MISSION STATEMENT

Benedictine University is committed to the safety of all faculty, staff, students and visitors to our Mesa branch campus. The Emergency Response and Recovery Team (ERRT) has developed the Emergency Response and Recovery Plan with the sole purpose of preparing the University community in the event of an emergency or a disaster. Adherence to these guidelines by the University community will result in the saving of lives, the reduction of additional injury and property damage, the ability to meet human needs, the restoration of essential operations and priority services, and the capability of the University to communicate in a timely manner in the event of an emergency or disaster.
Have alerts and notifications sent directly to your cellphone, email and home phone by going to ben.edu/BenAlert to confirm or update your information. You can add unlimited phone numbers and email addresses for additional contacts, or opt out of this service.*

Tune into one of the stations below:
- ABC Channel 15
- CBS Channel 5
- Fox Channel 10
- NBC Channel 12
- Mesa Channel 11
- KXAM-AM 1310
- KFNN-AM 1510

Visit the BenU at Mesa website at ben.edu/mesa.
Call the BenU at Mesa Emergency Information Line at (602) 888-5522.
Go online to cancellations.com to search by state or ZIP code.

*University policy requires at least one contact phone number be in the system for each student, faculty and staff member.
SEIZURE DISORDER

Definitions:

- **Seizure** — sudden, abnormal, uncontrolled electrical discharges from nerve cells resulting in an appearance of uncontrolled muscular contractions.

- **Grand Mal** — tonic muscle contractions, mouth frothing, incontinence and stupor.

- **Petite Mal** — sudden, brief loss of awareness.

- **Focal** — spasm of one extremity leading to adjacent areas.

- **Temporal Lobe** — sudden inappropriate behavior such as becoming violent or angry, laughing for no reason, making agitated or bizarre body movements including odd chewing movements, etc.

IN CASE OF SEIZURE:

1. Call 911 immediately.
2. Loosen clothing.
3. Lay person flat.
4. Protect from injury.
5. **DO NOT ATTEMPT TO PUT ANYTHING IN PERSON’S MOUTH.**
6. **DO NOT RESTRAIN MOVEMENT.**
SEVERE WEATHER (HEAT, FLOODING)

If it becomes necessary to close the University due to severe weather conditions, the following procedures will be initiated:

- A decision to cancel morning classes only or all morning/afternoon/evening classes will be made by 6:00 a.m.
- A decision to have a delayed opening will be made by 6:00 a.m.
- A decision to cancel afternoon classes only or afternoon/evening classes will be made by 10:00 a.m. This applies to classes beginning at 12:15 p.m. or later.
- A decision to cancel evening classes beginning at 6:00 p.m. or later will be made by 4:00 p.m.
Benedictine University at Mesa maintains a proactive position in providing an ethical and safe environment for all individuals who step onto campus. In compliance with governmental regulations, the University has established procedures that provide guidelines in assessing certain behaviors that may affect those involved with the University that may merit explanation, investigation or action.

The mission and purpose of the Early Alert Team (EAT) is to ensure appropriate medical and/or psychological care is provided as a response to behavior that could pose a threat to self and/or others or that could disrupt the daily operations of the University. Behaviors can range from distress, engaging in harmful or disruptive behaviors, or individuals identified as at risk for personal, academic, social or financial difficulty.

The EAT serves as a point of referral for all individuals who are concerned about the physical, emotional, academic or financial health of another individual. The EAT can assess the situation, offer support and provide information regarding appropriate resources on and off campus. The EAT provides ongoing policy and procedure recommendations. For students, notification to a student’s parents/guardian by an administrator may occur when deemed necessary.
IF THERE IS AN IMMINENT THREAT TO AN INDIVIDUAL OR OTHERS CALL 911. ONCE IT IS SAFE, CONTACT PUBLIC SAFETY AT (602) 888-5516. STAY CALM AND TALK REASSURINGLY WITH THE INDIVIDUAL UNTIL HELP ARRIVES.

