

# Emergency Response Guide

Partners  
in safety



- ASU Police Department.
- Emergency Management.
- Environmental Health and Safety.
- Risk Management Services.

**Do not file this document.  
Place it where it can be easily  
accessed.**

---

**Building address**

# Table of Contents



<b>Table of Contents</b> .....	<b>1</b>
<b>Introduction.</b> .....	<b>2</b>
<b>Work-related injury and property loss</b> .....	<b>3</b>
<b>Aircraft and motor vehicle incidents.</b> .....	<b>4</b>
<b>Power outage and flooding</b> .....	<b>5</b>
<b>Requests from news and media</b> .....	<b>6</b>
<b>Severe emotional, unusual or destructive behavior</b> .....	<b>7</b>
<b>Crimes against a person or property</b> .....	<b>8</b>
<b>Medical emergency and personal injury.</b> .....	<b>9</b>
<b>Radiation spill</b> .....	<b>10</b>
<b>Radiation spill</b> .....	<b>11</b>
<b>Hazardous materials incident</b> .....	<b>12</b>
<b>Hazardous materials incident</b> .....	<b>13</b>
<b>Laser injury assistance</b> .....	<b>14</b>
<b>Biological spills</b> .....	<b>15</b>
<b>Biological spills</b> .....	<b>16</b>
<b>Fire and evacuation.</b> .....	<b>17</b>
<b>Fire and evacuation.</b> .....	<b>18</b>
<b>Suspicious packages and bomb threat.</b> .....	<b>19</b>
<b>Natural disaster and inclement weather.</b> .....	<b>20</b>
<b>Natural disaster and inclement weather.</b> .....	<b>21</b>
<b>Emergency telecommunication devices</b> .....	<b>22</b>
<b>Contacts</b> .....	<b>23</b>

## Emergency preparedness at ASU

Emergencies, disasters, accidents, injuries and crimes can occur without warning. Being prepared to handle unexpected emergencies is an individual, as well as an organizational responsibility. This Emergency Response Guide has been developed to assist with preparation for a tragic event. **Please read this guide thoroughly before an emergency occurs.** Keep this flip chart available in your office for immediate reference. Preparedness is often defined by how well you respond to and recover from an incident; be prepared.

Preload important phone numbers listed in the contacts section of this document into your mobile phone.

### What you can do to prepare

- Keep emergency supplies in your office (medications, flashlights, comfortable shoes, bottled water, batteries, portable radio).
- Post this Emergency Response Guide in a visible location. Ensure staff is made aware of its location.
- Become familiar with emergency exit routes and assembly points around your building.
- Locate the nearest fire extinguisher and pull station.
- Complete and remain current on annual fire safety training.
- Register for Cardiopulmonary Resuscitation (CPR), Automated External Defibrillator (AED), First Aid, Crime Prevention and other safety training courses.

## Work-related injury

### Current procedures coverage

University employees are covered by Workers' Compensation (staff, faculty, graduate students, student workers, academic professionals and administrative staff).



### Employee

Seek immediate medical attention if necessary. Inform your healthcare provider that you are seeking treatment for a work-related incident.

- Medical Emergency: **Call 911**
- Non-Emergency:
  - Call CorVel **1-800-685-2877**.
  - University employees working on the Tempe campus can contact ASU Employee Health for non-emergency injuries at **602-496-1917**, 8 a.m.–5 p.m., Monday-Friday.



### Employee

ASU employees on approved international business travel.

- For assistance, call the 24/7 phone number on your ASU Travel Insurance card, reference the policy number and the State of Arizona.
- For life-threatening injury or illness, call the local emergency services.



### Employee

Advise your supervisor immediately.



### Employee

Prior to returning to work, submit the completed Health Care Provider Release to Return to Work Certificate of Illness or Injury form [asu.edu/hr/forms/wcformspacket.pdf](https://asu.edu/hr/forms/wcformspacket.pdf). You will be sent home if this form is not received. Fax to **480-993-0007**. Complete and submit the industrial compensation authorization form.



### Employee

Submit documentation related to your medical treatment to fax **480-993-0007**.



### Supervisor

Complete and submit the supervisor's incident investigation report within 48 hours of the incident.



### Supervisor

Report the incident online at [cfo.asu.edu/webform/employee-and-non-employee-incident-report](https://cfo.asu.edu/webform/employee-and-non-employee-incident-report) for both employee and non-employees or call **480-965-1823**.



### Supervisor

Report all missed time from work due to the incident, to Human Resources Benefits at [benefits\\_workcomp@asu.edu](mailto:benefits_workcomp@asu.edu).

## Property loss

### Property loss

Loss greater than 10,000 dollars must be reported within 24 hours and loss less than 10,000 must be reported within 90 days.



### Reporting party

Visit the ASU Insurance and Risk page and submit a loss report to [cfo.asu.edu/claims](https://cfo.asu.edu/claims).



### Criminal acts

If the loss or damage involves criminal activity, report it to the ASU Police Department **480-965-3456**.

## Aircraft incident

If an aircraft incident occurs on the campus, buildings close to or downwind of the site, may be evacuated.

**Refer to the “evacuation” section of this guide for more information.**

### If you witness an aircraft accident:

---

- **Call 911.** Notify the operator of the accident location, the number of casualties or injuries (if known) and any campus structures affected.
- **Do not** approach a downed aircraft. The responding Fire Department has equipment and personnel that are trained for such incidents.

