



Environment, Health,
& Safety Manual

Subject: Emergency Operations Plan Steward Obs Building

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Department Name
Address:

Steward Observatory
933 N. Cherry Ave., Bldg. 65

Building Manager Information:

Name: Russ Warner
Office telephone: 621-1675
Cellular phone/pager:
Fax: 621-3398
Email: rwarner@as.arizona.edu

Building Manager Alternate Information:

Name: Mark Buglewicz
Office telephone: 621-6536
Cellular phone/pager: 954-0714
Fax: 626-0103
Email: mbug@as.arizona.edu

Emergency Assembly Location

See Attachment #1: Steward Observatory Fire Emergency Procedures



Departmental Emergency Staff:

The following employees should make themselves available to the Building Manager to explain the following critical operations: These employees should report to the EAL and report to the Building Manager, who can then coordinate with the first responders.

5th Floor

Department: NRAO
Responsible party: Joan Martin
Cell phone/pager: 444-1014

Department: LSST
Responsible party: Suzanne Jacoby
Cell phone/pager: 490-6683

Department: LBT
Responsible party: Jim Slagle
Cell phone/pager: 349-4576

4th Floor

Department: MMT
Responsible party: Cory Knop
Cell phone/pager: 977-1843

Department: CAAO
Responsible party: Tom McMahon
Cell phone/pager:

3rd Floor

Department: ETS
Responsible party: Russ Warner
Cell phone/pager:

2nd Floor

Department: Admin/Classrooms
Responsible party: Michele Cournoyer
Cell phone/pager:

Department: Infrared (IR)
Responsible party: Lee Tinnin
Cell phone/pager: 621-2727

1st Floor

Department: ARO
Responsible party: Bill Hale
Cell phone/pager: 349-6698

Department: SORAL
Responsible party: Brian Duffy
Cell phone/pager:

Department: Machine Shop
Responsible party: Mario Rascon
Cell phone/pager:

Telescope and Modular and Annex

Department: Grad Students Admin.
(annex) Business office
Responsible party: Paul O'Conner
Cell phone/pager: 307-0922



Roster and Telephone Numbers for all Departmental Employees: **APPENDIX “A”**

Identification of Hazards in the Building:

Room Number: N109, N135	Room Number: N134, 172, 174, 281
Type of Hazard: Chemicals and Lasers	Type of Hazard: Chemicals

Audible and Visible Alarms:

- a. Fire Alarm Sound: **The fire alarm is a loud continuous bell horn or siren accompanied by strobe lighting.**
- b. Elevator Alarm Sound: **The elevator alarm is a continuous bell and is not as loud as the fire alarm.**

The following employees should make themselves available to the Building Manager to explain the following critical operations: These employees should report to the EAL and report to the Building Manager, who can then coordinate with the first responders.

Important Telephone Numbers

Campus telephone numbers for life-threatening emergencies:

- a. From any office or campus public phone: **9-1-1**
- b. From your cell phone: **9-1-1**
(Explain the location and type of problem to the operator immediately)

Telephone numbers for non life-threatening emergencies:

- a. UAPD (Police Department): **621-8273**
- b. Facilities Management: **621-3000**
- c. Radiation Control: **626-6850**
- d. Custodial Services: **621-7558**
- e. Parking and Transportation: **621-1108**



Where to Get Information During a Large Scale Emergency

- **UALert**
 - i. A new serve that allows registered users (UA students, faculty and staff) to receive emergency alerts on their cell phones or other mobile devices during a campus emergency
 - ii. Sign up at <http://alerts.arizona.edu/>
- **UA Student Union**
 - i. Information Desk (unless the Student Union is affected). The Park Student Union would then serve as back up.
- **UA web page:** www.arizona.edu
- **KNST Radio 790**
- **Local television stations:**
 - KVOA TV – Channel 4**
 - KGUN TV – Channel 9**
 - KOLD TV _ Channel 13 or 7**

Emergency Procedures

When you dial 9-1-1 to request emergency assistance, you will be connected to the UAPD Communications Center, if you are calling from a campus telephone extension.

If you are calling from a cell phone or **UMC/COM BUILDING 201** you will be connected to the Pima County 9-1-1 Center. Before you call remember to:

- Call from a safe location.
- Remain calm.
- Be prepared to give the Dispatcher as much information as you can (what is the emergency, where it is, are there injuries, how serious, etc. The Dispatcher will ask you questions as well.
- Do not hang up until you are told to do so. The Dispatcher may give you instructions. Follow those instructions, if you can do so safely.

