Emergency Support Function #4 - Fire Fighting and Emergency Medical Services

Primary Agency
Radford City Fire Departments
Emergency Medical Services (Campus and City)

Secondary/Support Agencies
Virginia Department of Forestry
Private Ambulance Services
Virginia Department of Emergency Management
Office of Emergency Preparedness

Introduction

Purpose:
Emergency Support Function (ESF) #4 – Fire Fighting and Emergency Medical Services directs and controls operations regarding fire prevention, fire detection, fire suppression, rescue, and hazardous materials incidents; as well as to assist with warning and alerting, communications, evacuation, and other operations as required during an emergency.

Scope:
ESF #4 manages and coordinates fire-fighting and emergency medical activities including the detection and suppression of fires, treatment and transport of injured victims, and provides personnel, equipment, and supplies to support the agencies involved in the firefighting and emergency medical operations.

Policies:
- Priority is given to public, fire fighter and emergency medical safety, and protecting property.
- For efficient and effective fire suppression and/or treatment and transport of the injured, mutual aid may be required from various local fire fighting and rescue agencies. This requires the use of the Incident Command System together with compatible equipment and communications.
- Personnel will stay up to date with procedures through education and training.
Concept of Operations

General:

The City of Radford Fire Department and Carillion Rescue Services are prepared to assume primary operational control in fire prevention strategies, fire suppression, patient management, and hazardous material incidents. (See ESF #10.) Fire department and rescue personnel who are not otherwise engaged in emergency response operations will assist other university agencies in warning and alerting the public, evacuation, and communications as is necessary and appropriate during an emergency situation.

When the Emergency Support Function is activated all requests for fire fighting and emergency medical support will, in most cases, be submitted to the 9-1-1 Center for coordination, validation, and/or action.

The Coordinator of Emergency Preparedness or his/her designee will determine the need to evacuate large areas and will issue orders for evacuation or other protective action as needed. However, the incident commander may order an immediate evacuation prior to requesting or obtaining approval, if in his/her judgment this action is necessary in order to safeguard lives and property. Should an evacuation become necessary the warning and instructions will be communicated through all appropriate Radford University Alert Systems. In addition, Law Enforcement and Residential Life may use mobile loudspeakers or bullhorns, or go door to door to ensure that all affected residents have received the warning.

During an evacuation in which a large number of citizens are sheltered, the local Rescue Agency may coordinate the positioning of an on site EMS basic life support unit to support the shelter operation.

Organization:

A fire and ems representative will be assigned to the EOC in order to coordinate the fire and rescue service response. These representatives will be a part of the EOC staff and will assist with the overall direction and control of emergency operations.

The Fire and EMS Departments will implement evacuations and the Police Departments will assist and provide security for the evacuated area. In the event of a hazardous materials incident, the Incident Commander should implement immediate protective actions to include evacuation as appropriate.

The Fire Departments have ___11___ paid fire-fighters and approximately ___30___ volunteer fire-fighters.

The Emergency Medical Services are contracted through Carillion. Radford University EMS is a student organization with 26 members and will assist as able.
**Actions**

- Develop and maintain plans and procedures to provide fire and rescue services in time of emergency;
- Document expenses and continue for the duration of the emergency;
- Check fire fighting, rescue, and communications equipment;
- Fire and EMS Service representatives should report to the Local Emergency Operations Center to assist with operations;
- Fire and EMS department personnel may be asked to assist with warning and alerting, evacuating, communications, and emergency medical transport; and
- Follow established procedures in responding to fires and hazardous materials incidents and in providing rescue services; and
- Requests mutual aid from neighboring jurisdictions.

**Responsibilities**

- Fire prevention and suppression;
- Emergency medical treatment;
- Hazardous materials incident response and training;
- Radiological monitoring and decontamination;
- Assist with evacuation;
- Search and rescue;
- Temporary shelter for evacuees at each fire station;
- Assist in initial warning and alerting;
- Provide qualified representative to assist in the Local EOC;
- Requests assistance from supporting agencies when needed;
- Arranges direct liaison with fire chiefs in the area;
- Implements Mutual Aid.
Fires Incident Annex

**Primary Agency**
Radford City Fire Department
Radford University Police

**Cooperating Agencies**
Facilities Management
EMS
Safety Office
Residential Life
Office of Emergency Preparedness

**Introduction**

**Purpose:**
To protect students, visitors, staff, and faculty in the event of a fire affecting Radford University Campus.

