



SOUTHERN UNION STATE COMMUNITY COLLEGE

EMERGENCY PROCEDURES

Emergency Procedures

Southern Union State Community College is committed to the safety and well-being of its students, faculty, and staff who can help the college safeguard the campus by taking preventive measures to ensure safety and by referencing this guide in the event of an emergency.

The following guidelines are not intended to be a comprehensive list of instructions, rather a reminder of the basic steps that should be taken to minimize the risks associated with a given hazard. Since emergencies can vary greatly, the

instructions provided by Southern Union State Community College and emergency personnel at the time of the incident may change or even conflict with those listed on this site.

Always follow the instructions of college and emergency personnel.

SAFETY TIPS

- If you smell or see smoke or fire, pull the nearest fire alarm.
- Trust your instincts. If a place or situation doesn't feel right, it probably isn't. Leave.
- Avoid shortcuts and isolated areas when walking after dark.
- Don't walk alone after dark. Early evening to late evening, travel only in groups of three or more in well-lit and heavily traveled areas.
- When traveling in your vehicle, keep windows up and doors locked.
- If approached, don't resist a robber - especially if he/she has a weapon.
- Never venture into or through dark or undesirable neighborhoods.
- Don't carry large sums of cash.
- If attacked or approached by someone suspicious, contact the police immediately by calling 911.
- Get a good description of the person and their direction of travel.

Emergency Procedures: Fire

GENERAL TIPS

- Become familiar with emergency escape routes before an accident (i.e. note locations of stairwells and emergency doors)
- If the fire is small, and you are properly trained, use a fire extinguisher to control the fire
- If you smell or see smoke or fire, pull the nearest fire alarm
- Evacuate the building via the stairs - DO NOT use the elevators
- Exit quickly, only take essential items
- If possible, close doors behind you as you exit to confine the heat or smoke
- Feel the door with the back of your hand before opening it - DO NOT open a door that is hot

Cool door:

- Open slowly and ensure fire or smoke is not blocking your route. If escape route is blocked, immediately shut the door and find an alternate escape route.

- If route is clear leave immediately through the door and close it behind you. Be prepared to crawl, if necessary.

Call SUSCC Police or 911

- State the location of the fire
- Stay on the phone until released by the dispatcher

Once outside:

- Move to a clear area at least 500 feet away from the building
- Keep the streets, fire lanes, fire hydrants, and all walkways clear
- Return to the building only when emergency personnel allow

Staff members:

- Bring class or building roster with you
- Take inventory of all personnel evacuated from the building
- Report missing persons (and their last known locations) to emergency personnel on scene

HOW TO USE A FIRE EXTINGUISHER

- If the fire is small, and you are properly trained, use a fire extinguisher to control the fire
- Always keep your back to the exit; never place the fire between you and the exit
- Discharge the entire extinguisher on the base of the fire

Remember PASS

P = pull the pin

A = aim the nozzle at the base of the fire

S = squeeze the trigger

S = sweep the fire extinguisher from side to side

IF YOU CATCH ON FIRE:

- DO NOT run
- STOP, DROP, and ROLL

IF CAUGHT IN SMOKE:

- Drop to hands and knees and crawl toward exit
- Stay low
- Hold your breath as much as possible
- Breathe shallowly through nose; use a shirt or towel as a filter

IF FORCED TO ADVANCE THROUGH FLAMES:

- Hold your breath
- Move quickly
- Cover your head and hair
- Keep your head down and your eyes closed

IF YOU ARE TRAPPED AND CANNOT EVACUATE:

- Wedge wet towels or other cloth materials along the bottom of the door to keep smoke out
- Close any doors between you and the fire
- If you are trapped and need air, break the window, but only as a last resort
- Hang a towel or cloth material from the window (This signals firefighters that you are trapped)
- If you are disabled and cannot use the stairs, get to the stairwell keeping doors closed; notify emergency personnel of your exact location (i.e. stairwell No. 1, 7th floor landing)

Emergency Procedures: Medical Emergency

GENERAL TIPS

Call SUSCC Police or 911, request medical assistance, and tell the dispatcher:

- Your location
- Type of injury or illness of victim
- Victim's status (conscious, breathing, or bleeding)
- Age of victim

- Stay on the phone until released by the dispatcher

- Check the scene for any danger or hazards like exposed electrical wires, broken glass, or chemicals before providing aid
- If properly trained, administer basic life support (CPR or first aid), otherwise wait for professional help
- DO NOT attempt to give ANY medical advice unless properly trained
- DO NOT move the victim unless he is in immediate danger
- DO NOT jeopardize your health or the health of the victim

HEART ATTACK:

- Check to see if victim's airway is open, if he is breathing, and if he has a heartbeat
- If you are trained to do so, administer CPR if needed
- If you are trained to do so, locate and use an automated external defibrillator (AED)

BURNS:

- Remove the victim from source of burn
- Be careful not to contaminate or injure yourself

THERMAL BURNS:

- Flush the wound area with cool water (DO NOT use ice)
- DO NOT apply any creams or lotions

DRY CHEMICAL BURNS

- Brush the chemical from the skin using gloves
- After brushing chemical off the skin, flush the area with cool water

BLEEDING:

- Use gloves and other protective gear

- Apply firm, gentle pressure to the wound with a clean cloth
- Immobilize the wound
- If you come in contact with any blood or bodily fluids, wash with soap and water, then seek medical attention

Emergency Procedures: Severe Thunderstorms

DEFINITION

- **Severe thunderstorm** - A storm capable of producing wind gusts over 55 mph and/or hail 3/4" or larger in diameter
- **Severe thunderstorm watch** - Issued by the National Weather Service when severe weather conditions are possible in the area
- **Severe thunderstorm warning** - Issued by the National Weather Service when severe weather has been sighted in the area

GENERAL TIPS

- Find a safe shelter
- Monitor local news media and the University's website for closings/delays
- DO NOT call 911 unless there is an emergency or you need immediate assistance
- DO NOT handle any electrical equipment
- Unplug appliances and other electrical items like computers or televisions
 - Power surges can cause serious damage
 - Avoid showering or general bathing
 - Plumbing and bathroom fixtures can conduct electricity
- Use a corded telephone ONLY for emergencies; cordless or cell phones are safe to use
- Lightning can travel through telephone lines
- Cancel/relocate outdoor activities
- Secure all objects that could blow away or cause additional damage
- Keep all exterior doors closed and stay away from windows
- Close all windows and blinds

AVOID THE FOLLOWING:

- Natural lightning rods like tall trees in an open area
- Hilltops, open fields, the beach, or a boat on water
- Isolated sheds or other small structures in large, open areas
- Metal objects - motorcycles, golf carts, golf clubs, bicycles, etc.

IF OUTSIDE:

- Immediately find a safe indoor shelter or a hard-top automobile
- If you are unable to find a safe shelter, and are trapped outdoors, lie in a ditch or any low-lying area with few trees, or crouch near a strong building for shelter
- Rubber-soled shoes and rubber tires provide NO protection from lightning

Emergency Procedures: Tornado

DEFINITION

- **Tornado watch** - Issued by the National Weather Service when conditions are favorable for severe thunderstorms and multiple tornadoes to form in or around the area

- **Tornado warning** - Issued by the National Weather Service when a tornado has been sighted or indicated in the warning area

GENERAL TIPS

- Immediately move to an interior hallway on a lower level in the middle of the building you are in
- Stay away from all windows and glass doors
- DO NOT use the elevators
- Close and lock all windows and exterior doors
- Close all window shades, blinds, or curtains

Call SUSCC Police or 911 and tell the dispatcher:

- Your location
- Type of injury or illness of victim
- Victim's status (conscious, breathing, or bleeding)
- Victim's age

- Stay on the line until released by the dispatcher
- DO NOT leave your location until advised or storm warning ends

IN YOUR VEHICLE:

- Immediately get out of your car and find the nearest, low-level room of a building or storm shelter
- NEVER try to outrun a tornado, especially in a congested or urban area

OUTSIDE:

- Find shelter immediately
- If no shelter is available, find the nearest low-level ditch and lie flat with your hands covering your head
- DO NOT seek shelter under a bridge or overpass
- Beware of flying debris and possible flooding

