

**RCCD**

RIVERSIDE COMMUNITY  
COLLEGE DISTRICT

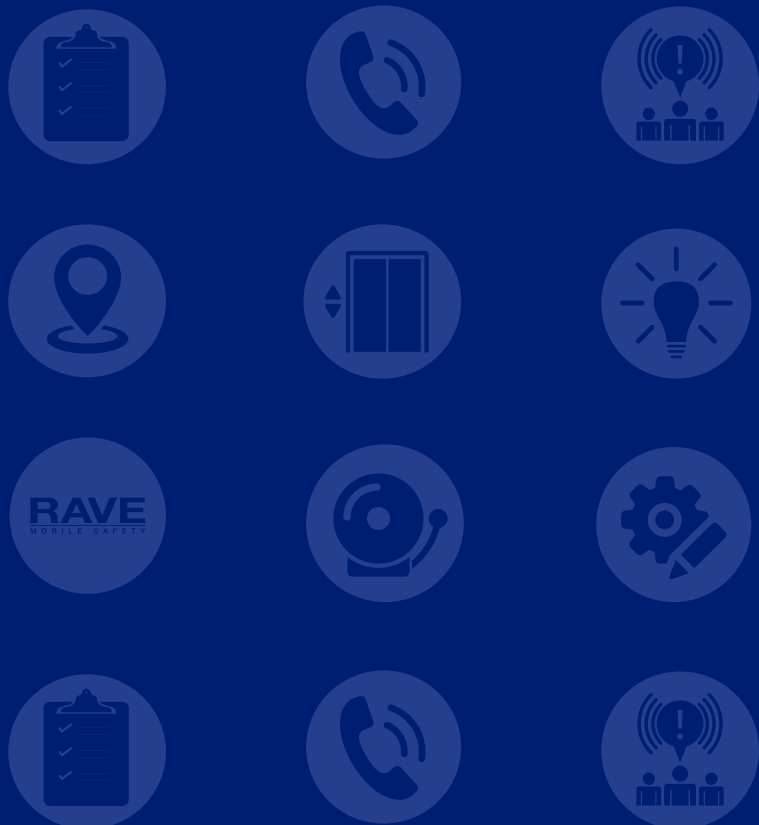
MORENO  
VALLEY  
COLLEGE

NORCO  
COLLEGE

 **RCC**  
RIVERSIDE CITY COLLEGE

# EMERGENCY

## REFERENCE GUIDE



# EMERGENCY PROCEDURES

## RCCD Emergency Procedures



### ACTIVE SHOOTER INFORMATION

An individual must use his/her own discretion during an active shooter event as to whether he/she chooses to run to safety or remain in place.

Be prepared to run, shelter in place, or take on the shooter.

Remember- RUN, HIDE, FIGHT

#### IF OUTSIDE WHEN A SHOOTING OCCURS

- Run away from the threat if you can, as fast as you can. Run in a zigzag pattern, and use vehicles, bushes, trees and other objects that could shield you from the view of a shooter.
- If you can get away from the area of immediate danger, call for help (9-1-1) and warn others.
- If you are unable to run away, drop to the ground immediately, face down as flat as possible. If within 15-20 feet of a safe place or somewhere out of the suspect's view, duck and run into it.
- Move or crawl away from gunfire, utilize any obstructions between you and the gunfire.
- When you reach a place of relative safety, evaluate your location to determine if it is a good place to hide. If so, stay down and do not move.
- Wait and listen for directions from RCCD Police. When the Police arrive, obey commands. You may be told to lie face down, raise up your hands, or may be handcuffed. This is for safety reasons. Do not run at the Police.

#### IF INSIDE WHEN A SHOOTING OCCURS

- If possible, quickly exit the building and evacuate to a safe area away from danger.
- Call 9-1-1 when it is safe to do so
- If not possible to exit safely, stay inside the classroom/office.
- If possible, close and lock the door and barricade it.
- Close the blinds, turn off the lights, remain quiet and move behind objects that may conceal you from the suspect. Stay on the floor, away from the doors or windows, and do not peek out to see what is happening.
- If the armed assailant enters your area, your option may be limited to fighting them to survive. Use anything you can find as an improvised weapon and attack with others if possible.

See something, say something!



# EMERGENCY PROCEDURES

## RCCD Emergency Procedures



In an Emergency, if you are instructed to:

### SHELTER IN PLACE

You may be advised to “shelter in place” when there is a **threat to public safety**, and the recommended action is for all people to stay in or seek a room/area that can be locked or secured.

- Outside activities are suspended.
- Exterior doors remain secured until further notice.
- If there is no exterior door, go to a nearby room, and lock the door. Do not stay in the hallway.
- Stay within the secured location/area. You may move throughout a locked building if necessary.
- If you are outdoors, seek shelter in a nearby building or a secured area as quickly as possible.
- Do not leave the secured location/building unless instructed by the police or until an “All Clear” message is received via RAVE alert.

### LOCKDOWN

A lockdown may be declared during situations that pose an **immediate danger to life**, such as an active shooter event. A lockdown isolates employees and students in a secured location to limit exposure to the risks.

- Lock and block entrances, close windows and blinds, and turn off lights.
- Stay out of sight from doors and windows to conceal yourself.
- Remain silent and silence electronic devices.
- If in hallways, seek shelter immediately in the nearest classroom or office suite.
- Remain in classrooms or offices once it is secured.
- If outdoors, immediately take cover in a nearby building or find a hiding place.
- Do not open the door unless instructed by police or until an “all clear” message is received via RAVE alert.
- If directed by police to leave the secured area, assist others in moving as quietly and quickly as possible.

