# TABLE OF CONTENTS

- EMERGENCY PLAN FOR THE UNIVERSITY OF THE PACIFIC 2
- NEW MEDIA RELATIONS 4
- EMERGENCY PLAN ACTION DESCRIPTIONS 5
- PACIFIC EMERGENCY MANAGEMENT STRUCTURE 6
- INCIDENT COMMAND SYSTEM 6
- EMERGENCY TELEPHONE NUMBERS 14
- COMMAND POST INFORMATION 15
- TEAM LEADER RESPONSIBILITIES 16
- MEDICAL EMERGENCY RESPONSE PROCEDURES 17
- BOMB THREATS 20
- CHEMICAL SPILL OFF CAMPUS 28
- HAZARDOUS MATERIAL SPILL ON CAMPUS 29
- CRIMES OF VIOLENCE AND GENERAL CRIMES 30
- DESCRIPTION OF PHYSICAL CHARACTERISTICS 33
- EARTHQUAKE 36
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRE/ EXPLOSION</td>
<td>37</td>
</tr>
<tr>
<td>FIRE EXTINGUISHER OPERATIONS</td>
<td>40</td>
</tr>
<tr>
<td>FLOOD</td>
<td>42</td>
</tr>
<tr>
<td>HOSTAGE EMERGENCY</td>
<td>44</td>
</tr>
<tr>
<td>INJURIES</td>
<td>45</td>
</tr>
<tr>
<td>UTILITY FAILURE</td>
<td>46</td>
</tr>
<tr>
<td>GAS LEAK</td>
<td>47</td>
</tr>
<tr>
<td>EVACUATION</td>
<td>48</td>
</tr>
<tr>
<td>TRAINING</td>
<td>55</td>
</tr>
<tr>
<td>CHOKING RESCUE PROCEDURE (HEIMLICH MANEUVER)</td>
<td>57</td>
</tr>
<tr>
<td>ABC’S OF CPR</td>
<td>62</td>
</tr>
</tbody>
</table>
The Plan includes specific courses of action to be taken in case of an emergency or disaster. Every Team Leader and Alternate must be familiar with the Plan and prepared to carry out his/her responsibilities during any emergency and provide the appropriate training to the faculty and staff in his/her building. The Pacific Alert Team is responsible for coordinating the emergency operation of the School through Public Safety.

Panic is a great danger for any community. A well-prepared and tested plan for prompt and preventative action minimizes injuries and loss of life caused by a major disaster. During emergencies students, faculty and staff will look for leadership from those who are trained in emergency response.

This Plan outlines actions that the Team Leaders and/or alternates may have to execute during an emergency. Each Team Leader and/or alternate is authorized and expected to implement any of the plans described, and take action necessary in his/her judgment to save lives and mitigate the effects of disaster. As soon as possible thereafter, he/she shall notify Public Safety of the action taken.

This Plan shall be in effect during emergencies and when conducting emergency drills.

The plan contains the following:
1. Telephone numbers to be used by the Team Leader and/or alternates in the event of an emergency.
2. Media Guidelines, Team Leader & Alternate responsibility and training.
3. Procedures to be followed for bomb threat, chemical spill on and off campus, crimes of violence, earthquake, fire, flood, hostage emergency, injury, utility failure, gas leak, and evacuation.
DISASTER OPERATIONS CONTROL PLAN STOCKTON CAMPUS

4. Types of warnings that may be used to alert the Stockton University campus community of a disaster.

If the condition of the building permits, the Public Safety/Wellness Center shall be the Emergency Control Center unless Chief of Police designates another area at the time of the incident. The telephone number is 946-2537.

This Emergency Plan is reviewed annually.
NEWS MEDIA RELATIONS

Public trust and confidence depends upon open and honest communication with the citizens. Communication is most effectively and efficiently achieved through the news media.

Only authorized persons of the University of the Pacific will issue statements during emergency situations. The spokesperson shall cooperate fully in meeting the relevant needs of the news media in providing only factual information.

All requests from the news media or student, faculty and staff family members shall be referred to Media Relations Coordinator, Joe Brennan 209-946-2746.
DISASTER OPERATIONS CONTROL PLAN STOCKTON CAMPUS

EMERGENCY PLAN ACTION DESCRIPTIONS

**STAND-BY** means to direct students, faculty and staff to remain in the building pending further instruction. Faculty & Staff remain at work stations.

**LEAVE BUILDING** means the orderly evacuation of students, faculty and staff from inside the buildings to an outside area of safety away from the building. This will occur when buildings are deemed unsafe for occupancy.

**LEAVE THE CAMPUS** means to direct all students, faculty and staff to a safe location off campus or home. This action shall be directed by the President.

**DROP TO SAFE POSITION IN LOCATION** means that all students, faculty and staff immediately take protective positions under desks or tables with backs to the windows. Everyone should drop to his/her knees, protect his/her face with arms, and make his/her body as small an object as possible.
PACIFIC EMERGENCY MANAGEMENT STRUCTURE - ICS

In the event of an emergency or disaster, one predetermined organizational system is needed to coordinate the numerous departments’ efforts to handle the incident.

This section of the plan is designed to answer the basic questions of those involved in incident response:

- Who is in charge?
- What is my role?
- What are my specific tasks?
- Where do I fit in the overall organization?
- Whom do I report to?

INCIDENT COMMAND SYSTEM (ICS)

The Incident Command System (ICS) is universally recognized by emergency personnel as one of the most important features of effective emergency management. The system is designed to expand and contract in size and scope in accordance with the demands of the specific emergency.
DISASTER OPERATIONS CONTROL PLAN STOCKTON CAMPUS

The key element of the Incident Command System is that a single person – the Incident Commander – is in charge of the incident, supported by an Incident Command Team (ICT). The Incident Commander directs the activities of others affected by and responding to the emergency.

The Incident Command System provides for clear authority and a coordinated response to the diverse activities necessary to successfully respond to an emergency situation. The Incident Command System maximizes efficient utilization of resources, and responds in a controlled and well-organized manner to an emergency. Risks to students, personnel, visitors and emergency responders are minimized when the Incident Command System is in place.