Emergency Preparedness

Building Mangers/Department Heads/Designees –

- a. Meet with all of your personnel in the EAL – You are the Incident Commander until such time as the emergency personnel arrive. Take roll, account for all your personnel. If someone is missing attempt to locate via telephone. If unable to locate notify emergency responders
- b. Have emergency telephone numbers with you.
- c. Contact the next person in your chain of command.



Evacuation Procedures

A building occupant is required by university policy and State law to evacuate the building when the fire alarm sounds. There may be instances where the building may be evacuated without a fire alarm sounding.

Review emergency evacuation routes with all employees at least once a semester.

APPENDIX “B” – Building Plans and Evacuations Routes

When evacuating the building or work area:

- Stay calm: do no rush or panic
- Safely stop your work
- If safe, gather your personal belongings: take prescription medications, and keys with you.
- If safe, close your office door and window, **DO NOT LOCK THEM.**
- Use the nearest safe stairs and proceed to the nearest exit.
- Help others identify safe passage out of the building.
- Do not use the elevators.
- Proceed to the designated Emergency Assembly Location.
- Building Managers – Make yourself known to the first responders, or the Incident Commander, in the event that they have questions for you.
- Check in with the Building Manager, Dean, Director or Department Head.
- Await instruction from the Building Manager, Dean, Director or Department Head as to where you should go or do. ***DO NOT go home, or leave for other locations without first obtaining authorization from your Dean, Director or Department Head.***



Building Assessment

Fire Prevention Procedures:

To prevent a fire, this building maintains a good housekeeping policy by storing flammable and combustible materials in an approved manner and avoiding accumulation of flammable and combustible materials in work areas and exit hallways.

The Building Manager, Deans, Directors and Department Heads, work with Risk Management to ensure that there is no excess accumulation of flammable and combustible materials in this building.

Facilities Management provides custodial services to this building.

A schedule of custodial services in this building may be obtained by contacting the Custodial Services at 621.7558

Potential Fire Hazards: *(Check all that apply)*

The following are potential fire hazardous identified in this building:

- X Combustible materials (e.g. paper, cardboard, wood, etc.)
- X Flammable/combustible gases in laboratories.
- X Flammable/combustible solids in laboratories.
- X Cleaning fluids
- Grease
- Gasoline/diesel
- X Oils
- Other: _____
- Other: _____
- Other: _____

Summary

Prepare occupants in your department and building ahead of time for emergency evacuations. Know your building occupants. Train faculty, staff and students to be aware of the needs of people with disabilities and know how to offer assistance.

Hold evacuation drills, with the assistance of UAPD and Risk management in which occupants participate, and evaluate drills to identify areas that need improvement.



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Plans must cover regular working hours, after hours, and weekends. *Everyone needs to take responsibility for preparing for emergencies.* People with disabilities should consider what they would do and whether they need to take additional steps to prepare.

For help and information about preparing and planning for emergency situations contact:

Commander Brian Seastone
Campus Emergency Planning Manager
The University of Arizona Police Department
520.621.3507
seastone@uapd.arizona.edu

or

Risk Management and Safety
The University of Arizona
520.621.1790

Revision by:
Date:



Biological Spill

Notes and Precautions:

Biological spills outside biological safety cabinets will generate aerosols that can be dispersed in the air throughout the laboratory. These spills are very serious if they involve microorganisms that require Biosafety Level (BSL) 3 containment, since most of these agents have the potential for transmitting disease by infectious aerosols. To reduce the risk of inhalation exposure in such an incident, occupants should hold their breath and leave the laboratory immediately. The laboratory should not be reentered to decontaminate and clean up the spill for at least 30 minutes. During this time the aerosol will be removed from the laboratory by the exhaust air ventilation system. Appropriate protective equipment is particularly important in decontaminating spills involving microorganisms that require BSL 2 or BSL 3 containment. This equipment includes lab coat with long sleeves, back-fastening gown or jumpsuit, disposable gloves, disposable shoe covers, and safety goggles and mask or full-face shield. Use of this equipment will prevent contact with contaminated surfaces and protect eyes and mucous membranes from exposure to splattered materials.

Spill Involving a Microorganism Requiring BSL 1 or BSL 2 Containment

- Alert people in immediate area of spill.
- Put on proper personal protective equipment.
- Cover spill with paper towels or absorbent pads.
- Carefully pour a freshly prepared 10% (vol./vol. w/water) dilution of household bleach around the edges of the spill and then into the spill. Avoid splashing.
- Allow a 15-minute contact period.
- Use paper towels to wipe up the spill, working from the edges into the center.
- Clean spill area with fresh towels soaked in disinfectant.
- Place towels in a red plastic bag for disposal in the biohazardous waste.

