

# Emergency Response-Quick Reference Guide

## Emergency Phone Numbers

**Police :911**  
**Fire: 911**  
**Poison Control :1-800-222-1222**

### When Calling 911 :

- Tell the dispatcher your location-include building and room number
- Answer all the dispatcher's questions- do NOT hang up until told to do so.
- Follow all directions given by emergency personnel.

## Criminal Acts

### Acts in progress

(examples : intrusion, theft, acts of violence, threats.)

**Call 911**

### Acts NOT in Progress

(examples : Vandalism , missing property.)

**Call Public Safety : Ext 3333**

## Fire Alarm or Actual Fire

**Fire in building**  
Evacuate area and pull fire alarm

**Fire Alarm Strobes**  
Evacuate Area

### Use nearest exist or alternate safe route

Do NOT use elevators

### Call 911

- Call from assembly point or neighboring building
- Individuals needing assistance during an evacuation are encouraged to develop personal action plans and contacts in the building.

## Medical Emergency

If trained begin first aid

**Call 911**

Have another person meet police and rescue personnel at designated area to bring them to victim

## Natural Disaster or Inclement Weather

Examples : tornado, thunderstorm, blizzard

### Warning:

Severe weather has been sighted in area

### Watch:

Conditions are favorable for the development of severe weather.

### Seek appropriate shelter.

Tornado shelter area or interior

### Continue to monitor for changing weather conditions.

- Stay away from windows
- Avoid large rooms
- Do NOT use elevators
- Monitor news and weather broadcasts.

## Berea College Campus Contacts

Lavoyed Hudgins, Public Safety Director :  
Ext 3333

Leslie Kaylor, Environmental Health and Safety :  
Ext 3350

Mike Morris, Fire and Occupational Safety Management : Ext 3246

# Medical Emergency

- Do not approach people who have been injured by electrocution or toxic exposure unless they are clearly away from the hazard.
- Do not move a seriously injured person, unless they are in an unsafe area. If a victim must be moved as a unit, always supporting the head and neck.
- Do not bend or twist the injured person's body.
- Call 911 and report the following information:
  - Location of the emergency
  - What happened?
  - Number of people injured
  - Is the injured person unconscious?
  - Is the injured person injured?
  - Is there severe bleeding?
- After calling 911, stay with the victim until help arrives
- Restore or maintain breathing and heartbeat
- Stop severe bleeding with direct pressure when possible
- Keep victim warm
- Follow the instructions on the 911 dispatcher.

## Alcohol poisoning or drug overdose

1. **Wake the person.** Call their name; shake them; pinch their skin. If they don't respond, get help!
2. **Turn and keep the person on his/her side.** To reduce the risk of choking on vomit.
3. **Check the person's skin.** If his/her skin is a pale bluish, or is cold or clammy, get help!
4. **Check the person's breathing.** If it is irregular, or too slow/shallow (less than eight breaths per minute or more than 10seconds between breaths), get help!

If you discover any of the above problems, stay with the person and call 911. It is important to contact emergency services quickly. Do not try to transport a student who could be suffering from alcohol poisoning in a personal vehicle. Ambulances have trained personnel and access to medical equipment needed to treat patients on the way to the hospital.