



**UNIVERSITY OF ARKANSAS**  
**DIVISION OF AGRICULTURE**

## **Cooperative Extension Service Emergency Quick Reference Guide**

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UA Division of Agriculture Cooperative Extension  
Service safety policies are available online at:  
**[division.uaex.edu/policy\\_management/default.htm](http://division.uaex.edu/policy_management/default.htm)**

**The UALR Police Department provides security for the campus 24 hours a day, 7 days a week.**

**569-3400 or any emergency phone on parking lot.**

**Always Report:**

1. Any suspicious/criminal activity
2. Work place violence
3. Thefts of UA Division of Agriculture Cooperative Extension Service and/or personal property
4. Bomb threats
5. Harassing communications
6. Lost and/or found properties
7. After hours car trouble

Note: All Little Rock State Office telephones are programmed to call the UALR police by dialing "8-8-8."

**POLICE**

In the event of **FIRE** or **SMOKE** in your work area, remember the acronym **RACE**.

**RESCUE:**

- Help anyone in immediate danger from the fire.

**ALARM:**

- Call Physical Plant at 671-2275 or 911.

Report: **Building, floor and room**  
**What's burning, if known**

**CONTAIN:**

- Close door to fire origin.
- Send employees and visitors to the first floor via the stairs.

**EXTINGUISH:**

- Get the fire extinguisher located by elevators.
- Take extinguisher to fire and operate.

**P** Pull the metal pin.

**A** Aim the nozzle at the base of the fire.

**S** Squeeze the handle.

**S** Sweep the fire from a distance of 5 to 15 feet.

If evacuation becomes necessary, proceed to your department's outside designated area. Supervisors do roll call.

**FIRE**

**Any UA Division of Agriculture Cooperative Extension Service employee finding an unconscious, partially conscious or possibly seriously injured person should initiate emergency response assistance.**

Dial 911 paramedics and the UA Division of Agriculture Cooperative Extension Physical Plant at 671-2275 to respond to emergencies in the following buildings:

**Little Rock State Office  
Annex  
“C” Building**

For emergencies that occur outdoors, use emergency phones in parking lots or dial 911 number to obtain emergency assistance. Notify UA Division of Agriculture Cooperative Extension Service Administration at 671-2001.

**MEDICAL EMERGENCY**

### **When a Tornado Warning Alarm sounds:**

1. Employees shall report downstairs on first floor.
2. Close doors.
3. Direct employees and visitors away from windows to protected internal hallways.
4. When the "ALL CLEAR" is called, visitors and employees will return to normal.

### **Inclement Weather:**

Information concerning the opening status will be posted at <http://www.uaex.edu>, in the Extension Announcement channel of <http://spot.uaex.edu>, and in the main menu recording at **501-671-2000**. Updates concerning the status are also recorded at **501-257-8812**. If no opening status is posted, regular business hours are in effect.

# **SEVERE WEATHER**

**For failures of any of the following utilities, call the Physical Plant at 671-2275**

- Electrical
- Elevators
- Fire Alarms
- Natural Gas
- Heating / Cooling
- Water
- Sewer

**Additional Information / Actions**

Electrical Failure: Ensure that all essential equipment is plugged into red emergency power outlets. If emergency power is not available, contact the Physical Plant immediately at 671-2275. Utilize flashlights for emergency lighting.

Elevators: If elevators are out of service, review fire and emergency evacuation plans.

Help Desk-Information Technology: If utility failure occurs or technology help is needed, contact the Call Center @ 671-2255 or 1-866-779-3375 or [callcenter@uaex.edu](mailto:callcenter@uaex.edu).

**UTILITY FAILURE**

**It is the duty of every UA Division of Agriculture Cooperative Extension Service employee to report in a timely and accurate manner any unsafe occurrence, accident, injury, chemical exposure or other possible safety hazard.**

**Safety Hazards**

Contact Physical Plant at **671-2250**.

**Workplace Violence**

Contact UALR Police at **569-3400** and notify supervisor.

**Security Incidents**

Contact UALR Police at **569-3400** and notify supervisor.

**Division Vehicles Accidents**

Contact Physical Plant at **671-2275**.

**INCIDENT REPORT**

# CRISIS COMMUNICATIONS TREE

**Department Head:**

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Phone #)

**Supervisor:**

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Phone #)

**Co-workers:**

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Phone #)

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# COMMUNICATIONS



**If you receive a bomb threat call, signal a co-worker to call the UALR Police at 569-3400.**

Attempt to keep the caller on the line. Use the list below to record information.

**CHECKLIST FOR RECEIVING BOMB THREAT**

**Time and date Reported:**

**How Reported:**

**Exact Words of Caller:**

**Questions to Ask:**

1. When is bomb going to explode?
2. Where is the bomb right now?
3. What kind of bomb is it?
4. What does the bomb look like?
5. Why did you place the bomb?
6. Where are you calling from?

**Description of Caller's Voice:**

Male \_\_\_\_\_ Female \_\_\_\_\_ Young \_\_\_\_\_

Middle Age \_\_\_\_\_ Old \_\_\_\_\_ Accent \_\_\_\_\_

Tone of Voice \_\_\_\_\_

Background Noise \_\_\_\_\_

Is voice familiar? \_\_\_\_\_

Who did it sound like? \_\_\_\_\_

**Other Voice Characteristics:**

Slow \_\_\_\_\_ Rapid \_\_\_\_\_ Normal \_\_\_\_\_ Excited \_\_\_\_\_ Loud \_\_\_\_\_

Disguised \_\_\_\_\_ Broken \_\_\_\_\_ Sincere \_\_\_\_\_

Time Caller Hung Up: \_\_\_\_\_ Remarks: \_\_\_\_\_

Name, Location, Telephone Number of Recipient: \_\_\_\_\_

**BOMB THREAT**

A Material Safety Data Sheet (MSDS) is designed to provide both workers and emergency personnel with the proper procedures for handling or working with a particular substance.

Your workplace or chemical storage, laboratory, etc. should have a collection of MSDS that came with the hazardous chemicals you have ordered (don't throw them away!).

Each applicable department should have MSDS's available on file and near chemicals.

Know where the MSDS's are filed.

Keep the MSDS's up-to-date.

In case of chemical accident, please refer to MSDS and notify supervisor.

**MATERIAL SAFETY DATA SHEET**