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SF State

Emergency Procedures Handbook

San Francisco State University
August 2020



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Emergency Preparedness Begins with You

This publication is designed to provide basic guidelines to aid the San Francisco State University community in the event of a campus emergency. In the event of a major emergency, the University Police will activate the Emergency Operations Command Center on campus and we will implement our Emergency Plan. We collectively approve and subscribe to the provisions of the California Emergency Plan and the San Francisco City and County Plan which apply to San Francisco State University. This Plan conforms to, and is an extension of those plans.

I suggest that every member of the campus community prepare themselves for emergencies in the workplace, at home and in their vehicles. Each person should have available to them (in their vehicles and home) blankets, water and flashlights. You will also have an opportunity once each year to participate in Emergency Evacuation drills. Your patience, cooperation and participation in the emergency drills is appreciated as emergency preparedness and proper planning are essential.

The objectives of this plan are (1) To incorporate and coordinate all of the facilities and personnel of the University to form an efficient organization, capable of reacting adequately and appropriately in the face of any disaster, and (2) To conduct such operations as the nature of the disaster requires, whether it be to combat a local emergency or to assist other jurisdictions should they suffer emergencies.

I give my utmost support to this plan and urge University personnel, individually and collectively, to do their share in the total emergency effort of San Francisco State University.

Marc Majewski

*EHS Director
San Francisco State University*



Emergencies

**UNIVERSITY EMERGENCY - 24 hours a day - Call the University Police Department:
On Campus Phones: dial 911 or X8222 By Cell Phone: dial 415-338-2222**

Medical

Render First Aid as required.

Call 911 or X82222 for medical assistance from a campus telephone.

Call 415-338-2222 if using a mobile phone.

The University Police Department (UPD) dispatcher will ask the following questions. Your answers will be relayed to the medical providers:

- **Age** of the victim?
- Are they **breathing**?
- Are they **alert**?
- **Gender** of the victim?

Do not call City Police or Fire Department directly. This will delay response time to an internal campus location. UPD will direct first responders to the correct location within the campus.

Location?

- Are they **conscious**?
- Are they **bleeding**?
- What occurred?

Ambulance

Call 911 or X82222 for all ambulance requests.

Fire/Explosion

Activate the nearest fire alarm immediately and report the fire by calling 911 or X82222.

Fire alarm pull boxes

Pull boxes may also be used to summon emergency help if you cannot reach a telephone.

Emergency telephones

Blue Light and yellow courtesy phones are available for public use. They are located in the parking garages and throughout the campus.

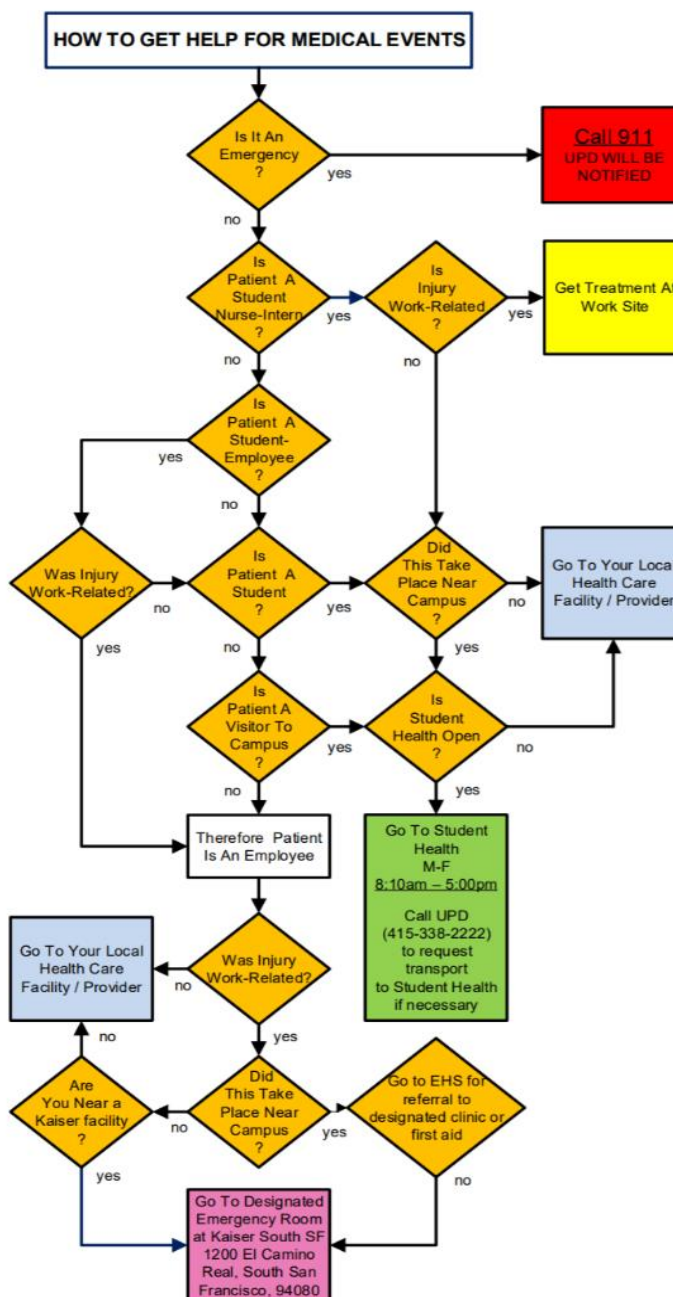
For more information, view the [UPD Emergency Campus Phones](#) web page

When calling, remain calm and carefully explain the problem and location to the University Police dispatcher. Do not hang up until told to do so.

