EMERGENCY PROCEDURES

**FIRE**
- If your clothing catches fire: USE SAFETY SHOWER or STOP, DROP and ROLL to extinguish flames
- If safe to do so, use fire extinguisher on flame using PASS protocol (Pull, Aim, Squeeze, Sweep)
- Activate nearest fire alarm
- Close doors to confine fire
- Evacuate immediately
- Meet at Emergency Assembly Area
- Re-enter only when directed by authorities

Call UCPD

**ACTIVE THREAT**
- “RAIN” Acronym
  - Respond: Have an escape route and plan. If safe to do so, run to a safe area, leaving behind belongings, keeping hands visible to authorities
  - Assess: Assess the situation and run to safety
  - Isolate: Hide in place out of the active threat; Note your location; Silence cell phones; Lock all windows and doors; Barricade entrances (if possible)
  - Notify: Notify the authorities

Call UCPD

**SUSPICIOUS BEHAVIOR/OBJECT**
- Do not touch, tamper with, or move suspicious objects/packages
- Do not interfere with suspicious behaviors
- Report immediately to UCPD
- Provide as much description to UCPD including size, weight, thickness, writing, odor, height, clothing colors, build, voice, messages, etc.
- Evacuate area immediately if safe to do so

Call UCPD

**EXPOSURE RESPONSE**
- Needlestick, sharps injury, or animal bite/scratch: Wash exposed area thoroughly for 15 minutes with warm water and soap
- Eye exposure: Use safety eye wash to flush eyes for 15 minutes while holding eyes open
- Skin exposure: Remove clothing and use nearest safety shower for 15 minutes
- Employees – see Notice to Employee Poster
- Students – visit UCR Student Health Services

Immediately Notify PI/Supervisor and EH&S

**HAZARDOUS MATERIALS SPILL**
- Communicate the hazard - Alert people in immediate area of spill; Post signs to indicate a spill has occurred
- Help contaminated or injured persons
- Control the spill – Take action to stop or minimize the spill; Secure the area to prevent entry
- Clean Spill - If you have been trained, clean spills according to Standard Operating Procedures (SOPs); Use appropriate Personal Protective Equipment (PPE)
- Re-enter when directed by authorities

Immediately Notify PI/Supervisor and EH&S

**FUME HOOD**
- Fire in Hood:
  - Do not push emergency buttons
  - Use Fire Extinguisher, if safe
  - Lower sash completely

Call UCPD

Alarm Sounds or Hood Not Functioning Properly:
- Stop working
- Lower sash completely
- Wait for alarm to stop
- If alarm continues, contact Facilities Services

Call Facilities Services

**UTILITY FAILURE**
- Steam Line Failure: Immediately leave area
- Plumbing/Flooding: If known leak source, shut off water; if safe to do so. If potential electrical hazard, evacuate the area
- Power Failure: Evacuate building, use caution
- Elevator Failure: Use the elevator phone to request help; activate the emergency alarm within the elevator
- Ventilation Failure: If smoke or strong burning odor, evacuate immediately

Call Facilities Services

**FIRE IN HOOD:**
- Students
- Employees

**EARTHQUAKE**
- Drop to the floor, take cover under a sturdy desk or table, and hold on to it firmly
- After earthquake, help others and check for damage if safe to do so

**EVACUATION**
- Proceed to nearest exit
- Use the stairs to exit the building
- Report to Emergency Assembly Area
- Notify Emergency Personnel of individuals remaining inside the building or hazardous processes

Visit www.ehs.ucr.edu for more information
Report all work-related injuries/illness to workerscomp@ucr.edu

Updated: 9/13/2019