To be posted in all laboratories and offices

*Remain calm and follow procedures below. Call numbers listed for assistance.*

**Fire Emergency**
- Call: 7-9111, Give name, location, provide information requested, stay on line if possible.
- Pull fire alarm.
- Evacuate building. Proceed to rally location:
  - *AISC Steel Sculpture* – south of 300 Main
  - *Tau Beta Pi Sculpture* – Swearingen
  - *Swearingen Parking* – south of Swearingen
- At rally location, identify any missing persons from you lab area.

**Chemical or Biological Spill**
- Evacuate area necessary for personal safety.
- Notify other people and supervisor.
- Take action to contain spill if properly trained. *Do not endanger yourself.*
- Call: Day (8:30am-5:00pm) 7-5269. Night USCPD 7-4215.

**Medical Emergency**
- Determine if individual is injured.
- Call: 7-9111.
- Notify Supervisor.
- Do not move person.

**Radiation Spill**
- Evacuate appropriate area.
- Call: Day Radiation Safety 7-5269, Night 7-4215.
- Take action to contain spill if properly trained. *Do not endanger yourself.*

**Earthquake**
- *Stay indoors.* Call: USCPD 7-9111.
- Exit building only after tremors have stopped. *Move away from building.*
- Move away from windows; Beware of falling debris.
- After tremors have stopped, stay away from damaged buildings and structures because of possible aftershocks.

**Mechanical/Facility Concerns**
- Do not attempt to repair failure.
- Call: Day 7-4217, Night 7-4215. Give name, location, and state problem.

**Oral threat spoken or called into building**
- Record time, date and if you have caller ID, note the phone number.
- Have co-worker call on another line to USCPD 7-4215.
- Keep caller on line as long as possible.
- Ask/note the following:
  - Where is incident going to occur?
  - When is it going to happen?
  - Listen for background noise.
  - Listen for voice.

**Suspicious letter/package**
- Look for: no return address, misspelled words in address or return, excessive postage, stains, or other visible signs.
- Isolate letter or package.
- Do not open or smell.
- Call: USCPD 7-4215
- Describe letter or package, give name, location and remain calm.

CEE Department Office: 7-3614
Dr. Harries (Safety Coordinator): 7-0671
Avery Fox (Lab Supervisor): 7-0666