Contact the EAT for any of the following concerns:

- An individual’s mental health (e.g. individual exhibits unusual behavior, changes in normal behavioral patterns or is known to have stopped taking medication).
- A student’s academic success (e.g. student has stopped attending classes, changes in participation or quality of work are evident).
- An individual having personal difficulties (e.g. individual is known to have lost a close relative and is not handling the loss well, facing economic hardship or caring for an ill family member).

How to refer an individual to the EAT:

- For a student concern, print and complete an EAT referral form at ben.edu/EATform and submit it to Gillett Hall, Room 132, Student Life. If you prefer, you may contact Kevin Broeckling, associate vice president for Student Life at (602) 888-5507 or kbroeckling@ben.edu.
- For a faculty or staff member concern, contact Betsy Rhinesmith, director for Human Resources at (630) 829-6412 or brhinesmith@ben.edu.
- For all other individuals, contact Campus Safety at (602) 888-5516.

NOTE: In accordance with the Family Educational Rights and Privacy Act (FERPA), the EAT structure is designed to allow referrals to be viewed only by those individuals who have a need to know. The information shared will not become a part of the student’s permanent record. In addition, state and federal privacy laws prohibit the unauthorized disclosure of personally identifiable health information.
HAZARDOUS MATERIAL ACCIDENTS (CHEMICAL SPILL/RELEASES)

Hazardous materials are those chemicals or substances listed by the Arizona Department of Environmental Quality (ADEQ) as being subject to special inventory, storage and disposal requirements. In general, any material that is flammable, corrosive, reactive, combustible, explosive, a health hazard and/or toxic is hazardous. If you are uncertain about a substance, consider it hazardous.

A hazardous material accident is defined as requiring more than the person who caused the spill to clean or wipe it up immediately. If the spill presents any danger to themselves or the other building occupants, the following steps should be taken:

- EVACUATE THE AREA WHERE THE SPILL OCCURRED.
- CALL 911.

- Do not walk through or stand in any spill areas.
- In the event that a building is evacuated, proceed to the Evacuation Assembly Area. Stay in the designated area until a head count can be taken and/or an “All clear” is given to re-enter the building.
WORKPLACE/CLASSROOM VIOLENCE

A threat of violence MAY include, but is not limited to, a person on or near campus with a weapon, the lockdown of nearby facilities or a significant law enforcement action in the neighborhood adjacent to the University.

Violence in the workplace/classroom can have many sources. It may be a current or former disgruntled employee or student. It may be an angry customer, spouse or relative of an employee or student. The violence could be a random act such as robbery, a hate crime, the discipline or firing of an employee, or an academic dispute between an instructor and student.

The following guidelines are designed to reduce the likelihood of workplace/classroom violence and provide information for all employees to use as methods of prevention and intervention of violence.

• If possible, call 911 from campus or cellphones when there is an imminent threat to life. When appropriate, students, staff and faculty should report threatening activities to Campus Safety by dialing (602) 888-5516.

• Notify those around you.

• Try to flee or hide if not directly confronted.

• If confronted, remain calm, speak calmly and clearly, and attempt to establish personal rapport with the offender.

• Do not challenge, bargain or make promises you cannot keep with the person.

• Let the person have his or her say.

• Listen attentively.

• If it can be done safely, clear the area of other personnel and students.

• If you are unable to evacuate the building safely, take shelter where you are.

• Do not sound the fire alarm to evacuate the building. Persons may be placed in harm’s way when they are attempting to evacuate the building.

While violent crime is rare on college and university campuses, recent local and national events have brought into focus the need to prepare for violent situations. No single plan can ensure ultimate safety or address every eventuality. The University may support criminal prosecution for any act of physical violence against a University employee or student while on campus.
If there is potential danger to building occupants:

- Call 911, then notify Campus Safety at (602) 888-5516 when appropriate.

- In a situation where a building needs to be evacuated, please proceed to the building’s Evacuation Assembly Area. Stay in the designated area until an “All clear” has been given to re-enter the building. Be prepared to move to another location if this area is deemed to be too close to the building. See “Evacuation and Map” section for further instructions.

