



NORTHLAND
COMMUNITY & TECHNICAL COLLEGE

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Introduction

The Emergency Procedures Manual will provide Northland Community & Technical College employees specific procedures and guidelines for dealing with a variety of crisis situations that may occur at Northland. A crisis can be described as *an abnormal, dangerous, or life-threatening situation requiring urgent action to protect people and/or property*. This Plan provides for specific actions by employees and students. These procedures apply for all activities – school, public or community – that may take place in the College facility or on the property/grounds. All groups should have an administrator or supervisor knowledgeable of the *Emergency Procedures Manual*.

All programs and events at Northland fall under the supervision of one of the individuals listed on the chain of command. It is the responsibility of the personnel on the chain of command to be informed of this Plan, inform employees of procedures, and practice the crises procedures.

The Emergency Procedures Manual is written in a way that may not directly relate to a specific situation. It is the responsibility of the administrator/supervisor to adapt or revise according to the situation. This document will be revised as needed, and the Emergency Management Team shall review and update this plan.

Emergency Contacts:

East Grand Forks Campus Security	791-0469
East Grand Forks Police Department	911 or 773-1104
East Grand Forks Fire Department	911 or 773-2403
East Grand Forks Emergency Services	911 or 773-7894
Polk County Sheriff	911 or (218) 281-3207
Thief River Falls Campus Security	684-5915 or 684-5916
Thief River Falls Police Department	911 or 681-6161
Thief River Falls Fire Department	911 or 681-3943
Pennington County Sheriff's Department	911 or 681-6161

Personal Safety

Although the College strives to maintain a safe environment for employees and students, all persons on campus should take basic precautions for their personal safety:

1. Dial 911 if situation represents immediate danger or harm.
2. Report events, occurrences, threatening situations, students who demonstrate behaviors of concern that may be disruptive to themselves or others, or students who may allegedly be in violation of the Northland Student Code of Conduct to the Behavioral Intervention Team (BIT) through the online submission process.
3. Become familiar with personnel in the building (at least by sight) to be able to recognize unfamiliar faces and concerning behavior.

4. Early in the morning or late at night, use designated campus parking lots. Stay away from secluded and/or dimly-lit areas. If working late or attending evening classes, move personal vehicle close to the building as soon as the daily congestion of the parking lot thins out.
5. When exiting the building after dark, try to use the “buddy system” whenever possible to avoid being a lone target. Contact evening security officers or evening maintenance staff for escort to personal vehicle.
6. Vehicles should be locked in the parking lot. Don’t leave personal valuables in a vehicle or at a minimum keep them out of sight. Always check the back seat before getting into a vehicle to ensure no one is not visible in the vehicle.
7. In the College building, keep money, purses, and other personal valuables out of sight and locked in desks or file cabinets.
8. Keep office doors closed and locked when away from the office, ensuring keys are within personal possession.
9. Avoid being in the building alone at night or on weekends. If working nights or week-ends, make presence known to other personnel within the facility.

Responsibilities of an Administrator/Supervisor:

All information from employees, students, or others regarding a crisis situation is to be directed to the administrator/supervisor in charge.

- **MEDIA COMMUNICATION**

The College President, Vice President of Academic and Student Affairs, or designee will manage all media inquiries and contacts. In no event shall more than one person (the media designee) communicate on behalf of Northland. The person designated “media contact,” if not the College President or Vice President of Academic and Student Affairs, will implement communication of verified information to employees, students, and the public.

- **INCIDENT/CRISIS VICTIM RESPONSE**

The Northland Community and Technical College Crisis Management Team will meet immediately following an incident/crisis and determine the appropriate response to any possible victims or employee, student, or public anxiety. The Crisis Management Team will make arrangements to assist employees and students in coping with the critical incident by a debriefing session immediately after a crisis. The Crisis Management Team will call in appropriate outside agencies and resources if necessary.

- **TELEPHONE USE**

After Law Enforcement has been notified, in emergency situations, use of the telephone is limited to administrators/supervisors and other designated leaders only. Because the number of telephone lines is limited, the phone lines should be clear for communication with the appropriate emergency personnel. Employees and students are not to use the telephone to call out. Employees should use the telephones, if necessary, to contact the administrator/supervisor.

