

**Physics Department
JFB and South Physics Disaster Plan
For Dealing with Catastrophic Disasters
And Local Emergencies
University of Utah**

January 2008

Emergency Contacts – Physics Department Chair and Alternates

- Primary responsibility for the health and safety of our Building and its occupants resides with the Physics Department Chair
 - David Kieda 1-3538, Cell: 518-2548, dave.kieda@utah.edu
- If the Chair is absent or incapacitated, the chain of command shall flow through alternates:
 - Brian Saam, 304 JFB, 5-5832, Cell: 502-5149, Home: 364-7490, saam@physics.utah.edu.
 - Harold Simpson, 301 SP, 1-3839, Cell: 244-1017
 - Matt DeLong, 329 JFB, 1-7462, Cell: 580-7246, Home: 463-7082, delong@physics.utah.edu.
 - Heidi Frank, 201C JFB, 1-5697, Home: 651-2773 heidi@physics.utah.edu
 - Lynn Higgs, 202 JFB, 1-7140, Cell: 859-1298, Home: 298-8506, higgs@physics.utah.edu

Note: This is Departmental Emergency contact information. Home and cell phone numbers (except those listed in the official Department Directory) are personal and for emergency use only. They are not to be released or distributed for any reason. This applies equally to the information on the next two pages.

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I. Introduction

Emergencies and disasters can happen at any moment. When an emergency strikes, our immediate safety and prompt recovery will depend on the existing levels of preparedness among faculty, staff, and students.

Each School and department at the U. has an important role to play in maintaining the University's emergency preparedness and safety. We are an interdependent community.

Department and building plans are written to provide fundamental support for the general campus Emergency Plan and to provide information for use in local emergencies. During a major emergency or disaster, the University's Emergency Management System (EMS) will rely on effective communication among the campus Emergency Operations Center (EOC), corresponding Satellite Operations Centers (SOCs) in Deans' and Vice Presidents' headquarters, and individual campus departments and buildings.

Purpose

Clearly, department and building emergency plans are an essential building block of the U's emergency response. They are also part of every unit's basic health and safety responsibilities and business continuity planning. This Building Emergency Plan outlines how we will:

- Protect the safety of students, faculty, staff, and visitors in the Building
- Safeguard vital records, capital equipment and other physical resources related to each department's mission
- Coordinate with the University's emergency response and recovery procedures

Scope and Content

This Physics Building Emergency Plan includes comprehensive, yet simple and flexible, procedures that you can apply to a variety of emergency incidents, both local emergencies and major disasters. The local emergencies covered in this Plan include anthrax, bodily injury, bomb threats, civil disorder, chemical spills, fires, odors, radiological accidents, snow, other storms, and utility outages. The major disasters covered in this plan include earthquakes, terrorist attack, and tornados.

Distribution

The Physics Building Emergency Planning Guide is distributed to every employee in both buildings. The Emergency Plan must be known and understood before an emergency occurs. The Department Chair and Department Safety Committee Chair should take immediate steps to:

- Share this important safety information with all faculty, staff, researchers and students annually.
- Brief all new personnel as they join the department or move into the Building.

- Keep multiple copies of the Plan in accessible locations throughout the organization.
- Ensure that Emergency Response Team Research Group Representatives and alternates keep a copy of the Building Plan at home. These copies will be distributed in loose-leaf binders, prominently labeled on the binding, and stored in a prominent, public location where they are easily accessible in a disaster or emergency.

Sequence/Chronology of Application

Our building's efforts will focus on three areas:

- Preparedness
- Response
- Recovery

II. General Emergency Response Guidelines

Everyone in both Physics buildings --- students, faculty, staff, and visitors --- must take appropriate and deliberate action when an emergency strikes the building.

Be Prepared

- Know the location of at least two emergency exits in your working area.
- Keep a flashlight handy if you are in an area without natural lighting or must pass one to get to either stairway.

In An Emergency

- Before taking any action, be sure you are not endangering yourself. Avoid unstable structures, radiation hazards, electrical wires, toxic fumes, chemical spills, fire, etc. Do not jeopardize your life or the lives of others in attempting to save personal or University property.
- Dial the **University Police dispatcher at 5-COPS (5-2677)** and the appropriate medical, fire, or police agency will be notified. When you call, give your name, telephone number and location, and the nature and location of the emergency.
- Do not hang up until the person answering the call ends the conversation.
- Remain calm, use common sense, and render assistance. Don't panic.
- Evacuate buildings immediately upon the request of authorities, upon hearing an audible alarm, or when remaining in the building becomes life-threatening.

DO NOT

- Use the telephone for reasons other than emergency purposes.
- Enter an elevator in emergencies, or attempt to force open stalled elevator doors.

After Hours Emergency

- When an emergency strikes the campus after normal business hours, on weekends or on holidays or if you are off-campus during a major emergency, monitor the **University's Emergency Information Hotline (581-7200)** and media reports.
- If you are recalled to campus, be certain that your household safety is assured and that your route to campus is safe and functional. Bring your personal emergency kit and a copy of this Plan to campus.

III. Local Emergency Response

- ❑ Anthrax and Similar Biohazards
- ❑ Bodily Injury
- ❑ Bomb Threats
- ❑ Chemical Spills
- ❑ Civil Disorder
- ❑ Fire
- ❑ Odors
- ❑ Radiological Accidents
- ❑ Snow
- ❑ Storms
- ❑ Utility Outages

Anthrax and Similar Biohazards

Anthrax has been maliciously used as a weapon of terror to infect those who come in contact with the bacterium. In most cases the bacterium has been delivered in powdered form through the mail. Although a tainted letter is an extremely rare occurrence, it is important to be alert for suspicious letters and parcels.

Response

- Stay calm. Anthrax is not contagious and can be treated. Affliction is the result of exposure. Anthrax is an inhalation hazard: the danger is in inhaling the spores (white powder).
- Do not open, shake or sniff the article. If possible, place the item in a plastic bag. A supply of large plastic bags and rubber gloves is available in the main office, 201 JFB. Do whatever is necessary to avoid exposure to yourself and others by the white powder: potentially the best approach is to simply cover the suspected package with a plastic bag or any other object close at hand, then evacuate the area. Secure the area so that no one else can enter until emergency personnel have given approval.
- Isolate the suspect letter or parcel (close office door, etc.) and evacuate the immediate area of all personnel. DO NOT PULL the fire alarm station.
- Contact **the University Police dispatcher at 5-COPS (5-2677)** for assistance. Don't worry about possible embarrassment if the item turns out to be innocent.

Follow-up

- Advise your supervisor of the incident if you haven't already done so.
- Assist University Police in their investigation by providing background and detailed information about the incident.
- Obtain appropriate medical care and emotional support as needed. Personnel receiving potential exposure should be seen by medical professionals at the University Hospital Emergency Room. The supervisor to employee(s) to be seen should call ahead and explain the incident to **emergency room personnel (1-2500)**. An Employee First Report of Injury form, (Appendix I) available from Human Resources, <http://www.med.utah.edu/hr/E1.pdf>, should accompany the employee.
- Prepare a written incident report (Appendix II, available at <http://www.utah.edu/risk-management/incidentaccdnt.htm>) stating the details of what occurred. Include the name of the investigating officer and the assigned case number. When the incident report is complete, submit it to your supervisor.

Bodily Injury

Every effort is made to insure that the Physics Department maintains a safe, hazard-free work environment for employees, clients and guests. However, accidents may take place, causing an injury or a sudden illness.

Serious/Life Threatening

It is serious if it:

- Places a person's life in jeopardy.
- Renders a person unconscious.
- Results in a substantial loss of blood.
- Involves a broken bone.
- Involves the amputation of an arm, leg, hand or foot.
- Consists of burns to major portions of the body.
- Is the result of a severe electrical shock: current passing through the head or chest or any shock in excess of 240 V. (Conventional house, office and lab outlets provide 110 V. Electric stoves and electric dryers in the home and the three- and four-prong outlets in labs put out 220-240 volts. "...in excess of 240 V..." is actually quite rare: the CNC lathe in the student shop runs off 460 V; many laser power supplies have outputs which are definitely in the lethal range. Other instances of such lethal voltages are quite rare even in our Physics Department. Although electrostatic generators like the ones used in lecture demonstrations that make a student's hair stand out and ionization-style vacuum gages operate at several thousand volts, they are current limited to very low currents and will not hurt you.)
- Causes loss of sight.

