergency will be through a variety of means depending on the emergency:

- Fire Alarm – If the fire alarm system activates, leave the building immediately. Never assume it is a false alarm. Do not attempt to re-enter the building until advised by officials it is safe.
- Epop – Sends emergency messages to computers logged into the Kirkwood network. If an emergency message appears on the computer screen when you are logged into the Kirkwood network, take immediate action, following the directions in the message.
- Kirkwood Alert – Sends emergency information and alerts to your cell phone, blackberry or email. Sign up at www.kirkwood.edu/alert.
- Outdoor Warning sirens/speakers – Operated by the county or the city, providing outdoor notification of emergencies. Examples are severe weather, nuclear alert, etc, and may be siren or voice notification.
- Radio/TV – Provides a variety of information on emergencies and college closing information.

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EVACUATION

It is the responsibility of each faculty and staff member to be familiar with the emergency manual and the location of the nearest exit.

The decision to evacuate is made by the Incident Commander and/or College President, in conjunction with the appropriate law enforcement or fire officials.

Do:

- Keep students together for the duration of the emergency.
- Listen to and follow all instructions.
- Gather personal belongings quickly (keys, purses, backpacks, etc.).
- Close doors as you leave.
- Leave the building by the closest exit or as directed.
- Use stairwells for evacuation.
- Notify Campus Security or emergency officials of anyone needing assistance.
- Once outside, do not block exits or emergency vehicle access, move away from the building.

Don't:

- Use the elevators.
- Attempt to return once you have left your area.
- Attempt to re-enter the building until advised by officials it is safe to do so.

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FIRE

To report fire, or if you see or smell significant smoke:

1. Pull the fire alarm pull station closest to the problem.
2. Call 911, and then call Campus Security (319-389-1774).
3. Close doors as you leave.
4. Leave the building by the closest exit or as directed. Do not use the elevators.
5. Notify Campus Security or officials of anyone needing assistance.
6. Once outside, move away from the building, do not block exits or emergency vehicle access.

If the alarm sounds:

1. Close doors as you leave.
2. Evacuate the building immediately. Do not use the elevators.
3. Call Campus Security if you believe they are not aware of the alarm.
4. Notify Campus Security or officials of anyone needing assistance.
5. Once outside, move away from the building, don't block exits or emergency vehicle access.

Note: Do not attempt to extinguish the fire unless you have: 1) reported it 2) can do so safely without putting yourself or those around you in greater danger.

To use a fire extinguisher, use the P.A.S.S. system:

1. **P**ull the pin
2. **A**im the extinguisher at the base of the fire, or side closest to you.
3. **S**queeze the handle
4. **S**weeping motion across the fire.

Don't:

- Assume it's a false alarm.
- Call Facilities and ask if you should evacuate – just evacuate.
- Gather around the exits.

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HAZARDOUS MATERIALS

A hazardous materials release or spill could involve a variety of materials (liquids, powders, gas, chemicals). It is the responsibility of each student, faculty, or staff member to be aware of the chemicals and other products they work with, and the characteristics of those products.

Materials Safety Data Sheets (MSDS) must be readily available for all chemicals within depts.

For any chemical spill:

1. Identify the chemical spilled
2. Determine if you or Facilities are capable of cleaning up the spill safely.
 - a. Small amount spilled
 - b. Only one chemical
 - c. You know exactly what spilled
 - d. You have the proper training and correct spill and personal protective equipment
3. Immediately report the spill, regardless of the quantity, to Campus Security (319-389-1774) if the chemical or product is:
 - a. Extremely flammable
 - b. Extremely corrosive
 - c. Extremely toxic
 - d. All uncontrolled compressed gas release
 - e. All leaking chemical container
4. Evacuate the area immediately if necessary. If at all possible, take the MSDS for the chemical with you.

First Aid: Any spill resulting in personal exposure should be treated immediately according to the medical information of the MSDS.

1. Eyes: Assist the person to the sink/eyewash and flush eyes thoroughly with water for a minimum of 15 minutes. Call x911 and Campus Security (319-389-1774). Send the MSDS for the chemical with the patient.
2. Inhalation: Assist moving the person to fresh air. Call x911 and Campus Security (319-389-1774). Send the MSDS for the chemical with the patient.
3. Skin: Remove soaked clothing and flush thoroughly with water. Call x911 and Campus Security (319-389-1774). Send the MSDS for the chemical with the patient.