## Motor vehicle accident

### If you witness a motor vehicle accident involving injuries:

---

- **Call 911**
- Provide as much information as possible to the call taker.
- Look for hazards that could affect you or responding emergency personnel (fuel, chemicals, etc.) and report them to the 911 operator.
- **Do not** attempt to move the injured individuals unless it is more dangerous to leave them where they are.
- Attempt to keep the victims calm and reassure them that assistance is on the way.
- Wear appropriate protective equipment if rendering aid.

## Power outage

- Report power outages to the ASU Police or local law enforcement agency. Law enforcement will immediately pass the information to the appropriate departments.
- Keep flashlights and batteries in accessible locations throughout your work areas.
- Remain calm! Buildings are supplied with emergency lighting to allow for safely exiting the building.
- If stuck in an elevator, remain calm and use the emergency button inside the elevator to call for help. Use a cell phone to call ASU Police or a local law enforcement agency if the emergency button does not work. As a last resort, pound on the doors and make noise in an attempt to gain someone's attention.
- Contact your supervisor for directions related to the continuation of work or relocation of workspace or assignment.
- Laboratory personnel should secure all experiments and unplug electrical equipment prior to evacuating. All chemicals should be stored in their original locations. Verify backup systems are functioning properly and exhaust and ventilation is occurring. If safe to do so, provide natural ventilation by opening all windows and doors. If this is not possible, or natural ventilation is inadequate, evacuate the laboratory until the power is returned.
- **Do not** use candles, burners or any open flame for light.
- Unplug all electrical equipment, including computers and turn off light switches.

## Flooding

- Building occupants should immediately report flooding or incidents of standing water to ASU Police or a local law enforcement agency. They will dispatch the appropriate departments for assistance.
- Avoid walking through or standing in puddles.
- Avoid wet areas, as the surface may be slick.
- Use extreme caution around appliances or outlets near the leak and standing water.
- Warn others of the hazard.
- Follow first responders' instructions regarding building evacuation.

## News requests

**Unless authorized, do not give statements on behalf of the university.**

During an incident involving ASU, **all inquiries from the news media should be directed to ASU's Office of Media Relations and Strategic Communications staff.** Media Relations representatives are trained to respond to media inquiries on behalf of ASU.

If you are contacted by members of the media, take the caller's name and phone number. Refer the call to media relations at [mediarelations@asu.edu](mailto:mediarelations@asu.edu). Office of Media Relations and Strategic Communications staff will coordinate a media response, taking into consideration all applicable legalities.

Register for alerts and advisories at ASU LiveSafe [cfo.asu.edu/livesafe-mobile-app](https://cfo.asu.edu/livesafe-mobile-app).

## Severe emotional distress, unusual or destructive behavior

- Call **911** or the Arizona Crisis Line at **602-222-9444** or EMPACT (students) **480-921-1006**; 24/7.
- Dial **988** for the Suicide and Crisis Lifeline nationwide to speak to a trained mental health provider.
- All calls are confidential and should be made if you or someone you know needs help.
- If you feel unsafe, call **911**.

## Person in crisis

- If you are not the person in crisis and you are safe, remain calm and ask how you may be of assistance. Ask the person if there is someone you can call for them.
- Notify a supervisor.
- Contact ASU Counseling for students or Employee Assistance for benefits-eligible staff and tell them about the issue (see contacts page).



## Crimes against a person

The university has a zero-tolerance policy (SPP 814) with regard to acts of intimidation, threats of violence and acts of violence in the workplace. For further information, refer to [cfo.asu.edu/OEI-training](https://cfo.asu.edu/OEI-training).

### Acts of violence:

- **Flee the area to put distance between yourself and the attacker.**
- Immediately dial **911** and request assistance.
- Shelter yourself. Try to place solid items between you and the attacker.
- Fight back. If possible, flee from fighting if the opportunity presents itself.
- Emergency call boxes (Blue Light Phones) are strategically located across each ASU campus. Immediate access to your local police department can be summoned by merely pushing a button.

## Property crimes

ASU takes damage to property seriously and will promptly act to replace stolen or damaged property, remove graffiti and address other crimes.

Criminal damage or loss of state property or sponsor-owned equipment should be immediately reported to ASU Police or local law enforcement agency. Visit the ASU Insurance and Risk page and submit a loss report to [cfo.asu.edu/claims](https://cfo.asu.edu/claims).

Personal property, such as bikes, should be registered at [cfo.asu.edu/bike-registration](https://cfo.asu.edu/bike-registration). If stolen, bikes and other personal items may be covered by your homeowner's policy, credit card insurance programs or other non-traditional replacement programs. **ASU Police phone: 480-965-3456.**

## Civil disturbance

Includes riots, demonstrations or assemblies that become significantly disruptive.

- **Report the situation to ASU Police or a local law enforcement agency.**
- Avoid the area.
- Avoid provoking or obstructing demonstrators.
- Secure your area (lock doors, safes, files, vital records, and expensive equipment).
- Continue with normal routines as much as possible.
- If the disturbance is outside, stay away from doors or windows. **STAY INSIDE.**
- Prepare for evacuation or relocation.
- Follow law enforcement instructions.

### Run

- Leave your belongings.
- Quickly move to your nearest exit.
- Warn Others.
- Get to a safe space and call 911.

### Hide

- Lock/block doors, turn off lights, close blinds and silence phones.
- Get out of view, spread out and remain quiet.
- Identify items to use as weapons if needed.
- Remain in place until police arrive and prepare to fight for your life.

### Fight

- Give **100% effort** to whatever action you choose to take.
- Your goal is to: **Distract, Disrupt** and/or **Disarm.**

**A quick and effective response can save lives.**

## Medical emergency and personal injury

### Call **911** for all medical emergencies

All University personnel are encouraged to learn first-aid and CPR/AED. For more information, contact ASU EHS or email at [askehs@asu.edu](mailto:askehs@asu.edu).