**Scope:**
A fire can develop through a variety of causes. This annex works to describe some general ways to handle and deal with these various kinds of situations. Fire extinguishers are provided in every building on campus and training is done throughout the year in their use. All residence halls perform fire drills on a monthly basis. Evacuation signs are posted in hallways and areas of refuge are clearly marked by lighted signs.

**Procedures:**
- If smoke or fire is detected in a building, pull the nearest fire alarm to warn other occupants. If there is not fire alarm, warn all occupants to leave.
- Dial 9-911 or 831-5500 to contact the fire department.
- If the fire is small and can be safely extinguished, fire extinguishers are located throughout all buildings. Fire extinguisher procedures are located in Appendix A.
- Evacuate the building as quickly and calmly as possible.
- Some stairwells serve as areas of refuge if you cannot exit the building or if a disabled person cannot be removed.
- Conduct a headcount of all persons to ensure that no one remains inside.
• The Campus Police will assist in evacuation and security of the building.

• The Emergency Operations Center may be activated.

• No one should re-enter the building until authorized to do so by the fire department or Safety Office.

**Concept of Operations**

**General:**

In order to protect the students, faculty, and staff at Radford University it is necessary to develop and practice evacuation and fire drills. All persons working, attending classes, or living on campus will be made aware of this annex and in the event of a Fire, follow the directions of the police department, Fire Department, Safety Office, and procedures outlined in this Annex.

**Organization:**

The Radford City Fire Chief or, in his absence, the Ranking Officer of the Radford City Fire Department, is responsible for making the decision to re-enter a building after a building fire. The Radford University Police Department will assume direction and control until the fire department arrives.

The Emergency Response Guide provides a checklist of actions to take in the event of a fire. Additional information will be provided as necessary to occupants on campus by all means available at the time.
1. Fire extinguishers should only be used by properly trained personnel. If you have the slightest doubt, leave the area and call the fire department.

2. Fight the fire only if:
   - The Fire Department and University Police has been notified.
   - Evacuation has started.
   - The fire is small and confined to its immediate area of origin (wastebasket, sofa, etc.).
   - You have a way out and can fight the fire with your back to an exit.
   - You have the proper extinguisher and have been properly trained.
   - You use careful judgment and get out fast if the fire starts to spread.

3. To operate a fire extinguisher, remember the word **PASS:**
   - **PULL** the pin by grasping the extinguisher neck and removing the pin.
   - **AIM** the nozzle, hose, or horn at the base of the fire.
   - **SQUEEZE** the handle to release the extinguishing agent.
   - **SWEEP** from side to side at the base of the fire until it is out.

4. Call the Safety Office to replace the used fire extinguisher.
Fire Evacuation Procedures

Non Residential Buildings

1. If you choose not to fight the fire, quickly shut all file cabinets and drawers, turn off all electrical equipment and shutdown your computer. Exit the building as calmly and quickly as possible using the nearest safe exit. If readily available, grab the AED and first aid kit as you leave (it may be needed in the assembly area). Close all windows and doors on the way out (do not lock doors). **Do not use elevators.** Stay low to the floor if there is a lot of smoke.

2. Go to the assigned assembly area and keep well away from the building. Building Managers will conduct a head count to determine if anyone is missing. Do not reenter the building until authorized by University Police.

3. Facilities Management, Housekeeping, University Police, and Building Managers will assist in the evacuation of the building by directing occupants to the nearest safe exit, ensuring that all personnel have exited, and evacuating disabled persons to the nearest stairwell or exit.

4. The City Fire Department will assume control of the building when they arrive. Give full cooperation to the Fire Department and Police Department.

5. Inform University Police or the Fire Department of missing people and disabled people who were placed in stairwells.

6. All elevators will be recalled to the ground floor when the alarm sounds.

Residence Halls

1. Resident Directors, Resident Assistants, and Residence Hall Fire Marshals will assist in the evacuation.

2. Wear a coat and shoes, and take a wet towel to place over your face in case of smoke. Before opening any door, feel the door knob with the back of your hand. Do not open the door if it is hot. Brace yourself behind the door, crouch low, and open the door slightly if it is warm. Stay low if the area is smoky. If heat or heavy smoke is present, close the door and stay in your room.

