

5. EMERGENCY PROCEDURES

ACCIDENT REPORTS

In case of accident or other emergency, immediately call the Health Center at ext. 5189 and Security at ext. 4000. A nurse and/or security guard will come as quickly as possible. If an ambulance is obviously required, dial ext. 4000 (Security office's Emergency Line) or dial 9-911 directly. Be aware that if you dial 911 directly, rather than through Campus Police, there may be a delay in the response time due to location issues. Campus Police can expedite the paramedics locating the victim. If the individual/injury is not serious, have the person go to the Health Center for evaluation and documentation. If the person is an employee, the employee needs to contact their supervisor and then Human Resources (ext. 5164).

Injuries or accidents involving students at satellite campuses or off-campus at College-sponsored functions should be reported to the Office of Business Services, ext. 5122. At the earliest possible time, a report of the accident should be filed with the Health Center and Business Services.

EMERGENCIES & DISASTERS

The GCC Police maintains a Faculty and Staff Emergency Procedures Guide that outlines the procedures to be followed in the event of a major disaster on campus or in the community. This guide has been distributed to all employees and additional copies are available at the GCC Police station in Sierra Madre 153. Please take some time to review your copy of the Faculty and Staff Emergency Procedures Guide. If you need additional information on emergency procedures, you may contact the GCC Police at extension 5205.

There is a buff **Emergency Procedures Flipchart** posted in every classroom. In the event of an emergency, every instructor is responsible for the safety of the students in his/her classroom. You should follow the instructions in the Faculty and Staff Emergency Procedures Guide in evacuating your students. **Please take the Emergency Procedures Flipchart with you when you leave the classroom or office during an emergency.**

FIRE REPORTS

- A. Use one of the available fire extinguishers, if reasonable to do so, under the particular circumstances.
- B. Activate the nearest manual fire alarm box and report the specifics of the fire to the College switchboard operator.

FIRE DRILL

- A. The fire alarm signal to evacuate buildings is a series of short, intermittent ringing of bells. This pattern is repeated. Students should be evacuated from buildings in an orderly fashion and moved to at least 30 feet away from the nearest building. Follow the evacuation chart posted in the room. Please follow the directions of emergency team members.

- B. When the all-clear signal is given, a long ring from the same bell, students should return to the classrooms.

FIRE and DISASTER EMERGENCY PROCEDURES

In each teaching area there is a card posted which tells where to go in case of fire. The instructor should be familiar with the location of the card in the classroom and the directions on it. The instructor is responsible for control of students and should keep the class together as a unit and remain with the students in the area designated. In case of earthquake or nuclear attack, students should remain indoors as near the center of the building as possible, protecting themselves from falling objects and broken glass.

INJURY TO EMPLOYEE

See Buff Emergency and Disaster Manual, also see Workers' Compensation.

POST-EXPOSURE TO BLOOD AND BODY FLUIDS EVALUATION AND FOLLOW-UP POLICY FOR EMPLOYEES

1. Employee reports exposure incident to employer (Human Resources Office) before the end of the work shift during which the exposure occurred or as soon as feasible.
2. Employer directs employee to college employee physician with the following information:
 - a. Exposure to Blood and Body Fluids Report.
 - b. A copy of OSHA regulations regarding exposure to blood and body fluids.
 - c. Employee's hepatitis B vaccine status and other relevant medical information.
3. Employer has source individual's blood tested as soon as feasible, after consent is obtained, to determine HBV and HIV infectivity/status unless already known. Document if consent cannot be obtained. Results of the testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.
4. Employer documents events on OSHA forms 200 and 101, if applicable.
5. Employer obtains a copy of the college employee physician's written opinion which includes only* the following:
 - a. If hepatitis B vaccination is indicated.
 - b. If and when the employee has received the complete Hepatitis B vaccination series. If the series has not been completed, determine the remaining number of injections required.
 - c. That employee has been informed of the results of the evaluation.
 - d. That employee has been told about any medical conditions resulting from the exposure which require further evaluation or treatment.
6. Employer provides employee with a copy of the college employee physician's report within 15 days of the completion of the evaluation.

