

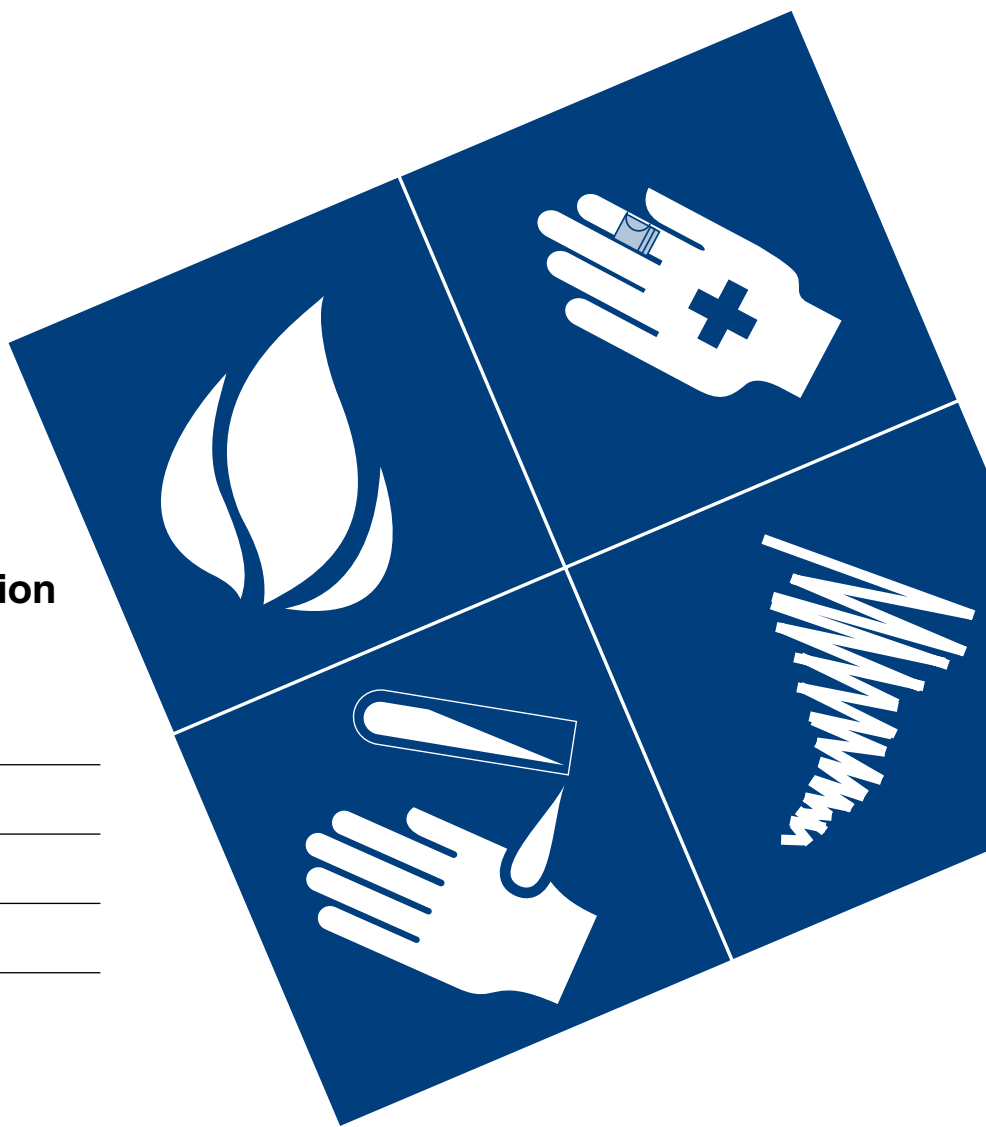
Emergency Contact Information for Department or Lab

Main contact: _____

Phone number: _____

Back-up contact: _____

Phone number: _____



The University of Toledo Main 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.

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. 419.530.3600.*

REPORTING AN EMERGENCY (Main Campus)

To report an emergency, call UT Police
419.530.2600 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 Main Campus

Student Medical Center	419.530.3451
Safety & Health.....	419.530.3600
Plant Operations - 7:30am-4:30pm	419.530.1000
After Hours.....	419.530.2600
University Communications	419.530.2675

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 (419.530.2600 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 419.530.2600 or ext. 2600 for Main 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.**

PERSONS WITH DISABILITIES

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

The Office of Accessibility will issue a list of those students who are registered with its office who will require evacuation assistance and their current class schedules.

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 Building Services to mop area with plain water.
- **Large spills** or for more hazardous materials (i.e. mercury or formaldehyde)
 - a. Call Campus Police at 419.530.2600 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.
- 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 419.530.2600 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 419.530.2600 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 419.530.3600 or Ext. 3600 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 (located on the roof of the Student Union) 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 Residence hall occupants 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 residence hall to another, so knowing the location of your residence hall'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 530-2600.

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