## Emergency Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical</td>
<td>911</td>
</tr>
<tr>
<td>Fire</td>
<td>911</td>
</tr>
<tr>
<td>Bomb Threats</td>
<td>911</td>
</tr>
<tr>
<td>Police Department</td>
<td>911</td>
</tr>
<tr>
<td>Biological Spill</td>
<td>763-226-7011</td>
</tr>
<tr>
<td>Radioactive Spill</td>
<td>763-226-7011</td>
</tr>
<tr>
<td>Chemical Spill</td>
<td>763-226-7011</td>
</tr>
<tr>
<td>Utility Interruption</td>
<td>726-8262</td>
</tr>
<tr>
<td>Flooding</td>
<td>726-8262</td>
</tr>
</tbody>
</table>

## Other Useful Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>UMD Health Services</td>
<td>726-8155</td>
</tr>
<tr>
<td>Poison Control Center</td>
<td>800-222-1222</td>
</tr>
<tr>
<td>St. Luke’s Hospital</td>
<td></td>
</tr>
<tr>
<td>Emergency Room</td>
<td>726-5616</td>
</tr>
<tr>
<td>Urgent Care</td>
<td>725-6095</td>
</tr>
<tr>
<td>St. Mary’s -Duluth Clinic</td>
<td></td>
</tr>
<tr>
<td>Emergency Room</td>
<td>786-4357</td>
</tr>
<tr>
<td>Walk-In Care</td>
<td>786-2500</td>
</tr>
<tr>
<td>Miller Dwan Medical Center</td>
<td></td>
</tr>
<tr>
<td>Mental Health Crisis</td>
<td>723-0099</td>
</tr>
<tr>
<td>State Duty Officer</td>
<td>800-422-0798</td>
</tr>
<tr>
<td>(chemical spills only)</td>
<td>651-649-5451</td>
</tr>
<tr>
<td>Indoor Air Quality</td>
<td>726-7139</td>
</tr>
<tr>
<td>Asbestos Concerns</td>
<td>726-6332</td>
</tr>
<tr>
<td>Severe Weather</td>
<td>729-6697</td>
</tr>
<tr>
<td>Safety Issues</td>
<td>726-7139</td>
</tr>
<tr>
<td>Chemical Waste</td>
<td>726-7674</td>
</tr>
</tbody>
</table>

## Prepared by

UMD Environmental Health and Safety Office in conjunction with the UMD Safety, Health, and Emergency Preparedness Advisory Committee.

Special thanks to:
UMD Department of Human Resources,
UMD Access Center, and UMD Facilities Management for their reviews.

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Internet Based Resources

This booklet can also be viewed on line, and downloaded from:

**Environmental Health and Safety Office**
http://www.d.umn.edu/ehso

**Campus Health and Safety Committees**
http://www.d.umn.edu/ehso/ehscommittees

**Hazardous Waste Management**
http://www.d.umn.edu/ehso/waste_management

**Radiation Protection**
http://www.d.umn.edu/ehso/Radiation

**Occupational Health and Safety**
http://www.d.umn.edu/ehso/safety

**Occupational Ergonomics**
http://www.d.umn.edu/ehso/ergonomics

**Biological Safety**
http://www.d.umn.edu/ehso/biosafety

**Health Services**
http://www.d.umn.edu/hlthserv/

**Human Resources Department**
http://www.d.umn.edu/umdhrl/

**Facilities Management**
http://www.d.umn.edu/fm

**Access Center**
http://www.d.umn.edu/access/

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General Emergency Call Procedure

In any emergency call, the following procedure must be carried out.

1. Dial 911 or other emergency number.
2. Provide operator with the following information:
   - Your name and phone number;
   - Your location (building name, floor, and room numbers);
   - Nature of emergency (fire, medical, chemical spill, etc.);
   - Number of injured people, if any, nature of injuries if known;
   - Nearest building entrance where emergency personnel should go.
3. Designate/Ask someone to meet emergency personnel outside of building.
4. Stay on line until you are excused by emergency operator.

If you are a person with a need of assistance to evacuate, go to a safe room, inform the emergency operator of your location, and request immediate assistance.

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After Hours and on Holidays
Always Dial 911

You can dial 911 from any pay phone free of charge
Emergency Procedure
For Persons Needing Assistance to Evacuate

In any emergency requiring evacuation, do not panic. Proceed as follows:

1. If you are on a building floor WITHOUT exit doorways and you hear a fire alarm, or are informed of fire or other emergency situation, go to a safe room immediately.

   “Reasonably safe rooms, unless otherwise specified/designated, are regular rooms that are easily accessible to individuals with limited mobility, have closeable doors, and are preferably equipped with a telephone and windows to the outside.”