Response

- Contact the **University Police dispatcher at 5-COPS (5-2677)** or, if unavailable, dial 9-911 for assistance.
- Ask a first aid-trained coworker if he/she is willing to offer assistance and provide emergency first aid until medical assistance arrives.
- Do not exceed your training or knowledge when attempting to provide assistance.
- Do not transport the injured person to the hospital in your private vehicle.
- For **poisoning or a drug overdose**, call the **Poison Control Center (1-2151)** or 9-911 if the poisoning presents a significant medical emergency.

Follow-up

- Advise your supervisor of the incident if you haven't already done so.
- Assist those responding to your call by providing background and details concerning the incident.

- Obtain appropriate medical care and emotional support as needed.
- Prepare a written incident report (Appendix II) stating the details of what occurred (see description below).

Non-Life Threatening

Response

- For emergencies requiring medical aid or transportation to the hospital, call the University Police dispatcher at 5-COPS (5-2677) or, if unavailable, dial 9-911.
- For non-life-threatening injuries or illnesses, call the **University Family Health Center (1-8000)** for a walk-in appointment or go to the University Hospital Emergency Room. Identify yourself as a University employee with a work injury.

Follow-up

- Reporting job-related injuries or illnesses - *Employees*
 - Employer's First Report of Injury (E1) should be completed by the employee and signed by his or her supervisor.
 - Submit the E1 to Workers Compensation and Environmental Health and Safety within 24 hours or as soon as practical. Forms, shown in Appendix I, are available online at <http://www.personnel.utah.edu/forms.e1.pdf>.
- Reporting job-related injuries or illnesses – *Visitors and students*
 - Complete a University Incident Report and submit it to your department. The form should be forwarded by your Department to the University Risk Manager. Forms, shown in Appendix II, are available online at <http://www.utah.edu/risk-management/incidentaccdnt.htm>

Bomb Threats

Most bomb threats received on campus come by way of the telephone; others are received by mail or found as unattended packages. Most threats are unfounded and are used as a way to disrupt normal University operations. While the majority of these incidents turn out to be a hoax, all must be treated as a serious threat to individual safety and University property.

Suspicious Phone Call Response

- Stay calm.
- Keep the caller on the line as long as possible. Ask the caller to repeat the message. (Use the *Bomb Threat Check List*, attached as Appendix III).
- If the caller does not indicate the location of the bomb or the time of possible detonation, ask the caller for that specific information.
- Inform the caller that the building is occupied and the detonation of a bomb could result in the death and serious injury of many innocent people.
- Pay particular attention to any peculiar background sounds that might give even a remote clue to the location of the caller.
- Listen closely to the caller's voice, and quality of speech. Does the caller have an accent or speech impediment?
- A bomb threat is a criminal offense and must be reported to University Police. Contact the **University Police dispatcher at 5-COPS (5-2677)** immediately for assistance. Notify the Building Committee Chair or alternate.
- **DO NOT activate the building alarm system to evacuate.** The investigating officer, in consultation with the Department of Public Safety, will determine if the building should be evacuated.
- Check your work area for any items that are unfamiliar to you. If you find a suspicious item, do not touch it. Report the location and description of the item to a police officer.
- If it is determined that the building must be evacuated:
 - Take your personal belongings with you when you leave.
 - Leave doors unlocked and open.
 - Do NOT turn lights or office equipment on or off. Do NOT use the telephone. Do NOT make cell phone calls.
 - Use the stairs to evacuate the building. Do NOT use the elevator.
 - Move to the Emergency Assembly Point on the plaza between JFB and South Physics, or, if that is unsafe, in the middle of the Naval Science parking lot. **Do not leave the area until you have reported in and been accounted for.**
 - Stay away from the building until cleared by Department of Public Safety personnel.

Follow-up

- Advise your supervisor of the incident if you haven't already done so.

- Assist University Police in their investigation by providing background and details concerning the incident.
- Obtain appropriate medical care and emotional support as needed.
- Prepare a written incident report (Appendix II) stating the details of what occurred. Include the name of the investigating officer and the assigned case number. When the incident report is complete, submit it your supervisor.

Suspicious Parcel

How to recognize a suspicious parcel.

A letter or parcel that is unexpected or unknown with any of the following characteristics:

1. Foreign mail, air mail, and special delivery.
2. Restrictive markings such as Confidential or Personal, etc.
3. Excessive postage.
4. Handwritten or poorly typed address.
5. Incorrect titles.
6. Titles but no names.
7. Misspellings of common words.
8. Oily stains or discolorations.
9. No return address.
10. Excessive weight.
11. Rigid envelop.
12. Lopsided or uneven envelop.
13. Protruding wires or tin foil.
14. Excessive securing materials such as masking tape or string.
15. Visual distractions.

What to do with suspicious parcels. . .

1. Contact University Police at 585-2677.
2. Move people in the immediate area away, but do NOT activate the fire alarm system.
3. Do NOT move or open the package.
4. Do NOT investigate too closely.
5. Do NOT cover or insulate the package.

Follow-up

- Same as Suspicious Phone Call.

Chemical Spills (with thanks to the Medical College of Georgia)

The range and quantity of hazardous substances used in laboratories require preplanning to respond safely to chemical spills. The cleanup of chemical spills should only be attempted by knowledgeable and experienced people. (Obviously the same is true for their use!) The time to plan for spills is when you design the experiment – you don't want to be thumbing through the Yellow Pages when you have a liter of hydrochloric acid on the floor.

It is the responsibility of each Emergency Response Team member to ascertain which researchers in their areas of responsibility are using hazardous materials and to compile lists of the identities of those materials. The lists must be updated at least once per year. In the event of a fire or bomb incident, it is important for the fire fighters to know what chemicals are burning or for the bomb squad to know what chemicals will be spread throughout the neighborhood in the event of a blast. Copies of these lists should be kept both in your office and at home.

Is the chemical spill a major spill emergency?

- How much was spilled? - if the material is hazardous and if the amount of the material spilled is more than one liter, it is considered a major spill. This is a judgment call that will rely heavily on your preparation. If the material spilled does not emit vapors hazardous in moderate quantities and you have the tools at hand to complete the cleanup in less time than is required to mobilize a response team from Environmental Health and Safety, it is probably acceptable to clean up the spill yourself.
- What are the hazards of the material spilled? - if the spill is less than one liter, but presents an immediate danger to health, safety, the environment, or is an immediate fire hazard, it is considered a major spill.
- Where is the spill? - if the spill is outside of the laboratory or outside of the area where the material is normally used, and/or there is no trained person available to clean up the spill, it is considered a major spill.

Response (Major Spill)

Large Spills (> 1 Liter or a material presents an immediate fire, safety, environmental, or health hazard regardless of quantity). Examples: Spill of greater than 1 Liter of ethanol, methanol, strong acids or bases or any quantity of highly volatile, hazardous organics, or mercury compounds.

- Stop work.
- Turn off any ignition sources
- Attend to any injured persons if you can do so without personal risk.
- Leave laboratory hood on.
- Evacuate laboratory and close door.
- Secure lab, i.e., keep others out of the lab.
- Call the Campus Police dispatcher at 5-COPS (5-2677). They will activate the appropriate response.

Response (Minor Spill)

Small spills (< 1 Liter and does not present an immediate fire, safety, environmental or health hazard).

- Alert people in immediate area of spill.
- Wear protective equipment - including safety goggles, gloves, long-sleeve lab coat.
- Avoid breathing vapors from the spill.
- Confine spill to small area.
- Use appropriate kit to neutralize and absorb inorganic acids and bases. Collect residue, place in container, fill out Hazardous Waste Disposal Form, and contact Environmental Health and Safety at ext. 1-6590 for disposal.
- For other chemicals, use appropriate kit or absorb spill with vermiculite, dry sand, or diatomaceous earth. Collect residue, place in container and dispose as chemical waste.
- A Chemical Spill Kit can be found across from the large fume hood in 128 JFB. It includes:
 - Gloves and goggles for your protection
 - Absorbent "socks" which will absorb your spill
 - Spill response pocket guide
- Clean spill area with water.

Follow-up (Major and Minor Spills)

- After the spill has been cleaned up and appropriately disposed of, it is imperative that a post-incident review be held to discuss the causes of the spill and establish remedies to insure that the conditions permitting the spill do not occur again.