3. Proceed to the assigned assembly area. RA's and RD's will conduct a head count to see if anyone is missing. Remain outside until the appropriate signal is given to re-enter.
4. If all exits are blocked:

- Go back to your room, close the door and call the University Police to report your location.
- Seal the cracks around the door with tape and wet towels to prevent smoke from entering.
- Open the window a few inches for fresh air and hang a brightly colored cloth or bed sheet out the window to alert the Fire Department of your location. If you have a flashlight, use it to signal with at night.
- If smoke gets in your room, keep low and dampen a cloth with water, place it over your nose and breathe lightly through it.
- Stay calm. Do not jump from windows above the second floor. Rescue personnel have the proper equipment to get to you quickly.

5. All elevators are recalled to the ground floor when the alarm sounds except those located in the following buildings:

- Muse, B-wing & C-wing
- Madison
- Jefferson
- Washington
- Moffett
- Perry
- Trinkle
- Floyd
- Stuart

**Responsibilities of University Police**

1. Dispatch officers to the building to assist in the evacuation. Ensure that all occupants have left the building.

2. Set up a command post and activate the Emergency Operations Plan if necessary.

3. Control the scene until the Fire Department arrives.

4. Locate the fire if possible and direct the Fire Department to it.

5. Attempt to put out the fire if it is small and does not put police officers at undue risk.

6. Render first aid and move injured persons to safe areas.

7. In resident halls notify the Area Coordinator/Assistant Director, Director, or Associate Director as soon as possible.
8. Prevent unauthorized personnel from entering the building and control traffic.

9. Ensure that all personnel have been evacuated and check stairwells and porches for handicapped students. Check with the University Police Dispatcher for the location of handicapped students in the building.

10. Notify the Fire Department of the location of handicapped students in stairwells.

11. Recall elevators to the ground floor.

Responsibilities of Resident Director/Assistant

1. Confirm that the University Police have been called.

2. Notify an Assistant Director/Area Coordinator as soon as possible. The Assistant Director will notify the Director and/or Associate Director.

3. Assist in evacuating residents from the building using the nearest safe exit. Do not use elevators. The elevator shaft can fill with smoke very easily and there may be a power outage which could trap people in the elevator.

4. Assist in evacuating handicapped students to stairwells and notify emergency personnel of the location of handicapped individuals if they cannot be removed.

5. Ensure that Fire Marshal(s) and/or staff check each door to awaken sleeping students.

6. Direct the Fire Department to the fire if University Police is not on the scene.

7. When the evacuation has been completed, maintain order, prevent anyone from reentering, and keep all people a safe distance from the building.

8. Account for students who evacuated the building. Head counts should be reported to the Resident Director or person in charge. Residents unaccounted for should be reported to the senior officer at the scene.

9. Submit a report of the fire to the Director of Housing and the Safety Office within 24 hours.

10. Maintain a current list of all disabled students in the building noting the room number and the type of disability. Ensure that a copy of the list is sent to the RU Police Department.

11. In case of a major fire when the building cannot be occupied, the Office of Residential Life will help students make arrangements for relocation.
Responsibilities of Resident Hall Fire Marshals

1. Get the roster and knock on each door in your designated area of responsibility and have residents evacuate immediately.

2. Stay in designated area during the evacuation to assure that procedures are followed in a safe and orderly manner.

3. Take roll at the evacuation point and ask residents who are present to help account for absentees.

4. Stay with the occupants of your floor/wing until time to re-enter the building.

5. Immediately report students not accounted for and any problems to the nearest staff member.
Emergency Medical Services Incident Annex

Primary Agency
Radford University EMS
Carillion Patient Transport Services

Cooperating Agencies
Facilities Management
Radford University Police Department
Safety Office
Residential Life
Office of Emergency Preparedness

Introduction
Purpose:
To protect students, visitors, staff, and faculty in the event of a medical emergency while on the Radford University Campus.

