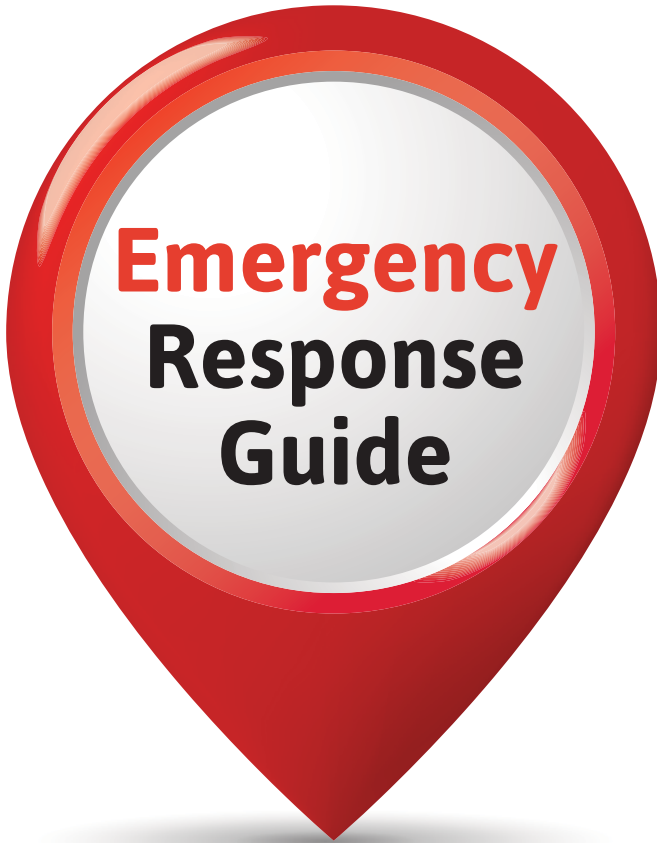




Gaston College
Opportunities For Life



**Emergency
Response
Guide**



Emergency Numbers:
Emergency - 911
Campus Police (all campuses) -
704.922.6480

TABLE OF CONTENTS

Introduction	2
Bomb Threat	3-6
Bomb Threat Report Form.	4-5
Concerns about Conduct	7
Crime	8
Earthquake	9
Evacuation	10-19
Evacuation (Exit the Building)	10
Fire Evacuations.	11-12
Evacuations (Shelter-in-Place)	13
Hazardous Materials (Spills & Leaks).	14-15
Evacuation Maps.	16-19
Evacuation Map (Dallas)	16-17
Evacuation Map (Kimbrell)	18
Evacuation Map (Lincoln)	19
Hostile Intruder/Active Shooter	20
Lockdown (Hostile Intruder/Active Shooter)	20
Lockdown (Other Reasons)	21
Injury/Illness	22-27
First Aid for Medical Emergencies.	23-27
Power Outages, Water, Gas Leaks & Equipment Failure	28-29
Weather.	30-31
Notes	32
Crisis Card	Back Cover

INTRODUCTION

This Emergency Response Guide provides guidelines for various emergency situations. This guide does not cover every conceivable situation, but focuses on 10 categories. Please take time to become familiar with this guide.

Review the basic information below to ensure that you are prepared for potential emergency situations:

- Program the Campus Police and Security phone number into your cell phone (**704.922.6480**).
- Cooperate with all drills and training programs.
- Follow all emergency communication announcements. Announcements may be made by one or more of the following: word-of-mouth, Public Address (PA System), webpage, College email, telephone, recorded switchboard messages, voice mail, TV-cable screen, social media, news releases, direct mail, and text messages/emails via GC Alert.
- Subscribe to GC Alert. See instructions in the Emergency Notification System (GC Alert) section below.
- Know exit the building evacuation routes and location of stairwells and/or gathering areas.
- Report suspicious persons and packages immediately.

Campus Police and Security

The Gaston College Campus Police and Security Department is comprised of sworn campus police officers and non-sworn security officers. Police officers are trained, certified, armed, and have full police authority on College property. Campus Police and Security also works closely with outside public safety agencies when necessary.



The main Campus Police and Security Department is located on the Dallas Campus in the Comer Engineering Technologies Building (CET), Room 122. For more information about the Campus Police and Security Department, go to www.gaston.edu - click *About Us – Campus Police and Safety*

Emergency Notification System (GC Alert)

The College's Emergency Notification System is available to all students and employees. The system notifies subscribers of emergency related events such as weather closings and delays via text message and/or email. To subscribe to GC Alert, go to www.gaston.edu - click *About Us – Campus Police and Safety – Related Items – GC Alert*.

BOMB THREAT

Take all bomb threats seriously!

Telephone bomb threat:

1. Remain calm and try to keep your voice calm.
2. Contact Campus Police and Security at **704.922.6480**, or via a **Panic Button** on a computer desktop, or dial **911** to report the threat. Obtain the assistance of a coworker to report while continuing to talk with the caller.
3. Complete the Bomb Threat Report Form (pages 4 and 5) while talking with the caller. Obtain as much information as possible.



Written bomb threat:

1. Contact Campus Police and Security at **704.922.6480**, or via a **Panic Button** on a computer desktop, or dial **911** to report the threat.
2. Save all materials and preserve evidences, including envelopes, containers, postal marks, etc.
3. Avoid unnecessary handling of the materials.

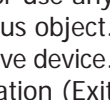
Explosions (inside a building):

1. Follow the procedures on page 10 for Evacuation (Exit the Building).
2. Contact Campus Police and Security at **704.922.6480**, or via a **Panic Button** on a computer desktop, or dial **911** to report the threat.
3. **Do not** return to the area or building until told to do so by an emergency responder.



Suspicious object or packages:

1. **Do not touch the object or package.**
2. **Do not** operate any power switch, activate a fire alarm, or use any electronic devices, including cell phones, near the suspicious object. These devices may have the capacity to detonate an explosive device.
3. If applicable, follow the procedures on page 10 for Evacuation (Exit the Building).
4. Contact Campus Police and Security at **704.922.6480**, or via a **Panic Button** on a computer desktop, or dial **911** to report the threat.
5. **Do not** return to the area or building until told to do so by an emergency responder.



BOMB THREAT REPORT FORM

Attempt to complete the following information while on the phone with the caller.

