EMERGENCY PROCEDURES

Visit [www.campusstatus.ucr.edu](http://www.campusstatus.ucr.edu) for additional emergency information.

**FIRE**
- If your clothing catches fire: USE SAFETY SHOWER or STOP, DROP and ROLL to extinguish flames
- If safe, use fire extinguisher on flame using PASS protocol (Pull, Aim, Squeeze, Sweep)
- Activate nearest fire alarm
- Close doors to confine fire
- Evacuate
- Meet at Emergency Assembly Area
- Re-enter only when directed by authorities
- Call UCPD

**UTILITY FAILURE**
- Steam Line failure: Leave the immediate area
- Plumbing/Flooding: If you know source of leak, shut off the water if possible
- Power failure: Evacuate building as appropriate, use caution
- Elevator Failure: Use the elevator phone to request help; activate the emergency alarm within the elevator. Call using cell phone
- Ventilation: If smoke and strong burning odor occur, evacuate immediately
- Notify Facilities Services

**HAZARDOUS MATERIALS RELEASE**
- Alert people in immediate area of spill
- If you have training, you may assist in clean-up effort of small scale spills
- Close doors to contaminated room & post signs indicating the hazard
- Limit movement of contaminated person
- Re-enter when directed by authorities
- Notify Environmental Health & Safety (EH&S)

**EXPOSURE RESPONSE**
- Needlestick, sharps injury, or animal bite/scratch: Wash exposed area thoroughly for 15 minutes with warm water and soap.
- Eye exposure: Use eye wash to flush eyes for 15 minutes while holding eyes open.
- Skin exposure: Use nearest safety shower for 15 minutes. Stay under the shower and remove clothing.
- Reference Emergency Flipchart for Medical treatment
- Notify Emergency Flipchart for Medical treatment
- Notify PI/Supervisor and Report incident to EH&S

**FUME HOOD**

Fire in hood:
- Do not push emergency button
- Use fire extinguisher if possible
- Lower sash completely

If alarm sounds or hood is not functioning properly:
- Stop working
- Lower sash completely
- Wait for alarm to stop – If it continues:
- Notify Facilities Services

**SUSPICIOUS BEHAVIOR/OBJECT**
- Do not interfere with people committing a crime, creating a disturbance or behaving in a bizarre manner
- Take shelter in secure area
- Report suspicious items (DO NOT TOUCH)
- If phone-in threat, get type, location and description of device
- Evacuate if safe to do so
- Call UCPD

**ACTIVE THREAT**
- Run: Have an escape route and plan, Leave belongings behind, keep hands visible
- Hide: In area out of the threat (shooter’s view), Note your location, Barricade from threat, silence cell phone
- Fight: FIGHT ONLY as a last resort, attempt to incapacitate threat/shooter, act with physical aggression and throw items at the active shooter
- Call UCPD

**IN AN EMERGENCY CALL**
(951) 827-5222 (cell)  
Or 9-1-1 (landline)

Notify Environmental Health & Safety:  
Call (951)-827-5528 work hours 8am-5pm  
Call UCPD (951)-827-5222 After hrs

Call Facilities Services (951)-827-4214 8am-5pm  
(951)-827-4677 After hrs

Please also visit [www.ehs.ucr.edu](http://www.ehs.ucr.edu) for more information.

**EVACUATION**
- If safe, secure any hazardous materials or equipment and close fume hoods before leaving
- Shutdown hazardous Operations
- Evacuate the building by the nearest safe exit
- Follow evacuation routes to your Emergency Assembly Area
- Notify emergency staff of potentially dangerous conditions in lab or of people that still remain in behind
- Re-enter only when directed by authorities
- Do not run or use elevator