Emergency Situations

Custodial Training

23 July 2010
• What is your responsibility if there is a building emergency, i.e. electrical problem, water problem?

• Evacuate area
• Secure the problem/area if possible
• Access Situation
• Notify building crew chief, facilities manager or maintenance staff
What is your responsibility if there is a security emergency, i.e. unruly visitor, fight, intoxicated/drugs person?

- If possible, ask person to leave.
- If you feel threatened, call the State Police barracks: 215-249-9191
- Monitor the situation until the police arrive.
- Notify building crew chief, facilities manager, principal or superintendent as soon as possible.
What is your first responsibility if there is a medical emergency, i.e. extremely sick person or heart attack?

• Unless you know exactly what is wrong with the person (something visible like arm or leg injury) assume the worst.
• Call 911 and provide as much information as possible to the dispatch person.
• Stay with the person until the ambulance arrives.
• Notify the building crew chief, facilities manager, principal or superintendent as soon as possible.
What is your responsibility if there is a fire emergency, i.e. smell smoke, smoke filled room or actual flames?

• EVACUATE BUILDING – NO EXCEPTIONS
• If you smell smoke, try to locate the source, if source can be determined isolate the source and notify crew chief, facilities manager or maintenance staff
• If source can not be identified, monitor the situation and notify crew chief, facilities manager or maintenance staff
• DO NOT IGNORE THE SITUATION!
• If smoke filled room, pull closest fire alarm station. Use judgment as to whether or not to locate the source or to evacuate, if in doubt evacuate yourself.
• IF you see actual flames, pull closest fire alarm station. Depending on the situation decide if the fire can be extinguished and use proper fire extinguisher procedure.
• Account for all staff.
Fire Extinguisher Procedure

• Fire Extinguishers should only be used on small contained fires. Know where the fire extinguishers are located and how to use them.

• Remember: If taking the time to extinguish a fire could put your life in danger… DON’T, EVACUATE IMMEDIATELY
When using a fire Extinguisher always remember P.A.S.S.

- **Pull** the pin.
- **Aim** the extinguisher nozzle at the base of the flames.
- **Squeeze** the trigger while holding extinguisher upright.
- **Sweep** the extinguisher hose and nozzle from side to side, use the entire content of the extinguisher and cover the fire with the extinguishing agent.
Safety

• Safety is everyone’s responsibility. You should be on alert and observant for safety related issues. Some of these issues are:
  • Proper use of ladders, tripping hazards, electrical overloads, proper lifting techniques, blood born pathogens and personal protective equipment including eye wash stations. Also know the members of the safety committee.
• Know where the ladders are located and use them whenever necessary. Never stand on desks or chairs. If you observe someone standing on a desk or chair ask them to get down and offer them a ladder.
• Be observant and report any tripping hazards both inside and out.
• Report any possible electrical overloads. This includes overloading of electrical outlets and power strips or electrical cords including frays.
• Always observe proper lifting techniques.
• Lift with your legs not your back even when shoveling snow.

• Always observe universal precautions.
• Use gloves when needed, wash your hands often, clean up blood and other body fluids and use the proper cleaners.
• Use personal protective equipment when needed.
• Know where the eye wash stations are located and how to use them
• Always report safety concerns about any equipment that you use to your crew chief.
• NEVER USE UNSAFE EQUIPMENT
• Questions