Notify the Building Emergency Response Coordinator

Each building has a Building Emergency Response Coordinator or BEREC. A list of BERECs is available on the EHS website under Emergency Procedures

For a larger version. [How to Get Help for Medical Events](#)



For Questions Regarding This Flowchart Contact Campus EHS: sfchs@sfsu.edu or 415-338-2551
For Questions Regarding Workers Compensation Coverage Contact: sfchs@sfsu.edu or 415-338-2565
Updated: May4, 2018





Actions to Take If You Discover a Fire

1. Safeguard life and isolate the fire.
2. Close all doors on your way out of the room, **DO NOT LOCK THE DOORS**.
3. Report a fire to the University Police Department by dialing 911 or X82222 from the nearest campus telephone and activate the nearest fire alarm pull station to begin an evacuation.

If calling from a mobile phone, dial 415-338-2222.

If you smell or see smoke, but don't see a fire, contact your BERC or department office right away so they can investigate. If you are unable to reach anyone, call University Police instead.

Do not call the City police or fire departments directly. It will delay getting help to location of the emergency, so always call UPD when on campus.

4. Slowly, state **“I want to report a fire.”** Give your location (building, floor, room number).
5. Do not attempt to fight a fire alone, report it immediately to 911 or X82222. Firefighting should be delegated to trained fire fighters, with the possible exception of a minor fire which could be extinguished with a portable fire extinguisher. Be sure to use the correct type of extinguisher. Do not attempt to put out a fire if you have not been trained or if doing so puts you at unnecessary risk.
6. Direct those persons in the immediate vicinity to assist in the fire containment and to notify the Building Emergency Response Coordinator.
7. Beware of special hazardous materials requiring special firefighting precautions.
8. When the building evacuation/fire alarm is sounded, or when told to leave by police personnel or by the Building Emergency Response Coordinator, walk quickly to the nearest marked exit and alert others to do the same.
9. Assist those persons who are disabled in exiting the building!
Do Not Use Elevators during a fire.
10. If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for emergency personnel. If there is no window, stay near the floor, Smoke is the greatest danger in a fire, so stay near the floor where the air will be more breathable. Shout at regular intervals to alert emergency personnel of your location.



Reporting Violent or Criminal Behavior

If you are the victim of a violation of the law such as assault, robbery, theft, overt sexual behavior, etc. **DO NOT TAKE UNNECESSARY CHANCES.**

NOTIFY the University Police by calling 911 or X82222 as soon as possible and supply them with the following information:

- Nature of the incident -Description of person(s) involved
- Location of the incident -Description of the property involved

If you witness a criminal act or notice a person or persons acting suspiciously on campus, immediately call 911 or X82222.

Should a sniper be firing a weapon on or near campus, take cover immediately using all available concealment and stay concealed until law enforcement officials arrive to bring you to a safe area. If at all possible and at no risk to your own safety, notify the police by dialing 911.

Do not touch or go near any item that could be a type of explosive.

Do not get into a vehicle by threat or force. By stepping into the vehicle your odds of survival diminish substantially.

Remember, if calling from a mobile phone, dial the whole number: 415-338-2222 to reach the UPD Dispatcher.

Conduct If You Are Held Hostage

1. Under all circumstances, attempt to stay calm and be alert to situations that you can exploit to your advantage. Remember that the primary objective of the University and Police officials will be to secure your safe return as quickly as possible. Do not discuss what action may be taken by your family, friends or employer.
2. Make a mental note of all movements including times in transit, direction, distances, speeds, landmarks along the way, special odors and sounds like transportation, bells, construction, etc. Whenever possible, take note of the characteristics of your abductors, their habits, surroundings, speech mannerisms, and what contacts they make. Such information can be of great value in their ultimate apprehension.
3. Generally, do not expect a good opportunity for escape. Attempts to escape should not be made unless it is indicated that your life is in imminent danger. Carefully calculate the best possible odds for success.
4. Avoid making provocative remarks to your abductors. As noted, they may be unstable individuals who react explosively and are likely to become violent and abusive. Try to establish some kind of rapport with your captors.



Bomb Threat

1. If you observe a suspicious object or potential bomb on campus, **DO NOT** handle the object! Leave the area immediately and call 911 or X82222.
2. Every call must be treated as real until verified.
3. Any person receiving a phone call that a bomb or other explosive device has been placed on campus should ask the caller the following questions:
 - When is the bomb going to explode? _____
 - Where is the bomb located? _____
 - What kind of bomb is it? _____
 - Why did you place the bomb? _____
4. Remain calm and keep talking to the caller as long as possible. Record the following:
 - Time of call _____
 - Age and gender of caller _____
 - Speech pattern, accent _____
 - Emotional State _____
 - Background noise _____
5. Buildings will **NOT** be evacuated unless a determination is made by police personnel that a delay in evacuation would unnecessarily increase the risk factor to occupants. The senior police person will consult with the administrator or the Dean if there is time to do so.
6. Police personnel will conduct a detailed bomb search. Employees are requested to make a cursory-inspection of their work areas for suspicious objects and to report the location to the police personnel. **DO NOT touch the object!** The University Police Department shift supervisor is responsible for coordinating the search.
7. The search team should not try neutralizing, removing or disturbing a suspected bomb.
8. Removal is to be attempted by specialized bomb disposal experts only!
9. Building Emergency Response Coordinators should look for a police command post as they may be requested to assist with crowd control.



