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 Managers/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
  - o If someone is missing attempt to locate via telephone or mobile phone
  - o If unable to locate, notify emergency responders immediately
- d. Contact the next person in your chain of command
Important Telephone Numbers

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

- 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)
## 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 12th 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. 12th Street)

### Departments in the Building

**Department Name:** Only ITL