### Heat-related illness

---

- Get victim to a cool place.
- Loosen tight clothing.
- Apply cool, wet cloths to the skin.
- If victim is conscious, give cool, not cold water to sip.

### Cuts and punctures

---

- For minor incidents: Wash injury with soap and water for several minutes.
- For serious incidents: **Call 911** and seek medical attention immediately. If **IMPALED** by a foreign object – **Do not REMOVE THE OBJECT** and wait for medical attention to arrive.

### Material splashed in eye

---

- Immediately rinse eye and inner surface of eyelid with water continuously for a minimum of 15 minutes.
- Hold the eye open to ensure effective flushing behind eyelids.

### Cardiac arrest

---

- **Call 911**
- Locate the nearest AED(s) within the building or in a nearby building.
- The use of an AED is necessary to revive a victim of cardiac arrest. The automated unit will give verbal instructions regarding proper use and will only shock when the victim's condition warrants a shock. Have someone at the scene dial **911** in order to report the incident.

In addition, you can obtain medical attention by dialing **911** for emergencies or by visiting ASU Employee Health for faculty and staff, or ASU Health Services for students, during normal business hours. Or you may proceed to the nearest urgent care or emergency department. Report any personal injury incidents to your supervisor.

## Radiation spill

Emergencies in laboratories utilizing radioactive material will usually be limited to minor spills. The potential does exist, however, for emergencies involving significant radiation hazards. These incidents may be complicated by injuries to personnel.

In all emergency situations, the primary concern must always be the protection of personnel from radiation and non-radiation hazards. The secondary concern is to confine contamination. Medical assistance should not be withheld or delayed because of contamination of personnel by radioactive material. If the spill is cleaned by lab personnel, use a Geiger counter to ensure the area has been decontaminated, if applicable.

### Spills

---

#### Notify all other persons in the room immediately.

- Confine the spill immediately, but make no attempt to clean up the spill.
- For liquid spills, put on protective equipment and place absorbent paper on the spill.
- Notify EHS Office of Radiation safety officer immediately.
- For dry spills, put on protective equipment and place lightly moistened absorbent paper on the spill, taking care not to spread contamination.
- If the spill is on the skin, flush thoroughly with water. If the spill is on clothing, remove and discard the outer clothing at once.
- **Do not** allow anyone to resume work in the area or leave the premises without approval of the Radiation Safety Officer (RSO) or approval of the radiation safety officer or designee.
- Only personnel who have completed the ASU Radiation Safety Training should clean up spills.
- Wear appropriate dosimetry during cleanup.

### Incidents involving radioactive dusts, mists, fumes, organic vapors and gasses

---

- Notify all personnel to vacate the room immediately.
- Hold breath, close all windows and escape valves and switch off circulating air.
- Evacuate the room.
- Notify EHS at once.
- Confirm all entrances and exits to the room are closed. If necessary, post guards to prevent accidental opening of doors.
- **Do not** re-enter the room or permit anyone to leave the premises without approval from the RSO or their designee.

### Injuries to personnel involving radiation hazards

---

- Wash minor wounds immediately under running water.
- Report all radiation accidents (wound, ingestion, and inhalation) to EHS immediately.
- **Do not** permit personnel involved in a radiation injury incident to return to work or leave the premises without the approval of the RSO or the physician.
- Obtain medical attention at ASU Employee Health for faculty and staff or ASU Health Services for students by calling the number listed on the contacts page, Monday to Friday, 8 a.m.–5 p.m. or seek help from other local medical resources.

## Spill on the body

---

- Remove and bag contaminated clothing.
- Rinse exposed area thoroughly with water.
- Obtain medical attention at ASU Employee Health, Monday to Friday, 8 a.m.–5 p.m. or seek help from other local medical resources.
- Report incident to supervisor and EHS Monday to Friday, 8 a.m.–5 p.m. Nights and weekends, call ASU Police or a local law enforcement agency.

## Burns

---

- Shut off machine – **Do not** alter the machine’s configuration until approved by the RSO.
- Obtain medical attention at ASU Employee Health for faculty and staff or ASU Health Services for students Monday – Friday, 8 a.m.–5 p.m. or seek help from other local medical resources.
- Report incident to supervisor and EHS Monday – Friday, 8 a.m.–5 p.m. Nights and weekends, call ASU Police or a local law enforcement agency to report the incident and request medical assistance if needed.

## Additional site instructions

Location of the Spill Response Kit: \_\_\_\_\_

Location of nearest safety shower: \_\_\_\_\_

Location of nearest eyewash: \_\_\_\_\_

Location of telephone: \_\_\_\_\_

Location of Safety Data Sheets (SDS): \_\_\_\_\_

**A chemical, hazardous waste, fuel or oil spill is considered a hazardous materials incident. In addition, an accidental hazardous gas release is considered a hazardous materials incident. Only trained and authorized personnel may conduct a spill or gas release response. Larger spills and gas releases requiring outside assistance must be reported to ASU PD.**

## Hazardous materials spills and hazardous gas releases

### In case of a major, hazardous materials spill **call 911 immediately**

---

Provide dispatcher with information regarding the spill (i.e., location of spill, injuries, type of chemicals, hazards, flammability of substances and Safety Data Sheets).

A **MINOR** spill is one that a trained employee is capable of containing safely without assistance from EHS or emergency personnel. All other spills are considered **MAJOR**.

- **Do not** attempt to clean up a minor spill unless you feel comfortable doing so.