These guidelines will help you remember what to do during a Shelter in Place or Lockdown event. But each situation may present unique challenges. The most important aspect of both a Shelter in Place and Lockdown event is to put effective barriers between you and the threat. The recommendation to shelter in place or lockdown will be conveyed through the RAVE alerts, and it is critical to monitor the RAVE alerts during and emergency event.

The actions taken in the initial minutes of an emergency are critical. Plan ahead, and know your options. If you become aware of an emergency before receiving an official alert, take action to make sure you are safe and contact emergency responders by dialing 911.

For more information, please visit the Risk Management website:

<http://www.rccd.edu/admin/bfs/risk/Pages/index.aspx>



# EMERGENCY PROCEDURES

## RCCD Emergency Procedures



## FIRE SAFETY

### When Fire or Smoke is Discovered

- Activate the fire alarm using a manual pull station.
- Evacuate the building using the nearest exit or stairwell. Do not use the elevator in an emergency.
- Assist anyone requiring help to evacuate the building.
- If you are caught in smoke, drop to your hands and knees and crawl; breathe shallowly through nose and use your shirt or jacket as a filter to cover your nose and mouth.
- Proceed to evacuation area.
- If your clothing catches fire, DO NOT RUN. Stop...Drop...Roll.
- Never re-enter the building until given the "all clear."

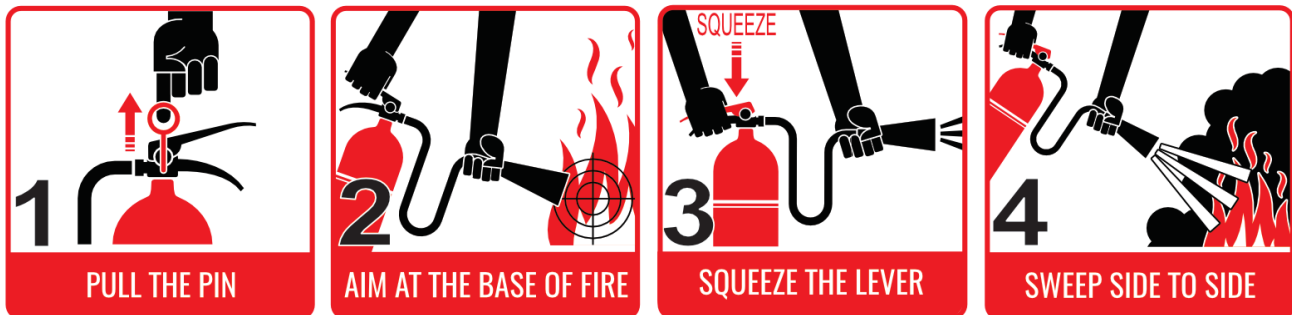
### If trapped by a fire in a room

- Place (moist, if possible) cloth material around/under the door to prevent smoke from entering.
- Retreat-close as many doors as possible between you and the fire.
- If possible, turn off the HVAC system.
- Be prepared to signal from windows, but do not break glass unless necessary. (Outside smoke may be drawn in.)
- If you have to break a window, break from the top down and make sure to clear the shards.

**TREAT ALL ALARMS LIKE A REAL EMERGENCY. DO NOT ASSUME IT'S A FALSE ALARM!**

### How to Use a Fire Extinguisher

You can use a fire extinguisher to put off a small fire if trained



# EMERGENCY PROCEDURES

## RCCD Emergency Procedures



## BUILDING EVACUATION

### Evacuation Procedures

1. Everyone must leave the building immediately if the fire alarm is activated or if directed to do so by RCCD Police, emergency personnel, Safety officers or building/floor captains
2. Close the door to the office or classroom when you are leaving.
3. To exit the building, use the nearest safe exit or exit stairwell. Never use elevators in an emergency evacuation.
4. If the nearest exit or exit stairwell is obstructed by smoke, fire or other hazards, proceed to another exit or exit stairwell.
5. During stairwell evacuation, hold the handrail and stay to one side of the stairwell. Allow enough room for others to enter the flow of traffic.
6. Make every effort to evacuate persons with physical limitations without interfering with the egress of others. If a person cannot be moved they may need to shelter in place until help arrives.
7. Once outside the building, assemble away from the facility and stand by for instructions from emergency personnel. Every department should have an agreed-upon evacuation assembly location outside the building.
8. Do not re-enter the building until given the "all clear" by emergency personnel.

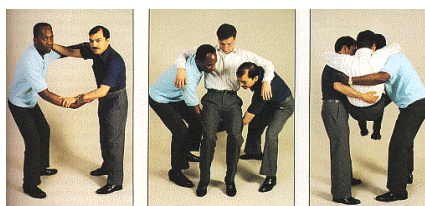
### Emergency Evacuation for People with Disabilities

In the event of a building evacuation, some individuals with disabilities may require special assistance. Everyone can help by becoming aware of those who may need assistance.

#### Mobility Disability - Wheelchair User

For wheelchair users on upper floors, assistance normally will be provided by trained Fire Department personnel. Building occupants should remain with the disabled person in a room with an exterior window, a telephone, and a solid door. Send someone out to notify emergency personnel of the location of the person in need of assistance. Fire Department personnel then can assist the person.

