WHAT TO DO IN AN EMERGENCY

EMERGENCY

Pocket 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.

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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. Clamp 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.
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 re-enter without Fire Department approval.

Active Assailant On Campus

1. If there is a safe route, RUN to nearest exit. Have an escape route in mind. Don’t run in a straight line.
2. Evacuate regardless of whether others agree to follow. Leave your belongings behind.
3. Help others escape if possible. Prevent others from entering an area where the assailant may be.
4. If not able to get out safely, HIDE in an area where you are well hidden and protected from shots. Lock yourself in a room, turn off all lights, barricade door with heavy furniture, and turn off all noise producing objects including cell phones. Stay quiet.
5. Spread out. Do not huddle in groups. Avoid going into areas such as restrooms. Hide behind large items like cabinets or desks. Improvise weapons.
6. If assailant enters your area, FIGHT. Do whatever it takes to survive: Distract and overcome by throwing books, backpacks, or chairs. Improvise weapons. Act as aggressively as possible.
7. Only when safe, call 911 for police.

Suspicious Packages

1. Do not TOUCH! LEAVE the area immediately.

Medical Emergencies

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. Do not touch electrical wires.
5. When you find someone unconscious, YELL for help and have someone bring the AED. (AEDs are located in every building.)
6. Check for breathing and heartbeat. If either is absent, start hands-only CPR, pressing at 100 beats per minute.
7. Continue CPR until AED arrives and someone has put it on the patient. The AED will determine if the patient needs to be shocked. It will tell you how to shock.
8. CHECK for bleeding. Stop or control it if possible.
9. Check for medical ID bracelets.

Community Resources

SafeSpace

A center for youth to discuss and get help with mental health issues
708 Oak Grove Ave
Menlo Park
(650) 714-4417

Star Vista

Mental Health
24-hour hotline
(650) 579-0350

Rape Trauma Services

24-hour hotline
(650) 692-7273

Other resources available in the Office of Student Affairs

Call for Help

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.
CAMPUS MAP

Adams Pool – 15
Administration – 1
Admissions – 2
Alumni & Development Office – 6
Athletics Offices – 17
Bowman Library – 7
Brawner Hall – 10
Campus Store – 5
Cartan Athletic Fields – 18
Dining Hall – 11
El Camino Hall – 21
Fitness Center – 20
Florence Moore Building – 9

Haynes-Prim Pavilion (Gym) – 3
Howard Hall – 14
Kratt Hall – 16
Michaels Hall – 13
O’Brien Hall – 19
Quad – 8
Russell Center – 22
Sports Pavilion – 4
Wunderlich Field – 12

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 911 for police/fire/medic. Call 650.400.5837 for Security, or hit the Star* button from any campus phone.

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.