Civil Disorder

Civil disorder can take the form of a peaceful sit-in or be escalated all the way to a full-scale riot. Civil disorder generally refers to groups of people who choose not to observe the law, regulations or rules in an attempt to bring attention to their organization or cause. Civil disorder can take the form of small gatherings or large mob groups attempting to stop traffic flow, block building access and interrupt normal activities by generating disruptive noise and intimidating people outside their group.

Response

- Stay calm.
- Consider your own safety and act accordingly.
- Don't respond to the intimidation of the group.
- Move away from the gathering crowd.
- Contact the **University Police dispatcher at 5-COPS (5-2677)** from a safe location to report the incident.

Follow-up

- Advise your Department Chair/Dean of the incident if you haven't already done so.
- Prepare a written incident report (Appendix II) stating the details of what occurred. When the incident report is complete, submit it to your supervisor.

Fire

Fire kills over 4,000 and injures more than 23,000 Americans each year. Among the victims approximately 100 firefighters die each year in the line of duty. Direct property loss due to fire exceeds \$8.5 billion a year. Most of these deaths and losses are preventable.

Small Fire

Response

- Activate the building's fire alarm by pulling on the closest pull station. [These are located at the end of each hall.]
- Assure that any fire door that you pass through on your way out of the building is closed; remove any prop or block.
- If the fire is contained in a trash can, or other restricting container and you have been trained to use a fire extinguisher you may choose to fight small fires yourself.
- Never attempt to fight a fire alone. If you feel you can contain a small fire using a fire extinguisher, ask a coworker to back you up before an attempt is made.

Follow-up

- Report all fires to Environmental Health and Safety (1-6590); submit an incident report (Appendix II).
- Report all fire extinguisher discharges to Environmental Health and Safety so the equipment may be recharged/filled and replaced.

Large Fire

Response

- Activate the building's fire alarm by pulling on the closest pull station. [These are located at the end of each hall.]
- Never attempt to fight a fire alone. Do not attempt to fight large, spreading fires.
- Leave the building.
 - If possible close doors and window as you go to slow down the fire's progress, especially the fire doors at the ends of the halls, which are often propped open.
 - Notify others working in your area when exiting.
 - Assist those in need as you are leaving.
 - Use the fastest way out of the building. Do not use the elevator as an escape route.
- If there is smoke in your work area or in the corridors, stay down near the floor.
- Feel the surface and hardware of any closed door before you attempt to open it. If either is hot to the touch do not open the door.
- Open all doors slowly. If heat or heavy smoke is present, close the door and find another way out.

- If you become trapped, use a telephone to call the University Police dispatcher at 5-COPS (5-2677) and give them your location.
- Once outside, move to the Emergency Assembly Point: on the patio between JFB, South Physics and Naval Science. If this area is unsafe (i.e. if we have an actual fire), move to the middle of the Naval Science Parking lot.

Follow-up

- Once in a safe location, call the University Police dispatcher at 5-COPS (5-2677) for assistance. Give as much information as you possibly can including:
 - Name of the building and location of the fire.
 - Your location.
- Do not re-enter the building until authorized by the University Fire Marshal or SLC Fire Department. Cessation of audible alarms does not mean that the emergency has ended.

Odors

Strong odors can be annoying and in some cases cause discomfort and/or nausea. Although annoying, these reactions do not always constitute a health or safety hazard.

Response

- Try to determine the origin of the odor or where the concentration seems to be the strongest.
- Check area trashcans for odor-causing garbage such as spoiled food. If something is found, remove it from the building.
- If there is a floor drain in the area and the odors are sewer smells, dump water into the drain. Request that custodial services add some mineral oil to the drain to keep it from drying out.
- Ask operators to move or shut off vehicles idling by a building air intake.
- Check if odors are related to building remodeling or maintenance such as roof sealants, carpet glue, paint, solvents, polish, new furniture, etc.
- Contact the "Building Super", Matt DeLong, 1-7462, 329 JFB, 580-7246, delong@physics.utah.edu. If he is unavailable, directly contact the Office of **Environmental Health and Safety (1-6590)** if:
 - Odors are related to building remodeling, construction or maintenance.
 - Odors are due to a chemical spill.
- If you smell natural gas and cannot immediately contact the "Building Super", contact **Plant Operations dispatch at (1-7221)**. If you are unable to contact the "Building Super" or Plant Operations, **contact the University Police dispatcher at 5-COPS (5-2677)**. **DO NOT pull the fire alarm pull station to evacuate.**
- If occupants are experiencing real discomfort, leave the area and get some fresh air. **DO NOT "evacuate" a building using the fire alarm in the event of odors.** Notify the "Building Super", Matt DeLong, 1-7462 or 580-7246, about the need to evacuate for a predetermined amount of time. If he is unavailable, notify the Department Chair or next person in the Chain of Command (see the second page of this document for a list.) The Department Chair or alternate will broadcast the evacuation message throughout the building via email, phone message, and/or messenger.
- After the time established for investigating the source of the odor has passed, if the cause of the odor has not been resolved, establish a new time to check back.

Follow-up

- Advise your supervisor of the incident if you haven't already done so.
- Assist those responding to your call by providing background and details concerning the incident.
- Obtain appropriate medical care if needed.
- Prepare a written incident report (Appendix II) stating the details of what occurred. When the incident report is complete, submit it to your supervisor.

Radiological Accidents

Although there are a number of radiation sources in the building, all are either encapsulated in plastic or plated onto substantial substrates. None emits significant radiation. Currently all are in the GradLab, 307 South Physics.

Response

- In the event that the sources are accidentally spilled from the container, pick them up with rubber gloves or tongs and return them to the container. Wash your hands after the cleanup is completed. In the highly unlikely event that the source is ingested, quarantine the person who ingested it until the source has passed from their digestive system. **Notify Radiological Health at 1-6141.**

Follow-up

- After the cleanup has been completed, hold an inquiry to ascertain why the sources were spilled and take measures to assure that the incident is not repeated.

Snow

The University President decides whether to close campus and send personnel home early or to continue on a normal schedule.

In the event of a severe snow storm:

Response

- Personnel are notified of a University closure during normal working hours through supervisory channels and University television and radio or TV station broadcasts (KUER –FM 90 and KUED Channel 7) as well as the University home page: www.utah.edu or by calling 1-6773.
- Once notified to leave campus, do so immediately.
- After an overnight storm, tune to the campus radio and television stations (KUER –FM 90 and KUED Channel 7) beginning from 6:30 AM to 7:00 AM, consult the University home page: www.utah.edu, or call 581-6773.

Follow-up

- Continue to monitor closures, etc. via campus radio and television stations (KUER –FM 90 and KUED Channel 7).

Winter Storm Survival Kit for Cars

- Keep your gas tank more than half full so if you do get stuck, you can run the engine once in a while to keep warm until help arrives.
- Things to keep in your car during the winter:
 - Cell phone to call for help
 - Blanket or sleeping bag
 - Extra coat, warm boots and gloves
 - High-calorie, non-perishable food (power bars, etc.)
 - Flashlight w/ extra batteries
 - First Aid Kit
 - Knife
 - Water-proof matches
 - Sack of sand (or kitty litter)
 - Shovel
 - Windshield scraper and brush
 - Booster cables
 - Compass
 - Tool kit
 - Tow rope

Storms (Thunder and/or High Winds)

Response

- Stay away from windows. Seek refuge in interior corridors or offices.
- If lightning is striking nearby, turn off and unplug all computers and other electronic devices not isolated from the building power by an Uninterruptible Power Supply (UPS) or other surge protector until the storm has passed.

Follow-up

- Report facility damage to **the Plant Operations dispatcher at 1-7221**.

Utility Outages

Computer/Internet

Response:

- Notify Jay Norwood at 1-6026 (cell: 243-5812) or Brad Hawks at 5-5801.
- If your data resides on the Physics server maintained by Jay and Brad, your data will automatically be backed up on a weekly basis; that of faculty, secretaries and accountants is backed up daily.
- If your data resides on your local machine, it is your responsibility to make sure your data is regularly backed up. It is your responsibility to determine which data on your machine is backed up on the server.