When individuals with mobility disabilities are in immediate danger and cannot wait for professional assistance, ask them first for advice about how to best assist or move them before attempting any rescue. One technique for evacuating individuals with mobility disabilities is the **two-person cradle carry** as shown. Never leave the wheelchair in a stairwell.



#### Visual Disability

- Explain the nature of the emergency. Alarms or confusion may disorient a person, even when normally familiar with the area.
- Give verbal instructions and guide individuals to safety by having them hold onto your arm below the elbow.
- Verbally say where you are as you walk and describe any obstacles in the path.
- When you have reached safety, orient individuals as to where they are and ask them if they need further assistance before leaving.

#### Deaf and Hard of Hearing

- Get the attention of individuals by touching their shoulders, flashing room lights, or waving your arms.
- Write on a board or paper the nature of the emergency and evacuation route.
- Use visual cues and gestures to explain what is happening and what to do

# EMERGENCY PROCEDURES

## RCCD Emergency Procedures



### QUAKE SAFETY

#### DURING A QUAKE - TAKE COVER

##### DUCK



##### Indoors:

- Stay indoors and take cover where you are. **DROP, COVER, and HOLD** on under a sturdy desk or table.
- Watch for falling plaster, light fixtures, high bookcases, shelves, and other furniture that might slide or topple.
- Stay away from windows and mirrors.
- Do not run outdoors; falling debris or electrical wires may hit you.

##### COVER



##### Outdoors:

- Avoid high buildings, walls, power poles, and other objects which could fall.
- Do not run through streets.
- If possible, move to an open area away from all hazards. Protect your head and neck.

##### In Your Car:

- Stop in the safest place available, preferably an open area.
- Do not stop on a bridge or under an overpass.

##### HOLD



##### If in an Elevator:

- If power fails, elevators will stop and lights will go off.
- Be patient. Emergency personnel will rescue you as soon as possible.

#### AFTER A QUAKE....

- Expect aftershocks over the next hours or days.
- Check yourself and others for injuries. Report any injuries to supervisor or call Medcor at 800-775-5866 to be directed to the nearest medical facility.
- Assess your surroundings, check for damage and hazardous conditions. Report them to your supervisor or emergency personnel.
- Phone systems may be severely impacted. Limit phone use to emergency calls only.
- **DO NOT EVACUATE AUTOMATICALLY.** Outdoor hazards may be greater than indoor hazards.
- If asked to evacuate to assembly areas, move swiftly. Grab keys, personal items and emergency supplies only if convenient and safe to do so. **DO NOT USE ELEVATORS.**
- Follow directions of emergency responders and/or building/floor captains.

#### INDIVIDUALS WITH SPECIAL NEEDS

- Make a list of any special needs, medications, or equipment that you have. Always keep an updated copy of the list with you.
- Keep any auxiliary device you use, along with extra batteries, medications, or other necessary items nearby at all times.
- Arrange to have "buddies" help you during an emergency.
- Know how to take cover during a quake. If you are in a wheelchair, lock the wheels once you are in a protected location.
- If you cannot move safely and quickly, stay where you are. Cover your head and body with your arms, a pillow, or a blanket.
- Call for help if you need it.

# EMERGENCY PROCEDURES

## RCCD Emergency Procedures



## MEDICAL EMERGENCIES

### Medical Emergencies

- Call 9-1-1 from any available telephone and describe the nature of the medical problem and the location of the emergency on campus.
- Do not move the victim unless an imminent hazard makes it unavoidable.
- Keep the victim comfortable.
- Look for any ID, Rx, medical ID necklace or bracelet, etc.
- Have someone meet and escort medical personnel to the victim.

#### IF YOU HAVE BEEN TRAINED

- Control severe bleeding by applying direct pressure on the wound.
- If you are trained and the victim is not breathing, begin CPR as needed.
- If an AED is available, turn on the unit and follow the instructions to use it as needed.
- Remain with the injured person until help arrives.

### Mental Health Services

Individuals who are experiencing a psychological or emotional crisis often need immediate help and intervention.

Some examples of crises include:

- suicidal or homicidal thoughts or impulses;
- sexual or physical assault;
- hearing voices or otherwise misperceiving reality;
- overwhelming loss, such as death in the family.

Listed below are some services available in crises situations.

- National Suicide Prevention Hotline (800) 273-8255
- Riverside HELPLine (951) 686-4357
- County of Riverside Sexual Assault/Rape Crisis Hotline (951) 686-7273
- National Domestic Violence Hotline (800) 799-7233
- Riverside Alternative to Domestic Violence (951) 683-0829

Student Health Services offers some psychological services for students during hours of operation.

- Moreno Valley College - 951-571-6103 or email [healthservices@mvc.edu](mailto:healthservices@mvc.edu)
- Health Services Norco - 951-372-7046 or email [studenthealth@norcollege.edu](mailto:studenthealth@norcollege.edu)
- Health Services RCC - 951-222-8151 or email [healthservices@rcc.edu](mailto:healthservices@rcc.edu)

Employee Assistance Program (EAP) is available through Deer Oaks

- Toll-Free: (888) 993-7650.
- Email: [eap@deeroaks.com](mailto:eap@deeroaks.com)
- Website: [www.deeroakseap.com](http://www.deeroakseap.com)
- Username/Password: RCCD
- iConnectYou Registration code: 232913

For additional EAP information, please contact Human Resources (951) 222-8595

# EMERGENCY PROCEDURES

## RCCD Emergency Procedures



### UTILITY FAILURE

In the event of a major failure occurring during regular business hours, immediately notify Facilities. If there is a potential danger to the building occupants, or if the utility failure occurs after hours, on weekend or holidays, notify RCCD Police at 951-222-8171.

