

# Emergency Quick Guide

## **General emergency procedures**

1. Address life-threatening issues (first aid, safety of victims, etc.).
2. Contact Campus Police at 422-2222 to report emergencies
3. Call 911 if needed
4. Seal off high-risk areas and preserve scene.
5. Carefully follow procedures from this guide.
6. Contact risk management and safety at 422-4468.
7. Report the incident to the College Safety Officer (422-6875)
8. Keep written chronological notes.
9. Refer news media to University Communications at 422-4511.

## **Civil disturbance/riot**

- Avoid areas where disturbances are taking place. Do not become a “sightseer.”
- Notify University Police at 422-2222. Provide pertinent information (location, nature of disturbance, etc.).
- Follow the instructions of local/university authorities.
- If some form of civil disturbance or demonstration takes place in or close to your location:
  1. Leave the area, using a route that will enable you to avoid passing through or close to the demonstrators.
  2. If the disturbance involves the building you are in, or if you feel that it is unsafe to remain in the building, leave the building using an exit route that will enable you to avoid passing through or close to the demonstrators.
  3. Avoid becoming involved with the demonstration in any way.

## **Criminal activity**

1. If safe to do so, contact University Police (422-2222) or call 911 for Provo City Police
2. Carefully observe the basic features of the individual (height, hair color, etc.).
3. Nothing in the College is worth your life. Don't do anything to put yourself or others in harm's way.

## **Energy failure**

If electrical power fails:

1. Vacate all lab areas
2. Shut down electrical appliances.

3. There are flashlights located in all department offices and at the information desk in the Bean Museum.

## **Earthquake**

During:

1. Move to a safe place.
2. If indoors, get under a table or desk, in a doorway or in the corner of a room.
3. DO NOT evacuate building until shaking stops.
4. If outdoors, go to an open area away from buildings and power lines.
5. Avoid stairways or elevators as they are likely to be blocked.
6. Be prepared for electricity to go out, the sprinkler systems to turn on, and/or fire alarms to sound.

After:

1. Check for injuries.
2. Do not move seriously injured persons unless they are in immediate danger of further injury.
3. Do not turn light switches on or off, as they may spark and create fire hazards.
4. Do not use any type of open flame.
5. Immediately report fires, spilled volatile agents, and gas leaks to University Police (422-2222) and your building supervisor.
6. Be prepared for aftershocks.
7. Evacuate the building (only after shaking stops).

## **Fire**

If fire or smoke is detected:

1. Pull the closest fire alarm.
2. Evacuate the building. If you are a building coordinator, or floor fire warden make appropriate contacts as you exit the building.
3. If it can be done, safely shut doors and windows as you leave; never jeopardize your own safety.
4. Call the police, 911 or 422-2222, from the outside of the building.
5. Report to your designated location and then account for those in your group.
6. Report names and possible locations of missing members to the University Police.
7. Do not reenter the building until it has been cleared by the fire department, University Police, or Risk Management and Safety.
8. Notify students and staff of the termination of the emergency and resume normal activities.

## **Flood**

In case of a flood:

1. Move east and north to higher ground. If streets are flooded, do not use a car.
2. Make reasonable efforts to save valuables, but do not endanger lives.
3. Be prepared to help other evacuees who may be using campus as a safe location.

## **Lightning storms**

1. Stay or move indoors (or in a car); if that's not possible, move to a low area and crouch (do not lie down). Avoid hilltops and tall trees.
2. Avoid plumbing fixtures and appliances.
3. Do not use phones or electrical equipment.

## **Hazardous waste (shelter-in-place)**

Sheltering-in-place provides refuge for university personnel in the event of an accidental or deliberate release of hazardous material. Safe areas may change depending on the specific emergency and wind direction.

The directive to shelter-in-place will be given by building, campus, or Provo City emergency personnel.

The following actions will be taken when emergency personnel direct shelter-in-place:

1. Move to a safe location as instructed by appropriate authority.
2. Close all exterior windows and doors.
3. If available, use plastic sheeting, wet cloth, and duct tape to seal windows and doors and other cracks to minimize indoor air contamination.
4. All persons will remain in safe areas until an all-clear is given by emergency responders.
5. Custodial personnel will shut off air handling systems to avoid outside air exchange, if possible.

## **Medical emergency**

- Report all injuries or serious illnesses to Provo Police or University Police by dialing 911 or 422-2222.

- The responding officer will determine the need for transportation to a medical facility in consultation with emergency medical services and the sick or injured person.
- Transportation by private vehicle is discouraged.

## **Terrorism**

Bomb threat - Upon receiving a message that a bomb has been planted:

1. Use bomb threat questionnaire in the University Phone Book.
2. Record caller I.D. number.
3. Call 422-2222 to notify University Police.
4. Immediately terminate use of all two way radios and cellular phones.
5. Make visual checks – don't pick up or move anything suspicious.
6. Report suspicious objects to administration/University Police.

If a suspicious package/device is found:

1. Do not touch or move it.
2. Secure area, preserve scene, and be aware of the possibility of more bombs.
3. Call University Police at 422-2222.

Evacuation procedures:

1. Do not use cell phones, radios, or transmitting devices.
2. Leave doors and windows open.
3. Remove personal effects that can be hand carried, such as money, jewelry, and medication.
4. Evacuate per the Museum Emergency Plan.
5. Do not re-enter buildings until declared safe by fire or police personnel.

If bomb detonates:

1. Call University Police at 422-2222. Notify local emergency response teams (911)
2. Respond to injured persons.
3. Secure area, secure scene, and be aware of additional bombs.
4. Calm evacuated persons.

## **Emergency phone numbers**

Campus Police (801) 422-2222  
Provo Police 911  
Risk Management & Safety, (801) 422-4468  
College Safety Coordinator, (801) 422-6875  
Student Health Center, (801) 422-2771  
Campus operator, 0 (on campus) (801) 422-1211 (off campus)

TTY/TDD, (801) 422-5129  
Relay services for the deaf and speech impaired (TTY/TDD/voice), 711  
Poison Control Center, 1-800-222-1222  
Urgent Care receptionist, (801) 422-5128  
Utah Valley Regional Medical Center, (801) 357-7850