### For a major spill or leak

---

- If conditions warrant, activate the nearest fire alarm.
- Immediately evacuate the area, closing doors behind you. (Refer to the “Evacuation” section of this guide.)
- **Call 911.** If dialing from a cellular device, there is a chance that you will connect with a police agency other than ASU. Tell them your location and situation, and they will direct you to the appropriate agency.
- **Do not** attempt to clean up the spill yourself.
- Provide cleanup and response personnel with appropriate Safety Data Sheets and other pertinent information.

### For a minor spill or leak

---

- Alert people in the immediate area of the spill or leak.
- If you attempt to contain or clean up the spill or leak:
  - You must wear proper personal protective equipment (PPE).
  - Never attempt to clean up a spill if you are alone.
  - Avoid breathing vapors.
- **DO NOT ALLOW ANYTHING TO DISCHARGE INTO DRAINS!**
- Use your spill kit.
- Bag or contain clean up material and label it with a Hazardous Waste Tag.
- Contact EHS for waste removal. Please leave a detailed message when calling after hours.

## Chemical spill on body

- Flush exposed area with running water from a faucet or safety shower for at least 15 minutes.
- Remove contaminated clothing and place and seal in a plastic bag.
- Avoid contact with eyes.
- Check safety data sheet to determine if delayed effects may be expected.
- Obtain medical attention at ASU Employee Health for faculty and staff or ASU Health Services for students, Monday – Friday, 8 a.m.–5 p.m. or seek care at an urgent care or hospital.
- Report all incidents to a supervisor. The supervisor is responsible for workers' compensation paperwork, notifying EHS during business hours. The supervisor is required to notify ASU Police or a local law enforcement agency for after-hours or weekend incidents (see Contacts page).

ASU EHS has personnel trained in the proper cleanup and containment of minor and major hazardous spills or releases and can be dispatched using the number listed in the contacts page, Monday – Friday, 8 a.m.–5 p.m. Call the ASU Police non-emergency number after-hours to request EHS assistance.

Employees **must be trained** in the safe use of chemicals and chemical waste management prior to working in a laboratory or cleaning up minor spills. To register for Laboratory Chemical Safety training or for Hazardous Waste Management Training, visit the EHS website: [cfo.asu.edu/ehs](https://cfo.asu.edu/ehs).

## Additional site instructions

Location of the Spill Response Kit: \_\_\_\_\_

Location of nearest safety shower: \_\_\_\_\_

Location of nearest eyewash: \_\_\_\_\_

Location of telephone: \_\_\_\_\_

Location of Safety Data Sheets (SDS): \_\_\_\_\_

## Laser injury assistance

### If injured by a laser, follow these steps:

---

- Stop all work in the lab.
- Shut down all lasers in the lab. **Do not** resume work until approved by the Laser Safety Officer, LSO.
- Seek medical attention as soon as possible. Have a coworker call for help and give assistance.
  - Severe injuries such as total loss of vision, bleeding from eye, second- or third-degree burns to the eye area or face **call 911** to request transport to the nearest hospital or emergency room.
  - For exposures not resulting in severe injury, contact ASU Employee Health at **602-496-1917** to determine your next steps for medical treatment.
- **Do not** alter laser set up to allow analysis to find the cause of the accident and to take corrective action to prevent a reoccurrence.
- Notify the laser user's supervisor and the ASU LSO at **480-965-1823**.

## Biohazards

**Biohazards** are microorganisms, microbial toxins or other biological agents that can infect or cause disease in humans, animals or plants. Biohazards include human blood, body fluid, tissues and cell lines of human origin, as well as certain bacteria, bacterial toxins, viruses, fungi, rickettsia, prions, protozoans and parasites. Genetically modified organisms and materials containing recombinant or synthetic nucleic acid molecules are also considered biohazards.

For any **biological spill**, notify others in the room so they will not unknowingly be exposed or spread the spill. If spills occur, secure the area so other personnel cannot enter the space. For spills of a large volume, or spills of organisms transmitted via the inhalation route, immediately notify the Principal Investigator (PI) and EHS using the number listed on the contacts page. If someone is injured, **call 911** for assistance and notify emergency personnel if you or others are contaminated with biohazardous materials. **Personal exposure takes priority over cleanup.** If you are exposed, immediately remove contaminated clothing and other protective equipment and wash affected areas with soap and water. If medical follow-up is warranted, it should be sought immediately.

## Spill kit contents

---

A spill kit is kept in each area where work with biohazards is conducted. Spill kit contents include:

- An empty spray bottle to prepare a fresh bleach solution at a 10% final concentration.
- An autoclavable bag, tongs and hand broom and dust pan to pick up any sharps or broken glass, paper towels, disposable gown, gloves, goggles and shoe covers.

**NOTE:** A 1:10 dilution of household bleach and water (1 part bleach to 9 parts water), prepared fresh daily, is effective in most situations. Contact EHS Biosafety and Biosecurity for more information about the selection of disinfectants, particularly for any organisms suspected of being atypical in their sensitivity to disinfectants.

## Biological safety level (BSL) classifications

**BSL-1** is required for work involving well-characterized agents not known to consistently cause disease in immunocompetent adult humans and present minimal potential hazard to laboratory personnel and the environment.

**BSL-2** is required for work involving agents that pose moderate hazards to personnel and the environment.

**BSL-3** is required for clinical, diagnostic, teaching, research or production facilities where work is performed with indigenous or exotic agents that may cause serious or potentially lethal disease through the inhalation route of exposure.

