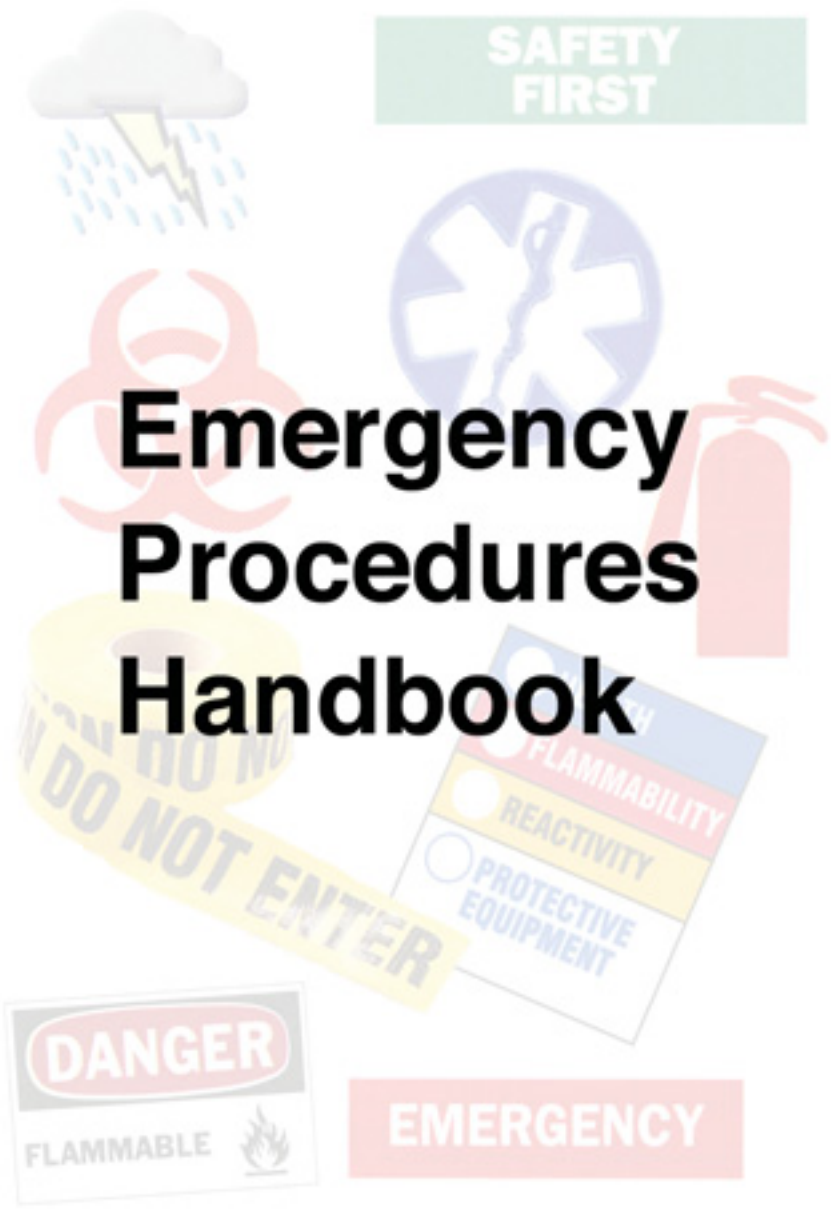


**SAFETY
FIRST**



Emergency Procedures Handbook

DANGER

FLAMMABLE



EMERGENCY

Name _____





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INTRODUCTION

This emergency procedures handbook is intended for use by faculty and staff members at Metropolitan Community College. It is designed specifically to meet possible emergency conditions at all College Campuses and Centers.

Metropolitan Community College has the utmost concern for the safety and well being of its students, employees and guests. All faculty and staff must act in an effective and responsive manner when situations occur. If possible, lend assistance to those persons with special needs only if you have been trained or possess the physical ability to render help.

