

UNIVERSITY OF ARIZONA EMERGENCY RESPONSE GUIDE

FIRE – MEDICAL – POLICE

- The quickest and easiest way to obtain professional help for any type of emergency is to phone:

UNIVERSITY POLICE – 9-1-1

- When calling to report an emergency, stay calm, identify yourself, and carefully explain the problem and location to the dispatcher. Remain on the phone until the dispatcher tells you to hang up. If you cannot stay on the line, tell the dispatcher that you must leave and where you can be reached.
- Emergency “blue light” phones are located throughout the campus with direct access to University Police. Look for blue location lights.
- Notify your supervisor of the emergency and begin to take the appropriate action warranted by the situation as outlined in following pages.

KEEP YOURSELF CALM-----KEEP OTHERS CALM

MAJOR INCIDENT: Immediate Procedures

- Attend to injured or contaminated persons and remove them from danger.
- Alert people to evacuate the area.
- Call for **Emergency Response**:

FIRE: 9-1-1

CHEMICAL SPILL: 621-1790

RADIATION SPILL: 626-6850

BIOLOGICAL SPILL: 621-1790

AFTER HOURS CALL 9-1-1 FOR ALL EMERGENCIES

- Close doors to affected area.
- Have person knowledgeable of incident and area assist emergency personnel.

PERSONAL INJURY

MEDICAL AND FIRST AID

1. In case of serious injury or illness on campus, immediately call University Police at 9-1-1, or use emergency phone. Give your name, describe the nature of the problem and the location of the victim. University Dispatchers will notify Emergency Response Personnel. Police Officers are trained in CPR and First Aid.
2. Quickly perform these four steps:
 - Determine welfare of victim by asking, “Are you okay,” and “What is wrong?”
 - If victim is unconscious, check pulse and breathing and give CPR or artificial respiration if necessary.
 - Control serious bleeding by direct pressure and elevation of the wound.
 - Keep victim still and comfortable; have them lie down if necessary.

FIRST AID INSTRUCTIONS

Mouth to Mouth Rescue Breathing

- Place victim on side and remove foreign matter from mouth with finger.
- Place victim on back.
- Tilt victim’s head back to open airway.
- Close victim’s nostrils with fingers.
- Exhale until victim’s chest expands.
- Repeat every 1-2 seconds after chest deflates.
- Keep trying until help arrives.
- If unable to give breath, check victim for airway obstruction.

Fainting, Unconsciousness and Shock

- Have victim lie down and rest.
- Keep victim comfortable, not hot or cold.
- Place victim on side if unconscious.
- Ask or look for emergency medical I.D.
- Treat other injuries as necessary.

Burns, Thermal & Chemical

- Immerse burned area in cold water.
- Flood chemical burn with cool water for 15 minutes.
- Cover burn with dry bandage.
- Keep victim quiet and comfortable.

Fractures and Sprains

- Keep victim still.
- Keep injured area immobile.

Severe Bleeding and Wounds

- Apply direct pressure on wound.
- Use clean cloth or hand.
- Elevate body part.
- Apply pressure to blood vessel if necessary.
- Add more cloth if blood soaks through. Never remove bandage once applied.
- Keep pressure on wound until help arrives.
- Use tourniquet **ONLY** as a last resort.

Choking and Airway Obstruction

- If victim is coughing, or able to speak, stand by and allow victim to cough object up.
- If unconscious, check victims mouth and clear of foreign matter.
- Give abdominal thrusts (Heimlich Maneuver)
- Continue thrusts until airway cleared.

Poisoning and Overdose

- Determine what substance is involved and how taken.
- Call Poison Control Center at 626-6016 or 1-800-222-1222.
- Stay with victim and assist as directed by Poison Control.

BIOLOGICAL SPILL

Notes and Precautions:

Biological spills outside biological safety cabinets will generate aerosols that can be dispersed in the air throughout the laboratory. These spills are very serious if they involve microorganisms that require Biosafety Level (BSL) 3 containment, since most of these agents have the potential for transmitting disease by infectious aerosols. To reduce the risk of inhalation exposure in such an incident, occupants should hold their breath and leave the laboratory **immediately**. The laboratory **should not** be reentered to decontaminate and clean up the spill for at least 30 minutes. During this time the aerosol will be removed from the laboratory by the exhaust air ventilation system. Appropriate protective equipment is particularly important in decontaminating spills involving microorganisms that require BSL 2 or BSL 3 containment. This equipment includes lab coat with long sleeves, back-fastening gown or jumpsuit, disposable gloves, disposable shoe covers, and safety goggles and mask or full-face shield. Use of this equipment will prevent contact with contaminated surfaces and protect eyes and mucous membranes from exposure to splattered materials.