**BSL-4** is required for work with dangerous and exotic agents that pose a high individual risk of aerosol-transmitted laboratory infections and life-threatening disease that is frequently fatal, for which there are no vaccines or treatments, or a related agent with unknown risk of transmission.

**Note:** No research with biohazards at BSL-4 is currently permitted in ASU facilities.

## Cleanup procedures for BSL-1 and BSL-2 biological spills

---

- Always **call 911** for life-threatening emergencies.
- Alert others in immediate area of the incident; notify the PI as soon as possible. If cleanup assistance is needed, contact ASU EHS Biosafety and Biosecurity Monday to Friday, 8 a.m.–5 p.m. at **480-965-1823**. For response outside of business hours, contact ASU Police at **480-965-3456**.
- Wear proper personal protective equipment, including a lab coat protected with a disposable gown, goggles, gloves and shoe covers.
- If broken glass or other sharps are present, use tongs or broom and dustpan to pick up item and discard into sharps container.
- Cover spilled material with paper towels and carefully pour an appropriate disinfectant onto paper towels in sufficient quantity to ensure effective microbial inactivation, proceeding from the outer edge of the spill to its center. Allow the appropriate contact time to allow the disinfectant to inactivate the material.



- Decontaminated waste material must be placed into a biological waste container lined with a biohazard bag.
- All personnel involved in the cleanup will wash their hands and any exposed body parts with soap and water.
- Contaminated personal clothing should be removed avoiding mucus membranes and placed into biohazard bags. Reusable laboratory coats should be placed into a separate autoclave bag, autoclaved and then laundered using the ASU Laboratory Coat Laundering Service.

## In the event of an exposure to an infectious agent or material:

- ASU Employee Health is available during business hours in person and by phone at **602-496-1917**. Contact **911** for life-threatening situations.
- For all incidents after hours involving ASU employees, contact CorVel triage for assistance at **800-685-2877**.
- Report all incidents or potential incidents immediately to the PI and lab manager and to ASU EHS Biosafety and Biosecurity at **480-965-1823** or [biosafety@asu.edu](mailto:biosafety@asu.edu).

## Personal protective equipment (PPE) requirements summary table\*

### BSL-1

- **Protective laboratory coats, gowns or uniforms** are worn to prevent contamination of personal clothing.
- **Protective eyewear** worn when conducting procedures that have the potential to create splashes and sprays of microorganisms or other hazardous materials. Eye protection and face protection are disposed of with other contaminated laboratory waste or decontaminated after use.
- Personnel who wear contact lenses in laboratories should also wear eye protection.
- **Gloves** must be worn to protect hands from exposure to hazardous materials.

### BSL-2

- **Protective laboratory coats, gowns, or uniforms designated for laboratory use** are worn while working with hazardous materials and removed before leaving for non-laboratory areas. Protective clothing is disposed of appropriately or deposited for laundering by the institution. Laboratory clothing is not taken home.
- **Eye protection and face protection** (e.g., safety glasses, goggles, mask, face shield or other splatter guard) are used for manipulations or activities that may result in splashes or sprays of infectious or other hazardous materials. Eye protection and face protection are disposed of with other contaminated laboratory waste or decontaminated after use.
- Personnel who wear contact lenses in laboratories should also wear eye protection.
- **Gloves** must be worn to protect hands from exposure to hazardous materials.
- **The risk assessment considers whether respiratory protection is needed** for the work with hazardous materials. If needed, relevant staff are enrolled in a properly constituted respiratory protection program.
- **If research animals are present**, a risk assessment considers appropriate eye, face, and respiratory protection, as well as potential animal allergens.

### BSL-3

- **Protective clothing with a solid-front, such as tie-back or wrap-around gowns, scrub suits or coveralls is worn.** Protective clothing is not worn outside of the laboratory. Reusable clothing is decontaminated before being laundered. Clothing is changed when contaminated.
- **Eye protection and face protection** (e.g., safety glasses, goggles, mask, face shield or other splash guard) are used for manipulations or activities that may result in splashes or sprays of infectious or other hazardous materials. Eye protection and face protection are disposed of with other contaminated laboratory waste or decontaminated after use.
- Personnel who wear contact lenses in laboratories must also wear eye protection.
- **Gloves** must be worn to protect hands from exposure to hazardous materials.
- Two pairs of gloves are worn when appropriate.
- **Respiratory protection is considered.** Staff wearing respiratory protection are enrolled in a properly constituted respiratory protection program.
- **Shoe covers** are considered.
- **If research animals are present**, a risk assessment considers appropriate eye, face, and respiratory protection, as well as potential animal allergens.

\*Safety is improved when PPE is used in combination with physical containment devices or equipment, such as Biological Safety Cabinets (BSCs).

## Fire and evacuation

### All employees are required to complete annual fire safety and fire prevention training.

In advance of an emergency, determine the nearest exits to your location and the best routes to follow. If time permits during evacuation, secure your workplace and take personal items, such as keys for car and house, prescription medication, wallets and purse.

In most emergencies, complete evacuation of the campus is not necessary. If there is a major hazardous materials release, flood or other MAJOR incident, it may be necessary to relocate all university personnel to a safer location.

#### Evacuation from a building:

---

- Walk, **do not** run.
- **Do not** use elevators.
- If safe to do so, assist people with mobility impairments as indicated by that person, or direct them to the nearest stairwell, and contact ASU Police or other responding emergency agency for assistance.
- Gather outside at a designated assembly area.
- **Do not** return to your building until instructed from ASU Police, EHS or other responding emergency agency in charge of the scene.