Explosion, Aircraft Crash or Similar Incident

In the event that a violent accident (such as an explosion or aircraft crash) occurs on campus and the possibility exists that a building or area is unsafe, take the following action:

1. Immediately take cover under tables, desks and other such objects which will give protection against falling glass or debris.
2. After effects of the explosion and/or fire have subsided, call 911 or X82222 and the Building Emergency Response Coordinator. Give your name and describe the nature and location of the emergency.
3. If necessary or if directed to do so by police personnel or the Building Emergency Response Coordinator, activate a fire alarm.
4. When the building evacuation/fire alarm is sounded, or you are told to leave by police personnel or the Building Emergency Response Coordinator, walk quickly to the nearest marked exit and alert others to do the same.
5. **ASSIST** those persons who are disabled in exiting the building! Elevators may be used to evacuate disabled persons **ONLY** after the elevator has been declared safe. Always evacuate mobility aids (wheelchairs, walkers, crutches) with the person if possible.
6. Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and personnel.
7. If requested, assist police personnel and/or the Building Emergency Response Coordinator.
8. An emergency command post may be set up near the emergency site. Keep clear of the command post unless you have important information to report.
9. **DO NOT** return to an evacuated building unless directed to do so by police personnel or the Building Emergency Response Coordinator.

Response to Hazardous Material Events That Pose an Immediate Threat

Report accidents immediately that involve chemical spills, leakage or emission of gases, radioactive material or other dangerous substances to the University Police Department, by calling 911 or X82222, then notify the Building's Emergency Response Coordinator.

1. When reporting, be specific about the material and the location involved. The University Police Department will contact the necessary specialized authorities and medical personnel.
2. Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity and give their names to the University Police officer. Required first aid and clean up by trained personnel or specialized authorities should be started at once.
3. If necessary or if directed to do so by police personnel or the Building Emergency Response Coordinator, activate the building fire alarm.
4. University Police will notify the local Fire Department (if there is a fire risk or if the spill or release has spread or is out of control), and the Administration & Finance Emergency Responders List
5. The Fire Department has concurrent and overlapping responsibility and authority with the University, to protect life and property. They will decontaminate the area, render first aid, and prevent or extinguish fires. Fire Department personnel have special training and possess technical knowledge of dangerous chemicals.
6. The Fire Department will manage hazardous materials incidents and perform initial emergency response, including first aid and fire control. A contracted vendor will perform spill cleanup and decontamination services after the emergency situation has been stabilized.

Localized Spills in Laboratories, Workshops, or Maintenance Areas

Personnel in these areas may clean up minor spills if they have been trained and have the appropriate clean up materials for the spill.

If the spill or release is spreading, becoming dangerous or if personnel are experiencing any symptoms of exposure, leave the area and close the door or otherwise secure the area.

If safe to do so, mark the spill area or post a notice outside the space. The person(s) witnessing the spill and the person in charge of the area should remain available to provide details about the incident to UPD and other emergency responders



Utility Failure

IN THE EVENT OF A MAJOR UTILITY FAILURE, NOTIFY the University Police Department at 911 or X82222 (24 hours a day). If necessary, or if directed to do so by police personnel or the Building Emergency Response Coordinator - activate the nearest fire alarm.

- Building evacuations will occur when the fire alarm sounds and/or upon notification by a police officer, the Building Emergency Response Coordinator, fire or medical personnel.
- **ASSIST** those who are disabled in exiting the building!
- Flashlights should be kept available to assist in evacuation if necessary.
- A major power outage may not itself be destructive, but panic and/or fire could endanger life and property.

ELEVATOR FAILURE

If you are trapped in an elevator, use the emergency phone in the elevator to call 911 or X82222. If the elevator does not have an emergency phone, turn on the emergency alarm (located on the front panel) which will signal your need for help.

PLUMBING FAILURE / FLOODING

Cease using all electrical equipment. Call your Building Emergency Response Coordinator to report the problem. If they or other department personnel are not available, call Facilities Work Control at 415-338-1568 to report the issue. The Work Control desk is available 24 hours per day. If necessary, evacuate the area.

SERIOUS GAS LEAK

Cease all operations. **DO NOT SWITCH ON THE LIGHTS!** Call your Building Emergency Response Coordinator immediately. If unavailable, call 911 or X82222 to reach UPD and evacuate the area.

STEAM LINE FAILURE

Immediately call your Building Emergency Response Coordinator or department office. If there is no answer, call the Facilities Work Control at 415-338-1568 to report the issue. Evacuate the immediate area and try to block off access if safe to do so.

VENTILATION PROBLEM

If smoke or odors come from the ventilation system, report it to your Building Emergency Response Coordinator or department office. If there is no answer, call the Facilities Work Control at 415-338-1568 to report the issue. If necessary, cease all operations, evacuate the area and call UPD.



Evacuation Procedures

1. A building evacuation will occur when a fire alarm sounds and/or upon notification by police personnel or the Building Emergency Response Coordinator.
2. Be aware of all marked exits from your area and building. Know the routes from your work area. Building Emergency Response Coordinators have maps showing emergency exit routes for your building.
3. If necessary or if directed to do so by police personnel or the Building Emergency Response Coordinator, activate the building fire alarm. **CAUTION: Building fire alarms may stop ringing, if it stops, continue evacuation until the building has been cleared for re-entry.**
4. When the evacuation/fire alarm sounds or when told to leave by University Police personnel or the Building Emergency Response Coordinator, walk quickly to the nearest marked exit and ask others to do the same. **DO NOT** use elevators unless directed.
5. **ASSIST** those persons who are disabled in exiting the building! Elevators may be used to evacuate disabled persons **ONLY** after the elevator has been declared safe. Always evacuate mobility aids (wheelchairs, crutches, etc.) with the person if possible.
6. Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and personnel.
7. If requested, assist police personnel and the Building Emergency Response Coordinator.
8. An emergency command post may be set up near the emergency site. Keep clear of the command post unless you have important information to report.
9. **DO NOT** return to an evacuated building unless directed to do so by police personnel or the Building Emergency Response Coordinator.