Electrical

Response

- Keep a flashlight in a drawer or cabinet where it can be easily found (in the dark!) if needed.
- Assess the extent of the outage in your area. Report the outage to the "Building Super", Matt DeLong, 1-7462, 580-7246. If he cannot be located, report the problem directly to **Plant Operations dispatch at 1-7221**.
- Help co-workers in darkened work areas move to safe locations. If practical, secure current experimental work; move it to a safe location if necessary. Try to turn off large motors so they don't all come on at once and blow the breakers. Assume all vacuum systems will vent and hot diffusion pumps will be exposed to air. Think about what precautions will be necessary when the power comes back on.
- Open window shades for additional light and, if operable, the window itself for additional ventilation.
- Keep lab refrigerators or freezers closed throughout the outage.
- Unplug personal computers, non-essential electrical equipment and appliances.
- If an extended outage is anticipated by the Department Chair, personnel may be released, with concurrence from the Dean or other representative of the upper administration.
- If you are asked to evacuate your building, secure any hazardous materials work and leave the building immediately.
- Obtain information about a prolonged outage via campus radio and television stations (**KUER – FM 90.1 and KUED Channel 7**) or the **University home page: www.utah.edu**.

Phones

Response

- Determine if the problem is local or building-/university-wide.

- If the problem is only local, report it to the “Building Super”, Matt DeLong, at 1-7462 or 580-7246. If he is unavailable, report it directly to NetCom at 1-4000 or via e-mail, helpdesk@utah.edu.

Sewer System

Response

- Call the “Building Super” at 1-7462, 580-7246. If he is unavailable, report the problem directly to **Plant Operations dispatcher at 1-7221**.
- Try to keep people away from the problem area.

Water Leak or Broken Pipe or Water Outage

Response

- If it is a small local leak, try to hold a rag or tape over the leaking area while someone else calls the “Building Super” at 1-7462, 580-7246. If he is unavailable, report it directly to Plant Operations dispatcher (1-7221) to report the problem.
- If you have access to the water pipes to that area, turn the water off and then report the problem to the Plant Operations dispatcher.
- If a major water pipe is broken, make sure all electrical equipment is shut off. Do not enter the flooded area. Have someone call the Plant Operations dispatcher (1-7221) as well as the “Building Super” (1-7462, 580-7246) immediately.
- Emergency Response Team members who are accountable for research areas dependent on cooling water (lasers, diffusion pumps, photomultipliers...) are responsible for calling the Plant Operations dispatcher (1-7221) and having themselves added to the notification list for water shutdowns. When notified of a water shutdown, the ERT member (or alternate) must activate their phone and email trees to pass the information on to all researchers dependent on water. If the shutdown is immediate, the information should also be transmitted in person by visiting each lab immediately after sending phone and email messages.

IV. Major Disaster Response

- ❑ Earthquake
- ❑ Terrorist Attack
- ❑ Tornado

Earthquake

The site of the University of Utah campus happens to be located on one of the most active earthquake zones in the world. Earthquakes strike suddenly, violently and without warning. Identifying potential hazards ahead of time and proper action during and immediately after an earthquake could literally mean the difference between life and death: yours!

Response

- Stay calm. The motion may be frightening, but unless it causes something to fall on you, the motion is harmless.
- Stay indoors until the shaking stops. Go to a safe place under a desk, table, bench, doorframe, between seating rows in a lecture hall or against an inside wall. Sitting at your desk with several shelves of heavy books above your head is not smart!
- Stay away from glass that could fall on you.
- If outdoors move away from buildings and utility wires. Once you are in an open area, stay there until the shaking stops.
- Do not run through or near damaged buildings. The greatest danger from falling debris is just outside doorways and close to outside walls.

After Minor Tremor (brief rolling motion)

- Examine your area for damage
- Report damage to the Plant Operations dispatcher at 1-7221; report hazardous materials releases to Environmental Health and Safety at 1-6950.
- Await instructions; evacuations are unlikely.

After Major Tremor (violent shaking)

- Check your work area for any coworkers who might have been injured.
- Do not attempt to move seriously injured people unless there is a danger of additional life threatening injury.
- Report injuries to the University Police dispatcher at 5-COPS (5-2677) or, if unavailable, 9-911 if you are able to.
- Do not use elevators.
- If the building is severely damaged, leave immediately. Move to the Emergency Assembly Point on the patio between JFB and South Physics or, if that is damaged, the middle of the Naval Science parking lot.
- Do not turn lights or office equipment on or off.
- Do not use any type of open flame for any purpose.
- If you smell natural gas, open a window if possible, and leave the building.
- Don't reenter the building until cleared by the Department of Public Safety.
- Don't use the telephone except to report the location of those seriously injured that cannot be moved safely.

- Notify your Research Group Representative on the Emergency Response Team (see Appendix V for a list of names)
- If you are the Research Group Representative, notify the Building Committee Chair or an alternate (see Appendix V).
- Await instruction, be patient, help others.

Terrorist Attack

The whole concept of a terrorist attack is so new and foreign to people in this country that we aren't really able to establish reasonable scenarios for responding because we don't yet have scenarios for the forms the attack could take. Hopefully we won't get any more data! Examples to date are the bombing of the Murrah Federal Building in Oklahoma City, the attack on the World Trade Center, and the attack on Columbine High School. Anthrax was covered earlier.

Response

- In the event of a bomb attack, as in Oklahoma City, or "missile" attack, as in the World Trade Towers, the effect would be the same as fire and/or earthquake. Follow the instructions given previously for those events.
- Contact the Department Chair, Pierre Sokolsky, 201B JFB, 1-3538 Cell: 209-1011, ps@physics.utah.edu, or alternate (see list on p. 2) so that the building can be evacuated as quickly and quietly as possible. Never use the elevator for an emergency evacuation unless you are disabled and have no other option.
- If the attack is only on our building and not campus wide, move to the Emergency Assembly Point in the middle of the Naval Science parking lot so we can get an accurate accounting of survivors.
- If the attack is campus-wide, move to a safe location off campus.
- If the attack is by an armed individual or group (as in the Columbine or Virginia Tech or Trolley Square case):
 - (1) If the attackers are nearby, try to barricade yourself in a secure space. Know the difference between "cover" and "concealment": "concealment" is something that you hide behind that will not stop a bullet; "cover" is something that will stop a bullet.
 - (2) If the attackers are not nearby, evacuate by a route that takes you away from the attackers.
 - (3) Now is the time to think about scenarios for staying alive in such situations. Unfortunately after Columbine, Trolley Square and Virginia Tech, we are beginning to see a pattern. When you are in any room, think about what you would do if anyone came in and started shooting. If you invest only a few seconds in the exercise it is not paranoia, it is part of your diversity training: it gives you an idea how people in Israel and Iraq and other war zones live their daily lives.
 - (4) Forget everything you have been taught by television. Assume that it is all wrong. Think about how to escape. If escape is impossible, consider all alternatives...quickly. Think about the fact that if there were 30 students in an Army ROTC classroom, there is zero chance that one insane shooter could kill 12 of them. One insane person with a semi-automatic pistol simply cannot kill 12 people who are all rushing him, especially if they are holding chairs in front of themselves as shields. (Don't underestimate what you can do when running on pure adrenaline: you can easily pick up a chair and use it as a combination shield and weapon.) One of the students at Virginia Tech told of hiding behind a

desk and listening to the shooter stop to reload. This was clearly the time for the survivors to mount a counterattack! Think as quickly as possible how you can get out of your dilemma alive. A little planning ahead can be a good thing.

Follow-up

- If you are the Research Group Representative, notify the Department Chair or an alternate (see p. 2).
- Contact your Emergency Response Team member (see list on p. 3) so we can get an accurate accounting of survivors.

Tornado

Response

- Go to the basement or to an inside hallway at the lowest level.
- Avoid places with wide-span roofs such as auditoriums and large hallways. Stay away from windows and open spaces.
- Get under a piece of sturdy furniture such as a workbench or heavy table or desk and hold on to it. If there is no sturdy furniture, squat low to the ground and cover head and neck.

