



**Emergency Contact Information
for Department or Lab**

Main contact: _____

Phone number: _____

Back-up contact: _____

Phone number: _____

The University of Toledo Health Science Campus
Rapid Emergency Action Checklist

REACT

This guide is intended to provide an easy source of information on specific steps that should be taken in order to save lives and protect property in the minutes following a sudden emergency event. Emergencies may occur at any time and without warning, but their effects can be minimized if planned emergency procedures are followed.

The University of Toledo is committed to the safety and security of the campus community. In the event of an emergency, the University will provide an appropriate response to assure life safety and minimize property losses.

Emergency preparedness is everyone’s responsibility. Read and become familiar with these emergency procedures. This guide will serve as a reference for swift, efficient action during emergencies, and it should be kept easily accessible.

**REPORTING AN EMERGENCY
(Health Science Campus)**

To report an emergency, call UT Police
419.383.2600 or ext. 2600

State: “This is an emergency”

Give the dispatcher:

- the nature of the emergency
- your name
- phone number from which you are calling
- your location

DO NOT HANG UP until you are told to do so, unless there is an immediate threat to your safety.

After reporting the emergency, watch for the arrival of emergency personnel and assist in directing them to the appropriate location.

Additional Telephone Information for Health Science Campus

University Health Services.....	419.383.3000
Safety & Health.....	419.383.5069
Work Control - 8 a.m. - 5 p.m.	419.383.5353
After Hours	419.383.5353
Telecommunications.....	419.383.6012

Other Numbers:

BOMB THREAT

INSTRUCTIONS:

If you receive a bomb threat:

If possible, signal to another person that you are receiving a bomb threat.

Instructions for second person:

1. Call UT Police (419.383.2600 or ext. 2600).
2. Report the telephone number the call is coming in on.
3. If you have a phone that allows you to listen in to the conversation, take notes.
4. Be calm and listen carefully. Obtain as much information as possible.
5. Do not interrupt or antagonize the caller.

Questions to ask:

1. Who are you? _____
2. Where are you? _____
3. Where is the bomb? _____
4. When will it explode? _____
5. What will cause it to explode? _____
6. What is it made of? _____
7. What kind of bomb is it? _____
8. What does it look like? _____
9. What will cause it to explode? _____
10. How big is the bomb? _____
11. Why did you place the bomb? _____
12. Is there more than one bomb? _____
13. Why did you set the bomb? _____

If there is more than one bomb, gather the same information that was obtained for the first bomb.

Description of voice:

Male _____ Female _____ Age _____ Race _____

Accent _____
Tone (high, low, gruff, etc.) _____
Mood (anger, despair, etc.) _____
Speech difficulties _____
Is the voice familiar? _____
Who did it sound like? _____
Background noise _____

Additional information:

Time call received _____ Day of week _____ Date _____

Length of call _____

Call received by _____ Title _____

At (location) _____

Remarks _____

Immediately Notify The University of Toledo Police at 419.383.2600 or ext. 2600 for Health Science Campus.

**The police will initiate search procedures and evacuate if necessary.
UNDER NO CIRCUMSTANCES SHOULD AN UNTRAINED PERSON ATTEMPT
TO LOCATE AND/OR MOVE A SUSPICIOUS DEVICE.**

Bomb Threat

PERSONS WITH DISABILITIES

Faculty, staff, and students with disabilities have special needs when evacuating or seeking protective shelter. Preparation is vital.

Areas of Rescue Assistance

Certain areas on campus may be designated as “Areas of Rescue Assistance.” These are permanently assigned areas (labeled in Collier Building for example) where individuals requiring evacuation assistance are to go in the event of an evacuation. Departmental procedures should assign specific personnel to respond to these areas and provide assistance to those in need when egress routes or elevators are out of service. Departments may elect to have mechanical transport devices available in these areas to facilitate those persons requiring assistance.

Everyone Should Know:

Visually impaired individuals may require assistance or guidance to the nearest shelter or assembly area. Inform the visually impaired persons of the nature of the emergency and offer to guide them. As you walk, tell them where you are and advise of any obstacles. When you have reached safety, orient them as to where they are and ask if any further assistance is needed. Remain with them as long as you are needed.

Hearing-impaired individuals may not hear alarms or announcements. They may require others to relay pertinent information, in writing, to them or act as their guide.

Mobility-impaired individuals may not be able to walk long distances or utilize stairs without some assistance. If persons use wheelchairs, they will need assistance to a safe area.

Wheelchair users frequently have respiratory complications. Remove them from smoke or vapors immediately to a safe area. Firefighters will assist with evacuation.

