

EMERGENCY PROCEDURES GUIDE

WHEN TO CALL 911:

You should call 911 in ALL emergencies.

WHAT IS AN EMERGENCY?

An emergency is any immediate threat to life and/or property that requires immediate response from police, fire or Emergency Medical Service. Some examples of emergencies are crimes in progress, any kind of fire or a serious injury or illness. If you are not sure if an incident falls into an emergency classification, call 911 when an immediate response is needed.

WHEN REPORTING AN EMERGENCY:

- Stay on the line with the dispatcher.
- Provide the address, location and a description of the emergency.
- Provide the phone number at your location.
- Provide a thorough description of the incident to assure appropriate resources are dispatched.

NON-EMERGENCY PHONE NUMBERS

The following numbers are provided for non-emergency situations. Use of these numbers will still provide a prompt response from the responsible agency and keep 911 lines free for emergencies. All 911 calls are voice and TTY.

- UF Police..... (352) 392-1111
www.police.ufl.edu/
- Environment, Health and Safety Department..... (352) 392-1591
www.ehs.ufl.edu/emergencies/
- University Health Services..... (352) 392-1161
- Alachua County 24-hour Mental Health Crisis Line..... (352) 264-6789
- Poison Control..... (800) 222-1222

UF Herbert Wertheim
College of Engineering
UNIVERSITY of FLORIDA

POWERING THE NEW ENGINEER

TO TRANSFORM THE FUTURE

A PARTNERSHIP IN PREPAREDNESS
PERSONS WITH DISABILITIES
SUSPICIOUS PACKAGE
CRIMINAL ACTIVITY
BOMB THREATS
ACTIVE SHOOTER
FIRE
MEDICAL EMERGENCIES
CHEMICAL SPILLS
HAZARDOUS ODORS OR LEAKS
UTILITY FAILURES
WEATHER EMERGENCIES
HURRICANES

EMERGENCY PROCEDURES GUIDE

This guide has been prepared to provide you with a quick reference guide that can be used in preparation for an emergency on campus. We encourage you to review and become familiar with this guide before an emergency occurs. People are most effective in an emergency when they are PREPARED.

Recipients of this guide should become familiar with its contents and all new employees should be provided a copy during orientation. Additional copies of this guide are available from your facility manager, the University Police, or the Environment, Health and Safety Department.

In some of the informational sections of this guide, there are blanks that should be filled in by you. Once you have filled in these blanks and the procedures have been reviewed, this guide should be kept in a readily accessible location, such as hanging on the wall near your phone.

This document cannot cover every emergency that may arise. If you are unsure of what you need to do in your building, please ask your facility manager, contact the University Police at (352) 392-1111, or the Environment, Health and Safety Department at (352) 392-1591. Be sure to check with your facility manager for building specific emergency guidelines and procedures.

University of Florida - Gainesville
POLICE DEPARTMENT
Building 51, Museum Road
P.O. Box 112150
Gainesville, Florida 32611
(352) 392-1111
<http://www.police.ufl.edu/>

University of Florida - Gainesville
ENVIRONMENT, HEALTH AND SAFETY DEPARTMENT
Building 179
916 Newell Drive
PO Box 112190
Gainesville, FL 32611
(352) 392-1591
<http://www.ehs.ufl.edu/>



PERSONS WITH DISABILITIES

Individuals who need assistance during an evacuation should identify someone who can assist them and discuss with that person, in advance, what assistance might be needed. Assistance the person provides could include helping them leave the building and/or informing emergency personnel of the presence of the individual who needs assistance. Persons with Disabilities should inform their Facility Manager of their regular presence in the building. Facility Managers provide information to emergency personnel and first responders during emergencies on campus. Facility Manager names and contact information can be found at www.eng.ufl.edu/services/ .

Persons with Disabilities can also request assistance in developing an individualized plan in the event of an emergency by contacting the ADA Office at (352) 392-1591, 711(TDD).

IN CASE OF BUILDING EVACUATION

(Fire Alarm, Chemical Spill, Bomb Threat, etc...)

- EXIT the building immediately using the most direct route
- If unable to do so on your own – Ask for assistance to the nearest EXIT or room near a stairway with a window. Note the room Number.
- Ask someone leaving the building to notify emergency personnel of your location so that you can get the assistance you need.
- If a phone is available, call 911. Answer all the 911 operator's questions and the police dispatcher will relay your location to first responders.



