Version 4.1 | June 2017

Emergency Procedures

Take this booklet with you on your smart phone:

In an emergency, when you hear it, do it.

Lockdown! Locks, Lights, Out of sight

Students
Move away from sight
Maintain silence
Prepare to evade or defend

Staff
Lock interior doors
Turn out the lights
Move away from sight
Do not open the door
Maintain silence
Prepare to evade or defend

Lockout! Secure the perimeter.

Students
Return inside
Business as usual

Staff
Bring everyone indoors
Lock perimeter doors
Increase situational awareness
Business as usual
Take attendance

Evacuate! (To the announced location)

Students
Bring your phone
Leave your stuff behind
Follow instructions

Staff
Lead evacuation to location
Take attendance
Notify if missing, extra or injured students

Shelter! (For a hazard using a shelter strategy)

Students
Tornado: evacuate to shelter area
Hazmat: seal the room
Earthquake: drop, cover and hold

Staff
Lead safety strategy
Take attendance

In an emergency

DO NOT attempt if you are not trained. EVACUATE!

How to use a fire extinguisher

Remember the phrase *PASS*

If alarm is sounding, you must evacuate immediately!

Rescue people	From immediate danger, if safe to do so
Alarm	Pull the fire alarm, call 911
Contain fire & smoke	Close all doors and windows, if safe to do so
Extinguish	Only use a fire extinguisher if you have been trained

DO NOT attempt to extinguish the fire unless trained to do so.
If trained, operate the extinguisher.

Fire or fire alarm

Watches and Warnings

- **Tornado Watch: Be Prepared!**
  A tornado could form. Make sure you know where the designated storm shelters.
- **Tornado Warning: Shelter!**
  A tornado has been spotted. Go to the nearest storm shelter immediately!
- **Severe Thunderstorm Watch: Be Prepared!**
  Stay informed and be ready to act if a severe thunderstorm warning is issued.
- **Severe Thunderstorm Warning: Take Action!**
  Stay safe inside a substantial building

follow the signs

crouch position

Tornado Warning

If a tornado warning is issued for the Goshen area, the campus siren will sound from the roof of the Umble Center.

- Go immediately to the nearest designated storm shelter. In most buildings, this is in the basement or in an inner area of the ground floor (away from windows). **FOLLOW THE SIGNS.**
- If you are unable to reach the designated shelter, seek shelter in an **interior space away from windows**. Get into a **crouched position and cover your head** (with your hands if you have nothing else). Do not use elevators!
- **Remain in the shelter until an all-clear has been issued.**

Emergency & Crisis Notification

To help ensure the safety of our students and employees, Goshen College has partnered with e2campus to provide a multi-tier emergency notification system that includes the following options:

- **Email**
- **Siren**
- **Text messaging**
- **AlertUs network notification to Macs and PCs**

Important Phone Numbers

Report all emergencies directly by calling 911. Using a Goshen College **campus phone you must dial 9-911**. If possible, remain on the line to identify yourself, the nature of the emergency and your specific location on campus.

Other emergency numbers include:

Campus Safety	**(574) 535-7599** – on campus ext. **7599**
Crisis Management Coordinator:	**(574) 535-7550** – on campus ext. **7550**
Director of International Education	**(574) 535-7404** – on campus ext. **7407**
Goshen Hospital	**(574) 533-2141**
Goshen Police Department *(non-emergency number)*	**(574) 533-4151**
Human Resources	**(574) 535-6111** – on campus ext. **6111**
Poison Control Center	**(800) 222-1222**
Resident Director (on-call)	**(574) 535-6273** – on campus ext. **6273**
Student Life Office	**(574) 535-7543** – on campus ext. **7543**
Suicide Prevention Hotline	(**800) 784-2433**

Important phone numbers

A **Alert**
Alert is your first notification of danger.

L **Lockdown**
Barricade the room. Prepare to EVACUATE or COUNTER if needed.

I **Inform**
Communicate the violent intruder's location and direction in real time.

C **Counter**
Create noise, movement, distance and distraction with the intent of reducing the shooter's ability to shoot accurately. Counter is NOT fighting.

E **Evacuate**
When safe to do so, remove yourself from the danger zone.

Lockdown! Locks, Lights, Out of sight.