Spill Involving a Microorganism Requiring BSL 3 Containment

- Attend to injured or contaminated persons and remove them from exposure.
- Alert people in the laboratory to evacuate.
- Close doors to affected area.
- **Call Biological Spill Emergency Response number (621-1790).**
- Have person knowledgeable of incident and laboratory assist emergency personnel.

Notes and Precautions:

It is possible, although highly unlikely, that a staff member may someday receive a threatening telephone call, letter, or e-mail, or might receive a suspicious parcel or discover a suspicious item somewhere on campus. A suspicious item is defined as anything that is out of place and cannot be accounted for or any item suspected of being an explosive device.



Telephone Threat:

- Remain calm. Do not hang up! Listen carefully.
- Try to keep the caller calm and talking so that you can gather more information. **Write down all information (see [Bomb Threat Checklist](#))!**
- Attempt to find out why the caller is upset.
- Note any characteristics about the call and caller:
 - Time of the call
 - Age and sex of the caller
 - Emotional state
 - Background noises
 - Speech pattern, accent
- Identify the type of threat and note any details offered:
 - When is the bomb going to explode?
 - What does it look like?
 - Where is the bomb located?
 - What kind of device is it?
- Immediately after the call ends, notify University Police (9-1-1) and supply them with the information obtained.

Written Threat:

- If the threat is received by mail, do not further handle the letter, envelope, or package.
- If the threat is received by e-mail, save the entire e-mail message, including any attachments and print out a copy for police.
- Call University police at 9-1-1, and notify your supervisor.

Suspicious Parcel, Mail, Etc.:

- **Letter and Parcel Bomb Recognition Clues:**
 - foreign mail, air mail and special delivery
 - No return address
 - Restrictive markings such as "confidential," "personal, etc.
 - Excessive postage, multiple stamps
 - Excessive weight, rigid envelope
 - Lopsided or uneven envelope
 - Handwritten or poorly typed address
 - Protruding wires or tinfoil
 - Incorrect titles or titles with no name, misspelled words
 - Excessive securing material (i.e., tape, string)
 - Oily stains or residues



- Mysterious delivery
- Shows a city or state in the postmark that does not match the return address
- Do not handle! Keep anyone from going near it.
- Leave the area, notify your supervisor and call University Police (9-1-1).
- If an evacuation is warranted, University Police will activate the building fire alarm.
- Evacuate the building by walking to the nearest exit and calmly direct others to do the same. Once outside, move to a clear area at least 150 feet from the affected building. Keep walkways and roads clear for emergency responders.
- Do not re-enter the building until advised by emergency response personnel, even if the alarms have ceased.

Bomb Threat Checklist:

- Exact time of call:
- Exact words of caller:

Questions to Ask:

- When is the bomb going to explode?
- Where is the bomb?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- Why?
- Where are you calling from?
- What is your address?
-
- What is your name?

Caller's Voice:

- Calm Deep Stutter Stressed
- Slow Loud Accent Nasal
- Crying Broken Angry Lisp
- Slurred Giggling Rapid Excited
- Disguised Sincere Squeaky Normal
- If voice is familiar, whom did it sound like?
- Were there any background noises?
- Remarks:
- Person receiving call:
- Telephone number call received at:



- Date:

Report Call Immediately to UAPD (9-1-1) Chemical Spill

Notes and Precautions:

The range and quantity of hazardous substances used in laboratories require preplanning to respond safely to chemical spills. Knowledgeable and experienced personnel should only do the cleanup of a chemical spill. Spill kits with instructions, absorbents, reactants, and protective equipment should be available to clean up minor spills. A minor chemical spill is one that the laboratory staff is capable of handling safely without the assistance of safety and emergency personnel. All other chemical spills are considered major. Refer to the chemical spill procedures outlined in the Chemical Hygiene Plan ([Section 9.5](#)). Contact Risk Management & Safety (621-1790) to ensure proper procedures are being taken to clean up the spill. **Minor Chemical Spill**

- Alert people in immediate area of spill.
- Wear protective equipment, including safety goggles, gloves, and long-sleeve lab coat.
- Avoid breathing vapors from spill.
- Confine spill to small area.
- Use appropriate neutralizer for inorganic acids and bases. Absorb neutralized spill, collect residue, place in container, and dispose as chemical waste.
- For other chemicals, absorb spill with vermiculite, dry sand, or diatomaceous earth. Collect residue, place in container and dispose as chemical waste.
- Clean spill area with detergent and water.

