

Three Rivers College
THE COMMUNITY COLLEGE OF SOUTHEAST MISSOURI
POLICE DEPARTMENT

**EMERGENCY
ACTION
PLAN**

**Call 911 or
Campus Police at 573-718-0108**

Contents

ACCIDENTS INVOLVING INJURIES	19
ACTIVE SHOOTER.....	1
AIRCRAFT CRASH ON OR NEAR CAMPUS.....	8
ALLERGIC REACTION (ANAPHYLAXIS)	21
BIO-HAZARD SPILL	12
BLEEDING.....	22
BOMB THREAT BY TELEPHONE	2
BREATHING DIFFICULTIES.....	23
BROKEN BONES	29
BRUISES	29
BURGLARY.....	3
BURNS.....	24
CHEMICAL SPILL	10
CHEMICAL EXPOSURE TREATMENT	10
COLD WEATHER EMERGENCY.....	5
CONVULSIONS	28
CRIMINAL OR SUSPICIOUS BEHAVIOR.....	4
DENTAL INJURIES.....	25
EARTHQUAKE.....	16
ELEVATOR, PEOPLE TRAPPED IN	32
ENVIRONMENTAL EMERGENCY – Cold.....	5
ENVIRONMENTAL EMERGENCY – Heat	6
EVACUATION	7
EXPLOSION, AIRCRAFT CRASH ON OR NEAR CAMPUS.....	8
FIRE	9
FIRST AID.....	31
FROSTBITE	5
HAIL	18
HAZARDOUS SPILL – Chemical (Responses/Clean Up)	10
HAZARDOUS SPILL – Chemical (Treating Exposure)	10

HAZARDOUS SPILL – Biological	12
HAZARDOUS SPILL – Biological (continue).....	13
HEART ATTACK.....	26
HEAT EMERGENCY	6
HEAT EXHAUSTION	6
HEAT STROKE	6
HOSTAGE SITUATION.....	14
HYPOTHERMIA	5
LIGHTNING	18
NATURAL DISASTERS	15
NATURAL DISASTERS – Earthquake	16
NATURAL DISASTERS – Tornado or thunderstorm	17
NATURAL DISASTERS – Lightning or Hail	18
MAJOR ACCIDENT.....	19
MEDICAL EMERGENCY – IN GENERAL	20
MEDICAL EMERGENCY – Allergic reaction (anaphylaxis).....	21
MEDICAL EMERGENCY – Bleeding.....	22
MEDICAL EMERGENCY – Breathing difficulties.....	23
MEDICAL EMERGENCY – Burns.....	24
MEDICAL EMERGENCY – Dental Injuries.....	25
MEDICAL EMERGENCY – Heart attack	26
MEDICAL EMERGENCY – Poison emergency	27
MEDICAL EMERGENCY – Seizures (convulsions).....	28
MEDICAL EMERGENCY – Sprains, Strains, Bruises and Broken Bones.....	29
MEDICAL EMERGENCY – Stroke.....	30
MEDICAL EMERGENCY – First Aid.....	31
POISON EMERGENCY	27
POWER OUTAGE	32
ROBBERY.....	33
SEIZURES	28
SHOOTER ON CAMPUS	1
SPRAINS	29

STRAINS 29

STROKE 30

SUICIDE PREVENTION 34

SUSPICIOUS BEHAVIOR 4

SUSPICIOUS PACKAGE 35

THUNDERSTORM 17

TORNADO 17

ACTIVE SHOOTER

If you see someone with a gun or hear gunfire:

Secure immediate area:

- Lock and barricade doors.
- Turn off lights.
- Close blinds.
- Block windows.
- Turn off radios and computer monitors.
- Keep occupants calm, quiet, and out of sight.
- Try to stay out of sight.
- Take cover behind objects that may protect you from bullets, such as concrete walls, thick desks, filing cabinets, etc.
- Silence cell phones.
- Place signs in exterior windows to identify the location of injured persons.

Contact authorities:

- Three Rivers Police Department, 573-718-0108. Consider programming this into your cell phone.
- Local Emergency Agency: 9-1-1. Be aware that the 9-1-1 system will likely be overwhelmed.

What to report:

- Your specific location – building name and office/room number.
- Number of people at your location.
- Injuries – number injured, types of injuries.
- Assailant(s) – location, number of assailant(s), race/gender, clothing description, physical features, type of weapons (long gun or hand gun),



backpack, identity of assailant(s) if known, number of explosions from gunfire, etc.

Police response objective is to:

- Save lives.
- Engage assailant(s).
- Evacuate victims.
- Facilitate follow up medical care, interviews, counseling, and investigation.

Un-securing an area:

- Consider risks before un-securing rooms.
- The shooter may not stop until engaged by police.
- Efforts to rescue people should only be attempted if it can be accomplished without further endangering the persons inside a secured area.
- Consider the safety of masses vs. the safety of a few.
- If the safety of the individuals inside the room is in doubt, the area should remain secured.

BOMB THREAT BY TELEPHONE

- **Do not hang up**, even if you think it's a prank!
- **Remain calm.**
- **Write down** the exact wording of threats and pay attention to details (see below)
- Ask questions, such as:
 - When is the bomb going to explode?
 - Where is it now?
 - What does it look like?
 - What kind of bomb is it?
 - What will cause the bomb to explode?
 - Did you place the bomb?