- Lock interior doors
- Turn out the lights
- Move away from sight
- Do not open the door
- Maintain silence
- Prepare to evade or defend

If you witness or experience violent or criminal behavior:

- If you are a victim or a witness to any on-campus offense or observe a criminal act or suspicious person on campus, call 911 (dial 9-911 on-campus).
- Note details and supply the dispatcher with any helpful information.
- Call Campus Safety at (574) 535-7599 or ext. 7599 (on-campus) and inform them of the emergency and that 911 was called.

Civil disturbance or demonstration

- Most campus demonstrations will be peaceful and business should continue as usual. Stay away from doors or windows if the disturbance is outside.
- Avoid interacting with, provoking or obstructing the demonstrators.
- Avoid the area of disturbance.
- Notify Campus Safety at (574) 535-7599 or ext. 7599 (on-campus).
- If a class or activity is disrupted, the offending person(s) should be requested to leave. If they refuse, call 911 (dial 9-911 on-campus).
- If the situation escalates, the campus may implement lockout procedures: **LOCKOUT! SECURE THE PERIMETER.**

If you encounter a dangerous or suspicious person:

- Do not threaten, intimidate or physically confront the person.
- Do not let anyone into a locked building or room.
- Do not block the person's access to an exit.
- If person asks to speak to a specific college official, ask them to be seated and move outside the person's hearing range to call 911 (dial 9-911 on-campus).
- Call 911 (dial 9-911 on-campus) as soon as you can do so safely.
- Make mental notes of descriptive characteristics of person.
- Call Campus Safety at (574) 535-7599 or ext. 7599 (on-campus) and inform them of the emergency and that 911 was called.

If you encounter a suspicious item or package:

- Do not touch or move the item and move away from the area.
- Call 911 (dial 9-911 on-campus) from a land-line telephone.
- Control access to the area for the safety of others.
- Call Campus Safety at (574) 535-7599 or ext. 7599 (on-campus) and inform them of the emergency and that 911 was called.
- Avoid contact with others if you come in direct contact with a suspicious substance.

Chemical Spill/Leak Emergency Procedures

In case of HAZARDOUS MATERIAL spill, leak or strange odors:

- Remove yourself from the area, and keep others away.
- Do not walk into, touch or smell any of the spilled substance.
- Try not to inhale gases, fumes or smoke.
- If possible, cover mouth with a cloth while leaving the area.
- Stay away from any accident victims until the hazardous material has been identified.
- Try to stay uphill and upwind of the accident.
- Call Physical Plant (574) 535-7351 or ext. 7351 (on-campus) daytime or Security at (574) 535-7599 or ext. 7599 (on-campus) nights, weekends, holidays and state your name, location and information about the spill (area involved, injuries, type of chemicals, amount).

Always be familiar with any chemicals you are working with.

- If you have been exposed to a chemical, refer to the Safety Data Sheet (SDS) for that chemical or chemical compound. Go to the Health Hazard Data Section, usually on the first page. This should include First Aid Information.
- SDS copies are maintained in each laboratory and work area, in the Chemistry Department Stockroom (Science 305) and on the HR/OSS Safety Data Sheet web site at: **avogadro.goshen.edu/sds**

Gas Leak Emergency Procedures

Gas leak in a building

- Do not operate light switches or electronic equipment.
- Ventilate the building by opening doors and windows.
- If the smell of gas is slight, during business hours call the Physical Plant at (574) 535-7351 or ext. 7351 (on-campus). After hours, call Campus Safety at (574) 535-7599 or ext. 7599 (on-campus).
- If the smell of gas is strong, move everyone outdoors at once. Call 911 (dial 9-911 on-campus) from a cell phone or another building. Provide your name and the name of the affected building. Follow-up by calling the Physical Plant at (574) 535-7351 or ext. 7351 (on-campus) or Campus Safety at (574) 535-7599 or ext. 7599 (on-campus).
- Do not return to the building unless a campus official gives an all-clear.

Gas leak outdoors

If a gas leak occurs outdoors, the area should be evacuated, including all buildings in the general proximity of the leak.

1. If you smell gas or hear a hissing noise, do not attempt to determine the exact source.
2. During normal business hours call physical plant at (574) 535-7351 or ext. 7351 (on-campus). After hours, call 911 (dial 9-911 on-campus). Provide your name and the location of the leak. Then call Campus Safety at (574) 535-7599 or ext. 7599 (on-campus).

