



GRAND CANYON UNIVERSITY™

Public Safety Department

EMERGENCY ACTION PLAN 2015-2016

Grand Canyon University
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1. PURPOSE

The purpose of the Grand Canyon University Emergency Action Plan (EAP) is to provide detailed information and response procedures related to specific events or incidents that could occur on campus. It identifies necessary management, employee and student actions during fires and other emergencies. A comprehensive risk assessment is regularly conducted by the Office of Emergency Management. The Emergency Action Plan was developed to guide responses to those assessed risks. A copy of the ongoing Campus Risk Assessment is kept on file in the Office of Emergency Management. This plan is designed to supplement the Campus Emergency Management Plan (CEMP) and Building Evacuation and Emergency Action Plans (BEEAP's). The CEMP outlines the framework and general procedures that the university will utilize during a hazardous or emergency event. The BEEAP's provide building specific evacuation and emergency procedures.

Nothing in the EAP, or any element thereof, should be construed as limiting the use of good judgment and common sense in matters not foreseen or addressed by the EAP.

2. DEFINING AN EMERGENCY

A 911 emergency is any situation that requires **IMMEDIATE** public safety, police, fire, or medical response to preserve life or property. In an emergency, seconds count. Calling 911 or 8-911 from a campus phone inappropriately may delay responses to real emergencies. This guide will help you use your best judgment when deciding whether a situation requires an emergency response.

Calling 911 from a cellular telephone will connect you to the Phoenix Police Department. While there may be police officers in the area, the response time will be delayed as opposed to calling Grand Canyon University's Public Safety Office (602) 639-8100 or (911 from a campus land line phone). Public Safety Officers are onsite and available 24 hours a day, 7 days a week.

Call 911 or Public Safety at (602) 639-8100 to report problems such as:

- Fires
- Explosions
- Chemical spills



- Assault or immediate danger of assault
- Sever injuries or illnesses
- Crimes in progress
- Unusual odors
- Someone choking or drowning
- Bomb threats
- Natural disasters
- Power outage
- Suspicious persons or behavior
- Accidents
- Personal threats

During a crisis, The Grand Canyon University Public Safety office will seek to do the following:

- Act responsibly
- Bring the situation under control
- Assure or restore the safety of students, employees and faculty
- Keep the university's operations running with minimal interruption
- Disseminate accurate and needed information in a timely manner

3. REPORTING EMERGENCIES

Any GCU employee, upon discovering an emergency situation, shall immediately notify others in the area of the situation and sound an appropriate alarm if applicable. As soon as safely possible, the situation shall be reported to **GCU Public Safety at 602-639-8100**. This number is staffed by A GCU Public Safety dispatcher 24 hours/day, 7 days/week. The Public Safety dispatcher will contact the proper outside agencies if needed.

<u>Type of Emergency</u>	<u>Contact</u>	<u>Phone Number</u>
Fire or Medical Emergency	Phoenix Fire Dept.	911 or 602-495-5555
Criminal Act	Phoenix Police Dept.	911 or 602-262-6151
Building Hazard	Facilities Management	602-639-6251
Other Safety or Health Hazards	GCU Public Safety	602-639-8100
Any Resident Related Issue	Residence Life	602-639-6244



4. RECEIVING EMERGENCY ALERTS

In the event of a fire or other emergency requiring a building evacuation, the fire alarm system will be utilized. Most fire alarm systems on campus consists of multiple alarm initiating devices such as smoke (photo) detectors, water flow sensors and manual pull stations. When the alarm system detects smoke, excessive heat from a fire or a change in water flow to the fire sprinkler system, the alarm will activate. Most alarms will sound in a loud single tone noise or with a repeating beeping noise and a pre-recorded message that states "A fire has been reported in the building; please proceed calmly to the nearest exit". Strobe lights will also flash.

Some buildings are equipped with a public address system. Public Safety Officers or outside emergency responders may utilize the public address system to notify occupants of emergencies other than a fire. Typically, the PA system would be used to warn of a shelter in place situation or lockdown situation.

The Grand Canyon University also has outdoor speakers located throughout the main campus that when sounded, indicate the need to lockdown. When activated, the outdoor speakers will generate a loud, slowly changing siren tone much like an air raid type siren. If the outdoor sirens are sounded, the lockdown section in this manual will be utilized.

All current students and employees are also automatically registered to receive approved Grand Canyon University emergency communications and other important information via GCU's Rave text message and email notification system. This system will be used in the event of an emergency to provide alerts and response procedures.



5. EMERGENCY ACTIONS

The three most common emergency actions required are listed in this section.

Evacuation: Occupants will be directed to evacuate a building in the event of a fire, natural gas leak, large chemical spill or other hazard requiring all occupants to exit the building.

Shelter In Place: Occupants will be directed to shelter in place during large storms or a large scale hazardous materials release in the area.

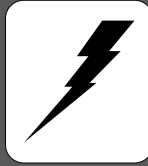
Lockdown: A Lockdown will be initiated whenever there is an active violent threat anywhere on campus or in the near vicinity of the campus. Refer to the Lockdown section in this manual for more information.



Evacuate

Building Evacuation:

- All building occupants are required to evacuate when the fire alarm sounds or upon the order of an authorized university official such as a Public Safety Officer.
- Assist anyone with a physical disability evacuating or getting to an area of refuge. If possible, one person should remain in the area of refuge with the disabled person until emergency responders arrive.
- If time permits, stabilize lab procedures, turn off stoves and ovens, and unplug or disable any device that could make a dangerous situation even worse.
- Move to the closest exit and proceed down the exit stairwell in a safe and orderly manner. Do NOT use elevators.
- Remain at least three hundred (300) feet outside of the building and await further instructions. Keep roadways open and beware of approaching emergency vehicles. Notify emergency responders of anyone trapped, especially anyone with a physical disability who cannot evacuate.
- Do NOT go back into the building for any reason until an authorized university official deems it safe to re-enter.



Shelter In Place

Shelter-in-place is designed to keep you safe while indoors if dangerous conditions exist, such as extreme weather or a hazardous materials release.

If a Shelter-In-Place is ordered:

- If outside, seek shelter in the nearest building, preferably in an interior room with few windows.
- Allow access to others seeking shelter. Remember: a Shelter-in-Place order means there are dangerous environmental conditions but NOT any known threat of violent behavior. Allowing others to enter the building should not jeopardize your safety.
- Close all exterior doors and windows.
- Avoid overcrowding by selecting several rooms if necessary.
- Monitor RAVE alerts and GCU email for further instructions.
- Report any emergency or unusual condition to Public Safety.
- Do not leave the building until receiving the "ALL CLEAR" from a Police Officer, Public Safety, RAVE alert, email or website communication.



Lockdown

An imminent threat of violence may be cause for a lockdown of all or part of campus. Some exterior doors lock automatically. Public Safety Officers will lock others manually. The goal is to limit exposure of students, faculty and staff to danger by preventing dangerous persons from entering campus buildings.

If a lockdown is ordered:

- Stay Inside! Do not leave the building unless an imminently dangerous situation arises inside. If outside, seek safety in the nearest building.
- Seek safety in a lockable room if possible.
- Close windows, shades and blinds. Avoid being seen from outside the room if possible.
- Monitor RAVE text messages, GCU email and website for updates and further instructions. A description of the suspect will be disseminated as soon as possible using these methods.
- Report any emergency or unusual condition to Public Safety at (602) 639-8100.
- Use discretion in admitting anyone into a secure building. Require that all backpacks and other bags be left outside and away from the building.
- Once in a secure location, do not leave until receiving the "ALL CLEAR" message from a police officer, Public Safety officer, RAVE alert, email or website communication.