- What is your address:
- What is your name

Details to write down:

About call:

- Number from which call originated.
- If call was local, long distance or cellular.
- Number at which call was received.
- Time.
- Date.
- Exact wording of threats

About caller:

- Name of caller, if given.
- Male/female
- Race
- Approximate age

About caller's voice:

- Calm
- Nasal
- Slow

- Raspy
- Loud
- Angry
- Stutter
- Excited
- Rapid
- Deep
- Soft
- Clearing throat
- Laughter
- Normal
- Disguised
- Distinct
- Deep breathing
- Crying
- Accent
- Slurred
- Lisp
- Ragged
- Cracked
- Speech impediment

- Cough
- Whispering
- Nervous
- Familiar (if so, who did it sound like)?

About background sounds:

- Street noises
- Car sounds
- Factory machinery
- Other machinery
- Other voices
- Animal noises
- PA system
- House noises
- Music
- No noise at all
- Crockery
- Other (please specify)

BURGLARY

Upon discovering any building, office or classroom appearing to have been burglarized: **Immediately contact the Three Rivers Police at 573-718-0108.**

What to do after calling police:

- **Wait outside** the burglarized building or area until the police arrive, preferably inside a locked car. This will reduce the chance of a potentially deadly confrontation between yourself and a surprised burglar.
- **Do not touch anything!!!** The area is now a crime scene. Touching and handling items inside the area can lead to loss of evidence, like smudging a suspect's fingerprint or shoe print. Forensic evidence is almost always left behind during a break-in; preserving the integrity of the crime scene will maximize the chances of an effective and successful police investigation.
- **Do not search the area yourself.**
- **Be wary.** There is always a chance that the burglar is still in the immediate area.
- **Be careful not to step on broken glass.**
- **Once police arrive** and process the crime scene, you will need to do a thorough walk-through of the burglarized area and write down a list of each and every stolen item, complete with serial numbers if applicable. You can always add to this list if it's realized later that additional items have been stolen.



Be prepared:

It is a good idea to make a list of valuable items and serial numbers before such incident occurs. This will allow police to track stolen property more quickly.

CRIMINAL OR SUSPICIOUS BEHAVIOR

Make the campus safer by being alert to suspicious situations and promptly reporting them.

If you notice criminal or suspicious activities:
Immediately notify the Three Rivers Police at 573-718-0108.

Report the following:

- Nature of the incident
- Location of the incident.
- Description of person(s) involved.
- Description of property involved.



ENVIRONMENTAL EMERGENCY – Cold

Frostbite

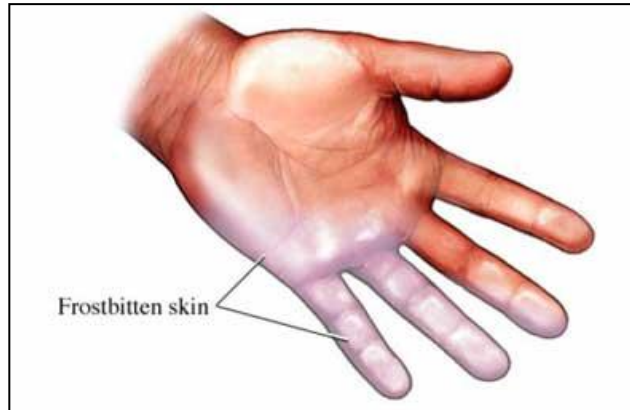
Frostbite is damage to the skin caused by extreme cold or long period of exposure. It usually affects extremities such as hands, feet, nose, ears.

Symptoms:

- **Discoloration of skin.** Redness in beginning stages, turning purple or whitish as freezing progresses.
- **Blisters** may form a blackened area on the skin.
- **Pain**, which may be a burning pain or a throbbing pain.
- Numbness and no sensation also can be a symptom.

What to do:

- Call Three Rivers Police at 573-718-0108 to activate EMS or seek medical attention.
- Do not attempt to re-warm the affected body part if you are close to medical care or if there is a chance the affected body part could re-freeze.
- Prevent the onset of hypothermia by moving victim to a warm place and removing wet clothing.
- Wrap with dry clothes, blankets, towels, etc.



Hypothermia

Hypothermia is the lowering of body temperature. The seriousness depends on the length of the victim's exposure and body temperature.

Symptoms:

- Uncontrollable shivering (although, at extremely low body temperatures, shivering may stop).
- Weakness and loss of coordination.
- Confusion.
- Pale and cold skin.
- Drowsiness – especially in more severe stages.
- Slowed breathing or heart rate.

What to do:

- Call Three Rivers Police at 573-718-0108 to activate EMS.
- Begin warming the victim by moving them to a warm place and removing wet clothing.
- Wrap victim with dry clothes, blankets, towels, etc.

ENVIRONMENTAL EMERGENCY – Heat

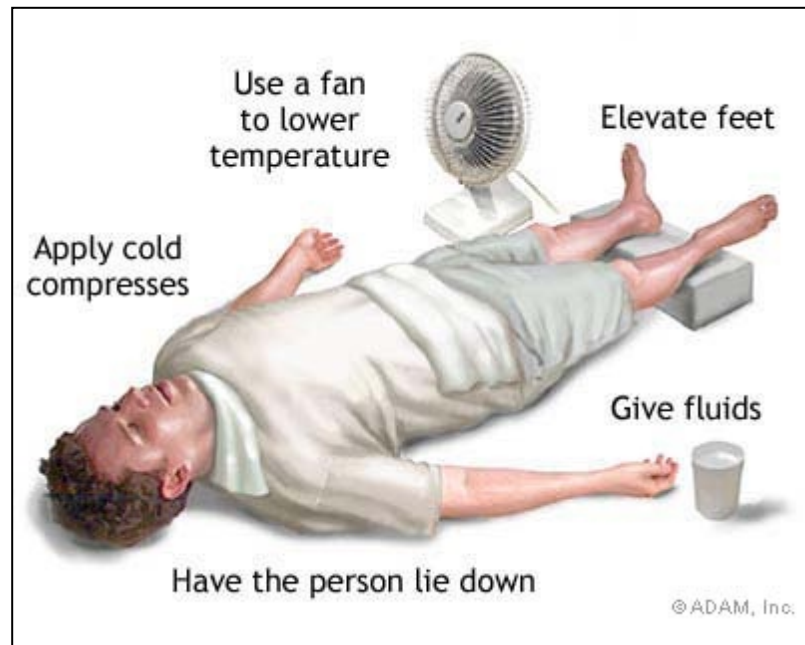
Illnesses brought on by heat may include heat exhaustion and heat stroke. Most heat-related emergencies can be prevented by often drinking water during hot weather, and staying indoors during the hottest parts of the day.