- **Incident Commander (IC)**

The Incident Commander is responsible for the overall command of the incident and the establishment of the goals and objectives at the scene. The Incident Commander assesses the emergency based on information provided to the Incident Command Team from the campus commands, and directs the specific campus response.

- **Incident Command Team (ICT)**

To support the Incident Commander, the following Incident Command Team positions have been established: Administrative Officer, Logistics Officer, Planning Officer, Operations Officer, Safety Officer, Liaison Officer, and Public Information Officer. The Incident Command Team provides the emergency leadership for the campus
and will be located in the Emergency Operations Center. Additional college personnel may also be located in the EOC to assist the ICT with documentation, note taking and other tasks as they arise. The ICT role during an emergency is to support the Incident Commander. The function of these positions is briefly described below, and more specifically described in the Appendices.

- **Administrative Officer**

  The Administrative Officer is responsible for all costs and financial considerations of the emergency incident, including future payments, future budgeting, payment of personnel costs and cost recovery. The Financial Officer will create direct report special service units to assist with the process of finance during an emergency.

- **Logistics Officer**

  The Logistics Officer is the point of contact for communication with other emergency responders such as Fire and Police Departments; City, County, State, and Federal emergency organizations; American Red Cross, and hazardous materials (HazMat) teams. The Logistics Officer coordinates mutual aid requests with assistance from external agencies responding to the emergency, and provides Rapid Responder information to responding agencies. The Logistics Officer is responsible for organizing, and staging all necessary support resources, including supplies, medical care, and transportation.
DISASTER OPERATIONS CONTROL PLAN STOCKTON CAMPUS

- **Planning Officer**

The planning Officer is responsible for the collection, evaluation, dissemination, and use of information about the development of the emergency and the status of resources. The Planning Officer and support personnel will prepare the campus emergency action plan.

- **Operations Officer**

The Operations Officer is responsible for managing the deployment of all response activities related to the emergency. The Operations Emergency Support Units are responsible for the specific tactical and strategic operations on campus during an emergency.

- **Public Information Officer (PIO)**

The Public Information Officer’s primary objective is to interact with the media and other agencies and disseminate accurate and timely information to the Pacific community and during an emergency incident. The PIO has three primary functions during an emergency: (1) to ensure a communications network is established and maintained that enables timely reports of student and personnel status, (2) to disseminate information to Pacific sites and the news media, and (3) to establish a method of communicating status updates to the Emergency Operations Center (EOC), University personnel, and relevant state agencies.
• **Safety Officer**

The Safety Officer oversees all activities to assure the safety of students, personnel, campus visitors, and emergency responders during an emergency.

• **Liaison Officer**

The Liaison Officer is the point of contact for assisting or coordinating agencies.

The President or his/her designee will assign available members of the campus administrative staff to the positions described above. Assignments will be made following a needs assessment driven by the type emergency affecting the campus.

• **Incident Command Center (ICC)**

The Incident Command Center is the pre-established, central location where designated leaders converge to coordinate emergency response, recovery, communication, and documentation activities. The ICC may include the University president, vice president, provost or their designees. The ICC staff sets priorities and allocates scarce resources; it does not provide on-scene management. The ICC may be activated when there is a threat
or an actual emergency and is utilized to support the on-scene incident command team. The ICC maintains a strategic view of the overall situations and is kept informed by the team members or designees as the disaster or emergency unfolds. In addition, the ICC keeps a log of all emergency activities.

The ICC responsibilities are to: 1) secure materials, equipment and contractors needed during the emergency; 2) plan and document the necessary evidence (both written and photographic) for financial cost recovery from appropriate agencies following the incident; and 3) plan for the resumption of normal campus operations.

- Transfer of Command and the Unified Command Structure

As an emergency evolves it is likely that transfers of command will take place. The most critical transfers of command occur while an incident is still escalating. Typically, ranking or more highly trained personnel arrive on the scene and subsequently assume the function of Incident Commander. The individual who assumed initial command of the emergency will brief the new Incident Commander on the situation, the action plan in effect, the status of resources at the scene, and any unusual safety problems. After this exchange of information, the new Incident Commander assumes the command function.

In the event that professional emergency responders, i.e., Fire and/or Police, are involved, the University Incident Commander is in charge of the incident until control is transferred to a professional emergency response agency. The University Incident Commander then sets up communication with the Incident Commander(s) of the more highly trained responders who have jurisdiction over the incident, in a structure known as a Unified Command (UC). This team exists until the emergency is resolved. The purpose of a Unified
DISASTER OPERATIONS CONTROL PLAN STOCKTON CAMPUS

Command is to coordinate an effective response by uniting the “Incident Commanders” of all major organizations involved in the incident. At the same time, the Incident Commanders carry out their own jurisdictional responsibilities.

The following Incident Command System (ICS) management structure was developed to enable campus personnel to 1) evaluate the incident, 2) safeguard life, environment, and property, 3) continually monitor the incident, 4) allocate resources for reducing any hazards, and 5) bring the incident to a close.

In the event that the established Pacific Incident Command System leaders are unavailable, the first police officer arriving at the emergency incident shall assume the role of Incident Commander, and will be responsible for the management of the incident until relieved on-scene by the arrival of a member of the Pacific Alert Team or other designated Incident Commander. The Incident Command System management structure may expand and contract to meet the needs of any emergency.

• Non-Incident Command Team Personnel

The roles and responsibilities of Pacific personnel not specified in the Incident Command System structure will depend on the nature and magnitude of the emergency, the identified skills of the individuals, and response needs. Generally, personnel will be initially engaged to account for students, manage assembly areas, and maintain calm. In the event of campus closure, personnel not directly responding to the emergency will be released from campus as early as practicable.
In the rare event that emergency conditions prevent people from leaving campus, or catastrophic damage has occurred, or outside emergency assistance is unavailable, other campus personnel and Crisis Response Team members will be called upon to provide additional guidance and assistance as necessary.

**Employee Responsibility**

University employees have the responsibility to:

- Understand and know what actions to take during an emergency. At any time employees have questions concerning safety procedures, they are to contact their supervisor.
- Take appropriate steps to know the location of nearest fire extinguisher, first aid kit, and emergency exit.
- Know the location of your Emergency Evacuation Assembly area.