Evacuation of Persons with Disabilities

The following guidelines should be considered when assisting persons with disabilities in an evacuation. Emergency coordinators and volunteers should familiarize themselves with these procedures.

FIRST, communicate the nature of the emergency to the person.

SECOND, ask the person how s/he would like to be assisted.

THIRD, evacuate mobility aids with the person, if possible (i.e. crutches, wheelchairs).

Visual Impairments

Describe the nature of the emergency and offer to guide him/her to the nearest emergency exit. Have the person take your elbow and escort him/her advising of any obstacles such as stairs, narrow passageways or overhanging objects. When you have reached safety, orient the person to where s/he is and ask if further assistance is needed.

Hearing Impairments

Most buildings are not equipped with flashing light alarms, and persons with impaired hearing may not perceive that an emergency exists. Communicate with the person by writing a note or through simple hand gestures.

Persons Using Crutches, Canes, or Walks

Ask that person what method of assistance s/he prefers. Check for the availability of an evacuation chair and always evacuate mobility aids with the person if possible.

Persons Using Wheelchairs

Ask the person what method of assistance s/he prefers. Some people have minimal ability to move and lifting them may be dangerous to his/her well-being. Station the person in an outdoor stairwell or near an exit away from the hazard to await rescue by first responders if the building cannot be reoccupied.

Notify the evacuation team leader outside the building of any disabled persons who have remained inside.

Some persons using wheelchairs have respiratory complications; remove him/her from smoke or fumes immediately. If the person wants to be moved in his/her wheelchair, keep the following considerations in mind:

- Ask if they want to move forward or backward down stairs.
- Wheelchairs have many movable or weak parts.
- Some persons have no upper trunk or neck strength.
- Power wheelchairs have very heavy batteries; an evacuation chair may be needed and the chair retrieved later.
- If a seatbelt is available, use it!
- If the person prefers to be removed from his/her wheelchair for evacuation, ask



his/her preference on the following:

- Ways of being removed from the wheelchair
- Whether to move extremities or not
- Being moved forward or backward down stairs

- Whether a seat cushion or pad should be brought
- What is necessary for after-care

Mobility aids should be retrieved as soon as possible and given high priority. Contact the University Police Department with the location of the wheelchair.



Sheltering in Place

"Sheltering-in-place" means taking shelter indoors.

In an emergency that requires people to shelter-in-place, University Police (UPD) or the Emergency Operations Center (EOC) will send out communications via text, email, and telephone to the entire campus community that has their contact information in the EOC database.

If you feel your safety is jeopardized and sheltering in place is an appropriate strategy given your circumstances, don't wait for an official notification. Take shelter and let your BERC and UPD know what's going on.

In general, sheltering-in-place is ordered when conditions outside are dangerous and a higher degree of protection is available inside.

Be aware that a shelter-in-place order can last from minutes to days depending on the hazard.

Below are a few of the hazards that may require sheltering-in-place:

- Air pollution events, wildfire smoke, etc.
- Civil unrest
- Active shooter in the area
- Severe weather events
- Flying or falling debris outside
- Large chemical spills or releases

When sheltering-in-place during air pollution events or hazardous chemical releases, seal windows and doors to the outside as best you can with duct tape or other materials.

When sheltering-in-place during civil unrest, avoid allowing people in the building unless they have proper ID or are known to you.

In all shelter-in-place events:

- Reduce your exposure to the risk by moving to inner rooms or hallways, away from exterior doors and windows.
- Follow police and BERC or Emergency Evacuation Team instructions.
- Take inventory of useful building supplies such as: food, water, first aid kits, flashlights, radios, TVs, cell phones, etc.
- Remain in sheltered area until given the all clear. Radio and TV stations, NOAA Public Alert Radios, and SFSU Alerts may also be used to signal that an all clear has been given.



Earthquake Procedures

Before an Earthquake Faculty and staff supervisors should inform students and staff of actions to protect themselves from injury or death, before an earthquake.

HAVE BASIC EMERGENCY SUPPLIES ON HAND:

- A portable radio
- Flashlights with extra batteries
- A first-aid kit and handbook
- Water (a few gallons per person)
- Food (canned food with mechanical opener, required medications and powdered milk)
- Pipe wrenches and crescent wrenches
- Know where your gas, electric and water main shut-offs are.
If in doubt, ask your water, power and gas companies.
- Have a plan to reunite your family since travel may be difficult or even restricted after a major earthquake.

During an Earthquake

Remain calm and quickly follow the steps outlined below:

IF INDOORS, seek cover in a doorway or under a desk or table. Stay away from glass windows, shelves and heavy equipment.

IF OUTDOORS, move quickly away from buildings, utility poles, and other structures.

Caution: Always avoid downed power or utility lines because they may be energized.

If in a vehicle, stop in the safest place available, away from power lines and structures. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.