- Do not return to an evacuated building unless told to do so by Campus Safety or their designee.

- Assist the disabled as needed.

- Do not use elevators.

If it becomes necessary to close a building or the University due to a utility failure, please see the procedures listed in the “Severe Weather” section of this plan.
Campus buildings are equipped with fire alarm systems which activate at certain temperature levels or smoke conditions. However, many small fires will require a fire alarm pull station to be manually activated.

**Should you be in a building when an alarm is activated:**

- Evacuate IMMEDIATELY in a calm, orderly manner closing all office and classroom doors.
- Assist those with disabilities in exiting the building and ensure, to the extent possible, that other occupants know to evacuate.
- After evacuating the building, proceed to the Evacuation Assembly Area for that particular building. Be prepared to move to another location if this area is deemed to be too close to the building.
- If you become trapped in a building during a fire, stay near the floor where the air will be less toxic. Shout for help at regular intervals to alert emergency rescue crews of your location. Remain calm and do not panic.
- A person’s first action should be to evacuate the building. If a fire is small and appears controllable, use a nearby fire extinguisher to combat the fire.

**REMEMBER PASS:**

- Pull the pin from the fire extinguisher.
- Aim the fire extinguisher at the base of the fire.
- Squeeze the handles together.
- Sweep the spray from side to side across the base of the flames.

- If the fire is not put out by the first fire extinguisher used, EVACUATE the building. DO NOT attempt to use a second fire extinguisher.
BOMB THREAT

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the next page.

If a bomb threat is received by phone:

1. Remain calm. Keep caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call 911 or as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (next page) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone contact Campus Safety with information and await instructions.

If a bomb threat is received by handwritten note:

1. Call 911.
2. Handle note as minimally as possible.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor or sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

Do not use two-way radios or cellphones; radio signals have the potential to detonate a bomb. Do not open drawers, cabinets or turn lights or computers on or off. Do not activate the fire alarms or touch or move a suspicious package. Evacuate the building immediately when the building evacuation alert is given. Assist those needing assistance in evacuating the building. Report to the Evacuation Assembly Area so that an accurate head count may be taken. Be prepared to move to another location if this area is deemed to be too close to the building.
Date and time call received: ________________________________
Telephone number on which threat was received: ________________________________
Your name: ________________________________
Exact words of caller: ________________________________

ASK THESE QUESTIONS — IN THIS ORDER

Where is the bomb? Exactly? ________________________________
When will it go off? ________________________________
What does it look like? ________________________________
What kind of bomb is it? ________________________________
When is it going to explode? ________________________________
What will make it explode? ________________________________
Did you place the bomb?  □ Yes  □ No
How do you deactivate it? ________________________________
Why was it put there? ________________________________
What is your name? ________________________________

DESCRIPTION OF CALLER’S VOICE

□ Male  □ Female  □ Young  □ Middle-age  □ Old
Tone of voice: ________________________________
Accent or impediment: ________________________________
Background noises: ________________________________
Is voice familiar? If so, who did it sound like? ________________________________
Remarks: ________________________________
CALL FOR A LOCKDOWN OR SHELTER IN PLACE

A shelter in place is when campus community members are directed to remain where they are, to lock the door(s) to the space they are in if possible, to close windows and blinds, to turn off lights and to remain quiet. The intent is to create as many physical layers of separation between you and a potential aggressor until the “All clear” is given.

A lockdown will be used in an attempt to minimize the risk of violence and to increase the safety of students, staff, faculty and guests by restricting access to buildings and visibility to community members by a threatening person or by an event internal or external to the University. Lockdown or shelter in place procedures will only be invoked in situations that constitute life-threatening events and where a facility evacuation could be fatal.

PROCEDURE
If you hear the direction to shelter in place or lockdown over the public address system, classroom phones, an administrator announces in person or by any other means of communication, you are to follow the procedures below.

