

LOGAN UNIVERSITY



Emergency Handbook

Emergency	911
Logan Security	(636) 230-1986
Physical Plant	(636) 230-1980
Poison Control	(800) 222-1222

August 2015

Table of Contents

INTRODUCTION	1
POWER OUTAGES	2
UTILITY FAILURES	3
SEVERE THUNDERSTORM	4
SNOW OR ICE STORM	4
FIRE	5
ACCIDENTS ON CAMPUS	6
CRIMINAL ACTIVITY	6
HAZARDOUS MATERIALS INCIDENT	7
WORKPLACE VIOLENCE, PERSONAL THREAT OR ASSAULT	8
CIVIL DISTURBANCE	8
SUSPICIOUS MAIL / PACKAGE	9
HOSTILE EVENT - INTRUDER ON CAMPUS	10
EARTHQUAKE	11
TORNADO	12
BOMB THREAT	14
HOSTAGE INCIDENT	15
EVACUATION	16
EVACUATION MONITORS	17
MEDICAL EMERGENCIES	18

INTRODUCTION

This document is designed to help you be prepared for emergency situations and know what to do when you encounter one. Natural disasters, accidents, injuries, crimes and other emergencies can occur without warning at any time. Being physically and mentally prepared to handle unexpected emergencies improves our response and is an individual, as well as an organizational responsibility at Logan University. Once you are familiar with the information in this handbook, you will be better prepared to protect yourself and other members of the Logan community.

What You Can Do Before an Emergency

By their very nature, emergencies surprise us and are unpredictable. To best handle emergency situations, it helps to think through your actions in advance and have any necessary supplies ready. Below are suggestions for preparing before an emergency.

- Read this guide thoroughly before an emergency occurs and contact Logan's Security Department with questions at (636) 230-1986 or extension 1986 (from campus phones).
- Collect supplies and tools you might need in your office/classroom.
 - Medication
 - Flashlight
 - Packaged snack food
 - Bottled water
 - Batteries
 - Portable radios
- Become familiar with the quickest exit routes from your office/classroom and your building.
- Locate the nearest fire extinguisher and fire alarm pull station.
- Attend safety training courses:
 - CPR
 - First-aid
 - Crime prevention
 - Intruder
 - Fire extinguisher training
- Post this guide in a visible and handy location in your office/classroom for immediate reference.

General Instructions

- If at any time you feel you are in immediate danger call 911.
 - All 911 calls from Logan's main campus are routed to the Chesterfield Police Department.
- After you have notified law enforcement, contact Logan's Security Department at (636) 230-1986 or extension 1986 (from campus phones).
- If you have questions about safety or emergency situations not covered in this handbook, contact Logan's Security Department at (636) 230-1986 or extension 1986 (from campus phones).

POWER OUTAGES

Like all institutions Logan University occasionally experiences power outages. Most power outages will be brief, but occasionally an outage can extend for many hours. When an outage occurs please remain where you are and wait for official communication.

During an Outage:

- In any length of outage, remain in your work area if it is safe to do so.
- If the power is out in your immediate area but not all of campus, please notify Logan Security Department at (636) 230-1986 or extension 1986 (from a campus phone) or the Physical Plant at (636) 230-1980 or extension 1980 (from a campus phone).
- Check in with your supervisor and wait for official communication about the expected length of the outage and next steps.
- In brief outages, the power will be restored quickly and you can return to work. You may need to restart computers or telephones.
- For longer outages, Logan's facilities staff will contact the local power company for an estimate of the length of the outage.
- Based on the expected time to restore service, Logan's Chief Financial Officer will determine whether a school closing is warranted.
- In all cases, the campus community will receive instructions and updates through the public address system, as well as emails, text messages and voice messages from the emergency notification system. Remain calm and follow the directions.
- If a building evacuation is called for, follow the evacuation instructions outlined in this guide.
- In the event of an extended power outage, please work with your supervisor to ensure that essential functions and time sensitive activities are covered.

Preparing for a Power Outage:

Being prepared for a power outage can make the experience much more manageable. Recommended preparations include:

- Keep a flashlight and spare batteries in your work area. Do not use candles or other types of flame for lighting.
- Be sure your cell phone is enrolled in Logan's emergency notification system so you will receive up-to-date information and notifications (see the Information Technology pages of Logan's website for instructions).
- Have Logan's Security Department phone number (636) 230-1986 and/or Physical Plant number (636) 230-1980 pre-programmed into your cell phone.
- Pre-program the phone numbers of your supervisor and other members of your work group into your cell phone to help facilitate communication and coordinate work responsibilities.

Note that Logan's PA system and emergency lighting are battery powered to help staff, faculty and students stay informed and safely navigate campus buildings during a power outage.

UTILITY FAILURES

Report any utility failure to Logan's Physical Plant (636) 230-1980. If it is after normal business hours (7:00 a.m. to 4:30 p.m. Monday-Friday) or you get no answer, call Logan's Security Department at (636) 230-1986 or extension 1986 (from a campus phone).