All Pacific employees have designated roles and job duties to participate in the safe and immediate evacuation of students and University visitors during an emergency. All campus personnel, students, and visitors are expected to cooperate fully with the instructions of Pacific Officials (Incident Commander, Building Captains, Public Safety and other University Officials) during an emergency.

A Pacific employee, student or visitor will never be required to place him/herself at risk, nor conduct any activity that s/he feels is unsafe.
# EMERGENCY TELEPHONE NUMBERS

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMERGENCY/ FIRE/ POLICE</td>
<td>911</td>
</tr>
<tr>
<td>PUBLIC SAFETY</td>
<td>6-3911</td>
</tr>
<tr>
<td>PUBLIC SAFETY</td>
<td>946-3911</td>
</tr>
<tr>
<td>(WHEN CALLING FROM OFF CAMPUS)</td>
<td></td>
</tr>
<tr>
<td>RISK MANAGEMENT</td>
<td>946-3280</td>
</tr>
<tr>
<td>COWELL WELLNESS CENTER</td>
<td>946-2315</td>
</tr>
<tr>
<td>POISON CONTROL</td>
<td>1-800-342-9293</td>
</tr>
<tr>
<td>ROAD CONTROL</td>
<td>1-800 427-7623</td>
</tr>
<tr>
<td>PHYSICAL PLANT</td>
<td>946-2541</td>
</tr>
</tbody>
</table>
MINOR DISASTERS: This type of emergency control will be coordinated and directed by the Public Safety Department with the aid of outside agencies, fire and police departments. Normally, only a small area of the campus is involved in this type of critical incident.

MAJOR DISASTERS: This type of emergency control involves a large area of the City and will necessitate the combined efforts of many public agencies such as: police, fire, health, hospital, etc. Direction and coordination of this type of control is normally from one central control post and under the direction of Office of Emergency Services officials.

**Location of Incident Command Post**

Command Post should be located at, or near, the scene of the emergency. Identification of the Command Post should be marked with the sign: INCIDENT COMMAND POST.

In occurrences of short duration, an office or vehicle can be used. All officers and Physical Plant personnel assigned to the immediate scene are required to report to the Command Post for assignments and coordination of activities.
TEAM LEADER RESPONSIBILITIES

1. Make sure that appropriate authorities have been notified regarding the emergency.
   A. Call 9-946-3911 Public Safety Emergency Number and/or
   B. Public Safety will call 9-911 for emergency fire, police, ambulance.

2. Determine extent of emergency and implement one of the following plans:
   A. If your building is not threatened by the emergency,
      (1) Stay alert and monitor the situation.
      (2) Avoid using the telephones unless necessary.
      (3) Make sure all students, faculty & staff understand the situation and are prepared to act if the situation changes.

   B. If your building itself is threatened: The Team Leader must determine how much time is available and attempt to complete as many of the following items as possible:
      (1) Evacuate all personnel. Protection of life is the most important duty of the Team Leader. Be sure that all students, faculty, staff and anyone else in the building are notified and evacuated. Check the area and close the doors. Go to your pre-determined meeting area, take roll call of persons assigned to your area and wait for instructions.
      (2) As one area is cleared, post faculty or staff in such a way that a person cannot accidentally re-enter the area.
MEDICAL EMERGENCY RESPONSE PROCEDURES

The following describes the procedure that University personnel should follow in the event of an injury, illness, or death. This procedure covers students, employees, visitors, contractors, and vendors.

PROCEDURES:

Contact Public Safety at ext. 6-3911 from a campus phone or 946-2537 from an outside line.

DO NOT CALL THE COWELL WELLNESS CENTER!

WHEN YOU MAKE CONTACT WITH THE DISPATCHER:

- Identify yourself and your location.
- Give the location of the victim and his or her identity, if known.
- Describe the victim's condition (breathing, alert, bleeding, etc.).
- Do not hang up until the dispatcher tells you to do so or hangs up first.
Send someone to the facility entrance doors to open them and direct emergency response personnel.

INITIAL RESPONSE AID:

- First survey the area to see if it is safe to enter.
- Do respond quickly, using accepted standards of care.
- Do not attempt to move anyone who is unconscious, has a broken limb or injured back. Keep the person from moving.
- Administer first aid as trained. Practice Universal Precautions to avoid exposure to blood.
  - Do check for breathing/open airway, and administer rescue breathing if needed.
  - Do administer CPR if needed (and you are trained).
  - Do try to stop severe bleeding.
  - Do treat for shock and make patient comfortable.
  - Do get all information concerning the patient and accident or illness if person is conscious (signs, and symptoms, allergies, medication taken, pertinent past illnesses, last oral intake, events leading to pertinent past illnesses, events leading to the illness/injury).
  - If contact was made with blood or body fluids advise the Emergency Responder.
DISASTER OPERATIONS CONTROL PLAN STOCKTON CAMPUS

REPORTING:

Public Safety should assess if Risk Management should be notified immediately. Officers should take statements from witnesses and pictures injuries are involved. Reports will be forwarded to Risk management for insurances purposes.

**Faculty and Staff injuries** must be reported to the employee’s supervisor. A report **must** be filed within 24 hours of the occurrence with the Human Resource Department.

After contacting Public Safety, and after meeting with the University Police, contact your supervisor
BOMB THREATS

Any person on campus who receives a bomb threat via telephone call, voice mail, e-mail message, letter, or other communication should proceed as follows.

