



SALINA TECH

SALINA AREA TECHNICAL COLLEGE

Emergency Operation Plan

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INTRODUCTION

The College places great value on the safety of its students, faculty, and staff. To respond appropriately to a crisis situation that threatens lives and property, this Emergency Operation Plan (EOP) has been developed to respond quickly and appropriately to emergency situations.

The College Emergency Operations Team will review the plan annually and conduct evacuation drills and crisis situation reviews. It is vitally important that the faculty and staff of the College be familiar with the EOP management procedures. In turn, the faculty and staff are responsible with familiarizing students with the EOP procedures each year. Any questions or concerns regarding the EOP plan and procedures should be directed to the Emergency Operations Team.

The term “crisis” can be defined as any out-of-the-ordinary event that affects the campus in a way that cannot be handled in a routine manner. The EOP is intended to be flexible while addressing emergency situations.

The enclosed procedures apply to all College employees, students and visitors on the campus and other property of the College. Should emergency situations occur at sites governed by other agencies, those agency guidelines take precedence. In any crisis situation, all persons involved should be directly responsive to direction provided by individuals designated with responsibility and authority. “Authorities” are defined as any College administrator, faculty, or staff member, as well as police, firefighters, and other emergency personnel.

The College *Emergency Operation Plan (EOP)* is a flexible plan that addresses potential problems most likely to occur on campus during a major disaster or emergency and makes the following assumptions:

- An emergency/disaster/crisis may occur at any time day or night, weekday or weekend without warning.
- Each emergency situation is unique and unpredictable. These planning documents are intended to be guidelines and reference guides and are subject to modifications as may be necessary to address specific issues of any particular emergency/disaster/crisis.
- In the event of a disaster, local, state and federal services may not be available and could be delayed for several hours and potentially days.
- All media contact will be directed through the College President or designee or an Incident Commander. At any given time, key personnel may not all be available or unable to carry out tasks and responsibilities during an emergency.

PREVENTION AND PREPARATION

Adequate preparation and advance preparation are key factors that will improve the chances that the College can successfully manage and recover from an emergency. Each member of the response team, including employees as first responders, play vital roles in any emergency requiring immediate action both on and off the College campus. It is understood that each situation will be different and unique in nature and must be treated as such. The following are general guidelines and responsibilities for various employees of the College.

EMERGENCY OPERATIONS TEAM

The Emergency Operations Team is involved in operational and response issues and in securing and coordinating appropriate information to present to the Executive Team. The Emergency Operations Team consists of:

- Chief Financial Officer (Incident Commander)
- Chief Student Services Officer
- Chief Academic Officer
- Director of Maintenance
- Safety Committee Members

INCIDENT COMMANDER

The Incident Commander is responsible for assessing the overall scene and scope of the emergency based on information obtained and disseminating it to the Emergency Operations Team. The Incident Commander is then responsible for the overall command of the emergency/incident and directs specific campus and individual responses. In the event of an emergency, the Incident Commander is responsible for contacting staff, faculty, and students via multiple sources. A notice will be sent out to all students, staff, and faculty of the College detailing the Emergency and instructions on what needs to be done.

EMERGENCY OPERATIONS TEAM RESPONSIBILITIES

The Emergency Operations Team (EOT) is comprised of the Chief Officers of the College, the Director of Maintenance, and Safety Committee Members. The EOT is responsible for:

1. Meeting annually to review and update the operations plan. The key areas to review are:
 - Validate emergency procedures are updated and posted in classrooms and work areas
 - Verify tornado and fire drill exit strategies are visible for students and staff
 - Verify fire extinguishers and defibrillators are working
 - Ensure First Aid stations have been refilled

- Update Emergency Operation Plan (as needed); Disseminate changes of information to College staff
2. The Operation Plan must meet OSHA plan requirements. The Operation Plan must include:
 - Method of reporting an emergency
 - Emergency escape procedures and route assignments
 - Procedures for employees who must remain in the facility to operate critical equipment or perform essential services before they evacuate
 - Procedure to account for all employees and students after an evacuation
 - Name, title, department, and phone numbers of individuals who can be contacted to obtain further information or for explanation of duties and responsibilities
 3. Scheduling professional development training annually. Measures:
 - Location of fire extinguishers, first aid stations, bloodborne pathogens
 - Overview tornado drill evacuation procedures to a designated shelter area, including assistance of persons with disabilities
 - An operations threat exercise or training that includes lockdown or evacuation, including persons with disabilities
 - Practice fire evacuation procedure
 - **Designated assembly area:**
 - **Parking lot across the street from Building A**
 4. Validate the College is a safe environment for employees, students, and visitors. Measures:
 - Hazardous waste Safety Data Sheets (SDS) are kept up to date
 - Perform annual (or as needed) training to applicable employees
 - Developing a communications strategy for fire, tornado, and emergency threats