After the Initial Shock

Evaluate the situation and if emergency help is necessary, call 911 or X82222 and the Building Emergency Response Coordinator. Protect yourself at all times and be prepared for aftershocks.

1. Damaged facilities on campus should be reported to 911 or X82222 and the Building Emergency Response Coordinator.
 - **NOTE:** Gas leaks and power failures create special hazards.
Refer to the section on UTILITY FAILURES.
2. If necessary or if directed to do so, activate the building fire alarm.



3. When the building evacuation/fire alarm is sounded, or you are told to leave by police personnel or by the Building Emergency Response Coordinator, walk quickly to the nearest marked exit and alert others to do the same.
4. **ASSIST** those persons who are disabled in exiting the building! Elevators may be used to evacuate persons who are disabled **ONLY** after the elevator has been declared safe. Evacuate mobility aids with the person if possible.
5. Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets and walkways clear for emergency vehicles and personnel. Listen for instructions from the University Police. Gather in open areas from campus away from trees and buildings. If you are in the residence halls or apartments, you may be instructed to go to Lot 19 at State Drive. Refer to the map inside the back cover of this handbook.
6. Cooperate with University Police officials. If requested, assist police personnel and the Building Emergency Response Coordinator.
7. Turn on your portable radio for information and damage reports.
8. An emergency operations command post may be set up near the emergency site or elsewhere on the campus. Keep clear of the command post unless you have important information to report.
9. **DO NOT:**
 - **Return to an evacuated building** unless directed to do so by police personnel or the Building Emergency Response Coordinator.
 - **Enter the Parking Structure** until you are told to do so by campus officials at the parking garage.
 - **Use the telephone**, except for emergency calls. Keep the lines open for calls of injured persons, fires, and for other emergencies.
 - **Use matches or other open flames** until you are certain there are no dangerous fumes present.
 - **Operate electrical equipment** if gas leaks are suspected. Avoid touching downed power lines.
10. Be alert for hazardous building damages, such as gas leaks, fires, broken utility lines, spilled chemicals and other potentially harmful materials. Report these damages on campus to Facilities Operations immediately at X81568.

EXPECT AFTERSHOCKS!

University's Initial Response to A Major Earthquake

The Emergency Operations Center

When a major earthquake occurs, the University Police will immediately conduct a roll call of personnel to determine operational capabilities. The University Police will dispatch patrol units to conduct damage assessments throughout the University.

If it is apparent that a full scale emergency has occurred, the University Police will activate the Emergency Operations Center (EOC) which is designated as the central command center for the University. The police units will report major damage and casualty information to the EOC staff.

Since a major earthquake may render conventional communications systems inoperative, all departments shall activate their respective departmental emergency operations plans and automatically respond accordingly.

The command center staff will assemble in the Emergency Operations Center, unless otherwise specified by the Vice President of Campus Safety & Security.

All members of the Emergency Operations Center resource staff will respond to the EOC to establish immediate liaison with the Emergency Operations Director. The Emergency Operations Executive will immediately contact the President and Vice Presidents for assessment of the University's response.

The immediate local action to be taken in response to an earthquake is to survey the University area for damage, and ensuing threats; such as mass casualties, fires, explosion, landslides or flooding. Facilities which present a high risk or provide an essential emergency service should be checked immediately to determine whether they are functional.

Previously identified potential sources of hazardous material storage should be checked immediately.

On-duty police personnel will be involved in rescue or individual assistance until the damage assessment reports have been made. Resources, human and material, must be carefully coordinated to prevent ineffective utilization.

During activation of the Emergency Operations Center, the University Police shall prepare and implement the University's response plan.



After A Major Earthquake

CHECK FOR INJURIES:

- If anyone has stopped breathing, administer mouth to mouth rescue breathing (See First Aid).
- Stop a bleeding injury by applying direct pressure over the site of the wound.
- Do not attempt to move seriously injured persons unless they are in immediate danger of further injury.
- Cover injured persons with blankets to keep them warm.
- Be reassuring and calm.
- Wear shoes in all areas near debris and broken glass.
- Immediately clean up any spilled medications or potentially harmful materials (bleaches, lye, gasoline or petroleum products.)

CHECK FOR SAFETY:

- Check your facility or home for fire hazards.
- Check utility lines and appliances for damage.
- Shut off the main gas valve if a gas leak is evident or suspected.
- Do not search for leaks with a lit match. Do not turn the gas back on.
- Do not operate electrical switches or appliances if gas leaks are suspected.
- Do not touch downed power lines or electrical wiring of any kind.
- Shut off electrical power in the fuse box if there is damage to wiring.
- Do not use lighters or open flames until you are certain there are no gas leaks.
- Check your chimney for cracks or damages. Approach chimneys with caution.
- Check closets and cupboards. Open doors cautiously. Beware of failing objects.

CHECK YOUR FOOD SUPPLY:

- If water is off, emergency water supplies may be all around you: in water heaters, toilet tanks, melted ice cube trays, canned vegetables.
- Do not eat or drink anything from open containers near shattered glass. Liquids may be strained through a handkerchief or cloth.
- If power is off, check your freezer and plan meals to use foods that will spoil quickly.
- Use outdoor charcoal broilers for emergency cooking.



COOPERATE WITH THE UNIVERSITY POLICE DEPARTMENT

- Do not use your telephone except to report medical, fire, or violent crime emergencies.
- Turn on your portable radio for information and damage reports.
- Do not go sightseeing afterward, especially in beach and waterfront areas where seismic waves could strike.
- Keep streets clear for emergency vehicles.
- Be prepared for aftershocks. Most of these are smaller than the main quake, but may be large enough to do additional damage.
- Cooperate with police department personnel. Don't go into damaged areas unless your assistance is requested.

