



SOLEX COLLEGE EMERGENCY PROCEDURES

WHEELING CAMPUS

And WABASH LEARNING SITE

Introduction

Being prepared is the first step towards preventing and/or handling emergency situations. Because your safety is of utmost importance, SOLEX College has created this document to inform you of emergency and evacuation procedures that should be followed in case of disaster.

In this document you will find information on how to handle the following emergencies:

- Bomb threats
- Fire emergencies
- Life threatening injuries
- Non-life threatening injuries/first aid
- Severe weather
- Tornados
- Utilities failures
- Violent criminal behavior
- Workplace violence

Please take the time to familiarize yourself with this information to ensure that you are as prepared as possible for disasters that can happen at any time without notice.

Bomb Threats

If you receive a bomb threat either by phone, on paper or in person, take it seriously and report it immediately to your direct supervisor or a school official if you are a student.

Written Bomb Threat:

- Handle it as little as possible.
- Turn over to authorities as soon as they arrive on the scene.

Telephone Bomb Threat:

- Note the exact time of the call
- Attempt to write down the exact words of the caller
- Ask him/her to repeat the information
- Get as much information as possible by asking the following questions:
 - Where is it located?
 - What kind of bomb is it?
 - What does it look like?



- When is the bomb set to explode?
- How do you deactivate it?
- Give all information to authorities when they arrive.

Once school officials have been notified, follow your evacuation plan.

Fire Emergencies

Remember the acronym R.A.C.E in case of a fire, explosion or smoke in the building.

Remove anyone from immediate danger

Activate the fire alarm system by pulling the nearest fire alarm, and then call 911 from a safe location

Contain the fire by closing doors

Evacuate the building. Follow your evacuation plan. Stay close to the floor and never use the elevator.

In the case that you are trapped in a room:

- If possible, put a wet towel at the base of the door
- Call 911 and tell them your location
- If possible to open a window, only open it a crack if breathing is difficult. Do not break any windows as this will send glass down on emergency responders.
- Wave something in the window to get attention

In the case your clothing is on fire: STOP, DROP AND ROLL.

Only use a fire extinguisher if:

- You have been trained in the use of fire extinguishers
- The fire alarm has been activated and the building is evacuating
- The fire is small and contained
- Your exit is clear and you can with your back to the door

Life Threatening Injuries

Life threatening injuries include but are not limited to:

- Persistent or sudden chest pain
- Breathing emergencies
- Uncontrolled bleeding
- Severe altered level of consciousness
- Injuries from falling, severe head injuries, severe burns, etc.

Use your best judgment to determine if a situation is serious enough to call emergency personnel, but when in doubt, always call 911.

While waiting for emergency personnel:

- Do not move the injured person but keep them as comfortable as possible
- Never give liquids to an unconscious person
- Do not remove any objects that may be embedded in the person's skin

After calling emergency personnel and seeing to the injured person's comfort, notify a school official.



For Employees: Notify the person's immediate supervisor who will then contact the injured party's "in case of emergency" contact.

For Students: Notify Student Services who will contact the injured party's "in case of emergency" contact.

Non-life Threatening Injuries/First Aid

Non-life threatening injuries include but are not limited to:

- Musculoskeletal disorders such as twisted ankle, wrist and/or back pain
- Cuts that require medical attention and/or stitches
- Chemicals or other foreign agents in eyes

In the event a situation like this should occur, contact a school official.

Blood or Bodily Fluids: If assisting an injured person, try not to come in contact with blood or bodily fluids unless you are wearing gloves. Should you come into contact with any fluids, immediately wash area of contact with soap and water.

Severe Weather

In the case that it is necessary to close the school due to severe weather conditions such as snow, ice or flooding, announcements will be made at several times throughout the day, as conditions may change. You can determine school closings in one of the following ways:

- Visit SOLEX's website at www.solex.edu. An announcement will be visible on the homepage.
- Call the main desk at (847) 229-9595 for the Wheeling Campus, or (312)970-1375 for Loop Learning site.

Tornados

Take time to familiarize yourself with the building you are in and locate the safest place to shelter in the event of a tornado. Keep the following in mind:

- Below ground level is the best shelter
- If there is no basement, go to an interior room or hallway without windows on the lowest level of the building
- Go to the center of the room
- Avoid rooms with outside walls, doors or windows

Stay in the shelter until the ALL CLEAR has been given.

After you have been cleared to leave the area:

- Check for injured persons. Render first aid if necessary.
- Do not move the severely injured unless absolutely necessary
- Exit damaged building if the ALL CLEAR has been given and do not re-enter damaged buildings.
- Avoid using the telephone unless it's for emergency calls



Utilities Failure

Examples of utility failure that may occur are electrical failure, plumbing failure/flooding, natural gas leak, steam line break, ventilation problems and/or elevator failure.