The College has taken steps to be prepared for all predictable situations. It is our intent that our Metro's facilities will provide a safe area to survive an incident. If an individual chooses to leave a College property it is of their choice and the College will not detain these persons. If on the other hand, an event occurs outside our Campuses/Centers the College reserve the right to deny entry to persons who may disrupt or contaminate our facility.

Recipients of this handbook should also become familiar with its contents and Procedures Memorandum X-7. In an emergency, this handbook will serve as a quick reference for effective action. It should be kept in an easily accessible location at all times, preferably under or near a telephone.

If there are further questions or comments, contact the Coordinator of Public Safety and Environmental Health and Safety at 457-2770.

For Emergencies:

All Sites 911 or 9-911 Please be patient for telephone connection to occur.

Public Safety Offices:

Elkhorn Valley Campus	289-1218
Fort Omaha Campus	457-2313
South Omaha Campus	738-4569

Public Safety Two-way Radio:

Elkhorn Valley Campus	289-1234
Fort Omaha Campus	457-2638
South Omaha Campus	738-4534

At the Fremont Center notify the Area Manager at 721-2507

At the Sarpy Center notify the Director at 537-3800



If a **FIRE** is observed in your building or at your work location:

1. Pull the nearest fire alarm to evacuate the building. If there is no fire alarm, alert others of the emergency.
2. Call 911 from a safe location and advise the operator of the fire. Speak calmly and clearly. Give your name, location, and telephone number.
DO NOT hang up until you are released by the 911 operator.
3. Notify Public Safety at the campus of the fire. Public Safety will direct fire department personnel to the location of the fire. If Public Safety is not at your facility, instruct someone to meet and direct the fire department to the scene.
4. DO NOT use elevators. Know the exit routes and keep them open and unobstructed.
5. Regarding the use of a fire extinguisher, if you do not feel your personal safety is threatened and you have been trained in the use of the device, attempt to extinguish the fire.
6. Assemble at a safe distance away from the building. Try to stay out of any smoke. Do not assemble in driveways or areas that will be used by the fire department.
7. DO NOT re-enter the building until the fire department or Public Safety have declared the building safe.

If there is any doubt about a fire, **ALERT AND EVACUATE.**

Reference: Procedures Memorandum X-7

In a **MEDICAL** emergency:


1. In a serious medical situation call 911. Give details regarding the injury and victim's location.
DO NOT hang up until the 911 operator directs you to do so.
2. Notify the Public Safety Office to report the medical emergency.
3. If possible return to the victim and wait for arrival of Emergency Medical Services and/or Public Safety.
4. Perform only the First Aid or CPR skills in which you have received training. If you are unable or choose not to assist the victim, call out to others to help.
5. Try to keep the victim calm and comfortable. Do not move a seriously injured person unless they are in a life threatening environment.
6. Public Safety will take action appropriate to the situation, including proper notification and incident reporting.
7. It is normal to have emotional reactions after assisting or witnessing a serious injury or medical emergency. Contact the Public Safety Office at 457-2770 or the Employee Assistance Program through the Human Resources Office for support with your recovery.

Reference: Procedures Memorandum X-7










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Sarpy Center 537-3833 Fremont Center 721-2507

**Crimes-in-Progress, Riots, Vandalism, Physical Acts or Threats of Violence, Hostage Situation, Observation of Suspicious Weapons.**

Good judgment is crucial when dealing with a potential or real disturbance. Your own well being must be carefully evaluated in a very short time with very limited information; therefore, the following items can only be utilized as guidelines:



- 
1. DO NOT attempt to apprehend or interfere with the suspected person in any way. Your actions could put you in danger and may also be illegal.
 2. Notify 911 and/or Public Safety as good judgment and the situation dictates. Give your name, location, telephone number and details regarding the situation.
 3. To the extent that good judgment and common sense dictates, remain near the disturbance area until help arrives from 911 and/or Public Safety. Remain physically and mentally alert and composed.
 4. Assist in the calm and orderly movement of all uninvolved people to an area of safety.
 5. Police/Sheriff Departments and Public Safety authorities will take actions appropriate to the situation, including proper notification of other authorities, legal actions and incident reporting of the facts and observations from those involved.
 6. You need to assist by providing a good description of the suspected person and/or victim. Note the height, weight, sex, race, approximate age, clothing, method and direction of travel and name if known. All this takes only a few seconds and is of the utmost help to the investigating officers. If the suspect enters a vehicle, note the license number, make, model, color and any outstanding characteristics. Write them down; don't rely on your memory.
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Reference: Procedures Memorandum X-7

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The following procedures will be followed in the case of
INCLEMENT WEATHER

1. The decision to close the College or to cancel or delay classes will be made by the College president or his/her designee.
2. Full procedural details regarding inclement weather situations are described in Procedures Memorandum X-1, Inclement Weather Procedures, which are maintained in all MCC libraries, administrative staff offices, or the College's intranet site at www.mcc-neb.edu/procedures/
3. During class hours, notification of a decision to close the College or to cancel or delay classes will be given to designated staff who will initiate notifications using the Inclement Weather Notification Network (calling trees/charts).
4. During other than normal class hours, announcements as to the closing, cancellation or delay will be made via weather announcements as early as possible. Watch local television or listen to radio stations for this information.

1. Metro Weather Hot Line:

Call 457-2499 for recorded messages regarding cancellations or delay of classes.

2. Metro Web Site: www.mccneb.edu

Weather-related messages will appear at the bottom of the browser.



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A TORNADO WATCH means that tornadoes are likely to develop. A **TORNADO WARNING** means a tornado has actually been sighted in the general area and public should seek shelter immediately.

1. Student Service centers and Public Safety Officers and other designated locations have weather-alert devices. These receiving devices are continually monitored and ready for activation as needed. When notification is received via weather alert radio, telephone, or two-way radio the information will be spread to the general college population.
2. The Public Safety office or Student Service staff at each Campus/Center location will notify instructors and staff of the watch and/or warning in effect..
3. If a tornado warning is issued, the sounding of the civil defense sirens or the approach of a visible tornado, students and staff are to proceed to the nearest designated tornado shelter for the building/area. The shelter areas are designated with 5-inch red, round decals picturing a tornado symbol.
4. If time does not permit getting to a shelter location, get into the safest area of your classroom or office which is generally an inside wall farthest from any doors or glass windows.
5. When possible, avoid areas with large windows, lecture rooms, gymnasiums or other areas with wide-span roofs. Additionally, areas where boilers or electrical switchgear are located should be avoided.
6. Take shelter under your desk or any heavy furniture and take care to protect your head and eyes. This can be done by assuming a curled position or by covering your head and eyes with your arms, clothing, books or other materials.
7. All persons should remain in the shelter areas until advised that the danger has passed.
8. If the area has suffered damage from the tornado, watch out for storm related dangers and assist where possible with emergency fire and first aid assistance. See pages 5 and 6 in this guide.
9. Reassemble after the storm has passed outside the building at a safe distance. **DO NOT** re-enter the building until told the area is safe. If possible account for all persons you were with prior to the storm. This will be useful in identifying missing persons.

Reference: Procedures Memorandum X-7

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In the event of a **UTILITIES OUTAGE:**

1. Help secure the Campus/Center facilities by working with College personnel and outside authorities.
2. Be alert for gas and water leaks, broken and downed electrical lines and wiring, chemical leaks, and ruptured sewer lines.
3. If appropriate designated personnel will turn off the utilities at the source.
4. Extinguish all open flames.
5. Do not come in contact with liquids if at all possible.
6. Designated personnel will use testing equipment to identify dangers. If warranted, leave the area immediately to report the emergency situation.
7. **DO NOT** return to the area until directed to do so.
8. Report all incidents to the Coordinator of Public Safety and Environmental Health and Safety at 457-2770.