Major Chemical Spill:

- Attend to injured or contaminated persons and remove them from exposure.
- Alert people in the immediate area to evacuate.
- If spilled material is flammable, turn off ignition and heat sources.
- Call Chemical Spill Emergency Response number (621-1790).
- Close doors to affected area.
- Have person knowledgeable of incident and laboratory assist emergency personnel.



Evacuation of Mobility-Impaired Persons

These guidelines for the evacuation of mobility-impaired persons from university buildings have been endorsed by the Department of Risk Management & Safety, University Police Department, Tucson Fire Department, Disability Resource Center, Residence Life, and the ADA/504 Officer. They are general guidelines to address most evacuation scenarios.

Emergency Situations:

If a person with a mobility impairment is able to exit the building without use of the elevator, then evacuation should follow the appropriate route out of the building. If exit from the building is only possible by use of the elevator, follow the procedures outlined below:

- The mobility-impaired person should proceed or ask for assistance to the nearest enclosed or exterior stairwell or "area of safe refuge" and remain there. In case of a fire, enclosed building stairwells are "safe refuge areas," and have a higher fire resistive rating. The mobility-impaired person should notify an individual (i.e. a co-worker, supervisor, instructor, or building monitor) of their specific location. If possible, the mobility-impaired person can notify 9-1-1 of their location.

In Residence Halls, if the mobility-impaired occupant cannot leave his or her room immediately without the assistance of another person, they should remain in the room. Notification can be made by calling 9-1-1.

- Make sure the door to the stairwell is closed. Open doors will violate the "safe refuge area" and will allow smoke, and possibly fire, into the stairwell.
- Once outside, anyone with information should inform the Tucson Fire Department (TFD) Incident Command Center that there is a mobility-impaired person in a stairwell, which floor the person is on, and location of the stairwell or refuge area. When stairwell evacuations are necessitated, such decisions and evacuations will be made by TFD. **UNIVERSITY PERSONNEL SHOULD NEVER ATTEMPT TO CARRY ANYONE DOWN THE STAIRS.**

Non-Emergency Situations:

Persons with a mobility impairment who need assistance leaving a building in a non-emergency situation (elevator outage, etc.) should follow the procedures outlined below:

- Contact UAPD (621-8273). UAPD will send personnel to the location to assess the situation and will contact TFD for all evacuations. Improper evacuation techniques could harm the evacuee; therefore UAPD will not evacuate any mobility-impaired person because they are not trained to do so.
- Elevator outages will be reported to Facilities Management (Residence Life Maintenance for Resident Halls) by UAPD for immediate response. However in the event of elevator cars stuck between floors, no removal of passengers will be performed until the car is properly leveled.



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- TFD will address non-emergency evacuations on a priority basis. This may mean a delayed response until TFD can respond.
 - UAPD personnel will remain with the person until egress is restored (i.e. elevator has been repaired) or TFD responds. They will maintain contact with TFD and Facilities Management to determine response time.



Fire

Notes and Precautions:

Small fires can be extinguished without evacuation. However, an immediate readiness to evacuate is essential in the event the fire cannot be controlled. Only trained personnel should use fire extinguishers. Never enter a room that is smoke filled. Never enter a room containing a fire without a backup person. Never enter a room if the top half of the door is warm to touch.

Small Fire:

- Evacuate the immediate area.
- Activate the nearest fire alarm pull station
- If you choose to use a fire extinguisher, always maintain an accessible exit.
- Avoid smoke or fumes.
- Report all fires to Risk Management & Safety.

Major Fire

- Alert people in area to evacuate. Close doors behind you to confine fire and smoke.
- Activate nearest fire alarm and call Fire Emergency Response number (9-1-1).
- Evacuate to safe area or exit building through stairwell; do not use elevator.
- Have person knowledgeable of incident and area assist emergency personnel.
- **Mobility Impaired Persons:** If a person with a mobility impairment is able to exit the building without use of the elevator, then evacuation should follow the appropriate route out of the building. If exit from the building is only possible by use of the elevator, follow the procedures outlined below: The mobility-impaired person should proceed or ask for assistance to the nearest enclosed or exterior stairwell or area of rescue assistance and remain there. In case of a fire, enclosed building stairwells are "safe refuge areas," and have a higher fire resistive rating. The mobility-impaired person should notify an individual (i.e. a co-worker, supervisor, instructor, or building monitor) of their specific location. If possible, the mobility-impaired person can notify 9-1-1 of their location. Make sure the door to the stairwell is closed. Open doors will violate the "safe refuge area" and will allow smoke, and possibly fire, into the stairwell. Once outside, anyone with information should inform the Tucson Fire Department (TFD) Incident Command Center that there is a mobility-impaired person in a stairwell, which floor the person is on, and location of the stairwell or refuge area. When stairwell evacuations are necessitated, such decisions and evacuations will be made by TFD.