Water purification Tips:

Water may be disinfected with 5.25% sodium hypochlorite solution (household chlorine bleach). Do not use solutions in which there are active ingredients other than hypochlorite.

| | Clear Water | Cloudy |
|------|--------------------|---------------|
| One | 1 drop | 3 drops |
| One | 4 drops | 10 drops |
| Five | 1/4 teaspoon | 1/2 teaspoon |



First Aid Procedures

If a serious injury or illness occurs on campus, **call 911 or X82222**. Give your name, describe the nature and severity of the medical problem and the location of the victim.

Police personnel will respond immediately and provide necessary first aid, CPR, or summon an ambulance service for transportation. Police personnel will contact the Student Health Center and provide emergency transportation when required.

In case of serious injury or illness, Red Cross trained personnel should quickly perform the following steps:

- Keep the victim calm, still and comfortable. **DO NOT move the victim**, unless further injuries will occur by not moving him/her.
- Ask the victim, -Are you okay?” and “What is wrong?”
- Check breathing and give artificial respiration if necessary.
- Control serious bleeding by applying direct pressure to the wound and continue to assist the victim until help arrives.
- Look for an emergency medical I.D., question witnesses, and give all information to the University Police officer.
- You will be asked the following questions by the police dispatcher:
 - Age of victim? - Is s/he conscious?
 - Is s/he bleeding? - Is s/he breathing?
 - Gender? - What occurred?
 - Is s/he alert? - Location?

Every office should have a person trained in first aid and CPR.

Only Red Cross trained personnel (i.e. first aid, CPR) should provide first aid treatment. The following persons are trained in first aid and CPR in your building and/or area.

FIRST AID CPR

Name _____ Ext. _____ Name _____ Ext. _____



During a Medical Emergency

In an emergency, seconds can be the difference between life and death. When calling for emergency help, let the emergency person end the conversation. **DO NOT HANG UP!**

The following pages describe what to do until medical help arrives. Calling for Help-9-1-1

- If the victim is NOT breathing: Phone 9-1-1 at once or get someone else to call for emergency help. Then begin Rescue Breathing.
- If the victim is in distress-but breathing: Phone 9-1-1 at once.
- What to say:
 - Give the phone number from which you are calling.
 - Give the address and directions to find the victim.
 - Describe the victim's condition.
 - Describe what happened; how many are injured or what help is being given.
 - Give your name.

DO NOT HANG UP!

Let the emergency person end the conversation. They may have questions to ask and/or special information to give you about what you should do until help arrives.



Breathing: Unconscious Person

Be careful approaching an unconscious person. He or she may be in contact with electrical current. If that is the case, turn off the electricity before you touch the victim. There are many possible causes of unconsciousness, but the first thing you must check for is BREATHING.

1. Try to awaken the person. Tap or shake the victim's shoulder gently. Shout loudly: "Are you all right?"
2. If there is no response, check for signs of breathing. Have someone call 9-1-1 for emergency medical help.
 - a. Be sure the victim is laying flat on his or her back. If you have to, roll the victim over as a unit. To avoid possible neck injury, turn his or her head with the body as one unit.
 - b. Loosen tight clothing around the neck and chest.
3. Open the airway (see below diagram).
 - a. If there are no signs of head or neck injury, place one hand on the victim's forehead and apply firm, backward pressure with the palm to help tilt the head back.
 - b. Place the fingers of the other hand under the bony part of the lower jaw near the chin and lift to bring the chin forward, thus supporting the jaw and helping to tilt the head back.
 - c. Place your ear close to the victim's mouth. Listen for breathing. Watch the chest and stomach for signs of breathing for at least 5 seconds.
 - d. If you are unsure, assume they are not breathing.
 - e. Give Rescue Breathing immediately.
 - f. If the victim vomits, turn the victim on his or her side and sweep the mouth clear of vomit using two of your fingers.





Rescue Breathing for Adults

1. Put your hand on the victim's forehead. While holding the forehead back gently pinch the nose shut with your fingers.
2. To open the airway, put your other hand under the victim's jaw, and lift the chin until it points straight up.
3. Take a deep breath. Open your mouth wide. Place it over the victim's mouth. Blow air into the victim until you see the victim's chest rise.
4. Remove your mouth from the victim's. Turn your head to the side and watch the chest fall while listening for air escaping from the victim's mouth. Give another breath.
5. If you hear air escaping and see the chest fall, Rescue Breathing is working. Continue until help arrives.
6. Check the victim's pulse (see Heart Attack section).
7. Repeat a single breath every 5 seconds. Wait for chest deflation after each breath.
8. If you don't hear air escaping, airway is blocked (see Choking section).
9. If the victim vomits, turn the victim on his or her side and sweep the mouth clear of vomit using two of your fingers.





Rescue Breathing for Infants and Small Children

1. Check for breathing by carefully tilting the child's head back to open the airway. It should not be tilted as far back as an adult's, even less for infants. Look, listen and feel for breathing. If tilted back too far, it may close off the airway.
2. If not breathing, have someone call emergency medical help immediately. Cover the child's mouth AND nose with your mouth. Initially give 2 full, slow breaths in succession. Allow 1 to 1½ seconds per breath. For infants, give 2 slow, gentle breaths at 1 to 1½ seconds per breath.
3. Blow air in with less pressure than for an adult. Give small puffs, enough to make the chest rise. A child needs less air.
4. Feel the chest inflate as you blow.
5. Listen for air escaping.
6. Repeat once every 3 seconds.