Emergency Procedures: Flash Flood

DEFINITIONS

- **Flash flood watch** - Issued by the National Weather Service when conditions are favorable for flash flooding in the area
- **Flash flood warning** - Issued by the National Weather Service when flash flooding is in progress, imminent, or highly likely

GENERAL TIPS

- DO NOT walk or drive through flooded areas
- Avoid downed power lines

Emergency Procedures: Hurricane

DEFINITIONS

- **Tropical storm watch** - Issued by the National Weather Service when winds of 39 to 73 mph are possible in the area within the next 48 hours
- **Tropical storm warning** - Issued by the National Weather Service when winds of 39 to 73 mph are expected in the area within the next 36 hours
- **Hurricane watch** - Issued by the National Weather Service when winds of 74 mph or greater are possible within the next 48 hours
- **Hurricane warning** - Issued by the National Weather Service when winds of 74 mph or greater are expected in the area within the next 36 hours

GENERAL TIPS

- Follow instructions given by Southern Union
- Monitor local media and college website, www.suscc.edu, for closings/delays

SHELTERING IN PLACE

- Locate or create an emergency kit to include:
 - Bottled water (have enough to last you a few days)
 - Flashlights
 - Battery-operated radio or television
 - Extra batteries
 - Canned food and can opener
 - Dry food (bread, peanut butter, crackers, etc.)
 - Blankets and pillows
 - Cash
 - Battery and car charger for cell phone
- Secure your area by closing all windows, window shades, blinds, or curtains
- Close all interior doors and close and secure/brace all exterior doors
- Find shelter in a small interior room, closet or hallway on the lowest level
- Stay away from all windows and glass doors
- Lie on the floor under a table or some other sturdy object
- Turn off ALL utilities when instructed to do so, otherwise turn the refrigerator thermostat to its coolest setting and shut the door
- Keep a supply of water for sanitary purposes; fill the bathtub or other large containers with water

EVACUATE UNDER THE FOLLOWING CONDITIONS:

- Directed by local or college authorities to do so
- If you live in a mobile home or unsafe temporary structure
- If you live in a high-rise building
- If you live on the coast, floodplain, inland waterway or near a river
- If you feel you are in danger

OFFICE PREPARATIONS

- Unplug, cover, and secure vulnerable equipment with plastic

- When possible, move equipment and other valuable items to the interior areas of the building and away from windows
- Tag moved equipment with department contact information for easy identification and retrieval
- In areas subject to flooding, relocate equipment and other valuable items to a higher floor or elevate
- Remove or secure equipment from outdoor and rooftop locations
- Clear refrigerators and freezers of items that could spoil if power is lost, but leave appliance plugged in
- Place important records and files in cabinets and cover with plastic
- Close and latch (or secure with tape if necessary) filing cabinets and cupboards
- Back up electronic data and store in multiple locations
- Clear desktops, tables, and exposed horizontal surfaces of materials that could be damaged
- Place telephone in desk drawer if the cord is long enough; do not unplug telephone
- Take home personal possessions; the college is not responsible for damaged personal items
- Secure windows and close blinds
- Change voicemail and automatic e-mail reply to indicate college closure
- Close and lock all doors, including interior office doors, before leaving

Emergency Procedures: Extreme Heat

DEFINITIONS

- **Heat cramps** - Muscle pains or spasms due to heavy exertion. Although heat cramps are the least severe, they are usually the first signal that the body is having trouble with heat.
- **Heat exhaustion** - Occurs when people exercise or work in a hot, humid place where body fluids are lost via heavy sweating. Blood flow to the skin increases, causing blood flow to decrease to vital organs, which can result in a form of mild shock. If left untreated the victim's body temperature will keep rising and he may suffer heat stroke.
- **Heat stroke (sun stroke)** - Occurs when the victim's temperature control system, which produces sweat, stops working. The body temperature can rise high enough to cause brain damage or death, if the body is not cooled quickly.

