

# FIRST AID PROCEDURES FOR HEAT INJURIES

## **HEAT CRAMPS**

- Muscle cramps of the arms, legs or abdomen
- Excessive sweating
- Thirst

### ***FIRST AID FOR HEAT CRAMPS***

- 1. Move the casualty to a cool or shady area or improvises shade.*
- 2. Loosen the casualty's clothing unless in a chemical environment.*
- 3. Have the casualty slowly drink at least one canteen of cool water.*
- 4. Seek medical aid if the cramps continue.*

## **HEAT EXHAUSTION**

- Profuse sweating with pale, moist, cool skin
- Headache
- Weakness
- Dizziness
- Loss of appetite
- Heat cramps
- Nausea, with or without vomiting
- Urge to defecate
- Chills ("gooseflesh")
- Rapid breathing
- Tingling of the hands and/or feet
- Confusion

### ***FIRST AID FOR HEAT EXHAUSTION***

- 1. Move the casualty to a cool or shady area or improvises shade.*
- 2. Loosen or remove the casualty's clothing and boots unless in a chemical environment.*
- 3. Pour water on the casualty and fan him/her unless in a chemical environment.*
- 4. Have the casualty drink at least one canteen of cool water.*
- 5. Elevate the casualty's legs.*
- 6. Monitor the casualty until the symptoms are gone or medical aid arrives.*

**HEAT STROKE**

- Red (flushed), hot, dry skin
- Headache
- Dizziness
- Nausea (stomach pains)
- Confusion
- Weakness
- Loss of consciousness
- Seizures
- Weak and rapid pulse and breathing

***FIRST AID FOR HEAT EXHAUSTION***

- 1. Move the casualty to a cool or shady area or improvise shade.*
- 2. Loosen the casualty's clothing unless in a chemical environment.*
- 3. Immerse the casualty in cool water, or pour water on him/her. Fan the casualty. Massage his/her arms and legs unless in a chemical environment.*
- 4. Elevate the casualty's legs.*
- 5. If the casualty is conscious, have him/her slowly drink at least one canteen of cool water.*

# EMERGENCY PROCEDURES

What role does the Environmental Service Department play in the fire and disaster plans of Northwest Missouri State University?

## **FIRE**

1. Activate the building fire alarms.
2. Report fire to University Police by phone (1254 or 1184).
3. Help evacuate the building, if necessary, by following the evacuation routes posted in each building.
4. If it is a minor fire, extinguish with available equipment.
5. Post someone outside of the building to direct the fire crew to the exact location of the fire.

## **EXPLOSION**

1. Notify University Police (1254 or 1184) first and then Custodial Supervisor.
2. Move away to a safe distance.
3. Do not remove anything considered evidence unless instructed to do so by the proper authorities.
4. Cooperate in full with emergency personnel.

## **BOMB THREAT**

1. Extract as much information from the source as possible.
2. Notify University Police first and then Custodial supervisor.
3. Do not discuss matter with anyone unless instructed to do so by supervisor or University Police.
4. The decision to evacuate the building will be made by University officials.
5. Cooperate fully with official personnel.

## **TORNADO WARNING**

1. Once warning has sounded, direct building occupants to the appropriate designated shelter.

### SHELTERS

HIGH RISES—Basement or stairways closest to basement.

NORTH/SOUTH COMPLEX—behind secondary concrete walls,  
near the center of the building on the lower levels.

EAST COMPLEX—Basement areas away from the windows.

ACADEMIC BUILDINGS—Basement or lowest possible level of the  
building behind secondary concrete walls.

2. It is the responsibility of all the faculty, staff, and students to restrict the use of unnecessary telephone calls.

# EMERGENCY PROCEDURES

## **WINTER STORMS**

1. The Custodial Department is responsible for the removal of snow and ice from the sidewalk within ten feet of the building.
2. Custodial will assist the Grounds Department in the removal of snow and ice elsewhere when deemed necessary by University officials, with dining areas receiving top priority.
3. The Grounds Supervisor will coordinate snow removal.
4. When the Snow Emergency Contingency Plan has been activated, the Custodial Department will participate in the removal of snow and ice. Custodians will be divided into teams of three (with a leader), and be assigned a zone. These zones are as follows:

Zone 1: Millikan  
Station

Zone 2: Franken  
Dieterich  
Phillips  
North/South  
Notebook Computing

Zone 3: Garrett-Strong  
Administration  
Student Union  
Bell Tower  
Wooden Bridge (South of Colden)

Zone 4: Gaunt House  
Lamkin  
Mabel Cook  
Fine Arts  
Fire Arts  
Martindale

Zone 5: Wells  
Thompson-Ringold  
Valk  
Support Services  
East Complex

Zone 6: CIE  
Forest Village Apt.  
McKemy

## **CHEMICAL SPILLS**

1. Evacuate classroom and shut the door.
2. If chemical is gaseous in nature, turn the lights off, if not leave them on.
3. Notify Scott Walk and University Police.

A program for the evening custodians will be implemented as soon as possible to review and discuss the fire and disaster plans for their assigned areas.

All information gathered above is taken from the *Emergency, Disaster, and Civil Disturbance Plan Manual* for Northwest Missouri State University, working draft copy prepared by the University Police Department, Northwest Missouri State University, April 1990.