DOMINICAN UNIVERSITY of CALIFORNIA
1890

EMERGENCY PROCEDURES GUIDE

IMPORTANT PHONE NUMBERS

ALL EMERGENCIES **911**
(from a campus phone) **9-911**

POLICE (from cell phone) **415-485-3393**

FIRE (from cell phone) **415-453-1515**

CAMPUS SECURITY **415-269-6070**
Campus escorts, building access,
facilities reqests, non-emergency incident reporting.

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Published January 2009

Always dial 911 or 9-911 in an emergency.

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CAMPUS SECURITY 415-269-6070
Campus escorts, building access,
facilities reqests, non-emergency incident reporting.

University Main Phone 415-457-4440

Facilities Services 415-485-3210

Director of Human Resources 415-257-1365

Science Center Lab Manager 415-257-1337

Student Health Center 415-485-3208

Residence Hall Director 415-485-3277

Residence Hall Assistants:

- Pennafort call phone 415-342-3950
- Edgehill call phone 415-342-3948
- Fanjeaux call phone 415-342-3949
- Meadowlands call phone 415-342-6567

Marin General Hospital 415-925-7000

Kaiser Medical Center 415-444-2940

San Rafael Police Non-Emergency 415-485-3000

Marin County Suicide and Crisis Intervention . . 415-499-1100

Always dial 911 or 9-911 in an emergency.

EARTHQUAKE

DURING AN EARTHQUAKE

- Duck, cover and hold on.
- Protect your head.
- If indoors, stay there – get under a desk or table away from glass and heavy objects.
- If outdoors, move to an open area away from falling hazards.

AFTER A MAJOR QUAKE

- When shaking stops, evacuate to assembly areas.
- Check in with staff at assembly area.
- Notify emergency personnel of injured.
- Give first aid based on your level of training.
- Do not reenter damaged buildings.

MORE INFORMATION

- Duck, cover and hold, away from windows.
  - Move away from windows, shelving or other furnishings that may fall on you.
  - Find shelter under a sturdy desk or table (hold on to it), inside a door frame or between rows of seating. Kneel down and cover your head with your arms—the “duck and cover” position.
  - If no shelter is available, stand with your back against an inside wall, then duck and cover your neck and head with your arms.
  - Hold on until shaking stops.
  - Wheelchair users: Lock your breaks and cover your head with your arms.
  - Drivers: Pull over; do not block the street; stay in your car.

Always dial 911 or 9-911 in an emergency.

EARTHQUAKE

- If you are outside when an earthquake occurs:
  - Move away from buildings, trees, fires and overhead wires.
  - Protect your head and neck with your arms.
  - Follow instructions above and report to assembly areas.

- Expect aftershocks.
  - Each time you feel one: DROP, COVER and HOLD.

- In a major earthquake, it is assumed that communication between buildings will be disrupted; thus, directives to faculty, staff and students indicate that as soon as the shaking stops the occupants of each building should report to the campus evacuation assembly areas.
  - All persons should remain in their initial assembly sites until they are directed to another location by the person in charge at the original site.
  - Keep calm, take your valuables and leave the building immediately.
  - Assist others if you can without injuring yourself.
  - Do not use elevators. If you are in an elevator, exit at the first opportunity. If the elevator becomes disabled, push the alarm.
  - Leave doors open for the Building Monitors.
  - Stay away from fallen wires and objects that might fall on you.
  - Check in with those taking roll.
  - DO NOT LEAVE CAMPUS until you know the route to your destination is passable.
  - If you plan to leave campus, give the roll-takers a piece of paper with your:
    - Name,
    - Destination, and
    - Phone number.

Always dial 911 or 9-911 in an emergency.

FIRE & SMOKE

TAKE ACTION

- Evacuate the building if:
  - fire alarm sounds.
  - you smell gas.
  - you smell or see fire or smoke.
  - your Building Monitor instructs you to do so.
- Leave the building via nearest stairway or exit.
- Assemble at evacuation assembly area for roll.
- Do not return to an evacuated building until instructed that it is safe to do so.
- Do not use elevators during a fire or earthquake.
- Do assist those with disabilities to exit the building.

