What to do in an Emergency

Fire Safety
The campus is equipped with a city-approved fire protection and alert system. If there is a fire in your building, calmly find the nearest “Zone Fire Alarm Pull Station” and pull to alert Security, the Fire Department, and all other occupants of the building. In addition to the audible alarm buzzer, the alarms are also equipped with visual strobe laser lights to assist evacuees to find the closest exit from the building. The moment the Fire Pull Stations are activated, the call is sent directly to the Fire Department, but it doesn’t hurt to have additional people call 911.

In the event of a fire alert, and/or fire drills, everyone in the building or area is to evacuate immediately in a quick, safe, and orderly manner. Be observant for signals that the alarm was pulled for reasons other than a fire. As a general rule, please evacuate to the parking lots furthest away as possible, or in a dirt field as far away from the building as possible. Avoid driveways and keep clear of the fire lanes. The full cooperation of faculty and staff during evacuation is required. Any employee who fails to evacuate during a fire alarm will be subject to action by MWU and local authorities.

After arriving in your assigned area, make sure everyone is accounted for from your department. If someone is missing, report that person to a Security officer or member of the ERT. Safety & Security and Campus Facilities will take responsibility to assure that everyone is evacuated.

Weather/Lock Down Emergency
In the event of a weather or lock down emergency, you may be instructed to assemble in a safer area inside your building. Move to that area quickly and wait for further information.

Violent or Suspicious Behavior
If someone on campus becomes violent or appears suspicious, call Security immediately at x3201 and get everyone out of the area. If you observe a change in behavior in a co-worker, such as a marked increased in stress or agitation, that causes you concern please call Human Resources at x3208. If you are uneasy about the behavior or emotional state of a student, please contact the Department of Student Services at x3210.

Medical Emergency
To assist in a medical emergency, first aid kits and Automatic External Defibrillators (AEDs) are located throughout campus. Please note the locations of these items in your building as you may be asked to get them during a crisis. In the event of a medical emergency do not hesitate to call for help by dialing 911 and Safety & Security at x3201.

CCC—Continuous Chest Compressions
If you are the witness to a sudden unexpected collapse in an ADULT, follow these simple steps:

1. Direct someone to call 911 or make the call yourself. Ask them to find the nearest defibrillator and bring it to you.

2. If a person is unresponsive, position the patient on the floor. Place the heel of one hand on the center of the chest, with the other hand on top of the first. Lock your elbows and perform forceful chest compressions at a rate of 100 per minute. Lift your hands slightly after each push to allow the chest to recoil. Take turns with a bystander until paramedics arrive.

3. Ask someone to locate an automated external defibrillator (AED). If the patient is not breathing, attach it to the patient and follow the machine's voice instructions. Otherwise, keep pumping.

Remember: If you just call 911 and do nothing, the person most likely WILL NOT SURVIVE!

Good Samaritan Laws will generally protect you, as long as you:

• Act in good faith, do not ask compensation
• Are neither reckless of negligent
• Act as a prudent person would
• Only provide care within the scope of your training

Information that can save lives: Emergency? Call 911 and x3201

<table>
<thead>
<tr>
<th>MWU Safety &amp; Security:</th>
<th>623/572-3201</th>
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<tbody>
<tr>
<td>Campus Facilities:</td>
<td>623/572-3307</td>
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<tr>
<td>Employee Assistance Program:</td>
<td>1-800-554-6931</td>
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<tr>
<th>Suicidal Thoughts Empact (24-hour line):</th>
<th>480/784-1500</th>
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<tbody>
<tr>
<td>Student Counselor:</td>
<td>623/572-3629</td>
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<td>Student Services:</td>
<td>623/572-3210</td>
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<tr>
<th>Human Resources:</th>
<th>623/572-3263</th>
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<tr>
<td>Media Relations:</td>
<td>623/572-3400 (President’s Office)</td>
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<td></td>
<td>623/572-3291 (V.P. University Relations)</td>
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<td></td>
<td>623/572-3310 (Mgr. Communications)</td>
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<td></td>
<td>623/572-3286 (Dir. University Relations)</td>
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Emergency Response Guidelines
For any emergency, please call 911 and then call Safety & Security at x3201, or 623/572-3201

Media
What to Say in a Crisis

If a TV/Radio personality puts a microphone in your face or calls MWU...

