

# **EMERGENCY GUIDE**

## **EMERGENCY PHONE NUMBERS**

**434-592-3911 or 3911 (Campus Phones)**

## **EMERGENCY STATUS**

In the event of a major emergency affecting the campus, check the Emergency status web page:

<http://www.liberty.edu/index.cfm?PID=18468>

**FIRE**

**SMALL FIRE**  
**(WASTE BASKET SIZE NEEDS ONLY 1 FIRE EXTINGUISHER)**

- Pull the fire alarm to notify building occupants and fire department.
- If you have been trained to use a fire extinguisher, and it's safe to do so, attempt to extinguish a small fire using the P-A-S-S procedure:
  - **P - Pull** the pin located in the extinguisher handle.
  - **A - Aim** the nozzle, horn, or hose at the base of the fire.
  - **S - Squeeze** or press the handles together.
  - **S - Sweep** from side to side at the base of the fire until it is out.
- Evacuate the building.
- **Call 3-9-1-1** from a safe area.
- Provide incident-specific information to arriving emergency responders.

**LARGE FIRE**  
**(LARGER THAN A WASTE BASKET AND NEEDS MORE THAN 1 FIRE EXTINGUISHER)**

- Pull the fire alarm to notify building occupants and fire department.
- Evacuate the building.
- **Call 3-9-1-1** from a safe area.
- Provide incident-specific information to arriving emergency responders.

## **FLOOD**

- **CALL LUPD IMMEDIATELY:**
  - 434-592-3911 or 3911 (Campus Phones)
- **GENERAL PRECAUTIONS**
  - Disconnect electrical devices if safe to do so and evacuate the area.

## **UTILITY FAILURE**

- **CALL LUPD IMMEDIATELY:**
  - 434-592-3911 or 3911 (Campus Phones)
- **GENERAL PRECAUTIONS**
  - Ventilation: If smoke or burning odor is present, evacuate the area.
  - Elevator: Push button or use telephone in elevator to contact emergency help.
  - Plumbing/Flooding: Disconnect electrical devices if safe to do so and evacuate the area.

## **MAJOR UTILITY FAILURE**

If you are responsible for a backup generator and it doesn't begin to operate, contact LUPD. Your department safety coordinator and/or department chair may contact Facilities for information regarding scope and duration of expected outage.

## **EMERGENCY UTILITY FAILURE**

- **GAS LEAK**
  - Evacuate the area immediately.
  - Call LUPD from a safe area.
  - Do not use spark-producing devices.

## **BIOLOGICAL SPILLS**

Biohazardous materials include infectious organisms that can cause disease in healthy humans or significant environmental or agricultural impact. Human or animal tissues, fluids, cells or cell culture, recombinant DNA, and transgenic plants or animals may also be biohazardous because they may contain infectious organisms.

### **SPILL RESPONSE PROCEDURES**

- Clear area of all personnel.
- Attend to injured or contaminated personnel and remove them from further exposure if it can be done safely.
- If someone is splashed with hazardous material, use an eye wash or emergency shower to immediately rinse the affected area with water for at least 15 minutes. Seek medical attention as needed.
- Remove and place contaminated clothing in a biohazard waste bag.
- If the spill is too large or dangerous for laboratory staff to safely clean up, call **LUPD 434-592-3911**.
- Wait at least 30 minutes for aerosol to settle before entering the spill area.
- Wear a laboratory coat, safety glasses, and gloves for spill cleanup.
- Place dry paper towels on the spill to absorb liquids. Place a second layer of disinfectant-soaked paper towels over the spill.
- Encircle the spill with additional disinfectants, being careful to minimize aerosolization while assuring adequate contact.
- Decontaminate all items within the spill area. Allow 20 minutes contact time to ensure germicidal action of disinfectant. Wipe equipment with appropriate disinfectant.
- Discard contaminated disposable materials using appropriate biohazardous waste disposal procedures. Check with your lab manager for disposal procedures.
- Disinfect laboratory surfaces and all reusable items a second time.

## **NEEDLE-STICK/EXPOSURE TO BLOOD OR BODILY FLUIDS**

### **TAKE IMMEDIATE ACTION**

- Wash wound thoroughly with soap and water. Use the eye wash to rinse out splashes to mucous membranes.
- Seek medical advice and treatment.

