

EMERGENCY PROCEDURES



Police

- Disruptive or illegal behavior, harassment or civil disorders.



Fire

- Pull nearest fire alarm, then.....→



Ambulance

Hazardous Spills

- Chemical Radioactive
- Biological/Infectious Agents
- Fumes



Bomb Threats

- Use form on next page

Get maximum information:

- Time call received/ended?
- Caller's exact words
- Bomb location(s)?
- What kind of bomb?
- Age, sex, accent, background noise of call

Call

911

Give building name, floor, room number, your name, position, and phone number.



Earthquake

- Stay calm.
- Get under a table, desk, or bench, or stand in a doorway.
- Avoid windows.
- Leave building by stairs after shaking has stopped.
- Do not use elevators.
- When outside, stay clear of buildings and overhead hazards.

In case of an evacuation:

- Close and lock doors as you leave the area.
- Do not use elevators.
- Use stairwells to first-floor exit doors.
- Use posted exit doors to outside areas.

Designated meeting

locations: (the closest meeting location is circled below)

- 1 Bainer Hall North Side
- 2 Bainer Hall South Side
- 3 Kemper Hall North Side
- 4 Kemper Hall South Side
- 5 Ghausi Hall (EU III) North Side
- 6 Ghausi Hall (EU III) South Side
- 7 Academic Surge North Side
- 8 Academic Surge South Side



Robbery

- Follow robber's instructions. Don't argue with, fight, chase, or follow the robber.
- Observe robber's physical and behavioral characteristics.

After robber leaves:

CALL 911

- Use reporting form on next page.



Utilities

- Power • Water • Gas Leaks
- Elevator • Sewer • Fumes

CALL 752-1655

- Inform your supervisor
- Report **Zone - N019**

EH&S SUPERVISOR:

Becky Grunewald - (530) 341-2055

CIVIL & ENVIRONMENTAL ENGINEERING SAFETY COORDINATOR:

Sara Hutton (530) 574-7393

BOMB THREAT or ROBBERY FORM

1. Time of call or when action occurred: _____
2. Time caller hung up or individual left area: _____
3. Exact words of individual: _____
4. Questions to ask for bomb threat:
 - a. What time is bomb going to go off? _____
 - b. Where is bomb right now? _____
 - c. What kind of bomb is it? _____
 - d. What does it look like? _____
 - e. Who placed the bomb? _____
 - f. Why did the person place the bomb? _____
5. Background noises: _____

6. Any other information that might be useful in identifying the location of the bomb, caller, or individual(s) involved: _____

7. Description of individual's voice/appearance: _____

 - a. Tone of voice (calm? excited? hostile?): _____
 - b. Accent or other speech characteristics: _____
 - c. Was the voice familiar? _____
Who did it sound like? _____
 - d. Weight: _____ Height: _____ Build: _____
Hair: _____ Length: _____ Straight/curly: _____ Sex: ____ Age: _____
Glasses: ____ Eye color: _____ Race: _____
8. Weapon type: _____
9. Description of clothing (hat, shirt, jacket, trousers/skirt): _____
10. Direction of travel: _____
11. Vehicle type: _____ Year: _____ Color: _____

License: _____