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LOSS OF UTILITIES

If you experience a loss of utilities (electrical, water, etc.), do the following:

1. Attempt to quickly assess the extent of the outage in your area.
2. Call Facilities at 398-5561 during regular business hours, and Campus Security, 389-1774 during all other hours.
3. Advise Facilities of anyone that may be stuck in an elevator.
4. If at all possible, remain in your area if the utility loss is not accompanied by another emergency.
5. Have a flashlight available in office areas in the event emergency lighting fails.
6. Check unlit areas to see if anyone needs assistance.
7. Continue routine where feasible.
8. Report non-functioning emergency lighting and emergency exit signs to Facilities.

Note:

- Information about the loss of utilities will be communicated through a variety of means (word of mouth, web, email, cell phone, etc.)
- Once the loss of utilities has been reported, do not call Facilities for information unless it's an emergency.

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MEDICAL EMERGENCY

For **routine** medical assistance:

1. Contact Campus Health at 398-5588.

For a medical **emergency**:

1. Call 911.
2. Contact Campus Security at 389-1774, who will direct emergency responders to location.
3. Contact Campus Health at 398-5588, during routine business hours.
4. Provide as much information as possible about the ill or injured patient, and the location of the emergency to the above responders.
 - a. If possible have someone remain with the patient while the calls for assistance are being made.
5. Do not move the person who is ill or has been injured unless they are in imminent danger.
6. Keep the area clear and have someone watch for emergency responders to help direct them to the patient.

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NUCLEAR ACCIDENT

In the event the Duane Arnold Nuclear Center issues an Area/General Evacuation, this will be communicated through the web, email, and a variety of other sources. If the outdoor warning sirens sound, on the radio, tune to the Emergency Broadcast Network (AM 600 or 96.5 FM) for immediate emergency information.

In most cases, you will not be permitted to drive to the northwest or northeast parts of Cedar Rapids.

In the event of a General Evacuation, evacuate immediately in the following directions:

- Hwy 30 East, W6E Ely Rd S.E. or I-380 South are the primary routes.

Note: This could be modified according to weather conditions, and the location of the incident.

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SEVERE WEATHER/TORNADO

A TORNADO OR THUNDERSTORM WARNING is issued by the National Weather Service, and means a tornado or severe thunderstorm has been sighted or indicated by weather radar. Persons close to the storm should take shelter immediately, and remain there until the danger is past. Others should be prepared to take cover if threatening conditions are sighted.

It is the responsibility of all faculty and staff to become familiar with the following procedures and to advise all students and staff of the procedures required, and of their suggested shelter area. Individuals should be instructed to seek shelter in building interiors, preferably lower levels such as hallways, or in rooms without windows and with doors that close. Avoid windows and large open areas such as gymnasiums, lobbies and theaters. In most buildings, tornado signage designates shelter areas.

In the event that weather conditions deteriorate and time permits, a "take shelter" warning will be issued. Notification will be as follows:

- Outdoor warning sirens/speakers will be activated by the county or city.
- Students, faculty, and staff will be notified via Epop and the Kirkwood Alert systems. In some instances, emergency alerts may not be sent late night or on weekends.
- Administrative offices shall ensure that all personnel in their areas have been notified. It is important that every room on every floor of every building be notified of threatening weather conditions.
- Students, staff and faculty should move into designated shelter areas during both a tornado and severe thunderstorm warning.
 - 1) Seek shelter in building interiors, preferable hallways.
 - 2) Avoid windows, and large open areas.
- If the outdoor warning sirens activate, take shelter immediately.
- Faculty who teach in the evening should be aware of emergency information, and will take responsibility to know where their students should take emergency shelter. Faculty should also take responsibility to be aware of potentially severe weather. This is especially important of those involved in outdoor programs.

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SHOOTER/HOSTAGE

If you become aware of a shooter or hostage situation, or are notified via Epop or Kirkwood Alert, do the following immediately:

1. Refrain from going to “check out” what is happening.
2. Secure the door to your classroom or office immediately.
 - a. Always carry assigned keys.
 - b. If door won't lock, block door with furniture.
3. Turn off lights.
4. Close any interior blinds to the room.
5. Stay away from doors and windows.
6. Stay in your area until notified by officials it is safe to leave, or otherwise directed.

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MISCELLANEOUS

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