

# Iowa Western Community College Evacuation & Medical Emergency and Non-Emergency Procedures

## Definition

A fire emergency can be a real or false alarm. Regardless of whether it is a real alarm, all alarms should be treated as a real alarm until notified otherwise by the proper authorities.

## Actions to be taken.

- Evacuate the building in an orderly and timely manner.
- Contact 911 as needed.
- Contact Safety and Security.

## EVACUATION PROCEDURES

Evacuate the building to at least 500 feet or to primary or secondary areas (see chart below).

<b>Building</b>	<b>Primary</b>	<b>Secondary</b>
Reiver Village	Reiver Suites	Lewis Hall
Arts Center	Stuart Hall	Kanesville Center
Ashley Hall	Arts Center	Kanesville Center
Student Center	Kinney Hall	Fremont Hall
Clark Hall	Looft Hall	Lewis Hall
Dodge Hall	Kanesville Center	Stuart Hall
Fremont Hall	Lewis Hall	Dodge Hall
Hoover Hall	Kanesville Center	Stuart Hall
Kanesville Center	Dodge Hall	Stuart Hall
Lewis Hall	Clark Hall	Dodge Hall
Looft Hall	Clark Hall	Residence Hall
Reiver Suites	Dodge Hall	Kanesville Center
Reiver Tower	Looft Hall	Clark Hall
Stuart Hall	Kanesville Center	Dodge Hall
Kinney Hall	Fremont Hall	Clark Hall
Maintenance/Shipping Receiving	Wellness Center	Kanesville Center
Lower Maintenance Building	Arts Center	Ashley Hall
Power Plant	Dodge Hall	Kanesville Center
Reiver Performance Athletic Center	Arts Center	Kanesville Center
Wellness Center	Kanesville Center	Dodge Hall
Sports Fields/Stadiums	Reiver Performance Athletic Center	Arts Center/Kanesville Center/Wellness Center
Aviation	Revv Aviation	Front Parking lot/Grass Area

## **Evacuation Procedures for People with Disabilities**

People with health issues should meet with disability services/student assistance prior to the beginning of the semester to discuss his/her needs to address the following information:

1. Whom to notify in the event of an emergency.
2. Under what circumstances 911 should be called.
3. How to respond to medical emergencies.

**In case of emergency situations, we encourage people who might need assistance to identify and discuss, in advance, a “plan of action” with their instructor or staff.**

## **Medical Emergency Resources**

The college has AED's, and “Stop the Bleed Kits” located conveniently next to each other on the walls throughout our campus hallways.

## **MEDICAL EMERGENCIES & NON-EMERGENCIES POLICY**

A medical emergency on any Iowa Western Community College property requires contacting the Council Bluffs Fire Department (CBFD) by dialing 9-1-1 so medical personnel can respond. When relaying the person's condition, precisely communicate the location, building, room, or hallway.

Once the CBFD has been notified, contact Campus Safety & Security as soon as possible (402-659-4939 or 8000 from any office phone). Doing so enables Safety and Security to assist as needed and/or to provide a mobile patrol to direct CBFD to the correct location. The Campus Safety & Security Office and vehicles have first aid kits equipped with tourniquets, ice packs, band aids, etc. All officers are trained in rendering basic first aid assistance.

In a non-emergency medical situation, notify Campus Safety & Security as soon as possible, so we can assist as needed.

Campus emergency and non-emergency medical situations require Campus Safety & Security to complete an Incident Report.