Be Prepared to Provide the Following Information:

- Your name
- Phone number where you can be reached
- Building name
- Nature of the incident
- Floor(s) or area affected
- Room number

Logan's Physical Plant Department will assess the situation and determine the appropriate course of action. In the event of a significant power failure, the buildings' emergency generator may provide limited electricity to crucial areas of the building, including emergency lighting.

Turn off all electrical equipment, **including computers**. Do not turn any electrical equipment back on until given the approval of physical plant. Some of the buildings' emergency lighting will remain on. In this instance, you should evacuate the building immediately when the emergency lighting comes on; this is especially important if there is limited or no natural lighting available along your exit path. **Do not** re-enter the building until all power has been restored.

Water Leaks/Flooding:

In the event of water leaks, try to contain the leakage in a container to minimize damage or safety hazards. If it is a significant water leak, avoid the areas where water has accumulated, and wait for help. Water makes an excellent conductor of electricity; thus electric shock is a strong possibility.

Steam Leaks:

If the steam is inside a building, evacuate the area and close the door behind you. Steam can cause severe burns, displace oxygen, and moisture from steam can conduct electricity. A steam leak may cause the building's fire alarm to sound. Even if you have ascertained the problem is a steam leak, exit the building immediately.

SEVERE THUNDERSTORM

Severe Thunderstorm Watch:

When a Thunderstorm Watch is declared, it means that conditions are right for a severe thunderstorm. Continue with normal activities, but continue to monitor the situation.

Severe Thunderstorm Warning:

Severe thunderstorms can occur anytime during the year. If a Thunderstorm Warning is declared, be prepared to move to a place of shelter if lightning, large hail and damaging winds approach.

In the event of a Severe Thunderstorm Warning:

- Remain indoors and away from windows until the severe storm passes. If large hail begins to fall, seek shelter immediately.
- Report any injuries and damage to Logan's Security Department at (636) 230-1986 or extension 1986 (from a campus phone) or call 911, as appropriate.
- Be prepared to give the following information;
 - Your name
 - Building name
 - Type of injury or damage
 - The location of any injured person(s) or building damage
 - Room number you are calling from

SNOW OR ICE STORM

In circumstances involving snow or ice, Logan's Physical Plant Department will determine the condition of roads and walkways. Logan's Physical Plant Department personnel will respond after a snow or ice storm to remove snow and spread sand and salt.

Decision to Postpone or Cancel

When weather conditions are so extreme that a decision is made to postpone or cancel activities, the Logan community and public will be notified as follows:

- The President or designee will make a decision whether to postpone or close Logan University.
- Logan's Plant Supervisor will contact Logan's Director of Marketing and Communications who will communicate the decision.
- Announcements will be made:
 - Via Logan's website: www.logan.edu
 - Through the e2Campus emergency notification system (email and/or text and/or voice)
 - Through various local television broadcast outlets.

FIRE

If You Discover a Fire:

- Yell “**Fire!**” “**Fire!**” “**Fire!**”
- Manually activate the fire alarm system.
- If safe to do so, immediately exit the building, closing doors behind you. (**Do Not Use The Elevators!**)
- Call 911 and notify Logan’s Security Department at (636) 230-1986 or extension 1986 (from a campus phone) so that they may warn others and assist the Fire Department.

When You Hear the Fire Alarm:

- Walk to the nearest exit. (**Do Not Use The Elevators!**)
- Assist persons with special needs.
- If you know or suspect someone is trapped inside the building, call 911.
- Gather outside at a designated rally point (the Outdoor Athletic Fields and Parking Lot #2) and do not attempt to re-enter the building until instructed to do so by Logan Security or firefighters.

If Trapped in a Room:

- If possible, place wet cloth material around or under the door to prevent smoke from entering the room.
- Close as many doors as possible between you and the fire.
- Be prepared to signal to someone outside, but **Do Not Break Glass** until absolutely necessary as outside smoke may be drawn into the room.

If Caught in Smoke:

- Drop to hands and knees and crawl toward an exit.
- Stay low as smoke will rise to ceiling level.
- Hold your breath as much as possible.
- Breathe shallowly through nose and use a filter such as a shirt or towel.

Using a Fire Extinguisher:

- If you have been trained and it is safe to do so, you may fight small fires with a fire extinguisher.
- **Fire Extinguisher Instructions:**
 - Pull safety pin from handle.
 - Aim at base of fire.
 - Squeeze the trigger handle.
 - Sweep from side to side at base of fire.

ACCIDENTS ON CAMPUS

If You Witness an Accident of Any Nature That Appears to Involve Significant Injuries:

- Call 911 immediately and, if possible remain on the scene to provide information to paramedics and/or police.
- Call Logan's Security Department at (636) 230-1986 or extension 1986 (from campus phones). Report as much information as possible to Logan's Security Department.
- Do not attempt to move the injured unless you are trained to do so, or it is more dangerous to leave the injured 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 upon their arrival of the number of injured and their locations.

