



## Emergency Procedures

### If you discover fire, smoke, or hear the fire alarm:

- Fire Extinguishers are located at each main entrance on each floor on the north and south sides of the building and in pod spaces
- Leave the building immediately via the stairs. **DO NOT USE THE ELEVATORS.**
- As you leave **close all doors**, including those propped open.
- If you pass a fire alarm pull station on your way out and the alarm is not already ringing, **PULL IT.**
- Once outside, move as far away from the building as possible. **SNRE's designated meeting space is east of the building in the space between ENR2 and the Sixth street garage.**



- A department representative should call the University Police Department and report the details **UAPD: 621-8273. Calling 9-1-1 will reach the Tucson Fire Department.**
- Remain outside until the **ALL CLEAR** is given by UAPD or the Tucson Fire Department. Silencing of the alarms does not constitute an **ALL CLEAR.**

For mobility impaired persons: If a person with a mobility impairment is able to exit the building without the use of the elevator, then evacuation should follow the procedure above. If exit from the building is only possible by use of the elevator, follow the procedures outlined below:

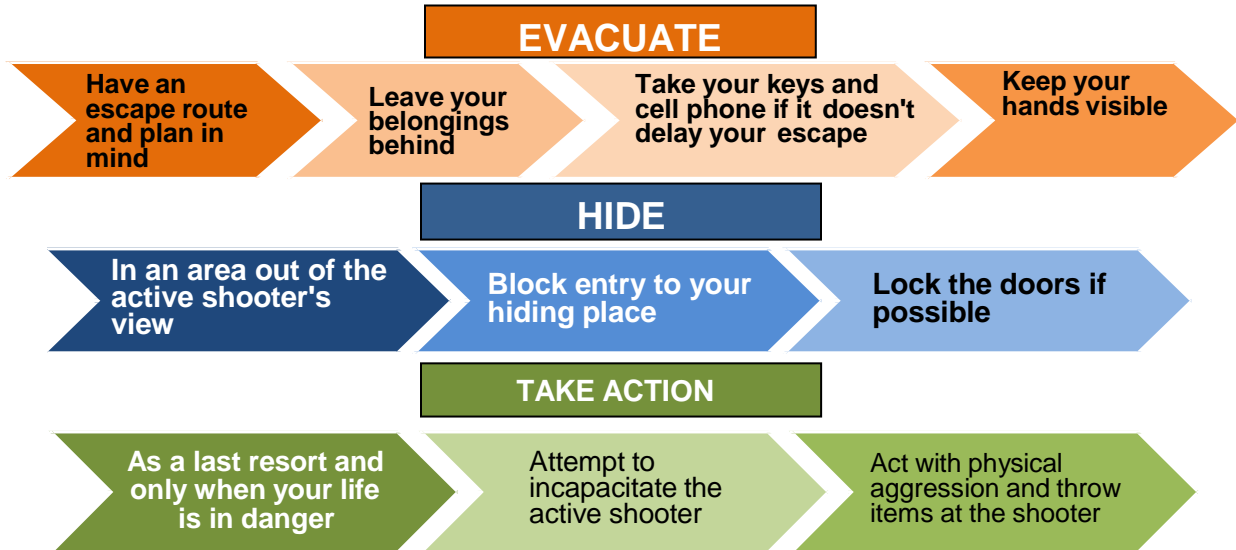
- The mobility-impaired person should proceed to ask for assistance to the nearest stairwell and remain there. The mobility-impaired person should notify someone of their location (i.e. a co-worker, supervisor or instructor) and if possible take a mobile phone with him or her. 9-1-1 can be called to notify the Tucson Fire Department of their location.
- Once outside, anyone with information regarding mobility-impaired persons should inform Tucson Fire Department of the mobility-impaired person's location. When stairwell evacuations are necessitated, such decisions and evacuations will be made by Tucson Fire Department. **UNIVERSITY PERSONNEL SHOULD NEVER ATTEMPT TO CARRY ANYONE DOWN THE STAIRS.**
- After the **ALL CLEAR** is given by Tucson Fire Department or UAPD, the co-worker, supervisor or instructor should immediately go to the stairwell and inform the person that it is safe to re-occupy the building if they have not been assisted out by UAPD or Tucson Fire personnel.



## Emergency Procedures

### Armed Individual/Active Shooter

Quickly determine the most reasonable way to protect your own life. Students, employees and visitors are likely to follow the directions of instructors, supervisors and administrators during an active shooter situation.



### **CALL 9-1-1 WHEN IT IS SAFE TO DO SO**

Possible locations to hide on the 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> floors of ENR2 include:

- offices (lock door and remain out of sight)
- unisex bathrooms on southwest corners, 2S, 3S, 4S, 5S and the roof
- family room on southeast corner of the 4<sup>th</sup> floor
- 4<sup>th</sup> floor server room N403. Those with keys to the server room will make every effort to open this door

How to respond when law enforcement arrives

- Remain calm, and follow officer's instructions
- Immediately raise hands and spread fingers when instructed by officers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as attempting to go to them
- Avoid pointing, screaming or yelling
- Don't stop to ask officers for help or direction when evacuating; proceed in the direction from where officers are entering the building/area of towards the location designated by 9-1-1 or the officers

Information you should provide to law enforcement and 9-1-1

- Location of the active shooter/s
- Number of shooters
- Physical description of the shooter/s
- Number and type of weapons possessed by the shooter/s
- Number of potential victims and their locations at the incident scene



## Emergency Procedures

### **Recognizing signs of potential workplace violence**

An active shooter may be a current or former employee or student. If you believe an employee/student is an immediate threat or exhibits potentially violent behavior, call 9-1-1 immediately.

If the individual is not an immediate threat or not exhibiting potentially violent behavior, call UA Human Resources at 520-621-3662 if the individual is an employee. Call the Dean of Student office at 520-621-7057 if the individual is a student. If the individual is not affiliated with the University call 911.

Indications of potentially violent behavior may include:

- Increased use of alcohol and/or drugs
- Unexplained increase in absenteeism and/or vague physical complaints
- Depression/withdrawal
- Increased severe mood swings and noticeably unstable or emotional responses
- Increasing mentions of problems at home, school or work
- Increase in unsolicited comments about violence, firearms and other dangerous weapons and violent crime

### **AED in ENR2**

The AED (Automatic External Defibrillator) is located on the first floor, north side between the male and female restrooms. During sudden cardiac arrest an AED is the only effective treatment and is easy to operate for someone with no medical background. More information about sudden cardiac arrest and AED's is available at <http://heart.arizona.edu/how-use-aed>

### **UA Alerts- Sign Up!**

<http://cert.arizona.edu/ualert>

UA Alert is a free service that delivers emergency alerts to registered UA students, faculty and staff – as well as their friends and family – via their cell phones, mobile devices and/or email accounts during a campus emergency.

During a critical incident a series of messages will be sent to notify the community about the situations and provide important information and instructions. When the situation has been resolved, a final “all clear” message will be sent. UA students, employees and their friends and family are encouraged to check the UA website and local media reports for other critical updates.

\* While UA Alert is a free service offered by the University of Arizona, you may be charged a standard text messaging fee by your service provider.