In the event of a utility failure, immediately notify a school official.

If there is a potential danger to building occupants:

- Notify a school official or the police if it's warranted
- In a situation where a building needs to be evacuated, please follow the evacuation plan.
- Stay at your designated evacuation meeting location until a school official, or police or fire departments have given the "all clear" to re-enter the building.
- Turn off equipment, machines and computers
- Do not use elevators

Assist the disabled as needed.

Violent Criminal Behavior

If you see or know that a person has a firearm on campus or if you hear shots fired on campus or if you witness an armed person shooting people, **protect yourself first-move to a safe location.**

- Conceal yourself and others within a room because it is not safe to evacuate. Enter and stay in an office, classroom, bathroom or closet.
- Close the door. If the door can be safely locked—lock it. During violent crimes in progress, entering the hall to lock the door would be unsafe.
- If the door cannot be locked, place heavy objects from within the room against the door as a barricade.
- Leave no external indication that you are in the room
 - Turn off the lights
 - If windows are present with window coverings, close them
 - If glass is present in the door, cover it if possible.
 - Silence cell phones
- Dial 911 to give your location, the number of people present, injuries, etc.
- Move to a floor level position furthest from the door
- Get under a desk if possible
- Do not go near or open the door until instructed to do so by police or firemen

Workplace Violence

If you are witness to or the victim of intimidating behavior from a colleague, student, instructor or outside parties in the workplace, follow the procedure below:

- Call 9 1 1
- Get out of the area and away from the immediate threat



- If you are able, contact a school official or your immediate supervisor and advise them of the situation

Non-Emergency Procedures: If you are not in immediate danger, but you have experienced or witnessed harassment or intimidation, employees should report the incident to their supervisor. Students should report the incident to their instructor or Administration. Further information can be found in SOLEX College's Harassment Policy.

Evacuation Plan

Evacuation of the building is required when the building's alarm system sounds or when instructed to do so by school officials or the police or fire departments. Evacuation routes are posted in various locations throughout the building.

Building Evacuation

- Determine in advance the nearest exit to your work area and the route you will follow. Establish an alternate route in the event your first route is blocked or is unsafe to use.
- Assist those needing assistance
- Do not use elevators if there is a fire or situation that could affect electricity/power.
- Once outside, proceed to designated meeting location
 - Wheeling Campus: Farthest northeast corner of the parking lot
 - Loop Learning Site: The northwest corner of Michigan and Jackson
- Remain at the meeting location until everyone is present
- Stay at your designated evacuation meeting location until a school official or police or fire departments have given the "all clear" to re-enter the building.

Evacuation Plan for Persons with Disabilities

Assisting Persons with Disabilities

In cases of emergencies, individuals with mobility or sensory impairments (hearing or vision) may need assistance or guidance with evacuating a building. **Do Not Use Elevators** if there is a fire or situations that could affect electricity/power.

To Assist Visually-Impaired Persons

1. Explain the nature of the emergency. Alarms or confusion may disorient a person, even when normally familiar with the area. Tell the person what you need to do to evacuate.
2. Guide the student (or provide someone to do so). Students will take the guide's arm below the elbow and will follow. Move slowly and keep a steady pace.
3. Tell the student where you are as you walk, i.e. going down stairs, stepping up on a curb.
4. Advise of any obstacles in the path.
5. When you have reached safety:



- a. Orient the person to where he or she is. Stay with the person or designate someone else to stay with the person.
- b. Ask if any further assistance is needed before leaving.

To Assist Deaf/Hard of Hearing Persons

1. If you must get a person's attention, flash room lights, wave your arms or tap the person's shoulder.
2. Gesture about what is happening and what to do, i.e., follow me.
3. Write on board or paper the nature of the emergency and the evacuation route

To Assist Mobility-Impaired Persons

1. Always ask the person first if they have medical/health needs, advice or requirements regarding how to assist them
2. Persons using canes, crutches or walkers should evacuate themselves. However, in the event that a rapid evacuation is deemed essential, follow the evacuation procedure for persons using wheelchairs.
3. Persons using wheelchairs should move to an Area of Rescue Assistance. (see locations below)
4. Someone should stay with the mobility-impaired person in the Area of Rescue Assistance, call 911 or send someone to tell emergency personnel of your precise location.
5. If no one is available to send word that there is a person in the Area of Rescue Assistance, and there is no way of communication, proceed to the evacuation assembly point yourself to inform emergency personnel of the precise location where you left the person you were aiding. Someone should return immediately to assist the waiting person.
6. Do not attempt to carry anyone down stairs unless the person is in immediate danger (smoke or flames in the Area of Rescue Assistance) and cannot wait for response by the Fire Department.

Area of Rescue Assistance Locations

- 2nd floor stair landing (located by the elevators).