Symptoms of heat exhaustion:

- Often pale with cool, moist skin.
- Sweating profusely.
- Muscle cramps or pains.
- Faintness or dizziness.
- Headache, weakness, thirst, and nausea.
- Rapid pulse rate.

Symptoms of heat stroke:

- Unconscious or has a markedly abnormal mental status (dizziness, confusion, hallucinations, or coma).
- Flushed, hot, and dry skin.
- Elevated blood pressure at first that falls later.
- Hyperventilating.



What to do:

- Get the victim to a cool place – shade, indoors, or an air-conditioned car.
- Loosen or remove clothing and fan the victim.
- Offer cool water to drink, but only if victim is awake and alert.
- If victim is confused, sweating, nauseous or vomiting or refuses water, call the Three Rivers Police at 573-718-0108 to activate EMS.

EVACUATION

In most emergencies, complete evacuation of the campus is not necessary.

However, a major hazardous materials release or other major incident may make it necessary to relocate personnel from a specific floor, building or area to a safer location.

In advance of an emergency, determine the nearest exits to your location and the best route to follow.

If you are told to evacuate a building:

- Walk, do not run, to the nearest exit; do NOT use the elevators.
- If time permits, secure your workplace and take personal items.
- If able, help people with special needs.
- Assemble outside at a designated area.
- Contact the Three Rivers Police at 573-718-0108 for assistance with location.
- Building coordinators should conduct an accountability check to determine if all staff and students have exited the building.
- Wait for instructions from the Three Rivers Police or another emergency agency in charge.

If unable to evacuate:

In some instances, it may be safer to “shelter in place” than it is to leave a building.



Examples:

Smoke or fire is immediately outside your room

L live electrical wires obstruct access to the exit

Individuals with mobility disabilities are above or below ground floors and elevators are inoperative.

What to do?

- If the hazard is a fire or smoke, see the fire section of this guide.
- If safe to do so, go to the nearest stairwell and tell someone who is evacuating to notify emergency personnel of your location and that you are unable to evacuate the building.
- Call Three Rivers Police at 573-718-0108 and tell them your name and location, that you are unable to evacuate, and why you are unable to evacuate the building. Follow directions of the emergency call taker.

EXPLOSION, AIRCRAFT CRASH ON OR NEAR CAMPUS

What should I do?

- Immediately take cover under tables, desks or other objects that will give protection against falling glass or debris.
- After the effects of the explosion and/or fire have subsided, notify the Three Rivers Police at 573-718-0108. Give your name and describe the location and nature of the emergency.
- If necessary, or when directed to do so, activate the building alarm. The emergency must be reported to the Three Rivers Police Department by phone or runner.
- When the building alarm is sounded or when directed to do so by an authorized official, walk quickly to the nearest exit.
- Once outside, move to a clear area that is at least 500 feet from the affected building or area. Keep streets and walkways clear for emergency vehicles and crews.
- Do not return to the affected area unless authorized by a college official.



FIRE

If building fire alarm is activated or someone informs you of a fire:

- Walk to the nearest exit, closing doors behind you. Do not use the elevators.
- If able, assist people with special needs.
- If possible without putting yourself at risk, shut down equipment.
- Notify emergency personnel if you know or suspect someone is trapped or still inside the building.
- Assemble outside in the assembly area, away from the building, or as directed by emergency response officials. Meet and account for other department members.
- Do not attempt to re-enter the building until authorized to do so by the emergency responders.



If caught in smoke:

- Drop to hands and knees and crawl toward the nearest exit.
- Stay low, smoke will rise to ceiling first.
- Hold your breath as much as possible; breathe through your nose and use a filter such as a shirt or towel.

If trapped in a room:

- Close as many doors as possible between you and the fire.
- Wet and place cloth material around or under the door to help prevent smoke from entering the room.
- If room has an outside window, be prepared to signal to someone outside.

Clothing on fire (stop, drop and roll)

- Roll person around on the floor to smother the flames.
- Only drench with water if safety shower is immediately available.
- Obtain medical attention. Call Three Rivers Police 573-718-0108.
- Report incident to supervisor.

Using a Fire Extinguisher

Only use a fire extinguisher if the fire is very small and you have been trained to do so safely. If you cannot put out the fire, leave immediately and make sure the building alarm is activated and emergency personnel notified.

Never attempt to put out a fire on your own!

(Unless the fire is very small and you have been trained to do so.)

Assembly areas

Signs indicating the outside assembly area are posted in the lobby of each building. Familiarize yourself with assembly areas.

If you discover a fire or see smoke:

- If building fire alarm is not sounding, manually activate the alarm by pulling a fire alarm located near an exit.
- Immediately exit the building.
- Call Three Rivers Police at 573-718-0108

TOTAL AND IMMEDIATE EVACUATION IS THE SAFEST.