MVC Facilities: (951) 571-6256    Norco Facilities: (951) 372-7120    RCC/CAADO Facilities: (951) 222-8474

#### Power Outages

- The District will remain open and all business and instructional operations will continue to the maximum extent possible.
- Should safety considerations prevent work from continuing, Chancellor/Vice Chancellor/Presidents/Vice Presidents/Managers may reassign employees and will notify employees and students if operations are to discontinue for the day.
- Do not tamper with electrical panels.

#### Utility information

Location	Outage number	Outage website
Moreno Valley College (High fire risk area, rotating outage group #A033-PSPS)	Southern California Edison, 800-611-1911	<a href="https://www.sce.com/outage-center/check-outage-status">https://www.sce.com/outage-center/check-outage-status</a>
Norco College	Southern California Edison, 800-611-1911	<a href="https://www.sce.com/outage-center/check-outage-status">https://www.sce.com/outage-center/check-outage-status</a>
Riverside City College and District offices	City of Riverside Public Utilities, 951-782-0330	<a href="https://www.riversideca.gov/outages/index.htm">https://www.riversideca.gov/outages/index.htm</a>

#### Elevator Failure

- If you are trapped in an elevator, use the emergency phone in the elevator.
  - Remain calm and call 911 to notify RCCD Police.
- If you experience an inoperative elevator, please notify Facilities.
- Do not try to climb out if stopped between landings.

#### Plumbing Failure

- Cease using all electrical equipment. Notify Facilities.

#### Gas Leak

- Cease all operations. Do not switch on lights or any electrical equipment.
- Notify Facilities and RCCD Police at 911.
- Open door and windows to vent the area if possible.

#### Ventilation Problem

- If smoke or odors come from the ventilation system, immediately notify Facilities. If necessary, cease all operations and vacate the area



# EMERGENCY PROCEDURES

## RCCD Emergency Procedures



## CHEMICAL & BIOLOGICAL SPILLS

### Prepare for a Spill

The nature and quantity of hazardous substances used in laboratories require preplanning to respond safely to chemical spills. The clean-up of a chemical spill should only be done by knowledgeable and experienced personnel. Spill kits with instructions, absorbents, protective equipment, and disposal bags and labels should be available to clean up minor spills. A minor chemical spill is one that the laboratory staff is capable of handling safely without the assistance of emergency personnel. All other chemical spills are considered major.

All laboratories utilizing hazardous chemicals must have standard operating procedures that address chemical spill response actions. These SOPs must identify appropriate response equipment, procedures, and limitations.

### Chemical Spill

- Remove any affected personnel from the area.
- If the spill is flammable, turn off ignition and heat sources, evacuate the area, and activate a fire alarm.
- Close doors to the affected area.
- If the spill or its vapor migrates outside of the laboratory to other occupied spaces, activate the building evacuation alarm.
- Attend to injured personnel, as necessary.
- **Call 911 if it is a large spill or possibly life-threatening.**
- Contain the spill, unless doing so poses a risk, and alert others in the immediate area.
- Before attempting to clean up the spill, know what the chemical is and locate the appropriate SDS (Safety Data Sheet). Wear proper personal protective equipment (gloves, aprons, face shields, etc.). Follow the instructions on that sheet.

### Chemical Spill to the Body

- Immediately flush the exposed area with water (faucet, safety shower) for at least 15 minutes.
- For a splash to the eyes, continuously rinse the eyes and the inner surface of the eyelid with water for 15 minutes. Forcibly hold your eyes open to ensure an effective wash.
- Locate the SDS, follow instructions, and seek medical attention.
- Seek medical treatment immediately if needed, call 911 if life-threatening, otherwise call Medcor at 800-775-5866 to get directed to the nearest medical facility
- Report the incident to your supervisor.

### Blood/Biological Spills

- Isolate the area and alert personnel in the immediate area of the spill.
- Personal protective equipment such as gloves, protective clothing, and eye and face protection must be worn.
- Attend to injured or contaminated persons and remove them from exposure.
- **Notify Facilities Department for blood/biological spill clean-up.**
  - Cover the spill with paper towels or other absorbent materials. Use a biohazard spill kit.
  - Use paper towels to wipe up the spill, working from the edges into the center.
  - Clean the spill area with fresh towels soaked in disinfectant (10% bleach solution).

# EMERGENCY PROCEDURES

## RCCD Emergency Procedures



### BOMB THREAT

Bomb threats usually come on the telephone and generally are made by individuals who want to create an atmosphere of general anxiety or panic. All bomb threats should be assumed to pose a legitimate danger to the campus population.

#### TELEPHONED BOMB THREAT

- Take the caller seriously, but remain calm.
- Keep the caller on the phone as long as possible--DELAY--ask a lot of questions.
- Get as much information about the caller as possible.
- Tell a nearby co-worker to contact Police at 911
- Ask the following questions:
  - Where is the bomb located?
  - If time bomb, when is it set to explode? (c) What kind of bomb is it?
  - Why is the caller doing this?
- Do not discuss the threat in public.
- RCCD Police will determine if evacuation is necessary. If you do evacuate, move to an evacuation assembly area and do not re-enter the area until instructed to do so.

Note details: sex, accent, speech impediment, age, background noises, unusual phrases, etc.