Keep the caller on the phone for as long as possible.

Date:	Incoming Phone Number:
Time Call Received:	Time Call Ended:
Ask the following questions:	
1. Where is the bomb located?	
2. When will the bomb detonate?	
3. What does the bomb look like?	
4. What will make the bomb explode?	
5. How do you know about the bomb?	
6. Why is the building being bombed?	
7. What is your name?	
8. How can I contact you?	
9. Where are you right now?	

BOMB THREAT REPORT FORM (continued)

Call Characteristics Checklist			
Complete this checklist during or immediately following a call by checking the areas that apply.			
Voice			
Calm	<input type="checkbox"/>	Stutters	<input type="checkbox"/>
Angry	<input type="checkbox"/>	Lisp	<input type="checkbox"/>
Excited	<input type="checkbox"/>	Fast	<input type="checkbox"/>
Slow	<input type="checkbox"/>	Familiar	<input type="checkbox"/>
Soft	<input type="checkbox"/>	Raspy	<input type="checkbox"/>
Loud	<input type="checkbox"/>	Clearing Throat	<input type="checkbox"/>
Laughter	<input type="checkbox"/>	Deep Breathing	<input type="checkbox"/>
Crying	<input type="checkbox"/>	Cracked Voice	<input type="checkbox"/>
Normal	<input type="checkbox"/>	Disguised	<input type="checkbox"/>
Distinct	<input type="checkbox"/>	Accent	<input type="checkbox"/>
Slurred	<input type="checkbox"/>	Wheezing	<input type="checkbox"/>
Nasal	<input type="checkbox"/>		
Language		Background	
Well Spoken	<input type="checkbox"/>	Street Noise	<input type="checkbox"/>
Foul Language	<input type="checkbox"/>	Animals	<input type="checkbox"/>
Irrational	<input type="checkbox"/>	Clear	<input type="checkbox"/>
Taped Message	<input type="checkbox"/>	Voices	<input type="checkbox"/>
Incoherent	<input type="checkbox"/>	Music	<input type="checkbox"/>
Actual Threat Maker	<input type="checkbox"/>	House Noises	<input type="checkbox"/>
Other:		Motor	<input type="checkbox"/>
		Office Machinery	<input type="checkbox"/>
		Factory Machinery	<input type="checkbox"/>
		Static	<input type="checkbox"/>
		PA System	<input type="checkbox"/>

BOMB THREAT (continued)


Safety Tips

Characteristics of Suspicious Packages

1. Excessive postage.
2. Excessive weight.
3. No return address.
4. Protruding wires or tinfoil.
5. Oily stains or discoloration.
6. Incorrect titles.
7. Excessive securing – too much tape, string, etc.

CONCERNS ABOUT CONDUCT

Gaston College is committed to providing a safe and secure campus. All members of the College Community are expected to exercise responsible judgment and conduct themselves in accordance with generally accepted standards.

1. For conduct that poses an **immediate** threat to the safety, security, or the well-being of the College Community, contact Campus Police and Security at **704.922.6480**, or via a **Panic Button** on a computer desktop, or dial **911**. 
2. If you have a concern about conduct that pose, or may reasonably be considered to pose, a threat to the Campus Community, you should report it.
3. **When in doubt, report it!**
4. Reports should be made to the following:
 - Your Supervisor
 - Department Chair
 - Dean
 - Vice President
 - Campus Police and Security
 - Student Affairs Department
 - Human Resources Department
5. Any person who receives a report regarding concerns about conduct should use responsible judgment by informing other persons or departments such as those listed in number 4 of these guidelines.

Safety Tips

Irrational and Unusual Behavior

Recognizing irrational and unusual behavior can be an important step in preventing incidents. If you are concerned about a person who shows some or all of the below characteristics take action and report your concerns to a college official or Campus Police and Security.

1. Sudden changes in behavior patterns.
2. Frequent crying or outbursts.
3. Excessive absenteeism or tardiness.
4. Disrespect for authority.
5. Swearing or emotional language.
6. Blaming others for mistakes.
7. Verbalizing animosity toward others.

CRIME

If you observe a crime in progress, are a victim of a crime, witness workplace violence, or observe suspicious activities, immediately contact Campus Police and Security at **704.922.6480**, or via a **Panic Button** on a computer desktop, or dial **911**.



Crime

1. **When in doubt, report it!**
2. **Do not** confront or attempt to apprehend a suspect.
3. **If safe to do so**, take time to record a description of a suspect(s).
 - a. Suspect's name, if known.
 - b. Height, weight, gender, race, approximate age, clothing, and other characteristics.
 - c. Direction of travel.
 - d. Vehicle license number, make, model, color, and other characteristics.
4. **Do not** clean or disturb a crime scene.
5. Try to keep others from entering a crime scene.

Suspicious Persons

If you witness a person acting in an odd or unusual manner or if a person or situation makes you feel uneasy, trust your instincts and report it.

1. **Do not** confront the person.
2. **Do not** unlock buildings or offices for unauthorized/suspicious persons.
3. **Do not** block an unsuspecting/unauthorized person's access to an exit.

Workplace Violence

If you are a witness to a workplace violence incident:

1. Secure the area where the situation occurred. Leave the area untouched until authorities arrive.
2. Call for medical assistance, if needed.
3. Take steps to continue operations and provide victims and/or witnesses with appropriate resources for debriefing or counseling.

