

# Emergency Procedures Quick Reference Guide

The University of Arkansas at Monticello Emergency Committee is pleased to provide you with this copy of the Emergency Procedures Quick Reference Guide. This guide is designed to provide a quick reference for appropriate actions to be taken in the event of various emergencies.

## ***Reporting Emergencies***

The quickest and easiest way to summon help for any emergency is to dial extension 1000.

### ***How to Report an Emergency:***

\*When calling, stay calm and carefully explain the problem and location.

### **DO NOT HANG UP UNLESS TOLD TO DO SO.**

You will be asked the following questions to better determine the appropriate action to be taken.

- 1.Name
- 2.Location
- 3.Phone number from which you are calling
- 4.Location of emergency
- 5.What occurred

## ***Medical***

- 1.Do not move an injured person unless it is a life-threatening situation.
- 2.Call the Department of Public Safety at telephone extension 1000.
- 3.Notify Student Health Services if on duty.
- 4.If unable to reach either of the above, call 9-911 for emergency medical assistance.

Be prepared to answer the following questions:

- 1.Your name
  - 2.Your location
  - 3.Phone number from which you are calling
  - 4.Location of emergency
  - 5.Name of injured or ill victim
  - 6.Is the person breathing
  - 7.Is the person bleeding
  - 8.Is the person conscious
  - 9.Is the person alert
  - 10.Age of the victim
  - 11.Gender of the victim
- 5.Return to the injured person and keep the person as calm and comfortable as possible.
  - 6.Remain with the person until emergency medical services arrive.

## ***Fire***

Actions to take if you discover a fire.

- 1.Close door to isolate the fire
- 2.Pull available fire alarm station to begin evacuation
- 3.Call telephone extension 1000 to report the fire
  - State "I want to report a fire."
  - Give your location
  - Give your name
  - Give the phone number from which you are calling
  - Give the nature of the fire

4. Do not use elevators - use stairwells only
5. Assist persons with disabilities in evacuating
6. Exit the building and evacuate to a distance of 500 feet from the building
7. Do not attempt to fight the fire
8. Do not return to the building unless told to do so

### ***Hazardous Materials Leaks/Spills***

1. Evacuate the building immediately. Confine the spill by closing the door(s) of the room.
2. Contact the Department of Public Safety telephone extension 1000.

Provide the following information:

- The exact location of spill, including room number if inside a building.
- Name of spilled material if known.
- Quantity
- Appearance (solid, liquid, gas, color, odor, etc.)
- Injuries to those who have been exposed
- Area of contamination
- Your name, department, and the phone number from which you are calling.
- Evacuate to a safe area at least 500 feet away from the leak or spill. Do not stand downwind from the spill. Do not return to the building unless instructed to do so.
- Do not walk through or stand in any spilled substance or smoke clouds.
- Stay with your department co-workers or classmates.
- Once outside supervisors and instructors take a head count.

### ***Utility Failure***

In the event of a major utility failure, notify the Department of Public Safety at telephone extension 1000 or the Physical Plant at telephone extension 1018.

#### ***Gas Leak:***

Cease all operations. Do not switch on lights or electrical equipment.

#### ***Electrical/Light Failure:***

Stay calm. Battery powered emergency lighting will automatically activate in many locations. Each office and room occupant should maintain a battery-powered flashlight for such emergencies. NEVER TOUCH ANY DOWNED POWER OR UTILITY LINES.

#### ***Computer Equipment:***

Turn off as much computer equipment as possible to prevent damage when power is restored.

#### ***Elevator Failure:***

If you are trapped in an elevator, remain calm and turn on the emergency alarm (located on the front panel) which will signal your need for assistance.

#### ***Plumbing Failure/Flooding:***

Cease using all electrical equipment. Call the Physical Plant at telephone extension 1018 or the Department of Public Safety telephone extension 1000. If necessary, evacuate the area.

#### ***Ventilation Problem:***

If smoke or odors come from the ventilation system, immediately call the Physical Plant at the telephone extension 1018 or notify Department of Public Safety telephone extension 1000. If necessary, cease all operations and evacuate the area.