University Personnel Should Never Attempt to Carry Anyone Down the Stairs

- Do not re-enter the building until advised by emergency response personnel, even if the alarms have ceased.



This is How Most Fire Extinguishers Work

Learn How to **P.A.S.S.**:

- **Pull** the pin. Some units require the releasing of a lock latch, pressing a puncture lever.
- **Aim** the extinguisher nozzle (horn or hose) at the base of the fire.
- **Squeeze** or press the handle.
- **Sweep** from side to side at the base of the fire until it goes out. Shut off the extinguisher. Watch for reignition and reactivate the extinguisher if necessary.

Fire Extinguishers: Type:

- **"A"** Effective on fires composed of burning wood, paper, plastics, and fabrics.
- **"B"** Effective on fires fueled by flammable liquids or grease
- **"C"** Effective on fires involving electric current.
- **"D"** **Effective** on fires fueled by combustible metals such as magnesium and sodium, and other finely divided metal particles

Medical and First Aid

1. In case of serious injury or illness on campus, immediately call University Police at 9-1-1, or use emergency phone. Give your name; describe the nature of the problem and the location of the victim. University Dispatchers will notify Emergency Response Personnel. Police Officers are trained in CPR and First Aid.

2. Quickly perform these four steps:

- Determine welfare of victim by asking, "Are you okay," and "What is wrong?"
- If victim is unconscious, check pulse and breathing and give CPR or artificial respiration if necessary.
- Control serious bleeding by direct pressure and elevation of the wound.
- Keep victim still and comfortable; have them lie down if necessary.

First Aid Instructions

Mouth-to-Mouth Rescue Breathing:

- Place victim on side and remove foreign matter from mouth with finger.
- Place victim on back.
- Tilt victim's head back to open airway.
- Close victim's nostrils with fingers.
- Exhale until victim's chest expands.
- Repeat every 1-2 seconds after chest deflates.
- Keep trying until help arrives.
- If unable to give breath, check victim for airway obstruction.



Severe Bleeding and Wounds:

- Apply direct pressure on wound.
- Use clean cloth or hand.
- Elevate body part.
- Apply pressure to blood vessel if necessary. Add more cloth if blood soaks through. Never remove bandage once applied.
- Keep pressure on wound until help arrives.
- Use tourniquet ONLY as a last resort.

Fainting, Unconsciousness and Shock:

- Have victim lie down and rest.
- Keep victim comfortable, not hot or cold.
- Place victim on side if unconscious.
- Ask or look for emergency medical I.D.
- Treat other injuries as necessary.

Burns, Thermal & Chemical:

- Immerse burned area in cold water.
- Flood chemical burn with cool water for 15 minutes.
- Cover burn with dry bandage.
- Keep victim quiet and comfortable.

Poisoning and Overdose:

- Determine what substance is involved and how taken.
- Call Poison Control Center at 626-6016 or 1-800-222-1222.
- Stay with victim and assist as directed by Poison Control.

Fractures and Sprains:

- Keep the victim still.
- Keep injured area immobile.

Choking and Airway Obstruction:

- If victim is coughing, or able to speak, stand by and allow victim to cough object up.
- If unconscious, check victim's mouth and clear of foreign matter.
- Give abdominal thrusts (Heimlich Maneuver).
- Continue thrusts until airway cleared.



Radiation Spill

Notes and Precautions:

Spreading of radiation beyond the spill area can easily occur by the movement of personnel involved in the spill or cleanup effort. Prevent spread by confining movement of personnel until they have been monitored and found free of contamination. A minor radiation spill is one that the laboratory staff is capable of handling safely without the assistance of safety and emergency personnel. All other radiation spills are considered major. Call the Radiation Control Office (626-6850) to ensure proper procedures are being taken to clean up the spill.

Always Remember to "S.W.I.M."

- **Stop** the spill.
- **Warn** other personnel.
- **Isolate** the area
- **Minimize** the exposure to radiation and contamination.

