

Building Name _____
Room # _____

Supervisor's Name _____
Phone # _____



GRAND CANYON UNIVERSITY CAMPUS EMERGENCY PROCEDURES MANUAL

This Guide will help you respond to emergencies on campus.

Keep it readily available near your telephone.

Review it from time to time.

Know your emergency coordinators and evacuation plan and refer to that information on the last page of your printed guide.

- A Assess the situation – if extreme personal injury or danger exists, call 911 (9-911 from campus phones).
- C Call the Department of Public Safety at extension 639-8100 to report the situation.

T Take action to provide aid or find aid as is required by the situation.

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Introduction

The health and safety of all University constituents on University property are of critical concern. Employees and students are required to be conscientious about workplace and residential safety, including proper operating methods. Any unsafe or dangerous conditions, or potential hazards, should be reported to management immediately, even if the problem appears to be corrected.

Periodically, the university may issue rules and guidelines governing workplace and campus safety and health. The University may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All University constituents should familiarize themselves with these rules and guidelines, as strict compliance will be expected.

Any work-related injury, accident, or illness must be reported to the employee's supervisor and the Human Resources department as soon as possible, regardless of the severity of the injury or accident. Any student related accident or illness must be reported to the Health and Wellness Center or the Department of Public Safety.

General Safety Rules

The University is committed to providing a safe and healthy environment for all constituents. As such, it will not knowingly require anyone to work, study, or reside in an unsafe environment or under unsafe conditions. In addition, it will make every effort to provide constituents with necessary safety equipment, information, and training.

- When in doubt, proceed in a safe manner-safety first.
- Use available equipment, proper lifting techniques, and/or obtain assistance when lifting or handling heavy materials.
- Fire exits must be visible and remain unobstructed at all times.
- Food, drinks, and smoking are permitted only in designated areas.
- Unauthorized visitors are not allowed on University property at any time.
- Machine adjustments and electrical work must be performed by authorized personnel only. Employees are not to operate equipment without appropriate safety guards and/or equipment.
- Loose clothing, jewelry, or open shoes are not permitted around moving equipment.
- Personal protective equipment must be worn in designated areas or when performing certain high-risk jobs or lab work
- When operating a University vehicle or a personal vehicle on University business, constituents are expected to wear seat belts and drive the vehicle safely in compliance with state and local laws.

These General Safety Rules are in addition to those which may be set out in other University safety-related documents, as well as any/all federal, state, and/or local regulations, such as the Occupational Safety and Health Act (OSHA) or the Arizona Department of Transportation (DOT).

EMERGENCY AND ACCIDENT RESPONSE PROCEDURES

EMERGENCY PREPAREDNESS AT GCU

Emergencies, disasters, accidents, injuries, and crimes, can occur without warning at any time. Being physically and psychologically prepared to handle unexpected emergencies is an individual as well as an organizational responsibility. This Campus Emergency Procedures Manual has been developed to assist in minimizing the negative affects from such events.

What you can do now to prepare

- **DO NOT FILE THIS DOCUMENT!!!**
- Please read this manual thoroughly before an emergency occurs, become acquainted with the contents.
- Place your Building Name, Room #, and Supervisors Name and phone number on the front cover.
- Post this Campus Emergency Procedures Manual in a visible location in your office. Ensure all staff are made aware of its location.
- Keep emergency supplies in your office (flashlights, comfortable shoes, bottled water, batteries, portable radio)
- Become familiar with all exit routes from your building.
- Locate the nearest fire extinguisher and pull station.
- If you have questions concerning a unique situation not covered in this reference, or need additional emergency information, please contact Public Safety at (602) 639-8100.

Once you are familiar with the information enclosed, you will be better prepared to protect yourself and your co-workers.

EMERGENCY RECOVERY AT GCU

After an emergency occurs, recovery is the next step. GCU is insured for losses to University-owned property (real and personal), and injury to non-employees such as students, patrons, visitors, and volunteers (liability), and injury to employees while on the-job (workers' compensation). However, a claim must be generated in order to make the loss known to appropriate GCU representatives, and ultimately to the GCU's self-insurance provider.

For Property and Liability Losses

Property claims that exceed \$10,000 must be reported within 24-hours. Property claims less than \$10,000 must be reported within 90 days. A death on campus or serious injury to a patron, student, or visitor must be reported within 24-hours to Insurance Services at: (602) 639-8100.

For Workers' Compensation Losses

All workers' compensation claims must be reported verbally within 48-hours of the occurrence. Questions regarding workers' compensation should be directed to Human Resources.

For Follow-up on Potential or Sustained Injuries

Whether or not a claim is filed, report all accidents and incidents involving potential or sustained injury to an individual on GCU property, to the Environmental Health & safety Loss Prevention Coordinator.

WHAT IS A 911 EMERGENCY?

A 911 emergency is any situation that requires **IMMEDIATE** police, fire, or medical response to preserve life or property. In an emergency, seconds count. Calling 911 (9- 911 from campus phones) inappropriately may delay responses to real emergencies. This guide will help you use our best judgment when deciding whether a situation requires an emergency response.

Call 911 to report problems such as:

- Fires
- Explosions
- Chemical spills
- Assault or immediate danger of assault
- Severe injuries or illnesses
- Crimes in progress
- Unusual odors
- Someone choking or drowning
- Bomb threats
- Natural disasters
- Power outage

STEPS TO AN APPROPRIATE RESPONSE IN AN EMERGENCY

Remember that the general procedure for the first response to an emergency is:

- A** Assess the situation – if extreme personal injury or danger exists, call 911 (9-911 from campus phones).
- C** Call the Department of Public Safety at extension 639-8100 to report the situation.
- T** Take action to provide aid or find aid as is required by the situation.

GOALS IN AN EMERGENCY

During a crisis, Grand Canyon's Emergency Procedures Team (EPT) will seek to do the following:

- Act responsibly
- Bring the situation under control
- Assure or restore the safety of students, employees, and faculty
- Keep the University's operations running with minimal interruption
- Disseminate accurate and needed information in a timely manner

REPORTING A PROBLEM TO 911

From any campus phone: Dial 9-911

From a cell phone: Dial 911 and identify your location as Grand Canyon University

When reporting a 911 emergency, be prepared to give the following information:

- **LOCATION** of the emergency-Grand Canyon University - 3300 W Camelback Road / Phoenix /85017 with the building and room name
- **TYPE AND SEVERITY** of the emergency, e.g.,
 - Fire** - type and size of fire.
 - Medical** - type of illness or injury, cause, number of victims.
 - Crime** - type of crime, description of suspects and their direction of travel.
 - Chemical/Hazardous Materials** - quantity & type of substance, hazards, injuries.
- WHEN the incident occurred.
- NAME and phone number.
- If possible, call from a SAFE location.
- Remain CALM.
- Speak SLOWLY and CLEARLY.
- Do NOT hang up the phone until the dispatcher tells you to or hangs up.

REPORTING A NON-EMERGENCY SITUATION

A **non-emergency** situation does not require immediate attention to preserve life or property.

Examples are:

- minor vehicle accidents
- disabled vehicles
- missing property
- excessive noise
- similar police-related matters.

To report a **non-emergency** situation, call:

- **Public Safety at 602-639-8100**
- **On Campus phones call 639-8100**

ACCIDENTS

ACCIDENT REPORTS:

First, call extension 639-8100 for Public Safety assistance.

Anyone witnessing an accident or involved in an accident including visitors, employees, or students should report the accident to Public Safety.

The term "accident" applies to any personal injury. Accident reports are required. Injuries sustained due to an illness are included in the definition of "accident."

If employees or student workers sustain injuries during their working hours, they should go in person to Cooke Health Center and contact Human Resources. However, if they are unable to do so, their direct supervisor should contact Human Resources.

