

# Northwest HVAC/R Emergency Health & Safety Plan

## **In Case of an Accident:**

1. For any significant health emergency and/or doubt about life safety, dial 911.
2. First aid kits are located in the hands-on lab break area and the administrative office break area with posted First Aid signs.
3. First Aid & CPR- Think A-B-C
  - Airway: clear and maintain open airways
  - Breathing: restore breathing
  - Circulation: restore circulation

**All accidents need to be immediately reported to the instructor and Training Coordinator. An accident and/or incident report form will be filled**

## **In Case of Fire:**

1. For any significant health emergency and/or doubt about life safety, dial 911.
2. Fire extinguishers are marked & located throughout the hands-on lab, in each classroom, office hallway and in the administrative office.
3. The hands-on lab, classrooms and office areas are equipped with smoke alarms and heat sensors. If sirens go off, vacate the building immediately.

## **In Case of Evacuation of the Building:**

1. Evacuation routes are clearly posted near each door. Choose the nearest exist that is safe and evacuate the building in a safe and orderly fashion.
2. Leave all personal belongings- don't jeopardize your safety.
3. If you evacuated through the lab doors, if possible continue vacating the fenced backyard through one of the front gates and enter into the street.

**Meet at the Salvation Army parking lot across the street, following evacuation. Do not leave until instructed.**

## **In Case of Violent Attack:**

1. Get to the nearest safe place that offers protective cover. \*Exit the building if you can safely.
2. Call 911 immediately. Wait for the police and do not interfere.

Proactive is better than a reactive.

**If you are aware of any persons on campus with a weapon, notify any instructor or administrative staff. Do not try to handle any situation by yourself.**