EMPLOYEE RESPONSIBILITY

All College employees have the responsibility to:

- Understand what actions to take during an emergency. If at any time an employee has questions concerning safety procedures, they are to contact their supervisor or the Incident Commander
- Take appropriate steps to know the location of the nearest fire extinguisher, fire alarm pull switch, first aid kit, AED, and emergency exit(s)
- Know the location of your Program's Emergency Evacuation Assembly area
All buildings proceed to the designated assembly area:
 - **Parking lot across the street from Building A**
- Identify all hazardous materials in program areas and verify the proper documentation, handling, use, and disposal adheres to all EPA and OSHA

regulations. If at any time, an employee has questions concerning hazardous handling and waste, they are to contact the Director of Maintenance

All College employees have designated roles and responsibilities during the safe and immediate evacuation of students and campus visitors during an emergency. All College employees, students, and visitors are expected to cooperate fully with the instructions of the College officials including incident commander, faculty members, campus officials and other designated officials during an emergency.

At no time will the College employees, students or visitors be required to place themselves at risk or conduct any activity that they feel is unsafe.

ADVANCE PLANNING & TRAINING

It is impossible to prepare for every kind of emergency. However, advance planning is a key instrument in ensuring the safety of all employees, students, and visitors. In the following sections, the Emergency Operation Plan details out five (5) unique Evacuation Levels and 10 unique Emergency Situations. Although every emergency is unique in nature, it is impossible to prepare for every kind of emergency. These evacuation levels and situations are to be taken as general policy. Please use these as generic guidelines to emergency situations and use your best judgment when an emergency presents itself.

All employees must know their responsibilities related to their area. Employees must:

1. Know the location of the fire extinguishers in your immediate area
2. Know the locations of the fire alarm pull stations
3. Know and understand your evacuation route and tornado shelter.
 - a. All classrooms, rooms, labs, and offices have a College Evacuation/Shelter map posted unique to your area, please know where this map is and where your nearest shelter/routes are
4. Be familiar with at least two (2) fire exits in your area in case one is blocked or unusable
5. Know the location of the nearest tornado shelter
6. Understand the five (5) evacuation levels: sheltering-in-place, lockdown, in-building relocation, partial evacuation, and evacuation
7. Understand the 10 emergency situations described in the rest of this Operation Plan

If you have any questions regarding the safety procedures, need additional training, or further explanation on procedures, please contact a member of the Emergency Operations Team.

BUILDING AND GROUNDS

Blueprints – Architectural plans for the college are located with the Director of Maintenance

Fire Alarms – Master panel is located in the mechanical room of the basement of Building A. Buildings B & C have alarm panels. Building E master panel is located on the mezzanine.

Fire Extinguishers – Located in convenient, accessible places throughout all buildings and marked with signs high over each fire extinguisher.

Utilities – Master shut-off valves and switches are located as follows:

Building A

- Electrical disconnect is located downstairs in Room 117 Mechanical Room
- Master water valve is located in front of Building C – water main
- Master gas valve is located on the northwest side of Building A
- Hot water heaters are located downstairs in Room 117 Mechanical Room

Building B

- Electrical disconnect is located on the west wall, Diesel shop
- Master water valve is located on the North east corner Diesel shop – Dyno room
- Master gas valve is located on the south end of the building
- Hot water heaters are located in the Diesel shop above tool room

Building C

- Electrical disconnect is located in the Electrical shop west wall – 2 boxes
- Master water valve is located in the custodial closet middle of the building
- Master gas valve is located on the west end of the building
- Hot water heaters are located in Machine Tool – above storage area

Building E

- Electrical disconnect is located on mezzanine Welding shop
- Master water valve is located in Welding storage room NE corner
- Master gas valve is located on the north side of building center/outside
- Hot water heaters are located on mezzanine

EVACUATION LEVELS

The President of the College or designee has the authority to initiate any of the following Evacuation Levels at any time deemed necessary. Notification to initiate these procedures will be via email, college-wide notification system, and Canvas. Employees should follow the below procedures when instructed to do so or immediately in the event of the imminent threat. The

College has no authority to prevent adult students from leaving the campus. However, all students will be asked to report to designated safe areas. Cooperation from all students is vital.

