



Reporting Medical Emergencies

The District Police Authority Department has immediate access to the local Police/Fire Departments. The District Police Authority Department will contact and coordinate the local emergency responders. Serious medical problems will be handled through the local Fire and Rescue Department. The District Police Authority Department will provide basic care for the victim until responders are on scene.

The District Police Authority Department only provides basic first aid to individuals with minor injuries: cuts, scrapes, bruises, sprains, strains, insect bites, and bee stings. No medications including aspirin will be dispensed.

Transportation for injuries or illness which is non-life threatening but for which medical treatment is needed is the responsibility of the individual. The District Police Authority Department does not provide transportation for medical reasons.

The District Police Authority Department will provide care for seizure victims until local Rescue Team arrives by protecting the person from injury and keeping the airways clear. If a seizure victim does not want the local Fire and Rescue Department contacted, the District Police Authority Department requires a waiver of ambulance transport form to be completed.

Reporting a Fire

The District Police Authority Department will immediately notify the local Fire and Rescue Department. The District Police Authority officers will help with the evacuation and manage traffic in order for fire trucks and rescue vehicles to have clear access to the scene.

Emergency Phones

The campuses will be equipped with Emergency Telephones in strategic locations in the hallways. You can use these telephones, situated in strategic locations and identified with emergency signs, to report crimes in progress, suspicious persons, medical emergencies, or concerns about personal safety. Picking up the emergency telephone activates an alarm in the District Police Authority Communications Center. District Police Authority officers will respond to the location of an activated emergency telephone, regardless of whether the Communications Center has voice contact with the person activating the telephone.

Emergency Reaction Plan - An Emergency Reaction Plan is available at each District Police Authority office to provide quick instructions on what to do in certain emergencies.

Campus Emergency Response/Evacuation

This information is designed to provide general guidance in the event of an emergency. The procedures outlined are intended to prevent injury to persons and to reduce campus damage. In any emergency, the first step is to take care of you.

Faculty and office staff should inform others about weather-safe zones and emergency exits.

All persons with disabilities who may need assistance during an emergency should arrange with volunteers from their classes or offices for assistance. A person with a disability may request an appointment to review emergency evacuation procedures from the Administration office.

In case of emergency or incident, please call District Police Authority at the appropriate number above. If no immediate answer, call

911. Closely follow any instructions received. Do not hang up until you are sure no further information is needed.

To report an emergency, state, "This is an emergency," then give the dispatcher the following information:

- The nature of the emergency
- Your name
- The phone number from which you are calling
- Your location

If the fire alarm sounds, evacuate the building:

- Move quickly, but in an orderly fashion, to the nearest exit and continue to a safe distance from the building (approximately 100 yards).
- Do not use the elevators.
- Keep clear of emergency vehicles.
- Stay with the group from your area or with your class.
- Stay out of the building until you hear the "ALL CLEAR".