GENERAL TIPS

- If possible, avoid strenuous outdoor activities
- Stay indoors and limit exposure to the sun
- If outside, apply sunscreen uniformly to cover all exposed areas for 15 minutes before exposure
- Sunscreen should be applied every two hours
- Drink plenty of water
- If you are epileptic or have a heart, kidney, or liver disease consult your doctor first
- Stay on a building's lowest floor, out of the sun if air conditioning is not available
- Eat well-balanced meals; avoid using excess salt
- Limit your intake of alcoholic beverages
- Dress in loose-fitting, lightweight, and light-colored clothes that cover as much of your body as possible
- Protect face and head by wearing a hat
- NEVER leave children or pets alone in closed vehicles or extremely hot environments
- Consider scheduling outdoor events for cooler times of the day

Call SUSCC Police or 911 immediately if you or a victim is experiencing the following symptoms:

- Heavy sweating
- Paleness
- Muscle cramps
- Tiredness
- Dizziness
- Headache

- Nausea
- Weakness
- Vomiting
- Fainting

Tell the dispatcher:

- Your location
- Victim's type of injury or illness
- Victim's status: (conscious, breathing, or bleeding)
- Victim's age
- Stay on the line until released by the dispatcher

Emergency Procedures: Winter Weather

DEFINITIONS

- **Winter storm watch** - Issued by the National Weather Service when a winter storm is possible in the area.
- **Winter storm warning** - Issued by the National Weather Service when a winter storm is occurring or will soon occur in the area.
- **Freezing rain** - Rain that freezes upon hitting the ground by creating a coating of ice on roads, walkways, trees, and power lines.
- **Sleet** - Rain that turns to ice pellets before reaching the ground. Sleet can create moisture on the roads that freezes, becoming slippery.
- **Frost/Freeze warning** - Issued by the National Weather Service when below freezing temperatures are expected in the area.

GENERAL TIPS

- Monitor local news media for weather reports and emergency information
- Look to the University website at www.suscc.edu, for class cancellations/college closings
- Stay clear of dropped or sagging power lines
- Avoid areas with many trees; snow or ice may cause tree limbs to fall
- Stay inside if possible
- Use extreme caution when walking outside or driving
- If you must travel:
 - Travel during the day
 - Stay on main roads; avoid back-road shortcuts
 - Carry emergency supplies or kits
 - Dress warmly to prevent frostbite or hypothermia

Emergency Procedures: Power Outage

GENERAL TIPS

- Remain calm, and stay where you are
- Evacuate ONLY if instructed to do so by emergency personnel or supervisor

Call SUSCC Police or 911 depending on the situation and tell the dispatcher:

- Your location
- What areas are affected by the power outage

- How long the power has been out
- Any significant water damage, flooding, gas leak, or any other major utility failure
- Any injuries
- Stay on the phone until released by the dispatcher
- Turn off all electrical devices such as computers
- Damage can occur once power is restored
- Laboratory personnel should secure all experiments and unplug electrical equipment before leaving
- All chemicals should be returned to their proper storage place
- Provide appropriate ventilation by opening all windows and doors
- Evacuate immediately if you are unable to provide appropriate ventilation for chemicals; call SUSCC Police
- DO NOT open cold-rooms, refrigerators, or other temperature-sensitive areas

DO NOT USE ELEVATORS

If caught inside an elevator during a power outage:

- Remain calm
- DO NOT attempt to open the elevator door by shaking, jarring, or prying open the elevator door unless directed to do so by emergency personnel

Press the emergency button or call SUSCC Police or 911 and tell the dispatcher:

- Your location
- What floor you are near
- Any injuries
- Stay on the phone until released by the dispatcher

Emergency Procedures: Active Shooter

GENERAL TIPS

Call SUSCC Police or 911 as soon as possible and relay the following information:

- Location of the incident
- Type of incident
- Subject's physical description
- Subject's location and/or direction of travel
- Weapon information
- Stay on the phone until released by the dispatcher
- If you cannot speak, dial 911 and leave the line open to allow the dispatcher to hear what is going on at your location
- If you can evacuate, do so
- Trust your instincts