TO SHELTER IN PLACE

(Tornado, Severe Weather, Building Intruder, etc...)

- Seek shelter in a room with no windows, on the interior of the building if possible. Note the room number.
- Call 911. Answer all the 911 operator's questions and the police dispatcher will relay your location to first responders.



For more information about Persons with Disabilities and Planning for Emergency Situations, see: www.ehs.ufl.edu/emergencies/disability_evacuation/

SUSPICIOUS PACKAGE

If a suspicious package is received notify the University Police Immediately

UNITED STATES
POSTAL SERVICE

SUSPICIOUS MAIL ALERT

If you receive a suspicious letter or package:

1 Handle with care. Don't shake or bump.
2 Isolate it immediately
3 Don't open, smell, touch or taste.
4 Treat it as suspect. Call local law enforcement authorities

If a parcel is open and/or a threat is identified . . .

<p>For a Bomb: Evacuate Immediately Call Police Contact Postal Inspectors Call Local Fire Department/HA/MAT Unit</p>	<p>For Radiological: Limit Exposure - Don't Handle Evacuate Area Shield Yourself from Object Call Police Contact Postal Inspectors Call Local Fire Department/HA/MAT Unit</p>	<p>For Biological or Chemical: Isolate - Don't Handle Evacuate Immediate Area Wash Your Hands With Soap and Warm Water Call Police Contact Postal Inspectors Call Local Fire Department/HA/MAT Unit</p>
---------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

CRIMINAL ACTIVITY

If you observe a crime in progress or behavior that you suspect is criminal, immediately notify University Police (Dial 911).

Please be prepared to provide as much of the following information as possible.

- Where is it happening?
- What is the person doing?
- How many people are involved?
- Physical and clothing description of those involved.
- Are weapons involved?
- Vehicle description and license plate number.
- Direction of travel if known.
- Has anyone been injured?

DO NOT approach or attempt to apprehend the person(s) involved. Stay on the phone with the police dispatcher to provide additional information, until the police arrive.

Safety Resources at Your Fingertips with New UF GATORSAFE Mobile App

Smartphone users who download the free GATORSAFE safety app can now report tips to the UF Police Department, make emergency calls and perform other functions that improve their personal safety and security.

GATORSAFE features:

- View local crime happening around the UF Campus
- Report a crime tip to UF Police (even anonymously) attaching pictures, and video
- Trigger Mobile BlueLight to simultaneously send your location and call UFPD.
- Use the Personal Safety Toolbox which contains a Flashlight, Loud Alarm, Ability to Send Your Location and Much More.
- Information on Alcohol and Drug Safety
- Transportation Information on SNAP, RTS Buses, Uber, Gator Lift, and Employee Campus Cab
- Helpful links to U Matter, We Care at the UF Dean of Students Office

Report things that are unusual or suspicious!

BOMB THREATS

If you receive a bomb threat by telephone, here are some helpful things to keep in mind:

1. Remain Calm. When a bomb threat is received, the person taking the call must remain calm and obtain as much information as possible.
 - **DO NOT** put the caller on hold
 - **DO NOT** attempt to transfer the call
2. The person taking the call should immediately notify another staff person in the office, preferably while the caller is still on the line.
3. Pay close attention to the caller and his/her words and speech:
 - Does the caller have any distinguishing voice characteristics such as an accent, stuttering, mispronunciation?
 - Is the caller angry, excited, irrational or agitated?
 - Is the caller a man or woman, young, middle-aged, old?
 - If you have caller ID, please note the phone number of the caller
 - Listen for background noises (traffic, train whistle, music, radio, TV, children, etc.).
4. It is important that you document all that you know and hear. This should include filling out the Bomb Threat Checklist.

BOMB THREAT CHECKLIST

(Stay calm and collect all the information you can)

NAME OF PERSON Who received threat? _____

DATE AND TIME Threat received: _____

How was THREAT REPORTED: telephone___ email___ voice-mail___ fax___ in person___

(Give phone number with area code.) _____

By mail carrier: Campus___ US Mail___ Courier___

EXACT WORDS USED to make the threat (if possible) : _____

Questions to ask the person making the threat

- **WHEN** IS THE BOMB GOING TO EXPLODE
- **WHERE** is the bomb located?
- **WHAT** kind of bomb is it?
- **WHAT** does it look like?
- **WHO** placed the bomb?
- **WHY** was the bomb placed?
- **Where** are you calling from?