Minor Radiation Spill:

- Confine the spill immediately.
- Alert people in immediate area of spill and keep non-essential personnel out of the area.
- Notify Laboratory Manager or Radiation Safety Office (626-6850).
- Wear protective equipment, including safety goggles, disposable gloves, shoe covers, and long-sleeve lab coat.
- Place absorbent paper towels over liquid spill. Place towels dampened with water over spills of solid materials.
- Using forceps, place towels in plastic bag. Dispose in radiation waste container.
- Monitor area, hands, and shoes for contamination with an appropriate survey meter or method. Repeat cleanup until contamination is no longer detected.

Major Radiation Spill:

- Attend to injured or contaminated persons and remove them from exposure.
- Alert people in the laboratory to leave the immediate area.
- Have potentially contaminated personnel stay in one area until they have been monitored and shown to be free of contamination.
- Notify Laboratory Manager or Radiation Safety Office (626-6850).
- Close doors and prevent entrance into affected area.
- Have person knowledgeable of incident and laboratory assist emergency personnel.



Suspicious or Threatening Parcels & Letters

Notes and Precautions:

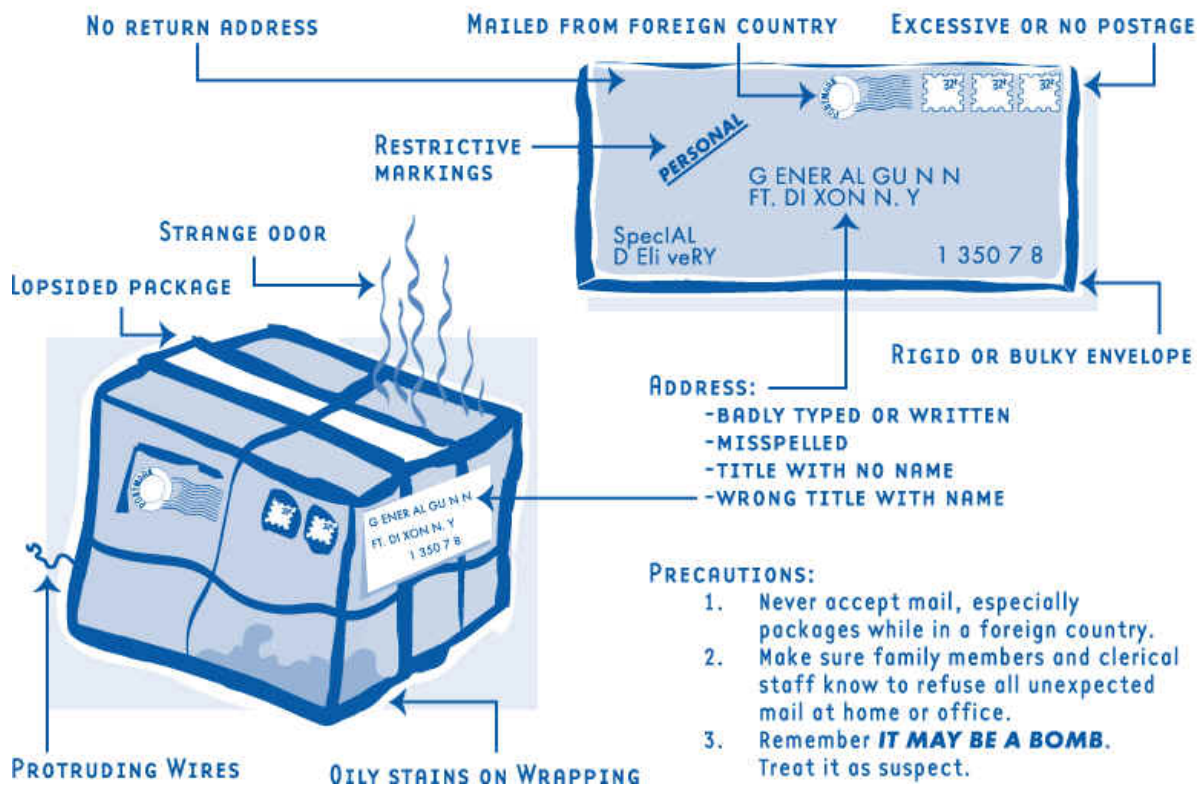
It is possible, although highly unlikely, that a staff member may someday receive a suspicious parcel or letter. Biological or chemical threats targeting individuals or departments can frequently be controlled by screening of materials and by following the procedures listed below. University Police and responding Public Safety agencies have plans in place to deal with these types of threats. Following the procedures below will activate those plans and promote the highest level of safety while minimizing the disruption associated with these incidents.