SHELTERING-IN-PLACE

Sheltering-In-Place is a precaution of directing building occupants to remain inside the building at their work locations in response to an emergency. This is a precaution aimed to keep you safe while remaining indoors. Shelter-in-place means selecting a small, interior room, with no or few windows and taking refuge there (office, storage room, etc).

LOCKDOWN

A crisis situation may arise when it is prudent to lock the College buildings while still occupied. The purpose for this action would be to protect employee and students by preventing entrance into building and program areas by a person or persons identified as dangerous. Lockdown procedures may be implemented in an event such as a civil disturbance, hostage situation, or person(s) wielding dangerous weapons.

- Notify students and visitors in your area that lockdown is required
- Move quickly and lock all potential entrances (doors and windows) to your area
- Students and visitors in your area should not leave that area until instructed to do so
- Take a roll call to identify persons present in your area
- **NOTE:** Do not move around the building to search for missing persons
- Inform the persons in your area to stay there and stay calm
- Notify status to an Emergency Operations Team member

Employees should know their designated lockdown areas:

ACR – Storage room in the faculty office and/or the storage room down the hallway

AUT – Storage room in lab

CTD – Storage room in lab or office

DST – Storage room in lab or office

HVAC – Storage room in lab or office

MTT – Storage room in lab or office lab

ELT – Storage room in office

CON – Storage room in lab

WEL – Storage room in lab

BAT – Storage room in office

NUR – Directors office across the hall

CAD – Storage room in classroom

DEN – Storage room in classroom

MED – Storage room in office

CNA – Laundry room or storage rooms in classrooms

Student Services – storage room at north end of hallway

IN-BUILDING RELOCATION

The controlled movement of building occupants from an endangered area of a building to an in-building relocation area with the same building during an emergency to assemble at a safe place for roll call. During an In-building relocation, a member of the Emergency Operations Team will instruct you to relocate to another part of the building. Any other instructions will be at the discretion of the Emergency Operations Team Member.

PARTIAL EVACUATION

The emptying of a building of some but not all occupants during an emergency to assemble at a safe place for roll call. During a partial evacuation, a member of the Emergency Operations Team will instruct certain areas of the building to another location outside of the building. Any other instructions will be at the discretion of the Emergency Operations Team Member.

EVACUATION

The emptying of a building of all occupants during an emergency to assemble at a safe place for roll call. Evacuation of College buildings and/or premises may be required in the event of or suspicion of the following:

Chemical Contamination	Fire Threat	Bomb Threat
Gas Leak	Explosion Threat	Property Failure

PROCEDURE FOR EVACUATION

1. Safely stop your work or project
2. Notify visitors and others in your area that an evacuation is required
3. Remain calm, do not panic – If it is safe, gather your belongings
4. Seek out and give assistance to disabled or injured people in the area
5. If safe to do so, close doors and windows
6. If time permits, turn off any electrical, gas or water equipment
7. Walk quickly, but do not run, to the nearest safe exit – Announce to visitors (if necessary)
8. Use the stairs, **NEVER** use the elevator in an emergency
9. Follow the instructions of employees and emergency responders
10. Evacuate the building and gather with other groups at least 300-500 feet away from the building
11. Take roll call to identify persons present at the safe area, make a note of missing individuals and individuals that are not on your roster
12. Keep all roadways and parking lot lanes clear for emergency responders
13. Wait for additional instructions from emergency responders

14. Never re-enter a building until told to do so by an administrator or an emergency responder

NOTE: In the case of a Natural Gas Leak Threat – **DO NOT** pull the fire alarm or utilize the telephone or radios

NOTE: Students and visitors in your safe area should not leave that safe area until instructed to do so. Always take your student roster with you when exiting your building!

EMERGENCY SCENARIOS

FIRE - EVACUATION

When a fire alarm sounds, a fire is on campus. The Salina Fire Department is immediately notified to send first responders once a fire alarm pull station has been initiated. All occupants must immediately stop what they are doing, and exit to the nearest safe, unobstructed exit. All classrooms, rooms, labs, and offices have a College Evacuation/Shelter map posted unique to your area. Please know where this map is and where your nearest shelter/routes are.

