

## INSTRUCTIONS FOR AN EMERGENCY OCCURRING WITHIN COP

### **What's an emergency?**

*Any situation that immediately threatens people's safety.*

### **When you observe an emergency:**

1. **Call 9-1-1**
  - a. From a university phone, 9-1-1 goes directly to UA police department.
  - b. From a cell phone, inform dispatcher that you are at a UA site.
2. During your report, stay calm, identify yourself and explain the problem and its location.
3. Stay on the phone until the dispatcher asks you to hang up. If you cannot stay on the phone for safety reasons, tell the dispatcher where you will be after hanging up.
4. Remove people from the danger area/ask them all to evacuate to the same safe place. Close doors to affected area.
5. If possible, alert your supervisor or department head of the nature of the emergency and the steps you have taken.

### **Not sure of the level of the threat to yourself or others?**

***Don't take chances.*** It's better to call 9-1-1 for something that turns out to be less than urgent than to endanger lives by waiting. You do not need "permission" to call 9-1-1

### **If you need to evacuate the building:**

1. Leave the building from the nearest exit and congregate in one of the following locations:
  - a. **From College of Pharmacy Skaggs building**—go to Cherry Street end of the parking lot west of the building
  - b. **From Drachman Hall College of Pharmacy-Pulido Center**—go to Helen Street end of the parking lot south of Drachman Hall
2. If told by emergency responders to evacuate away from College of Pharmacy buildings, go to the Swede Johnson building at the corner of Cherry and Speedway unless responders indicate another specific location.

### **In emergencies involving FIRE:**

1. Call 9-1-1 or activate a nearby fire alarm, whichever is faster.
  - a. If you activate an alarm, follow up by calling 9-1-1, if a phone is available.
2. Only people trained to do so should use a fire extinguisher.
3. Never enter a room that is filled with smoke. Never enter a room if the top half of the door is warm to touch.