



# WILDCAT SAFETY GUIDE

Students, Faculty, Staff, Designated Campus Colleagues, Visitors

[safety.arizona.edu](http://safety.arizona.edu) | [uapd.arizona.edu](http://uapd.arizona.edu) | [cirt.arizona.edu](http://cirt.arizona.edu)

This guide is available as a resource at [safety.arizona.edu/resources/wildcat-safety-guide](http://safety.arizona.edu/resources/wildcat-safety-guide).

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# 911 & NON-EMERGENCY NUMBERS

**CALL OR TEXT 911 FOR ANY EMERGENCY REQUIRING POLICE, FIRE, OR MEDICAL ASSISTANCE**

The quickest and easiest way to obtain professional help for any type of emergency is to call or text 911. There are [emergency phones](#) available throughout campus locations including Blue Light emergency phone towers and phones in elevators, classrooms, and safe refuge areas.

## Tucson Main Campus

Call or text 911. If you are connected with the local police department, identify your location as the University of Arizona and you will be connected to UAPD.

## Distance Locations

Dialing 911 from any emergency or campus phone will directly connect you with the local police department.

## When calling to report an emergency

- Stay calm.
- Identify yourself and location immediately.
- Carefully explain the problem.
- Remain on the phone until the dispatcher tells you to hang up. If you cannot stay on the line, tell the dispatcher that you must leave and where you can be reached.

## Mental Health Crisis Support

A full list of Tucson and National crisis resources and hotlines can be found on [CAPS](#).

[Arizona Statewide Crisis Hotline](#) - 844-534-4673 - call | 4HOPE (44673) - text

[24-Hour Suicide & Crisis Lifeline](#) - 988 - call or text

[Mental Health Support for Students \(CAPS 24/7\)\\*](#) - 520-621-3334

*\*After-hours crisis callers may speak with a Crisis and Access Specialist by pressing 1 at the automated message.*

## Poison and Drug Center

[Arizona Poison and Drug Information Center](#) - 1-800-222-1222 (toll-free)

## Main Campus (Tucson) Non-Emergency

University of Arizona Police Department - 520-621-UAPD (8273)

Tucson Police Department - 520-791-4444

Tucson Fire Department - 520-791-4512

Report a Crime Tip (anonymously) - 520-88-CRIME (27463)

SafeRide - 520-621-SAFE (7233)

24 Hour Sexual Assault Hotline - Southern Arizona Center Against Sexual Assault

- 520-327-7273 or 1-800-400-1001 (toll-free)

## Phoenix Bioscience Core Non-Emergency

Phoenix Police Department - 602-262-6151

Campus Roving Security Officer - 602-827-2368

Campus Security (HSEB Lobby) - 602-827-4350 (*Mon - Fri 7am - 7pm*)

Sexual Assault Hotline (Maricopa County) - 480-736-4949

## Additional Local Police Departments Non-Emergency

Chandler Police Department - 480-782-4130

Douglas Police Department - 520-364-2677

Gilbert Police Department - 480-503-6500

Nogales Police Department - 520-287-9111

Sierra Vista Police Department - 520-458-3311

Yuma Police Department - 928-373-4700

# UNIVERSITY SAFETY & WELLNESS RESOURCES

## COMMUNICATION & TRANSPORTATION

### UAlert

The University uses UAlert text and email messaging to communicate swiftly and effectively with our campus community in the event of an emergency. To register your cell phone number and/or email address for UAlert, visit [cirt.arizona.edu](http://cirt.arizona.edu).

Those in the Phoenix and Sierra Vista areas may choose to join the Greater Phoenix group or the Sierra Vista group for UAlert notifications in those locations.

University email addresses are automatically subscribed to receive UAlert email notifications. In addition, all students, employees, and designated campus colleagues (DCCs) with cellphone numbers in UAccess are automatically registered for UAlert text message notifications. You may opt out of UAlert text messages by replying to a UAlert text message with STOP or by logging into the UAlert portal and inactivating your cellphone number.

### LiveSafe

The LiveSafe app enables direct and discreet two-way communication with UAPD using text, picture, video, and audio. The LiveSafe app also lets users virtually walk their friends and family home with the SafeWalk feature. When reporting to UAPD via the LiveSafe app, a user has the ability to remain anonymous.

