Emergency Plan

In the case of an emergency follow these specific and detailed instruction of what to do in the case of a fire, battery spill, medical emergency, or severe weather. Columbus Space Program members must adhere to these rules or seek out qualified adults that can perform these tasks.

Fire

When a fire is discovered:

* Activate the nearest fire alarm
* Notify the local Fire Department
* If the fire alarm is not available, notify the FIRST volunteers about the fire emergency

Fight the fire ONLY if:

* The Fire Department has been notified
* The fire is small and is not spreading to other areas
* Escaping the area is possible by finding to the nearest exit
* The fire extinguisher is in working order

CSP Members must:

* Leave the building using the designated escape routes
* Assemble in the designated area at the front of the Infinite Energy Center
* Remain outside until the competent authority announces that it is safe to reenter
* Only reenter the building when contact of FIRST admin has been established

Battery Spill

When a Battery spill is discovered:

* Inform Pit Administration of the accident
* Clear the area where the spill has occurred
* Do not approach the battery, ensure that all personnel are moved away
* Remove as much equipment as possible from near the spill
* Assign someone to keep onlookers at a safe distance

When cleaning the battery spill:

1. The Safety Captain put on safety glasses and rubber gloves
2. Sprinkle baking soda generously over the spill and over the battery
3. Pick up battery and place in plastic bag
4. Use plastic shovel to scoop up the baking soda reactant at the spill and move carefully to the plastic bag
5. Tie bag and place in bucket
6. If any other substance came in contact with the battery spill clean thoroughly with soap and water
7. Clean shovel with soap and water and dry thoroughly
8. Contact EPA officials for proper disposal of the battery and contents of the bin, DO NOT throw away in the trash
9. Area if spill will be contaminated
10. Contact staff of competition to properly block off and clean up area

Medical Emergency

When a person has been minorly injured:

* Contact the Safety Captain
* Use the First Aid Kit
	1. Clean (Cleansing Wipes)
	2. Treat (Antibiotic Ointment)
	3. Protect (Bandages)
* Fill out Safety Form

When a person has been seriously injured:

* Call medical emergency phone number
	1. Paramedics
	2. Ambulance
	3. Fire Department
* Provide the following information
	1. Nature of medical emergency
	2. Location of the emergency
* Do not move the victim unless absolutely necessary
* Call the following personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional help
* If personnel trained in First Aid are not available, do the following:
	1. Stop the bleeding with firm pressure on the wounds (avoid with blood or other bodily fluids)
	2. Clear the air passages using the Heimlich Maneuver in case of choking
	3. Make sure to evaluate all possible injuries

Severe Weather

In the case of severe weather follow the following procedures:

* Tornado
	+ When a warning is issued by sirens or other means, seek inside shelter
	+ Then seek out the following:
		- Small interior rooms on the lowest floor and without windows
		- Hallways on the lowest floor away from doors and windows
		- Rooms constructed with reinforced concrete, brick, or block with no windows
		- Stay away from outside walls and windows
		- Use arms to protect head and neck
		- Remain sheltered until the tornado threat is announced to be over
* Earthquake
	+ Stay calm and await instructions from the FIRST coordinators
	+ Keep away from overhead fixtures, windows, filing cabinets, and electrical power
	+ Assist people with disabilities in finding a safe place
	+ Evacuate as instructed by the FIRST Coordinators
* Flood
	+ If indoors:
		- Be ready to evacuate as directed by the FIRST Coordinators
		- Follow the recommended evacuation routes
	+ If outdoors:
		- Climb to high ground and stay there
		- Avoid walking or driving through flood water
		- If car stalls, abandon it immediately and climb to a higher ground
* Hurricane
	+ Once a hurricane watch has been issued:
		- Stay calm and await instructions from the FIRST Coordinators
		- Continue to monitor local TV and radio stations for instructions
		- If you are on high ground, away from the coast and plan to stay, secure the building, moving all loose items indoors and boarding up windows and openings
	+ Once a hurricane warning has been issued:
		- Be ready to evacuate as directed by the FIRST Coordinator
		- Leave areas that might be affected by storm tide or stream flooding
	+ During a hurricane:
		- Remain indoors and consider the following:
			* Small interior rooms on the lowest floor and without windows
			* Hallways on the lowest floor away from doors and windows
			* Rooms constructed with reinforced concrete, brick, or block with no windows

**Stay Safe Columbus Space Program!**