Accident & Emergency Reporting Procedures

Employees & Performing Work Study Students:

1. Where serious injuries or property damage are involved, care must be taken to leave everything as is (unless this creates an unsafe situation by doing so) in order that:
 - a. the cause of the accident and the extent of the damage incurred may be investigated; and
 - b. damaged or defective equipment, machinery can be retained for inspection by insurance adjustors.
2. All accidents or dangerous incidents, however minor, must be reported at once to the Human Resources Department. The supervisor and injured individual are to complete an [Incident Data Form](#) and an [Employee statement](#) within 24 hours of the incident and forward to Human Resources. Located on the Campus Safety and Security webpage. <https://www.northlandcollege.edu/about/offices/campus-safety/report-injury-or-incident/>
3. It is the responsibility of all Northland employees to ensure that the above procedure is followed.

Students & General Public:

1. Where serious injuries or property damage are involved, care must be taken to leave everything as is (unless this creates an unsafe situation by doing so) in order that:
 - a. the cause of the accident and the extent of the damage incurred may be investigated; and
 - b. damaged or defective equipment, machinery can be retained for inspection by insurance adjustors.
2. All accidents or dangerous incidents, however minor, must be reported at once to the Business Office. A [Property/Liability Loss Notice](#) online form is to be completed within 24 hours of the incident and submitted to claims.rmd@state.mn.us.

Emergency and Lockdown Procedures

In an emergency, Star Alert will send a text message to the cell number(s) and/or e-mail address(es) you provide. Notifications identified as “Star Alert” messages will note the nature of the emergency, what action, if any, you are to take, and where to find more information. Star Alert also will let you know if campus is closed or if classes are delayed or cancelled.

Star Alert notifications are in addition to any messages Northland sends to all Northland e-mail addresses when there is an emergency. Depending on the nature and severity of the emergency, other mechanisms may include alerts on the Northland Web site and voicemail messages on campus phones. In emergency situations, an important resource for information is always the Northland emergency Web site at www.northlandcollege.edu/emergency

Follow these general instructions for each of the following categories: fire alarm, weather and lockdown (all other emergencies will be covered in miscellaneous emergencies).

Fire Alarm

If the fire alarm sounds in the building:

1. Remain calm.
2. Direct individuals to leave the building. Employees should check their area to make sure everyone has left. Employees should assist individuals with physical disabilities.
3. Do not take time to grab personal belongings or bags, as these may slow departure from the building.
4. The last person to leave an area should close – *but not lock* – the doors.
5. Keep others calm. Direct them to not run, push, or overtake others.
6. Go to nearest exit to leave the building and proceed at least **100 feet** from the building.
7. Wait for further instructions or all-clear from College administrator/supervisor or public safety officials.

Severe Weather

1. Become familiar with all designated shelter areas.
2. In case of a weather-related emergency, an announcement will be made over the public address system by an administrator/designee.
3. All employees, students, and campus visitors will go to designated areas (inside rooms without windows and skylights). Each campus has maps depicting designated shelter areas for weather-related emergencies. Everyone in the building is to proceed to the nearest designated area.
4. Administrators/supervisors are to be near entrances (if safety permits) to direct individuals as necessary.
5. Crouch or sit down and cover your head with your hands and arms.
6. Wait in the designated shelter areas until the “All Clear” Message has been made over the public address system.

Lockdown

Any employee may initiate a lockdown who observes an individual displaying a weapon, threatening an individual with death or serious injury, or if individuals within the building are in danger (i.e. someone enters the building pointing a rifle at individuals or someone enters the building and takes individuals hostage). All employees may initiate a lockdown by accessing the public address system and announcing the lockdown. After making the announcement, the employee is to call law enforcement via 911 to inform them of the building status and request assistance. Law Enforcement may remain on the line to ascertain details regarding the incident.

Employees are to follow “lockdown” procedures as soon as announced.

Lockdown Procedures:

1. Direct all individuals into nearest safe rooms. If possible, check bathrooms and hallways for individuals who may need assistance.
2. Close and Lock doors. Once the door is locked, do not allow individuals to leave or open the door.
3. Pull shades on windows and move away from windows.
4. Crouch down behind furniture, out of sight.
5. Silence cell phones and other electronic devices.
6. Do not leave your locked room until the “All Clear” message has been made on the public address system, unless told to do so by law enforcement.