1. Download the LiveSafe app from Google Play or App Store.
2. Register with your mobile phone number and fill out your profile. Verify your account.
3. Select University of Arizona as your organization.

### ASUA SafeRide

ASUA Safe Ride provides a safe, night-time method of transportation to all university-affiliated persons on and around the main campus (Tucson). Please note, SafeRide is only available during the academic year (this service is paused during the summer).

The hours of operation are:

- Monday - Thursday | 6:30pm - 12:30am
- Friday | 6:00pm - 10:00pm

Contact SafeRide at **520-621-7233**. For riders with a mobility device, please call **520-621-7233** and press extension 2 for a ride in an Accessible Van.

## **Night Cat by Lyft**

Parking & Transportation Services (PTS) offers eligible University students, faculty and staff free Lyft rides starting and ending on campus, Safeway on Broadway, or Walmart at El Con Mall **ONLY**. Ride codes are valid Monday - Friday from 5 p.m. to midnight.

Please visit <https://parking.arizona.edu/cattran/night-cat/> for instructions on how to request your free ride. Please note, Night Cat is only available during the academic year (this service is paused during the summer).

## **Emergency Ride Home Program**

Parking & Transportation Services (PTS) offers a free emergency ride home program for University of Arizona employees and students who are **alternative transportation users**. Alternative transportation includes biking, walking, carpooling, or taking public transportation to campus. The emergency ride home program operates on Main Campus (Tucson) and Phoenix Bioscience Core on Monday through Friday from 8am - 10pm, excluding University holidays.

If you are an alternative transportation user and have an emergency, please call the emergency ride phone number at **520-621-1108**. For full instructions and information on what constitutes an emergency, please visit the [Emergency Ride Home Program](#).

## **Motorist Assistance Program**

The Motorist Assistance Program (MAP), is a **free** service provided by Parking and Transportation Services to all UA campus members in the following events: your vehicle needs a jump start, you accidentally locked your keys in your car, or you need to locate your car.

Vehicles requesting MAP service must be on Main Campus (Tucson). Please call **520-621-2886** for assistance.

Hours of Operation:

- Fall/Spring: Monday - Friday | 7 am - 11 pm
- Summer: Monday - Friday | 7 am - 7 pm
- Service is not available during University holidays or on weekends

### **Disability Resource Center (DRC)**

The Disability Resource Center ensures disability access for campus. DRC works to create a universally designed campus and reduce the need for individual accommodations through proactive collaboration with University partners. DRC is available to consult regarding disability access regarding emergency evacuation procedures. Contact DRC at **520-621-3268** or [disability@arizona.edu](mailto:disability@arizona.edu).

### **Threat Assessment & Management**

Members of the multi-disciplinary Threat Assessment and Management Team (TAMT) work together in evaluating and responding to threatening or potentially violent situations. TAMT depends on the campus community for early reporting of any concerning behavior. Visit [tamt.arizona.edu](http://tamt.arizona.edu) to learn more about TAMT or submit a threatening incident report.

### **Office of Institutional Equity**

The Office of Institutional Equity (OIE) is committed to advancing inclusive practices to support the creation and maintenance of an equitable and supportive learning and working environment.

Individuals who believe they've been subjected to discriminatory conduct, including sexual misconduct, sexual assault, stalking, and intimate partner violence, in violation of the University's **Nondiscrimination and Anti-harassment Policy** may submit a report to the Office of Institutional Equity at [equity.arizona.edu/reporting](http://equity.arizona.edu/reporting).

### **University of Arizona Public Map**

The Public Map serves the entire University community with information on buildings, parking, and additional resources including:

- Accessible entrances
- AED Devices
- Building Emergency Plans (NetID required)
- Campus Health
- Disabled Parking
- Elevators
- Emergency phones
- Hospital
- Safe Ride

Maps are available for the following campuses:

- **UA Main Campus**
- **Phoenix Bioscience Core**
- **Sierra Vista Campus**

## STUDENT RESOURCES

### Campus Health

Campus Health promotes health, wellness, and safety by providing quality medical and mental health services through virtual and in-person care. Contact Campus Health at **520-621-9202**.