Scope:
Medical Emergencies can develop through a variety of causes. This annex works to describe some general ways to handle and deal with these various kinds of situations. Radford University has an EMS agency that responds to all calls on campus. Transport to a local hospital is provided by Carillion Patient Transport Services

Procedures:
• Dial 9-911 or 831-5500 to contact the EMS department.
• Do not move the victim if you suspect spinal damage or neck trauma.
• In the event of cardiac arrest, AED’s are located in several places on the University. See Tab
• Keep the victim calm until help arrives.
• Do not move seriously injured person unless they are in further danger of injury or death.
• Radford University maintains a Student Health Clinic in Moffet Hall for illness and injury.
• The Emergency Operations Center may be activated depending on the scope and nature of the injury or illness.
Concept of Operations
General:

In the event of a medical emergency act immediately, keep calm, and reassure the victim. Assist injured personnel and remove them from the hazard if injuries are minor. Do not move seriously injured persons unless they are in danger of further injury. Notify personnel in adjacent areas of potential hazards. Render appropriate first aid to accident victims and summon medical help as soon as possible. Be prepared to give the following information: what happened, number of victims, kind of injury, exact location of the emergency, what help is being given, and your name and phone number. Do not transport seriously injured persons to the hospital and do not hang up until the dispatcher hangs up.

Organization:

The Radford University EMS is responsible for responding to and treating sudden illness and injury on the campus. Carillion Patient Transport is responsible or transportation to the local hospital. The Radford University Police Department will assume direction and control until the EMS department arrives.

The Emergency Response Guide provides a checklist of actions to take in the event of a medical emergency.
Emergency Support Function # 4 - Transportation

General Guidelines for Medical Emergencies

**Life Threatening Conditions**

1. Check the scene for safety. Check the victim for consciousness, breathing, and severe bleeding.

2. Immediately call 9-911 then the University Police (when time allows) if the victim:
   - Is unconscious.
   - Has trouble breathing or is breathing in a strange way.
   - Has chest pain or pressure that lasts longer than 3-5 minutes.
   - Is bleeding severely.
   - Has pressure or pain in the abdomen that does not go away.
   - Is vomiting or passing blood.
   - Has repeated seizures or a seizure that lasts for more than a few minutes.
   - Has a severe headache or slurred speech.
   - Appears to have been poisoned.
   - Has injuries to the head, neck, or back.
   - Has possible broken bones.
   - Has a critical burn.
   - Is having a severe allergic reaction.

3. Do not move the victim unless absolutely necessary. Watch for signs of shock.

4. Provide care if you have the proper training.

5. If it is necessary to use a helicopter to transport a victim to the hospital, the helicopter will land at the Dedmon Center in an area determined by the University Police Department. The hospital EMS squad will transport the victim to the landing site.

**Non Life Threatening Conditions**

1. If there are no life threatening conditions:
   - Watch for changes in breathing and consciousness.
   - Help the victim rest comfortably.
   - Keep the victim from getting chilled or overheated.
   - Reassure the victim.

2. Call University Police for serious injuries that are not life-threatening. University Police will assess the situation, provide first aid, and call EMS if necessary. University Police will not transport the victim to the hospital.
3. Departments are responsible for providing first aid for minor conditions such as cuts and scrapes.

**Outside Agencies**

1. If a student is treated at the Student Health Center or a regional hospital, and the news media and/or law enforcement agencies may be involved, the Director of Health Services will notify the University Police. This notification will consist of the circumstances surrounding the emergency, but not privileged information unless a waiver has been obtained.

2. The University Police will immediately notify the Vice President for Business and Finance, Director for University Relations, Safety Manager, and other appropriate university officials. The Vice President for Student Affairs will contact the student's parents. If appropriate, the Vice President for Business and Finance will notify the President.

3 Injuries or illnesses resulting in the in-patient hospitalization of three or more employees must be reported to the Safety Office within 8 hours. The Safety Office will investigate the incident and notify the local OSHA office.
Life Threatening Conditions

1. Checking the victim:
   - Check the scene to make sure it is safe to enter.
   - Tap and shout to see if the person responds.
   - If no response, call 9-911.
   - Position victim on back while supporting the head and neck.
   - Tilt head back and lift chin.
   - Look, listen, and feel for breathing for about 10 seconds.
   - If no breathing give 2 breaths. Each breath should last 1 second if trained in CPR
   - Start CPR if trained

2. If air doesn't go in:
   - Re-tilt person's head.
   - Give 2 more breaths.
   - If air still won't go in give 30 chest compressions on the center of the breastbone.
   - Check the mouth for a foreign object.
   - Remove object and give 2 breaths.
   - If breaths go in, check for breathing and start CPR if necessary.

3. If no breathing start CPR:
   - Find hand position on center of breastbone.
   - Position shoulders over hands keeping arms straight.
   - Compress chest 30 times in about 18 seconds, pressing down about 2 inches.
   - Give 2 breaths.
   - Continue compressions and breaths until an ambulance or AED arrives.

