



**NORTHERN  
CAREER  
INSTITUTE**

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# **Emergency and Safety Information Handbook**

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# Emergency Phone Numbers and Reporting Emergencies

## ***What to do:***

1. Eastlake Police Department:
  - Non-Emergency: 440-951-1400
  - Emergency: 9-1-1
2. Stay on the line with the dispatcher.
3. Provide the following information:
  - Address
  - Location
  - Thorough description of the incident

## ***Tips:***

- The school will make any necessary announcements regarding emergencies or campus closings.

## Medical Emergency

### ***What to do:***

1. Call EMS at 9-1-1 if a life-threatening injury.
2. Stay on the line with dispatcher.
3. Provide the following information:
  - Phone number at location
  - Address and location description
  - Number of victims involved
  - Is victim conscious?
  - Is victim breathing?
  - Does victim have a pulse?
  - Is there severe bleeding?
  - Are there violent people on the scene?

### ***Tips:***

- As you speak, response units may be enroute, so don't cut information short. Be thorough!
- Details of the medical emergency are very helpful to first responders.
- Designate someone to flag down Police/Fire/EMS and direct them to the emergency.
- Unless trained, do not attempt to render any first aid.
- Do not attempt to move an injured person, unless there is imminent danger.
- Stay on the scene after help arrives to provide EMS/Police with pertinent information.
- Limit your conversation with the victim to statements that reassure. Do not call attention to the severity of their situation.
- If the person is conscious, ask for any known medical history and medications.

# Fire or Explosion

## ***What to do:***

1. **Report it** -
  - Call Fire Department by dialing 9-1-1.
2. Stay on the line with dispatcher.
3. Provide the following information:
  - Address and location description
  - Phone number at location
  - Detailed explanation of the situation
4. Pull fire alarm switch as you depart building if one is available.
5. Evacuate using the nearest exit. Information on evacuation routes are posted in every room. Avoid using elevator or ordinary stairs; use emergency stairways/exits.
6. Move at least 100 feet away from the danger; more if needed or directed.
7. Inform emergency responders and/or building administrators of any missing people.

## ***Tips:***

- Use portable fire extinguisher if appropriate, aimed at the base of the fire, as you escape.
- Never allow the fire to come between you and the exit.
- A fire can double in size every thirty seconds, so speed is essential!
- If environment is smoky, stay low and go. Crawl to fire exits.
- Open doors carefully. Watch for dangers such as falling objects.
- If there was an explosion, be prepared for more.
- Do not stand in fire lanes.

## ***Be prepared:***

- Locate and learn how to use exits, evacuation routes, and emergency stairways in your path before an emergency exits.
- Practice exiting your area by imagining you are in the dark, smoky environment -- count doorways, turns, etc.

## Fumes, Vapors, and Gas Leaks

### ***What to do:***

1. Avoid turning lights or appliances off and on. Any spark may cause an explosion.
2. **Report it** -  
Emergency: 9-1-1
3. Alert Plant Supervisor.
4. Stay on the line with dispatcher.
5. Provide the following information:
  - Address and location description
  - Phone number at location
  - Detailed explanation of the situation
6. Evacuate using the nearest exit. Information on evacuation routes are posted in every room. Avoid using elevator or ordinary stairs, Instead, use emergency stairways/exits.

### ***Tips:***

- Any spark may cause an ignition leading to an explosion.
- You may be overcome by gas fumes, so evacuate quickly.
- Some dangerous gases do not have an odor.

## Power Outage or Water Leaks

### ***What to do:***

1. Report power outage or water leak to someone in the main office.
2. Provide the following information:
  - Location of the incident, building, floor, and nature of the incident
  - Any noises or occurrences that preceded the incident
  - Floor(s) or area(s) affected

### ***Tips for power outage:***

- Evacuate using the nearest exit. Information on evacuation routes are posted in every room. Avoid using elevator or ordinary stairs, instead, use emergency stairways/exits.
- Do not re-enter the building until the all-clear is given.
- Be alert for the possibility of fire, smoke, or explosions.
- If a hazard exists, evacuation may be necessary.
- The school will make necessary announcements regarding emergencies or campus closings.

### ***Tips for water leaks:***

- A steam leak can cause severe burns, displace oxygen, and moisture from steam can conduct electricity. Evacuate the building.
- Beware of electrical sources. Do not unplug or remove an electrical appliance from a flooded area.
- The school will make necessary announcements regarding emergencies or campus closing.

# Snow Emergency Levels

## ***Level 1 - Snow Alert:***

Roadways are hazardous with blowing and drifting snow. Roads are also icy, drive carefully.

## ***Level 2 - Snow Advisory:***

Roadways are hazardous with blowing and drifting snow. Only those who feel it is necessary to drive should be out on the roadways.