### **REPORTING TO HUMAN RESOURCES**

- See the Panel of Physicians document under Workers' Compensation on the Human Resources webpage.
- Report the incident immediately to Environment, Health & Safety
  - Call Greg Bennett, Director of Health and Environmental Safety
  - (407) 488-9332
- Submit an [Employee Incident Report](#) online form to Workers' Compensation
  - <http://www.liberty.edu/administration/humanresources/index.cfm?PID=12839>
- Download and print the completed incident report form.
- Submit the printed copy to HR for processing.

## **CHEMICAL SPILL**

### **MINOR SPILL**

- Alert personnel in the area.
- Notify the lab supervisor or principal investigator.
- Avoid breathing chemical vapors and try to determine what spilled.
- If someone is splashed with chemical, use an eye wash or emergency shower to immediately rinse the affected area with water for at least 15 minutes.
  - Contact the Student Health Center, 434-338-7774.
- Wear safety goggles, disposable gloves, shoe covers, and long-sleeve lab coat during cleanup.
- Use spill kit absorbent material to absorb spilled chemicals.
- Confine the spill to a small area, cleaning from the outermost areas toward the center.
- Place cleanup materials in double, clear plastic bags labeled with an LU waste tag.
- Clean the spill area with water.

### **MAJOR SPILL**

- **Call LUPD** 434-592-3911.
- Attend to injured or contaminated personnel and remove them from further exposure if it can be done safely.
- If someone is splashed with chemical, use an eye wash or emergency shower to immediately rinse the affected area with water for at least 15 minutes, seeking medical attention as required.
- Avoid breathing chemical vapors, and quickly identify the spilled material if it can be done safely.
- If the spill involves a flammable liquid, turn off ignition sources if it can be done safely.
- Evacuate the area immediately.
- Close all doors and prevent entry to the area.

## **BOMB THREAT**

### **IF YOU RECEIVE A BOMB THREAT IN WRITING:**

- DO NOT search for an explosive device or touch unusual or suspicious objects
- REPORT THE THREAT IMMEDIATELY to **LUPD** 434-592-3911 or 3911 (Campus Phones)
- If hand delivered, try to recall a description of the messenger or other suspicious persons in the area.

### **IF YOU RECEIVE A BOMB THREAT OVER THE PHONE:**

- Stay calm. Do not hang up on the caller. Try to let someone know you are on the phone with the caller. Ask someone to call LUPD.
- Get as much information from the caller as possible.
- Write down the time of the call, take notes, and ask these questions:
  - When will the bomb go off?
  - Where is it and what does it look like?
  - Why was it placed in the building?
  - Who is calling?
- Try to notice any of the following information:
  - Caller's gender, age, voice, accent or unique speech attribute?
  - Any unique background noises?
  - Once you have informed the LUPD, you will be advised as to the appropriate course of action, based on the nature and circumstances of the threat in question.

### **IF THE BUILDING IS EVACUATED:**

- Remain outside in your designated assembly area until the building has been searched and declared safe.

## **ACTS OF VIOLENCE**

### **IF YOU ARE CONFRONTED BY A VIOLENT PERSON**

- Try to maintain a calm demeanor. Survey your surroundings for possible escape routes.
- If the violent person talks to you, speak as clearly and confidently as you can.
- Avoid challenging or debating the person.
- Avoid confrontation with the violent person unless you feel your life or the lives of others are in danger. If you feel there is immediate danger, you'll have to decide what is best to do. This may involve fleeing or fighting.
- Think about the incidents you've heard about in the media. Learn from the responses or lack of responses from the victims.
- Think about what your options would be if you were placed in a situation of violence. Thinking about your options ahead of time and discussing them with others may help you make better decisions under terrifying circumstances.

### **IF YOU ARE INVOLVED IN A VIOLENT INCIDENT**

- Notify **LUPD** 434-592-3911 or 3911 (Campus Phones)
- Seek medical attention as needed.
- Once LUPD is informed, they will determine a response that could include activation of the text and voice emergency notification system, and the campus public address system.

