The University of Arizona®
College of Medicine
What to do in an Emergency Situation
Building Monitors and Emergency Building Coordinators

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• Over 1,200,000 square feet of space in 32 buildings on the AHSC campus assigned to College of Medicine Departments, Centers and Units.

• We are the primary contacts when Facilities Management or Risk Management has an off-hours emergency.

• We keep contact information for 2 people in each of the Departments, Centers and Units should we need to get in touch with them.
As employees of the University of Arizona you should be familiar with the following websites:

Risk Management
http://risk.arizona.edu/emergencyprocedures/index.shtml

UAPD
http://www.uapd.arizona.edu

CERT
http://cert.arizona.edu/
All 3 of these websites provide information on what to do in certain emergency situations.
Let’s start with UAPD

Boundary of UAPD jurisdiction

• Lester Street to the North
• Campbell Avenue to the East
• Eighth Street to the South
• Euclid Avenue to the West
When to call 9-1-1

• If someone is injured or ill.
• If you see fire or smell smoke.
• If you see someone being hurt.
• If you see anything suspicious.
• If you see someone stealing or damaging something.
• If you see a drunk driver.
Remember to…

• Call quickly – don’t assume someone else has made a call.
• Provide accurate, detailed information.
• Stay on the phone until told by the dispatcher to hang up.
• Your information will be relayed to emergency personnel who are on their way to help you.
• If calling about a medical emergency ask another person to monitor victim’s condition while you are on the phone.
Blue Light Telephones

- Emergency Blue Light Telephones provide direct access to UAPD. These are exterior phones at multiple locations on campus.

- Blue lights mark their locations and they are labeled “EMERGENCY”.

- Use these phones to contact the police department for any reason.
Crime Prevention

- Crime prevention means being aware of your environment and remaining alert to situations that could make you vulnerable to crime.
Crime Prevention

Go to the 2010 Campus Safety Report, on the UAPD website for crime prevention suggestions.

UAPD cannot list specific measures that will protect you from every threatening situation that may arise, instead they hope to give examples of common-sense behavior that will help you to make life safer and more secure.
Let’s move on to Risk Management

Risk Management’s web site covers a variety of issues that they are responsible for, including:

- Health & Safety
- Fleet Safety
- Environmental Compliance
- Training
- Emergency Procedures
The University of Arizona is generally public space which sees many visitors on our campus.
We also have many research labs that contain hazardous chemicals.
Risk Management’s web site provides emergency procedures for specific threats.
What types of threats?

- Armed Individual
- Bomb Threat
- Building Evacuation
- Chemical Spill
- Personal Injury
- Utility Fire
- Biological Spill
- Suspicious Objects
- Chemical Exposure
- Fire
- Radiation Spill
- and others
What do I do if…

I discover a fire?
• Activate the building’s fire alarm by pulling a manual fire alarm station.
• These are located at all stairwell doors and exits from the building.
• Evacuate the building according to the evacuation procedures.
What do I do if…

The fire alarm is ringing or the fire alarm strobes are flashing?
• Evacuate the floor immediately via closest exit or stairs.

• Do not use the elevators.

• If in a lab, shut down any lab procedures involving heated reactions and turn off any fume hoods before you leave.

• Close all doors as you leave.

continued…
Multi-floor buildings such as AHSC are evacuated on a floor-by-floor basis.

- Evacuate to the next lowest floor level.
- If that floor is also alarming, go to the ground floor and exit the building.
- If you are in the basement, go to the ground level and exit the building.
- If you are on the ground level, leave the building.

continued…
• Move away from the building.

• Congregate at a predetermined evacuation point.

• Evacuation Point #1 – AHSC Plaza Deck

• Evacuation Point #2 – West side of building across Warren Avenue.

• Re-enter when an “all clear” is given. UAPD or the Fire Department are supposed to give this order.

• Evacuation Procedures for your building can also be found on the Planning & Facilities website - http://facilities.medicine.arizona.edu/life-safety.htm
Congregation Areas

Evacuation Point #1
AHSC Plaza Deck

Evacuation Point #2
West side of Library
What do I do if…

I see a suspicious package?
• Do not handle the item.

• Keep others from going near it.

• Leave the area, notify your supervisor and call 9-1-1

• If an evacuation is warranted, UAPD will activate the building fire alarm.

• Evacuate building.
What do I do if…

There is an active shooter on campus?
• Place as much distance between yourself and the threat.

• If able to, move away from the sounds of gunfire as fast as possible.

• Move with the flow of evacuating personnel.

• If inside a building, move to another building.

• If outside, move to the interior of a nearby building.

continued…
If you cannot flee the area, secure yourself in a room that you can maintain control of. Attempt to hide yourself from observation and remain quiet.

• If able to without compromising your location to the threat, call 911 and report your location to the police.

• Remain in this location unless you are confident you can flee from the location of the threat.

• Comply with all orders from police.
Now for the CERT website

CERT is the acronym for Campus Emergency Response Team
What does CERT do?

• CERT is a group of trained individuals who oversee the University’s emergency planning and response.

• For example, CERT was responsible for planning President Obama’s recent visit to the University of Arizona.
CERT Plans

You can find the following plans on the CERT website:

• Campus Emergency Response Plan
• Pandemic Plan
• Business Disaster Continuity Plan
• Continuity of Operations Plan for UA units
• Critical Incident Response Teams
• UA Alert is a service that provides registered users with emergency notifications to cell phones, pagers, PDAs or other wireless devices.

• You must register in order to receive these notices.

• Only critical incidents are transmitted.

• UAAlert is administered by the UA Campus Emergency Response Team (CERT)
Non-Emergency Assistance
“My lights went out.”
• If the lights in your office go out but the areas around you still have power call 626-3000 and report it to Facilities Management.

• Often the power will go out temporarily but is restored within a few minutes. Give the system time to try and restore its power.

• If power is out for an extended period of time, contact your supervisor for direction.

• Emergency lighting in corridors should be sufficient to exit the area if necessary.
“I smell something funny.”

• Call UA Risk Management to investigate an unusual odor.
“I locked my keys in my office.”
• Contact your department manager for access.

• UMC Security can often assist UA staff by providing key service. You must show your Room Privilege Card to prove that you are allowed access to a particular room.

• Planning & Facilities can often provide access if available.
“Somebody took my stapler.”

- Look around to see if you left it somewhere by mistake.
- Use a paper clip.
- Or buy a new one.
Workplace Security Awareness
Online – 1 Hour - Free

Interactive scenarios addresses:

• Access & Security Control
• Criminal & Suspicious Activities
• Workplace Violence
• Cyber Threats

http://training.fema.gov/EMIWeb/IS/IS906.asp
Questions?