Immediate action

- Call 911 (dial 9-911 on-campus) to report the accident. Remain clear of the area and move upwind.

Possible outcomes

Isolation of Hazard Area

- Keep away from the hazard area.

Lockdown/Shelter In-Place

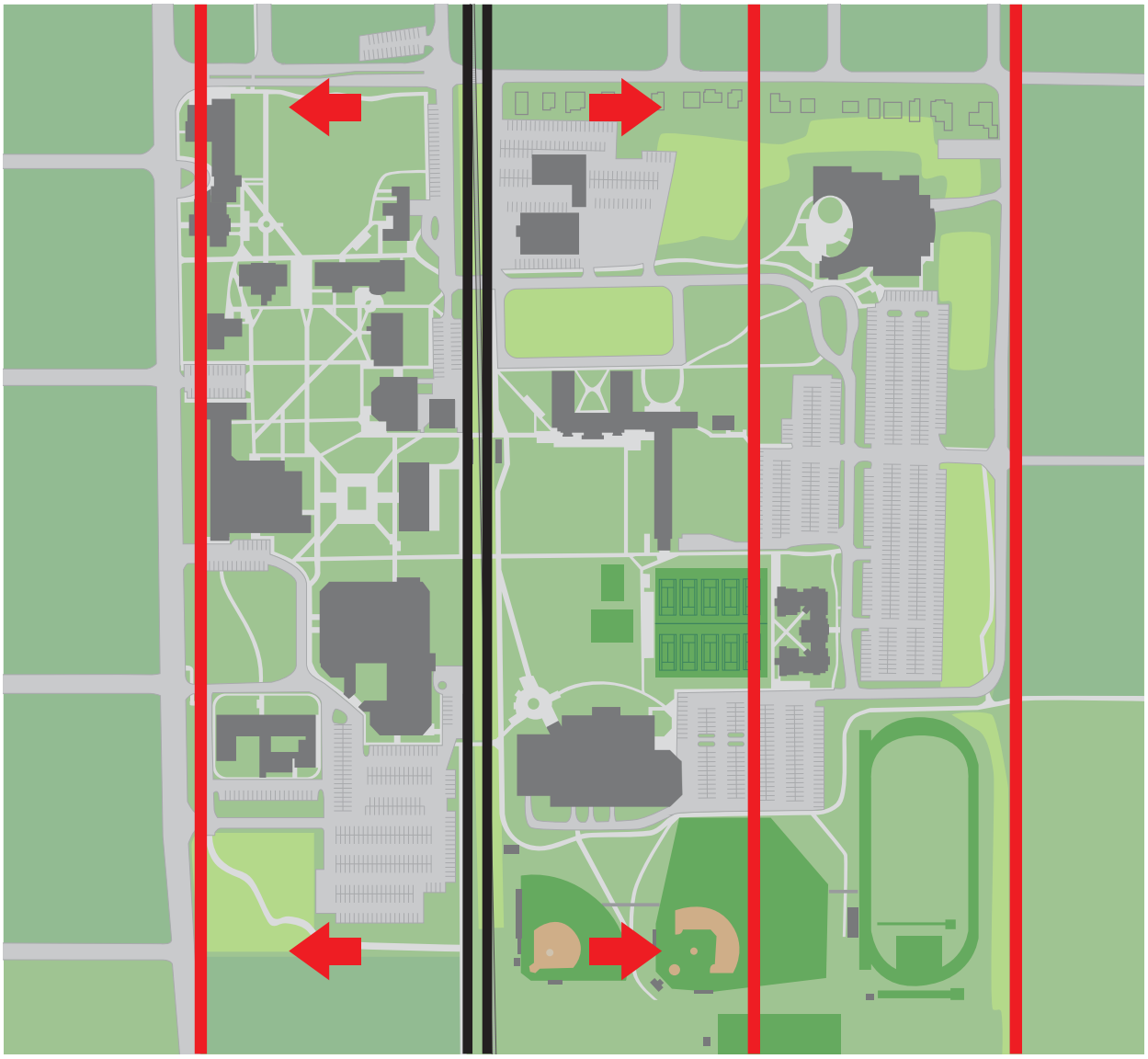
- Remain indoors. Close doors and windows.

