



FIRE 

If you discover a fire:

- 1 Call DPS 977-3000 before doing anything else.
- 2 If the fire is small and you have the training, use a proper fire extinguisher to combat the fire. **DO NOT ENDANGER YOURSELF OR OTHERS** by trying to extinguish a large, well-developed fire.
- 3 If the fire is beyond your means:
 - Pull a fire alarm.
 - Help rescue anyone in need of assistance.
 - Contain the fire by closing, but not locking, as many doors as possible.
 - Evacuate the area.

If you are notified of a fire in your building:

- 1 Evacuate the building.
- 2 If you are above the ground floor & fire or dense smoke has restricted your exit routes:
 - call DPS at 977-3000 and let them know your situation.
 - open a window and signal for help.


EARTHQUAKE 

If you feel an earthquake:

- 1 If inside, **SEEK COVER IMMEDIATELY:**
 - Hide under a desk, table, or other heavy furniture and hold on and move with it.
 - Brace yourself in a doorway in a position where a swinging door cannot hit you.
 - Move against an interior wall and kneel or sit and cover yourself.
- 2 If outside:
 - Stay outside.
 - Move into an open area.
 - Stay away from buildings, power lines, light posts, trees, etc.
 - Sit down or kneel and cover yourself.

After an earthquake:

- 1 Beware of:
 - Broken glass
 - Hanging electrical lines (inside or outside)
 - Unstable equipment and debris
- 2 Call DPS @ 977-3000 if there is significant damage to your building or if anyone is hurt.
- 3 Check on fellow employees and students.
- 4 Aftershocks may occur. Remain alert and be prepared to seek cover.
- 5 See "Evacuation" below.


TORNADO 

If you are notified a tornado is approaching:

- 1 Move quickly to an interior hallway on the lowest level.
- 2 Stay away from windows.
- 3 Stay out of rooms below large roof sections such as gymnasiums, auditoriums or cafeterias.
- 4 Sit down or kneel on the floor against the wall with hands on your head.
- 5 Do not leave your building unless instructed to do so.
- 6 If outside, seek shelter in a nearby building or find a ditch or depression in which to hide and cover your head.

After a tornado:

- 1 Beware of:
 - Broken glass
 - Hanging electrical lines (inside or outside)
 - Unstable equipment and debris
- 2 Call DPS @ 977-3000 if there is significant damage to your building or if anyone is hurt.
- 3 Check on fellow employees and students.
- 4 See "Evacuation" below.


POLICE EMERGENCY 

If you discover a police emergency (ex: crime in progress):


- 1 **DO NOT ATTEMPT TO APPREHEND OR INTERFERE WITH A CRIMINAL EXCEPT IN SELF-DEFENSE.**
- 2 If it is safe to do so, try to get a detailed description of the criminal noting:
 - Height
 - Weight
 - Sex
 - Race
 - Age
 - Clothing
 - Weapon, if any
 - Method of travel
 - Direction of travel
- 3 If the criminal enters a vehicle, note its:
 - License number
 - Make, model, color
 - Any other identifiers
- 4 Call DPS @ 977-3000.
- 5 Remain where you are until contacted by a Public Safety officer.

If you are notified of a police emergency:

- 1 Cooperate fully with Public Safety.
- 2 See "Evacuation" below.

BIO SAFETY AND SECURITY 

- 1 Do NOT touch any suspicious package or substance.
- 2 Report all suspicious packages, substances and/or persons to DPS @ 977-3000.


BOMB THREAT 

If you receive a bomb threat:

- 1 Keep the person talking as long as possible (pretend to have difficulty hearing).
- 2 Secure as much information as possible, such as:
 - Where is the bomb?
 - When is it set to go off?
 - What type of bomb is it?
 - What does it look like?
 - Why has it been planted?
 - Who planted it?
 - What will make it explode?
- 3 Hold the line open. Do not hang up. Use another line for yourself, or another, to call DPS @ 977-3000.

If you are notified of a bomb threat involving your building:


See "Evacuation" below.