#### Shelter in Place:

---

In some instances, it is safer to shelter in place than it is to leave a building. For example, in situations with smoke or fire immediately outside your room, live electrical wires block access to the exit, individuals with mobility impairments above or below ground floors or the hazard is outside the building or area you are located.

- **Call 911** and tell them your name, the campus you are on, the building you are in and the address to the building, and if you are unable to evacuate, include why evacuation is not possible. Follow directions of 911 operator.

#### On-campus assembly areas:

---

In the event of a building or area evacuation, you will be notified where assembly areas will be located. Food, water, first-aid, shelter and information will be available at designated assembly areas, when applicable.

#### If you discover a fire or see smoke:

---

- If building alarm is not sounding, manually activate the alarm by using a fire alarm pull station located near an exit.
- Immediately exit the building and close doors behind you on your way out.
- **Call 911** from cell phone or activate an emergency blue light call box.

NOTE: Dialing 911 from a cell phone may not go directly to the ASU Police. Always provide ASU campus and address.

## If building fire alarm is activated or someone informs you of a fire:

---

### Walk to the nearest exit. Do not use the elevators.

- If able, assist people with mobility impairments.
- Notify emergency personnel if you know or suspect someone is trapped or still inside the building.
- Gather outside at a designated area away from the building and **do not** attempt to re-enter the building until instructed from ASU Police, EHS or other responding emergency agency in charge of the scene.

## If caught in smoke:

---

- Drop to hands and knees and crawl towards the nearest exit.
- Stay low as smoke will rise to ceiling level.
- Hold your breath as much as possible; breathe through your nose and use a filter, such as a shirt or towel.

## If trapped in a room:

---

- Close as many doors as possible between you and the fire.
- Wet and place a cloth material around or under the door to help prevent smoke from entering the room.
- If room has an outside window, be prepared to signal someone outside.

## Clothing on fire:

---

- Stop, drop and roll to smother flame.
- **Call 911.** Obtain medical attention.
- Report incident to supervisor. The supervisor is responsible for notifying ASU's Office of Human Resources and EHS. Information can be located on the contacts page.

## Laboratory evacuations:

---

Laboratory personnel should ensure that heat-producing equipment and ignition sources (e.g. Bunsen burners, alcohol lamps, benchtop incinerators, etc.) are turned off.

## Fire extinguisher instructions

Use the **PASS** method.

- **Pull** the pin from the top of the fire extinguisher.
- **Aim** the nozzle at the fire.
- **Squeeze** the handle to discharge the agent onto the fire.
- **Sweep** the nozzle left-to-right at the base of the fire and continue discharging a few seconds after all flames are gone.

Note: Only use a fire extinguisher if the fire is very small and you have been trained to do it safely. If you cannot put out the fire, leave immediately and make sure the building alarm is activated and emergency personnel are notified. Report all fires to ASU Fire Marshal Office **480-965-1823** or **[ASUFIRE@asu.edu](mailto:ASUFIRE@asu.edu)**.

# Suspicious packages and bomb threat



If you receive or discover a suspicious package or foreign device,

**DO NOT TOUCH, TAMPER WITH OR MOVE IT.**

**Immediately report the package to the ASU Police or local law enforcement agency.**

## Suspicious package

The following list may assist with the detection of letter or parcel bombs or packages that may contain a harmful substance.

- Foreign mail, air mail and special deliveries.
- Restrictive markings, such as “confidential” or “personal”.
- Excessive postage indicating the package is heavy.
- Handwritten or poorly typed address.
- Incorrect titles.
- Misspelling of common words.
- Oily stains or discolorations on package.
- Rigid, lopsided, or uneven envelopes.
- Protruding wires or tinfoil.
- Excessive tape or string.
- Visual distractions.
- No return address.

## Handling suspicious packages:

### Do not:

- **Do not** sniff, touch or taste it.
- **Do not** open or shake it.
- **Do not** move, carry or show others.

### Do:

- Do place on stable surface.
- Do alert others in the area.
- Leave the area, close doors and prevent others from entering by using signs or physical barriers.
- Wash hands with soap and water.
- Create a list of people in the room where the package was received.

## Bomb threat

### By telephone:

- **Do not** HANG UP. Remain calm.
- Take the caller seriously.
- Use the questions below as a guide.
- If possible, have someone with you **call 911** and take guidance from the police.

### Ask:

- When is the bomb going to explode?
- Where is it right now?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- What is your address?
- What is your name?
- Exact wording of threats?

### Caller's Voice:

- Calm.
- Nasal.
- Excited.
- Disguised.
- Ragged.
- Rapid.
- Distinct.
- Cracked.
- Slow.
- Deep.
- Deep Breathing.
- Familiar.
- Raspy.
- Soft.
- Crying.
- Loud.
- Clearing Throat.
- Accent.
- Angry.
- Laughter.
- Slurred.
- Stutter.
- Normal.
- Lisp.

### Background Sounds:

- Street noises.
- Factory machinery.
- Animal noises.
- Other voices.
- PA system.
- Static.
- Music.
- Long distance.
- House.
- Motor.
- Office machinery.

### If Known:

Name of caller:

Male/Female:

Number at which call was received:

Number from which call originated:

Race:

Approx. Age:

Time:

Date:

Additional Comments:

## Natural disaster and inclement weather

### Earthquake

#### Indoors:

---

- Stay indoors. **Do not** exit building or use elevators.
- Take cover underneath table, desk or doorway, if possible.
- Stay away from all windows and large glass objects.
- Avoid being underneath heavier objects, such as lights, wall hangings and other items, which may fall.
- Help direct people with special needs to a safe place, if necessary.
- Wheelchair-bound individuals should find a safe location and lock their brakes once in place.

