



Subject: Safety Programs and Requirements:

## Emergency Response/Action Plan: Emergency Procedures

Section: V

Date: 06/18/2008

Page 1 of 3



## Emergency Notification Procedures

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

When dialing 9-1-1 to request emergency assistance from an ITL number, you will be connected to the Pima County 9-1-1 Center.

When dialing 9-1-1 to request emergency assistance from a cell phone, 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 such as,
  - what is the emergency
  - where is the emergency
  - are there injuries
  - how serious are the injuries, 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 (Emergency Assembly Location) - You are the Incident Commander until such time as the emergency personnel arrive.
- b. Have emergency telephone numbers with you
- c. Take roll and account for all your personnel
  - If someone is missing attempt to locate via telephone or mobile phone
  - If unable to locate, notify emergency responders immediately
- d. Contact the next person in your chain of command



Subject: Safety Programs and Requirements:

## Emergency Response/Action Plan: Emergency Procedures

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Date: 06/18/2008

Page 2 of 3

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### Important Telephone Numbers

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#### Campus telephone numbers for life-threatening emergencies:

- From any office or campus public phone: **9-1-1**
- 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:

- UAPD (University Police Department): **621-8273**
- Facilities Management: **621-3000**
- Radiation Control: **626-6850**
- Custodial Services: **621-7558**
- Parking and Transportation: **621-1108**

### Where to Get Information During a Large Scale Emergency

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- KNST Radio 790
- UA web page: [www.arizona.edu](http://www.arizona.edu)

#### Local television stations:

- KVOA TV - Channel 4
- KGUN TV - Channel 9
- KOLD TV - Channel 13 or 7
- UA Student Union - Information Desk (if Student Union is affected)
- Park Student Union (serves as back up)



Subject: Safety Programs and Requirements:  
**Emergency Response/Action Plan: Emergency Procedures**

Section: V

Date: 02/17/2011 (rev. 1)

Page 3 of 3

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## Department/Building Emergency Operations Plan

### Department Name

#### Address:

University of Arizona Imaging Technology Lab  
Address: 325 S Euclid Ave, Suite 117  
Fax: 520-628-2859

### Building Manager Information:

UA Real Estate Administration  
520-621-1813

### Building Manager Alternate Information:

Name: Michael Lesser  
Office telephone: 520-621-4236  
Cellular phone/pager: 520-240-3934  
Fax: 520-628-2859  
Email: lesser@itl.arizona.edu

### Emergency Assembly Location – Primary Location

Complex entrance at 12<sup>th</sup> St. and Tyndall

### Emergency Assembly Location – Secondary Location *(to be used only if the primary area is not available.)*

City of Tucson building parking lot  
(800 E. 12<sup>th</sup> Street)

### Departments in the Building:

Department Name: Only ITL