EARTHQUAKE

In the event of an earthquake, you should do the following:

Indoors – If you are indoors:

1. **Drop** – Drop to the floor.
2. **Cover** - Take cover under a sturdy desk, table, or other furniture. If that is not possible, seek cover against an interior wall or door and protect your head and neck with your arms. Try to avoid windows, hanging objects, mirrors, or tall furniture.
3. **Hold** - If you take cover under a sturdy piece of furniture, HOLD on to it and move with it. Hold your position until the ground stops shaking, and it is safe.
4. **Do not** enter or exit a building during the shaking to avoid falling debris.
5. **Do not** use elevators.
6. **BE PREPARED FOR AFTERSHOCKS!**

Outdoors – If you are outdoors:

1. Stay clear of buildings, trees, streetlights, power lines, and other objects that may pose a risk.
2. Drop to the ground, cover your head and neck with your arms, and stay there until the shaking stops.
3. **Do not** return to a building until told to do so by an emergency responder.
4. **BE PREPARED FOR AFTERSHOCKS!**

Vehicle – If you are in a vehicle:

1. Stop and stay clear of buildings, trees, overpasses, underpasses, bridges, and utility wires.
2. Stay in the vehicle until the shaking stops.
3. **BE PREPARED FOR AFTERSHOCKS!**

EVACUATION (Exit the Building)

In some situations, such as a fire, you may be required to evacuate from the building. Determine the safest, closest route to exit the building. Additionally, establish an alternate route to be used in the event the primary route is blocked or unsafe. **If it is necessary to exit the building, you should:**

1. Remain calm and help others remain calm.
2. When a building alarm sounds or upon notification, evacuate the building quickly using the closest safe exit and ask others to do the same. Walk – do not run as you exit the building.
3. Assist disabled persons.
4. Close all doors behind you as you leave.
5. **Do not** use elevators.
6. If safe to do so, take essential personal possessions with you.
7. Once outside, move away from any affected building(s) or structure(s) and go to a designated assembly location (see Maps on pages 16-19).
8. Check for missing persons and notify emergency responders of who may still be inside the building.
9. Contact Campus Police and Security **704.922.6480**, or via a **Panic Button** on a computer desktop, or dial **911**.
10. **Do not** reenter a building until told to do so by an emergency responder.



Evacuating Persons with Special Needs	
Hearing Impaired	<ul style="list-style-type: none"> Inform disabled persons of emergency alarms and the nature of the situation. To communicate, use hand gestures or by turning the light switch on and off. Emergency instructions may be given by verbalizing, mouthing, or by a short, clear message such as “Fire alarm—leave—now!”
Visually Impaired	<ul style="list-style-type: none"> Inform disabled persons about the nature of the situation. If needed, offer guidance to the nearest emergency exit. Walk beside those who may require assistance and offer guidance regarding obstacles such as stairs, doors, etc.
Limited Mobility (Able to walk independently)	<ul style="list-style-type: none"> Take special care, especially when the use of stairs is required. Assist persons by walking beside them during an evacuation.
Little to No Mobility	<ul style="list-style-type: none"> Ask the person how to assist them during an evacuation. In a multi-level building, evacuate to the nearest stairwell landing and wait for assistance from an emergency responder.

FIRE EVACUATIONS

If trapped in a building that is on fire, you should:

1. Contact Campus Police and Security at **704.922.6480**, or via a **Panic Button** on a computer desktop, or dial **911**.
2. Close doors and attempt to create a barrier between you and the fire.
3. Seal cracks around the door to prevent smoke from entering.
4. If possible, open the window a few inches for fresh air. Hang an article of clothing or object outside a window to mark your location. If you have a flashlight, use it to signal emergency responders.
5. Stay close to the floor where the air is more breathable.
6. Shout at regular intervals to alert emergency responders.



If caught in smoke, you should:

1. Drop to hands and knees and crawl or crouch low with head about 3 feet above the floor.
2. Watch the base of the wall as you crawl to the nearest exit.
3. Breathe shallowly through your nose and use a blouse, shirt, or other type of cloth or material as a filter.

If forced to advance through flames, you should:

1. Hold breath and move quickly, covering head and hair.
2. Keep head down and close eyes as often as possible.

If you or someone else is on fire, remember to **STOP – DROP – ROLL**. Stop, drop to the ground, cover your face, and roll to put out the fire.

FIRE EVACUATIONS (continued)

Safety Tips **Fire Evacuation**

1. Know the locations of fire alarm system stations and be prepared to activate an alarm when necessary. All persons are authorized to activate a fire alarm in the event of a fire.
2. When inside a building, take a minute to locate the nearest exits in order to escape safely in the event of an alarm and/or fire. Remember that fires can travel quickly and block exits within seconds.
3. Remember that in some instances, you may not be able to see a fire or smell smoke; however, all fires are life threatening and must be taken seriously.

Under no circumstances should any person ignore a fire alarm, fire drill, or request to evacuate, except in the case of a lockdown. If a fire alarm sounds during a lockdown procedure, do not exit the building unless you see or smell smoke. If you see or smell smoke, follow the fire evacuation procedures.

EVACUATIONS (Shelter-in-Place)

In some situations, such as severe weather, leaving a building may pose a risk, and it may be safer to remain inside the building and use it as a shelter-in-place. **If it is necessary to use a building as a shelter-in-place, you should:**

1. Remain calm and help others remain calm. Your actions will influence others.
2. If you are inside a building, stay inside the building. If outdoors, go to the closest building.
3. If possible, go to an interior room on the lowest ground level floor.
4. Shut and lock all windows and close exterior doors.
5. **NOTE:** If a shelter-in-place is due to concerns regarding outside air quality, it may be necessary to turn off air conditioning, heaters, fans, and/or close vents, which will normally be done by maintenance personnel.
6. Make a list of the people with you.
7. Contact Campus Police and Security at **704.922.6480**, or via a **Panic Button** on a computer desktop, or dial **911**.
8. If available, turn on a radio or TV and listen for further instructions.
9. Do not leave shelter-in-place location until told to do so by an emergency responder.



HAZARDOUS MATERIALS

Minor Spills

If a chemical or related spill/leak **does not** pose an immediate danger to lives or property, you should:

1. Consult the Safety Data Sheet (SDS) for additional information including containment/clean-up procedures and personal protective equipment (PPE). A master file of SDS's is located in the Campus Police and Security Department (CET 122) and the Human Resources Department (BAB 105).
2. Be prepared to evacuate the area/building per **Evacuation (Exit the Building) – pages 10**.
3. As you are exiting the area/building, try to isolate the hazardous material by closing the door behind you.
4. Contact Campus Police and Security at **704.922.6480**, or via a **Panic Button** on a computer desktop, or dial **911**.
5. **Do not** reenter the area until told to do so by an emergency responder.



Hazardous Materials Emergency

If chemical or related spill/leak **may pose an immediate danger** to lives or property, you should:

1. Remain calm and help others remain calm. Your actions will influence others.
2. **Do not** operate power switches, fire alarm, or use electronic devices such as cell phones.
3. Evacuate the area/building per **Evacuation (Exit the Building) – pages**.
4. As you are exiting the area/building, try to isolate the hazardous material by closing the door behind you.
5. Contact Campus Police and Security at **704.922.6480**, or via a **Panic Button** on a computer desktop, or dial **911**.
6. Consult the Safety Data Sheet (SDS) for additional information.
7. **Do not** reenter the area until told to do so by an emergency responder.