DISCOVERY OF A FIRE:

1. Pull the fire alarm and leave the area at once initiating evacuation procedures
2. Alert other people in the area and instruct them to leave the building via the nearest exit
3. Close, **DO NOT LOCK**, all doors and windows if you can safely do so to help contain the fire
4. Call 911 from a safe location – fire alarms in Buildings A, B, C & E automatically notify the fire department when set off
5. Do not use elevators
6. Go directly to the designated assembly area and await additional instructions, report anyone who is missing and who was in your classroom or area when the evacuation began
7. Call an Operations Team Member to secure the area and provide assistance
8. Remain at the assembly area until you are instructed how to proceed by the administration, Saline County officer, fire fighter or other College authority
9. Arrange for temporary accommodations and relocations if necessary

BOMB THREAT - EVACUATION

A bomb threat may be made by phone, FAX, letter, email, note, or in person. The threat may be made directly to the College or through a third party (i.e. newspaper, radio/television station, school district office, etc). Suspicion of a bomb will be treated as a threat.

Immediate highest priority is the preservation of life first and facilities second.

The responsibility of dealing with the threat should be given to the highest authority present at the time of the crisis. Notify a College administrator and call emergency authorities (911) as soon as possible.

BOMB THREAT PROCEDURES

1. The person receiving the threat should attempt to gather as much information as possible from the caller while using another phone to notify authorities – call 911
2. Remain calm and courteous while trying to obtain information
3. Record the time of the threat and the exact words of the threatening person or caller
4. Take all warnings including written notes seriously and call 911 – Avoid touching written warning to preserve evidence
5. Quickly scan the area for suspicious or unfamiliar items
6. Do not touch anything suspicious
7. Do not use electrical or electronic equipment
8. Go directly to the designated assembly area and await additional instructions, report anyone who is missing and who was in your classroom or area when the evacuation began
9. Evacuate the building at least 300-500 feet – treat all threats as life threatening situations.
10. As soon as possible, contact a member of the Emergency Operations Team
11. Emergency Operations Team member will secure the area and prevent unauthorized access to threatened area
12. Assist emergency responders with any required actions deemed necessary
13. Arrange for temporary accommodations and relocations if necessary

ACTIVE SHOOTER – RUN HIDE FIGHT

In the event of an active shooter on campus, quickly determine the most reasonable way to protect your life and the people's lives around you. During an active shooter threat, employees, students, and visitors should implement the following procedure:

RUN – HIDE – FIGHT

1. RUN (Evacuate)

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Identify an escape route and plan in mind
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

2. HIDE (Lockdown)

If evacuation is not possible, identify your lockdown area and implement lockdown procedures. If unable to arrive at lockdown area, find a place to hide where the active shooter is least likely to find you.

3. FIGHT

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

Training and Information regarding workplace violence and active shooters

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable, evolve quickly, and are over within 10-15 minutes. Once law enforcement is notified of the active shooter, they will arrive in 2-4 minutes. Individuals should take this amount of time in consideration when implementing their individual RUN-HIDE-FIGHT strategy.

General good practices for coping with an active shooter are:

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any building you are commonly in

- If you are in an open exposed area, evacuate immediately
- If evacuation is not possible, get into a room and secure the door by either locking it or barricading with any and all objects
- As a last resort, attempt to take the active shooter down, when the shooter is at close range and you cannot flee or hide, your chance of survival is much greater if you try to incapacitate him/her

Call 911 only when it is safe to do so!

Recognizing and Prevention

Employees or students typically do not just “snap,” but display indicators of potentially violent behavior over time. The College should always foster a respectful workplace and learning environment. Employees and students should be aware of workplace violence and take remedial actions accordingly. If potential violent behavior is recognized, they can often be managed and treated. Potentially violent behaviors by an individual may include one or more of the following (this list of behaviors is not comprehensive, nor is it intended as a mechanism for diagnosing violent tendencies):

- Increased use of alcohol and/or illegal drugs
- Unexplained increase in absenteeism; vague physical complaints
- Noticeable decrease in attention to appearance and hygiene
- Depression/withdrawal
- Resistance and overreaction to changes in policy and procedures
- Repeated violations of company policies
- Increased severe mood swings
- Noticeably unstable, emotional responses
- Explosive outbursts of anger or rage without provocation
- Suicidal; comments about “putting things in order”
- Behavior which is suspect of paranoia, “Everyone is against me”
- Increasingly talks of problems at home
- Escalation of domestic problems into the workplace; talk of severe financial problems
- Talk of previous incidents of violence
- Empathy with individuals committing violence
- Increase in unsolicited comments about firearms, other dangerous weapons and violent crimes

Never ignore questionable violent behavior. Always report this behavior to a supervisor, even if the suspicions seem small or trivial. Most active shooters have either directly or indirectly told individuals their intentions. Err on the side of caution and report all suspicious violent behavior immediately.