Campus Evacuation (refer to ***evacuation map***)

- Follow instructions provided by college officials or emergency personnel.

Campus Map

Black double-line in center represents railroad; other red vertical lines represent 100 meter (330 feet) intervals from railroad. **These distances will be important in the event of a toxic material spill.**



Loss of Electrical Power

If a loss of power occurs in any building on campus for more than one minute:

- During business hours, notify the physical plant at (574) 535-7351 or ext. 7351 (on-campus).
- After hours call Campus Safety at (574) 535-7599 or ext. 7599 (on-campus).
- Check to ensure no-one is trapped in an elevator.
- Wait for further instructions.

Loss of Heat

If a building experiences a loss of heat, don't assume that someone else is aware of it. If you think there might be a problem,

- During business hours, notify the physical plant at (574) 535-7351 or ext. 7351 (on-campus).
- After hours, call Campus Safety at (574) 535-7599 or ext. 7599 (on-campus).
- No attempts should be made to provide temporary heat through other means, including open flames or electric baseboard heaters, etc. without the consent of the Director of Facilities.
- Wait for further instructions.

Loss of water

- During business hours, notify the physical plant at (574) 535-7351 or ext. 7351 (on-campus).
- After hours, call Campus Safety at (574) 535-7599 or ext. 7599 (on-campus).
- Do not attempt to use restroom facilities in the affected buildings.
- After water pressure has been restored, do not drink the water until it has been determined safe.

Elevator malfunction

- Make sure people are not trapped in the elevator.
- During business hours, notify the physical plant at (574) 535-7351 or ext. 7351 (on-campus).
- After hours, call Campus Safety at (574) 535-7599 or ext. 7599 (on-campus).

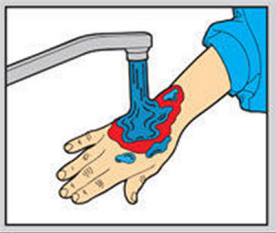
Persons trapped in an elevator

- Speak to the person that is trapped. Your presence will reassure the person inside. Determine whether or not the trapped person has been able to contact emergency assistance.
- During business hours, notify the physical plant at (574) 535-7351 or ext. 7351 (on-campus).
- After hours, call Campus Safety at (574) 535-7599 or ext. 7599 (on-campus).
- Stay in voice communication with the trapped person and remain in the area until assistance arrives.

FIRST AID

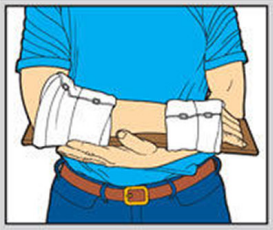
BLEEDING

- **Apply direct pressure** to the wound using a sterile gauze pad or clean cloth. Do not remove base layers when changing dressing.
- **Elevate the injured area** above the level of the heart if there is no fracture.
- **Cover the dressing with a pressure bandage**. If bleeding does not stop apply additional dressings.
- If necessary, apply pressure to the artery with your hand.



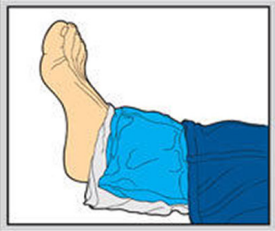
BURNS

- **Stop the burning**. Remove the person from the source of the burn.
- **Cool the burn**. Hold burned area under cool (not cold or icy) running water or immerse for 10 to 15 minutes. Use cool compresses if water is unavailable.
- **Cover the burn**. Cover burn with non-adhesive sterile bandage or clean cloth.
- **Prevent shock**. Lay the person down and elevate the legs.



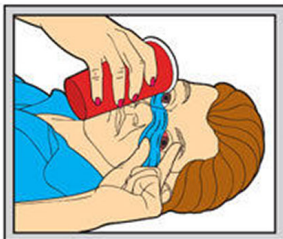
FRACTURES

- **Help the person support the injured area**. Stop any bleeding by applying pressure with sterile bandage or clean cloth.
- Check for feeling, warmth and color below fracture.
- **Immobilize the injured area**. Apply a soft or hard splint above and below the fracture.
- **Apply ice or cold packs** and elevate.
- **Treat for shock**. Lay the person down and elevate the legs.