HAZARDOUS MATERIALS (continued)

Gas/Toxic Fume Release

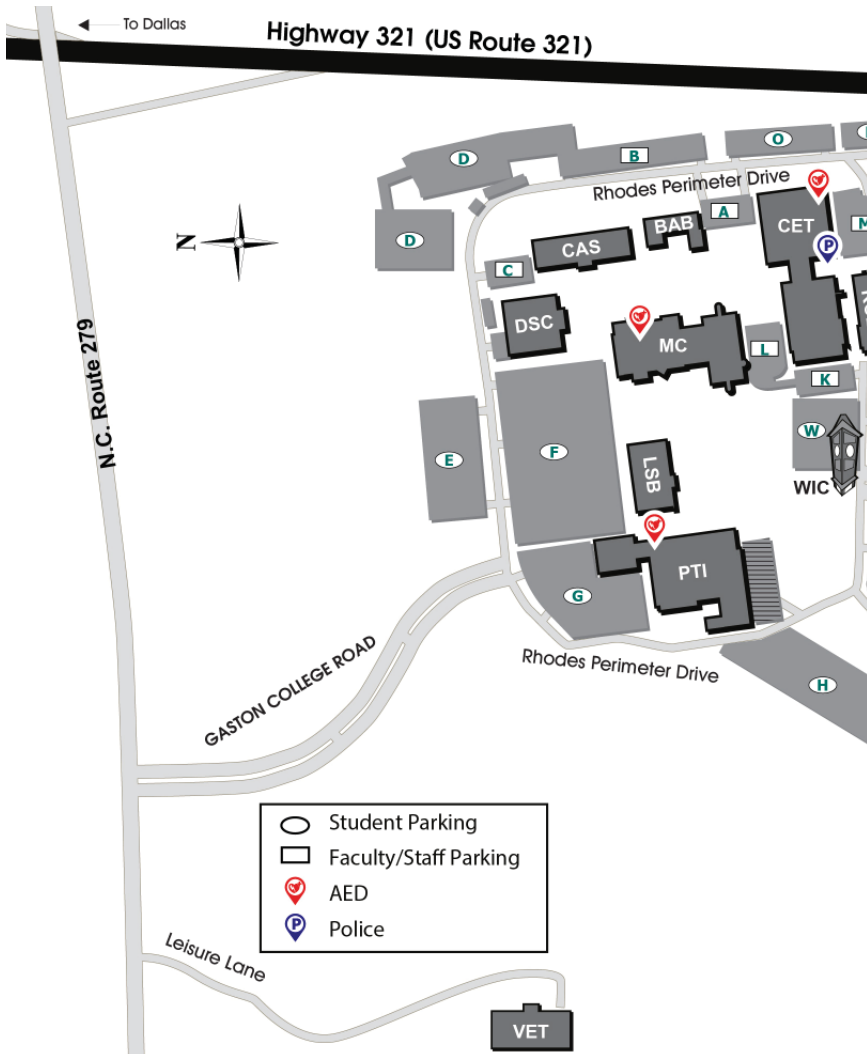
1. If you smell gas or other toxic fumes or experience irritation, coughing, burning eyes, and/or difficulty breathing, evacuate the area immediately by following the **Evacuation (Exit the Building) – pages 10**.
2. If you smell gas in a dark room, **do not** turn on the lights; this action could ignite gas. **Do not** touch or activate power switches, fire alarms, lights, etc.
3. Contact Campus Police and Security at **704.922.6480**, or via a **Panic Button** on a computer desktop, or dial **911**.
4. **Do not** reenter the area until told to do so by an emergency responder.



Biological Spill/Release

1. If you encounter a biological spill, **do not** attempt to clean up the spill unless you have been trained to do so.
2. Contact Campus Police and Security at **704.922.6480** and/or the Housekeeping Department at **704.922.6419** to cleanup a blood spill or any other body fluids.
3. If a bloodborne pathogen exposure or needle stick incident occurs, report the incident to Campus Police and Security immediately.

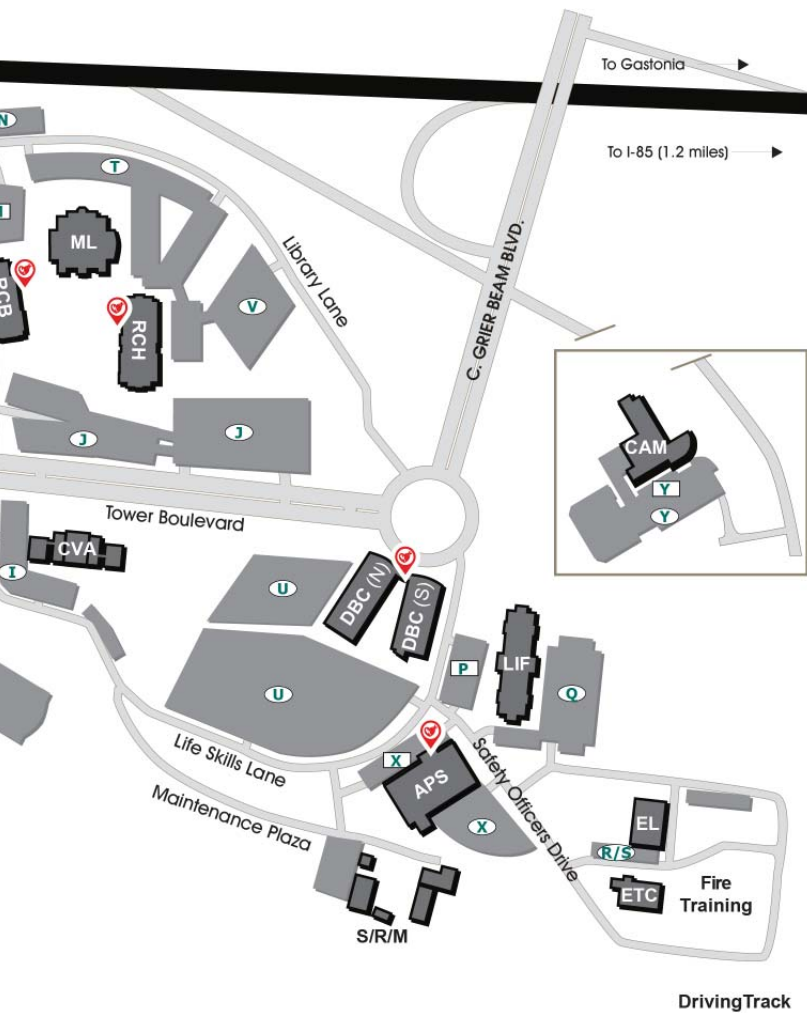
EVACUATION MAP (Dallas Campus)



Evacuate the building to the designated lot.