Please Note: Keep up Rescue Breathing until help arrives to relieve you. Remember, you are doing the breathing for the victim. **If you stop, the victim could die in about 4-6 minutes.** Even if the victim should begin to breathe on his/her own, call for professional help.



Choking

Choking Warning Sign: The universal distress signal indicates an airway obstruction.

1. For a victim in distress, who can speak, cough or breathe, do NOT interfere. Coughing is the best way to remove an obstruction. If the choking continues without lessening, call 9-1-1 for help.
2. For a choking victim who cannot speak, cough or breathe, have someone call 9-1-1 and take the following action:

For a Conscious Victim

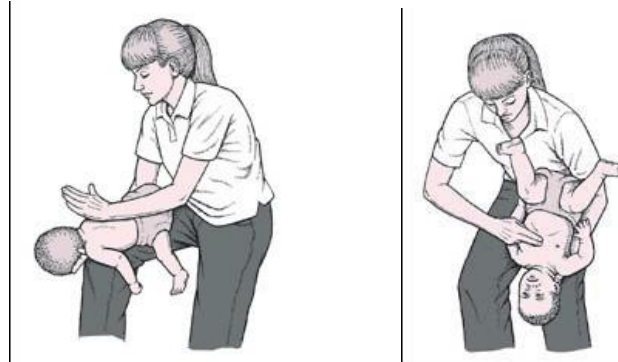
1. Stand behind the victim, who can be standing or sitting.
2. While standing behind the victim, place, the thumb side of a fist against the victim's abdomen just above the navel and below the rib cage.
3. Grasp the fist with the other hand and give a sharp inward and upward thrusts, until the object is expelled. Be careful not to exert pressure against the victim's rib cage with your forearms.

Repeat procedure until the victim is no longer choking or becomes unconscious.



For infants

1. Position face down along the inside length of the rescuer's arm with the head lower than the stomach.
2. Support the baby's chin with your fingers. Apply 4 firm, controlled blows with the other hand to the infant's back between the shoulder blades. Rotate the baby on its back along your forearm. Keep the head lower than the stomach.
3. Give 4 chest thrusts by placing two fingertips over the center of the chest between the nipples and depress 1 inch.





CPR

For an Unconscious Victim

1. Place the victim on the floor or ground and give Rescue Breathing (see Rescue Breathing section). If the victim does not start breathing and it appears that your air is not going into the victim's lungs reposition airway and try giving 2 more breaths.
2. With the victim remaining on his or her back, giving manual thrusts. To give the thrusts to adults, place one of your hands on top of the other with the heel of the bottom hand in the middle of the abdomen, slightly above the navel and below the rib cage. Press into the victim's abdomen with a quick upward thrust. Repeat 5 times if needed. Do not press to either side. If a woman is pregnant, give chest thrusts only.

For infants, give 4 back blows. Then, give 4 chest thrusts by placing two fingertips over the center of the chest between the nipples and depress 1 inch.

3. Clear the airway.
4. Hold the victim's mouth open with one hand using your thumb to depress the tongue.
5. Make a hook with the pointer finger of your other hand, and in a gentle sweeping motion reach into the victim's throat and feel for a swallowed foreign object which may be blocking the air passage.
6. Attempt to give 2 breaths. If air doesn't go into victim's lungs repeat:
 - a) Abdominal thrusts.
 - b) Probe in mouth.
 - c) Give 2 full breaths.
 - d) Repeat until successful or until medical help arrives. If air does go into lungs perform Rescue Breathing.

For infants and small children, look first. Sweep mouth only if you see the object. This will avoid pushing the object further in.

7. If object comes out and victim is not breathing, start Rescue Breathing immediately.



Drowning

Use extreme caution to avoid direct contact with the victim, a panicked victim may accidentally drown the rescuer as well.

If the victim is conscious:

Push a floating object to him/her or let the - victim grasp a long branch, pole, clothing or other object. Rescuers should not place themselves in danger. Call 9-1-1 for help.

If the victim is unconscious:

- Get the victim out of the water at once being careful to support the neck and back in straight alignment. Take a flotation device with you if possible. Once ashore or on the deck of a pool, the victim should be placed on his/her back.
- If the victim is not breathing, check for airway clearance and open the airway. If after a few seconds the victim is still not breathing, immediately begin Rescue Breathing (see Rescue Breathing section). Call 9-1-1 for help.
- If conscious, while you wait for help to arrive, keep the victim warm (cover with a blanket, coat, etc.) and lying down.

Electric Shock

- Do not touch a person who has been in contact with electrical current until you are certain that the electricity is turned off.
- If the victim is in contact with a wire or a downed power line, use a dry stick to move it away.
- If the ground is wet, do not approach; call 9-1-1 for help.
- If you can approach, check for breathing. If the victim's breathing is weak or has stopped, open the airway. If after a few seconds the victim is still not breathing, immediately begin
- Rescue Breathing (see Rescue Breathing section).



Heart Attack

Warning signs:

- Severe squeezing pains, crushing pains or heavy pressure in the chest.
 - Pain that radiates from the chest into either arm, the neck or jaw.
 - Shortness of breath.
 - Sweating and weakness, nausea or vomiting.
 - Prolonged “indigestion” type pain.
1. If the victim is experiencing any of these sensations-take no chances. Call for emergency help at once.
 2. **If the victim is not breathing:** Give Rescue Breathing immediately (see Rescue Breathing section). Get someone else to call for emergency help.
 3. If you cannot detect a heartbeat begin CPR.