All University of Pacific personnel receiving a bomb threat by telephone call should:

1. remain calm and listen carefully
2. keep the caller on the line as long as possible. For example, ask the caller to repeat the message: "I'm sorry, what did you say?"
3. identify and record the number from the display on the phone, if available
4. record every word spoken by the person
5. gather as much information as possible
6. call Public Safety, ext. 63911
7. fill out the attached Bomb Threat Checklist immediately
8. immediately deliver Bomb Threat Checklist to the Public Safety Officer.
DISASTER OPERATIONS CONTROL PLAN STOCKTON CAMPUS
All University of Pacific personnel receiving a message by voice mail, e-mail message, letter, or other communication should:

1. Call Public Safety immediately, ext. 63911
2. If the bomb threat is received via written communication, do not handle the communication any more than is absolutely necessary and turn the document over to the police when they arrive. The police will want to know the following information:
   - Who found it?
   - Who else was present?
   - Where was it found or how was it delivered?
   - When was it found or delivered?
   - Who has touched it?
   - Have any previous threats been received?
3. A Public Safety officer will obtain the information about the bomb threat. The officer will immediately notify the local authorities
4. Public Safety officer will assess if the Stockton Police Department is notified of the bomb threat.
5. Public Safety may request people working in the area to assist in sweeping the building. This may be done because people working in the area will be most familiar with what does and does not belong. If a suspicious package or object is located, do not touch it. Immediately notify Public Safety at 63911.
1. DON’T TOUCH IT. EVACUATE AREA

2. PUBLIC SAFETY x63911

All bomb threats must be treated as a serious matter. To ensure the safety of the faculty, staff, students and the general public, bomb threats must be considered real until proven otherwise. In most cases, bomb threats are meant to disrupt normal activities. However, building evacuation is not a decision for anyone to make except the proper authorities as listed below. The procedure described below should be implemented regardless of whether the bomb threat appears real or not.

All personnel should be trained in the following procedures:

A. If a phone call bomb threat is received, ask the caller the following questions and record the answers in the format provided below:

1. When is the bomb going to explode?
   
   ______________________________________________________

2. Where is it right now?
   
   ______________________________________________________
3. What does it look like?

________________________________________________________

4. What kind of bomb is it?

________________________________________________________

5. What will cause it to explode?

________________________________________________________

6. Did you place the bomb?

________________________________________________________

7. Why?

________________________________________________________

8. What is your address?

________________________________________________________

9. What is your name?

________________________________________________________
DISASTER OPERATIONS CONTROL PLAN STOCKTON CAMPUS

CALLER’S VOICE

______Well-spoken (educated) ______Calm ______Nasal
______Incoherent ______Angry ______Stutter
______Foul ______Taped ______Excited ______Lisp
______Message read by threat maker ______Slow ______Raspy
______Irrational ______Rapid ______Deep
______Soft ______Ragged
______Loud ______Clearing throat
______Laughter ______Deep
______Breathing ______Crying
______Cracking voice ______Disguised
______Normal ______Accent
______Distinct ______Familiar
______Slurred ______Whispered
DISASTER OPERATIONS CONTROL PLAN STOCKTON CAMPUS

Sex  Race  Age

If voice is familiar, who did it sound like?

BACKGROUND SOUNDS

Street noises
Factory machinery
Crockery
Animal noises
Voices Clear
PA system Static
Music Local
House noises
Long distance Motor
Other Office machinery

WRITE THE EXACT WORDING OF THE THREAT:
Reported call immediately to ______________

Name: _____________________________________

Position:_________________ Phone number: __________________

Number at which call is received:

Name of Person who received threat:  __________________
DISASTER OPERATIONS CONTROL PLAN STOCKTON CAMPUS

Time: ___________ a.m. / p.m. Date: ____ / ____ / ____

Department: ____________________________

Remarks
Warning of a chemical accident off campus is usually received from the Fire or Police Department officials. When such accidents occur near the School it is a threat to the safety of the campus.

An overturned truck, a broken fuel line, or an accident in a commercial establishment that uses chemicals are all potential hazards if the wind is such that it would carry fumes from such accidents to the campus.

If you hear of such an incident from an outside authority, news, T.V., etc., follow these procedures:

1. Notify Public Safety Dept (6-3911, or 9-946-3911). Provide your name and telephone number and department and the source of your information.
2. Work with Public Safety to determine whether students, faculty and staff shall evacuate the building and/or campus.
3. If evacuation is necessary, move cross-wind, never directly with or against the wind which may carry fumes.
4. Render First Aid as necessary.
5. Public Safety will direct further action as required. Students and staff must not return to campus until the Fire Department via Public Safety officials have declared the area safe.
HAZARDOUS MATERIAL SPILL ON CAMPUS

Warning of a chemical accident is usually received from the Public Safety Department. When such accidents occur on campus it is a threat to the safety of the campus and the community. All chemical spills are potential hazards if the wind is such that it would carry fumes from the area of the spill throughout the campus and community.

The procedure to be followed is as follows:
1. Notify the Public Safety Dept (6-3911, or 9-946-3911). Provide your name and telephone number and location of spill.
2. Public safety determines if it is an emergency spill cleanup or non-emergency spill cleanup.
3. If emergency spill clean-up contact Fire Department and Envectra, University’s hazardous waste removal company. If non-emergency, contact Risk Management Department.
4. Determine whether students, faculty and staff shall evacuate the building and/or campus.
5. If evacuation is necessary, move cross-wind, never directly with or against the wind which may carry fumes.
6. Seek First Aid as necessary.
7. Public Safety will direct further action as required. Students, faculty and staff must not return to campus until the Fire Department officials have declared the area safe.
CRIMES OF VIOLENCE AND GENERAL CRIMES RESPONSE

Preventing robberies, thefts, burglaries, and other types of criminal activity.

CRIME IN PROGRESS PROCEDURES:

- Remain calm and avoid any action that might incite the suspect to act violently. The suspect may be nervous. Further excitement by the employee can cause the suspect to panic and harm the employee or bystanders.
- Obey the suspect’s instructions, even if it appears that employees cannot be harmed. Money and property are not worth the price of a life.
- Activate a holdup alarm at a safe time; i.e., when the suspect is leaving. Do not let the suspect see the alarm being activated; it may further incite the suspect to violence.
- Call the department of Public Safety at ext. 6-3911 from a campus phone or 946-2537 from an outside line.

