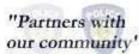


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Emergency Notification Procedures

When dialing 9-1-1 to request emergency assistance from a campus telephone extension, you will be connected to the UAPD Communications Center.

When dialing 9-1-1 to request emergency assistance from an ITL number, you will be connected to the Pima County 9-1-1 Center.

When dialing 9-1-1 to request emergency assistance from a cell phone, you will be connected to the Pima County 9-1-1 Center.

Before you call remember to:

- Call from a safe location
- Remain calm
- Be prepared to give the Dispatcher as much information as you can such as,
 - what is the emergency
 - where is the emergency
 - are there injuries
 - how serious are the injuries, etc. (the dispatcher will ask you questions as well)
 - DO NOT hang up until you are told to do so. The Dispatcher may give you instructions. Follow those instructions, if you can do so safely.

Emergency Preparedness

Building Mangers/Department Heads/Designees:

- a. Meet with all of your personnel in the EAL (Emergency Assembly Location) You are the Incident Commander until such time as the emergency personnel arrive.
- b. Have emergency telephone numbers with you
- c. Take roll and account for all your personnel
 - o If someone is missing attempt to locate via telephone or mobile phone
 - o If unable to locate, notify emergency responders immediately
- d. Contact the next person in your chain of command



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Important Telephone Numbers

Campus telephone numbers for life-threatening emergencies:

• From any office or campus public phone: 9-1-1

• From your cell phone: 9-1-1

Explain the location and type of problem to the operator immediately.

Telephone numbers for non-life-threatening emergencies:

• UAPD (University Police Department): 621-8273

• Facilities Management: 621-3000

Radiation Control: 626-6850Custodial Services: 621-7558

Parking and Transportation: 621-1108

Where to Get Information During a Large Scale Emergency

KNST Radio 790

UA web page: www.arizona.edu

Local television stations:

- KVOA TV Channel 4
- KGUN TV Channel 9
- KOLD TV Channel 13 or 7
- UA Student Union Information Desk (if Student Union is affected)
- Park Student Union (serves as back up)



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Department/Building Emergency Operations Plan

Department Name Address:

University of Arizona Imaging Technology Lab

Address: 325 S Euclid Ave, Suite 117

Fax: 520-628-2859

Building Manager Information:

UA Real Estate Administration 520-621-1813

Building Manager Alternate Information:

Name: Michael Lesser

Office telephone: 520-621-4236 Cellular phone/pager: 520-240-3934

Fax: 520-628-2859

Email: lesser@itl.arizona.edu

Emergency Assembly Location – Primary Location

Complex entrance at 12th St. and Tyndall

Emergency Assembly Location – Secondary Location (to be used only if the primary area is not available.)

City of Tucson building parking lot (800 E. 12th Street)

Departments in the Building:

Department Name: Only ITL