HAZARDOUS MATERIALS SPILLS

Chemical Spill Response Procedure

- In the event of a hazardous spill, there are two types to consider:
 - **Small spills** less than one gallon of relatively **non-hazardous** materials (i.e. isopropyl alcohol)
 - a. Assess the situation and determine types of materials involved.
 - b. Put on appropriate personal protective equipment.
 - c. Apply suitable absorbent materials (i.e. paper towels).
 - d. Dispose of all waste materials to suitable waste stream.
 - e. Call Environmental Services to mop area with plain water.
 - **Large spills** or for more **hazardous** materials (i.e. mercury or formaldehyde)
 - a. Call Campus Police at 419.383.2600 or Ext. 2600.
 - (1) Tell them what has been spilled.
 - (2) Size of spill.
 - (3) Location of spill.
 - b. Remove nonessential personnel, evacuate if necessary.
 - c. Restrict area to traffic, close doors.
 - d. Wait for trained clean-up personnel to arrive.
 - e. Assist in anyway possible with spill clean-up.
 - f. A decision will be made between Campus Police and Safety and Health to call an outside contractor if the spill represents a serious threat to the health and safety of patients, visitors, faculty, staff, students or volunteers.
 - g. Radioactive spills contact Radiation Safety at ext. 2600.
 - h. Biologic/Infectious spills contact Safety and Health through ext. 2600.
- The UT Police will respond and assume control of the site security until the arrival of internal or external HazMat emergency response personnel.

MEDICAL EMERGENCIES

In the event of any medical emergency/fatality:

1. Call UT Police at 419.383.2600 or ext. 2600.
2. Report the following:
Exact **location of victim**, including address, floor number, and/or office location.
Details of accident or illness, and victims' condition. **Stay with the victim** until help arrives.
3. Do not move the injured or ill person unless imminent danger makes it unavoidable. Keep the victim comfortable.
4. If you are trained, give first aid.
5. Have someone meet and escort the emergency medical personnel to the victim.
6. University employees should report injuries immediately to their supervisor.
7. In the event of a fatality or suspected fatality, UT Police will notify appropriate authorities.
8. All injuries or illness should be reported by completing the Injury/Illness Report

FLOODING AND WATER DAMAGE

If a water leak or flooding occurs:

1. Notify UT Police immediately at 419.383.2600 or ext. 2600.
2. Report the exact location and severity of the leak.
3. USE EXTREME CAUTION if there are electrical appliances or electrical outlets near the leak. If there is any possible danger, evacuate the area.
4. If you know the source of the water and are confident of your ability to stop it (unclog the drain, turn off the valve, etc.), do so cautiously.
5. Contact Safety and Health at 419.383.5069 or Ext. 5069 to evaluate water damage and/or if visible mold is present.
6. If flooding occurs inside a building, be sure to raise electrical equipment off the floor (i.e. computers). This may help reduce the risk of electrical shock.

TORNADO PROCEDURE

In the event of a tornado warning issued by the National Weather Service or other qualified source for Lucas County, you will be alerted by the outdoor public address system and the county emergency siren, and it will go off for three minutes in a continuous wail. Faculty, staff and students who have subscribed to the "mass communication system" will also be notified in that manner.

Actions

1. Move from the perimeter of the building, avoid upper floors and exterior glass areas.
2. Go to the core of the building: stairwells, restrooms, or basement locations.
3. If caught in an exterior office, seek protection under a desk or other heavily constructed furniture.
4. Stay out of parking decks, gymnasiums, auditoriums or large rooms where roof collapse may be more likely to happen.
5. Monitor a weather radio or other information source and return to normal business when an all clear is announced.
6. All faculty and staff should make themselves aware of the specific location of the tornado safe waiting area in their building. All tornado safe waiting areas are clearly identified with gray and white signs reading "Tornado Safe Waiting Area". These locations differ from one building to another, knowing the location of your building's waiting area is very important.

Do Not Go Outside

FIRE PROCEDURES

Upon Discovery of a Fire, please follow the R.A.C.E. acronym

R = RESCUE anyone in immediate danger if it does not jeopardize your life.

A = ALARM/ALERT everyone by activating a red pull station fire alarm and calling campus police at 419.383.2600.

C = CONFINE the fire by closing all doors and windows (if possible).

E = EXTINGUISH/EVACUATE the building by going outside or to another building where your safety is assured.

- **Take short breaths and crawl to safety** if caught in heavy smoke.
- **Do not fight the fire** (unless trained to use a fire extinguisher).
- **Do not use elevators.**
- **All alarms should be taken seriously** (if you hear a fire alarm, evacuate).

EVACUATION PROCEDURE

It is the responsibility of each employee to know his or her Building Coordinator and be familiar with the emergency plan.

1. Follow the instructions of the Building Coordinator.
2. If others do not respond to the alarm or do not know of the evacuation, inform them of the need to evacuate immediately.
3. Close doors, windows, and lock cabinets, if possible.
4. Remain calm, quiet, and leave the building quickly.
5. Use stairways. (Assist anyone with special needs.)
6. Report to the assembly area.
7. If you suspect that anyone is still inside the building, notify the authorities at the scene.
8. Stay upwind from smoke or chemical clouds.
9. Stay a safe distance from the building unless told to re-enter or you receive other directions from authorities on site.
10. Stay with classmates, fellow University employees, etc.
11. Follow any further directions authorities on site might provide.

DO NOT

Use elevators

Return to building or work area until it is safe

Leave assembly area until instructed to do so

The following UT departments were involved in the development of this document.

Plant Operations
University Communications
Residence Life
Safety and Health
University Police

Suggestions for improvement of this document may be directed to the Office of Safety and Health at ext. 419.383.5069.