AFTER CRIMINAL EVENT:

- Immediately after the crime, ensure that no one has been hurt or injured.
DISASTER OPERATIONS CONTROL PLAN STOCKTON CAMPUS

- Close and secure the office until the police arrive. This procedure will help preserve the scene of the crime for fingerprints and other physical evidence. This will also prevent the perpetrator from returning to the scene.
- Preserve any notes that the suspect may have written; e.g., a request for money/valuables.
- Each employee involved in the incident should write down their own description of the suspect and events, and should complete the Physical Characteristics Form that is supplied. Employees should not confer with other witnesses or compare notes.
- Fill out the Description of Physical Characteristics on the following page:

CRIME PREVENTION:
INSTRUCT EMPLOYEES TO TAKE THESE DAILY PRECAUTIONS TO PREVENT BREAK-INS AND ROBBERIES AT YOUR FACILITY:

- Check all security equipment.
- Do not discuss cash levels and security procedures outside of work.
- Be alert for suspicious persons loitering in or near the workplace.
- Be alert for unfamiliar or suspicious vehicles near the workplace.
- Report all suspicious activity to your supervisor.
- Protect University property by securing the facility when not attended.
- Protect personal property by securing it in locked file cabinets or desks.
REPORTING:

After contacting Public Safety, and after meeting with the University Police, contact your supervisor.

**DESCRIPTION OF PHYSICAL CHARACTERISTICS** (click to download): download this document and keep with your other emergency planning documents. It should be filled out after calling the department of Public Safety at ext. 6-3911 from a campus phone or 946-2537 from an outside line.
<table>
<thead>
<tr>
<th></th>
<th>Suspect 1</th>
<th>Suspect 2</th>
<th>Suspect 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male/Female</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Race/Nationality</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Height</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weight</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Build</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hair Color/Length</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Glasses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eye Color</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scar or Marks</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weapon Type (Revolver,</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Type</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------------------------</td>
<td>------------</td>
<td>------------</td>
<td>------------</td>
</tr>
<tr>
<td>Automatic Rifle, Shotgun, etc.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jewelry</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clothing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jacket</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shirt</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pants</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hat</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shoes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vehicle</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Type</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Model</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## DISASTER OPERATIONS CONTROL PLAN STOCKTON CAMPUS

<table>
<thead>
<tr>
<th>Make</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Year</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Color</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>License</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Information</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Completed by _____________________________ Date ______________
Earthquakes occur without warning. When an earthquake occurs, the following actions will be taken:

**INSIDE** School buildings:
1. The Team Leader and/or alternates implement ACTION: DROP.
2. As soon as possible, everyone shall move away from windows and out from under suspended light fixture and book shelves.
3. Implement ACTION: LEAVE BUILDING when the initial tremor is over. Do not run!
4. Do not light any fires after the earthquake due to possible gas leaks.
5. Avoid touching electrical wires that may have fallen.
6. Take roll call.
7. No one re-enters the buildings for any reason until they have been notified by Public Safety, Team Leader and/or alternates.
8. Request assistance as needed from the City.

**OUTDOORS** on the School Grounds:
As soon as possible, evacuate students, faculty and staff away from buildings, trees, and exposed wires. The safest place to be is in the open.
FIRE EXPLOSION EMERGENCY RESPONSE

Fire in a University building is the most likely campus emergency that could result in loss of property and threat to lives. It is, therefore, most critical that individuals react quickly and responsibly to any indication of fire in their surroundings.

Procedures:

**IF YOU SMELL** SMOKE OR GAS:

- From the nearest safe phone call the Department of Public Safety, at ext. 6-3911 from a campus phone, or 946-2537 from an outside line.

**IF YOU OBSERVE** FIRE OR SMOKE:

- Do not shout “Fire!” Remain calm.
- Pull the nearest fire alarm. Notify those in immediate danger.
- **FROM THE NEAREST SAFE PHONE CALL THE DEPARTMENT OF PUBLIC SAFETY AT EXT. 6-3911 FROM A CAMPUS PHONE OR 946-2537 FROM AN OUTSIDE LINE TO NOTIFY THE DEPARTMENT OF THE EXACT LOCATION OF THE FIRE.**
DISASTER OPERATIONS CONTROL PLAN STOCKTON CAMPUS

• If possible and safe to do so after initiating the fire alarm, attempt to extinguish the fire with a fire extinguisher.
  o Never use a fire extinguisher on a fire that is large enough to frighten you or when you do not have a way of escape.
  o No matter how small the fire, never use an extinguisher without sounding the fire alarm, in case you are overcome.
  o If you cannot extinguish the fire by yourself with one extinguisher, leave the area and let the professionals handle it.
• If it is not possible or safe to extinguish the fire, from the nearest safe phone contact the Department of Public Safety at ext. 6-3911 from a campus phone, or 946-2537 from an outside line and provide the exact location of the fire.
• Do not prop any fire doors open. (Fire doors have automatic closers on them.)
• Evacuate, using appropriate exits and escape routes (do NOT use elevators). Provide assistance for those who need it.

IF THE FIRE ALARM SOUNDS:

• All alarms should be treated as a valid fire alarm until Public Safety personnel verify that it is a false alarm.
• Stop what you are doing immediately, remain calm and follow instructions.
• Do not look for other people or attempt to take along belongings (other than your purse or backpack) – don’t take the time to gather up your “stuff,” your life is more important!
DISASTER OPERATIONS CONTROL PLAN STOCKTON CAMPUS

- Do not prop any fire doors open.
- Using the nearest appropriate exit or escape route (do NOT use the elevators), leave the building quickly and calmly.
- Persons with disabilities should be assisted out of the building or removed to a safe haven to await evacuation by emergency responders.
- Proceed to safe ground at least 50 feet away from the building and out of the fire lane(s). The instructor/supervisor should notify emergency response personnel of missing or disabled persons.
- Do not obstruct fire hydrants or any fire/rescue workers.
- Do not re-enter the building until informed by a uniformed officer (fire or police).

REPORTING:

After contacting Public Safety, and after meeting with the University Police, contact your supervisor.

Any time that the fire alarm is activated, the building is to be immediately evacuated (see evacuation procedures).

ACTING
FIRE EXTINGUISHER OPERATIONS

If fire is observed or smoke smelled, **DO NOT HESITATE** to pull the fire alarm to evacuate the building. Notify Public Safety immediately as to the specific problem and its location.

If the fire appears no larger than a trash can, and there is an extinguisher nearby, **AND** you feel confident about putting the fire out, use the following instructions remembering the acronym **PASS**.