Note: Contact Public Safety to document the situation regardless of the severity of the injury.

AIRCRAFT ACCIDENT:

- Call 911 (9-911 from campus phones). Notify the operator of the accident location, the number of casualties and if any campus structures are affected.
- If the crash scene is close to your building, notify your supervisor, Resident Assistant, Resident Director or other campus official and evacuate if smoke from the crash scene moves in your direction.
- **DO NOT** approach a downed aircraft. The responding Fire Department has equipment and personnel that are trained for such incidents.
- **IMPORTANT: The FAA's Western Pacific Regional Operations Control Center at (310) 725-3300 and the Prescott Flight Service Station at (928) 778-7810** will also need to be notified of the aircraft accident.

MOTOR VEHICLE ACCIDENT INVOLVING INJURIES:

- Call 911 (9-911 from campus phones) immediately and remain on the scene until released by paramedics and police.
- Advise the operator of the number of injured and their injuries.
- Look for hazards that could affect you or responding emergency personnel (fuel, chemicals, etc.) and report them to the 911 operator.
- **DO NOT** attempt to move the injured unless it is more dangerous to leave them where they are, i.e.: car fire.
- Attempt to keep the victims calm and reassure them that assistance is on the way.
- Notify emergency personnel of the number of injured and their locations.

ACCIDENTS
(CONTINUED)

MOTOR VEHICLE ACCIDENT WITHOUT INJURY:

A driver involved in a traffic accident on university property must report the traffic accident to Public Safety as soon as possible or no later than 24 hours after the accident and if it involves any of the following:

- Injury or death (which must be reported immediately)
- Damage to university property or a government vehicle
- Damage in excess of \$1,000 to anyone vehicle or accidents involving hazardous material.

All drivers involved in a traffic accident must stop and exchange the following information:

- Names and addresses
- Drivers' license numbers and issuing states
- Vehicle license plate numbers and vehicle identification numbers
- Year and make of vehicles and insurance information

ACCIDENTS INVOLVING UNATTENDED VEHICLES:

In an accident involving an unattended vehicle, the driver responsible for the accident must make contact Public Safety at 602-639-8100 or leave a note with his or her name and address, as well as the name and address of the owner of the vehicle, if different, per *Arizona Revised Statutes* § 28-664.

If a vehicle owner becomes the victim of an unattended vehicle accident for which the responsible driver failed to leave his or her name and address and/or failed to report the incident to Public Safety, the vehicle owner should report the incident to Public Safety.

ANIMAL INCIDENTS

Untrained persons should not attempt to approach any feral animals. Any direct physical contact with an unknown animal, especially if it results in a bite or scratch, could have serious consequences. Such contact should be reported to the Cooke Health and Wellness Center at extension 639-6215.

GCU has a "no dogs on campus" policy. Any animal that is wandering loose on campus should be reported immediately to Public Safety at extension 639-8100.

If an animal such as a bat or a raccoon is inside a building, try to safely isolate it in a room by closing doors behind it and keeping people away before calling Public Safety at extension 8100.

In the case of a bite or other injury caused by a venomous animal (e.g., a black widow or a brown recluse spider) or an allergic reaction to an insect or other animal, call 911 (9-911 from a campus phone) immediately for emergency medical assistance.

- Be prepared to give your name, location, and, if possible, the species or type of animal involved.
- Try to remove the affected person and yourself from danger. Tell others to vacate the area if a dangerous animal may still be nearby.
- Help the victim immobilize the bite area, and make the victim as comfortable as possible until medical or other assistance arrives.
- Administer anti-venom or anti-allergen agents if you are trained to do so.

BOMB THREAT

When a bomb threat is received, immediately alert Public Safety at extension 639-8100. Inform them that a bomb threat has been received, and ask the person to dial 911 (9-911 from a campus phone) on another line. Follow evacuation procedures for the area. If you receive a bomb threat by telephone, try to remain calm and get as much information as possible from the caller. Try to write down the caller's exact words and the time of the call, utilize the checklist on the following page as a guide. Check to see if the caller's phone number or location is displayed on your phone.

- When is the bomb going to explode?
- Where is the bomb?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- Why?
- What is your name and address?

Try to notice descriptive or other useful details (preferably write them down):

- Gender
- Age
- Distinctive voice, pronunciation or accent, or speech patterns
- Tone of voice and attitude
- Was it a recorded voice
- Background noises or voices or other clues about location or caller

If the threat came in a form other than a call (e.g., a note was left or delivered):

- Report the time, location, and content of the threat, as well as your location and phone number.
- Stay on the line until the dispatcher terminates the phone call. Answer the dispatcher's questions and do exactly what the dispatcher tells you to do (try to take written notes).
- Take a quick visual look around your area for any suspicious objects. Do not touch or move the object.
- If you are told to evacuate the area, take your notes about the call with you.

Refer to the evacuation location on the last page of this manual.

**BOMB THREAT
Telephone Checklist**

Time call received: _____

Time call terminated: _____

Exact words of caller:

Questions to Ask

(Be calm, delay caller, ask to have message repeated)

When is the bomb going to explode? _____

Where is the bomb located? _____

What does it look like? _____

What kind of bomb is it? _____

What will cause it to explode? _____

Did you place the bomb? _____

Why? _____

What is your name? _____

What is your address? _____

Description of Voice

Male _____ Female _____ Young _____ Middle-aged _____ Old _____ Accent _____

Background noise (type of noise)

Additional information:

Signature of person receiving call: _____ Date: _____

BUILDINGS AND UTILITIES

CRITICAL BUILDING EMERGENCIES

Call 911 (9-911 from a campus phone) and evacuate campus buildings according to evacuation plan (see the last page of this manual) in cases of:

- Fire
- Smoke
- Explosion
- Gas leak
- Structural damage or collapse
- Chemical spills or hazardous odors or fumes

Call Public Safety at 639-8100 and await further instructions in cases of:

- Unknown odors
- Hazardous conditions
- Activated residence-hall room smoke detectors
- Persons trapped in elevators

SIGNIFICANT BUILDING EMERGENCIES

For electrical, heating or air-conditioning problems, flooding or water leaks contact the appropriate department:

During Office Hours:

Residential Area Issues should be reported to the Office of Residence Life at extension 639-6240. Non-Residential Area Issues should be reported to Facilities at extension 639-8605.

After Office Hours:

All issues should be reported directly to Public Safety at extension 639- 8100. Public Safety will then notify the on-call facilities personnel.

ELECTRICAL EMERGENCIES

In electrical emergencies, avoid touching equipment that is smoking, sparking, tripping circuit breaker, or giving electric shocks.

FLOODING EMERGENCIES

In the case of flooding, never enter areas where there is submerged electrical equipment. Only if you are trained to do so and it is safe:

- Unplug electrical equipment before water reaches it.
- Turn off circuit breakers for flooded areas.
- Use plastic or tarps to cover water-sensitive materials and equipment.
- Move materials from floors and other flooded areas to a safe location.

BUILDING AND UTILITIES
(CONTINUED)

TRAPPED IN AN ELEVATOR

If you are trapped in a stalled elevator on campus, do not try to exit the elevator car through the roof or by forcing the doors. To summon help, use the elevator's emergency telephone, call 911 from a cellular phone, or bang on the doors and shout for assistance. Wait for trained personnel to assist you from the elevator.

TELEPHONE OR NETWORK FAILURES

In the case of telephone or computer network failure, call the IT help desk (602) 639-7700.

CRIME

To report a crime or criminal behavior in progress on campus, call Public Safety at extension 639-8100 or call 911 (9-911 from a campus phone).