Follow-up

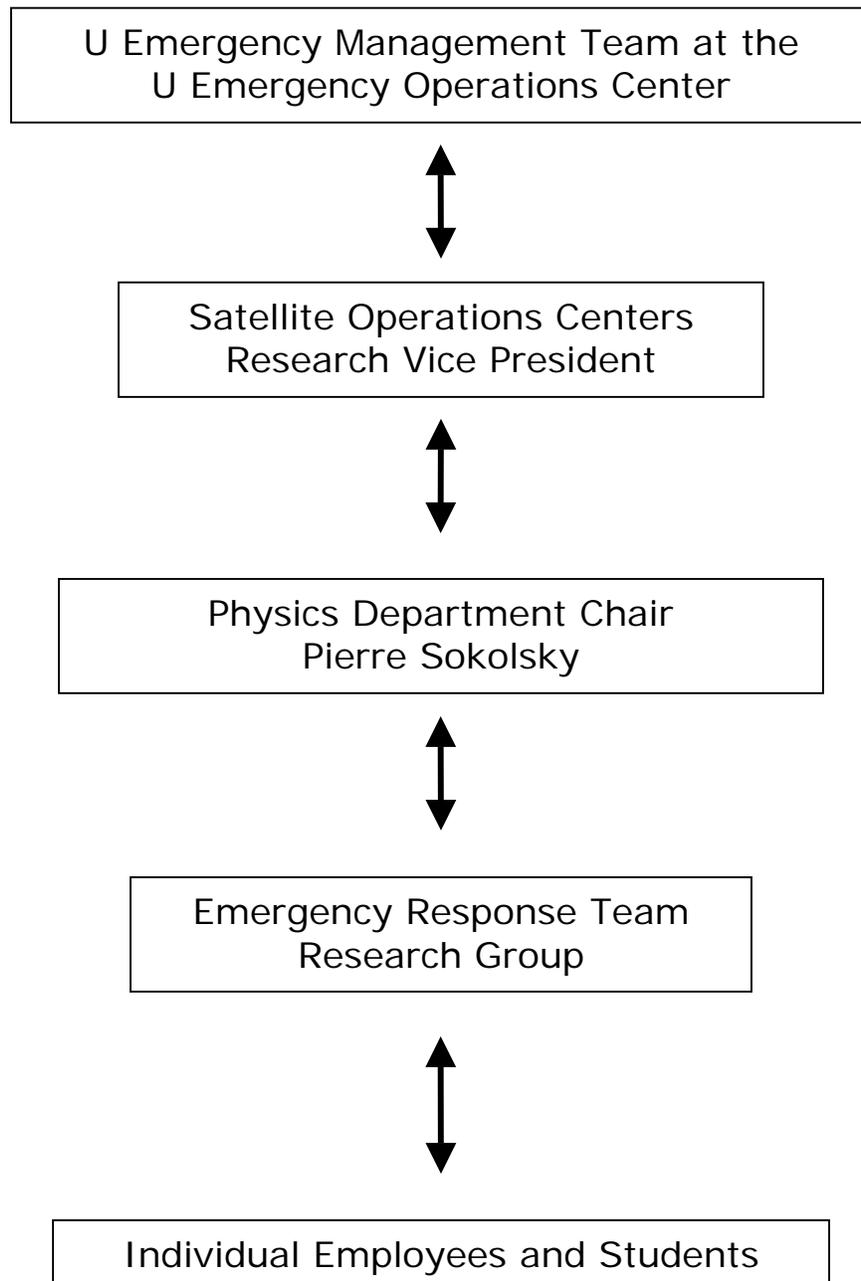
- Evacuate carefully and do not reenter the building. Move to the Emergency Assembly Point on the plaza between JFB and South Physics, or, if that is unsafe, in the middle of the Naval Science parking lot.
- Report injuries to 9-911 if possible.
- Report building damage to the "Building Super" at 1-7462, 580-7246. If he is unavailable, report if directly to **Plant Operations dispatcher at 1-7221** and hazardous material releases to **Environmental Health and Safety at 1-6590**.
- Notify your Research Group Representative on the Emergency Response Team (see Appendix V for a list of names)
- If you are the Research Group Representative, notify the Building Committee Chair or an alternate (see Appendix V).
- Remain calm, assist injured, and await instructions.

V. Emergency Preparedness

- ❑ Chain of Command and Communications Tree
- ❑ Physics Emergency Communications System
- ❑ Supplies and Equipment
- ❑ Building Evacuations
- ❑ Earthquake Preparedness
- ❑ Fire Prevention
- ❑ Laboratory Safety and Preparedness
- ❑ Electrical Power Emergency Preparedness

Chain of Command and Communications Tree

During a disaster, the University Emergency Operations Center (EOC) serves as a central coordination point for deploying resources and information to campus locations. Campus departments send emergency impact reports to their Satellite Operations Center (SOC), in our case the Research Vice President's office, and the SOC transmits the information to the University Emergency Operations Center. You should know where you fit in this chain of command and what your duties are when this chain of command is activated.



Physics Department Chair and Alternates

- Primary responsibility for the health and safety of our Building and its occupants resides with the Physics Department Chair, currently Pierre Sokolsky, 201B JFB, 1-3538, Cell: 209-1011, ps@physics.utah.edu), who is responsible for:
 - Ensuring that life-safety emergencies are reported to the **University Police dispatcher at (5-COPS) 585-2677** or 9-911 (911 from pay phones).
 - Accounting for the safety of department personnel.
 - Contacting appropriate campus emergency response departments for safety or repairs assistance:
 - Plant Operations dispatch: 1-7221**
 - Environmental Health and Safety: 1-6590**
 - Police: 5-COPS, 5-2677**
 - Radiological Health: 1-6141**
 - Forwarding disaster impact reports to the Research Vice President and disseminating disaster instructions to his/her constituents via the communications tree described below.
- If the Chair is absent or incapacitated, the chain of command shall flow through alternates:
 - Brian Saam, 310 JFB, 5-5832, Cell: 502-5149, Home: 364-7490, saam@physics.utah.edu.
 - Matt DeLong, 329 JFB, 1-7462, Cell: 580-7246, Home: 463-7082, delong@physics.utah.edu.
 - Heidi Frank, 201C JFB, 1-5697, Home: 651-2773 heidi@physics.utah.edu
 - Lynn Higgs, 202 JFB, 1-7140, Cell: 859-1298, Home: 298-8506, higgs@physics.utah.edu
 - **Note: This is Departmental Emergency contact information. Home phone numbers are for emergency use only. They are not to be released or distributed for any reason.**
- The Department Chair (and all of his/her alternates) is responsible for keeping a copy of the up to date contact information for the SOC (Dean's office) and for all ERT members in his/her office, at home and in some personal place where they are likely to have access to it in an emergency (day planner, wallet, Palm Pilot...). A copy of this contact information is attached to this Plan as Appendix V.

Emergency Response Team Research Group Representatives

- Members of the Emergency Response Team (ERT) are trained to help disseminate emergency instructions, assist evacuations and security, and provide first aid if appropriate. Each Department or Center in the Building shall have a representative on the ERT to coordinate and pass instructions between the DEPARTMENT CHAIR and the individuals in the Department or Center.
- It is the responsibility of the ERT members to maintain current lists of contact information (phone numbers, email addresses) for the DEPARTMENT CHAIR and for all individuals in their Department or Center. This information should be available at all times, in the office, in the lab, at home. Ideally a copy of the list should be kept in your wallet, day planner or Palm Pilot. The intent is that, in the event of an emergency, we have a mechanism in place to account for all personnel. A list of current ERT members and alternates is given in Appendix III.

Individual Employees and Students

- Each of us is responsible for maintaining lists of contact information for our Emergency Response Team members and their alternates.
- We must also keep an inventory of all laboratory equipment and supplies so that they can be replaced after a disaster.

Physics Building Emergency Committee

- The responsibility of the Physics Building Emergency Committee (PBEC) members is to help develop and implement the Building Emergency Plan. The PBEC members shall be familiar with each Department's programs and physical facilities, and shall:
 - Collaborate with the individual department heads and/or local representatives to develop and maintain the information in the Building Emergency Plan.
 - Arrange related staff education and training.
 - Purchase initial department emergency supplies and equipment.
 - Be ready to support each individual Department manager during an emergency incident (and be called back to campus if necessary).
 - Be ready to help prepare post-disaster impact summaries and insurance claims.

Physics Building Emergency Communications System

During an emergency, the Department Chair, or alternate, will communicate with the Dean and pass instructions to the ERT members.

- If the emergency occurs outside of normal working hours, we will establish a “hotline” where individuals can call in for instructions. For this we will remotely program answering machines in the order of alternates listed below:
 - Brian Saam, 5-5832.
 - Matt DeLong, 1-7462
 - Heidi Frank, 1-5697
 - Roberta McCormick, 1-6374
 - Lynn Higgs, 1-7140
- ERT members should also change their answering machine messages in an emergency so the machines can be used by members of their (each ERT member’s) research group or office neighbors to receive emergency information.
- ERT members should also build email distribution lists and telephone distribution lists to pass communications to members of their Departments. The instructions for building a telephone distribution list are given below.