4. If you suspect a conscious victim is choking:
   - Bend the victim forward and give 5 back blows between the shoulder blades.
   - Place fist about 1-2 inches above the naval.
   - Grasp fist with other hand.
   - Give 5 quick inward and upward thrusts.
   - Repeat back blows and abdominal thrusts until object is removed.

Inhalation Exposure

- Check the scene.
- Remove the victim as quickly as possible to fresh air if it can be done safely.
In most situations rescue personnel should wear proper respiratory equipment and protective clothing.
Never enter a confined space to attempt a rescue.
Keep the victim at rest and warm.
If the patient is unconscious, keep the airway clear.
Start CPR if breathing has stopped.

Skin Exposure

- Act quickly; corrosive chemicals can damage the skin very rapidly.
- If only a small area of the skin is exposed flood promptly with water and wash gently with soap.
- Go to the nearest emergency shower and flood with large amounts of water for 15 minutes if large areas of the skin are involved.
- Remove clothing while standing in the shower.
- If chemicals are splashed on the head, eye protective equipment should be left on until the chemical has been washed away.
- Do not use chemical neutralizers on the skin.

Eye Exposure

- If a chemical is splashed into the eye go immediately to the nearest eye wash fountain.
- Spread the eyelid open with the fingers and wash the eye for at least 15 minutes.
- Flood all surfaces of the eye and the underside of the eyelids with water.
- If no eye wash station is available, lay the victim on his/her back, turn the head, and pour water into the eye, directing the stream to the side of the head. Ensure that the injured eye is below the good eye.
- Do not attempt to remove foreign objects from the eye, cover the eye with a sterile pad and seek medical care immediately.

Poisoning

- Quickly take the container to the phone and call the Poison Control Center at 1-800-222-1222 and follow their instructions.
- Care for shock and monitor breathing while waiting for emergency help.
- Do not give anything by mouth unless instructed to do so by medical personnel.

External Bleeding

- Put on a pair of disposable nitrile or latex gloves.
- Cover wound with sterile gauze and press firmly against the wound with your hand for several minutes.
- Apply a pressure bandage snugly over the wound.
- If bleeding doesn't stop, apply additional dressings. Do not remove blood soaked bandages.
• Carefully wash small cuts with soap and water, apply an antiseptic and bandage.

**Shock**

Following a severe injury the victim may go into shock. Shock is life threatening. Signs of shock include restlessness or irritability, an altered state of consciousness, extreme paleness, cold and clammy skin, perspiration on the forehead or hands, weakness, nausea, vomiting, shallow breathing and a weak rapid pulse. Caring for shock involves the following steps:

• Have the victim lie down.
• Control external bleeding.
• Maintain normal body temperature.
• If there are no head or neck injuries elevate the legs about 12 inches.
• Do not give the victim anything to eat or drink.
• Call an ambulance.

**Cryogenic Burns**

• For short contact, immediately flush the area with large quantities of water.
• For prolonged exposure or if visible tissue damage is apparent seek medical help immediately to restore tissue to normal temperature.

**Fractures**

• Do not move the patient unless it is necessary to prevent further injury.
• Splint the body part if the patient must be moved and you can do it without causing more pain.
• Check for proper circulation before and after splinting.
• Treat for bleeding and shock.

**Strains and Sprains**

• Have the victim lie down.
• Place a clean cloth over the injured area.
• Apply ice to the injured area (20 minutes on, 20 minutes off for 1-2 hours).
• Elevate the injured area.

**Electrical**

• Disconnect the power and cautiously remove the current source with an insulator such as a dry stick or board.
• Do not use metal or anything that is wet.
• Do not touch the victim until he/she has been removed from the electrical circuit.
• Apply water to the burn until the pain subsides.
• Check for breathing and start CPR if necessary.
Clothing Fire

- Proceed to a safety shower if immediately available.
- If not, fall to the floor and roll to smother the flames.
- Fire blankets should only be used as a last resort, because they may hold heat in and increase the severity of burns.
- Fire extinguishers should not be used on the skin because they can freeze the skin or increase the likelihood of infections.
- Do not remove clothing that adheres to burnt skin.