Reference: Procedures Memorandum X-7



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EARTHQUAKES occur without warning. That is why being prepared is so important. During the earthquake, consider the following suggestions:

1. Keep calm and stay where you are. Most injuries during an earthquake occur when people decide to enter or exit buildings.
2. Take cover under sturdy furniture such as work and instructions tables, desks, inside-wall corners or heavy-framed doorways. **DO NOT** use elevators.
3. Stay away from glass windows. Also, stay clear of tall bookcases, cabinets and appliances that may shift and fall over. Most casualties in earthquakes result from contact with falling materials.
4. If you are outdoors, stay in the open away from buildings, trees and power lines. **DO NOT** go near anything where there is a danger of falling debris.
5. If you are driving, stop and stay with your vehicle. **DO NOT** stop on or under bridges. Move as far out of the normal traffic pattern as safely possible. **DO NOT** park under trees, power lines, light posts or signs.

After the earthquake is over, the following guidelines should be followed:

1. Be prepared for aftershocks. Earthquakes may occur in a series over a period of several days. Aftershocks may last a few seconds or as long as several minutes.
2. **DO NOT** re-enter damaged buildings; aftershocks could shake the buildings down.
3. Check for injuries and follow appropriate first aid procedures as listed on page 6.
4. **DO NOT** use telephones or two-way radios unless absolutely necessary to report a fire, serious injury or hazardous chemical emergency.
5. Follow instructions from your Campus/Center Manager, Public Safety officers or other designated College official.

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BOMB THREATS

If you were to receive a **BOMB THREAT** conveyed over the telephone; you should remain calm and attempt to obtain as much information as possible from the caller.

1. To assist you in discovering as much information about the caller as possible, a Bomb Threat Call Checklist is found on the following page.
2. If possible notify someone else in your area to call 911 and/or Public Safety on another telephone line to accelerate the response time.
3. When reporting the incident give your name, your location, the location of the bomb, and the time it is set to explode, if you are able to ascertain this information.
4. Respond to the directions from the 911 operator and/or the Public Safety Officer. If instructed to evacuate the area, move a safe distance away from the building or work location (a minimum of 100 yards, the length of a football field). The building fire alarm system can assist in evacuation of the building; follow the same procedure as in a fire emergency when and where appropriate.
5. **DO NOT** re-enter the building or work place until instructed by designated personnel to do so.

If you were to observe a suspicious item or package; you should remain calm.

1. **DO NOT** touch or move the item.
2. **DO NOT** allow anyone else to touch or move the item.
3. Notify Public Safety of your discovery.
4. Keep onlookers from congregating in the area.
5. Police/Sheriffs Departments and/or Public Safety will take actions appropriate to the situation, including proper notification of other authorities, legal actions and incident reporting of the facts and observations from those involved.

Reference: Procedures Memorandum X-7

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Questions to Ask

- 1. When is the bomb going to explode? _____
- 2. Where is it right now? _____
- 3. What does it look like? _____
- 4. What kind of a bomb is it? _____
- 5. What will cause it to explode? _____
- 6. Did you place the bomb? _____
- 7. Why? _____
- 8. What is your address? _____
- 9. What is your name? _____

Sex of Caller _____ Age of Caller _____ Length of Call _____

Caller's Voice

- Calm Laughing Lisp Stutter Cracking Voice
- Angry Crying Raspy Accent Excited
- Normal Deep Disguised Slow Distinct
- Rapid Slurred Ragged Nasal Deep Breathing
- Clearing Throat Loud High Pitched
- Soft Familiar If voice is familiar, who did it sound like? _____

Background Sounds

- Street Noises House Noises None Voices
- Motor Noises Static PA System Booth
- Office Machines Long Distance Music
- Factory Machines Animal Noises Other _____

Language Used by the Caller

- Well Spoken (educated) Foul Incoherent
- Message Read by Caller Irrational Taped