1. Staff must report threatening activities to the Mesa Police by dialing 911.
2. Call 911 from campus or cellphones when there is an imminent threat to life.
3. Notify those around you.
4. Move to a location within the building that has a lockable door and lock it; use a door wedge to secure door from inside; or stack furniture in front of the door.
5. Get out of the intruder’s line of sight. Move away from windows, doors and outer walls.
6. Crouch down and hide behind furniture.
7. Turn off all lights and close window blinds.
8. Be quiet and do not draw attention to yourself. Do not talk; turn off cellphones or turn to vibrate; turn down the ringer volume on any desk phones in the area.
9. Do not exit the building when a fire alarm sounds unless you have reason to believe that there actually is a fire in the building or you have been advised by the Mesa Police or other recognized first responder to evacuate.

WHAT TO DO IF CAUGHT INSIDE A BUILDING WHERE THE INTRUDER IS LOCATED:

1. Staff must report threatening activities to the Mesa Police by dialing 911.
2. Call 911 from campus or cellphones when there is an imminent threat to life.
3. Notify those around you.
4. Move to a location within the building that has a lockable door and lock it; use a door wedge to secure door from inside; or stack furniture in front of the door.
5. Get out of the intruder’s line of sight. Move away from windows, doors and outer walls.
6. Crouch down and hide behind furniture.
7. Turn off all lights and close window blinds.
8. Be quiet and do not draw attention to yourself. Do not talk; turn off cellphones or turn to vibrate; turn down the ringer volume on any desk phones in the area.
9. Do not exit the building when a fire alarm sounds unless you have reason to believe that there actually is a fire in the building or you have been advised by the Mesa Police or other recognized first responder to evacuate.
10. Be ready to move if your current location is deemed to be too dangerous. Always be on the lookout for possible escape routes.

11. Mesa Police or a recognized first responder will notify occupants when it is safe to resume normal activities.

12. Any person who knowingly initiates a false report that results in a shelter in place response will be referred for disciplinary action to the appropriate authority.

⚠️ IF YOU ARE OUTSIDE OR IN AN EXPOSED AREA DURING AN IMMEDIATE THREAT, YOU MUST DECIDE THE BEST COURSE OF ACTION FOR YOUR OWN SAFETY:

1. **Run** – If you think you can safely make it out of the area, then do so. If you decide to run, do not run in a straight line. Run in a zigzag fashion and try to keep objects, such as trees, garbage cans, buildings and cars, between you and the hostile person.

2. **Hide** – Go inside the nearest building. If you cannot safely get inside a building, use bushes, trees, walls and benches for cover.

3. **Fight** – Your last option, if caught in the open and in close proximity to the intruder, is to fight back. This is dangerous and not recommended.

**What to expect from police, during and after a violent situation occurs:**

1. Police officers’ top priority is to stop the violence as quickly as possible.

2. The officers responding to the call may not be wearing the traditional uniform, but will be wearing exterior bulletproof vests, helmets and be armed with semi-automatic rifles.

3. They will be giving loud, forceful and direct instructions.

4. Follow their commands.

5. The first police entry team will not stop to render aid to those injured.

6. The secondary entry team will assist and remove victims.

7. You may be searched and directed to run from the area with your hands above your head. These procedures are meant to increase police officer safety until the event is resolved.

8. You may be handcuffed temporarily until the officer has cleared you.
Lightning, Extreme Heat, Microbursts, Dust Storms, Hail

Thunderstorms and Lightning:
Thunderstorms produce lightning and other associated dangers like strong winds, hail and flash flooding. A thunderstorm is most severe when it affects one location for an extended period of time. Most thunderstorms produce heavy rain for a brief period of time. They are prevalent in warm, humid conditions and about 10 percent are classified as severe, meaning there is hail at least three-quarters of an inch in diameter or winds in excess of 58 mph.