#### Outdoors:

---

- Move to an area away from trees, buildings, walls and power lines.
- Drop to knees and get into a fetal position, close your eyes and cross your arms over the back of your neck for protection.
- Remain in position until the shaking stops.
- If driving, pull over and stop in a safe location; **do not** attempt to drive.

#### After shaking stops:

---

- **Do not** use cell phones except to report serious injuries.
- Assist injured individuals and those with special needs as long as the actions **do not** further endanger your safety.
- Tune radios to an emergency broadcast or local radio stations for news updates and instructions.
- Be prepared to evacuate the building if instructed to do so.
- **Do not** enter any building that is deemed to be or appears unsafe.

## Tornado

- A tornado watch means that conditions are favorable for tornados and severe thunderstorms in and close to the watch area.
- A tornado warning is an urgent announcement that a tornado has been reported and warns you to take immediate action to protect life and property.

#### Indoors:

---

- Stay indoors. **Do not** exit building or use elevators. Locate and go to an interior room.
- Go directly to an enclosed, windowless area in the center of the building; corners of the building or support columns are best. Avoid the middle of exterior walls. Seek shelter in basement, if available.
- Interior stairwells are usually good places to take shelter, and if not crowded, allow you to get to a lower level quickly.
- Stay away from all windows and large glass objects.
- Avoid being underneath heavier objects such as lights, wall hangings and other items, which may fall.
- Remain inside until the tornado has passed or you are cleared to leave.
- **Do not** use matches or lighters in case there are natural gas pipes or fuel tanks nearby.
- Help people, including those with special needs to a safe place.

#### Outdoors:

---

- Move away from trees, buildings, walls and power lines.
- Seek the lowest possible ground, such as a ditch or a small trench. Lying flat in a ditch or low-lying area may be the only location available. Never enter an opening or trench where a cave-in or flooding may be possible.
- Stay away from power lines and puddles wires in them as wires may be live.
- **Do not** use matches or lighters in case there are natural gas pipes or fuel tanks nearby.
- Remain in position until the noise and high winds have passed or you are cleared to leave.
- **Do not** enter any building nearby that is deemed to be or appears unsafe.

## Thunderstorms and microbursts

### Indoors:

---

- Stay indoors. **Do not** exit building or use elevators.
- Stay away from all windows and large glass objects.
- Avoid being underneath heavier objects such as lights, wall hangings and other items, which may fall.
- Remain inside until the storm has passed or you are cleared to leave.
- **Do not** use matches or lighters in case there are natural gas pipes or fuel tanks nearby.
- Help direct people, including those with special needs to safety.

### Outdoors:

---

- Move away from trees, buildings, walls and power lines.
- Seek the lowest possible ground, such as a ditch or small trench. Lying flat in a ditch or low-lying area may be the only location available. Never enter an opening or trench where a cave-in or flooding may be possible.
- Stay away from power lines and puddles with wires in them as wires may be live.
- **Do not** use matches or lighters in case there are natural gas pipes or fuel tanks nearby.
- Remain in position until the noise and high winds have passed or you are cleared to leave.
- **Do not** enter any building that is deemed to be or appears unsafe.
- ASU Police or local law enforcement agency will provide instructions for immediate actions by means of door-to-door alerting, police vehicle loudspeakers, fire alarms or bull-horns.

## Hail

- Seek protective shelter immediately.
- Avoid areas with external glass.
- Remain indoors or under protective shelter until hail has stopped.

## Lightning

- Seek protective shelter immediately.
- If outdoors, **do not** stand under tall, isolated objects. Avoid projecting above the surrounding landscape. In open areas, seek low areas such as a ravine or valley. If you are in a group in the open, spread out, keeping people several yards apart.
- Stay away from water and metal equipment or small metal vehicles, such as motorcycles, bicycles or golf carts.
- Stay away from wire fences, clotheslines, metal pipes and rails.
- Remember – lightning may strike some miles from the parent cloud and side strikes are equally dangerous.
- **Do not** operate equipment such as aerial lifts outdoors.

## Hurricane

### Before | Prepare:

- Collect and safeguard critical financial, medical, educational and legal documents and records.
- Stock emergency supplies.
- Prepare to evacuate by testing your emergency communication plan(s), learning evacuation routes, having a place to stay and packing a “go bag.”
- Sign up for local alerts and warnings. Monitor local news and weather reports.

### During | Survive:

- Follow guidance from local authorities.
- If advised to evacuate, grab your “go bag” and leave immediately.
- For protection from high winds, stay away from windows and seek shelter on the lowest level in an interior room.
- Move to higher ground if there is flooding or a flood warning.
- Never walk or drive on flooded roads or through water.
- **Call 911** if you are in life-threatening danger.

### After | Be Safe:

- Return to the area only after safe to do so. **Do not** enter damaged buildings until they are inspected by qualified professionals.
- Look out for downed or unstable trees, poles or power lines.
- **Do not** remove heavy debris by yourself. Wear gloves and sturdy, thick-soled shoes to protect your hands and feet.
- **Do not** drink tap water unless authorities say it is safe.

## Guidelines for emergency telecommunication devices at ASU locations

These guidelines detail how to access emergency communication channels in laboratories and other locations with hazardous processes or materials. Refer to the **Environmental Health and Safety Field Research Manual** for emergency communication guidance related to field research activities.

