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/

Fire Safety

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/

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
4. Check for release of biohazardous agents
5. Inform 1st responders if release has occurred. Also inform PI and Biosafety Office.

*Watch: conditions are favorable-monitor. Link to www.weather.gov
*Warning: Sighted/indicated on radar-take action

Additional information: https://emergency.ufl.edu/take-action/severe-thunderstorm-warning-tornado/

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/

Additional information:

Emergency Phone Numbers (dial 9 for outside numbers):

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<tr>
<td>Fire/Major Medical or Major Gas Leak Emergency: 911</td>
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<td>UPD: (352) 392-1111</td>
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<td>BBP Needle Stick and BBP Splash Exposure Hotline: 1-866-477-6824</td>
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<td>Biosafety Office: (352) 392-1591</td>
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<td>Student Health Care Center: (352) 294-5700</td>
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<td>UF Worker’s Compensation (AmeriSys): 1-800-455-2079</td>
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<td>Chemical Spill: (352) 392-8400 (Business Hrs.); 392-1111 (Evenings, Weekends)</td>
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<tr>
<td>Radiation Spill: (392) 7359/1589 (Business Hrs.); 392-1111 (Evenings, Weekends)</td>
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<td>Suspected Gas Leak/campus Physical Plant Trouble Desk*: 392-1121</td>
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(*24 hr. Building/Maintenance Repair Hotline)