6. GENERAL SAFETY RULES

The health and safety of the entire Grand Canyon University community is of critical concern. Employees and students are required to be conscientious about workplace and residential safety, including proper operating methods. Any unsafe or dangerous conditions or potential hazards should be reported to management immediately, even if the problem appears to be corrected.

Periodically, the university may issue rules and guidelines governing workplace and campus safety and health. The university may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All university employees should familiarize themselves with these rules and guidelines, as strict compliance will be expected.

Any work-related injury, accident, or illness must be reported to the employee's Supervisor and the Human Resources department as soon as possible, regardless of the severity of the injury or accident. Any student related accident or illness must be reported to the Canyon Health and Wellness Center or Public Safety.

Grand Canyon University is committed to providing a safe and healthy environment for all employees, students and visitors. As such, it will not knowingly require anyone to work, study, or reside in an unsafe environment or under unsafe conditions. In addition, it will make every effort to provide constituents with necessary safety equipment, information, and training.

- When in doubt, proceed in a safe manner-safety first.
- Use available equipment, proper lifting techniques, and/or obtain assistance when lifting or handling heavy materials.
- Fire exits must be visible and remain unobstructed at all times.
- Food, drinks, and smoking are permitted only in designated areas.
- Unauthorized visitors are not allowed on university property at any time.
- Machine adjustments and electrical work must be performed by authorized personnel only.
- Employees are not to operate equipment without appropriate safety guards and/or equipment.
- Loose clothing, jewelry, or open shoes are not permitted around moving equipment.
- Personal protective equipment must be worn in designated areas or when performing certain high-risk jobs or lab work.



- When operating a university vehicle or a personal vehicle on university business, constituents are expected to wear seat belts and drive the vehicle safely in compliance with state and local laws.

These General Safety Rules are in addition to those which may be set out in other university safety-related documents, as well as any/all federal, state, and/or local regulations, such as the Occupational Safety and Health Act (OSHA) or the Arizona Department of Transportation (DOT).

7. PREPARING FOR AN EMERGENCY

Knowing how to respond quickly and efficiently in a crisis is critical to ensuring the safety of our campus and students. The midst of a crisis is not the time to start figuring out what to do. At that moment, everyone involved, from top to bottom, should be prepared. There are a few actions that should be taken before an emergency that will help reduce panic and inability to perform in a time of crisis.

- Familiarize yourself with this Emergency Action Plan (EAP).
- Know your escape/evacuation routes and locations. These can be found in your Building Evacuation and Emergency Action Plans (BEEAP's)
- Learn the locations of emergency equipment such as fire extinguishers, first aid kits, blue-light security stations, etc..

In addition to the above mentioned actions, an emergency supply kit should also be assembled before a crisis or emergency. A basic emergency supply kit could include the following items:

- Water. One gallon of water per person per day for at least three days. This water will be utilized for drinking and sanitation purposes.
- Food. At least a three day supply of non-perishable food should be kept on hand.
- Battery powered or hand crank radio
- Flashlight with extra batteries
- First aid kit
- Whistle
- Dust mask
- Moist towelettes, garbage bags and plastic ties
- Manual can opener
- Cell phone charger for your current cell phone
- Any prescription medications you are currently taking
- Paper plates, cups and plastic utensils



8. RESPONDING TO EMERGENCIES

Grand Canyon University's Public Safety Department will respond to all emergency calls. Dialing 911 from any campus phone or (602) 639-8100 will connect you to the Public Safety Office. Most incidents can and will be handled by GCU Public Safety Officers. In the event that an incident overwhelms the capacity of the GCU Public Safety Department, outside assistance may be contacted. During a large scale incident, in order to communicate directly with responding police and fire agencies, a public safety employee may be imbedded with the local responding agency. This ability will aid in the coordination of efforts during a large scale incident where the Incident Command System has been activated. More information regarding the Incident Command System can be found in the GCU Campus Emergency Management Plan (CEMP).

The following sections outline responses to specific risks and threats that can occur on campus:

9. ACTIVE SHOOTER EVENT

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area. Victims are selected at random. The event is unpredictable and evolves quickly. Knowing what to do in advance can save lives. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes -- before law enforcement arrives on the scene -- individuals must be prepared both mentally and physically to deal with an active shooter situation.

When an Active Shooter is in your immediate vicinity, you must be prepared both mentally and physically to deal with the situation. You have three options:

1. RUN (if you can clearly escape)

- Have an escape route and plan in mind
- Leave your belongings behind
- Evacuate regardless of whether others agree to follow
- Help others escape, if possible
- Do not attempt to move the wounded
- Prevent others from entering an area where the active shooter may be
- Keep your hands visible



- Call 911 when you are safe

Information to provide to 911 operators:

- Location of active shooter
- Number of shooters
- Physical description of shooter/s
- Number and type of weapons shooter has
- Number of potential victims at location

2. HIDE (if there is a good place to hide or lockdown and escape is not possible)

- Hide in an area out of the shooter's view
- Lock door or block entry to your hiding place
- Silence your cell phone (including vibrate mode) and remain quiet

3. FIGHT (as a last resort)

- Fight as a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with as much physical aggression as possible
- Improvise weapons or throw items at the active shooter
- Commit to your actions...your life depends on it

When law enforcement arrives:

- Remain calm and follow instructions
- Drop items in your hands (i.e. bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers, such as holding onto them for safety
- Avoid pointing, screaming or yelling
- Do not ask questions when evacuating

The first officers to arrive on scene will not stop to help the injured. Expect rescue teams to follow initial officers. These rescue teams will treat and remove the injured. Once you have reached a safe location, you will likely be held in that area by law



enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave the area until law enforcement authorities have instructed you to do so.

10. REPORTING SUSPICIOUS ACTIVITY

Grand Canyon University has partnered with the Department of Homeland Security in support of their "If you see something say something" campaign. The nationwide campaign is a simple and effective program to raise public awareness of indicators of terrorism and terrorism-related crime, and to emphasize the importance of reporting suspicious activity to the proper local law enforcement authorities.

If you see something suspicious taking place then report that behavior or activity to Public Safety at (602) 639-8100 or in the case of emergency 8-911 from a campus phone. Factors such as race, ethnicity, national origin, or religious affiliation alone are not suspicious. For that reason, only suspicious behavior and situations (e.g., an unattended backpack in a crowded public place or someone trying to break into a restricted area) rather than beliefs, thoughts, ideas, expressions, associations, or speech unrelated to terrorism or other criminal activity should be reported. A critical element of the mission is ensuring that the civil rights and civil liberties of persons are not diminished by our security efforts, activities, and programs. Consequently, the "If You See Something, Say Something™" campaign respects civil rights or civil liberties by emphasizing behavior, rather than appearance, in identifying suspicious activity. Only reports that document **behavior reasonably indicative of criminal activity related to terrorism** will be shared with federal partners.

When reporting suspicious activity, it is helpful to give the most accurate description possible, including:

- Brief description of the activity
- Date, time and location of the activity
- Physical identifiers of anyone you observed
- Descriptions of vehicles
- Information about where people involved in suspicious activities may have gone
- Your name and contact information (optional)



11. SUSPICIOUS PACKAGES AND LETTERS

Be wary of suspicious packages and letters. They can contain explosives, chemical or biological agents. If you receive a suspicious letter or package, DO NOT open it. Do not handle the package unnecessarily. Call Public Safety at (602) 639-8100 immediately and back away from the package. Do not use any radio equipment that emits RF or VF frequencies.