Spill Involving a Microorganism Requiring BSL 1 or BSL 2 Containment

- Alert people in immediate area of spill.
- Put on proper personal protective equipment.
- Cover spill with paper towels or absorbent pads.
- Carefully pour a freshly prepared 10% (vol./vol. w/water) dilution of household bleach around the edges of the spill and then into the spill. Avoid splashing.
- Allow a 15-minute contact period.
- Use paper towels to wipe up the spill, working from the edges into the center.
- Clean spill area with fresh towels soaked in disinfectant.
- Place towels in a red plastic bag for disposal in the biohazardous waste.

Spill Involving a Microorganism Requiring BSL 3 Containment

- Attend to injured or contaminated persons and remove them from exposure.
- Alert people in the laboratory to evacuate.
- Close doors to affected area.
- Call **Biological Spill Emergency Response** number (621-1790).
- Have person knowledgeable of incident and laboratory assist emergency personnel

Additional Site Instructions:

Principal Investigator _____ Phone _____

Laboratory Manager _____ Phone _____

BSL1 Microorganisms used in lab _____

BSL2 Microorganisms used in lab _____

BSL3 Microorganisms used in lab _____

CHEMICAL SPILL

Notes and Precautions:

The range and quantity of hazardous substances used in laboratories require preplanning to respond safely to chemical spills. Knowledgeable and experienced personnel should only do the cleanup of a chemical spill. Spill kits with instructions, absorbents, reactants, and protective equipment should be available to clean up minor spills. A **minor** chemical spill is one that the laboratory staff is capable of handling safely without the assistance of safety and emergency personnel. **All other chemical spills are considered major.** Refer to the chemical spill procedures outlined in the Chemical Hygiene Plan (Section 9.5). Contact Risk Management & Safety (621-1790) to ensure proper procedures are being taken to clean up the spill.

Minor Chemical Spill

- Alert people in immediate area of spill.
- Wear protective equipment, including safety goggles, gloves, and long-sleeve lab coat.
- Avoid breathing vapors from spill.
- Confine spill to small area.
- Use appropriate neutralizer for inorganic acids and bases. Absorb neutralized spill, collect residue, place in container, and dispose as chemical waste.
- For other chemicals, absorb spill with vermiculite, dry sand, or diatomaceous earth. Collect residue, place in container and dispose as chemical waste.

- Clean spill area with detergent and water.

Major Chemical Spill

- Attend to injured or contaminated persons and remove them from exposure.
- Alert people in the immediate area to evacuate.
- If spilled material is flammable, turn off ignition and heat sources.
- Call **Chemical Spill Emergency Response** number (621-1790).
- Close doors to affected area.
- Have person knowledgeable of incident and laboratory assist emergency personnel.

Mercury Spill

Additional Site Instructions:

Principal Investigator _____ Phone _____

Laboratory Manager _____ Phone _____

Location of Chemical Inventory and Material Safety Data Sheets _____

Highly Toxic Chemicals, Flammable and Toxic Gases, Carcinogens, Mutagens and Teratogens used in the
Laboratory _____

RADIATION SPILL

Notes and Precautions: Spreading of radiation beyond the spill area can easily occur by the movement of personnel involved in the spill or cleanup effort. Prevent spread by confining movement of personnel until they have been monitored and found free of contamination. A minor radiation spill is one that the laboratory staff is capable of handling safely without the assistance of safety and emergency personnel. All other radiation spills are considered major. Call the Radiation Control Office (626-5860) to ensure proper procedures are being taken to clean up the spill.

Minor Radiation Spill

- Alert people in immediate area of spill.
- Notify Radiation Safety Office (626-6850).
- Wear protective equipment, including safety goggles, disposable gloves, shoe covers, and long-sleeve lab coat.
- Place absorbent paper towels over liquid spill. Place towels dampened with water over spills of solid materials.
- Using forceps, place towels in plastic bag. Dispose in radiation waste container.
- Monitor area, hands, and shoes for contamination with an appropriate survey meter or method. Repeat cleanup until contamination is no longer detected.

Major Radiation Spill

- Attend to injured or contaminated persons and remove them from exposure.
- Alert people in the laboratory to evacuate.
- Have potentially contaminated personnel stay in one area until they have been monitored and shown to be free of contamination.
- Call **Radiation Spill Emergency Response** number (626-6850).
- Close doors and prevent entrance into affected area.
- Have person knowledgeable of incident and laboratory assist emergency personnel.

