

## GUIDELINES QUICKLIST



### TEAM AND CODE INFORMATION

Code Team members are appointed to teams that are trained to handle specific emergency situations on the Davis Tech campus. If you are not an appointed member, please do not respond to code calls.

**Code Red:** Fire Emergencies

**Code Blue:** Medical Emergencies

**Code Green:** Environmental Hazard

**Code White:** Security Assistance

**LockDown:** Active Assailant/Shooter

**LockOut:** External Threat

911 may be dialed directly from any Davis Tech phone without dialing 9 first for an outside line; a follow-up call to either 2650 during the day or 801-698-6224 in the evenings, can provide support and assistance for the responding agency.

#### Emergency Contacts:

**Daytime:**

**Dial 2650**

**Evening:**

**(After 4:00 pm)**

**Dial 801-698-6224**

#### Emergency Contacts:

**Daytime:**

**Dial 2650**

**Evening:**

**(After 4:00 pm)**

**Dial 801-698-6224**



### FIRE

1. If you see a fire, activate the alarm (by activating the pull station).
2. Call 2650 if location of fire is known. The operator will then notify the fire department and the Code Team.
3. Vacate the building immediately. Remember to take personal items. Do not return to the building until an "all clear" has been given by Security or the Fire Department and the alarm ceases.

Evenings, call 911 and verify the location of the fire. Then call 801-698-6224.

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### BEHAVIORAL DISTURBANCE

1. A behavioral disturbance can be either verbal or physical. If you observe any type of behavioral disturbance between individuals on this campus, call 2650 (operator) and request a Code White. Be specific about the location of the incident and what you have observed.
2. Security will respond and will determine if the situation requires additional assistance (such as calling 911).



### MEDICAL EMERGENCIES

1. If an injury is minor, assist with basic first aid and complete accident/incident report. Students are not to be transported to a medical facility or home by employees.
2. If an injury or illness appears serious, call 2650 (operator) and request a Code Blue. Be specific about your location and what you know about the incident. The Code Team will respond and after assessing the person's condition will make the decision of whether additional assistance (such as calling 911) is necessary.
3. If a serious medical emergency occurs after 4:30pm, call the evening security phone at:  
**801-698-6224 or dial 911 immediately**
4. All medical situations must be followed-up by completing an accident/incident report. These must be completed by the instructor (if the victim is a student) or supervisor (if the victim is an employee). Student reports are turned into Facility Services Office. If the victim is an employee, give reports to HR office. An injury to an employee also requires the completion of a Workers Compensation First Report of Injury.



## LOCK-DOWN

If you observe someone using a weapon, hear possible gunshots or use any device in a threatening manner and/or you receive a text message or hear an overhead announcement of "LOCKDOWN", decide on an appropriate action for yourself which may include:

- **RUN**
- **HIDE**
- **FIGHT**

1. **RUN**, if you can safely leave the area and exit the building then do so.
2. **HIDE**, lock entry doors to the classroom or office, turn off lights and have people inside the room stay clear of doors and windows. Remain silent.
3. **FIGHT**, if you, as an individual, have no other choice and have determined that the only way to survive is to physically attack the perpetrator.

Call 911 when safe to do so and report the status of your situation including any injuries at your location. Follow all Police instructions and keep your hands visible at all times. When evacuating the building, if possible to do so safely, take only necessary items, such as keys or cell phones. Do not take any item that will slow you down or is not necessary. The campus building may be sealed as a crime scene and no one will be allowed to enter the building for several hours.

## EARTHQUAKE

1. Take cover under a desk or table, if possible. If not, get near an interior wall, drop, cover and hold on. Stay away from windows. Remember:
  - **DROP**
  - **COVER**
  - **HOLD**
  - **DON'T PANIC**
2. Wait for TWO MINUTES after tremors stop and then evacuate as per fire drill instructions.
3. Dial 2650 (Daytime) to report injuries. Call 801-698-6224 (Evening).

## BOMB THREAT

1. If you find a suspicious package, call 2650 (Daytime) or 801-698-6224 (Evening), if necessary, 911. The operator will contact the Code Team.
  - a. Do not use cell phones or two way radios near the package.
  - b. **DO NOT TOUCH THE PACKAGE OR ALLOW STUDENTS NEAR THE PACKAGE!**



If you receive a telephone bomb threat, keep the caller on the line as long as possible; try to record every word spoken; then, call 2650 (Daytime) or 801-698-6224 (Evening), if necessary, 911. The operator will contact the Code Team.

## ENVIRONMENTAL HAZARDS

### Blood Spills

1. If you see blood that has been spilled onto the floor or other surfaces call 2650. The operator will contact the Code Team to clean up the blood and decontaminate the area. Do not attempt to clean up the blood yourself or allow a student to do so.
2. If you are exposed to another person's blood or other bodily fluids:
  - a. For a skin exposure or blood that comes in contact with an open wound, wash the area thoroughly with soap and water.
  - b. For a blood splash to the eyes, nose or mouth rinse copiously with tap water.
  - c. Report any blood exposures to your supervisor so the exposure control plan can be initiated per policy.

### Suspicious Package

1. If you see a suspicious package, back-pack or substance, do the following:
  - a. Remain calm, do not touch or open the suspected package.
  - b. Call 2650 and indicate what it is you have found, giving location and description of the package. The operator will then notify the Code Team or emergency responders.
  - c. Move away from the area and keep others away until Code Team/Emergency personnel arrive.

Await further instructions from responders.

## Other Hazardous Materials

Other hazardous materials or substances can be in the form of chemical spills, natural gas leaks or other materials. If you smell or see a substance that you feel may be hazardous:

1. Stay away from the substance and direct others away from the immediate area. Do not touch or attempt to clean up an unidentified substance.
2. Call 2650 and the operator will notify the Code Team.
3. If evacuation is necessary, the fire alarm will be activated. Evacuate the facility per fire drill instructions.