Some typical characteristics postal inspectors have detected over the years, which ought to trigger suspicion, include parcels that:

- Are unexpected or from someone unfamiliar to you.
- Have no return address or a return address that can't be verified as legitimate.
- Are marked with restrictive endorsements such as "Personal," "Confidential," or "Do not X-ray."
- Have protruding wires or aluminum foil, strange odors or stains.
- Show a city or state in the postmark that doesn't match the return address.
- Are of unusual weight given their size or are lopsided or oddly shaped.
- Are marked with threatening language.
- Have inappropriate or unusual labeling.
- Have excessive postage or packaging material, such as masking tape and string.
- Have misspellings of common words.
- Are addressed to someone no longer with your organization or are otherwise outdated.
- Have incorrect titles or titles without a name.
- Are not addressed to a specific person.
- Have hand-written or poorly typed addresses.

With suspicious envelopes and packages other than those that might contain explosives, take these additional steps against possible biological and chemical agents.

- Refrain from eating or drinking in a designated mail handling area.
- Place suspicious envelopes or packages in a plastic bag or some other type of container to prevent leakage of contents. Never sniff or smell suspect mail.
- If you do not have a container, then cover the envelope or package with anything available (e.g., clothing, paper, trash can, etc.) and do not remove the cover.
- Leave the room and close the door or section off the area to prevent others from entering.
- Wash your hands with soap and water to prevent spreading any powder to your face.



- Report the package to Public Safety immediately.
- List all people who were in the room or area when this suspicious letter or package was recognized. Give a copy of this list to both the local public health authorities and law enforcement officials for follow-up investigations and advice.

12. BUILDING RELATED EMERGENCIES

CRITICAL BUILDING EMERGENCIES

Call 911 (8-911 from a campus phone) or GCU Public Safety at 602-639-8100 and evacuate campus buildings according to your specific Building Evacuation and Emergency Action Plan (BEEAP) in cases of:

- Fire
- Smoke
- Explosion
- Gas leak
- Structural damage or collapse
- Chemical spills or hazardous odors or fumes

Call Public Safety at **602-639-8100** and await further instructions in cases of:

- Unknown odors
- Hazardous conditions
- Activated residence-hall room smoke detectors

SIGNIFICANT BUILDING EMERGENCIES

For electrical, heating or air-conditioning problems, flooding or water leaks contact the appropriate department.

During Office Hours:

Residential Area Issues should be reported to the Office of Residence Life at (602) 639- 6244. Non-Residential Area issues should be reported to Facilities at (602) 639-6349.

After Office Hours:

All issues should be reported directly to Public Safety at (602) 639-8100. Public Safety will then notify the on-call facilities personnel.



ELECTRICAL EMERGENCIES

In electrical emergencies, avoid touching equipment that is smoking, sparking, tripping circuit breakers, or giving electric shocks.

BLACKOUT

- Use only flashlights for emergency lighting. NEVER use candles during a blackout or power outage due to extreme risk of fire.
- Keep refrigerator and freezer doors closed to keep your food as fresh as possible. If you must eat food that was refrigerated or frozen, check it carefully for signs of spoilage.
- Turn off or disconnect appliances, equipment (like air conditioners) or electronics in use when the power went out. Power may return with momentary "surges" or "spikes" that can damage computers as well as motors in appliances like the air conditioner, refrigerator, washer or furnace.
- Do not run a generator inside any building.
- Listen to local radio for updated information.
- Leave on one light so that you'll know when your power returns.
- Use a cellular phone for emergencies only.
- Do not call 9-1-1 for information—call only to report a life-threatening emergency.
- Take steps to remain cool if it is hot outside. In intense heat when the power may be off for a long time, move to the lowest level of your building, since cool air falls. Wear lightweight, light-colored clothing. Drink plenty of water, even if you do not feel thirsty.
- Put on layers of warm clothing if it is cold outside. Never burn charcoal for heating or cooking indoors.
- Eliminate unnecessary travel, especially by car. Traffic signals will stop working during an outage, creating traffic congestion.
- Remember that equipment such as automated teller machines (ATMs) and elevators may not work during a power outage.
- Throw away any food that has been exposed to temperatures 40° F (4° C) for 2 hours or more or that has an unusual odor, color or texture. When in doubt, throw it out.

Building Floods

In the case of a building flood, never enter areas where there is submerged electrical equipment. If you are trained to do so and it is safe:



- Do not touch electrical equipment if you are wet or standing in water.
- If it is safe to do so, unplug electrical equipment before water reaches it.
- Turn off circuit breakers for flooded areas only if it is safe to do.
- Use plastic or tarps to cover water-sensitive materials and equipment.
- Move materials from floors and other flooded areas to a safe location.

TRAPPED IN AN ELEVATOR

If you are trapped in a stalled elevator on campus, summon help by using the elevator's emergency telephone, call 911 from a cellular phone, call the Office of Public Safety at (602) 639-8100 or bang on the doors and shout for assistance. Wait for trained personnel to assist you from the elevator. Unless you are experiencing a life threatening medical emergency, NEVER attempt to exit a stalled elevator.

All elevators on campus are built, maintained and are in compliance with elevator codes regulated under ASME A17.1. A stalled elevator is engineered to remain in position without risk to passengers. Attempting to exit a stalled elevator will greatly increase your risk of injury and should never be attempted, unless there is a life threatening emergency taking place.

Using the elevator's emergency telephone will connect you to Grand Canyon University's Public Safety Office. This office is staffed 24 hours/day, all year long. Public Safety officers will respond and remain in constant communication with you until trained and certified elevator technicians can arrive to safely lower the elevator.

Elevator entrapment and rescue operations are complex and potentially hazardous operations that require emergency procedures and use of trained personnel.

TELEPHONE OR NETWORK FAILURES

In case of telephone or computer network failure, call the IT help desk at (602) 639-7700.



13. CRIME

To report a crime or criminal behavior in progress on campus, call Public Safety at (602) 639-8100 or 911 (8-911 from a campus phone).

Criminal behavior which should be reported includes:

- Property crimes
- Obscene or threatening phone calls
- Robbery
- Assault
- Sexually-related offenses
- Civil disturbance
- Personal threat

Do **not** approach or attempt to apprehend the persons involved unless you are in danger. Take only actions necessary for self-defense. If you are safe, stay where you are until Public Safety officers arrive. Otherwise, try to move to a safe location. Provide as much information as you can, including:

- Type of crime or criminal behavior
- Location of crime or criminal behavior
- Description of persons (height, weight, sex, clothes) and of any weapons involved
- Direction of anyone's travel away from the scene
- Vehicle description (color, year, make, model, license-plate number)

To report non-emergency police-related activities, including crimes that are no longer in progress, missing property, minor auto accidents without injuries, disabled vehicles, etc., call Public Safety at **(602) 639-8100**.

Criminal logs of all incidents that have been reported or have occurred on campus are available at the GCU Public Safety Office. Information or questions related to criminal statistics on campus are also available. Please contact Public Safety at (602) 639-8100 with any information or request.

Note: Any person that has been charged with a sex crime may be obligated to register as a sex offender. If you have been formally charged or pending sentencing you should check to see if you have this obligation. Information on local registered sex offenders can be found by logging on http://www.azdps.gov/Services/Sex_Offender/. Photos and information on those who are registered are listed. Please direct any questions to Public Safety at (602) 639-8100.



