

# UNIVERSITY OF ARIZONA BUILDING EMERGENCY PLAN

**Building Name: Education North**

**Building Address: 1501 E. Speedway 85721**

**Building Manager Name: Michelle Tellez**

**Date Completed: April 14, 2023**

## GENERAL GUIDELINES

This document is intended to serve as a guide to be used in conjunction with the University's [Campus Emergency Response Plan \(CERP\)](#) for employees, students, and DCCs in emergency situations. Employees should familiarize themselves with these procedures before an emergency occurs and review the document annually. New employees must be instructed to read the procedures during their onboarding process.

UAlert is the primary source of information during any type of emergency. **When a potential emergency exists, UAPD should be notified immediately by calling 9-1-1.** UAPD will notify everyone within the University and provide information and instructions through the UAlert system.

During an emergency when people need to be directed to another area within the building or evacuated from the building, certain duties need to be performed by each department:

- Familiarize yourself with all emergency exits in ALL areas where you work. If you are away from your department, follow the appropriate emergency procedures for exiting the building. Do not return to your department and/or office.
- Employees will not be responsible for removal of everyone in the building, only for making sure everyone knows the evacuation route and emergency exit locations.
- Departments will issue their own procedures for securing valuable items.
- Departments will be responsible within office areas for notifying everyone to evacuate and directing them to the closest emergency exit.
- Assist people with disabilities.
- Only if able to do so quickly, take personal belongings (keys, purses, wallets, phone, etc.).
- DO NOT use elevators. If you are on an elevator, get off at the next floor immediately.
- Go to the emergency assembly areas or points, listed below.
- DO NOT re-enter the building until directed to do so by appropriate personnel.

- Keep calm, do not show panic or agitation.
- In all cases, personal safety is the primary concern.

There are many types of emergencies detailed in the University of Arizona's [Emergency Procedures](#). The directions for medical emergency, evacuation, lock-down, and shelter-in-place during an emergency are below.

If your building contains any [chemicals or possible hazardous materials](#) that cause a spill or accidental release, please contact RLSS at 520-626-6850.

## MEDICAL EMERGENCY

- CALL 9-1-1
- 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 medical team 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 the investigating officer with pertinent information about the incident.
- If the victim is an employee, notify their supervisor.
- The locations of the automated external defibrillators (AED) and trauma first aid kit are listed below.

## EVACUATION

Evacuation points for this building are listed at the end of this document.

Circumstances that may require evacuation include, but are not limited to:

- Power failure
- Criminal activity
- Discovery of a suspicious object
- Fire
- Unexpected release of a hazardous material

Notification for building evacuation will come through the building's fire alarm system and/or UAlert.

If evacuation of part of or all the campus is necessary, monitor UAlert, email, and the University Incident page <https://www.arizona.edu/incident> for additional information.

Always remain calm and follow the directions given by emergency responders (police and fire) as they arrive.

Follow the evacuation procedures:

- Evacuate the building using the nearest exist (or alternate if nearest exit is blocked).
- **Do not use the elevators.**
- If you are working in a laboratory, as quickly as possible, shut down any lab procedures involving heated reactions before you leave. Secure any hazardous materials or equipment before leaving. In the case of a fire, close all doors as you leave your work area, including any that have been propped open.
- Follow directions given by building managers and/or emergency responders.
- Go to the designated evacuation point.
- Assist people with disabilities. Disabled people can direct others on how to assist them with evacuation. University personnel should defer to the disabled person and only assist in ways the disabled person and University personnel feel comfortable.
- **Do not re-enter the building until directed to do so by emergency response personnel.**

For fires:

- Activate the building's fire alarm by pulling a manual fire alarm station. These devices are located at all stairwell doors and exits from the building.
- Report any details of the fire to UAPD after evacuating, stating the building name and number.
- Never enter a building if you hear the fire alarm siren or see the fire alarm strobes flashing.
- **Never re-enter a building you have evacuated until you have heard the "All Clear."** Both UAPD and Tucson Fire Department (TFD) will silence the fire alarm sirens when they arrive at a building so they can communicate over their radios. Just because you may hear the fire alarm siren turn off does not mean the building can be re-entered. Wait at the designated evacuation point for notice from UAPD that you can go back into the building.

## EVACUATION FOR DISABLED PERSONS

Before an evacuation happens, supervisors should specifically make sure that any disabled employee is informed of the closest evacuation points and procedures in the event of an emergency. All other employees should also be informed of these procedures.

In an emergency, 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:

- Move to the nearest “area of safe refuge,” which includes enclosed or exterior stairwells and remain there.
- In case of a fire, enclosed building stairwells are “areas of safe refuge” because they have a higher fire-resistive rating.
- Make sure any doors to the stairwell are closed. Open doors will violate the safe “envelope” and might allow smoke, and possibly fire, into the stairwell.
- The disabled person should remain in the stairwell. **Do not attempt to carry anyone up or down the stairs.**
- Call or text 9-1-1 with specific location information and notify someone (like a coworker, supervisor, instructor, or building monitor) of their location.
- Anyone with location information should inform the Tucson Fire Department (TFD) Incident Command Center that there is a disabled person who may require evacuation assistance.
- After UAPD has given the “All Clear”, an employee or supervisor should go immediately to the safe refuge area and notify the disabled person.

More specific evacuation procedures can be found on the University of Arizona’s [Emergency Procedures](#).

