



UNIVERSITY OF ARKANSAS
DIVISION OF AGRICULTURE

**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

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:

- 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.

FIRE

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.

SEVERE WEATHER

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.

UTILITY FAILURE

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.

INCIDENT REPORT

CRISIS COMMUNICATIONS TREE

District Office:

(Name)

(Phone #)

Staff Chair:

(Name)

(Phone #)

Co-workers:

(Name)

(Phone #)

(Name)

(Phone #)

(Name)

(Phone #)

(Name)

(Phone #)

(Name)

(Phone #)

(Name)

(Phone #)

(Name)

(Phone #)

(Name)

(Phone #)

COMMUNICATIONS

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.