

▼ WHAT TO DO IN AN EMERGENCY ▼

EMERGENCY GUIDE



MENLO COLLEGE is committed to providing a healthy and safe environment for our students, faculty and staff. We work continuously to keep you and our campus in the most secure and protected environment possible. If an emergency does arise, it is important that you are informed and know how to respond accordingly. We urge you to become familiar with the enclosed information. For further questions, please contact Security at 650.400.5837.

PRESIDENT G. TIMOTHY HAIGHT

EARTHQUAKE

1. Drop, cover and hold on.
2. Get under tables or desks where available - otherwise get to an inside wall or under an inside doorway.
3. Drop to knees with back to windows, knees together.
4. Clasp both hands firmly behind head, cover neck.
5. Bury face in arms, protect the head. Close eyes tightly.
6. Wait for instructions.

FIRE

1. Pull nearest fire alarm.
2. **Call 650.323.6131** from a cell phone or **8-911** from a campus phone for police /fire/medic. Hit the **star** * button from any campus phone for Security.
3. Evacuate the area - stay at least 1000 feet away.
4. Do not use elevators.
5. In dense smoke, crawl on the floor to nearest exit.
6. Report if someone is still in the building.
7. Do not reenter without Fire Captain's /Police approval.

MEDICAL EMERGENCIES

1. **Call 650.323.6131** from a cell phone or **8-911** from a campus phone for police /fire/medic. Hit the **star** * button from any campus phone for Security.
2. Remain calm.
3. Assess situation: Will you or the victim incur further injury?
4. Check for consciousness cautiously. Beware if victim is in contact with electricity. If so, turn off electricity before touching the victim.
5. When you find someone unconscious, yell for help and have someone bring the AED. (*AED's are located in every building*).
6. Check for breathing and heart-beat. If either is absent, start hands-only CPR, pressing at 100 beats per minute. (*See reverse side for how to do CPR*).
7. Continue CPR until AED arrives and someone has put it on the patient. Let the AED determine if the patient needs to be shocked. It will tell you how to shock if needed.
8. Check for bleeding. Stop or control it if possible.
9. Check for medical ID bracelets.

SHOOTER ON CAMPUS

1. Get out - If there is a safe route, run to nearest exit. Don't run in a straight line.
2. **Call 650.323.6131** from a cell phone or **8-911** from a campus phone for police /fire/medic. **Call 650.400.5837** from a cell phone or hit the **star** * button from any campus phone for Security.
3. Hide Out - If not able to get out safely, hide in an area where you are well hidden and protected.
4. Keep Out - Lock yourself in a room, turn off all lights, barricade door with heavy furniture, and turn off all noise-producing objects (includes cell phones). Stay quiet.
5. Spread Out - Do not huddle in groups. Avoid going into areas such as bathrooms.
6. If shooter enters your area, do whatever it takes to survive: Distract and overcome by throwing books, backpacks, chairs, and desks.

SUSPICIOUS PACKAGES

Do not touch! Leave the area immediately. **Call 650.323.6131** from a cell phone or **8-911** from a campus phone for police /fire/medic. Hit the **star** * button from any campus phone for Security.

CAMPUS SECURITY SERVICES

- **Fast response** to police, fire or medical emergencies.
 - **Safety escorts**
Security provides a campus escort upon request.
 - **Rape aggression defense**
Contact Security/Student Affairs for training.
 - **Surveillance cameras**
Cameras are positioned across campus to enhance your safety, campus security and identification of those involved in crime.
 - **AED's** (automated external defibrillator) are located in every building on campus.
 - **Emergency notification service** - our alert system provides text, voice and e-mail alerts to everyone on campus.
 - **Emergency phones**
Push button to activate and wait for the dispatcher.
 - **General evacuation plan**
See map on reverse side.
1. Go to designated area.
 2. Secure your area. Lock desks, doors, cash drawers.
 4. Use closest exits. Do not use elevators.
 5. If needed, assist others.

CALL FOR HELP

POLICE/FIRE/MEDIC
FROM YOUR CELL:

650.323.6131

POLICE/FIRE/MEDIC
FROM A CAMPUS PHONE:
8-911

MENLO COLLEGE SECURITY
FROM YOUR CELL:
650.400.5837

MENLO COLLEGE SECURITY
FROM A CAMPUS PHONE:
PRESS STAR *

Personal Safety Tips

1. Do not walk alone at night and avoid isolated areas.
2. Always be aware of your surroundings. Leave any uncomfortable situations.
3. Always lock your car and residence doors.
4. Have your keys ready as you approach your car or residence.
5. If you suspect you are being followed, go to the nearest Emergency Phone or call Security or Police.
6. Keep valuables out of sight; monitor your possessions as you walk around campus.
7. Use the buddy system at social events and avoid excessive use of alcohol.
8. Have your valuables engraved.