Abbr.	Building Name	Lots
APS	Albright Public Safety	X
BAB	Beam Administration	B
CAM	Center for Advance Mfg.	Y
CAS	Craig Arts & Sciences	D, F
CET	Comer Engineering Tech.	O, J

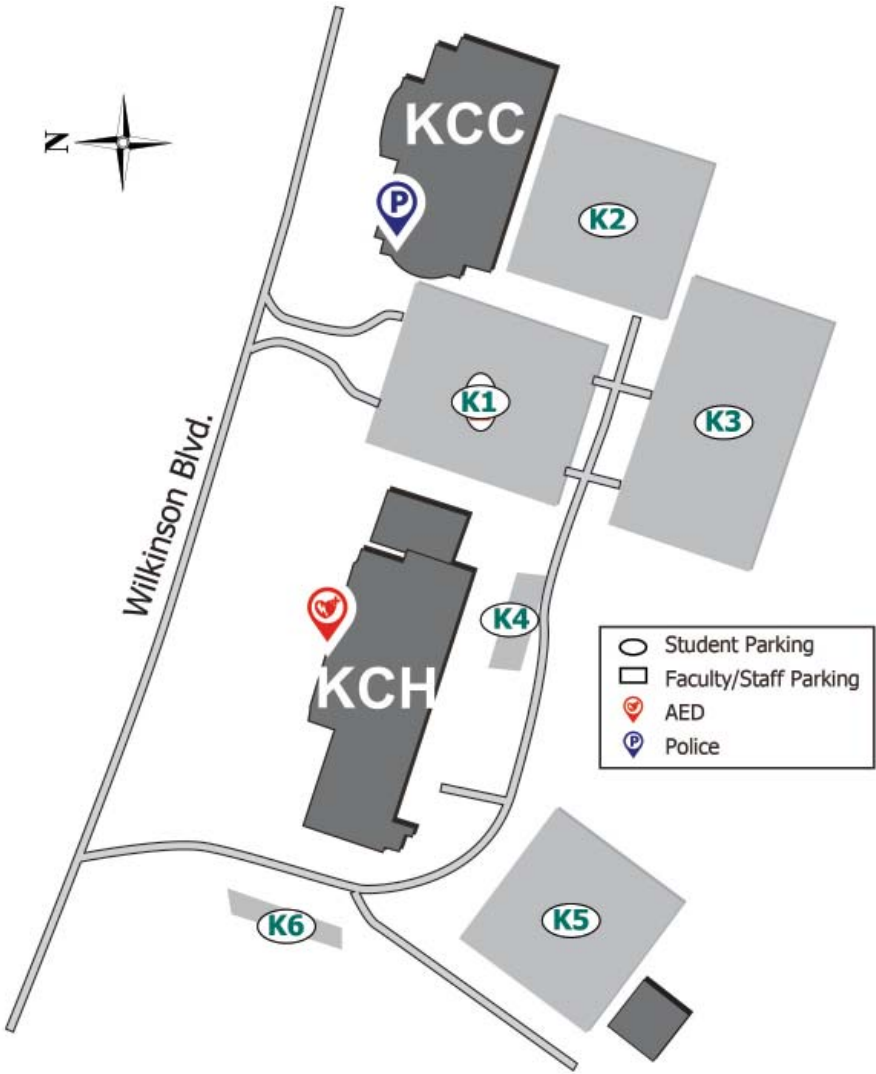
Abbr.	Building Name	Lots
CVA	D. F. Beam Center for Visual Arts	U
DSC	Dalpiaz Student Success Ctr.	E
DBC	David Belk Cannon Health Ed. Institute	X
EL	Exercise Lab	X



Abbr.	Building Name	Lots
ETC	Reg. Emer. Serv. Training Center	X
RBC	Robinson Classroom	N
LSB	Lena Sue Beam (Early College)	G,W
LIF	Pearson Life Skills	X

Abbr.	Building Name	Lots
MC	Myers Center	F
ML	Morris Library	V
PTI	Pharr Trade & Ind'l Center	H
RCH	Rauch Science & Fine Arts	V
S/R/M	Shipping/Rec./Maint.	X
VET	Vet. Tech	Outside of fence

