

# EMERGENCY PROCEDURES



## Police

- Disruptive or illegal behavior, harrassments, or civil disorders.



## Fire

- Pull nearest fire alarm, then....



## Ambulance

### Hazardous Spills

- Chemical Radioactive
- Biological/Infectious Agents
- Fumes



## Bomb Threats

- Use form on back

### 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
- If ETS phone, check caller's number!

From campus phone, call

## 911

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



If using a cell phone, call

## 752-1234

(Fire/Police) to report emergencies.



## Earthquake

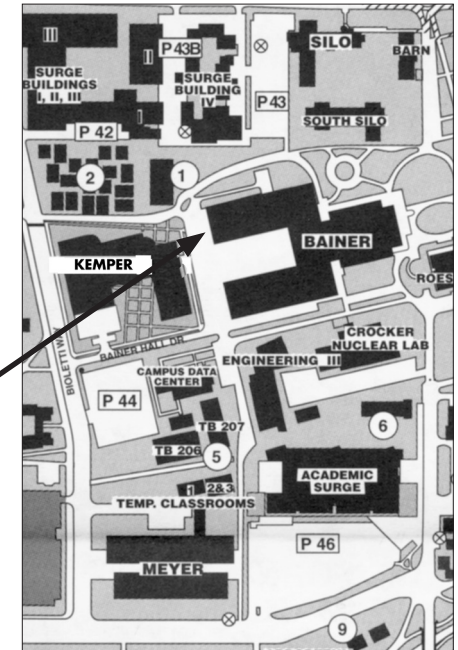
- Stay calm.
- Get under a table, desk, or bench, or stand in a doorway.
- Avoid windows.
- Leave building by stairs after shaking has stopped.
- Do not use elevators.
- When outside, stay clear of buildings and overhead hazzards.

### In case of an evacuation:

- Close and **unlock** 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 location:

**Northeast of Kemper Hall,  
near back of Bainer Hall.**



## Robbery

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

After robber leaves:

## CALL 911

- Activate silent alarm.
- Use reporting form on back.



## Utilities

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

## CALL 2-1655

- Inform your supervisor.

### ENGINEERING EMERGENCY PHONE NUMBERS:

Darryl Mack .....	752-9017	Lance Halsted .....	752-8959
Linda Potoski.....	752-9548	Dept. office .....	752-2455
After 5:00 p.m.	911 (from campus phone)		(Fire/Police)
	752-1234 (from cell phone)		(Fire/Police)

## 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 (wave folder, staff will contact Telecommunications Resources to trace call):
  - 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? \_\_\_\_\_
4. Background noises: \_\_\_\_\_  
\_\_\_\_\_
5. Any other information that might be useful in identifying the location of the bomb, caller, or individual(s) involved: \_\_\_\_\_  
\_\_\_\_\_
6. Description of individuals 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: \_\_\_\_\_
7. Weapon type: \_\_\_\_\_
8. Description of clothing (hat, shirt, jacket, trousers/skirt): \_\_\_\_\_  
\_\_\_\_\_
9. Direction of travel: \_\_\_\_\_
10. Vehicle type: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_  
License: \_\_\_\_\_

## COLLEGE OF ENGINEERING EMERGENCY ACTION PLAN

Date: February 14, 2007  
To: ECE faculty, staff, students

### RE: EMERGENCY PROCEDURES

The following information is provided to enable occupants of the Engineering Buildings to respond to emergency situations in a calm orderly manner.

Departments are responsible for assuring that this information is brought to the attention of every staff member, and that it is readily available for quick reference.

For quick reference, please complete the following information and retain or post in work locations.

**Department: Electrical and Computer Engineering**

**Phone: 752-2455**

**Department contact(s) Lance Halsted - 752-8959  
Linda Potoski - 752-9548  
Dept. office - 752-2455**

**Emergency Exit: Use the nearest exit door.  
Do not use elevators.**

**Meeting location: Northeast of Kemper Hall,  
near back of Bainer Hall (see map)**

**(Stay with your group until you are told to leave.)**

- **Note: In case of emergency, follow the direction of your department coordinator(s). They will be apprised of the situation and the procedures to follow.**

**EMERGENCY NUMBER (from campus phone): 911**