

Emergency Procedures

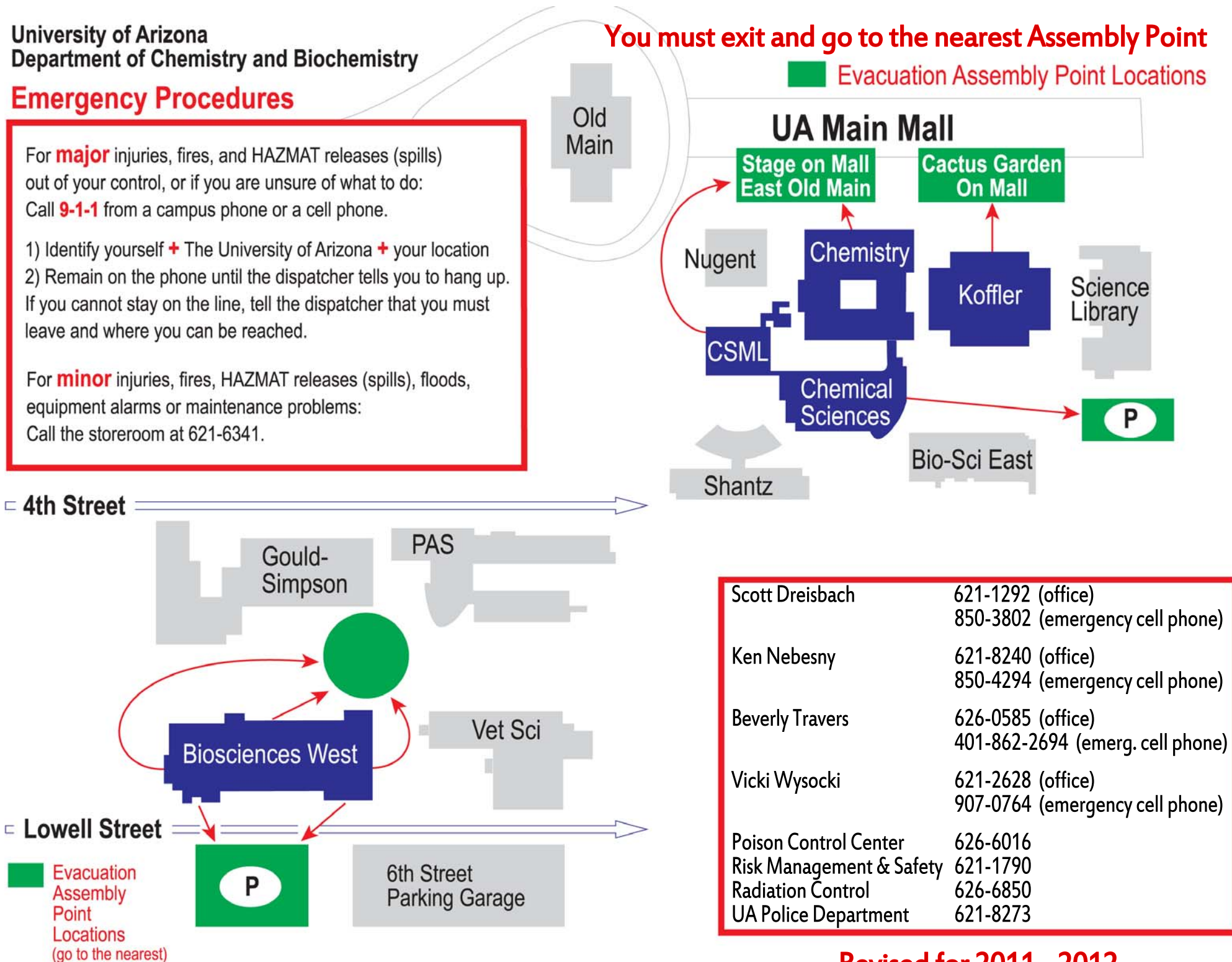
For **major** injuries, fires, and HAZMAT releases (spills) out of your control, or if you are unsure of what to do:
Call **9-1-1** from a campus phone or a cell phone.

- 1) Identify yourself + The University of Arizona + your location
- 2) Remain on the phone until the dispatcher tells you to hang up. If you cannot stay on the line, tell the dispatcher that you must leave and where you can be reached.

For **minor** injuries, fires, HAZMAT releases (spills), floods, equipment alarms or maintenance problems:
Call the storeroom at 621-6341.

You must exit and go to the nearest Assembly Point

Evacuation Assembly Point Locations



4th Street

Lowell Street

Evacuation Assembly Point Locations
(go to the nearest)

Scott Dreisbach	621-1292 (office) 850-3802 (emergency cell phone)
Ken Nebesny	621-8240 (office) 850-4294 (emergency cell phone)
Beverly Travers	626-0585 (office) 401-862-2694 (emerg. cell phone)
Vicki Wysocki	621-2628 (office) 907-0764 (emergency cell phone)
Poison Control Center	626-6016
Risk Management & Safety	621-1790
Radiation Control	626-6850
UA Police Department	621-8273

Revised for 2011 - 2012

Employee Information and Emergency Training

FIRES:

FIRE ALARMS SOUNDED:

- All personnel must EVACUATE the building immediately.
- Proceed to the nearest ASSEMBLY POINT LOCATION report missing people.
- DO NOT re-enter the building until given permission from the building monitor or UAPD.
- Silencing of the alarm does not indicate the emergency is over.