#### Caller's Voice:

- |            |           |             |            |                  |                   |
|------------|-----------|-------------|------------|------------------|-------------------|
| • Calm     | • Nasal   | • Slow      | • Raspy    | • Loud           | • Angry           |
| • Stutter  | • Excited | • Rapid     | • Deep     | • Soft           | • Clearing Throat |
| • Laughter | • Normal  | • Disguised | • Distinct | • Deep Breathing | • Crying          |
| • Accent   | • Slurred | • Lisp      | • Ragged   | • Cracked Voice  | • Familiar        |

If the voice is familiar, who did it sound like?

Sex of caller: \_\_\_\_\_ Age: \_\_\_\_\_ Length of call: \_\_\_\_\_

Accent: Local, Foreign, Regional (describe)

Number at which call received: \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_

#### Background Sounds:

- |                 |                     |                 |          |             |          |                    |
|-----------------|---------------------|-----------------|----------|-------------|----------|--------------------|
| • Street Noises | • Factory Machinery | • Animal Noises | • Voices | • PA System | • Static | • Local            |
| • Music         | • Long Distance     | • House         | • Noises | • Booth     | • Motor  | • Office Machinery |

#### SUSPICIOUS LETTER OR PACKAGE

If you observe a suspicious object or potential bomb on campus - Do Not Touch the Object. Clear the area and immediately call RCCD Police by dialing 911.

- Leaking with something unusual
- Ticking
- Exposed wiring or other suspicious hardware
- No return address/ Incorrect address

# EMERGENCY PROCEDURES

## How to use the Lock block



Step 1: **ALWAYS KEEP THE DOOR LOCKED**

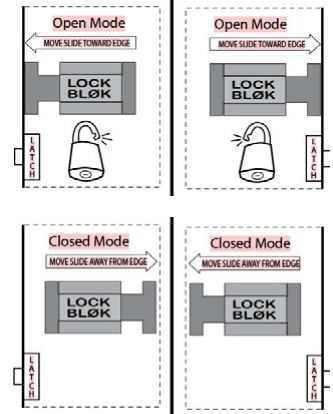
Step 2: Slide the Lock Blok the Open Mode Step 3: Close the door

### In the event of an Incident or Lockdown

Step 1: Slide the Lock Blok to close the door Step 2: Do **NOT** open the door!

Step 3: Turn off the lights and stay quiet until an all clear is given.

For more information- [Safety and Emergency Planning - Lock Blok - YouTube](#)



### How to use the Lock Blok

Step 1: **ALWAYS KEEP THE DOOR LOCKED**

Step 2: Hook the Door Blok around the inside and outside door handles

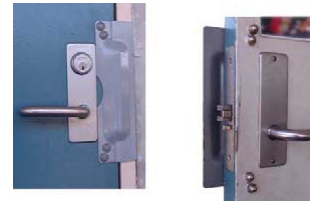
Step 3: Close the door



### In the event of an Incident or Lockdown

Step 1: Unhook the Door Blok and close the door Step 2: Do **NOT** open the door!

Step 3: Turn off the lights and stay quiet until an all clear is give



# EMERGENCY PROCEDURES

## Stryker Chairs



Stryker Chair Locations Districtwide  
 Video instructions-[Stryker Evacuation Chair Video](#)

BUILDING	FLOOR	DISTRICT OFFICE LOCATION
CAADO	2	Stairwell back of building
CAADO	3	Stairwell back of building
CAADO	4	Stairwell back of building
BUILDING	FLOOR	MORENO VALLEY COLLEGE LOCATION
Humanities	3	Next to 333
Student Services	3	Outside Counseling Office #301
Library	3	Top of Stairs Across from Tutorial Services
BUILDING	FLOOR	NORCO COLLEGE LOCATION
Applied Technology	2	Faculty Offices, next to 217
Humanities	2	Across from Hum 204
Industrial Technology	2	Across from 200R – Faculty Offices
Police	1	Bathroom/Locker Room
Student Services	2	Main Stairwell – next to Faculty Restroom
BUILDING	FLOOR	RIVERSIDE CITY COLLEGE LOCATION
Art Building	2	Top of Stairwell to the Right of Drinking fountain
Bradshaw	2	Right of Main Stairwell.
Business Education	2	Business Education Classroom
Digital Library	4	Inside Main internal stairwell, inside stairwell to left of Double Doors
Landis Auditorium	Basement	West Stairwell, Next to Generator Room
Martin Luther King	3	Right of Main Stairwell
Math & Science	4	Student Study Alcove between rooms 419 & 421. On wall to right of Fire Alarm.
Nursing	2	Faculty Supply Room - to the left of the Washer & Dryer
Quadrangle	2	West Side Stairwell, Top - Left (as walking up) of Stairs
Stadium	1	Entrance hallway, by Training Room/Laundry
Tech B	2	By 202 - Corner to the Left as Walk in the Door
Wheelock	2	North Side of Elevator in lobby. To left as step off Elevator.