- Mail and package delivery to each department should be screened for suspicious letters and/or packages. [Common features of threat letters/packages](#) are:
- No return address
- Shows a city or state in the postmark that does not match the return address
- Hand written or poorly typed address
- Excessive or foreign postage
- Misspelling of common words
- Oily stains, discoloration or odor
- Restrictive markings such as "Confidential", "Personal", etc.
- Protruding wires or aluminum foil
- Incorrect titles or titles with no name
- Excessive weight and/or feel of a powdery or foreign substance
- Suspicious letters and packages should not be opened and should not be handled any more than is absolutely necessary. If there is nothing leaking from the suspicious item leave it alone and call University Police at **9-1-1**.
- If you open a letter/package that claims to have contaminated you, but there is no substance seen or felt in the envelope or on the letter, chances are that you have not been contaminated. Call University police at **9-1-1** and tell them exactly what you have done and what information you have in regard to the threatening letter. They will dispatch the appropriate personnel to your location to follow-up on your possible exposure and to document what has taken place. **DO NOT** handle the suspicious item any more and **DO NOT** let anyone else handle the item.
- If you open a letter/package that claims to have contaminated you and there is some sort of foreign substance in the envelope or package:
 - Place the letter back into the envelope/package, close it back up, or cover the letter and substance with anything (cloth, paper, etc.). Do not remove this cover.
 - Alert others in the area to leave.
 - Wash all exposed skin with soap and water.
 - If your clothes are covered with a significant amount of the substance, carefully remove the contaminated clothing and, if possible, place into a plastic bag.
 - Call University Police at **9-1-1** to report the situation and tell the dispatcher you have opened the envelope/package, there is a substance inside, and what you have done up to that point.
- Police and Risk Management responders can evaluate the risk to those in the room at the time of potential exposure as well as any impact on the remainder of the building. Based upon that risk assessment, further emergency measures may be implemented as necessary. If the risk is found



to be minimal, other areas of the facility will not be disrupted and any necessary actions to return the area involved to normal activity will begin as soon as possible.

SUSPECT LETTER AND PACKAGE INDICATORS





Utility Failure

Notes and Precautions:

The University of Arizona has a maintained infrastructure of utilities that is generally uninterrupted. However emergencies such as electric power failure, natural gas leaks, and plumbing failure do occur. During these emergency situations, remaining calm and following the listed procedures will help minimize the disruption to everyday activities.

Power Outage:

- Remain calm.
- If possible, call Facilities Management at 621-3000.
- If you are in an unlighted area, proceed cautiously to an area that has lighting. Provide assistance to others in your area that may be unfamiliar with the space.
- If instructed to evacuate, proceed cautiously to the nearest exit.

Note: Major campus buildings are equipped with an emergency light system that within 10 seconds of electrical failure will provide enough illumination in main corridors and stairways for safe exiting.

Elevator Failure:

- All campus elevators are equipped with emergency phones connected directly to University Police. If you are trapped in an elevator, contact University Police via the emergency phone. Do not climb out of the elevator and get on top of the car. If you discover an emergency (i.e., trapped occupants) involving an elevator, phone University Police immediately (9-1-1).

Serious Gas Leak:

- Cease all operations and immediately vacate the area.
- Do not turn on or off any electrical appliances, lights, etc.
- From a distant phone immediately call University Police at 9-1-1 and Facilities Management at 621-3000.

Plumbing Failure/ Flooding:

- Call Facilities Management at 621-3000 immediately, tell respondent of the exact location and severity of leak.
- If there are electrical appliances and outlets near the leak, use extreme caution.
- If there is any possible danger, evacuate the area.
- If you know the source of the water and can safely stop it (i.e. unclog the drain, turn off the water, etc.) do so cautiously.
- Be prepared to assist as directed in protecting objects that are in jeopardy. Take only essential steps to avoid or reduce immediate water damage, by covering, removing or elevating them.



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Appendix C

UA DEPARTMENTAL EMERGENCY STATUS REPORT

To be completed by Building Manager, Dean, Director or Department Head at the time of the incident

Department _____
 Building name: _____ Floors: _____
 Completed by: _____
 Available at: _____
 Location _____ Phone _____

URGENT NEEDS: e.g., rescue, severe flooding from break, Describe:

Personnel Status:

Number of personnel present or accounted for: _____

Number of persons missing: _____

Names: _____

Number requiring medial assistance: _____

Nature of injuries: Urgent Minor

Is anyone trapped?