CRIMINAL ACTIVITY

If You Observe a Crime in Progress or Behavior That You Suspect is Criminal:

- Immediately call 911 and notify Security at (636) 230-1986 or extension 1986 (from a campus phone).
- Be prepared to provide as much of the following information as possible:
 - What is the suspect(s) doing?
 - Has anyone been injured? What types of injury?
 - How many people are involved?
 - Location of activity?
 - Physical and clothing description of the suspect(s)
 - Are weapons involved?
 - Vehicle description and license plate number, if a vehicle is involved.
 - Direction of travel if known.

DO NOT approach or attempt to apprehend the person(s) involved.

Remain on the phone with Logan's Security Department until you are advised to hang up.

HAZARDOUS MATERIALS INCIDENT

Only Trained and Authorized Personnel Are Permitted to Respond to Hazardous Materials Incidents!

In Case of a Major, Hazardous Spill, Call 911 Immediately

Provide Logan's Security Department with information regarding spills (injuries, type of chemicals, flammability of substance, etc.)

For a Major, Hazardous Spill or Leak:

- Activate the nearest fire alarm.
- Immediately evacuate the area, closing doors behind you.
- Call 911 and notify Logan's Security Department at (636) 230-1986 or extension 1986 (from campus phones).
- **Do Not** attempt to clean up the spill yourself.
- Provide clean-up/rescue personnel with appropriate Materials Data Sheets (MDS) and other pertinent information.
- Once outside, move upwind from the release.

For a Minor, Hazardous Spill or Leak:

- Attempt to contain the spill – **Do Not Allow Anything to Leak Into The Drains!**
- Wear proper personal protective equipment while cleaning up according to the MDS.
- Notify Logan's Security Department at (636) 230-1986 or extension 1986 (from a campus phone).

WORKPLACE VIOLENCE, PERSONAL THREAT OR ASSAULT

Workplace violence, personal threat or assault includes threatening behavior that is deemed threatening or harmful by another individual.

Stalking

- Call 911, then Logan's Security Department at (636) 230-1986 or extension 1986 (from a campus phone) and seek the safety of others.
- Do not confront the alleged stalker.
- Take note of the physical characteristics and other identifiers that you can report to Logan's Security Department.

Assault:

- Call 911 immediately, then Logan's Security Department at (636) 230-1986 or extension 1986 (from campus phones).
- If you witnessed an assault, remain calm and stay with victim until emergency assistance arrives, provided it is safe to do so.

Report of Workplace (Relationship) Violence:

- Call Logan's Security Department at (636) 230-1986 or extension 1986 (from campus phones) and/or 911 if there is a medical emergency or immediate threat.
- Support may be found through the Department of Student Affairs at (636) 230-1731 or 1731 (from campus phones), 7:00 a.m. to 4:30 p.m. Monday – Friday.

CIVIL DISTURBANCE

Civil disturbances include riots, demonstrations, threatening individuals, crimes in progress, or assemblies that have become significantly disruptive.

- Notify Logan's Security Department at (636) 230-1986 or extension 1986 (from campus phones) and/or 911 as appropriate.
- 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.

SUSPICIOUS MAIL / PACKAGE

Members of Logan's Shipping and Receiving Department are thoroughly trained on how to handle incoming mail, so by the time it reaches employees the mail should be safe. The below information is provided as a precaution for your safety and for general knowledge.

What is Suspicious Mail?

- Handwritten or poorly typed envelope
- Marked personal or confidential
- Incorrect titles
- Excessive weight
- No return address
- Lopsided or uneven envelopes
- Excessive taping or string
- Discolorations on package

Safest Way to Handle Individual Letters or Packages:

- **Do Not** open suspicious mail
- Open all mail with letter opener to minimize contact with skin
- **Do Not** blow into envelopes
- Wash hands after handling mail

What to do if you come across Suspicious Mail:

- Again, **Do Not** open suspicious mail
- **Do Not** shake, empty or otherwise disturb contents
- If contents spill out of package, **Do Not** try to clean it up
- Alert others nearby
- Notify Logan's Security Department at 636-230-1986 or extension 1986 (from campus phones) or if needed, call 911

HOSTILE EVENT - INTRUDER ON CAMPUS

Logan's Security Department or the Physical Plant Supervisor would initiate a campus lockdown for an intruder. The lockdown would be announced through the emergency notification system and/or the PA.

Immediate Actions

- Call 911, providing situation and location, as soon you can safely do so.
- Alert others to the situation as soon as you can safely do so.
- Act rapidly and decisively.
- Assist others, but do not let them slow you down.

Run, Hide, Fight

1) Run (Evacuate)

- If the intruder is in your immediate area, **Run** using exits or even ground floor windows.
- Evacuate to an area that can be secured (Lockdown) or far enough away from the building to provide safety.
- Provide an update to 911 when you can do so safely.

2) Hide

- If the intruder is **not** in your immediate area and you are not sure where he/she is, secure your room by locking, barricading or tying off the door.
- Remain quiet and try to remain out of the intruder's view.
- Silence cell phones.
- Look for areas that provide protection if shots are fired.
- Try to leave a path of escape.
- Be prepared to fight if the intruder gains entry.
- **Do not open the door for anyone** until an all-clear is announced by law enforcement or Logan Security.