SPRAINS

- **Rest the ankle or injured area**.
- **Apply ice or cold packs** (wrap in cloth or put cloth under to protect the skin).
- **Compress by lightly wrapping an elastic bandage** around the injured area. Start farthest away from body and wrap up. This reduces risk of cutting off circulation.
- **Elevate the injured area** above heart level to reduce swelling.

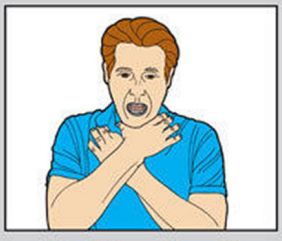


EYE INJURIES

- **Don't rub the eye**. For a foreign particle such as dirt, sand, or sliver of wood or metal have the person **pull the upper lid down and blink repeatedly**.
- **Flush the eye with water**. Make sure the eye to be flushed is down so other eye is not affected.
- For any chemicals in the eyes immediately **wash the eyes with lots of water**.
- **Cover both eyes in case of impalement**.

SHOCK

- **Help the person lie down** on his or her back.
- **Elevate the feet about 12 inches**. If raising the feet causes pain or further injury, keep him or her flat.
- **Check for signs of breathing, coughing, or movement**, and if absent begin CPR.
- **Keep the person warm and comfortable**.
- Turn the person on his or her side to prevent choking if the person vomits or bleeds from the mouth.



CHOKING

Signs of choking

- The person has hands clutching his or her throat, unable to breathe or talk; or skin, lips, and nails are turning blue.

Perform abdominal thrusts (Heimlich maneuver)

- Stand behind the person. Wrap your arms around the waist.
- Make a fist with one hand. Position it over the lower half of the breast bone.
- Grab the fist with the other hand. Press hard into the abdomen with a quick inward and upward thrust.
- Perform 5 abdominal thrusts. (Heimlich maneuver)
- If you are alone, perform abdominal thrusts before calling 911. If two people are available, one can call for help while the other performs first aid.
- If the person becomes unconscious, perform CPR.

Clear the airway of obese person or pregnant woman

- Place your hands a little higher than normal.
- Proceed as with the Heimlich maneuver, shoving your fist inward and upward quickly
- Repeat abdominal thrusts until the blockage is dislodged. If the person becomes unconscious, perform CPR.

CPR

- Check for breathing and responsiveness. Unresponsive person that is breathing normally won't require CPR.
- If not breathing call 911 and have someone get the AED if available. Check for carotid pulse, if none begin CPR.

Compressions - Begin compressions

- If face down, put the person on his or her back while supporting the head, neck, and back.
- Place the heel of one hand over the person's breastbone. Place the other hand on top of the first hand. Keep your elbows straight.
- Using your upper body push straight down compressing the chest to about 2 inches. Push hard at a rate of 120 compressions per minute.

Airway - Clear the airway

- If trained for CPR, after 30 compressions, open the person's airway your by placing your palm on the person's forehead and gently tilt the head back. With the other hand gently lift the chin forward to open the airway.
- Check for normal breathing, chest motion, and listen for normal breathe sounds.

Breathing - Breathe for the person

- Pinch the nostrils and cover the person's mouth with yours. Use A CPR mask if available.
- Give the first rescue breath and watch to see if the chest rises.If it does rise give the second breath. If the chest doesn't rise resume chest compressions.
- When AED arrives, turn it on, apply it, and follow prompts. Resume CPR starting with chest compressions until emergency personnal arrive.

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Two steps to save a life:

Call Right Away!

Push Hard & Fast in the Center of the Chest!