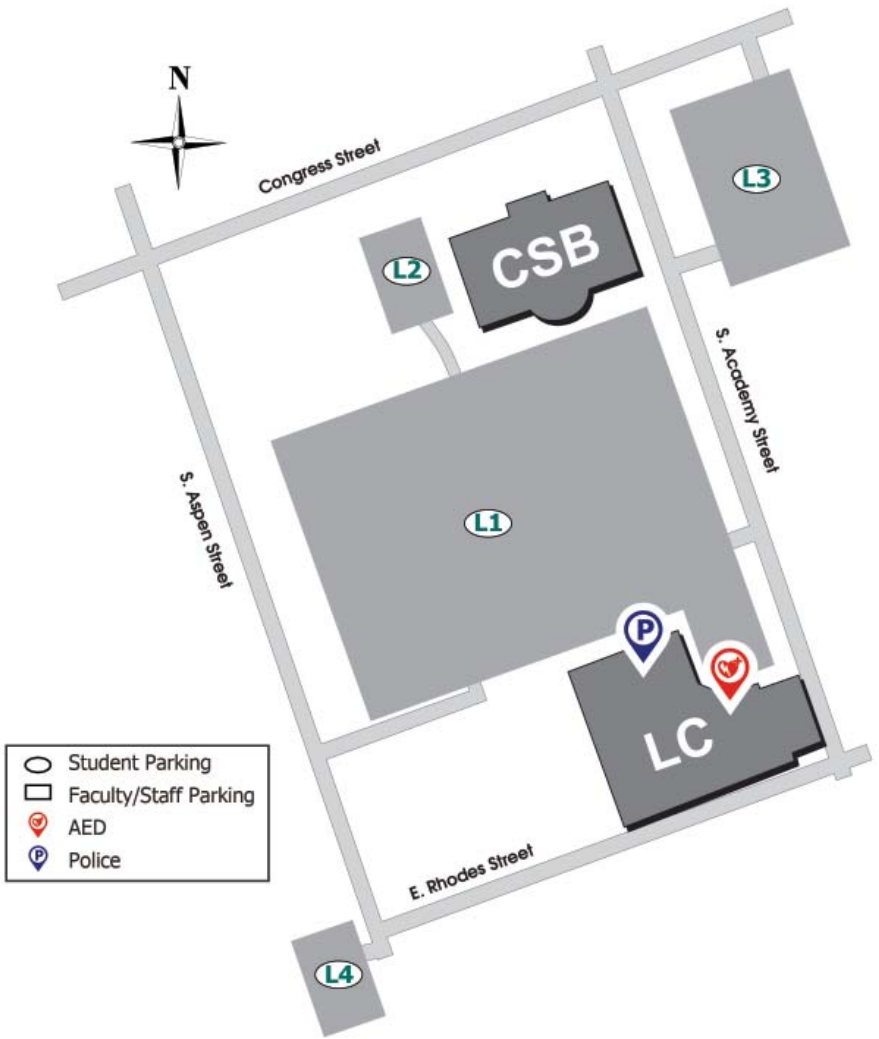
KIMBRELL CAMPUS & TEXTILE TECHNOLOGY CENTER MAP



Evacuate the building to the designated lot.

Abbr.	Building Name	Lots
KCH	Harney Hall	K5
KCC	Kimbrell Classroom Building	K3

LINCOLN CAMPUS MAP



Evacuate the building to the designated lot.

Abbr.	Building Name	Lots
LCC	Cochrane Building	L3
LC	Lincoln Classroom Building	L2

HOSTILE INTRUDER/ACTIVE SHOOTER

If you witness or encounter a hostile intruder/active shooter, contact Campus Police and Security at **704.922.6480**, or via a **Panic Button** on a computer desktop, or dial **911**. In response, you should choose the safest option, either Run, Hide, or Fight.



1. **Run** - If there is a **safe** accessible escape path, try to evacuate the area.
2. **Hide** – If evacuation is not possible, find a place to hide where the intruder is less likely to find you and follow the **Lockdown** guidelines (below).
3. **Fight** – As a last resort and only when your life is in danger, attempt to disrupt and/or incapacitate the intruder.

LOCKDOWN (Hostile Intruder/Active Shooter)

In the event that a Lockdown is implemented for a hostile intruder/active shooter, you should:

1. Remain calm and help others remain calm. Your actions will influence others.
2. Find a place to hide where the intruder is less likely to find you. If you are in an open area, immediately seek protection by placing a barrier between you and the intruder.
3. If safe to do so, check hallway or adjacent areas for others.
4. **Do not** activate a fire alarm. If a fire alarm sounds during a lockdown, do not exit the building unless you see or smell smoke. If you see or smell smoke, follow the fire evacuation procedures.
5. Silence your cell phone.
6. Turn off lights, and if possible, lock and barricade doors.
7. Take cover, stay out of sight, and remain quiet.
8. Stay where you are until otherwise directed by emergency responders.
9. If needed, and safe to do so, tear out the Red Crisis Card in the back of this book and use it to alert emergency responders of critical injuries or the need for attention by placing in a window or sliding under the door. If possible, write the room number in the white space on the card.

HOSTILE INTRUDER/ACTIVE SHOOTER

(continued)

As part of hiding per the Lockdown procedures, it may be necessary to move to a different location in a building, or in some cases run to avoid danger. If you determine that running is necessary, be sure it is safe to do so and have an escape plan in mind. If you are unsure, **do not** attempt to run, but continue to hide and follow the lockdown guidelines. **Do not** attempt to run if a hostile intruder/active shooter is between you and your escape path.

Safety Tips

Hostile Intruder/Action Shooter

1. Be aware that an assailant may bang on the door and pretend to be a victim or emergency responder.
2. Do not open the door or otherwise unsecure the area, if there is any doubt about the safety of the individuals in the room.

LOCKDOWN (Other Reasons)

Although a Lockdown is generally associated with a hostile intruder/active shooter on campus, there may be other events when a Lockdown is implemented. An example of other reasons for when a Lockdown may be implemented includes certain emergency situations that occur in the community near a campus. Depending on the situation, the guidelines for a Lockdown for reasons other than a hostile intruder/active shooter Lockdown may be different. When appropriate, special instructions will be communicated.

INJURY or ILLNESS

In the event of a serious injury or illness, you should:

1. Remain calm and help others remain calm. Your actions will influence others.
2. Contact Campus Police and Security at **704.922.6480**, or via a **Panic Button** on a computer desktop, or dial **911**.
3. If possible, do not move the individual. Keep them still and comfortable.
4. Administer first aid to the extent possible based on your level of training.
5. If possible, stay with the person until emergency responders arrive.
6. **Employee injury/illness** - In case of an injury or illness involving an employee, notify the employee's supervisor and/or the Safety Coordinator at **704.922.6286**.
7. **Student injury/illness** - In case of injury or illness involving a student or visitor, contact Campus Police and Security at **704.922.6480**.



Serious or Life Threatening Injury or Illness

1. Dial 911 for the following:
 - a. Loss of consciousness
 - b. Inability to breathe
 - c. Occurrence of chest pains
 - d. Serious injury to head, body, or limbs.
2. Provide the following information to the 911 Operator:
 - a. Your location and the number of sick or injured persons
 - b. The circumstances that led to the injury or illness
3. If possible, stay with the person until emergency responders arrive.
4. Try not to move the individual. Keep them still and comfortable
5. If the individual is conscious and oriented, they should make the decisions regarding their healthcare needs.
6. If the individual is unconscious, a medical professional should make the decisions regarding the individual's healthcare needs.

Situations that are Not Serious or Life Threatening

1. Administer first aid to the extent possible based on your level of training.
2. If in doubt, contact Campus Police and Security at **704.922.6480**.