ACTIVE SHOOTER

An Active Shooter is an armed person who is intending to injure or kill others. In the event of an active shooter in your building you should:

Get out

- Your best option is ALWAYS to run, get out and get away!
- Think in advance about how you would get out; know the paths to the nearest exits and whether it would be possible to escape through a window.

Call Out

- First, get to a safe place, and then call 911.
- If it is safe, stay on the line and give police the best information you can:
- Your location and name
- Any and all information about the shooter and the shooter's actions and locations.

Hide Out

- If you are not able to get out of your room or office, hide under or behind something.
- If your room cannot be locked, close the door and turn off the lights if possible.
- Be aware that if you are hiding when the police come, they will be seeking a threat and not know who you are; show your hands and obey their commands.

Keep Out

- If you cannot get out, if possible, lock or barricade the door.
- Make sure the barricade is secure, holding it from a safe position if necessary.

Take Out

- Running away is always your best option. However, if there is no way to run, hide out, or keep out, your only choice may be to fight.
- Remember that if you must "take out", you are fighting for your life.

What to expect from responding officers

- Officers will point firearms at you while seeking the threat as they do not know which person is the shooter. Keep your hands visible and obey the officers' commands
- Officers' first priority is to neutralize the threat. If you are injured, they will not stop to help you. Once the threat is neutralized, medical personnel will assist you.
- The most important thing to remember is to stay calm!

FIRE

Know what to do in case of a fire

The nearest fire extinguisher is located at: _____

- Take time to get prepared now – because there is no time in an emergency.

Know the location of:

- **Fire extinguishers:** Understand the types and how to use them
- **Fire alarm pull stations:** Early warnings can save lives and property
- **Exits:** Know where they are, and be sure they open easily and are free of obstructions.

Upon discovering smoke, fire, or flames in the building.

- Evacuate the area, closing the doors as you leave
- Activate fire alarm system by pulling down on fire alarm pull station
- Use nearest exit or alternate safe route

From a safe location (assembly point) call **911** and be prepared to give:

- Building name
- Floor
- Room number
- Type of incident
- DO NOT use elevators during a fire emergency.
- When the fire alarm sounds, immediate evacuation of the facility is required. Walk, do not run to the nearest stairway exit and proceed to ground level. If the stairway contains smoke or fumes, use an alternative stairway exit. If it is safe to do so, close all doors and windows as you leave.

*****Note***** The alarm may not sound continuously. If the alarm stops, continue the evacuation and warn others who may attempt to enter the building after the alarm stops.

- Leave the building and move at least 100 feet away, leaving the driveways and walkways open for arriving police and fire equipment.
- DO NOT enter the building until given the all clear from the fire department.
- Someone familiar with the situation and who knows the area involved should meet the fire department. Someone with keys, which may be needed to allow firefighters access to affected areas, should make themselves available upon arrival of the fire department.
- Notify firefighters on the scene if you suspect someone may be trapped inside the building.

BEFORE A FIRE: PLANNING AND PREPARATION

- Know the location of the nearest fire extinguisher
- Know the location of the fire alarm pull stations in your area
- Know the location(s) of the nearest exit
- Know alternative evacuation routes out of the building
- Practice exiting your area by imagining you are in a dark, smoky environment – count doorways, turns, etc.

Report Potential Hazards or refer fire prevention questions to the **Environment, Health & Safety Department at (352) 392-1591.**

BUILDING SPECIFIC INFORMATION

MEDICAL EMERGENCIES

AED Location: _____
First Aid Kit Location: _____
Persons in your building trained in CPR: _____
Other: _____

Remember!

- **DO NOT** approach persons injured by electrocution or toxic exposure unless they are clearly away from the hazard
- **DO NOT** move a seriously injured person unless they are in an unsafe area. If the victim must be moved, move as a unit, always supporting the head and neck.
- **DO NOT** bend or twist the injured person's body.

Call 911

Be prepared to give the 911 dispatcher the following information:

- Location of the emergency
- What happened?
- Number of persons injured
- Is the injured person conscious?
- Is the injured person breathing?
- Is there severe bleeding?
- **After calling 911**, stay with the victim until help arrives.
- Restore or maintain breathing or heartbeat.
- Stop severe bleeding with direct pressure when possible.
- Keep victim warm.

CHEMICAL SPILLS

DO NOT attempt to clean up any chemical spill unless you know what the spilled material is, and the chemical's hazards. Only trained personnel should clean up a chemical spill.