If thunderstorms develop, count the seconds between the flash of lightning and the bang of the thunder to estimate the distance between you and the lightning strike. Because sound travels approximately 1 mile in five seconds, you can determine how far away the lightning is by using the Flash-to-Bang method. Start counting after the lightning flash until you hear the corresponding thunder. Divide that number by 5 to determine the distance in miles. It is recommended that you seek shelter if the time between the lightning flash and the rumble of the thunder is 30 seconds or less (6 miles). You should not return outdoors until 30 minutes after the last audible thunder. This is known as the 30/30 Lightning Safety Rule.

Lightning is unpredictable, which increases the risk of danger to individuals and property. Lightning may strike 10-15 miles away from the area where it is raining. “Heat lightning” is actually lightning observed from a thunderstorm that is too far away for thunder to be heard. Individuals struck by lightning carry no electrical charge and should be attended to immediately.

What to do in a thunderstorm:
• Do not go under a tree or stand near a metal fence.
• If you cannot get inside during the storm, squat low to the ground on the balls of your feet. Place your hands over your ears and your head between your knees. Make yourself the smallest target possible and minimize your contact with the ground. DO NOT lie flat on the ground.
• Avoid contact with corded phones. Cordless phones and cellphones are safe to use.
• Avoid contact with electrical equipment or cords.
• Avoid contact with plumbing. Do not wash your hands, take a shower, wash dishes or do laundry.
• Stay away from windows and doors.
• Take shelter in a sturdy building.

Extreme Heat:
In extreme heat and high humidity, evaporation is slowed and the body must work extra hard to maintain a normal temperature, pushing the human body beyond its limits. Severe conditions can induce heat-related illnesses such as heat cramps, heat exhaustion and heat stroke. Older adults, young children and those who are sick or overweight are more likely to succumb to the effects of extreme heat.
• Stay indoors in a cool space as much as possible and limit exposure to the sun.
• If air conditioning is not available, stay on the lowest floor. You may want to consider going inside public buildings such as libraries, shopping malls or other community facilities.
• Avoid eating salty foods, drink plenty of water and limit alcohol consumption.
• Dress in loose-fitting, lightweight and light-colored clothes.
• Protect your face and head by wearing a wide-brimmed hat.
• Avoid strenuous outdoor work during the warmest part of the day. If you cannot avoid working outdoors, drink plenty of fluids and take frequent breaks.

**Microbursts:**
A microburst is a small, very intense downdraft that descends to the ground resulting in a strong wind divergence. The size of the event is typically less than 4 kilometers across. Microbursts are capable of producing winds of more than 100 mph, causing significant damage. The life span of a microburst is around 5-15 minutes.
• Go to a safe place immediately and protect yourself under a sturdy object such as a desk or table.
• Go to a bathroom, closet or interior hallway in the center of the building on the lowest floor.
• If outside, lay flat in a ditch or low-lying area with your hands protecting your head.

**Dust Storms:**
Dust storms naturally occur in dry land areas. They are more likely to happen during the summer and especially during periods of severe drought. During a dust storm, visibility becomes very poor and air quality is greatly reduced to the extent that it can have a negative impact on health.

**Ways to prepare for and protect yourself against a dust storm:**
• Carry a mask designed to filter out small particulates. Medical masks work well. Carry airtight goggles to protect your eyes.
• Carry a supply of water as dust storms most often occur during very hot weather conditions. You may quickly become dehydrated by the dry heat and high winds.
• Carry clothing that covers your body, face and head to protect you. In a dust storm, particles of dust and sand can hit your body moving at 75 mph or more.

**Get out of the area:** If you see a dust storm approaching and you are in a vehicle, you may be able to outrun the storm. If the storm is catching up with you, stop and prepare for it. Once the storm reaches you, it will only be a matter of seconds before you will not be able to see anything around you.

**Watch out for related weather dangers:** Ideal dust storm conditions are also perfect conditions for thunderstorms. Lightning and heavy rains often accompany a dust storm. Watch for flash floods and take precautions as you would in any thunderstorm.
**Tips:**

- It is sometimes recommended to get to high ground in a dust storm, since the densest concentration of sand is close to the ground. If you can find a safe, solid, high point, this may be a good idea, but only if the storm is not accompanied by lightning and only if there is no danger of being struck by heavier flying debris.

