

EXPLOSION

An explosion may occur as a result of a fire, an explosive device, a chemical reaction, or a gas leak.

If an Explosion Occurs:

- Remain calm.
- Report the incident to police by dialing **9-1-1** (or **9-9-1-1** from office phones). If there are no telephones immediately available and it is safe to do so, send someone to notify the police.
- If you are indoors***, Drop, Cover, and Hold On. Drop down to the floor and take cover under a table or desk. Protect your head and neck with your arms. *In a high-rise building*, fire alarms and sprinklers may go off—even if there is no fire. *When in a stadium or theater*, stay in your seat, get below the level of the back of the seat and cover your head and neck with your arms.

Whenever possible, avoid danger spots near:

- Windows.
- Hanging objects.
- Tall furniture.
- Mirrors.
- Heavy, unsecured overhead objects.

- Check the area around you for immediate threats or hazards. If the area appears safe, secure all doors and shelter-in-place. If the area is unsafe, move quickly to an area that *is* safe. Do not open doors unless instructed to do so by recognized staff members or public safety personnel. Emergency responders may enter the room using a master key or by providing positive identification.
- If you are outdoors***, move to a clear area away from buildings, trees, signs, or electrical wires and poles. Drop to the ground and stay there until debris settles. Injuries can occur from falling trees, street lights and power lines, or building debris. *When on a sidewalk near buildings*, duck into a doorway to avoid being injured by falling bricks, glass, plaster and other debris.

If an Evacuation Becomes Necessary:

- Remain calm.
- If danger is imminent, alert others in the immediate area to the situation and, if it is safe to do so, move them to safety.
- If conditions allow, take essential personal belongings with you (purse, office or car keys, and backpack).

- Leave the area to be evacuated in an orderly manner.
- Assist any persons with disabilities or additional needs. If you are a person with mobility needs and unable to self-evacuate, go to pre-identified areas of refuge/rescue.
- If time and conditions allow, close all windows and doors as you exit.
- If exiting an upper floor, use the stairs. Once outside, move quickly away from the building or hazard area.
- Stay alert for hazards and avoid damaged areas.
- Do not touch or pick up any wreckage or debris. Do not light matches or smoke.
- Proceed to a designated Assembly Area or other safe area at least five hundred (500) feet from any buildings or potentially affected structures.

DO:

- Alert others to any hazards.
- Walk quickly.
- Assist others as needed.
- Keep walkways and roadways clear for responding public safety personnel.
- Assist public safety personnel as directed.

DO NOT:

- Use elevators.
 - Rush for an exit.
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- Check evacuation routes for suspicious objects, packages, or persons. If the explosion was intentional, there may be secondary explosive devices. Immediately move away from and report any suspicious conditions to public safety personnel.
 - Avoid using cell phones, cordless phones or radio transmitters. If the explosion was intentional and secondary explosive devices are present, nearby cordless phone or radio transmissions may set them off. Keep all persons at a safe distance (at least 500 feet) from the explosion site and any affected areas.

Once at an Assembly Area or Other Safe Area:

- Check the Assembly Area for suspicious objects, packages, or persons. If the explosion was intentional, there may be secondary explosive devices. Immediately move away from and report any suspicious conditions to public safety personnel.
- Check yourself for injuries.* People are often so concerned about others that they often forget to check themselves.
- If it is safe to do so, provide first aid and appropriate care for the injured or ill person. Whenever possible, if blood, vomit, or other bodily fluids are present,

avoid contact with these and use appropriate Personal Protective Equipment (gloves, mask, etc.). Do not move seriously injured people unless movement is necessary to protect them from immediate, life-threatening danger.

- Report any injuries, trapped persons, or hazardous conditions to police by dialing **9-1-1** (or **9-9-1-1** from office phones). If there are no telephones immediately available and it is safe to do so, send someone to notify the police. Provide the dispatcher/responders with the name(s), location(s), and/or description(s) of any victims(s), as well as the description, location, and type(s) of any hazardous conditions, and any other critical information.
- Use the telephone only to report life-threatening emergencies.* Telephone lines are frequently overwhelmed in emergency situations and must remain clear for emergency calls.
- Account for co-workers, students, and/or visitors. Supervisors and faculty members should document the names of those who have been safely evacuated.
- Wait at the Assembly Area until otherwise directed by site authorities or public safety personnel. If you must leave the Assembly Area for any reason, notify site authorities.

Additional procedures:

- Do not re-enter buildings until officials have determined that it is safe to re-enter.
- Site administrators should conduct an initial assessment of the site and provide a report to responding public safety personnel.
- At the earliest opportunity, trained response personnel should search for immediate life-safety hazards, injured and/or trapped persons, and/or other unusual conditions. All hazard areas should be cordoned off and properly reported.
- If the incident or response to the incident is likely to continue for an extended period, site administrators should consider activating the site Emergency Operations Center (EOC) and begin organizing response and recovery efforts.
- When possible, authorized persons should alert other campuses of their situation utilizing all available means (telephone notification lists, blast e-mails and/or voice mails, alert/warning systems, or, if it is safe to do so, by runner).
- Site Administrators should be prepared to open designated shelter sites for use.

Decision to Evacuate/Dismiss Personnel

The Chief Administrator of an affected facility is the individual authorized to make decisions regarding the management of emergencies at that facility. The Chief Administrator typically decides whether or not to evacuate the facility and/or dismiss personnel after receiving input and/or recommendations from the

Incident Commander or other professional responders.

Decisions may be based upon availability of communications, transportation, supplies, and other resources, or upon damage to site facilities, surrounding areas, and condition of nearby roadways.

Preparedness/Mitigation Measures

To minimize the risk of injuries to persons or damage to property upon or within District facilities and/or buildings as a result of an explosion, it is critical to employ basic hazard mitigation practices. To help in this effort:

- Limit access to work areas to authorized personnel at all times.
- Immediately report suspicious activity to the police.
- Secure all heavy or tall furnishings to walls.
- Latch cabinet doors to prevent contents from falling out.
- Store chemicals and flammable products properly and securely in closed cabinets with latches. If chemicals are incompatible or present a greater hazard when combined or mixed, stored them separately.