FIRST AID FOR MEDICAL EMERGENCIES

*Please note that the First Aid section of the ERG contains general instructions for providing First Aid and CPR. These instructions are intended as a refresher for someone who is trained in the application of First Aid and CPR. The information supplied is not intended to be a substitute for treatment administered by medical professionals. In all cases of an illness or injury emergency, contact Campus Police and Security at **704.922.6480** or via a **Panic Button** on a computer desktop, or dial **911**.*

In the event of any medical emergency, you should:

1. Remain calm and help others remain calm. Your actions will influence others.
2. Contact Campus Police and Security at **704.922.6480**, or via a **Panic Button** on a computer desktop, or dial **911**.
3. **Note:** When administering first aid, use disposable gloves, other personal protective equipment (PPE), and obtain consent from the injured person, if possible.



Bleeding - Controlling External Bleeding

1. Cover the wound with a sterile dressing.
2. Apply direct pressure until the bleeding stops.
3. Cover the dressing with a bandage, and check for circulation beyond the injury (check for feeling, warmth, and color).
4. Apply more pressure.
5. If the bleeding does not stop:
 - a. Apply more dressings and bandages.
 - b. Continue to apply additional pressure.
 - c. Take steps to minimize shock.
6. If necessary, administer procedures for shock.
7. Wash hands with soap and water for at least 30 seconds after giving care.

Burns

1. Cool the burned area with cold running water, at least until pain is relieved.
2. Cover loosely with a sterile dressing.
3. If necessary, administer procedures for shock.

FIRST AID FOR MEDICAL EMERGENCIES

(continued)

Conscious Choking

1. Give 5 **back blows**:
 - a. Bend the person forward at the waist and give 5 back blows between the shoulder blades with the heel of one hand.
2. Give 5 **abdominal thrusts**:
 - a. Place a fist with the thumb side against the middle of the person's abdomen, just above the navel.
 - b. Cover your fist with your other hand.
 - c. Give 5 quick, upward abdominal thrusts.
3. Continue sets of 5 back blows and 5 abdominal thrusts until the:
 - a. Object is forced out.
 - b. Person can cough forcefully or breathe.
 - c. Person becomes unconscious.

Unconscious Choking

1. Give a rescue breath. Re-tilt the head and give another rescue breath.
2. If the chest still does not rise. Give 30 chest compressions.
3. Look for and remove the object, if seen.
4. Give 2 rescue breaths:
 - a. If the breaths do not make the chest rise, repeat steps 2 through 4.
 - b. If the chest clearly rises, check for breathing.
5. Give care based on conditions found.

Head, Neck or Spinal Injuries

1. Minimize movement of the head, neck, and spine.
2. Stabilize the head:
 - a. Manually stabilize the head in the position in which it was found.
 - b. Provide support by placing your hands on both sides of the person's head.
 - c. If the head is sharply turned to one side, **do not** move it.

Poisoning

1. If a person is conscious and alert, call the National Poison Control Center (PCC) hotline at **1.800.222.1222** and follow the advice given.
2. Give care based on the conditions found.

FIRST AID FOR MEDICAL EMERGENCIES

(continued)

Shock

1. Check for signs of drowsiness, confusion, rapid breathing and pulse, paleness, moist skin or loss of consciousness.
2. Reassure the person that you are going to help.
3. Keep the person from getting chilled or overheated and maintain body temperature by covering the person with a blanket.
4. If you do not think the person has an injury to the head, neck or back, or broken bones in the hip or leg area, raise the legs about 12 inches.
5. Do not give person anything to eat or drink.
6. Comfort and reassure the person until emergency responders arrive.

Strokes

1. If you suspect a person is having a stroke, think **F.A.S.T.**
 - a. **Face** - Ask the person to smile. Does one side of face droop?
 - b. **Arm** - Ask the person to raise both arms. Does one arm drift downward?
 - c. **Speech** - Ask the person to repeat a simple sentence. Is the speech slurred?
 - d. **Time** - Determine the time when signals first appeared. Note the time of onset of signals and report it to emergency responders.
2. If the person is drooling or has trouble swallowing, place him or her on one side to keep the airway clear.
3. Give care based on the conditions found.

Unconscious Person

1. Check the surroundings for safety. Make sure that there is no further risk for injury to the individual or yourself.
2. Check the individual for responsiveness. Tap their shoulder and shout, "Are you Ok?"
3. If an unconscious person is face-down, roll them face-up while supporting the head, neck and back in a straight line.
4. If the person responds, obtain consent for first aid treatment.
5. Check the person from head to toe and ask questions to find out what happened.
6. If the person does not respond, stay with them until emergency responders arrive.
7. If necessary, administer CPR. See directions on page 26.

FIRST AID FOR MEDICAL EMERGENCIES

(continued)

CPR - Cardiopulmonary Resuscitation

1. Open the airway by tilting the head and lifting the chin.
2. Check for breathing for no more than 10 seconds (redcross.org).
3. Administer chest compressions. Give 30 chest compressions at a speed of at least 100 compressions per minute. **(The person must be on a flat hard surface.)**
 - a. Place the heel of one hand on the chest between the nipples.
 - b. Place the heel of the other hand on top of the first hand.
 - c. Lean over the person, keeping your elbows straight.
 - d. Press the patient's chest down rapidly at a depth of 2 inches, then release.
4. Give 2 rescue breaths, one after the other:
 - a. Tilt the head back and lift the chin up.
 - b. Pinch the nose shut, then make a complete seal over the person's mouth.
 - c. Blow in for about 1 second to make the chest clearly rise.
5. Repeat steps 3 and 4 until:
 - a. You find an obvious sign of life, such as breathing.
 - b. An AED is ready to use.
 - c. An AED directs you to stop.
 - d. Another trained responder or EMS personnel takes over.
 - e. You are too exhausted to continue.
 - f. The scene becomes unsafe.

Using an AED (Automated External Defibrillator)

Note: Do not use pediatric AED pads or equipment on an adult or child older than 8 years or weighing more than 55 pounds.