The following are support services offered by Campus Health:

#### Counseling & Psych Services (CAPS)

CAPS offers a wide range of **free resources** and paid programs and services. To talk with a counselor, get started with medication, join a group, or start another mental health service, a Counseling & Consultation session is your first step. **Schedule a Counseling & Consultation session on PatientLink** or by calling CAPS. For immediate support during a mental health crisis contact CAPS 24/7 at **520-621-3334**, and press 1 at the automated message if calling after hours.

#### iConnectYou

Arizona Online and Distance Education students qualify for six free counseling sessions with **iConnectYou**. Find out more about health care and mental health support options for **Arizona Online students**.

#### Survivor Support Services

Individualized support is available to survivors as they decide where to go after being subjected to violence. This includes, but is not limited to, emotional support, academic support, referrals to supportive programs and services, and safety planning. Contact Survivor Support Services at **520-621-5767**.

### Dean of Students Office

The Dean of Students Office (DOS) provides programs and services to help students navigate resources, manage crises, life traumas, and other barriers to success. This includes the **Student Assistance program**, which is a central support hub. DOS also supports the University in maintaining a safe, healthy and responsible environment and serves as a resource for the university community when students exhibit concerning behavior. Contact the Dean of Students Office at **520-621-7057**.

**Student workers and graduate assistants/associates may also be eligible for Workers' Compensation, available on the following page.**

## Human Resources

Human Resources serves the University of Arizona's talented workforce. Contact HR at: **520-621-3660**.

### Life & Work Connections

Life & Work Connections connects University of Arizona benefits-eligible staff and faculty with resources, tools, and education to support their total health: physical, mental, emotional, financial, and social. Services are voluntary and confidential. Contact Life & Work Connections at **520-621-2493**.

### Employee Assistance Counseling

Life & Work Connections offers free, confidential, short-term counseling through ComPsych. This is available to all benefits-eligible employees, their dependents, and members of their households. To get connected with a counselor 24/7, contact **877-327-2362**, TTY: **800-697-0353**.

## Workers' Compensation

Workers' Compensation is a special form of insurance provided to all university employees, including staff, faculty, student workers, and graduate assistants/associates, who are injured while in the course and scope of employment. When an employee is injured on the job, workers' compensation benefits are intended to cover the cost of all necessary medical treatment associated with the injury, including mental health care, and to pay the employee for lost work time. All injuries to UA employees that occurred in the course and scope of employment should be reported to Risk Management Services online at [risk.arizona.edu](http://risk.arizona.edu). Contact Risk Management Services at **520-621-1790**.



## SAFETY TRAININGS

**Active Shooter Preparedness Training in EDGE Learning** for students, employees, and designated campus colleagues (DCCs). For any individuals who feel uncomfortable watching the video version, there is an alternative option to read important safety information.

- Members of the community can also view the **public version of this training**.

**UAPD Safety Presentations** for students, employees, DCCs, and community members. Presentations include Active Shooter Response, Campus Safety, Theft Prevention, International Student Safety, and more. Many of these presentations are offered either in person or remotely.

**Campus Violence Prevention & Education** for students, employees, and DCCs. Threat Assessment and Management Team (TAMT) representatives will meet with your department and speak about prevention of violence on campus and the work TAMT does.

**Recognizing and Responding to Concerning or Threatening Behavior Training** for students, employees, and DCCs. This training focuses on recognizing concerning or threatening behaviors, learning how to communicate and share concerns, and understanding the threat assessment and management processes to identify, assess and manage concerning situations.

**Risk Management Safety Trainings** for students, employees, DCCs, and volunteers. Training options include Fire Safety Awareness, Fighting Fires with Portable Fire Extinguishers, CPR Classes, and more.

**Mental Health First Aid Training** through CAPS for employees. Mental Health First Aid for Higher Education teaches you how to identify, understand and respond to signs of mental illnesses and substance use disorders.

# EMERGENCY PROCEDURES

## ACTIVE SHOOTER/ARMED INDIVIDUAL



### Run

*Your first option when confronted with an active shooter is to run.*

If you hear gunshots and have a clear exit in the opposite direction, evacuating away from the sounds may be the best option.

Leave your belongings behind (take keys and phones only if it doesn't delay your escape).

Keep your hands visible.

Evacuate to a safe location.

Do **not** pull the fire alarm.



### Hide

*Your second option is to hide.*

Find a room to hide in and do whatever you can to make the room seem empty.

Lock the door, close the blinds, turn off the lights, stay away from the windows, and barricade the doors.

