

Safety Policy 801

Emergency Situations

Effective Date: March 1, 2018
Supersedes Date: Not applicable
Review Date: May 2026

Policy: All personnel should be prepared for an emergency.

Procedure:

- I. Personal Emergency Information
 - a. CSD client emergency data are kept in their electronic medical record.
 - b. CSD personnel submit their emergency contact information through Team CSD in the CSD Faculty and Staff channel.
 - c. CSD students submit their emergency contact information in their clock hours system profile.
- II. Emergency Evacuation Procedures
 - a. In the event of an emergency, call 911 or the U of M Campus Police 678-4357 (678-HELP).
 - b. If you are told to evacuate, you should do so immediately.
 - c. Faculty and staff are responsible for making sure that all handicapped persons in their charge leave the building safely.
- III. Fire
 - a. Use listed primary exits in case of emergency unless they are blocked. A floor plan is posted in the hallways indicating the primary and alternate exits.
 - b. Elevators are not to be used in case of fire.
 - c. People with mobility impairments who are not on the first floor should move to the stairwells located in the four corners of the building. Someone (faculty or staff) must stay with the person, while another person directs emergency/rescue personnel to their location.
 - d. On the first floor, clients should be led out of the building.
 - i. At no time should clients be left unattended during a building evacuation.
 - ii. A wheelchair is in the MSHC file room on the first floor, if needed.
 - e. The assembly point in the event of a fire is the parking lot behind the building, behind the second row of parking spaces. All personnel should assemble there and wait for a head count.
 - f. Do not block fire lanes and building entrances and do not re-enter the building until given the all-clear from Campus Police or emergency personnel.
- IV. Shelter in Place
 - a. In the event of a shelter in place emergency, everyone should head inside.
 - b. Close and lock all windows and doors, where possible. Try to shelter in spaces where there is room for everyone to sit.
 - c. Close fire-doors if possible.
 - d. Report everyone who is with you to the Dean via email (ljrmlwcz@memphis.edu).

- e. Await further instruction.

V. Tornado

- a. In case of a tornado warning, all occupants should proceed to the ground floor to the internal hallways in the clinic.
- b. If the ground floor cannot be reached (e.g., wheelchair bound), find an interior room or hallway.
- c. Stay away from rooms with windows.

VI. Earthquake

- a. In the event of an earthquake, occupants should follow the “Drop, Cover, and Hold On” technique. Drop to the ground, take cover under a sturdy object (e.g., desk) or cover your head and neck, and hold on.
- b. Avoid windows and unsteady objects that could fall.
- c. Do not try to exit the building during the earthquake.
- d. Do not use elevators.
- e. After the earthquake, if the building is damaged, evacuate and alert Physical Plant and Police Services of building damage.

VII. Active Shooter

- a. If a shooter is outside your building and you are inside, go to a room that can be locked, close all doors and windows and turn off the lights. If possible, have everyone get down on the floor and out of view from windows & doors.
- b. Call 911 and alert them to the situation. Stay out of sight until you get an ‘all clear’ message from the University or law enforcement.
- c. If a shooter is inside your building, follow the procedure above. If a locked room is not available, go to a room, close the door and have everyone gather along the wall nearest the door. Avoid clumping together and barricade the door as you are able. Cellphones should be put on silent.
- d. If a shooter enters your classroom or office, call 911 and let police know the shooter’s location, if possible. If you cannot speak, leave the line open. Your goal should be to either escape or hide. Trying to physically overpower the shooter should be used only as a last resort. If you decide to escape, do not attempt to take injured people with you. Let emergency personnel know where they are. Have an escape route and plan in mind and keep your hands free.
- e. Regardless of where you are relative to the shooter, do not leave campus until emergency personnel have indicated it is safe to leave (see E. Shelter in Place).

VIII. Medical Emergency Procedures

- a. Follow appropriate CPR/First Aid guidelines.
 - i. Students: Call for help if alone with a client.
 - ii. Notify a supervisor or faculty member.
 - iii. If possible, send another student for a faculty member.
 - iv. Notify a family member or other appropriate person to come to the location of the emergency.
 - v. If unable to reach a family member or guardian and if emergency treatment is warranted:

1. Individual involved will call 911 or campus police and will accompany client to the hospital if the parent is not present.
2. Clinical faculty member will notify family member via phone.
3. An AED is in the mail/copy room (1064) in the clinic.
4. [Incident report](#) must be filed by the supervising clinician/clinical faculty member within 24 hours of event. See Phys-306.