IDENTIFYING MAIL BOMBS 

Be suspicious of packages with the following:


- Marked Personal or Private
- Lopsided
- Postmark different than return address
- Missing return address
- Oil stains or odors
- Marked Fragile or Rush
- Marked with title/no name
- Protruding wires or foil
- Unusually heavy
- Excessive tape or string

If you have any doubts, call DPS @ 977-3000.

CHEMICAL SPILL 

If you discover a chemical spill:


- 1 Immediately inform all in the area to leave the area.
- 2 If the chemical comes in contact with any person:
 - Remove all contaminated clothing.
 - If there is contact with a person's eyes, rinse eyes with water for at least 15 minutes.
 - If there is contact with a person's skin, thoroughly rinse under water and then wash with soap and water.
- 3 Call DPS @ 977-3000.
- 4 Inform Public Safety of the type and amount of chemical spilled so they may inform the University Chemical Spill Team.
- 5 Do not clean up any chemical spill on your own without permission of the Spill Team.

RADIOACTIVE SPILL 


Follow the department's established procedures, remembering especially:

- DO NOT LEAVE the area and limit movement until those affected can be determined, evacuating those not affected.
- Call DPS @ 977-3000 giving them all details.
- Do not clean up any radioactive spill on your own without permission of the Spill Team.


LOSS OF UTILITIES

Gas : 


1. Cease all operations.
2. Call DPS @ 977-3000.
3. Evacuate the area.
4. Do not switch lights or electrical equipment on or off. Electrical arcing can trigger an explosion.

Electric: 

- 1 Call DPS @ 977-3000.
- 2 Turn off all electronic computers and appliances.


EXPLOSION 

- 1 Call DPS @ 977-3000 if possible.
- 2 Be prepared for further explosions.
- 3 Take shelter under a table or desk.
- 4 Stay away from windows, overhead fixtures, & large furniture.
- 5 Do not move injured people unless there is immediate danger.
- 6 Watch for falling objects.
- 7 Do not use matches or lighters.
- 8 If the explosion occurs in your building, evacuate.

MEDICAL EMERGENCY 

If you discover a medical emergency:


1. Avoid leaving the injured/ill person except to summon help.
2. IF INJURY/ILLNESS IS SEVERE OR LIFE-THREATENING, DIAL 911 & then call DPS @977-3000.
3. If injury/illness is not life-threatening, call only DPS @ 977-3000.
4. Do not move the person unless he/she is in danger.
5. Render first-aid or CPR if trained and qualified. Those trained will know the location and proper use of personal protective equipment necessary to avoid contact with potentially-infectious bodily fluids.
6. If you are exposed to another's bodily fluids, inform DPS when they arrive.

WORKPLACE VIOLENCE 

- 1 The victim should seek cover behind a locked door.
- 2 Contact DPS immediately @ 977-3000 & give your location.
- 3 All aid will be summoned by the DPS Dispatcher.

Before and Subsequent Information:


- 1 All incidents should be documented.
- 2 DPS should be advised of restraining orders/domestic situations.
- 3 Human resources should monitor any work related assessments of potential risk and coordinate them with DPS.

EVACUATION 

If an evacuation order is issued for your building, fully cooperate with Public Safety and:

- 1 Take keys, briefcases, purses, wallets, coats, and other personal belongings
- 2 Do not use elevators.
- 3 Close, but do not lock, doors.
- 4 Evacuate in groups to ensure all are able to get out.
- 5 Provide assistance for those with physical disabilities.
- 6 Evacuate in a safe, orderly manner.

ONLY DPS CAN ISSUE THE ORDER TO RETURN TO YOUR BUILDING.

INSTRUCTIONS FOR INDIVIDUALS WITH PHYSICAL DISABILITIES 

If you have a disability that could impair your ability to perform any of the above, please:

BEFORE AN EMERGENCY

- 1 Inform Public Safety of your circumstances and request a brief meeting to discuss any special emergency response accommodations needed (remember elevators may not be working).
- 2 Develop two escape plans: one assuming help is available and one assuming it is not.
- 3 Find two or three individuals who are willing to assist you in the event of an emergency.

DURING AN EMERGENCY

- Call DPS @ 977-3000 & tell them where you are & what is needed.