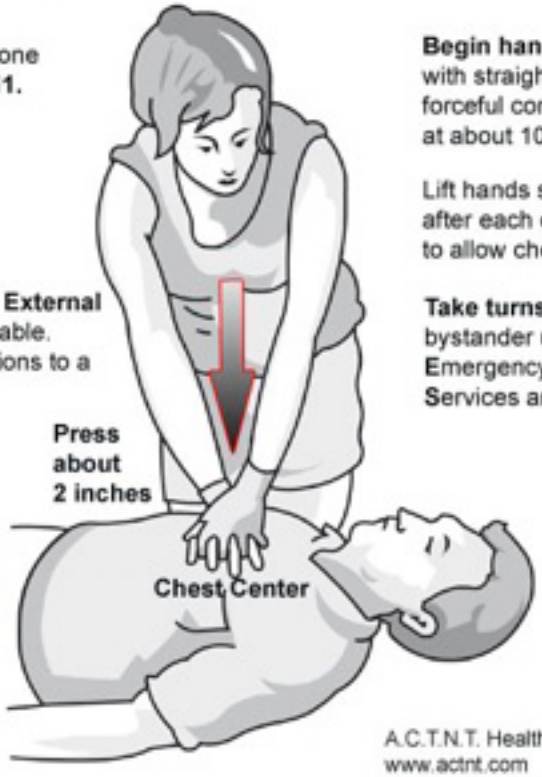
Hands-Only CPR

Experts now believe an ADULT who suddenly collapses due to cardiac arrest has enough air in his/her lungs and blood during CPR and doesn't need mouth-to-mouth breathing.

If you see someone collapse, **call 911.**

Position **unresponsive** adult.

Use an **Automated External Defibrillator** if available. Keep CPR interruptions to a minimum.



Begin hands-only CPR with straight arms and forceful compressions at about 100 a minute.

Lift hands slightly after each compression to allow chest to **recoil.**

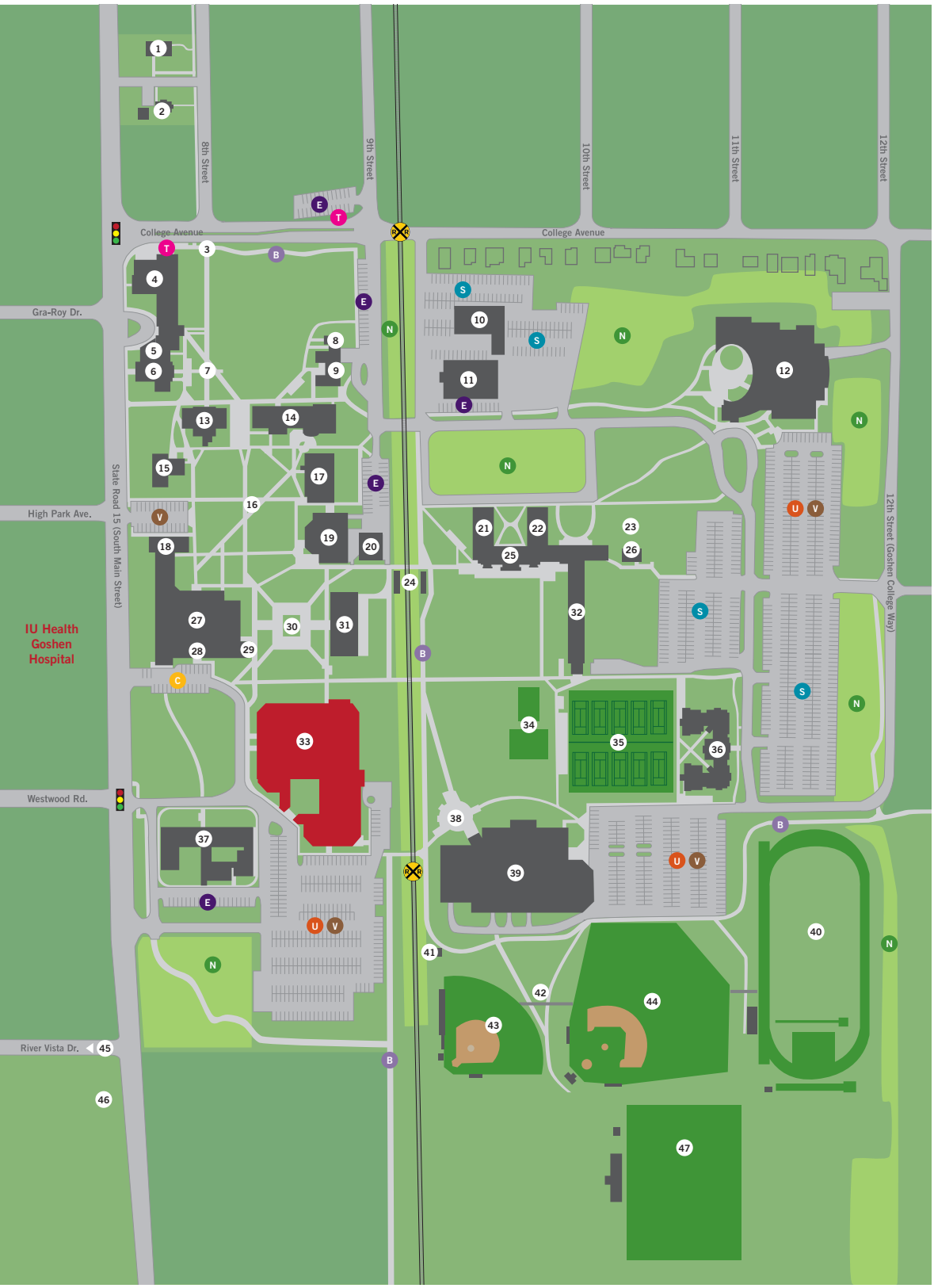
Take turns with a bystander until **E**mergency **M**edical **S**ervices arrive.