Exact Wording of the Threat

Report Call Immediately to: _____

Phone # _____

Completed by: _____

Phone # _____ Date _____

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If you notice a **LEAKING** or **SPILLED CHEMICAL**, or **ESCAPING GAS** from a cylinder, the following steps are to be taken immediately:

CHEMICALS

1. Recognize the emergency immediately and isolate the area.
2. If the leaking material is hazardous and presents a potential fire or explosion hazard, evacuate the immediate area, or if necessary, the entire building,
3. This can be done by either direct communication or the use of the building fire alarm system. Make sure those evacuating do not use routes near the incident scene.
4. Call 911 and/or Public Safety. Give your name, location, and the nature of the emergency. If you know what hazardous material is involved, this will help in the proper emergency response. **DO NOT** hang up until directed to do so.
5. If told to evacuate, move to a safe area at a distance of at least 500 feet (approximately two football fields). This safe area should be upwind and uphill from the incident area.
6. Do not return to the area until directed to do so.

GASES


1. Suspected gas leaks or suspicious odors should also be reported to Public Safety.
2. If you determine the leaking material is hazardous and presents a potential fire or explosion hazard, evacuate the immediate area, or if necessary, the entire building.
3. This can be done by either direct communication or the use of the building fire alarm system. Make sure those evacuating do not use routes near the incident scene.
4. Call 911 and/or Public Safety. Give your name, location, and the nature of the emergency. If you know what hazardous material is involved, this will help in the proper emergency response. **DO NOT** hang up until directed to do so.
5. If told to evacuate, move to a safe area at a distance of at least 500 feet (approximately two football fields). This safe area should be upwind and uphill from the incident area.
6. **DO NOT** return to the area until directed to do so.



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 **GUIDELINES**

- 
1. If a fire results from the hazardous material emergency, IMMEDIATELY refer to the procedure page 5 for Fire Emergencies.
 2. If injuries result from the hazardous materials emergency, use caution when giving first aid. If safe to do so, immediately remove any victims to a safe environment before starting first aid and emergency care. Remember, the hazard that caused the victim's injuries may still be present on his/her clothing and in the surrounding environment. IMMEDIATELY refer to the procedure page 6 for Medical Emergencies.
 3. Most chemical spills and gas leaks you encounter will involve products you work with or are around daily. This familiarity makes you a valuable resource to personnel responding to the suspected hazard. Your knowledge of the chemicals and gases, and the location of their respective material safety data sheets, can minimize the fire, health, safety and environmental concerns for responders.

 **BIOTERRORISM / NUCLEAR**

1. Campus/Centers will be notified as part of the general public alert of any Bioterrorism and/or Nuclear Emergency as defined by local and state Emergency Services Agencies.
2. Information provided to the College will determine the appropriate procedures the College will follow.
3. These procedures may include the evacuation of an area, procedures to shelter in place and to facilitate the orderly movement to areas of safety in adjacent host communities.
4. Comply with local and state authorities as needed and expected.

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WEBSITES

- <http://www.mccneb.edu>
Metropolitan Community College
- <http://www.fema.gov>
Federal Emergency Management Agency
- <http://www.sarpy.com/ema>
Sarpy County Emergency Management Agency
- <http://www.huntel.net/region 5-6>
Dodge/ Washington Counties Emergency Management Agency
- <http://www.co.douglas.ne.us/dept/emergency/index.php>
Douglas County Emergency Management Agency
- <http://www.co.douglas.ne.us/dept/health>
Douglas County Health
- <http://www.ci.omaha.ne.us/depts/fire>
Omaha Fire Department
- <http://www.ci.omaha.ne.us/depts/police>
Omaha Police Department
- <http://www.noaa>
National Oceanic Atmospheric Administration
- <http://www.redcross.org>
American Red Cross
- <http://www.dhs.gov>
Department of Homeland Security
- <http://www.nsc.org>
National Safety Council
- <http://www.kmtv.com>
TV Channel 3
- <http://www.wowt.com>
TV Channel 6
- <http://www.theomahachannel.com>
TV Channel 7
- <http://www.kptm.com>
TV Channel 42
- <http://www.kfab.com>
Radio 1110 AM
- <http://www.kfmt.com>
Radio 105.5 FM, 1340 AM