Incident/Crises Scenarios

- **Intruder/Individual with weapon or similar type of threat**

1. When a threat of harm to individuals is identified, a “lockdown” will be implemented immediately.
2. If an employee or student hears gunshots or observes an individual with a weapon, *do not* investigate the situation. Contact law enforcement immediately and report the incident. If possible, give a description of the individual and location within the building.
3. If an armed individual comes into the classroom:
 - a. Notify law enforcement, if possible.
 - b. Do as the gunman demands.
 - c. Do not make any sudden moves that may frighten the intruder.
 - d. Never argue.
 - e. Remain calm and keep students as calm as possible.
 - f. Physical force should not be used unless an individual’s life is in imminent danger.
 - g. Talk to the gunman.
 - Learn as much as possible about the gunman.
 - Keep the gunman’s focus away from students as much as possible.
 - If more than one gunman is involved, concentrate only on one individual.
 - h. Be observant.
 - Mentally record a detailed description of the individual/weapon.
 - Identify a distinctive feature and concentrate on that one item.
 - Remember what objects the intruder touches and preserve.
 - Preserve the crime scene and never touch, move, or disturb.
 - i. If the gunman starts shooting:
 - Tell students to get down and lie on the floor.
 - Take cover on the floor and/or behind equipment.

- **Hostage Situation**

1. If a hostage taker is unaware of your presence, *do not* intervene.
2. Call law enforcement immediately. Give dispatcher details of situation and ask for immediate assistance.
3. If possible, seal off hostage area/scene. Ask colleagues for assistance.
4. Try to pay attention to as many details as possible, and afterwards write detailed notes of event.
5. Law enforcement and administrator/supervisor will serve as individuals in charge of the incident.

- **Robbery (Suspect Demands Property)**

1. Remain calm. Avoid violence.
2. Follow the instruction of the robber.
3. Treat the robber with respect and as normal as possible.
4. Do not surprise or attempt to surprise the robber.
5. Inform the robber before reaching or moving for something.
6. Note the robber’s facial features, height, weight, clothing, weapon, number of accomplices, car, and anything else that may help law enforcement to identify the individual.
7. Call law enforcement when the robber has left and it is safe to do so. If possible, tell law enforcement in which direction the robber traveled after leaving the scene.
8. Keep others away from the crime scene.
9. Do not touch anything the robber may have touched.
10. Document all details and activities.
11. Assess counseling needs of any victim(s) or witness (es).
12. Provide relevant information to an administrator/supervisor.

- **If you suspect someone of bringing a weapon on Campus:**
 1. Call law enforcement immediately and an administrator/supervisor, if possible.
 2. Provide the name of the suspected person (if known), where the weapon is located, if the suspect has threatened anyone, or any other details that may prevent the suspect from hurting someone or him/herself.
- **If suspect threatens you with weapon/violence:**
 1. Remain calm.
 2. Follow instructions of the suspect.
 3. Treat the suspect with respect and as normal as possible.
 4. Do not try to seize the weapon, unless in imminent danger.
 5. If possible, contact law enforcement or send an individual to seek assistance
- **Suicide attempt:**
 1. Assess life and safety issues first. Contact law enforcement.
 2. Calm the suicidal individual by listening to him/her without showing judgment or lecturing.
 3. Try to isolate the suicidal individual from others.
 4. Remove possible means of committing suicide, e.g., pills, weapons.
 5. Stay with the suicidal individual until a counselor/suicide intervention team arrives. Do not leave the suicidal individual alone.
 6. If an emergency requires immediate action to protect the safety of the college community, an employee/ administrator/supervisor may initiate “lockdown” procedures.
- **Assault/Fight**

These procedures apply to close contact or physical confrontations, including fist fights, knife assaults, and the use of other weapons which require close proximity to result in a significant physical threat.