2. Inform/Ask someone, a building occupant or floor marshal in particular, to alert the first arriving emergency responders of your presence and location.

3. Call 911 from the safe room to ensure rescue personnel are notified of your location.
   - Request "IMMEDIATE ASSISTANCE TO EVACUATE," especially if threatened by smoke or toxic fumes;
   - Provide operator with your exact location, i.e., building name, floor, room and phone numbers;
   - Remain by phone; police have radio contact with officers at the scene and will keep you informed of the situation.

The information you provide will be immediately used by emergency personnel at the scene, who will assist in your safe evacuation if circumstances warrant.

Severe Weather
Continued...

- Move students and staff to safe area IMMEDIATELY;
- Close classroom, laboratory, and/or office doors, and stay away from windows;
- Remain in safe area until warning expires, or until the all-clear signal has been issued.

DEFINITIONS

Safe Areas
Safe areas are in interior hallways or rooms away from exterior walls and windows. Avoid large, poorly supported roofs and structures such as auditoriums, gymnasiums, field houses, etc.

Watch
A severe thunderstorm or a tornado watch is issued by the National Weather Service (Duluth, Minnesota) when the weather conditions are such that a severe thunderstorm, a tornado, or both, are more likely to develop.

Warning
A severe thunderstorm or a tornado warning is issued by the National Weather Service (Duluth, Minnesota) when a thunderstorm or a tornado has been sighted or indicated by weather radar. At this point the danger is very serious, and everyone should go to a safe area.
Severe Weather

Severe weather includes tornados, severe thunderstorms, and violent snow storms.

Tornados or Severe Thunderstorms

WATCH

If a tornado or a severe thunderstorm WATCH has been issued in areas which include the campus:

- Monitor Local Emergency Alert Weather Radio Station, KDAL 610 AM, or National Weather Service, Duluth, Minnesota, Website <http://www.crh.noaa.gov/dlh/duluth.htm>;
- Supervisors with employees working outdoors should CONSIDER instructing them to go inside closest building with safe areas;
- Supervisors with employees working indoors (such as in offices or laboratories) MAY instruct employees to close windows and blinds, and be ready to move to safe areas;
- Faculty with classes in session should close windows, inform students of building’s safe areas, and be ready to relocate to those areas in case the Watch is upgraded to a Warning.

Tornados or Severe Thunderstorms

WARNING

If a tornado or a severe thunderstorm WARNING has been issued in an area which includes the campus:

Fire Emergencies

Call 911

If you discover fire or see smoke

RACE

R - Remove/Relocate individuals away from danger, if possible, without endangering your safety.
A - Activate Alarm. Pull fire alarm at pull-box, and/or call 911.
C - Confine/Contain fire and smoke by closing doors and windows.
E - Extinguish/Evacuate
  - Extinguish fire, only if trained and fire is small, using nearest fire extinguisher.
  - Evacuate by nearest safe exit; never use elevators. Do not run, crawl if overwhelmed by smoke.

If you hear fire alarm, or are informed of a fire

EVACUATE IMMEDIATELY

- Follow Building Evacuation & Exit Plan.
- Check door with back of hand to ensure it is cool before opening.
- Walk quickly – DO NOT RUN – to nearest safe exit. Crawl if smoke is encountered.
- DO NOT use elevator.
- Proceed to designated area beyond building fire doors.
- Do not re-enter building until ALL CLEAR is issued by the fire department.

Persons in need of assistance during evacuations should proceed to the nearest safe room, and ask someone to notify emergency personnel of their location.
In case of chemical spills, do not panic. Proceed with the following:

**Evacuate**
- Leave spill area immediately.
- Remove personnel from danger of toxic vapors or gases, and direct them to nearest exit.
- Alert neighbors.
- Do not use elevators.

**Confine/Contain**
- Block off entrances to the spill site and prevent people from entering the contaminated area.
- Close fire doors and isolate area.
- Never re-enter chemical spill area without appropriate protective equipment. You may endanger your life and health.

**Report**
1. Call 911 after hours and for large spills involving:
   - Injury that requires medical treatment;
   - Fire or explosion hazards;
   - Potentially life threatening gases and/or vapors.
2. During working hours, call EHS Office and report the incident.
   EHS Office: 726-6764, 726-7273  Cell Phone: 763-226-7011  Or 218-349-0409

**Provide Information**
Be available to provide information to responders on the type of chemical spilled and an estimated amount of material spilled. For more information: <http://www.d.umn.edu/ehso/chemspills>.

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**Chemical Emergencies**
**Call 726-6764**

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**Injury Reporting**
**And Documentation**

All injuries and exposure incidents occurring on university property, whether emergency in nature or not, MUST be reported for legal and/or workers’ compensation purposes.