FIRE SAFETY TIPS

- Know the location of fire alarm pulls, emergency exits and fire extinguishers.
- If a building has fire escapes, and the fire escape is one of the two closest exit routes, it is indicated as an evacuation route. BUT since leaving a building by a fire escape has some hazards of its own, please do not use the fire escape exits during a known drill or even a real fire, unless there is no safer exit available and you smell smoke or see/hear flames.

If you know how to use a fire extinguisher, you may use it to extinguish very small fires.

- Remember PASS
  - P – Pull the pin
  - A – Aim the nozzle
  - S – Squeeze the handles together
  - S – Sweep from side to side at the base of the fire until it is out.

Always dial 911 or 9-911 in an emergency.

FIRE & SMOKE

BUILDING EVACUATION

- Pull the fire alarm and call 911.
- Alert people in the area and begin evacuation.
- Choose the closest and safest evacuation route from the building.
- Evacuate immediately in silence, leaving lights on and doors open.
  - Do not use elevators.
  - Assist those with disabilities.
  - Feel doors for heat. If cool, exit carefully. If hot, do not open the door. Find another exit or go to the window and call for help.
  - If a room or passageway is filling with smoke, crawl—smoke rises.
  - Building Monitors should close doors and, if at night, leave the lights on.

ASSEMBLING FOR CHECK-IN

- In silence assemble for roll call at the assembly area (see map). Be prepared to give the Check-In Team any information that would be helpful in taking roll; i.e., who did not come to work today, who went to another building, and who might be left in the building unable to exit.
- Once you are out, STAY OUT until explicitly notified by authorities that it is safe to reenter.
- Day-time faculty: If the event requiring evacuation happens during class-time, after evacuating to the assembly site with your class, please make a list of the students present and accounted for and give it to the Check-In Team before leaving the assembly area.
- Evening and weekend class faculty: After evacuating to the assembly site with your class, please make a list of the students present and accounted for and give it to the Security Guard or a Resident Assistant on duty in the residence halls.

If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) against the inside of the closed window as a marker for rescue crews. If there is no window, get down on the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location.

Always dial 911 or 9-911 in an emergency.

WILDLANDS FIRE

- When directed to evacuate by a University official, San Rafael Fire Department, Police Department or California Highway Patrol, do so calmly and promptly.
- All faculty, staff and students, including resident students who live close enough to go home, should leave the campus and go home.
- Resident students and resident assistants (the latter after they check the buildings to be sure all have left) should proceed to the public shelter designated by the agency directing the evacuation.
- If possible take with you a picture identification card (driver's license or Dominican University ID card) and any medications.
- Carpool, bicycle or walk to the maximum extent possible. Shelters may have very limited parking.
- Each person should check in with shelter staff immediately upon arrival.
- Each person should watch for and check in with Dominican University staff as soon as they arrive.
- Evacuation route for a fire burning from east (Pennafort) to west (Conlan Center): Go northwest on Grand Avenue, turn left onto Linden Lane, then north or south on Lincoln.
- Evacuation route for a fire burning from west (Conlan Center) to east (Pennafort): Go southeast on Grand Avenue. Continue on Grand, turn right on Mission Avenue or Third Street, or left on Second Street/San Pedro Road.

CAMPUS-WIDE EVACUATION

EXIT

- Campus-wide evacuations may be announced by email, Dominican Alerts! System, bull horn or other available method.
- All persons will be directed to vacate the campus.
- If you need transportation or shelter, notify the Emergency Operations Center or Security.

Always dial 911 or 9-911 in an emergency.

POWER/UTILITY FAILURE

Security	**415-269-6070**
Facilities Services	**415-485-3210**

GAS LEAK

- Stop all operations.
- Call 911.
- Evacuate the building. Do not use building alarms during serious gas leaks.
- Do not switch off or on lights or any electric equipment because it could trigger an explosion.
- Notify Facilities Services or Security.

VENTILATION FAILURE

- If smoke odors come from the ventilation system, immediately call 911.
- If other ventilation failure occurs, notify Facilities Services or Security.