Thermal Burns

- Cool the burned area with large amounts of cool water.
- Cover the burn with a dry, clean dressing.
- Do not use ointments on a severe burn.
- Don't apply ice to a burn unless it is very minor.
- Watch for signs of shock.
- Call an ambulance if there is breathing difficulty, burns covering more than one body part, burns to the head, neck, hands, feet, or genitals, burns resulting from chemicals, explosion, or electricity.

Sudden Illnesses

- Care for life threatening conditions first.
- Help the victim rest comfortably.
- Keep the victim from getting chilled or overheated.
- Reassure the victim and stay calm.
- Watch for changes in consciousness and breathing.
- Do not give anything to eat or drink unless the victim is fully conscious.
- Place on side if the victim vomits.
- Position victim on back and elevate legs if no head or spine injury is suspected.

Seizure

- Do not hold or restrain the victim or place anything between the teeth.
- Remove any objects that may cause injury.
- Cushion the victim's head.
- Call 911.

Diabetic Emergency (Known Diabetic)

- Give the victim some kind of real sugar if conscious.
- Call an ambulance if victim doesn't get better in about 5 minutes.
Heat Related Illness

- Get the victim out of the heat.
- Loosen tight clothing.
- Remove perspiration soaked clothing.
- Apply cool, wet cloths to the skin.
- Fan the victim.
- If victim is conscious give cool water to drink.
- Call for an ambulance if the victim refuses water, vomits, or starts to lose consciousness.

Hypothermia

- Call an ambulance.
- Care for life threatening conditions.
- Move the victim to a warm place.
- Remove any wet clothing and dry the victim.
- Warm the victim slowly by wrapping in blankets or putting on dry clothes.
- Apply other sources of heat if they are available.
Students

1. Students should report to Student Health Services to assess the severity of the disease.

2. If the disease is potentially life threatening and presents an immediate risk to others, Student Health will isolate the student and contact the Emergency Room at the Carilion New River Valley Medical Center.

3. Student Health Services will call an ambulance for transportation to the hospital.

4. Student Health Services will notify the University Police Chief. The Police Chief will notify the Vice President for Business Finance, Director of University Relations, Safety Manager, and other appropriate university officials. The Vice President for Business Finance will notify the President, if appropriate.

5. Student Health Services will call the hospital for updates and inform the Police Chief. The Police Chief will keep appropriate university officials informed.

6. The Emergency Room at the hospital will call the local Health Department, if appropriate.

7. To report a student with a potentially infectious disease that could impact university operations, the hospital should contact the University Police. The Police Chief will contact other appropriate university officials and set up the EOC, if necessary.

8. The Health Department, Student Health Services, and University Police will attempt to find individuals who may have come in contact with the victim.

9. The Health Department and Student Health Services will make arrangements to give prophylaxis to those who may have come in contact with the victim at the university.

10. Contacts will be trained or given handouts describing signs and symptoms of the disease and told to contact Student Health Services if they have any of these symptoms. Training and handouts will be given by the Health Department, Student Health Services or the Safety Manager.

11. The Safety Office in consultation with Student Health Services and the Department of Health will determine appropriate decontamination procedures for the room and personal belongings.
12. If the student lived in the Residence Halls, the Police Department will quarantine the room. The quarantine will be released upon orders of the Police Chief in consultation with the Safety Manager.

Non-Students

1. Employees and visitors should call an ambulance for transportation to the Carilion New River Valley Medical Center.

2. Report the incident to the University Police. University Police will notify the Vice President for Business Finance, Director of University Relations, and the Safety Manager. If appropriate, the Vice President for Business and Finance will notify the President.

3. The Emergency Room at the hospital will call the local Health Department, if required. To report an employee or visitor with a potentially infectious disease that could impact university operations, the hospital should contact the University Police. The Police Chief will contact other appropriate university officials and set up the EOC, if necessary.

4. University Police will call the hospital for updates and keep appropriate university officials informed.

5. The Safety Office in consultation with the Department of Health will determine appropriate decontamination procedures.

6. The Health Department and University Police will attempt to find individuals who may have come in contact with the victim.

7. The Health Department and Student Health Services will make arrangements to give prophylaxis to those who may have come in contact with the victim at the university.

8. Contacts will be trained or given handouts describing signs and symptoms of the disease and told to contact Student Health Services or their local Physician if they have any of these symptoms. Training and handouts will be given by the Health Department, Student Health Services or the Safety Manager.