IF YOU ARE UNABLE TO EVACUATE

- **Take shelter** in the nearest room, office, closet (preferably somewhere with a lockable inward opening door)
- Lock and barricade the door with anything you have available (desks, file cabinets, other furniture)
- Cover any windows that may be in or near the door
- Look for alternate escape routes (windows, additional doors, etc.)
- If jumping from a window is a safe or viable option

- Break the window if necessary
- Make an improvised rope from clothing, belts, etc. if necessary
- Hang by your hands to minimize the distance you will fall
- Stay low to the ground and remain as quiet as possible remembering to silence your cell phone
- Do not answer the door for anyone

- **Taking out the shooter** is a serious decision ONLY YOU can make- maintain a survival mindset
- Position yourself in a location that will allow for the element of surprise if the shooter enters
- Prepare yourself to attack the shooter should he enter by identifying improvised weapons
 - Throw items at the shooter's face to cause a distraction and disrupt his aim
 - Attack in a group creating multiple points of opposition
 - Swarm the shooter and control his extremities and head to control him; pin him to the ground
 - Continue the fight until you are certain he is no longer a threat
- Once the shooter is incapacitated Call 911 and advise the police
 - Move weapons away from the shooter and use a trash can or other container to control it (do not pick up the weapon)
 - Raise your hands and drop to your knees obeying any commands from responding law enforcement
 - Provide first aid to injured victims

Emergency Procedures: Suspicious Activity

GENERAL TIPS

- Remain calm
- DO NOT let anyone into a locked room or building without proper authority
- DO NOT engage in a physical confrontation with the person
- DO NOT block the person's exit

Call SUSCC Police or 911 depending on the situation and tell the dispatcher:

- Your location
- Person's behavior
- Person's physical description
- Person's location and direction of travel
- What you saw
- Where and when it happened

- Stay on the phone until released by the dispatcher

SIGNS OF SUSPICIOUS ACTIVITY

- Anything out of the ordinary
- A person(s) running or leaving quickly - as if he or she were being watched or chased
- A person(s) hauling property - lab equipment, laptops, books, bikes - at an unusual time or location
- A person(s) going door to door in a residence hall or office
- A person(s) pulling on multiple doorknobs or trying to open residence hall/office rooms
- A person(s) pulling on car door handles or looking into multiple vehicles
- A person(s) forcibly entering a locked vehicle or door
- Car or person(s) repeatedly circling an area
- A person(s) being forced into a vehicle
- Strange(s) noises - arguing, yelling, gunshots, etc.
- A person(s) exhibiting unusual mental or physical symptoms - person may be injured or under the influence of drugs

- A person(s) who photographs, videotapes, sketches or asks detailed questions about power plants, buildings, bridges, hospitals, utility infrastructure, etc
- A person(s) who doesn't belong, gaining, or trying to gain access to a restricted area

Emergency Procedures: Bomb Threat

TELEPHONE THREAT

- Remain calm
- Do not hang up; keep the caller on the line as long as possible, and listen carefully
- Obtain as much information as possible
- Use the bomb threat **checklist**

Ask questions such as:

- When is the bomb going to explode?
- Where is the bomb right now?
- What kind of bomb is it?
- What does it look like?
- What will cause it to explode?
- Why did you place the bomb?
- What's your name?

Take notes about the call, such as:

- **Identity:** Male, female, age
- **Voice:** Loud, soft, high-pitched, deep, raspy, hoarse, nasal, pleasant
- **Background noise:** Office, factory, street, traffic, train, airplane, animals, party, music
- **Speech:** Accented, deliberate, fast, slow, lisp, slang, taped/recorded, stuttered, slurred
- **Manner:** Calm, angry, rational, irrational, coherent, incoherent
- **Time of call**
- **Exact words**
- **Phone number** (Caller ID)
- **Any other pertinent information**

Call, or have someone else call, SUSCC Police or 911

- State your location and report the information you noted
- If unable to speak to the police dispatcher, call 911 and leave the line open to allow the dispatcher to listen in on the conversation

WRITTEN THREAT

- Call SUSCC Police or 911 depending on the situation
 - State your location and report the information in the written threat
 - Stay on the phone until released by the dispatcher
- Don't touch or move the letter; it should NOT be altered or destroyed
- Preserve the scene for SUSCC Police
- Prevent others from handling or going near the letter

Emergency Procedures: Suspicious Package

IF YOU ENCOUNTER A SUSPICIOUS PACKAGE

Consider the specific circumstances when evaluating the following signs. The presence of one characteristic may not necessarily mean a package is dangerous, but if in doubt, call SUSCC Police.