Criminal behavior which should be reported include:

- Property Crimes
- Obscene or Threatening Phone Calls
- Robbery
- Assault
- Sexually-related Offenses
- Civil Disturbance
- Personal Threat

(Note: Support may be found at Faith House Agencies 623-939-6798 or Center against sexual abuse (CASA) 602-254-9000 or TDD 602-495-5343)

Do **not** approach or attempt to apprehend the persons involved. Take only actions necessary for self-defense. If you are safe, stay where you are until Public Safety officers arrive. Otherwise, try to move to a safe location. Provide as much information as you can, including:

- Type of crime or criminal behavior
- Location of crime or criminal behavior
- Description of persons (height, weight, sex, clothes) and of any weapons involved
- Direction of anyone's travel away from the scene
- Vehicle description (color, year, make, model, license-plate number)

To report non-emergency police-related activities, including crimes that are no longer in progress, missing property, minor auto accidents without injuries, disabled vehicles, etc., call Public Safety at extension (602) 639-8100.

EVACUATION OF BUILDINGS

Leave your building immediately when an alarm sounds or if you are instructed to do so by a university representative, your building coordinator, or a command team member. If you are away from your own area, leave immediately by the nearest safe exit and go to the nearest evacuation-meeting site, (see last page of this manual).

- Notify others who might not have heard the alarm or evacuation order.
- Turn off equipment.
- Secure hazardous operations if possible.
- Take important personal items, such as keys.
- Close doors behind the last person out.
- Walk quickly, but do not run, to the nearest safe exit.
- Do not use an elevator unless authorized emergency personnel tell you to do so.
- Do not re-enter the building until someone in authority gives the "all clear" signal.
- Report any missing or trapped persons to emergency personnel.
- Move away from the building.
- Go to your evacuation meeting site (see the last page of this manual) and sign in.

If you are required to leave the building immediately but are unable to (because of a physical disability, injury, or obstruction):

- Follow the evacuation plan or go to the nearest area where there are no hazards.
- Dial 639-8100 to notify Public Safety of your situation and location or call 911 (9-911 from campus phones).
- Be sure to give the room number so Public Safety can send help.
- Signal out the window to emergency responders, if possible.

As soon as you have evacuated:

- Report to the evacuation location (see the last page of your printed guide) and sign in.
- Report any missing or trapped people to the emergency responders.
- Account for faculty, staff, and students.
- Wait at the evacuation meeting site for directions.
- Do not re-enter the building until emergency staff give the "all clear" signal.

EXPOSURE TO BLOOD OR BODILY FLUIDS

Call extension 639-8100 for Public Safety assistance.

Since people often carry blood-borne infections unknowingly, follow the universal precaution of treating all body fluids as if they were infectious and avoid contact with them.

- If an emergency occurs, call 911 or Public Safety at 639-8100 and give your name, department, location and the telephone number.
- If you must assist an injured student or worker who is bleeding, put on protective gloves and other personal protective equipment. Wear gloves even when treating such minor injuries as skinned knees or bloody noses.
- Once your assistance is no longer needed, carefully remove your gloves and dispose of them in a proper receptacle. The recommended procedure is to peel one glove off from the wrist and hold it in the gloved hand. With your bare hand, now peel the glove from the other hand from the inside, tucking the first glove inside the second.
- Thoroughly wash your hands with a non-abrasive soap and running water. Hand washing is considered an effective precaution against blood-borne pathogens. If your eyes or other mucous membranes have come in direct contact with blood, wash or flush them with water as soon as possible.
- If you feel that you may have been exposed to blood-borne pathogens during a workplace accident, report the incident to your supervisor immediately. He/she will help you arrange confidential medical evaluation and any treatment if necessary.

Do not attempt to clean up any blood spills yourself. Please contact Environmental Services at extension 639-8605 for clean up.

Note: Contact Public Safety to document the situation regardless of the severity of the injury (see information on accident reports.)

FIRE, SMOKE, EXPLOSION

All fires occurring on campus must be reported to Public Safety at 639-8100, including those that have been extinguished. Do not hesitate to activate a fire alarm if you discover smoke or fire. In that situation:

- Alert people in the immediate area of the fire, and evacuate the room.
- Confine the fire by closing doors as you leave the room.
- Activate a fire alarm by pulling on an alarm box.
- Call 9-911 or use an emergency phone to report the location and size of the fire. Always call from a safe location.
- Evacuate the building, using the Evacuation of Buildings plan. Do not use elevators to evacuate unless directed to do so by emergency responders.
- Notify emergency responders of the location, nature, and size of the fire as soon as you are outside.

If you have been trained and it is safe to do so, you can attempt to put out a fire with a portable fire extinguisher. Attempt to extinguish only small fires, and make sure you have a clear escape path. **KNOW WHERE THE FIRE EXTINGUISHERS ARE LOCATED IN YOUR BUILDING.** If you have not been trained to use a fire extinguisher, you must evacuate the area.

If clothing is on fire:

- Drop to the ground or floor, and roll to smother flames.
- Smother flames using a fire blanket.
- Drench with water.
- Seek medical attention for all burns and injuries.

HAZARDOUS MATERIAL: CHEMICAL, RADIOACTIVE, BIOLOGICAL

All hazardous-materials spills on campus must be reported to Public Safety at 639-8100. Be prepared to provide (and spell) the names of the materials involved and to describe the location, size, and nature of the incident.

A hazardous-material emergency exists when:

- clean-up of a spill of a hazardous material is beyond the level of knowledge, training or ability of the staff in the immediate spill area, and/or
- the spill creates a situation that is immediately dangerous to the lives and health of persons in the area or facility.

In a hazardous-material emergency:

- Alert people in the immediate area, and evacuate the room. If an explosion hazard is present, take care not to create sparks by turning electrical equipment on or off.
- Confine the hazard by closing doors as you leave the room.
- Use eyewash or safety showers (if available) as needed to wash off spilled chemicals. Flush the affected area with copious amounts of water for at least 15 minutes. Call 9-911 to report any personal contamination. Seek medical attention as required.
- Evacuate nearby rooms that may be affected. If the hazard will affect the entire building, evacuate the entire building.
- Outside, identify your self to emergency responders and report the location, nature and size of the incident. Provide any additional information you believe would be helpful.
- Personnel most knowledgeable about the spilled material and the location of the spill should be available to provide information to emergency responders. Isolate contaminated persons and do not allow them to leave or to spread the contamination. Avoid contamination or chemical exposure to yourself.

MAIL AND SUSPICIOUS OBJECTS

If you receive or observe a suspicious piece of mail, package, or material

- Do not move, open, cover, or interfere with it.
- Move people away from suspicious items. Avoid contaminating other areas and people.
- Call Public Safety immediately at extension 639-8100 from a safe location.
- Be prepared to describe the item, location, and the context of what you have observed plus give your name and phone number.
- Do not create panic. If you are told to evacuate the area or building, follow the evacuation procedure.

Characteristics of a suspicious piece of mail or package that is received unexpectedly or is unknown may include:

- Excessive postage
- Misspellings of common words
- Excessive weight
- Rigid envelope
- Arrival via foreign mail, air mail, or special delivery
- Handwritten or poorly typed address
- Restrictive markings such as “confidential” or “personal” etc.
- An excessive amount of securing material used, such as tape or string
- Incorrect titles
- Oily stains or discolorations
- Visual distractions
- Lopsided or uneven writing
- Titles but no names
- No return address
- Protruding wires or foil

HANDLING SUSPICIOUS PACKAGES

- Do not open or shake it
- Do not carry or show to others
- Do not sniff, touch or taste
- Place on stable surface, preferable a Bio-Safety Cabinet
- Alert other in the area
- Leave the area, close the doors and prevent others from entering by using signs or guarding area
- Wash hands with soap and water
- Create a list of persons in the room where the package was received

MEDICAL AND MENTAL HEALTH EMERGENCIES

MEDICAL EMERGENCY

All University personnel are encouraged to learn first-aid and CPR. CALL 9-1-1 FROM ANY **CAMPUS PHONE** before proceeding with the following emergency responses on all medical emergencies!