## ***Level 3 - Snow Emergency:***

All roadways are closed to non-emergency personnel. No one should be out during these conditions unless it is absolutely necessary to travel.

Those traveling on the roadways may subject themselves to arrest.

## **Emergency Announcements**

In the event that the Northern Career Institute must close or alter its operating schedule due to severe weather or other emergencies, an announcement will be broadcast on our website, through text message, phone call and/or email.

## Campus Evacuation or Closure

*In case of campus-wide evacuation/closure, the campus will be evacuated systematically. The evacuation/closure may be due to an emergency on campus or in the community, or it may be due to a non-emergency situation.*

### **For a foot evacuation:**

1. A gathering point will be communicated to you. Walk to that location and wait for further instructions.
2. Due to the variables of an emergency, evacuation points can change. Be prepared to adapt.
3. If you are given a specific route to take while evacuating, take that route in order to avoid walking into a dangerous area. An emergency is not the time to argue with the police.

### **For vehicle evacuation:**

1. Report directly to your vehicle and leave the campus following the route that is communicated to you by the authorities.
2. If you are given a specific route to take while evacuating in your car, take that route to avoid driving into a dangerous area.

### **Tips:**

- Hazards may exist that you are not aware of, so please follow directions carefully.
- Be aware of your surroundings during an evacuation, looking for any potential threats, dangers, or changes in directions.

*You **must** evacuate when ordered to do so, or be subject to arrest for interfering with a safety officer at an emergency. This includes both the activation of an audible/visible fire alarm and/or verbal orders from police, fire, EMS, and emergency response team members. Our goal is to protect lives and property.*

## Tornados or Severe Weather

### ***What to do:***

1. If you observe a tornado, notify those in your area to seek shelter.
2. Call the Eastlake Police at 440-951-1400.
3. When a warning is sounded, cease classes and campus operations immediately. All rooms have information posted identifying shelter locations.
4. Immediately report to the designated shelter in place, or a lower level interior room or hallway. Avoid windows, auditoriums, gymnasiums, or other structures with free-span roofs. Each room has a designated shelter posted next to the door.
5. Remain in a safe location until police give the all clear.

### ***Tips:***

- A **warning** means a tornado has been sighted. A **watch** means the weather conditions could produce threatening weather.
- Identify shelter sites before a tornado threat occurs.
- Avoid areas with glass or loose items that can become airborne projectiles.

# Earthquake

## ***If you are inside:***

1. Watch for falling objects.
2. Crawl under a sturdy table near an exit.
3. Stay away from windows, mirrors, bookcases, filing cabinets, and electrical equipment.

## ***If you are outside:***

1. Move to an open area away from buildings, trees, and power lines.
2. If forced to stand near a building, watch for falling objects.

## ***If you are in an automobile:***

1. Stop in the nearest open area.
2. Stay in the vehicle until the shaking stops.

## ***After an earthquake:***

1. Be prepared for aftershocks.
2. Open doors carefully. Watch for falling objects and dangerous debris.
3. Do not use elevators.
4. Do not use matches or open flames due to flammable gases.
5. Avoid using telephones that could spark an explosion.
6. Do not move the injured unless there is eminent danger.
7. Follow the instructions of emergency personnel.
8. Report missing people.

## Building Evacuation

### ***What to do:***

1. Follow the evacuation route displayed in each classroom.
2. If time permits, gather personal belongings such as coat, purse/book bag and keys.
3. Designate a gathering point in case your group gets separated during evacuation. Further instructions will be provided when time permits.
4. Form a line and evacuate out the nearest safe exit.
5. When you reach your designated gathering point, count the number of people in your group.
6. Keep all people together while waiting outside for further instructions.
7. Report any missing people to police or any emergency response team member.
8. Report your room number and the number of missing individual(s) to safety officials and/or building administrator.
9. Re-enter the building only when police or emergency response team members have given the all-clear.

### ***Tips:***

- Adapt evacuation routes to avoid walking near suspicious items that could be bombs/improvised explosive devices.
- Do not allow individuals to report to their vehicles and exit campus unless ordered to do so by police or emergency response team members.
- It may be unsafe to walk/travel in certain areas, or start auto ignitions which could spark an explosion.

## Shelter-in-Place

*A shelter-in-place order occurs when the outside environment is not safe to enter.*

### **What to do:**

1. All people on campus must immediately report inside and be prepared to stay inside until the area is cleared.
2. No matter how physically or emotionally uncomfortable you may become, you must not open a door or window. To do so may jeopardize the lives of everyone. No one is to be outside the secured area.
3. Follow the directions of your instructor, administration and emergency responders.