AU Laboratory Emergency Guidelines

How to Report an Emergency

- Call 911.

- Give nature of incident.

- Building Name & room # where incident occurred.

- Your name and call back number.

- Remain on phone with 911 as instructed by the 911 operator.

- Meet emergency services to provide information.

- Post near this information lab phone.

Emergency Guidelines for Mobility Impaired Occupants

- Call AUDPS at 911. Tell the dispatcher your name and that you a person with a mobility impairment and that you are not able to exit the building. Give the dispatcher your room number if you're not able to leave the room. If possible, place a wet towel or cloth item at the bottom of the lab door to prevent smoke infiltration. Next hang an article of cloth out the window to alert fire department of your location. Stay on the phone with 911 until rescue assistance is there for you.

- If you are able to leave the room, but can't descend stairs, you should go to the nearest enclosed stairwell and wait. Advise others exiting the building to tell the fire department where you are at and that you need rescue assistance.

Emergency Guidelines – Fire in the Laboratory

- Turn all gas off if possible.

- Never fight the fire alone. Use fire extinguisher only on small fires if trained.

- Leave the lab. Close the door, but do not lock door as you exit the lab.

- Activate the nearest fire alarm pull station before fighting the fire.

- Exit the building. Do Not Use Elevators.

- If areas are filled with smoke, keep low, the air near the floor will be fresher.

- Call 9-1-1 from a safe location.

- Have a pre-determined meeting place at least 200 feet from building.

- Meet fire department to provide information.

- Do not re-enter until given permission by fire department.

Post these guidelines inside lab on back of lab door or adjacent to exit.