- Avoid wearing contact lenses in areas prone to dust storms. If you find yourself involved in a dust storm, remove your contacts immediately as the small particles in the air can become trapped under lenses, scratch your eyes and potentially cause permanent damage.

- While dust storms are most likely to occur in hot weather, they can form at any time of year, and the frigid winds of a winter dust storm can quickly lead to hypothermia.

- While a desert climate or drought provides the perfect conditions for dust storm formation, the likelihood of a storm depends on many factors. Recent plowing or farming operations can contribute to the likelihood of a dust storm, as can construction and other man-made changes to soil conditions.

- In desert areas, vehicles often create their own mini-sandstorms or dust storms. This becomes a problem when several vehicles are traveling together or when using an all-terrain vehicle for recreational purposes. Clouds of dust can quickly damage moving parts and decrease visibility, increasing the likelihood of an accident. Respiratory problems may also increase. Anyone finding themselves in these circumstances should wear a mask.

- If there is no dust storm but you are traveling in dusty areas, take precautions to protect electronics, cameras, cellphones, laptops and tools by wrapping them, preferably in plastic.

- If you live in a dry area, pay attention to air quality advisories. When warnings are issued, stay indoors or wear a mask if you must go outside. Breathing even small amounts of dust over long periods of time can cause numerous respiratory problems and even death.

**Hail:**

Hail is precipitation in the form of a chunk of ice that forms inside storm clouds. It begins as tiny ice pellets that collide with water droplets. The optimum freezing level for the formation of hail is 8,000-10,000 feet. The water droplets attach themselves to the ice pellets and begin to freeze as strong updraft winds toss the pellets and droplets back up into the upper, colder regions of the cloud. As the attached droplets freeze, the pellets become larger.

- Find shelter. Avoid water, high ground, isolated trees, picnic shelters and open spaces.

- Stay indoors and away from windows, glass doors and skylights, which can shatter if hit by hailstones.

**SAFE SHELTER LOCATIONS:**

- Gillett Hall – Inside classrooms 102 and/or 103
- Gregory Enrollment Center – Inside janitor’s closet next to pantry
- Mesa Center for Higher Education – Inside classroom 038

**LIGHTNING, EXTREME HEAT, MICROBURSTS, DUST STORMS, HAIL — PAGE 3 OF 3**
An automated external defibrillator (AED) is used to treat victims who experience sudden cardiac arrest (SCA). An AED is only to be applied to victims who are unconscious, not breathing normally and showing no signs of circulation. The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver a shock.

**Volunteer Responder**

Anyone can, at their discretion, provide voluntary assistance to victims of SCA. The extent to which these individuals respond shall be appropriate to their training and experience. These responders are encouraged to contribute to an emergency response only to the extent that they are comfortable. The emergency medical response of these individuals may include CPR and/or AED use. Follow the AED prompts.

**AED Pads**

The AED is equipped with one set of pads for persons age 8 and older.
Be aware of flood hazards no matter where you live or work, but especially if you are in a low-lying area, near water, behind a levee or downstream from a dam. Even very small streams, gullies, creeks, culverts, dry streambeds or low-lying ground that appear harmless in dry weather can flood.

**FLOODED/FLASH FLOODS**

Follow the procedures below to protect yourself during a flash flood:

- Be ready to evacuate the building you are in as directed by Mesa first responders and/or the designated official.
- Meet at the evacuation assembly area for the building you are in for further information. If that area is not suitable for evacuation, then follow the directions of the first responders.
- If caught outdoors, move to higher ground and stay there.
- Do not drive through floodwater as only 6 inches of water is enough to reach the bottom of most passenger cars, and can cause a loss of control or stalling. A foot of water can cause many vehicles to float away.
- Avoid moving water.

