

Emergency Response Quick Reference Guide

1. Calling 911

Call 911 to report:

- Fires
- Medical emergencies
- Crime in progress
- Other serious situations affecting public safety, health or environment
- No need to dial "8" from College phone

2. Fire Alarm in Your Building

(Loud horns and/or white strobe lights flashing from walls and/or ceilings)

Evacuation procedures:

- Take your purse, backpack, keys, jacket, etc., if it is safe
- Follow instructions of Campus Action Team (CAT) members (in bright green vests)
- Close doors behind you but do not lock them
- Do not use elevators
- Proceed to nearest building exit
- Go to designated assembly area outside building
- Remain there until "all clear" from a PCC police officer, campus president or CAT leader

3. Report a Fire

(Large, out-of-control or smoky fire)

- Activate nearest fire alarm, if one is not already ringing
- Call 911 from a safe area
- Follow evacuation procedures; see Section 2.
- For small fires (i.e., trash can), if you are trained, use a fire extinguisher, try to extinguish the fire.
 - Report all fires, even if found extinguished
 - Complete PCC Accident/Injury Report

4. In Case of Medical Emergency

(e.g., unconsciousness, inability to move, potential spinal injury, seriously broken bone, uncontrolled bleeding, heart attack, inability to breath)

- Call 911
 - Provide requested information
 - Follow dispatcher's instructions
- If certified, administer any needed first aid
- Do not try to move person in distress
- Tell person in distress help is coming
- Try to make person in distress as comfortable as possible
- Remain with person in distress until help arrives

CALL COLLEGE POLICE 520-206-2700

Any time AFTER you call 911

- To report:
 - bomb threats
 - suspicious person(s)
 - medical emergencies when an ambulance is called
 - motor vehicle accidents without injuries
 - after-hours facilities emergencies

5. Major Chemical Spill, Leak or Biohazard

- Evacuate immediate area
- Confine fumes by shutting any doors to area
- Activate nearest fire alarm, if one is not already ringing
- Go to safe area
- Call 911
 - Provide requested information
 - Follow dispatcher's instructions
- Follow evacuation procedures; see Section 2
- Potential exposure to chemical/biological/nuclear agent: Go to safe area but stay away from others to avoid contaminating them

6. Active Shooter in Your Vicinity

Evacuate

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

Hide out

- Hide in an area out of the shooter's view
- Block entry to your hiding place and lock the doors
- Silence your cell phone and/or pager

Take action

- As a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with physical aggression and throw items at the active shooter

Call 911 when it is safe to do so

- Location of the active shooter
- Number of shooters
- Physical description of shooters
- Number and type of weapons held by shooters
- Number of potential victims at the location

When law enforcement arrives

- Remain calm and follow instructions
- Put down any items in your hands (i.e., bags, jackets)
- Raise hands visible at all times
- Avoid quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming or yelling
- Do not stop to ask officers for help or direction when evacuating

With an active shooter situation

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- Attempt to take the active shooter down as a last resort

7. Bomb Threat/Suspicious Object(s)

If you receive a telephoned bomb threat:

- Remain calm
- Obtain as much information as possible; note specific details

If you observe a suspicious object, package, etc.:

- Do no touch, move or tamper with object(s)
- Call 911 from a safe area
- Keep yourself and others away from object(s)
- Do not use cell phones or radio equipment within 100 feet of object(s)
- If told to evacuate, follow building evacuation procedures

Do not reenter building until "all clear" from a PCC police officer, campus president or CAT leader

The complete Emergency Response Plan is at MyPima > Intranet > Health and Safety.

