

SECTION 3- EMERGENCY GUIDELINES

PURPOSE

The basic emergency procedures outlined *the University Policy 4216- University's Emergency Response Plan for Faculty) and Staff and the University Policy 4217-Emergency Response Plan for Students* are to enhance the protection of lives and property through effective use of university and campus community resources. *Additional site-specific/task-specific guidelines have also been developed for certain unique situations such as those involving aviation and hazardous chemicals.*

Whenever an emergency affecting the campus reaches proportions THAT CANNOT BE HANDLED BY ROUTINE MEASURES, the President, or his designate may declare a state of emergency, and these contingency guidelines may be implemented. There are two general types of emergencies that may result in the implementation of *these plans*. These are: (1) large-scale disorder, and (2) large-scale natural/man-made disaster. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types of magnitudes.

USE/STOCKING OF FIRST AID KITS

Many departments have chosen to have first aid kits available to treat minor injuries. Any department who has a first aid kit should designate one person with the responsibility of checking and re-stocking the kit at least **quarterly**. THESE CHECKS MUST BE DOCUMENTED AS TO WHO CHECKS THE KIT AND WHEN THEY CONDUCT THE CHECKS/RESTOCKING. Individual departments are responsible for the purchase of and restocking of first aid kit.

UTILITY FAILURE

In the event of a major utility failure during regular work hours (8 am-5:00 PM Monday-Friday), immediately notify the Physical Plant at 257-3267. If there is potential danger to building occupants or if the utility failure occurs after regular work hours, call University police at 257-4081.

ELECTRICAL/LIGHT FAILURE

At present campus building lighting may not provide sufficient illumination in corridors and stairs for safe exiting. It is therefore advisable to have a flashlight and portable radios available for emergencies.

ELEVATOR FAILURE

If trapped in the elevator, use the emergency phone to notify University Police. If the elevator does not have an emergency phone, turn on the emergency alarm (located on the front panel) to signal for help.

PLUMBING FAILURE/FLOODING:

Cease using all electrical equipment. Notify the Physical Plant. If necessary, vacate the area.

SERIOUS GAS LEAK:

Cease all operations. **DO NOT SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT.**
REMEMBER electrical arcs can trigger an explosion! Notify University Police.

STEAM LINE FAILURE:

Immediately notify University Police or Physical Plant and if necessary vacate the area.

VENTILATION PROBLEM:

If smoke odors come from the ventilation system, immediately notify University Police or Physical Plant and if necessary cease all operations and vacate the area.