

# Emergency Response Procedures



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# Emergency Response Procedures

**Response** - Phase of emergency management implementation before, during, or after an emergency, and consisting in activities aimed at limiting or preventing damage to life, property or the environment.

## ACTIVE ATTACKER

### 1. RUN

- Evacuate if safe to do so, locate an accessible escape route (determined on the most accurate information of the location of the active shooter(s)).
- Call 911 as soon as possible and when safe to do so. Notify CMCC Security.
- Keep your hands visible at all times (empty). Leave your belongings behind.
- Move quickly to a safe place far away from the incident.
- Remain there until Police and first responders arrive and give you instructions.
- Remain calm, avoid screaming or yelling.

### 2. HIDE

- Follow FULL Lockdown Procedures which are:
  - Go quickly to the nearest room or office and stay there.
  - Lock and barricade the door.
  - Silence all cellular and noise related devices and remain quiet.
  - Close all windows and shut the blinds.
  - Stay away from windows and doors.
  - Remain out of sight, hiding under desks/heavy furniture.
  - Do not open the door until it is safe to do so. (Only if you are notified by Emergency Management Services (Police, Fire and Ambulance) and/or Security.
- Call 911 and notify Security, when needed and if safe to do so.
- Monitor emergency communications and notifications.
- Follow all emergency instructions for full lockdown.

### 3. FIGHT

- Take any action to protect your life.
- As a last resort and only when your life is in imminent danger, attempt to disrupt or incapacitate the active attacker(s).

#### **Once the Police/First Responders have arrived:**

- Follow all instructions and remain calm.

- Do not open your door unless you have received confirmation from Police and first responders.
- Raise your hands, spread your fingers and keep them visible at all times.
- Do not run. Drop to the floor if you are instructed to do so. Move slowly.
- Avoid screaming and yelling.
- Adhere to evacuation directions of Police and first responders keeping your hands above your head.
- Do not get upset or confront Police or first responders even if you are searched or possibly handcuffed.

## **ACTIVE THREAT OF SUICIDE**

- Call 911, Police immediately and notify Security.
- If possible and safe to do so, remain with the individual who is actively threatening suicide until EMS arrives.
- Follow instructions from Police, EMS and/or Security and remain calm.

## **BOMB THREAT & SUSPICIOUS ITEMS**

- Do not handle or disturb the bomb/suspicious item at all.
- Notify Police and Security immediately.
- Follow orders issued for evacuation or lockdown/shelter in place.

## **CHEMICAL SPILL – MINOR and MAJOR**

- Call 911 and Security immediately for emergency responders to assist.
- If there is a risk of fire, activate the nearest fire alarm (unless there is a chance of explosion from activating the fire alarm).
- Alert others (by voice in the case of risk of explosion) in the immediate and surrounding areas.
- Evacuate and alert others to evacuate.
- If safe to do so:
  - Assist with the injured/contaminated individuals and if possible, remove them from exposure/the affected area
  - Turn off gas and electrical sources of supply
  - Secure the area
  - Close the doors

## EXTERNAL FORCE-VEHICULAR-ACCIDENT

- Move out of the line of movement, at right angles from the vehicle, try to put solid objects between yourself and the force/vehicle.
- Give warnings to others in the immediate area and attempt to evacuate or seek shelter in a hardened location.
- Do not run with others and call 911 and alert Security at first opportunity.

## FIRE

- Pull the fire alarm. Call 911 and Security.
- Leave the building via the nearest exit (following the directions of the fire warden).
- If you can't evacuate, stay low to the ground, wait to be rescued and if possible, attempt to find the nearest exit.
- Do not use the elevator.

## HOSTAGE

- Remove yourself from danger and if possible, evacuate the area if there is an accessible escape path and it is safe to do so.
- Follow instructions to lockdown/hide, wait in place until you are rescued; and
- If your life is in danger, fight or take any action to protect your life.

## MEDICAL EMERGENCY

- Find a CMCC First Responder (licensed Chiropractor) and direct them to the location of the incident.
- Depending upon the nature of the emergency, assist EMS when required. Otherwise, follow their instructions, or the instructions of a First Responder if EMS are not required.
- If the patient is being transported to hospital, accompany the patient and notify the patient's emergency contact.

## MEDICAL INJURY

- Find a CMCC First Responder (licensed Chiropractor) and direct them to the location of the incident.
- Depending upon the nature of the emergency, assist EMS when required. Otherwise, follow their instructions, or the instructions of a First Responder if EMS are not required.

## NATURAL DISASTERS

### Earthquake:

- Pick a nearby place to move to safety.
- Wait in place until the shaking and tremors cease. Be prepared for the possibility of aftershocks.
- Do not use the elevator.
- Follow orders for evacuation – see Fire evacuation procedures.

**NOTE:** If you are caught outside, stay outside. Move away from buildings, trees, streetlights and overhead lines. Crouch down and cover your head.

### Flood:

- Follow orders to move to higher floor locations immediately. Stay in place and wait for further instructions.
- Do not walk, swim or drive through flood waters.
- Be prepared to follow any evacuation orders.

### Landslide:

- Stay alert and remain clear of areas located nearby to landslide area. Follow orders to remain indoors (to keep safe) and if advised, move to locations of higher ground (floor).
- Be prepared to evacuate the building (should it become unsafe to remain there), staying as far away from the landslide as possible, following orders for moving to a safe location.
- Curl into a tight ball and protect your head if escape is not possible.

## POWER OUTAGE

- Move to locations where there is sufficient light.
- Stand by for further instructions, which may include evacuation of the building.
- Do not use the elevator.
- Clinicians/Interns – Remain with your patients. Patient care must cease immediately.

## SEVERE WEATHER

### Heat Wave/Extreme Heat:

- Follow orders to remain indoors (to keep cool and safe) and if advised, move to locations where air conditioning is available.

- Be prepared to evacuate the building (should it become unsafe to remain there).
- Avoid any strenuous activities, watching for signs of heat related illness.

#### **Hurricane:**

- Follow orders to stay/move indoors to a safe location (shelter in place) and/or move to alternate locations indoors (for greater safety).
- Be prepared to evacuate the building (should it become unsafe to remain there) following the evacuation routes and zones as directed.
- Stay alert, monitor emergency notifications and comply with emergency instructions.

#### **Tornado:**

- Follow orders to stay/move indoors to a safe location (shelter in place), a small, interior, windowless room, on the lowest level of the building.
- Take cover by shielding your head and neck with your arms and placing furniture and blankets around you for greater protection.
- Stay alert, monitor emergency notifications and comply with emergency instructions.

#### **Winter/Snow/Ice Storm:**

- Stay indoors to keep warm, if possible. If you have to go outside, wear winter clothing.
- CMCC will communicate any decisions to close or cease operations based on conditions at the campus.
- Travel only if safe to do so.

## **STUDENT PROTEST GROUP OR DEMONSTRATION**

- If you observe unplanned student protest or demonstration, contact Security immediately.
- Stay in place and continue with your normal routine as much as possible.
- Follow closely the updates on the on-going protest and potential cancellation of classes or activities.
- Do not attempt to stop or interfere with protesters. If students attempt to prevent you from entering the building or a classroom, you must not force your way in.
- Do not respond to possible media requests for information on the protest event. Refer requestors to Communications.
- Be prepared to leave the facility if and when advised.
- Upon exiting your work area, secure confidential and sensitive information; take laptops or iPads with you if possible.