Procedures:

 1. Ensure the safety of all students and employees.
 2. Contact law enforcement an administrator/ supervisor, if necessary.
 3. Approach in a calm and controlled manner. If possible, address the combatants by name and use a distraction to defuse the situation.
 4. Control the scene and demand that the combatants stop; clear onlookers from the area.
 5. Apply basic first aid until law enforcement arrives, if necessary.
 6. Escort the combatants to an administrator’s office, keeping them away from each other and other students, if possible.
 7. Seal off the area where the assault occurred.
 8. Notify an administrator/supervisor. The administrator/supervisor will:
 - a. Notify the appropriate authorities.
 - b. Investigate by obtaining statements from combatants and witnesses.
 - c. Handle with the situation in accordance with the College’s discipline, harassment and violence policies, as appropriate.
 - d. Notify law enforcement, as appropriate, if a weapon was utilized, the victim has a physical injury causing substantial pain or impairment, or if the assault involved sexual contact.
 - i. Assess counseling needs of any victim(s) or witnesses(es).
 - ii. Refer individuals for counseling, if necessary.
 - iii. Document all activities.
- **Behavior of Concern (No weapon)**
 1. If possible, ask a colleague to accompany you before approaching an individual demonstrating a behavior of concern and/or contact an administrator for assistance.
 2. Politely greet the individual demonstrating the behavior of concern and identify yourself.

3. Ask the individual demonstrating the behavior of concern the purpose of their presence on campus.
4. If the individual's presence on campus, who is demonstrating the behavior of concern, is not legitimate, ask the individual to leave campus. If possible, accompany the individual to an exit.
5. Submit incident information into the BIT GroupLink online reporting system.

- **If the individual refuses to leave:**

1. Warn the individual of the consequences for staying on the property. Inform him/her that you intend to contact law enforcement.
2. Call law enforcement.
3. Provide law enforcement with a full description of the individual.
4. Walk away from the individual if you think the situation may become violent. Be aware of the actions of the individual at this time.
5. College administrator/supervisor or law enforcement authorities may initiate "lockdown" procedures if necessary.

- **Demonstrations or Disruptions**

1. Call the receptionist's area as soon as possible and describe the situation.
2. If possible, employees may assist by directly working with individuals to calm them.
3. Employees may try to discourage individuals from leaving the area but should not forcibly detain them.
4. Employees should move individuals away from windows if the disturbance is outside of the building.

Miscellaneous Emergencies

- **Fire**

1. Remain calm.
2. Inform the college community by activating the nearest fire alarm and/or dial 9-911.
3. If possible, seek assistance from others.
4. If it is safe to do so, employ suitable fire extinguishers to contain or extinguish the fire.
5. Evacuate the building following Emergency Evacuation procedures.

- **When not to fight a fire**

Never fight a fire:

1. *If the fire is spreading beyond the spot where it started.*
2. *If it is not possible to keep your back to an escape exit.*
3. *If the fire can block the only escape route.*
4. *If adequate fire-fighting equipment is not available.*

- **Fire Extinguishers**

Fire extinguishers are located in hallways and shops/laboratories throughout the College.

- Fire extinguishers are classified according to a particular fire type and are given the same letter and symbol classification as that of the fire. For example:



Combustibles:
wood, cloth, paper,
rubber and plastics.



Flammable liquids:
oil, grease &
Paint thinners



Energized
electrical
equipment

- The average fire extinguisher only operates approximately ten seconds. *Don't waste it!*
- You must get close to the fire - as close as 5 or 6 feet.

To effectively operate an extinguisher, think **P-A-S-S**:

- P--** Pull the pin
- A--** Aim the hose at the base of the fire
- S --** Squeeze the handle
- S --** Sweep the hose back and forth

• **Bomb Threat**

This procedure will be implemented when a crisis demands that all employees, students and College visitors evacuate the building.

Bomb Threat Procedure:

- a. Do not hang up.
- b. Do not put the caller on hold.
- c. Make an effort to keep conversation going. Ask:
 - Location of bomb?
 - Time to go off?
 - Is it in the open?
 - Kind of bomb?
 - Size of bomb?
 - How did it get into the building?
 - Why was it put there?
 - Name of caller?
- d. Listen to:
 - caller's voice for familiarity or distinctive accents.
 - background sounds.
- e. Leave the phone off hook.
- f. Contact law enforcement from another phone away from caller's hearing range.
- g. Notify an administrator/supervisor immediately.
- h. The administrator/supervisor may initiate building evacuation procedures.
- i. All individuals are to evacuate using the designated evacuation exits.
- j. Employees are to make a visual inspection of the building during evacuation to look for anything unusual. Notify the appropriate person in charge.
- k. Remain with students until notified by the supervisor/fire/police in charge.
- l. Individuals are to evacuate the facility and proceed at least **250 feet away** from the building until informed by administrator/supervisor/public safety official that it is safe to return.
- m. If a bomb is located, do *not* touch it. Immediately notify law enforcement.

