

EMERGENCY GUIDELINES

Emergencies occur suddenly, often without warning.

Be familiar with important features of the buildings that you frequently occupy, such as:

- Evacuation routes
- Exit locations
- Areas of refuge
- Locations of safety equipment

Furthermore, consider that in the Department there are people with a certification in first aid and/or fire prevention, which could help you in case of emergency. Please refer to this [link](#) to know their name and location.

EVACUATION

1. When ordered to evacuate or when alarms are activated, **always leave immediately**.
2. **Exit quickly and calmly** using the nearest emergency escape routes and marked exits.
3. Proceed to emergency assembly points (EAP). **Do not use elevators**.

MEDICAL EMERGENCY

- **DIAL 118**
- **DO NOT move** the person unless there is a threat to life by leaving them.
- If trained to administer first aid do so or call the Campus office or the person in charge for further help.
- If possible, avoid contact with corporal fluids.
- If exposed to **suspected** infectious materials, notify an emergency responder upon arrival.
- **Remain with the person** until help arrives.
- If possible, send someone else to meet emergency responders.

PERSONS WITH DISABILITIES

If you have a disability that may affect your response to an emergency:

- Inform the Dean or his collaborators and the supervisor about special needs you have during an emergency.

FIRE AND SMOKE

- **Leave** the area of the fire.
- **Isolate the fire** as much as possible by closing doors and windows around it.
- **DO NOT** attempt to retrieve valuables or use elevators.
- **Pull** the nearest fire alarm.
- Find a **safe location and DIAL 115**. Then, call Campus office.
- Never attempt to fight a fire larger than wastebasket size; even a small fire can generate enough smoke to cause serious injury.
- Never attempt to fight a fire by yourself.
- **Call for help**.
- Always stay between the **fire and the exit**.
- Fire Extinguisher Instructions: **P.A.S.S.**
 - **PULL** safety pin from the handle
 - **AIM** at the base of the fire
 - **SQUEEZE** the trigger handle
 - **SWEEP** from side to side
- The universal sign for a person trapped in a burning building is to hang clothing or a sheet out the window of the room where you are trapped. The firefighters will know where you are trapped.
- If you are aware that someone is trapped, inform firefighters immediately.
- **Do not re-enter the building alone**.
- **If you are trapped**, stay low to the ground as you try to exit.
- **Do not open any doors that feel hot**.

- Use wet towels or clothes to protect you from flames and smoke.
- If your clothes catch fire, STOP, DROP, AND ROLL!

All alarms should be taken seriously. If you hear the alarm, evacuate the building.

VIOLENT CRIME

If you are a victim of violent crime (Acts intended to cause injury, sexual assault and related offences, dangerous or negligent acts endangering persons, abduction, harassment and other offences against the person, robbery, extortion and related offences), report the incident immediately to law enforcement by calling 112.

As soon as convenient, notify the Dean or his staff.

SEVERE WEATHER

You are responsible for monitoring weather conditions and taking appropriate action.

The following safety tips can help individuals protect themselves:

- **Stay away from windows, doors, and outside walls (close the windows).**
- **During lightning events, stay indoors.**
- **In case of tornado, go to the basement or to an interior part of the lowest level** - closets, bathrooms, or halls. Get under something solid.

EARTHQUAKE

- Drop down; take cover under a desk or table and hold on.
- Stay indoors until the shaking stops and you are sure it is safe to exit.
- Stay away from bookcases or furniture that can fall on you.
- Stay away from windows. In a high-rise building, expect the fire alarms and sprinklers to go off during a quake.

CHEMICAL SPILL

- **Get out of immediate danger.**
- If necessary, **evacuate the building** by pulling the nearest fire alarm.
- **Always stay upwind of the spill** (wind blowing from you towards spill).
- **Contact your supervisor or the person in charge**
- **Do not attempt to clean up a spill** if you have not received proper training. It will be assessed by trained personnel who will ensure that proper clean-up techniques are employed.
- Offensive odours from ventilation systems should be reported.
- All laboratory personnel should be prepared to assist in assessment of spills within their area. Campus Environmental Health and Safety provides training.
- In the event of a chemical spill in the Rapid City area, evacuation of the campus may be necessary. Be prepared to cooperate with traffic control officials.

UTILITY FAILURE

- If a utility problem is discovered, such as an electrical short or an elevator failure, **inform your supervisor or the person in charge.**
- **Stay clear of the problem.**
- **Windows should be open** to allow ventilation.
- **Only personnel specifically trained** in emergency shut-off procedures should attempt to shut off the building utilities.

ELEVATOR FAILURE

- If you are in an elevator that stops between floors or the doors will not open, **use the elevator alarm button** or call for help. An authorized employee or elevator personnel will respond.
- **Never attempt to pry open the doors or overhead hatch** of a stopped elevator.
- Specially trained elevator mechanics will take care of the problem.
- **Never attempt to jump out of the elevator** if it is above floor level.