Please Note: You are urged to learn CPR.

Bleeding: Wounds

The best way to control bleeding is with direct pressure over the site of the wound. Do not attempt to apply a tourniquet yourself. Always avoid skin contact with the victim’s blood. Use several layers of material, if necessary.

1. Apply firm, steady direct pressure for 5 to 15 minutes. Most bleeding will stop within a few minutes.
2. If bleeding is from a foot, hand, leg or arm use gravity to help slow the flow of blood. If there are no broken bones, elevate the limb so that it is above the victim’s heart.
3. Severe nose bleeding can often be controlled by applying direct pressure by pinching the nostrils with the fingers while sitting up. Apply pressure 10 minutes without interruption.



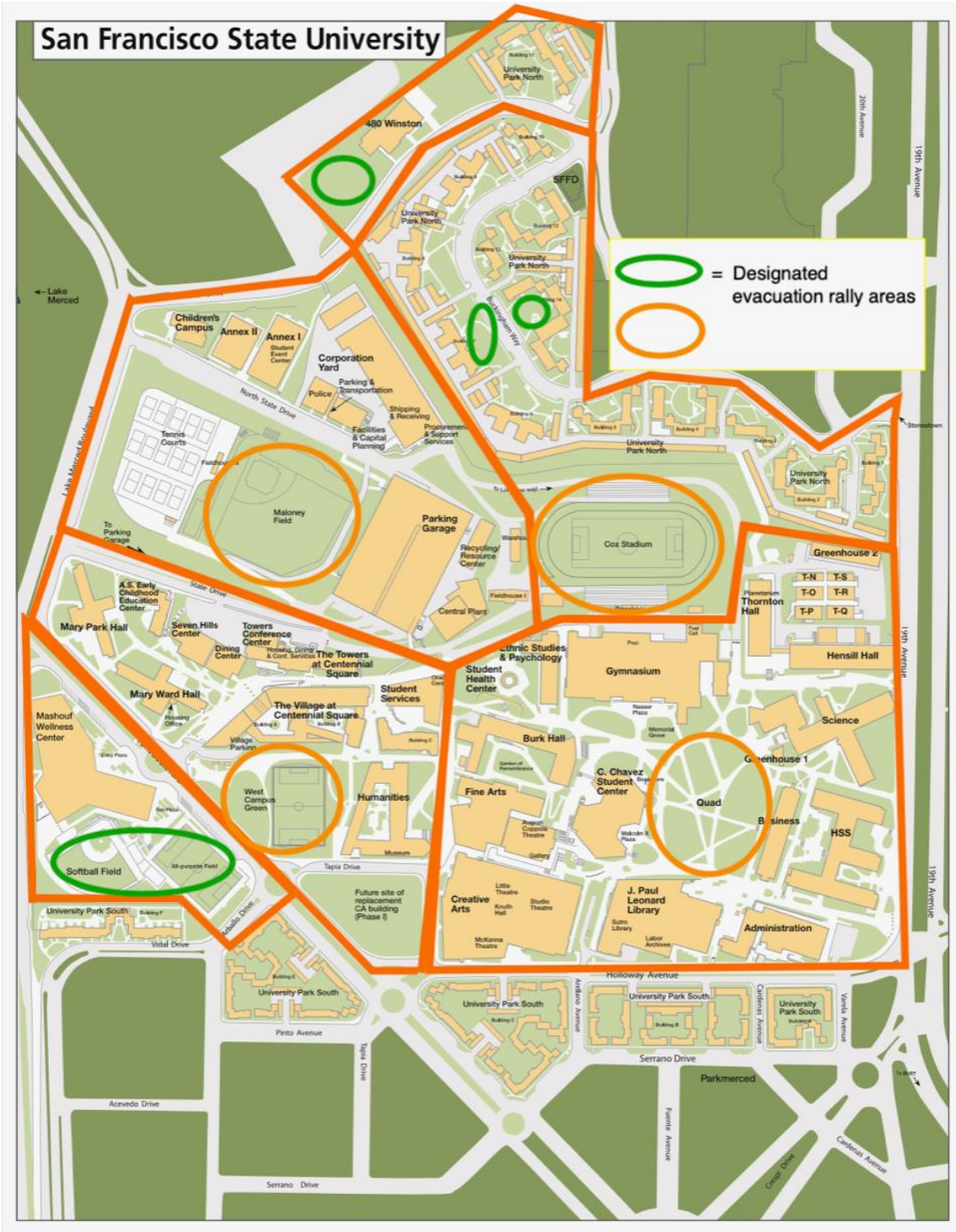
Head Injuries

If there is bleeding from an ear, it can mean that there is a skull fracture.

1. Call for emergency help; Let a professional medical person attend the wound.
2. Always suspect a neck injury when there is a serious head injury. Keep the neck and head still.
3. Keep the airway open (see Rescue Breathing section).
4. When stopping the bleeding, don't press too hard. **DO NOT** attempt to stop bleeding from within the ear by direct pressure.
5. **DO NOT** give the victim any fluids, cigarettes or other drugs. They may mask important symptoms.



SFSU Emergency Evacuation Sites Map



Appendix: Handbook Review Log

| Amendment or Review Details | Date | Name |
|--|----------------|-------------|
| Minor changes and added sheltering-in-place section. | August 27.2020 | M. Majewski |
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