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:
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.
UTILITY DISRUPTION

Utility disruption includes any interruption or loss of a utility service, power source, or equipment needed to keep the University in operation.

Report all disruptions as follows:

During Normal Business Hours:
Work Control.................................................................ext. 5353

After hours:
UT Police ........................................................................... 419.383.2600

If personnel must evacuate, the UT Police should be notified at ext. 2600. The building should not be re-entered until directed to do so.

Electrical Power Outage/Failure

Follow directions from UT Police for immediate action. Unplug coffee pots or any other heating apparatus. Do not light candles. Emergency lighting will remain on to evacuate the building safely.

Gas Leak

Warn others in the immediate area. Wait for directions from University Police or Maintenance to evacuate the building. Do not light matches, do not turn lights on or off.

Plumbing Failure/Flooding

If flooding occurs, avoid contact with water to eliminate the potential for electrical shock. During outdoor flooding on campus, use caution when driving on flooded streets. In some cases excess water pressure in the storm drain may dislodge manhole covers.

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.

Electrolyte Failure

Use the emergency elevator phone or alarm button to call for help. An elevator technician will be dispatched promptly. To avoid potential injury, do not pry open doors or overhead hatch. Maintain contact with trapped passengers and reassure them that help is coming.

DO NOT try to exit the elevator until professional help arrives.

Telephone/Communications Failure

Call the Telecommunications Department at 419.383.6012 during normal business hours.

Locking Systems Failure

Call Work Control or UT Police as directed above and, depending on the severity of the situation, a locksmith will respond.
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.

**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.

**People with Disabilities**

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

**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.

**Persons With Disabilities/Hazardous Materials**
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.