In building Yes No Where: _____

In elevator Yes No Where: _____



Building Status:

Fires (if so pull alarm) Yes No

Structural

Major damage (partial building or floor collapse)

Moderate Damage (furniture overturned, light
Fixture down)

Minor damage (cracks, books off shelf)

Utilities

Electricity OFF ON

Water OFF ON

Gas OFF ON

Emergency Power OFF ON

Communication

Phones OFF ON

Hazardous Materials

Chemical spills YES NO

Where: _____

Biological spills YES NO

Where: _____

Radiation Contamination YES NO

Where: _____

Observations/Needs: _____

Complete this form and hand it to the first Police Officer or Fire fighter who arrives at your assembly location. This information will assist the first responders with the initial scene assessment.



APPENDIX “D” Incident Command

The Incident Command System (ICS) is a modular emergency management system designed for all hazards and levels of emergency response. This system creates a combination of facilities, equipment, personnel, procedures, and communication operations with a standardized organization structure. The system is used locally, statewide and through the United States as the basis for emergency response management. Out use of ICS at the University of Arizona facilitates the University’s ability to communicate and coordinate response actions with other jurisdiction. In addition, the system facilitates coordination with external emergency response agencies.

Every incident, regardless of size has an Incident Commander. The initial Incident Commander is someone with the most information and who is responsible for overseeing the initial incident, until relieved by a higher authority, or first responders. **The Incident Commander is in complete control of the incident, regardless of rank or title.** *All individuals associated with the emergency must listen to and follow the instructions of the IC.*

The following components characterize the Incident Command System:

- Common terminology applied to organization elements, position, titles, facility designations and resources.
- Generic position whereby multiple individuals are trained for each emergency response role and follow prepared action checklists.
- Modular organization based on activating only those organizational elements required to meet current objectives.
- Integrated communication so that information systems operate smoothly among all response agencies involved.
- Unified command structure so that organization elements are linked to for a single overall structure with appropriate span-of-control limits.
- Manageable span of control whereby supervisory demand is held in the one-to-three to one-to-seven range.
- Comprehensive resource management for coordinating and inventorying resources for field responses.
- Consolidated action plans, which contain strategy to meet objectives at both the field response and EOC levels.

1. ICS Structure

ICS is structured with expandable functional sections:

- Incident Commander and Command Staff;



- Operations Section
- Planning Section
- Logistics Section
- Finance/Administration

a. Incident Commander

The Incident Commander (IC) has the authority and responsibility to manage the incident response effort, with general guidance from the Emergency Operations Center (EOC). Designation of the "IC" being automatically as the first emergency responder arrives on the scene. This may evolve and be passed on to others depending upon the complexity, length, and severity of the incident.

The IC in consultation with emergency responders, determines the classification of the incident, the required response, and expands the emergency response organization as needed.

The Incident Command assumes all emergency response responsibilities until they are formally delegated to others. If a situation escalates, additional positions are assigned and resources obtained. Determination of personnel to assume the role of Incident Commander will be based on response time, the availability of qualified personnel, the nature of the incident, the level of training, and the demands of the position.

b. Command Staff

The Incident Commander may assign an immediate command staff consisting of the following positions and responsibilities:

- Safety Officer – provides overall operational safety authority
- Information Officer – acts as sole media contact; distributes information
- Liaison Officer – interfaces with cooperating agencies
- Scribe – to record the events

c. General Staff

Operations Section: The Operations Section is responsible for all incident tactical activities. The Operations Section is divided into groups (e.g. fire, law enforcement, emergency medical, facilities management, the Campus Emergency Response Team).

Planning Section: The Planning Section collects and analyzes data regarding operations and prepares extended incident actions plans. Incident Assessment, Resource Status, Recovery and Documentation are units under this division.



Logistics Section: The Logistics Section is responsible for meeting the resource needs of the Operations Section. This can include procuring specialized equipment and supplies, communication services, providing food and water to response personnel, and meeting the transportation requirement of the incident.

Finance Section: The Finance Section is activated for the purposes of determining the short and long term fiscal impacts of the emergency, and for providing payments to vendors for the use of supplies and equipment.

d. Campus Emergency Response Team (CERT):

The CERT plays an active, supportive role in campus emergencies. The CERT Chair, the Sr. Vice President for Campus Life, manages and activates CERT usually after notification by the Chief of Police. CERT supports the Incident Commander and the emergency by bringing together key campus personnel to help plan and coordinate campus emergency efforts.