### **IF YOU WITNESS A VIOLENT INCIDENT OR BEHAVIOR**

- Move to a safe area and notify **LUPD** 434-592-3911 or 3911 (Campus Phones)
- Provide as much information as possible, including:

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- Location of incident and type of violence
- Description of any person(s) involved (*gender, age, clothing, appearance, weapons*)
- Any information about victims (*number, appearance, condition*)
- Direction of travel (*where were the suspects last seen, where were they going?*)

## IF YOU HEAR ABOUT A VIOLENT INCIDENT ON CAMPUS

- Stay away from the area and warn others to do the same.
- In the event of a major emergency affecting the campus, check the Emergency status web page:
  - <http://www.liberty.edu/index.cfm?PID=18468>

## **ACTIVE SHOOTER RESPONSE**

### **RUN**

- If there is an active shooter in your vicinity, get as far away from the area as you can and notify LUPD. Do not assume someone else has done so.
  - If there is an escape path, attempt to evacuate.
  - Evacuate whether others agree or not.
  - Leave your belongings behind.
  - Help others escape if possible.
  - Prevent others from entering the area.

### **HIDE**

- If evacuation is not possible, find a safe place to hide.
  - Lock and/or blockade the door.
  - Silence your cell phone.
  - Hide behind large objects.
  - Remain very quiet.
  - Your hiding place should:
    - Be out of the shooter's view.
    - Provide protection if shots are fired in your direction.
    - Not trap or restrict your options for movement.

### **FIGHT**

- As a last response, and only if your life is in danger.
  - Attempt to incapacitate the shooter.

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- Act with physical aggression.
- Improvise weapons.
- Commit to your actions.

## WHEN LAW ENFORCEMENT ARRIVES

- Keep calm and follow instructions.
- Keep your hands visible at all times.
- Avoid pointing or yelling.
- Know that help for the injured is on the way.

## **PERSONAL INJURY**

### **WHEN A WORK RELATED INJURY OR ILLNESS OCCURS**

- Give first aid if you have been trained. Call 3911 if emergency help is needed.
- Give medical treatment as necessary.
- After business hours or for emergency medical care, go directly to the closest emergency room.
- If hazardous material is involved, call **LUPD** 434-592-3911 or 3911 (Campus Phones)

### **REPORT WORK-RELATED INJURY OR ILLNESS TO HUMAN RESOURCES**

- Secure the area, preserve all evidence, and keep others from accessing the area for no less than 24 hours.
- Send HR an incident form using the following link:
  - <http://www.liberty.edu/administration/humanresources/index.cfm?PID=12839>

## **CLOTHING ON FIRE**

- Drop and roll to smother flames, or drench with water if an emergency shower is available.
- Obtain medical attention as required.
- Report incident to supervisor.
- Contact **LUPD** 434-592-3911 or 3911 (Campus Phones)
- Contact Environmental Health & Safety, and Human Resources

### **HAZARDOUS MATERIAL SPLASHED IN EYE OR ON SKIN**

- Immediately rinse exposed areas with water for 15 minutes.
- Forcibly hold affected eyes open to ensure effective rinsing behind eyelids and inner eyelid surface.

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- Obtain immediate medical attention.
- Report incident to supervisor.
- Report incident to Environmental Health & Safety, and Human Resources.

## **MINOR CUTS AND PUNCTURE WOUNDS**

- Thoroughly wash injury with water for several minutes.
- Obtain medical attention as required. A tetanus booster may be required.
- Report incident to supervisor.

## **BUILDING EVACUATION**

- Gather your personal belongings such as glasses, medications, keys, and purse. Close but do not lock doors as you leave.
- Quickly evacuate the building using the nearest door marked with an EXIT sign. Help those who need special assistance such as disabled persons and small children.
- Prearrange appropriate evacuation procedures for people with disabilities, particularly non-ambulatory individuals and the people assigned to assist them.
- Report to your designated assembly area and stay there for a head count. Report any missing persons and last known locations to emergency responders.
- Notify emergency responders about sensitive research, operating equipment, animals left in buildings, etc.
- Wait for instructions from emergency responders. Remain outside at your designated assembly area. Do not reenter the building until authorized to do so.
- A specific emergency evacuation plan showing assembly areas, evacuation routes and responsible personnel should be coordinated with Health & Environmental Safety.

## **NON-EMERGENCY SITUATIONS**

- Get assistance with non-emergency situations by calling LUPD's non-emergency number: 434-592-7641

## **INDOOR ENVIRONMENTAL CONCERNS**

- Odor complaints
- Flood and sewer overflows
- Building related concerns

## **OUTDOOR ENVIRONMENTAL CONCERNS**

- Oil spill
- Sewer overflow
- Storm drains
- Train incidents

## **PEST SERVICES**

- Urgent or after hours pest-related situations