- The guidelines below are for ADULT rescue
- For individuals under the age of 8, follow the dispatcher's instructions

START RESCUE BREATHS - IF VICTIM IS NOT BREATHING

- Tilt the victim's head back, lift the chin, pinch the nose shut
- Give 2 slow breaths. (Breathe into victim until chest gently rises)
- Check for circulation. (Normal breathing, coughing, movement)
- If there is a PULSE, but victim is still NOT BREATHING, give one slow breath every 5 seconds (10 to 12 breaths per minute)
- Re-check pulse and breathing every minute. Continue rescue breathing as long as victim is not breathing or until medical assistance arrives
- If there is no pulse and victim is still not breathing, initiate Cardio Pulmonary Resuscitation (CPR)

START CPR - IF VICTIM IS NOT BREATHING AND HAS NO PULSE

- Find the notch where lower ribs meet the breastbone. Place the heel of your hand on the breastbone. Place your other hand on top of the first.
- Position shoulders over hands. Compress chest 15 times using a smooth, even rhythm.
- Give 2 slow breaths.
- Do (3) more sets of (15) compressions and (2) breaths.
- Check for the pulse.
- If there is a PULSE, but victim is still NOT BREATHING, give one slow breath every 5 seconds (10 to 12 times per minute)
- If there is no pulse and victim is not breathing, continue CPR.

USE AUTOMATED EXTERNAL DEFIBRILLATOR (AED) IF AVAILABLE

- If the building is equipped with AEDs, retrieve the closest unit.
- If lay responder(s) are trained in the use of an AED, proceed with using unit.
- If lay responder(s) are not trained in the use of an AED, follow the dispatcher's instructions.
- **Do not** use the AED on a patient who is lying in water or on any electrically conductive surface such as wet grass.
- **Do not** operate the AED in a potentially explosive environment.

NOTE: The use of an AED is necessary to revive a victim of cardiac arrest. The unit is automated and will only shock when necessary.

If an AED was used, contact GCU Public Safety @ (602) 639-8100

MEDICAL AND MENTAL HEALTH EMERGENCIES
(CONTINUED)

Choking (Abdominal Thrusts)

Call 9-911

Get behind your victim; wrap your arms around the person's waist, just above their naval. Clasp your hands together in a double fist. **PRESS IN AND UP IN QUICK THRUSTS.**

Be careful not to exert pressure against the victim's rib cage with forearms. Repeat procedure until choking stops.

Alcohol Intoxication/Poisoning

Alcohol poisoning can be fatal. Do not allow someone who has drunk too much to "sleep it off". Stay beside the person and call 9-911 immediately if the person:

- cannot be roused
- is incoherent and is vomiting
- breathes shallowly
- has cold, clammy skin
- looks bluish or pale
- has taken other drugs with alcohol
- has a head injury

Heat Related Illness

- Get victim to a cool place
- Loosen tight clothing
- Apply cool, wet cloths to the skin
- Fan the victim
- If victim is conscious, give cool (not cold) water to drink.
- Call 9-911 for an ambulance, if victim refuses water, vomits, or loses consciousness.
- Report incident to supervisor. The Supervisor is responsible to notify Public Safety.
- Obtain medical attention at Student Health Center

Hours of Operation:

School Year

Monday, Tuesday and Thursday	8:00am-4:00pm
Wednesday	8:00am-6:00pm
Thursday	8:00am-4:00pm
Friday	8:00am-3:00pm

Summer

Monday and Wednesday	8:00am-2:30pm
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MEDICAL AND MENTAL HEALTH EMERGENCIES
(CONTINUED)

Minor Cuts & Punctures

- Vigorously wash injury with soap and water for several minutes
- Obtain medical attention to check tetanus status
- If IMPALED by a foreign object - **DO NOT REMOVE THE OBJECT**. Seek medical attention immediately.
- Report incident to supervisor. The supervisor is responsible to notify Public Safety.

Material Splashed in Eye

- Immediately rinse eye and inner surface of eyelid with water continuously for 15 minutes.
- Forcibly hold eye open to ensure effective wash behind eyelids.
- Obtain medical attention.
- Report incident to supervisor. Nights and weekends call Public Safety at (602) 639-8100.

Self-Harm Policy

If an individual has inflicted physical harm to him/herself or has admitted to or been reported as taking a substance in attempt to cause physical harm, you should first call the emergency number (9-911). Make no attempt to transport the individual yourself. Proceed with the appropriate steps listed in the "Self-harm Policy" of the Student Handbook or the Employee Handbook.

MISSING STUDENT REPORT

Call Residence Life at extension 639-6240 during business hours or Public Safety at extension 639-8100 after business hours and relay pertinent information as to why the student is suspected to be missing.

Residence Life personnel will contact:

- Roommates to determine when the student was last seen in the Residential facilities or heard from otherwise.
- Academic Records and obtain the student's class schedule.
- Student's professors to determine when the student last attended class.
- If it is determined (through the above procedure) that the student has not been seen or heard from in 72 hours, Residence Life will contact Public Safety.

Public Safety will file a formal Missing Persons report with the Phoenix Police Department.

NON-EMERGENCY INJURIES

Non-emergency injuries may include:

- sprains
- strains
- concussion (with no loss of consciousness)
- illness
- abrasions, minor cuts, contusions, etc.

In the event of a non-emergency injury:

- Provide appropriate first aid care.
- Notify the appropriate supervisor.
- Send the athlete to the appropriate medical care facility (if unable to contact an ATC and/or unsure of the severity of the injury).
- Complete an Injury/Illness Report and Medical Referral Form as necessary.
- Provide follow-up care as necessary.

Off-Campus School-related Injuries

- In the event a student, athlete, faculty or staff member is injured while participating in a school sponsored event off campus, the following guidelines should be followed:
- In an emergency, contact 911 to provide medical aid.
- In a non-emergency injury, provide appropriate medical care or send individual to appropriate medical care facility.
- Notify the appropriate supervisor, provide injured individual's name, a brief description of the injury/illness, and, if relevant, the name and telephone number of the hospital/emergency facility where the injured has been transported.
- It is the supervisor's responsibility to inform individual's designated emergency contact of any injured student and refer them to the hospital/emergency facility as appropriate.
- It is the responsibility of the hospital/emergency facility to notify the individual's designated emergency contact with the latest and most accurate information concerning his/her condition.

NATURAL DISASTERS & INCLEMENT WEATHER

Earthquake

Through earthquakes are not a high risk in the area they are possible. If you are inside a building and feel it shaking or swaying:

- Duck or drop to the floor.
- Cover yourself under a piece of heavy furniture or a stairwell, or in a doorway (beware of the door swinging back and forth). If that is not possible, position yourself against an interior wall, protecting your head and neck with your arms. Keep away from appliances, large windows, and heavy hanging objects.
- Hold on securely and stay in your protected position until the shaking stops.
- Evacuate the building as soon as the shaking stops.

Be prepared to evacuate:

- Help direct people with special needs to a safe place if necessary.
- Wheelchair bound individuals should lock brakes.

If you are outdoors when you feel shaking:

- Move to a clear area away from trees, signs, building, electrical wires, poles, etc.
- If you cannot get to an open area, take shelter in a doorway to protect yourself from falling debris.

