

GUIDELINES QUICKLIST



TEAM AND CODE INFORMATION

CIT (Crisis Intervention Team) CIT members are appointed to teams that are trained to handle specific emergency situations on the DATC campus. If you are not an appointed CIT member, please do not respond to code calls.

Code Red: Medical Emergencies

Code Blue: Behavioral Disturbances

Code Green: Environmental Hazard

911 may be dialed directly from any DATC phone without dialing 9 first for an outside line; a follow-up call to either **2650** during the day or **801-593-2494** in the **evenings**, can provide support and assistance for the responding agency.

Emergency Contacts:
Dial 2650

Extended Day:
Dial 801-593-2494

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FIRE

1. If you see a fire, **activate the alarm** (by pulling the fire alarm and announcing the fire out loud).
2. **Call 2650** if location of fire is known. The operator will then notify the fire department and the CIT.
3. **Vacate the building** immediately according to the Fire Evacuation Plan for your area. Remember to lock your doors and take personal items. Do not return to the building until an "all clear" has been given and the alarm ceases.

Extended Day call **911** and verify the location of the fire. Then call 801-593-2494.

BEHAVIORAL DISTURBANCE

1. A behavioral disturbance can be either **verbal or physical**. If you observe any type of behavioral disturbance between individuals on this campus, **call 2650** (operator) and **request a Code Blue**. Be specific about the location of the incident and what you have observed.
2. The appropriate members of the CIT will respond and will determine if the situation requires additional assistance (such as calling 911).



MEDICAL EMERGENCIES

1. If an injury is **minor**, assist with basic first aid and complete accident/incident report. Students are **not to be transported to a medical facility or home by employees**.
2. If an injury or illness appears **serious**, **call 2650 (operator) and request a Code Red**. Be specific about your location and what you know about the incident. The appropriate medical team members of the CIT will respond and after assessing the person's condition will make the decision of whether additional assistance (such as calling 911) is necessary.
3. If a serious medical emergency occurs **after 4:30pm**, call the Extended Day at:
801-593-2494 or dial 911 immediately
4. All medical situations must be **followed-up** by completing an **accident/incident report**. These must be completed by the instructor (if the victim is a student) or supervisor (if the victim is an employee). Student reports are turned into Facility Services Office. If the victim is an employee, give reports to HR office. An injury to an employee also requires the completion of a Workers Compensation First Report of Injury.



INTERNAL THREAT SITUATION

1. If you observe someone appearing to be threatening with a weapon or other dangerous device or hear a possible gunshot, **GET OUT** and call **911**.
2. If you cannot get out, then **LOCK/HIDE OUT**. Lock your entry doors to the classroom or office, turn off lights and have people inside the room stay clear of doors and windows. Remain inside the room and await further directions.
3. If the assailant attempts to enter your area then **TAKE OUT** the individual by using any means available as per Utah Code 76-2-402.
4. If possible, establish a communications link with your administrator when safe to do so and report status.
5. Emergency Operations Team initiates communications protocol to each area of their responsibility.
6. Follow all Police instructions and keep your hands visible.
7. When evacuating the building, if possible, take all necessary items including keys. The campus building may be sealed as a crime scene and no one will be allowed to enter the building for several hours.

1. GET OUT
2. LOCK / HIDE OUT
3. TAKE OUT

EARTHQUAKE

1. Take cover under a desk, table or in a doorway; or stand close to the wall in a hallway. Stay away from windows. Remember:
 - **DUCK**
 - **COVER**
 - **HOLD**
 - **DON'T PANIC**
2. Wait for **TWO MINUTES** after tremors stop and then evacuate as per fire drill instructions.
3. Dial **2650** to report injuries. **Extended day call 801-593-2494**.

BOMB THREAT

1. If you find a suspicious package, call **2650**; **extended Day call 911 and then call 801-593-2494**. The operator will contact the appropriate CIT members.
 - a. Do not use cell phones near the package.
 - b. **DO NOT TOUCH THE PACKAGE OR ALLOW STUDENTS NEAR THE PACKAGE!**
 - c. The fire alarm will be activated and the facility evacuated as per fire drill procedure. Take personal items.

If you receive a telephone bomb threat, keep the caller on the line as long as possible; try to record every word spoken. Then, call **2650**; **Extended Day call 911 and then call 801-593-2494**. The operator will contact the appropriate CIT members. The fire alarm will then be activated and the facility evacuated.



ENVIRONMENTAL HAZARDS

Blood Spills

1. If you see blood that has been spilled onto the floor or other surfaces call **2650**. The operator will contact the appropriate CIT member to clean up the blood and decontaminate the area. **Do not attempt to clean up the blood yourself or allow a student to do so.**
2. If you are exposed to another person's blood or other bodily fluids:
 - a. For a skin exposure or blood that comes in contact with an open wound, wash the area thoroughly with soap and water.
 - b. For a blood splash to the eyes, nose or mouth rinse copiously with tap water.
 - c. Report any blood exposures to your supervisor so the exposure control plan can be initiated per policy.

Anthrax

1. If you open an envelope or package containing a message indicating that Anthrax is included (a crystalline or powdery substance may not be seen or noticed), do the following:
 - a. Remain calm, immediately **close all doors and windows** in the room and remain in the room.
 - b. Call 2650 and indicate that you have received an anthrax threat. The operator will then call 911 and notify the appropriate CIT members.
 - c. Move away from the envelope or package but **do not leave the room**. Notify your supervisor and ask that entry to your work area be restricted until response teams arrive.

- d. If you have been exposed to a powder or other substance, do not touch your face or attempt to clean up the desk or counter top. If a sink is available in your work area, wash your hands, arms and face with soap and water.
- e. Await further instructions from responders.

Other Hazardous Materials

Other hazardous materials or substances can be in the form of chemical spills, natural gas leaks or other materials. If you smell or see a substance that you feel may be hazardous:

1. Stay away from the substance and direct others away from the immediate area. Do not touch or attempt to clean up an unidentified substance.
2. Call 2650 and the operator will notify the appropriate CIT members.
3. If evacuation is necessary, the fire alarm will be activated. Evacuate the facility per fire drill instructions.

