

Emergency

GUIDELINES QUICKLIST



CODE TEAM INFORMATION

Code Team members are appointed and are trained to handle specific emergency situations on the Davis Tech campus. **If you are not an appointed member, please do not respond to code calls.**

Code Red: Fire Emergencies

Code Blue: Medical Emergencies

Code Green: Environmental Hazard

Code White: Security Assistance

LockDown: Active Assailant/Shooter

LockOut: External Threat

911 may be dialed directly from any Davis Tech phone without dialing 9 first for an outside line; a follow-up call to either internal ext. 7911 or 801-593-7911, can provide support and assistance for the responding agency.

FIRE



1. If you see a fire, activate the alarm (by activating the pull station).
2. Vacate the building immediately. Do not return to the building until an "all clear" has been given by Security or the Fire Department.
3. Call 801-593-7911 if location of fire is known. The operator will then notify the Code Team.

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 internal ext. 7911 or 801-593-7911, be specific about your location and what you know about the incident.
3. If an injury or illness appears to be life threatening, call 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 Risk Management 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.

ENVIRONMENTAL HAZARDS

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.

Emergency contacts:
Internal Ext. 7911
Or 801-593-7911

2. Call internal ext. 7911 or 801-593-7911 and the operator will notify the Code Team.



3. If evacuation is necessary, the fire alarm will be activated.
4. Evacuate the facility per fire drill instructions.

SECURITY ASSISTANCE

1. A behavioral disturbance or suspicious behavior can be either verbal or physical. If you observe any type of unusual behavior on this campus, call internal ext. 7911 or 801-593-7911 and request a Code White. Be specific about the location of the incident and what you have observed.
2. Security will respond and will determine if the situation requires additional assistance (such as calling 911).

LOCKDOWN

If you observe someone using a weapon, hear possible gunshots or use any device in a threatening manner and/or you receive a text message or hear an overhead announcement of "LOCKDOWN", decide on an appropriate action for yourself which may include:

- **RUN**
- **HIDE**
- **FIGHT**

1. **RUN**, if you can safely leave the area and exit the building then do so.
2. **HIDE**, lock entry doors to the classroom or office, turn off lights and have people inside the room stay clear of doors and windows. Remain silent.
3. **FIGHT**, if you, as an individual, have no other choice and have determined that the only way to survive is to physically attack the perpetrator.

Call 911 when safe to do so and report the status of your situation including any injuries at your location.

Follow all Police instructions and keep your hands visible at all times.

When evacuating the building, if possible, to do so safely, take only necessary items, such as keys or cell phones. Do not take any item that will slow you down or is not necessary. The campus building may be sealed as a crime scene and no one will be allowed to enter the building for several hours.

LOCKOUT (External Threat)

1. Bring everyone indoors
2. Lock perimeter doors
3. Increase situational awareness
4. Stay inside until safety is restored

EARTHQUAKE

1. Take cover under a desk or table, if possible. If not, get near an interior wall, drop, and cover and hold on. Stay away from windows. Remember:
 - DROP
 - COVER
 - HOLD
 - DON'T PANIC

2. Wait for TWO MINUTES after tremors stop and then evacuate as per fire drill instructions.
3. Dial internal ext. 7911 or 801-593-7911 to report injuries.

SUSPICIOUS PACKAGE

1. If you see a suspicious package, back-pack or substance, do the following:
 - Remain calm, do not touch or open the suspected package.
 - Call internal ext. 7911 or 801-593-7911 and indicate what it is you have found, giving location and description of the package. The operator will then notify the Code Team or emergency responders.
 - Move away from the area and keep others away until Code Team/Emergency personnel arrive.
2. Await further instructions from responders.