PLUMBING FAILURE OR LEAKING

- Stop using all electrical equipment.
- Vacate the area, if necessary.
- Notify Facilities Services or Security.

ELEVATOR FAILURE

- Notify Facilities Services or Security.
- If you are trapped in the elevator, notify 911.
- If there is no phone in the elevator, turn on the emergency alarm (in red) located on the front panel to signal for help.

ELECTRICAL OR LIGHTING FAILURE

- Notify Facilities Services or Security.
- Campus building lighting may not provide sufficient illumination for safe exiting. Keep a lightstick, flashlight, and portable radio readily available for emergencies.

Always dial 911 or 9-911 in an emergency.

MEDICAL EMERGENCIES

Medical emergencies, such as suspected heart attack, loss of consciousness, severe chest pain, severe shortness of breath, severe bleeding, diabetic emergency, drug overdose, chemical spill on body, cuts and puncture wounds, falls, or psychiatric emergencies, may be life threatening and require immediate medical attention.

If you suspect a medical emergency:

- **Check the scene for ongoing hazards (downed power lines, criminal activity, etc.).**
- **Have someone call 911.**
- **Provide First Aid or CPR if trained, until help arrives.**

REPORT THE INJURY OR ILLNESS TO:

- For student medical emergencies:
  - The Vice President for Student Life at 415-485-3282 and
  - The Student Health Center at 415-485-3208.
- For employee medical emergencies:
  - The Director of Human Resources at 415-257-1365.

AUTOMATED EXTERNAL DEFIBRILATOR (AED)

An AED is mounted in the Conlan Recreation Center for emergency use by trained persons.

EMERGENCY MEDICAL TRANSPORT

Anyone transporting an injured or ill party assumes personal liability. Dominican University of California will not accept liability for an employee or student transporting another employee or student to a medical facility.

Always dial 911 or 9-911 in an emergency.

MEDICAL EMERGENCIES

FIRST AID FIRSTS

- Survey the scene for safety (i.e., are there fallen electrical lines?).
- Evaluate the injury. Is the person conscious? Breathing? Have a pulse?
- Do not move the person or allow them to get up and walk around.
- If safety requires that you move the person, always consider the possibility of spinal cord injury.
- Do not give fluids to an unconscious or partially conscious person.
- Help the person maintain body temperature by covering with blankets, newspaper or clothing. Look for any emergency medical identification (card, bracelet or necklace) that may explain the individual's condition.
- Loosen constricting clothing with care.

EXPOSURE TO BLOOD OR BODY FLUIDS

- Immediately wash the wound or exposed skin with soap and water.
- Immediately flush exposed mucous membranes (eyes, mouth) with water.
- Seek medical advice from Marin General Hospital at 415-925-7000 or Kaiser Medical Center at 415-444-2940.
- All employee incidents of exposure to blood or body fluids must be reported to Human Resources at 415-257-1365.

BURNS

- Immediately immerse burned area in cold water for 15 minutes as long as there is no open skin and/or blisters.
- For severe burns with open skin and/or blisters, cover with a sterile gauze dressing and do not open blisters.
- Chemical burns: Brush away material; flush immediately with large quantities of water for 15 - 20 minutes.

CUTS

Clean superficial cuts with soap and water and apply bandage. Deep cuts should be treated as follows:

- Apply pressure over wound with clean cloth or sterile gauze.
- Apply additional dressing and bandage snugly if bleeding through.
- Elevate the injured area, if possible, and do not remove the dressing.

Always dial 911 or 9-911 in an emergency.

MEDICAL EMERGENCIES

CHOKING

If the victim can cough, speak or breathe, do not interfere. If the victim cannot cough, speak, or breathe, call 911. If you are trained you may provide the following care:

For a conscious victim:

- Grasp your fist with your other hand and press it into the victim's abdomen between the rib cage and the waist with a quick inward and upward thrust.
- Repeat 6 - 10 times, if needed.
- Repeat until effective or victim becomes unconscious.

For an unconscious victim:

- Use head tilt/chin lift to open airway.
- Try two rescue breaths per your training.
- Give 6 - 10 abdominal thrusts. Put the heel of one hand on the victim's abdomen between the rib cage and waist. With your shoulders directly over the victim's abdomen, press inward and upward with quick thrusts.
- Look for obstruction.
- Repeat until effective or EMS arrives.
- Continue rescue breathing or CPR, as indicated.