• **Harassing/Prank Call**

1. Observe caller ID.
2. Hang up.
3. Notify an administrator/supervisor.
4. If calls are persistent, an administrator/supervisor may contact law enforcement, if necessary.

• **Suspicious Letters/Packages**

If a suspicious letter or package is received:

- Do not handle the letter/package.

- Contact an administrator/supervisor or contact law enforcement.
- The threat will be evaluated by an administrator/supervisor or law enforcement and evacuation will be ordered, if necessary.

- **Hazardous chemical spill within the building**

In case of an indoor hazardous chemical spill, such as in the labs or the shop areas:

1. Employees are to notify an administrator/supervisor upon discovery. An announcement will be made on the public address system to inform individuals of appropriate response and possible evacuation routes.
2. Maintenance staff will shut down the air ventilation system to the building.
3. The fire department and law enforcement department will be notified by an administrator/supervisor to suggest further alternatives.
4. Employees are to ask students to remain where they are until further notice. Individuals should cover their mouths and noses if necessary.
5. If evacuation is recommended, individuals may be asked to evacuate the building.
6. When the administrator/supervisor is notified of the spill, an announcement will be made on the public announcement system and law enforcement will be contacted.
7. Safety Data Sheets (MSDS) are available online in Employee Central. SDS should be reviewed for appropriate measures to be taken in response to exposure or contamination from various chemicals.

- **General Hazardous Exposure**

Do not attempt to clean up a chemical or biological spill unless properly trained, know the hazards, and have the proper personal protective equipment. Never enter a chemical spill area in which health or the health of students may be in jeopardy. Call law enforcement from a safe location and provide details of the situation, including location, materials involved, quantity, and extent of the problem.

Hazardous exposures include:

- Percutaneous inoculation/puncture with blood or body fluid by a sharp instrument or sharp needle;
- Contact with blood or body fluid through fresh (less than 24 hours) cut or mucous membrane contact (e.g., splash to the eye or mouth, or mouth-to-mouth resuscitation);
- Skin exposure involving large amounts of blood or prolonged contact with blood, especially when the exposed skin is chapped, abraded or afflicted with dermatitis.

Evacuate

Do NOT enter an area where a chemical spill has occurred!

1. Leave the spill area. Alert other individuals in the area and direct and/or assist them in evacuation efforts.
2. Without endangering self, remove victims and/or others to fresh air. If possible, remove contaminated clothing and flush contaminated skin or eyes with water for 15 minutes.
3. If anyone has been injured or exposed to toxic or hazardous chemicals (or chemical vapors), call 911 and seek medical attention immediately.
4. Safety Data Sheets (SDS) are available online in Employee Central. SDS should be reviewed for appropriate measures to be taken in response to exposure or contamination from various chemicals.

Confine

Close doors and isolate the area. Prevent unauthorized individuals from entering the spill area.

Report

1. Call law enforcement from a safe location.
2. Report the incident as an emergency and provide name, phone, location of the spill, the name and amount of material spilled (if known), the extent of the injuries, and the safest and quickest route to the spill.

Secure

1. Until the emergency response personnel arrive, block off areas leading to the spill, lock doors, post signs, and alert others of the spill.
2. Ask other employees to assist in directing individuals to utilize other routes within the facility.

Caution

For victims who have been in contact with the chemicals, flush skin and/or eyes with running water for at least 15 minutes. Victims may not experience any immediate effects from chemical spills; however, it is very important to wash quickly and thoroughly, as many chemicals can cause severe tissue damage that is not apparent until hours later.

An eye wash station is located in most of the laboratories, shops, and boiler room.