- **P**ull the plastic tab off the fire extinguisher handle
- **A**im the nozzle at the base of the fire
Squeeze the handle to discharge the dry chemical inside the extinguisher toward the **BASE** of the fire

Sweep the nozzle back and forth at the **BASE** of the fire

Use the entire contents of the extinguisher or stop when the fire is out. If the fire continues after emptying the extinguisher, evacuate **IMMEDIATELY**.
FLOOD

Warning of an impending flood is received at this School via RADIO. The National Weather Service Offices issues two types of flash flood advisories: a flash flood watch, and a flash flood warning.

**FLASH FLOOD WATCH:**
Heavy rains are occurring, or are expected to occur, and may soon cause flash flooding in certain areas.

**FLASH FLOOD WARNING:**
Flash flooding is occurring or is imminent on certain streams or designated areas, and immediate action must be taken by those threatened.

1. Physical Plant shuts off and locks all utilities at the main switch or control.
2. Public Safety shuts down operations and evacuate students, faculty and staff.
3. Public Safety contacts Emergency Services at 9-911 for assistance and guidance.
4. Pacific Alert Team stays tuned to local news broadcasts to keep posted on the status of the flooding.
5. Pacific Alert Team follows the instructions and advice of Flood Control Officials. If told to evacuate, notify President and does so promptly. If instructed to move to a certain location, go there immediately. If certain travel routes are specified or recommended, use those routes rather than trying to find short cuts.
6. Travel Tips:
   A. Leave promptly to avoid being marooned by flooded roads.
   B. Make sure you have enough gasoline in your car.
   C. As you travel, listen to the radio for additional information and instructions from your local government.
   D. Watch out for areas where rivers or streams may flood suddenly.
DISASTER OPERATIONS CONTROL PLAN STOCKTON CAMPUS

E. Do not try to cross a stream or a pool of water unless you are certain that the water will not enter your tailpipe. If it is safe to continue, put your car in low gear and drive very slowly to avoid splashing water into your engine which would cause it to stall/stop. Do not take your foot off the accelerator and do not come to a stop in the stream.
HOSTAGE EMERGENCY

In a situation in which an employee or student of the University is taken hostage, the following procedures are recommended:

1. **BE PATIENT. DO NOT PANIC.** Avoid any drastic action.
2. If you are a witness not the hostage contact Public Safety immediately (9-946-3911 or 6-3911
3. Recognize that any Hostage Taker(s) is usually emotionally unstable and mentally disturbed. FOLLOW INSTRUCTIONS of the captor, to insure your well being. Do not take chances. The initial 45 minutes are the most critical.
4. Do not speak unless spoken to. Avoid irritating the Hostage Taker(s). Try not to appear hostile, and do not "talk down" to or argue with the Hostage Taker(s).
5. Maintain eye contact with the captor(s) at all times if possible, but do not stare. Be extremely cautious and comply with instructions.
6. Be observant. The chances are one will be released or permitted to escape. Try to remember everything that is happening or is said. The personal safety of others may depend upon your memory.
7. Try to rest as much as possible. Be patient and wait for additional instructions. Remember: Others will be working to help the hostage(s)!
8. Be prepared to talk to the Police on the telephone. Answer as accurately as possible.
9. If medications, first aid or restroom privileges are needed by anyone, so advise Hostage Taker(s).
10. A Field Emergency Command Post will be established to maintain contact with the Hostage Taker(s).
STUDENTS:
1. Call Public Safety, 9-946-3911 or 6-3911.
2. Public Safety will call emergency medical personnel if needed: 9-911 & determine if Risk Management should be called for insurance purposes.
3. Public Safety will take the appropriate statements and pictures.
4. Seek First Aid as appropriate.

FACULTY, STAFF OR GUESTS:
1. Call Public Safety, 9-946-3911 or 6-3911.
2. Public Safety will call emergency medical personnel if needed, 9-911 & determine if Risk Management should be called for insurance purposes.
3. Public Safety will contact Risk Management Department for insurance purposes.
4. Public Safety will take the appropriate statements and if Risk Management not available, take pictures.
4. Seek First Aid as appropriate.

FACULTY & STAFF INJURIES must be reported to the employee’s supervisors and a report filed within 24 hours of the occurrence with the Human Resource Department.
UTILITY FAILURE

1. Non-business hours notify Public Safety 946-3911.
2. Business hours notify Physical Plant 946-2541.
3. Team Leader and/or alternates bring out flashlights. During electrical failures, emergency lighting may not provide enough lighting.
4. Team Leader and/or alternates should check to see if anyone is trapped in an elevator. If someone is trapped contact Public Safety 946-3911.
5. Shut down and step back from equipment as necessary to prevent overloading injury if equipment comes back on.
6. Team Leader and/or alternates evaluate the need for evacuation.
7. If evacuation is determined, Team Leader and/or alternates direct the evacuation in an orderly manner. Loss of electricity might affect telephones, heating, light and ventilation.
8. Team Leader and/or alternates assist the handicapped in evacuating.
9. If you smell gas follow instructions for gas leak.
DISASTER OPERATIONS CONTROL PLAN STOCKTON CAMPUS

GAS LEAK

Gas leak inside of building. If gas leakage should occur, do not turn on lights or power. Switching on lights or equipment could cause electric shock or an explosion. Do not use matches or lighters. Use only the flashlights.

1. Team Leader and/or alternates evacuate building immediately moving people out of area away from building in case of an explosion.
2. Call Public Safety 946-3911
3. Public Safety contacts Physical Plant to determine if Stockton Fire Department should be contacted.

Gas leak outside of building. If gas main brakes contact Stockton Fire Department and Physical Plant immediately.
DISASTER OPERATIONS CONTROL PLAN STOCKTON CAMPUS
EVACUATION

In the event it becomes necessary to evacuate disabled personnel from buildings during a fire or other emergencies take the following actions:

1. Public Safety – Dispatch a Public Safety Officer to the location of the Disabled Person.

2. Public Safety – Notify Supervisor, Fire Department and responding officers

3. Public Safety – If possible contact Team Leader or alternate inside the building and have them move the disabled person to the staging area or the base of the stairwell.