SEVERE WEATHER/NATURAL PHENOMENA – IN-BUILDING RELOCATION

Severe weather may develop under any of the following conditions: extremely high winds, severe electrical storms, heavy rain, hail, flash flooding, heavy snow, sleet or icing, extremely low temperatures, any other potentially dangerous weather condition that could cause loss of utilities.

SEVERE WINTER WEATHER

1. The Emergency Operations Team will monitor weather stations and/or radio for weather advisories when applicable and will consult with local authorities when necessary.
2. Alert faculty and staff of potential severe weather.
3. If severe weather warnings are issued or severe weather seems imminent, the Incident Commander will notify the President of the College.
4. The President or designee will suspend classes when weather or road conditions are deemed to be hazardous. Only the President or designee has the authority to cancel classes or close the College.
5. The President or designee will notify media outlets of cancellations and postponements.
6. Maintenance and custodial staff are to follow instructions from the Director of Maintenance.

TORNADO/SEVERE WEATHER

When a tornado warning is issued for the vicinity of the College, the In-building Relocation Plan will be implemented. Official notifications of tornado conditions are made through area radio and television stations.

When notified that a tornado threat is in effect, The Emergency Operations Team should make all necessary arrangements to effect maximum safety for the students and staff in the event of an actual tornado. Everyone should be familiar with all designated shelters in their area.

1. Alert faculty and staff of potential severe weather.
2. Move away from upper floors, windows, appliances and exterior walkways.
3. Stay calm and alert.
4. Shut off any equipment, gas, water or/electricity if time allows.
5. Close hallway doors to shield everyone from flying debris.

6. Students, staff, and visitors on campus should evacuate to the **designated shelters** within or near your building, otherwise go to interior hallways or smallest interior room avoiding areas with windows.
7. Only use campus phones in an emergency.
8. Listen to local media broadcasts for weather updates and information
9. Local media or campus administration should provide the “all clear”

EARTHQUAKE

If Inside:

1. Take cover under a desk or table and hold on. If your cover moves, move with it. Brace in a doorway if cover is not available – be cautious of swinging doors and people traffic. Avoid outside or high-use doorways.
2. Stay away from windows and objects that could fall.
3. If in a theater or lecture hall, stay in your seat or get under it if possible. Protect your head with your arms.
4. When shaking stops, move cautiously outside. Be careful of falling building materials or uneven ground. When outside, move away from the building.
5. Proceed to a designated assembly point, or if unsafe, an alternate assembly point. Remain for further instruction.
6. Instructors and supervisors: Notify Administration of anyone unaccounted for from your area.
7. **DO NOT GO BACK INTO THE BUILDING UNTIL NOTIFIED TO DO SO**

If Outside:

1. Move away from buildings, overhead lines, poles, or other objects that could fall or move abruptly (vehicles and equipment).
2. Get low to the ground and protect your head with your arms.

Always:

1. Proceed to the designated assembly area and WAIT.
2. Be prepared for after-shocks.
3. If you suspect gas, electrical or other problems, notify campus administration.

GAS LEAK - EVACUATION

Natural gas is poisonous and explosive. The gas has a distinctive odor that makes it detectable. This type of threat poses dangers similar to the bomb, explosion, and fire threats. Therefore, the Building Evacuation Plan should be implemented, and an Emergency Operations Team member should be notified as soon as possible. If a gas leak is detected in your area:

1. Immediately stop what you are doing. Stay calm.
2. Exit the building, notifying everyone as possible as you exit.
3. Confine any gases to the extent possible by closing doors behind you as you leave.
4. **Do not touch light switches, phones, garage doors, or anything else that uses electricity when still in the threatened area. Electricity could ignite the gas.**
5. Once clear of the gas leak threat, contact the Emergency Operations Team and go directly to the designated assembly area.
6. Do not return to the building until notified to do so.

EXPLOSIONS - EVACUATION

The threat of an explosion exists in facility areas where combustibles exist under pressure and are present, used, or stored. The program areas at the College with the greatest exposure to the risk of an explosion are: Auto Collision, Automotive Technology, Construction Technology, HVAC, and Welding. During the event that there is an explosion:

If Outdoors

1. If you are already outside – **STAY OUTSIDE.**
2. Call 911.
3. Check for injured individuals and provide or seek first aid for them.
4. Move away from any fire, smoke, damage and/or debris.
5. Proceed to the emergency assembly areas, at least 300-500 feet away from the building.