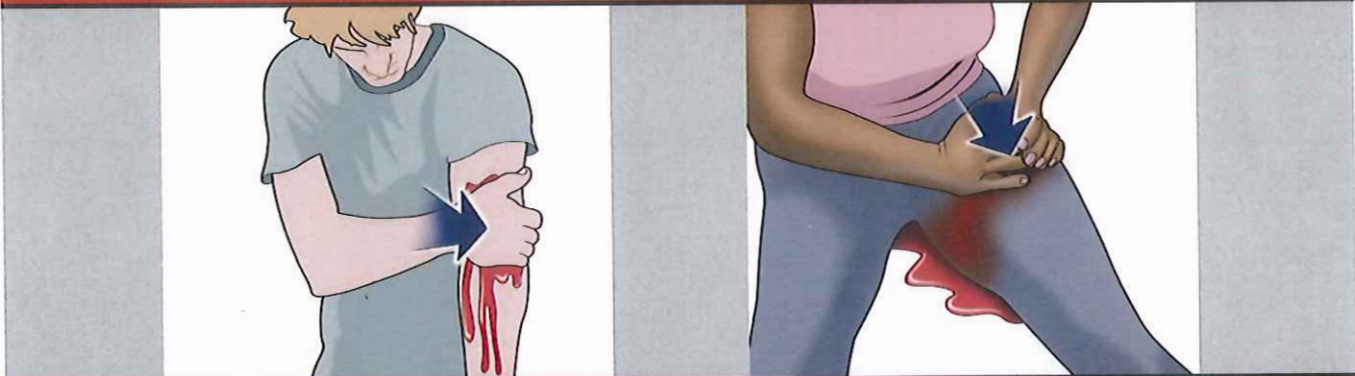




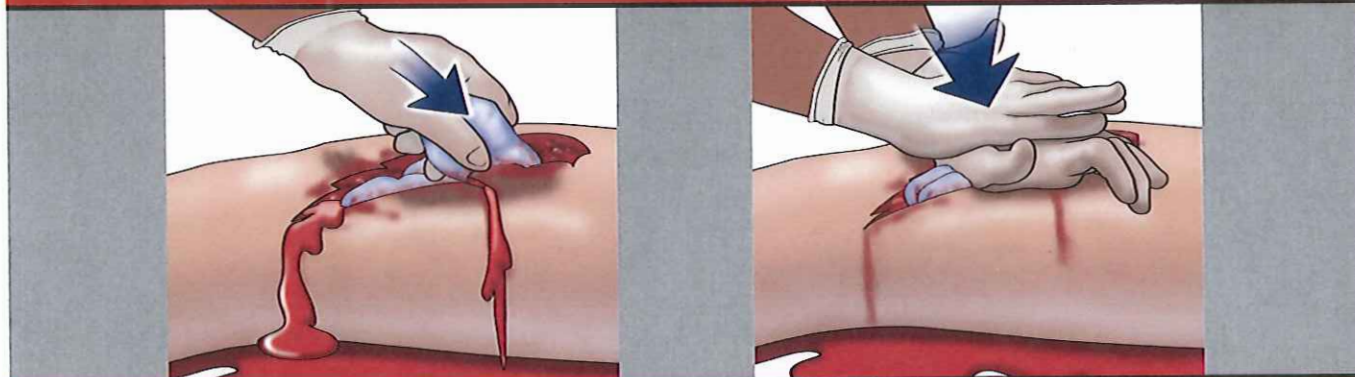
# STOP THE BLEED<sup>SM</sup> SAVE A LIFE



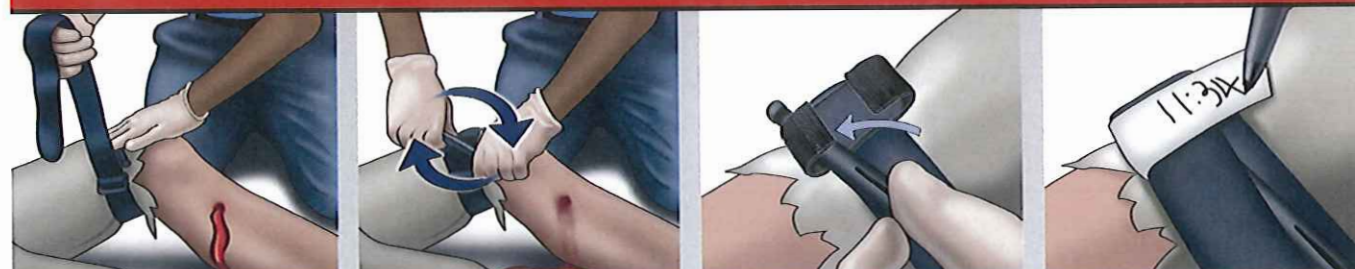
## 1 APPLY PRESSURE WITH HANDS



## 2 APPLY DRESSING AND PRESS



## 3 APPLY TOURNIQUET



WRAP

WIND

SECURE

TIME

# CALL 911



**American  
Red Cross**

# Adult First Aid/CPR/AED

**READY REFERENCE**



# CHECKING AN INJURED OR ILL ADULT

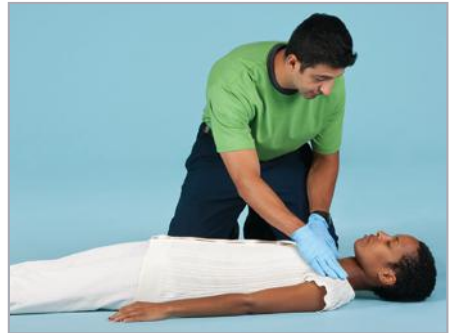
## APPEARS TO BE UNCONSCIOUS

**TIP:** Use disposable gloves and other personal protective equipment and obtain consent whenever giving care.

### AFTER CHECKING THE SCENE FOR SAFETY, CHECK THE PERSON:

#### **1** CHECK FOR RESPONSIVENESS

Tap the shoulder and shout, "Are you OK?"



#### **2** CALL 9-1-1

If **no** response, **CALL 9-1-1** or the local emergency number.