4. Team Leader or Alternate – Insure a Public Safety Officer remains with the person until they are removed from the building or until it is determined that it is safe for them to remain inside the building.

5. Team Leader or Alternate – Provide assistance to assembly point.

A. PREPARING FOR AN EVACUATION

- Know your building's floor plan. Know where the stairs and fire extinguishers are located.
- Determine in advance the nearest exit from your work location and the route you will follow to reach that exit in an emergency. Know the locations of alternate exits from your area.
DISASTER OPERATIONS CONTROL PLAN STOCKTON CAMPUS

- If you work in an office, know exactly how many doors you will pass along your evacuation route before you reach the nearest exit door. In heavy smoke, exit signs may be invisible. Even in heavy smoke, you can count the number of doors as you pass, so you will know when you reach the exit door.

B. DURING AN EVACUATION

- If time and conditions permit, secure your workplace and take with you important personal items such as car keys, purse, medication, glasses.
- Follow instructions from emergency personnel.
- Check doors for heat before opening. (Do not open door if hot.)
- WALK -- do not run. Do not push or crowd.
- Keep noise to a minimum so you can hear emergency instructions.
- Use handrails in stairwells; stay to the right.
- Assist people with disabilities.
- Move to your assembly point unless otherwise instructed.
If relocating outside the building:

- Move quickly away from the building.
- Watch for falling glass and other debris.
- Stay with your Team Leader or Alternate.
- Keep roadways and walkways clear for emergency vehicles.
- If you have relocated away from the building, DO NOT RETURN until notified that it is safe to do so.

- Whenever the fire alarms/strobes are activated, occupants MUST evacuate the building and reassemble at your designated assembly point. Occupants on floors above the ground floor must use emergency exit stairwells to leave the building. DO NOT USE ELEVATORS !!!!

- For certain emergencies such as a bomb threat or a natural gas leak, the fire alarms/strobes may not be activated. Instead, building Team Leader or Alternate will move through the building and order the occupants to evacuate.

- Emergency evacuation signage is posted in buildings so that occupants can become familiar with the evacuation routes and assembly points for their area.
DISASTER OPERATIONS CONTROL PLAN STOCKTON CAMPUS

- Building Team Leaders and Alternates are responsible to assist and direct building occupants in assigned areas to the fire exit stairwell and confirm that all occupants have evacuated the areas. The building safety coordinator will report to an authorized emergency responder that their area is clear. Authorized emergency responders are DPS employees, members of the fire department. Try to remain calm, and give clear evacuation instructions. Keep existing groups together.

- Building Team Leaders and Alternates are responsible to work with departmental chairs and directors to identify any Pacific employees with a disability who would need consideration and assistance during an evacuation. At least two staff members should be assigned to each person identified with a disability to provide assistance, ensuring that the disabled person will be assisted during the evacuation. Should the disabled person not be able to use the fire exit stairwells, he or she must be escorted to the exit stairwell landing as a “Safe Area of Rescue.” The Team Leader should remain with the disable person at the landing to provide additional assistance. The Team Leader will inform an authorized emergency responder that a disabled person is waiting for rescue on the specified floor within the exit stairwell.

- Faculty and instructors are responsible to identify any student(s) with a disability that would need consideration and assistance during an evacuation. At least two Team Leader and Alternates should be assigned to each person identified with a disability to provide assistance, ensuring that the disabled person will be assisted during the evacuation. Should the disabled person not be able to use the fire exit stairwells, he or she must be escorted to the exit stairwell landing as a “Safe Point of Rescue.” The Team Leader should remain with the disabled person at the landing to provide additional assistance. The Team Leader or Alternate will inform an authorized emergency responder that a disabled person is waiting for rescue on the specified floor within the exit stairwell.
C. EVACUATION OF DISABLED PERSONS

A. Persons Using Crutches/Canes or Walkers

In emergency evacuations, these individuals should be treated as if they were injured. Have the individual sit on a sturdy chair, preferably a chair with arms, and follow the procedure for non-ambulatory persons below:

B. Non-ambulatory persons

Evacuation may not be necessary or advisable. Many stairwells are designed to provide temporary protection from fire or other danger. A Team Leader should stay with a wheelchair user in the platform area of the stairwell while an alternate notifies emergency personnel or paramedics of the exact location of the wheelchair user.

If immediate evacuation is necessary, be aware of the following considerations:

- Wheelchairs have movable parts; some are not designed to withstand stress or lifting.
- You may need to remove the chair batteries; life-support equipment may be attached.
- In a life-threatening emergency, it may be necessary to remove an individual from their wheelchair. Lifting a person with minimal ability to move may be dangerous to their well-being.
- Wheelchairs should not be used to descend stairwells, if at all possible.
- Non-ambulatory persons may have respiratory complications. Remove them from smoke or fumes immediately and determine their needs and preferences.
Check the evacuation routes for obstructions before assisting the person to the exit.
Delegate other Team Leader and Alternates to bring the wheelchair.
Reunite the person with their wheelchair as soon as it is safe to retrieve it.

Always consult with the person in the chair regarding how best to assist him/her:

- The number of people necessary for assistance.
- Ways of being removed from the wheelchair.
- Whether to extend or move extremities when lifting because of pain, catheter leg bags, spasticity, braces, etc.
- Whether to carry forward or backward on a flight of stairs.
- Whether a seat cushion or pad should be brought along if the wheelchair is being left behind.
- In lieu of a wheelchair, does he/she prefer a stretcher, chair with cushion/pad, or car seat?
- Is paramedic assistance necessary?

C. Visually Impaired Persons
Most visually impaired persons will be familiar with their immediate work area. In an emergency situation, describe the nature of the emergency and offer to act as a "sighted guide"; offer your elbow and escort him/her to a safe place. As you walk, describe where you are and advise of any obstacles. When you have reached safety, orient the person as to where you are and ask if any further assistance is needed.
D. Hearing Impaired Persons
Because persons with impaired hearing may not perceive emergency alarms, an alternative warning technique is required. Two methods of warning:

1. Write a note describing the emergency and nearest evacuation route. ("Fire. Go out rear door to the right and down, NOW!")
2. Turn the light switch off and on to gain attention, then indicate through gestures what is happening and what to do.
The training phase of any emergency plan is most important. Thus it is the duty and responsibility of every Team Leader and Alternate to take affirmative steps to become prepared for an emergency. Training is easy to postpone and put off. Emergencies never occur when it is convenient, and a guide (such as this one) will be almost useless to a panicked, untrained person. Take the training seriously, it may save someone's life — perhaps your own.