Report ALL fires, no matter how small, to the Three Rivers Police 573-718-0108,

HAZARDOUS SPILL – Chemical RESPONSES/CLEAN UP

Call 573-718-0108 immediately and alert people in the immediate area of the spill.

Responses to the release or spill of a hazardous material depends on the type of exposure and the amount, type and location of the spill.

For a minor spill or leak, if you are trained to do so:

- Put on appropriate Personnel Protective Equipment (PPE): gloves, protective eyewear, lab coat.
- Contain the spill with spill pillows or absorbent material.
- Place the absorbed spill material in secondary containment, such as the spill bucket. Label the container and notify DNR to pick up container.
- Completely clean area where spill occurred.
- Dispose of contaminated PPE properly.

For a major spill or leak:

- **Do not attempt to clean on your own.**
- Remove any injured or contaminated persons, if you can do so safely.
- Stand by in a safe location.
- Remove all contaminated clothing, shoes, etc.
- Use a safety shower if one is nearby.
- Seek medical attention if you have been exposed.
- Leave clean up to the experts!

CLEAN UP OF CHEMICAL SPILL

The safe clean up of a chemical spill requires knowledge of the properties and

regardless of property damage.

hazards posed by the chemical, as well as dangers posed by the location of the spill.

If you believe a spill is beyond your capacity to clean up, do not attempt to do so on your own. STOP and contact the Three Rivers Police.

Spill kits with instruction, absorbents, neutralizing agents if applicable, protective equipment, and sealable waste buckets should be present in each laboratory. Refer to MSDS.

Alkali metal spills:

Smother with powdered graphite or Metal-L-X and call the Three Rivers Police 573-718-0108 for assistance.

Mercury spill:

- Use a trapped vacuum line to attach to a tapered glass or plastic tube, similar to a medicine dripper, to pick up mercury droplets.
- **DO NOT** use a commercial or domestic vacuum cleaner.
- After vacuuming there will remain mercury droplets too small to be visible to the naked eye. Cover the area of the spill with one of the following:
 - Sodium polysulfide solution
 - Powdered sulfur
 - Silver metal compounds
 - Clean up residue in a separate container for waste collection.

White phosphorus:

Smother with wet sand or wet absorbent and call the Three Rivers Police at 573-718-0108.

HAZARDOUS SPILL – Chemical (continued)

TREATING CHEMICAL EXPOSURE

Chemical exposure to skin:

- Immediately flush with cool water for at least 15 minutes.
- If there are no visible burns, remove all jewelry and soap area.
- Seek medical attention.

Serious chemical spill on skin:

- Remove all contaminated clothing.
- Locate nearest emergency shower and soak for at least 15 minutes.
- Seek immediate medical attention.

Chemicals in eyes:

- Irrigate eyes with tempered water from emergency eyewash station.
- Remove contact lenses if possible.
- Seek immediate medical attention.
-

Burning chemicals on clothing:

- Extinguish burning clothing by using the drop and roll technique, douse with cold water or use emergency shower or fire blanket. If using fire blanket, do not allow the person to remain standing.
- Remove contaminated clothing if possible.
- Cover injured person to prevent shock.
- Seek medical attention.



Smoke and fumes:

- Move anyone overcome by smoke or chemical fumes to fresh air.
- Do not attempt to enter a location where potentially dangerous fumes may place you at risk.
- If someone is down, contact emergency personnel and let them enter.
- Seek medical attention for exposure as soon as possible.

Report any injury or illness

Employees must notify their immediate supervisor of an illness or injury related to exposure to hazardous materials. Supervisors are responsible for reporting injuries or occupational illnesses.

HAZARDOUS SPILL – Biological

Responses to the release or spill of bio-hazardous materials depend on:

- The actual agent and its associated risks.
- Amount of material spilled.
- Type of spill.
- Location of spill.

Each lab working with bio-hazardous material should have its own spill response procedure. Consult with your supervisor to be sure you have received the specialized training for your area.

Bio-Safety Risk Groups

Risk Group 1 (BSL1): Agents not associated with disease in healthy human adults.

Risk Group 2 (BSL2): Agents associated with human disease that is rarely serious and for which preventive or therapeutic interventions are often available.

Risk Group 3 (BSL3): Agents associated with serious or lethal human diseases for which preventive or therapeutic interventions may be available.

Spill inside a bio-safety cabinet

- A spill or release inside a bio-safety cabinet (BSC) does not pose a risk to others in the lab or to the environment. The BSC functions to contain the spill and protect people in the lab from exposure to the agent. The primary concern with a release or spill inside a BSC is to decontaminate material inside the BSC, including the person's hands and arms, any equipment located in the BSC and the surface of the BSC itself.
- Leave the BSC turned on.

- Person working in the BSC at the time of the spill should remove contaminated gloves, lab coat and sleeve covers if in use and dispose of them in the bio-hazardous waste container.
- New Personal Protective Equipment (PPE), including a lab coat, gloves and wrist covers, if needed, should be donned prior to placing arms and hands inside the cabinet.
- Spray/wipe cabinet walls, work surfaces and equipment located in the BSC with an approved disinfectant. Large volumes of liquid should be flooded with the disinfectant. Be careful while pouring and do not create splashes. Allow the disinfectant to stand for 20 to 30 minutes (or longer if indicated based on the agent in use).
- Soak up disinfectant/spill with paper towels or other absorbent material and dispose of in the bio-hazardous waste container.
- All disposable material should be removed from the cabinet and placed into the bio-hazardous waste container.
- Reusable material should be wiped down and either autoclaved or thoroughly chemically disinfected prior to reuse.
- If material is spilled into a drain pan, be sure that disinfectant is poured into the pan and allowed to sit for 20 to 30 minutes. This liquid should then be poured into a container and placed in the lab for pick up and disposal as hazardous chemical waste.

