TUSKEGEE UNIVERSITY

College of Veterinary Medicine

Contents

Action While Indoors:

Action While Outdoors:

Tuskegee University

Tuskegee University Police Department Campus Police 334-727-8757; Chief Patrick Mardis, 334-724-4454

Whether the communication and alarm systems are working effectively;
Whether all mechanical, hydraulic, and electrical systems are shut down appropriately;
How quickly all personnel can be evacuated safely; *and*
Any additional training needed for the emergency response team.

The EHS will prepare an annual report detailing the drill, any weaknesses found, and corrections or training needed. The emergency response team (which is made up of the first-aid team, lockout/tag-out team, fire protection monitor team, and

Animal care personnel must not place themselves or their co-workers in danger to evacuate animals. Facility Directors, Supervisors, veterinary staff, technicians, etc. will work in cooperation with the local authorities to determine the appropriate course of action based on the level of emergency.

Level 1 emergency may be localized and require o

WHAT TO DO IN CASE OF FIRE

Locate and pull closet fire alarm.
Contact the Campus Police, at 4911(campus phone) or 334-724-4911 and inform emergency personnel about individuals who are injured and need assistance.
Notify others

Nature and severity of the illness or injury
Victim's location
Is victim conscious, breathing, bleeding?
If chemicals or radioactive materials were involved, provide as much detail as possible.

Send someone to the building entrance to meet the ambulance.

It is recommended that only trained personnel should provide first aid or CPR. If first aid or CPR training is desired, please contact a CVM Safety Team member (**Page 5**) or your department.

Injuries or illnesses
For employee with injuries and illness contact: 4911

Heart Attack
If you know CPR, begin administering it immediately

In any case, call or have someone call 911 or x4911 immediately

Stroke
Because time is critical in effective treatment of stroke, call 4911 from a university phone or 911 from a cell phone if you notice someone who is exhibiting any of the following symptoms:

Sudden numbness or weakness of the face, arm or leg, especially on one side of the body
Sudden confusion, trouble speaking or understanding
Sudden trouble seeing in one or both eyes
Sudden trouble walking, dizziness, loss of balance or coordination
Sudden, severe headache with no known cause

Treatment
If you suspect stroke, call emergency medical help
Reassure the patient
Lay the patient down with head and shoulders slightly elevated

POISONING

If student(s) or employee(s) have been exposed to a hazardous material, they should be instructed to remove contaminated clothing immediately and be directed to the nearest safety shower/eye wash station and the affected area should be rinsed for a minimum of 15 minutes.
If student(s) or employee(s) are injured, move the victim from the immediate area if this can be done without further injury to you

Action While Outdoors:

Walk away from buildings, trees, power line poles and exposed wires.

Implement the "Drop and Cover" procedure by doing the following:

- In an open space drop to knees, clasp both hands behind neck, bury face in arms, make body as small as possible, close eyes, and cover ears with forearms.
- Maintain position until shaking has stopped.

Patterson Hall Media Center
Necropsy- Laundry room and Cooler
Rosenwald Hallway, attic entrance, and restrooms
Williams-Bowie Animal Care Unit entrance, hallways, service

TUSKEGEE UNIVERSITY SHELTER-IN-PLACE PROCEDURES

Following are the procedures for sheltering in place:

1. When the university authorities provide directions to shelter in place or management determines that the environment outside the facility is too dangerous, the business will be closed.
2. Customers, clients, or visitors in the building will be asked to stay inside the facility.
3. Unless there is an imminent threat, employees, customers, clients, and visitors should call their emergency contact to let them know where they are and that they are safe.
4. Call-forwarding or alternative telephone answering systems or services will be turned off. The automated phone message will be

TUSKEGEE UNIVERSITY EMERGENCY NOTIFICATIONS CAMPUS EMERGENCY PROCEDURES

INTRODUCTION

These emergency procedures are intended for use by the Tuskegee University community. You should become familiar with these contents. In the event of an emergency, it will serve as a quick reference for effective action. It should be kept in an easily accessible location at all times. New employees and students should be made familiar with it as part of the orientation process.

If you would like additional information on crisis communications and public safety, please feel free to contact the Tuskegee University Police Department at 334-727-8757. Our commitment is

A tornado/ hurricane/ severe thunderstorm **WARNING** means that a tornado, hurricane or a severe thunderstorm has actually been sighted somewhere in the warning area.

If a tornado/ hurricane or severe weather is sighted approaching the campus:
Go to the basement or interior hallway on the lowest floor if time permits. Otherwise, go to an inside wall of your classroom or office, as far away from doors and windows as possible.
Avoid auditoriums, gymnasiums, or other structures with wide, free-span roofs.
Take shelter underneath your desk or any heavy furniture available.
Assume a curled position to protect your head and eyes.

EVACUATION SHELTERS AND SAFE LOCATIONS

In the event of a disaster, an evacuation order will be disseminated by police officials. Students, faculty and staff are encouraged to follow those directions and proceed to one of the shelters listed below that is closest to your current location.

John A. Kenny Hall
Andrew F. Brimmer College of Business and Information Science
Kellogg Hotel and Conference Center ballroom and auditorium
Chambliss (hallways)
Physical Plant