



EMERGENCY PROCEDURES

Facilities Management
Environmental Health & Safety



Building Executive: _____

Phone: _____

University Police
5-2222

Alternate Building Executive: _____

Phone: _____

Building Evacuation Procedures

- When the fire alarm is activated, evacuation is mandatory, even if you don't smell smoke.
- Do NOT use elevators!
- Take personal belongings such as keys, purses, etc.
- Notify your supervisor and/or emergency personnel present.
- Assist persons with disabilities.

Suspicious Person

- Do not physically confront the person(s).
- Do not let anyone into a locked building, office or other space.
- Do not block the person(s) access to an exit.
- Call 911 and provide as much information as possible about the person(s) and their direction of travel.

Emergency Phone Numbers

Police Emergency911
 University Police5-2222
 Environmental Health & Safety .5-5448
 On Campus Safety Escort5-2222
 University Health Center5-4451

Suspicious Object or Package

- Do NOT touch or disturb the object or package.
- Call 911
- Notify your supervisor and/or emergency personnel present.

Bomb Threat

- Remain calm.
- Get as much information as possible from the threatening caller, such as location of the device, when the device was planted, etc.

- Call 911
- Follow instructions of emergency personnel present.

Fire

- Help remove those needing assistance in the immediate area.
- Activate the nearest fire alarm pull station and call 911.
- Confine the fire by closing windows and doors.
- Extinguish the fire if you have been trained and it is safe to do so.
- Evacuate the building.
- Do not enter the building until authorized by emergency personnel.

Weather Emergency

- For Up-To-Date weather information:
 - ♦ Monitor local radio and TV stations.
 - ♦ Listen for the campus emergency siren and its messages and instructions.
- Be prepared to take shelter in place until otherwise notified by emergency personnel present.
- During thunderstorms, do NOT handle electrified equipment.
- During tornados or strong straight line winds:
 - ♦ Seek shelter in an interior hallway or a lower floor.
 - ♦ Get under sturdy furniture if available.
 - ♦ Listen for the campus emergency siren and its messages and instructions.
- Assist persons with disabilities.

Emergency Preparedness

- Know your building's evacuation plan.
- When working with flammable or other hazardous materials have the appropriate spill cleanup supplies ready.
- Have a battery operated radio.
- Discuss preparedness plans with your co-workers.
- Call EH&S for fire extinguisher training.