MINOR: Small fires can be extinguished without evacuation:

- If the fire is contained in a small vessel, **suffocate** the fire by covering the vessel.
- Do not pick up the vessel. Do not cover with dry towels or cloths.
- **Remove** nearby flammable materials to avoid spread of fire.
- Only trained personnel should use **fire extinguishers**.

MAJOR: A fire is burning over an area too large for the fire to be suffocated quickly and simply.

- **IMMEDIATELY EVACUATE THE AREA** leaving the building via the stairs. DO NOT use elevators.
- **Shut** doors behind you to confine the fire and smoke.
- Do not delay your evacuation to retrieve any materials, personal possessions, etc., before evacuating.
- **Pull** the nearest fire alarm to evacuate the building and alert emergency personnel or CALL **9-1-1**
- **Proceed** to the nearest ASSEMBLY POINT LOCATION report missing people and provide them with any details you may know about the fire.

CHEMICAL HAZARDOUS MATERIAL RELEASES:

MINOR: A hazmat release that the laboratory staff is capable of handling safely without the assistance of safety and emergency personnel.

- **SPILLS:** If the situation is not health-threatening and trained people and proper clean-up equipment are on hand, you may **clean-up** the spill and dispose of waste materials properly.
- Spill kits with instructions, absorbents, reactants, hoods, and protective equipment should be available to clean up minor spills. **Consult** RM&S if you are unsure of correct steps to clean-up spill.
- **TOXIC OR FLAMMABLE GAS LEAK:** If the situation is not health-threatening. **Place** the leaking cylinder in a fume hood, close the sash.
- **Notify** RM&S immediately by calling 621-1790.

MAJOR: ALL OTHER hazmat release is considered major.

- If the situation is life or health-threatening or you are unsure, immediately **EVACUATE** the laboratory
- **Shut** doors to the area and alert those in the vicinity to do the same.
- **Pull** the nearest fire alarm to evacuate the building and notify emergency response personnel.
- **Proceed** to the nearest ASSEMBLY POINT LOCATION report missing people and provide them with any details you may know about the fire.
- Do not re-enter the building until directed to do so by emergency response personnel.

MERCURY SPILLS: Notify RM&S immediately by calling 621-1790.

- RM&S has a vacuum specifically designed for mercury use. The vacuum collects mercury droplets and captures mercury vapor.
- **Isolate** the spill.
- **Restrict** foot traffic in the area.
- **Protect** sinks and floor drains from contamination.
- Do not put sulfur on the spill. It hinders clean-up and makes ultimate disposal difficult and more expensive.

Employee Injury Information

Employees who are injured on the job may seek medical care at a variety of places, including their own private physician. The Campus Health Service (CHS) will be able to provide care for some on the job injuries involving employees. Employees who go to Campus Health should complete a triage form at the front desk in the main lobby. A triage nurse will see them; evaluate their needs and the ability of the clinic to meet those needs.

Please keep the following in mind with injuries:

- Do not hesitate to call **911** if an employee has sustained a major injury or if they are complaining of chest pain.
- **A supervisor must be notified** of an injury and complete a “Supervisors Report of Injury”, available on the U of A Risk Management web site.
- Normally the best place for employees to be cared for are Occupational Health Clinics who are used to using the Workers Compensation system, determining work status, and getting employees back to work in a timely manner. However, the employee has a right to seek care where they wish.
- You can use the attached list of clinics to help an employee decide where to seek care. They are all fairly close to campus and are open during general business hours.

Please use the information below to help employees decide where to go for care. If you have *any questions* about where to send an employee, you may contact the following: Campus Health Triage Nurse: 621-6493 (8am-5pm)

Tucson Occupational Health Clinics:

Concentra Medical Centers, 3 locations:

- 4600 S. Park Ave., Suite 5 Phone 889-9574 Hours: 7am – 8pm, Mon – Fri
- 2005 W. Ruthraff Rd., Suite 111 Phone 293-7250 Hours: 8am – 5pm, Mon-Fri
- 3402 E. Broadway Blvd. Phone 881-0050 Hours: 8am - 5pm, Mon – Fri.

MBI Occupational Healthcare:

- 1001 E. Palmdale Phone 807-1060 Hours: 8am – 5pm, Mon – Fri

Sunnyside Clinic:

- 3681 S. Palo Verde Rd. Phone 750-8855 Hours:7:30am – 11am
1:00pm – 4pm Mon- Fri.

Tucson Occupational Medicine:

- 888 S. Craycroft Rd. Suite 150 Phone 747-0446 Hours: 8am – 5pm, Mon - Fri
- 1661 W. Grant Rd. Phone 628-4340 Hours: 8am – 5pm, Mon - Fri
- 2945 W. Ina Rd., Suite 103 Phone 877-8600 Hours: 8am – 5pm, Mon - Fri

If an injury occurs after hours go to a Hospital Emergency Room, or Urgent Care.

You may also see your Primary Care Physician for work related injuries.

You must tell the Medical Personnel that this is a work related injury.

Notify your Supervisor.