Remind everyone to stay quiet.

Remember to silence any phones or devices.



### Fight

*Fighting is a last resort only when your life is in danger.*

When your life is in imminent danger, you must be mentally prepared to fight aggressively.

Create a plan, remain quiet, locate weapons (such as a chair, water bottle, or backpack), and position yourself.

Attempt to incapacitate the active shooter.

## Information You Should Provide to the 9-1-1 Operator

- Clarify if you are on the University of Arizona campus.
- Location of the active shooter.
- Number of shooters, if more than one.
- Physical description of shooter(s).
- Number and type of weapons held by the shooter(s).
- Number of potential victims at the location.

## How to Respond When Law Enforcement Arrives

- Remain calm and follow officers' instructions.
- Immediately raise hands and keep hands visible at all times.
- Avoid making quick movements toward officers or holding onto them for safety.
- Evacuate in the direction where the officers instruct you to go.
- If you are hiding, it's important to stay in place until officers give you further instruction.

## BOMB THREAT AND SUSPICIOUS PACKAGE/LETTER

**A suspicious item** is defined as anything that is out of place and cannot be accounted for or any item suspected of being an explosive device.

1. Call or text 911 and provide information as to how the threat was received (telephone, letter, note).
2. Do not touch, move, or open a suspicious item. If you have opened it, remain calm.
3. If the package is leaking a substance or powder and you come into contact with the substance, keep your hands away from your eyes, nose, mouth, or any part of your face. Do not touch others or let others touch you.
4. Do not attempt to clean or cover anything that might have spilled from a package.
5. Keep others out of the area. Close off the area if possible.
6. Evacuate the immediate area.
7. Limit the use of two-way radios and cell phones near the suspicious item.
8. Wash your hands and arms with soap and water for at least one minute.
9. Follow instructions of emergency personnel.

## If you receive a phone threat:

- Keep your voice calm.
- Keep the caller on the phone to obtain as much information as possible.

### Questions to Ask:

1. When will it explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb / threat is it?
5. Where did you leave it?
6. Did you place a bomb?
7. Who is the target?
8. Why did you plant it?
9. Where are you?
10. What is your name?

### Notes to Document:

1. Date, time and phone number of call.
2. Age and gender of caller.
3. Speech patterns (accent, tone).
4. Emotional state (agitated, calm, etc.).
5. Background noise (traffic, people talking and accents, music, etc.).
6. Caller's message, conversation, comments.

## What to look for when receiving a suspicious letter or package:

- Excessive tape or postage, no postage, or non-canceled postage.
- No return address or obviously fictitious return address.
- Handwritten or poorly-typed address.
- Restrictive markings such as Confidential, Personal, etc.
- Packages that are unexpected or from someone unfamiliar to you.
- Packages that are addressed to someone no longer with your organization or otherwise outdated.
- Misspelled words.
- Unknown powder or substance, stains and/or discoloration on wrapping.
- Unexpected envelopes from foreign countries.
- Oily stains, discoloration, or strange odor.
- Rigid, bulky, lopsided, or uneven
- Protruding wires.

## CYBER ATTACK

If you believe that you have been the victim of a cyber attack (phishing, compromised data, etc.), report immediately to the UA Information Security Office at [security@arizona.edu](mailto:security@arizona.edu) or **520-626-TECH (8324)** (available 24/7).

**Phishing** is an email fraud method used by hackers and thieves to lure unsuspecting recipients into giving away their sensitive information or downloading malicious software. [More information about phishing](#)

### Cyber Security Safety Tips

- Never share your passwords.
- Use complex passwords and change passwords frequently.
- Never leave your laptop or digital devices unattended.
- If you receive a suspicious email, do not click on links, open unexpected attachments, or provide personal or financial information.
- Only shop online with companies you know.

## DEATH OR VIOLENT INCIDENT ON CAMPUS

In the event of a violent incident, homicide, mass casualty event, or a death on campus:

1. Call or text 911.
2. Ensure you are in a safe location.
3. Monitor UAlert, email, and the [Incident webpage](#) for further information and instructions.
4. If you or someone you know is in need of counseling or support, please contact:
  - Students - [Counseling & Psych Services \(CAPS\)](#) - Call 24/7 **520-621-3334**.
  - Employees - [Life & Work Connections](#) - Call **520-621-2493**.
  - Suicide & Crisis Lifeline - Call or text **988**.
  - 24/7 Community-Wide Crisis Support - Call **520-622-6000** or **866-495-6735**.