## ***Earthquakes:***

### During an Earthquake

- If indoors, stay there. Get under a desk or table or stand in a corner. Stay away from glass windows, shelving and heavy equipment.
- If outdoors, move to an open area away from trees, buildings, walls and power lines.
- If driving, pull over to the side of the road and stop. Avoid overpasses and power lines. Stay inside your vehicle until the shaking is over.
- If in a multi-level building, stay away from windows and outside walls. Get under a table. Do not use the elevator.
- If you are in a crowded public place, do not rush the doors. Move away from the display shelves containing objects that could fall.

### After the shock subsides

- Get outside and away from buildings and trees.
- Assist people with disabilities in exiting the building.
- In the event of fire, hazardous materials leaks/spills or need of first aid, follow procedures for those sections listed in the guide.
- In the event of major damage or destruction, the Department of Public Safety will announce and implement evacuation procedures.
- Identify and assist the injured. Notify ambulance or the Department of Public Safety at telephone extension 1000.
- Do not return to an evacuated building unless instructed to do so.
- An emergency command post may be set up near the emergency site. Keep clear of the command post unless you have important information to report.

## ***Crime in process:***

If you are a victim or a witness:

Do not attempt to intervene.

Call Public Safety at telephone extension 1000.

Be prepared to answer the following:

- Nature of the incident
- Nature of injuries, if any
- Location of perpetrator or direction of travel, if known
- Description of the person(s) involved
- Location of the incident
- Type of weapons involved, if any

## ***Bomb Threat***

1. Remain Calm
2. Dial Public Safety at telephone extension 1000.
3. Inform your supervisor or building supervisor.
4. If you should spot a suspicious object or package, report it to Public Safety at telephone extension 1000. Under no circumstances should you touch it, tamper with it, or move it in any way.

## ***Building Evacuation***

- When an alarm sounds continuously and/or upon direction of the University Police, building administrators, or other emergency service personnel, evacuate the building immediately.
- Assist persons with disabilities in evacuating.
- DO NOT USE ELEVATORS.

## ***Sexual Assault***

1. Do not shower bathe, change clothes, douche, urinate, brush teeth, or place anything in your mouth.
2. Do not disturb items in the area where the offense occurred. Keep others away.
3. Immediately call the Department of Public Safety at telephone extension 1000.
4. Contact a friend, relative, faculty member, resident assistant, or counselor.
5. Seek medical attention. It is recommended you go to Drew Memorial Hospital for a Medical Legal Rape Examination. The examination is free of charge if you report the offense to law enforcement within 48 hours. Take an extra change of clothing for after the exam.

## ***Severe Weather***

### Tornado

*Tornado Watch:* Tornadoes are possible in the area. Remain alert for approaching storms.

*Tornado Warning:* A tornado has been sighted or indicated by weather radar. Danger exists. Move to your designated place of safety.

1. The basement and ground floor interiors (hallways) of a building offer the best protection.
2. Stay away from glass and windows.
3. Never try to outrun a tornado in your car or truck. Leave the vehicle at once. Get in a ditch or lie in a low area.
4. Remain in protected area until "all clear" is announced or relayed by the Department of Public Safety.

## ***Thunderstorms***

*Severe Thunderstorm Watch:* Severe thunderstorms are possible in the area. Remain alert for approaching storms.

*Severe Thunderstorm Warnings:* Severe thunderstorms are occurring in the area or are indicated by weather radar.

1. Tornadoes occasionally develop in areas where a severe thunderstorm watch or warning is in effect. Remain alert to signs of an approaching tornado and seek shelter if the skies become threatening.
2. Don't carry or go near anything made of metal - lightning is attracted to metal.
3. Don't be higher than your surroundings - lightning normally strikes the highest object in the area of discharge.
4. Don't use the telephone unless it is an emergency. Lightning can travel through phone lines.
5. If you are in a vehicle, remain there.
6. Stay away from doors and windows.
7. Don't go under a large tree that stands alone. Lightning can be attracted to it because of its height relative to the surroundings.

## *Ice/Snow Storms*

1. Your building supervisor will contact you if inclement weather dictates an early closing of the University.
2. Listen to your radio/television for details concerning further University closures.

### TV Stations

KARK Ch 4

KATV Ch 7

KTVE Ch 10

KHTV Ch 11

### Radio Stations

KHBM 93.7

KGPQ 99.9

KXSA 103.1