- Remain calm
- Stay away from the package
- DO NOT allow anyone to handle or go near the package
- If a suspicious package is discovered while handling, avoid dropping, throwing, or any other abrupt movement; gently set the package down in a secluded area that has been evacuated
- DO NOT use any cell phones, radios, or other wireless devices around the package

Call SUSCC Police or 911 depending on the situation

- State the location of the package and provide a description
- Stay on the phone until released by the dispatcher
- If you touched the package, immediately wash your hands, arms, etc. with soap and water for 15 minutes

CHARACTERISTICS OF A SUSPICIOUS PACKAGE

- Package or envelope with suspicious powdery substance
- Unexpected package sent by someone unfamiliar to you
- Excessive postage
- Poorly written or typed address
- Incorrect title(s) with no names
- Misspelling of common words or names
- Addressed to someone no longer at the address
- Outdated postmarks
- No return address or one that can't be identified as legitimate
- Return address not consistent with postmark
- Unusual weight, given package size; lopsided; or oddly shaped
- Unusual amount of tape, string, or other wrapping material
- Marked with restrictive labels like "fragile," "personal," "confidential," or "rush-do-not-delay"
- Strange odor, stains, or noises (i.e. rattling, clicking, ticking, etc.)
- Appears to contain electrical wire or aluminum foil
- Mailed from foreign country unfamiliar to recipient

Emergency Procedures: Hazardous Materials Release

EVACUATE

- Leave the area immediately and move approximately 1/2 mile away (8 to 10 blocks)
- Keep others away from the affected area
- STAY UPSTREAM, UPHILL, AND UPWIND OF THE ACCIDENT
- Do not walk into or touch any spilled liquids, airborne mists, or condensed solid chemical deposits
- Turn off all ignition and heat sources
- Try not to inhale gases, fumes, or smoke
- Cover mouth with a cloth while leaving the area

Call SUSCC Police or 911 and tell the dispatcher:

- Location of the leak or spill

- Type of substance
- Amount spilled/leaking
- Any injuries

Those contaminated by the spill should avoid contact with others and remain in a safe location nearby to receive medical assistance

WET CHEMICALS:

- Flush with water and soap, if possible, being sure not to rub the chemical into your skin

DRY CHEMICALS:

- Using gloves, brush from skin
- Remove all contaminated clothing
- Once the chemical is removed, flush skin with cool water
- Those with information on the chemical should leave immediate area but remain in a safe, nearby location to direct emergency personnel to the affected area
 - Assist with providing information about the incident, chemical involved, Material Safety Data Sheets (MSDS), and chemical's common use
- Follow evacuation instructions from emergency personnel
 - Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles
 - Return to the spill/leak site only when permitted by emergency officials
- If you are unable to evacuate, or if you are instructed to stay indoors, SHELTER IN PLACE

SHELTER IN PLACE (INSTRUCTED TO STAY INDOORS)

- Close and lock all exterior doors and windows
- Close vents and as many interior doors as possible
- Turn off air conditioners and ventilation systems
 - In large buildings, set ventilation systems to 100 percent recirculation so that no outside air is drawn into the building
 - If this is not possible, ventilation systems should be turned off
- Go to a pre-selected shelter room above ground; select a room that has the fewest openings to the outside
- Seal gaps under doorways and windows with wet towels, plastic sheeting and duct tape
- Use material to fill cracks and holes in the room, such as those around windows and air conditioning units
- If gas or vapors could have entered the building, take shallow breaths through a cloth or a towel
- Avoid eating or drinking any food or water that may be contaminated
- Call SUSCC Police or 911 to report your location

IF IN A VEHICLE

- Stop and seek shelter in a safe building
- If you must remain in your car, close windows and air vents, and shut off the air conditioner
- Breathe through a cloth covering your mouth