Say something besides "no comment." You can take this opportunity to put Midwestern University in a positive light and by expressing something you like about the University, our faculty, staff, and/or students, or take the opportunity to express confidence in the leadership of Midwestern University. This "sound bite" opportunity is missed when all that is said is "no comment."

Examples of alternatives to “No Comment”:
There is no need to memorize these words it is the general idea behind them that matters the most.

1. "I don't know all of the details about what just happened but I know that Midwestern University is very thorough and I am sure they will be making a statement soon. I personally enjoy working here... (why you like your job)."
2. "We have someone who works specifically on that issue. Let me find them and have them get in touch with you."
3. "I am not the person to answer your question. If I can get your name and number, I can have the right person contact you right away." If they press you for a comment, then say, "I can't comment on the incident but I can tell you… (say something positive that comes to mind about the university)."

Call ext. 3400, 3291, 3310, or 3286, for media assistance. Any and all information will be posted as quickly as possible on the University’s web site, <www.midwestern.edu>. It is always appropriate to direct any audience to this information source.

ICE

“In Case of Emergency”, or ICE. ERT encourages everyone to enter emergency contacts in their cell phone address book under the name “ICE”. A person can list multiple emergency contacts as “ICE1”, “ICE2”, etc. Also place these phone numbers inside your ID cover and wear your ID at all times when on campus for identification. ICE helps emergency personnel quickly contact others and obtain medical history.

Feeling Stressed? Need Help?

Call the MHN Employee Assistance Program: 1-800-646-9923

The University provides employees and their household members with access to an Employee Assistance Program. This program can provide support and services for a number of personal issues, as well as providing legal assistance and childcare or elder care referral services. This source is free of charge and completely confidential.

Emergency Response Team

Midwestern University recognizes that critical incidents effecting students, faculty, and staff will occur and can have a significant effect on individual students, faculty, and staff, their families, and the University community. To plan for and respond to these situations, Midwestern University has created the Emergency Response Team (ERT).

Midwestern University ERT Members

<table>
<thead>
<tr>
<th>Erik Carroll</th>
<th>Ron Enos</th>
<th>Ross Kosinski</th>
<th>Scott Shuman</th>
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<tbody>
<tr>
<td>x3326, Information</td>
<td>x3270</td>
<td>x3329</td>
<td>x3945</td>
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<tr>
<td>Technology Services</td>
<td>Safety &amp; Security</td>
<td>Student Services</td>
<td>Risk Management</td>
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<tr>
<td>Karen Mattox</td>
<td>Bill Frantz</td>
<td>Julie Cardinale</td>
<td>Vladimir Yevseyenkov</td>
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<tr>
<td>x3310</td>
<td>x3316</td>
<td>x3208</td>
<td>x7226</td>
</tr>
<tr>
<td>Communications</td>
<td>Campus Facilities</td>
<td>Human Resources</td>
<td>Eye Institute</td>
</tr>
<tr>
<td>Kathy Dooley</td>
<td>Nicole Chavez</td>
<td>Jim Pashayan</td>
<td>Shannon Sesterhenn</td>
</tr>
<tr>
<td>x3346</td>
<td>x6351</td>
<td>x7011</td>
<td>x3357</td>
</tr>
<tr>
<td>Media Resources</td>
<td>Multi-Specialty Clinic</td>
<td>Dental Clinic</td>
<td>Student Services</td>
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If you have questions, please contact Security (x3201) or an ERT member.

Emergency/Courtesy Phones

There are three colors of emergency/courtesy phones available throughout campus. All of the phones connect you directly to Safety & Security in the Welcome Center.

RED: Emergency Phones in campus buildings
BLUE: Courtesy Phones in parking lots
YELLOW: Courtesy Phones in housing

Defibrillators

Automatic External Defibrillators (AEDs) can save a life during a medical emergency. Simply stated, an AED is a device that literally “talks” the provider through a process of evaluating a patient for, attaching the patient to, and activating the AED therapy. The University provides CPR and AED training on a regular basis.

Location of Defibrillators

1. Agave 2nd floor, Room 201 near Basic Science faculty office
2. Barrel 1 Outside of the exercise room near the locker rooms
3. Cholla 2nd floor lobby area on the south side of the building
4. Ocotillo 2nd floor, Room 201 near Office of the Dean, PA Department, and CRNA Program
5. Sahuaro First floor, near the security desk and the main doors of the library
6. Security In the welcome center during the day and in the security truck at night
7. MWU Clinic First floor in the patient registration area (horseshoe); and on the second floor across the hall from the OMM Clinic entrance