

Emergency Procedures

MEDICAL EMERGENCY

1. Remain calm.
2. Assess the situation.
3. Get help. Call **911** from any office/campus phone or **911** from any pay phone (no coin required).
4. If you do not have first aid training, get help. Many School of Drama faculty/staff/students have first aid training.
5. Do not move an injured person unless there is imminent danger.
6. Try to keep the victim calm. Avoid unnecessary conversation about the condition of the victim.
7. Notify your supervisor or the Building Coordinator

POWER OUTAGE

1. Remain calm.
2. If necessary, provide assistance to others.
3. If you are in a darkened area, move cautiously to a lighted area. Exits are indicated by lighted signs.
4. Be prepared to evacuate the building. Be sure to secure the area.
5. Notify your supervisor or the Building Coordinator.
6. Call **9-911** from any office/campus phone. The dispatcher will coordinate university response.

SUSPICIOUS OBJECT

1. Remain calm.
2. Do not touch or disturb the object.
3. Call **911** from any office/campus phone.
4. Notify your supervisor or the Building Coordinator.
5. Be prepared to evacuate the building.

FLOODING/WATER DAMAGE

1. Remain calm.
2. Notify your supervisor or the Building Coordinator.
3. If necessary, call **911**. The dispatcher will coordinate university response.

4. If there are electrical equipment or outlets in the area of the leak, be careful. Be prepared to evacuate the area.
 5. Do what you can to stop the flow of water.
- The priority is personal safety! Do not endanger yourself.

EXPLOSION

1. Remain calm.
2. Call **911** from any office/campus phone.
3. Be prepared for further explosions.
4. Get under a table or desk.
5. Stay away from windows, bookcases, cabinets, overhead light fixtures, and electrical equipment.
6. Do not move injured persons unless they are in imminent danger.
7. Open doors carefully. Watch for falling objects.
8. Do not use the elevator.
9. Do not use matches or lighters.
10. Avoid using cell phones.
11. Avoid using the telephone.
12. Evacuate the building. Gather at the Emergency Assembly Point listed below:

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13. Do not spread rumors.

EARTHQUAKE

DURING AN EARTHQUAKE:

1. Remain calm.
2. Stay inside the building.
3. Get under a table or desk.
4. Stay away from windows, bookcases, cabinets, overhead light fixtures, and electrical equipment.

AFTER AN EARTHQUAKE:

1. Remain calm.
2. Be prepared for aftershocks.
3. When you evacuate the building, report to the appropriate Emergency Assembly Point listed below:

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4. Do not move injured persons unless they are in imminent danger.
 5. Open doors carefully. Watch for falling objects.
 6. Avoid using the telephone.

VOLCANIC ERUPTION

ASH FALL WILL BE THE MAJOR PROBLEM.

1. Remain calm.
2. Stay inside the building.
3. Notify your supervisor or the Building Coordinator.
4. Wear a dust mask if available.
5. Do what you can to protect/cover electronic and delicate equipment from the ash fall. The priority is personal safety!
6. Avoid using the telephone.

CRIMINAL ACTIVITY/SUSPICIOUS PERSONS

IF YOU ENCOUNTER A PERSON COMMITTING A CRIME OR A SUSPICIOUS PERSON:

1. Remain calm.
2. Do NOT physically confront the person.

Do not endanger yourself. The priority is personal safety!

3. Call **911** from any office/campus phone
4. Keep a safe distance. Note the person's direction of travel.

Attempt to obtain as much information as possible; i.e., distinguishing characteristics, etc.:

Sex	Hair color
Height	Hair style
Age	Clothing
Weight	Shoes
Race	Jewelry
Body type	Distinguishing marks
Scars	
Tattoos	

5. Do not block the person's access to an exit.
6. Notify your supervisor or the Building Coordinator.

FIRE

1. Remain calm.
 2. Call **911** from any office/campus phone OR PULL THE FIRE ALARM.
 3. Use a fire extinguisher only to ensure escape, or if the fire is very small.
 4. Evacuate the building. Close doors behind you if you are the last person out of a room. Gather at the Emergency Assembly Point listed below:
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5. If there is smoke, stay low.
 6. Do not open a hot door. Check doors before opening them. If necessary, use an alternate exit.
 7. Notify your supervisor or the Building Coordinator.