Emergency Procedures: Epidemic/Pandemic

DEFINITIONS

- **Epidemic** - New cases of a disease, in a given population, that exceed normal expectations
- **Pandemic** - Epidemic of infectious disease that is spreading through human populations across a large region (i.e. a continent or worldwide)

MINIMIZING DISEASE TRANSMISSION

- Wash hands often with soap and water
- Wash before eating or drinking, applying makeup, inserting contact lenses
- Wash after you sneeze or cough
- Wash after touching frequently touched surfaces (i.e. doorknobs, phones, etc.)
- Stay home; avoid crowded areas or public gatherings if possible
- Stay home when you are sick
- Get plenty of rest, eat a balanced diet, exercise regularly, and drink fluids. Avoid tobacco products.
- Cover all new and existing cuts and grazes with waterproof dressing

PREVENTING THE SPREAD OF DIARRHEAL DISEASES

- Wash hands regularly with warm soap and water for at least 20 seconds
- Sanitizing gels/foams/wipes are an adequate substitute when soap and clean water are not available
- Maintain a clean living environment
- Maintain good personal hygiene, including:
 - Follow good hygienic practices when preparing food
 - Do not share eating utensils or drinking containers
 - Do not share items such as toothbrushes or towels
- Disinfect surfaces that are touched frequently (i.e. doorknobs, phones, computers, etc.)
 - Wipe surfaces with a disinfectant such as diluted household bleach

PREVENTING THE SPREAD OF RESPIRATORY DISEASES

- Wash hands regularly with soap and warm water for at least 20 seconds
- Sanitizing gels/foams/wipes are an adequate substitute when soap and clean water are not available
- Cover your cough and sneeze
 - Cough and sneeze into the crook of your arm
 - If you use a tissue, immediately place the used tissue in a waste basket
- Disinfect surfaces that are touched frequently (i.e. doorknobs, phones, computers, etc.)
 - Wipe surfaces with a disinfectant such as diluted household bleach

SUPPLY RECOMMENDATIONS

- Tissues
- Hand sanitizing gel/foam/wipes
- Disposable gloves to wear while disinfecting areas or attending to someone who is sick
- Aspirin, acetaminophen or other analgesics
- Disposable masks (for your protection, as well as others')

HAND WASHING

When washing hands with soap and water:

- Wet your hands with clean, warm, running water and apply soap
- Rub hands together to make lather and scrub all surfaces
- Continue rubbing hands for 20 seconds (imagine singing "Happy Birthday" twice)
- Rinse hands well under running water
- Dry your hands using a paper towel or air dryer
 - If possible, use the paper towel to turn off the faucet

When should you wash your hands?

- Before preparing or eating food
- After going to the bathroom
- After changing diapers or cleaning up a child who has gone to the bathroom
- Before and after attending to someone who is sick
- After blowing your nose, coughing, or sneezing
- After handling an animal or animal waste
- After handling garbage
- Before and after treating a cut or wound

DISINFECTING

- Diluted household bleach (1/4 cup of bleach to a gallon of clean water) may be substituted if disinfectants are not available
- Use only unscented products

Emergency Procedures: Workplace Violence

GENERAL TIPS

- Remain calm
- Notify supervisor immediately

Call SUSCC Police or 911 depending on the situation and tell the dispatcher:

- Your location
 - Person's behavior
 - Person's physical description
 - Person's location and direction of travel
 - What you saw
 - Where and when it happened
- Stay on the phone until released by the dispatcher

SIGNS OF WORKPLACE VIOLENCE

Consider the specific circumstances when evaluating the following signs. The presence of one characteristic may not necessarily mean a person is prone to workplace violence, but if in doubt, call SUSCC Police.

- Threats, threatening behavior, displays of aggression, or excessive anger
- A history of threats or violent acts
- Unusual fascination with weapons
- Verbal abuse of coworkers and/or customers, or harassment via phone/e-mail
- Bizarre comments or behavior, especially if it includes violent content
- Holding grudges, inability to handle criticism, habitually making excuses, and/or blaming others
- Chronic, hypersensitive complaints about persecution or injustice
- Making jokes or offensive comments about violent acts
- Significant changes in mood or behavior