If you are driving when you feel shaking:

- Stop at the side of the road, away from hazards such as overpasses and power lines and poles. Stay inside the vehicle until the shaking stops.
- Resume driving cautiously if it seems safe. Avoid bridges and ramps that may have been structurally damaged.

After the shaking has stopped:

- Anticipate aftershocks and plan where you will take cover from them.
- Check for injuries and give first aid as necessary.
- Remain calm.
- Avoid broken glass.
- Check for fire. Take appropriate actions and precautions.
- Check gas, water, and electrical lines. If they appear damaged, or if you smell gas, open windows and leave the building immediately. Contact Public Safety at extension 639-8100 and Facility Services at extension 639-8605 immediately.
- Replace all telephone receivers and use phones only to report emergency situations.
- Tune to an emergency broadcast radio or television station for bulletins.
- Stay out of damaged buildings.

NATURAL DISASTERS & INCLEMENT WEATHER
(CONTINUED)

Thunderstorms and Microburst

If a thunderstorm approaches when you are:

Indoors

- Unplug all unnecessary electrical equipment and appliances, including sensitive electronic instruments and computers.
- Store all equipment in safe areas away from windows. Keep window coverings (curtains, blinds) closed.
- **STAY INDOORS**, do not exit building or use elevators. You could be trapped in them if the power is lost.
- **STAY AWAY** from all windows and large glass objects.
- **CROUCH DOWN** and cover your head. Interior stairwells are usually good places to take shelter, and if not crowded, allow you to get to a lower level quickly.
- **AVOID** being underneath heavier objects such as lights, wall hangings and other items, which may fall.
- **REMAIN INSIDE** until storm has passed or cleared to leave.
- Do not use matches or lighters, in case of leaking natural gas pipes or fuel tanks nearby.
- **HELP DIRECT** people with special needs to a safe place, if necessary.

Note: If instructed to evacuate, see “Evacuation” section

Outdoors

- **GO** to safe shelter immediately. Remember that if you can hear thunder, you are close enough to be struck by lightning. Use phones only in an emergency. Do not take a bath or shower
- If safe shelter is unavailable, **MOVE AWAY** from trees, buildings, walls, and power lines.
- **SEEK** the lowest possible ground, i.e. ditch, small trench. Lying flat in a ditch or low-lying area may be the only thing available. Note: Never enter an opening or trench where a "Cave in or Flooding" maybe possible.
- **STAY AWAY** from power lines and puddles with wires in them, they may be "Live."
- **DO NOT USE** matches or lighters, in case of leaking gas pipes or fuel tanks.
- **REMAIN** in position until "noise and high winds" have stopped.
- **DO NOT ENTER** any building that is deemed or looks **UNSAFE**.
- Public Safety will provide instructions for immediate actions by means of door-to-door alerting, police vehicle loud speakers, fire alarms or bull-horns.

NATURAL DISASTERS & INCLEMENT WEATHER (CONTINUED)

Hail

- SEEK protective SHELTER immediately.
- REMAIN indoors or under protective shelter until hail has stopped, usually 5-10 minutes.

Lightning

- SEEK protective SHELTER immediately.
- If OUTDOORS, DO NOT STAND underneath tall isolated objects. Avoid projecting above the surrounding landscape. Seek shelter in a low area under a thick growth of small trees. Open areas, SEEK LOW AREAS such as a ravine or valley.
- GET OFF or AWAY from OPEN WATER as well as metal equipment or small metal vehicles such as motorcycles, bicycles, golf carts, etc. Stay away from wire fences, clotheslines, metal pipes, and rails. If you are in a group in the open, spread out, keeping people several yards apart. REMEMBER - lightning may strike some miles from the parent cloud. If you feel your hair stand on end, lightning may be about to strike you. DROP TO YOUR KNEES and BEND FORWARD, putting your hands on your knees. Do not lie flat on the ground.

Flooding

- In the event of imminent major flooding, the campus will be evacuated immediately. Minor or area flooding of campus is a more likely scenario. This could be the result of major, multiple rainstorms, or a water line break. In the case of imminent minor, weather-related flooding, Public Safety will monitor the National Weather Service and other emergency advisories to determine necessary action such as evacuation of areas and cancellation of classes. In cases of water main failure, affected areas of campus would need to be evacuated immediately.
- Notify Public Safety at (602) 639-8100.
- Secure vital equipment, records, and chemicals (move to higher, safer ground).
- Shut off all electrical equipment. Secure all laboratory experiments.
- Wait for instructions from Public Safety for immediate action.
- Do not return to your building unless you have been instructed to do so by someone from incident command or Public Safety.

A **TORNADO WATCH** means that conditions are favorable for tornados and severe thunderstorms in and close to the watch area.

A **TORNADO WARNING** is an **URGENT** announcement that a tornado has been reported and warns you to take immediate action to protect life and property.

NATURAL DISASTERS & INCLEMENT WEATHER
(CONTINUED)

Indoors

- STAY INDOORS, do not exit building or use elevators. You could be trapped in them if the power is lost. Locate an interior room.
- GO directly to an enclosed, windowless area in the center of the building, corners or building support columns are best. A void middle of exterior walls.
- STAY AWAY from all windows and large glass objects.
- CROUCH DOWN and cover your head. Interior stairwells are usually good places to take shelter, and if not crowded, allow you to get to a lower level quickly.
- AVOID being underneath heavier objects such as lights, wall hangings and other items, which may fall.
- REMAIN INSIDE until Tornado has passed or cleared to leave.
- Do not use matches or lighters, in case of leaking natural gas pipes or fuel tanks nearby.
- HELP DIRECT people with special needs to a safe place, if necessary.

Outdoors

- MOVE AWAY from trees, buildings, walls, and power lines.
- SEEK the lowest possible ground, i.e. ditch, small trench. Lying flat in a ditch or low-lying area may be the only thing available. Note: Never enter an opening or trench where a "Cave in or Flooding" may be possible.
- STAY AWAY from power lines and puddles with wires in them, they may be "Live."
- DO NOT USE matches or lighters, in case of leaking gas pipes or fuel tanks.
- REMAIN in position until "noise and high winds" have stopped.
- DO NOT ENTER any building that is deemed or looks UNSAFE.
- Public Safety will provide instructions for immediate actions by means of door-to-door alerting, police vehicle loud speakers, fire alarms or bull-horns.

GRAND CANYON UNIVERSITY
POLICY ON MANAGING STUDENT SUICIDE ATTEMPTS OR THREATS

Last revised: November 1, 2006

INTRODUCTION

The purpose of this document is to provide a plan of action in dealing with self-harm situations. Grand Canyon University's definition of self-harm is any of the following:

- Suicide attempts (defined as engaging in self-destructive behavior in which there may or may not be an acknowledged suicidal intent)
- Suicide threats (defined as any verbal, written or oral communication on self-destructive behaviors)

This is not an open-ended agreement on the part of the University to provide supervision to the student. Grand Canyon University is not a residential care facility.

CAMPUS STUDENT ATTEMPT /THREAT PROCESS

MAKE NO ATTEMPT TO TRANSPORT THE STUDENT YOURSELF. PROCEED WITH THE APPROPRIATE STEPS LISTED BELOW.

REPORTING INDIVIDUAL:

- Call 9-911. Be sure to give exact location of the incident.
- Call Public Safety (ext. 639-8100) to notify them of the anticipated arrival of medical personnel.
- IF there is a medical issue and IF it occurs during business hours - call the Health and Wellness Center to have one of their staff members address any medical concerns.
- Call the on call Resident Director at (602) 358-4734.
- Do not leave until medical personnel arrive.
- Complete an Incident Reporting Form and submit to the Executive Director of Student Life on the first business day following the incident.

PUBLIC SAFETY:

- Meet and escort medical personnel to the location of the situation. Send an officer to the site to secure the area.
- Complete an Incident Report and submit to the Executive Director of Student Life on the first business day following the incident.