- Clean up person should remove PPE and dispose of into the bio-hazardous waste container.
- Hands should be thoroughly washed,
- Contaminated clothes should be changed prior to returning to regular work activities.

HAZARDOUS SPILL – Biological (continue)

Small spill of BSL1 or BSL2 material outside of a BSC

- Notify everyone in the lab that a bio-hazardous material spill has occurred and ask for assistance with the clean up.
- If you are contaminated or potentially contaminated, do not leave the area. Ask a colleague to get PPE and the spill response kit for you. If you are not contaminated, obtain this material yourself and return to the spill area.
- Put on PPE, including gloves, lab coat, disposable booties, and facial protection.
- Cover spill with paper towels or other absorbent material.
- Carefully pour disinfectant onto the spilled material and do not create any splashes.
- Allow 20 to 30 minutes of contact time.
- Discard cleanup material into a bio-hazardous waste container.
- Use mechanical means to pick up broken glass.
- Re-wipe area of spill with disinfectant and dispose of material into bio-hazardous waste container.
- Remove PPE and dispose of into bio-hazardous waste container.
- Wash hands thoroughly.
- Contaminated clothes should be changed prior to returning to regular work activities.
- Document spill and response procedures.



- If exposure occurred, a report to supervisor and to the Three Rivers Police at 573-718-0108 should be completed and medical follow up should be conducted immediately.

Large spill of BSL1 and BSL2 material outside a BSC (>500mL)

- Follow same procedures as above for small spills of BSL1 and BSL2 material not in a BSC.

Human or Animal Blood

- Follow same procedures as above for small spills of BSL1 and BSL2 material not in a BSC.

All other bio-hazardous material

If agent involved in the spill is infectious via mucous membrane exposure or inhalation and the spill has resulted in the creation of aerosols, the lab should be evacuated for 30 minutes to allow the aerosols to settle.

- Follow same procedures as above for small spills of BSL1 and BSL2 material not in a BSC.
- All non-essential people in the lab should leave immediately.

HOSTAGE SITUATION

If taken hostage, or you witness another person being taken hostage or contained in a specific area:

- Appear as calm as possible. Avoid drastic action.
- The initial 45 minutes are often the most dangerous. Follow instructions, be alert, and stay alive. Captors are emotionally disturbed and it is difficult to predict their response to a given situation.
- Don't speak unless spoken to and then only when necessary. Don't talk down or attempt to rationalize with the captor.



- Avoid appearing hostile.
- Maintain eye contact with the captor at all times if possible, but do not stare.
- Do not make quick or sudden moves. If you must go to the bathroom, need medications, or first aid, ask your captors.
- Be observant and try to remember as many details about your captors as possible. In the event you are released or escape, the safety of others may depend on what you remember about the situation.
- Displaying some fear may work to your advantage.
- Be prepared for evasive action in the event entry by police is made. Often they will shout instructions. Follow them immediately.

NATURAL DISASTERS

In general:

- Stay indoors. Do not exit building or use elevators.
- Stay away from windows.
- Avoid being underneath heavy objects that may fall.
- Seek a safe area, such as an interior stairwell.
- Crouch down and cover your head.
- Do NOT use matches or lighters, in case of leaking natural gas pipes or nearby fuel tanks.
- Help direct people with special needs to a safe place.
- Remain calm and alert; listen for information and instructions from emergency crews and/or local officials



NATURAL DISASTERS –

Earthquake

If indoors

- Stay indoors, do not exit building or use elevators.
- Take cover, underneath table, desk or doorway, if possible.
- Stay away from windows and large glass objects.
- Avoid being underneath heavier objects such as lights, wall hangings and other items that may fall.
- Direct people with special needs to a safe place, if necessary.
- Wheelchair-bound individuals should lock brakes.

Outdoors

- Move to an area away from trees, power lines, buildings and walls.
- Drop to knees and get into a fetal position. Close your eyes. Cross your arms over the back of your neck for protection.
- Remain in position until shaking has stopped.



When aftershocks stop:

- Do not use cell phones, except to report serious injuries.
- Assist in the building evacuation of people with special needs, if safe to do so.
- Tune radios to an emergency broadcast or local radio stations for news updates and instructions.
- Three Rivers police will provide instructions for immediate actions by available means.
- If instructed to evacuate, see “Evacuation” section of this guide.
- Do not enter any building that is deemed or looks unsafe.

NATURAL DISASTERS – Tornado or thunderstorm

Tornado watch: Conditions are favorable for tornados and severe thunderstorms in and close to the watch area.

Tornado warning: A tornado has been reported. Take immediate action to protect life and property.

Indoors

- Stay indoors.
- Do not use elevators.
- Take shelter in an enclosed, windowless area in the center of the building. Interior stairwells are good and allow you to get to a lower level quickly. Room corners or building support columns are also good. Avoid middle of interior walls.
- Stay away from windows and large glass objects.
- Crouch down and cover your head.
- Avoid being underneath heavier objects such as lights, wall hangings and other items, which may fall.
- Remain inside until tornado has passed or cleared to leave.
- Do not use matches or lighters, in case of leaking natural gas pipes or nearby fuel tanks.
- Help direct people with special needs to a safe place, if necessary.
- If instructed to evacuate, see “evacuation” section of this guide.