SUSPECTED HEART ATTACK

Early warning signs and symptoms of a heart attack:

- Chest pain that may affect left arm, shoulder or jaw
- Pale bluish discoloration of skin, lips and fingernails
- Shortness of breath, nausea, weakness or anxiety with heavy perspiration

Resources:

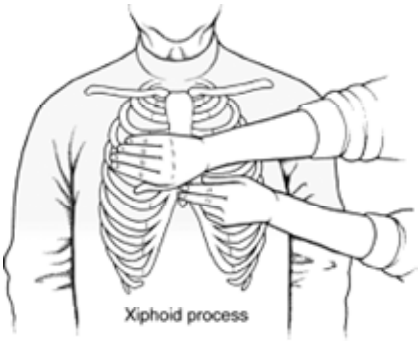
- An AED is located in Conlan Recreation Center.
- Breathing Stopped procedure on following page.

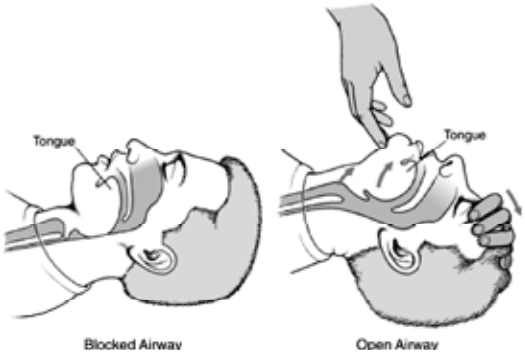
Always dial 911 or 9-911 in an emergency.

BREATHING STOPPED

When a person cannot breathe on their own due to electric shock, drowning or asphyxiation, the first four minutes are the most critical! Until help arrives:

- Have someone call 911.
- Help individual, if conscious, to the least painful position, usually sitting with legs up, bent at the knees. Loosen constrictive clothing around neck and midriff.
- If individual is unresponsive, open airway, check for breathing, and if absent, provide two rescue breaths per your training.
- CPR consists of two ventilations followed by 30 chest compressions. Repeat until EMS arrives or signs of life reappear.





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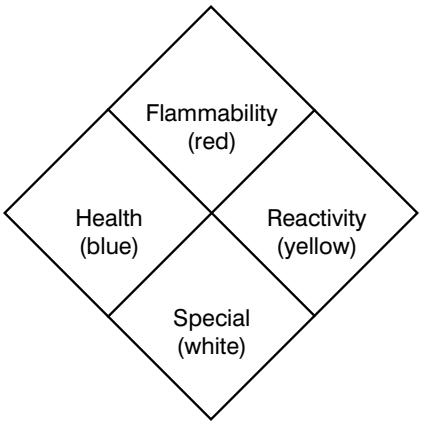
Always dial 911 or 9-911 in an emergency.

HAZARDOUS MATERIAL SPILLS



4 = Severe Hazard

3 = Serious Hazard

2 = Moderate Hazard

1 = Slight Hazard

0 = Minimal Hazard

₩ = Possible violent reaction with water

The NFPA 704 symbol is found in many locations across campus. This diamond shaped symbol is subdivided into four square segments and is used to rate the severity of chemical hazards. The left (blue) segment indicates health hazard which includes both contact with the chemical and inhaling the fumes from the chemical; the top segment (red) indicates flammability; the right segment (yellow) indicates instability; and the bottom segment (white) is reserved for special warnings.

SIGNIFICANT SPILLS OR SPILLS OF UNKNOWN HAZARD

- **Call 911**
- **Shut doors, confine spill and vapors**
- **Evacuate building by pulling fire alarm**
- **Notify someone in the department**

LOCATION OF MATERIAL SAFETY DATA SHEETS (MSDS)

- MSDS for the supplies used by facilities are kept in a binder in the Facilities Quonset.
- In the Science Center, the MSDS for biology and chemistry are in a file cabinet in the Lab Manager's office (room 214).
- The MSDS for the Art Department are located in the office of the Chair of the Art Department.