14. BOMB THREAT

When a bomb threat is received, immediately alert Public Safety at (602) 639- 8100. Inform them that a bomb threat has been received. Public Safety Dispatch will notify the Phoenix Police and Fire Departments for further assistance. Follow evacuation procedures outlined in your Building Evacuation and Emergency Action Plan (BEEAP). If you receive a bomb threat by telephone, try to remain calm and get as much information as possible from the caller. Try to write down the caller's exact words and the time of the call. Utilize the checklist on the following pages as a guide. Check to see if the caller's phone number or location is displayed on your phone.

- When is the bomb going to explode?
- Where is the bomb?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- Why?
- What is your name and address?

Try to notice descriptive or other useful details (preferably write them down):

- Gender
- Age
- Distinctive voice, pronunciation or accent, or speech patterns
- Tone of voice and attitude
- Was it a recorded voice
- Background noises or voices or other clues about location or caller

If the threat came in a form other than a call (e.g., a note was left or delivered):

- Report the time, location, and content of the threat, as well as your location and phone number.
- Stay on the line until the dispatcher terminates the phone call. Answer the dispatcher's questions and do exactly what the dispatcher tells you to do (try to take written notes).
- Take a quick visual look around your area for any suspicious objects. Do not touch or move the object.
- If you are told to evacuate the area, take your notes about the call with you.



Bomb Threat Telephone Checklist

Time call received: _____ Time call terminated: _____

Exact words of caller: _____

Questions to Ask

(Be calm, delay caller, ask to have message repeated)

When is the bomb going to explode? _____

Where is the bomb located? _____

What does it look like? _____

What kind of bomb is it? _____

What will cause it to explode? _____

Did you place the bomb? _____

Why? _____

What is your name? _____

What is your address? _____

Description of Voice

Male _____ Female _____ Young _____ Middle-aged _____ Old _____ Accent _____

Background noise (type of noise) _____

Additional information: _____

Signature of person receiving call: _____ Date: _____



15. EXPOSURE TO BLOOD OR BODILY FLUIDS

Since people often carry blood-borne infections unknowingly, follow the universal precaution of treating all bodily fluids as if they were infectious and avoid contact with them.

- If an emergency occurs, call 911 (8-911 from a campus phone) or Public Safety at (602) 639-8100 and give your name, department, location and telephone number.
- If you must assist an injured student or worker who is bleeding, put on protective gloves and other personal protective equipment. Wear gloves even when treating such minor injuries as skinned knees or bloody noses.
- Once your assistance is no longer needed, carefully remove your gloves and dispose of them in a proper receptacle. The recommended procedure is to peel one glove off from the wrist and hold it in the gloved hand. With your bare hand, now peel the glove from the other hand from the inside, tucking the first glove inside the second.
- Thoroughly wash your hands with a non-abrasive soap and running water. Hand washing is considered an effective precaution against blood-borne pathogens. If your eyes or other mucous membranes have come in direct contact with blood, wash or flush them with water as soon as possible.
- If you feel that you may have been exposed to blood-borne pathogens during a workplace accident, report the incident to your supervisor immediately. He/she will help you arrange confidential medical evaluation and any treatment if necessary.

Do not attempt to clean up any blood spills yourself. Please contact Facilities Services at (602) 639-6349 for cleanup.

Note: Contact Public Safety at (602) 639-8100 to document the situation regardless of the severity of the injury (see information on accident reports).

16. FIRE, SMOKE, EXPLOSION

All fires occurring on campus must be reported to Public Safety at (602) 639-8100, including those that have been extinguished. Do not hesitate to activate a fire alarm if you discover smoke or fire. If you see smoke or fire:

- Alert people in the immediate area of the fire, and evacuate the room.
- Confine the fire by closing doors as you leave the room.
- Activate a fire alarm by pulling on an alarm box.



- Call 911 (8-911 from a campus phone) or use an emergency phone to report the location and size of the fire.
- Always call from a safe location.
- Evacuate the building, using the Evacuation of Buildings plan. Do not use elevators to evacuate unless directed to do so by emergency responders.
- Notify emergency responders of the location, nature, and size of the fire as soon as you are outside.

If you have been trained and it is safe to do so, you can attempt to put out a fire with a portable fire extinguisher. Attempt to extinguish only small fires, and make sure you have a clear escape path. **Know where the fire extinguishers are located in your building before a fire occurs.** This information can be found in your Building Evacuation and Emergency Action Plan. If you have not been trained to use a fire extinguisher, you must evacuate the area.

If clothing is on fire:

- Drop to the ground or floor, and roll to smother flames.
- Smother flames using a fire blanket.
- Drench with water.
- Seek medical attention for all burns and injuries.

The Office of Emergency Management conducts routine fire drills throughout the year. These drills play a vital part in planning and evaluating how quickly and safely the residence can be evacuated. Residence Life has established fines for those occupants who fail to evacuate during drills as well as any time a fire alarm is falsely sounded in the buildings. Public Safety checks each room and reports the names of those still found inside. Each room and building is checked and cleared by Public Safety Officers prior to any “all-clear” being issued authorizing occupants to re-enter the building. All records of drill results and schedule of drills are kept on file as part of the housing records in the Office of Residence Life and Office of Emergency Management.

17. HAZARDOUS MATERIALS: Chemical, Radioactive and Biological

All hazardous-materials spills on campus must be reported to Public Safety at (602) 639-8100. Be prepared to provide (and spell) the names of the materials involved and to describe the location, size, and nature of the incident.

A hazardous-material emergency exists when:

- Clean-up of a spill of a hazardous material is beyond the level of knowledge, training or ability of the staff in the immediate spill area, and/or
- The spill creates a situation that is immediately dangerous to the lives and health of persons in the area or facility.



In a hazardous-materials emergency:

- Alert people in the immediate area, and evacuate the room. If an explosion hazard is present, do not create sparks by turning electrical equipment on or off.
- Confine the hazard by closing doors as you leave the room.
- Use eyewash or safety showers (if available) as needed to wash off spilled chemicals. Flush the affected area with copious amounts of water for at least 15 minutes. Call 911 (8-911 from a campus phone) to report any personal contamination. Seek medical attention as required.
- Evacuate nearby rooms that may be affected. If the hazard will affect the entire building, evacuate the entire building.
- Once outside, identify yourself to emergency responders and report the location, nature and size of the incident. Provide any additional information you believe would be helpful.
- Personnel most knowledgeable about the spilled material and the location of the spill should be available to provide information to emergency responders.
- Isolate contaminated persons and do not allow them to leave or to spread the contamination. Avoid contamination or chemical exposure to yourself.
- Act quickly if you have come in to contact with or have been exposed to hazardous chemicals.
- Follow decontamination instructions from local authorities. You may be advised to take a thorough shower or you may be advised to stay away from water and follow another procedure.
- Seek medical treatment for unusual symptoms as soon as possible.
- Place exposed clothing and shoes in tightly sealed containers. Do not allow them to contact other materials. Call local authorities to find out about proper disposal.
- Advise everyone who comes in to contact with you that you may have been exposed to a toxic substance.

Refer to the table on the following page if there is a large scale hazardous materials incident off campus but directly impacting the area.