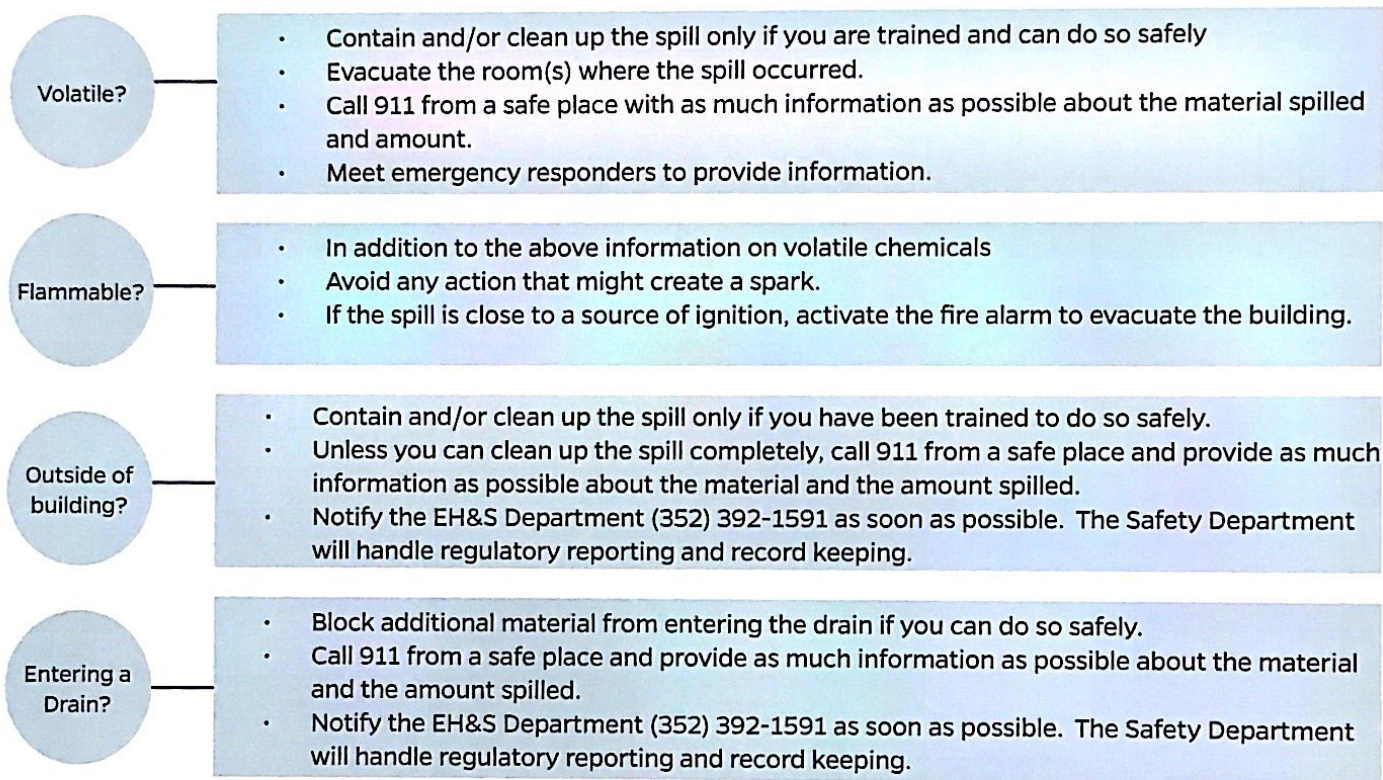
Minor Spills

(Inside building, not escaping to drain and not an inhalation hazard)

Anyone who knows what was spilled, its hazards and safe cleanup methods may clean up a minor spill. If you do not know how to clean it up, contact someone who does.

Major Spills

A major spill is one which you cannot safely clean up or one that has occurred outside of a building.



HAZARDOUS ODORS OR LEAKS

Report any hazardous gas leaks to university police by calling 911.