Barricade doors:

- Use desks, chairs, shelves, etc. Barricades are most effective if the door opens towards the barricade. However, even if the door opens away from the barricade (usually into the hallway), stacked objects can delay an attacker.

Tie-off doors:

- This action limits the attacker's ability to open doors. Use anything you can such as belts, clothing, rope, electrical cords, etc.

3) Fight

- **This Is Your Last Resort.** If the attacker is in your immediate area, blocking your path and there is no way you can **Run** or **Hide**, you must then **Fight**.
- Attempt to incapacitate the shooter using any available means.
- Encourage others to assist.
- Be aggressive.
- Use improvised weapons such as a fire extinguisher, chairs, books, etc.
- **Commit to Fighting and Winning!**

EARTHQUAKE

If a major earthquake were to occur, Logan University must be prepared to provide its own resources for a period of time. It is always a good idea to maintain certain supplies in your office/classroom (see the “Introduction” section of this document for ideas).

If Inside:

- **Drop-Cover-Hold! Stay there! DO NOT run outside. (Do Not Use Elevators!)**
- Take cover underneath sturdy furniture or against an inside wall until the shaking stops.
- Stay away from windows and objects that could fall on you.
- Help persons with special needs, if they need assistance.
- Persons with wheelchairs should lock brakes.

If Outside:

- **Drop-Cover-Hold!** Move away from trees, buildings, walls, and power lines.
- Drop to your knees and get into a fetal position, close your eyes and cross your arms over the back of your neck for protection.
- Stay in a fetal position until the shaking stops.
- Watch for downed power lines and debris.

After The Shaking Stops:

- **Do Not** use regular or cellular telephones **Except** to report serious injuries.
- Assist in the building evacuation of persons with special needs, if safe to do so.
- Tune portable radios to an Emergency Broadcast Station (EBS), and follow instructions given.
- Watch for downed power lines and debris.
- Be prepared to evacuate if instructed to do so.
- Logan’s Security Department will provide instructions for immediate action by means of door-to-door alerting, vehicle loud speakers, telephone, e2Campus notifications and/or bullhorns.
- If personnel are instructed to evacuate, see “Evacuation” section of this guide.

TORNADO

Tornado Watch:

A Tornado Watch means that atmospheric conditions are right for the development of a tornado. Although nothing may develop, you should keep alert by listening to radio, television or weather radio for the latest weather information. Be prepared to take cover should the weather change or if a warning is issued.

Tornado Warning:

A Tornado Warning means a tornado has been sighted or is indicated by radar. People in the path of the storm should take immediate lifesaving actions.

***** If the emergency tornado warning system has been activated...Take Shelter Immediately *****

The St. Louis County Police Department will activate the outdoor warning system whenever the National Weather Service issues a tornado warning for St. Louis County. **Do Not rely on the former “adjacent county” rule of the past, in which the National Weather Service and/or St. Louis County activated the emergency warning system based on a Missouri county being adjacent to St. Louis County and the direction from which the storm poses a threat to St. Louis County.**

Immediate evacuation may not always be warranted based upon the location of the storm, so it is important that you monitor the storm via radio, television, Internet, smart phone, etc. Stay aware of the developing situation.

During A Tornado Warning Take the Following Actions:

Seek Immediate Shelter

- When the warning sirens sound, seek shelter, preferably in a basement or below-ground evacuation location. A steel-formed or reinforced concrete building provides some protection. In a multi-story building, seek shelter in an interior hallway or a lower floor. Check local radio and television stations, internet, smart phone, etc. concerning the tornado warning.
- Stay away from outside walls, exterior doors and windows and glass windows or partitions. Do not open windows.
- Basements and interior hallways or rooms on lower floors offer good shelter.
- In a vehicle, get out and seek shelter in a nearby well-built structure. If you cannot find a well-built structure nearby, seek out a ditch or ravine, which can offer some protection. Lay prone; face down, with your hands covering your head.
- After the all clear, leave badly-damaged buildings, if it is safe to do so. Elevators may not work in damaged buildings (the electrical power may be out or there may be damage to the elevator equipment).
- If you are surrounded by debris, be aware that removing some of it can cause other debris or parts of the building to collapse. If it is not safe or possible to leave the area, stay there until assistance arrives.
- Do not attempt to return to the building unless directed to do so by Logan’s Security Department. Do not attempt to turn on or off any utilities or other equipment.