- The station should only be used if chemicals come in contact with the eyes.
- Eyelids have to be forcibly kept open to ensure effective washing.
- Be sure to wash from the nose out to the ear. This will avoid washing chemicals back into the eye or into an unaffected eye.
- Flood eyes and eyelids with water for a minimum of 15 minutes.
- If the victim is wearing contact lenses when involved with an accident, remove them as soon as possible to rinse eyes of any harmful chemicals.
- After the eyes are completely flushed, both of the victim's eyes should be covered with clean or sterile gauze. The victim should obtain medical treatment as necessary.
- Safety Data Sheets (SDS) are available online in Employee Central. The SDS should be reviewed for appropriate measures to be taken in response to exposure or contamination from various chemicals.

A safety shower is located in most of the laboratories and shops.

- The shower provides an effective means of treatment in the event that large amounts of chemicals are spilled or splashed onto the skin or clothing.
- As long as the hanging handle is pulled down, the safety shower will supply a continuous stream of water to cover the entire body.
- If possible, victims should remove clothing, including shoes and jewelry, while under an operating shower.
- Safety Data Sheets (SDS) are available online in Employee Central. The SDS should be reviewed for appropriate measures to be taken in response to exposure or contamination from various chemicals.

- **Needle Sticks and Other Infectious Exposures**

Employees & Performing Work Study Students:

If an employee or performing work study of the College is exposed to blood borne or other infectious pathogens, by a needle-stick or other exposure, it is necessary to seek medical attention within one to two hours so that treatment is instituted within a timeframe that increases effectiveness. Employees and performing work study students should complete a [Incident Data Form](#) for Worker's Comp. Obtain and submit the form to the Human Resources Office.

- **Student(s) & General Public:** If a student or a member of the general public who is visiting the College is exposed to blood borne or other infectious pathogens, by a needle-stick or other exposure, it is necessary to seek medical attention within one to two hours so that treatment is instituted within a timeframe that increases effectiveness. Students and the General Public should complete an [Property/Liability Loss Notice](#) form. Form is to be submitted to claims.rmd@state.mn.us.

Injury Treatment

Minor First Aid

Employees & Performing Work Study Students: If an employee or performing works study student sustains a minor injury or is involved in an accident requiring only minor first aid treatment:

1. Administer first aid treatment to the injury or wound.
2. Inform your administrator/supervisor as soon as possible.
3. If a first aid kit is used, indicate usage on the [Incident Data Form](#) and [Employee statement](#) that is available from Employee Central or Human Resources.
4. Access to a First Aid kit is not intended to be a substitute for medical attention.
5. Provide as many details as possible on the [Incident Data Form](#) and [Employee statement](#).

Student(s) & General Public: If a student or a member of the general public who is visiting the College sustains a minor injury or is involved in an accident requiring only minor first aid treatment:

- a) Administer first aid treatment to the injury or wound.
- b) Inform an administrator/supervisor as soon as possible.
- c) If a first aid kit is used, indicate usage on the [Property/Liability Loss Notice](#) form that is available on the Northland website under Safety and Security.
- d) Access to a First Aid kit is not intended to be a substitute for medical attention. Provide as many details as possible on the [Property/Liability Loss Notice](#).

Non-Emergency Medical Assistance

Employees & Performing Work Study Students: For non-emergency work-related injuries requiring professional medical assistance:

- I. Inform supervisor of the injury sustained.

2. Proceed to the approved medical facility.
3. The employee and supervisor complete an [Incident Data Form](#) and [Employee statement](#) and provide forms to Human Resources within 24 hours.

Student(s) & General Public: For non-emergency injuries sustained by a student or an individual from the general public requiring professional medical assistance:

1. Inform an administrator/supervisor of the injury sustained.
2. Proceed to the approved medical facility.
3. The injured individual is to be directed to contact the campus Business Office to complete a [Property/Liability Loss Notice](#).

Medical Emergency

Employees and Students Performing Work Study:

If an employee or work study student sustains a severe injury requiring emergency treatment:

1. Call for help and seek assistance from a colleague.
2. Use the emergency telephone numbers to request assistance and transportation to the local emergency room.
3. Stand by for requested emergency medical assistance or proceed to the medical facility.
4. The employee and supervisor complete an [Incident Data Form](#) and [Employee statement](#) and provide forms to Human Resources within 24 hours.