Creating A Group Distribution List: unfortunately at present this scheme does not actually call the people on the list; it only leaves them a phone message if they are on University phone mail.

- Call voice mail system (5-6411 or 585-6411 off campus)
- Enter password
- Select personal options by pressing 4
- Select administrative options by pressing 2
- Select group lists by pressing 2
- Select create a list by pressing 1
- Enter a two-digit list identifier (i.e. 11)
- Record a list name (i.e. group 11); up to 15 lists can be created
- Enter mailbox number (extension) of each person on the list; up to 25 numbers can be included
- When finished, to exit and save press *

Editing A Group Distribution List

- Follow steps 1-5 in creating a group distribution list
- Select edit list by pressing 2
- Enter the list number
- Enter the mailbox number you want to add or delete; if the number exists on list it will be deleted and if the number does not exist on the list it will be added

- Review all names on the list (optional) by pressing 1
- When finished, to exit and save press *

Editing A Group Distribution List

- Follow steps 1-5 in creating a group distribution list
- Select edit list by pressing 3
- Enter distribution list identifier (i.e. 11)
- Delete list by pressing 2

Reviewing or Renaming A Group Distribution List

- Follow steps 1-5 in creating a group distribution list
- Select names of lists by pressing 4
- Select review names by pressing 1 or rename list by pressing 2

Supplies and Equipment

The building and its inhabitants will need basic emergency supplies and equipment to be as self-sufficient as possible after an emergency.

Building Supplies

Building emergency supplies will include, at a minimum:

- First aid supplies, with instructions, ((1) Cabinet is installed on each floor). It is our intention that these kits be restocked semi-annually. If you use the kits for “routine medical emergencies”, please replace what you have taken so that the kits are available in case of a large-scale emergency or disaster. Locations are:
 - JFB Basement: Inside B-8, the Lecture Demo area
 - JFB First floor: Inside the Stockroom, Student Shop and Research Machine Shop
 - JFB Second floor: Inside Megan Bennett’s office – 201A JFB
 - South Physics Fourth floor: 404, just inside the curator’s office.
- Flashlights/batteries, approved power strips and extension cords. These will be the responsibility of each research group.
- Portable AM/FM radios/batteries. These will be the responsibility of each research group. Laboratory spill kits. A spill kit is available in 328 JFB, in the cabinet across from the large hood. Many supplies are also available in the Stockroom on the shelves directly across the room from the door.
- Employee rosters. **It will be the responsibility of each ERT member to keep an up-to-date list of all employees in their research group or group of neighbors.**

Personal Supplies

- The Physics Building Emergency Committee members shall annually encourage employees to keep a personal emergency kit in their work area.
- These kits should contain the employee's flashlight, back-up eyeglasses and medications, sturdy shoes, a sweater, a wrapped snack and water packet, and personal emergency contact numbers. Bear in mind that in the event of an earthquake, fire, or September 11-style attack, you may have to walk home! Normal government services that we daily take for granted (bus service, roads, telephones, electricity...) may not be available for days or weeks!

Building Evacuations

A building evacuation is mandatory whenever a fire alarm sounds, and building occupants must exit immediately. Building evacuations also follow severe earthquakes, after the shaking stops. (See section on earthquakes below.) Buildings will also probably be evacuated in the event of a bomb threat of terrorist attack. After a

building has been evacuated, occupants must wait for a safety inspection before re-entry.

In the Event of a Building Evacuation

- Do not use the elevator: use the stairs. Be aware that there are two stairways in the Building; know their locations.
- It is the responsibility of each ERT member to notify each member of their Department that the building is being evacuated by using email, the telephone distribution system and/or by traveling through the Building, assuming that this can be done without endangering themselves. A sample script is: "We have a _____ emergency. Evacuate the building; assemble on the plaza between JFB and South Physics, or, if that is unsafe, in the middle of the Naval Science parking lot.. Take your belongings. Do not use the elevators. On your way out, assure that all fire doors are closed."
- It is the responsibility of each ERT member to identify handicapped persons in their department and plan the evacuation of those persons.
- ****** In the event of a building evacuation, it is crucial that all building occupants assemble at the Emergency Assembly Point (EAP). The EAP for the Physics Buildings is the deck between the buildings; if this area is unsafe, assemble in the middle of the Naval Science parking lot.** At the EAP, personnel will notify their managers of their safety and receive instructions on how to proceed. ERT members should have a copy of their personnel rosters at the EAP and be prepared to account for personnel. Those who have assembled at the EAP should be polled to make a list of those who have been recently seen or are otherwise expected but are not present. Lists of those accounted for and those missing shall be forwarded to both the Physics SOC (Dean's office) and the Department and SOC to which each ERT member reports.
- If a complete campus evacuation and closure is necessary during a disaster, it will be announced and coordinated by the University's Emergency Management Team from the Emergency Operations Center. Campus evacuations will be sequential to maintain safety and avoid traffic gridlock.

Earthquake Preparedness

- Know how and where to take cover during a quake. If indoors, stay indoors until the shaking stops. Go to a safe place under a desk, table, bench, doorframe, between seating rows in a lecture hall or against an inside wall. Stay away from glass. If outdoors, move away from buildings and utility wires. Once you are in an open area, stay there until the shaking stops.
- Anchor bookcases, cabinets, and files over 42".
- Do not stack furniture.
- Move tall furniture away from exits. Do not use tall furniture as room dividers.
- Secure computers, equipment, and display cases. Store heavy items at floor level.
- Back-up data and sensitive information, store duplicates off-site.
- Prepare a 72-hour emergency kit to sustain you in case you are unable to return home after the quake. See Appendix VI for a list of items to include in such a kit.

Fire Prevention

- Know the location of alarm stations and extinguishers. Know how to use them.
- Leave fire doors closed at all times.
- Clear obstructed corridors, aisles and room exits.
- Use only grounded electrical plugs.
- Limit use of extension cords and multiple outlets.
- Do not use mechanical rooms or utility rooms for storage.
- Do not smoke in University buildings.

Laboratory Safety and Preparedness

- Maintain a clean work environment
- Post lab safety work rules - train all personnel.
- Inventory and label chemicals. Do not purchase excess quantities of chemicals.
- Segregate incompatible chemicals. Keep flammables in flammable storage cabinets.
- Keep copies of Material Safety Data Sheets and/or a chemical dictionary available.
- Back up data off-site.
- Investigate emergency power options.
- Install seismic restraints on chemical storage shelves. Latch cabinet doors.
- Anchor equipment and furniture. Avoid high storage of heavy items.
- Chain compressed gas cylinders at 1/3 and 2/3 points.
- Do not store hazardous materials on mobile carts.
- Dispose of chemical waste properly (Fill out the Hazardous Waste Pickup Form on the web at www.utah.edu/ehs. Select "forms", then "Hazardous materials pickup". Alternatively you may contact the personnel in the OptoElectronic Materials Lab to do it for you.
- All laboratory workers, or persons using hazardous materials must be trained in how to clean up the materials they are using. Spill Kits are required in all areas where chemicals are used or stored - employees who work in those areas must be trained in how to use the kits and in how to activate the Emergency Response Procedures for Major Spills. A spill kit is the cabinet across from the large fume hood in 128 JFB.

Electrical Power Emergency Preparedness

- Identify and prioritize vital power-dependent functions, operations, and equipment.
- Determine whether you have emergency power outlets (red) in your area. Plan to use them for priority functions only.
- Determine if there is emergency lighting in your area. Keep flashlights available in all work areas.
- Keep battery back up equipment (laptops, cellular phones, etc) fully charged.
- Do not overload power strips. Extension cords are for emergency use only.