## DISRUPTIVE OR DISTRESSED INDIVIDUAL

### What is Threatening Behavior?

Any statement, communication, conduct or gesture directed toward any member of the campus community or others which causes reasonable apprehension or fear of physical harm. The threat can be towards people or property.

**Threatening Behavior** may include direct or implied threats of violence, challenges to fight, shoving, physical attacks, stalking, threatening phone calls, emails, or other correspondence.

## Is the individual an imminent danger or threat to you or those around you?

### Yes

- Call or text 911 immediately.
- Maintain as much physical distance from the individual as possible.
- Try to de-escalate the situation verbally until help arrives.
- Notify Supervisor/Instructor OR
- Notify **Threat Assessment & Management Team (TAMT)** via the **TAMT Incident Report Form**

### I don't know for certain, but I am fearful

- Notify Supervisor/Instructor OR
- Notify **Threat Assessment & Management Team (TAMT)** via the **TAMT Incident Report Form**

### No, but I think this person is troubled or having personal issues or experiencing problems around work or school

Refer to appropriate campus support service:

- **Students**
  - Counseling and Psych Services - **520-621-3334**
  - Dean of Students - **520-621-7057** or submit **CARE Report form**
- **Employees**
  - Life & Work Connections - **520-621-2493**
- **Visitors**
  - University of Arizona Police Department - **520-621-8273**

## EVACUATION

Circumstances that may require evacuation include power failure, criminal activity, discovery of a suspicious object, fire, or an unexpected release of a hazardous material. Always remain calm and follow the directions given by emergency personnel, building managers, or other persons of authority.

### Building Evacuation

1. Evacuate the building using the nearest possible exit.
2. DO NOT use elevators.
3. Only if it does not delay your evacuation, take personal belongings (keys, wallet, phone, etc.).

4. Secure any hazardous materials or equipment before leaving.
5. Follow directions given by building managers and/or emergency responders.
6. Go to the assembly location designated in the building's evacuation plan.
7. Assist people with disabilities per the guidance below.
8. DO NOT re-enter the building until directed to do so by emergency personnel.

## Evacuation of Disabled Persons

In an emergency situation, an elevator may not be available.

If a person with a disability is able to exit the building without using the elevator, then they should follow the appropriate exit route.

If exit from the building is possible only by use of the elevator, a disabled person should follow these procedures:

- In case of a fire, enclosed and exterior building stairwells are "areas of safe refuge" because they have a higher fire-resistive rating.
- Move to the nearest "area of safe refuge" and remain there.
- Make sure the door to the stairwell is closed. Open doors will allow smoke, and possibly fire, into the stairwell.
- Call or text 911 with specific location information.
- Anyone with location information should inform the first responders that there is a disabled person who may require evacuation assistance.

**In dorms or residence halls**, if a disabled resident cannot leave their room immediately, they should remain in the room and call or text 911 with their location.

- Note that first responders are made aware of dorm rooms occupied by disabled residents who may need assistance in an emergency evacuation. They are trained to check these rooms first.

Disabled people can direct others on how to assist them with evacuation. Individuals should defer to the disabled person and only assist in ways both parties feel comfortable. If there are any doubts by individuals of their ability to safely assist the disabled person, evacuation assistance should be deferred to the first responders.

For non-emergency evacuation situations,

- Call UAPD **(520-621-8273)** or **local non-emergency number**.
- UAPD will send personnel to the location to assess the situation and contact Tucson Fire Department (TFD) for all evacuation scenarios.

## FIRE/EXPLOSION

In case of a fire/explosion emergency, remember the **RACE** acronym:

**R**escue yourself; followed by others if it is safe to do so.

**A**lert others by activating the fire alarm.

**C**lose the door on the way out.

**E**vacuate. Do not delay your evacuation to retrieve any materials.

**Do not risk your life to fight a fire. A fire may lead to toxic gasses, smoke, and oxygen deficiency.**

- If the fire is burning over an area too large for it to be extinguished quickly, immediately evacuate the area.
- Do not use the elevators. Leave the building via the stairs.
  - See information regarding [Evacuation of Disabled Persons](#).
- Go to your pre-determined gathering point or remain at a distance of at least 200 feet from the building.
- If you are a supervisor or instructor, try to account for your employees or students and report any missing persons to the emergency personnel at the scene.
- Do not re-enter the building until directed to do so by emergency personnel.