Be prepared to give the following information:

- Your name
- Building name
- Nature of incident
- Floor or area which is affected
- Room number
- Type of incident
- The name of the chemical or gas, if known

Suspicious odors or leaks

- Should you detect any suspicious odors or a suspected slight odor of gas, dial 911 and report it to the University Police. They will send someone to check on the problem.
- In the event of gas leaks or visible fire from gas cylinders or piping:
- Evacuate the area and dial 911 to notify the University Police of the incident and follow all instructions given to you by the 911 dispatcher.
- If it is an explosive gas (eg. natural gas), DO NOT use or activate items that can generate a spark in the general vicinity. Light switches, fire alarm pull stations, phones, elevators cars, etc., are all sources that can initiate a spark, which could ignite explosive gas. Activate the fire alarm pull station from another location of the building.
- Confine any fire or fumes to the extent possible (close off any doors to the affected area, if you can do so safely as you evacuate). This will help limit the impact of the leak or fire.
- Notify others in the immediate area, if you can do so safely.

Evacuation:

- If it is necessary to evacuate the building, activate the building's fire alarm and leave the building (Note: **DO NOT** activate the fire alarm if it is an explosive gas such as natural gas).
- If it is an explosive gas, such as natural gas, exit the building via the stairwell. Do not use an elevator.
- Confine any fire or gases to the extent possible by closing the doors behind you as you leave. This will help limit the impact of the leak.
- Notify others in the immediate area and as you exit knock on office doors and inform as many people as possible if you are unable to activate the building's fire alarm.
- Upon exiting the building, get a safe distance from the building (at least 100 feet away).
- Remain upwind of the building and leak.
- Leave adequate room for police and other emergency responders.
- **DO NOT** return to the building until given approval by the incident commander from the Gainesville Fire Department or University Police.
- If you have information about the source of the odor or leak, give the information to any police officer or fire fighter at the scene.

BUILDING SPECIFIC INFORMATION

Assembly Point: _____

UTILITY FAILURES

Report emergency utility failures to the University Police Department (352) 392-1111.

Non-emergency utility failures should be reported to Physical Plant division (352)392-1121.

Be prepared to provide the following information:

- Your name
- Phone number where you can be reached
- Building name
- Nature of incident
- Floor(s) or area affected
- Room number

Electrical Failure:

- The UF electricians will assess the situation and determine the appropriate course of action.
- In the event of a significant power failure, the building's emergency generator (if so equipped) will provide limited electricity to crucial areas of the building, including emergency lighting.
- Turn off all electrical equipment including computers. Do not turn any electrical equipment back on until given the approval of your supervisor or facility manager.
- Some buildings' emergency lighting power source is provided by battery, and will have a limited amount of time the emergency lighting remains on. In this instance, you should evacuate the building when the emergency lighting comes on. This is especially important if there is limited or no natural lighting available along your path.
- DO NOT re-enter the building until all power has been restored.
- Remember: The elevators will not function in a power failure. Use the stairs if you evacuate the building.
- If trapped in an elevator, use the elevator's emergency phone to notify the University Police Dispatcher. If there is no emergency phone in the elevator, trigger the elevators emergency alarm button.

Steam Leaks

- If a steam leak is inside the building, evacuate the area and close the door behind you. Steam can cause severe burns, displace oxygen, and moisture from steam can conduct electricity.
- A steam leak may cause the building's alarm to sound. Even if you may have determined the problem is a steam leak, exit the building immediately.

Water Leaks/Flooding:

- In the event of water leaks, try to contain the leakage in a container to minimize damage or safety hazards. If it is a significant water leak, avoid the area where water has accumulated, and wait for help.
- Remember: Water makes an excellent conductor of electricity; thus electric shock is a strong possibility.
- Immediately cease use of all electrical equipment.
- If the leak is from an unknown source, avoid all contact with leaking material. It may be hazardous. In case of accidental contact, wash immediately and thoroughly with soap and water. If the liquid enters the eyes or is splashed on the face or body, locate and use an emergency eyewash or shower unit.

BUILDING SPECIFIC INFORMATION

WEATHER EMERGENCIES

Know the location of the nearest emergency shelter for your facility!

Check with your facility manager or check building postings for the location of emergency shelters.

Severe Thunderstorms

- **Watch:** Conditions are right for a severe thunderstorm. Continue with normal activities, but continue to monitor the situation.
- **Warning:** Severe thunderstorms are occurring. Be prepared to move to shelter if threatening weather approaches.

Tornado

- **Watch:** Conditions are right for a tornado to develop. Continue with normal activities, but continue to monitor the situation.
- **Warning:** Radar or weather spotters have identified a tornado. The outdoor emergency sirens will sound a steady tone for three minutes or longer if there is danger in the immediate area. Outdoor emergency sirens serve the purpose to notify people who are outdoors to take shelter. Outdoor sirens should not be relied on to provide sufficient warning indoors or in noisy areas.