VI. Appendices

- ❑ Employee First Report of Injury
- ❑ Incident After-Action Report
- ❑ Bomb Threat Checklist
- ❑ Emergency Response Guide
- ❑ 72 Hour Emergency/Survival Kit
- ❑ Map to Emergency Assembly Point

Appendix I: Employee First Report of Injury

WORKERS COMPENSATION FUND OF UTAH										Form 122	
WORKERS COMPENSATION EMPLOYER'S FIRST REPORT OF INJURY OR ILLNESS										OSHA CASEFILE #	
CONTAINS ALL ITEMS REQUIRED BY OSHA FORM 101 (Enter all dates in MM/DD/YY format)											
GENERAL	EMPLOYER (Name & address incl. Zip)			CARRIER/ADMINISTRATOR CLAIM NUMBER			REPORT PURPOSE CODE				
	UNIVERSITY OF UTAH WORKERS COMPENSATION (114 ANNEX) 1901 EAST SOUTH CAMPUS DRIVE SALT LAKE CITY UT 84112			JURISDICTION			JURISDICTION CLAIM NUMBER				
	SIC CODE			EMPLOYER FEIN 876000525			INSURED REPORT NUMBER				
	CARRIER (NAME, ADDRESS & PHONE NO.) Workers Compensation Fund of Utah P.O. Box 57929 Salt Lake City, UT 84157-0929 Telephone: (801)288-8010			POLICY PERIOD TO <input type="checkbox"/> CHECK IF APPROPRIATE <input type="checkbox"/> SELF INSURANCE			CLAIMS ADMINISTRATOR (NAME, ADDRESS & PHONE NO.) SAME AS CARRIER			ADMINISTRATOR FEIN	
CARRIER	CARRIER FEIN			POLICY/SELF INSURED NUMBER			AGENT NAME & CODE NUMBER				
	AGENT NAME & CODE NUMBER										
EMPLOYEE	NAME (LAST, FIRST, MIDDLE)			DATE OF BIRTH		SOCIAL SECURITY NUMBER		DATE HIRED		STATE OF HIRE	
	ADDRESS (INCL ZIP)			SEX <input type="checkbox"/> M Male <input type="checkbox"/> F Female <input type="checkbox"/> U Unknown		MARITAL STATUS <input type="checkbox"/> U Unmarried Single/Divorced <input type="checkbox"/> M Married <input type="checkbox"/> S Single <input type="checkbox"/> K Unknown		OCCUPATION / JOB TITLE			
	PHONE HOME WORK EXT			# OF DEPENDENTS				EMPLOYMENT STATUS		NCCI CLASS CODE	
	RATE PER: <input type="checkbox"/> Day <input type="checkbox"/> Month <input type="checkbox"/> Week <input type="checkbox"/> Other					# OF DAYS WORKWEEK		FULL PAY FOR DAY OF INJURY? <input type="checkbox"/> Yes <input type="checkbox"/> No		DID SALARY CONTINUE? <input type="checkbox"/> Yes <input type="checkbox"/> No	
OCCURRENCE	TIME EMPLOYEE BEGAN WORK <input type="checkbox"/> AM <input type="checkbox"/> PM		DATE OF INJURY / ILLNESS		TIME OF OCCURRENCE <input type="checkbox"/> AM <input type="checkbox"/> PM		LAST WORK DATE		DATE EMPLOYER NOTIFIED		DATE DISABILITY BEGAN
	CONTACT NAME / PHONE NUMBER			TYPE OF INJURY / ILLNESS			PART OF BODY AFFECTED				
	DID INJURY / ILLNESS EXPOSURE OCCUR ON EMPLOYER'S PREMISES? <input type="checkbox"/> Yes <input type="checkbox"/> No			TYPE OF INJURY / ILLNESS CODE			PART OF BODY AFFECTED CODE				
	DEPARTMENT OR LOCATION WHERE ACCIDENT OR ILLNESS EXPOSURE OCCURRED					ALL EQUIPMENT, MATERIALS, OR CHEMICALS EMPLOYEE WAS USING WHEN ACCIDENT OR ILLNESS EXPOSURE OCCURRED					
	SPECIFIC ACTIVITY EMPLOYEE WAS ENGAGED IN WHEN THE ACCIDENT OR ILLNESS EXPOSURE OCCURRED					WORK PROCESS THE EMPLOYEE WAS ENGAGED IN WHEN ACCIDENT OR ILLNESS EXPOSURE OCCURRED					
	HOW INJURY OR ILLNESS / ABNORMAL HEALTH CONDITION OCCURRED. DESCRIBE THE SEQUENCE OF EVENTS AND INCLUDE ANY OBJECTS OR SUBSTANCES THAT DIRECTLY INJURED THE EMPLOYEE OR MADE THE EMPLOYEE ILL.										CAUSE OF INJURY CODE
TREAT	DATE RETURN(ED) TO WORK			IF FATAL, GIVE DATE OF DEATH			WERE SAFEGUARDS OR SAFETY EQUIPMENT PROVIDED? <input type="checkbox"/> Yes <input type="checkbox"/> No				
	PHYSICIAN/HEALTH CARE PROVIDER (NAME & ADDRESS)			HOSPITAL (NAME & ADDRESS)			WERE THEY USED? <input type="checkbox"/> Yes <input type="checkbox"/> No				
	INITIAL TREATMENT <input type="checkbox"/> 0 No Medical Treatment <input type="checkbox"/> 3 Emergency Care <input type="checkbox"/> 1 No Medical Treatment <input type="checkbox"/> 4 Hospitalization > 24 HRS <input type="checkbox"/> 2 Minor Clinic/Hosp <input type="checkbox"/> 5 Future major medical/lost time										
	WITNESS (NAME & PHONE)			EXT							
OTHER	DATE ADMINISTRATOR NOTIFIED		DATE PREPARED		PREPARER'S NAME & TITLE		PHONE NUMBER		EXT		
WORKERS COMPENSATION FUND INFORMATION (THIS INFORMATION IS NECESSARY TO PROCESS CLAIM)											
OFFICER / PARTNER			DID INJURY HAPPEN DURING PERFORMANCE OF REGULAR DUTIES?			HAS EMPLOYEE INJURED THIS PART OF BODY BEFORE? <input type="checkbox"/> Yes <input type="checkbox"/> No			IF SO, GIVE DETAILS:		
<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown								
POLICY DEPT. CODE			ACCIDENT CAUSE CODE			WAS ACCIDENT CAUSED BY FAILURE OF MACHINE OR PRODUCT? IF YES, EXPLAIN <input type="checkbox"/> Yes <input type="checkbox"/> No					
IF THE ACCIDENT WAS CAUSED BY ANY PERSON OR COMPANY BESIDES THE EMPLOYEE, A CO-EMPLOYEE, OR THE EMPLOYER, PLEASE IDENTIFY											
DO YOU DOUBT THE VALIDITY OF THIS CLAIM? IF SO, ATTACH A SEPARATE WRITTEN EXPLANATION.											
FOR LOST TIME CLAIM ONLY, LIST NAME OF SPOUSE, MINOR DEPENDENTS, AND THEIR BIRTHDAYS.											
FIRST NAME		LAST NAME		RELATIONSHIP		BIRTHDAY		ADDRESS		CITY STATE ZIP	

Appendix III: Bomb Threat Checklist

Immediately call 585-2677

Questions to ask:

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your name?
9. What is your address?

Caller's Voice:

- | | |
|-----------------------------------|--|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Nasal |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Stutter |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Lisp |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Raspy |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Deep |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Ragged |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Clearing Throat |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Deep Breathing |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Cracking Voice |
| <input type="checkbox"/> Normal | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Accent |
| <input type="checkbox"/> Slurred | <input type="checkbox"/> Familiar |

Exact Wording of the Threat:

If the voice is familiar, who did it sounds like?