A.C.T.N.T. Healthcare Services
www.actnt.com
866.822.ACTNT

Source: American Heart Association™

Medical emergency

Off-campus evacuation rally point: Church-Chapel



- C Commuter Student Parking *permit required*
- E Employee Parking *permit required*
- S Student Parking *permit required*
- U Unrestricted Parking
- V Visitor Parking
- T Interurban Trolley Stop
- N Native Landscaping
- B Maple City Greenway Winona Bike Trail

building names

Academic Resource and Writing Center 31
Accounting Office 13
Adelphian Fountain 7
Administration Building (AD) 13
Admissions Office 17
Alumni and Career Networks Office 13
Bookstore 29
"Broken Shield" Sculpture 16
Campus Center for Young Children (CCYC) . . . 33
Campus Ministries Office 6
Campus Safety Office
(For emergencies, call: **574.535.7599**) . . . 39
Center for Intercultural and International
Education (CIIE) 27
Chairman Building 10
Church-Chapel (CC) 33
Coffman Residence Hall 9
College Cabin 45
College Mennonite Church 33
Communications and Marketing Office 17
Community School of the Arts 12
Commuter Lounge 27
Connector 25
Development Office 13
Dining Hall 4
East Residence Hall 26
Eighth Street Gate 3
Eigsti Track and Field Complex 40
Financial Aid Office 13
FiveCore Media 37
Good Library 31
Heating Plant 20
Hershberger Art Gallery 12
Howell House 1
Human Resources 5
Information Technology Services (ITS) 28
Ingold Athletic Complex 42
ITS Media 28
Java Junction Coffee Shop 25
Juanita Lark Welcome Center 18
Kenwood House 2
Kratz Residence Hall 22
Kulp Residence Hall 6
Labyrinth 23
Leaf Raker Snack Shop 27
Library Art Gallery 31
Mailboxes 27
Mennonite Historical Library 31
Miller Residence Hall 21
Music Center (MC) 12
Newcomer Center (NC) 37
Octavio Romero Apartments 36
Office of Conferences and Events (OCE) 18
Office of Graduate and
Continuing Studies (OGCS) 18
Physical Plant (PP) 11
President's Office 13
Printing and Mailing Services 8
Quiet Place (prayer room) 6
Radio Station: 91.1 FM - The Globe 27
Recreation-Fitness Center (RFC) 39
Registrar's Office 13
Rieth Recital Hall 12
Sand Volleyball/Outdoor Basketball Courts . . . 34
Sauder Concert Hall 12
Schertz Computer Lab 27
Schrock Plaza 30
Schrock Science Annex 14
Science Hall 14
"Sky Rhythms" Sculpture 38
Soccer Field 47
Softball Field 43
Student Life Office 13
Sunshower Project *(solar hot water collector)* . . 41
Tennis Courts 35
Train Underpass 24
Umble Center (UC) 19
Union Building (UN) 27
Visual Arts Building (VA) 15
Westlawn Dining Hall 4
Witmer Woods 46
Wyse Hall (WY) 17
Yoder Baseball Field ("The Sarge") 44
Yoder Residence Hall 32

Building map / evacuation map