### Information to Know When Calling 911

- Location of incident.
- Possible cause of incident.
- Floors/rooms affected.
- Noises before or after you smelled smoke and/or heard an explosion/audible alarm.

## HAZARDOUS MATERIALS/CHEMICAL SPILL

A minor chemical spill is one that the laboratory staff is capable of handling safely without the assistance of safety and emergency personnel. All other chemical spills are considered major.

### Major Chemical Spill

- If the spill is life or health-threatening or you are unsure, evacuate the area immediately. If necessary, pull the nearest fire alarm and evacuate the building.
- Call or text 911 (UAPD) immediately.



- After the emergency, all chemical spills, no matter how small, should be reported to Risk Management (**520-621-1790**) to ensure proper clean up.

### **Minor Chemical Spill**

1. If the spill is not health-threatening, and you have received training, use proper clean-up equipment to clean up the spill. Dispose of waste materials properly.
2. Call Risk Management (**520-621-1790**) if you have not received training and/or to ensure proper clean up.

### **Chemical Fire**

1. Try to remain calm.
2. Activate alarm/pull station.
3. Immediately call or text 911 (UAPD).
4. If the fire is small and you have received training, attempt to extinguish it with a fire extinguisher or other available means. Do not jeopardize your personal safety.
5. Never allow fire to come between you and an exit.
6. Evacuate your area. Close doors on your way out.
7. Do not return to the area of the emergency until instructed to do so by emergency personnel.

### **Unusual Odor**

- Immediately call Risk Management (**520-621-1790**).

## **LOCKDOWN**

An imminent threat of violence may be cause for a lockdown of all or part of campus. Some exterior doors will lock automatically. Emergency personnel will lock others manually. The goal is to limit exposure to danger by preventing dangerous persons from entering campus buildings.

### **If a lockdown is ordered:**

- Stay Inside. Do not leave the building unless an imminently dangerous situation arises inside.
- If outside, seek shelter in the nearest building.
- Choose a room with a sturdy door and a strong lock.
- Close windows, shades, and blinds, and turn off lights.
- Stay out of sight of the hazard. Stay away from glass windows or doors.

- Be cognizant of which way the door opens.
- In addition to locking the door, fortify doors with heavy items such as furniture.
- Stay low and hide behind large items that may provide full or partial cover.
- Turn cell phones on silent (not vibrate, as a vibrating phone is still audible).
- Report any emergency or unusual condition by calling or texting 911.
- Monitor UAlert, email, and the [Incident webpage](#) for updates and further instructions.
- Once in a secure location, do not leave until receiving the “all clear” from law enforcement or UAlert.

### What is the difference between **lockdown** and **shelter in place**?

If you have heard the terms "Shelter in Place" and "Lockdown" and been confused as to what the difference is, don't worry, you are not alone. The distinction is not necessarily intuitive, but it is important. The key thing to remember is that both are instructions to put effective barriers between you and a threat. The difference is in the types of threats and what kind of barrier is called for.

A **shelter in place** is the use of a structure and its indoor atmosphere to temporarily separate you from a hazardous outdoor atmosphere. This can be because of a hazardous material incident or a weather-related emergency. It entails closing all doors, windows, and vents and taking immediate shelter in a readily accessible location.

A **lockdown** may be instructed during situations such as a hostile or armed intruder inside a building. A lockdown requires locking doors and windows and barricading oneself to block entry to a facility or to an office suite.

## MEDICAL EMERGENCIES

- **Call or text 911.**
- Unless trained, do not render assistance above basic first aid.
  - Determine the welfare of the ill or injured person by asking, "Are you okay?" and "What is wrong?"
  - If the ill or injured person is unconscious, check pulse and breathing and perform CPR if necessary.
  - Control serious bleeding by direct pressure and elevation of the wound.
  - Keep the ill or injured person still and comfortable; have them lie down if necessary.
- Do not attempt to move the injured person unless they are in immediate danger.
- Clear the area of unnecessary people.
- Have someone meet and escort the first responders to the victim.

