

Emergency Situations

Custodial Training

23 July 2010

- What is your responsibility if there is a building emergency, i.e. electrical problem, water problem?
- Evacuate area
- Secure the problem/area if possible
Access Situation
- Notify building crew chief, facilities manager or maintenance staff

What is your responsibility if there is a security emergency, i.e. unruly visitor, fight, intoxicated/drugs person?

- If possible, ask person to leave.
- If you feel threatened, call the State Police barracks: 215-249-9191
- Monitor the situation until the police arrive.
- Notify building crew chief, facilities manager, principal or superintendent as soon as possible.

What is your first responsibility if there is a medical emergency, i.e. extremely sick person or heart attack?

- Unless you know exactly what is wrong with the person (something visible like arm or leg injury) assume the worst.
- Call 911 and provide as much information as possible to the dispatch person.
- Stay with the person until the ambulance arrives.
- Notify the building crew chief, facilities manager, principal or superintendent as soon as possible.

What is your responsibility if there is a fire emergency, i.e. smell smoke, smoke filled room or actual flames?

- **EVACUATE BUILDING – NO EXCEPTIONS**
- If you smell smoke, try to locate the source, if source can be determined isolate the source and notify crew chief, facilities manager or maintenance staff
- If source can not be identified, monitor the situation and notify crew chief, facilities manager or maintenance staff

- DO NOT IGNORE THE SITUATION!
- If smoke filled room, pull closest fire alarm station. Use judgment as to whether or not to locate the source or to evacuate, if in doubt evacuate yourself.
- IF you see actual flames, pull closest fire alarm station. Depending on the situation decide if the fire can be extinguished and use proper fire extinguisher procedure.
- Account for all staff.

Fire Extinguisher Procedure

- Fire Extinguishers should only be used on small contained fires. Know where the fire extinguishers are located and how to use them.
- Remember: If taking the time to extinguish a fire could put your life in danger...
DON'T, EVACUATE IMMEDIATELY

When using a fire Extinguisher always remember P.A.S.S.

- **P**ull the pin.
- **A**im the extinguisher nozzle at the base of the flames.
- **S**queeze the trigger while holding extinguisher upright.
- **S**weep the extinguisher hose and nozzle from side to side, use the entire content of the extinguisher and cover the fire with the extinguishing agent.

Safety

- Safety is everyone's responsibility. You should be on alert and observant for safety related issues. Some of these issues are:
- Proper use of ladders, tripping hazards, electrical overloads, proper lifting techniques, blood born pathogens and personal protective equipment including eye wash stations. Also know the members of the safety committee.

- Know where the ladders are located and use them whenever necessary. Never stand on desks or chairs. If you observe someone standing on a desk or chair ask them to get down and offer them a ladder.
- Be observant and report any tripping hazards both inside and out.
- Report any possible electrical overloads. This includes overloading of electrical outlets and power strips or electrical cords including frays.

- Always observe proper lifting techniques.
- Lift with your legs not your back even when shoveling snow.

- Always observe universal precautions.
- Use gloves when needed, wash your hands often, clean up blood and other body fluids and use the proper cleaners.

- Use personal protective equipment when needed.
- Know where the eye wash stations are located and how to use them
- Always report safety concerns about any equipment that you use to your crew chief.
- **NEVER USE UNSAFE EQUIPMENT**

- **Questions**