OPERATIONAL CRISES

WHAT TO DO IN CASE OF OPERATIONAL CRISES:

Hazardous Material Release, Toxic Substance or Gas Leak.

• Contact switchboard operator by dialing “0”, contact campus police, contact facility/site manager.
• Evacuate building if warranted.
• Administer first aid by trained staff.
• If sheltering in place; shut down main electrical power to close ventilation sources; turn off gas; close exterior doors and windows; use portable radios to obtain emergency information.

Electricity, Ruptured Water Line, Climate Control in Extreme Weather

• Gather facts; verify information.
• Contact physical plant/facility/site manager.
• Move staff and students from affected area if necessary.
• Close up and/or secure affected area.
• Post warning signs.
• If a major line is down or sparks are visible: Call switchboard operator by dialing “0”; contact campus police/facility/site manager emergency services (911); Give location and remain on line until information is complete.
• NEVER TOUCH LIVE WIRES!
• DO NOT ATTEMPT TO RESCUE A PERSON experiencing electrical shock until power is shut off.
• Shut power off where applicable.

Document all decisions and activities.
College administrators will debrief with campus crisis team and faculty.