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Elkhorn Valley Campus

As listed on Shelter Areas for Severe Weather Charts

Fort Omaha Campus

Building #1	Basement or Building #2
Building #2	Basement
Building #3	Basement
Building #4	Basement
Building #5	Basement
Building #6	Basement
Building #7	Basement, Buildings #10 & #6
Building #8	Basement
Building #9	Basement
Building #10	As listed on Shelter Areas for Severe Weather Charts in Building #10
Buildings #11-15	Basement
Building #16	Basement
Building #17	Basement
Buildings #18-19	Basement
Building #20	Buildings #30 or #17
Buildings 21-29, 70	Building #30
Building #30	Basement
Building #32	Basement or Building #30

South Omaha Campus

As listed on Shelter Areas for Severe Weather Charts

Fremont Center

As listed on Shelter Areas for Severe Weather Charts

Sarpy Center

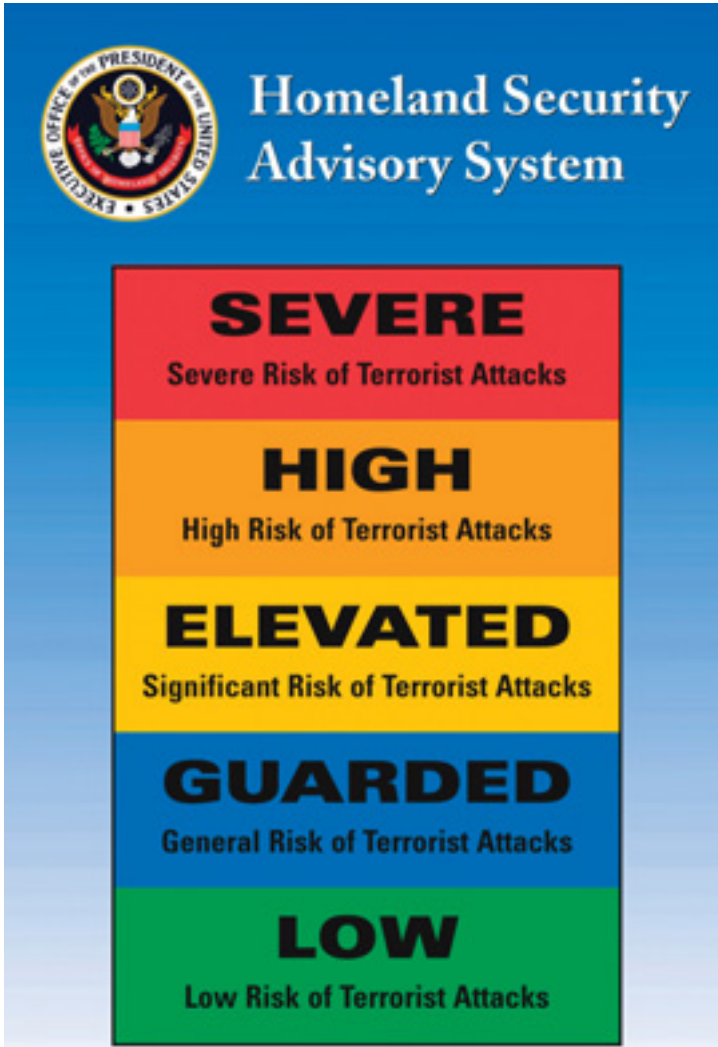
As listed on Shelter Areas for Severe Weather Charts

If you are at an off-campus site, follow the directions of the facility.

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[Emergency Numbers](#)

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