

## SPECIFIC EMERGENCY PROCEDURES

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### UTILITY FAILURE

1. In the event of a major utility failure during regular work hours (8:00 a.m. through 5:00 p.m., Monday through Friday) IMMEDIATELY notify Facilities Management at 963-5671.
2. If there is potential danger to building occupants, or if the utility failure occurs after hours, weekends, or holidays, notify Campus Police at 963-5171.
3. If an emergency exists, ACTIVATE the building alarm. CAUTION: The building alarm rings only in some buildings, you must ALSO report the emergency by telephone.
4. All building evacuations will occur when an alarm sounds continuously and/or when an emergency exists.
5. ASSIST THE HANDICAPPED IN EXITING THE BUILDING! Remember that elevators are reserved for handicapped persons. DO NOT USE THE ELEVATOR IN CASE OF FIRE. Smoke is the greatest danger in fire, so stay near the floor where the air is less toxic. DO NOT PANIC!!!
6. Once outside, move to a clear area that is at least 500 feet away from the affected building(s). Keep streets, hydrants, and walkways clear for emergency vehicles and crews. Know your assembly points.
7. If requested, assist emergency crews as necessary.
8. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a University official.

**IMPORTANT:** After any evacuation, report to your designated campus area assembly point. Stay there until an accurate head count is taken. The Senior Building Emergency Coordinator will take attendance and assist in the accounting for all building occupants.

### ADDITIONAL INFORMATION AND PROCEDURES

Always observe steps “1” and “2” above, whenever the following utility emergencies arise:

#### **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 radio available for emergencies.

#### **ELEVATOR FAILURE:**

If you are trapped in an elevator, telephone to notify the Campus Police. If the elevator does not have an emergency telephone, turn on the emergency alarm (located on the front panel) which will signal for help.

#### **PLUMBING FAILURE/FLOODING:**

Cease using all electrical equipment. Notify the Facilities Management Department at 963-5671. If necessary, evacuate the area. After-hours, contact Campus Police at extension 5171.

**SERIOUS GAS LEAK:**

Cease all operations. DO NOT SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT. REMEMBER electrical arcing can trigger an explosion! Notify Campus Police at ext. 5171 and/or Facilities Management at ext. 5671.

**STEAM LINE FAILURE:**

IMMEDIATELY notify the Campus Police at ext. 5171 or Facilities Management at ext. 5671 and, if necessary, evacuate the area.

**VENTILATION PROBLEM:**

If smoke odors come from the ventilation system, IMMEDIATELY notify the Campus Police at ext. 5171 or Facilities Management at ext. 5671 and, if necessary, cease all operations and evacuate the area.

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