Additional Site Instructions:	
Principal Investigator _____	Phone _____
Approval Holder _____	Phone _____
Laboratory Manager _____	Phone _____
Inventory of Radionuclides used in Laboratory _____	

FIRE

Notes and Precautions:

Small fires can be extinguished without evacuation. However, an immediate readiness to evacuate is essential in the event the fire cannot be controlled. Only trained personnel should use fire extinguishers. Never enter a room that is smoke filled. Never enter a room containing a fire without a backup person. Never enter a room if the top half of the door is warm to touch.

Small Fire

- Evacuate the immediate area.
- Activate the nearest fire alarm pull station
- If you choose to use a fire extinguisher, always maintain an accessible exit.
- Avoid smoke or fumes.
- Report **all** fires to Risk Management & Safety.

Major Fire

- Alert people in area to evacuate. Close doors behind you to confine fire and smoke.
- Activate nearest fire alarm and call **Fire Emergency Response** number (9-1-1).
- Evacuate to safe area or exit building through stairwell; **do not use elevator.**
- Have person knowledgeable of incident and area assist emergency personnel.
- Mobility Impaired Persons: If a person with a mobility impairment is able to exit the building without use of the

elevator, then evacuation should follow the appropriate route out of the building. If exit from the building is only possible by use of the elevator, follow the procedures outlined below:

The mobility-impaired person should proceed or ask for assistance to the nearest enclosed or exterior stairwell or area of rescue assistance and remain there. In case of a fire, enclosed building stairwells are "safe refuge areas," and have a higher fire resistive rating. The mobility-impaired person should notify an individual (i.e. a co-worker, supervisor, instructor, or building monitor) of their specific location. If possible, the mobility-impaired person can notify 9-1-1 of their location.

Make sure the door to the stairwell is closed. Open doors will violate the "safe refuge area" and will allow smoke, and possibly fire, into the stairwell.

Once outside, anyone with information should inform the Tucson Fire Department (TFD) Incident Command Center that there is a mobility-impaired person in a stairwell, which floor the person is on, and location of the stairwell or refuge area. When stairwell evacuations are necessitated, such decisions and evacuations will be made by TFD. **UNIVERSITY PERSONNEL SHOULD NEVER ATTEMPT TO CARRY ANYONE DOWN THE STAIRS.**

- Do not re-enter the building until advised by emergency response personnel, even if the alarms have ceased.

Additional Site Instructions:

Location of nearest fire alarm pull station:

Location of nearest exit or stairwell:

Location of nearest fire extinguisher:

Type of nearest fire extinguisher:

Location of nearest area of rescue assistance:

BOMB THREATS & SUSPICIOUS OBJECTS

Notes and Precautions:

It is possible, although highly unlikely, that a staff member may someday receive a threatening telephone call, letter, or e-mail, or might receive a suspicious parcel or discover a suspicious item somewhere on campus. A suspicious item is defined as anything that is out of place and cannot be accounted for or any item suspected of being an explosive device.

TELEPHONE THREAT

- Remain calm. Do not hang up! Listen carefully.
- Try to keep the caller calm and talking so that you can gather more information. **Write down all information!**
- Attempt to find out why the caller is upset.
- Note any characteristics about the call and caller:

Time of the call	Age and sex of the caller	Emotional state
Background noises	Speech pattern, accent	
- Identify the type of threat and note any details offered:

When is the bomb going to explode?	What does it look like?
Where is the bomb located?	What kind of device is it?
- Immediately after the call ends, notify University Police (9-1-1) and supply them with the information obtained.

WRITTEN THREAT

- If the threat is received by mail, do not further handle the letter, envelope, or package.
- If the threat is received by e-mail, save the entire e-mail message, including any attachments and print out a copy for police
- Call University police at 9-1-1, and notify your supervisor.

SUSPICIOUS PARCEL, MAIL, ETC.

Letter and Parcel Bomb Recognition Clues:

Foreign mail, air mail and special delivery	No return address
Restrictive markings such as “confidential,” “personal”, etc.	Excessive postage, multiple stamps
Excessive weight, rigid envelope	Lopsided or uneven envelope
Handwritten or poorly typed address	Protruding wires or tinfoil
Incorrect titles or titles with no name, misspelled words	Excessive securing material (i.e. tape, string)
Oily stains or residues	Mysterious delivery
Shows a city or state in the postmark that does not match the return address	

- **Do not handle!** Keep anyone from going near it.
- Leave the area, notify your supervisor and call University Police (9-1-1).
- If an evacuation is warranted, University Police will activate the building fire alarm
- Evacuate the building by walking to the nearest exit and calmly direct others to do the same. Once outside, move to a clear area at least 150 feet from the affected building. Keep walkways and roads clear for emergency responders.
- Do not re-enter the building until advised by emergency response personnel, even if the alarms have ceased.