CHEMICAL SPILL/CHEMICAL FIRE

CHEMICAL SPILL

1. Remain calm.
2. Assess the situation.
 - a. If you have come in contact with chemicals, flush the affected areas with clean water. Flush for several minutes. Chemical burns to eyes: flush for twenty minutes.
 - b. If the substance is volatile or toxic, be prepared to evacuate the area.
3. Get help. Call **911** from any office/campus phone. PULL A FIRE ALARM.
4. Notify your supervisor or the Building Coordinator.
5. Evacuate the building. Gather at the Emergency Assembly Point listed below:

CHEMICAL FIRE

1. Remain calm.
2. Evacuate the area. Do not open a hot door. Check doors before opening them. If necessary, use an alternate exit.
3. Use a fire extinguisher only to ensure escape, or if the fire is very small.
4. Call **911** from any office/campus phone. PULL A FIRE ALARM.
5. Notify your supervisor or the Building Coordinator.
6. Evacuate the building. Gather at the Emergency Assembly Point listed above.

BOMB THREAT

IN THE EVENT OF RECEIVING A TELEPHONE BOMB THREAT:

1. Remain calm.
2. Attempt to obtain as much information as possible. Write down the details.

QUESTIONS TO ASK:

1. When will the bomb explode?
2. Where is the bomb?
3. What does the bomb look like?
4. What kind of bomb is it?
5. What will cause the bomb to detonate?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

Exact wording of the threat:

Sex of caller _____ Race _____

Approx age _____

Length of call _____

Date _____ Time _____

CALLER'S VOICE

- __ calm
- __ angry
- __ excited
- __ slow
- __ rapid
- __ soft
- __ loud
- __ laughing
- __ crying
- __ normal
- __ distinct
- __ stuttering
- __ lisped
- __ raspy
- __ deep
- __ ragged
- __ cracking
- __ distorted
- __ accented
- __ breathing heavily
- __ clearing throat
- __ familiar

IF FAMILIAR, whose voice is similar _____

BACKGROUND

- __ office machinery
- __ factory machinery
- __ street noises
- __ crockery
- __ voices
- __ PA system
- __ music
- __ household noises
- __ running motor
- __ animal noises
- __ clear
- __ long distance call
- __ telephone booth
- __ other

THREAT LANGUAGE

- __ well spoken
- __ message is read
- __ profane
- __ irrational
- __ incoherent/ramble
- __ taped

Remarks _____

3. Call **911** from any office/campus phone
4. Notify your supervisor or the Building Coordinator.
5. Be prepared to evacuate the building.

EVACUATION PROCEDURES

A. GENERAL GUIDELINES

1. Remain calm.
2. When an alarm sounds, you must evacuate at once. Never assume a false alarm.
3. If you detect a fire or other life threatening emergency call **911** from any office/campus phone or pull the nearest fire alarm.
4. Notify your supervisor or the Building Coordinator.
5. Use a fire extinguisher only to ensure escape, or if the fire is very small. **DO NOT STAY TO FIGHT THE FIRE.**
6. Do not open a hot door. Check doors before opening them. If necessary, use an alternate exit.
7. If there is smoke, stay low.
8. If you are the last person leaving an area, check to make sure that no one else is there and is unable to get out.
9. Shut all doors as you leave an area.
10. Remember that other individuals may require special assistance.

EMERGENCY ASSEMBLY POINT

1. Upon evacuating the building, gather at the assembly point listed below:
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2. Once clear of the building, assist others who may need help.

EMERGENCY PROCEDURES

Get help, call 911 from any campus phone

1. In the event of a life threatening emergency, call the above numbers or pull the nearest fire alarm. When calling 911, stay on the line until the dispatcher tells you to hang up.
2. While waiting for help, administer first aid to the extent of your abilities.
3. First aid kits are located in each School of Drama facility.
4. Many School of Drama faculty/staff/students have CPR/First Aid Training.
5. In the event of less serious situations, contact the University Police at 543-9331 to report your situation.

Contact your Supervisor and the Building Coordinator.

Building Coordinators

<u>Hutchinson Hall</u>	Anne Stewart	543-0790
<u>Theatre Facilities</u>	Anne Stewart	543-0790
<u>Scene Shop/Design Studio</u>	Alex Danilchik	543-5634

Fill out an Accident/Incident Report

Get an Accident/Incident report from your Supervisor, Building Coordinator or main office staff. Fill out the report as soon as possible and return it to the Building Coordinator.