In Indoors

1. Take cover under tables and desks which will give protection from flying glass and debris.
2. Avoid windows, cabinets, book shelves, overhead fixtures and other heavy objects that could fall.
3. Turn off any water, gas or electrical items that could lead to further damage.
4. When safe to do so, call 911 while evacuating the area.
5. Assist injured and disabled people when evacuating the building.
6. Proceed to the emergency assembly areas at least 300-500 feet away from the building.
7. **DO NOT** re-enter the building until the scene is declared cleared by emergency personnel.

While on the scene of this incident

1. Make certain someone has called 911.
2. Check for injured individuals and provide or seek first aid for them.
3. Be alert for safety hazards (fires, electrical, gas leaks, etc.) and warn others.
4. Do not use telephones or the roadway unless necessary to address the emergency.
5. Remain calm, cooperate with emergency responders and keep them informed.

HOSTAGE THREAT - LOCKDOWN

During a hostage threat or hostage situation, please contact a member of the Emergency Operations Team. The Emergency Operations Team will contact emergency authorities. In a hostage situation, it is likely that other threats will also exist. Be prepared to initiate other procedures as appropriate.

WEAPON THREAT, VIOLENT BEHAVIOR, ACTS OF TERROR - LOCKDOWN

A threat of violence can occur at any time across campus. Many acts of violence have precursors prior to the violence occurring. Please notify the Emergency Operations Team if you believe there are early warning signs or there is a potential threatening situation. If you observe a criminal act or a person acting in a suspicious manner on campus, immediately:

- Leave the immediate area if possible and direct others to do so.
- If unable to leave, take cover in a secure area.
- Close, lock, and barricade doors. Initiate Lockdown procedures
- Notify the Emergency Operations Team of all violent or threatening behavior.
- Be Alert for the unexpected and do not take any unnecessary chances.
- Take roll call to identify persons present in your area.

MEDICAL EMERGENCY

In the event that someone is injured, please follow the following procedures.

Always use your best judgment when dealing with injuries. The following procedure should be used whether the injured is a student or an employee. The safety of the injured is the College's first priority. **When in doubt, CALL 911.**

SERIOUS INJURIES

1. CALL 911.
2. Do not move the injured unless in immediate danger.
3. Provide First Aid as needed until Ambulance has arrived.
4. Notify Student Services at 785-309-3100. Student Services will:
 - a. Ask for Name of Injured, short description of accident, and action taken
 - b. Notify an Administrator
5. After all steps are completed, see "Follow Up" below.

MINOR INJURIES

1. Provide First Aid as needed.
2. Notify Student Services at 785-309-3100. Student Services will:
 - a. Ask for Name of Injured, short description of accident, and action taken
 - b. Notify an Administrator

- c. Arrange transportation if needed
3. Although not required, strongly encourage the student to seek medical attention. Students will be responsible for their own medical expenses.
4. After all steps are completed, see “Follow Up” below.

FOLLOW UP

Student Injuries

Within 24 hours, a “Student Accident Report” should be filled out and turned in to Student Services. If you do not have a copy of the Student Accident Report, Student Services will supply you with one.

Employee Injuries (Including Work-Study Students)

All workplace injuries must be reported to the Human Resources Coordinator within 24 hours. The Human Resources Coordinator will meet with you to fill out the appropriate Worker’s Compensation paperwork.

PUBLIC SAFETY PHONE NUMBERS

Ambulance, Fire, Police – Emergency Only	911
American Red Cross	785-827-3644
Animal Control	785-826-6535
City of Salina – Police Department	785-826-7210
City of Salina – Utilities (water and sewage)	785-309-5725
City of Salina – Fire Department	785-826-7340
Evergy	1-800-544-4857
Federal Bureau of Investigation (Kansas City)	1-816-512-8200
Kansas Bureau of Investigation (Topeka)	785-296-8200
Kansas Gas Service – Emergency Only	1-888-482-4950
Kansas Protection Report Center	1-800-922-5330
Poison Information National Hotline	1-800-222-1222
Salina DCF	785-826-8000
Salina Regional Health Center – Emergency Room	785-452-7161
Saline County Emergency Management	785-826-6511
Saline County Health Department	785-826-6606
Saline County Sheriff	785-826-6500
Simplex Grinnell (Fire Alarms)	1-888-746-7539