SUSPICIOUS OR THREATENING PARCELS & LETTERS

Notes and Precautions: It is possible, although highly unlikely, that a staff member may someday receive a suspicious parcel or letter. Biological or chemical threats targeting individuals or departments can frequently be controlled by screening of materials and by following the procedures listed below. University Police and responding Public Safety agencies have plans in place to deal with these types of threats. Following the procedures below will activate those plans and promote the highest level of safety while minimizing the disruption associated with these incidents.

- Mail and package delivery to each department should be screened for suspicious letters and/or packages. Common features of threat letters/packages are:

No return address	Excessive or foreign postage
Hand written or poorly typed address	Oily stains, discoloration or odor
Misspelling of common words	Protruding wires or aluminum foil
Restrictive markings such as "Confidential", "Personal", etc.	Excessive weight and/or feel of a powdery or foreign substance
Incorrect titles or titles with no name	
Shows a city or state in the postmark that does not match the return address	

- Suspicious letters and packages should not be opened and should not be handled any more than is absolutely necessary. If there is nothing leaking from the suspicious item leave it alone and call University Police at 9-1-1.
- If you open a letter/package that claims to have contaminated you, but there is no substance seen or felt in the envelope or on the letter, chances are that you have not been contaminated. Call University Police at 9-1-1 and tell them exactly what you have done and what information you have in regard to the threatening letter. They will dispatch the appropriate personnel to your location to follow-up on your possible exposure and to document what has taken place. DO NOT handle the suspicious item any more and DO NOT let anyone else handle the item.
- If you open a letter/package that claims to have contaminated you and there is some sort of foreign substance in the envelope or package:
 - Place the letter back into the envelope/package, close it back up, or cover the letter and substance with anything (cloth, paper, etc.). Do not remove this cover.
 - Alert others in the area to leave.
 - Wash all exposed skin with soap and water.
 - If your clothes are covered with a significant amount of the substance, carefully remove the contaminated clothing and, if possible, place into a plastic bag.
 - Call University Police at 9-1-1 to report the situation and tell the dispatcher you have opened the envelope/package, there is a substance inside, and what you have done up to that point.
- Police and Risk Management responders can evaluate the risk to those in the room at the time of potential exposure as well as any impact on the remainder of the building. Based upon that risk assessment, further emergency measures may be implemented as necessary. If the risk is found to be minimal, other areas of the facility will not be disrupted and any necessary actions to return the area involved to normal activity will begin as soon as possible.

UTILITY FAILURE

Notes and Precautions: The University of Arizona has a maintained infrastructure of utilities that is generally uninterrupted. However emergencies such as electric power failure, natural gas leaks, and plumbing failure do occur. During these emergency situations, remaining calm and following the listed procedures will help minimize the disruption to everyday activities.

Power Outage:

- Remain calm.
- If possible, call Facilities Management at 621-3000.
- If you are in an unlighted area, proceed cautiously to an area that has lighting. Provide assistance to others in your area that may be unfamiliar with the space.
- If instructed to evacuate, proceed cautiously to the nearest exit.

Note: Major campus buildings are equipped with an emergency light system that within 10 seconds of electrical failure will provide enough illumination in main corridors and stairways for safe exiting.

Elevator Failure:

- All campus elevators are equipped with emergency phones connected directly to University Police. If you are trapped in an elevator, contact University Police via the emergency phone. If you discover an emergency (i.e., trapped occupants) involving an elevator, phone University Police immediately (9-1-1).

Serious Gas Leak:

- Cease all operations and immediately vacate the area.
- Do not turn on or off any electrical appliances, lights, etc.
- From a distant phone immediately call University Police at 9-1-1 and Facilities Management at 621-3000.

Plumbing Failure/ Flooding

- Call Facilities Management at 621-3000 immediately, tell respondent of the exact location and severity of leak.
- If there are electrical appliances and outlets near the leak, use extreme caution.
- If there is any possible danger, evacuate the area.
- If you know the source of the water and can safely stop it (i.e. unclog the drain, turn off the water, etc.) do so cautiously.
- Be prepared to assist as directed in protecting objects that are in jeopardy. Take only essential steps to avoid or reduce immediate water damage, by covering, removing or elevating them.