- If an unconscious person is face-down, roll face-up, supporting the head, neck and back in a straight line.

If the person responds, obtain consent and **CALL 9-1-1** or the local emergency number for any life-threatening conditions.

**CHECK** the person from head to toe and ask questions to find out what happened.

#### **3** OPEN THE AIRWAY

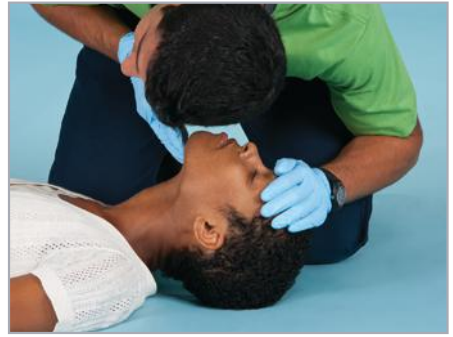
Tilt head, lift chin.

## 4 CHECK FOR BREATHING

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**CHECK** quickly for breathing for no more than **10** seconds.

- Occasional gasps are not breathing.



## 5 QUICKLY SCAN FOR SEVERE BLEEDING

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### WHAT TO DO NEXT

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- Give **CARE** based on conditions found.
- IF NO BREATHING—Go to PANEL 6 or PANEL 7 (if an AED is immediately available).
- IF BREATHING—Maintain an open airway and monitor for any changes in condition.



# CONSCIOUS CHOKING

CANNOT COUGH, SPEAK OR BREATHE

**AFTER CHECKING THE SCENE AND THE INJURED OR ILL PERSON, HAVE SOMEONE CALL 9-1-1 AND GET CONSENT.**

## 1 GIVE 5 BACK BLOWS

Give **5** back blows.

- Bend the person forward at the waist and give **5** back blows between the shoulder blades with the heel of one hand.



## 2 GIVE 5 ABDOMINAL THRUSTS

- Place a fist with the thumb side against the middle of the person's abdomen, just above the navel.
- Cover your fist with your other hand.
- Give **5** quick, upward abdominal thrusts.



## 3 CONTINUE CARE

Continue sets of **5** back blows and **5** abdominal thrusts until the:

- Object is forced out.
- Person can cough forcefully or breathe.
- Person becomes unconscious.



## WHAT TO DO NEXT

- IF THE PERSON BECOMES UNCONSCIOUS—**CALL 9-1-1**, if not already done, and give care for an unconscious choking adult, beginning with looking for an object (PANEL 5, Step 3).

# UNCONSCIOUS CHOKING

## CHEST DOES NOT RISE WITH RESCUE BREATHS

**AFTER CHECKING THE SCENE AND THE INJURED OR ILL PERSON:**

### 1 GIVE RESCUE BREATHS

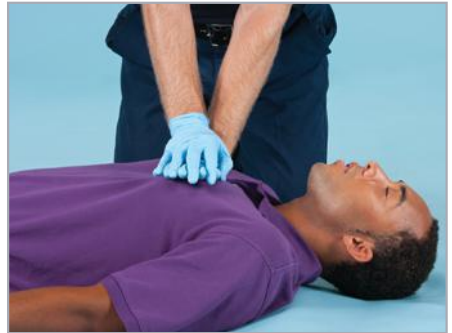
Retilt the head and give another rescue breath.



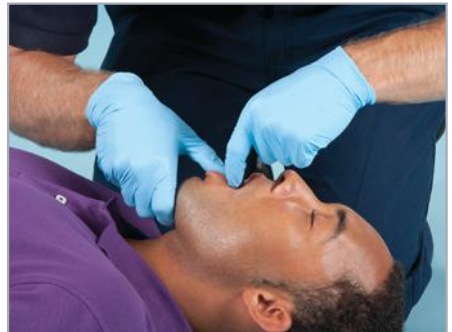
### 2 GIVE 30 CHEST COMPRESSIONS

If the chest still does not rise, give **30** chest compressions.

**TIP:** Person must be on firm, flat surface.  
Remove CPR breathing barrier when giving chest compressions.



### 3 LOOK FOR AND REMOVE OBJECT IF SEEN



### 4 GIVE 2 RESCUE BREATHS

#### WHAT TO DO NEXT

- IF BREATHS DO NOT MAKE THE CHEST RISE—Repeat steps 2 through 4.
- IF THE CHEST CLEARLY RISES—**CHECK** for breathing. Give **CARE** based on conditions found.

# CPR

## NO BREATHING

### AFTER CHECKING THE SCENE AND THE INJURED OR ILL PERSON:

#### 1 GIVE 30 CHEST COMPRESSIONS

Push hard, push fast in the middle of the chest at least **2** inches deep and at least **100** compressions per minute

**TIP:** Person must be on firm, flat surface.



#### 2 GIVE 2 RESCUE BREATHS

- Tilt the head back and lift the chin up.
- Pinch the nose shut then make a complete seal over the person's mouth.
- Blow in for about **1** second to make the chest clearly rise.
- Give rescue breaths, one after the other.

**Note:** If chest does not rise with rescue breaths, retilt the head and give another rescue breath.



#### 3 DO NOT STOP

Continue cycles of CPR. Do not stop CPR except in one of these situations:

- You find an obvious sign of life, such as breathing.
- An AED is ready to use.
- Another trained responder or EMS personnel take over.
- You are too exhausted to continue.
- The scene becomes unsafe.

