

EMERGENCY PROCEDURES

Important Building Information

Building Name/
Address: _____

Room Number: _____

Fire Extinguisher Location: _____

AED Location: _____

Medical Kit Location: _____

In Case of Emergency



**CALL or
TEXT
9-1-1**

When calling to report an emergency



- Stay calm.
- Identify yourself.
- Carefully explain the problem to the dispatcher.
- Remain on the phone until the dispatcher tells you to hang up.

Active Shooter / Armed Individual

RUN



If you have
a clear exit

HIDE



Do whatever you
can to make the
room seem empty

FIGHT



As a last resort
if your life is in
danger



Medical Emergencies

Call 9-1-1

- Do not move the person unless they are in immediate danger.
- Do not provide aid beyond basic first aid unless trained.
- If the person is unconscious, check pulse and breathing and perform CPR if necessary.



Disruptive Individual / Violent Incident

If the individual is an imminent danger or threat,

- **Call 9-1-1 immediately.**
- Maintain as much physical distance from the individual as possible.
- Try to de-escalate the situation verbally until help arrives.

If no immediate threat, use the QR code below for detailed procedures to follow.



Bomb Threat / Suspicious Package

- **Call 9-1-1 immediately.**
- Do not touch, move, or open a suspicious object. If you have opened it, remain calm.
- Close off the area if possible.
- Evacuate the immediate area.
- Limit the use of two-way radios and cell phones near the suspicious item.



Fire / Explosion

Rescue yourself, followed by others if it is safe to do.

Alert others by activating the fire alarm.

Close the door on the way out.

Evacuate. Do not delay your evacuation to retrieve any materials, personal possessions, etc.



Hazardous Materials / Chemical Spill

- If the spill is life or health-threatening or you are unsure, evacuate the area immediately. If necessary, pull the fire alarm and evacuate the building.
- For major spills, **call 9-1-1 immediately.**
- All chemical spills, no matter how small, should be reported to Risk Management.
 - (520) 621-1790
- Contact Research Laboratory & Safety Services.
 - (520) 626-6850



Utility Emergency

- Try to remain calm.
- Do not use elevators.
- Call Facilities Management for immediate assistance.
 - (520) 621-3000



Scan the QR code

for the full list of emergency procedures

or visit

cirt.arizona.edu/case-emergency/overview