## LOCKDOWN

A lockdown will be ordered when a particular human threat exists, and a building or buildings needs to have exterior doors/entrances locked, to prevent an unauthorized person or persons from entering the building.

The authority to issue a lockdown will come from designated individuals within UAPD. UAPD will notify Amer-X to initiate a lock down of one or more buildings within the University of Arizona.

It is important to understand if a building is placed on lockdown, employees should discourage, but not physically prevent any person from exiting the building. The building will remain on lockdown until the appropriate authorities have communicated the threat no longer exists.

The goal of a lockdown is to limit exposure to danger by preventing 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 open building.
- Choose a room with a sturdy door and lock.
- Close windows, shades, and blinds
- Be out of view 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.
- Avoid detection by turning cell phones on silent and room lights off.
- Monitor UAlert, email, and the University Incident Page <https://www.arizona.edu/incident> for updates and further instructions.
- Once in a secure location, do not leave until receiving the “all clear” notification from law enforcement or UAlert.

## SHELTER-IN-PLACE

Shelter-in-place is designed to keep you safe while indoors. Reasons for a shelter-in-place order may vary but will most commonly be given for a natural disaster or weather condition. Notification for shelter-in-place will be given through UAlert or through your chain of command. The exterior doors of the building will remain at their normal operating level.

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 necessary.
- When considering what rooms or spaces in a building could be used for a shelter-in-place, think about potential restroom needs, water access, etc.
- Monitor UAlerts over email and text message for further instructions.
- Report any emergency or unusual condition by calling 9-1-1.
- Do not leave the building until receiving the “all clear” from a law enforcement officer or UAlert.

**Significant Building Information:** The following information should be distributed to all building occupants annually. An Emergency Procedures poster with key information will be posted throughout the building.

# SIGNIFICANT BUILDING INFORMATION

**BUILDING NAME:** Education North/Education Annex

**BUILDING ADDRESS:** 1501 E. Speedway 85721

**CONTROLLED POINT OF ENTRY FOR THIS BUILDING:** West Door

**BUILDING EXITS:** West and North Doors

**PANIC BUTTON LOCATIONS:** NA

**ADA (WHEELCHAIR) ACCESSIBLE SECURE ROOM LOCATIONS:** West door

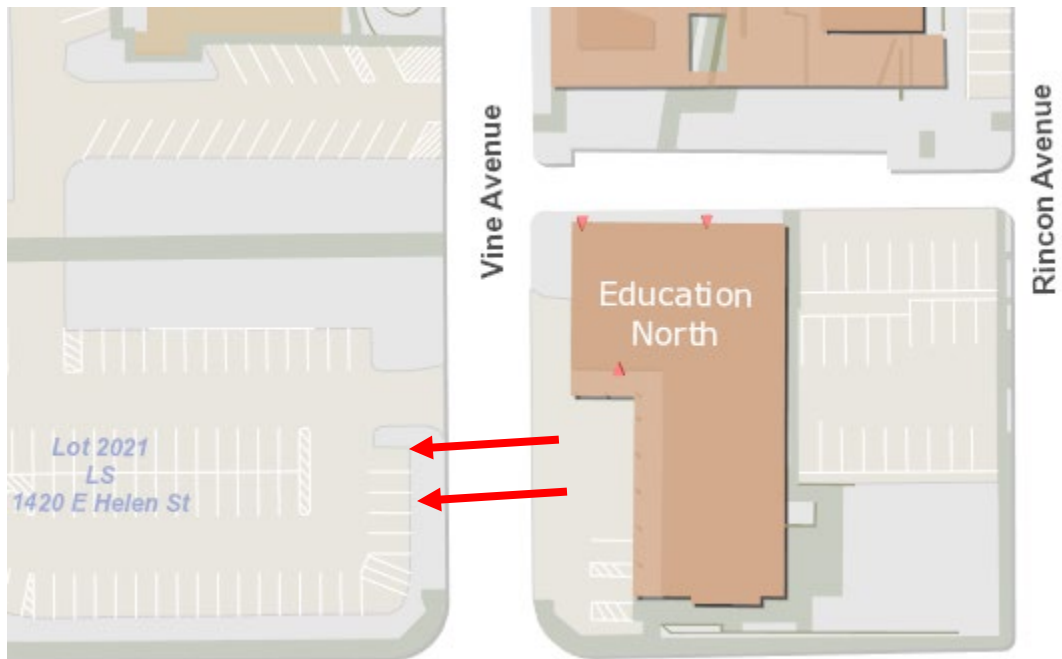
**THIS BUILDING IS EQUIPPED WITH SECURITY CAMERAS: No.**

**AED LOCATIONS: 1<sup>st</sup> Floor, east wall next to room 108A**

**TRAUMA MEDICAL KIT LOCATIONS: NA**

**EVACUATION POINT FOR EMERGENCIES, SUCH AS FIRE:**

**Evacuation Point #1 – West end of building, across Vine Street, to parking lot #2021**



**EVACUATION POINT FOR ACTIVE THREAT:**

**Run! Away from the active threat and exit the building. Place as many buildings between you as possible, and then contact your supervisor for accountability.**

**EVACUATION ROUTE: Follow the exit signs above doorways and in the hallways to the nearest exit.**

**PRIMARY EXITS**



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## EDUCATION NORTH

1501 E. SPEEDWAY BLVD., TUCSON, AZ

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