EMERGENCY PROCEDURES
for Eureka Hall

EMERGENCY CALLS
(Medical/Police/Fire)

1. CALL 911
2. Describe nature of the emergency:
   “This is an emergency!”
   “I need (ambulance/police/fire) assistance!”
   “I am in EUREKA Hall on the (1st, 2nd, 3rd or 4th) floor in room/area ______.”
   “My name is ______.”
   “My callback number is ______.”
3. Do not hang up until told to do so. Verify that the information was received correctly. Be ready to give additional information if requested.

AFTER HANGING UP, THEN SEND A GUIDE TO THE ELEVATORS and ANOTHER GUIDE OUTSIDE THE BUILDING.

FIRE

1. Get away from the fire area!
2. Immediately CALL 911 and follow procedures in EMERGENCY CALLS section (above).
3. Pull nearest fire alarm (if no alarms are already sounding).  My nearest pull station is ______.
4. Extinguish small fires (only if possible).  My nearest fire extinguisher is ______.
5. Stay low to the ground to avoid inhaling smoke.
6. Follow instructions of your floor’s EMERGENCY TEAM and EVACUATE OUT OF BUILDING.

EXPLOSION

1. Take cover under desks, tables or other furniture (avoid flying glass or debris).
2. WHEN IT IS SAFE......CALL 911 and follow procedures in EMERGENCY CALLS section (above).
3. Follow instructions of your floor’s EMERGENCY TEAM. The assigned FLOOR COORDINATOR will decide if evacuation is necessary.
4. IF ORDERED TO EVACUATE, go to your designated Rally Point/Assembly Site.

FLOOD

SUDDEN, SEVERE FLOODING:

1. Immediately EVACUATE all affected 1st floor office spaces.
2. GO TO A SAFE PLACE on the upper floors of the building OR go to the 2nd floor of a nearby building.
3. DO NOT leave the building or campus in a car - 80% of all fatalities occur in an automobile.
4. Electrical disruption will occur. Be prepared with a PORTABLE RADIO and FLASHLIGHT.

SLOW-RISE FLOODING:

1. Sufficient notice will be available to decide to evacuate the building or seek refuge on an upper floor.
2. Before evacuating the building....PROTECT ELECTRONIC EQUIPMENT such as computers and calculators as best as possible by either moving them to upper floors or taking them along in an EVACUATION.

WEAPONS or ASSAULT or CRIMES IN PROGRESS

If a person appears with a WEAPON:
1. ESCAPE FROM THE AREA!
2. Warn others as you go.
3. When you can get to a phone safely...CALL 911 and follow emergency call procedures (top of 1st page).
4. If you cannot escape...seek cover and try to escape when the opportunity presents itself. If necessary, barricade yourself in an office or other RETREAT location. As you move, try to call in with update information.

If an ASSAULT OCCURS:
1. CALL 911 and provide information about ASSAULT and request MEDICAL AID if necessary.
2. If the suspect is still on the scene....stay in a protective area and on the telephone until the suspect leaves.
3. Be prepared to give a description of the suspect, and the suspect’s direction of travel.
4. DO NOT attempt to apprehend or interfere with the suspect.
EARTHQUAKE

1. **DUCK….COVER….HOLD!**
2. Once the shaking has stopped, assess the area around you…render any aid you can.
3. **CALL 911 if necessary.**
4. Evacuate safely → Stay away from overhead fixtures, windows, skylights, filing cabinets and bookcases.
5. **WHEN THE WHOLE BUILDING MUST EVACUATE, go to your designated Rally Point/Assembly Site.**

REMEMBER:
- Expect aftershocks.
- Beware of falling debris or electrical wires.
- Do not use telephones unless for emergency assistance.

BLACKOUT

SHORT DURATION POWER OUTAGE:
- Assess the possible length of the outage and stay in your normal workplace. Emergency lighting will be on in a few seconds. Remain calm and use the building’s flashlights. Use the portable radios/TVs to monitor the situation and to make a decision with the BUILDING COORDINATOR to cancel classes and other activities.

LONG DURATION POWER OUTAGE:
- The BUILDING COORDINATOR in conjunction with the Campus EOC will make a decision if the building is to be evacuated. All notices and information will be provided as fast as possible.

HOSTAGE INCIDENT or DEMONSTRATIONS

HOSTAGE INCIDENT:
1. Remain calm and DO NOT PANIC.
2. Cooperate as necessary.
3. **DO NOT Argue or challenge a hostage taker.**
4. If safe….escape QUIETLY, without taking any risks.
5. Warn others as you go.
6. When you can get to a phone safely…CALL 911 and follow emergency call procedures (top of 1st page).
7. Your observations will be critical to the police and to the safety of the remaining hostages – PLEASE ACT QUICKLY.

DEMONSTRATIONS:
1. Stay in building, away from demonstrators.
2. Continue business as usual and DO NOT become a part of the problem.
3. If walking past the demonstration….do not interfere with people’s right to demonstrate and **DO NOT CONFRONT** them.
4. If you observe problem behavior, **immediately** report it to Campus Police at 911 Emergency or 278-6851 Non-emergency.

BOMB THREAT REPORT

If you receive a call reporting a bomb threat:

Try to obtain the following information from the caller:
- When is it going to explode?
- Where is the bomb now?
- What kind of bomb is it?
- What does it look like?
- Where did you place the bomb?
- What is your name?

Be able to describe caller to police:
- Male, female, adult, juvenile, middle-aged, old
- Voice: loud, soft, high pitch, deep, raspy, pleasant, intoxicated
- Accent: loud, non-local, foreign region
- Speech: fast, slow, distinct, distorted, stutter, nasal, slurred, lisp
- Language: excellent, good, fair, poor, foul, other
- Manner: calm, angry, rational, irrational, coherent, incoherent, deliberates, emotional, righteous, laughing, intoxicated
- Background Noise: office machines, factory machines, street traffic, music, quiet voices, laughter
BUILDING EVACUATION
PROCEDURES
Eureka Hall

My primary way out of the building is:

My secondary way out of the building is:

My refuge for a fire is:

My retreat during a violent incident is:

In a building evacuation, my PRIMARY ASSEMBLY/RALLY POINT is:

In a building evacuation, my SECONDARY ASSEMBLY/RALLY POINT is:

Follow these procedures if/when EVACUATION from EUREKA HALL is necessary:

1. NEVER USE ELEVATORS!

2. Do not panic – STAY CALM.

3. Take your personal belongings and proceed to the nearest evacuation routes.

4. Employees, evacuate immediately - do not return to your regular work area. Follow same evacuation procedures required of everyone else in the building.

5. Employees, immediately report to (the designated ASSEMBLY/RALLY POINT).

6. Walk in an orderly fashion, quickly and quietly.

7. When the “ALL CLEAR” is received and it is safe to re-enter the building, each rally point group will be notified by the Building Management staff when it is clear to re-enter the building.