Outdoors

- Move away from trees, buildings, walls, and power lines.
- Seek lowest possible ground, such as a ditch or small trench. However, avoid open trenches where a cave-in or flooding may be possible.
- Stay away from power lines and puddles with wires in them.
- Do not use matches or lighters, in case of leaking gas pipes or fuel tanks.
- Remain in position until “noise and high winds” have stopped.
- Do not enter any building that looks unsafe.
- Three Rivers police will provide instructions for immediate actions by available means.

NATURAL DISASTERS – Lightning or Hail

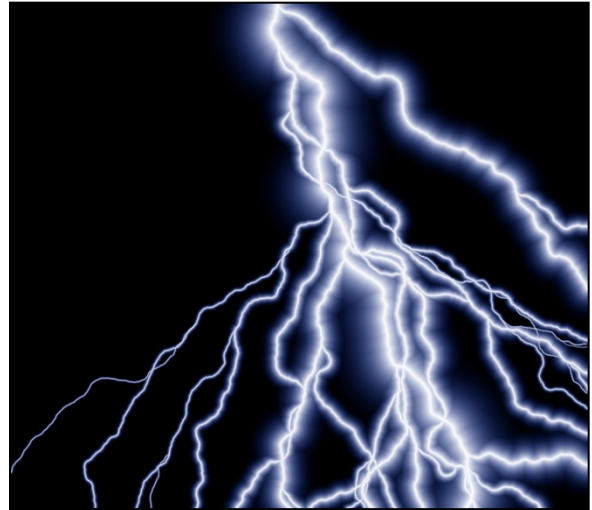
LIGHTNING

Lightning strike

- If you feel your hair stand on end, lightning may be about to strike you.
- Drop to your knees and bend forward, putting your hands on your knees.
- Do not lie flat on the ground.

Lightening in area

- Seek protective shelter immediately.
- If outdoors, do not stand underneath tall isolated objects.
- Avoid open areas.
- Seek low areas such as a ravine or valley.
- Avoid projecting above the surrounding landscape.
- Get off or away from open water.
- Get off or away from metal equipment or small metal vehicles such as motorcycles, bicycles, golf carts, etc.
- Stay away from wire fences, clothes lines, metal pipes and rails.
- If you are in a group in the open, spread out, keeping people several yards apart.



Hail

- Seek protective shelter immediately.
- Remain indoors or under protective shelter until hail has stopped, usually 5 to 10 minutes.

MAJOR ACCIDENT

If you see a major accident:

- Call Three Rivers Police at 573-718-0108 to notify them of the:
 - Accident location.
 - Number of casualties.
 - If any campus structures are involved.
- Notify your supervisor if the crash scene is close to your building.
- Evacuate the building if the smoke from the crash scene moves in your direction.
- Do not approach. The responding fire department has equipment and personnel trained for such incidents.



For major accidents involving injuries:

- Call Three Rivers Police at 5723-718-0108 immediately.
- Remain on the scene until released by paramedics or police.
- Advise the dispatcher of the number of injured and type of the injuries.
- Look for hazards that could affect you or the responding emergency personnel (fuel, chemicals, electrical wires, etc.). Report hazards to the dispatcher.
- Do not attempt to move the injured unless it is more dangerous to leave them where they are (i.e. fire).
- Attempt to keep the victims calm and reassure them that assistance is on the way.
- Upon arrival of emergency personnel, notify them of the number of injured and their locations.

MEDICAL EMERGENCY – IN GENERAL

- **Call for help immediately:** Three Rivers Police at 573-718-0108 or dial 911.
- **Protect yourself:** Wear or use barriers such as medical gloves or a CPR mouth-to-mouth barrier device to protect yourself from infections that may be transmitted through a person's body substances, including blood, saliva, urine, feces and tears. Avoid direct contact with the body substances of the victim, including touching, splashing, spraying (i.e. sneeze or cough) that may occur by skin contact or contamination in the eyes, mouth or nose.
- **Positioning the victim:** It is best to allow only trained rescuers to move the victim. Especially important: A victim with a spinal injury could be paralyzed if moved improperly. There are exceptions:
 - If there is immediate peril to you and the victim, it may be necessary to move the victim to a safer place.
 - If you need to perform CPR, it may be necessary to roll the victim onto his/her back.
- **If trained to do so, administer first aid and/or CPR** until help arrives. First aid and CPR training is recommended for everyone (see information at end of this section).



MEDICAL EMERGENCY – Allergic reaction (anaphylaxis)

Symptoms:

- Swelling (especially of the face).
- Breathing difficulty.
- Shock.

Actions:

- Call Three Rivers Police at 573-718-0108 to activate EMS.
- If the victim has an epinephrine auto-injector, assist if:
 - The medication is prescribed to the victim.
 - The victim identifies his/her medication but is unable to administer it without assistance.
- Allow the victim to sit upright, or in the position that is most comfortable.



MEDICAL EMERGENCY – Bleeding

Actions

- Call Three Rivers Police at 573-718-0108 to activate EMS.
- Apply direct pressure over the bleeding area until bleeding stops or EMS rescuers arrive.
- Use a gauze bandage or other piece of cloth placed over the bleeding source. If bleeding continues, do not remove the gauze; add more gauze on top and continue to apply pressure.
- Avoid contact with victim's blood by using medical gloves.
- Apply pressure firmly and for a long time.



MEDICAL EMERGENCY – Breathing difficulties

Actions

- Call Three Rivers Police at 573-718-0108 to activate EMS.
- Assist the victim under the following conditions:
 - The victim states he/she is having an asthma attack and has medication or an inhaler.
 - The medication is prescribed to the victim.
 - The victim identifies his/her medication but is unable to administer it without assistance.
- Allow the victim to sit upright or in the position that is most comfortable.