#### WHAT TO DO NEXT

- IF AN AED BECOMES AVAILABLE—Go to AED, PANEL 7.
- IF BREATHS DO NOT MAKE THE CHEST RISE— AFTER RETILTING HEAD—Go to Unconscious choking, PANEL 5.

**TIP:** If at any time you notice an obvious sign of life, stop CPR and monitor breathing and for any changes in condition.

# AED—ADULT OR CHILD OLDER THAN 8 YEARS OR WEIGHING MORE THAN 55 POUNDS

## NO BREATHING

**AFTER CHECKING THE SCENE AND THE INJURED OR ILL PERSON:**

**TIP:** Do not use pediatric AED pads or equipment on an adult or child older than 8 years or weighing more than 55 pounds.

### 1 TURN ON AED

Follow the voice and/or visual prompts.



### 2 WIPE BARE CHEST DRY

**TIP:** Remove any medication patches with a gloved hand.

### 3 ATTACH PADS



## 4 PLUG IN CONNECTOR, IF NECESSARY

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## 5 STAND CLEAR

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Make sure no one, including you, is touching the person.

- Say, “EVERYONE, STAND CLEAR.”



## 6 ANALYZE HEART RHYTHM

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Push the “analyze” button, if necessary. Let AED analyze the heart rhythm.

## 7 DELIVER SHOCK

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If SHOCK IS ADVISED:

- Make sure no one, including you, is touching the person.
- Say, “EVERYONE, STAND CLEAR.”
- Push the “shock” button, if necessary.



## 8 PERFORM CPR

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After delivering the shock, or if no shock is advised:

- Perform about **2 minutes** (or **5 cycles**) of CPR.
- Continue to follow the prompts of the AED.

### TIPS:

- *If at any time you notice an obvious sign of life, stop CPR and monitor breathing and for any changes in condition.*
- *If two trained responders are present, one should perform CPR while the second responder operates the AED.*

# CONTROLLING EXTERNAL BLEEDING

**AFTER CHECKING THE SCENE AND THE INJURED OR ILL PERSON:**

## **1 COVER THE WOUND**

Cover the wound with a sterile dressing.

## **2 APPLY DIRECT PRESSURE UNTIL BLEEDING STOPS**



## **3 COVER THE DRESSING WITH BANDAGE**

Check for circulation beyond the injury (check for feeling, warmth and color).



## **4 APPLY MORE PRESSURE AND CALL 9-1-1**

If the bleeding does not stop:

- Apply more dressings and bandages.
- Continue to apply additional pressure.
- Take steps to minimize shock.
- **CALL 9-1-1** or the local emergency number if not already done.

**TIP:** Wash hands with soap and water after giving care.

# BURNS

**AFTER CHECKING THE SCENE AND THE INJURED OR ILL PERSON:**

## **1 REMOVE FROM SOURCE OF BURN**

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## **2 COOL THE BURN**

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Cool the burn with cold running water at least until pain is relieved.



## **3 COVER LOOSELY WITH STERILE DRESSING**

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## **4 CALL 9-1-1**

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**CALL** 9-1-1 or the local emergency number if the burn is severe or other life-threatening conditions are found.

## **5 CARE FOR SHOCK**

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# POISONING

**AFTER CHECKING THE SCENE AND THE INJURED OR ILL PERSON:**

## 1 CALL 9-1-1 OR POISON CONTROL HOTLINE

For life-threatening conditions (such as if the person is unconscious or is not breathing, or if a change in the level of consciousness occurs), **CALL** 9-1-1 or the local emergency number.

OR

If the person is conscious and alert, **CALL** the National Poison Control Center (PCC) hotline at **1-800-222-1222** and follow the advice given.

## 2 PROVIDE CARE

Give **CARE** based on the conditions found.

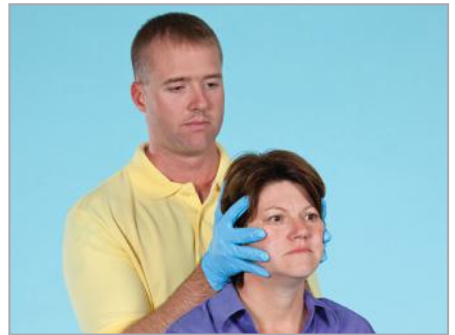
# HEAD, NECK OR SPINAL INJURIES

**AFTER CHECKING THE SCENE AND THE INJURED OR ILL PERSON:**

## 1 CALL 9-1-1 OR THE LOCAL EMERGENCY NUMBER

## 2 MINIMIZE MOVEMENT

Minimize movement of the head, neck and spine.



## 3 STABILIZE HEAD

Manually stabilize the head in the position in which it was found.

- Provide support by placing your hands on both sides of the person's head.
- If head is sharply turned to one side, **DO NOT** move it.



# STROKE

FOR A STROKE, THINK F.A.S.T.

**AFTER CHECKING THE SCENE AND THE INJURED OR ILL PERSON:**

## 1 THINK F.A.S.T.

- Face**— Ask the person to smile.  
Does one side of face droop?
- Arm**— Ask the person to raise both arms.  
Does one arm drift downward?
- Speech**— Ask the person to repeat a simple sentence (such as, “The sky is blue.”). Is the speech slurred?  
Can the person repeat the sentence correctly?
- Time**— **CALL 9-1-1** immediately if you see any signals of a stroke. Try to determine the time when signals first appeared. Note the time of onset of signals and report it to the call taker or EMS personnel when they arrive.



## 2 PROVIDE CARE

Give **CARE** based on the conditions found.