If you are:	Then:
Asked to evacuate	<ul style="list-style-type: none">• Do so immediately.• Stay tuned to a radio or television for information on evacuation routes, temporary shelters, and procedures.• Follow the routes recommended by the authorities--shortcuts may not be safe. Leave at once.• If you have time, minimize contamination in the building by closing all windows, shutting all vents, and turning off fans.• Remember to help your neighbors who may require special assistance--infants, elderly people and people with access and functional needs.
Caught Outside	<ul style="list-style-type: none">• Stay upstream, uphill, and upwind. Move away from the accident scene and help keep others away.• Do not walk into or touch any spilled liquids, airborne mists, or condensed solid chemical deposits. Try not to inhale gases, fumes and smoke. If possible, cover mouth with a cloth while leaving the area.• Stay away from accident victims until the hazardous material has been identified.
In a motor vehicle	<ul style="list-style-type: none">• Stop and seek shelter in a permanent building. If you must remain in your car, keep car windows and vents closed and shut off the air conditioner and heater.
Requested to stay indoors	<ul style="list-style-type: none">• Close and lock all exterior doors and windows. Close vents and as many interior doors as possible.• Turn off air conditioners and ventilation systems. In large buildings, set ventilation systems to 100 percent recirculation so that no outside air is drawn into the building. If this is not possible, ventilation systems should be turned off.• Seal gaps under doorways and windows with wet towels or plastic sheeting and duct tape.• Seal gaps around window and air conditioning units, bathroom and kitchen exhaust fans, and stove and dryer vents with duct tape and plastic sheeting, wax paper or aluminum wrap.• Use material to fill cracks and holes in the room, such as those around pipes.• If gas or vapors could have entered the building, take shallow breaths through a cloth or a towel. Avoid eating or drinking any food or water that may be contaminated.



18. MEDICAL AND MENTAL HEALTH EMERGENCIES

In the event of a medical emergency, GCU Public Safety 602-639-8100 should be notified first. Provide the following information:

- Number and location of victim(s)
- Nature of injury or illness
- Hazards involved

The Public Safety Dispatcher will assign an Officer to respond and will contact the Phoenix Fire Department if needed.

All GCU Public Safety Officers are trained to administer First Aid, CPR, or use Automated External Defibrillator (AED).

Procedures:

- Only trained responders should provide advanced first aid assistance.
- Do not move the victim unless the victim's location is unsafe.
- Control access to the scene.
- Take "universal precautions" to prevent contact with body fluids and exposure to blood borne pathogens.
- Meet the ambulance at the nearest entrance or emergency access point; direct them to victim(s).

Alcohol Intoxication/Poisoning

Alcohol poisoning can be fatal. Do not allow someone who has drunk too much to "sleep it off." Stay beside the person and call 911 (8-911 from a campus phone) immediately if the person:

- cannot be roused
- is incoherent and is vomiting
- breathes shallowly
- has cold, clammy skin
- looks bluish or pale
- has taken other drugs with alcohol
- has a head injury

Heat Related Illness

- Get victim to a cool place



- Loosen tight clothing
- Apply cool, wet cloths to the skin
- Fan the victim
- If victim is conscious, give cool (not cold) water to drink.
- Call 911 (8-911 from a campus phone) for an ambulance, if victim refuses water, vomits, or loses consciousness.
- Report incident to supervisor. The Supervisor is responsible to notify Public Safety.
- Obtain medical attention from the Canyon Health and Wellness Center at (602) 639-6215.

Minor Cuts & Punctures

- Vigorously wash injury with soap and water for several minutes
- Obtain medical attention to check tetanus status
- If impaled by a foreign object - **DO NOT REMOVE THE OBJECT.** Seek medical attention immediately.
- Report incident to supervisor. The supervisor is responsible to notify Public Safety.

Material Splashed in Eye

- Immediately rinse eye and inner surface of eyelid with water continuously for 15 minutes
- Forcibly hold eye open to ensure effective wash behind eyelids
- Obtain medical attention
- Report incident to supervisor. Nights and weekends call Public Safety at (602) 639-8100.

Self-Harm Policy

If an individual has inflicted physical harm to him/herself or has admitted to or been reported as taking a substance in attempt to cause physical harm, you should first call 911 (8-911 from a campus phone). Make no attempt to transport the individual yourself. Proceed with the appropriate steps listed in the "Self-harm Policy" of the Student Handbook or the Employee Handbook.



19. MISSING STUDENT REPORT

If a member of the university community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify Residence Life at (602) 639-6244 during business hours or Public Safety at (602) 639-8100 after business hours.

In addition to registering a general emergency contact, students residing in on-campus housing have the option to confidentially identify an individual to be contacted by Public Safety in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, Public Safety will notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a confidential contact can do so through the Public Safety Department. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation.

After investigating a missing person report, should Public Safety determine that the student has been missing for 24 hours, they will notify the Phoenix Police Department and the student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, Public Safety will immediately notify the student's parent or legal guardian.

20. NON-EMERGENCY INJURIES

Non-emergency injuries may include:

- Sprains
- Strains
- Concussion (with no loss of consciousness)
- Illness
- Abrasions, minor cuts, contusions, etc.

In the event of a non-emergency injury:

- Provide appropriate first aid care.
- Notify the appropriate supervisor.
- Send the person to the appropriate medical care facility (if unsure of the severity of the injury).
- Complete an Injury/Illness Report and Medical Referral Form as necessary.
- Provide follow-up care as necessary.



Off-Campus School-related Injuries

In the event a student, athlete, faculty or staff member is injured while participating in a school sponsored event off campus, the following guidelines should be followed:

- If an emergency, contact 911 (8-911 from a campus phone) to provide medical aid.
- If a non-emergency injury, provide appropriate medical care and/or send individual to appropriate medical care facility.
- Notify the appropriate supervisor, provide injured individual's name, a brief description of the injury/illness, and, if relevant, the name and telephone number of the hospital/emergency facility where the injured has been transported.
- It is the supervisor's responsibility to inform individual's designated emergency contact of any injured student and refer them to the hospital/emergency facility as appropriate.
- It is the responsibility of the hospital/emergency facility to notify the individual's designated emergency contact with the latest and most accurate information concerning his/her condition.

21. NATURAL DISASTERS & INCLEMENT WEATHER

Extreme Heat

Heat kills by pushing the human body beyond its limits. In extreme heat and high humidity, evaporation is slowed and the body must work extra hard to maintain a normal temperature.

Most heat disorders occur because the victim has been overexposed to heat or has over-exercised for his or her age and physical condition. Older adults, young children and those who are sick or overweight are more likely to succumb to extreme heat.

Conditions that can induce heat-related illnesses include stagnant atmospheric conditions and poor air quality. Consequently, people living in urban areas may be at greater risk from the effects of a prolonged heat wave than those living in rural areas. Also, asphalt and concrete store heat longer and gradually release heat at night, which can produce higher nighttime temperatures.



What you should do if the weather is extremely hot:

- Listen to [NOAA Weather Radio](#) for critical updates from the National Weather Service (NWS).
- Never leave people or pets alone in closed vehicles.
- Stay indoors as much as possible and limit exposure to the sun.
- Stay on the lowest floor out of the sunshine if air conditioning is not available.
- Postpone outdoor games and activities.
- Consider spending the warmest part of the day in public buildings such as libraries, student union and other community facilities. Circulating air can cool the body by increasing the perspiration rate of evaporation.
- Eat well-balanced, light, and regular meals. Avoid using salt tablets unless directed to do so by a physician.
- Drink plenty of water; even if you do not feel thirsty. Avoid drinks with caffeine. Persons who have epilepsy or heart, kidney, or liver disease; are on fluid-restricted diets; or have a problem with fluid retention should consult a doctor before increasing liquid intake.
- Dress in loose-fitting, lightweight, and light-colored clothes that cover as much skin as possible. Avoid dark colors because they absorb the sun's rays.
- Protect face and head by wearing a wide-brimmed hat.
- Avoid strenuous work during the warmest part of the day. Use a buddy system when working in extreme heat, and take frequent breaks.
- Avoid extreme temperature changes

Earthquake

Though earthquakes are not a high risk in the area, they are possible. If you are inside a building and feel it shaking or swaying:

- Duck or drop to the floor.
- Cover yourself under a piece of heavy furniture or a stairwell, or in a doorway (beware of the door swinging back and forth). If that is not possible, position



yourself against an interior wall, protecting your head and neck with your arms. Keep away from appliances, large windows and heavy objects.