**FIRE EXTINGUISHERS, ALARMS AND PREVENTION**

A. There will be on-going training conducted by Public Safety or the Fire Department regarding the different types, locations, and proper use of fire extinguishers.

1. It should be noted that most people erroneously believe they know the proper uses of the various types of fire extinguishers.

2. The training will cover the different types of fire alarm systems installed at the Stockton campus and how each operates.

3. Risk Management will maintain a list of personnel who have completed this training.

**EVACUATION TRAINING**

Public Safety and Risk Management will conduct the emergency evacuation training. The training will include regularly scheduled fire alarm tests to assure, students, faculty and staff know the evacuation routes.

**MOCK EMERGENCIES**
DISASTER OPERATIONS CONTROL PLAN STOCKTON CAMPUS

At least once a year there will be an announced simulated emergency to test effective communication and cooperation.

Please cooperate and make every effort to attend all safety sessions.

AMENDMENTS TO THE EMERGENCY PLAN

Pacific Alert Team may amend these provisions to include additional necessary training programs.
CHOKING RESCUE PROCEDURE (Heimlich Maneuver)

Overview


Choking is usually caused by food or an object stuck in the windpipe. For tips to avoid choking, see preventing choking.

A person who is choking cannot talk, cough, or breathe, and may turn blue or dusky. The Heimlich maneuver can help dislodge the food or object.

WARNING: Do not begin the choking rescue procedure unless you are certain that the person is choking.
CHOKING RESCUE PROCEDURE (Heimlich Maneuver)

Adult or Child Older Than 1 Year

- Stand behind the person and wrap your arms around his or her waist. If the person is standing, place one of your feet between his or her legs so you can support the person's body if he or she loses consciousness.
- Make a fist with one hand. Place the thumb side of your fist against the person's abdomen, just above the navel but well below the breastbone (sternum). See Illustration A.
- Grasp your fist with the other hand. Give a quick upward thrust into the abdomen. This may cause the object to pop out. Use less force for a child. See Illustration B.
- Repeat thrusts until the object pops out or the person loses consciousness.
DISASTER OPERATIONS CONTROL PLAN STOCKTON CAMPUS

Illustration A
CHOKING RESCUE PROCEDURE (Heimlich Maneuver)

Choking While Alone

If you choke while you are alone, do abdominal thrusts on yourself, or lean over the back of a chair and press forcefully to pop out the object.

Person Loses Consciousness

- If the person loses consciousness, gently lower him or her to the ground. Call 911 or other emergency services.
- Begin standard CPR (cardiopulmonary resuscitation), including chest compressions (see CPR in the topic Dealing With Emergencies).
- Each time the airway is opened during CPR, look for an object in the mouth or throat. If you see an object, remove it.
- Do not perform blind finger sweeps.
- Do not perform abdominal thrusts, such as the Heimlich maneuver.
- Continue performing CPR until the person is breathing on his or her own or until an ambulance arrives.
THE ABC’S OF CPR

The very first thing to do is **GET THE VICTIM TO SAFETY** - that means well away from the water and any obstructions, but do NOT waste any time getting them very far up the beach. A few metres from the waterline will do. While you're bringing them in, try and wake them - call their name, scream at them, pat their back hard to try and dislodge loose debris from their mouth. **DO NOT WASTE TIME.**

Second thing: **SUMMON HELP.** Scream for someone else to go and call the emergency services (999 in UK, 911 in the USA, or 112 anywhere in Europe - including the UK). Stay with the patient. Try and wake them, call their name if you know it, put them in the recovery position (lying on their side). If they don’t respond in **15 SECONDS**, check the airway. **DO NOT WASTE TIME.**
A is for Airway
Open their mouth and check for obstructions - kelp, water, vomit even. Scoop anything out with your fingers quickly if you can.

Open the airway using the head tilt, chin lift. Pushing down on the forehead and lifting up on the chin removes the tongue from the back of the throat.

The tongue is the most common airway obstruction in an unconscious person. If the person is going to breathe on his own, it should happen as soon as you clear the airway. If you do not hear, see or feel any breathing, you must give two breaths.
B is for Breathing
If you do not hear or feel any breathing, give the victim two breaths. Pinch the victim's nose tightly, put your lips over the victim's lips and blow until you see the chest rise.

Watch out of the corner of your eye to be sure you blow just enough to see the chest rise.

C is for Circulation and Compression
Once both breaths go in, it is time to move to C - circulation. Check the pulse at the carotid artery in the neck, which is easily found by locating the shoulder muscle and tracing up the side of the neck, then moving up the jawbone an inch towards the chin, or finding the adam's apple and sliding your fingers just to the side.
DISASTER OPERATIONS CONTROL PLAN STOCKTON CAMPUS

Feel around in this area. If there is no thumping under your fingers in a three-second time span, begin chest compressions. Start by finding the proper placement for your hands. Locate the base of the sternum, the spot where all the ribs come together in the center of the chest. Place two fingers on that point. Put the heel of the other hand beside those two fingers. Interlace your fingers, lock your elbows and compress the victim’s chest, using your body weight, to the necessary depth of 1 1/2 to 2 inches deep. Or remember this, two hands, two inches.

Count aloud as you compress 15 times and follow by giving the victim two breaths. That's Compression Wave 1.

Repeat for a total of four waves – about one minute in elapsed time. Then check again for a pulse in the neck and watch for signs that the person is breathing.

If there's still a pulse but NO BREATHING: Give short "rescue breaths" - one every five seconds - to assist and restart breathing. Check the pulse regularly.

Once you feel a pulse and the person is breathing on his/her own, put him in the recovery position – rotating the victim up onto his or her side until help arrives. This helps keep the airway clear of any further obstructions.

AFTERCARE: After even a short time out the victim MUST repeat MUST get immediate professional medical attention.