1. Turn on the AED and follow the voice and/or visual prompts.
2. Supplies needed for AED should be attached in a side pocket or compartment.
3. Expose the patient's bare chest. Ensure the patient's chest is clean and dry. Shave chest hair if necessary, to ensure proper fit of AED pads.
4. Follow the voice prompts explaining how to open and apply AED pads to the patient's chest.
5. After AED pads are applied, make sure no one, including you, is touching the person. Say, "EVERYONE, STAND CLEAR."
6. Follow the voice prompts for heart rhythm analysis.
7. Follow the voice prompts for patient shock delivery.

FIRST AID FOR MEDICAL EMERGENCIES

(continued)

8. Wait for the voice prompt that states “It is now safe to touch the patient.”
9. **If there is no response, the AED will instruct you to begin CPR. Follow the instructions for CPR on page 26.**



Automated External Defibrillators (AEDS) are used in cases of life-threatening cardiac arrhythmias. Their locations are as follows:

Campus	Building	AED Location
Dallas	Albright Public Safety (APS)	Lobby
	Comer Engineering Technologies (CET)	Campus Police Dept. CET 122-Hallway
	David Belk Cannon Health Education Institute (DBC)	Hallway next to the pool
	Myers Center (MC)	Lobby (Cafeteria side)
	Pharr Trade Industrial Center (PTI)	Front Lobby
	Rauch Science & Fine Arts (RCH)	Front Lobby (near Gallery)
	Robinson Classroom (RBC)	Lobby - 2nd floor (Highway 321 side)
Kimbrell	Harney Hall (KCH)	Harney Hall - Reception Desk
Lincoln	Lincoln Classroom (LCB)	LCB - Reception Desk

POWER OUTAGES, WATER, GAS LEAKS, AND EQUIPMENT FAILURE

Power Outage

1. Remain calm and help others remain calm. Your actions will influence others.
2. If safe to do so, remain in the immediate area since most power outages are short in duration.
3. If evacuation of the area/building is required, refer to the procedures for **Evacuation (Exit the Building) – pages 10**.
4. Assist disabled persons.
5. Turn off all light switches, computers, appliances, and other equipment to protect against damage when power is restored.
6. Extinguish any flames such as lab equipment or torches and, if necessary, open windows and/or doors for ventilation.
7. In cases where fume hoods and ventilation systems lose power, or for long-term power outages, it may be necessary to evacuate the area/building per **Evacuation (Exit the Building) – pages 10**.
8. **Do not** reenter the area/building until told to do so by an emergency responder.

Water and Gas Leaks

- **Water:** Use caution when operating power switches and other electrical devices.
- **Gas:** Do not operate power switches, fire alarms, or other electrical or electronic devices such as cell phones.
 1. Evacuate the area/building per **Evacuation (Exit the Building) – pages 10**.
 2. Contact Campus Police and Security at **704.922.6480** or a College official.
 3. **Do not** reenter the area/building until told to do so by an emergency responder.

Equipment Failure

In the event of equipment failure such as a water heater or piping (e.g. air or water lines), caution should be exercised to avoid any hazards and the matter should be reported immediately to Campus Police and Security at **704.922.6480**.

POWER OUTAGES, WATER, GAS LEAKS, AND EQUIPMENT FAILURE (continued)

Safety Tips

Signs of a Possible Gas Leak

1. A rotten egg odor.
2. Discolored or dead vegetation over or near the pipeline.
3. A hissing, whistling or roaring sound near a gas appliance or pipeline.
4. Debris being blown into the air.
5. Persistent bubbles in streams, ponds, or wet areas.
6. Flames (if a leak has ignited).

WEATHER

In the event of inclement weather, the College may close or modify its operating schedule. Decisions to close or modify the College's schedule are separate, and may be different from, Gaston and Lincoln County Schools or any other school system. For accurate information on College closings or modified schedules, check for weather-related notices specifically made by Gaston College.

In the event of inclement weather, persons are encouraged to use their best judgment when assessing their ability to travel safely.

Weather Notices

- Gaston College weather-related notices can be received via text message and/or email by subscribing to the College's Emergency Notification System (GC Alert).
- To subscribe to GC Alert, go to www.gaston.edu - click *About Us – Campus Police and Safety – Related Items – GC Alert*.

Weather-related notices are also normally posted on the following systems/media outlets:

- Gaston College Website at www.gaston.edu
- Gaston College at 704.922.6200
- EDAC-TV (Educational Access) Gaston County (Channel 21)
- WBTV-TV (CBS), Charlotte, NC
- WLNK FM 107.9, Charlotte, NC
- News 14 TV Carolina, Charlotte, NC
- WBT AM 1110, Charlotte, NC
- WSGE FM 91.7, Gaston College, Dallas, NC
- WBT FM 99.3, Charlotte, NC

WEATHER (continued)

Severe Thunderstorm/Tornado

1. Remain calm and help others remain calm. Your actions will influence others.
2. Seek shelter inside a building by following the guidelines for **Evacuation (Shelter in Place)** – pages 13.

Weather Notification Definitions		
	WATCH	WARNING
Severe Thunderstorm	Conditions are conducive to the development of severe thunderstorms in and close to the watch area.	A severe thunderstorm has been observed by spotters or indicated on radar, and is occurring or imminent in the warning area. Severe thunderstorms can produce tornadoes or cause damage from their strong wind gusts and/or hail.
Tornado	Conditions are conducive to the development of tornadoes in and close to the watch area.	A tornado has been sighted by spotters or indicated on radar and is occurring or imminent in the warning area.

Safety Tip

During or After a Severe Storm

1. Stay away from wet areas.
2. Do not handle electrical equipment in wet areas.
3. Leave an area immediately if you smell gas or vapors from chemicals.
4. Stay out of damaged buildings and structures.
5. If driving, don't underestimate the force and power of water. It is NEVER safe to drive or walk into flood waters. Just 12 inches of rushing water can carry away a small car, and two feet of rushing water can carry away most vehicles. **Turn Around Don't Drown®**.

NOTES



Gaston College

Opportunities For Life

Dallas Campus

201 Highway 321 South
Dallas, NC 28034
704.922.6200
704.922.2323 (f)

Lincoln Campus

P.O. Box 600
511 South Aspen St.
Lincolnton, NC 28093
704.748.5200
704.748.1074 (f)

**Kimbrell Campus &
Textile Technology Center**

P.O. Box 1044
7220 Wilkinson Blvd.
Belmont, NC 28012
704.825.3737
704.825.7303 (f)