- Report all injuries and damage to Logan's Security Department at (636) 230-1986 or extension 1986 (from campus phones). Report:
- Your name
- Building name
- Type of injury or damage
- The location of any injured person(s) or building damage
- Room number you are calling from

Move to These Locations On Campus:

- **Administration Building Second Floor** – Move down to lowest level in Administration Building by the lockers outside the Café
- **Alumni & Friend's House** – Move to hallway of building
- **Bookstore** – Move down to lowest level in Administration Building by lockers outside the Café
- **Café** – Move to level in Administration Building outside of Café near lockers
- **Classroom Wings** – 142A-B and 156A-B – Move down one level to Administration Building hallways by G48-G49
- **G102, G105, G107** – Stay inside the classroom
- **G46, G48, G49** – Stay inside the classroom
- **G50** – Move to the hallway outside the classroom
- **G2-G3** – Move to the hallway outside the classroom
- **Educational Wing** – Move to classroom 134 on lowest level
- **LRC** – Move down to lowest level in Administration Building by lockers outside the Cafe
- **Maintenance Building** – Move to area by the break room
- **Montgomery Health Center** – Move to lowest level by Radiology area
- **Purser Center** – Move to hallway area by the catering room
- **Science Building** – Move to lowest floor by SB9-10
- **Standard Process Student Center** – Move to lowest level in Administration Building by lockers outside Café
- **Wellness Center** – Move to the wall along men's restroom

All-Clear Message:

When the danger has subsided, an All-Clear message will be given over the loud speakers on campus and through the emergency notification system. St. Louis County does not declare an All-Clear through their siren system. Public Safety will attempt to notify the community when the threat has expired but it will take several minutes to do so. It is recommended that community members also monitor local media sources or weather radio during the storm so they will know when the threat has expired.

BOMB THREAT

Most bomb threats are received by phone and must be taken seriously until proven otherwise.

What to do if you receive a call like this?

- **Signal a person nearby.** When a threat is made over the phone, signal someone to call Logan's Security Department at 636-230-1986 or extension 1986 (from campus phones) and 911 while you are on phone.
- **Take down information.** This information is very helpful to police. Do not hang up the phone even if you think the caller is done. The longer the call is, the easier it is to trace who is calling.
- **Ask questions of the caller**
 - When is the bomb going to explode?
 - Where is it right now?
 - What does it look like?
 - What kind of bomb is it?
 - What will cause it to explode?
 - Did you place this bomb?
 - Where are you?
 - What is your name/address?
- **Take note of the following specifics**
 - Gender of caller
 - Estimate age of caller
 - How did caller's voice sound? Excited, Calm, Deep, Raspy, Familiar, Lisp, Disguised, Accent, Laughter, Deep Breathing?
 - Time/Date
 - Are there any background sounds?
- **Final Notes**
 - Never threaten the caller or be disrespectful
 - Try to remain as calm as possible so you can think clearly

HOSTAGE INCIDENT

If You Hear or See a Hostage Situation:

- Immediately remove yourself from any danger
- Notify local police by calling 911, and Logan's Security Department by calling (636) 230-1986 or extension 1986 (from campus phones).
- Be prepared to give the police or Logan's Security Department the following information:
 - The exact location of the incident
 - Number and physical description of perpetrators
 - Types of weapons being used by perpetrators
 - Your name, location and phone number

If You Are Taken Hostage:

- Remain calm and cooperate to avoid agitating your captors.
- **Do Not** attempt escape unless there is an extremely good chance of survival. It is safer to be submissive and obey your captors.
- Speak normally. **Do Not Complain.**
- Avoid being belligerent and comply with all orders and instructions.
- **Do Not** draw attention to yourself with sudden body movements, statements, comments or hostile looks.
- Observe the captors and try to memorize their physical traits, voice patterns, clothing or other details that can help provide description later.
- Avoid getting into political or ideological discussions with the captors.
- Try to establish a relationship with your captors and get to know them. Captors are less likely to harm you if they respect you.
- If forced to present terrorist demands to authorities, either in writing or on tape, state clearly that the demands are from your captors. Avoid making a plea on your own behalf.
- Try to stay low to the ground or behind cover from windows or doors, if possible.

In a Rescue Situation:

- **Do Not Run.** Drop to the floor and remain still. If that is not possible, cross your arms, bow your head, and stand still.
- Make no sudden moves that a tense rescuer may interpret as hostile or threatening.
- Wait for instructions and obey all instruction you are given.
- **Do Not** be upset, resist, or argue if a rescuer isn't sure whether you are a terrorist or a hostage.
- Even if you are handcuffed and searched, **Do Not** resist. Just wait for the confusion to clear.

EVACUATION

A building evacuation will be ordered when an evacuation is deemed to be safer than remaining inside the building. The safest evacuation route can only be determined after the location of the hazard is known. Therefore, it is critical that you be familiar with all exit routes. If time permits, secure your office/classroom and take personal items.

As you evacuate, assist those who require assistance and note blocked and/or hazardous areas. Persons with special needs who require assistance evacuating should notify Logan's Security Department prior to an actual emergency so planning measures may be taken. Once outside the building, caution should be taken to avoid public safety staging areas and parking lots. Any suspicious objects or actions should be reported at once.