Always dial 911 or 9-911 in an emergency.

HAZARDOUS MATERIAL SPILLS

SMALL SPILLS OF KNOWN HAZARD

- Small, low-hazard spills may be handled by trained University personnel.
- Report Science Center chemical spills to the Lab Manager at 415-257-1337.
- Report all other hazardous material spills to Security at 415-269-6070.

Emergency response incidents are those that present a significant or unknown hazard to University employees and cannot be safely handled by University personnel. Please follow the steps below:

- Call 911 and notify someone in the department.
  - Report:
    - Location
    - Name of spilled material
    - Quantity
    - Injuries
    - Your name and contact info
- If possible, isolate the area of the spill. Confine gases and vapors by shutting the door.
- Do not return to the area until told it is safe to do so.
- Do not turn on or off any lights or electrical equipment, as this may cause an explosion.
- Remove persons from danger and instruct them to assemble in a safe area upwind from the spill. Pull the fire alarm for full-building evacuation.
- Persons exposed to hazardous materials may need emergency medical attention.
- Persons exposed to hazardous materials are to be given a copy of the relevant MSDS. MSDS for hazardous substances are maintained by each department that uses chemicals.

Always dial 911 or 9-911 in an emergency.

PERSONAL SECURITY

ALL LIFE-THREATENING, VIOLENT AND EMERGENCY SITUATIONS

- **Call 911 immediately.**
- **Avoid risks. Take cover in the event of gunfire or other assaults.**
- **Be aware of your surroundings and report unsafe situations to Security or other appropriate department(s).**
- **Call Security to request an escort, especially when walking alone at night.**
- **Trespassers or suspicious or unwanted persons should be addressed immediately by contacting Security at 415-269-6070.**

ARMED PERSON, ACTIVE SHOOTER OR VIOLENCE

- **Call 911.**
- **Lock down.**
- **Activate Dominican Alerts! System.**

If you observe an armed person, active shooter or extreme violence:

- Call 911 at the earliest opportunity.
  - Listen carefully to the police dispatcher and answer their questions.
  - Be prepared to give your name, location, a description of the person with the gun, their location and the type of gun (pistol, rifle, AK47, etc.), if possible.
- Lock down.
- Activate the Dominican Alerts! System to notify the campus.
  - To activate the system, contact Security at 415-269-6070 or other University officials: 415-485-3290, 415-485-3227, 415-485-3223, 415-257-1365.

Always dial 911 or 9-911 in an emergency.

PERSONAL SECURITY

LOCK DOWN

- Lock and/or barricade doors (Note: Some older doors must be opened and locked by pressing a button on the edge of the door near the door knob.)
- Lie on the floor.
  - If you are walking down a hallway, move around a corner and look for an open door in which to hide.
  - When outdoors, get behind a tree and don't leave until police tell you it is all clear.
  - If you are in a parking lot, get down behind the engine area of a car, near the front wheel.
- Lock windows and close any shades and/or blinds if it appears safe to do so.
- Turn off lights.
- Remain quiet.
- Remain in the room until notified it is safe to leave.

What to expect from the Police Response

- Police officers may or may not be in uniform.
- They may be wearing a black vest and a black helmet.
- They may be armed with an assault rifle.
- Do exactly what the officer tells you to do.
- Be prepared for them to be very authoritative and abrupt.

Always dial 911 or 9-911 in an emergency.

BOMB THREATS AND SUSPICIOUS OBJECTS

BOMB THREATS

Anyone who receives a bomb threat should adhere to the following procedures in the order as shown:

- The person receiving a threat should remain calm and attempt to obtain as much information as possible from the caller by using the Bomb Threat Checklist on the next page. (The checklist is specifically for bomb threats but can be adapted for any threat).
- Immediately discontinue use of all wireless transmission equipment (cellular phones, 2-way radios, etc.).
- Call 9-911 from a campus phone. Do NOT use a cell phone. Give your name, location and telephone number. Inform the 911 operator of the situation, including information you may have as to the location of the threat, time of the threat, and time you received the call.
- Notify your supervisor and/or the Provost at 415-485-3290.
- Refer all inquiries from the news media to the Director of Public Relations at 415-485-3239.
- Do not evacuate the building and do not sound the alarm. Wait for further instructions. Campus and other authorities will be responsible for necessary evacuations of buildings or of the campus.