- Limit your communications with the ill or injured person to quiet reassurances.
- After the person's immediate needs have been met, remain to assist first responders on the scene with pertinent information about the incident.
- If the victim is an employee, notify their supervisor.

If the injury or illness is minor but medical care is required, employees should report to Campus Health or their own health care provider and must let the provider know if the injury or illness is work related. Employees, including student workers and graduate assistants, should report work-related injuries to **Risk Management**.

### Information to Know.

- Location of **automated external defibrillators (AEDs)**/AED trained personnel.
- Location of medical kits.
- Location of incident.
- Phone number at your location.
- How many victims are involved.
- If the victim is breathing.
- If the victim is conscious.
- If the victim has a pulse.
- If there is severe bleeding.
- Who has been trained in emergency first aid procedures and CPR

## SEVERE STORM/LIGHTNING

1. Try to remain calm.
2. Seek shelter in a sturdy building away from windows, exterior doors, and walls.
3. Do not use elevators.

### If you are outdoors

1. Seek shelter in a sturdy building as quickly as possible.
2. Avoid elevated places and isolated trees.
3. Keep your head and body as low to the ground as possible.
4. Minimize contact with the ground.

## SHELTER IN PLACE

A shelter-in-place protocol is designed to keep you safe while indoors. Procedures may vary depending on the hazard.

If a shelter in place is ordered:

- If outside, seek shelter in the nearest building, preferably in an interior room with few windows.
- Allow access to others seeking shelter.
- Close all exterior doors, windows and any other openings to the outside.
- Avoid overcrowding by selecting several rooms if possible.
- Monitor UAlerts, emails, and the [Incident webpage](#) for further instructions.
- Report any emergency or unusual condition by calling or texting 911.
- Do not leave the building until receiving the “all clear” from emergency personnel or UAlert.

### What is the difference between **lockdown** and **shelter in place**?

If you have heard the terms "Shelter in Place" and "Lockdown" and been confused as to what the difference is, don't worry, you are not alone. The distinction is not necessarily intuitive, but it is important. The key thing to remember is that both are instructions to put effective barriers between you and a threat. The difference is in the types of threats and what kind of barrier is called for.

A **shelter in place** is the use of a structure and its indoor atmosphere to temporarily separate you from a hazardous outdoor atmosphere. This can be because of a hazardous material incident or a weather-related emergency. It entails closing all doors, windows, and vents and taking immediate shelter in a readily accessible location.

A **lockdown** may be instructed during situations such as a hostile or armed intruder inside a building. A lockdown requires locking doors and windows and barricading oneself to block entry to a facility or to an office suite.

## UTILITY EMERGENCY

In case of emergencies, such as electric power failure, natural gas leaks, and plumbing failure, **remain calm and follow the listed procedures.**

## Power Outage

1. If possible, call Facilities Management at **520-621-3000**.
2. If you are in an unlighted area, proceed cautiously to an area that has emergency lighting.
3. Provide assistance to others in your immediate area who are unfamiliar with the building.
4. If instructed to evacuate, proceed cautiously to the nearest exit.

**Note:** Major campus buildings are equipped with an emergency light system that within 10 seconds of electrical failure will provide enough illumination in main corridors and stairways for safe exiting.

## Elevator Failure

- All campus elevators are equipped with emergency phones connected directly to UAPD. If you are trapped in an elevator, contact UAPD via the emergency phone.
- If you discover an emergency (e.g., trapped occupants) involving an elevator, call or text 911 immediately.

## Gas Leak

- Extinguish any open flames, including cigarettes.
- Do not turn on or off any electrical appliances, light switches, etc.
- Cease all operations and immediately evacuate the building.
- From a distance, immediately call or text UAPD at 911. Call Facilities Management (**520-621-3000**) or your local gas company.

## Plumbing Failure/Flooding

- Call Facilities Management (**520-621-3000**) immediately and tell them of the exact location and severity of the leak.
- If there are electrical appliances and outlets near the leak, use extreme caution.
- If there is any possible danger, evacuate the area.
- If you know the source of the flooding and can safely stop it (i.e. unclog the drain, turn off the water, etc.), do so cautiously.
- Be prepared to assist as directed in protecting objects that are in jeopardy. Take only essential steps to avoid or reduce immediate water damage by covering, removing, or elevating them.

**For the full list of Emergency Procedures, visit the Emergency Management webpage on [Emergency Procedures](#).**