In an Evacuation:

- Walk, **Do Not** run.
- **Do Not** use the elevators.
- If safe to do so, assist people with special needs as indicated by that person, or direct to the nearest stairwell, and contact Logan's Security Department at (636) 230-1986 or extension 1986 (from campus phones) for assistance with location.
- Gather outside at a designated rally point (the Outdoor Athletic Fields and Parking Lot #2). There, your supervisor will account for all personnel.
- If you cannot return to your building, wait for instructions from Logan's Security Department or other authority in charge.

"Delayed" Evacuations:

In some instances, it is safer to delay an evacuation than it is to leave a building. For example, when smoke or fire is immediately outside your room, live electrical wires bar access to the exit or individuals with mobility disabilities are below ground floors or on upper floors.

- If the hazard is fire or smoke, see "FIRE" section of this guide.
- If the hazard causes elevators to become inoperative (fire alarm sounds):
 - Call 911 and tell them your name, your location, that you are unable to evacuate, and why you are unable to evacuate the building. Follow the directions of Logan's Security Department.
- If safe to do so, go to the nearest stairwell and tell someone who is evacuating to notify emergency personnel of your location and that you are unable to evacuate the building.

EVACUATION MONITORS

Once outside the building, caution should be taken to avoid public safety staging areas and most parking lots. Any suspicious objects or actions should be reported to public safety officials at once. It is imperative you meet at the rally points so emergency personnel can determine if anyone is missing.

Do not leave until you have been instructed to by an Evacuation Monitor (EM) or have heard the announced “All Clear.” The Evacuation Monitors (EM) are responsible for directing the evacuation from their assigned areas and assuring everyone has left the buildings and has reached the assigned rally point. Please understand that due to immediate confusion and size of the disaster, it could take several minutes before the Evacuation Monitors (EM) responsible for the rally point to arrive.

The primary evacuation rally points are the **Outdoor Athletic Fields** and **Parking Lot #2** near the Alumni and Friends House. As you proceed to the rally points, avoid blocking public safety response vehicles. Evacuation Monitors will provide instructions if an alternate evacuation rally point is required.

Evacuation Monitors

Location	Evacuation Point	Evacuation Monitors
Administration Bldg.-First Floor North Hall	Athletic Field: Star 1	Sr. Academic Consultant & Assoc. VP Educ. Tech.
Administration Bldg.-First Floor Lobby	Athletic Field: Star 1	Online Marketing Strategist
Administration Bldg.-First Floor South Hall	Athletic Field: Star 1	Human Resources
Administration Bldg.-Second Floor South Hall	Athletic Field: Star 1	Accounts Payable Processor & Senior Accountant
Administration Bldg.-Second Floor North Hall	Athletic Field: Star 1	Information Technology
Admissions and Financial Aid	Lot 2: Star 2	Asst. Dir. Adm.-COHS & Director-Fin. Aid.
Alumni & Friends House	Lot 2: Star 2	VP Chiro and Alumni Relations
Assessment Center	Lot 2: Star 2	Dir. Assessment Ctr. & Receptionist
Café	Lot 2: Star 2	Café Staff
Classrooms G2 and G3	Lot 2: Star 2	Instructor & Class Educational Coordinator
Classrooms G46, G47, G48, G49 and G50	Athletic Field: Star 1	Instructor & Class Educational Coordinator
Classrooms G102, G105 and G107	Lot 2: Star 2	Instructor & Class Educational Coordinator
Classroom G134	Lot 2: Star 2	Instructor & Class Educational Coordinator
Classrooms 142A and 142B	Athletic Field: Star 1	Instructor & Class Educational Coordinator
Classrooms 156A and 156B	Athletic Field: Star 1	Instructor & Class Educational Coordinator
Learning Resources Center	Athletic Field: Star 1	Dir. LRC & Reference Librarian
Montgomery Health Center	Lot 2: Star 2	Dir. Health Centers & Dean of Clinics
Radiology and Viscero-Somatic Center	Lot 2: Star 2	Administrative Assistant
Purser Center	Lot 2: Star 2	Dir. Purchasing & Dir. Events
Science Building-Basement	Athletic Field: Star 1	Associate Professor
Science Building-First Floor	Athletic Field: Star 1	Dir. MS Nutrition
Science Building-Second Floor	Athletic Field: Star 1	Assistant Professor
Student Center	Athletic Field: Star 1	Administrative Assistant & Associate Dean
Wellness Center	Athletic Field: Star 1	Dr. Sports and Activities & Student Worker

MEDICAL EMERGENCIES

All Logan students and employees are encouraged to learn first aid and CPR and view a blood borne pathogens training film. Consult with the Human Resources Department for more information (636) 230-1720 or extension 1720 (from campus phones).

Before initiating care for a victim where there is a risk for touching blood or body fluids consider using gloves or other personal protective equipment to reduce spread of infection. Generally, the risk for infection is low with mouth-to-mouth resuscitation. If you have an exposure to someone else's blood or body fluids, please report this to the Health Center as soon as possible.

If you are trained, the following are reminders about how to perform various first aid actions:

**Always Check the Scene to Be Sure It Is Safe for You to Approach the Victim.
If It Is Not Safe Call 911, Don't Become a Victim Yourself.**

Do not move the victim unless the scene is becoming unsafe, you are trained to do so, or you need to move the victim to access or provide care to the victim.