RESIDENT DIRECTOR ON CALL:

- Contact Executive Director of Student Life and/or Student Development Manager.
- Pull the student's emergency card and call the contact listed on the card. If no one is listed, call the student's parents as listed on the Residence Life Application or from the Colleague database.
- Complete an Incident Form and submit to the Executive Director of Student Life on the first business day following the incident.

NON-GCU MEDICAL PERSONNEL

Medical Personnel responding to the 911 call will be determining whether or not a student should be transported.

FOLLOW-THROUGH FOR NON-TRANSPORTED STUDENT*

DURING BUSINESS HOURS:

Escort the student to the Student Life Office.

The Student Development Manager and/or the Executive Director of Student Life will discuss and facilitate one of the following options with the student:

- No Harm Agreement* - must be completed in full (student will be given a copy)
- Call a family member for the student to be released to until treatment begins and he/she is cleared by the medical personnel to attend classes. (Only those students who complete the No Harm Agreement or who have been assessed and released by medical personnel may be allowed to return to his/her residence on campus.)

AFTER BUSINESS HOURS:

Resident Director will discuss and facilitate one of the following options with the student:

- No Harm Agreement* - must be completed in full (student will be given a copy)
- Call a family member for the student to be released to until treatment begins and he/she is cleared by the medical personnel to attend classes. (Only those students who complete the No Harm Agreement or who have been assessed and released by medical personnel may be allowed to return to his/her residence on campus.)

Resident Director will call the Executive Director of Student Life or the Student Development Manager to update him/her on the situation.

Resident Director will hand carry the No Harm Agreement, along with a copy of the incident report, to the Executive Director of Student Life the business day following the incident for filing.

FOLLOW-THROUGH FOR TRANSPORTED STUDENT*

The student must supply document of a release from treatment before being allowed to return as a residential student on campus. The student must also provide documentation from his/her care-provider stating that he/she is compliant with the plan of treatment. If the proper documentation is not provided, he/she may lose the eligibility to reside on campus either temporarily or permanently.

- After the immediate crisis has been dealt with, the Executive Director of Student Life, the student, the parents, the medical professionals involved, Residence Life Staff, and/or other concerned individuals, will make recommendations to the student regarding staying in school, residing on campus, reducing class load, returning home, receiving psychiatric hospitalization, taking medical leave, etc ...
- The POST-HOSPITALIZATION CONTRACT must be completed and signed by the student who wishes to return to campus after medical treatment following a suicide attempt or other self-injurious behavior.

ON LINE STUDENT ATTEMPT / THREAT PROCESS

GCU FACULTY:

Ascertain from the student his/her current location. (If the student will not give you this information proceed to the next step. Be sure to have the correct spelling of the student's name as well as any information which will help the Public Safety Department look up the student.)

Call GCU Public Safety at 602-639-8100

Forward all e-mails or correspondence with references to threats or attempts to jkeffer@gu.edu.

GCU PUBLIC SAFETY

- Ascertain the student's location from the faculty member or look up the student in colleague.
- Call emergency personnel in that state (call 911 locally to be connected to that particular state's emergency personnel) and request a wellness check for suspicion of self harm.
- Complete the Self Harm Reporting form. This form can be obtained on the intranet in the forms section of the Student Life page.
- Complete an incident report form and forward to the Executive Director of Student Life within one business day of the reported incident.

EXECUTIVE DIRECTOR OF STUDENT LIFE

Forward a copy of all documents to the Chief Academic Officer.

All decisions regarding the student's academic status will be made by the Chief Academic Officer's Office.

WORKPLACE VIOLENCE

Your actions may help calm a potentially violent situation, or they may escalate the problem. Try to behave in a manner that may help calm a situation:

- Stay calm. Don't be in a hurry.
- Be empathetic. Show you are concerned.
- Suggest the other person and yourself sit down. Sitting is a less aggressive position.
- Try to be helpful.
- Give positive-outcome statements, such as "We can get this straightened out."
- Give positive feedback for continued talking, such as "I'm glad you're telling me how you feel."
- Stay out of arms' reach.
- Have limited eye contact.
- Take notes.

Avoid possibly exacerbating behaviors:

- Do not patronize.
- Do not yell or argue.
- Do not joke or be sarcastic.
- Do not touch the person.

If someone becomes agitated:

- Leave the scene immediately, if possible. Call Public Safety at extension 639-8100 from a safe place.
- Or try to alert a co-worker that there is a problem; e.g., by calling and using an agreed-upon code word to indicate trouble.

Practice preventive measures:

- Discuss and agree on circumstances and situations in the workplace that everyone should watch out for. Have procedures, signals and code words in place to deal with threatening situations.
- Avoid scheduling appointments for times when no one else is in the area. Alert your colleagues in advance about a difficult meeting, and keep the door to the room open, or meet in a public area.
- Try to avoid working alone after hours. If you have to work late, advise a colleague, friend or family member. Call Public Safety at extension 639-8100 to advise that you are still in the building and contact them again when you are leaving to be escorted to your vehicle.
- When working after office hours, keep doors locked and do not open the door unless you are expecting someone.
- Report any strange or unusual activities in and around your workplace immediately to your supervisor and the police.
- Do not leave money or valuable belongings out in the open. Purses should be locked in a desk or cabinet.

WORKPLACE VIOLENCE
(CONTINUED)

Lock your office and/or lab doors when these areas are not in use, even when you are leaving for "just a moment."

- Always walk in well-lit areas and know your surroundings. If you think you are being followed, do not go home; go where there are other people. Call Public Safety at 639-8100 as soon as you are in a safe place.
- Report to Facility Services, at extension 639-8605, any workplace locks, windows or lights that are in need of repair or attention.

PERSONAL THREAT, ASSAULT, OR CIVIL DISTURBANCE

Personal threat or assault includes threatening behavior that is deemed threatening or harmful by another individual. If off campus call 911 on campus call Public Safety at 639-8100.

STALKING:

- Call 9-1-1 and seek the safety of others.
- Do not confront alleged stalker.
- Take note of physical characteristics and other identifiers that you can report to the GCU Public Safety Department.

ASSAULT:

- Call 9-1-1.
- Remain with victim until emergency assistance arrives provided it is safe to do so.

REPORT OF RELATIONSHIP VIOLENCE:

- Call 9-1-1 if there is a medical emergency or immediate threat.
- Support may be found at Faith House Agencies, 623-939-6798, or Center Against Sexual Abuse (CASA) 602-254-9000 or TDD 602-495-5343.

GENERAL DISTURBANCE:

General disturbances include riots, demonstrations, threatening individuals, crimes in progress, or assemblies that have become significantly disruptive and excessive noise.

- Call Public Safety 602-639-8100
- Avoid provoking or obstructing demonstrators.
- Secure your area (lock doors, safes, files, vital records, and expensive equipment).
- Avoid area of disturbance.
- Continue with normal routines as much as possible.
- If the disturbance is outside, stay away from doors or windows. **STAY INSIDE!**
- Prepare for evacuation or relocation.

CAMPUS LOCK DOWN PLAN / UNUSUAL OCCURANCES

This is to provide guidelines and procedures for Public Safety Officers response to Campus Lock Down/Disasters on campus during unusual occurrences.