EVACUATION MAP



Emergency Phone



Evacuation Point

AED's (Automated External Defibrillators) located in every building and Cartan Field bleachers



HANDS-ONLY CARDIOPULMONARY RESUSCITATION (CPR)

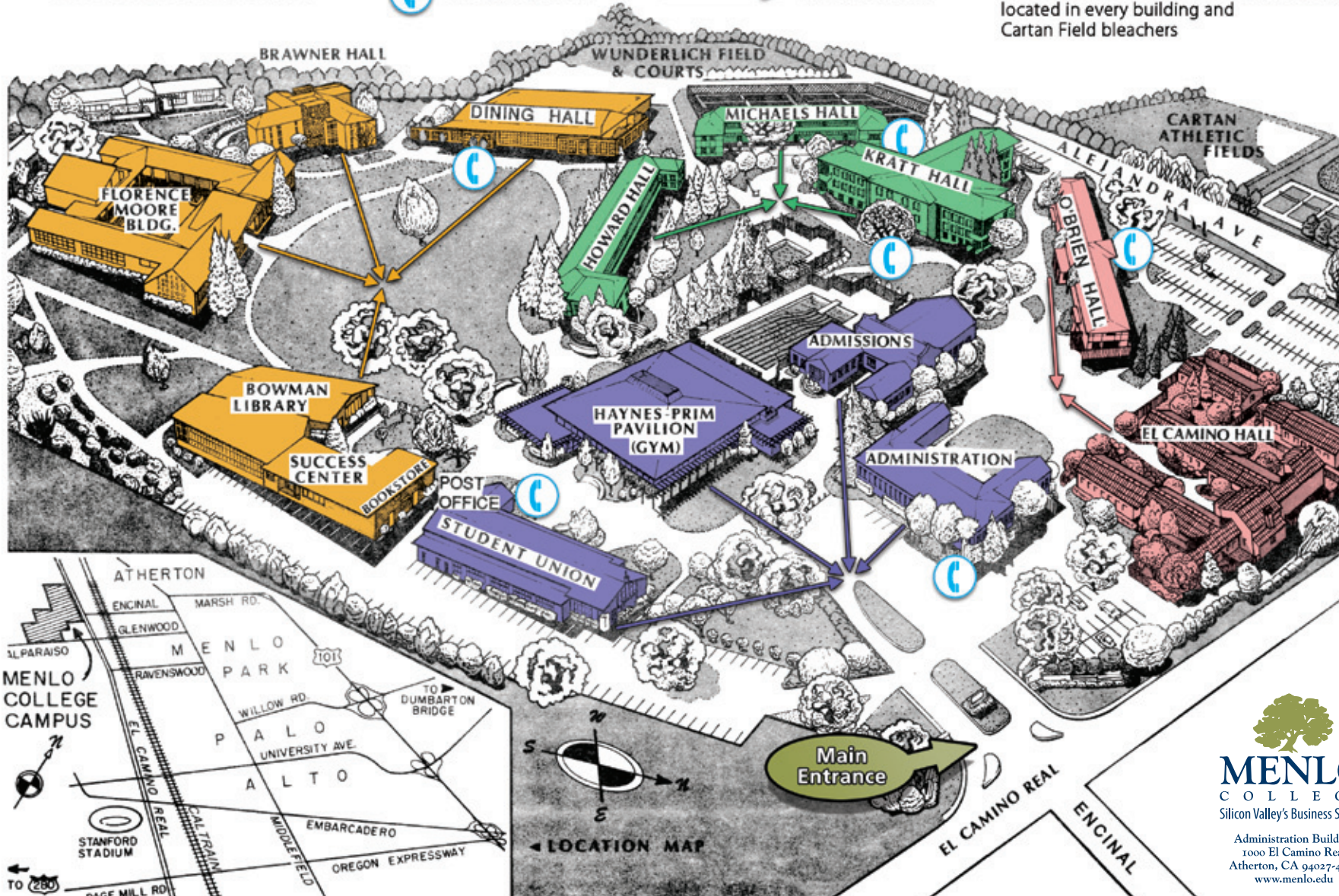
Administer CPR with hands only, without mouth-to-mouth breaths. It is recommended for use by people who see an adult suddenly collapse in the "out-of-hospital" setting. It consists of two steps:

CALL

Call 650.323.6131 from a cell phone or 8-911 from a campus phone for police/fire/medic. Call 650.400.5837 from your cell phone or hit the star * button from any campus phone for Security.

PUSH

Get directly over the victim. Put the heel of your hand in the center of the chest between the nipples. Put your other hand over the first. Begin providing high-quality chest compressions by pushing hard and fast at the rate of 100 beats a minute in the center of the chest with minimal interruptions until help arrives.



MENLO
COLLEGE
Silicon Valley's Business School
Administration Building
1000 El Camino Real
Atherton, CA 94027-4301
www.menlo.edu