Background Sounds:

- | | |
|--|---|
| <input type="checkbox"/> Street noises | <input type="checkbox"/> Factory machines |
| <input type="checkbox"/> Crockery | <input type="checkbox"/> Animal noises |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Clear |
| <input type="checkbox"/> PA System | <input type="checkbox"/> Static |
| <input type="checkbox"/> Music | <input type="checkbox"/> Local Call |
| <input type="checkbox"/> House noises | <input type="checkbox"/> Long Distance |
| <input type="checkbox"/> Motor | <input type="checkbox"/> Office Equipment |
| <input type="checkbox"/> Phone Booth | <input type="checkbox"/> Other_____ |

Time:

Date:

Sex:

Age:

Call Length:

Number Call Received at:

Threat Language:

- | | |
|--|--|
| <input type="checkbox"/> Well Spoken
(educated) | <input type="checkbox"/> Incoherent |
| <input type="checkbox"/> Foul | <input type="checkbox"/> Taped |
| <input type="checkbox"/> Irrational | <input type="checkbox"/> Message Read
by Caller |

Remarks:

Appendix IV: Emergency Response Guide

YOU ARE IN ROOM# _____ IN BLDG# _____ AT (PHONE#) _____

IN CASE OF EMERGENCY

EMERGENCY EVENT	FIRST ACTION	THEN DO THIS
CARDIAC ARREST	xt. 5-2677 24 hrs/University Police	Ensure access to the area, CPR if qualified.
CHEMICAL SPILL IS or MIGHT BE LIFE THREATENING	xt. 5-2677 24 hrs/University Police	Evacuate to a nearby area, remove victims clothing, douse with water for 15 minutes.
CHEMICAL SPILL NOT LIFE THREATENING	xt. 1-6590 7a-5p/Enviro Health & Safety xt 5-2677 24hrs/University Police	Secure spill area, notify others in the vicinity, institute clean up procedures.
EARTHQUAKE	Do not call. - unless a gas leak is detected xt. 5-2677 24 hrs/University Police	Inside: get under a stable structure; Outdoors: get into open area after the tremor
FIRE OR EXPLOSION	Pull local alarm	Close doors, evacuate nearby Call University Police 5-2677
MEDICAL ASSIST	xt. 5-2677 24 hrs/University Police	Complete reporting form - Employees: "First Report" E-1 Student/Visitor: Accident/Injury
RADIOACTIVE SPILL	xt. 1-6141 8a-5p Radiological Health xt. 5-2677 24 hrs/ University Police	Detain those contaminated; consult Radiation Safety Manual
SECURITY PROBLEMS PERSON OR ANIMAL	xt. 5-2677 24 hrs/University Police	Get a complete description.
ODD ODOR	xt 1-6590 7a-5p/Enviro Health & Safety	Try to identify the odor and the source.
UTILITY FAILURE	xt. 1-7221 7:30a-5p/Facilities xt. 5-2677 24 hrs/University Police	Give exact location. Turn off equipment, major appliances. Do not use open flames for lighting.

EMERGENCY ASSEMBLY POINT (OUTSIDE) IDENTIFIED BY MY DEPARTMENT:

Format courtesy of Howard Hughes Medical Institute.

Appendix V: 72 Hour Emergency/Survival Kit

This 72-hour kit should meet the needs of your family. Use ready to eat foods your family will eat and hobbies and entertainment your family likes to do. Include individual medication as required by your family members. Whatever container is used should be portable.

A class ABC fire extinguisher is recommended for each home.

IMMEDIATELY AVAILABLE

Battery powered radio
Flashlight and extra batteries

EMERGENCY NEEDS

Instruction Manuals on Emergency Preparedness
Water storage
Sleeping bags & blankets

SANITATION KIT

Plastic bucket w/ tight fitted lid
Plastic bags and ties
Toilet paper
Disinfectant
Improvised toilet seat
Feminine hygienic needs
Paper towels
Soap
Paper cups
Paper plates
Plastic utensils
Can opener
Utility knife

STRESS FACTORS

Children
 Coloring Book
 Crayons
Adults
 Books
 Needle Work

CAR NEEDS

Standard First Aid Kit
Blanket
Flashlight and batteries
Reflectors and flares

INDIVIDUAL MEDICAL NEEDS

SUGGESTED ADDITIONS

Family photographs
Medical information sheet
Insurance information
Identification for each family member
Will or trust information (copies)

FOOD

Ready-to-eat (canned)
Meats: Tuna, Sardines, Spam, Vienna Sausages
Fruit cocktail
Peanut Butter
Powdered Milk
Infant Care: Canned milk and bottles
Dried fruit: (caution: drink plenty of water)
Raisins, prunes, fruit leather
Crackers

STRESS FOODS

Sugar Cookies
Sweetened cereals
Hard Candy

STANDARD FIRST AID KIT

First Aid manual
Spirits of ammonia
Scissors

Table salt
Baking soda
Eye drops
Safety pins
Matches
Adhesive or paper tape
Bandages
Telfa pads (4"x4")
Triangle bandage (37"x37"x52")
Roll of gauze
Coban Elastic Bandage
Splints
Popsicle sticks
Shingles or thin board
40 page newspaper
Heavy String

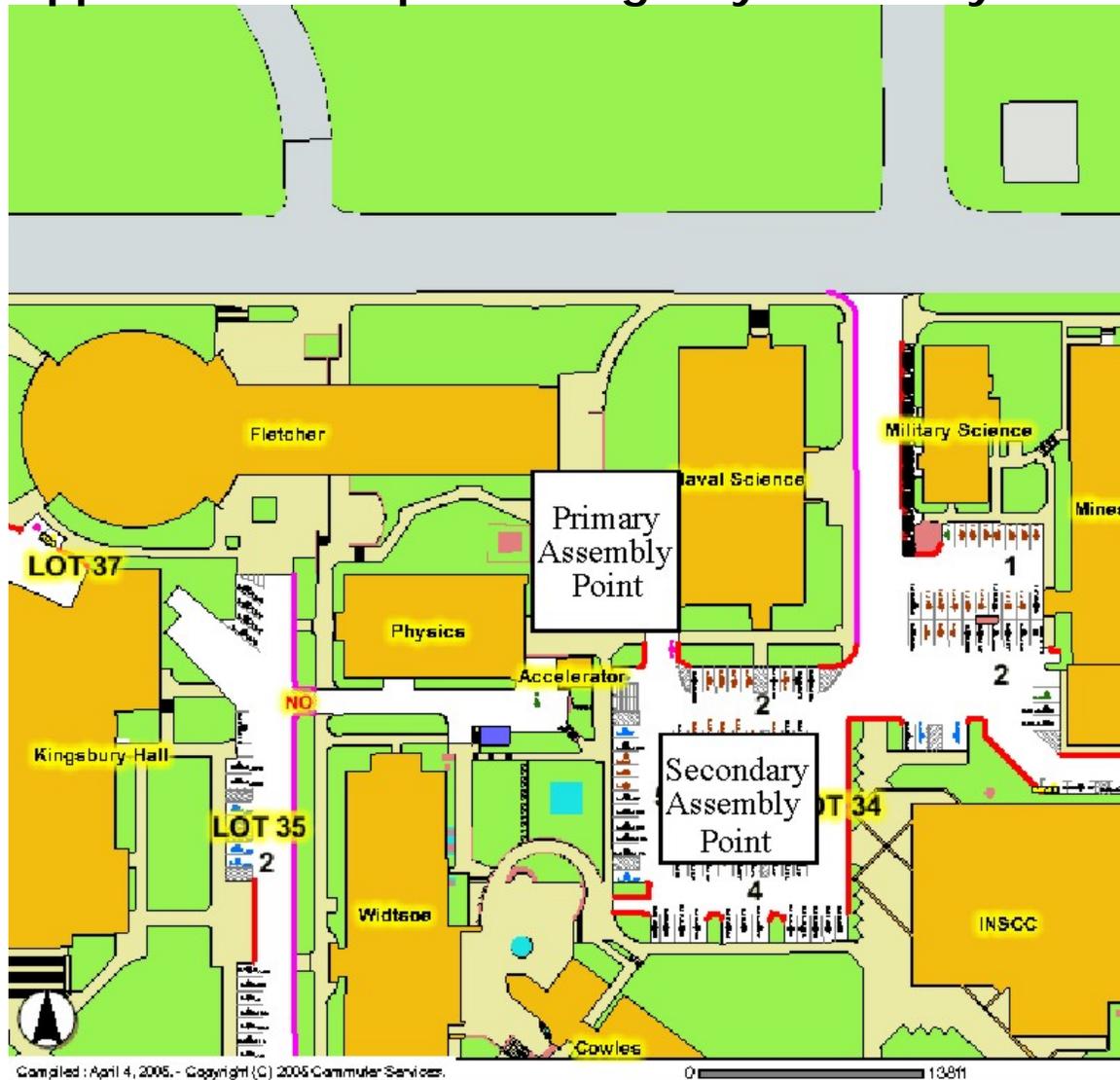
AT LEAST ONE CHANGE OF
CLOTHING FOR EACH FAMILY
MEMBER

SOURCES

EMERGENCY ESSENTIALS
8928 South 700 East
Sandy, Ut 84070
(801) 561-1168
or
3227 No. Canyon Road
Provo, Ut 84604
(801) 373-1047

PREPAREDNESS PRODUCTS
3855 South 500 West
SLC, Ut 84115
(810) 261-8823

Appendix VI: Map to Emergency Assembly Point



Appendix VII: Hazardous materials in JFB and South Physics

To be added by Amber from the Excel sheet built by Robby...if necessary!