**Office/Lab/Department Emergency Preparation**

Considerations from Division Business Services

**Planning**

1. Develop a plan to respond to an emergency: 1) emergencies where the building is evacuated and 2) emergencies that require sheltering in place.
	1. Evacuating the Building
		1. Have a rally point that all team members go to so that a proper head count can be obtained. For instance, DBS meets at the Old Main Fountain.
		2. Supervisors or office/lab/department leaders should be accountable for knowing if employees were in the office/lab or remote during an emergency.
		3. Think about persons with disabilities. If you evacuate, are there people assigned to assist persons with disabilities evacuate? Are there backups in case someone is working remotely?
	2. Shelter in Place
		1. Watch annually the UA’s [“Run, Hide, Fight”](https://uapd.arizona.edu/content/active-shooter-video) video and discuss as an office/lab/department.
		2. Reminder to silence cell phones, turn off lights, and lock doors.
		3. People in cubicles need to know whose locking office they should go to. Do they have keys to access locked offices if the occupant is working remotely?
		4. 911 protocol on Tucson campus: cell phone calls go to TPD’s operator, tell the operator that you are on the UA campus. Calls from landlines go straight to UAPD.
2. Onboarding new employees
	1. Incorporate your emergency plan into your office/lab/department’s onboarding processes.
	2. Practice or demonstrate procedures so there’s no misunderstanding.
	3. Tell new employees about [UAlert](https://cirt.arizona.edu/ualert) and encourage them to sign up. Annually, confirm that you are signed up by trying to sign up. UAlert was recently changed to never expire but this could change.
3. Disruptive students and employees
	1. Ensure faculty are aware of warning signs in the classroom and know the resources for [disruptive students](https://deanofstudents.arizona.edu/disruptive-student-behavior).
	2. Treat all threats of violence seriously. Document them and tell the proper authorities (e.g. UAPD or local law enforcement, Dean of Students, Human Resources, etc.).
	3. Notify your supervisor who will work with our Human Resources consultant, Kim Ramey of all disruptive or disgruntled employees.
	4. Document and share with your supervisor who will work with our Human Resources consultant all concerns about domestic violence spilling over into the workplace. All threats or intimidation of UA employees must be taken seriously.
	5. Report all threats of violence to 911. Do not assume someone else is going to do this on your behalf

**Communications**

1. Have an electronic phone tree and everyone include their personal contact numbers in the phone tree. Power App through the App Store can be set up to maintain an electronic phone tree.
2. Maintain emergency contact information for each employee. Some of this information is now available through UAccess Employee. Ask employees to review it annually.
3. Annually remind all employees to check their [UAlert](https://cirt.arizona.edu/ualert) subscription and renew it if it expired. UAlert was recently changed to never expire but this could change.
4. Leaders should make sure everyone in their office/lab is safe and aware of the current information and procedures.
5. Reminder to share only facts and necessary information. Use your command voice; be direct and clear.
6. Establish an emergency duress word or phrase in the office/lab. When that word is said, it is a signal to others that an emergency is occurring and 911 should be contacted.
7. Remind everyone to stop routine communications until a duly assigned leader authorizes routine communications to resume.

**Facilities Review**

1. Consider asking UAPD, or your local law enforcement if you are located away from the Tucson campus, to review your office/lab and provide physical security review: locks, door materials and strength, panic buttons (only appropriate in specific offices), etc.
2. Have a primary and secondary escape route and make sure your office/lab knows.
3. Think about safety if your building is under construction and there may be temporary barriers.
4. Gatherings of large size should have more than one exit point; reschedule to rooms with 2 or more doors.

**First Aid**

1. Ensure your office/lab has a first aid kid and annually review that it is stocked with current and unexpired materials. Include a tourniquet and multiple pairs of medical gloves in the kit.
2. Offer CPR and first aid training to your office/lab: CPR Certification Tucson offers 2.5-hour courses. Recertification is every 2 years.
3. Ensure everyone knows where the Automated External Defibrillator (AED) is in the building. If your building does not have an AED, work with the building manager or Risk Management to have one installed.
4. Remind everyone where the closest fire extinguishers are to your office/lab annually.
5. Encourage people to take [QPR Suicide Prevention](https://lifework.arizona.edu/events-and-workshops/502-qpr-gatekeeper-training-parents) training for free through the University.