[cfo.asu.edu/biosafety-program#field-research](https://cfo.asu.edu/biosafety-program#field-research)

### Background

Emergency communications help mitigate impacts and ensure a timely response. Emergencies are reported to the ASU Police Department or other local emergency response services at ASU. Laboratories and other locations with hazardous materials or processes must have a means of reporting emergencies and requesting emergency assistance. [police.asu.edu](https://police.asu.edu)

Emergency response guides are posted online and throughout university buildings, laboratories and other locations with hazardous materials or processes.

[cfo.asu.edu/emergency-guide](https://cfo.asu.edu/emergency-guide)

### Contact numbers

A list of significant phone numbers should be readily available, including:

- Campus security or public safety.
- EHS contacts relevant to the lab include radiation safety and biosafety.
- Laboratory manager or supervisor.
- Local emergency response agencies relevant to the location.
- Maintenance services.
- Other relevant emergency contacts.

### Options for emergency telecommunication

All labs, shops and other hazardous locations are expected to have a means of communication in the event of an emergency.<sup>1</sup> This may include a hard-wired phone, cell phone or reliable two-way radio system. Devices that may be used for emergency communication include the following:

1. Emergency analog telephones: Laboratories may request an analog phone for emergencies.
  - These emergency analog lab devices are only used for emergencies to dial 911 and include the Public Service Answering Point with the ability to call back.
  - The phones do not have any other features or capabilities, such as voicemail, as they are strictly used for calling **911**.

- Emergency analog telephones must be clearly marked. Backup power should be provided for these phones if they are the only means of emergency communication.
2. Cellular telephones: Cell phones may be used for emergency communication, except in locations where cell phones are prohibited or unsafe to use. This may include spaces where cell phones could:
    - Cause a contamination risk.
    - Disrupt research or academic activities.
    - Interfere with sensitive equipment due to signals.
    - Interact with hazardous chemicals.
  3. Locations with limited cell phone service: Some locations have limited coverage or rely on Wi-Fi networks for calling. Wi-Fi should be on backup power, or an alternative emergency telephone should be provided if this is the case.
  4. Voice-over-Internet phones: These telephones do not have a backup power capability. Therefore, these phones should not be used as the only means of emergency communication.
  5. ASU provides a Zoom phone quick reference and settings guide to assist with ensuring E911 location support is provided. [links.asu.edu/Zoom-phone](https://links.asu.edu/Zoom-phone)

### Training and education

- Laboratory personnel should be trained on the proper use of emergency phones and know the location of each phone in the facility.
- Periodic drills to practice emergency response procedures and the use of emergency phones are recommended.
- Signage may be used to notify personnel of the nearest phone.

### Maintenance and testing

- Emergency phones should be inspected and tested at least semiannually to ensure they are operational.
- Report malfunctioning phones for immediate repair. [tele-q@asu.edu](mailto:tele-q@asu.edu)

<sup>1</sup>40 Code of Federal Regulations, Part 1910, Standard 1910.165. [www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.165](https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.165)

## All emergencies: call 911

Organization	Non-emergency	Web link
Accident and Injury Claim Forms		<a href="https://cfo.asu.edu/incident-reporting">cfo.asu.edu/incident-reporting</a>
ASU Counseling (students)	<b>480-965-6416</b> (Tempe) <b>602-496-1155</b> (Downtown Phoenix) <b>602-543-8125</b> (West) <b>480-727-1255</b> (Polytechnic)	<a href="https://eoss.asu.edu/counseling">eoss.asu.edu/counseling</a>
ASU Emergency Preparedness	<b>480-965-6328</b>	
ASU Employee Assistance (Faculty and Staff)	<b>480-965-2271</b>	<a href="https://cfo.asu.edu/counseling-consultations">cfo.asu.edu/counseling-consultations</a>
ASU Health Services (student based 24/7)	<b>480-965-3349</b> (Tempe) <b>602-496-0721</b> (Downtown Phoenix) <b>602-543-8019</b> (West) <b>480-727-1500</b> (Polytechnic)	
ASU Hotline	<b>1-877-786-3385</b>	
ASU Police	<b>480-965-3456</b> (Tempe) <b>602-496-3456</b> (Downtown Phoenix) <b>602-543-3456</b> (West) <b>480-727-3456</b> (Polytechnic)	
Compensation Claims		<a href="https://cfo.asu.edu/benefits-guide-reporting-job-related-injury-illness">cfo.asu.edu/benefits-guide-reporting-job-related-injury-illness</a>
EHS Notification Line	<b>480-965-1823</b>	
ASU Employee Health Number	<b>602-496-1917</b>	<a href="https://employeehealth.asu.edu">employeehealth.asu.edu</a>
MicroTech front desk	<b>480-797-8737</b>	
Los Angeles Police Department (non-emergency)	<b>877-275-5273</b>	
South Park Business Improvement District Los Angeles	<b>866-560-9346</b>	
Securitas Security Services - ASU California Center in downtown Los Angeles	<b>213-510-6911</b>	
Mental Health Helpline (employee based 24/7)	<b>800-854-7771</b>	
Crisis Text Line 24/7	<b>41741</b>	
Animal Services	<b>480-518-7163</b> <b>480-227-3476</b>	
Media Relations and Strategic Communications	<b>480-727-0772</b> <b>480-965-3502</b>	
ASU School of Social Work Tucson security, Blackstone Security	<b>520-662-2610</b>	
Tucson Police Department	<b>520-791-4444</b>	
Lake Havasu City Police Department	<b>928-855-1171</b>	
ASU at Lake Havasu campus security, Desert Mountain Security	<b>928-716-0729</b>	
ASU Washington D.C. front desk	<b>202-446-0380</b>	
Metropolitan Police Department Washington, D.C.	<b>202-727-9099</b>	
Suicide and Crisis Lifeline	<b>988</b>	