Assess Your Adult Victim First!

- Tap and shout "Are you okay?"
- If no response, call 911, **Call Logan's Security Department at (636) 230-1986 or extension 1986 (from a campus phone)** or send someone to do so.
- Tilt head back, lift chin.
- **Look, Listen, Feel** for breaths every 5 seconds.

Start Rescue Breathing - If there is a pulse but **No Breathing**

- **Quickly give two breaths.** Each breath should make the chest rise.
- If victim's chest does not rise when the first breath is delivered, perform head tilt-chin lift again before giving second breath.
- Continue until help arrives or victim recovers.

Standards for Adult CPR

- First check responsiveness and breathing simultaneously. If the victim is unresponsive and not breathing call 911 and have someone locate an AED.
- Begin CPR using the CAB method.
 - **C-Compressions:** Place your hands on the lower half of the victim's breastbone and begin providing 30 compressions at a rate of at least 100 **compressions** per minute. The compressions should be delivered at least 2 inches deep while allowing the chest to fully recoil. This can be accomplished by ensuring that the pressure is released after each compression.
 - **A-Airway:** Open the victim's airway using a head tilt/chin lift motion.
 - **B-Breathing:** When the airway is open, provide the victim with two breaths that make the chest rise. To give a breath, pinch the victim's nose closed, create a seal over the victim's mouth and breathe out. Each breath should last about one second.
- This CAB cycle should be repeated **three** times, after the **third** cycle stop to check the victim's pulse. If there is no pulse present, begin again with CAB. Continue until help arrives.

MEDICAL EMERGENCIES (cont.)

- If there is a second rescuer present, one rescuer should perform the chest compression while the other delivers the breaths, still following the CAB sequence. Switch positions every five cycles.
- If an AED (Automated External Defibrillator) is brought on-scene, turn it on. It will verbally give you instructions. Follow the instructions which include baring the victim's chest, placing the pads on the victim's chest, analyzing, and possibly delivering a shock to the victim. The pads have pictures on them to show the rescuer where to place the pads. Peel off the backing and place the sticky pads directly onto the chest as shown. Depending on the AED in use, the rescuer may or may not have to press a button to analyze and/or a button to shock the victim. These will only work when the AED gives you instructions to use them. After a shock is delivered, resume the CAB sequence of CPR: **1 shock with CPR for 2 minutes**. The AED should not be taken off of the victim or turned off. Continue to follow the instructions of the AED until help arrives.

Compression–Only CPR (Hands Only CPR)

If you witness an adult collapse suddenly and you have **no CPR training**, are unsure of the proper steps, or are unable to give breaths for any reason, at least do the following...

- Call 911 and Logan's Security Department at (636) 230-1986 or extension 1986 (from campus phones) or send someone to do so.
- Give chest compressions only. Push hard and fast in the center of the chest. Compress the chest at least 2 inches. Continue chest compressions until an AED is available.

Choking – Cannot Cough, Breath or Talk

- Ask permission to help - look them in the eyes!
- Stand behind person, wrap arms around person and make fist with hand thumb side against victim's abdomen just above the belly button but below the ribcage. Cover fist with other hand.
- Give thrusts up and in the abdomen to expel the object. Assess for further care. Call Logan Security at (636) 230-1986 or extension 1986 (from campus phone) if needed.

Bleeding – If bleeding is visible

- Apply pressure with gloved hand directly over wound with sterile or clean dressing
- Wrap firmly but comfortably. If bleeding persists, apply additional dressing, wrap and apply more pressure.
- Stay with victim until help arrives. Call Logan's Security Department at (636) 230-1986 or extension 1986 (from campus phone) if bleeding persists or is copious, if victim becomes ill in any way or if you suspect head, neck, spine or other internal injuries.

Heat Related Illness

- Get victim to a cool place. Loosen clothing.
- Apply cool, wet cloth to skin.
- Fan victim. If victim is conscious have victim drink cool water. Call 911 and Call Logan's Security Department at (636) 230-1986 or extension 1986 (from campus phone) if victim does not respond to efforts to reduce temperature or becomes ill or unconscious.

First Aid Kit Locations

- Fire Extinguishers are distributed throughout campus and are marked with signs.
- First Aid Kits are located in the offices of the Evacuation Monitors throughout campus.
- AEDs (Automated External Defibrillators) are distributed throughout campus. Look for signs.

EMERGENCY RESPONSE

BOMB THREAT

If you receive a bomb threat: Keep the person talking as long as possible. Gather as much information as possible:

- Where is the bomb?
- When will it go off?
- What type of bomb is it?
- What does it look like?
- Why was it planted?
- Who planted it?
- What will make explode?

Keep the line open, **Do Not Hang Up**. Use another line to call 911 or Security at (636) 230-1986.