Student(s) & General Public:

If a student or a member of the general public sustains a severe injury requiring emergency treatment:

1. Call for help and seek assistance from a co-worker.
2. Use the emergency telephone numbers to request assistance and transportation to the local hospital emergency room.
3. Stand by for requested emergency medical assistance or proceed to the medical facility.
4. The injured individual is to be directed to contact the campus Business Office to complete an [Property/Liability Loss Notice](#).

Disposal of Sharps

Work practices and the means for safe disposal of sharps is the responsibility of all individuals.

- a. Needles should not be re-sheathed, removed from disposable syringes or manipulated by hand.
- b. Sharps (needles, scalpel blades, razor blades) are to be disposed of into approved impermeable sharps containers designated for the disposal of sharps. The appropriate containers for disposal display the biohazard symbol.
- c. Sharps containers must not be overfilled and must be securely sealed with a lid before disposal.

- d. If a “sharps” is found on campus, such as on the grounds, immediately report it to the maintenance department supervisor.
- e. Do *not* pick up the “sharps” item. If the source of the broken glass or other sharp object is not known, assume that it could potentially be contaminated.
- f. If it is definitely known that the broken glass or other sharp object is not contaminated, it can be picked up by avoiding contact with the skin - use paper or a dustpan and brush. The glass or sharp object should be double-wrapped carefully in paper and disposed of immediately.

Dealing with a 'sharps' injury

An individual who has an open wound is at greater risk from infectious agents. Therefore, use the following procedures to deal with a “sharps” injury:

1. If an individual sustains a ‘sharps’ injury, remove contaminated clothing.
2. Wash the injured area thoroughly with soap and water. If the eye(s) are involved, rinse with running water or saline.
3. Administer appropriate first aid for bleeding or embedded object.
4. Identify the source individual or the source of the sharp, if possible, and assess the risk status of the source individual.
5. All individuals who sustain a sharps injury for which there is a risk of contamination should seek professional medical attention.
6. If a source individual is identified, it should be strongly encouraged that the individual undergo blood testing.
7. Complete Bloodborne Pathogen Incident form.

- **Glass or Foreign Object in the eye**

Gently hold a gauze pad on the eye to prevent the eyelid from opening and seek immediate medical attention for the victim.

- **Cuts**

Minor cuts: Wash with cool water and soap to remove chemicals, and then cover with a band aid.

Major cuts: Wash with cool water, cover with a gauze pad and seek immediate medical assistance.

- **Burns**

Place gauze soaked in ice water or cold tap water on the burned area. As quickly as possible, replace with a pad filled with wet ice. Replace whenever the ice melts. If the burn is serious, seek immediate medical assistance.

- **Shock or fainting**

Have the individual lie down. Loosen tight clothing, cover the individual with a blanket, and talk to them reassuringly. If symptoms persist, call law enforcement or seek immediate medical assistance.

- **Choking:**

If you observe a "conscious" ADULT choking:

1. Ask the victim, “Are you choking?”
2. If the victim can speak, cough, or breathe, *do not interfere*.
3. If the victim cannot speak, cough, or breathe, give subdiaphragmatic abdominal thrusts (the Heimlich maneuver) until the foreign body is expelled or the victim becomes unconscious. Be persistent.

4. Continue uninterrupted until the obstruction is relieved or advanced life support is available. In either case, the victim should be examined by a physician as soon as possible.

If the choking victim becomes unconscious:

1. Position victim on back, arms by side.
2. Call out "Help!" or if others respond, contact law enforcement.
3. Perform tongue-jaw lift and finger sweep to try to remove the foreign body.
4. Open airway (head-tilt/chin-lift) and attempt to rescue breathing.
5. If unsuccessful, give 6 – 10 subdiaphragmatic abdominal thrusts (the Heimlich maneuver).
6. Repeat sequence: perform finger sweep, open the airway, attempt rescue breathing, perform abdominal thrusts – until successful.
7. After obstruction is removed, begin the ABC's of CPR if necessary.
8. Be persistent. Continue uninterrupted until obstruction is relieved or advanced life support is available. When successful, have the victim examined by a physician as soon as possible.