- Hold on securely and stay in your protected position until the shaking stops.
- Evacuate the building as soon as the shaking stops.

Be prepared to evacuate:

- Help direct people with special needs to a safe place if necessary.
- Wheelchair bound individuals should lock brakes.

If you are outdoors when you feel shaking:

- Move to a clear area away from trees, signs, buildings, electrical wires, poles, etc.
- If you cannot get to an open area, take shelter in a doorway to protect yourself from falling debris.

If you are driving when you feel shaking:

- Stop at the side of the road, away from hazards such as overpasses and power lines and poles. Stay inside the vehicle until the shaking stops.
- Resume driving cautiously if it seems safe. Avoid bridges and ramps that may have been structurally damaged.

After the shaking has stopped:

- Anticipate aftershocks, and plan where you will take cover from them.
- Check for injuries, and give first aid as necessary.
- Remain calm.
- Avoid broken glass.
- Check for fire. Take appropriate actions and precautions.
- Check gas, water, and electric lines. If they appear damaged, or if you smell gas, open windows and leave the building immediately. Contact Public Safety at (602) 639-8100 and Facilities at (602) 639-6349 immediately.
- Replace all telephones receivers, and use phones only to report emergency situations.
- Tune to an emergency-broadcast radio or television station for bulletins.
- Stay out of damaged buildings.
- Stay away from downed power lines and report them immediately.



Thunderstorms and Microburst

If a thunderstorm approaches when you are **indoors**:

- Unplug all unnecessary electrical equipment and appliances, including sensitive electronic instruments and computers.
- Store all equipment in safe areas away from windows. Keep window coverings (curtains, blinds) closed.
- Stay indoors, do not exit building or use elevators. You could be trapped in them if the power is lost.
- Stay away from all windows and large glass objects.
- Crouch down and cover your head. Interior stairwells are usually good places to take shelter, and if not crowded, allow you to get to a lower level quickly.
- Avoid being underneath heavier objects such as lights, wall hangings and other items, which may fall.
- Remain inside until storm has passed or cleared to leave.
- Do not use matches or lighters, in case of leaking natural gas pipes or fuel tanks nearby.
- Help direct people with special needs to a safe place, if necessary.

Note: If instructed to evacuate, follow the evacuation procedures listed in your Building Evacuation and Emergency Action Plans (BEEAP's)

If a thunderstorm approaches when you are **outdoors**:

- Go to safe shelter immediately. Remember that if you can hear thunder, you are close enough to be struck by lightning. Use phones only in an emergency. Do not take a bath or shower.
- If safe shelter is unavailable, move away from trees, buildings, walls, and power lines.
- Seek the lowest possible ground, i.e. ditch, small trench. Lying flat in a ditch or low-lying area may be the only thing available. Note: Never enter an opening or trench where a "Cave in or Flooding" maybe possible.
- Stay away from power lines and puddles with wires in them, they may be "live."
- Do not use matches or lighters, in case of leaking gas pipes or fuel tanks.
- Remain in position until noise and high winds have stopped.
- Do not enter any building that is deemed or looks unsafe.
- Public Safety will provide instructions for immediate actions by means of door-to-door alerting, police vehicle loud speakers, fire alarms or bull-horns.
- Stay away from downed power lines and report them immediately.



Hail

- Seek protective shelter immediately.
- Remain indoors or under protective shelter until hail has stopped, usually 5-10 minutes.

Lightning

- Seek protective shelter immediately.
- If outdoors, do not stand under tall isolated objects. Avoid projecting above the surrounding landscape. Seek shelter in a low area under a thick growth of small trees.
- If in open areas, seek low areas such as a ravine or valley.
- Avoid contact with corded phones and devices including those plugged into electric for recharging. Cordless and wireless phones not connected to wall outlets are OK to use.
- Avoid contact with electrical equipment or cords. Unplug appliances and other electrical items such as computers and turn off air conditioners. Power surges from lightning can cause serious damage.
- Avoid contact with plumbing. Do not wash your hands, do not take a shower, do not wash dishes, and do not do laundry. Plumbing and bathroom fixtures can conduct electricity.
- Stay away from windows and doors, and stay off porches.
- Do not lie on concrete floors and do not lean against concrete walls.
- Avoid natural lightning rods such as a tall, isolated tree in an open area.
- Get off or away from open water as well as metal equipment or small metal vehicles such as motorcycles, bicycles, golf carts, etc. Stay away from wire fences, clotheslines, metal pipes, and rails. If you are in a group in the open, spread out, keeping people several yards apart. Remember - lightning may strike some miles from the parent cloud. If you feel your hair stand on end, which indicates that lightning is about to strike, squat low to the ground on the balls of your feet, put your hands over your ears and put your head between your knees in order to make yourself as small a target as possible. It's important to minimize your contact with the ground. Do not lie flat on the ground.
- Stay away from downed power lines and report them immediately.

Flash Flooding

Even though the Grand Canyon University is in a community with a low risk of flooding, remember that anywhere it rains, it can flood. Just because we haven't experienced a major flood in the past, doesn't mean we won't in the future. Flood risk isn't just based



on history; it's also based on a number of factors including rainfall, topography, flood-control measures, river-flow and tidal-surge data, and changes due to new construction and development.

In the event of imminent major flooding, the campus will be evacuated immediately. Minor or area flooding of campus is a more likely scenario. This could be the result of major, multiple rainstorms, or a water line break. In the case of imminent minor, weather-related flooding, Public Safety will monitor the National Weather Service and other emergency advisories to determine necessary action such as evacuation of areas and cancellation of classes. In cases of water main failure, affected areas of campus would need to be evacuated immediately.

- Do not touch electrical equipment if you are wet or standing in water.
- Notify Public Safety at (602) 639-8100.
- Secure vital equipment, records, and chemicals if safe to do so (move to higher, safer ground).
- Shut off all electrical equipment if safe. Secure all laboratory experiments.
- Wait for instructions from Public Safety for immediate action.
- Do not return to your building unless you have been instructed to do so by someone from Public Safety.
- Do not walk through moving water. Six inches of moving water can make you fall. If you have to walk in water, walk where the water is not moving. Use a stick to check the firmness of the ground in front of you.
- Do not drive into flooded areas. If floodwaters rise around your car, abandon the car and move to higher ground, when water is not moving or not more than a few inches deep. You and the vehicle can be swept away quickly. If your vehicle is trapped in rapidly moving water, stay in the vehicle. If the water is rising inside the vehicle, seek refuge on the roof.

Tornados

A **TORNADO WATCH** means that conditions are favorable for tornados and severe thunderstorms in and close to the watch area.

A **TORNADO WARNING** is an **URGENT** announcement that a tornado has been reported and warns you to take immediate action to protect life and property.

If you are **indoors** when a tornado watch or tornado warning is broadcast:

- Stay indoors, do not exit building or use elevators. You could be trapped in them if the power is lost. Locate an interior room.



- Go directly to an enclosed, windowless area in the center of the building, corners or building support columns are best. Avoid middle of exterior walls.
- Stay away from all windows and large glass objects.
- Crouch down and cover your head. Interior stairwells are usually good places to take shelter, and if not crowded, allow you to get to a lower level quickly.
- Avoid being underneath heavier objects such as lights, wall hangings and other items, which may fall.
- Remain inside until tornado has passed or cleared to leave.
- Do not use matches or lighters, in case of leaking natural gas pipes or fuel tanks nearby.
- Help direct people with special needs to a safe place, if necessary.