SUSPICIOUS OBJECTS

If you should spot a package, object, powder or other item out of the norm that appears suspicious:

- Call 9-911 from a landline to report to police.
- Do NOT use a cell phone.
- Under no circumstances should you touch, tamper with or move objects that seem suspicious, or confront persons acting suspiciously.
- Also report your find to Security.

Always dial 911 or 9-911 in an emergency.

BOMB THREAT CHECKLIST

Questions to Ask

When is the bomb going to explode?

Where is it right now?

What does it look like?

What kind of bomb is it?

What will cause it to explode?

Did you place the bomb?

Why?

Where are you now?

What is your address?

What is your name?

Sex of caller: ____ Age: ____ Race: _____ Length of Call: _____

Caller's Voice *(Circle the best descriptions.)*

Accent	Distinct	Slow	Distinguished	Angry
Soft	Laughing	Excited	Slurred	Calm
Stutter	Clearing Throat	Lisp	Cracking Voice	Raspy
Crying	Deep Breathing	Loud	Rapid	Nasal
Deep Voice	Familiar			

If voice familiar, who does it sound like? _____

Background Sounds *(Circle applicable sounds.)*

Static	Motor	Animal Sounds	Booth Sounds	Voices
Factory Noises	Long Distance	Office Machines	Street Noises	Dishes
PA system	House Noises	Local Call	Music	

Other: _____

Threat Language *(Circle best descriptions.)*

Foul	Well-spoken (educated)	Irrational	Incoherent	Tapes

Message read by threat-maker: _____

Other remarks: _____

Always dial 911 or 9-911 in an emergency.

CIVIL DISTURBANCE

Campus demonstrations, such as marches, meetings, picketing and rallies, should be peaceful and non-obstructive. A student demonstration should not be considered disruptive unless one or more of the following conditions exists as a result of the demonstration:

- Interference with the normal operations of the University.
- Prevention of access to office, buildings or other University facilities.
- Threat of physical harm to persons or damage to University facilities.

If any of these conditions exist, the Provost or designee should be notified. He/she is responsible for contacting and informing the President.
Depending on the nature of the demonstration, certain procedures should be followed.

PEACEFUL, NON-OBSTRUCTIVE DEMONSTRATION

- Generally, demonstrations of this kind should not be interrupted. Efforts should be made to conduct University business as normally as possible.
- If demonstrators are asked to leave at regular facility closing time but refuse to do so, arrangements may be made for Security to monitor the situation.
- Determination may be made to treat the violation of regular closing hours as a disruptive demonstration.

NON-VIOLENT, DISRUPTIVE DEMONSTRATIONS

In the event that a demonstration blocks access to University facilities or interferes with the operations of the University:

- University officials can ask demonstrators to terminate the disruptive activity.
- The Provost may consider having a photographer available to document the disturbance.
- The Provost may ask key University personnel or student leaders to go to the area and try to persuade the demonstrators to desist.
- If the demonstrators persist in the disruptive activity, they may be apprised that failure to discontinue the specified action within a determined length of time may result in disciplinary action including suspension, expulsion or possible intervention by civil authorities. Except in time of extreme emergencies, the President will be consulted before such disciplinary actions are taken.
- Efforts should be made to secure positive identification of demonstrators in violation.
- If the Provost determines that there is a need for an injunction and intervention of civil authorities, the demonstrators should be informed.

Always dial 911 or 9-911 in an emergency.