MEDICAL EMERGENCY – Burns

Burns caused by heat

- Cool the burn in cold, running water
- Continue at least until pain is relieved.
- Do not use ice, as this may freeze skin and cause more damage.
- Do not pop burn blisters.
- Call for EMS or seek medical attention if burns are severe, cover a large area or affect face, hands or genitals.

Burns caused by electricity

Electrical burns are usually internal. A small outside burn may mask a large area of damage inside the victim.

- Call Three Rivers Police at 573-718-0108 to activate EMS.
- Consider your own safety first! Do not approach or touch the victim until the power has been turned off.
- Once the power is off, assess the victim to determine if CPR is needed.

Burns caused by chemicals

- Call Three Rivers Police at 573-718-0108 to activate EMS.
- Brush powdered chemicals off the skin with a gloved hand or piece of cloth.
- Remove contaminated clothing, being careful not to contaminate yourself in the process.
- In the case of acid or alkali exposure (low pH or high pH) to the skin or eye, immediately irrigate with water, and continue to irrigate until EMS arrives.
- If possible, provide EMS with Material Safety Data Sheet (MSDS) for the chemical involved.



MEDICAL EMERGENCY – Dental Injuries

Actions:

Dental injuries include chipped teeth or a tooth that is knocked out.

- Seek medical attention at a dentist or emergency room, or activate EMS.
- Handle knocked-out teeth by the part of the tooth that touches chewed food. Avoid touching the root, or the part of the tooth that's normally embedded in the gums.
- A knocked-out tooth could be a choking hazard.
- Clean wounds inside the mouth with water. Avoid swallowing blood.
- Stop bleeding by applying pressure with a piece of clean cotton for at least 5 minutes.
- Do not scrub a knocked-out tooth. Rinse it in water, then place in milk. Bring the tooth with you to the emergency room or dentist.



MEDICAL EMERGENCY – Heart attack

Symptoms:

- Chest discomfort in the center of the chest that lasts more than a few minutes, or that goes away and comes back. It can feel like uncomfortable pressure, squeezing, fullness or pain.
- Discomfort in other areas of the upper body, including one or both arms, back, neck, jaw or stomach.
- Shortness of breath with or without chest discomfort.
- Breaking out in a cold sweat.
- Nausea.
- Lightheadedness.



Actions:

- Call Three Rivers Police at 573-718-0108 to activate EMS.
- Allow the victim to sit up, or in the position that is most comfortable.
- Reassure the victim that help is on the way.
- Monitor the victim and perform CPR if the victim becomes unconscious.

MEDICAL EMERGENCY – Poison emergency

Poisons may be ingested, inhaled or absorbed through the skin, eyes or mucus membranes. Treatment varies according to the type of poison. There is no general recommendation other than activating EMS and contacting the Poison Control Center.

Actions:

- Call Three Rivers Police at 573-718-0108 to activate EMS.
- Contact the Poison Control Center at 800-222-1222.
- Do not give the victim anything to drink or eat unless directed to do so by the Poison Control Center.
- Do not cause the victim to vomit unless directed to do so by the Poison Control Center.



MEDICAL EMERGENCY – Seizures (convulsions)

The objectives during a seizure are to prevent further injury and to help maintain an open airway. Most seizures will stop on their own after a few seconds.

Actions:

- Call Three Rivers Police at 573-718-0108 to activate EMS.
- Do not restrain the victim during the seizure. Move furniture away or place soft objects (pillow, clothing) to protect the head.
- Do not place anything in the victim's mouth.
- After a seizure the victim may be unconscious, confused or lethargic. Place the victim on his/her side to allow oral secretions to drain out.



MEDICAL EMERGENCY – Sprains, Strains, Bruises and Broken Bones

Actions:

- Call Three Rivers Police at 573-718-0108 to activate EMS.
- Do not attempt to move or reposition a victim with a serious muscular, bone or joint injury.
- Apply ice to the injured area, being sure to place a thin towel or other cloth between the ice and the skin to prevent freezing of skin. Apply ice for 20 minutes at a time, to prevent skin from becoming too cold.
- If the injury includes open skin, cover the wound with a dressing. Do not attempt to push protruding bones or tissue back into the skin.



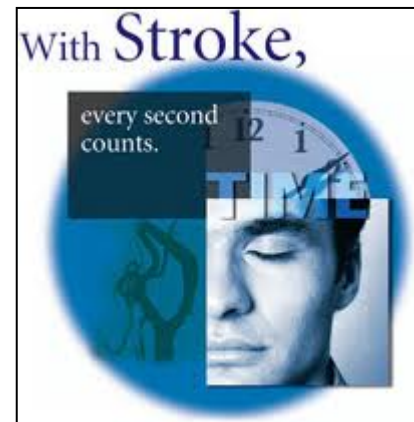
MEDICAL EMERGENCY – Stroke

Symptoms:

- Facial weakness, especially drooping of the mouth or one or both eyes.
- Arm weakness.
- Speech problems.

Actions:

- Time is critical. Immediately call the Three Rivers Police at 573-718-0108 to activate EMS.



MEDICAL EMERGENCY – First Aid

First aid and CPR training is recommended for everyone. Basic Lifesaving Courses are offered periodically by Three Rivers College, and are generally advertised across the institution.

First aid includes assessments and treatments that can be performed by a layperson (the patient or a bystander) with minimal or no medical equipment. First aid should never delay the activation of the emergency medical services (EMS) system or other medical assistance, if needed.



