Cooperative Extension Service
County Office 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
The Police Department provides security 24 hours a day, 7 days a week.

Phone #

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
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:**
- Activate nearest fire alarm pull station
- Call 911.
  - Report: Name and Title
    - Building location
    - What’s burning, if known

**CONTAIN:**
- Close door to fire origin.
- Send visitors to the first floor via the stairs or outside (whichever is applicable).

**EXTINGUISH:**
- Get the fire extinguisher.
- 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 the outside designated area.

Call the ______________ District Office at ____________________ as soon as possible after emergency has been handled.
Any UA Division of Agriculture Cooperative Extension Service County Office employee finding an unconscious, partially conscious or possibly seriously injured person should initiate emergency response assistance by calling the community 911 number to obtain emergency assistance.

For ALL emergencies, call the community 911 number to obtain emergency assistance.

Notify ______________ District Office as soon as possible after the emergency has been handled.

MEDICAL EMERGENCY
When Severe Weather conditions occur:

1. Employees shall report to their office.
2. Close windows and doors.
3. Direct visitors away from windows to protected internal hallways.
4. Stand by to assist visitors to safe areas.
5. When the Severe Weather has passed, assist visitors to return to normal.

Notify ____________________ District Office as soon as possible of any power outage related injuries to staff or damages to office or office equipment.
Any UA Division of Agriculture Cooperative Extension Service County Office employee who becomes aware of a situation in which continued operations in a location are immediately dangerous to life or health of personnel or visitors shall immediately call 911.

If immediate evacuation/rescue is required, the ______________Police at ______________ will be called for assistance.

Notify ______________ District Office as soon as possible after the emergency has been handled.

EXODUS ACTIVATION
For failures of any of the following utilities, call the ______________ County Judge’s office at _________________.

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

Additional Information / Actions

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

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

Safety Hazards
Contact District Director

Workplace Violence
Contact _____________ Police at ______________

Security Incidents
Contact _____________ Police at ______________

Visitor Occurrences
If the event causes safety concerns, call 911 immediately, then notify Staff Chair if applicable.

Visitor Injuries and Incidents
Inform your District Office.
CRISIS COMMUNICATIONS TREE

District Office:

_________________  __________________
(Name)             (Phone #)

Staff Chair:

_________________  __________________
(Name)             (Phone #)

Co-workers:

_________________  __________________
(Name)             (Phone #)

_________________  __________________
(Name)             (Phone #)

_________________  __________________
(Name)             (Phone #)

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_________________  __________________
(Name)             (Phone #)

_________________  __________________
(Name)             (Phone #)
If you receive a bomb threat call, signal a co-worker to call the __________ Police at _________.

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.