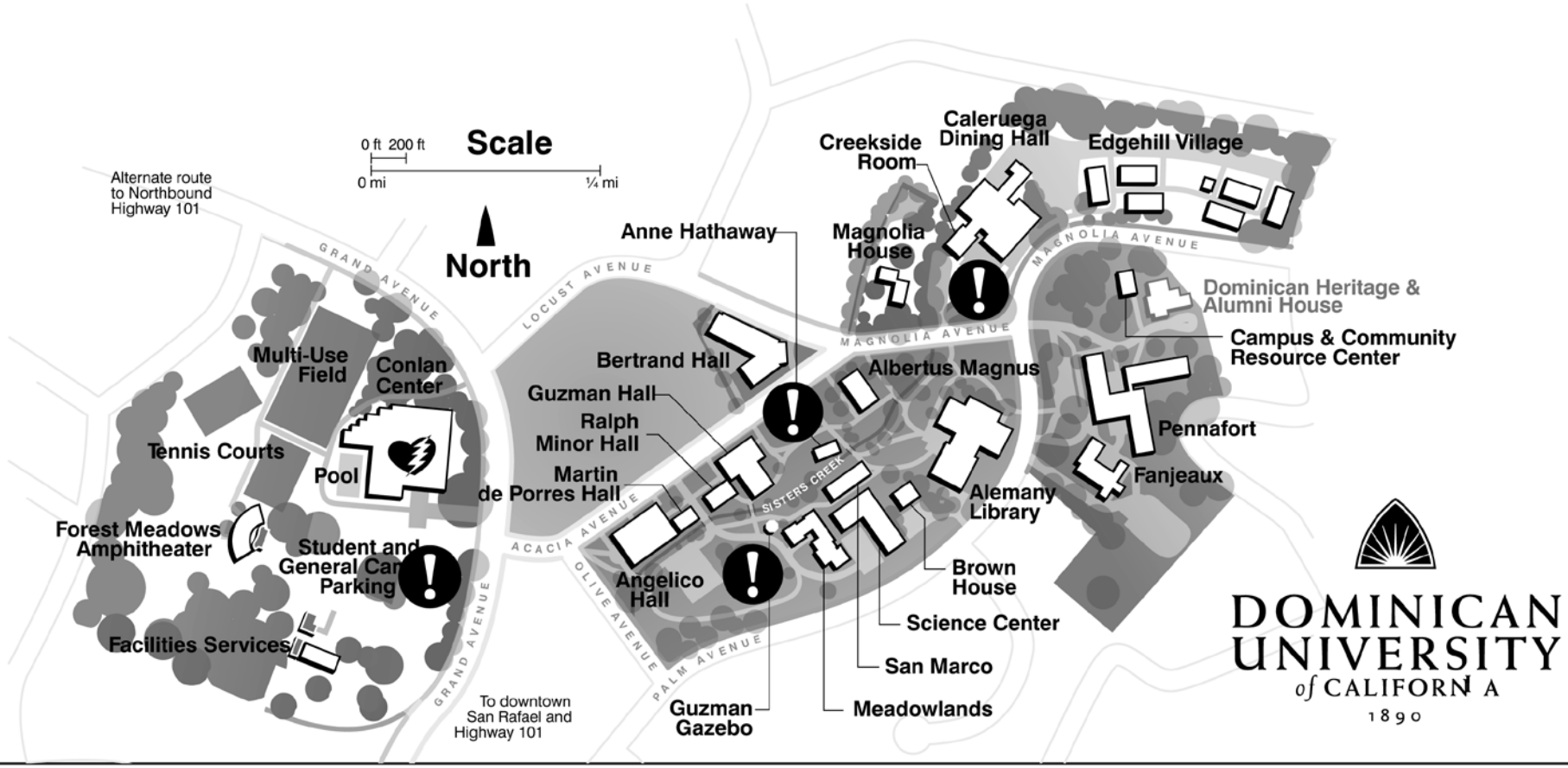
CIVIL DISTURBANCE

VIOLENT, DISRUPTIVE DEMONSTRATIONS

In the event of a violent demonstration, in which injury to persons or property occurs or appears imminent:

- 911 should be notified if emergency assistance is required.
- Security may be notified to assist.
- The Provost or designee should be notified.
- The Provost may consider having a photographer available to document the incident.
- The Provost will determine the possible need for an injunction.
- The Provost may call for police assistance if it is deemed to be of paramount importance to the safety of persons involved.

Always dial 911 or 9-911 in an emergency.

Evacuation Assembly Areas

Automated External Defibrillator