- If your car stalls in rapidly rising waters, get out immediately and move to higher ground.
- Return home only when authorities indicate it is safe to do so.
- If you must walk or drive in areas that have been flooded:
  - Stay on firm ground. Moving water only 6 inches deep can sweep you off your feet. Standing water may be electrically charged from underground or downed power lines.
  - Flooding may have disrupted once familiar places and landscapes, eroding roads and walkways. Flood debris may hide animals and broken bottles, and cause the ground to be slippery. Avoid walking or driving through a flooded area.
- Be aware of areas where floodwaters have receded. Roads may have weakened and could collapse under the weight of a car.
- Stay out of any building if it is surrounded by floodwaters.
- Use extreme caution when entering buildings. There may be hidden damage, particularly in foundations.
First Aid

Basic first aid should be self-administered when feasible.

Medical Emergency
In case of a serious injury, contact 911 immediately. When warranted, only trained personnel should assist with the victim until help arrives.

First Aid/Bodily Fluid Kits

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>FIRST AID KIT</th>
<th>BODILY FLUID KIT</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gillett Hall</td>
<td></td>
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<tr>
<td>Reception Desk</td>
<td>X</td>
<td>X</td>
<td>8:00 a.m.-10:00 p.m.</td>
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<tr>
<td>Gregory Enrollment Center</td>
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<tr>
<td>Pantry</td>
<td>X</td>
<td>X</td>
<td>8:00 a.m.-5:00 p.m.</td>
</tr>
<tr>
<td>Mesa Center for Higher Education</td>
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<td></td>
</tr>
<tr>
<td>Chemistry Lab, Room 038</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Handling of Bodily Fluids

Bodily fluid accidents can occur at any time. To protect yourself and others from the possibility of exposure to contaminated fluids (blood, vomitus, etc.). Only trained personnel should handle first aid situations and make sure the waste is disposed of using a red biohazard bag.

WASH HANDS THOROUGHLY WITH SOAP AND WARM WATER.
If you hear the direction to “EVACUATE,” you are to follow these procedures:

- Evacuate the building when the alarm system sounds or when instructed to do so by the Mesa Fire Department or the appropriate personnel.

- Aid those needing assistance.

- Use the nearest exit. Once outside, proceed to the evacuation assembly area. Stay in the designated area until a head count can be taken by your supervisor, teacher or other designee.

- If the need arises that students, staff and guests must be evacuated to an area other than the evacuation assembly area, be prepared. Appropriate personnel will announce the move to a new area. Stay in the new designated area until all staff and guests can be accounted for.

- Do not re-enter the building unless told so by the Mesa Fire Department or their designee.

**EVACUATION OF THE MOBILITY RESTRICTED AND MOBILITY IMPAIRED**

**Mobility Restricted Individuals**

Mobility restricted individuals are those with disabilities who might impede rapid building evacuation. Examples include those who are blind or deaf, or whose mobility is restricted by use of walkers or crutches. Assistance can be provided by guiding them to the refuge area in the stairwell. Proceed out of the building notifying Campus Safety or the Mesa Fire Department of the person’s location.

**Mobility Impaired Individuals**

To assist individuals with disabilities who require the use of wheelchairs, proceed as follows:

- Call 911. Provide as much information as possible. Most importantly, provide the person’s location.

- Move the impaired individual near the refuge area in the stairwell (where applicable) and proceed out of the building notifying Campus Safety or Mesa Fire Department of the person’s location.

- If the hazard becomes life-threatening, move the individual into a room and close the door. Inform Campus Safety or Mesa Fire Department of the person’s new location.
**EVACUATION ASSEMBLY AREAS**

**GILLET HALL**
- A Southside parking lot or parking garage.

**GREGORY ENROLLMENT CENTER**
- B Mesa Arts Center Main Street bus stop.

**MESA CENTER FOR HIGHER EDUCATION**
- C Northeast parking lot.

**MESA FAMILY YMCA**
- D Contact YMCA staff for evacuation information.

**PHOENIX MARRIOTT MESA**
- E Contact hotel staff for evacuation information.