Take the following Actions:

- **SEEK IMMEDIATE SHELTER** (individuals with disabilities: follow the same procedures) Seek shelter, preferably in a basement or below ground evacuation location. A steel formed or reinforced building will provide some protection.
- In a multi-story building, seek shelter in an interior hallway or a lower floor.
- Stay away from outside walls, exterior doors, and glass windows or partitions. **DO NOT** open windows.
- Basements and interior hallways or rooms on lower floors offer good shelter.
- In vehicles, get out and seek shelter in a nearby well-built structure. If you cannot find a well-built structure nearby, seek out a ditch or ravine, which can offer some protection. Lay face down, with hands covering your head.
- **When safe to do so, leave badly damaged buildings.** Elevators may not work in damaged buildings (the electrical power may be out or there may be damage to the elevator equipment).
- If you are surrounded by debris, be aware that removing some of it can cause other debris or part of the building to collapse. If it is not safe or possible to leave the area, stay there until assisted out.
- **DO NOT** attempt to return to the building unless directed to do so by University Police.
- **DO NOT** attempt to turn on or off any utilities or other equipment.

HURRICANES

Departments are responsible for taking protective actions in their own laboratories. This checklist is designed to identify suggested tasks and assignment of responsibilities for preparing laboratory areas. Not all items are appropriate for all areas. Departments and researchers should add actions specific to their individual laboratories if needed. Additional mitigation steps can be taken year-round to reduce impacts from tropical weather and other incidents, including:

- Keep chemical, radiological and biohazardous materials in your inventory to a minimum.
- Dispose of hazardous wastes and old chemicals routinely to minimize accumulation of hazardous materials in your facility.
- Laboratories with exterior windows should identify a secure area for storage of water reactive chemicals, radioactive materials and biohazardous agents. Ideally, materials with significant, potential hazard should be moved to interior rooms. (e.g. – solvents containing reactive metals, glove boxes containing air reactives)
- If dry ice will be needed pre- or post-incident, document vendor information, payment method and delivery or pick-up options. Note, dry-ice should not be transported in a closed vehicle for safety of the occupants.
- Maintain a supply of plastic, waterproof containers to store reactive chemicals, lab notes, research documentation, electronic data and other important materials.
- Plan in advance how to ensure the protection of valuable research equipment, samples and data.
- Contact appropriate work management center (PPD, IFAS Facilities) if planning to use portable generator to determine appropriate and safe use, connection and fueling. Note, portable generators are normally not provided by work management centers.
- Maintain a stock of critical supplies to prevent disruptions.
- Update and distribute emergency and contact information to laboratory personnel. Regularly maintain emergency call list on the notice board at the laboratory door.

How to Prepare

- Turn down refrigerators and freezers to the lowest practical settings and plug into emergency power where available. Red outlets typically designate emergency power.
- Place recording maximum/minimum thermometers in refrigerators and freezers containing temperature critical supplies and samples.
- Plug incubators into emergency power outlets if you must maintain cultures in vitro.
- Cover and secure or seal vulnerable equipment with plastic.
- Remove or secure equipment from outdoor and rooftop locations.
- Ensure arrangements have been made for the care and feeding of laboratory animals. Follow recommended actions of UF Animal Care Services.
- In areas subject to flooding, relocate or elevate equipment, chemicals, wastes and other important items from the floor to prevent damage.
- Secure radioactive isotopes, biohazardous agents, recombinant materials and hazardous chemicals to prevent breakage and release.
- Fill dewars and cryogen reservoirs for sample storage and/or critical equipment.
- Over-pack reactive chemicals in plastic, waterproof containers.
- Remove regulators and cap gas cylinders, except for CO₂ needed to maintain cell cultures. Ensure all cylinders are secure.
- Autoclave or inactivate infectious or rDNA waste.
- Due to the possibility of power outages, store volatile, toxic materials in tightly sealed, break-resistant containers rather than fume hoods or open room.
- Protect valuable files, research samples and notebooks in place or move to a safer location.
- Protect notebooks and secure samples/data as necessary for colleagues unable to reach the lab.
- Update emergency contact information including notification list on lab door. Add and expand temporary contact information if staying at a different location during storm.
- Close and latch (or secure with tape if needed) filing cabinets and cupboards.
- Back-up electronic data and store in multiple locations.
- Follow IT provider instructions for computer equipment preparations.
- Close and lock all doors and windows before leaving.