

# Emergency Management Procedures

## Fire Safety

### When the building fire alarm sounds:

1. Immediately begin to evacuate the area
2. Leave room; close door
3. Walk to nearest exit; leave building; meet in the pre-designated area. Account for all occupants
4. If smoky, stay low/crawl out on hands & knees; if unsafe, return to your office. Call 911 for assistance

### Do Not:

1. Use the elevator
2. Attempt to put out fire unless small and you are trained
3. Re-enter building till 'ALL CLEAR' given by emergency personnel

### To Report a Fire

1. Pull fire alarm; call 911
2. Stay calm while talking to operator.
3. Give all particulars; answer questions

### \*Be aware of :

- a. 2 means of egress from your room
- b. Location of portable fire extinguisher, fire alarm pull station

\*Learn how to use portable fire extinguishers: remember **PASS**: Pull the pin; **Aim** at the base of fire; **Squeeze** the trigger; **Sweep** the nozzle from side to side

Additional information:

[http://www.ehs.ufl.edu/emergencies/fire\\_alarm/](http://www.ehs.ufl.edu/emergencies/fire_alarm/)

## Break-in/ Security Breach

1. Call UPD (UF Police Dept.)
2. Notify PI/Supervisor & Biosafety Office
3. Escort UPD to scene
4. Inventory check by PI & Biosafety Office. Report results to federal authorities as needed

## Workplace Violence

1. Call UPD or 911 *immediately*
  2. Off-campus: call local law enforcement
- Examples:
- uncooperative with supervisor
  - Writes sexual/violent notes
  - Carries a weapon/firearm
  - Makes suicidal comments/threats
  - Involved in fights/assaults
  - Stalks co-workers/family

Additional information:

<http://hr.ufl.edu/manager-resources/policies-2/workplace-violence/>

## Tropical Weather

1. Secure all biological agents; autoclave all non-essential material/waste
2. See disaster plan & checklist for lab prep at <https://emergency.ufl.edu/emergency-management-plans/>
3. Check UF homepage for official emergency information for Alachua County

Additional information:

<http://emergency.ufl.edu/>

## Severe

## Thunderstorm/Tornado

1. Immediately move to interior areas away from windows, doors, outside walls
2. If outside, go into nearest building
3. After incident, account for co-workers
5. Check for release of biohazardous agents
6. Inform 1<sup>st</sup>responders if release has occurred. Also inform PI and Biosafety Office.

\*Watch: conditions are favorable-monitor. Link to [www.weather.gov](http://www.weather.gov)

\*Warning: Sighted/indicated on radar-take action

Additional information:

<https://emergency.ufl.edu/take-action/severe-thunderstorm-warning-tornado/>

### Emergency Phone Numbers (dial 9 for outside numbers):

**Fire/Major Medical or Major Gas Leak Emergency: 911**

**UPD: (352) 392-1111**

**BBP Needle Stick and BBP Splash Exposure Hotline: 1-866-477-6824**

**Biosafety Office: (352) 392-1591**

**Student Health Care Center: (352) 294-5700**

**UF Worker's Compensation (AmeriSys): 1-800-455-2079**

**Chemical Spill: (352) 392-8400 (Business Hrs.); 392-1111 (Evenings, Weekends)**

**Radiation Spill: (392) 7359/1589 (Business Hrs.); 392-1111 (Evenings, Weekends)**

**Suspected Gas Leak/campus Physical Plant Trouble Desk\*: 392-1121**

**(\*24 hr. Building/Maintenance Repair Hotline)**