WORKPLACE VIOLENCE

If you witness or experience workplace violence:

- Call 911, providing information about your situation and location as soon as you can safely do so.
- Alert others to the situation as soon as you can safely do so.
- Act rapidly and decisively.
- Assist others, but do not let them slow you down.
- Remember:
RUN > HIDE > FIGHT

EVACUATION

If an evacuation order is issued, fully cooperate with Security and:

- Take all personal belongings.
- **Do Not** use elevators.
- Provide assistance for those with physical disabilities.
- Evacuate in a safe, orderly manner.

Only security can issue the order to return to your building.

EARTHQUAKE

If you feel an earthquake:

If inside:

- **Seek Cover Immediately!**
- Hide under a desk, table or heavy furniture and hold on and move with it.
- Brace yourself in a doorway in a position where a swinging door cannot hit you.

If outside:

- Stay outside and move into an open area.
- Stay away from buildings, power lines or trees, and sit down or kneel and cover yourself.

After an earthquake:

Beware of broken glass, electrical lines, unstable equipment and debris.

Call Security at (636) 230-1986 if there is damage to your building or if anyone is hurt.

Aftershocks may occur. Remain alert and be prepared to seek cover. See "Evacuation."

SUSPICIOUS OBJECTS

Do Not Touch It!

Be suspicious of packages with the following:

- Marked personal or private.
- Lopsided.
- Postmark different than the return address.
- Oil stains or odors.
- Protruding wires or foil.
- Unusually heavy.
- Excessive tape or string.

If you have any doubts call Security at (636) 230-1986.

FIRE

If you discover a fire:

- Call 911 then call Logan Security at (636) 230-1986.
- Pull a fire alarm.
- If the fire is small and you have the training, use a proper fire extinguisher.
- Help rescue anyone in need of assistance.
- Contain the fire by closing, but not locking, as many doors as possible.
- Evacuate the area.

If you are notified of a fire in your building:

- Evacuate the building.
- If you are above the ground floor and fire or dense smoke has restricted your exit routes, call Logan Security at (636) 230-1986 and let them know your situation.
- Open a window and signal for help.

TORNADO

If you are notified a tornado is approaching:

- Move quickly to an interior hallway on the lowest level.
- Stay away from windows and out of rooms with large roof areas such as auditoriums or cafeterias.
- Sit or kneel on the floor against the wall with hands on your head.
- Do not leave your building unless instructed to do so.
- If outside, seek the closet shelter or find a ditch or depression and cover your head.

LOGAN UNIVERSITY

1851 Schoettler Road | Chesterfield, MO 63017
 logan.edu | 636-227-2100 | 800-782-3344



Campus Visitors
 Park in the Visitor Parking portion of Parking Lot 1. Please check in at the Administration Center Reception Desk, across from the center fountain area.



Location	Evacuation Point	Evacuation Monitors
Administration Bldg.-First Floor North Hall	Athletic Field: Star 1	Sr. Academic Consultant & Assoc. VP Educ. Tech.
Administration Bldg.-First Floor Lobby	Athletic Field: Star 1	Online Marketing Strategist
Administration Bldg.-First Floor South Hall	Athletic Field: Star 1	Human Resources
Administration Bldg.-Second Floor South Hall	Athletic Field: Star 1	Accounts Payable Processor & Senior Accountant
Administration Bldg.-Second Floor North Hall	Athletic Field: Star 1	Information Technology
Admissions and Financial Aid	Lot 2: Star 2	Asst. Dir. Adm.-COHS & Director-Fin. Aid.
Alumni & Friends House	Lot 2: Star 2	VP Chiro and Alumni Relations
Assessment Center	Lot 2: Star 2	Dir. Assessment Ctr. & Receptionist
Café	Lot 2: Star 2	Café Staff
Classrooms G2 and G 3	Lot 2: Star 2	Instructor & Class Educational Coordinator
Classrooms G46, G47, G48, G49 and G50	Athletic Field: Star 1	Instructor & Class Educational Coordinator
Classrooms G102, G105 and G107	Lot 2: Star 2	Instructor & Class Educational Coordinator
Classroom G134	Lot 2: Star 2	Instructor & Class Educational Coordinator
Classrooms 142A and 142B	Athletic Field: Star 1	Instructor & Class Educational Coordinator
Classrooms 156A and 156B	Athletic Field: Star 1	Instructor & Class Educational Coordinator
Learning Resources Center	Athletic Field: Star 1	Dir. LRC & Reference Librarian
Montgomery Health Center	Lot 2: Star 2	Dir. Health Centers & Dean of Clinics
Radiology and Viscero-Somatic Center	Lot 2: Star 2	Administrative Assistant
Purser Center	Lot 2: Star 2	Dir. Purchasing & Dir. Events
Science Building-Basement	Athletic Field: Star 1	Associate Professor
Science Building-First Floor	Athletic Field: Star 1	Dir. MS Nutrition
Science Building-Second Floor	Athletic Field: Star 1	Assistant Professor
Student Center	Athletic Field: Star 1	Administrative Assistant & Associate Dean
Wellness Center	Athletic Field: Star 1	Dr. Sports and Activities & Student Worker