If you are **outdoors** when a tornado watch or tornado warning is broadcast:

- Move away from trees, buildings, walls, and power lines.
- Seek the lowest possible ground, i.e. ditch, small trench. Lying flat in a ditch or low-lying area may be the only thing available. Note: Never enter an opening or trench where a "Cave in or Flooding" may be possible.
- Stay away from power lines and puddles with wires in them, they may be "live."
- Do not use matches or lighters, in case of leaking gas pipes or fuel tanks.
- Remain in position until noise and high winds have stopped.
- Do not enter any building that is deemed or looks unsafe.
- Public Safety will provide instructions for immediate actions by means of door-to-door alerting, police vehicle loud speakers, fire alarms, bull-horns or via the R.A.V.E text message alert system.
- Stay away from downed power lines and report them immediately.

22. SUICIDE ATTEMPTS AND THREATS

The purpose of section is to provide a plan of action in dealing with self-harm situations. Grand Canyon University's definition of self-harm is any of the following:

- Suicide attempts (defined as engaging in self-destructive behavior in which there may or may not be an acknowledged suicidal intent)
- Suicide threats (defined as any verbal, written or oral communication on self-destructive behaviors)



Many self-harm situations can be mitigated with some form of early intervention. The sooner the self-harm situation is brought to the attention of mental health professionals the less likely a person will be able to succeed in harming themselves and/or others. Suicide attempts are generally preceded by signs of depression and/or threats. These signs and threats need to be addressed early on in order to prevent self-harm and potential harm to others.

It is important to note that if anyone experiences thoughts of self-harm, there are always professionals ready and willing to assist. Anyone at any time can contact the Public Safety Office at (602) 639-8100 for assistance. Public Safety Officers will respond and make referrals to mental health professionals for assessments and treatment. During normal business hours the Campus Health and Wellness Center can also be contacted at (602) 639-6215 for help.

If any student, faculty or staff members become aware of another person making suicide attempts or threats they will report it immediately. Any delay in reporting these situations will place the campus community in greater harm. At no time should anyone make an attempt to treat or transport a suicidal person themselves. The following procedures should be adhered to.

Reporting Individual:

- Call 911 (8-911 from a campus phone). Be sure to give the exact location of the incident including the university name, building you are in and location within the building.
- Call Public Safety at (602) 639-8100 to notify them of the anticipated arrival of medical personnel.
- During normal business hours call the Campus Health and Wellness Center at (602) 639-6215 to address any medical concerns.
- Call the Resident Director if the situation involves any campus residents.
- If the subject does not have immediate means with which to carry out the threat AND it is safe to do so, remain with the individual until medical personnel arrive.
- Complete an Incident Reporting Form and submit it to the Dean of Students and Resident Life Director on the first business day following the incident.

Public Safety Personnel:

- Meet and escort medical personnel to the location of the situation. Send an officer to the site to secure the area.
- Assess the need to evacuate any portion of the building to ensure the safety of any campus population.
- Complete an Incident Report and submit it to the Dean of Students and Residence Life Director the following business day.



Resident Director on call:

- Contact Director of Resident Life
- Review the student's emergency information card and notify the emergency contact on the card. If there is no emergency contact listed, call the student's parents as listed on the Residence Life Application.
- Complete an Incident Form and submit to the Director of Residence life on the first business day following the incident.

Non-GCU Medical Personnel:

- Trained medical personnel responding to the 911 call will determine whether or not the individual should be transported.
- No GCU employee will transport the individual to a care facility under any circumstance.

If the on scene medical professionals responding to the 911 call determine that the individual is not being transported to a recovery facility they will be escorted by Public Safety personnel to the Residence Life Office. The Director of Residence Life will discuss and facilitate one of the following options with the individual.

- A No Harm Agreement will be completed in full and the individual given a copy.
- A family member can be called for the individual to be released to until treatment begins and is cleared by medical personnel to return to the campus.

If the individual is a student living on campus, one of the above mentioned options must be completed before they are permitted to return to their residence on campus.

The Residence Life Director will call the dean of Students to update him/her of the situation. The Residence Life Director will hand carry the No Harm Agreement, along with a copy of the Incident Report to the Dean of Students on the business day following the incident.

If the decision made by responding medical professionals was to transport the individual to a recovery facility, the individual must provide a document of release from the treatment center before being allowed to return to campus. This must also be provided for a student to return to their residence on campus. A student returning to a campus residence must also provide documentation from his/her care provider stating that he/she is compliant with the plan of treatment. If proper documentation is not provided, he/she may lose eligibility to reside on campus either temporarily or permanently.

After the immediate crisis has been dealt with, the Director of Resident Life, the student, parents of the student, medical professionals, Residence Life staff and any other



concerned individuals will make recommendations to the student regarding their academic career, residing on campus, class load, returning home, receiving more treatment, taking medical leave, etc..

The Post Hospitalization Contract must be completed and signed by the student who wishes to return to campus after medical treatment resulting from a suicide attempt or other self-harm behavior.

Online Student Suicide Attempt/Threat Procedure:

While online students may not pose an immediate threat to campus population, the importance of an early intervention is just as critical. If any GCU faculty member or student learns of an online student suicide attempt or threat the following procedures will be followed.

- Attempt to find out where the student is. Keep in mind that online students may be in another city or state. The more information obtained from the student regarding their current location, the better the chances of intervening before a critical incident occurs will be.
- Be sure to have the student's correct name and spelling as this information will assist Public Safety personnel locate the student.
- Call GCU Public Safety at (602) 639-8100 to report the incident.
- Forward all emails and correspondence with references to threats or suicide attempts to wellnesscheck@gcu.edu.

Public Safety Personnel Procedures:

- Ascertain the student's location from the faculty member or look up the student if no information was obtained.
- Call emergency personnel in the city and state where the student is believed to be to request a wellness check. You can call 911 (8-911 from a campus phone) to get connected to that city and state's emergency personnel. Be ready to provide the students full name and date of birth, address, and nature of the threats or attempt.
- Complete the Self Harm Reporting Form.
- Complete an Incident Report Form and forward it, along with any other forms to the Dean of Students.



23. WORKPLACE VIOLENCE

Your actions may help calm a potentially violent situation, or they may escalate the problem. The following actions should be followed to help calm the situation.

Do:

- Stay calm. Do not be in a hurry.
- Be empathetic. Show that you are concerned.
- Suggest the other person and yourself sit down. Sitting is perceived as a less aggressive position.
- Try to be helpful.
- Give positive outcome statements, such as "We can get this straightened out".
- Give positive feedback for continued talking, such as "I'm glad you're telling me how you feel".
- Stay out of arms reach.
- Have limited eye contact
- Take notes if possible

Do not:

- Patronize.
- Yell or argue.
- Joke or be sarcastic.
- Touch the person

If someone becomes agitated, leave the scene immediately, if possible. Call Public Safety at (602) 639-8100 from a safe place or try to alert a co-worker that there is a problem; e.g., by calling and using an agreed-upon code word to indicate trouble.

Practice preventive measures:

- Discuss and agree on circumstances and situations in the workplace that everyone should watch out for. Have procedures, signals and code words in place to deal with threatening situations.
- Avoid scheduling appointments for times when no one else is in the area. Alert your colleagues in advance about a difficult meeting, and keep the door to the room open, or meet in a public area.
- Try to avoid working alone after hours. If you have to work late, advise a colleague, friend or family member. Call Public Safety at 639-8100 to advise that you are still in the building and contact them again when you are leaving to be escorted to your vehicle.
- When working after office hours, keep doors locked and do not open the door unless you are expecting someone.