Unusual occurrences are situations, usually of an emergency nature, resulting from both natural and manmade causes. Unusual occurrences include, but are not limited to, floods, earthquakes, explosions, hazardous material spills, severe storms, major fires, and aircraft crashes. These

events may occur on scales that can be managed using Division resources; others may require the resources of the entire University or assistance from outside agencies. When the entire University must become involved, the Emergency Operations Plan (EOP) is under the executive control of the University President or designee, the Emergency Policy Executive (EPE), and is managed and directed by the Director of Public Safety who is the GCU Department of Public Safety's Emergency Manager (EM). In the event of a major disaster, the EPE will govern by emergency proclamation and will impose all necessary regulations to limit loss of life and property and preserve the peace and order of the University, which may include, but is not limited to:

1. Imposing curfews in all or portions of the campus;
2. Suspending regular academic activities;
3. Closing public access to any building, street, or other public area;
4. Requesting additional mutual aid, e.g., as federal assistance or Red Cross; and
5. Procuring mitigation funds for designated projects.

Security Services Plan for Response to Unusual Occurrences

Public Safety will most likely be the first responder to unusual occurrences and disasters on campus.

During response by Public Safety to an unusual occurrence, the Communications Center will serve as the Emergency Communications Center. Dispatchers will coordinate and facilitate communications between appropriate University departments responding to the situation and with outside agencies assisting the Department. Channel Three will be designated as the primary channel for the unusual occurrence.

- A. Command and control over unusual occurrence incidents is retained by the highest ranking Department Officer at the scene until relieved by the Public Safety Director/ or designee. Agencies that are called for assistance will be requested to place an agency liaison in the Command Post. The agency representative will be under the command and control of the GCU Director of Public Safety.
- B. The scene commander will choose the initial site for the Incident Command Post. The site may be changed by the Public Safety Director/ or designee upon his or her arrival. The Command Post will be staffed by the Director or designee and other police, university, and public officials as directed by the Public Safety Director or designee.

Alert Stages

- A. A **Level I** Response (standby) will go into effect when the Department is notified of an impending occurrence.

Definition: An incident that poses minimal hazard to persons or property and can be resolved with resources within the University or minimal assistance from outside the agency. The highest ranking Department Officer at the scene is authorized to initiate a **Level 1** Response until relieved by the Public Safety Director or designee.

1. The Communications Center will notify off-duty personnel that they may be requested to report for duty due to a potential emergency. Off duty personnel are not restricted to any specific location, but should be available upon request.
2. Off-duty personnel who will be available to respond to the scene will advise the Communications Center where they may be contacted, whether by telephone, radio, pager, or other means.
3. Personnel on approved vacation or sick leave will not be placed on **Level 1** Response.
4. When Department personnel are placed on **Level I** Response, personnel should review unusual occurrence plans and procedures.
5. Personnel who are notified and placed on **Level 1** Response will prepare themselves for mobilization. Since it may be necessary for personnel to be on duty for an extended period, it is recommended that personnel make clothing, toiletries, and medication available.

- B. **Level 2** Response:

Definition: An incident that endangers public safety and/or property and requires assistance from outside agencies. Only the Director or designee is authorized to initiate a **Level 2** Response. Upon initiation:

1. The Communications Center will notify all available off-duty personnel of a potential emergency that may require immediate response to duty. Personnel on approved vacation who are still in the Phoenix metro area may be placed on **Level 2** Response.
2. All available personnel will be directed to report to the GCU Public Safety Squad Room for incident briefing and task assignment.
3. The on-duty Patrol shift OIC will ensure that University vehicles have full fuel tanks and that all offices, physical facilities, and vehicles not in use are secured to minimize damage.
4. Responding Officers will be transported to their assigned posts by Department vehicles or vehicles from GCU Fleet Services if needed.

Level 3 Response: (A major disaster has occurred, is in progress, or is imminent.) Definition: An incident that poses significant risk to persons and/or property. Such an incident requires substantial assistance from outside the University, and may require assistance from local, state, or federal agencies. Only the Public Safety Director is authorized to initiate a **Level 3** Response. Upon initiation:

1. Assigned personnel will complete tasks assigned to them under **Level 3** Response.
2. The Director or designee will place the Grand Canyon University Emergency Operations Plan (EOP) into operation and assume command at the designated Emergency Operations Center (EOC).
3. If possible, the Communications Center will serve as the incident communications center; otherwise, communications will be performed from the EOC.
4. The Public Safety Director or designee may request local or federal assistance as needed.
5. The Director or designee will request that all University Deans and Directors be notified if the University is to be closed, and the need for evacuation.
6. The Public Safety Deputy Director will be the Emergency Operations Coordinator and will supervise the personnel assigned to the EOC. The PS Deputy Director is responsible for informing the Director or designee of important situations that may arise during the emergency.
7. The Deputy Director of Public Safety is responsible for field operations, and security for buildings, property, and shelters. All building doors will be locked. A security watch will be posted at each established shelter. A building security patrol will be mobilized when practical. The Deputy Director of Public Safety will keep the Director or designee advised of emergency conditions.
8. The Deputy Director of Public Safety will coordinate and assist the medical examiner with the identification of any deceased persons, and will help collect and preserve personal property the deceased may have had in possession. The Investigations Sergeant will act in cooperation with the medical examiner and the GCU Dean of Students, in cases involving student deaths.
9. The Public Information Officer (PIO) will supervise and coordinate community relations and media briefings. A safe place for the media will be established.
10. The on duty Sergeant or OIC (Officer in Charge) is responsible for issuing necessary equipment to Officers.

Resources

- A. The Division has limited personnel resources available for response to unusual occurrences, which are subject to change due to personnel turnover, employees using vacation, and sick leave, etc. Personnel may include, but is not limited to:
 1. Officers;
 2. Other Administrative Support Staff.
 3. Public Safety Sergeant or OIC
- B. Equipment designated for response to unusual occurrences will be inspected by the Public Safety Sergeant once each month for operational readiness. The inspection checklist is maintained on file in the office of the Public Safety Sergeant. Equipment may include, but is not limited to:
 1. Public Safety vehicles, mobile radios, emergency lights, and sirens;
 2. Vehicle equipment as required.

3. Radio equipment;
 - a. Each Officer is issued a portable radio with all GCU Public Safety radio channels.

- C. Maps and blueprints for buildings on campus include:
1. Aerial photographs of campus at the GCU Public Safety Office;
 2. Maps of the campus and various building floor plans are located inside the Communications Center; and
 3. Maps of various scales and building floor plans are available at Facilities Management.

D. The Public Safety Director/ or designee may call other agencies as needed for additional support. Agencies may include, but are not limited to:

The PS Director will notify the Arizona Governor's Office with a request for the Arizona National Guard should military support be needed.

Media Communications

- A. A dedicated phone line should be established and staffed as appropriate to answer citizen inquiries concerning casualties and damage.

De-escalation

The scene commander will coordinate an orderly de-escalation of personnel and equipment as the incident returns to normal.

Post Occurrence Duties / After-Action Reports

- A. After the incident is finished or the situation has returned to normal as determined by the scene incident commander, supervisory personnel will ensure that all equipment is accounted for and is returned to the proper storage area. Supervisors will submit the following records to the PS Deputy Director:
1. A list of personnel assigned to their control;
 2. Dates and times personnel worked and appropriate overtime request forms;
 3. Descriptions and supporting documents of injuries; and
 4. Information on lost or damaged equipment.
- B. The Public Safety Deputy Director will document the occurrence and submit the documentation to the PS Director via the Chain of Command. Final documentation of the occurrence should include at a minimum:
1. A chronological log of all significant events;
Copies of related departmental reports, supplemental reports, and narratives from individual Officers; and

Any pertinent information received from assisting agencies or , including photographs, news articles, and videotapes.

- C. All key persons (e.g., supervisory personnel) involved in an unusual occurrence will prepare a report detailing their actions, provide an overall critique of the response to the occurrence, and list any recommendations for change or improvement.
- D. The Public Safety Director will prepare an after-action report including the reports of the other key persons involved in the incident. For major disasters and incidents involving outside agencies, the Director after-action report will be submitted for inclusion into the appropriate agency's formal incident report.

