

KIRKWOOD COMMUNITY COLLEGE



EMERGENCY REFERENCE GUIDE

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INTRODUCTION

This manual is designed as a quick reference to guide you through emergency situations. 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.

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

This manual must remain in its designated location so it may be referred to quickly when necessary. Updates to these pages will be made on an as needed basis. Individual pages may be printed and distributed as replacements for this manual.

CAMPUS SECURITY

- Dial **911** for emergencies or to report a crime in progress. Follow immediately with a call to Campus Security.
- Contact Campus Security, regardless of location, by dialing **319-389-1774** (24/7) if you witness or are the victim of a crime or any criminal activity on Kirkwood property or at any Kirkwood sponsored event.
- When a situation may pose a serious threat to students, faculty or staff, alerts & warnings are issued through a variety of sources including the emergency notification system, Kirkwood Alert.
- The reporting of incidents or crimes to Campus Security is a federal requirement. For more information go to www.kirkwood.edu/security, or call Campus Security.

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EMERGENCY NUMBERS

(On Campus phones – Dial “9” first)

Emergencies (Ambulance, Fire, Police)	911
Campus Security (24/7) All Locations	389-1774

OTHER IMPORTANT NUMBERS

Facilities (x5561)	398-5561
Campus Health (x5588)	
<u>Routine</u> medical assistance for Students:	398-5588
Cedar Rapids Police/Fire Department (non-emergency)	286-5491
Linn County Sheriff Department (non-emergency)	398-3911
Iowa City Police/Fire Departments (non-emergency)	356-5275
Johnson County Sheriff Department (non-emergency)	356-6020

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

_____	_____
_____	_____
_____	_____

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MENTAL HEALTH

If a person states they are suicidal or if you suspect they want to hurt themselves or someone else, or they are behaving in a way that makes you believe they need mental health support:

Cedar Rapids Main Campus (8:00 am – 5:00 pm, M-F)

- Call **398-5540** to let Counseling Services know that you'll be bringing the individual to 108 Iowa Hall to meet with a counselor, or request a counselor come to your location.

Iowa City (8:00 am – 5:00 pm, M-F)

- Call **887-3658** to let Counseling Services know that you'll be bringing the individual to meet with a counselor, or request a counselor come to your location.

Other Campus Locations (8:00 am – 5:00 pm, M-F)

- Call **398-5540** for additional support from Counseling Services.

Cedar Rapids Main Campus & Other Campus Locations (after 5:00 pm, Weekends, & Holidays)

- Call **911** and Campus Security at **389-1774**, or
- Call Foundation II Crisis Line at **319-362-2174** and Campus Security at **389-1774**.
- **Iowa City**—Call the Crisis Center of Johnson County, **319-351-0140** & Campus Security, **389-1774**.

Tips:

1. Keep yourself safe.
2. Never leave the person alone.
3. If the person leaves, call **911** & provide information (name, address, description, etc.)
4. Speak to the person slowly and confidently with a gentle, caring tone of voice.
5. Avoid responding in a hostile, disciplinary, arguing, or challenging manner.
6. Avoid threats, as this may increase fear or prompt aggressive behavior.

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BOMB THREAT/SUSPICIOUS ITEM/MAIL THREAT

If a **Bomb Threat** is received, do and complete the following checklist:

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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BUILDING/CAMPUS/COLLEGE CLOSING

College closings may 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 all off-campus locations will also be cancelled. This will apply to credit and continuing education courses and programs. Some programs and functions may continue (Truck Driving, Hotel, Kirkwood Center, Equestrian Center) with the approval of the President and/or responsible Vice President.

Announcements will indicate whether the cancellations apply to day or evening classes.

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. Gather personal belongings quickly (keys, purses, backpacks, etc.)
4. Close doors as you leave.
5. 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. Examples are:

- **Fire Alarm** – If the fire alarm system activates, leave the building immediately. Never assume it is a false alarm. Do not call others to ask if it is real. Do not attempt to re-enter the building until advised by officials it is safe.
- **Kirkwood Alert** – Sends emergency information and alerts to your cell phone, & email. Sign up at www.kirkwood.edu/alert.
- **Desktop Notification** - Sends emergency messages to faculty/staff computers when 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.
- **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.
- Kirkwood website - www.kirkwood.edu
- [For additional information, go to www.kirkwood.edu/security](http://www.kirkwood.edu/security)

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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.
- Wait for "All Clear" from campus officials before re-entering.

Don't:

- Use the elevators.
- 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.
- Don't 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.

Check the desktop icon, **MSDS Online** to locate SDS used at Kirkwood.

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, you know exactly what spilled
 - c. 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 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 (internet, 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 a medical **emergency**:

1. Call **911**.
2. Contact Campus Security at 389-1774. Campus Security will direct emergency responders. Campus Security at main campus also carries an AED.
3. If other than main campus, direct emergency responders to location.
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.

For **routine** medical assistance for **Students**:

1. Contact Campus Health at 398-5588.

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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, Kirkwood Alert, 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 1: This could be modified according to weather conditions, and the location of the incident. The evacuation area and route are subject to change.

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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 individuals 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 atriums. 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. Outdoor warning sirens are sounded for tornado warnings and severe thunderstorm warnings with 70 mph winds or greater or golf ball size hail or larger.
- Students, faculty, and staff will be notified via Kirkwood Alert. 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.
- Sites other than Main Campus are responsible for maintaining and monitoring a weather radio.

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THREAT ON CAMPUS

RUN, HIDE, FIGHT

THREAT ON CAMPUS

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

1. If an emergency, call **911**, followed by Campus Security at 389-1774.
2. Follow the directions given in the emergency alert message.
3. Do not call others to ask about the emergency, unless you have critical information. Refrain from going to “check out” what is happening.
4. If the message advised of cancellation or closing, follow the information under the Evacuation or Closing tab of this guide.

RUN – If the threat is in your vicinity:

1. If you can get out, do so. Leave belongings behind.
2. Help others escape if possible. Prevent others from entering the area.
3. Call 911 when you are safe.

HIDE – If evacuation is not possible, find a place to hide:

1. Secure the door to your classroom or office immediately.
 - a. Secure the door, using the emergency key if needed.
 - b. If door won't lock, block door with furniture.
2. Turn off lights, close interior blinds, stay away from doors and windows.
3. Silence cell phones and remain quiet.
4. Stay in your area until notified by officials it is safe to leave, or otherwise directed.

FIGHT – As a last resort, and only if your life is in danger:

1. Attempt to incapacitate the shooter.
2. Act with physical aggression.
3. Improvise weapons.
4. Commit to your actions.

For additional training information, go to KIN, Employee Information, Emergency Procedures.

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MISCELLANEOUS

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