- Report any strange or unusual activities in and around your workplace immediately to your supervisor and the police.
- Do not leave money or valuable belongings out in the open. Purses should be locked in a desk or cabinet.
- Lock your office and/or lab doors when these areas are not in use, even when you are leaving for "just a moment."
- Always walk in well-lit areas and know your surroundings. If you think you are being followed, do not go home; go where there are other people. Call Public Safety at (602) 639-8100 as soon as you are in a safe place.
- Report to facilities (602) 639-6349 any workplace locks, windows or lights that are in need of repair or attention.

24. PERSONAL THREAT, ASSAULT OR CIVIL DISTURBANCE

Personal threat or assault includes threatening behavior that is deemed threatening or harmful by another individual.

Stalking

- Call Public Safety at (602) 639-8100 or 911 (8-911 from a campus phone) and seek the safety of others.
- Do not confront alleged stalker.
- Take note of physical characteristics and other identifiers that you can report to the GCU Public Safety Department.
- Public Safety Personnel can provide information on obtaining court orders prohibiting harassment or restraining orders.

Assault

- Call Public Safety at (602) 639-8100 or 911 (or 8-911 from a campus phone).
- Remain with victim until emergency assistance arrives, provided it is safe to do so.

Report of Relationship Violence

- Call 911 (or 8-911 from a campus phone) if there is a medical emergency or immediate threat.
- Support may be found at Faith House Agencies, 623-939-6798, or go to 211arizona.com for community information and referral services, including domestic violence information.



25. ACCIDENTS

ACCIDENT REPORTS

Anyone witnessing an accident or involved in an accident including visitors, employees, or students should report the accident to Public Safety at (602) 639-8100 for assistance.

The term "accident" applies to any personal injury. Accident reports are not required unless injury results. Injuries sustained due to an illness are included in the definition of "accident."

If employees or student workers sustain injuries during their working hours, they should go in person to Canyon Health and Wellness Center at (602) 639-6215, and contact Human Resources at (602) 639-6549. However, if they are unable to do so, their direct supervisor should contact Human Resources.

Note: Contact Public Safety to document the situation regardless of the severity of the injury.

AIRCRAFT ACCIDENT

- Call 911 (8-911 from a campus phone). Notify the operator of the accident location, the number of casualties and if any campus structures are affected.
- If the crash scene is close to your building, notify your supervisor, Resident Assistant, Resident Director or other campus official and evacuate if smoke from the crash scene moves in your direction.
- **DO NOT** approach a downed aircraft. The responding Fire Department has equipment and personnel that are trained for such incidents.

MOTOR VEHICLE ACCIDENT INVOLVING INJURIES

- Call 911 (or 8-911 from a campus phone) immediately and remain on the scene until released by paramedics and police.
- Advise the operator of the number of injured and extent of injuries
- Look for hazards that could affect you or responding emergency personnel (fuel, chemicals, etc.) and report them to the 911 operator.
- **DO NOT** attempt to move the injured unless it is more dangerous to leave them where they are, i.e. car fire.



- Attempt to keep the victims calm and reassure them that assistance is on the way.
- Notify emergency personnel of the number of injured and their locations.

MOTOR VEHICLE ACCIDENT WITHOUT INJURY

A driver involved in a traffic accident on university property must report the traffic accident to Public Safety at (602) 639-8100 as soon as possible, but no later than 24 hours after the accident if it involves any of the following:

- Injury or death (must be reported immediately)
- Damage to university property or a government vehicle
- Damage in excess of \$1,000 to any one vehicle or accidents involving hazardous material.

All drivers involved in a traffic accident must stop and exchange the following information:

- Names and addresses
- Drivers' license numbers and issuing states
- Vehicle license plate numbers and vehicle identification numbers
- Year and make of vehicles and insurance information

ACCIDENTS INVOLVING UNATTENDED VEHICLES

In an accident involving an unattended vehicle, the driver responsible for the accident must contact Public Safety at (602) 639-8100 or leave a note with his or her name and address, as well as the name and address of the owner of the vehicle, if different, per *Arizona Revised Statutes* § 28-664.

If a vehicle owner becomes the victim of an unattended vehicle accident for which the responsible driver failed to leave his or her name and address and/or failed to report the incident to Public Safety, the vehicle owner should report the incident to Public Safety.



26. ANIMAL INCIDENTS

Untrained persons should not attempt to approach any feral animals. Any direct physical contact with an unknown animal, especially if it results in a bite or scratch, could have serious consequences. Such contact should be reported to the Canyon Health and Wellness Center at (602) 639-6215.

GCU has a "no dogs on campus" policy. Any animal that is wandering loose on campus should be reported immediately to Public Safety at (602) 639-8100.

If an animal such as a bat or a raccoon is inside a building, try to safely isolate it in a room by closing doors behind it and keeping people away before calling Public Safety at (602) 639-8100.

In the case of a bite or other injury caused by a venomous animal (e.g., a black widow or a brown recluse spider) or an allergic reaction to an insect or other animal, call 911 (8-911 from a campus phone) immediately for emergency medical assistance.

- Be prepared to give your name, location, and, if possible, the species or type of animal involved.
- Try to remove the affected person and yourself from danger. Tell others to vacate the area if a dangerous animal may still be nearby.
- Help the victim immobilize the bite area, and make the victim as comfortable as possible until medical or other assistance arrives.
- Administer anti-venom or anti-allergen agents if you are trained to do so.



Emergency Services Directory

The Grand Canyon University Health Center located in Prescott Hall is available for GCU students, faculty and staff. Appointments are recommended, but walk-ins are welcome. For inquiries and appointments please call 602-639-6215 or email gcuhealth@gcu.edu.

Hours:

Monday - Thursday: 8 a.m. - 5 p.m.

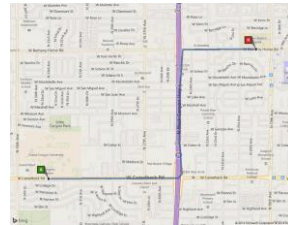
Friday: 8 a.m. - 4 p.m.

Closed Saturday - Sunday

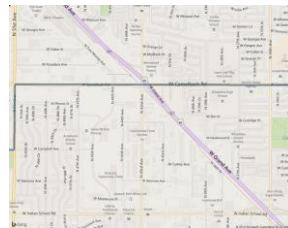
In case of an emergency on campus during or after business hours call 8-91. For all off campus emergencies call 911.

Nearest Hospitals

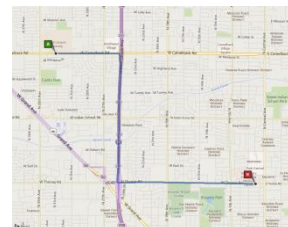
Baptist Hospital (2.6 miles away)
2000 W. Bethany Home Rd
Phoenix, AZ 85015
(602) 249-0212



Maryvale Hospital (2.9 miles away)
5102 W. Campbell Ave
Phoenix, AZ 85031
(623) 848-5000



St. Joseph's Hospital (5.2 miles away)
350 W. Thomas Rd
Phoenix, AZ 85013
(602) 406-3000



Terros Crisis Hotline (602) 222-9444

TERROS provides a wide variety of outpatient drug, alcohol and mental health services. Mobile Crisis Services are dispatched by the Maricopa Crisis Recovery Network to provide prevention, intervention and resolution to referred adults and children in Maricopa County. The goal is to resolve the immediate crisis, ensure safety and provide appropriate referrals for ongoing treatment.