**Employees:**
- **Minor injuries:** Send/Accompany injured worker to UMD Health Services or St. Mary’s-Duluth Clinic (SMDC) “Occupational Medicine” for treatment. **Call 911 for severe injuries.**
- Complete “Employee Incident Report” form within 24 hours (work-related incidents only).
- Supervisors must complete “Supervisor Incident Investigation Report” form within 48 hours.
- Forms are available from the UMD Human Resources website, under workers’ compensation at: <http://www.d.umn.edu/umdhr/WorkComp>.

**Students:**
- **Minor Injuries:** Send/Accompany injured student to UMD Health Services for treatment. **Call 911 for severe injuries.**
- UMD Health Services will fill out an “Accidental Injury Report” form.

**Visitors and General Public:**
- Send/Accompany injured party to the UMD Health Services or nearest emergency care facility (St. Luke’s or SMDC).
- Complete “UM Personal Injury Accident Report” form (BA-165). Forms are available from the UMD EHS Office at 7139.
**Medical Emergencies**

**Call 911**

For any medical emergency call 911 immediately.

**NEVER** drive a medical emergency patient or a severe accident victim to the hospital.

Follow General Emergency Call Procedure:

- Do not panic.
- Have someone stay with the patient.
- Have someone meet emergency personnel outside of building.
- Provide your name, location, and phone number to the emergency operator for call back.
- Describe the type of emergency you have.
- **STAY ON LINE:** The 911 emergency operator may give you some first aid instructions to perform on the patient prior to the arrival of emergency personnel.

Take a CPR (Cardiopulmonary Resuscitation) or First Aid course; it could mean life or death.

Contact Environmental Health and Safety Office at 726-7139, or <ehso@d.umn.edu>, if interested in taking a CPR class.

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**Radiation Emergencies**

**Call 726-6764**

In case of a radioactive material spill, do not panic. Proceed with the following:

1. Notify all laboratory personnel of the spill.
2. Restrict access to spill area.
3. Instruct personnel to wait in a clean/safe area within the lab, and not to leave room until they are surveyed for contamination by a representative from Environmental Health and Safety.
4. Put on clean gloves and use GM instrument to self-survey personal clothing and skin surfaces.
5. Remove all contaminated clothing and place in a bag or on a pad.
6. If contaminated, begin washing skin with mild soap and water.
7. Have someone call from a lab phone and report the incident.

**EHS Office:** 726-6764
726-7273 or Cell Phone: 763-226-7011

8. Do not attempt to clean up a radioisotope spill! Wait until Environmental Health and Safety representative arrives.

It is important to prevent the spread of contamination.

**Bomb Threats**

Call 911

If you receive a bomb threat call, remain calm, and proceed as follows:

1. Write down the time of call.
2. Determine the following:
   - Male or female, approximate age?
   - Origin of call (local, long distance, internal, phone booth)?
   - Caller’s voice (slow, fast, loud, foreign, calm, emotional, etc.)?
   - Are there background noises?
4. Have someone else call 911.
5. Engage caller in a conversation. Ask questions and write down caller’s exact words:
   - When is the device going to explode?
   - Time remaining and location of the device?
   - What type of device is it? Chemical, Biological, or Explosive?
   - What does it looks like?
   - What would cause it to detonate or release its content?
   - How do you deactivate the device?
   - Do you know who placed the device?
   - Where are you (the caller) now?
   - Caller’s name and address?

**Caller Identification Checklist (CIC)** can be downloaded from <http://www.d.umn.edu/ehso/emergencies/cic.pdf> to use as a guide.

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**Biological Emergencies**

Call 726-6764

In case of biohazardous material spill or exposure* to infectious material, do not panic. Proceed with the following:

- Notify all laboratory personnel of the spill.
- Restrict access to spill area.
- Remove all contaminated clothing and place in a biohazardous (autoclave) bag.
- If skin is contaminated, wash immediately with mild soap and water.
- In case of exposure*, seek medical help immediately.
- Put on clean gloves and face mask.
- Place absorbent pads on spilled material.
- Spray pads with a disinfectant.
- Have someone else call Environmental Health and Safety Office from a lab phone and report the incident.

**EHS Office:** 726-6764
726-7273 1 or
Cell Phone: 763-226-7011

Do not attempt to clean infectious material spills without the use of appropriate protective equipment.

*Animal bites and scratches; needle sticks; eye, mouth, or broken skin contact with blood and/or other infectious materials are considered EXPOSURE INCIDENTS, and must be reported immediately.

For more information on this subject, consult the Biological Safety page at <http://www.d.umn.edu/ehso/biosafety>. 