7. Employer shall ensure that all medical evaluations and procedures including the Hepatitis B vaccine; vaccination series; post-exposure evaluation and follow-up; and prophylaxis are made available at no cost to the employee and available at a reasonable time and place.

*ALL OTHER FINDINGS AND/OR DIAGNOSIS SHALL REMAIN CONFIDENTIAL.

Source: CAL OSHA BLOOD BORNE PATHOGENS, Section 5193 of the General Industry Safety Orders, effective 1/8/93.

MEDICAL EMERGENCY

First aid and medical emergencies occur quite frequently on our campus. The person that is affected by a medical emergency should be evaluated and treated by a health care professional as soon as possible.

Take the following steps in the event of a medical emergency:

- 1) Notify the Health Center at extension 5189 and/or the College Police at Extension 4000. Advise them of the location of the victim, nature of the injury and tell them who you are.
- 2) An ambulance may be summoned by anyone by dialing 911. However, it is recommended that you contact the College Police at extension 4000. They will make arrangements for the most efficient entry of the emergency vehicles at a point that is close to the location of the incident.
- 3) Prior to taking any action CHECK the scene for personal safety then check the victim.
- 4) To reduce the risk of infection, WEAR VINYL OR LATEX GLOVES and WASH YOUR HANDS before and after treating an open wound or handling any body fluids. Stay with the victim and reassure them that medical help is on the way.

CAMPUS POLICE AND THE HEALTH CENTER MUST BE CALLED FOR ALL MEDICAL EMERGENCIES.

CHEMICAL BURNS

- 1) Flush with water for 15 to 30 minutes (until all pain stops).
- 2) Remove all clothing on which chemical spilled.
- 3) Cover burn with dry sterile dressing.
- 4) Send to Health Center or private physician.

CHEMICAL BURNS - EYES

- 1) Flush eyes from nose outward with clean water for about 15 to 30 minutes.
- 2) All persons with chemical burns to their eyes should be evaluated by an ophthalmologist.
- 3) Access appropriate medical care.

SEIZURES

- 1) Contact the Health Center or Campus Police.
- 2) While waiting for medical personnel, clear area of objects, ease person to the floor and place soft material under person's head.
- 3) Clear room of all unnecessary persons and start to time seizure.
- 4) Do not restrain, minimize touching and handling of the victim. Do not put anything

- into the mouth.
- 5) Time the seizure activity.

UNIVERSAL PRECAUTIONS

Barrier protection should be used at all times to prevent skin and mucous membrane contamination with blood or other body fluids. The type of barrier protection used should be appropriate for the type of procedures being performed and the type of exposure anticipated. Examples of barrier protection include, (latex , nitrile, or vinyl) disposable gloves, eye and face (masks/goggles) protection, or disposable outerwear (lab coat scrubs)

Universal protection should include the following:

- 1) Gloves are to be worn when there is potential for hand and skin contact with blood, other potentially infectious material, or items and surfaces contaminated with these materials.
- 2) Wear face protection during procedures that are likely to generate droplets of blood or body fluid to prevent exposure to mucous membranes of the mouth, nose, and eyes.
- 3) Wear protective body clothing when there is potential for splashing of blood or body fluids.
- 4) Wash hands or other skin surfaces thoroughly and immediately if contaminated with blood, body fluids containing visible blood, or other body fluids to which universal precautions apply. Contact Human Resources for MD evaluation/testing, if incident occurs in the place of work.
- 5) Wash hands immediately after gloves are removed.
- 6) Avoid accidental injuries that can be caused by needles, scalpel blades, laboratory instruments, etc. when performing procedures, cleaning instruments, handling sharp instruments, and disposing of used needles.
- 7) Used needles, disposable syringes, scalpel blades, pipettes, and other sharp items are to be placed in puncture resistant containers marked with a biohazard symbol for disposal.

For further information contact the Health Center or the American Red Cross First Aid Reference Guide.