Rehearsals

Rehearsals for disaster response will be held periodically by the Director or Deputy Director. These activities may include, but are not limited to: group discussion exercises and field mobilization practice.

GCU EMERGENCY COMMAND TEAM

In the event of an emergency, the following individuals are designated members of the command team responsible for the development, practice, and execution of campus-wide disaster planning. All actions of the Command Team are subject to CEO override. In the absence of the CEO, the COO or CFO will assume command.

<u>Titles</u>	<u>Members</u>
CEO	Brian Mueller
COO	Stan Meyer
CFO	Dan Bacus
CIO	Mike Lacrosse
General Manager/Counsel	Chris Richardson
University Relations	Faith Weese
Public Relations	Bill Jenkins
Public Safety	Henry Griffin
Nursing	Anne McNamara
Student Life	Joey Keffer
Facilities Management	Brooks Leonard / Rich Oesterle

HEGEL HALL AND NORTH RIM APARTMENTS EVACUATION PAN

In the case of fire or other emergency requiring the evacuation of an apartment building the following procedures must be followed:

1. Public Safety and/or Student Life Staff member who verifies the emergency will notify Public Safety or 911 (9-911 from a campus phone) of the nature of the emergency. Once 911 has been notified, Public Safety will contact the Executive Director of Student Life as well as the call the Resident Director on-call phone.
2. Public Safety will secure the critical building (where the emergency is taking place) by evacuating residence and guests to the designated evacuation area. Hegel Hall residents report to the SLAB of the Student Union. North Rim Apartment buildings 2, 4, 5, 6, and 7 report to the South Intramural Field. North Rim Apartment buildings 8, 9 and 10 report to the North Soccer practice field. The general alarm will be engaged and all buildings will be evacuated, starting with the critical building and expanding to surrounding buildings.

ALARM - Public Safety will control the alarm engagement and disengagement. Pull stations are located at each stairwell in Hegel Hall. Each individual unit in the North Rim Apartment has a smoke activated alarm. Only Public Safety Officers, Residence Life team members and members of the Command Team may assist in the evacuation process for the critical building(s).

KEYS - Each Public Safety Officer has keys for the apartments. Additional keys can be located in the secured lock box in the Residence Life Office. Other master keys for the apartments are in the possession of Facilities Services.

TRIAGE AREAS - The Triage Center will be the Cooke Health Center. All medical emergencies will either be treated by Phoenix Fire Department at the site, or be transported for minor medical treatments to the Cooke Health Center. In the event that the Cooke Health Center is not available, the alternate location will be the College of Nursing. **Resident Assistants will meet at their buildings' reporting areas for instructions.**

Local Hospitals:

Phoenix Baptist - Emergency	249-0212
Maryvale Samaritan	848-5000
Phoenix General	879-6100
St. Joseph's	285-3000
Good Samaritan	239-2000
Thunderbird Samaritan	588-5555

HEGEL HALL AND NORTH RIM APARTMENTS EVACUATION PLAN
(CONTINUED)

FLOOR PLANS, EMERGENCY PLANS - The Executive Director, the Director of Public Safety, Residence Life Manager, the Student Development Manager, and the two RD's have emergency information including floor plans and a student roster of all Housing facilities. Each Resident Assistant names of the students in their respective building or area.

3. The Student Life Staff will assist in the evacuation of the surrounding buildings, and the entire complex as dictated by the Executive Director or Public Safety personnel.
4. The Residence Life Staff will have rosters of the critical buildings and areas. The evacuation area will be attended by an Resident's Life Team member who will verify present individuals and the whereabouts of those not present. Notations of those present and the whereabouts of those not present will be made on the floor plan.
5. Rosters of the critical buildings will be available for the Fire or Police Department for verification of resident's location. The Residence Life Staff will assist the local authorities as requested.
6. When the Fire or Police Department has authorized security to allow residents entry back into the apartments, an official Resident's Life member will notify the evacuation area.

BUILDINGS AND EVACUATION PLANS

Bldg No.	Building Name	Evacuation Location	Building Coordinator	Extension
1	Wallace	Soccer Field NW campus	Brent Wylie	639-6103
2	Smithey-Parker	Soccer Field NW campus	Faith Weese	639-6721
3	Ray Student Services	Soccer Field NW campus	Amy Dubose	639-6749
4	Kachina Hall	Soccer Field NW campus	Bill Brehm	639-6291
5	Informational Services	Soccer Field NW campus	Pam Crum	639-6183
6	College of Liberal Arts & Sciences	Soccer Field NW campus	Cheryl Christensen	639-6115
7	Accounting/Business Office	Soccer Field NW campus	Miriam Acero	639-6544
8	Faculty Services	Soccer Field NW campus	Maria West	639-6193
9	Academic Advisement/Finance	Soccer Field NW campus	Henry Griffin	639-6234
10	Information Technologies Services	Soccer Field NW campus	Joel Garnick	639-6171
11	Prayer Chapel	Soccer Field NW campus	Public Safety	639-8100
12	Information Booth	Soccer Field NW campus	Public Safety	639-8100
14	North Rim Apartments Buildings 2,4,5,6 & 7	South Intramural Field	Joey Keffer	639-6242
	North Rim Apartment Buildings 8, 9& 10	North Practice Soccer Field	Joey Keffer	639-6242
15	Smith Arts Complex	Soccer Field NW campus	Michael Joy	639-6184
16	College of Nursing	Soccer Field NW campus	Anne McNamara	639-6167
17	Sculpture Annex	Soccer Field NW campus		639-8100
18	Ethington Theatre	Soccer Field NW campus	Claude Pens is	639-6971
19	Antelope Gymnasium	Soccer Field NW campus	Ruthann Gardner	638-6041
20	Fleming Library	Soccer Field NW campus	Public Safety	639-8100
21	Fleming Classrooms	Soccer Field NW campus		639-8100
23	Bookstore	Soccer Field NW campus	Jerod Roberts (480)	310-8252
24	Tell Science Building	Soccer Field NW campus	Kay Camp	639-6928
			Terry Morris	639-6822
25	Computer Lab	Soccer Field NW campus	Public Safety	639-8100
26	Student Union	Soccer Field NW campus	Joey Keffer	639-6242
27	Hegel Hall (dorms)	Slab of Student Union	Joey Keffer	639-6242
28	Center for International Studies	Soccer Field NW campus		
29	Campus Security Office	Soccer Field NW campus	Henry Griffin	639-6234
30		Soccer Field NW campus		
31	Tim Salmon Baseball Clubhouse	Soccer Field NW campus	Dave Stapelton	639-6042
32	Ken Blanchard College of Business	Soccer Field NW campus	Stephanie Bondeson	639-6574
36	Sydney's Community Center (NC)	North Campus Parking Lot	Joel Garnick	639-6171
37	College of Ed (NC)	North Campus Parking Lot	Jen Sampson	639-6552
38	Kingdom Online (NC)	North Campus Parking Lot	Kristen DiCarlo	639-6624
39	Facilities (NC)	North Campus Parking Lot	Barbara Fajardo	639-6349

In case of fire or other emergency requiring evacuation of a building, the following procedure must be followed:

1. Security and/or Building Coordinator who verifies the emergency will notify the 911 operator.
2. Direct everyone out of the building to the Evacuation Location listed above. If the locations above are not available, everyone will be directed to the lawn to the south of Founder's Plaza.
3. Report any trapped individuals to the emergency responders.
4. Check each office and/or area prior to calling the building "Clear".
5. Obtain a head count and report any missing individuals to an Emergency Command Team member.
6. Wait at the evacuation meeting site for directions