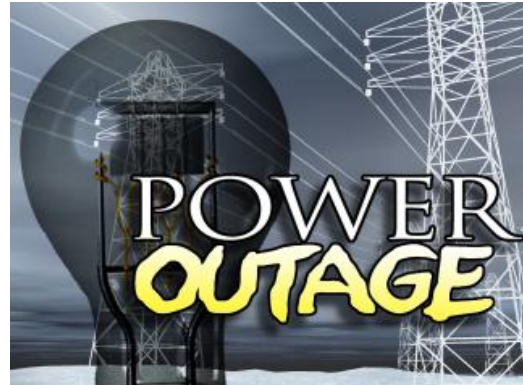
POWER OUTAGE

To report a minor, localized power outage, call Facilities Management at 573-772-2016 or the Three Rivers Police at 573-718-0108.

Keep flashlights and batteries at easily accessible locations throughout your work area.

In case of a major, campus-wide power outage:

- Remain calm.
- Follow directions from the Three Rivers Police for immediate action.
- If evacuation of a building is required, see the evacuation section of this guide.
- Laboratory personnel should secure all experiments and unplug electrical equipment prior to evacuating. All chemicals should be stored in their original locations. If safe to do so, provide natural ventilation by opening all windows and/or doors. If this is not possible, or natural ventilation is inadequate, evacuate the laboratory until the power is returned.
- Do not light candles or other type of flame for lighting.
- Unplug all electrical equipment (including computers) and turn off light switches.



If people are trapped in an elevator:

- Notify Three Rivers Police at 573-718-0108.
- Reassure passengers to stay calm and that you are getting help.
- Instruct passengers to pick up the emergency phone in the elevator so they can provide direct information to the emergency responders.
- Stay near passengers until police or other assistance arrives, provided it is safe to stay in the building.

ROBBERY

Robbery is when someone steals or takes anything of value from you, against your will, by using force, intimidation or violence.

If you are robbed, or see someone being robbed, immediately call the Three Rivers police 573-718-0108.

Actions if you are approached by a robber:

- Do not panic. Stay calm.
- Do not resist. The robber wants your valuables, not you.
- Obey the robber's instructions. Listen closely to what the robber says and do not argue. Try to remember the exact words spoken by the robber as it may help with the police investigation.
- Be alert. Notice what is happening.
- Look for distinguishing characteristics, including scars, marks, tattoos, limps, accents, etc.
- Take note of any weapons. You will have to describe it later to the police. If the robber indicates that there is a weapon in his pocket, assume it is a gun. If the robber has a gun, assume it is loaded.
- Get a description of the robber. Compare the robber to your own height and weight to estimate the size of your attacker.
- Cooperate with the police.



Actions to take after a robbery:

- Notify the Three Rivers Police at 573-718-0108 immediately and be prepared to tell them:
 - The exact location of the robbery.
 - As complete a description as possible of the robber(s).
 - Whether a weapon was implied or used. If you saw the weapon, provide a description including the type, for example, if it was a handgun what style (revolver or semi-automatic), or other weapons such as knives, crowbars, etc.
 - Description of any vehicle used and the number of people in the vehicle.
 - Direction of travel.
 - Any words spoken by the robber(s).
- While waiting for the police to arrive, keep everyone away from the hold-up area and guard anything that may have been touched by the robber(s).
- Save anything left behind by the robber(s) such as a note, weapon, bag, and clothing and do not handle any of these items.

- While waiting for the police, *do not*

discuss the crime with other witnesses.

SUICIDE PREVENTION

The strongest risk factors for attempted suicide in youth and young adults are depression, alcohol or drug abuse, and aggressive or disruptive behaviors.

If several of the following symptoms, experiences, or behaviors are present, a mental health professional or another trusted adult—such as a parent or a counselor—should be consulted.

If you suspect a suicide attempt is eminent, contact the Three Rivers Police at 573-718-0108.



Suicide Signals

- Depressed mood.
- Substance abuse.
- Frequent episodes of running away or being incarcerated.
- Family loss or instability; significant problems with parents.
- Expressions of suicidal thoughts, or talk of death or the afterlife during moments of sadness or boredom.
- Withdrawal from friends and family.
- Difficulties in dealing with sexual orientation.
- No longer interested in or enjoying activities that once were pleasurable.
- Unplanned pregnancy.
- Impulsive, aggressive behavior; frequent expressions of rage.

Danger signs of suicide

- Talking about suicide.
- Statements about hopelessness, helplessness, or worthlessness.
- Preoccupation with death.
- Suddenly happier, calmer.
- Loss of interest in things one cares about.
- Visiting or calling people one cares about.
- Making arrangements; setting one's affairs in order.
- Giving things away.

SUSPICIOUS PACKAGE

If you see a suspicious package:

- Do not open or shake it.
- Do not carry or show to others.
- Do not sniff, touch or taste.
- Do alert others in the area.
- Leave the area, prevent others from entering.
- Create a list of persons in the room where the package was received.
- Call the Three Rivers Police at 573-718-0108.

Letter and Parcel Bomb Recognition Checklist

Look for:

- Foreign mail, air mail, and special deliveries.
- Restrictive markings such as "CONFIDENTIAL" OR "PERSONAL".
- Excessive postage.
- Handwritten or poorly typed address.
- Incorrect titles.
- Misspellings of common words.
- Oily stains or discoloration on package.
- Excessive weight.
- Rigid, lopsided, or uneven envelopes.
- Excessive tape or string.
- Visual distractions.
- No return address.

